



BOARD OF DIRECTORS

DATE: Thursday, November 17, 2016

TIME: 6:30pm

PLACE: Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor MI 48104

MEETING CHAIR: Eric Mahler

AGENDA

Item	Item Type	Speaker(s)
1.0 <u>Public Hearing</u>	Information	Mahler
2.0 <u>Communications and Announcements</u>	Information	All
3.0 <u>Public Time – Comment on Agenda Items</u>	Information	Public
4.0 <u>Review and Approval of Minutes</u>		
4.1 Review and Approval of Minutes of October 20, 2016 p. 1-6	Decision	Mahler
5.0 <u>Board and Staff Reports</u>		
5.1 Chief Executive Officer	Information	Carpenter
5.1.1 RTA Update		
5.2 Planning and Development (p. 7-13)	Information	Gainsley
5.3 Performance Monitoring External Relations (p. 14-24)	Information	Allemang
5.4 Local Advisory Council (p. 25-27)	Information	Weber
5.5 Washtenaw Area Transportation Study	Information	Krieg
5.6 Governance	Inform/Discuss	Mahler
6.0 <u>Question Time</u>	Information	All
7.0 <u>Old Business</u>		
8.0 <u>New Business</u>		
8.1 GSA Walkway (p. 28-29)	Information	Carpenter
8.2 LAC Executive Committee Appointment (p. 30-32)	Decision	Weber

9.0 <u>Public Time</u>	Information	Public
10.0 <u>Closed Session</u> under the Michigan Open Meetings Act, including but not limited to, Labor Negotiations Strategy, Purchase or Lease of Real Property, Pending Litigation and Attorney/Client Privileged Communications set forth or incorporated in MCLA 15.268 (c), (d), (e) and (h)	Discussion	All
11.0 <u>Adjourn</u> [next meeting Thursday, December 15, 2016 @ 6:30pm]	Decision	Mahler

BOARD OF DIRECTORS

Eric Mahler, Chair • Eli Cooper, Treasurer • Stephen Wade, Secretary
Mike Allemang • Jack Bernard • Sue Gott • Prashanth Gururaja • Roger Hewitt
Gillian Ream Gainsley • Larry Krieg



Proposed Minutes

October 20, 2016

Ann Arbor Area Transportation Authority Board of Directors

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

Board: Jack Bernard, Gillian Ream Gainsley, Prashanth Gururaja, Larry Krieg, Eric Mahler (Chair), Stephen Wade

Absent with Notice: Mike Allemang, Eli Cooper, Sue Gott, Roger Hewitt

Staff: Michael Benham, Terry Black, Dawn Gabay, Phil Webb, 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 6:37 p.m.

1.0 Public Hearing

There was no public hearing.

2.0 Communications and Announcements

Gillian Ream Gainsley announced a Canvas Day on October 23 to promote the RTA millage campaign. Ms. Gainsley shared details of an event on ending street harassment by Georgina Hickey, who specializes in anti-harassment campaigns for mass transit. Ms. Gainsley encouraged designing AAATA spaces and services to make people safe.

Larry Krieg reported on his attendance at a RailVolution Conference and discussions around affordable housing and the role of transit. Dr. Krieg encouraged bearing this in mind in future planning.

Prashanth Gururaja commented on the Board's support of the RTA millage. Mr. Gururaja shared educational materials on the plan and urged the community to support the RTA.

Jack Bernard commented on his use of the Text My Bus and Track My Bus services which he has found useful for trip planning. Mr. Bernard encouraged meeting attendees to try the new tools.

3.0 Public Time – Comment on Agenda Items

Michelle Barney appeared before the Board. Ms. Barney requested information on phone banking for the RTA millage campaign. Ms. Barney requested information on accessing bus tracking tools on an Android cell phone.

Ms. Gainsley offered to put Ms. Barney in touch with RTA campaign representatives to obtain information on phone banking.

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

4.0 Review and Approval of Minutes

4.1 Review and Approval of Minutes September 15, 2016

Gillian Ream Gainsley moved approval of the minutes with support from Prashanth Gururaja.

Dr. Krieg requested a clarification on Jim Mogensen’s Public Time comments regarding the RTA plan. Mr. Mogensen was present and provided clarification. Mr. Wade offered a friendly amendment to strike the phrase “moved to the medium” and insert the word “reduced”. Dr. Krieg accepted the friendly amendment.

Public Time – Comment on Agenda Items

Jim Mogensen appeared before the Board. Mr. Mogensen commented on his attendance at the PDC meeting where there was discussion about the capital budget and the prospect of access fees for AirRide service. Mr. Mogensen expressed concern with the RTA structural arrangements suggesting that the RTA plan may have an impact on service AAATA has been providing over time, suggesting that enhanced services may be ~~moved to the medium~~ reduced. Mr. Mogensen requested that the Board think through that and respond as soon as possible.

The amended minutes passed unanimously.

5.0 Board and Staff Reports

Mr. Maher shared two successes in Mr. Carpenter's absence: the paratransit mini fleet was successfully finished, and Pittsfield Township approved their Purchase of Service Agreement.

5.1 Planning and Development Committee

Ms. Gainsley reported that the Planning and Development Committee did not meet in October.

5.2 Performance Monitoring and External Relations Committee

Mr. Gururaja reported on the Performance Monitoring and External Relations (PMER) Committee meeting. PMER received the financials through 11 months. The Report of Operations reflects a favorable variance. Staff reported on reconciliations by the Michigan Department of Transportation (MDOT) for Fiscal Years 2013, 2015 and 2016. The net result for AAATA is a projected surplus of \$900,000 for FY2016. The funds help to offset losses found in operating reserves. Mr. Gururaja reported a 5% increase in Average Weekday Ridership for September. PMER received an update on the capital budget process. The Committee endorsed two resolutions for consideration by the full Board: replacement of 14 engines for hybrid buses to anticipate failures, and approval of a contract option for a lift-equipped van purchase pass-through to Jewish Family Services.

5.3 Local Advisory Council

Cheryl Weber reported on the Local Advisory Council (LAC) meeting. LAC received an update on the new ARide dispatch system. Ms. Weber announced that the LAC is poised to participate in feedback that the Board requests. Ms. Weber introduced Cathy-Alice Koyanagi and Kathleen Mozak-Betts to the Board; the new LAC Executive Committee members.

5.4 Washtenaw Area Transportation Study

Dr. Krieg reported that the primary item of business was a discussion about having WATS serve as the Washtenaw County agency that would convey the county's needs and desires to board members of the RTA. Dr. Krieg noted that he was not able to attend the meeting and so was not certain of the outcome, but would follow-up on how the discussion went.

5.5 Governance

Mr. Mahler reported that Board members would engage in discussions on governance work facilitated by Susan Radwan. Mr. Mahler indicated that a questionnaire would be issued to Board members to determine the focus of the discussion at the Board's November 14th Retreat.

6.0 Question Time

Mr. Wade asked if anything caused the MDOT audit to happen. Ms. Gabay responded that the reconciliations are conducted annually.

7.0 Old Business

There was no Old Business for the Board to consider.

8.0 New Business

Jack Bernard moved the following resolution with support from Larry Krieg.

8.1 Engine Replacement

Resolution 1/2017
APPROVAL OF CONTRACT FOR NEW ENGINES AND INSTALLATION
FOR FOURTEEN HYBRID BUSES

WHEREAS, Ann Arbor Area Transportation Authority (AAATA) issued an Invitation for Bid on August 23, 2016 for the purchase and installation of replacement engines for the remaining fourteen (14) hybrid buses, and

WHEREAS, the cost of engine replacement will exceed \$100,000, and Board policy requires authorization to incur products or services over \$100,000,

NOW, THEREFORE, BE IT RESOLVED, that the AAATA Board of Directors hereby authorizes AAATA to award a contract to Cummins Bridgeway of New Hudson, MI for the purchase and installation of fourteen (14) engines.

Ms. Gabay responded to a question on whether the engines will be replaced, or only if the engines fail, indicating that replacements will be made when engines fail.

The motion passed unanimously.

Gillian Ream Gainsley moved the following resolution with supported from Stephen Wade.

