



Board Members

Mayor Stephen Kepley, Chair

Charis Austin
Mayor Katie Favale

Rick Baker
Steven Gilbert
Robert Postema

Mayor Rosalynn Bliss
Andy Guy
Terry Schweitzer

David Bilardello, Vice-Chair

Mayor Gary Carey
Jack Hoffman
Paul Troost

Tracie Coffman
Mayor Steve Maas

BOARD OF DIRECTORS MEETING

Wednesday, June 23, 2021 – 4 p.m.

Rapid Central Station Conference Room | Virtual Meeting

AGENDA

Table with 3 columns: Item, PRESENTER, ACTION. Contains 7 main agenda items with sub-items, including Public Comment, Minutes Review, CEO's Report, Action Items, Performance Reports, Information, and Chair's Report.

8. COMMITTEE REPORTS

- | | | |
|--|------------------|-------------|
| a. Planning & Technology Committee (March 8, 2021) | Terry Schweitzer | Information |
| b. Present Performance & Service Committee | David Bilardello | Information |
| 1. March 9, 2021 | | |
| 2. May 11, 2021 | | |
| c. Finance Committee (April 14, 2021) | Mayor Kepley | Information |

9. ADJOURNMENT

Board Members

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Jack Hoffman
Paul Troost

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Mayor Steve Maas

RAPID BOARD MEETING

Wednesday, April 28, 2021 – 4 p.m.

Virtual Meeting

ATTENDANCE:

Board Members Present:

Charis Austin, Rick Baker, David Bilardello, Mayor Rosalynn Bliss, Mayor Gary Carey, Mayor Katie Favale, Steve Gilbert, Andy Guy, Jack Hoffman, Mayor Stephen Kepley, Mayor Steve Maas, Terry Schweitzer, Paul Troost

Board Members Absent:

Tracie Coffman, Rob Postema

Staff Attendees:

Michael Bulthuis, Steve Clapp, Judy DeVries-Eppinga, Max Dillivan, Brittany Ehresman, Peggy Galt, Bree Girard, Nancy Groendal, Julie Ilbrink, Deron Kippen, Bill Kirk, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Steve Schipper, Brittany Schlacter, Marie Tubergen, Mike Wieringa, Kevin Wisselink

Other Attendees:

Carman Baines, Jamie DeAngelo, Steve Duong, Greg Gabridge, Amanda Hinchberger, Justin Kimura, Grant Pecor, Lynee Wells, Jeromie Winsor

Mayor Kepley called the meeting to order at 4:00 p.m.

Due to the virtual nature of the meeting, a quorum of attendees was established and confirmed.

1. PUBLIC COMMENT

No public comments were offered.

2. MINUTES – March 24, 2021 Board of Directors Meeting

Minutes from March 24, 2021 were distributed. Minutes were approved as submitted.

3. ACTION ITEMS

a. FY 2021 Operating Budget Amendment

Ms. Medina is requesting authorization from the ITP Board to approve and adopt the FY 2021 Operating Budget Amendment.

Mr. Guy motioned for the item to be approved. Ms. Austin supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

b. FY 2022 Budget Formulation Guidelines

Ms. Medina is requesting authorization from the ITP Board to approve and adopt the FY 2022 budget formulation guidelines.

Mr. Hoffman motioned for the item to be approved. Mr. Baker supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

c. Certification of 2021 Public Transportation Millage Levy

Ms. Medina is requesting authorization from the ITP Board to approve the millage levy rate of 1.4308 include Headlee.

Mr. Gilbert motioned for the item to be approved. Mayor Maas supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

d. RCS Canopy Structure Repainting

Mr. Kippen is requesting authorization from the ITP Board to execute a contract with Blas Tek LLC for the repainting of the RCS canopy structure at a cost of \$423,500.

Mr. Hoffman motioned for the item to be approved. Mayor Bliss supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

e. Insurance Brokerage Services – Employee Benefits

Mayor Carey recused himself from the discussion due to conflict of interest. Mr. Wisselink is requesting authorization from the ITP Board to execute a two-year contract with Universal Insurance Services Inc (USI) for Employee Benefit Insurance Brokerage Services at an annual cost of \$86,000, with three optional one-year extensions.

Mayor Bliss requested that price comparisons be included in any future presentation for approval from the Board. Mr. Wisselink concurred with this request.

Mr. Schweitzer motioned for the item to be approved. Mayor Maas supported the motion. Mayor Carey abstained from voting due to conflict of interest. A verbal roll call for voting was taken; resolution passed unanimously.

f. Insurance Brokerage Services – Property and Casualty

Mr. Wisselink is requesting authorization from the ITP Board to execute a two-year contract with Universal Insurance Services Inc (USI) for Property and Casualty Insurance Brokerage Services at an annual cost of \$55,000, with three optional one-year extensions.

Mayor Bliss requested that price comparisons be included in any future presentation for approval from the Board. Mr. Wisselink concurred with this request.

Mr. Hoffman motioned for the item to be approved. Mr. Guy supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

g. Avail ITS Bus Technology Upgrade

Mr. Prokopy is requesting authorization from the ITP Board to execute a contract with Avail Technologies in an amount not to exceed \$835,000 to upgrade remaining outdated, legacy Avail CAD/AVL hardware on fixed-route buses to standardize bus technology equipment and increase capabilities across the fleet.

Mr. Schweitzer asked if these upgrades would improve the screen displays along the Silverline route. Mr. Prokopy shared that it would not, however, this is an additional project that is being reviewed.

Mr. Baker motioned for the item to be approved. Mayor Bliss supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

h. Open Payments

Mr. Prokopy is requesting authorization from the ITP Board to execute a contract with INIT in an amount not to exceed \$331,250 for the implementation of Open Payments integration into the current E-Fare system.

Mr. Guy motioned for the item to be approved. Mayor Carey supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

4. STAFF REPORTS – Questions

a. Paratransit Route Ridership

The paratransit route ridership reports from March 2021 and 2nd Quarter FY 21 Report Card were distributed and reviewed.

b. Fixed Route Ridership

The fixed route ridership report from February 2021 was distributed and reviewed.

c. Financial Reports

The operating statement and grant statements were distributed and reviewed.

5. INFORMATION

a. Michigan Public Act 202 Annual Report

Ms. Medina provided a brief overview of the annual report. The Board members did not have any questions or concerns.

b. Division United Final Report

Steve Duong from AECOM reviewed the Division United final report. This included the process, the engagement process, strategy and recommendations, along with what is next.

6. CEO'S REPORT

Ms. Prato provided information on team accomplishments over this past month.

- Expressed thanks to Mr. Kippen for his work to improve and update the RCS canopy.
- Expressed thanks to Mr. Prokopy for his work to improve technology providing easier access for our customers.
- Vaccination shuttles are still being provided, however the demand for vaccines have waned. Teams are working together to determine when this service will conclude.
- Expressed thanks to Ms. Medina and the Finance team for their work to evaluate all financial aspects keeping us working effectively and efficiently.
- Participating in GROW 1000 this summer where we will have several students who will be interning with all areas and aspects of The Rapid.
- Diesel VW grant has been processed for two electric buses.
- Continuing meetings with external partners, and shared the support she has received from community members

7. CHAIR'S REPORT

Mayor Kepley provided his update.

- Continues to meet with Deb every other week, which is going well. She is doing a great job and her work is appreciated.
- Working on Township policies to create a fair and equitable agreement, including expanding service outside the six-city area.

8. CLOSED SESSION

Mayor Bliss made the motion to enter a closed session. Mayor Carey supported the motion. A verbal roll call was taken; motion passed unanimously. The board exited the meeting at 5:20 p.m.

Mayor Bliss made the motion to resume the open session. Ms. Austin supported the motion. The board returned to the open meeting at 5:40 p.m. Mr. Baker exited the meeting due to schedule conflicts.

9. ACTION ITEM

a. Collective Bargaining Agreement

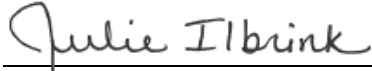
Mr. Schipper is requesting authorization from the ITP Board to approve and adopt the collective bargaining agreement with Amalgamated Transit Union Local 836 covering the period from June 10, 2021 to June 9, 2024.

Mayor Bliss motioned for the item to be approved. Mayor Carey supported the motion. A verbal roll call for voting was taken; resolution passed unanimously.

8. ADJOURNMENT

The meeting was adjourned at 5:43 p.m.
The next meeting is scheduled for June 23, 2021.

Respectfully submitted,



Julie Ilbrink, Board Secretary



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

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Chicago, IL 60606-5253
312-353-2789
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June 2, 2021

Ms. Deborah Prato
Chief Executive Officer
Interurban Transit Partnership
300 Ellsworth Avenue SW
Grand Rapids, Michigan 49503-4005

Dear Ms. Prato:

Thank you for your proposal to the Federal Transit Administration (FTA) to use the cost savings from the Laker Line Bus Rapid Transit Project for the purchase of an additional vehicle, construction of station platforms, a park and ride lot, and other safety, customer experience, and operational improvements. The FTA is proud to have been a funding partner with ITP in the construction of this important project that was completed approximately \$10 million under budget.

Under the terms of the grant agreement, the default approach for cost savings on projects is for FTA and the grantee to share in the cost savings based on the original share ratios in the grant. However, Federal public transportation law (49 U.S.C. 5309(1)(2)) also allows FTA to adjust the final net project cost of a new fixed guideway or core capacity project to include eligible activities not included in the originally defined project if FTA determines that the originally defined project has been completed at a cost that is below the original estimate.

After careful consideration of your request, I am pleased to inform you that FTA approves \$3.97 million of the Capital Investment Grant (CIG) share of the cost savings for ITP to use towards the requested activities, contingent upon the successful completion of the National Environmental Policy Act process. The ITP may need to revise the scope of the additional activities initially planned due to an approval of less than the requested amount. The ITP is expected to match the approved CIG funds with at least \$1.12 million in non-CIG funds so as to maintain the original share ratios in the grant. The FTA will work with ITP to amend the grant to include the additional scope. After amending the grant, FTA will deobligate the remaining cost savings.

The FTA's decision to approve the use of cost savings was based on ITP's explanation that the additional scope will help improve operational flexibility, ridership, and passenger safety and security. This approval will provide economic relief to the Grand Rapids, MI area during the COVID-19 recovery. The FTA's participation in the new scope will be capped at \$3.97 million or 78 percent (original CIG share ratio in the grant) of the total cost of the additional project scope, whichever is lower.

We look forward to continuing to work with you to improve public transportation in the Grand Rapids area.

Sincerely,

Kelley Brookins
Regional Administrator



Interurban Transit Partnership

300 Ellsworth Avenue SW Grand Rapids, MI 49503-4005 616.456.7514

October 28, 2020

Kelley Brookins
Regional Administrator
Federal Transit Administration 200 West Adams, Suite 320
Chicago, IL 60606

Dear Mrs. Brookins:

The Interurban Transit Partnership (ITP) has implemented two (2) successful Bus Rapid Transit (BRT) projects on-time and under-budget. These successes are attributed to the positive relationships we have developed with our local and regional stakeholders, the Michigan Department of Transportation (MDOT), and the Federal Transit Administration (FTA).

The guidance and support the FTA has provided to our region has generated a growing confidence in the value of transit investment as a core catalyst to improving the quality of life for all of our fellow citizens. Advancing the economic, environmental, and social conditions of our community is distinctly demonstrated through the value that public transportation provides.

The partnership between the Interurban Transit Partnership and the FTA has recently implemented our new Laker Line BRT in August 2020. This BRT replaced our system's highest performing fixed route, with over 700% growth in ridership over 20 years. With operational funding support from Grand Valley State University (GVSU), we anticipate continued ridership growth and prosperity within the alignment corridor. Although the COVID pandemic has reduced expected service levels and ridership, our prioritized commitment to provide safe, sustainable, and reliable service is evident from the strong relationship between ITP, GVSU, and the local municipalities the Laker Line BRT serves.

Furthermore, providing effective and efficient project management has been a core capacity for ITP. In 2014 ITP reported the Silver Line BRT, the State of Michigan's first BRT, was \$6M under budget. The Laker Line Budget Status Report of September 2020 estimates a potential cost savings of approximately \$8.5M for the completion of the existing scope. ITP believes these cost savings could be applied toward expanded scope, providing increased value for the Laker Line BRT.

Per FTA's request, the following items have been identified as the expanded scope ITP deems eligible and warranted to implement with our cost savings. These items have direct benefit toward increasing ridership, improving safety, providing equitable economic development, and greater connectivity for our region.



Overview of Expanded Scope Costs

Below is a high-level summary of the proposed costs by SCC (**Table 1**). As such, ITP requests the following budget revisions be authorized for use of the currently-identified cost savings. Narrative descriptions of the various proposals can be found on the following pages, and costs by SCC for each proposal have been summarized under each proposal description.

