



Interurban Transit Partnership

Board Members

Mayor Gary Carey, Chair

Charis Austin
Andy Guy

Rick Baker
Renee Hill
Tim Mroz

Tracie Coffman
Jack Hoffman
Terry Schweitzer

Mayor Stephen Kepley, Vice-Chair

Mayor Katie Favale
Mayor David LaGrand
Paul Troost

Steven Gilbert
Mayor Steve Maas

BOARD OF DIRECTORS MEETING AGENDA

Wednesday, March 26, 2025 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

AGENDA

	<u>PRESENTER</u>	<u>ACTION</u>
1. PUBLIC COMMENT		
2. MINUTES REVIEW – January 29, 2025, Board Retreat February 26, 2025	Mayor Carey	Approval
3. CEO'S REPORT	Deb Prato	Information
4. ACTION ITEMS		
a. FY 2026 Unified Planning Work Program (UPWP)	Kevin Wisselink	Approval
5. PERFORMANCE REPORTS		
a. Paratransit Route Ridership	Jason Prescott	Information
1. January/February 2025		
b. Fixed Route Ridership	Tim Roseboom	Information
1. January/February 2025		
c. Finance	Linda Medina	Information
1. Operating Statement – January 2025		
2. Professional Development and Travel Report		
a. December 2024/January 2025		
3. Grant Statement		
6. INFORMATIONAL ITEMS		
a. Michigan Public Act 202 (PA202) Annual Report	Linda Medina	Information
7. CHAIR'S REPORT	Mayor Carey	Information
8. COMMITTEE MEETING MINUTES UPDATE		
a. Future Planning & Innovations Committee, Last meeting approved – November 4, 2024 (January meeting canceled)	Terry Schweitzer	Information
b. Present Performance & Service Committee, January 14, 2025	Charis Austin	Information
c. Finance Committee, November 6, 2024 and January 22, 2025, not approved by committee yet)	Mayor Kepley	Information
9. ADJOURNMENT		

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



Board Members

Mayor Gary Carey, Chair

Charis Austin
Andy Guy

Rick Baker
Jack Hoffman
Robert Postema

Tracie Coffman
Mayor David LaGrand
Terry Schweitzer

Mayor Stephen Kepley, Vice-Chair

Mayor Katie Favale
Mayor Steve Maas
Paul Troost

Steven Gilbert
Tim Mroz

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, January 29, 2025 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

ATTENDANCE:

Board Members Present:

Charis Austin, Rick Baker, Mayor Carey, Mayor Favale, Andy Guy, Jack Hoffman, Mayor Kepley, Mayor LaGrand, Tim Mroz, Terry Schweitzer

Board Members Absent:

Tracie Coffman, Steven Gilbert, Mayor Maas, Rob Postema, Paul Troost

Rapid Attendees:

Steve Clapp, Cassi Cooper, Kris Heald, Jeffrey King, Deron Kippen, Steve Luther, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Tim Roseboom, Steve Schipper, Lindsay Thomasini, Mike Wieringa, Kevin Wisselink

Public Attendees:

Clover Brown (GVMC), Kalli Cory (Fox17), Max Dillivan (MobileGR), Hailey Lynch-Bastion (Rapidian), Jessica Smith (MobileGR/COGR), James White, Michael Williams (Disability Advocates)

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

1. PUBLIC COMMENT

Mr. White expressed his disagreement with the proposed increase to the fare cap, highlighting that the suggested almost 30% increase on the monthly cap and a 50% increase on the daily cap is excessive. He acknowledges that fare adjustments may be necessary, and he would propose a more moderate increase of only 10% and suggested that the board revisit the fare cap after a year to assess its impact. Mr. White also emphasized that if The Rapid intends to boost ridership, this fare increase may contradict that goal. He urged the board to reconsider the proposal and develop an alternative solution that would better support increased ridership.

Additionally, Mr. White appreciates the responses he's received from the Information Center regarding some issues that needed to be addressed.

2. INTRODUCTION – East Grand Rapids ITP Board Member Appointee, Mr. Tim Mroz

Chairman Mayor Carey officially welcomed Mr. Tim Mroz (The Right Place), to the ITP Board of Directors.

Mr. Mroz expressed his enthusiasm and gratitude for being appointed to the Board of Directors, revealing that he had been interested in joining the board for nearly a decade. He conveyed his eagerness and excitement to finally have the opportunity to serve on the board and contribute to its efforts.

3. MINUTES REVIEW – December 4, 2025

Chairman Mayor Carey entertained a motion to approve the meeting minutes from December 4, 2024. My. Guy motioned to approve, and Mayor Favale supported it. The motion passed unanimously.

