



It is the Mission of the Ann Arbor Area Transportation Authority to provide accessible, reliable, safe, environmentally responsible, and cost-effective public transportation options for the benefit of the Ann Arbor Area Community.

Revised Agenda

March 19, 2015

Ann Arbor Area Transportation Authority

Board of Directors Meeting

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

- 1.0 Public Hearing – None Scheduled
- 2.0 Communications and Announcements
- 3.0 Public Time – Comment on Agenda Items
- 4.0 Review and Approval of Minutes
  - 4.1 Review and Approval of Minutes of February 26, 2015 (p. 1-13)
- 5.0 Board and Staff Reports
  - 5.1 Chief Executive Officer (p. 14-23)
  - 5.2 Planning and Development Committee (p. 24-28)
  - 5.3 Performance Monitoring and External Relations Committee (Attachment 1)
  - 5.4 Local Advisory Council (Attachment 2)
- 6.0 Question Time
- 7.0 Old Business
- 8.0 New Business
  - 8.1 Consideration of Resolution **15/2015 Award of a Contract for Intelligent Transportation Systems (ITS) Computer Aided Dispatch and Automated Vehicle Locator (CAD-AVL) System** (p. 29-31)
  - 8.2 Consideration of **Resolution 16/2015 Revise FY2015-2019 Capital and Categorical Grant Program** (32-35)
  - 8.3 Consideration of **Resolution 17/2015 Express Bus Service on U.S. 23** (p. 36)
  - 8.4 Consideration of **Resolution 18/2015 Extend Contract with Interim CEO** (p. 37)
  - 8.5 Consideration of **Resolution 19/2015 Approval of Contract Award for Purchase of Point of Sale System** (p. 38-41)
  - 8.6 Consideration of **Resolution 20/2015 Authorization to Enter into Negotiations for Employment Agreement for Chief Executive Officer Position** (p. 42)
- 9.0 Public Time
- 10.0 Adjourn



**It is the Mission of the Ann Arbor Area Transportation Authority to provide accessible, reliable, safe, environmentally responsible, and cost-effective public transportation options for the benefit of the Ann Arbor Area Community.**

Proposed Minutes

Thursday, February 26, 2015

Ann Arbor Area Transportation Authority

Board of Directors Meeting

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

Board Present: Susan Baskett, Jack Bernard, Eli Cooper, Gillian Ream Gainsley, Sue Gott, Charles Griffith (Chair), Larry Krieg, Roger Kerson, Eric Mahler

Absent with Notice: Anya Dale

Staff: Michael Benham, Jan Black, Terry Black, Ron Copeland, Bill De Groot, Dawn Gabay, Sarah Pressprich Gryniewicz, Bob Guenzel, Julia Roberts, Dan Sommerville, Phil Webb, Michelle Whitlow

LAC Representative: Cheryl Weber

Recording Secretary: Karen Wheeler

Charles Griffith declared that a quorum was present and called the meeting to order at 6:32 p.m.

**1.0 Public Hearing – None Scheduled**

There was no Public Hearing.

**2.0 Communications and Announcements**

Gillian Ream Gainsley recognized staff for their diligent work following a fire at the Towne Center Place apartments in Ypsilanti. AAATA buses were sent quickly to serve as warming centers for residents who were displaced from their homes.

**3.0 Public Time – Comment on Agenda Items**

Jim Mogensen appeared before the Board. Mr. Mogensen announced the passing of former board member Rosemarion Blake. Mr. Mogensen clarified comments made during the December Board meeting regarding the absence of a clock in the Ypsilanti

Transit Center, and the recent installation of a real-time sign that includes the time. Mr. Mogensen noted that the new sign is not in view of some areas of the lobby and requested that a clock is placed in the waiting area of the lobby in view of people looking out for their buses. Mr. Mogensen clarified comments made at the PDC meeting regarding the MRide agreement indicating that his concerns related to the agreement are about fares. Mr. Mogensen suggested the fare in the MRide Agreement should go up, if the fare for the general population goes up. Mr. Mogensen also suggested discussing how the University pays fares for faculty staff and students, and why there is a discount.

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

4.0 Presentation of Audited Financial Statements for the Fiscal Year Ended September 30, 2014

Pam Hill and Crystal Simpson from Plante Moran presented the audit report for the Fiscal Year ended September 30, 2014. Ms. Hill referred to the two-page "Independent Auditors Report", the auditor's opinion which found the financial statements to be in order and free of material misstatements. Ms. Hill noted that this is the highest opinion that can be given. The auditors spent over 300 hours conducting the audit review. Ms. Hill thanked Phil Webb, Chris White and staff for making the audit go smoothly.

The auditors presented highlights from the Management's Discussion, the narrative overview and analysis of the Authority's financial activities. The Statement of Net Position shows a snapshot of total liabilities and net position of \$69Million. The auditors touched on details of the post-retirement benefit obligation and reviewed highlights of the changes in net position between fiscal years 2013 and 2014, a significant change being an increase in local revenue due to an additional .7 mills from the property tax millage. The auditors were complimentary of the management of long term liabilities, specifically the defined benefit contribution pension plan indicating that the Authority is well positioned for the future. There were no deficiencies related to internal controls, nor were there any findings related to the major federal programs tested; 95% of FY2014 federal awards were tested.

It was noted that the Personal Property Tax changes may have an impact on AAATA and the board was encouraged to have open dialogue on the possible impact. Reference was made to recent changes in OMB A-133 for new grants awarded after September 26, 2014. The auditors have spoken with management about the changes and offered tools and assistance to manage the changes.

The auditors responded to questions on the post-retirement health plan and the sales tax ballot initiative vote in May. It was indicated that as people are removed from the post-retirement plan that is now closed, the liability will decrease. It was noted that analysis on the impact of the passage or failure of the sales tax initiative had not been

completed and the outcome of that, as well as a millage initiative planned for the Regional Transit Authority in May 2016, should be watched. Mr. Griffith thanked the auditors for their work and presentation, and staff for preparing for the audit.

5.0 Review and Approval of Minutes

5.1 Review and Approval of Minutes of December 18, 2014

Larry Krieg moved approval of the minutes as written with support from Eric Mahler. The motion passed unanimously.

6.0 Board and Staff Reports

6.1 Chief Executive Officer

Bob Guenzel acknowledged the passing of Rosemarion Blake noting her influence on the Authority through her service on the Board. Mr. Guenzel expressed condolences to Mrs. Blake's family.

Mr. Guenzel provided an update on follow-up items from the December board meeting. Work continues to finalize the new bus paint scheme, concerns about ARide performance are being addressed by the Local Advisory Council, and a real-time information sign was installed at the Ypsilanti Transit Center. Mr. Guenzel noted that updates were made to the suite of ARide maps based on input from board members at the November Board meeting.

Mr. Guenzel provided an update on the CEO search. The field of 70 applicants was narrowed to four and preliminary interviews were conducted by the Search Committee. Three finalists were recommended by the Search Committee to be interviewed by the full Board. Mr. Guenzel reported that March 11 was being held for public interviews and a meet and greet session to interact with the candidates. Mr. Guenzel indicated that the date would be finalized upon acknowledgement and acceptance by the candidates, the meeting announced to the public, and candidate information posted on the Authority's website. Mr. Guenzel noted a resolution included in New Business authorizing the Search Committee to move forward with a plan.

Mr. Guenzel reported on meetings held over the prior month. Mr. Guenzel noted that the February Performance Monitoring External Relations Committee meeting was canceled, and the financial and performance data and other reports included in the board packet.

Ms. Guenzel noted a recent media report on state legislators scrutinizing Michigan Department of Transportation (MDOT) leadership for leasing and

refurbishing rail cars. Mr. Guenzel indicated that the Authority has an interest in the availability of cars for the prospect of a demonstration project. Mr. Guenzel reported that he discussed the matter with the Ann Arbor Mayor and City Administrator who expressed concern that the Director of MDOT is being unjustly criticized. Mr. Guenzel suggested that AAATA and the City of Ann Arbor could send a joint letter to the MDOT Director detailing the benefits that the rail cars have brought about.

Michael Benham outlined the benefits from having the cars, including hands on demonstrations at the Mayor's Green Fair in Ann Arbor, events in Ypsilanti, and practical use tests of the cars by people who have disabilities to gain invaluable input on design needs for the cars.

Eli Cooper reported on the importance of readiness of equipment as decisions are made to support the need for commuter rail service in southeast Michigan. Mr. Cooper noted that improvements have been made to the rail infrastructure and suggested that there is an ongoing need to provide support behind the initiative as commuter rail moves forward toward delivery of the service.

#### **6.1.1 CEO Search Committee**

There was no report.

#### **6.2 Planning and Development Committee**

Sue Gott provided the Planning and Development Committee report. The committee shared ideas for the annual retreat meeting agenda and made a placeholder for holding the event in May. The committee plans to have a final draft agenda in March to discuss with the full board. Decisions are needed on the desired outcome for the retreat and whether to hire a facilitator. Ms. Gott invited board members to share their ideas on the retreat with Bob Guenzel.

Ms. Gott reported that an Environmental Assessment on the US23 project was expected to be issued soon. The committee directed staff to share the assessment and draft a response for the committee's review and input.

The committee received reports on the proposed 5YTIP service revisions for August 2015, the Ypsilanti Transit Center reconstruction project, and the Sustainability Project. The committee endorsed two action items: the annual application for 2016 state funding and pass through funding for a Coast to Coast Rail Study. Ms. Gott referred to the meeting summary for additional details.

### 6.3 Performance Monitoring and External Relations Committee

There was no report.

### 6.4 Local Advisory Council

Cheryl Weber provided the Local Advisory Council (LAC) report. The LAC received a presentation on the vehicle accessibility plan for People's Express and the Western-Washtenaw Area Value Express (WAVE). Attendees viewed a slide show of a recent rail car accessibility review. A presentation was made on the Ypsilanti Transit Center and plans for renovation. LAC members received a survey to share feedback on the proposed renovation plans. Jack Bernard added that the new Travel Trainer, Tracy Byrd, was introduced.

## 7.0 Question Time

Gillian Ream Gainsley commented on the ARide maps suggesting that they were not designed as standalone items. Ms. Ream Gainsley requested that the ARide phone number and website be included on each page so that maps can be distributed individually. Ms. Ream Gainsley also requested that "BTC" and "YTC" are spelled out.

Jack Bernard supported a previous suggestion from Eli Cooper to call the ARide images "graphics" as they are designed to be a simplification tool. Mr. Bernard agreed with Ms. Ream Gainsley's suggestions.

Larry Krieg suggested changing the word "Inclusions" on the ARide graphics, as taken by itself, people may not realize that is a place they can go.

Roger Kerson suggested changing the legend to indicate which residents are eligible in a particular municipality, if the images are to be used as standalone.

Charles Griffith asked about the timeline for providing comments to MDOT on the US23 Environmental Assessment. Eli Cooper responded that input will be received for the record through March 17, 2015.

Larry Krieg suggested including minimum requirements in the response that would prevent buses from being stuck in traffic, and would allow AAATA to provide service that would attract enough ridership to be called a success. Dr. Krieg offered to draft a list of minimum requirements and share the list for editing.

Michael Benham agreed to provide a full package of materials including a summary of the Environmental Assessment and a draft position. Sue Gott requested that a timeline is included with the draft materials so that the March 17 deadline can be met.

Charles Griffith commented on the Coast to Coast Rail Study contract for the Board to consider and reported on a recent forum held in Traverse City where current rail studies were discussed.

Jack Bernard thanked staff for follow up shared on AirRide service. Mr. Bernard indicated that there have been discussions at LAC and the University about the current stop location and its impact on people with disabilities and seniors. Mr. Bernard asked if a change to the stop location was still being pursued. Dawn Gabay responded that efforts continue to improve amenities for customers at the current location, and there has not been a focus on moving the stop. Ms. Gabay noted that AAATA continues to maintain that the former stop location is a preferable location. Larry Krieg added that Michael Ford is pursuing a better stop location as part of RTA's efforts to extend current AirRide service beyond the airport to other points in Detroit and to Oakland and Macomb counties.

Larry Krieg commented on a joint hearing of the legislature about the MiTrain car issue. MDOT Director Steudle proposed two possible outcomes to the situation: sell the cars and close the books, or find a temporary lessee or sub lessee to use the cars until they are needed for service. Dr. Krieg urged the board and interested citizens to encourage the latter with legislators.

Roger Kerson commented on media coverage which seemed to indicate that the cars are the wrong thing for the purpose. Bob Guenzel responded that a letter from the Authority with concerns about disability access referred to in the news was six years old and irrelevant today, as the accessibility issues have been resolved. Roger Kerson suggested that it might be appropriate to correct the record.

Eli Cooper commented on opportunities for short haul rail service that may exist within Washtenaw County to use resources to solve the problem of people sitting in traffic. Mr. Cooper encouraged the board to be open minded and pursue partners within the area that would allow the investment made to date to stay in Michigan and possibly blossom into service within Ann Arbor.

Charles Griffith requested that a letter be drafted to outline the inaccuracies of the news story and detail the benefits to the Authority.

#### 8.0 Old Business

There was no Old Business for the Board to consider.

#### 9.0 New Business

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

9.1 Consideration of Resolution Authorizing Submission of FY2016 State Application

**RESOLUTION OF INTENT TO APPLY TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL  
YEAR 2016 UNDER ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Ann Arbor Area Transportation Authority (AAATA) established under Act 55 of 1955 to provide a local transportation program for the state fiscal year of 2016 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the AAATA Board of Directors, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators for this agency have been reviewed and approved by the AAATA Board of Directors; and

WHEREAS, the AAATA, has reviewed and approved the proposed balanced budget and funding sources of estimated federal funds \$4,738,772, estimated state funds \$12,430,773, estimated local funds \$14,249,180, estimated fare box \$6,767,085, estimated other funds \$836,695, with total estimated expenses of \$39,022,505.

NOW THEREFORE, be it resolved that the AAATA hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints AAATA's Chief Executive Officer as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2016.

Julia Roberts reported that the FY2016 application for state funding for submission to MDOT due on March 1. The total budget is \$39Million, 4.7% higher than last year due to service increases from the initial implementation of the 5-Year Transit Improvement Program.

The motion passed unanimously.

Larry Krieg moved the following resolution with support from Eric Mahler.