Table 1. Summary of Proposal Costs by SCC

Improvements by Category	Total Cost
<p><u>Standard Cost Category 10 –Guideway & Track Elements</u></p> <p>Bus Only Lanes: (\$400,000) <i>Painting/Resin, Lane Markings, and Signage for bus only lanes in the downtown.</i></p>	<p>\$400,000</p>
<p><u>Standard Cost Category 20 – Stations</u></p> <p>Additional Platforms at Collindale (\$1,394,800) <i>A station at this location would fill a gap in the Laker Line alignment and would locate a BRT stop at one of the few signalized intersections that does not have one.</i></p>	<p>\$1,394,800</p>
<p><u>Standard Cost Category 30 – Support Facilities</u></p> <p>CNG Compressor at the Laker Line CNG Fueling Station (\$900,000) <i>Installation of a third compressor will improve the capacity of fueling during peak periods and adds redundancy in case one of the other two compressors needs service.</i></p>	<p>\$900,000</p>
<p><u>Standard Cost Category 40 – Sitework & Special Conditions</u></p> <p>Site Improvements at new Collindale Station (\$121,300) <i>Investments in site enhancements at the platforms near Collindale.</i></p> <p>Park and Ride Lot at Cummings Station (\$1,161,800) <i>Partnership with GVSU and the City of Walker to construct a park and ride lot on a vacant parcel adjacent to the Cummings Station.</i></p> <p>Wayfinding and Landscape Enhancements at Standale Trail (\$70,000) <i>Addition of wayfinding signage and landscaping enhancements to improve the connectivity of the station to the regional walking and biking trail as well as the nearby business district.</i></p> <p>Site Improvements for Facility (\$300,000) <i>Purchase of facility adjacent to Laker Line operations center</i></p>	<p>\$1,653,100</p>



Interurban Transit Partnership

300 Ellsworth Avenue SW Grand Rapids, MI 49503-4005 616.456.7514

Improvements by Category	Total Cost
<p>Standard Cost Category 50- Systems</p> <p>System Investments at new Collindale Station (\$349,900) <i>Fare collection, security and communication system investments.</i></p> <p>Wireless Point-to-Point Configuration at 7 Platforms (\$300,000) <i>Added technology to enable real-time monitoring of platforms currently without fiber connectivity.</i></p>	<p>\$649,900</p>
<p>Standard Cost Category 60 – ROW, Land, Existing Improvements</p> <p>Purchase of Property for Park and Ride Lot at Cummings Station (\$538,200) <i>ITP's purchase of a vacant parcel currently owned by City of Walker to create a park and ride lot.</i></p> <p>Site Improvements for Facility (\$300,000) <i>Improvements for newly purchased land to meet the needs of Laker Line maintenance</i></p>	<p>\$838,200</p>
<p>Standard Cost Category 70 – Vehicles</p> <p>Additional BRT Vehicle (\$835,000) <i>One additional BRT vehicle purchased to provide redundancy and flexibility for future operations.</i></p> <p>Vehicle Safety and Operational Enhancements (\$437,000) <i>Addition of plexi-screens, UV lights and other treatments to improve safety for users, as well as push-buttons that can add operational flexibility.</i></p>	<p>\$1,272,000</p>
<p>Standard Cost Category 80 - Professional Services</p> <p>Consultant Services (\$410,900) <i>These services are required to implement the investments in stations, sitework and systems.</i></p>	<p>\$410,900</p>
<p>Standard Cost Category 90 - Unallocated Contingency <i>An unallocated contingency of 5% has been accounted for in the estimate of costs. All contingency amounts are allocated to the SCC categories above except Professional Service</i></p>	<p>\$355,400</p>
<p>TOTAL</p>	<p>\$7,874,300</p>



Overview of Expanded Scope to Supplement the Laker Line BRT

Below is a description of each of the **nine (9) proposals** eligible for additional capital investments and directly associated with the Laker Line BRT. These proposals supplement the Laker Line BRT and enhance the current federal investment. Together these proposals present an opportunity to enhance Rapid operations, promote safety for users and operators, increase transit system awareness and enhance connectivity systemwide.

The proposals presented in this letter reflect a set of expanded scope that could be completed within the available cost savings identified as of September 30, 2020 for a total of approximately \$7.9 million. ITP will make a final determination of the total cost savings in December 2020 for an anticipated additional savings of approximately \$600,000 bringing the estimated total overall project savings to approximately \$8.5 million.

All proposals identified in this letter include an unallocated contingency of 5%, which has been included in the total costs. For all items of this expanded scope, the expected total cost is approximately \$7.9 million.

Proposal A: Purchase Additional BRT Vehicle

ITP would purchase one (1) additional BRT vehicle to supplement its initial BRT fleet of 16 vehicles. The purchase of the vehicle would allow ITP to potentially expand service levels and promote operational flexibility in the future. Given that the other vehicles were recently purchased for the start of revenue service, ITP still maintains its original bus procurement with New Flyer, which outlines as part of the agreement an ability to purchase additional vehicles. The cost for purchasing an additional vehicle would be \$835,000 (**Table 2**).

In the wake of the COVID-19 pandemic transit agencies across the nation including ITP, have had to make service adjustments as less people are utilizing transit. Given this on-going situation, ITP has temporarily reduced peak vehicle demand from 16 to nine (9). Nevertheless, going into 2021 and beyond, it is expected that demand for service will return and even that a potential extension of the Laker Line service could be considered in the future. Having this additional vehicle would allow ITP to more easily respond to shifting future demands for service.

Table 2. Proposal A SCC Costs

Improvement	Cost
SCC 70: Vehicles	\$835,000

Proposal B: BRT Station at Collindale

The Laker Line includes 11 new stations (it also serves three existing stations on the shared portion of the alignment with the Silver Line BRT). This proposal would add an infill BRT station at Collindale Avenue and Lake Michigan Drive, between the Maynard and Covell Laker Line stations on the west side of the City of Grand Rapids (see Figure 1 below). The Collindale Station was originally identified as a possible station in the Laker Line Alternatives Analysis but was not prioritized due to potentially low ridership. Nevertheless, adding this station would fill a gap in the Laker Line alignment and would locate a BRT stop at one of the few signalized intersections that does not have one. Additionally, this station may allow for the removal of a parallel local Route 12.



Figure 1 – Location of adding a Collindale Ave. station

ITP maintains an Interlocal Agreement with the City of Grand Rapids and MDOT which allows for the building of new platforms without the need for ROW easements for platforms. Prior to implementation of this proposal, it is estimated that further clearance through NEPA may be required. It is estimated that this proposal, which consists of 2-bay (48 foot) platforms on each side of the street, would cost \$2,015,245. Costs include design and construction, security cameras, real-time signs, fare collecting, TVM cameras, a 3% escalation for construction costs for 2021 and 10% allocated contingency (Table 3).

Table 3. Proposal B SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 20: Stations <i>Two-bay 48 foot platforms</i>	\$1,268,000	\$126,800	\$1,394,800
SCC 40: Sitework & Special Conditions <i>Site enhancements at the platforms</i>	\$110,300	\$11,000	\$121,300
SCC 50: Systems <i>Fare collection, security and communication systems</i>	\$318,100	\$31,800	\$349,900
SCC 80: Professional Services	\$135,700	\$13,600	\$149,300
Total (All SCC Categories)	\$1,832,100	\$183,200	\$2,015,300



Proposal C: Vehicle Safety & Operational Enhancements

In response to the COVID-19 pandemic, transit agencies have been identifying ways to protect the health and safety of passengers and essential workers, as well as to operate with potentially lower levels of demand on certain portions of routes. ITP has identified on-vehicle safety and operational components to fund as part of this proposal which include plexiglass, operator screens, UV lights, door bridgeplates, and Advanced Driver Assistance Systems (ADAS).

These enhancements improve safety for transit users and supports ITP ridership. Additionally, wireless push buttons would be added to the BRT fleet to improve operations by allowing passengers to request stops, thus resulting in operating efficiency and convenience for both operators and passengers. It is estimated that these proposal elements would cost approximately \$472,000 as outlined in **Table 4**.

Table 4. Proposal C. SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 70: Vehicles <i>Plexi screens, UV lights, door bridge plates for docking, ADAS, and wireless push buttons for requesting stops</i>	\$397,300	\$39,700	\$437,000
SCC 80: Professional Services	\$31,800	\$3,200	\$35,000
Total (All SCC Categories)	\$429,100	\$42,900	\$472,000

Proposal D: CNG Compressor at the Laker Line CNG Fueling Station

The current Laker Line CNG fueling station has two (2) duplex compressors; however it was originally designed to accommodate up to three (3). ITP’s fleet is currently in the process of being converted entirely to CNG powered vehicles. As more vehicles use the station, there will be times when ITP will need the full compressor capacity in order to keep up with demand. Additionally, a third CNG compressor adds redundancy in case one of the other compressors needs service. The Laker Line is entirely dependent on this fueling station being up and running. If the CNG station goes down, the next closest station is approximately 10 miles away. Given that the fueling station is located on an existing Rapid-owned site, no additional approvals or clearance are expected to be needed. It is estimated that the implementation of this proposal would cost \$905,000 including professional services and installation (**Table 5**).

Table 5. Proposal D SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 30: Support Facilities <i>Installation of a third compressor</i>	\$818,200	\$81,800	\$900,000
SCC 80: Professional Services	\$4,500	\$500	\$5,000
Total (All SCC Categories)	\$823,700	\$82,300	\$905,000

Proposal E: Cummings Ave. Access, Landscaping, and Park & Ride Facility

As the Laker Line BRT was developed, the City of Walker and GVSU identified the potential for a park-and-ride on a vacant city-owned site at the northwest corner of Lake Michigan Drive and Cummings Avenue. Due to the timing of the Small Starts grant, this proposal couldn't be included in the Laker Line in time for the Small Starts grant agreement. As part of this work, ITP proposes a partnership with GVSU and the City of Walker in order to develop a park-and-ride lot and thus make for a more transit-friendly and accessible environment at the Cummings Laker Line station. As part of this proposal the City of Walker would sell the parcel to ITP. The City of Walker and GVSU have developed conceptual plans for the site. This proposal is estimated to cost \$1,838,000 and includes the purchase of the property, construction, and professional services and allocated contingency of 10 percent (Table 6).

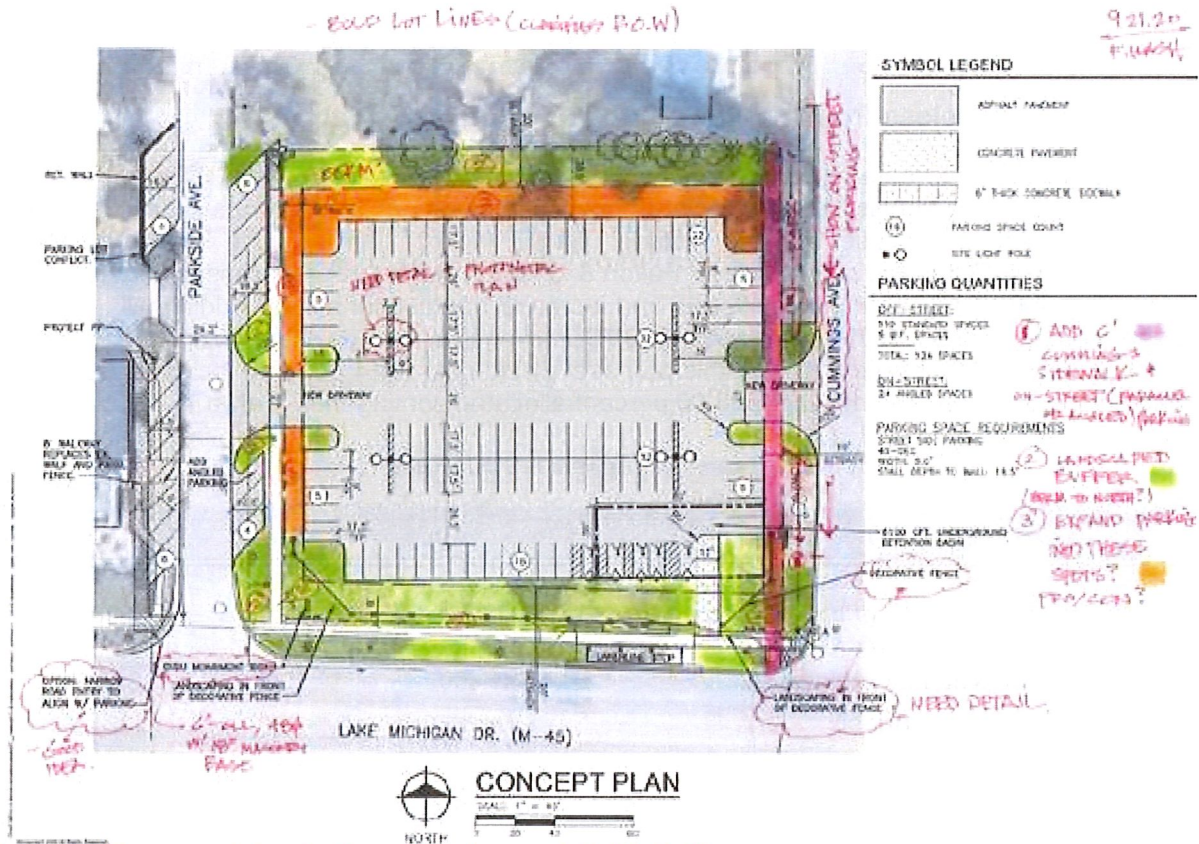


Figure 2 – Conceptual plan for Cummings Ave. park & ride facility



Table 6. Proposal E SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 40: Sitework & Special Conditions <i>Construct park and ride lot on vacant parcel.</i>	\$1,056,200	\$105,600	\$1,161,800
SCC 60: ROW, Land, Existing Improvements <i>Purchase of vacant parcel currently owned by City of Walker.</i>	\$489,300	\$48,900	\$538,200
SCC 80: Professional Services	\$123,600	\$12,400	\$136,000
Total (All SCC Categories)	\$1,669,100	\$166,900	\$1,836,000

Proposal F: Wireless Point-to-Point Configuration for 7 Platforms

In order to increase security and allow for real-time monitoring at seven BRT platforms it is proposed to add wireless devices (point-to-point configuration) at platforms currently without fiber connectivity. Those stations include: GVSU Kirkhof Center (one platform), GVSU Mackinac Hall, Fulton & Valley Garfield, Fulton & Straight. Adding this wireless configuration will support real-time monitoring of platforms and increase operational safety. Additionally, ITP has been working closely with its partners at GVSU to ensure that devices would align with the existing network. It is estimated that this proposal would cost \$324,000 and includes installation and connection of a fiber network and 10 percent allocated contingency (Table 7).