4. CEO'S REPORT

Ms. Prato expressed her welcome to Mr. Mroz as the new East Grand Rapids member of the Board of Directors. During her remarks, she highlighted the upcoming audit that has been reviewed by the Finance Committee, emphasizing the dedication and effort of the Finance team in producing excellent audits consistently for the past 25 years. Additionally, she extended her gratitude to Mr. White for his insightful comments and contributions to the discussion.

5. ACTION ITEMS

a. Public Transit Agency Safety Plan (PTASP), Mr. Steve Luther

Mr. Luther is requesting board approval for the Public Transit Agency Safety Plan (PTASP) for The Rapid as amended to include changes recommended in the Bipartisan Infrastructure Law (amending Chapter 53 of Title 49 of the U.S. Code.)

Chairman Mayor Carey entertained a motion to approve the Public Transit Agency Safety Plan (PTASP). Mayor Favale motioned to approve, and Mr. Guy supported it. The motion passed unanimously.

b. FY2025 Federal Transit Administration (FTA) Grant Application, Mr. Kevin Wisselink

Mr. Wisselink is requesting board approval for the FY2025 Federal Transit Administration (FTA) grant application to allow the CEO or her designee to execute a grant contract on behalf of The Rapid Board.

Mayor Kepley inquired about the \$5M in real estate acquisition, to which Mr. Wisselink clarified the \$5M allocated for real estate acquisition is part of a strategic reserve aimed at supporting The Rapid's future expansion initiatives. This fund may be utilized for acquiring additional campus space or land, which is crucial for long-term growth and operational efficiency.

Chairman Mayor Carey entertained a motion to approve the FY2025 Federal Transit Administration (FTA) grant application. Mr. Schweitzer motioned to approve, and Mayor Favale supported it. The motion passed unanimously.

c. FY2026 Specialized Services Grant Application, Mr. Kevin Wisselink

Mr. Wisselink is requesting board approval for authorizing the submittal of the fiscal year 2026 Specialized Services operating assistance grant application to the Michigan Department of Transportation (MDOT) and subsequent execution of a contract with MDOT for third party operating assistance with the four recipient agencies: Kent County Community Action of the County of Kent, Kent County CMH Authority d/b/a Network 180, Hope Network and Senior Neighbors.

Mr. Mroz inquired about how these funds are allocated. Mr. Wisselink clarified that while the funding is related to mileage, the specific funding amounts are ultimately determined by MDOT and are influenced by historical funding trends rather than direct ridership or service hours.

Chairman Mayor Carey entertained a motion to authorize the submittal of the fiscal year 2026 Specialized Services operating assistance grant application to MDOT. Ms. Austin motioned to approve, and Mr. Hoffman supported it. The motion passed unanimously.

d. FY2026 MDOT Grant Application, Mr. Kevin Wisselink

Mr. Wisselink is requesting board approval for the FY2026 Michigan Department of Transportation (MDOT) grant application and authorizes the CEO or her designee to execute a grant contract on behalf of The Rapid.

Chairman Mayor Carey entertained a motion to approve the FY2026 MDOT grant application. Mayor LaGrand motioned to approve, and Ms. Austin supported it. The motion passed unanimously.

e. Contract with Safe Fleet for Security Cameras for Paratransit, Mr. Mike Wieringa

Mr. Wieringa is requesting board approval to enter into a contract with Safe Fleet for the purchase and installation of onboard security camera systems on thirteen (13) new Ford E-450 cutaway paratransit vehicles at a cost of \$125,520.

Chairman Carey entertained a motion to approve the contract with Safe Fleet for the purchase and installation of onboard security cameras for (13) new Ford E-450 cutaway Paratransit vehicles. Mayor Favale motioned to approve, and Mayor LaGrand supported it. The motion passed unanimously.

f. Purchase of Nine (9) Compressed Natural Gas/Renewable Natural Gas (CNG/RNG) 40' Buses, Mr. Steve Clapp

Mr. Clapp is requesting board approval to purchase nine (9) Compressed Natural Gas/Renewable Natural Gas (CNG/RNG) 40' buses from the Gillig Corporation in the amount of 7,549,596, with an additional \$90,000 in contingency to add new technology or safety enhancements should they become available.

Mayor Kepley's inquiry about whether these buses are standard or customized highlighted the importance of ensuring that the buses meet specific organizational and operational needs. Mr. Clapp's response indicates that while there are standard components (like the ADA ramp), there are modifications that align with The Rapid's preferences, illustrating a commitment to balancing industry standards with operational requirements.