8.2 Pass Through Funding: Purchase of Vehicles for Jewish Family Services

Resolution 2/2017

APPROVAL OF CONTRACT OPTION FOR LIFT-EQUIPPED VAN PURCHASE PASS-
THROUGH TO JEWISH FAMILY SERVICES

WHEREAS, Ann Arbor Area Transportation Authority (AAATA) issued an Invitation for Bid on February 17, 2016 for the purchase of lift-equipped vehicles for private non-profit providers, and

WHEREAS, Ann Arbor Area Transportation Authority (AAATA) awarded a contract to Mobility Transportation Services of Canton, Michigan on May 19, 2016 for the purchase of two (2) new lift-equipped vans with the option to purchase one more for pass-through to private non-profit provider Jewish Family Services of Washtenaw County, Michigan, and

WHEREAS, the cost of the option to purchase an additional vehicle would exceed \$100,000, and Board policy requires authorization to incur products or services over \$100,000,

NOW, THEREFORE, BE IT RESOLVED, that the AAATA Board of Directors hereby authorizes AAATA to utilize the option to purchase an additional lift-equipped van under contract with Mobility Transportation Services of Canton, Michigan for pass-through to Jewish Family Services of Washtenaw County, Michigan.

Dr. Krieg and Mr. Bernard spoke in favor of the resolution.

The motion passed unanimously.

9.0 Public Time

Jim Mogensen appeared before the board. Mr. Mogensen commented on the availability of AAATA data and data requested in the MRide Agreement. Mr. Mogensen suggested that detailed data be made available to the public. Mr. Mogensen commented on work at the University on housing issues.

Cathy-Alice Koyanagi appeared before the Board. Ms. Koyanagi commented on the talented membership on the LAC. Ms. Koyanagi invited board members to a luncheon following the December LAC meeting. Ms. Koyanagi described problems with the on-holding messaging on the ARide phone line and suggested sharing information while callers are on hold. Ms. Koyanagi requested board information by email to provide the

opportunity to review materials ahead of time. Ms. Koyanagi suggested having a RideCorp representative attend board meetings.

Mr. Bernard requested and received clarification on the difficulty with the on hold messaging. Mr. Bernard made a commitment for staff to follow-up to solve the problem.

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

10.0 Adjourn

Gillian Ream Gainsley moved to adjourn the meeting with support from Stephen Wade. The motion passed unanimously and the meeting adjourned at 7:18 p.m.

Respectfully Submitted,

Stephen Wade, Secretary



Meeting Summary
November 9, 2016
Ann Arbor Area Transportation Authority
Planning and Development Committee

Committee: Sue Gott, Roger Hewitt, Larry Krieg (Acting Chair), Stephen Wade

Absent with Notice: Gillian Ream Gainsley

Staff: Michael Benham, Matt Carpenter, Bill De Groot, Dawn Gabay, Sarah Pressprich Gryniewicz, Mary Stasiak, Phil Webb

Larry Krieg called the meeting to order at 9:06 a.m.

1.0 Additions to Agenda

Matt Carpenter requested adding item 4.3 RTA. Stephen Wade requested adding item 4.4 Downtown Circulator.

2.0 Communications and Announcements

Dr. Krieg announced that in the face of the likely RTA millage failure, and given the result of the Presidential election, AAATA should be creative and think ahead about how to realign service, if AAATA faces federal funding cuts. Mr. Carpenter agreed that a thoughtful approach would be taken.

Roger Hewitt announced that the surface lot next to the Blake Transit Center may soon be going through another development process. Mr. Hewitt suggested that if AAATA has an interest in using part of the space for bus parking, now would be a good time to open discussions with the appropriate people.

3.0 Public Participation

Clark Charnetski appeared before the Committee. Mr. Charnetski commented on the RTA and a fallback source of funding. Mr. Charnetski noted support for the RTA millage in Washtenaw County. Mr. Charnetski suggested investigating a more uniform system throughout the four counties for seniors and ADA passes. Mr. Charnetski suggested coordinated service on Washtenaw Avenue and Michigan Avenue, perhaps between AAATA and SMART, to fill in the gap between Ann Arbor and Detroit.

No one further appearing, Dr. Krieg declared Public Time closed.

4.0 Business

4.1 Capital Budget Update

Mr. Carpenter introduced the presentation recommending improvements to Capital Budget planning. Mr. Carpenter reported that as part of the FY2017 budget process, a capital funding shortfall was identified. Mr. Carpenter noted that the shortfall is driven by bus replacements.

A four-step process for reviewing the capital plan, utilizing the triple bottom line of sustainability, was developed:

1. Identify the challenge: can the cost of future bus replacements be adjusted to reduce or eliminate the shortfall?
2. Identify potential options: for adjusting the bus replacement plan
3. Evaluate options focusing on the triple bottom line of social, environmental and economic impacts
4. Recommend a solution

Mr. Carpenter reported on development of a tool for fleet planning that contains real-time variables.

Bill De Groot made a presentation on the fleet planning tool to be used for modeling over a 30-year horizon. It is hoped that the tool will simplify and focus the planning process and identify options for matching annual allocations with capital needs.

Staff responded to questions on the presentation and Committee members made the following suggestions:

- Determine where the Board's role would fall, in terms of planning, under the Policy Governance model
- Provide the Committee with an understanding of the policies staff is following to guide the work
- At the upcoming Board Retreat, identify policies that the Board cares about to make certain those policies are included in new Policy Governance documents
- Create a data-driven graph illustrating relative energy consumption between hybrid buses, current conventional diesel buses, newer conventional diesel buses and smaller buses

Mr. Carpenter reported that he hopes to provide further clarity on capital planning near the end of January.

4.2 Project Pipeline Update

Mr. Carpenter introduced the presentation on the Project Pipeline. Mr. Carpenter reported that there have been a number of project challenges addressed by the Board for corrective action. An initiative has been undertaken to improve project management processes.

Sarah Gryniewicz made a [presentation](#) on the Project Pipeline including the following major topics:

- Overview of a project “pipeline” from ideas to completed projects
- Detailed steps for planning major projects
- How the Board fits in to the process
- Goals of the Project Pipeline Process

Staff responded to questions. The following suggestions were shared by committee members:

- Clarify the criteria for small projects and major projects to avoid unintentional misalignment with deployed staff resources for initiatives that are processes, and not necessarily formal projects
- Consider two different major project types; simple transactions approving an expenditure based on a particular scope vs. major projects with a series of steps including approving a scope before approval of an expenditure so there is alignment prior to bringing forward a contract for execution
- Refine documented processes to eliminate the need for institutional knowledge to make sure each step follows the procedure so that the procedure itself provides internal checks and balances
- Add a step so that a “no” to a project by a Division Head is reviewed by someone higher than the Division Head prior to a project being ended
- Add Sustainability to the Detailed Project Plan
- Add a step for a public check-in with the community or affected parties
- Add a step to evaluate Completed Projects to determine if the project goals were met, and enable course-corrections in ongoing processes.

Mr. Carpenter reported that work will continue on the process and encouraged Committee members to provide additional comments.

4.3 RTA

Mr. Carpenter reported on news reports that the RTA millage has likely been rejected. Mr. Carpenter noted that the RTA would likely be discussed at the Board's November 14 Retreat indicating that this could have financial implications for AAATA. Dr. Krieg commented on his work promoting the RTA noting that second millage attempts often succeed.

4.4 Downtown Circulator

Mr. Wade reported on a recent news article that the downtown circulator may be brought back. Mr. Carpenter indicated that the circulator concept is a priority of one Downtown Development Authority (DDA) board member. Mr. Hewitt noted that the "Link" service was primarily funded by the DDA and operated by AATA. Dr. Krieg shared details of a similar, very successful, service in Denver. Mr. Hewitt noted that the Denver service operates on dedicated guideways adding that the Link competed with downtown Ann Arbor traffic which sometimes made walking faster than taking the bus. Mr. Carpenter agreed to keep communication open with the DDA.

5.0 Public Participation

Cathy-Alice Koyanagi appeared before the Committee. Ms. Koyanagi raised questions about the age of the newest and oldest buses in AAATA's fleet. Mr. Carpenter responded seven months for the newest and 13 years for the oldest. Ms. Koyanagi asked about the process for identifying potential new vehicles and whether that process includes a review by someone who is disabled. Ms. Koyanagi commented on people whose wheelchairs have a hard time maneuvering on some AAATA buses.