Table 7. Proposal F SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 50: Systems <i>Added technology to enable real-time monitoring of platforms</i>	\$272,700	\$27,300	\$300,000
SCC 80: Professional Services	\$21,800	\$2,200	\$24,000
Total (All SCC Categories)	\$294,500	\$29,500	\$324,000

Proposal G: Standale Trail- Enhanced Wayfinding and Landscaping

A Laker Line station exists at Standale Trail and Lake Michigan Drive, which is adjacent to the Fred Meijer Standale Trail (a 5.5 mile long path for pedestrians and bikers alike to access residential areas in the City of Walker and connect them to retail and civic hubs on Lake Michigan Drive). This proposal would support the addition of wayfinding and signage in the waiting area adjacent to the station. With these additions, which were initially suggested by project partners at the City of Walker, Laker Line riders and other pedestrians can more easily connect to the regional trail network. It also increases visibility of the BRT station from the trail underpass. Funding this proposal adds additional design value at a signature BRT station in the City of Walker and enhances connectivity to communities. Prior to implementation of this proposal, it is assumed that further clearance through NEPA would be required. It is estimated that this proposal would cost \$75,600 which includes landscaping (trees, flowers, shrubs) and signage (trail maps, trail sculpture, and trail signs) (Table 8).

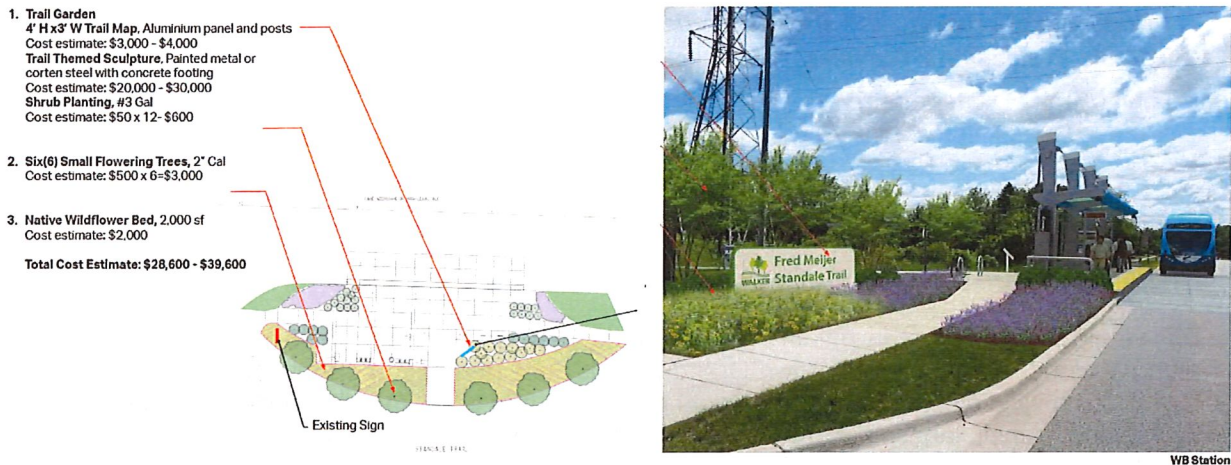


Figure 3 – Rendering of landscape improvements at Standale Trail station

Table 8. Proposal G SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 40: Sitework & Special Conditions <i>Addition of wayfinding signage and landscaping enhancements</i>	\$63,600	\$6,400	\$70,000
SCC 80: Professional Services	\$5,100	\$500	\$5,600
Total (All SCC Categories)	\$68,700	\$6,900	\$75,600

Proposal H: Site Improvements for Facility

A three-acre property south of ITPs' new Laker Line operations center is available for purchase. Purchase of this property would allow for flexibility for vehicles maneuvering and would provide additional parking for employee's and service vehicles. This purchase and improvement would support operations for the Laker Line maintenance facility and staff. Prior to implementation of this proposal, the property would need to be purchased for an estimated cost of \$300,000 and includes additional costs for site improvement and professional development (**Table 9**).

Table 9. Proposal H SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 40: Sitework & Special Conditions <i>Creation of additional parking area</i>	\$272,300	\$27,300	\$300,000
SCC 60 – ROW, Land, Existing Improvements <i>Purchase of property and site preparation</i>	\$272,300	\$27,300	\$300,000
SCC 80: Professional Services	\$21,800	\$2,200	\$24,000
Total (All SCC Categories)	\$567,200	\$56,800	\$624,000

Proposal I: Bus-Only Lane Designations

ITP would like to invest in paint/resin, lane markings, and signage to reinforce bus-only lanes along Monroe Avenue in downtown Grand Rapids. The purpose of enhanced lane treatments is to provide a vivid visual cue of the extents of the bus and bike lanes for drivers and pedestrians. Enhancing transit lanes with red pavement has been shown to decrease transit only lane violations, improve transit travel times, and reduce traffic crashes. It is estimated that these bus-only lane additions would cost approximately 400,000 plus additional professional services (**Table 10**).

Table 10. Proposal I SCC Costs

Improvement	Estimated Cost	Allocated Contingency	Cost
SCC 10: Guideway & Track Elements <i>Bus-only lane paint/resin, markings, signage</i>	\$363,600	\$36,400	\$400,000
SCC 80: Professional Services	\$29,100	\$2,900	\$32,000
Total (All SCC Categories)	\$392,700	\$39,300	\$432,000



Project Development & Next Steps

Timeline Considerations: It is expected that the timeline for completion of these proposals would be initiated in 2020, with construction beginning in 2021 through 2022, and wrapping up and close out in 2023. This timeline is dependent on the scope of work required, procurement and resource availability in the midst of the COVID-19 pandemic, and any additional approvals (i.e. NEPA) or coordination needed.

Environmental Considerations: The proposals listed below would likely require additional review under NEPA. ITP intends on seeking an amended Categorical Exclusion (CE) that would cover all elements of the proposal package. The proposals would be implemented within the same general timeframe and represent a cumulative impact.

Public Outreach and Stakeholder Engagement: As illustrated in the Laker Line Public Involvement Plan, any construction activity in proximity to adjacent property owners will follow due process for engagement with all impacted stakeholders and documented accordingly.

Professional Services Agreements: Upon approved of this expanded scope, the required professional services will be procured in accordance with ITP’s procurement standards and the Laker Line Project Management Plan.

Conclusion

The ITP has provided this information with due diligence to ensure these expended scope items meet federal and local guidelines. While many of these expanded scope items will require environmental review, additional public outreach, and jurisdictional coordination, all of these items will have a beneficial impact to the Laker Line BRT.

Upon approval of this request, the ITP would immediately pursue the required regulatory oversight and engage the public and jurisdictional stakeholders to ensure the applicability of the identified added items. Additionally, ITP expects to extend the existing professional services contracts for the added efficiency benefit due to project familiarity and progress continuity.

The entirety of the original grant amount of the Laker Line Small Starts Grant Agreement (SSGA) included a 20% match from MDOT. Therefore, the required 20% for this expanded scope request has already fully been allocated from MDOT.

The ITP respectfully requests your approval to utilize the project cost savings toward the proposed expanded scope budget revision in the amount of \$7,874,300.

Thank you for your consideration of this request. Please do not hesitate to contact me with any further questions or requested information at 616-774-1157.

Respectfully submitted,

Win Irwin
Interim CEO

Date: June 16, 2021
To: ITP Board
From: Steve Clapp, Fleet Maintenance Manager
Subject: CONTRACT WITH GILLIG CORPORATION FOR THE PURCHASE OF CNG BUSES

ACTION REQUESTED

Authorization is requested from The ITP Board to enter into a five-year agreement with Gillig Corporation for the purchase of up to 63 40-foot, CNG fueled, low-floor buses over the course of the agreement.

BACKGROUND

Bus purchases are an essential cornerstone of the services that ITP provides to the community. To fulfill this function, The Rapid has entered into a series of 5-year contracts with a specific bus manufacturer to make these purchases. The five-year period means that The Rapid does not have to conduct an extensive bus procurement every time ITP purchases buses. It also ensures that ITP goes out periodically to get the best deals and better technologies available as bus manufacturing evolves. Additionally, the Federal Transit Administration limits bus contracts to a 5-year period.

The 63 40-foot CNG fueled buses are all replacements for buses that have exceeded their useful lifespan according to FTA regulations. The number is based on the current fleet composition of ITP and projected future needs. The actual purchase of buses under this contract will come to the Board for approval before moving forward.

As a transit leader in the region, The Rapid joined with some of our partner agencies to conduct this procurement as a “joint” or “consortium” procurement, which allowed other agencies to benefit from our procurement. The other agencies included in the joint procurement are Kalamazoo and Muskegon. Kalamazoo will be purchasing twenty buses and Muskegon will be purchasing four, for a total of up to 87 buses to be purchased on this contract.

PROCUREMENT

A Request for Proposal (RFP) as an approach to purchasing buses rather than strictly on a “low bid” basis. This allows our team to consider all critical factors, not just price, before determining which vehicle is best for the ITP and our customers. The RFP selection criteria were crafted with 40% of total points going towards bus construction, 30% of total points towards the manufacturer’s reputation and performance, 15% for warranty coverage/non-purchase prices costs and 15% based on the cost of the bus.

The RFP was sent to domestic bus manufacturers that, including Gillig, New Flyer, NOVA Bus, Vicinity, EIDorado, Hoekstra Transportation and Vaper Bus International. An advertisement was also placed in Transit Talent, an industry website. Proposals were received from Gillig LLC and New Flyer.

The evaluation team consisted of the ITP Chief Operating Officer, Fleet Maintenance Manager, Parts Room Supervisor and Maintenance Supervisor, as well as Kalamazoo Transit’s Fleet and Facilities Manager. The scoring was based on a 40-foot CNG bus, and the pricing based on the average cost of a bus given all pricing factors. After an initial review, the team did ask for a Best and Final Offer (BAFO) from both Gillig and New Flyer, which is reflected in the pricing and scoring below:

Company	Original Bid Per Bus	BAFO Bid Per Bus	BAFO Scoring
Gillig LLC	\$536,297	\$534,797	89.4
New Flyer	\$508,163	\$505,731	72.7

The review team’s experience with both companies revealed Gillig buses excelled in areas of customer service and reliability. This led to Gillig receiving much higher scores in those categories, while New Flyer was 5% cheaper than Gillig and received more points for pricing. Additionally, Gillig utilizes non-propriety parts while New Flyer uses a significant number of proprietary parts, meaning that it is much easier to procure Gillig parts and they can be procured competitively without long lead times. The better customer service, reliability and availability of parts all led to Gillig being scored much higher overall. The review team unanimously recommends awarding the bus contract to Gillig.

FUNDING

Funding for the purchase of new buses under this contract will be derived from Federal and State Grants. No local funds will be used.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 062321-1

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Authorization is requested from The ITP Board to enter into a five-year agreement with Gillig Corporation for the purchase of up to 63 40-foot, CNG fueled, low-floor buses over the course of the agreement.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Gillig Corporation for the purchase of up to 63 40-foot, CNG fueled, low-floor buses in accordance with the information presented to the ITP Board on June 23, 2021.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: June 16, 2021
To: ITP Board
From: Kevin Wisselink, Grants and Capital Planning Manager
Subject: 700 BUTTERWORTH SW CONSTRUCTION PROJECT

ACTION REQUESTED

Authorization is requested from The ITP Board to enter into a contract with McGraw Construction in the amount of \$2,355,178 plus a 10% contingency of \$235,517 for a total project cost of \$2,590,696 for reconstruction of our Facilities Maintenance facility at 700 Butterworth Ave SW.

BACKGROUND

The Rapid's Facilities Maintenance Department is housed at 700 Butterworth SW. We purchased the property seven years ago and have used the existing structures for our operations since that time. However, these structures are inefficiently designed for how we are using it and present safety and accessibility hazards, particularly the administration building. Additionally, we do not have enough space to store our vehicles indoors and do not have a dedicated salt storage area on site. Funding for this project was included in the both the 2020 and 2021 Capital Improvement Plans.

This project has two main elements. The first is build a new Facilities administration office area, redesigning it to allow for more efficient and safer operation. The second is to demolish the old administration building, to make way for a new salt storage building and storage sheds to increase the site capacity, as well as to regrade and repave the site. This project will result in a much better facility for ITP employees and allow for the more efficient operations of our Facility Maintenance staff.

PROCUREMENT

Progressive AE prepared a bid packet for this project. The Procurement was planned as an Invitation for Bids (IFB) since the specification was well defined and (2) two or more bidders were willing to compete. Therefore, the selection of the successful bidder can be made principally on the basis of price to the low responsive and responsible bidder. The IFB was advertised on the Grand Rapids Builder's Exchange website and The Rapid's website. At Progressive AE's suggestion, bidders were given the option to submit a lower project cost if they were allowed to utilize a later start date in the fall after their summer work cleared.

Additionally, the project was presented to several organizations and events, including the West Michigan Minority Contractors, West Michigan Public Purchasing Alliance Meet the Buyer Event and MDOT DBE Networking Session, to encourage contractors and subcontractors to

participate in the project. The need for comprehensive disadvantaged business outreach was also emphasized at the Contractor’s project meeting.