The discussion about the viability of electric buses, initiated by Mayor LaGrand, points to a significant trend in public transit toward sustainability. Mr. Clapp acknowledged the ongoing investigation into electric and hydrogen technologies, mentioning the challenges faced by other agencies currently using electric buses, particularly regarding battery performance and reliance on auxiliary heating systems in colder weather. This information is crucial as it underscores the complexities of transitioning to new technologies in a practical setting.

Mayor LaGrand's suggestion for a fresh comparative analysis between CNG and electric buses reflects an awareness of the rapidly evolving battery technology, and the decreasing costs associated with electric vehicles. Such an analysis could provide valuable insight for future procurement decisions and align the fleet's strategy with long-term sustainability goals.

Ms. Prato's mention of a white paper detailing The Rapid's decision-making process indicates that there is already a framework in place to guide these types of decisions. Sharing this document with Mayor LaGrand could enhance understanding and foster collaborative dialogue about the future direction of the fleet.

Chairman Mayor Carey entertained a motion to approve the purchase of (9) Compressed Natural Gas/Renewable Natural Gas (CNG/RNG) 40' buses. Mr. Hoffman motioned to approve, and Mr. Schweitzer supported it. The motion passed unanimously.

g. FY23/24 Audit, Ms. Linda Medina

Ms. Medina is requesting board approval for the Financial Statements and Single Audit Reports for fiscal years ending September 30, 2024, and 2023, and the audit wrap up report.

Chairman Mayor Carey entertained a motion to approve the Financial Statements and Single Audit Reports for fiscal years ending September 30, 2024, and 2023, and the audit wrap up report. Mayor Favale motioned to approve, and Mr. Guy supported it. The motion passed unanimously.

h. Fare Capping Adjustment Recommendation, Mr. Nick Monoyios

Mr. Monoyios is requesting board approval of the proposed daily and monthly fare capping increase recommendation for implementation effective April 1, 2025.

Mr. Schweitzer found it compelling reading all the comments and he noted that this decision seemed to affect our transit patrons in different ways depending on their individual circumstances. He is hesitant about wanting to make a change, and he is wondering if there is room for more conversation or reconsideration of the recommendation.

Ms. Prato defended the proposal, stating it aligns with the fare policy and peer comparisons, as it represents the smallest increase among similar transit agencies.

Mayor Kepley brought attention to the broader economic situation affecting the transit system, including a significant drop in ridership and fare revenue since 2019. The loss of state funding, now reduced to 26%, means that local property taxes are shouldering a heavier burden. He emphasized that action is required to avert future cost-cutting measures, suggesting that fare increases may be a necessary step to stabilize revenues.

Mayor Kepley noted the positive financial outcomes from last year, emphasizing efficient software systems in place that help riders keep track of their spending. This technology could enable a smoother transition to new fare structures by providing clear benefits to riders.

Mayor Kepley's suggestion to conduct annual reviews of fares could help mitigate the impact of significant increases in the future by allowing for smaller, more manageable adjustments based on current economic conditions.

Mr. Hoffman echoed the need for balance, supporting the resolution while acknowledging the difficult position The Rapid find themselves in.

Chairman Mayor Carey entertained a motion to approve the proposed daily and monthly fare capping increase recommendation. Mr. Hoffman motioned to approve, and Mayor LaGrand supported it. The motion passed, with one nay – Mr. Schweitzer.

6. PERFORMANCE REPORTS

a. Paratransit Route Ridership, Mr. Jason Prescott

1. November/December 2024
2. On-Demand

No questions

b. Fixed Route Ridership, Mr. Tim Roseboom

1. November/December 2024

No questions

c. Financial Reports, Ms. Linda Medina

1. Operating Statement – November 2024
2. Professional Development and Travel Report
3. Grant Statement

No questions

7. INFORMATIONAL ITEMS

a. Transit Master Plan (TMP) Final Report, Mr. Nick Monoyios

Mr. Monoyios presented the final outcomes of the Transit Master Plan (TMP) tailored for the six cities and the county of Kent. He referenced an array of technical memos that aided in the development of the plan, providing vital input throughout the process. He emphasized the complexity of the transit landscape, and the various pathways outlined in the report, acknowledging the uncertainty of future transit needs.

Mr. Hoffman expressed gratitude to Mr. Monoyios and the TMP team for their dedication, noting the challenging nature of the project given the numerous variables at play.

Mr. Mroz highlighted the involvement of some board members in the Kent County Mobility Task Force, which is exploring transit options beyond the immediate service area. He inquired how the TMP could assist in guiding their efforts. Mr. Monoyios responded that AECOM, the project's lead consultants, are already involved with the task force and are leveraging corridor study data to inform their recommendations.