9.2 Consideration of Resolution Awarding Contract to Study Possible Coast to Coast Passenger Rail Service

**AWARD OF A CONTRACT FOR A RAIL RIDERSHIP & COST ESTIMATE STUDY**

**WHEREAS**, in 2010 and 2011, the Michigan by Rail team, then made up of the Michigan Environmental Council (MEC) and Michigan Association of Railroad Passengers (MARP), collected public comment for Michigan's State Rail Plan. Feedback called for the re-establishment of rail service between Michigan's east and west coasts. In the 2011 Michigan State Rail Plan, an Alternatives Analysis (AA) and Tier I Environmental Impact Statement (EIS) were recommended for the Detroit-Lansing-Grand Rapids corridor, and

**WHEREAS**, in 2013, MEC and the Michigan Department of Transportation (MDOT) Office of Rail determined that a study for intercity passenger rail service between Detroit and Holland should be conducted with the expectation that it could progress into the full AA and EIS efforts, and

**WHEREAS**, Ann Arbor Area Transportation Authority (AAATA) was granted funds to support the study through the MDOT Office of Passenger Transportation's Service Development of New Technology (SDNT) grant program, and these funds total \$100,000, and

**WHEREAS**, AAATA will be the fiduciary for SDNT federal funds passed-through MDOT, and MEC will be the fiduciary for matching local funds from various organizations across the state, and

**WHEREAS**, the procurement process to obtain a firm to conduct the study must be conducted in accordance with MDOT guidelines and MDOT must approve the final selection of a firm before a contract may be signed, and

**WHEREAS**, in November 2014, AAATA issued Request for Proposal (RFP) 2015-06 - Rail Ridership and Cost Estimate Study on behalf of, and in cooperation with, MEC, and

**WHEREAS**, this study seeks to determine the demand for new intercity passenger rail transportation capacity and accessibility between Michigan's east and west coasts, intersecting major population centers including Detroit, Lansing, Grand Rapids and Holland, and the study will also quantify, at a high level, the economic and financial impacts of new intercity passenger transportation service within the corridor, and

**WHEREAS**, three proposals were received and reviewed by an Evaluation Team, which included staff from MEC, MDOT Office of Passenger Rail, AAATA and an AAATA Board Member, and

**WHEREAS**, the proposal from Transportation Economics and Management Systems (TEMS) has been determined to be the most advantageous to AAATA, therefore

**IT IS RESOLVED**, that the Board authorizes the Chief Executive Officer to enter into a contract with TEMS in an amount not to exceed \$100,000 for a Rail Ridership and Cost Estimate Study.

Larry Krieg thanked AAATA staff for their role in shepherding the study through the

Authority. Funding will flow through the agency to MDOT and then to the Michigan Environmental Council, with supervision from MDOT, and then to the consultants.

The motion passed unanimously.

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

**9.3 Consideration of Resolution Approving Sustainability Commitment (APTA)**

**American Public Transportation Association Sustainability Commitment**

WHEREAS, TheRide's Mission Statement includes Environmental Responsible transportation options, and

WHEREAS, the American Public Transportation Association (APTA), of which TheRide is a member, has developed a Sustainability Commitment to report on 4 core principles:

"1. Making sustainability a part of your organization's strategic objectives 2. Identifying a sustainability champion within the organization coupled with the proper human and/or financial resources and mandates 3. Establishing an outreach program (awareness-raising and education) on sustainability for all staff of your organization 4. Undertaking a sustainability inventory of your organization..."

WHEREAS, TheRide board directed staff to develop a Sustainability Policy in Resolution 04/2015, and

WHEREAS, TheRide's efforts on a Sustainability Policy substantively fulfill and align closely with APTA's Sustainability Commitment's Core Principles

WHEREAS, TheRide's signing of the APTA Sustainability Commitment will provide access to additional APTA and industry resources on Sustainability;

NOW, THEREFORE, BE IN RESOLVED, that the Chief Executive Officer is directed by this Board to sign the APTA Sustainability Commitment and ensure fulfillment of the commitment, in alignment with TheRide's developing Sustainability Policy.

Sarah Pressprich Gryniewicz reported on research that led to the idea of engaging in a sustainability commitment with the American Public Transportation Association (APTA). Ms. Pressprich Gryniewicz suggested that APTA can provide access to further resources, and the commitment is within the scope envisioned for the Authority's policy and well within the direction from the board.

Jack Bernard requested that the term "sustainability" is defined so that the public can have an understanding of what is meant by the term in this context. Ms. Pressprich Gryniewicz responded that she would look to APTA to provide materials to make that clear. Charles Griffith acknowledged Dan Sommerville's participation in the sustainability policy project and thanked Ms. Pressprich Gryniewicz and Mr. Sommerville for their work.

The motion passed unanimously.

Eli Cooper moved the following resolution with support from Jack Bernard.

9.4 Consideration of Resolution Accepting Audited Financial Statements for the Year Ended September 30, 2014

Acceptance of Audited Financial Statements  
For the Year Ended September 30, 2014

WHEREAS, the Ann Arbor Area Transportation Authority engaged Plante & Moran, PLLC, professional auditors, to perform a financial audit and Federal single audit for the year ended September 30, 2014, and

WHEREAS, the Authority management has prepared financial statements and the auditing firm has completed their audit of the financial statements and Federal grant programs and summarizing their findings,

WHEREAS, the Authority management has received and reviewed the communications required under Generally Accepted Auditing Standards, Section AU 260, "*The Auditor's Communication with Those Charged with Governance*," also known as a management letter, and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors acknowledges and accepts the audited financial statements for the year ended September 30, 2014, based upon the auditing firm presentation to the Board of Directors.

Eli Cooper announced that it was pleasant to receive a "no comment" letter of support from the auditor.

The motion passed unanimously.

Sue Gott moved the following resolution with support from Gillian Ream Gainsley.

9.5 Designation of Three Finalists for AAATA Chief Executive Officer and Referral to the Full Board for Public Interviews

WHEREAS, the permanent position of Chief Executive Officer (CEO) of the Ann Arbor Area Transportation Authority (AAATA) is vacant, and

WHEREAS, the AAATA Board of Directors (Board) appointed a CEO Search Committee (Search Committee) charged with developing and overseeing the process for identifying and recommending candidates to be considered by the Board for serving AAATA as its new CEO, and

WHEREAS, the Search Committee retained an executive search consultant to assist in the selection process, and the consultant designed and implemented a national recruitment effort resulting in more than seventy applicants for the position, and

WHEREAS, the Search Committee reviewed a number of resumes and conducted

interviews of the four top candidates, and

WHEREAS, the Search Committee evaluated and carefully deliberated the qualifications of the top four candidates, and came to agreement that three highly qualified candidates should be considered as finalists and be more thoroughly interviewed and evaluated by the full Board of Directors,

NOW, THEREFORE, BE IT RESOLVED that the Search Committee shall make arrangements for the full Board to interview the three finalists and offer a time for the public to meet the candidates. A special board meeting to conduct interviews, and a public meet-and-greet, is tentatively scheduled for Wednesday, March 11, 2015. The meeting will be posted once the date is final. The names and background of the three finalists will be made available to the public on TheRide.org, following the candidates' acceptance to participate in the public interview process.

Board members discussed the resolution. Charles Griffith shared details of the CEO Search Committee's work which led to their recommendation to interview three candidates in an extended special board meeting. March 11 was being held for the interviews and a public meet and greet session, separate from the board meeting, for community stakeholders and members of the public to meet the candidates.

At the request of Susan Baskett, Mr. Griffith reported on the proposed process for the public interviews, a meeting expected to take four hours. Mr. Griffith reported that the Committee was working on the format for the interviews and asked board members to share their ideas and specific suggestions with him or Bob Guenzel. Mr. Griffith confirmed that reference and background checks would be conducted prior to making an offer, and that it was hoped that the board would come to a decision on the preferred candidate at the March 19 Board meeting.

Roger Kerson suggested that in fairness to the candidates, discussions on individual pros and cons may be appropriate for closed session. Bob Guenzel indicated that he would investigate options with legal counsel.

Eric Mahler made the following friendly amendment to the fifth "WHEREAS" clause of the resolution.

WHEREAS, the Search Committee evaluated and carefully deliberated the qualifications of the top four candidates, and came to agreement voted that three highly qualified candidates should be considered as finalists and be more thoroughly interviewed and evaluated by the full Board of Directors,

There were no objections to the friendly amendment.

The amended motion passed unanimously.

10.0 Public Time

Carolyn Grawi from the Ann Arbor Center for Independent Living (CIL) appeared before the Board. Ms. Grawi extended an invitation to the CIL Annual Gala Benefit on March 14, 2015. Ms. Grawi commented on ARide will-call rides for individuals who use mobility devices and the ARide graphics, suggesting that the graphics are confusing for some people. Ms. Grawi suggested an application for the website where people could enter their trip origin and destination and receive information on where they could go. Ms. Grawi commented on the AirRide stop indicating that directional signage is inadequate, and there is no protective barrier from the wind which is not practical for people with disabilities. Ms. Grawi suggested that the accessibility of the MDOT train cars is not ideal despite improvements and that cars should have service platforms for walk on and walk off and roll on and roll off access, and lifts would not be necessary. Ms. Grawi looks forward to providing input on making the redesigned Ypsilanti Transit Center more accessible. Ms. Grawi voiced support for the May transportation ballot initiative.

Michelle Barney appeared before the Board and inquired about wording for the ballot measure and whether there would be literature explaining the initiative, and how it would or would not impact bus service or WALLY. Ms. Barney suggested making arrangements with news media for the matter to be discussed in print before the election, or in open debate.

Bob Guenzel indicated that it expected that there will be literature detailing what the measure means for state and community issues including the significance of where dollars should go. Mr. Guenzel added that the ballot language had been published just a few hours prior. Susan Baskett announced a forum scheduled for March 7 at 10:30 a.m. at the Ypsilanti District Library on Whittaker Road.

Jim Casha appeared before the Board. Mr. Casha commented on his attendance at the rail audit in Lansing and discussions with RTA CEO Michael Ford around the Michigan State Fairgrounds being the perfect location for a regional transportation hub to serve several communities and be connected to a rail line. Mr. Casha suggested that more effort is needed on the regional transportation issue and urged the board to support a true regional initiative including Transit Oriented Development. Mr. Casha read excerpts from two news articles: <http://www.usnews.com/opinion/economic-intelligence/2015/01/29/detroit-on-the-road-to-transit-ruin-thanks-to-michigan-gas-tax-initiative> and <http://tcf.org/blog/detail/reinventing-detroit>.

Jim Mogensen appeared before the board. Mr. Mogensen commented on the proposed addition of Sunday service on the Ypsilanti local routes, recommended the opportunity for public comment, and suggested that a Title VI Analysis is needed. Mr. Mogensen commented on the MRide agreement restating his question about why AAATA gives the University a discount. Mr. Mogensen compared the discount to a discount tied to a 30

day pass noting that if a pass holder fell ill for two weeks, the pass holder would not be entitled to a refund. Mr. Mogensen commented on speaking to the regents about the University health system. Mr. Mogensen restated his idea that fares in the MRide agreement should be tied to customary fare increases; if the fare goes up, the amount the University pays should go up.

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

11.0 Adjourn

Eric Mahler moved to adjourn the meeting with support from Susan Baskett. The motion passed unanimously and the meeting adjourned at 8:30 p.m.

Respectfully Submitted,

Susan Baskett, Secretary



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# MEMO

**To:** Board of Directors  
**From:** Robert E. Guenzel, Interim CEO  
**Date:** March 13, 2015  
**Re:** Monthly Report

## Message:

### Board Meeting Follow-Up

We continue to work on matters raised at the February 26, 2015 board meeting. One area of closure is receipt of an opinion from legal counsel that the Board is not permitted to deliberate in closed session around the Chief Executive Officer selection.

Another area that has been addressed is the matter of railcars leased by the Michigan Department of Transportation (MDOT). A joint letter of support from Charles Griffith, AAATA Board Chair and Christopher Taylor, Ann Arbor Mayor was sent to Kirk Steudle, MDOT Director. The letter (copy attached) discusses details of the collaboration of several entities to prepare for providing commuter rail service, as well as some of the positive results of MDOT's investment in the leased railcars.

A request was made for a Title VI review of the proposed changes to the 5YTIP. A review of the addition of Sunday service on routes 10, 11, and 20 will be completed in the coming week and available for review.

Lastly, the suite of ARide graphics has been updated based on board member input. The latest iteration is attached. This is a living document which we can expect to update as changes to the service warrant.

### CEO Search

A tremendous effort has gone into the search for a new Chief Executive Officer (CEO), and I commend the members of the Search Committee for their work. The process reached a significant milestone this week with public interviews of the top three candidates during a special Board meeting on March 11. Preceding the interviews was a public "meet and greet" hosted by the Authority. The three

finalists were in attendance to introduce themselves and interact with community leaders, board members, and AAATA employees. We received several compliments on our ongoing efforts to ensure an open and transparent hiring process.

At the conclusion of the March 11 board meeting, Chairman Charles Griffith discussed next steps in the search process. It is anticipated that the Board will identify the preferred CEO candidate at the March 19 meeting and vote to begin negotiating a contract with that individual.

#### Board Committee Meetings

The **Planning and Development** (PDC) met on March 10. The committee discussed the annual planning retreat sharing ideas for agenda items, preferences regarding use of a facilitator, and scheduling.

There were three action items put forth by the Committee. The items, listed below, are included under New Business on the March 19 board agenda:

- Award of a Contract for Intelligent Transportation Systems (ITS) Computer Aided Dispatch and Automated Vehicle Locator (CAD-AVL) System
- Revision of FY2015-2019 Capital and Categorical Grant Program
- Resolution Regarding Express Bus Service on U.S. 23

The meeting summary detailing the Committee's deliberations is included in the board packet.

The **Performance Monitoring External Relations** (PMER) Committee is scheduled to meet on March 17. The agenda includes one action item for the Committee's consideration.

Staff will present the financial and performance reports for the five months ended February 28, 2015. A presentation will be made to the committee on PDC's recommendation for the board to award a contract for a new CAD-AVL system. Updates on several ongoing projects are also planned.

#### Projects

There is no update at this time regarding the Y lot. We are working on site feasibility and ownership responsibilities and the scope of work for the Ypsilanti Transit Center. A site visit for board members will be planned in the next month.