Mr. Carpenter responded that all AAATA buses are accessible and adhere to ADA guidelines. Mr. Carpenter indicated that he would be happy to receive specifics, if improvements are needed. Ms. Koyanagi suggested speaking to a group of people to make sure everyone receives correct and appropriate service and good customer service. Mr. Carpenter suggested that the Local Advisory Council (LAC) may be an appropriate place for the discussion and offered to have the AAATA Liaison to the LAC discuss the matter with the LAC's Chair.

Jim Mogensen appeared before the Board. Mr. Mogensen commented on references to the Board's work on a new governing structure and his experience observing the Board over many years. Mr. Mogensen suggested that the board previously operated under the proposed new model, when there was no PDC, no millages for renewal and little discussion before the board approved staff recommendations. Mr. Mogensen suggested that the organization's structure has become more complicated with the service expansion and funding that has to get renewed. Mr. Mogensen indicated that

while he sees the appeal of a new governance model, there are some potential downsides.

Clark Charnetski appeared before the Committee. Mr. Charnetski commented on the importance of accessibility of line haul buses for people who have disabilities as use of fixed-route service, instead of ARide, saves money. Mr. Charnetski added that another important matter is access to bus stops for people who use wheelchairs. Mr. Charnetski commented on the possible revival of the Link indicating that service didn't run on very frequent headways and one could often walk to their destination in half of time it would take for the bus to come around.

Kathleen Mozak-Betts appeared before the Committee. Ms. Mozak-Betts supported the idea of the LAC addressing mobility on buses. Ms. Mozak-Betts indicated that there is a significant difference between the space in newer buses and older buses for being able to maneuver mobility devices. Ms. Mozak-Betts indicated that while buses may technically meet ADA limits, the installation of hardware or electronics on some buses reduces space for maneuvering mobility devices. Ms. Mozak-Betts indicated that there have been times when it has been necessary to wait for the next bus because a bus could not accommodate two mobility devices. Ms. Mozak-Betts suggested the value of seeing how buses that have been altered on the inside changes the mobility, and suggested keeping this in mind when buying future equipment.

Mr. Carpenter indicated that if the LAC would like to consider the discussion, he could make different buses available for a demonstration.

No one further appearing, Dr. Krieg declared Public Time closed.

6.0 Adjourn

There being no further business, Dr. Krieg adjourned the meeting at 10:22 a.m.

Respectfully Submitted,

Karen Wheeler

Issue Brief: Project Pipeline

Meeting: PDC

Date: November 9, 2016

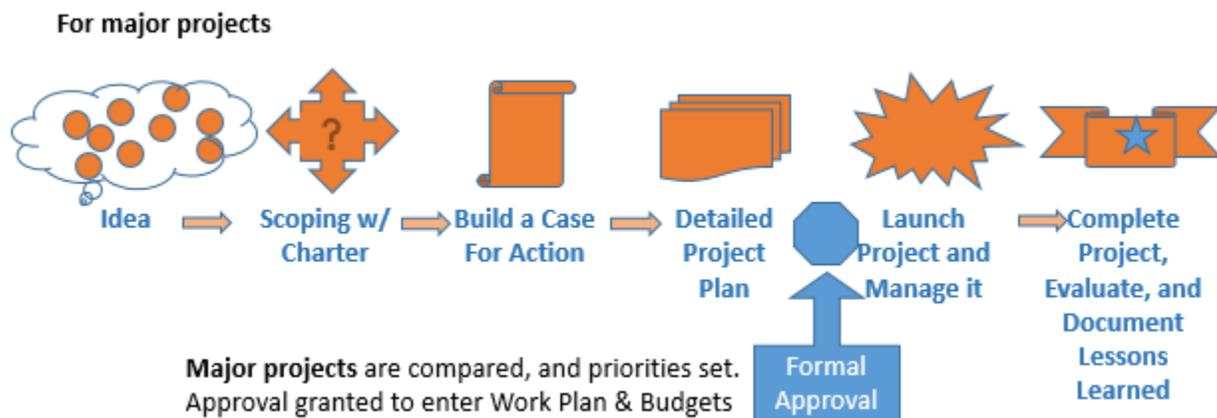
Agenda Item: 4.2

Recommended Committee Action(s):

- Receive for Information.

Issue Summary:

Staff are developing a new process or “pipeline” for projects to provide a clear channel for new ideas and ensure all projects have consistent structures. This will in turn enable better feedback on preliminary work, prioritization, project management, and quality implementation. This process will be used for all projects proposed for Work Plan and Capital Plan, as well as other, smaller projects. A detailed flow-chart is attached, here is a brief overview of the major projects documentation:



Background:

TheRide is operating in an increasingly complex environment. As part of TheRide’s evolution, staff have developed a working draft of a process for how a project evolves from an idea, to a plan, to funding and prioritization, to an active project, and finally to successful completion.

Impacts of Recommended Action(s):

Budget/Fiscal: projects that have been clearly defined will ensure that TheRide’s financial and human resources are well expended.

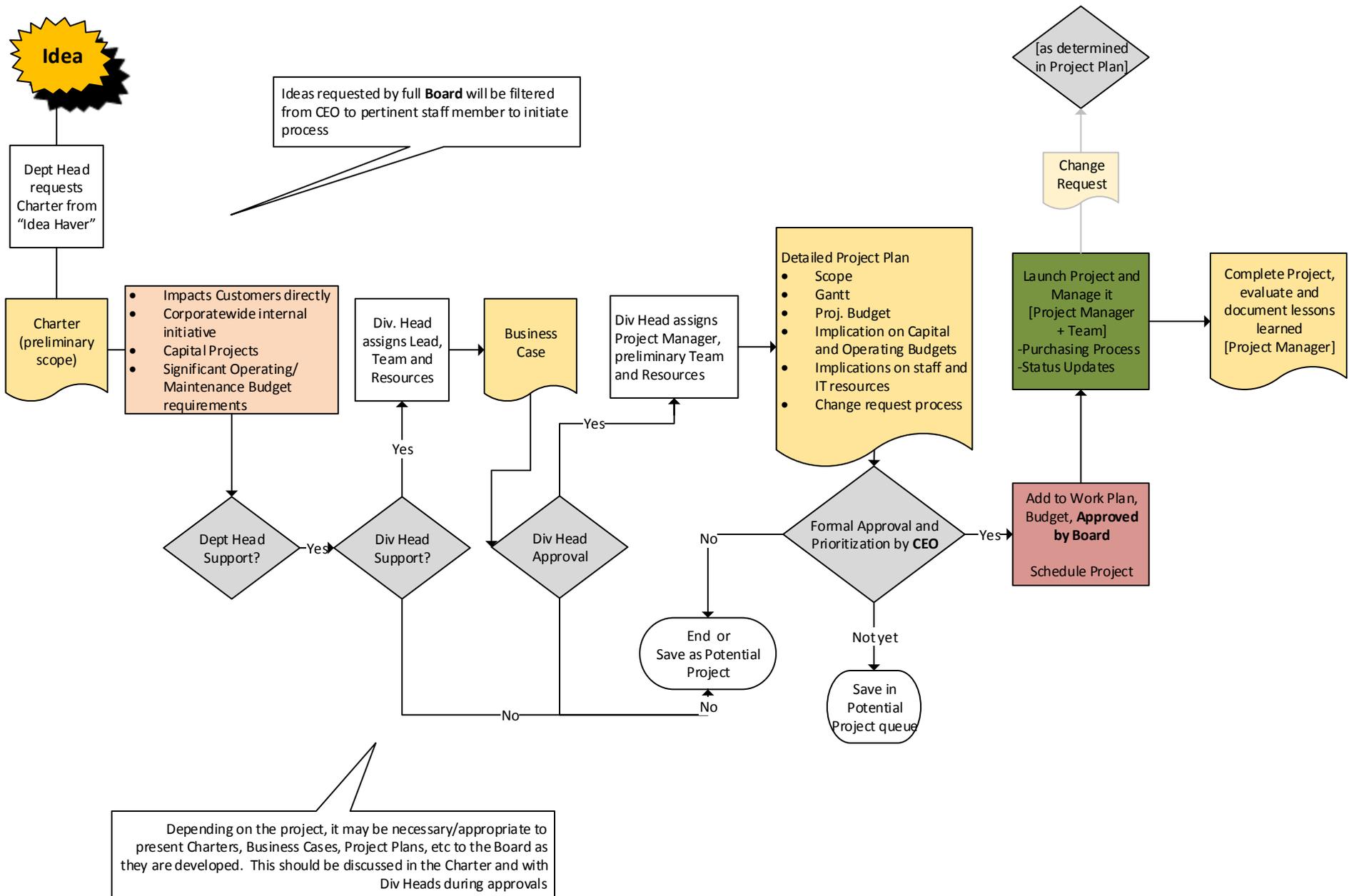
Governance: This documentation will assist prioritization and ensuring that projects selected to pursue on the annual Work Plan and Capital Budgets truly further TheRide’s mission. Ideas for projects from the Board will be filtered from the CEO to a pertinent staff member to initiate the process.