Mr. Guy thanked the team and posed a question to Ms. Prato regarding the impact of the TMP's innovative strategies on staffing and expertise within the organization. Ms. Prato noted that they are currently evaluating the necessary resources, including budget and personnel, to ensure sustainability in the plan's implementation. She clarified that the TMP is designed to be a dynamic document, evolving with community needs. The board will be consulted for approvals as the plan is refined and detailed further.

b. Transportation Funding Reform Update, Mr. Jack Hoffman

Mr. Hoffman provided an update on Transportation Funding Reform. During his report, he highlighted a proposal presented by the Republican Speaker of the House on January 16 that aims to avoid implementing new taxes. The plan proposes allocating \$2.2B from corporate business tax revenues exclusively for locally owned roads. Additionally, \$900M is anticipated to be sourced from the current sales tax on gasoline, although specifics on this transition remain uncertain.

He elaborated that under existing laws, schools receive 74% of education funding, while cities currently receive 11%. The Speaker of the House is advocating for an additional 8% of funding to be directed towards city transportation efforts. Mr. Hoffman views this as a significant opportunity for cities to exercise control over the allocation of transportation funds. Additionally, he expressed concerns that the Speaker's approach could disrupt the long-standing ACT51 consensus, which has governed transportation funding since 1951, suggesting that these changes could lead to a significant shift in how transportation is financed and prioritized at the local level.

8. CHAIR'S REPORT

Chairman Mayor Carey yielded his comments.

9. COMMITTEE REPORTS

a. **Future Planning & Innovations Committee – January 6, 2025, canceled**

No additional comments.

b. **Present Performance & Service Committee – November 12, 2024, Ms. Charis Austin**

No additional comments

c. **Finance Committee – November 6, 2024, Mayor Stephen Kepley**

Mayor Kepley discussed the significant improvements in pension funding during the recent audit, noting that in 2014, the union pension was only 43.7% fully funded, while the administration plan was at 49.2%. He emphasized that the increase to a current funding level of 103.4% was not coincidental; it resulted from strategic changes in their investment approach. Mayor Kepley expressed pride in the fact that they are now paying less for pensions than initially budgeted. He highlighted this achievement as an example of successfully turning a negative situation into a positive outcome, and he expressed deep gratitude for the efforts of Ms. Medina and her team in reaching this milestone.

10. CLOSED SESSION

Chairman Mayor Carey entertained a motion to go into closed session in accordance with section 8(a) of the Open Meetings Act for the purpose of the Board of Directors to consider the periodic evaluation of the CEO.

Mr. Guy motioned to approve, and Mayor Favale supported it. The motion passed unanimously.

Chairman Mayor Carey asked Ms. Heald to call a roll vote. Ms. Heald called roll, and noted we have a 2/3 roll call vote approval for closed session.

CLOSED SESSION

Chairman Mayor Carey announced we are now back in open session and entertained a motion to approve the percentage that was presented and have the Chair and Vice Chair sign and finalize the contract to renew the CEO's employment agreement with The Rapid.

Mayor Kepley motioned to approve, and Mr. Mroz supported it. The motion passed unanimously.

11. ADJORNMENT

The meeting was adjourned at 5:39 p.m.

The next meeting is scheduled for February 26, 2025, the Board Retreat

Respectfully submitted,



Kris Heald, Board Secretary



Board Members

Mayor Gary Carey, Chair

Charis Austin
Andy Guy

Rick Baker
Jack Hoffman
Robert Postema

Tracie Coffman
Mayor David LaGrand
Terry Schweitzer

Mayor Stephen Kepley, Vice-Chair

Mayor Katie Favale
Mayor Steve Maas
Paul Troost

Steven Gilbert
Tim Mroz

BOARD OF DIRECTORS RETREAT MEETING MINUTES

Wednesday, February 26, 2025 – 3:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez, SW)

ATTENDANCE:

Board Members Present:

Charis Austin, Mayor Carey, Tracie Coffman, Mayor Favale, Steven Gilbert, Jack Hoffman, Mayor Kepley, Tim Mroz, Terry Schweitzer, Paul Troost

Board Members Absent:

Rick Baker, Andy Guy, Mayor LaGrand, Mayor Maas, Rob Postema

Rapid Attendees:

Kris Heald, Linda Medina, Nick Monoyios, Deb Prato, Steve Schipper

Public Attendees:

Max Dillivan (City GR), James White

Chairman Mayor Carey called the meeting to order at 3:09 p.m.