### Governance and Outreach

We recently hosted and participated in a meeting between representatives from the Western-Washtenaw Area Value Express (WAVE) and a representative from Partners for Transit. Discussions centered on the WAVE Board's recent visioning session and how WAVE and AAATA can work together to provide a collaborative transportation improvement plan for Scio Township.

On March 5 the first in a series of Public Input Sessions was held at the Ypsilanti District Library Whittaker Road Branch. The topic of discussion was the service changes planned for August 2015.



2700 S. Industrial Highway  
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TheRide.org Online



February 27, 2015

Kirk T. Steudle, Director  
Michigan Department of Transportation  
State Transportation Building  
425 W. Ottawa Street  
P.O. Box 30050  
Lansing, MI 48909

Dear Director Steudle,

The City and Ann Arbor Area Transportation Authority have worked with MDOT and other regional partners for years planning and preparing to provide attractive, convenient, useful commuter rail service along two corridors: Ann Arbor to Detroit and Ann Arbor to Howell. Over the past several years, acquiring and refurbishing cars became a cornerstone of our readiness to deploy a low cost demonstration service. At the same time, however, federal resources - hundreds of millions of dollars - became available to acquire and improve the Amtrak Wolverine corridor. This has created a great opportunity, but has also resulted in delays in readiness to implement much needed commuter services, due to the acquisition and construction activities.

It is generally not a good idea to implement demonstration commuter service through track construction zones, since such work would negatively impact service delivery and reliability. Additionally, lead Federal project agencies - FHWA, FTA and FRA - have changed roles and requirements causing additional delays. The refurbished cars were acquired and refurbished when the timing seemed appropriate to enable us to deliver service. Due to the above mentioned delays and process changes the cars have not been deployed into revenue



service, but are ready once the tracks are in shape to support the services.

Here are some more results of the MDOT's investment in leased railcars:

- The refurbished cars cost MDOT \$447,800 each, compared to purchasing new rail cars at \$3 million each. Leasing and refurbishing the rail cars has and will save tax dollars.
- The cars are ADA-compliant, and are ready to provide service to people with disabilities and senior citizens who cannot, or prefer not, to drive, and to many more, who need rail services to make longer distance trips that are impossible today.
- The availability of the rail cars has provided tangible “kick the tires” experience for the public. This has created excitement and made it easier for them to envision rail service. Commuter rail service has a very high degree of support in our community, 70% in Livingston County, 80% in Washtenaw County.
- The rail cars have made several public appearances, including at the Mayor’s Green Fair, where thousands of residents stepped aboard and overwhelmingly voiced support for initiating commuter rail service in these “neat” cars. The cars have also been featured in events in Genoa Township, Hamburg Township, Dearborn, Ypsilanti and Howell.
- The refurbishment of the rail cars supported Michigan’s economy and companies by creating jobs for Michigan residents.
- Ann Arbor-to-Detroit Rail and North-South Rail has the potential to serve dozens of communities throughout Southeast MI, giving commuters an alternative to congested freeways.
- Additional excursion trains are now in the planning stages including the possibilities of serving the Ann Arbor Art Fair, the Detroit Auto Show and UM football games.



For these reasons we are fully supportive of your decision to refurbish and lease the railcars as a cost effective way to ensure commuter rail can be advanced in a timely and cost-effective manner.

Respectfully,

Christopher Taylor

A handwritten signature in black ink, appearing to read "Christopher Taylor".

Mayor, City of Ann Arbor

Charles Griffith

A handwritten signature in black ink, appearing to read "Charles Griffith".

Chair, AAATA Board of Directors

# A-Ride Service Areas

This map illustrates the A-Ride Base Service Area and the Township Service Areas.

To find out if A-Ride goes to a location you wish to travel to call (734) 973.1611.

## BASE SERVICE AREA

This is defined as being within 3/4 mile either side of an operating regular bus route. Trips must have both a origin and destination entirely within this area.

## TOWNSHIP SERVICE AREAS

This is defined by the borders of Ypsilanti, Pittsfield, and Superior Townships. A-Ride eligible residents may also travel to any location within their township of residence.

\*Additional funding permits A-Ride eligible Pittsfield Twp. residents to travel within the Ann Arbor City limits.

\*Additional funding permits A-Ride eligible Ypsilanti Twp. residents to travel within the Ypsilanti City limits.

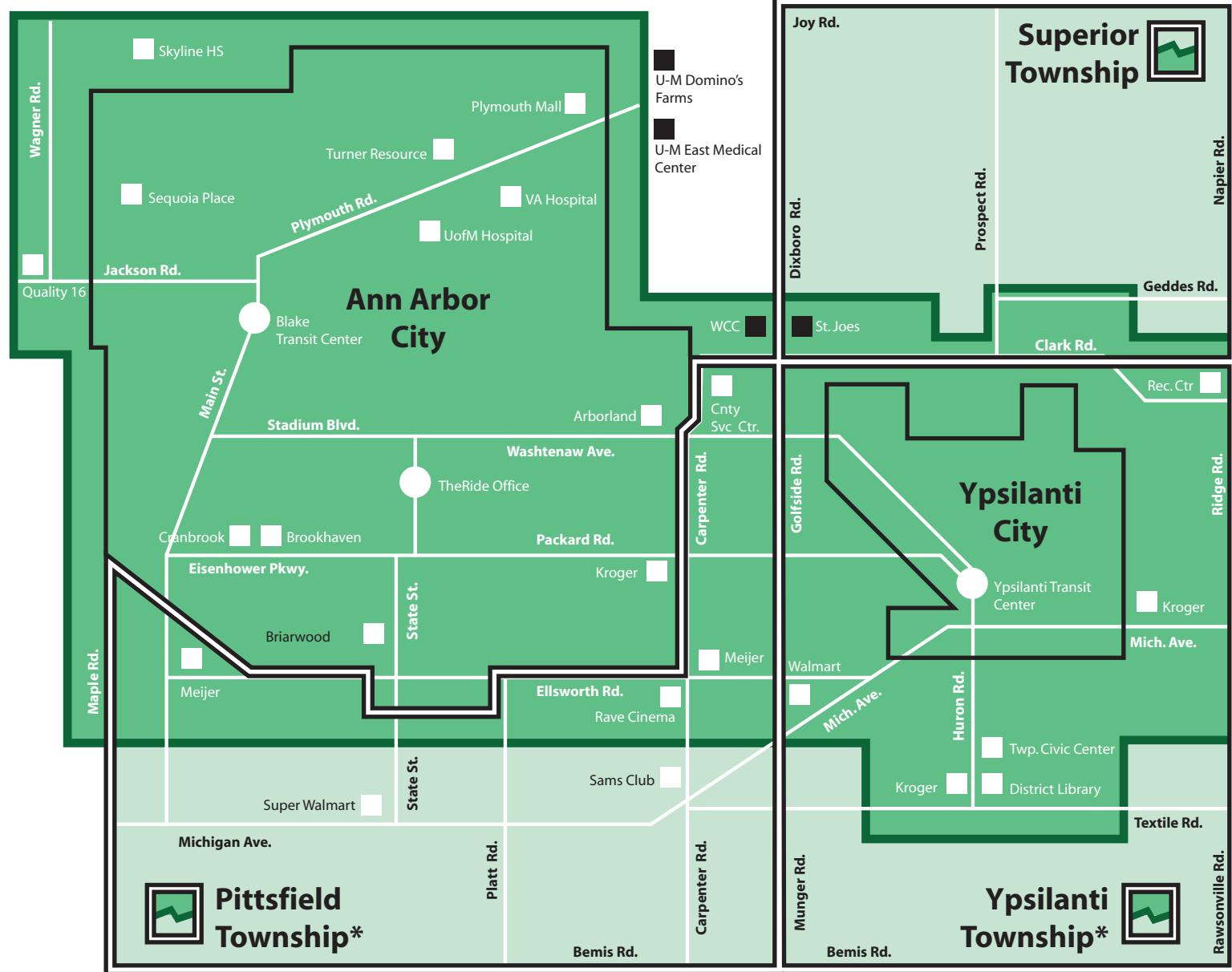
## TRIP INCLUSIONS

Destinations included within all service areas:

- Domino's Farms U-M Lobbies
- U-M East Medical Campus
- Wash. Community College
- St. Joe Hospital

## LEGEND

- City Limits (solid black line)
- Township Limits (black & white line)
- Streets & Roads (solid white line)



# Ypsilanti Township Service Area

This map illustrates the service areas for eligible A-Ride Ypsilanti Township residents.  
**To find out if A-Ride goes to a location you wish to travel to call (734) 973.1611.**



## BASE SERVICE AREA

This is defined as 3/4 mile either side of an operating regular bus route. A-Ride eligible Ypsilanti Twp. residents may reserve trips that have both a origin and destination entirely within the Base Service Area.



## Trip Inclusions

Destinations included within your service area:

- Domino's Farms U-M Lobbies
- U-M East Medical Campus
- Wash. Community College
- St. Joe Hospital



## YPSILANTI TOWNSHIP SERVICE AREA

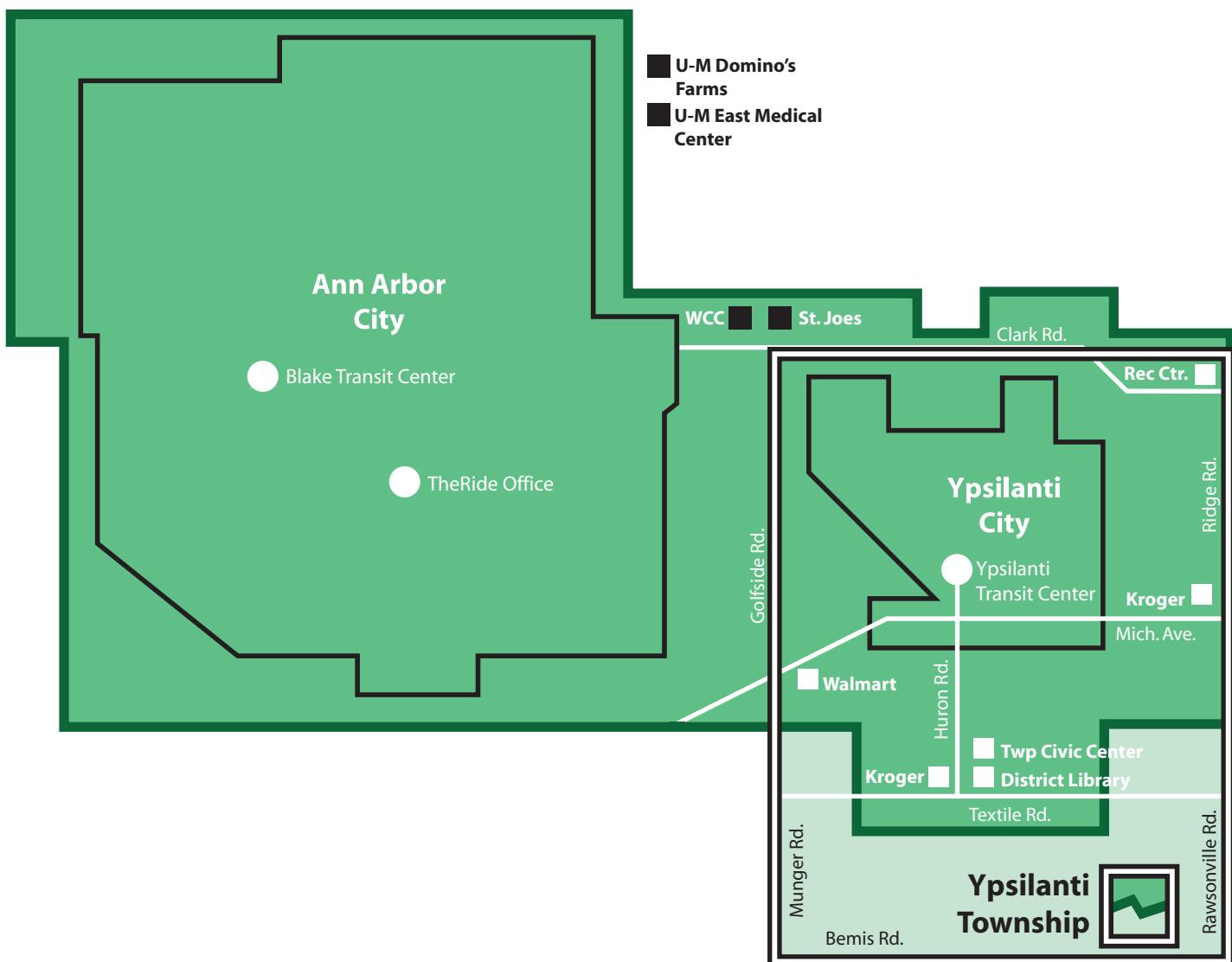
This is defined by the Ypsilanti Twp. border. A-Ride eligible residents of Ypsilanti Twp. may also travel to any location entirely within Ypsilanti Township.

*Additional funding permits A-Ride eligible Ypsilanti Twp. residents to travel within the Ypsilanti City limits.*

## LEGEND



- City Limits (solid black line)
- Township Limits (black & white line)
- Streets & Roads (solid white line)



# Pittsfield Township Service Area

This map illustrates the A-Ride service areas for eligible A-Ride Pittsfield Township residents.  
**To find out if A-Ride goes to a location you wish to travel to call (734) 973.1611.**



## BASE SERVICE AREA

This is defined as 3/4 mile either side of an operating regular bus route. A-Ride eligible Pittsfield Twp. residents may reserve trips that have both a origin and destination entirely within the Base Service Area.



