



Interurban Transit Partnership

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, October 27, 2021 – 4 p.m.

Rapid Central Station Conference Room (250 Grandville, SW) | Virtual Meeting

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – September 29, 2021	Mayor Kepley	Approval
3. CEO'S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. Bus cleaning/disinfecting/fueling contract	Kevin Wisselink	Approval
b. MDOT Master Agreement	Kevin Wisselink	Approval
c. 2022 Board & Committee Calendar	Deb Prato	Approval
d. Designee Signatory Authorization	Deb Prato	Approval Approval
5. PERFORMANCE REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. Sep 2021		
b. Fixed Route Ridership	Max Dillivan	Information
1. Aug 2021		
c. Finance	Linda Medina	Information
1. Operating Statement – Aug 2021		
2. Professional Development and Travel Report		
a. Aug 2021		
3. Grant Statement – Aug 2021		
6. INFORMATIONAL ITEMS		
a. Ecolane Implementation	Jason Prescott	
7. CHAIR'S REPORT	Mayor Kepley	Information
8. COMMITTEE MEETING MINUTES		
a. Planning & Technology Committee Sep 13, 2021	Terry Schweitzer	Information

MISSION: *To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.*

- b. Present Performance & Service Committee Sep 14, 2021
- c. Finance Committee Aug 11, 2021

David Bilardello
Mayor Kepley

Information
Information

9. ADJOURNMENT



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

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Tracie Coffman
Mayor Steve Maas

BOARD OF DIRECTORS MEETING

Wednesday, September 29, 2021 – 4 p.m.

Rapid Central Station Conference Room (250 Grandville SW) | Virtual Meeting

ATTENDANCE:

Board Members Present:

Charis Austin, David Bilardello, Mayor Bliss, Tracie Coffman, Steven Gilbert, Andy Guy, Jack Hoffman, Mayor Kepley, Mayor Maas, Robert Postema, Terry Schweitzer, Paul Troost

Board Members Absent:

Rick Baker, Mayor Carey, Mayor Favale

Staff Attendees:

Evie Dzomba, Max Dillivan, Nancy Groendal Kris Heald, Bill Kirk, Linda Medina Deb Prato, Jason Prescott, Steve Schipper, Kevin Wisselink

Other Attendees:

Josh Naramore, Francis Miller

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

1. PUBLIC COMMENT

Francis Miller spoke for three (3) minutes, and he passed out a handout on FOI's.

2. MINUTES REVIEW

August 25, 2021 – Board of Directors Meeting. Mr. Guy moved to approve minutes, and Mayor Bliss supported. Minutes were approved as submitted.

3. CEO'S REPORT

Ms. Prato:

- Top of mind for us is Covid. We are wearing masks again as cases are ramping up. We are taking the utmost precautions to mitigate the spread.
- Federal Budget: Is there going to be a shut down? State Omni bus budget was approved. We will not be adversely affected in the event of a shut down.
- Finances: Good news on that front. We are in the positive, our quotes came in for our renewals about a million dollars favorable to what was budgeted. Yesterday we met with Fifth Third Bank

we have been wanting to explore fuel hedge swap. Where we could have some surety in our fuel numbers. Locking in a quantity at a certain price. Can be used for our fuel in our facilities as well.

- Last time we met we had a public speaker from Delaware Manor Sheldon Apartments and the Route one (1) change. The Planning team is trying to reach out to the complex to see if there is anything we can do to help the problem. We will continue to work on it.
- COA: Aug 30 was the kickoff. There were a few hiccups for the first couple of days. Operators getting used to the new routes. Customers getting used to the new pass. We are feeling like we are getting to a steady state.
- Last item was a video on Division United.

4. ACTION ITEMS

a. Paratransit Route Ridership – August 2021

Mr. Prescott: We are looking at trends, and what is making the Paratransit ridership go up at a more significant rate than the fixed route is. We didn't drop as low as fixed route, but we do provide door-to-door service. There has been a rise in applications, could be seasonal. We are seeing huge growth in that. Limited exposure to COVID on these buses as only two (2) riders are allowed to ride at a time.

b. Fixed Route Ridership

Mr. Dillivan: We are tracking route ridership daily. From a daily standpoint, we are roughly back to 50% ridership recovery compared to 2019. GRPS and GVSU are in the 66-68%. Very pleased to see this.

The extension of the Plainfield Meijer has been an instant win for the COA. We have added approximately 35 new riders since we added Plainfield. We're seeing more students driving.

Township Contracts: Alpine No change in service levels. Gaines, minor change in service levels, Cascade industrial park, no change. A bigger change is the 28th Street Route. There was a change in the Funding source that shifted to the township downtown authority. They are picking up 100% of the cost.

Special Olympics has moved headquarters to Byron Township. We are currently in discussions with them on fixed route ridership. Go Bus users have been impacted. Service is being run at peak times only.

Mr. Guy: Inquired about GRPS ridership being at 66% from where they were from 2019. Reasons for this number? Mr. Dillivan stated that it could be a transition of GRPS riders onto regular fixed routes.

Mr. Hoffman: Asked if the contract was down because of discontinued DASH route? We see a reduction on Saturday and Sunday service. Weekend service was pulled back. As of August 30, we have Saturday service back.

c. Finance

Ms. Medina: We believe we will be under budget. Auditors will be out in November. Regarding the Revenue we are coming in under plan.

1. Operating Statement – July 2021
2. Professional Development and Travel Report

e. Resolution CEO Signatory Approval

Mayor Kepley entertained a motion to move. Mayor Bliss approved, and Ms. Austin approved. Motion passed unanimously.

7. CHAIR'S REPORT

Mayor Kepley has been having great conversations with Ms. Prato on the future of The Rapid. Part of it is the Division United project, what can we do that is not making sense? Our goal is getting started with the Master Plan. How to expand the vision with community? Look at facilities and properties we have now and perhaps future facilities. Possibly we have a facility with partners, like childcare, mentorships, or other numerous things. How do we expand to meet our customer needs?