Attachments:

- Major Projects Pipeline v.1

Major Projects process

Version 1.0



**Ann Arbor Area Transportation Authority
Financial Report of Operations - Unaudited
For the Fiscal Year Ended September 30, 2016 - First Close**

					Comparison to Prior Year			
	9/30/2016 Year to Date Budget	9/30/2016 Year to Date Actual	Favorable (Unfavorable) Variance	Percent	9/30/2015 Year to Date Actual	Favorable (Unfavorable) Variance	Percent	
Revenues:								
Passenger Fare Revenue	\$2,383,051	\$2,234,578	(\$148,473)	-6.2% 1	\$2,250,036	(\$15,458)	-0.7%	
Subcontracted Fare Revenue	1,770,000	1,745,524	(24,476)	-1.4% 1	1,734,078	11,446	0.7%	
Special Fares (EMU,UofM,golPass)	2,307,980	2,117,643	(190,337)	-8.2% 1	2,019,611	98,032	4.9%	
Advertising, Interest, and Other	384,700	325,445	(59,255)	-15.4%	351,836	(26,391)	-7.5%	
Local Property Tax Revenue	13,772,766	13,932,287	159,521	1.2% 2	12,427,730	1,504,557	12.1%	
Purchase of Service Agreements	1,752,295	1,552,718	(199,577)	-11.4%	1,245,940	306,778	24.6%	
State Operating Assistance	11,864,984	12,225,474	360,490	3.0% 3	11,209,490	1,015,984	9.1%	
Federal Operating Assistance	5,800,982	4,760,070	(1,040,912)	-17.9% 4	4,694,282	65,788	1.4%	
Total Revenues	40,036,758	38,893,739	(1,143,019)	-2.9%	35,933,003	2,960,736	8.2%	
Expenses:								
Operations Wages	11,050,560	10,729,558	321,002	2.9%	9,493,865	(1,235,693)	-13.0%	
Maintenance Wages	2,888,537	2,779,202	109,335	3.8%	2,402,221	(376,981)	-15.7%	
Administrative Wages	3,200,925	3,043,077	157,848	4.9%	2,934,038	(109,039)	-3.7%	
Total Wages	17,140,022	16,551,837	588,185	3.4% 5	14,830,124	(1,721,713)	-11.6%	
Fringe Benefits:								
Payroll Taxes	1,272,990	1,186,649	86,341	6.8%	1,075,564	(111,085)	-10.3%	
Pension	1,251,337	1,156,027	95,310	7.6%	1,089,075	(66,952)	-6.1%	
Medical Insurance	2,917,060	2,665,380	251,680	8.6%	2,436,427	(228,953)	-9.4%	
Post-Retirement Benefits & HCSP	508,187	475,433	32,754	6.4%	407,900	(67,533)	-16.6%	
Other Fringe Benefits	1,063,132	939,275	123,857	11.7%	857,893	(81,382)	-9.5%	
Fringe Benefits	7,012,706	6,422,764	589,942	8.4% 6	5,866,859	(555,905)	-9.5%	
	40.9%	38.8%						
Purchased Services:								
Contracted Maintenance	757,700	625,450	132,250	17.5% 7	637,403	11,953	1.9%	
Consulting Fees	1,261,600	480,717	780,883	61.9% 7	520,799	40,082	7.7%	
Security Services	343,700	325,736	17,964	5.2%	317,126	(8,610)	-2.7%	
Other Purchased Services	A 848,615	676,562	172,053	20.3% 7	830,754	154,192	18.6%	
Purchased Services	3,211,615	2,108,465	1,103,150	34.3%	2,306,082	197,617	8.6%	
Materials and Supplies:								
Diesel Fuel and Gasoline	1,978,700	1,191,287	787,413	39.8% 8	1,531,976	340,689	22.2%	
Fuel Futures (Gains) or Losses	0	155,270	(155,270)	100.0% 8	735,110	579,840	78.9%	
Bus Parts	876,200	887,821	(11,621)	-1.3%	767,615	(120,206)	-15.7%	
Printing	250,120	203,111	47,009	18.8% 9	181,111	(22,000)	-12.1%	
Other Materials and Supplies	B 1,176,783	1,113,026	63,757	5.4%	999,031	(113,995)	-11.4%	
Materials and Supplies	4,281,803	3,550,515	731,288	17.1%	4,214,843	664,328	15.8%	
Utilities	C 537,516	416,767	120,749	22.5% 10	562,449	145,682	25.9%	
Casualty & Liability Insurance	775,000	765,007	9,993	1.3%	537,130	(227,877)	-42.4%	
						U		
Purchased Transportation:								
ARide and Good as Gold	2,760,000	3,635,590	(875,590)	-31.7% 11	3,032,181	(603,409)	-19.9%	
Night Ride	572,000	549,640	22,360	3.9%	573,916	24,276	4.2%	
Air Ride	1,135,356	1,218,650	(83,294)	-7.3%	1,219,362	712	0.1%	
WWAVE, Northfield, MyRide, GRH	1,569,838	1,478,460	91,378	5.8%	1,650,691	172,231	10.4%	
Purchased Transportation	6,037,194	6,882,340	(845,146)	-14.0%	6,476,150	(406,190)	-6.3%	
Other Expenses	D 730,380	672,410	57,970	7.9%	683,979	11,569	1.7%	
Local Depreciation	298,000	407,400	(109,400)	-36.7% 12	343,564	(63,836)	-18.6%	
Total Expenses	40,024,236	37,777,505	2,246,731	5.6%	35,821,180	(1,956,325)	-5.5%	
Gain (Loss) from Operations	\$12,522	\$1,116,234	\$1,103,712		\$111,823	1,004,411		

Variations:

Detail of Budget Variances - Positive (Negative):

	September Year to Date	September Year to Date
A: Other Purchased Services Variances:		
Management & Agency Fees	25,278	
Physical Exam Fees	6,763	
Legal Fees	71,498	
Auditing Fees	2,643	
IT Services	17,318	
Custodial Services	20,712	
Internet Services	15,066	
Towing	(2,669)	
Admin Fee - Benefit Source	15,444	
	172,053	
B: Other Materials and Supplies Variances:		
Lubricants	6,921	
Tires, Tubes and Wheels	949	
Tools and Equipment	388	
Equipment Repair	3,999	
Other Materials and Supplies	(3,900)	
Computer Software	55,400	
	63,757	
C: Utilities Variances:		
Natural Gas		69,053
Electricity		34,472
Water		6,343
Telephone		10,881
		120,749
D: Other Expenses Variances:		
Uniform Expense		(4,885)
Postage		13,071
Dues and Subscriptions		12,677
Conference and Travel		10,138
Media costs		51,181
Employee Development		61,980
Wellness & Appreciation		12,106
Recruitment and Hiring		7,965
Equipment Rental		(106,263)
		57,970



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TheRide.org

Online

MEMO

To: Board of Directors, Ann Arbor Area Transportation Authority

From: Philip Webb, Controller/Manager of Finance

Date: October 24, 2016

Re: Notes to the Financial Report of Operations – September 30, 2016, First Close

Message: The following are the explanations and notes for budget to actual variances for the AAATA's year-to-date unaudited financial report of operations, generally +/- 5.0% and \$20,000.