## Trip Inclusions

Destinations included within your service area:

- Domino's Farms U-M Lobbies
- U-M East Medical Campus
- Wash. Community College
- St. Joe Hospital



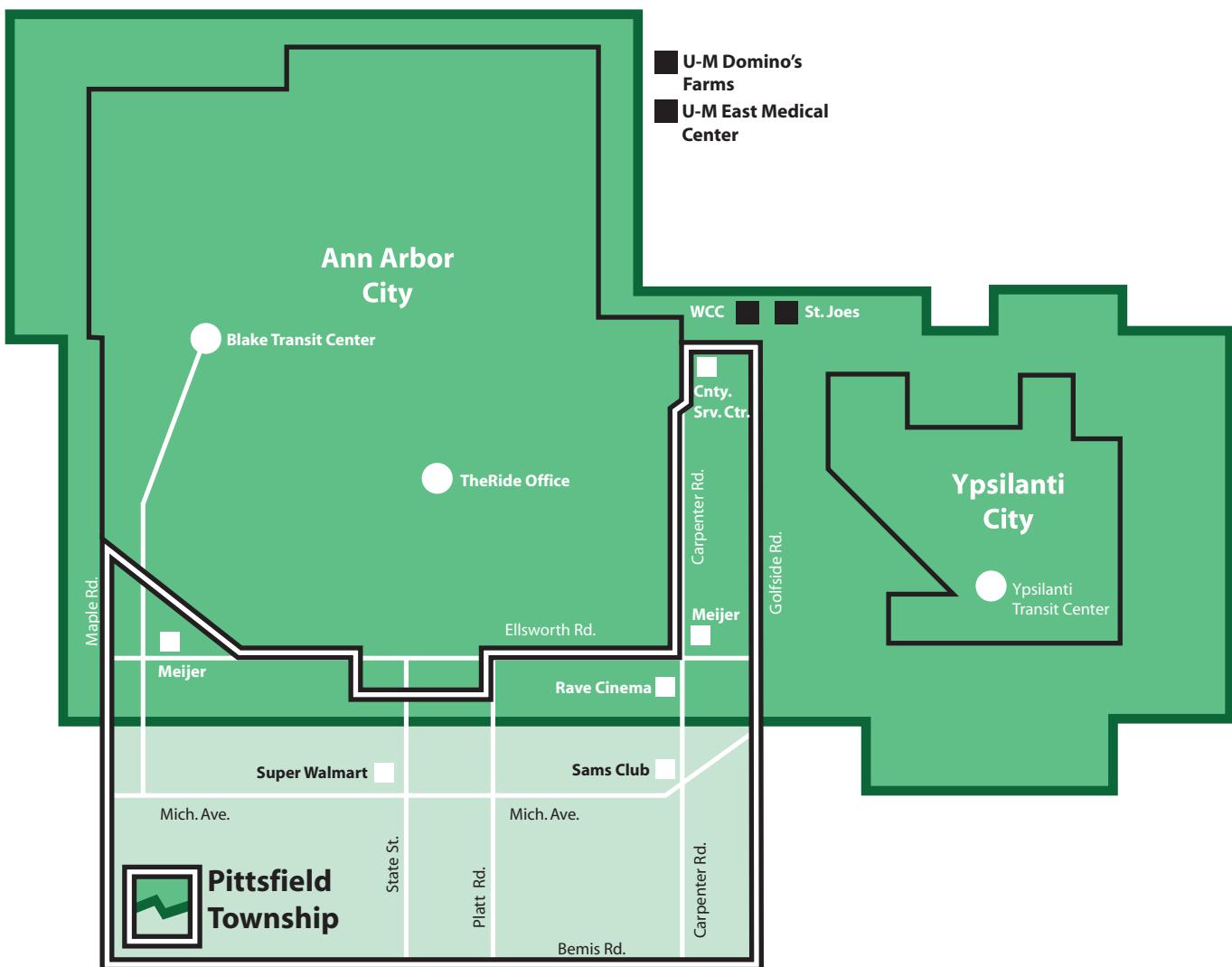
## PITTSFIELD TOWNSHIP SERVICE AREA

This is defined by the Pittsfield Twp. border. A-Ride eligible Pittsfield Twp. residents may also travel to any location enirely within Pittsfield Twp.

*Additional funding permits A-Ride eligible Pittsfield Twp. residents to travel within the Ann Arbor City limits.*

## LEGEND

- City Limits (solid black line)
- Township Limits (black & white line)
- Streets & Roads (solid white line)



# Superior Township Service Area

This map illustrates the service areas for eligible A-Ride Superior Township residents.  
**To find out if A-Ride goes to a location you wish to travel to call (734) 973.1611.**



## BASE SERVICE AREA

This is defined as 3/4 mile either side of an operating regular bus route. A-Ride eligible Superior Twp. residents may reserve trips that have both a origin and destination entirely within the Base Service Area.



## Trip Inclusions

Destinations included within your service area:

- Domino's Farms U-M Lobbies
- U-M East Medical Campus
- Wash. Community College
- St. Joe Hospital

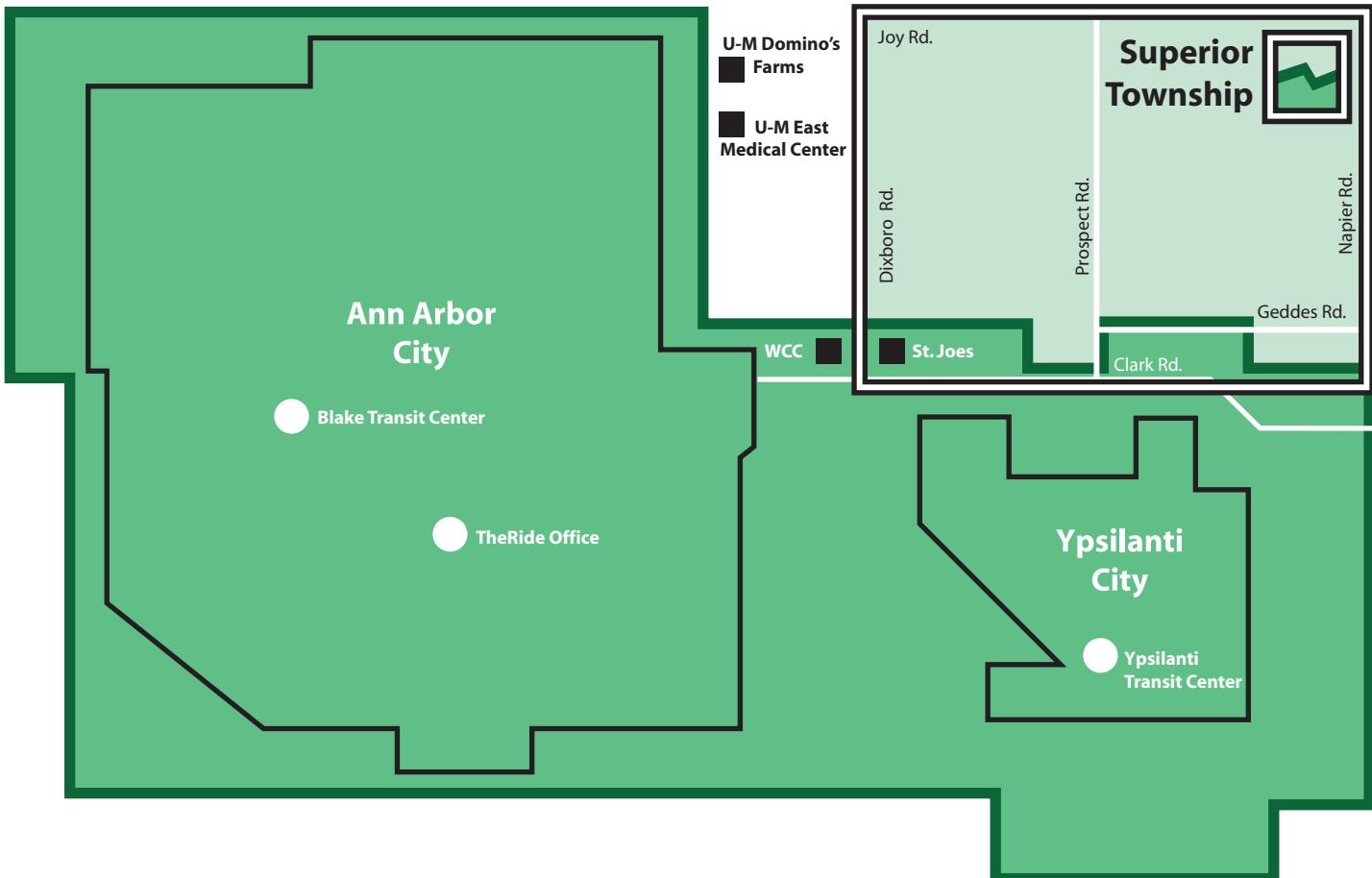


## SUPERIOR TOWNSHIP SERVICE AREA

This is defined by the Superior Twp. border. A-Ride eligible Superior Twp. residents may also travel to any location enirely within Pittsfield Twp.

## LEGEND

- City Limits (solid black line)
- Township Limits (black & white line)
- Streets & Roads (solid white line)



Ann Arbor Area Transportation Authority Board of Directors  
Planning and Development Committee  
Proposed Meeting Summary  
March 10, 2015 – 3:00 p.m.

Present: Committee – Eli Cooper (via phone), Sue Gott (Chair), Larry Krieg, Eric Mahler (via phone)  
Staff – Ron Copeland, Michael Benham, Jan Black, Terry Black, Brian Clouse, Ron Copeland, Bill De Groot, Sarah Pressprich Gryniewicz, Bob Guenzel, Julia Roberts, Ed Robertson, Mary Stasiak, Al Thomas, Elizabeth Tibai, Phil Webb, Karen Wheeler, Michelle Whitlow, Reggie Whitlow

Absent with Notice: Gillian Ream Gainsley

Public – Clark Charnetski, Jim Mogensen,

Committee Chair Sue Gott called the meeting to order at 3:02 p.m.

1.0 *Communications and Announcements*

There were no announcements or communications.

2.0 *Public Time – Comment on Agenda Items*

Jim Mogensen commented on the upcoming board retreat noting that when the Board seeks to define the customer base, it is necessary to consider the different needs for both commuters/choice riders and transit dependent riders.

Clark Charnetski was in agreement with staff on the proposed MDOT project on U.S. 23. He noted that the HOV lanes need to be explored further. Mr. Charnetski handed out an article praising the Michigan Flyer/ AAATA AirRide service experience.

With no one further appearing, Ms. Gott declared public time closed.

3.0 *New Business*

There was no new business up for consideration.

4.0 *Continuing Business*

4.1 *Annual Board Retreat Planning: Sarah Gryniewicz and Bill De Groot*

Sarah Pressprich Gryniewicz introduced the retreat agenda draft which included three discussion elements: Customer Service, Capital and Categorical Needs Prioritization, and Committee Structure. Sarah stated that it may be helpful to have the committee structure conversation once the new CEO is on-boarded. She also said that during the

“Customer Service” discussion, the staff recommendation is to discuss and define customer service as it relates to TheRide’s operations. On Time Performance (OTP) was identified as a key component in reaching customer needs and expectations.

The committee discussed hiring a professional facilitator for the retreat. It was felt that a decision on this subject should be made soon, as it is anticipated to take about a month to hire a facilitator. Larry Krieg preferred not to utilize a facilitator as he felt it would be difficult to justify the added cost to the taxpayers. Bob Guenzel stated that he preferred to have a facilitator, whether it be an outside representative or someone internally, in order to keep the retreat running smoothly. Eli Cooper and Eric Mahler both preferred to have a facilitator (either internal or external) to lead the retreat.

Eric suggested reducing the time spent on defining “Customer Service” and emphasized the importance of developing a list of the top 5-10 work plan priorities. Sue Gott encouraged the Authority members to bring the names of suggested facilitators to the Governance committee for further deliberation. She asked staff to determine board member availability and any time constraints for the retreat. She also suggested adjusting the agenda based on board member availability. AAATA staff will check on the date and time preferences of all board members for the upcoming retreat.

## 5.0 Action Items

### 5.1 *Intelligent Transport Systems (ITS): Jan Black*

Al Thomas reported that Clever Devices LTD of Woodbury, NY, has been selected as the provider for the new CAD/AVL system. He noted that AAATA has been using its current CAD/AVL system for 18 years and the timing was now right to look at new systems since the Authority will be investing in 60 new buses over the next 5 years. An RFP was issued last October and four responses were received. Al noted that Clever Devices was selected after proposal evaluations, on-site presentations and several interviews with the four vendors. Staff is recommending approval of an award to Clever Devices LTD for an amount not to exceed \$3,617,000. Al noted that the contract award amount is programmed into this year’s budget. The CAD/AVL systems will be installed on paratransit vehicles and busses in phases.

It was noted that the passenger counter component of the new CAD/AVL system will count passengers boarding and de-boarding the bus. This is a large step forward from the current system. Some other agencies that use Clever Devices include CTA, SMART, Washington Metro, New Jersey Transit, and New York City Transit. The committee discussed cellular coverage and the implications associated with the new CAD/AVL system.

Sue Gott requested a friendly amendment to the resolution under the ‘NOW, THEREFORE, BE IT RESOLVED’ clause that there be ***periodic updates, reported to the***

***Planning and Development Committee, on the progress of the work, to ensure that funding is correlating to successful use.***

Eli Cooper recommended support of the motion as written, with the addition of the friendly amendment. Larry Krieg seconded the motion and it passed unanimously. The motion will be forwarded to the full board for further consideration.

**5.2 Revision to Capital and Categorical Grant Program: Chris White**

Julia Roberts reported on a revision to the Capital and Categorical Grant Program (CCG Program) necessitated by a slightly lower than expected federal allocation. This allocation reduction resulted in a 3.7% shortfall. Last year's allocation rose 7% and the Authority has averaged a 3% increase over the last 10 years. To deal with this year's small decrease, staff is asking for a small decrease in planning funds. Staff's recommendation would reduce planning funds in FY15 from \$320,000 to \$136,470.

Julia noted that planning is one of the more flexible, longer-term budget items. The Authority can afford to adjust planning funding in the short term. It was noted that there will be no direct impact on planning activities in the short-term due to this reduction, however, if the trend continues, the CCG Program may need to be re-evaluated in the long-term. Eli Cooper suggested an addition of a WHEREAS clause to the resolution noting that ***the reduction of funds has a meaningful effect on our organization and transit community.***

Eli Cooper recommended support of the motion as written with the addition of communication to the congressional legislation on the effects of the reduction. Larry Krieg seconded the motion. All were in favor of the motion and it will be forwarded to the full board for further consideration.

**5.3 U.S. 23 Response to Environmental Assessment: Michael Benham**

Michael Benham introduced proposed AAATA comments on the U.S. 23 environmental assessment and noted they closely reflect comments made by the Authority early on in MDOT's U.S. 23 proposal. Included in the commentary is a desire to discuss transit alternatives in the corridor and to further research the use of HOV lanes.