1. PUBLIC COMMENT

No public comment

2. CEO/CHAIR OPENING COMMENTS, Chairman Mayor Carey, Ms. Deb Prato

Chairman Mayor Carey opened the meeting by welcoming everyone and announcing the appointment of Councilwomen Hill from the City of Wyoming as the new board member, following Councilman Postema's decision to step down due to increased workload commitments. He expressed his belief that Councilwomen Hill would bring a more active participation to the Board of Directors and noted that she would be present at the next meeting.

Mayor Carey emphasized that today's meeting would differ from previous retreats, encouraging a culture of radical candor, open debate, and meaningful dialogue. He highlighted the importance of these discussions for the long-term success and sustainability of The Rapid.

Ms. Prato then addressed the board, reinforcing the leadership team's commitment to listening and focusing on input and conversation during the meeting. She mentioned the ongoing Transit Master Plan (TMP) and the resources required to implement it. Ms. Prato indicated the necessity to discuss State Operating Assistance, also mentioned the current instability surrounding Federal funding. She reported confidence from their federal lobbyists regarding the existing authorization remaining intact, despite

uncertainties. She noted that The Rapid had submitted their reimbursement request right before a funding pause and had received it the very next day.

Ms. Prato explained that clarity on the capital side would be necessary before further discussion and suggested delaying that conversation until July. She transitioned to the next agenda item, introducing an exercise aimed at developing a *Board Vision for ITP*. She provided brief instructions for utilizing Mentimeter, guiding members to focus on identifying key words-such as 'convenience'- that resonate differently with everyone. She encouraged members to think deeply, employing the "five whys" technique to understand the significance behind their chosen words.

3. EXERCISE: BOARD VISION FOR ITP – NEAR TERM 5-YEARS, Ms. Deb Prato

Ms. Prato turned the meeting over to Mr. Monoyios who conducted the Mentimeter exercise.

Mentimeter Exercise

Mr. Monoyios displayed the generated word cloud, revealing that the most frequently mentioned words were "convenient" and "accessibility".

Discussion Highlights:

Mayor Carey emphasized the importance of "ease of use," indicating that transit should not be difficult to access. He added "mobility" to highlight the ability to travel without the burden of long walks to bus stops. His third word was "community," referencing the sense of interconnectedness he observed on routes like Laker Line.

Mr. Troost echoed the significance of "accessibility," noting the need for proximity and ease in reaching bus stops. He also mentioned "affordable" as a crucial factor and emphasized "convenience" in terms of bus hours, frequency, and availability.

Ms. Coffman focused on "easy," illustrating the ease of using modern payment methods like credit cards for transit. She included "equitable," stressing the importance of considering equity in decision-making for routes and timing. Her final word, "mass-use," reflected her aspiration to elevate public transit to a perception of mass transportation in the city's growth.

Mr. Mroz shared that his first word was "choice." He expressed the desire for The Rapid to be seen as a preferred mode of mobility rather than a necessity. He also mentioned "available," linking it with convenience to ensure reliable options when alternatives fail, and "innovative," aspiring for Grand Rapids to be a leader in adopting advanced transit solutions.

Mr. Schweitzer underscored the importance of "affordable" access for everyone and advocated for diverse payment options. He stressed "accessibility," ensuring transit solutions would remain usable in all conditions, and concluded with "convenient," affirming the need for ease in public transport usability.

Ms. Austin raised the word "accessible," expressing her concern about the broader picture of transportation availability. She also mentioned "county," advocating for a comprehensive county-wide transit system, and highlighted the need for "flexible" options, suggesting that transit should include more than just large buses to adapt to varying community needs.

Mayor Kepley spoke to the importance of "long-term sustainability," particularly if the region needed to secure a larger millage. He emphasized focusing on the basic needs of residents, aligning it with the themes of service and financial sustainability.

Mr. Hoffman viewed the conversation as part of a larger context, describing the transportation paradigm as a crisis. He believed that public transportation must emerge as a viable alternative that balances local, state, and global transport needs. He proposed "balanced transportation" as his key concept, aiming to shift focus from simply moving vehicles to effectively transporting people.

4. MCALVEY MERCHANT UPDATE – STATE OPERATING, Mr. Bill Jackson

Mr. Bill Jackson from McAlvey Merchant provided an update on State Operating that highlighted the challenges faced in the lame duck session following the recent election. He noted that little was accomplished during this period, with several packaged bills left unresolved. One key point in his presentation was the increase in funding directed toward the LBO (Local Bus Operating) fund, indicating a significant shift in budget priorities.

Mr. Jackson emphasized that the upcoming budget cycle will be markedly different from previous ones, as a government shutdown is being widely predicted. Despite these challenges, he expressed hope that individual budgets will be finalized by summer 2025, suggesting that there may be opportunities for progress once the current political climate stabilizes.