Deb: Its about value over volume. I believe we can do a lot more and partner differently.

Mr. Schweitzer: Division United study touched on it, there is a property owned by the Authority at the south end of the Division corridor. Ms. Prato: The Silver Line was one of the corridors identified that would work. We want to be an anchor.

8. COMMITTEE REPORTS

a. Planning & Technology Committee

Mr. Schweitzer: Note, the Laker Line came in under budget. Additional monies turned back in. The staff successfully submitted, \$5M is coming back to the area to make improvements on the Laker Line. Optimize existing services. The next phase is Transportation Demand Management Study. The study would look at the growth in the area. Also looks at what business can do to help the public.

Mr. Hoffman: Looks forward to discussions about the new future of transportation. Joint development will be huge for the future.

Ms. Prato: We are also in the very initial stages of talking with MDOT on a grant program pilot on single occupancy vehicle users to use transit. The Rapid and VIA were asked to participate. We're excited to be a part of it.

b. Present Performance & Service Committee

Mr. Bilardello: We talked about staffing and some of the new hires, and the Canopy project. May have only about 4-6 weeks left on that project. Considering selling CNG. COVID numbers are up a bit.

9. ADJOURNMENT

The meeting was adjourned at 4:41 p.m.

The next meeting is scheduled for October 27, 2021



Respectfully submitted,

Kris Heald, Board Secretary



Interurban Transit Partnership

Date: October 20, 2021

To: ITP Board

From: Steve Clapp, Director of Maintenance
Kevin Wisselink, Director of Procurement and Capital Planning

Subject: BUS FUELING, CLEANING AND DISINFECTING CONTRACT

Action Requested

Staff is requesting authorization from the ITP Board of Directors to enter into a contract with DetailXperts for bus fueling, cleaning and disinfecting services. This is a three-year contract with two one-year optional extensions. The annual anticipated cost is \$795,000.

Background

The Rapid employs a third-party contractor to fuel, clean and disinfect its buses on a nightly basis. The contractor takes all buses that were in service that day and cleans the exterior and interior as required, places secured farebox into vault, fuels the bus and checks and tops off fluids and returns the vehicle to bus storage for revenue service the next day. The Contractor also cleans non-revenue service vehicles and performs a major clean on all Rapid vehicles three times a year.

The contract is currently held by Progressive Building Services and expires on November 30, 2021. Therefore, it was necessary to issue a new solicitation for these services.

The scope of the new project expanded to include; the option of the contractor shuttling buses between the Rapid Operations Center and CNG fueling station and nightly vehicle disinfecting.

Procurement

The project was released on Tuesday, September 21, 2021 as a Request for Proposal (RFP). While price was an important consideration in this contract, evaluating the proposed cleaning process and the care and attention that the bidders would put into the cleaning effort is essential to pick the best contractor. The RFP format gives staff

more flexibility to look at a multitude of factors, not just cost, in determining who will provide the best services.

The RFP was advertised on the Intergovernmental Network website, to The Rapid's website procurement page and shared with the West Michigan Minority Contractors Association. It was released as a Request for Proposal as the quality of the proposal and experience of the firms were important for this project and included along with cost as evaluation factors.

Proposals were due on October 11, 2021. The Rapid received proposals from Boykin Services, Inc., Calvary Building, DetailXperts, Heavenly Ride Transport and Progressive Building Services. Of those, Calvary Building was found to be unresponsive as they did not include all services required in their bid. For Phase One of the review process, the review team met and scored the remaining four projects and short listed the top two scoring firms.

Firm	Score	Price
DetailXperts*	92	\$794,393
Progressive*	84	\$691,208
Boykin	74	\$1,004,011
Heavenly Ride Transport	50	\$712,924

*Moved to second round of scoring

For Phase II, the review team interviewed both firms that moved on to the second round. Based on the interviews, the team rescored the two projects which resulted in the following ranking.

Firm	Score
DetailXperts	93
Progressive	84

While both DetailXperts and Progressive Building Services are capable of carrying out the role, the team was much more confident in the proposal and interview by DetailXperts for a number of reasons.

- First, while Progressive is adequately carrying out the service currently, they are not excelling at the role and need frequent supervision to keep their work up to standard.
- Second, DetailXperts' cleaning approach was preferred. Their proposal is to spend more time cleaning the bus each night which results in cleaner buses day to day and less time needed for major cleans which occur three times a year. This does result in a higher overall cost, but also will result in cleaner buses.
- Third, DetailXperts currently disinfects The Rapid's buses, cleans the Rapid Administration Building and the Laker Line Building. They have done an excellent job in these roles and the same on-site supervisor will oversee the bus cleaning contract as well.

Therefore, DetailXperts was selected as the firm for this contract. DetailXperts is a Disadvantaged Business Enterprise registered in the State of Michigan. The total anticipated annual price for the DetailXperts is \$795,000. This is under our original budgeted amount of \$804,000 for FY 2022. Their prices are fixed for the first three years of the contract.

Funding

Funding for bus cleaning, fueling and disinfecting services is provided in our annual operating budget.



Interurban Transit Partnership

INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 102721-1

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Approval to contract with DetailXperts for cleaning, fueling and disinfecting services of The Rapid's vehicles. The initial contract term is for three (3) years with two (2) one-year options.

BE IT RESOLVED that the ITP CEO is hereby authorized to execute a contract with DetailXperts with a projected first year value of \$795,000 for the cleaning, fueling and disinfecting of The Rapid's vehicles in accordance with the information presented to the ITP Board on October 27, 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.