Larry Krieg drafted a resolution pertaining to the environmental assessment for the committees' consideration. Some changes made to the resolution include:

- 6<sup>th</sup> Whereas clause, "Whereas, financial support cannot legally be provided from current local revenue sources; and", was deleted.
- 1<sup>st</sup> Whereas- added "traffic congestion ***due to incidents and obsolete design...***"
- 2<sup>nd</sup> Whereas – added, "***proposed to address design deficiency*** to add capacity..."
- Final Whereas clause – added, "...requires ***service characteristics including trip reliability and*** a schedule..."

- Under the Now, therefore, be it resolved clause –
  - #1 – substituted “adequate funding is provided...” for “adequate funding is **available...**”
  - #2 – “adequate funding is provided...express bus service at a fare level that will maximize ridership.” Was changed to read “adequate funding is **available.....**express bus service at a **market based fare that will foster ridership.**”

Sue Gott suggested adding the benefits of having park and ride lots further north to capture riders at the beginning of their trip. Other committee members suggested placing such a statement in the memo or letter, rather than the resolution. The draft resolution and comments will be forwarded to Charles Griffith for further review before being submitted to MDOT by the March 17 response deadline. The draft documents will be brought to the AAATA board in April. Charles will update the letter to include the sentence, ‘On behalf of the AAATA...’ before forwarding to MDOT.

Larry Krieg recommended support of the motion with the recommended changes. Eric Mahler seconded the motion. All were in favor of the motion and it will be forwarded to the full board for further consideration.

6.0 *Reports/Updates:*

6.1 *ARide Contract Status: Brian Clouse and Bill De Groot:* The report will appear on the April PDC agenda.

6.2 *YTC Update: Bill De Groot & Reggie Whitlow*

Bill De Groot noted that the Authority is working on site feasibility and ownership responsibilities, as well as the internal and external scope of the project. Bill announced that he is planning a site visit to the YTC in April for PDC committee members. During the site visit, he plans to discuss the site analysis.

6.3 *RTA Developments: B. De Groot and S. Gryniewicz*

Sarah Pressprich Gryniewicz reported that the RTA now has 5 employees on staff. Sue Gott requested AAATA staff to understand the work load requested from the RTA and to define the AAATA staff time capabilities. The RTA is expected to produce AAATA work estimates by April/May of this year.

6.4 *August 2015 Service change – Public Input27: Mary Stasiak*

Mary Stasiak distributed information announcing the August 2015 service changes and requests for public input. She noted that a public meeting is scheduled for Tuesday, March 10 at SPARK East in Ypsilanti.

6.5 *R&D Projects: Michael Benham, Chris White*

Michael Benham noted that North-South Rail Steering and Advisory committee met last week. Public meetings are scheduled on Thursday, March 12 and Monday, March 16. There has also been a request for a meeting in Howell. He noted that the alternatives analysis for the Connector study is wrapping up this year. Once everything is complete, a public meeting will be scheduled.

6.6 *Sustainability Policy and Commitments: Sarah Pressprich Gryniewicz*

Sarah Pressprich Gryniewicz reported that progress has been made on the development of the sustainability policy. Chris White suggested the Authority define the bus technology portion of the policy early on, so that AAATA is prepared if grants become available and new vehicles can be purchased sooner.

Sarah noted that the draft Sustainability policy should be available in August. A review of the draft will occur in September with a final review in October. Ms. Gott requested public engagement in August and November. She also asked that discussion on the public commentary be added to the PDC agenda in the respective months.

7.0 *Public Time*

Clark Charnetski noted that MDOT has 23 refurbished and leased rail cars. Rail cars to be used in service in New Jersey were rehabilitated by Amtrak and cost almost double what MDOT has paid for its cars. In addition, the New Jersey cars have less seats than the MDOT cars. Clark noted that California paid out of state workers to do the work on its cars, while the work on the Michigan rail cars was done locally.

Jim Mogensen spoke of the 5YTIP, CCG Program, Sustainability policy and commitments, and the budgeting process, suggesting that AAATA should find a way to combine the items to better understand the processes and decisions being made.

He would like the Authority to consider public comments/presentations.

8.0 *Future Meetings*

Tuesday, April 7, 2015 at 3:00 p.m.

9.0 *Adjourn*

There being no further business, Ms. Gott adjourned the meeting at 4:51 p.m.

Respectfully Submitted,

Elizabeth Tibai



**To:** Planning and Development Committee

**From:** Jan Black, Manager of Information Technology  
Michelle Whitlow, CPPO, CPPB, Manager of Purchasing

**Date:** March 10, 2015

**Re:** **Award New Contract for Purchase of Intelligent Transportation Systems (ITS)  
Computer Aided Dispatch and Automated Vehicle Locator (CAD/AVL) System**

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### **Background**

Currently TheRide uses a CAD/AVL system for dispatching and tracking fixed route buses as well as providing real time bus information to fixed route bus customers. The system used for fixed route is 18 years old.

Over the next 5 years, TheRide will need to further invest in CAD/AVL equipment for (up to 60) new buses costing over \$900K for fixed route only.

TheRide also will begin scheduling and booking rides on Paratransit vehicles in May 2015. A CAD/AVL system must be procured in order to track Paratransit vehicles.

Because of the large investment needed to procure CAD/AVL technology for these two initiatives, TheRide chose to investigate other more advanced technology that would meet the needs of TheRide for both fixed route and paratransit services well into the future.

In February, 2014, The AAATA Board of Directors approved a contract award with TranSystems of Boston, MA to perform consulting services for the purchase of Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) Needs. Through a detailed process, specifications for the CAD/AVL technology was drafted.

### **Issuing a Request for Proposal**

On October 17, 2014, AAATA issued Request for Proposal (RFP) 2015-09 for the provision, installation and implementation of a new CAD/AVL system.

The RFP was posted online at the Michigan Inter-governmental Trade Network (MITN) Bid System where 304 vendors were sent notices; 67 of which viewed the solicitation. The RFP was advertised in *Washtenaw County Legal News* and in *Passenger Transport* (21 vendors requested copies of the RFP as a result of this advertisement) and on AAATA's website, theride.org.

A Pre-Proposal Presentation and Tour was held on November 12, 2014 and six (6) people representing four (4) firms participated.

On December 12, 2014, AAATA received four (4) proposals:

1. Avail Technologies, Inc., (State College, PA)
2. Clever Devices LTD, (Woodbury, NY)
3. DoubleMap (Indianapolis, IN)
4. Trapeze Software Group (Cedar Rapids, IA)

Staff (each department participated in the evaluation process) evaluated the proposals based on the proposed systems capability to meet National Transit Data requirements, experience and installation, qualifications and price. Proposals from Clever Devices and Avail Technologies were rated as the top two and both firms were invited to give a series of in-person and on-line presentations.

Along with presentations, AAATA staff also participated in on-site visits and/or conference discussions with:

- Suburban Mobility Authority for Regional Transit (SMART – Troy and Inkster locations), Clever Devices
- TheRapid (Grand Rapids, MI), Avail
- Kalamazoo Metro (Kalamazoo, MI) Avail
- Worcester Regional Transit Authority (WRTA in Worcester, MA) Clever Devices

Once presentations were completed, Best and Final Offers (BAFO's) were requested from both firms.

Clever Devices' technical proposal was rated highest and their pricing was lowest. In their BAFO, Clever Devices included over \$200K of additional software and services for no additional cost, thus demonstrating that they sincerely listened to the needs of TheRide during the post-presentation conference call and the on-line presentation.

After careful consideration, staff is recommending that the Board of Directors approve award of a contract to Clever Devices LTD of Woodbury, NY at an amount not to exceed \$3,617,000 which includes 10% contingency.

Staff will provide periodic updates to the Performance Monitoring-External Relations (PMER) Committee to make certain that TheRide's funding is correlating to successful use.

The contract award amount is within the programmed budget amount.

## Resolution 15/2015

**AWARD OF A CONTRACT FOR INTELLIGENT TRANSPORTATION SYSTEMS (ITS)  
COMPUTER AIDED DISPATCH AND AUTOMATED VEHICLE LOCATOR (CAD-AVL) SYSTEM**

**WHEREAS**, Ann Arbor Area Transportation Authority (AAATA) uses a Computer Aided Dispatch and Automated Vehicle Location (CAD/AVL) system for dispatching and tracking fixed route buses as well as providing real time bus information to fixed route bus customers, and

**WHEREAS**, the current CAD/AVL system used for fixed route buses is 18 years old, and

**WHEREAS**, AAATA will need to invest in CAD/AVL equipment for up to 60 new buses over the next five (5) years, and the cost of this investment is estimated to be in excess of \$900,000 for fixed route buses only, and

**WHEREAS**, in May 2015, AAATA will begin scheduling rides on Paratransit vehicles thus requiring the procurement of a CAD/AVL system in order to track Paratransit vehicles, and

**WHEREAS**, given the large investment needed to procure CAD/AVL technology for these two initiatives, AAATA chose to investigate options for other more advanced technology that would meet the needs of AAATA for both fixed route and paratransit services well into the future, and

**WHEREAS**, in February 2014, AAATA's Board of Directors approved a contract with TranSystems of Boston, MA to perform consulting services for the purchase of a CAD/AVL system which produced specifications for the CAD/AVL technology AAATA requires, and

**WHEREAS**, in October 2014, AAATA issued Request for Proposal (RFP) 2015-09 for the provision, installation and implementation of a new CAD/AVL system, and

**WHEREAS**, four (4) proposals were received and Staff representing all AAATA departments evaluated the proposals based on the proposed system's capability, proposer's experience, implementation process, qualifications and price, and

**WHEREAS**, the proposal from Clever Devices LTD of Woodbury, NY has been determined to be the most advantageous to AAATA,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board authorizes the Chief Executive Officer to enter into a contract with Clever Devices LTD at an amount not to exceed \$3,617,000 which includes 10% contingency.

**IT IS FINALLY RESOLVED** that Staff will provide periodic updates to the Performance Monitoring-External Relations (PMER) Committee to make certain that TheRide's funding is correlating to successful use.

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Charles Griffith, Chair

March 19, 2015

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Susan Baskett, Secretary

March 19, 2015



2700 S. Industrial Highway

Ann Arbor, MI 48104

734.973.6500 **Phone**

734.973.6338 **Fax**

TheRide.org **Online**

# MEMO

**To:** Planning and Development Committee  
**From:** Chris White, Manager of Service Development  
**Date:** February 18, 2015  
**Re:** Federal Formula Allocation for FY 2015

**Message:** The allocation of federal transit formula funds was published in the Federal Register on February 9, 2015. The formula funds for the Ann Arbor urbanized area are:  
Section 5307: \$6,218,888  
Section 5339 (capital use only): \$724,458  
Section 5310 (Service for seniors and people with disabilities): \$198,173  
The RTA is the designated recipient for all of these funds.

This total of Section 5307 and 5339 funds is 3.7% less than last year. This is unusual. Last year our allocation rose 7% and we have averaged a 3% increase over the last 10 years.

For our Capital and Categorical Grant Program, we projected the same allocation in FY15 as we received in FY14. As you may recall, the adopted program for FY15 would use nearly the entire projected amount of federal funds available, with a small projected carryover. With the reduction, there are insufficient federal funds for the entire adopted FY15 program.

The shortfall is \$183,530. The adopted FY15 program is attached. It is a very large program which includes the purchase of 10 replacement buses and 12 buses for service expansion. The total amount of federal formula funds required for the program is \$8,251,200 which includes \$1,124,324 in carryover funds from the FY14 allocation which we saved for this purpose.

An adjustment to the FY15 program is needed. Staff recommends reducing federal funding for the planning program for FY15 from \$320,000 to \$136,470 to balance the program. The loss in operating revenues is manageable and we may be able to reduce the expenditure of grant funds for planning in FY14 to carry forward some funds and reduce the impact in FY15.

This is a relatively small problem for FY15. It is a larger concern going forward if the federal program remains at this level. We can wait until summer to see if Congress will take up new transportation authorizing legislation, but if they do not we will need to consider how we balance the use of federal formula funds for operating and capital going forward.

A resolution to adjust the FY2015 element of the Capital and Categorical Grant program is attached for your consideration.

Resolution 16/2015

REVISE FY2015-2019 CAPTIAL AND CATEGORICAL GRANT PROGRAM

WHEREAS, in December, 2014 the Ann Arbor Area Transportation Authority (AAATA) adopted a Capital and Categorical Grant Program for FY2015-2019, and

WHEREAS, the FY2015 element was based on a projected amount of federal formula funds, and

WHEREAS, the actual allocation of federal formula funds for the Ann Arbor urbanized area has been released and is less than expected,

NOW THEREFORE, BE IT RESOLVED that the Ann Arbor Area Transportation Authority Board of Directors hereby revises the FY2015 element of the FY2015-2019 Capital and Categorical Grant Program to reduce the programmed federal formula funds for planning from \$320,000 to \$136,470 to balance the program with available federal funding.