Mr. Hoffman inquired about the redirected Funding and PA 51. There is tension between the Republican leadership's intentions regarding the ACT 51 funding formula and the Governor's stance on revenue sharing. Speaker Hall's initial reluctance to allocate funds to the state may indicate a strategic maneuver to limit state control over funding.

Mr. Jackson expressed skepticism about any significant changes that would bypass the PA 51 formula, suggesting that an overhaul of PA 51 could derail road funding discussions entirely.

Mr. Jackson highlights that public negotiations often lead to outcomes that differ significantly from initial public statements. Therefore, it's essential to consider behind-the-scenes negotiations that could ultimately influence the funding distribution.

Mayor Kepley raises concerns regarding the fiscal responsibility of investing in new transit projects without adequately addressing existing infrastructure needs. He highlights the high costs associated with rail projects and seems to advocate prioritizing maintenance over expansion.

Mr. Jackson believes that additional revenue from the cannabis tax could be more likely than those from the corporate income tax, which may indicate a growing recognition of the cannabis sector's economic potential.

Ms. Prato mentions future budget projections and the potential financial implications of meeting targets set by MDOT, reflecting the ongoing budgetary challenges facing local governments.

Overall, the conversation revolves around the complexities and uncertainties of negotiating road funding in Michigan, particularly regarding the influence of PA 51, the role of alternative funding sources, and the balance between investing in new infrastructure versus maintaining existing facilities. The underlying theme underscores the intricate legislative dynamics at play and the need for strategic decision-making in resource allocation.

5. 2017 – 2019 MILLAGE, Ms. Deb Prato

Ms. Prato discussed the importance of the millage as a vital revenue source for transit services, especially as the current millage, which has remained unchanged at 1.47 mills for seventeen years, is set to expire in 2029. She expressed the need for the board to consider strategies for securing funding and asked for input on the timeline for initiating discussions about a millage renewal and engaging potential advocates.

Ms. Coffman raised a concern regarding the absence of a Communications position, highlighting the necessity for a comprehensive marketing campaign before addressing the millage issue. She added that effective communication is essential for shaping public perception of transit and that this initiative should run concurrently with the ongoing preparations for the millage campaign. Ms. Prato responded that while they do not plan to hire an in-house communications person for a millage campaign, funds are available to hire a Public Relations firm for this purpose.

Ms. Austin added that understanding county-level dynamics is essential, as ongoing planning processes for millages are already in progress. Mr. Hoffman pointed out the significant influence of state-level transportation funding developments over the next few years. He suggested that depending on how this

funding landscape evolves, either stabilizing or continuing to decline—the campaign strategies would differ.

Mayor Kepley discussed property tax trends, noting a substantial increase (30.87%) in actual property taxes since 2018/19. He warned that while property taxes are growing faster than operational costs, asking for a millage increase might be challenging due to the impact on fixed-income residents. He suggested either finding ways to increase revenues or cutting costs, such as service reductions (e.g., eliminating Sunday runs) which he acknowledged could negatively impact ridership.

Mr. Troost indicated that it may be an appropriate time to begin discussion around a millage, suggesting that certain areas like Grand Rapids and East Grand Rapids might be more supportive of a renewal or slight increase than other cities. Mr. Gilbert recommended conducting public polling soon to gauge community sentiments about public transit. Ms. Prato noted The Rapids recent community value surveys revealed support of increased transit funding.

Ms. Coffman proposed conducting a “pulse check” in conjunction with the PR firm to evaluate community perception, using the results as a baseline for the effectiveness of the subsequent PR campaign. Mr. Mroz stressed the importance of reframing the discussion from a “Rapid millage” to a broader “Transit millage” or “Mobility millage” concept, reflecting changes in economic development and community needs over the years.

Ms. Coffman emphasized the need for champions in the business sector to advocate for transit funding, suggesting that influential business leaders could play a vital role in supporting the upcoming communication and marketing efforts.

6. 2014 FARE POLICY REVIEW, Ms. Deb Prato

Ms. Prato led a discussion regarding the 2014 Fare Policy. She indicated that the fare-capping proposal previously presented to the board was based on a policy that has been in place for ten years. Ms. Prato is seeking approval to initiate a comprehensive review, refresh, and redesign of the fare structure related to transit services. The board members signaled their agreement, expressing a desire to move forward with this initiative.

7. WRAP UP/FOR THE GOOD OF THE ORDER, All

Mayor Kepley shared his recent experience with a class focused on autonomous vehicles, highlighting its fascinating insights and potential implications for public transit.

