



Approved Minutes

June 15, 2017

Ann Arbor Area Transportation Authority Board of Directors

Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, Michigan, 6:30 p.m.

Board: Mike Allemang, Eli Cooper, Sue Gott, Prashanth Gururaja, Roger Hewitt, Larry Krieg, Eric Mahler (Chair), Stephen Wade

Absent with Notice: Jack Bernard, Gillian Ream Gainsley

Staff: Gwyn Belcher, Jan Black, Terry Black, Matt Carpenter, Bill De Groot, Sarah Pressprich Gryniewicz, John Metzinger, Bryan Smith, Mary Stasiak, Phil Webb, Chris White, Michelle Whitlow

LAC Representative: Cheryl Weber

Recording Secretary: Karen Wheeler

Chairman Eric Mahler declared that a quorum was present and called the meeting to order at 6:32 p.m.

1.0 Public Hearing

There was no Public Hearing.

2.0 Communications and Announcements

2.1 Welcome John Metzinger

Mr. Mahler welcomed and introduced John Metzinger, AAATA's new Chief Financial Officer.

2.2 Recognition: Chris White's Retirement

Mr. Mahler announced Chris White's retirement. Mr. Mahler shared highlights from Mr. White's career and presented Mr. White with the Chris White Award; the first annual award from the board recognizing outstanding contributions to public transit. Mr. White expressed appreciation for the award and the opportunity to have worked for AAATA.

2.3 Recognition: Stephen Wade's Departure

Mr. Mahler announced Stephen Wade's departure from the Board. Mr. Mahler thanked Mr. Wade for his enthusiasm and work on the Board, and presented Mr. Wade with a plaque of appreciation. Mr. Wade expressed appreciation to the Board for their leadership, and to staff for their support.

3.0 Public Time – Comment on Agenda Items

Jim Mogensen appeared before the Board. Mr. Mogensen commented on Policy Governance, policies to be rescinded as part of the resolution, and timing of the first public transit millage. Mr. Mogensen commented on upcoming community meetings related to Transit Oriented Development.

Michelle Barney appeared before the Board. Ms. Barney thanked Mr. White for his work planning routes. Ms. Barney commented on riding bus routes on the west side of Ann Arbor. Ms. Barney commented on two incidents when the bus ramp did not deploy properly, and requested that staff investigate.

Cheryl Weber appeared before the Board. Ms. Weber spoke in favor of the Policy Governance model.

No one further appearing, Mr. Mahler declared Public Time closed.

4.0 Review and Approval of Minutes

4.1 Review and Approval of Minutes May 18, 2017

Roger Hewitt moved approval of the minutes with support from Prashanth Gururaja. The minutes were approved as written.

5.0 Board and Staff Reports

5.1 Chief Executive Officer

Mr. Carpenter presented the monthly Chief Executive Officer report.

5.1.1 Millage Update

Mr. Carpenter provided a millage update. Mr. Carpenter noted three areas where approvals will be required of the Board as part of planning for the millage referendum: 1. Millage Rate; 2. Referendum Timing; and 3. Ballot Language. Mr. Carpenter reported on a recommendation from staff to proceed with a referendum in August 2018 at a renewal rate of .7 mills to maintain services rolled out over the past two years.

5.2 Planning and Development Committee

Ms. Gott reported on behalf of the Planning and Development Committee (PDC). PDC received a presentation on the August Service Changes. PDC received presentations on two recommendations for Board action; approval to contract for FlexRide Pilot Service, and award of a contract for Passenger Terminal Needs Assessment for the Ypsilanti Transit Center. PDC supported moving both items forward to the full Board for consideration. Dr. Krieg shared information on electric bus technologies and his attendance at the UITP World Congress. PDC recognized Chris White and Stephen Wade.

5.3 Performance Monitoring and External Relations Committee

Mr. Allemang reported on behalf of the Performance Monitoring and External Relations (PMER) Committee. PMER received the financial and performance reports. PMER recommended three procurement items for the full Board to consider: Vanpool Management Services, Bus Stop Concrete, and Bus Shelters and Benches.

5.4 Local Advisory Council

Ms. Weber reported on behalf of the Local Advisory Council (LAC). LAC received updates on the project scope of the Paratransit Review Charter and the Greyhawk/IVR system.

5.5 WATS

Dr. Krieg reported that the June WATS Policy Committee meeting was scheduled for June 22.

5.6 Ann Arbor Transportation Commission

Mr. Gururaja reported that the Ann Arbor Transportation Commission was meeting the week following the AAATA Board meeting.

6.0 Question Time

Dr. Krieg noted an apparent discrepancy in the AirRide performance data and requested an explanation. Mr. Carpenter agreed to confer with staff and provide an explanation.

Mr. Cooper commented on the staff recommendation to maintain the millage rate for the renewal.

Mr. Cooper commented on PDC's recommendation to approve a contract for FlexRide service, and suggested exploring demonstration grant funding for the service.