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Charles Griffith, Chair

March 19, 2015

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Susan Baskett, Secretary

March 19, 2015

**ANN ARBOR AREA TRANSPORTATION AUTHORITY  
FIVE-YEAR CAPITAL & CATEGORICAL GRANT PROGRAM SUMMARY  
THROUGH FISCAL YEAR 2019**

DESCRIPTION	2013 approved	2014 approved	2015	2016	2017	2018	Approved 12/18/2014
							2019
Large Buses - Replacement	\$1,445,400	\$0	\$5,139,000	\$0	\$2,863,000	\$1,821,000	\$6,830,000
Medium/Small Buses	\$0	\$1,305,000	\$0	\$0	\$150,000	\$600,000	\$625,000
Vehicles for Vanpool Program	\$625,000	\$0	\$270,000	\$585,000	\$832,500	\$607,500	\$720,000
Buses for Expanded Service	\$960,000	\$1,016,250	\$5,464,000	\$3,188,000	\$0	\$0	\$0
On-Board Systems and Equipment	\$20,000	\$400,000	\$1,100,000	\$1,500,000	\$300,000	\$0	\$0
Maint. Equip. and Bus Components	\$300,000	\$250,000	\$320,000	\$250,000	\$450,000	\$250,000	\$250,000
Computer Hardware and Software	\$150,000	\$530,000	\$150,000	\$720,000	\$150,000	\$150,000	\$150,000
Park and Ride Lots & Transfer Facilities	\$0	\$250,000	\$0	\$250,000	\$0	\$1,500,000	\$0
Major Buildings and Facilities	\$1,808,000	\$0	\$600,000	\$1,200,000	\$0	\$0	\$0
Non-revenue Vehicles	\$0	\$50,000	\$140,000	\$80,000	\$0	\$0	\$0
Passenger Area Facilities and Equip.	\$80,000	\$100,000	\$95,000	\$100,000	\$100,000	\$100,000	\$100,000
Capital Cost of Contracting	\$300,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
Preventive Maintenance	\$2,100,000	\$1,950,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000
Planning	\$400,000	\$400,000	\$1,600,000	\$400,000	\$700,000	\$400,000	\$400,000
Outreach and Rideshare	\$455,000	\$455,000	\$501,000	\$455,000	\$455,000	\$455,000	\$455,000
Operating Assistance	\$1,474,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000	\$2,400,000
<b>TOTAL</b>	<b>\$10,117,400</b>	<b>\$9,256,250</b>	<b>\$19,029,000</b>	<b>\$12,378,000</b>	<b>\$9,650,500</b>	<b>\$9,533,500</b>	<b>\$13,180,000</b>

**ANN ARBOR AREA TRANSPORTATION AUTHORITY  
FY 2015 CAPITAL & CATEGORICAL GRANT PROGRAM**

Approved

12/18/2014

**NOTES**

DESCRIPTION	LOCAL	FEDERAL	STATE	TOTAL	
		Section 5307/5339 Formula Funds	Other Programs (see notes)		
10 Large Buses - Replacement		\$2,391,200	\$1,720,000	\$1,027,800	\$5,139,000
0 Medium/Small Buses		\$0		\$0	\$0
12 Vehicles for Vanpool Program		\$216,000		\$54,000	\$270,000
12 Buses for Expanded Service	\$5,464,000				\$5,464,000
On-Board Systems and Equipment		\$880,000		\$220,000	\$1,100,000
Maint. Equip. and Bus Components		\$256,000		\$64,000	\$320,000
Computer Hardware and Software		\$120,000		\$30,000	\$150,000
Park and Ride Lots & Transfer Facilities		\$0	\$0	\$0	\$0
Major Buildings and Facilities		\$480,000		\$120,000	\$600,000
5 Non-revenue Vehicles		\$112,000		\$28,000	\$140,000
Passenger Area Facilities and Equip.		\$76,000		\$19,000	\$95,000
Capital Cost of Contracting		\$120,000		\$30,000	\$150,000
Preventive Maintenance		\$880,000		\$220,000	\$1,100,000
Planning	\$240,000	\$320,000	\$960,000	\$80,000	\$1,600,000
Outreach and Rideshare	\$0		\$501,000		\$501,000
Operating Assistance		\$2,400,000			\$2,400,000
<b>TOTAL</b>	<b>\$5,704,000</b>	<b>\$8,251,200</b>	<b>\$3,181,000</b>	<b>\$1,892,800</b>	<b>\$19,029,000</b>

Resolution 17/2015

**Express Bus Service on U.S. 23**

WHEREAS, traffic congestion due to incidents and obsolete design on U.S. 23 between Brighton and Ann Arbor has reached unacceptable levels during morning and evening peak periods; and

WHEREAS, the Michigan Department of Transportation (MDOT) proposes to address design deficiency and add capacity during peak periods; and

WHEREAS, MDOT also proposes to monitor and control traffic by means of electronic systems; and

WHEREAS, MDOT has further proposed that the Ann Arbor Area Transportation Authority (TheRide) provide express bus service between a park-and-ride lot on land to be provided by MDOT and destinations in the Ann Arbor area; and

WHEREAS, financial support will be necessary to provide the aforesaid express bus service; and

WHEREAS, attracting significant numbers of riders to an express service requires service characteristics, including trip reliability, travel speed competitive with or faster than a single-occupancy vehicle along the same route:

NOW, THEREFORE, BE IT RESOLVED that Ann Arbor Area Transportation Authority Board of Directors shall agree to provide express bus service along U.S. 23 only if and when the following conditions are met:

1. Adequate funding is available above and beyond current income sources to build and properly maintain a suitable park-and-ride facility;
2. Adequate funding is available to operate express bus service at a market based fare that will foster ridership;
3. Provision is made for express buses to bypass traffic congestion so that service will be reliable and competitive with travel in single-occupancy vehicles.

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Charles Griffith, Chair

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Susan Baskett, Secretary

March 19, 2015

March 19, 2015

Resolution 18/2015

EXTEND CONTRACT WITH INTERIM CHIEF EXECUTIVE OFFICER

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) Board of Directors (Board) approved an Agreement with Robert E. Guenzel (Guenzel) on September 29, 2014 for Guenzel to serve as Interim Chief Executive Officer beginning on October 13, 2014, and

WHEREAS the Agreement is for a term of six months or employment of a permanent Chief Executive Officer (CEO), and

WHEREAS, the budgeted amount of the Agreement has not been met, and funds remain available, and

WHEREAS, the Agreement includes a stipulation that the term of the Agreement may be extended beyond the initial six months in the event a permanent CEO has not been employed, and

WHEREAS, the six month term will end on April 13, 2015, and it is anticipated that a permanent CEO will not be employed by that date,

NOW THEREFORE, BE IT RESOLVED that the Ann Arbor Area Transportation Authority Board of Directors hereby authorizes an extension of the Agreement with Robert E. Guenzel on a month-to-month basis to terminate no later than June 1, 2015.

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Charles Griffith, Chair

March 19, 2015

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Susan Baskett, Secretary

March 19, 2015



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# MEMO

**To:** Performance Monitoring and External Relations Committee

**From:** Philip Webb, Controller/Manager of Finance

**Date:** March 13, 2015

**Re:** Proposed Purchase of a Point of Sale (POS) System

## **Message:** Accounting Needs

Ann Arbor Area Transportation Authority (AAATA) hired consultant group Maner Costerisan to review its' internal control systems, to identify possible areas of risk, and to make recommendations for improvements. As a result, the consultant offered recommendations to safeguard the integrity of systems and processes. The recommendation included the purchase of a Point of Sale (POS) system for fare media sales. A POS system would increase safeguards of the handling of fare and funds at the AAATA headquarters and at the Blake Transit Center including increased accountability, tracking of inventory, and segregation of duties. Such a system would also provide reports and information that finance staff currently do "manually" thus saving staff time (such as inventory counts, end of the day sales reports and entering the sales data into the accounting software).

## **Pass and IDs Management Needs**

AAATA's current system for managing customer identification cards (e.g. Senior, ADA, Fare Deal eligible, etc.), 3rd Party passes (go!Pass, EMU, AAPS-Exceptional Pass), and purchase orders is managed through an assortment of software, hardware, and processes. After a thorough examination, staff have found several key areas needing improvement that would be addressed with a POS solution.

- The current customer ID management system, EpiSuite, is well beyond its designed capabilities, and is unable to be upgraded. Challenges with the software's database structure make it very difficult to make desired improvements for customers and community partners.
- Current systems do not have the capability to manage or integrate current 3rd party inventory and sales, resulting in complex manual tracking, reduced accountability, and significant staff time. This has created significant limitations to expanding Smart Card options and will not be sustainable if and when we coordinate fare media options with the RTA.
- AAATA's hardware for producing passes (PEM units) require expensive repairs, are at the end of life, and would cost approximately \$48,000 to replace three of them.



- Staff are also interested in pursuing improved online purchasing of fare media and introducing Smart Cards to improve customer options and fare management. A POS system would provide key processes that would assist these efforts.

### Procurement

As AAATA had never had a POS system, on August 28, 2013 staff issued Request for Proposal (RFP) 2013-18 for a POS Consultant. The RFP was widely advertised and sought to hire an expert who would help staff develop:

1. specifications for the POS system which would be included in a RFP,
2. the budget for the POS system AAATA would need, and
3. a list of POS system vendors AAATA could solicit for proposals.

Unfortunately, no responses to the RFP for a POS Consultant were received. Few, if any, independent experts exist who are not affiliated with a particular POS system.

Staff in the Finance and Information Technology departments therefore conducted further research on the POS system industry. They communicated with other transit agencies to learn what POS system, if any, they were using, read articles and books on POS systems, and spoke with vendors in the industry. Staff learned that many transit agencies have a POS system that they created internally and have been coaxing along as their environment changes. Of the agencies that have purchased a POS system from an outside firm, there are few vendors or suppliers serving the transit industry from which they could select their system.

Using the information they gained, staff developed a RFP for a POS System. The specified system would:

1. Integrate with AAATA's existing finance software, Microsoft Dynamics GP.
2. Provide inventory control, including a count on the inventory held at the Blake Transit Center.
3. Process sales efficiently, print fare media cards, and help with accounting functions.
4. Replace the existing management and production system of ID cards for employees and reduced fare customers.

RFP 2014-11 for a POS System was issued on January 1, 2014. The RFP was posted online at the Michigan Inter-governmental Trade Network (MITN) Bid System where 168 vendors were sent notices; 35 of which viewed the solicitation. The RFP was advertised in *Washtenaw County Legal News*; in *Passenger Transport* (a publication of the American Public Transportation Association); and on AAATA's website, [theride.org](http://theride.org). Additionally, bid notifications were emailed to five vendors thought to offer similar software.



One response was received and it came from Productive Solutions, a Division of VF Management LTD, a company that has provided POS systems to many of the transit agencies that use an “off-the shelf” purchased system, as they have an established technical link with their software and the fareboxes, enabling several key capabilities.

Staff contacted several vendors known to have received the RFP to determine why they did not provide a proposal. One representative said she herself had not received the RFP and it may have been lost in the movement between offices, another said they had received it and intended to respond but missed the deadline.

Staff evaluated the Productive Solutions proposal and determined that they offered a product that met AAATA’s specifications. Additionally, the offered product is successfully used by other transit agencies with POS software. AAATA determined the price to be fair and reasonable.

Staff communicated with references in the transit industry and related component's vendors to verify customer, technical, accounting, and process satisfaction. Staff also contacted current Productive Solutions user agencies in Spokane and Las Vegas, both of which gave very positive recommendations and noted the improvements in accountability, great reduction of manual processes, and the ability to manage passes for customers and employer-partners.

It is anticipated that installation would require approximately 75 days and under 40 hours of staff time, in addition to a training period for key employees. Staff believe this investment is balanced by significant anticipated process efficiencies and time savings.

Productive Solutions’ proposal totals approximately \$210,000. This includes \$152,000 for software, hardware, installation, data migration, and training of staff to use the POS software, and \$58,000 for maintenance fees in years two through five. Capital and Categorical Grant funds have been identified. Annual maintenance fees would be included in future annual operating budgets.

### **Recommendation**

Staff is recommending the purchase of this System with funds identified in the Capital and Categorical Grant Program.

Resolution 19/2015

APPROVAL OF CONTRACT AWARD FOR PURCHASE OF  
POINT OF SALE SYSTEM

**WHEREAS**, the Ann Arbor Area Transportation Authority (AAATA) requires integrated point of sale software to support Customer Service, Operations and Finance functions, and

**WHEREAS**, AAATA's current process for fare merchandise sales include an Access database and manual processes, which are outdated and very difficult to support, and

**WHEREAS**, AAATA issued Request for Proposals (RFP) 2014-11 – Point of Sale System (POS) for the provision, installation and implementation of commercial software to replace these manual processes, and

**WHEREAS**, one response was received, and

**WHEREAS**, AAATA staff evaluated the proposal and determined that the submittal from Productive Solutions was most responsive and responsible to support the customer service, operations and finance functions, and

**WHEREAS**, POS software is a commercial product in use by over 80 customers in the United States, and

**WHEREAS**, the transition to POS software will have limited, if any, impact on the customers' experience at the time of fare merchandise purchase, and

**WHEREAS**, an anticipated benefit of the POS software is that AAATA staff will have more efficient tools for sales and reconciliation for accounting purposes, and

**WHEREAS**, the cost of acquiring, implementing and training staff to use the software is \$152,000 and the cost for Maintenance and License Fees for Years 2 through 5 would total an additional \$58,000 and AAATA would pay the fees annually as they became due,

**NOW, THEREFORE, BE IT IS RESOLVED**, that the Ann Arbor Area Transportation Authority Board of Directors hereby authorizes the Chief Executive Officer to execute a contract with Productive Solutions for the purchase and implementation of Point of Sale software and maintenance and license fees for Years 2 through 5.

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Charles Griffith, Chair

March 19, 2015

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Susan Baskett, Secretary

March 19, 2015

Resolution 20/2015

Authorization to Enter into Negotiations for Employment Agreement  
for Chief Executive Officer Position

WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) Board of Directors (Board) interviewed three finalists for the position of Chief Executive Officer (CEO) at a special meeting on March 11, 2015, and

WHEREAS, at the conclusion of the meeting the Board discussed extending authority to the Board Governance Committee (Governance Committee) to negotiate an employment agreement with the preferred candidate,

NOW, THEREFORE, BE IT RESOLVED that the Ann Arbor Area Transportation Authority Board of Directors hereby authorizes and empowers the Governance Committee to extend an offer for the position of Chief Executive Officer, and enter into negotiations for an employment agreement with the preferred candidate, and

BE IT FURTHER RESOLVED that the Governance Committee may consult with AAATA's legal counsel regarding the terms of the employment agreement, and

BE IT FINALLY RESOLVED that the final decision of the terms of the employment agreement shall rest with the Board.