Seven (7) bids were received as follows:

Company	Base Bid	Alternate Bid
Beckering Construction	\$2,377,000	
The Christman Company	\$2,721,000	\$2,571,000
D&K Construction	\$2,450,925	\$2,490,925
Granger Construction	\$2,631,000	
McGraw Construction	\$2,431,771	\$2,355,178
OAK	\$2,540,824	
Pioneer Construction	\$2,711,000	

The project team recommends the contract award goes to McGraw Construction as the low responsive, responsible bidder in the amount of \$2,355,178. McGraw Construction also demonstrated the most comprehensive minority and disadvantaged business outreach efforts of any bidder and has selected one Disadvantaged Business Enterprise subcontractor, one Women’s Business Enterprise subcontractor and one Minority Business Enterprise subcontractor as part of their project team. McGraw is a reputable long-standing firm and has committed to completing all the work identified in the bidding documents covered within their bid, and their bid is lower than the amount allocated in our Capital Plan, allowing funds to be allocated to other projects.

Work is slated to begin in the Fall of 2021 and will continue into the first half of 2022.

FUNDING

The project is being funded using 80% Federal Transit Administration funds and matching 20% Michigan Department of Transportation funds. There are no local funds involved in this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 062321-2

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Authorization is requested from The ITP Board to enter into a contract with McGraw Construction in the amount of \$2,355,178 plus a 10% contingency of \$235,517 for a total project cost of \$2,590,696 for reconstruction of our Facilities Maintenance facility at 700 Butterworth Ave SW.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with McGraw Construction in the amount of \$2,355,178 plus a 10% contingency of \$235,517 for a total project cost of \$2,590,696 for reconstruction of our Facilities Maintenance facility at 700 Butterworth Ave SW in accordance with the information presented to the ITP Board on June 23, 2021.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: June 16, 2021
To: ITP Board
From: Jason Prescott, Specialized Services Manager
Subject: SELECTION OF A NEW PARATRANSIT SCHEDULING SOFTWARE

ACTION REQUESTED

Authorization is requested from the ITP Board to execute a contract with Ecolane to purchase a new Paratransit Reservation and Scheduling System, in the amount of \$456,536 plus a 10% contingency of \$45,653 for a total project cost of \$502,190 over a five-year contract, with five additional one-year options. This includes all warranty and product support over the five-year period.

BACKGROUND

The current Paratransit Reservation / System through TripSpark (also known as Trapeze) has been in place for many years, and with the development of new scheduling technologies the team determined it was time to go out for bid and explore the options available to The Rapid.

The Rapid did procure a scheduling software, Kevadiya, which was approved by the Board in August of 2020. It became apparent during the implementation process the project was not proceeding as needed, so it was decided to end our contract and go out for bid again. Additionally, with the coming implementation of our on-demand zones, the on-demand scheduling elements of the RFP were significantly enhanced, with the ideal candidate being able to handle both paratransit and on-demand scheduling and routing.

PROCUREMENT

A Request for Proposal (RFP) was chosen as price was only one consideration in choosing a software. The performance and customer service elements of the vendor as vital for the successful implementation of this project. The RFP was solicited on the MITN, a digital bid platform that has a nationwide distribution as well as advertised on our website and directly sent to potential vendors. The RFP notification was sent directly to six potential vendors and downloaded by 23 vendors. Four (4) proposal responses were received. The evaluation team for this RFP consisted of the ITP Manager of Special Services, Paratransit Scheduler, Special Services Assistant, Planning Manager, IT Manager, and the Software Support Specialist.

Round 1 Evaluation

Round 1 evaluation criteria were based on a wide variety of factors to determine which option was the best fit. Via Mobility was not scored as it was not a good fit for paratransit scheduling and had a cost 2.5 times greater than the low bids and therefore not within our budget for the program.

Company	Price	Scoring
Ecolane	\$603,465	25.5/33.0
HBSS	\$621,600	18.5/33.0
TripSpark (Trapeze)	\$979,698	21.0/33.0
Via Mobility	\$1,400,098	n/a

Round 2 Evaluation

Three firms moved on to a Round 2 evaluation and were given the opportunity for 2-hour presentations. Of the three presentations, the team evaluated Ecolane and TripSpark the highest, and those two firms were invited to submit Best and Final Offers (BAFOs).

Company	Price	Scoring
Ecolane	\$456,536	87
HBSS	\$621,600	66
TripSpark (Trapeze)	\$784,326	73

Based on the team scoring and the BAFOs, Ecolane emerged as the clear winner. The project team conducted numerous background checks and reached out to other transit agencies to determine their experience with Ecolane. All reports came back as very good, with Ecolane's robust customer support being a common theme. Ecolane was invited for a follow up presentation to further demonstrate its on-demand capabilities to ensure they can perform this function as well. The demonstration went very well, and the team was satisfied by Ecolane's on demand offerings, including fully automated dispatching, a robust customer app and customizability.

FUNDING

Funding for the new Paratransit Reservation and Scheduling Software program will be derived 80% from Federal Grants and 20% from State Grants. There will be no local funds used in this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 062321-3

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Authorization is requested from the ITP Board to execute a contract with Ecolane to purchase a new Paratransit Reservation and Scheduling System, in the amount of \$456,536 plus a 10% contingency of \$45,653 for a total project cost of \$502,190 over a five-year contract, with five additional one-year options. This includes all warranty and product support over the five-year period.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with Ecolane to purchase a new Paratransit Reservation and Scheduling System, in the amount of \$456,536 plus a 10% contingency of \$45,653 for a total project cost of \$502,190 over a five-year contract, with five additional one-year options in accordance with the information presented to the ITP Board on June 23, 2021.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: June 16, 2021
To: The Rapid Board of Directors
From: Mike Wieringa – Security Manager
Subject: 800MHZ HANDHELD RADIOS FOR EMERGENCY RESPONSE

ACTION REQUESTED

Authorization is requested from the ITP Board to execute an agreement with Motorola Solutions up to 25 Handheld 800MHz Radios for Emergency Response for the amount of \$134,257, plus a 10% contingency, for a total project cost of \$147,683. This also includes access to the MPSCS (Michigan Public Safety Communications System).

BACKGROUND

The purchase of 800 MHz handheld all band radios will be used to support our Emergency Management protocols. Lives often depend on calls getting through to the right person at the right time so that fast and coordinated response can be put into action. The Rapid does not currently have this supported, secure and interoperable equipment to communicate effectively with all Kent County public safety partners (law enforcement, health facilities and other mutual aid agencies). These radios will support The Rapid’s ability to communicate with multiple jurisdictions and other mutual aid / public safety agencies and may also be used for special events.

PROCUREMENT

An IFB (Invitation for Bid) was chosen as the only equipment currently on the market known to allow access to the MPSCS with the ADP configuration/encryption is the Motorola APX8000 All Band Portable Mode 2.5. Kent County public safety partners require the ADP requirement. The opportunity for Suppliers to submit approved equals was extended but no other product supported the ADP requirement.

The IFB was competitively bid and was solicited on the MITN, a digital bid platform that has a nationwide distribution as well as advertised on The RAPID website. The MITN notified 127 businesses registered under the NIGP code associated with this project, 22 firms viewed the documents, and this yielded 2 proposals. Two (2) Firms expressed their interest directly but were unable to meet the core requirements for ADP with their equipment. In addition to these public notices, this IFB was posted on the West Michigan Public Purchasing Alliance.

Bid Summary		
Project # 2021-02 - Handheld Radios / Accessories / Services	MOTOROLA SOLUTIONS	ROE-COMM
Cost Per Radio	\$4,806.68	\$6,063.85
Radio System Investment (25 total)	\$120,167.00	\$151,596.30
Programming & MPSCS Activation		
ONE TIME ACTIVATION FEE OF RADIO ON MPSCS (Michigan Public Service Communication System)	\$6,250.00	\$6,250.00
Programming of 25 Radios	\$1,875.00	NC
Optional Equipment	\$5,965.00	\$6,285.33
Grand Total with Equipment / Optional Equipment / and MPSCS activation and programing	\$134,257.00	\$164,131.63
Project with 10% contingency	\$147,682.70	\$180,544.79

FUNDING

Funds for these Radios, support equipment and activation are derived from Federal CARES Act funds. No local funds will be used in this project.



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 062321-4

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Authorization is requested from the ITP Board to execute an agreement with Motorola Solutions up to 25 Handheld 800MHz Radios for Emergency Response for the amount of \$134,257, plus a 10% contingency, for a total project cost of \$147,683. This also includes access to the MPSCS (Michigan Public Safety Communications System).

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract Motorola Solutions up to 25 Handheld 800MHz Radios for Emergency Response for the amount of \$134,257, plus a 10% contingency, for a total project cost of \$147,683 in accordance with the information presented to the ITP Board on June 23, 2021.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: June 16, 2021
To: ITP Board
From: Deb Prato, Chief Executive Officer
Subject: CONFLICT OF INTEREST POLICY

ACTION REQUESTED

Approval is requested from the ITP Board to implement a Conflict of Interest policy and signature document which will be completed by all Board members on an annual basis.

BACKGROUND

The purpose of this policy is to protect The Rapid's interest when the Board of Directors is contemplating entering into a transaction, agreement or contract that might benefit the private interest of a Board of Directors Director. All Directors have a responsibility to ensure the integrity of the decision-making process is free from personal conflict for themselves or immediate family.

Information in this document was compiled from various resources such as the City of Grand Rapids, Experience Grand Rapids, the Literacy Counsel of Grand Rapids. The document was submitted to the attorneys at Foster Swift for their review.

The document was presented to the ITP Board in February, 2021. At that time, the Board voted to table this action item until further discussion could be had.



THE RAPID INTERURBAN TRANSIT PARTNERSHIP CONFLICT OF INTEREST POLICY

The Duty of Trust

Directors, officers, and employees of The Rapid ITP (ITP) owe the corporation the duty of trust. This duty requires that they:

Not participate in a transaction which they know to be a corporate opportunity (*i.e.*, a transaction in which ITP might want to participate if it knew of it) without first timely disclosing it to ITP's Board of Directors in sufficient detail to permit it to be evaluated.

Maintain the confidentiality of any proprietary or other information regarding the business or activities of ITP which has been provided to them on a confidential basis; and

Candidly disclose any conflicts of interest with the corporation, abstain from participating in the consideration of or action upon any transaction involving such a conflict, and otherwise facilitate informed and disinterested review by the Board of Directors and ITP's senior management of any such transactions.

In general, the best interests of the corporation must prevail over a director's, officer's, or employee's personal interests, and a corporate position may not be used for individual personal advantage (which includes, of course, the advantage of family members and both direct and indirect advantage).

Conflicts of Interest

A conflict of interest is present whenever a director, officer, or employee has a material personal interest in a proposed contract or transaction to which ITP may be a party. The individual may be directly involved with the transaction, or may have an employment, investment, or family relationship with an individual or entity with which ITP is dealing. The transaction need not involve monetary or other tangible benefits. For example, access to information which could be used for individual profit (*e.g.*, development of new programs as a benefit of membership by ITP) might put an individual in conflict with the corporation.

Conflicts of interest include, but are not limited to, the following:

- any position or financial interest held by a director, officer, or employee, or any member of his or her immediate family, in an entity that competes or does business with ITP;
- the receipt of any substantial gift or favor by a director, officer, or employee, or any member of his or her immediate family, from an entity or individual who does business, or seeks to do business, with ITP, under circumstances suggesting that the purpose of the gift or favor is to influence the individual in the award or continuation of that business; and
- any disclosure of ITP confidential information for the benefit of the director, officer, or employee, or of any other person or entity.

Dealing with Conflicts of Interest

Conflicts of interest are not inherently moral or legal problems. Indeed, the individuals whom ITP seeks for nomination to its Board of Directors are likely to represent entities which either provide services to or derive benefits from (or both) the activities of ITP. The existence of conflicts of interest is commonplace and to be expected. What is important is how they are dealt with. Conflicts of interest must be dealt with as follows:

1. Directors, officers, and employees must be sensitive to and recognize potential conflicts of interest.
2. Potential conflicts of interest must be disclosed to the Board of Directors and the senior management of ITP before the discussion of or taking of action with respect to any contract or transaction involving the conflict.
3. The individual affected by the conflict should take no part in the investigation, discussion, or consideration of the transaction involving the conflict.
4. The individual affected by the conflict should take no part in the vote or other decision-making process involving the conflict. Any such transaction considered by the Board of Directors (or any committee of the Board) should be approved by a majority of the disinterested directors. Any such transaction considered by management should be approved by disinterested senior management or by the Board of Directors.

Annual Disclosure Statement

Each director, officer, and employee of ITP shall complete and furnish to the Chairperson of the Board of Directors each year a disclosure statement listing then-known existing and potential conflicts of interest. This process is intended to facilitate the resolution of conflicts of interest, and not to be burdensome or time-consuming. The questionnaire should be completed in good faith to the best of the individual's knowledge and awareness, recognizing that circumstances may well change in the course of a year. The fact that a disclosure statement has been completed does not relieve each director, officer, and employee of the duty to disclose specific conflicts before action is taken on any transaction involving the conflict.



THE RAPID INTERURBAN TRANSIT PARTNERSHIP
ANNUAL BOARD MEMBERSHIP AFFILIATION DISCLOSURE

Name: _____

I am a member of the following non-profit boards of directors:

To my knowledge, the following are organizations with which I am affiliated, that currently either contract with or receive revenue from The Rapid Interurban Transit Authority:

Signature

Date



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 062321-5

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval to implement a Conflict of Interest policy and signature document which will be completed by all Board members on an annual basis.

BE IT RESOLVED that the ITP CEO is hereby authorized to implement a Conflict of Interest Policy in accordance with the information presented to the ITP Board on June 23, 2021.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: June 16, 2021
To: ITP Board
From: Deb Prato, Chief Executive Officer
Subject: CODE OF CONDUCT

ACTION REQUESTED

Approval is requested from the ITP Board to implement a Code of Conduct document which will be completed by all Board members on an annual basis.