Ms. Coffman provided a positive update that the Central Station Early Childhood Center project is on track to open in the fall.

8. ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

The next meeting is scheduled for March 26, 2025

Respectfully submitted,



Kris Heald, Board Secretary



Date: March 26, 2025
To: ITP Board
From: Kevin Wisselink, Director-Procurement and Capital Planning
Subject: FY 2026 UNIFIED PLANNING WORK PROGRAM

ACTION REQUESTED

Staff is seeking board approval of the FY 2026 Unified Planning Work Program (UPWP).

BACKGROUND

The Unified Planning Work Program (UPWP) is prepared and submitted annually in accordance with federal regulations and describes the major transportation planning activities that will take place in the upcoming fiscal year in the Grand Rapids area. Any transportation related planning project must be in an approved UPWP to be eligible for federal and/or state funding. The UPWP is developed jointly by The Rapid staff and the Grand Valley Metropolitan Council (GVMC).

The following federally funded programs are included in the UPWP:

Federal Transit Administration - Section 5307

The Urbanized Area Formula Apportionment Section 5307 program provides federal financial assistance to transit operators each year to support capital and planning activities. The apportionment provides flexibility allowing the transit operator to determine the amount spent on capital and the amount spent on planning. Total project costs for Section 5307 planning projects are funded on an 80/20 matching basis (80% federal, 20% state).

Congestion Mitigation and Air Quality - CMAQ

The CMAQ program provides competitive funding for transportation projects that provide air quality improvements. The CMAQ program is primarily a capital program, however CMAQ funds can also be used to support carpooling, vanpooling and other rideshare activities. The CMAQ program is funded at 80% federal and 20% local match for capital projects, and 100% federal match for rideshare activities

FUNDING

The proposed Unified Planning Work Program (UPWP) totals \$75,000 in Section 5307 funding, and \$150,000 in CMAQ funds. Attachment A provides a summary of all planning activities and Attachment B provides a brief description of each planning task.

Proposed FY 2026 Unified Planning Work Program Projects

Description		Total Costs
Section 5307		
Short Range Transportation Plan		\$75,000
Total		\$75,000
CMAQ		
Rideshare		\$150,000
Total		\$150,000

INTERURBAN TRANSIT PARTNERSHIP

UNIFIED PLANNING WORK PROGRAM
(UPWP)TRANSIT PORTION
Fiscal Year 2026**SHORT RANGE TRANSPORTATION PLAN**Objective

The objective of these funds will be to supplement the recommended implementation of ITP's near-term elements of the Transit Master Plan (TMP) and ITP related Transportation Demand Management (TDM) outcomes. Possible activities include public involvement for stakeholder engagement related to the recommendations identified by the TMP & TDM processes, administration of survey instruments for associated data collection, and other project development services applicable to any implementation of the TMP & TDM conclusions. Also included in this plan update are the annual GVMC Transportation & REGIS dues for data analysis.

Procedures and Tasks

- Public engagement efforts
- Updating ridership projections
- Evaluating travel patterns, mode split, and mobility analytics.
- Ridership surveying.
- Refining operating metrics.
- Capital unit-cost refinements.
- Operating cost refinements.
- Implementation support of TDM outcomes.
- Implementation support for TMP near term recommendations

Deliverables

Documentation to identify the process for including TDM and TMP outcomes into the upcoming Short-Range Plan.

Budget:Funding Agency

FTA-Section 5307	\$ 60,000
<u>MDOT</u>	<u>\$ 15,000</u>
Total	\$ 75,000

Performing Agency

ITP/The Rapid

<u>Contractual</u>	<u>\$ 75,000</u>
Total	\$ 75,000

RIDESHARE

Objectives

The objective of The Rapid's rideshare program is to encourage carpooling and other modes of alternative transportation as part of a greater effort to reduce the number of single occupancy vehicles on the road. The Rapid's rideshare program offers transportation resources for employers in Kent, Ottawa, and Allegan Counties, including free online carpool matching. The alternative transportation options offered result in a reduced number of single occupancy vehicles on the roadways, reduced traffic congestion, fuel consumption and reduced air quality while promoting sustainability initiatives.

Procedures and Tasks

- Collaborate with local employers, professional associations, non-profits, and media outlets, to increase the level of interest in ridesharing opportunities throughout the region.
- Develop education toolkits and strategies for educating the public on the benefits of alternate modes of transportation, particularly rideshare.
- Oversee an online rideshare matching platform. Analyze statistics available through this program and all current rideshare programs, to determine trends related to savings and environmental benefits that can help develop products to increase the number of active site users.
- Engage in extensive grassroots outreach to the general public and to key stakeholders throughout the region, especially in areas underserved by fixed route and other public transportation options.
- Coordinate with other partners in the region engaged in activities that promote ridesharing.