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Charles Griffith, Chair

March 19, 2015

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Susan Baskett, Secretary

March 19, 2015

**Ann Arbor Area Transportation Authority**  
**Report of Operations - Unaudited**  
**For the Five Months Ended February 28, 2015**

					Comparison to Prior Year			
	2/28/2015		Favorable (Unfavorable)		2/28/2014	Favorable (Unfavorable)	Comparison to Prior Year	
	Year to Date Budget	Year to Date Actual	Variance	Percent	Year to Date Actual	Variance	Percent	
<b>Revenues:</b>								
Passenger Revenue	\$876,045	\$923,891	\$47,846	5.5% 1	\$871,822	\$52,069	6.0%	
Subcontracted Revenue	651,441	720,878	69,437	10.7% 2	666,541	54,337	8.2%	
Special Fares (EMU, UofM, go!Pass)	973,670	950,928	(22,742)	-2.3%	1,024,369	(73,441)	-7.2%	
Interest, Advertising and Other	108,750	118,884	10,134	9.3%	92,642	26,242	28.3%	
Local Property Tax Revenue	5,668,160	5,668,160	0	0.0% 3	4,099,580	1,568,580	38.3%	
Purchase of Service Agreements	464,566	388,494	(76,072)	-16.4% 4	576,943	(188,449)	-32.7%	
State Operating Assistance	4,408,790	4,095,617	(313,173)	-7.1% 5	3,962,043	133,574	3.4%	
Federal Operating Assistance	1,858,584	1,858,592	8	0.0%	2,110,304	(251,712)	-11.9%	
Total Revenues	15,010,006	14,725,444	(284,562)	-1.9%	13,404,244	1,321,200	9.9%	
<b>Expenses:</b>								
<b>Wages:</b>								
Operations	3,819,021	3,683,414	135,607	3.6%	3,337,600	(345,814)	-10.4%	
Maintenance	1,036,458	918,523	117,935	11.4% 6	863,108	(55,415)	-6.4%	
Administrative	1,220,808	1,135,569	85,239	7.0% 6	1,056,189	(79,380)	-7.5%	
Total Wages	6,076,287	5,737,506	338,781	5.6%	5,256,897	(480,609)	-9.1%	
<b>Fringe Benefits:</b>								
Payroll Taxes	472,025	419,765	52,260	11.1% 7	386,390	(33,375)	-8.6%	
Pension	422,506	420,202	2,304	0.5%	373,279	(46,923)	-12.6%	
Medical Insurance	1,078,212	984,647	93,565	8.7% 7	1,016,300	31,653	3.1%	
Post-Retirement Benefits & HCSP	182,746	166,390	16,356	9.0%	153,865	(12,525)	-8.1%	
Other Fringe Benefits	433,435	422,623	10,812	2.5%	369,521	(53,102)	-14.4%	
Total Fringe Benefits	2,588,924	2,413,627	175,297	6.8% 7	2,299,355	(114,272)	-5.0%	
42.6%	42.1%							
<b>Purchased Services:</b>								
Contracted Maintenance	277,900	241,881	36,019	13.0% 8	287,537	45,656	15.9%	
Consulting Fees	104,683	87,562	17,121	16.4%	202,048	114,486	56.7%	
Security Services	138,575	112,074	26,501	19.1%	154,868	42,794	27.6%	
Other Purchased Services	A 312,033	347,333	(35,300)	-11.3% 9	252,863	(94,470)	-37.4%	
Total Purchased Services	833,191	788,850	44,341	5.3%	897,316	108,466	12.1%	
<b>Materials and Supplies:</b>								
Diesel Fuel and Gasoline	917,900	709,713	208,187	22.7% 10	859,711	149,998	17.4%	
Fuel Futures (Gains) or Losses	0	155,295	(155,295)	100.0% 10	13,906	(141,389)	-1016.7%	
Bus Parts	306,625	274,083	32,542	10.6%	232,202	(41,881)	-18.0%	
Printing	87,870	70,205	17,665	20.1%	39,483	(30,722)	-77.8%	
Other Materials and Supplies	B 335,647	312,587	23,060	6.9%	366,148	53,561	14.6%	
Total Materials and Supplies	1,648,042	1,521,883	126,159	7.7%	1,511,450	(10,433)	-0.7%	
<b>Utilities</b>	C	278,910	292,324	(13,414)	-4.8%	240,269	(52,055)	-21.7%
Casualty & Liability Insurance		291,665	269,615	22,050	7.6% 11	302,333	32,718	10.8%
<b>Purchased Transportation:</b>								
A ride and Good as Gold	1,293,225	1,297,128	(3,903)	-0.3%	1,256,874	(40,254)	-3.2%	
Night Ride	233,788	231,134	2,654	1.1%	246,000	14,866	6.0%	
Air Ride	503,520	512,774	(9,254)	-1.8%	501,198	(11,576)	-2.3%	
WWAVE, Northfield and Guar Ride	606,613	608,640	(2,027)	-0.3%	522,290	(86,350)	-16.5%	
Total Purchased Transportation	2,637,146	2,649,676	(12,530)	-0.5%	2,526,362	(123,314)	-4.9%	
<b>Other Expenses</b>	D	277,803	197,783	80,020	28.8% 12	136,211	(61,572)	-45.2%
Local Depreciation		123,750	123,750	0	0.0%	71,600	(52,150)	-72.8%
Total Expenses		14,755,718	13,995,014	760,704	5.2%	13,241,793	(753,221)	-5.7%
<b>Gain (Loss) from Operations</b>		\$254,288	\$730,430	\$476,142		\$162,451	567,979	

**Variances:**

**Detail of Budget Variances - Positive (Negative):**

February  
Year to Date

<b>A: Other Purchased Services Variances:</b>		<b>C: Utilities Variances:</b>		<b>February Year to Date</b>	
Management & Agency Fees	\$4,380	Natural Gas	(17,302)		
Physical Exam Fees	1,690	Electricity	(2,247)		
Legal Fees	(15,563)	Water	4,840		
Auditing Fees	-2587	Telephone	1,295		
IT Services/Contract Employees	(48,340)		(13,414)		
Custodial Services	(8,865)				
Internet Services	37,182				
Towing	3,598				
Admin Fee - Benefit Source	(6,795)				
	(35,300)				
<b>B: Other Materials and Supplies Variances:</b>		<b>D: Other Expenses Variances:</b>			
Lubricants	(2,881)	Uniform Expense	8,686		
Tires, Tubes and Wheels	(21,129)	Postage	1,463		
Tools and Equipment	1,127	Dues and Subscriptions	1,222		
Equipment Repair	2,910	Conference and Travel	9,961		
Other Materials and Supplies	25,862	Media costs	23,285		
Computer Software	17,171	Employee Development	21,609		
	23,060	Wellness	3,953		
		Recruitment and Hiring	79		
		Equipment Rental	9,762		
			80,020		



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# MEMO

**To:** Board of Directors, Ann Arbor Area Transportation Authority  
**From:** Philip Webb, Controller/Manager of Finance  
**Date:** March 13, 2014  
**Re:** Notes to the Financial Report of Operations—February 28, 2015

**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 \$10,000.  
**OVERALL** – The Report of Operations reflects a \$730,000 surplus after deferring \$439,000 of the future July 2015 property tax millage to the purchase of buses to be delivered in August 2015.

**REVENUES: Total Revenues are 1.9% under budget (unfavorable).**

1. Passenger Fares are over budget by 5.5 % due to higher cash fares. We budgeted a modest increase in the FY 2015 budget over FY 2014.
2. Subcontracted Fares are over budget due to the higher than expected fares for AirRide for October to January, (\$430,400 vs. \$356,800 budgeted).
3. Property taxes reflect the additional 0.7 property tax millage to be levied on July 1, 2015, along with the budgeted deferment of \$1.053 million for FY 2015 bus purchases (\$87,775 per month).
4. Purchase of Service Agreements are under budget since there is \$49,600 less in private contractor match for AirRide due to the passenger fares being greater than budget.
5. State Urban Operating Assistance is under budget by \$250,000 because it is based on incurred eligible expenses x 31.015%, which is less than budgeted. We received \$88,441 from MDOT, which was the final payment on FY 2011 based on the audit. However, we were expecting \$143,243, creating a loss (contra-revenue) of \$54,802 on this prior year adjustment.

**EXPENSES: Total Expenses are 5.2% under budget (favorable).**

6. Wages are under budget for maintenance due to 3 new positions in the FY 2015 budget as of October 1, which were vacant for a while. These positions are a facility maintenance supervisor, facilities technician (now filled) and the 2<sup>nd</sup> bus stop technician. There are 3 vacant positions in administration; CEO, Admin Assistant in Community Relations and Computer Support Technician.
7. Fringe Benefits are under budget due to the vacant positions.
8. Contracted maintenance is under budget due to the timing of projects and we did not get significant snow until January.
9. Other Purchased Services are over budget as the Interim CEO services are recorded here and more in legal due to an employment related arbitration.
10. Fuel and fuel futures expenses are under budget by \$8,600, after consideration of the loss on fuel futures. We paid an average of \$2.93 per gallon in October & November and \$2.44 in December, \$1.85 in January and \$2.15 in February, which are all below the budget of \$3.25 per gallon. However, we recognized losses on fuel futures of \$155,300. With fuel prices falling, we realize a loss on futures contracts when we sell. Our 2 fuel deliveries in February averaged \$2.15, which is \$1.10 per gallon below budget. This will save about \$60,500 per month on 55,000 gallons used in February 2015, which will offset the loss of \$45,300 on the fuel futures contract sold in February. The March 10 delivery price was back down to \$2.02 per gallon.
11. Insurance is \$22,000 under budget due to fewer claims under our \$25,000 deductible.
12. Other expenses are under budget as noted under note D.

**Ann Arbor Area Transportation Authority**

**Report to the Treasurer: Summary Operating Statement by Mode**

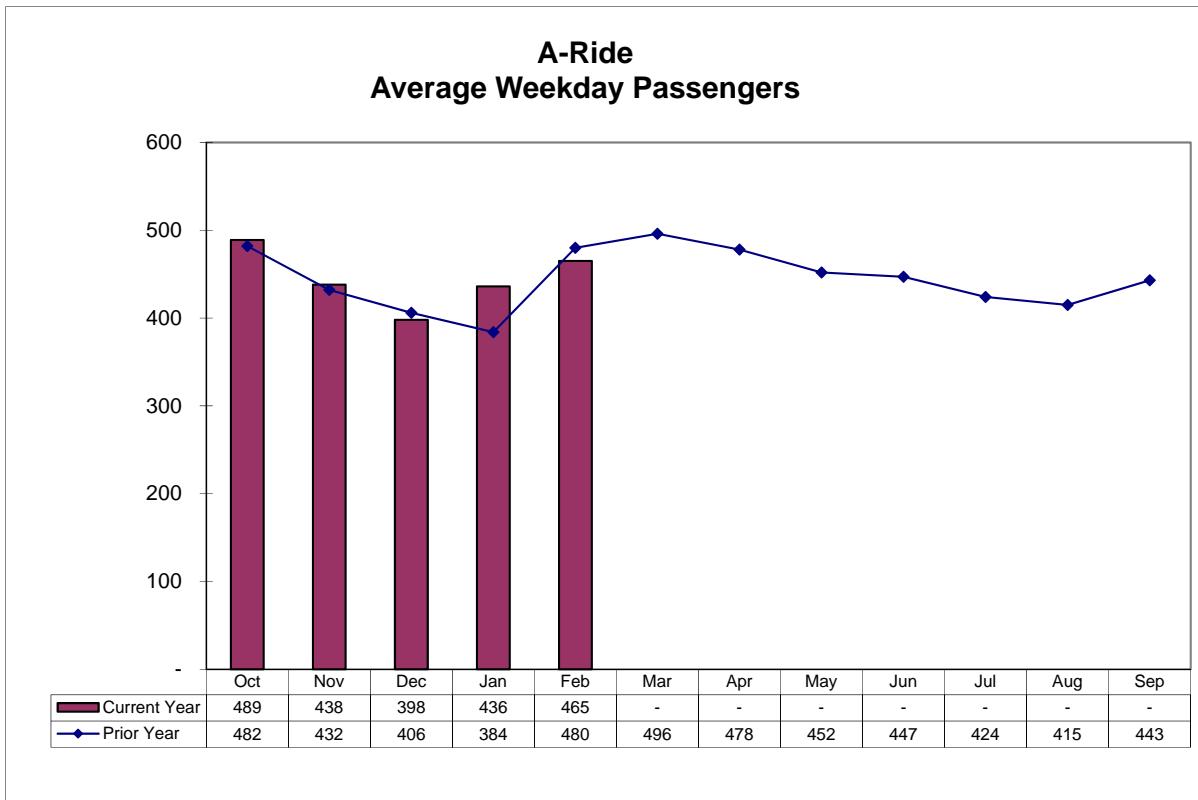
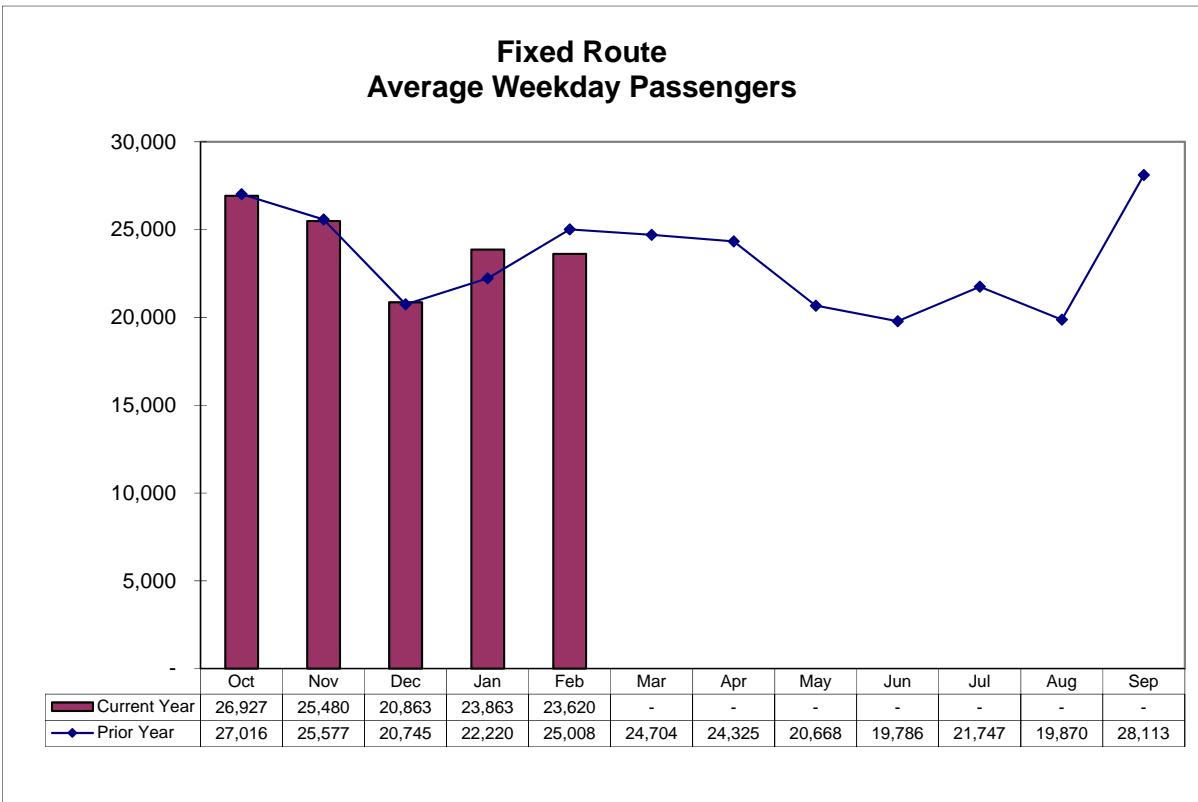
**For the Five Months Ended February 28, 2015**