Kris Heald, Board Secretary

Date



Interurban Transit Partnership

Date: October 27, 2021
To: ITP Board of Directors
From: Kevin Wisselink, Director Procurement and Capital Planning
Subject: MASTER AGREEMENT WITH MICHIGAN
DEPARTMENT OF TRANSPORTATION

ACTION REQUESTED

ITP Board authorization is requested for the Chief Executive Officer to execute the Master Agreement with the Michigan Department of Transportation.

BACKGROUND

The ITP enters multiple grant contracts with the Michigan Department of Transportation (MDOT) to fund or match federal and state grant programs. MDOT requires each transit agency to execute an annual Certification and Assurance stating that the agency will comply with applicable federal regulations. The Master Agreement contains all contract requirement clauses regarding federal regulations, eliminating the need to include the clauses and regulations in each individual grant contract. The Master Agreement requires a one-time approval and will cover fiscal years 2022-2025.

The following federal programs will be included under this Master Agreement:

Federal Section 5304 Statewide Transportation Planning
Federal Section 5307 Urbanized Area Formula Capital Program
Federal Section 5309 Fixed Guideway Capital Investment Grants
Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program
Federal Section 5310 New Freedom Program
Federal Section 5311 Rural Area Formula Capital Program
Federal Section 5311 Rural Area Formula Operating Program
Federal Section 5311 Rural Area Formula Job Access and Reverse Commute Program
Federal Section 5311(f) Intercity Bus Program
Federal Section 5337 State of Good Repair Grants Program
Federal Section 5339 Bus and Bus Facilities Program

The following state programs will be included under this Master Agreement:

Intercity Terminal Program
Specialized Services Program
Transportation to Work Program

The Ridesharing and Vanpooling Programs are not included under this Master Agreement.

This Master Agreement does not eliminate project authorization by the ITP Board. Project authorization identifies the scope of work and amount of funding authorized for each specific grant. Project authorizations are bound by the terms of the Master Agreement. Each transit agency is required to provide a project authorization to execute each grant project under the Master Agreement. The ITP Board will have to provide authorization for each grant application submitted to MDOT in resolutions adopted for each grant project.

INTERURBAN TRANSIT PARTNERSHIP BOARD

RESOLUTION NO. 102721-2

Fiscal Year 2022

RESOLUTION OF INTENT

THE APPROVED RESOLUTION OF INTENT FOR CERTIFIED SIGNATURE
RESOLUTION FOR MDOT MASTER AGREEMENT.

WHEREAS, the Interurban Transit Partnership has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and

WHEREAS the Interurban Transit Partnership does hereby approve Master Agreement Number 2022-0073.

WHEREAS this resolution shall also approve execution of Project Authorizations for any programs designated by the Interurban Transit Partnership and/or Project Authorizations for any amount determined by the Interurban Transit Partnership with the Michigan Department of Transportation which are issued under Master Agreement Number 2022-0073.

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer of the Interurban Transit Partnership be authorized and directed to execute said agreement for and on behalf of the Interurban Transit Partnership.

BE IT FUTHER RESOLVED that the Chief Executive Officer or his designee of the Interurban Transit Partnership is authorized to enter into and execute on behalf of the Interurban Transit Partnership all such Project Authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

CERTIFICATE

The undersigned, duly qualified and Board 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 held on October 27, 2021.

ITP Board Secretary

Date



2022 MEETING SCHEDULE (PROPOSED)

RAPID BOARD MEETINGS

Location: Rapid Central Station Conference Room

Time: 4 p.m. – 5:30 p.m. (Wednesdays)

January 26 (Annual Meeting / Election of Officers)

March 23

April 20

June 22

August 24

September 28

October 26

December 7

RAPID BOARD SPECIAL MEETINGS

Location: Rapid Central Station Conference Room

Board Retreat

February 23, 2022

Time: 3 p.m. – 5 p.m.

Board Planning Workshop

May 18, 2022

Time: 2 p.m. – 5 p.m.

Board Budget Workshop

July 27, 2021

Time: 3 p.m. – 4:30 p.m.

PLANNING & TECHNOLOGY COMMITTEE

Location: Rapid Central Station Conference Room

Time: 8:30 a.m. – 9:30 a.m. (Mondays)

January 10

March 14

May 9

July 11

September 12

November 7

PRESENT PERFORMANCE & SERVICE COMMITTEE

Location: Rapid Central Station Conference Room

Time: 4 p.m. – 5 p.m. (Tuesdays)

January 11

March 15

May 10

July 12

September 13

November 8

FINANCE COMMITTEE

Location: Rapid Central Station Conference Room

Time: 4 p.m. – 5 p.m. (Wednesdays)

January 19

April 13

June 15

August 10

November 2

CONSUMER ADVISORY COMMITTEE FOR SENIORS & PERSONS WITH DISABILITIES

Location: Rapid Ellsworth Conference Room

Time: 3 p.m. – 4 p.m. (Tuesdays)

January 18

March 15

April 19

June 21

August 16

September 20

October 18

November 15

MEETING LOCATIONS:

- Rapid Central Station Conference Room: 250 Grandville Avenue, SW
- Rapid Ellsworth Conference Room: 300 Ellsworth Avenue, SW
- A virtual attendance option will be available on The Rapid's website

Note: All meetings are held within the standards of the Michigan Open Meetings Act.

All meeting information and informational packets are available to the public at
<https://www.ridetherapid.org/about-the-rapid/board-of-directors>



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 102721-3

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

Under The Rapid's Articles of Incorporation, Article IV Section 5 of the bylaws. The Board is required to establish the times and places of regular meetings.

Attached is the schedule presented for the calendar year 2022. All The Rapid Board meetings will be held on the fourth Wednesday of the scheduled month at 4 p.m. at Rapid Central Station Conference Room: 250 Grandville Avenue, SW.

BE IT RESOLVED that the proposed Rapid Board Meeting Schedule for Calendar Year 2022 be adopted as presented.

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.