OVERALL – The Report of Operations reflects a **\$1,116,000** surplus for the first close of the fiscal year. As planned, a portion of the July 2016 property tax millage will be allocated toward the purchase of vehicles rather than used for operating expenses in FY 2016. This will amount to \$1.1 million in FY 2016.

REVENUES: Total Revenues are 2.9% under budget (unfavorable).

1. Passenger fares are under budget for fares on the bus from cash, tokens and 30-day passes. Subcontracted fares are higher than budget for ARide and AirRide. Special fares are under budget for UofM and go!passes due to lower ridership. Overall, fares are \$363,000 under budget or 7.2%.
2. Property taxes reflects all the property tax millages which were levied on July 1, 2016, along with the deferment of \$1.1 million from operating to capital for bus purchases in FY 2016. We will use \$3.85 million from the July 1, 2014 levy from FY 2014 and \$2.4 million from the July 1, 2015 levy and \$1.1 million from the July 1, 2016 levy to purchase 15 large buses to provide the additional 5YTIP services. We received 9 buses in April 2016 and used \$4.3 million of the additional property taxes to pay for them.
3. State operating assistance is over budget by \$360,500 from a few factors. FY 2016 Urban Operating Assistance is under budget by \$1,119,000, because eligible expenses (which are lower than budgeted) are calculated using the lower formula percentage of 29.0% (urban), instead of 30.8%, due to the latest communication from MDOT. In September, MDOT prepared the reconciliation from the FY 2013 audited numbers and we received a \$327,000 gain. MDOT also prepared the preliminary reconciliation of FY 2014, resulting in a \$1,190,000 gain.
4. Federal revenues are under budget for operating assistance by \$1,041,000 from a few factors. Federal operating assistance is under budget by \$660,000, which will be available in next fiscal year. Also, we did not incur all the consulting expenses budgeted under the North/South Rail Study and therefore did not bill the planning grant about \$289,000 compared to budgeted revenue. JARC and New Freedom billings are under budget as well.

EXPENSES: Total Expenses are 5.6% under budget (favorable).

5. Wages are under budget for operations, maintenance and administration due to a few vacant positions, some of which were filled. The budget assumed we would need to hire 11 additional drivers to continue to operate ARide lift-van services on May 1, 2016, but we started contracting out the lift-van service out. The drivers that were operating the lift-van services before May 1, 2016 were transferred to fixed route to operate the additional service hours we implemented on May 1, 2016.
6. Fringe Benefits are under budget due to overall wages being under budget. The largest savings in fringes are health care benefits, due to fewer employees. Overall fringes are 38.8% of wages compared to the budgeted amount of 40.9%.

- 7.** Contracted maintenance is under budget due to timing differences for projects. We expected to use the majority of the budget by the end of the fiscal year, including YTC renovation work, which did not start until October. We had fewer snow storms this winter. Consulting fees are under budget due to fewer expenses incurred on projects, such as the Connector Study and North/South Rail Study. This resulted in lower Federal revenue.
- 8.** Fuel and fuel futures expenses are under budget by \$632,100, after consideration of the loss on fuel futures. We have averaged \$1.46 per gallon for fuel deliveries for year, compared to the budget of \$2.45 per gallon. We used 795,800 gallons of biodiesel fuel and 15,700 gallons of gasoline for the fiscal year, which is 2,800 gallons (0.35%) more than budgeted amount of 807,700 gallons (together).
- 9.** Printing is under budget by \$47,000 due to less emphasis on printed materials.
- 10.** Utilities are under budget by \$120,700 due to a milder winter, new April 2015 contract for natural gas at a lower rate and an increase in sustainable practices.
- 11.** ARide is over budget as demand and expenses have increased throughout the year and since May 1, 2016 when the subcontractor started operating the lift-van services, which were budgeted to be provided in-house.
- 12.** Local depreciation is over budget due to the purchase of minivans for the VanRide program in late FY 2015. These vehicles were purchased with local funds.

Ann Arbor Area Transportation Authority
Report to the Treasurer: Summary Operating Statement by Mode
For the Fiscal Year Ended September 30, 2016 - First Close

Year-To-Date Summary Operating Statement by Mode							
	Fixed	Demand		Express		N/S Rail, GDT,	Total
Revenues (except Property Tax):	Route	Response	NonUrban	Ride	AirRide	UrbanCore, Van	Actual
Passenger Revenue	\$2,034,826	\$199,752	\$0	\$0	\$0	\$0	\$2,234,578
Subcontracted Revenue	\$0	\$535,612	\$104,400	\$0	\$1,048,721	\$56,791	\$1,745,524
Special Fares (EMU,UofM,go!Pass)	\$1,986,165	\$12,354	\$0	\$119,124	\$0	\$0	\$2,117,643
Advertising, Interest, and Other	\$262,520	\$14,744	\$0	\$0	\$0	\$48,181	\$325,445
Purchase of Service Agreements	\$759,346	260,029	\$447,801	\$15,000	\$0	\$70,542	\$1,552,718
State Operating Assistance	\$9,276,952	\$1,982,316	\$417,310	\$91,396	\$361,760	\$95,740	\$12,225,474
Federal Operating Assistance	\$3,159,265	\$210,841	\$201,464	\$71,220	\$0	\$1,117,280	\$4,760,070
Total Revenues	\$17,479,074	\$3,215,648	\$1,170,975	\$296,740	\$1,410,481	\$1,388,534	\$24,961,452
Expenses:							
Wages	14,872,244	892,575	36,114	154,541	86,654	509,709	\$16,551,837
Fringe Benefits	5,702,938	382,532	15,478	66,232	37,137	218,447	6,422,764
Purchased Services	1,559,397	0	6,325	19,040	14	523,688	2,108,465
Diesel Fuel, Net of Futures	1,315,579	19,600	0	11,378	0	0	1,346,557
Materials and Supplies	2,076,017	56,459	4,408	19,029	2,688	45,357	2,203,958
Utilities	394,449	18,796	0	3,522	0	0	416,767
Insurance	672,795	61,201	5,738	6,464	18,810	0	765,007
Purchased Transportation	0	4,537,518	1,100,222	0	1,218,650	25,950	6,882,340
Other Expenses	537,533	7,184	2,690	13,092	46,529	65,383	672,410
Local Depreciation	403,958	0	0	3,442	0	0	407,400
Total Expenses	27,534,910	5,975,865	1,170,975	296,740	1,410,482	1,388,534	37,777,505
Net Local Property Tax Applied	\$10,055,836	\$2,760,217	\$0	\$0	\$0	\$0	\$12,816,053
Percent of Total	78.5%	21.5%	0.0%	0.0%	0.0%	0.0%	100.0%
Local Property Taxes							\$13,932,287
Authority Wide Surplus (Loss)							\$1,116,234
Service Hours	246,278	114,275		2,081	9,141		371,775
Cost per Service Hour	\$ 111.80	\$ 52.29		\$ 142.59	\$ 154.30		
Passengers	6,291,695	166,474		29,414	84,429		6,572,012
Cost per Passenger	\$ 4.38	\$ 35.90		\$ 10.09	\$ 16.71		\$ 5.75
Percent of Expenses Paid by Riders	14.6%	12.5%	8.9%	40.1%	74.4%		16.1%
Percent of Expenses Paid by Local Tax	36.5%	46.2%	0.0%	0.0%	0.0%		33.9%

Balance Sheets	Unaudited	Audited
Assets:	9/30/2016	9/30/2015
Cash & Investments	\$16,729,330	\$17,431,468
Accounts Receivables	598,513	850,564
Grants Receivables	2,136,775	3,355,863
Other Receivables	668,655	885,680
Inventory (Parts, Fuel)	889,942	815,265
Prepaid Expenses	1,048,468	686,871
Total Current Assets	22,071,683	24,025,711
Land & Buildings	36,103,440	36,103,440
Equipment	72,851,788	59,042,279
Accum Depreciation	(48,684,216)	(48,276,816)
Net Capital Assets	60,271,012	46,868,903
Total Assets	\$82,342,695	\$70,894,614
Liabilities:		
Accounts payable	\$911,704	\$1,466,357
Accrued Payroll	650,934	472,156
Accrued Sick/Vacation	1,565,136	1,435,927
Other Accruals	96,060	146,122
Unearned Revenue	224,774	252,439
Post-Retire Benefits	255,771	238,615
Total Liabilities	3,704,379	4,011,616
Net Position		
Unrestricted (GASB 31)	11,087,523	10,992,663
Unrestrictd (Fuel Savings)	245,400	196,236
Unrestricted (Available)	7,034,381	8,825,197
Total Unrestricted	18,367,304	20,014,096
Invested in Capital Assets	60,271,012	46,868,903
Total Net Position	78,638,316	66,882,999
Total Liab & Net Position	82,342,695	70,894,615
Total FY 2017 Expenses*	\$42,924,546	\$38,655,850
Increase from 9/30/2015	\$4,268,696	
Months in Unrestricted		
Net Assets (Min 2.5)	1.97	2.74
Amount below Minimum	(\$1,908,233)	\$771,895
*Expenses do not include R&D projects	\$889,312	Budget Incr x 2.5