Dr. Krieg spoke in favor of FlexRide service.

Mr. Hewitt requested an explanation of an item on the financial statement which Mr. Webb provided.

Dr. Krieg shared information on electric buses.

Mr. Mahler commented on the Board's ability to advocate for funding for the millage, and staff's inability to advocate.

7.0 Old Business

There was no Old Business for the Board to consider.

8.0 New Business

8.1 Vanpool Management Services

Mr. Carpenter introduced a resolution for Approval of Contract Award for Vanpool Services. Mr. Simmons responded to questions from board members.

Larry Krieg moved the following resolution with support from Eli Cooper.

Resolution 14/2017

APPROVAL OF CONTRACT AWARD FOR VANPOOL SERVICES

WHEREAS, the Ann Arbor Area Transportation Authority's (AAATA) primary consideration is to continue providing a cost-effective, high-quality vanpool program for workers in and coming into Washtenaw County, and

WHEREAS, AAATA conducted a competitive procurement process and determined that RideShare by Enterprise was the most responsive and responsible proposer,

WHEREAS, the cost of the contract may exceed \$100,000 over the award period, and Board policy requires advance authorization to purchase products or services over \$100,000,

NOW, THEREFORE, BE IT RESOLVED, that the AAATA Board of Directors authorizes the Chief Executive Officer to implement a contract with RideShare by Enterprise for vanpool services, for a three-year period with an option to extend the contract for two additional one-year periods, not to exceed five years in total under the same terms and conditions.

The motion was adopted.

8.2 Bus Stop Concrete

Mr. Carpenter introduced a resolution for Authorization to Award Contract for Bus Stop Concrete Work. Mr. De Groot responded to questions from board members.

Larry Krieg moved the following resolution with support from Eli Cooper.

Resolution 15/2017

AUTHORIZATION TO AWARD CONTRACT FOR BUS STOP CONCRETE WORK

WHEREAS, as part of the Bus Stop Improvement Program, Ann Arbor Area Transportation Authority (AAATA) repairs, creates new concrete bus shelter pads, sidewalk extensions, curbs and other concrete work, and

WHEREAS, AAATA conducted a competitive procurement process and selected Saladino Construction for the provision of bus stop concrete work, and

WHEREAS, the cost of concrete work may exceed \$100,000 over the award period, and Board policy requires advance authorization to purchase products or services over \$100,000, therefore,

IT IS RESOLVED, that the AAATA Board of Directors authorizes the Chief Executive Officer to execute a contract with Saladino Construction for a one-year period with an option to extend the contract for four additional one-year periods, not to exceed five years in total under the same terms and conditions.

The motion was adopted.

8.3 Bus Shelters and Benches

Mr. Carpenter introduced a resolution for Authorization to Award a Contract for Bus Passenger Shelters and Benches. Mr. Carpenter responded to questions from board members.

Mike Allemang moved the following resolution with support from Stephen Wade.

Resolution 16/2017

AUTHORIZATION TO AWARD CONTRACT FOR BUS PASSENGER SHELTERS AND BENCHES

WHEREAS, as part of the Bus Stop Improvement Program, Ann Arbor Area Transportation Authority (AAATA) installs amenities at bus stops that meet the ridership criteria, and

WHEREAS, an important aspect of accessing AAATA's transportation services depends upon the convenience of its boarding areas and the public amenities available there to accommodate, protect, and shelter the waiting public, and

WHEREAS, AAATA conducted a competitive RFP process and selected Duo-Gard of Canton, MI for the purchase and installation of Bus Passenger Shelters and Benches, and

WHEREAS, the cost of shelters and benches may exceed \$100,000 over the award period, and Board policy requires advance authorization to purchase products or services over \$100,000, therefore,

IT IS RESOLVED, that the AAATA Board of Directors authorizes the Chief Executive Officer to execute a contract with Duo Gard for a three-year period with an option to extend the contract for two additional one-year periods, not to exceed five years in total under the same terms and conditions.

IT IS FURTHER RESOLVED, that such shelters and their installation shall be paid for utilizing existing and future Federal and/or state capital grant funds intended for that purpose.

The motion was adopted.

8.4 FlexRide Pilot Service

Mr. Carpenter introduced a resolution for Approval of Contract for FlexRide Pilot Services.

Mr. Allemang disclosed that he is friends with the owner of Golden Limousine, the parent company of MODE, the firm recommended to receive the contract for FlexRide service.

Board members discussed FlexRide service, and Mr. Carpenter, Ms. Roberts and Mr. De Groot responded to questions.

Larry Krieg moved the following resolution with support from Prashanth Gururaja.