Kris Heald, Board Secretary

Date



INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS

RESOLUTION No. 102721-4

Fiscal Year: 2021-2022

Moved and supported to adopt the following resolution:

WHEREAS, The Rapid is delegated to authorize the CEO to confer these rights to a designee as signatory in the event of her absence.

BE IT RESOLVED that the Board of Directors is hereby authorized and approved to authorize the CEO to empower a designee to make, execute, endorse and delivery in the name of the CEO, and on behalf of The Rapid, but shall not be limited to, all written instruments, agreements, documents, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by The Rapid.

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.

Kris Heald, Board Secretary

Date



Interurban Transit Partnership

DATE: September 8, 2021
TO: ITP Board
FROM: Jason Prescott
SUBJECT: SEPTEMBER 2021 PARATRANSIT RIDERSHIP REPORT

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

	2021	2020	% Change
Total Paratransit Ridership	18,907	15,028	25.8%
ADA Ridership	15,204	11,554	31.6%
Non-Disabled Senior (NDS) Ridership	54	54	0%
PASS Ridership	360	272	32.4%
Network 180	2,636	2,069	27.4%
Cascade Township	474	226	109%

Ridership averages, as compared to 2020

	2021	2020	% Change
Weekday Ridership	658	559	17.7%
Saturday Ridership	233	200	16.5%
Sunday Ridership	216	116	86.2%

Other Performance Measures

	2021	2020	% Change
On-Time Performance	95.32%	98.54%	-3.3%
On-Time Drop-Off	94.50%	96.16%	-1.7%
Average Cost Per Trip	\$28.39	\$30.52	-7.0%

September 2021 Paratransit Ridership and Operating Statistics

ADA	2021	2020	Change	% Change
Clients	1,205	1,053	152	14.4%
Passenger Trips	15,204	11,554	3,650	31.6%

NDS				
Clients	11	10	1	10.0%
Passenger Trips	54	54	0	0.0%

PASS				
Clients	20	16	4	25.0%
Passenger Trips	360	272	88	32.4%

CONTRACTED				
Clients	2	0	2	#DIV/0!
Passenger Trips	4	0	4	#DIV/0!

RIDELINK				
Clients	286	341	(55)	-16.1%
Passenger Trips (Performed by The Rapid)	649	1,079	(430)	-39.9%
Phone Calls	3,090	2,854		
Total Trips sched. thru Rapid call center	3,030	2,853		

*ALL Partners

TOTALS				
Clients	1,524	1,420	104	7.3%
Passenger Trips	16,271	12,959	3,312	25.6%
Average Weekday Ridership	658	559	99	17.7%
Average Saturday Ridership	233	200	33	16.5%
Average Sunday Ridership	216	116	100	86.2%
All Ambulatory Passengers	11,015	8,114	2,901	35.8%
All Wheelchair Passengers	5,256	4,845	411	8.5%
No - Shows	338	374	(36)	-9.6%
Cancellations	3,181	6,289	(3,108)	-49.4%
MV				
Average Cost per Trip	\$28.39	\$30.52	(\$2.13)	-7.0%
Riders per Hour	1.9	2.0	(0.1)	-3.0%
Accidents per 100,000 Miles	1.0	0.0	1	#DIV/0!

Trip Denials	2	0	2	#DIV/0!
NTD Travel Time (minutes)	31	36	-5	-13.9%

NETWORK 180				
Passenger Trips	2,636	2,069	567	27.4%
Average Weekday Ridership	120	98	22	22.4%

TOTAL PASSENGER TRIPS	18,907	15,028	3,879	25.8%
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Paratransit Service Quality Statistics: network 180 Excluded

Complaints	2021	2020	% of Trips	% Change
MV Complaints	7	3	0.0%	133.3%

On-Time Performance				
On-Time Compliance - Pick-up	95.32%	98.54%	-3.2%	-3.3%
On-Time Compliance - Drop-off	94.50%	96.16%	-1.7%	-1.7%



Date: October 19, 2021
To: ITP Board
From: Maxwell Dillivan, AICP – Senior Planner
Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – August 2021

OVERVIEW

Ridership and productivity through August benefitted significantly from the influx of student ridership to the fixed route system as Grand Rapids Public Schools, Grand Valley State University, and several other area secondary and higher educational institutions resumed in-person learning.

BACKGROUND INFORMATION

Monthly Ridership

	Aug 2021	Aug 2020	% Change
Regular Fixed Route Service (<i>Routes 1–18, 24, 28, 44</i>)	278,483	232,029	↑ 20.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	56,643	36,667	↑ 54.5%
Total Monthly Fixed Route Ridership	335,126	268,696	↑ 24.7%

Daily Average Ridership

	Aug 2021	Aug 2020	% Change
Weekday Total	13,386	11,090	↑ 20.7%
Weekday Evening	1,609	1,579	↑ 1.9%
Saturday	6,457	4,281	↑ 50.8%
Sunday	3,096	2,923	↑ 5.9%