**ANN ARBOR AREA TRANSPORTATION AUTHORITY
CASH AND INVESTMENT STATUS REPORT
AS OF 9/30/2016**

ACCOUNT NUMBER	ACCOUNT NAME	7/1/2016 BEG BALANCE	RECEIPTS	DISBURSEMENTS	NET TRANSFERS	CURRENT BALANCE
990-101-200	IMPREST	\$798,306.57	\$1,934,186.97	(\$705,900.47)	(\$1,330,000.00)	\$696,593.07
990-101-210	OPERATING	\$12,361.06		(\$4,983,594.07)	\$5,190,000.00	\$218,766.99
990-101-300	PAYROLL	\$730,040.40		(\$2,910,635.68)	\$2,269,426.66	\$88,831.38
990-101-100,110	CHANGERS/PETTY	\$2,820.00			\$0.00	\$2,820.00
990-101-410	PASSES/TOKENS	\$4,867.69	\$3,651.67		\$0.00	\$8,519.36
990-101-500	CAPITAL	\$180,203.77	\$1,021,652.37	(\$36.00)	(\$180,000.00)	\$1,021,820.14
990-101-970	FLEX SPENDING	\$74,562.00		(\$73,011.86)	\$22,537.12	\$24,087.26
990-101-730	GETDOWNTOWN	\$242,819.91	\$75,791.44		\$0.00	\$318,611.35
TOTAL CASH		\$2,045,981.40	\$3,035,282.45	(\$8,673,178.08)	\$5,971,963.78	\$2,380,049.55
990-102-150	PAYROLL TAX TRNSFR			(\$1,160,576.90)	\$1,160,576.90	
	WIRE TO MASS MUTUAL			(\$735,285.32)	\$735,285.32	
	WIRE TO MERS			(\$124,174.00)	\$124,174.00	
990-101-700&800	INVESTMENTS	\$4,337,313.15	\$21,259,648.44	(\$3,250,000.00)	(\$7,992,000.00)	\$14,354,961.59
GRAND TOTAL		\$6,383,294.55	\$24,294,930.89	(\$13,943,214.30)	\$0.00	\$16,735,011.14

S/B \$0.00

INVESTMENTS SUMMARY:

9/30/2016

TYPE OF	PURCHASE	DATE OF MATURITY	INTEREST RATE	TOTAL	Annualized Interest
Bank of AA - CDARS		10/20/2016	0.10%	\$4,350,000.00	\$4,350.00
Bank of AA - CDARS		3/23/2017	0.20%	\$5,300,000.00	\$10,600.00
Bank of AA - CDARS		9/21/2017	0.30%	\$1,450,000.00	\$4,350.00
RBC Futures Account		Daily	0.10%	\$378,285.27	\$378.29
KEY BANK MONEY MARKET		Daily	0.10%	\$5,398.52	\$5.48
BANK OF AA MONEY MARKET SAVINGS		Daily	0.20%	\$2,778,781.49	\$5,557.56
MERS Retirement Savings				\$92,496.31	
TOTAL INVESTED				<u>\$14,354,961.59</u>	<u>\$25,241.33</u>
				\$14,354,961.59	
	DATE		Check S/B \$0.00	\$0.00	
			CDARS total	\$11,100,000.00	
			MIF & Savings	\$3,162,465.28	
			MERS	\$92,496.31	
				<u>\$14,354,961.59</u>	

Ann Arbor Area Transportation Authority
 Fuel Savings and Technology Fund
 FY 2016

	Quarter Oct - Dec 2015	Quarter Jan - Mar 2016	Quarter Apr - June 2016	Quarter July - Sept 2016	Annual Total
Beginning Balance:	\$ 196,236	\$ 239,517	\$ 271,256	\$ 306,082	\$ 196,236
Additions:					
Fuel Savings	\$ 43,281	\$ 31,739	\$ 34,826	\$ 33,672	\$ 143,518
Subtractions:					
Environmentally sustainable vehicle and/or equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Product research and testing	\$ -	\$ -	\$ -	\$ -	\$ -
Dedicated route analysis and optimization	\$ -	\$ -	\$ -	\$ -	\$ -
Driver education and training on environmental habits	\$ -	\$ -	\$ -	\$ -	\$ -
Unanticipated hybrid drive system repairs	\$ -	\$ -	\$ -	\$ (94,354)	\$ (94,354)
Off-warranty costs	\$ -	\$ -	\$ -	\$ -	\$ -
Transit-related projects & investments to reduce CO2 or emissions	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ (94,354)	\$ (94,354)
Total Subtractions	\$ -	\$ -	\$ -	\$ (94,354)	\$ (94,354)
Ending Balance	\$ 239,517	\$ 271,256	\$ 306,082	\$ 245,400	\$ 245,400
	12/31/2015	3/31/2016	6/30/2016	9/30/2016	9/30/2016

NOTES:

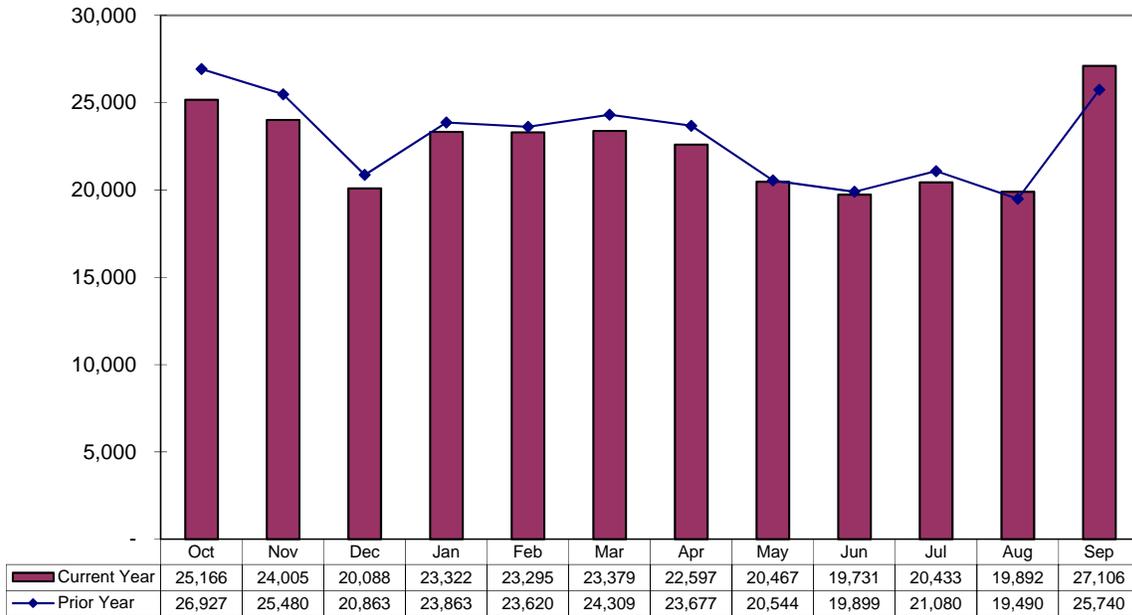
Replace engine in 2007 Gillig #431, check 93140, 9/12/16	\$ 22,235.52
DPIM Warranty work AAATA pays 10%, bus 453	\$ 4,982.87
Replace engine in 2007 Gillig #435, check 93219, 9/23/16	\$ 22,387.10
Replace engine in 2007 Gillig #440, check 93219, 9/23/16	\$ 22,390.65
Replace engine in 2007 Gillig #448, check 93219, 9/23/16	\$ 22,357.40