BACKGROUND

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Information in this document was compiled from various resources such as the City of Grand Rapids and other non-profit organizations. The document was submitted to the attorneys at Foster Swift for their review.

The document was presented to the ITP Board in February, 2021. At that time, the Board voted to table this action item until conflict of interest changes could be discussed.



**The Rapid Board of Directors
Code of Conduct**

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

1. Directors must act in the best interest of The Rapid, without conflict or personal bias.
2. Directors must not represent their own personal views as those of the Rapid and must not speak on behalf of the Rapid or the board without express authorization.
3. Directors must conduct themselves in a professional and respectful manner. Directors must not intimidate or harass other Board members, staff, or members of the public.
4. Directors must maintain the confidentiality of information designated as confidential and must not disclose confidential information unless required by law or upon the direction of a Board majority.
5. Directors must properly prepare for Board meetings.

Board Member Name (Printed)

Board Member Name (Signed)

Date



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 062321-6

Fiscal Year: 2020-2021

Moved and supported to adopt the following resolution:

Approval to implement a Code of Conduct document which will be completed by all Board members on an annual basis.

BE IT RESOLVED that the ITP CEO is hereby authorized to implement a Code of Conduct in accordance with the information presented to the ITP Board on June 23, 2021.

CERTIFICATE

The undersigned, duly qualified and acting secretary of the Interurban Transit Partnership Board, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Interurban Transit Partnership Board.

Julie Ilbrink, Board Secretary

Date

Date: May 6, 2021
To: ITP Board
From: Jason Prescott, Special Services Manager
Subject: APRIL 2021 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for April 2021, as compared to April 2020

	2021	2020	% Change
Total Paratransit Ridership	18,321	4,285	279.7%
ADA Ridership	14,757	4,411	234.50%
Non-Disabled Senior (NDS) Ridership	66	13	407.7%
PASS Ridership	244	86	183.7%
Network 180	2,593	0	N/A
Cascade Township	547	149	267%

Ridership averages, as compared to 2020

	2021	2020	% Change
Weekday Ridership	647	192	237.0%
Saturday Ridership	230	116	98.3%
Sunday Ridership	147	37	297.3%

Other Performance Measures

	2021	2020	% Change
On-Time Performance	98.01%	99.23%	-1.2%
On-Time Drop-Off	96.70%	98.99%	-2.3%
Average Cost Per Trip	\$28.77	\$42.96	-33.0%

April 2021 Paratransit Ridership and Operating Statistics

ADA	2021	2020	Change	% Change
Clients	1,180	440	740	168.2%
Passenger Trips	14,757	4,411	10,346	234.5%

NDS

Clients	7	2	5	250.0%
Passenger Trips	66	13	53	407.7%

PASS

Clients	14	6	8	133.3%
Passenger Trips	244	86	158	183.7%

CONTRACTED

Clients	2	1	1	100.0%
Passenger Trips	19	28	(9)	-32.1%

RIDELINK

Clients	278	102	176	172.5%
Passenger Trips	642	287	355	123.7%
Phone Calls	2,852	965		
Total Trips sched. thru Rapid call center	3,093	868		

TOTALS

Clients	1,481	551	930	168.8%
Passenger Trips	15,728	4,825	10,903	226.0%
Average Weekday Ridership	647	192	455	237.0%
Average Saturday Ridership	230	116	114	98.3%
Average Sunday Ridership	147	37	110	297.3%
All Ambulatory Passengers	10,236	2,586	7,650	295.8%
All Wheelchair Passengers	5,492	2,239	3,253	145.3%
No - Shows	347	188	159	84.6%
Cancellations	3,847	9,095	(5,248)	-57.7%
MV				
Average Cost per Trip	\$28.77	\$42.96	(\$14.19)	-33.0%
Riders per Hour	1.8	1.2	0.6	50.0%
Accidents per 100,000 Miles	0.0	0.0	0	#DIV/0!

Trip Denials	4	2	2	100.0%
NTD Travel Time (minutes)	33	51	-18	-35.3%

NETWORK 180

Passenger Trips	2,593	0	2,593	#DIV/0!
Average Weekday Ridership	118	0	118	#DIV/0!

TOTAL PASSENGER TRIPS	18,321	4,825	13,496	279.7%
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Paratransit Service Quality Statistics: network 180 Excluded

Complaints	2021	2020	% of Trips	% Change
MV Complaints	5	2	0.0%	150.0%

On-Time Performance

On-Time Compliance - Pick-up	98.01%	99.23%	-1.2%	-1.2%
On-Time Compliance - Drop-off	96.70%	98.99%	-2.3%	-2.3%

Date: June 1, 2021
To: ITP Board
From: Jason Prescott, Special Services Manager
Subject: MAY 2021 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for May 2021, as compared to May 2020

	2021	2020	% Change
Total Paratransit Ridership	18,113	5,934	205.2%
ADA Ridership	14,538	5321	173.2%
Non-Disabled Senior (NDS) Ridership	96	18	433.3%
PASS Ridership	274	68	302.9%
Network 180	2,634	0	N/A
Cascade Township	536	165	224%

Ridership averages, as compared to 2020

	2021	2020	% Change
Weekday Ridership	641	246	160.6%
Saturday Ridership	234	133	75.9%
Sunday Ridership	169	52	225.0%

Other Performance Measures

	2021	2020	% Change
On-Time Performance	98.11%	98.26%	-0.2%
On-Time Drop-Off	93.45%	97.55%	-4.1%
Average Cost Per Trip	\$28.84	\$31.52	-8.5%

May 2021 Paratransit Ridership and Operating Statistics

ADA	2021	2020	Change	% Change
Clients	1,146	605	541	89.4%
Passenger Trips	14,538	5,321	9,217	173.2%

NDS

Clients	16	5	11	220.0%
Passenger Trips	96	18	78	433.3%

PASS

Clients	13	6	7	116.7%
Passenger Trips	274	68	206	302.9%

CONTRACTED

Clients	2	0	2	#DIV/0!
Passenger Trips	43	0	43	#DIV/0!

RIDELINK

Clients	240	164	76	46.3%
Passenger Trips	528	527	1	0.2%
Phone Calls	2,399	1,460		
Total Trips sched. thru Rapid call center	2,588	1,269		

TOTALS

Clients	1,417	780	637	81.7%
Passenger Trips	15,479	5,934	9,545	160.9%
Average Weekday Ridership	641	246	395	160.6%
Average Saturday Ridership	234	133	101	75.9%
Average Sunday Ridership	169	52	117	225.0%
All Ambulatory Passengers	10,157	3,070	7,087	230.8%
All Wheelchair Passengers	5,322	2,864	2,458	85.8%
No - Shows	336	192	144	75.0%
Cancellations	3,743	8,714	(4,971)	-57.0%
MV				
Average Cost per Trip	\$28.84	\$31.52	(\$2.68)	-8.5%
Riders per Hour	1.8	2.0	(0.2)	-10.0%
Accidents per 100,000 Miles	0.0	0.0	0	#DIV/0!

Trip Denials	2	0	2	#DIV/0!
NTD Travel Time (minutes)	34	37	-3	-8.1%

NETWORK 180

Passenger Trips	2,634	0	2,634	#DIV/0!
Average Weekday Ridership	132	0	132	#DIV/0!

TOTAL PASSENGER TRIPS	18,113	5,934	12,179	205.2%
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Paratransit Service Quality Statistics: network 180 Excluded

Complaints	2021	2020	% of Trips	% Change
MV Complaints	11	2	0.1%	450.0%

On-Time Performance

On-Time Compliance - Pick-up	98.11%	98.26%	-0.2%	-0.2%
On-Time Compliance - Drop-off	93.45%	97.55%	-4.1%	-4.2%

Date: April 27, 2021
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – March 2021

OVERVIEW

Ridership performance and productivity generally remained consistent between February and March 2021. Performance measures are beginning to trend in the positive direction as comparisons to the same month the year prior now include pandemic-affected ridership.

BACKGROUND INFORMATION

Monthly Ridership

	March 2021	March 2020	% Change
Regular Fixed Route Service (<i>Routes 1–18, 24, 28, 44</i>)	279,261	410,632	↓ 32.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	99,856	86,877	↑ 15.1%
Total Monthly Fixed Route Ridership	379,116	497,509	↓ 23.8%

Daily Average Ridership

	March 2021	March 2020	% Change
Weekday Total	14,709	19,868	↓ 26.0%
Weekday Evening	2,072	2,776	↓ 25.3%
Saturday	7,040	9,227	↓ 23.7%
Sunday	3,164	5,043	↓ 37.3%

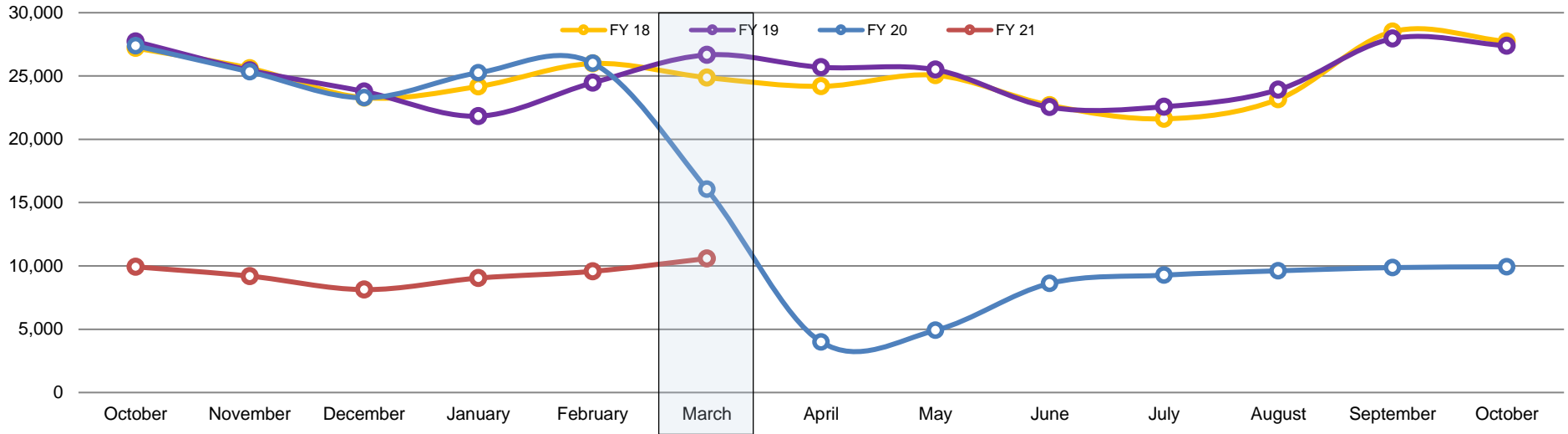
Productivity Summary

	March 2021	March 2020	% Change
Average passengers per hour per route	10.0	16.3	↓ 38.9%
Average passengers per mile per route	0.75	1.25	↓ 40.0%
Average farebox recovery percent per route	9.6%	15.2%	↓ 37.0%

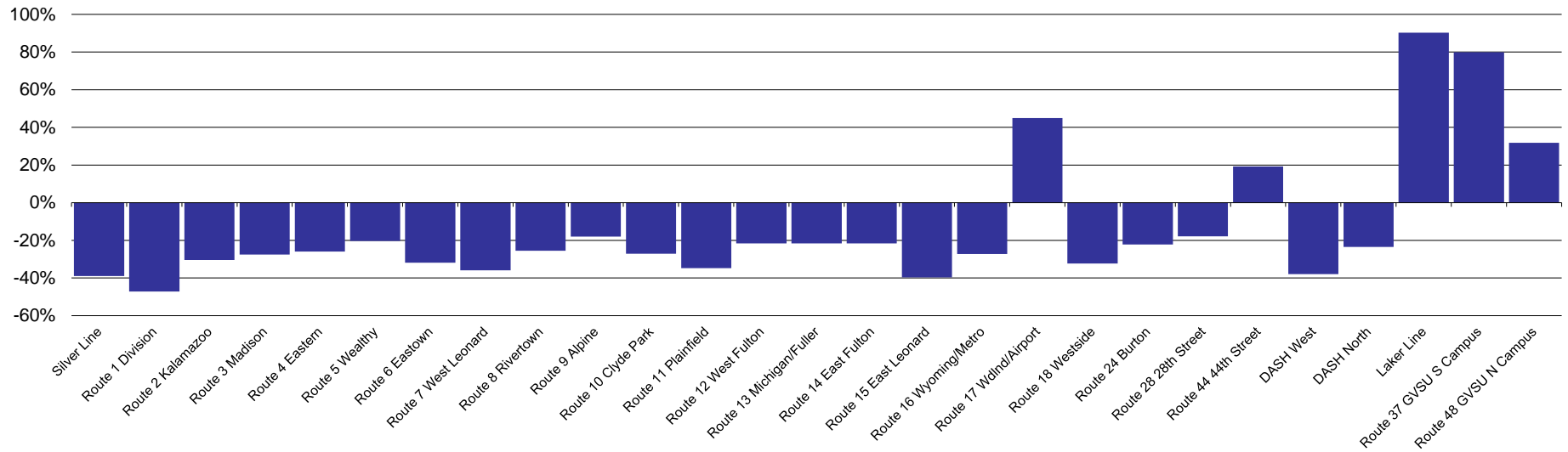
Fiscal Year Ridership

	FY 2021	FY 2020	% Change
Regular Fixed Route Service (<i>Routes 1–18, 24, 28, 44</i>)	1,939,951	4,451,822	↓ 45.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	489,870	1,584,369	↓ 69.1%
Total Monthly Ridership YTD	2,429,821	6,036,191	↓ 59.7%

Monthly Weekday Average Ridership History



Percent Change by Route: March 2021 compared to March 2020



Date: May 25, 2021
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – April 2021

OVERVIEW

Comparisons between April 2021 and April 2020 should be understood within the context of the dramatically disparate levels of service. By April 2020, with the pandemic having taken firm hold, the agency responded by implementing a modified Sunday service to operate throughout the entire week. Only 14 routes operated from 7 a.m. to 7 p.m., and ridership levels correspondingly reduced. Total ridership levels by April 2021 supersede that of the corresponding month from the year prior as service levels are much greater. Productivity metrics still lag in comparison as the April 2020 service effectively cherry-picked the system’s most productive routes to operate.