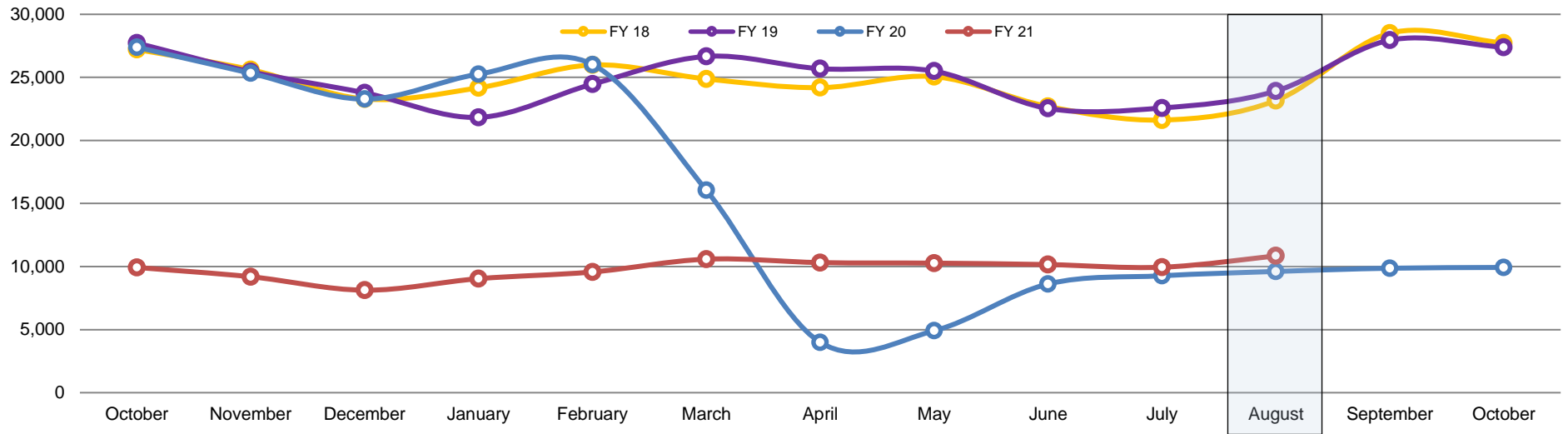
Productivity Summary

	Aug 2021	Aug 2020	% Change
Average passengers per hour per route	9.8	9.0	↑ 9.2%
Average passengers per mile per route	0.73	0.68	↑ 7.2%
Average farebox recovery percent per route	9.1%	10.2%	↓ 11.3%

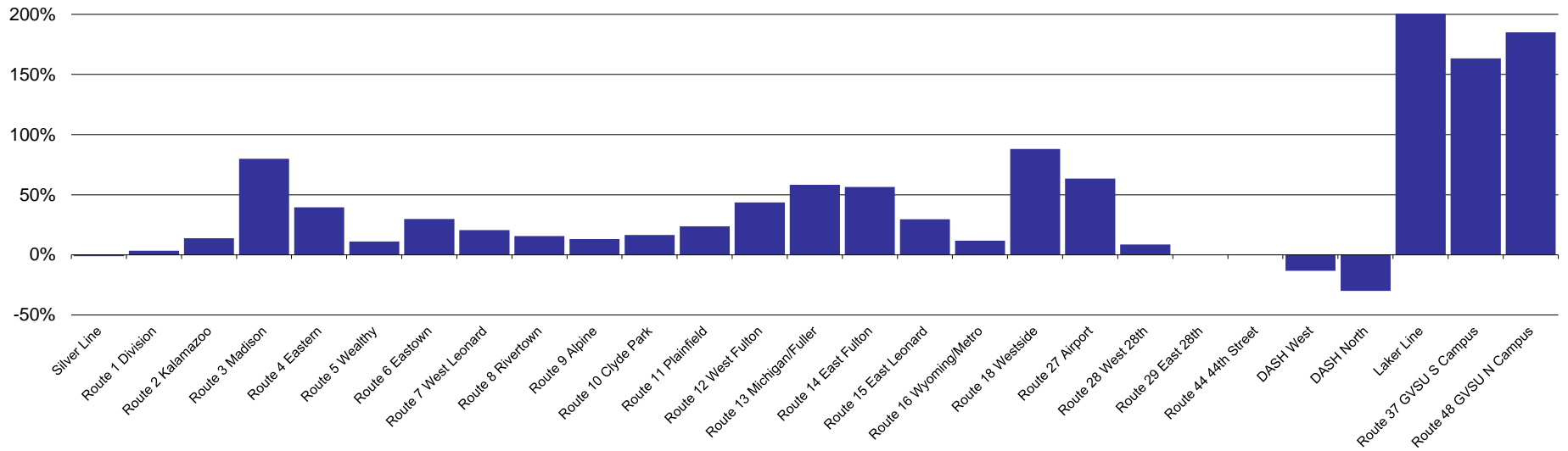
Fiscal Year Ridership

	FY 2021	FY 2020	% Change
Regular Fixed Route Service (<i>Routes 1–18, 24, 28, 44</i>)	4,221,962	4,454,144	↓ 5.2%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	717,621	1,676,275	↓ 57.2%
Total Fixed Route Ridership YTD	4,939,582	6,130,419	↓ 19.4%

Monthly Weekday Average Ridership History



Percent Change by Route: August 2021 compared to August 2020





Interurban Transit Partnership

Date: October 27, 2021
To: ITP Board
From: Linda Medina, Finance Manager
Subject: August Operating Statement

Attached are the financial reports through August 31, 2021, for general operating and grants.

FY 2021 YTD Operating Statement Analysis

Total revenue is under budget by 2.4% before CARES and CRRSAA funding and total expenses are under budget by 6.8%. There are no significant changes from last month. We have received \$17,971,180 in CARES and CRRSAA funding through July.

Included in the report is August'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 August 31, 2021