\$ - \$ 94,353.54

Average Weekday Passengers

September 2016

Fixed Route Average Weekday Passengers



A-Ride Average Weekday Passengers



Ann Arbor Area Transportation Authority

Performance Report - Year to Date

Urban Fixed-Route Service

September 2016

Performance Indicators	Actual		Budgeted		Previous Year	
	Year to Date		Year to Date	% Variance	to Same Date	% Variance
Average # of Weekday Passengers	22,079				22,591	-2%
Passengers per Service Hour	25.5		31.4	-19%	28.9	-11%
Operating Expense per Passenger	\$ 4.38		\$ 3.93	11%	\$ 4.11	7%
Operating Expense per Service Hour	\$ 111.80		\$ 123.66	-10%	\$ 118.51	-6%
Operating Expense per Service Mile	\$ 8.29		\$ 8.85	-6%	\$ 8.70	-5%
Percent of Cost paid by Passenger	14.6%		15.7%	-7%	15.0%	-3%

Base Data	Actual		Previous Year	
	Year to Date		to Same Date	% Variance
Service Inputs				
AAATA Operating Expenses	\$ 27,534,910		\$ 25,984,900	6.0%
Service Outputs				
AAATA Service Hours	246,278		219,272	12.3%
AAATA Service Miles	3,321,745		2,985,701	11.3%
Service Consumption				
AAATA Passengers	6,291,695		6,327,729	-0.6%
AAATA Passenger Revenue	\$ 4,020,991		\$ 3,898,523	3.1%
Total # of Weekday Passengers	5,652,240		5,783,405	-2.3%

Number of Weekdays Fy 2015: 256
 Fy 2016: 256

Ann Arbor Area Transportation Authority

Performance Report - Year to Date

Urban Demand-Response Service

September 2016

Performance Indicators	Actual		Budgeted		Previous Year	
	Year to Date		Year to Date	% Variance	to Same Date	% Variance
Average # of Weekday Passengers	528				506	4%
Passengers per Service Mile	0.123		0.145	-16%	0.122	1%
Operating Expense per Passenger	\$ 35.90		\$ 27.81	29%	\$ 31.48	14%
Operating Expense per Service Mile	\$ 4.40		\$ 4.04	9%	\$ 3.83	15%
Percent of Cost paid by Passenger	13%		18%	-30%	14%	-12%

Base Data	Actual		Previous Year	
	Year to Date		to Same Date	% Variance
Service Inputs				
Urban DR Operating Expenses	\$ 5,975,865		\$ 5,100,060	17%
Service Outputs				
Urban DR Service Miles	1,357,630		1,331,745	2%
Service Consumption				
Urban DR Passengers	166,474		162,021	3%
Urban DR Passenger Revenue	\$ 747,718		\$ 724,271	3%
Total # of Weekday Passengers	138,281		132,524	4%

Number of Weekdays Fy 2015: 261
 Fy 2016: 262

Ann Arbor Area Transportation Authority

Performance Report - Year to Date

ExpressRide - Fixed-Route Service

September 2016

Performance Indicators	Actual	Budgeted		Previous Year	
	Year to Date	Year to Date	% Variance	to Same Date	% Variance
Average # of Weekday Passengers	115			134	-14%
Passengers per Service Hour	14.1	19.9	-29%	16.5	-14%
Operating Expense per Passenger	\$ 10.09	\$ 6.79	49%	\$ 8.94	13%
Operating Expense per Service Hour	\$ 142.58	\$ 135.39	5%	\$ 147.19	-3%
Operating Expense per Service Mile	\$ 5.39	\$ 5.14	5%	\$ 5.56	-3%
Percent of Cost paid by Passenger	40.1%	60.0%	-33%	49.0%	-18%

Base Data	Actual	Previous Year	
	Year to Date	to Same Date	% Variance
Service Inputs			
Operating Expenses	\$ 296,740	\$ 306,338	-3%
Service Outputs			
Service Hours	2,081	2,081	0%
Service Miles	55,078	55,078	0%
Service Consumption			
Passengers	29,414	34,249	-14%
Passenger Revenue	\$ 119,124	\$ 150,058	-21%
Total # of Weekday Passengers	29,414	34,249	-14%

Number of Weekdays Fy 2015: 256
 Fy 2016: 256

Ann Arbor Area Transportation Authority

Performance Report - Year to Date

AirRide - Fixed Route Service

September 2016

Performance Indicators	Actual		Budgeted		Previous Year	
	Year to Date		Year to Date	% Variance	to Same Date	% Variance
Average # of Weekday Passengers	239				224	7%
Passengers per Service Hour	9.2		8.4	10%	9.0	3%
Operating Expense per Passenger	\$ 16.71		\$ 19.06	-12%	\$ 17.75	-6%
Operating Expense per Service Hour	\$ 154.30		\$ 159.44	-3%	\$ 159.16	-3%
Operating Expense per Service Mile	\$ 4.75		\$ 4.93	-3%	\$ 4.90	-3%
Percent of Cost paid by Passenger	74.4%		53.0%	40%	70.0%	6%

Base Data	Actual		Previous Year	
	Year to Date		to Same Date	% Variance
Service Inputs				
Operating Expenses	\$ 1,410,482		\$ 1,426,234	-1%
Service Outputs				
Service Hours	9,141		8,961	2%
Service Miles	296,671		290,810	2%
Service Consumption				
Passengers	84,429		80,350	5%
Passenger Revenue	\$ 1,048,721		\$ 998,231	5%
Total # of Weekday Passengers	62,654		58,481	7%

Number of Weekdays Fy 2015: 261
 Fy 2016: 262

NOVEMBER 8, 2016 LAC MEETING MINUTES

UNLESS POSTED, LAC MEETINGS ARE HELD THE SECOND TUESDAY OF EVERY MONTH (EXCEPT JULY) FROM 10 A.M. TO 12 NOON AT AAATA'S MAIN OFFICE: 2700 S. INDUSTRIAL HWY., ANN ARBOR (734) 973-6500

1.0 INTRODUCTION OF ATTENDEES

LAC Executive Members Present:

Cheryl Weber, Liz Aldridge, Clark Charnetski, Cathy-Alice Koyanagi, Kathleen Mozak-Betts, Stephen McNutt

Board Liaison:

TheRide Liaison: Brian Clouse

LAC Members: Jody Slowins (rider) Andrea Henry (CIL) Larry Keeler, Ramona Williams (rider)

LAC Guests: Darryl Johnson (RideCorp)

Commonly Used Acronyms	
AACIL	Ann Arbor Center for Independent Living
AAATA	Ann Arbor Area Transportation Authority
AAA1B	Area Agency on Aging 1B
AADL	Ann Arbor District Library
ADA	Americans with Disabilities Act
BTC	Blake Transit Center
CAC	Citizens Advisory Council (RTA)
CSR	Customer Service Representatives
ETA	Estimated Time of Arrival
FOIA	Freedom of Information Act
JFS	Jewish Family Services
LAC	Local Advisory Council
MDOT	Michigan Department of Transportation
PPA	Partners in Personal Assistance
PEX	Peoples Express
PMER	Performance Monitoring and External Relations
RICC	Regional Interagency Consumer Committee
RFP	Request for Proposal
RTA	Regional Transportation Authority
SMART	Suburban Mobility Authority for Regional Transportation
WATS	Washtenaw Area Transportation Study
WCC	Washtenaw Community College
WAVE	Washtenaw Area Value Express

NOVEMBER 8, 2016 LAC MEETING MINUTES

2.0 COMMUNICATIONS AND ANNOUNCEMENTS

- 2.1 Ms. Weber announced there would be no ARide service Thanksgiving day. Mr. Clouse said Holiday Ride would be available. Open discussion regarding the funding and service area of Holiday Ride ensued. Ms. Weber encouraged individuals to advocate for increased Holiday or NightRide funding with their local representatives.
- 2.2 Mr. Charnetski provided an update on the new Greyhound bus stop at the Ann Arbor Amtrak station.
- 2.3 Ms. Koyanagi motioned for the creation of an LAC Sub Committee. The motion was approved by the LAC. The new Communication subcommittee will be comprised of LAC Executive Members; Ms. Weber, Ms. Koyanagi, Ms. Mozak-Betts and AAATA staff Ms. Byrd.