Resolution 17/2017

APPROVAL OF CONTRACT FOR FLEXRIDE PILOT SERVICES

WHEREAS, the Ann Arbor Area Transportation Authority issued Request for Proposal (RFP) #2017-17 for the purpose of identifying a firm to provide FlexRide Services which is identified as a pilot service within the Five-Year Transit Improvement Plan, and

WHEREAS, five proposals were received, and

WHEREAS, TheRide staff evaluated the proposals using the criteria established within the RFP and determined that the submittal from MODE (a division of Golden Limousine), was found to be the most responsive and responsible bidder, and

WHEREAS, the cost of service may exceed \$100,000 if the pilot is successful and extended beyond the first year, and Board policy requires advance authorization to incur products or services over \$100,000,

NOW, THEREFORE, BE IT RESOLVED, that the Ann Arbor Area Transportation Authority Board of Directors authorizes the CEO to negotiate a contract with MODE (a division of Golden Limousine) for FlexRide Services for a pilot period up to a three-year period based on the cost per vehicle service hour of \$39.00 to \$40.00 (accessible vehicles).

The motion was adopted.

8.5 Passenger Terminal Needs Assessment (YTC)

Mr. Carpenter introduced a resolution for Approval of Contract Award for Passenger Terminal Needs Assessment. Board members commented on the resolution.

Sue Gott moved the following resolution with support from Eli Cooper.

Resolution 18/2017
APPROVAL OF CONTRACT AWARD FOR
PASSENGER TERMINAL NEEDS ASSESSMENT

WHEREAS, the efficient and effective provision of transit services depends upon sufficient operational support facilities, and

WHEREAS, a preliminary assessment of AAATA YTC facilities suggests the YTC appears to have reached its operational limits in terms of the physical space, and has become increasingly crowded, and

WHEREAS, AAATA staff determined that an in-depth passenger terminal needs assessment conducted by a firm specializing in transit operations and terminal planning will inform future AAATA planning, and

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) issued Request for Proposal (RFP) # 2017-06 "Passenger Terminal Needs Assessment" for the purpose of identifying a firm to provide space assessment and planning services, and

WHEREAS, an AAATA evaluation team reviewed proposals, interviewed finalist proposers, and determined that the Wendel team offered the best proposal for the requested services,

NOW, THEREFORE, BE IT RESOLVED, that the AAATA Board of Directors authorizes the CEO to negotiate and enter into a contract with a maximum not to exceed of \$200,000 with recommended proposer, Wendel, headquartered in Minneapolis, MN.

The motion was adopted.

8.6 Policy Governance

Mr. Mahler introduced the resolution on Adoption of Policy Manual. Mr. Mahler reported that the Board was provided with a chart of policies to be remanded to the CEO's direction. Support for the Board's pursuit of Policy Governance was received from the Mayor of Ann Arbor and City Administrator.

Ms. Gott requested additional time to clarify language in the document.

Stephen Wade moved the following resolution with support from Mike Allemang.

Resolution 19/2017 ADOPTION OF POLICY MANUAL

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) Board of Directors (Board) has recently worked to enhance its understanding of governance and especially the Policy Governance model, and

WHEREAS, the Board has developed a comprehensive set of policies in order to set the organizational direction, rigorously evaluate the accomplishments of the organization, focus the Board's time on the larger issues, to delegate with clarity, and to control management's job and ensure accountability;

NOW, THEREFORE, BE IT RESOLVED, that the AAATA Board of Directors amends the Bylaws to delete Article 3, sec 5 and Article 4, sec 8., and

BE IT FURTHER RESOLVED, that the AAATA Board of Directors adopts the "AAATA Policy Manual", based on the Policy Governance® approach, as AAATA's body of governance policy, and

BE IT FURTHER RESOLVED, in order to ensure consistency in policy, the AAATA Board of Directors rescinds all old board policies and remands them to the CEO for consideration as operational policy.

The motion was adopted.

9.0 Public Time

Jim Mogensen appeared before the Board. Mr. Mogensen commented on Title VI and processes enacted by a previous federal administration. Mr. Mogensen commented on the millage renewal.

Michelle Barney appeared before the Board. Ms. Barney spoke in favor of the contract award for bus passenger shelters and benches, and requested placement of an additional shelter across the street from Chidester Place.

No one further appearing, Mr. Mahler declared Public Time closed.

10.0 Closed Session

Roger Hewitt moved to adjourn to Closed Session in accordance with MCLA 15.268 (c), (d), (e) and (h). Stephen Wade supported the motion. The motion carried on a unanimous roll call vote: Gururaja – Yes; Wade – Yes; Hewitt – Yes; Krieg – Yes; Allemang – Yes; Cooper – Yes; Gott – Yes; Mahler – Yes. The Closed Session commenced at 8:28 p.m.

Prashanth Gururaja moved to adjourn the Closed Session with support from Roger Hewitt. The motion was adopted, and the Closed Session adjourned at 9:10 p.m.

11.0 Adjourn

Roger Hewitt moved to adjourn the meeting with support from Sue Gott. The motion was adopted, and the meeting adjourned at 9:15 p.m.

Respectfully Submitted,

Stephen Wade, Secretary