BACKGROUND INFORMATION

Monthly Ridership

	April 2021	April 2020	% Change
Regular Fixed Route Service (<i>Routes 1–18, 24, 28, 44</i>)	261,805	107,376	↑ 143.8%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	76,905	4,703	↑ 1,535.2%
Total Monthly Fixed Route Ridership	338,710	112,079	↑ 202.2%

Daily Average Ridership

	April 2021	April 2020	% Change
Weekday Total	13,588	4,200	↑ 223.5%
Weekday Evening	1,872	194	↑ 866.4%
Saturday	6,944	2,942	↑ 136.0%
Sunday	3,002	2,065	↑ 45.4%

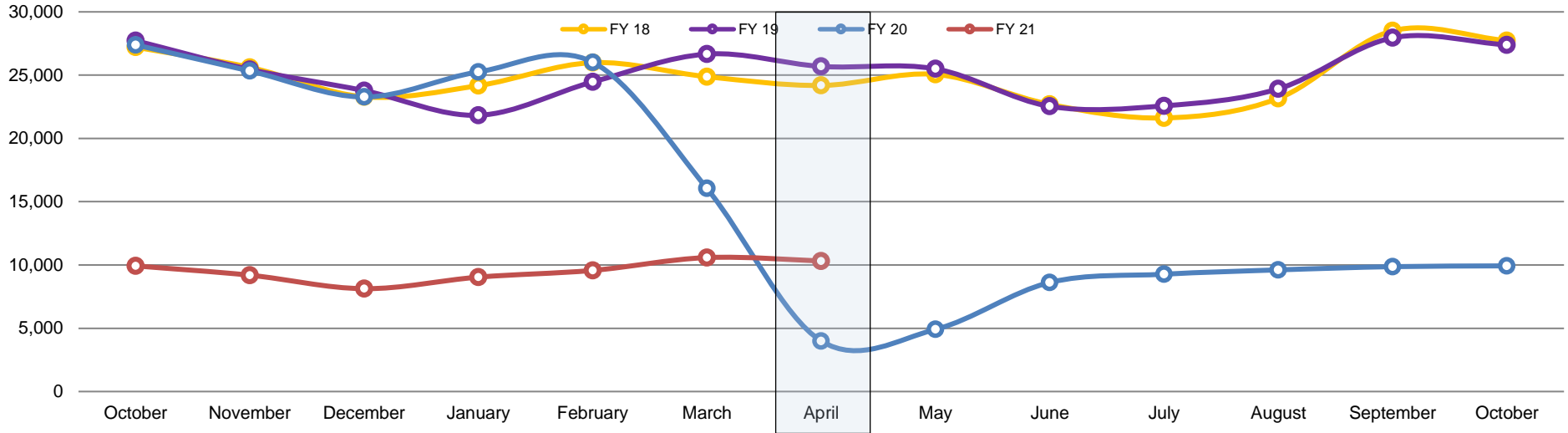
Productivity Summary

	April 2021	April 2020	% Change
Average passengers per hour per route	9.7	11.6	↓ 16.3%
Average passengers per mile per route	0.73	0.87	↓ 15.8%
Average farebox recovery percent per route	9.4%	11.8%	↓ 20.4%

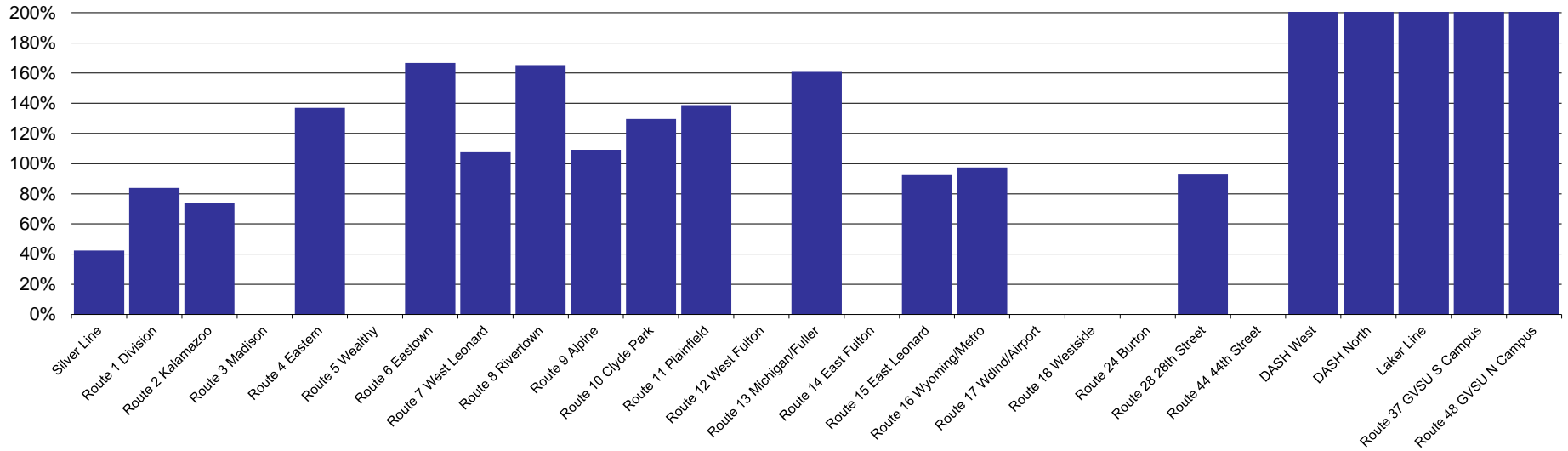
Fiscal Year Ridership

	FY 2021	FY 2020	% Change
Regular Fixed Route Service (<i>Routes 1–18, 24, 28, 44</i>)	2,404,201	3,635,779	↓ 33.9%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	566,775	1,589,072	↓ 64.3%
Total Fixed Route Ridership YTD	2,970,976	5,224,851	↓ 43.1%

Monthly Weekday Average Ridership History



Percent Change by Route: April 2021 compared to April 2020



Date: April 21, 2021
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FY 2021 SECOND QUARTER FIXED ROUTE REPORT CARD

BACKGROUND

In keeping with the commitment of reporting system performance to the community, attached is the FY 2021 Second Quarter Fixed Route Report Card (January 2021 through March 2021).

System-wide performance the second quarter generally mirrored that of the first quarter. Ridership and productivity measures for the quarter fell below established targets, and as ridership on both regular and contracted services remained stagnant through the quarter, cost effectiveness measures plunged into the red category. Certain measures performed notably well, particularly on-time performance which for the second consecutive quarter exceeded the standard despite it being increased to 90% for this fiscal year. Preventable accidents remained low for the second straight quarter though the lofty goal set forth for the measure was not quite reached. Number of complaints received has begun regressing to the mean as pandemic-related complaint issues (e.g., masking wearing among passengers and drivers, service schedule alterations) at this point have largely been addressed. Commendations reached an all-time high this past quarter as well.

REGULAR FIXED ROUTE SERVICE PERFORMANCE

(Regular fixed route service includes routes 1 – 18, 24, 28, 44, and Silver Line)

Productivity – Fixed route ridership in this quarter (718,113) decreased 59.4% (-1,051,159) compared to the same quarter of FY 2019. This is below the standard of $\geq 50\%$ and classifies in the **yellow** category.

Cost Effectiveness – Cost per passenger was \$8.69 in this quarter. This is \$1.00 above the standard of \$7.69 and classifies in the **red** category. In addition, there were 0.68 passengers per revenue mile in this quarter. This is 0.11 below the standard of 0.79 and classifies in the **red** category.

FY 2021 Second Quarter Report Card – Regular Fixed Route Service

<u>Category</u>		<u>2nd Quarter Jan-Mar 2021</u>	<u>Measurement Standard</u>	<u>Change</u>	<u>Standard</u>	<u>Difference</u>
●	<u>Productivity</u>					
	¹ Total Fixed-Route Ridership	718,113	1,769,272 <i>(Q2 FY19)</i>	-1,051,159	\geq -50.0% <i>(of Q2 FY19)</i>	-9.4%
●	<u>Cost Effectiveness</u>					
	⁶ Cost per Passenger	\$8.69	\$3.66 <i>(Q2 FY19)</i>	\$5.03	\leq \$7.69	\$1.00
●	⁷ Passengers per Revenue Mile	0.68	1.58 <i>(Q2 FY19)</i>	-0.90	\geq 0.79	-0.11



CONTRACTED SERVICE REPORT

(Contracted service includes GVSU, GRCC, Ferris State, and DASH routes)

Productivity – Contracted service ridership in this quarter (218,713) decreased 68.5% (-590,430) compared to the same quarter of FY 2019. This is below the standard of $\geq 50\%$ and classifies in the **yellow** category.

Cost Effectiveness – Cost per passenger was \$6.21 in this quarter. This is \$1.34 above the standard of \$4.87 and classifies in the **red** category. In addition, there were 0.96 passengers per revenue mile in this quarter. This is 1.52 below the standard of 1.24 and classifies in the **red** category.

FY 2021 Second Quarter Report Card – Contracted Service

<u>Category</u>		<u>2nd Quarter Jan-Mar 2021</u>	<u>Measurement Standard</u>	<u>Change</u>	<u>Standard</u>	<u>Difference</u>
	<u>Productivity</u>					
	¹ Total Fixed Route Ridership	218,713	861,587 <i>(Q2 FY19)</i>	-590,430	\geq -50.0% <i>(of Q2 FY19)</i>	-18.5%
	<u>Cost Effectiveness</u>					
	⁶ Cost per Passenger	\$6.21	\$2.32 <i>(Q2 FY19)</i>	\$3.89	\leq \$4.87	\$1.34
	⁷ Passengers per Revenue Mile	0.96	2.48 <i>(Q2 FY19)</i>	-1.52	\geq 1.24	-0.28

TOTAL SERVICE PERFORMANCE

(Performance for the entire fixed route system (regular fixed route and contracted services), not including GO!Bus and Vanpool)

Productivity – Total ridership in this quarter (989,269) decreased 62.4% (-1,641,590) compared to the same quarter of FY 2019. This is 12.4% below the standard of $\geq 50.0\%$ and classifies in the **yellow** category.





Preventable Accidents – There were 0.75 preventable accidents per 100,000 revenue miles in this quarter. This is 0.25 above the standard of 0.50 preventable accidents per 100,000 revenue miles and classifies in the **yellow** category.

Customer Service – There were 9.81 complaints per 100,000 passengers in this quarter. This is 1.81 above the standard of 8.00 and classifies in the **yellow** category. In addition, there were 3.54 commendations per 100,000 passengers. There is no standard for this category.

On-Time Performance – Routes operated on-time 95.3% of the time in this quarter. This is 5.3% above the on-time performance standard of 90.0%. As a result, this category classifies in the **green** category.

Cost Effectiveness – Cost per passenger was \$8.01 in this quarter. In addition, there were 0.74 passengers per revenue mile in this quarter. These performance measures do not have standards for total service.