Year-To-Date Summary Operating Statement by Mode							Balance Sheet	
<b>Revenues (except Property Tax):</b>	Fixed Route	Demand Response	NonUrban	Express Ride	AirRide	N/S Rail, GDT, UrbanCore, Van	Total	2/28/2015
	Actual							
Passenger Revenue	\$846,791	\$77,100	\$0	\$0	\$0	\$0	\$923,891	
Subcontracted Revenue	\$0	\$238,363	\$39,328	\$0	\$430,436	\$12,751	\$720,878	
Special Fares (EMU,UofM,go!Pass)	\$881,632	\$3,872	\$0	\$65,424	\$0	\$0	\$950,928	
Interest, Advertising and Other	\$114,725	\$0	\$0	\$0	\$0	\$4,159	\$118,884	
Purchase of Service Agreements	\$93,417	79,555	\$183,953	\$6,250	\$0	\$25,320	\$388,494	
State Operating Assistance	\$3,022,776	\$648,372	\$209,073	\$37,690	\$177,706	\$0	\$4,095,617	
Federal Operating Assistance	\$1,339,448	\$30,000	\$74,305	\$11,670	\$0	\$403,170	\$1,858,592	
<b>Total Revenues</b>	<b>\$6,298,788</b>	<b>\$1,077,262</b>	<b>\$506,659</b>	<b>\$121,033</b>	<b>\$608,142</b>	<b>\$445,400</b>	<b>\$9,057,284</b>	
<b>Expenses:</b>								
Wages	5,187,780	215,517	9,964	63,358	41,920	218,966	\$5,737,506	
Fringe Benefits	2,178,030	92,365	4,270	27,153	17,966	93,843	\$2,413,627	
Purchased Services	677,283	0	2,367	7,691	1,125	100,385	\$788,850	
Diesel Fuel, Net of Futures	856,797	0	0	8,211	0	0	865,008	
Materials and Supplies	603,633	20,460	1,314	6,235	445	24,789	656,875	
Utilities	276,365	13,184	0	2,775	0	0	292,324	
Insurance	243,465	21,569	2,022	2,559	0	0	269,615	
Purchased Transportation	0	1,650,971	485,931	0	512,774	0	2,649,676	
Other Expenses	151,920	1,866	791	1,877	33,912	7,417	197,783	
Local Depreciation	122,575	0	0	1,175	0	0	123,750	
<b>Total Expenses</b>	<b>10,297,848</b>	<b>2,015,932</b>	<b>\$506,659</b>	<b>121,033</b>	<b>608,142</b>	<b>\$445,400</b>	<b>13,995,014</b>	
<b>Net Local Property Tax Applied</b>	<b>\$3,999,060</b>	<b>\$938,670</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,937,730</b>	
Percent of Total	81.0%	19.0%	0.0%	0.0%	0.0%	0.0%	100.0%	
Local Property Taxes							\$5,668,160	
<b>Authority Wide Surplus (Loss)</b>							<b>\$730,430</b>	
Service Hours	89,971	33,123		854	3,730		127,678	
Cost per Service Hour	\$ 114.46	\$ 60.86		\$ 141.73	\$ 163.04			
Passengers	2,717,552	68,611		15,656	34,955		2,836,774	
Cost per Passenger	\$ 3.79	\$ 29.38		\$ 7.73	\$ 17.40		\$ 4.93	
Percent of Expenses Paid by Riders	16.8%	15.8%	7.8%	54.1%	70.8%		18.5%	
Percent of Expenses Paid by Local Tax	38.8%	46.6%	0.0%	0.0%	0.0%		35.3%	

\*Expenses do not include R&D projects

## Average Weekday Passengers

February 2015



# Ann Arbor Area Transportation Authority

## Performance Report - Year to Date

Urban Fixed-Route Service		February 2015			
Performance Indicators	Actual Year to Date	Budgeted Year to Date	% Variance	Previous Year to Same Date	% Variance
Average # of Weekday Passengers	23,763			23,773	0%
Passengers per Service Hour	30.2	31.4	-4%	33.1	-9%
Operating Expense per Passenger	\$ 3.79	\$ 3.93	-4%	\$ 3.56	6%
Operating Expense per Service Hour	\$ 114.46	\$ 123.66	-7%	\$ 117.80	-3%
Operating Expense per Service Mile	\$ 8.35	\$ 8.85	-6%	\$ 8.31	1%
Percent of Cost paid by Passenger	16.8%	15.7%	7%	18.3%	-8%

Base Data	Actual Year to Date	Previous Year to Same Date		% Variance
Service Inputs				
AAATA Operating Expenses	\$ 10,297,848	9,695,393		6.2%
Service Outputs				
AAATA Service Hours	89,971	82,306		9.3%
AAATA Service Miles	1,232,714	1,166,820		5.6%
Service Consumption				
AAATA Passengers	2,717,552	2,724,723		-0.3%
AAATA Passenger Revenue	\$ 1,728,423	1,773,994		-2.6%
Total # of Weekday Passengers	2,495,138	2,519,980		-1.0%

Number of Weekdays                  Fy 2014: 106  
     Fy 2015: 105

# Ann Arbor Area Transportation Authority

## Performance Report - Year to Date

Urban Demand-Response Service		February 2015			
Performance Indicators	Actual Year to Date		Budgeted Year to Date	% Variance	Previous Year to Same Date % Variance
Average # of Weekday Passengers	513				523 -2%
Passengers per Service Mile	0.127		0.131	-3%	0.128 -1%
Operating Expense per Passenger	\$ 29.38	\$	27.81	6%	\$ 26.99 9%
Operating Expense per Service Mile	\$ 3.74	\$	3.65	3%	\$ 3.47 8%
Percent of Cost paid by Passenger	16%		18%	-12%	17% -8%

Base Data	Actual Year to Date		Previous Year to Same Date	% Variance
Service Inputs SubContracted Operating Expenses	\$ 2,015,932	\$	1,869,550	8%
Service Outputs SubContracted Service Miles	538,370		539,322	0%
Service Consumption SubContracted Passengers	68,611		69,271	-1%
SubContracted Passenger Revenue	\$ 319,335	\$	321,539	-1%
Total # of Weekday Passengers	55,890		56,987	-2%

Number of Weekdays      Fy 2014: 109  
                                 Fy 2015: 108

# Ann Arbor Area Transportation Authority

## Performance Report - Year to Date

ExpressRide - Fixed-Route Service		February 2015			
Performance Indicators	Actual Year to Date	Budgeted Year to Date	% Variance	Previous Year to Same Date	% Variance
Average # of Weekday Passengers	149			155	-4%
Passengers per Service Hour	18.3	19.9	-8%	19.0	-4%
Operating Expense per Passenger	\$ 7.73	\$ 6.79	14%	7.07	9%
Operating Expense per Service Hour	\$ 141.78	\$ 135.39	5%	134.54	5%
Operating Expense per Service Mile	\$ 5.36	\$ 5.14	4%	5.08	5%
Percent of Cost paid by Passenger	54.1%	60.0%	-10%	46.3%	17%

Base Data	Actual Year to Date		Previous Year to Same Date	% Variance
Service Inputs Operating Expenses	\$ 121,033	\$ 115,947		4%
Service Outputs Service Hours	854	862		-1%
Service Miles	22,591	22,806		-1%
Service Consumption Passengers	15,656	16,404		-5%
Passenger Revenue	\$ 65,424	\$ 53,712		22%
Total # of Weekday Passengers	15,656	16,404		-5%

Number of Weekdays      Fy 2014: 106  
                                 Fy 2015: 105

# Ann Arbor Area Transportation Authority

## Performance Report - Year to Date

AirRide - Fixed Route Service		February 2015			
Performance Indicators	Actual Year to Date	Budgeted Year to Date	% Variance	Previous Year to Same Date	% Variance
Average # of Weekday Passengers	240			200	20%
Passengers per Service Hour	9.4	8.4	12%	7.9	19%
Operating Expense per Passenger	\$ 17.40	\$ 19.06	-9%	\$ 18.99	-8%
Operating Expense per Service Hour	\$ 163.05	\$ 159.44	2%	\$ 149.44	9%
Operating Expense per Service Mile	\$ 5.02	\$ 4.93	2%	\$ 4.57	10%
Percent of Cost paid by Passenger	70.8%	53.0%	33%	66.8%	6%

Base Data	Actual Year to Date		Previous Year to Same Date	% Variance
Service Inputs Operating Expenses	\$ 608,142		\$ 544,013	12%
Service Outputs Service Hours	3,730		3,640	2%
Service Miles	121,043		119,097	2%
Service Consumption Passengers	34,955		28,640	22%
Passenger Revenue	\$ 430,436		\$ 363,556	18%
Total # of Weekday Passengers	25,877		21,815	19%

Number of Weekdays      Fy 2014: 109  
                                 Fy 2015: 108

## MARCH 10, 2015 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:**

Rebecca Burke, Cheryl Weber, Jody Slowins, Liz Aldridge, Clark Charnetski, John Kuchinski

**AAATA Board Liaison:**

**AAATA LAC Liaison:** Brian Clouse

**LAC Members & Guests** Kristin Persu & Dave Reid (SR), Debbie Poster, Stephen McNutt, Jeff Murphy (AAATA), Andre Yastchenko (JFS)

<b>Commonly Used Acronyms</b>	
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
APTA	American Public Transportation Association
BTC	Blake Transit Center
CAC	Citizens Advisory Council
CSR	Customer Service Representatives
ETA	Estimated Time of Arrival
FOIA	Freedom of Information Act
JFS	Jewish Family Services
LDA	Learning Disabilities Association
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
SR	Select Ride Inc.
SMART	Suburban Mobility Authority for Regional Transportation
WALLY	Washtenaw and Livingston Line
WATS	Washtenaw Area Transportation Study
WCC	Washtenaw Community College
WAVE	Washtenaw Area Value Express

## MARCH 10, 2015 LAC MEETING MINUTES

### 2.0 COMMUNICATIONS AND ANNOUNCEMENTS

- 2.1 Mr. Charnetski informed the LAC of AAATA's new CEO meet & greet event and subsequent interviews at AAATA's main office later today.

### 3.0 REVIEW AND APPROVAL OF MINUTES

The LAC approved the March minutes with corrections to items: 6.3, 7.1.

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

- 4.1 Ms. Slowins inquired if the CEO interviews were open to the general public. She said she noticed an improvement in Select Ride's on-hold music but had concerns with the length of time she is on hold and that several of her trips were 40 to 60 minutes late.
- 4.2 Ms. Burke stated that a recent trip going to her medical appointment was very late and that she was rushed to make her return trip.
- 4.3 Mr. Kuchinski said he no longer reports his late trips to Select Ride because he only receives on time performance statistics without any resolution to his late trip.
- 4.4 Ms. Aldridge said her trips have been very prompt and has not experienced the same issues as other LAC members.
- 4.5 Ms. Burke asked Ms. Persu from Select Ride if she had any suggestions for riders experiencing performance issues.
- 4.6 Ms. Persu from Select Ride said they are hiring additional reservationists to take calls and drivers, that they are resolving booking software issues and that she will address the staffing levels on evenings for lift van service.

### 5.0 AAATA BOARD MEETING REPORT

Ms. Weber reported the board discussed the hiring of a new CEO and that Mr. Guenzel provided a positive director's report.

**Governance Committee LAC Items:** None

### 6.0 BUSINESS ITEMS

#### 6.1 MDOT 2016 Vehicle Accessibility Plan

Mr. Yastchenko presented the JFS's vehicle accessibility plan, which included hours of operation, service area, vehicle accessibility, fleet size, fares, eligibility and scheduling. There were no comments from the LAC.

## MARCH 10, 2015 LAC MEETING MINUTES

### 6.2 YTC Survey

Mr. Clouse distributed hard copies of the YTC survey to LAC members for their feedback on the renovation and previously distributed an electronic version of the survey to LAC members by email.

### 6.3 Bus Stop Accessibility (Mr. Murphy)

Mr. Murphy gave a slide show presentation on bus stop snow clearance and accessibility.

### 6.4 A-Ride Map

Mr. Clouse presented the revised A-Ride service area map.

### 6.5 A-Ride Customer Service Change Notice Review

Mr. Clouse presented the A-Ride service notice letter for review. The notice will be mailed to riders prior to the May 1<sup>st</sup> date when AAATA staff will be taking advance reservation services in house. The LAC reviewed a proposed policy change in the 20 minute arrival window to 10 minutes prior to 10 minutes after the scheduled pickup time. The LAC agreed that the current policy of 20 minutes after the scheduled pickup time should not be changed. Discussion over travel time ensued. Mr. Clouse stated riders are required to consider the 20 minute pickup window and their trip's travel time separately when planning trips. LAC inquired on reservation call distribution. Mr. Clouse stated that same-day trip calls will be taken by Select Ride staff and advance trip calls will be taken by AAATA staff.

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

None

## 8.0 FUTURE AGENDA ITEMS

1. TheRide Website Update
2. A-Ride Customer Service Notice & Changes
3. A-Ride User Guide

## 9.0 ADJOURN

Meeting unanimously adjourned at 12:00 noon.

LAC Chair & Co-Chair



Respectfully Submitted,



Brian Clouse, TheRide Paratransit Coordinator

**Next Meeting, Tuesday, April 14, 2015, 10:00 a.m. to 12 noon**