	YTD as of AUG 31		Variance		FY 2020 YTD Actual	Note - Annual FY 2021 Budget
	Budget	Actual	\$	%		
Revenues and Operating Assistance						
Passenger Fares	\$ 2,604,483	\$ 2,640,185	\$ 35,702	1.4%	\$ 3,792,208	\$ 2,878,858
Sale of Transportation Services						
CMH Contribution	206,314	294,166	87,852	42.6%	356,559	223,970
Dash Contract	2,089,997	2,007,815	(82,181)	-3.9%	1,887,814	2,279,054
Grand Valley State University	2,478,015	2,484,912	6,897	0.3%	1,869,659	2,833,029
Van Pool Transportation	24,910	24,464	(446)	-1.8%	56,836	29,910
Township Services	544,064	505,147	(38,917)	-7.2%	520,225	593,259
Other	290,849	274,933	(15,916)	-5.5%	364,185	357,959
Subtotal Sale of Transportation Services	5,634,148	5,591,436	(42,712)	-0.8%	5,303,645	6,317,181
State Operating	14,000,823	13,042,036	(958,787)	-6.8%	12,348,364	15,277,210
Property Taxes	15,945,832	15,943,770	(2,062)	0.0%	15,206,569	17,395,471
Advertising & Miscellaneous	505,192	540,743	35,551	7.0%	506,710	590,211
Subtotal Revenues and Operating Assistance	38,690,478	37,758,170	(932,308)	-2.4%	37,157,496	42,458,931
Grant Operating Revenue (Cares Act)	5,395,974	17,971,180	12,575,206	100.0%	9,936,180	5,886,517
Total Revenues and Operating Assistance	<u>\$ 44,086,452</u>	<u>\$ 55,729,350</u>	<u>\$ 11,642,897</u>	<u>26.4%</u>	<u>\$ 47,093,676</u>	<u>\$ 48,345,448</u>
Expenses						
Salaries and Wages						
Administrative	\$ 4,970,438	\$ 4,721,306	\$ (249,132)	-5.0%	\$ 4,640,348	\$ 5,384,641
Operators	12,866,289	11,499,475	(1,366,814)	-10.6%	12,437,477	14,014,550
Maintenance	1,912,190	1,821,209	(90,981)	-4.8%	1,873,354	2,071,539
Subtotal Salaries and Wages	19,748,917	18,041,990	(1,706,927)	-8.6%	18,951,180	21,470,730
Benefits	8,716,258	8,321,220	(395,038)	-4.5%	7,841,820	9,360,756
Contractual Services	3,411,679	2,931,661	(480,017)	-14.1%	2,163,582	4,016,219
Materials and Supplies						
Fuel and Lubricants	1,492,791	1,505,351	12,560	0.8%	1,521,761	1,671,209
Other	1,418,811	1,258,634	(160,178)	-11.3%	1,537,094	1,604,591
Subtotal Materials and Supplies	2,911,602	2,763,984	(147,618)	-5.1%	3,058,855	3,275,800
Utilities, Insurance, and Miscellaneous	4,902,933	4,530,511	(372,421)	-7.6%	2,956,726	5,193,879
Purchased Transportation	4,614,875	4,682,762	67,887	1.5%	4,880,809	5,056,464
Expenses Before Capitalized Operating	44,306,263	41,272,130	(3,034,134)	-6.8%	39,852,971	48,373,848
Capitalized Operating Expenses	-	-	-	0.0%	-	-
Total Operating Expenses	<u>\$ 44,306,263</u>	<u>\$ 41,272,130</u>	<u>\$ (3,034,134)</u>	<u>-6.8%</u>	<u>\$ 39,852,971</u>	<u>\$ 48,373,848</u>
Net Surplus/(Deficit) before CARES/CRRSAA		\$ (3,513,959)			\$ (2,695,475)	
Net Surplus/(Deficit) after CARES/CRRSAA		\$ 14,457,220			\$ 7,240,705	

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 08/31/21

GL0376

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	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 92%
1. Federal Grant Assistance	7,515,903	7,515,903	500,308	7,403,464	112,439	99%
2. State Grant Assistance	1,878,976	1,878,976	125,077	1,850,866	28,110	99%
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	625,385	9,254,330	140,549	99%
7. Administrative Salaries	20,800	20,800	1,511	16,338	4,462	79%
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	810	9,314	994-	112%
11. Total Labor	29,120	29,120	2,321	25,652	3,468	88%
12. Tires & Tubes	241,104	241,104	40,531	210,943	30,161	87%
13. Office Supplies	0	0	0	1,540	1,540-	100%
14. Printing	2,388	2,388	0	48,328	45,940-	2,024%
15. Total Material & Supplies	243,492	243,492	40,531	260,811	17,319-	107%
16. Purchased Transportation	740,000	740,000	58,333	652,526	87,474	88%
17. Specialized Services	542,368	542,368	0	271,182	271,186	50%
18. Total Purchased Transportation	1,282,368	1,282,368	58,333	923,708	358,660	72%
19. Dues & Subscriptions	20,753	20,753	0	0	20,753	0%
20. Professional Development	20,350	20,350	0	25	20,325	0%
21. Miscellaneous	0	0	0	0	0	100%
22. Total Other Expenses	41,103	41,103	0	25	41,078	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	2,274,409-	729,152	1,948,465	27%
29. Equipment	886,906	886,906	2,567,551	4,147,783	3,260,877-	468%
30. Other	1,994,280	1,994,280	221,852	2,476,045	481,765-	124%
31. Total Capital	7,236,919	7,236,919	514,994	7,753,467	516,548-	107%
32. Planning Services	561,878	561,878	9,206	216,006	345,872	38%
33. Capitalized Operating	0	0	0	74,661	74,661-	100%
34. Total Expenditures	9,394,880	9,394,880	625,385	9,254,330	140,550	99%

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
 ALL EMPLOYEES
 AUGUST 2021

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 346.40	GSX Annual Security Conference	M. Wieringa	Orlando, FL
\$ 1,487.40	TRANSform Conference and Expo	S. Schipper	Orlando, FL
\$ 960.01	TRANSform Conference and Expo	D. Prato	Orlando, FL
<u>\$ 2,793.81</u>			

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



Future Planning & Technology Committee Members

Mayor Rosalynn Bliss

Jack Hoffman
Citizen Members:

Robert Postema
Ryan Anderson

Terry Schweitzer (Chair)
Dave Bulkowski

Paul Troost

PLANNING & TECHNOLOGY COMMITTEE MEETING MINUTES

Monday, September 13, 2021 – 8:30 a.m.