FY 2021 Second Quarter Report Card – Total Services

<u>Category</u>		<u>2nd Quarter Jan-Mar 2021</u>	<u>Measurement Standard</u>	<u>Change</u>	<u>Standard</u>	<u>Difference</u>
	<u>Productivity</u>					
	Total Fixed Route Ridership	989,269	2,630,859 <i>(Q2 FY19)</i>	-1,641,590	≥ -50.0%	-12.4%
	<u>Preventable Accidents</u>					
	Accidents per 100,000 Revenue Miles	0.75	1.30 <i>(Q2 FY20)</i>	-0.55	≤ 0.50	0.25
	<u>Customer Service</u>					
	Complaints per 100,000 Passengers	9.81	4.63 <i>(Q2 FY20)</i>	5.18	≤ 8.00	1.81
	Commendations per 100,000 Passengers	3.54	0.58 <i>(Q2 FY20)</i>	2.96	none	n/a
	<u>On Time Performance</u>					
	Percentage of On-Time Buses	95.3%	88.7% <i>(Q2 FY20)</i>	6.56%	≥ 90.0%	5.3%
	<u>Cost Effectiveness</u>					
	Cost per Passenger	\$8.01	\$3.22 <i>(Q2 FY19)</i>	\$4.79	n/a	n/a
	Passengers per Revenue Mile	0.74	1.79 <i>(Q2 FY19)</i>	-1.05	n/a	n/a

FY 2021 Report Card Standards

Performance Measure	Measurement Standard	Annual Standard	Q1	Q2	Q3	Q4
Productivity						
Total Ridership ¹	Compared to same quarter of non-pandemic year	< 46.25% 46.25% > 65.0% > 65.0%	< 30.0% 30.0% > 50.0% > 50.0% of Q1 FY20	< 50.0% 50.0% > 75.0% > 75.0% of Q2 FY19	< 50.0% 50.0% > 75.0% > 75.0% of Q3 FY19	< 75.0% 75.0% > 85.0% > 85.0% of Q4 FY19
Safety						
Preventable Accidents per 100,000 Miles ²	Trending over past years; lowered threshold based on reduced traffic	> 1.18 1.18 > 0.82 < 0.82	> 1.0 1.0 > 0.5 < 0.5	> 1.0 1.0 > 0.5 < 0.5	> 1.25 1.25 > 1.00 < 1.0	> 1.25 1.5 > 1.25 < 1.25
Customer Service						
Complaints per 100,000 Passengers ³	Compared to previous quarter	> 13.25 13.25 > 7.75 < 7.75	> 20.0 20.0 > 10.0 < 10.0	> 15.0 15.0 > 8.0 < 8.0	> 10.0 10.0 > 7.0 < 7.0	> 8.0 8.0 > 6.0 < 6.0
Commendations per 100,000 Passengers ⁴	None; track and report					
On Time Performance						
Percentage of On-Time Buses ⁵	Fixed standard	< 85.0% 85.0% > 90.0% > 90.0%	< 85.0% 85.0% > 90.0% > 90.0%	< 85.0% 85.0% > 90.0% > 90.0%	< 85.0% 85.0% > 90.0% > 90.0%	< 85.0% 85.0% > 90.0% > 90.0%
Cost Effectiveness						
Cost per Passenger (Fixed Route) ⁶	Projected fixed-route operating expenses divided by ridership projection; adjusted based on anticipated pandemic recovery	> \$8.10 \$8.10 > \$6.84 < \$6.84	> \$9.25 \$9.25 > \$8.41 < \$8.41 f/ Q4 FY20	> \$8.46 \$8.46 > \$7.69 < \$7.69 f/ Q2 FY19	> \$6.96 \$6.96 > \$6.33 < \$6.33 f/ Q3 FY19	> \$5.42 \$5.42 > \$4.93 < \$4.93 f/ Q4 FY19
Cost per Passenger (Contracted) ⁶	Projected fixed-route operating expenses divided by ridership projection; adjusted based on anticipated pandemic recovery	> \$5.42 \$5.42 > \$4.93 < \$4.93	> \$6.26 \$6.26 > \$5.69 < \$5.69 f/ Q4 FY20	> \$5.36 \$5.36 > \$4.87 < \$4.87 f/ Q2 FY19	> \$6.34 \$6.34 > \$5.77 < \$5.77 f/ Q3 FY19	> \$3.71 \$3.71 > \$3.37 < \$3.37 f/ Q4 FY19
Passengers per Mile (Fixed Route) ⁷	Projected ridership/route growth; seasonally adjusted based on anticipated pandemic recovery	< 0.91 0.91 > 1.01 > 1.01	< 0.62 0.62 > 0.68 > 0.68	< 0.71 0.71 > 0.79 > 0.79	< 1.08 1.08 > 1.20 > 1.20	< 1.22 1.22 > 1.35 > 1.35

Performance Measure	Measurement Standard	Annual Standard	Q1	Q2	Q3	Q4
Passengers per Mile (Contracted) ⁷	Projected ridership/route growth; seasonally adjusted	< 1.26 1.26 > 1.39 > 1.39	f/ Q4 FY20 < 0.93 0.93 > 1.03 > 1.03 f/ Q4 FY20	f/ Q2 FY19 < 1.12 1.12 > 1.24 > 1.24 f/ Q2 FY19	f/ Q3 FY19 < 1.19 1.19 > 1.32 > 1.32 f/ Q3 FY19	f/ Q4 FY19 < 1.78 1.78 > 1.98 > 1.98 f/ Q4 FY19
Service Revenue						
Farebox Recovery ⁸	No target currently; tracking only					
Contract Revenue ⁹	No target currently; tracking only					
Total Service Revenue ¹⁰	No target currently; tracking only					

¹ Total passengers carried on The Rapid line haul services (regular fixed and contracted services excluding GO!Bus and Vanpool).

² Total number of preventable accidents per 100,000 miles. "Preventable" is defined as any accident involving a company vehicle that results in property damage and/or personal injury in which the employee failed to exercise every reasonable precaution to prevent the accident.

³ Registered complaints logged by customer service via social media, phone, mail, walk-in or by email regarding the fixed-route system. Late bus complaints due to the weather conditions and unfounded complaints are not included.

⁴ Registered commendations logged by customer service via social media, phone, mail, walk-in or by email regarding the fixed-route system.

⁵ This category is based on Avail GPS data that track all fixed-route buses. "On-time" is defined as departing from zero minutes before to five minutes after scheduled departure time.

⁶ Total line-haul operating expenses divided by total passengers carried. Capital expenses are 100% Federally and State funded and therefore are not included in operating expense calculations. Standards adjust quarterly based on averages from the previous year.

⁷ The number of passengers carried per revenue mile. "Revenue mileage" does not include miles traveled to/from the beginning/end of a route. Standards adjust quarterly based on averages from the previous year.

⁸ The percentage of revenue received from boardings divided by operating expenses. Farebox recovery will be reconciled and reported on an annual basis.

⁹ The percentage of contract revenue compared to total operating expenses. Contract revenue will be reconciled and reported on an annual basis.

¹⁰ The total amount of revenue received from both fares and contracted services. Total service revenue will be reconciled and reported on an annual basis.

Date: June 23, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: APRIL 2021 OPERATING STATEMENT

Attached are the financial reports through April 30, 2021 for general operating and grants. The Year To Date operating budget reflects the budget amendments that were approved on April 28, 2021 by the Board.

FY 2021 YTD Operating Statement Analysis

Total revenue is under budget by 2.4% before CARES Act.

- Sale of Transportation Services is over budget by 1.8% as ridership increased for Community Mental Health (CMH) and Ridelink in April compared to the trend.
- State Operating Assistance is under budget by 7.7% because total expenses are lower than budgeted.
- Reimbursement for eligible operating expenses through the CARES Act has been requested in the amount of \$11,941,071 in FY 2021.

Total expenses are under budget by 7.7%.

- Materials and Supplies is under budget by 3.8%. Diesel fuels continues to be under budget due to the cost per gallon being lower than budgeted. If diesel costs continue to rise as trending, the expense will be in line with the budget by year end.
- Utilities, Insurance, and Miscellaneous is under budget by 5.2% mainly due to a milder winter causing utilities to be lower than budgeted.

Included in the report is March and April's professional development and travel reports.

Please feel free to reach out to me directly at (616) 774-1149 or lmolina@ridetherapid.org with any additional questions regarding the attached financial reports.

The Rapid
 FY 2021 Operating Statement
 Year to Date as of April 30, 2021

	YTD as of April 30		Variance		FY 2020 YTD Actual	Note - Annual FY 2021 Budget
	Budget	Actual	\$	%		
Revenues and Operating Assistance						
Passenger Fares	\$ 1,591,713	\$ 1,611,420	\$ 19,707	1.2%	\$ 2,996,191	\$ 2,878,858
Sale of Transportation Services						
CMH Contribution	134,154	153,147	18,993	14.2%	314,418	223,970
Dash Contract	1,333,768	1,359,830	26,062	2.0%	1,292,255	2,279,054
Grand Valley State University	1,935,941	1,935,941	(0)	0.0%	1,701,170	2,833,029
Van Pool Transportation	14,910	14,860	(50)	-0.3%	50,241	29,910
Township Services	347,283	347,283	(0)	0.0%	334,902	593,259
Other	182,228	210,016	27,787	15.2%	309,883	357,959
Subtotal Sale of Transportation Services	3,948,285	4,021,078	72,793	1.8%	4,251,235	6,317,181
State Operating	9,053,121	8,353,452	(699,670)	-7.7%	8,369,295	15,277,210
Property Taxes	10,147,278	10,147,104	(174)	0.0%	9,676,908	17,395,471
Advertising & Miscellaneous	338,061	353,795	15,734	4.7%	263,522	590,211
Subtotal Revenues and Operating Assistance	25,078,458	24,486,848	(591,610)	-2.4%	25,557,151	42,458,931
Grant Operating Revenue (Cares Act)	3,433,802	11,941,071	8,507,269	100.0%	-	5,886,517
Total Revenues and Operating Assistance	\$ 28,512,260	\$ 36,427,919	\$ 7,915,659	27.8%	\$ 25,557,151	\$ 48,345,448
Expenses						
Salaries and Wages						
Administrative	\$ 3,313,625	\$ 3,044,381	\$ (269,244)	-8.1%	\$ 2,965,693	\$ 5,384,641
Operators	8,845,039	7,519,766	(1,325,273)	-15.0%	8,290,131	14,014,550
Maintenance	1,274,793	1,163,143	(111,650)	-8.8%	1,185,858	2,071,539
Subtotal Salaries and Wages	13,433,458	11,727,290	(1,706,167)	-12.7%	12,441,682	21,470,730
Benefits	4,982,770	4,755,659	(227,110)	-4.6%	4,948,665	9,334,842
Contractual Services	1,808,750	1,785,373	(23,378)	-1.3%	1,318,217	3,991,089
Materials and Supplies						
Fuel and Lubricants	931,015	876,099	(54,916)	-5.9%	1,163,855	1,695,209
Other	767,782	758,326	(9,457)	-1.2%	1,061,019	1,565,638
Subtotal Materials and Supplies	1,698,797	1,634,425	(64,373)	-3.8%	2,224,874	3,260,847
Utilities, Insurance, and Miscellaneous	3,876,735	3,674,335	(202,400)	-5.2%	2,274,921	5,231,476
Purchased Transportation	2,848,518	2,860,495	11,976	0.4%	3,802,614	5,056,464
Expenses Before Capitalized Operating	28,649,028	26,437,577	(2,211,451)	-7.7%	27,010,972	48,345,448
Capitalized Operating Expenses	-	-	-	0.0%	-	-
Total Operating Expenses	\$ 28,649,028	\$ 26,437,577	\$ (2,211,451)	-7.7%	\$ 27,010,972	\$ 48,345,448
Net Surplus/(Deficit) without CARES		\$ (1,950,729)			\$ (1,453,821)	
Net Surplus/(Deficit) with CARES		\$ 9,990,342				

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
ALL EMPLOYEES
MARCH 2021

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 1,740.00	Transportation Safety Institute training	Various	Grand Rapids, MI
<u>\$ 1,740.00</u>			

*This total does not include incidental travel and meeting expenses such as mileage, parking, lunch meetings, etc.

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
 ALL EMPLOYEES
 APRIL 2021

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 300.00	ADA Coordinator Training	J. Prescott	Online
\$ 2,995.00	IT Training	Various	Online
\$ 145.00	The Employer's Association Seminar	S. Maki	Grand Rapids, MI

\$ 3,440.00

*This total does not include incidental travel and meeting expenses such as mileage, parking, lunch meetings, etc.

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 04/30/21

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target	58%
1. Federal Grant Assistance	7,515,903	7,515,903	498,506	5,900,594	1,615,309	79%	
2. State Grant Assistance	1,878,976	1,878,976	124,626	1,475,148	403,828	79%	
3. Transfer In - Operating Budget	0	0	0	0	0	100%	
4. Use of Restricted Net Assets	0	0	0	0	0	100%	
5. Other Local	0	0	0	0	0	100%	
6. Total Grant Revenue	9,394,879	9,394,879	623,132	7,375,742	2,019,137	79%	
7. Administrative Salaries	20,800	20,800	2,140	10,345	10,455	50%	
8. Driver Wages	0	0	0	0	0	100%	
9. Temporary Wages	0	0	0	0	0	100%	
10. Fringe Benefit Distribution	8,320	8,320	1,022	5,102	3,218	61%	
11. Total Labor	29,120	29,120	3,162	15,447	13,673	53%	
12. Tires & Tubes	241,104	241,104	25,157	120,918	120,186	50%	
13. Office Supplies	0	0	0	0	0	100%	
14. Printing	2,388	2,388	0	1,188	1,200	50%	
15. Total Material & Supplies	243,492	243,492	25,157	122,106	121,386	50%	
16. Purchased Transportation	740,000	740,000	58,333	408,333	331,667	55%	
17. Specialized Services	542,368	542,368	135,591	135,591	406,777	25%	
18. Total Purchased Transportation	1,282,368	1,282,368	193,924	543,924	738,444	42%	
19. Dues & Subscriptions	20,753	20,753	0	0	20,753	0%	
20. Professional Development	20,350	20,350	0	0	20,350	0%	
21. Miscellaneous	0	0	0	0	0	100%	
22. Total Other Expenses	41,103	41,103	0	0	41,103	0%	
23. Office Lease	0	0	0	0	0	100%	
24. Transit Center Lease	0	0	0	0	0	100%	
25. Storage Space Lease	0	0	0	0	0	100%	
26. Total Leases	0	0	0	0	0	100%	
27. Rolling Stock	1,678,116	1,678,116	0	400,487	1,277,629	24%	
28. Facilities	2,677,617	2,677,617	186,545	2,744,529	66,912	102%	
29. Equipment	886,906	886,906	484,408	1,605,821	718,915	181%	
30. Other	1,994,280	1,994,280	84,195	1,793,372	200,908	90%	
31. Total Capital	7,236,919	7,236,919	382,058	6,544,209	692,710	90%	
32. Planning Services	561,878	561,878	18,831	150,056	411,822	27%	
33. Capitalized Operating	0	0	0	0	0	100%	
34. Total Expenditures	9,394,880	9,394,880	623,132	7,375,742	2,019,138	79%	

Future Planning & Technology Committee Members

Mayor Rosalynn Bliss

Jack Hoffman

Robert Postema

Terry Schweitzer (Chair)

Paul Troost

Citizen Members:

Ryan Anderson

Dave Bulkowski

PLANNING & TECHNOLOGY COMMITTEE MEETING MINUTES

Monday, March 8, 2021 – 8:30 a.m.