3.0 REVIEW AND APPROVAL OF MINUTES

The October draft minutes were approved with corrections to item 4.2 (correct Mrs. to Ms.) and to item 7.2 (correct to “December meeting”).

4.0 PUBLIC COMMENT TIME (5 MINUTE TIME LIMIT PER SPEAKER)

- 4.1 Mr. McNutt passed on a compliment from his wife on her pleasure of ARide.
- 4.2 Ms. Williams stated her concerns with NightRide and the lack of clarity on reserving trips within AAATA’s Ride Guide and on the web-site, and the complications and lack of service it offers for persons who use wheelchairs. She also stated the NightRide dispatcher is extremely rude and insensitive. Open discussion ensued over the complexity and lack of program clarity. Ms. Weber requested that Mr. Thomas, AAATA’s NightRide Coordinator, attend the December LAC meeting.

5.0 AAATA BOARD MEETING REPORT

- 5.1 Ms. Weber reported that the Board is creating more sub committees to address matters separate from the Board meetings. Ms. Koyanagi inquired if the LAC Executive Members could receive draft Board minutes following Board meetings. Mr. Clouse said he would include this request in the Governance Committee item for Board consideration.

Governance Committee LAC Items: LAC Executive request to receive Board draft minutes following Board meetings.

NOVEMBER 8, 2016 LAC MEETING MINUTES

6.0 BUSINESS ITEMS

6.1 LAC Executive Application

The LAC considered the submission of Mr. Keeler's application for a seat on the LAC Executive Council. The LAC unanimously agreed to recommend his appointment to AAATA's Board of Directors. Ms. Padalino submitted her resignation as an LAC Executive Member due to her relocation to El Salvador to teach English. Mr. Clouse noted that nine seats of ten would be occupied should AAATA's Board of Directors accept the LAC's recommendation of Mr. Keeler.

6.2 A-Ride Dispatch Update

Mr. Clouse provided an update on the installation and progress of the Greyhawk mobile data computers on the A-Ride lift-buses. He stated that only after testing and training will the new dispatch system go live and that installation of the devices are planned for the week of November 14.

7.0 PUBLIC COMMENT TIME (5 MINUTE TIME LIMIT PER SPEAKER)

7.1 There was no public comment.

8.0 FUTURE AGENDA ITEMS

1. Greyhawk Update
2. ARide Performance Data
3. NightRide/Holiday Ride (Mr. Thomas)
4. LAC Communication Sub-Committee Update

9.0 **ADJOURN:** Meeting unanimously adjourned at 12:00 noon

Respectfully Submitted: Brian Clouse, TheRide Paratransit Coordinator

Next Meeting, Tuesday, December 12, 2016, 10:00 a.m. to 12 noon



Item Brief: Project Update - GSA Walkway

Meeting: Board

Date: November 17, 2016

Agenda Item #8.1

Board Meeting Date:

Recommended Committee Action(s):

- Receive for information.

Prior Relevant Board Actions and Policies:

- None.

Issue Summary:

The CEO is proposing to cancel a small outstanding capital project and would like to seek the Board's feedback before proceeding.

Background:

As the Blake Transit Center (BTC) was being rebuilt in 2014, a companion project called the GSA Walkway emerged. The project was to build a fenced, mid-block pedestrian walkway on the north side of the BTC bus lanes. The walkway was to have been built on adjacent land owned by the federal government (with compensation). The DDA set aside funding for the construction and the AAATA was to handle implementation, including federal needs.

In 2016, initial construction estimates for the GSA Walkway strongly suggest that the construction of the walkway will cost more than the DDA had set aside for the project. No additional funding is easily available. Facing a funding shortfall, the CEO began a review of the project.

When the project was conceived, there were concerns that pedestrians would walk through the bus lanes to traverse the block, rather than use existing sidewalks. After the review, it now seems that this risk is no longer a significant concern. Also, a mid-block crosswalk seems somewhat redundant in downtown. It is important to note that often-discussed mid-block crosswalks (across 4th and 5th Streets) were never a part of the GSA Walkway project or budget.

There no longer appears to be a need for this project. In addition, risks of cost overruns are high, managing the project is time consuming due to federal involvement, there may be undiscovered complications, and the project distracts staff from other work that is likely more valuable.

While this project coincided with the BTC redevelopment, it does not appear to ever have been approved by the Board. Consequently, the CEO is proposing to cancel the project under his authority, and work with the DDA to find a more valuable use for the funds (TBD).

Impacts of Recommended Action(s):

- **Budgetary/Fiscal:** Continuing the project will likely require additional unbudgeted funds.
- **Social:** No clear social benefit or need has been identified.
- **Environmental:** NA
- **Governance:** Because the Board never approved this project, it appears to be within the CEO's authority to cancel it.

Attachments: NA

Author: Matt Carpenter

Reviewed by: Carpenter

Approved by: Carpenter

Date: 11/10/2016

Issue Brief: LAC Executive Committee Appointment

Board Meeting Date: November 17, 2016

Agenda Item #8.2

Recommended Action:

- Board approval of Local Advisory Council (LAC) Executive Committee Appointment

Prior Relevant Board Actions and Policies:

- Annual approval of LAC Executive Committee Appointments

Issue Summary:

The LAC is requesting that the Board approve an LAC Executive Committee appointment as prescribed in the Board-adopted Charge to the LAC.

Background:

The Board-adopted Charge to the Local Advisory Council calls for the AAATA Board to appoint members to the LAC Executive Committee. The LAC recommends the appointment of the **Larry Keeler** to the LAC Executive Committee for a term beginning November 18, 2016.

Impacts of Recommended Action(s): here's how this item affects these areas of sustainability

- **Budgetary/Fiscal:** N/A
- **Social:** N/A
- **Environmental:** N/A
- **Governance:** N/A

Attachments:

- Application
- Resolution

Author: Brian Clouse

Reviewed by: Matt Carpenter

Approved by: Matt Carpenter

Date: 11/10/2016

**Application for Appointment to the AAATA
LOCAL ADVISORY EXECUTIVE COMMITTEE (LAC)**

NAME: **Larry D Keeler**

ADDRESS: [REDACTED]

TELEPHONE NUMBER: [REDACTED]

DO YOU REPRESENT AN AGENCY? **YES**

AGENCY NAME: **Commission on Disability Issues**

POSITION: **Commissioner**

CITY OR TOWNSHIP OF RESIDENCE: **Ann Arbor**

WASHTENAW COUNTY RESIDENT SINCE: **1986**

CURRENT TRANSIT USE: **Yes FIXED ROUTE Yes A-RIDE**

OCCUPATION: (FORMER, IF RETIRED) **Was a vendor until 93.**

ARE YOU AGE 65 OR OLDER? **NO**

ARE YOU A PERSON WITH A DISABILITY? **YES**

STATEMENT OF INTEREST IN SERVING ON LAC

I have at least 3 reasons for wanting to serve. 1. To serve as a bridge between the Commission on Disability Issues and also the LAC. 2. I feel I have used the services provided by AAATA for 30 years and have some experience with how the systems work. Lastly, I am around many people with disabilities both in my family and also in the public who use AAATA in all of its forms regularly. In conclusion, I believe I can bring a unique perspective to the board.

Return completed Application to:
Paratransit Coordinator
Ann Arbor Area Transportation Authority
2700 S. Industrial Hwy. Ann Arbor, MI 48104

Resolution 3/2017

APPOINTMENT OF LOCAL ADVISORY COUNCIL EXECUTIVE COMMITTEE MEMBER

WHEREAS, the Local Advisory Council (LAC) is charged with providing input to the Ann Arbor Area Transportation Authority (AAATA) Board of Directors, and

WHEREAS, included in the Charge are the terms for appointing members of the LAC Executive Committee, and

WHEREAS, under the terms of their Charge, the LAC recommended the appointment of **Larry Keeler** effective November 18, 2016,

NOW, THEREFORE, BE IT RESOLVED, that the AAATA Board of Directors hereby appoints **Larry Keeler** to the LAC Executive Committee.

Eric A. Mahler, Chair

November 17, 2016

Stephen Wade, Secretary

November 17, 2016