Rapid Central Station Conference Room (250 Grandville Avenue, SW) | Virtual Meeting

ATTENDANCE:

Committee Members Present:

Mayor Rosalynn Bliss, Dave Bulkowski, Jack Hoffman, Terry Schweitzer, Ryan Anderson

Committee Members Absent:

Paul Troost, Robert Postema

Staff Attendees:

Deb Prato, Mike Wieringa, Steve Schipper, Steve Luther, Kevin Wisselink, Bill Kirk, Nick Monoyios, James Nguyen, Linda Medina, Nancy Groendal, Kris Heald, Jason Prescott

Other Attendees:

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

1. PUBLIC COMMENT

No public comments were offered

2. MINUTES – July 12, 2021

The minutes from July 12, 2021, were reviewed. No changes or corrections were submitted.

3. Information

a. Laker Line Expanded Scope

Mr. Monoyios shared an update on the Laker Line. In July, the FTA confirmed a \$5,090,000 budget for implementing Laker Line expanded scope.

Laker Line Expanded Scope Elements:

- Vehicle Safety & Operational Enhancements
- Additional CNG Compressor at fueling station
- Park and Ride Lot at Cummings
- One (1) additional BRT Vehicle
- Wireless Point-to-Point or Fiber Configuration (Seven (7) platforms are fiber ready)
- Additional Landscaping at Standale Trail
- Bus-Only Lane Designation on Monroe Avenue

b. Procedural Considerations

Mr. Monoyios stated that while these items will follow process as identified in the Project Management Plan, we will need board approval for budget adjustment next month.

c. Division United Update

Mr. Monoyios shared an update on Division United. The final document has been completed and submitted. We are continuing the Connector Program. Events are on-going and there is a lot of momentum to keep the excitement going. Mr. Bulkowski requests to reset that final report.

d. Ridership Report COA

Ridership pre/post pandemic. Mr. Monoyios stated that ridership recovery over last summer was approximately 45% compared to 2019. Students going back to school has been a major boost for the system. Silver Line ridership has increased to 25% over last week. Our biggest win is 24% with the new Plainfield Meijer.

e. Fixed Route Ridership Report

Mr. Monoyios stated that ridership changed compared to 2020 and 2019. We saw dramatic increase compared to 2020 as student ridership was nearly non-existent. Reports are showing similar ridership compared to other transit.

f. Route by Route Analysis

Since the pandemic effects on the system, Ridership has varied considerably on a route-by-route basis. There was a question from Mr. Schweitzer what the long-term measure is. Mr. Monoyios stated that they are looking at data, cellphone, the Communications Department is monitoring the public. There also seems to be a lot of mask fatigue, unemployment and other variables. Mr. Schweitzer stated that new improvements on the line, changes are taking place and we are getting the word out, by putting flyers on doorknobs. The public seems pleased that we are always listening to them, and the results are positive.

g. Ridership History

Mr. Bulkowski was inquiring how the red line on the chart remains flat. Micro vs. Macro parts. What got you on the bus? What will keep you on the bus. Perhaps we modify the surveys. We need to find the people not taking the bus anymore. Where did they go? Ms. Prato suggesting reaching out on the COA card. Perhaps we come up with a plan like a campaign with all the bottlenecks on the main roads. Take the bus!

Transportation Demand Management (TDM) Update

Mr. Monoyios stated that the GVMC has identified 4 regional goals

- Enhance safety and reduce congestion
- Ensure Equity, Access and Mobility
- Protect and enhance the environment
- Identify mode shift opportunities

Paradigm Shift Discussion

Mr. Schweitzer expressed that we are going in the right direction. Mr. Prokopy advised that there are concerning trends on the horizon. Technology for the future goes far beyond the short term.

Mayor Bliss stated that there are so many variables regarding transit. Many people are buying ebikes instead of cars. Perhaps we invest in other types of mobility. Think bigger than the next route. Ms. Prato suggested that we do two (2) more pilots. It would be great insight. She has also suggested we figure a time for a workshop to set goals, objectives and infuse strategy. We need to be realistic about opportunities and threats. We want to be a good public partner. No need to own or run everything.

4. AJOURNMENT

This meeting was adjourned at 9:38 a.m.

The next meeting is scheduled for November 15, 2021

Respectfully submitted,



Kris Heald, Board Secretary



Interurban Transit Partnership

Present Performance & Service Committee Members

Charis Austin

David Bilardello (Chair)

Tracie Coffman

Steven Gilbert

Andy Guy

PRESENT PERFORMANCE & SERVICE COMMITTEE MEETING MINUTES

Tuesday, September 14, 2021 – 4 p.m.

Rapid Central Station Conference Room | 250 Grandville, SW

ATTENDANCE:

Committee Members Present:

Charis Austin, David Bilardello, Tracie Coffman, Steven Gilbert, Andy Guy

Committee Members Absent:

Staff Attendees:

Mike Wieringa, Steve Schipper, Steven Clapp, Steve Luther, James Nguyen, Jason Prescott, Kevin Wisselink, Nick Monoyios, Deron Kippen, Linda Medina

Other Attendees:

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

1. PUBLIC COMMENT

No public comment.

2. MINUTES – July 13, 2021, Present Performance & Service Committee Meeting

Meeting minutes approved.

3. DISCUSSION

1. Ridership and Metrics

Mr. Dillivan is very happy to report 7% increase in ridership. Not including GRPS. Route 11 extended to Plainfield and the increase is up 24%. Mr. Guy inquired is the increase due to Covid numbers? The increase is pre-August 30th and the implementation of the new service.

2. On-Time Performance

MISSION: *To create, offer and continuously improve a flexible network of public transportation options and mobility solutions.*

Mr. Dillivan advised that On-Time Performance is up 60%. Making minor tweaks to schedules due to construction, etc. Our team is monitoring it closely.

3. Customer Appreciation Day

Mr. Dillivan reported that there was free fare for wave card users. It was for the last two (2) days of August which corresponded with the first 2 days of the new service. Wave card usage is up when we run special events.