Virtual Meeting

ATTENDANCE:

Committee Members Present:

Ryan Anderson, Mayor Rosalynn Bliss, Dave Bulkowski, Jack Hoffman, Rob Postema, Terry Schweitzer, Paul Troost

Committee Members Absent:

Staff Attendees:

Max Dillivan, Julie Ilbrink, Deron Kippen, Bill Kirk, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Andy Prokopy, Steve Schipper, Brittany Schlacter, Kevin Wisselink

Other Attendees:

Steven Duong, Lynee Wells, Jeremy Windsor

Mr. Schweitzer called the meeting to order at 8:30 a.m.

1. PUBLIC COMMENT

No public comments were offered.

2. MINUTES

The minutes from the January 11, 2021 meeting were reviewed and approved as written.

3. DISCUSSION

a. Division United

Mr. Monoyios provided an update on the Division United plan. Mr. Duong reviewed a presentation with the team.

What is Division United?

- It is a TOD study focused on the intersection of the Silver Line and a partnership of the cities of Grand Rapids, Kentwood and Wyoming.

What was the process?

- The process involved public input, existing corridor conditions, and planning goals and principles. The process will also incorporate visualizations and renderings, development strategy, intermodal connectivity, and the TOD strategy plan. The final step will be implementation and action plan.
- COVID shutdowns did delay the project by a few months.

How did we engage the community?

- Worked with the community with a connectors program which allowed discussion even during COVID.
- Hosted “Better Block” events and Incremental Development Workshops

What are the recommendations?

- Mobility and Connectivity
- Shared Use Paths
- Pedestrian Refuge Islands and median islands on and adjacent to Division Avenue
- Mobility hubs

b. Fixed Route Ridership Report

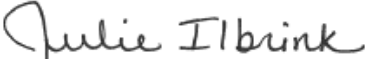
Mr. Dillivan shared an update on fixed route ridership. He expressed there have been a few changes since the start of 2021 with some schools going back to in-person learning.

4. AJOURNMENT

This meeting was adjourned at 9:23 a.m.

The next meeting is scheduled for May 10, 2021

Respectfully submitted,



Julie Ilbrink, Board Secretary

Present Performance & Service Committee Members

Charis Austin

David Bilardello (Chair)

Tracie Coffman

Steven Gilbert

Andy Guy

PRESENT PERFORMANCE & SERVICE COMMITTEE MEETING MINUTES

Tuesday, March 9, 2021 – 4 p.m.

Virtual Meeting

ATTENDANCE:

Committee Members Present:

Charis Austin, David Bilardello, Steven Gilbert, Andy Guy

Committee Members Absent:

Tracie Coffman

Staff Attendees:

Max Dillivan, Julie Ilbrink, Bill Kirk, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Andy Prokopy, Steve Schipper, Mike Wieringa, Kevin Wisselink

Other Attendees:

Mr. Bilardello called the meeting to order at 4:04 p.m.

1. PUBLIC COMMENT

No public comments were offered.

2. MINUTES – January 12, 2021

The minutes from January 12, 2021 were distributed and reviewed. Minutes were approved as written.

3. DISCUSSION

a. Transit Asset Management Policy and Plan

Mr. Wisselink reviewed the Transit Asset Management Policy. He reviewed the documents that were distributed with the meeting packet. Mr. Wisselink reviewed the highlighted changes that were completed within the packet. He also reviewed the plan for removing buses from the fleet, along with the reports to the FTA on the status of those assets.

b. Capital Projects Overview

Mr. Wisselink reviewed an update to the capital projects. These projects include:

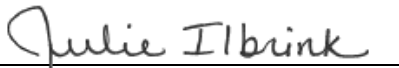
- Butterworth Facilities Maintenance Building Reconstruction

- Rapid Central Station Rehabilitation – Project has been put on pause and is being re-evaluated.
- Bus Purchase Contract
- Laker Line
- Planning Projects
- New Ticket Vending Machines and Contactless Fare Payments
- Bus Stop Amenities

4. AJOURNMENT

This meeting was adjourned at 4:37 p.m.

Respectfully submitted,


Julie Ilbrink, Board Secretary

Present Performance & Service Committee Members

Charis Austin

David Bilardello (Chair)

Tracie Coffman

Steven Gilbert

Andy Guy

PRESENT PERFORMANCE & SERVICE COMMITTEE MEETING MINUTES

Tuesday, May 11, 2021 – 4 p.m.

Virtual Meeting

ATTENDANCE:

Committee Members Present:

David Bilardello, Tracie Coffman, Steven Gilbert

Committee Members Absent:

Charis Austin, Andy Guy

Staff Attendees:

Steve Clapp, Max Dillivan, Nancy Groendal, Julie Ilbrink, Deron Kippen, Steve Luther, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Steve Schipper, Brittany Schlacter, Mike Wieringa, Kevin Wisselink

Other Attendees:

Mr. Bilardello called the meeting to order at 4:01 p.m.

1. PUBLIC COMMENT

No public comments were offered.

2. MINUTES – March 9, 2021

The minutes from March 9, 2021 were distributed and reviewed. Minutes were approved as written.

3. DISCUSSION

a. Ridership Report

Mr. Dillivan reviewed the Fixed Route Ridership Recovery report. Since the pandemic's effects on the system, ridership recovery has varied considerably on a route-by-route basis. The most strongly performing routes include Routes 2, 4 and 9 with over 100% recovery. Routes 1, 3, 10, 14, 16, 17, 18, 24, 28, 44 and Silver Line are all operating above 90%. The remaining routes are operating in the 80% range.

Ms. Coffman asked about the routes that have returned to a pre-pandemic frequency that are doing better and inquired how is it determined to increase frequency to adapt to ridership needs. Mr.

Dillivan shared this is something his team is looking at and expressed that it has been a challenging process.

Mr. Bilardello shared he has been riding the bus more frequently due to vehicle changes in his household. He expressed he has noticed an increased volume in passengers on a daily basis. He has also noticed an increase of use in the Spin scooters in the downtown area.

Mr. Dillivan reviewed a chart showing an increase in ridership compared to last year around the same time. He also reviewed a chart which indicates how we compare to other similar-sized agencies. The Rapid's ridership recovery trend mirrors that of most peer agencies across the country but remains slightly reduced from compared to nation-wide ridership recovery.

b. On-Time Performance

Mr. Dillivan shared The Rapid considers a bus to be "on time" if it is anywhere from 0 to 5 minutes late. A bus that arrives before the scheduled time or 5 minutes after the scheduled time is not considered to be "on time". Mr. Dillivan reviewed a chart which shows most routes have seen an improvement in on-time performance. It is important to note that our ridership numbers have decreased, so it has been easier to stay on time. As ridership increases, our on-time performance is showing a slight downward slide.

c. Township Contract Status: Cascade, Plainfield, Byron

Mr. Monoyios shared they have been actively working with various townships regarding the future of their service routes. Cascade pushed the issue to the DDA, who provided approval to fund the routes. By the middle of June 2021, they must determine what level of service will be in place for the next fiscal year. Mr. Monoyios shared they have been working with Plainfield Township as they ramp up their revitalization work. They are also working with Byron Township to ensure transportation is provided to the new Special Olympics venue.

d. COA Status Update / Summer Service

Mr. Monoyios shared his team is holding two informational virtual meetings with the public to show the updates with the COA project. Summer service schedule begins on Monday. The service trips have been expanded to include one additional trip in the morning and the evening.

e. Safety Update

Mr. Luther provided an update on COVID response. We have had a total of 38 positives since March 2020, with 311 people exposed or had symptoms. April 2021 saw a slight increase in positive reports. Vaccinations among employees has been increasing, with a current reported rate of 33%. Some employees do not want to report if they have been vaccinated.

f. Capital Program Update

Mr. Wisselink provided an update on grants and capital management.

- RCS Construction - Discussions regarding the use and future of this space are ongoing.
- Canopy Maintenance – Repainting the canopy structure to provide a better customer experience and atmosphere and help the structure last longer.
- Wave Card / Contact-less Payment – improvements have been implemented for contact-less payment options by using tapping with chip-enabled credit cards or cell phone payment allowing customers to use their own chip enabled credit cards and/or other pay platforms such as Apple Pay.

- Planning for Bus stop installations and customer amenities related to the COA are underway.

g. Recruiting Class Update / Employee Attrition

Ms. Groendal provided an update on employee recruiting and attrition. A new part-time Bus Operator class started on Monday 5/10/21 with 9 drivers. Four technicians and five administrative personnel have been hired since January. Another Bus Operator class is planned for June or July adding 10 new part-time drivers. Employee attrition over the last three years has remained steady.

Mr. Gilbert asked about the status of staffing for drivers overall. He shared he had heard that several other systems have been struggling. Mr. Schipper shared while we are down approximately 30 drivers from the beginning of the pandemic, we have improved run-cutting, creating efficiencies and now require fewer drivers.

Ms. Coffman asked about the diversity of the incoming group. Ms. Groendal expressed this class appears to be above the normal diversity rate for gender and race.

4. AJOURNMENT

This meeting was adjourned at 4:52 p.m.
The next meeting is scheduled for July 13, 2021.

Respectfully submitted,



Julie Ilbrink, Board Secretary

Finance Committee Members

Mayor Stephen Kepley (Chair)
Rick Baker Mayor Gary Carey Mayor Katie Favale Mayor Steve Maas

FINANCE COMMITTEE MEETING MINUTES

Wednesday, April 14, 2021 – 4 p.m.

Virtual Meeting

ATTENDANCE:

Committee Members Present:

Rick Baker, Mayor Katie Favale, Mayor Stephen Kepley

Committee Members Absent:

Mayor Gary Carey, Mayor Steven Maas

Staff Attendees:

Michael Bulthuis, Steve Clapp, Nancy Groendal, Julie Ilbrink, Deron Kippen, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Steve Schipper, Brittany Schlacter, Mike Wieringa, Kevin Wisselink

Other Attendees:

Mayor Kepley called the meeting to order at 4:02 p.m.

1. PUBLIC COMMENT

No public comment was offered.

2. MINUTES – January 20, 2021 Finance Committee Meeting

Minutes from January 20, 2021 were distributed and reviewed. They were approved as written.

3. DISCUSSION

a. February Opening Statement

Ms. Medina provided an overview of the YTD Operating Statement. Overall, revenue is down 0.6% through February. Expenses are 6.6% under budget. Ridership recovery is slower to recover than anticipated.

b. FY 21 Budget Amendment

Ms. Medina shared work has been done with the management staff regarding anticipated expenses for the remainder of the fiscal year. Revenue is being increased by \$4.7M which is contributed to

government assistance and property taxes. We anticipated 4.7M rides, however, we are now looking at only 4M rides. Additionally, there are some expenses being added which include increased cleaning measure, a new trash program with the City of Grand Rapids. Ms. Medina also shared an amendment needs to be done with the decreased in purchased rides (Go!Bus) and community mental health rides.

Mayor Kepley asked what the balance would be of the grant operating funds if these projections are accurate. Mr. Bulthuis shared the balance would be \$24.8M after funds have been appropriated. Ms. Medina shared the stimulus money has already been put into our accounts but has not yet been spent. We will be using them to balance our budget.

c. FY 22 Budget Timeline

Ms. Medina shared the FY 2022 Budget Timeline which reflects the schedule of events in order to get to a finalized budget. Mayor Kepley suggested holding a meeting on June 30 prior to the Board Budget meeting on July 28 to review the budget items and address any issues. Group agreed. Ms. Ilbrink will poll the members to obtain a mutual date and time.

d. FY 22 Budget Guidelines

Ms. Medina reviewed the FY 2022 Budget Guidelines:

1. New service levels will be implemented in August per the COA.
2. The union defined benefit pension contribution shall meet or exceed actuarial mid-range recommendation.
3. The administrative defined benefit pension contribution shall meet or exceed actuarial high range recommendation.
4. The use of preventative maintenance funds for operating expenses will be minimized.
5. All service contracts with ITP will be self-supporting. No local funds will be used to subsidize these services, unless approved by the Board.
6. State operating assistance is assumed to be 30%.
7. No fare increase is planned.
8. Unrestricted net assets will not be used to balance the budget unless approved by the Board.
9. Property tax revenues will be budgeted at 1.4457 mills, including the Headlee reduction.
10. Salaries will remain competitive and will be adjusted annually based on the 2017 compensation philosophy.

e. Stimulus Funding Update

Ms. Medina provided an update on the stimulus funding.

Total Apportionment	\$61,083,841
Less: Capital Projects (CARES)	<u>(-) \$1,575,000</u>
Operating Revenue	<u>\$59,508,841</u>

This funding will delay use of preventative maintenance beyond a 5-year horizon.

f. Five-Year Operating Projection

Ms. Medina reviewed the five-year operating projection. She shared the projections were very conservative. She expressed it is anticipated the government subsidy money will take us into FY26.

g. Collective Bargaining Agreement Update

Mr. Schipper shared an update on the Collective Bargaining process. Many of the items have already been resolved which brings us to a conclusionary end. Information is being put together to go before the union where they will vote on it. The hope is to bring the final CBA to the Board of Directors after

the union approval. Mr. Schipper expressed he is pleased that the negotiations were completed prior to the current contract expires.

4. AJOURNMENT

This meeting was adjourned at 4:37 p.m.

The next meetings are scheduled for June 30, 2021 (FY 22 Budget Review meeting) and August 11, 2021 (regular meeting).

Respectfully submitted,



Julie Ilbrink, Board Secretary