B. Maintenance

1. Mr. Clapp stated that we purchased 15 new Gillig busses. Six (6) of those busses are in service. A field technician is here. We expect busses to be on the road within the next two (2) weeks.
2. Family Fleet
Ms. Deb Prato suggested naming busses after our employee's family members. We created a committee to organize this. We had a very successful response to this initiative. There were approx. Seventy (70) entries, and fifteen (15) names were drawn from the pool. This initiative is a great way to create teaming and boost morale for the company. Ms. Prato expressed that we would take photos with the family and each child with their bus. This will be a part of our safety theme.

C. Employees

Ms. Groendal shared that we had a couple of technicians start last month. A new class of drivers that started on September 7, 2021. We have another class starting up on October 11, 2021. We will possibly have another class later at the end of December or early January. We do have a few administrative positions to fill as well. There is potential for a couple of interns as well. Mr. Guy asked if we have a demographic composition of the workforce. Ms. Groendal will share with the next EEO report. Ms. Prado stated that the overall goal is for our workforce is to mirror the community that we serve.

D. Safety

Mr. Luther stated that we are in the process of refining the matrix on how to react to all the changes. We are finding ways to reimplement. We have had three (3) Covid cases in a seven (7) day period. We are in a moderate category. Kent county is in a high category. If the situation increases, first steps will be team screen, wear masks, social distancing, etc. Vaccines are approaching 50%. Ms. Prato stated that the goal is to know what we learned last year at this time. We want to protect our team and the general public. Mr. Bilardello stated that Spectrum Health is trying to get their arms around Covid as well. The President of the USA is suggesting that the unvaccinated people test every week.

Ms. Austin asked if we are going to change the requirements on Go Bus. Currently the TSA says masks are required on busses. No changes for now.

E. Fleet and Facilities

1. Mr. Kippen reported on the update of the canopy project. This project is 50% done so it should be complete in six (6) to eight (8) weeks. We are also replacing all the LED lights to illuminate it much better. The project is on budget.
2. VIPR Team visit. Mr. Wieringa reported that these ground security people were here last August 26. They make their presence known at all transportation sites. They would be deployed out of Detroit in the event of a serious incident.

3. RNG (DTE)

Mr. Kippen stated that we are looking at renewable gas. It is projected that we will use all they have to offer. Looking to form a partnership with DTE. Ms. Prato expressed that this is as good news story. It will also offer retail opportunities. Mr. Wisselink stated that we will partner with a firm to do a retail CNG site. A lot of garbage trucks are CNG fueled. Mr. Bilardello commented that he loves the direction of this initiative.

Ms. Prato our overarching message is value over volume. We do more for the community than just a ride. We are getting more intentional about what we are doing and what our message will be around that. Mr. Bilardello inquired about Art Prize. Mr. Kirk is in contact with the organizers, and we will make sure we are well positioned if needed. Parking is always a hard situation.

4. AJOURNMENT

This meeting was adjourned at 4:39 p.m.

The next meeting is scheduled for November 17, 2021

Respectfully submitted,



Kris Heald, Board Secretary



Interurban Transit Partnership

Finance Committee Members

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

FINANCE COMMITTEE MEETING MINUTES

Wednesday, August 11, 2021 – 4:00 p.m.

Rapid Central Station Conference Room (250 Grandville Avenue, SW) | Virtual Meeting

ATTENDANCE:

Committee Members Present:

Mayor Kepley, Mayor Steve Maas, Rick Baker

Committee Members Absent:

Mayor Katie Favale

Staff Attendees:

Nancy Groendal, Linda Medina, Deb Prato, Steve Schipper

Other Attendees:

Carmen Baines

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

1. PUBLIC COMMENT

No public comment was offered.

2. MINUTES – June 30, 2021

June 30, 2021, meeting minutes were distributed and reviewed. They are approved as written.

3. DISCUSSION

a. Projected Year End Totals – Ms. Medina

In April this year we asked the Board to amend the budget to \$48.3M. The projected year end annual budget is coming in at \$46.3M. On the Revenue side there was a small reduction in state operating assistance. Major changes came in on the expense side, salaries/wages. We were able to reduce over- time. Utilities and Insurance there was a slight change of \$2M and we are looking to be under budget.

b. Health Insurance/Self- Funding – Ms. Groendal

Ms. Carmen Baines from BCBS presented a few slides on history of Health Insurance Renewal and gave updates on the current premiums. There was an increase of 1.8% bringing the premium up to \$4.256M. The Rapid received a one-time fee credit of \$75,000. Mayor Kepley asked what role BCBS plays in self-funded accounts. Ms. Baines stated that fully insured individuals pay a monthly premium, and self-funded individuals pay Blue Cross a small TPA (Third Party Administrative) fee and pay a fixed fee for overages. Ms. Prato stated that her pick is staying with the Blues. Mayor Maas inquired about what the delta is going to look like. He is in favor of a deeper dive on self-funding and is a strong proponent of a self-funded option for The Rapid employees.

c. Vanguard vs Fidelity – Ms. Prato

Administrative Pension Plan. Does the Finance Committee need to be at the Pension Planning meeting? We need to decide. We moved the Vanguard fund to the Fidelity fund. A motion was approved, and Mayor Carey supported. Motion passed unanimously.

d. Workers Compensation Insurance – Mr. Schipper

Regarding workers comp, we had two (2) catastrophic claims that have been moved away. We have a positive report of \$23,000 less than what was budgeted, so this is a very good news story.

e. Paratransit Locations – Ms. Prato

The Real Estate at the Cottage Grove MV location is different than other Real Estate purchases. We have operational concerns. When the MV contract is up, they have stated that they are going to sell. Then current owners have a number in mind; however, we are moving to the appraisal step to see what direction to take, and where the monies will come from.

4. AJOURNMENT

This meeting was adjourned at 5:15 p.m.

The next meeting is scheduled for January 19, 2022

Respectfully submitted,



Kris Heald, Board Secretary