Deliverables

Identify areas for program growth, prioritizing opportunities for increasing rideshare activities along heavy traffic corridors.

Create a more cohesive outreach strategy, making it commonplace for key stakeholders to discuss rideshare opportunities as an integral component of the region's overall transportation strategy.

A user-friendly rideshare platform which provides the user with a comprehensive list of all available forms of transportation as an alternative to driving alone and offers an interactive experience.

Budget

Funding Agency

FTA-CMAQ

Total

\$ 150,000

\$ 150,000

Performing Agency

ITP/The Rapid

Direct

Contractual

Total

\$ 50,000

\$ 100,000

\$ 150,000



**INTERURBAN TRANSIT PARTNERSHIP BOARD OF DIRECTORS
RESOLUTION No. 032625-1**

Fiscal Year: 2024-2025

THE APPROVED RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR FISCAL YEAR 2026 UNDER ACT NO, 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED.

WHEREAS, pursuant to Act No. 51 of the Public Act of 1951, as amended (Act 51), it is necessary for the Interurban Transit Partnership Board, established under Act 196, to provide a local transportation program for the state fiscal year 2026, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the Interurban Transit Partnership Board to name an official for all public transportation matters, who is authorized to provide such information, as deemed necessary by the department for its administration of Act 51; and

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

WHEREAS, it is necessary for the Interurban Transit Partnership Board to comply with the Americans with Disabilities Act in the provision of all its service; and

WHEREAS, the Interurban Transit Partnership Board will review and approve the proposed Unified Planning Work Program (UPWP) budget for fiscal year 2026.

NOW, THEREFORE, BE IT RESOLVED, that the Interurban Transit Partnership Board does hereby make its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints the Chief Executive Officer or her designee, as the Transportation Coordinator for all public transportation matters and is authorized to provide such information as deemed necessary by the Department for its administration of Act 51; and

BE IT RESOLVED that the Chief Executive Officer or her designee are hereby authorized to execute agreements and contract extensions with the Michigan Department of Transportation on behalf of the Interurban Transit Partnership Board for capital, operating, planning, CMAQ and marketing fund

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

5a1

DATE: March 26, 2025
TO: ITP Board
FROM: Jason Prescott
SUBJECT: JANUARY 2025 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for February 2025, as compared to February 2024

	2025	2024	% Change
Total Paratransit Ridership	18,431	18,154	1.5%
ADA Ridership	15,849	14,722	7.7%
Non-Disabled Senior (NDS) Ridership	88	142	-38.0%
PASS Ridership	184	278	-33.8%
Network 180	98	101	-3.0%

Ridership averages, as compared to 2024

	2025	2024	% Change
Weekday Ridership	646	648	-0.3%
Saturday Ridership	233	218	6.9%
Sunday Ridership	232	165	40.6%

Other Performance Measures

	2025	2024	% Change
On-Time Performance	88.00%	93.00%	-5.4%
On-Time Drop-Off	92.00%	94.00%	-2.1%
Average Cost Per Trip	\$45.19	\$46.42	-2.6%

January 2025 Paratransit Ridership and Operating Statistics				
ADA	2025	2024	Change	% Change
Clients	1,291	1,202	89	7.4%
Passenger Trips	15,849	14,722	1,127	7.7%
NDS				
Clients	12	15	(3)	-20.0%
Passenger Trips	88	142	(54)	-38.0%
PASS				
Clients	10	16	(6)	-37.5%
Passenger Trips	184	278	(94)	-33.8%
CONTRACTED				
Clients	0	0	0	✓ #DIV/0!
Passenger Trips	0	0	0	✓ #DIV/0!
RIDELINK				
Clients	159	297	(138)	-46.5%
Passenger Trips (Performed by The Rapid)	252	894	(642)	-71.8%
TOTALS				
Clients	1,472	1,530	(58)	-3.8%
Passenger Trips	16,373	16,036	337	2.1%
Average Weekday Ridership	646	648	(2)	-0.3%
Average Saturday Ridership	233	218	15	6.9%
Average Sunday Ridership	232	165	67	40.6%
All Ambulatory Passengers	13,437	13,228	209	1.6%
All Wheelchair Passengers	2,936	2,808	128	4.6%
No - Shows	494	437	57	13.0%
Cancellations	523	508	15	3.0%
Transdev				
Average Cost per Trip	\$45.19	\$46.42	(\$1.23)	-2.6%
Riders per Hour	1.8	1.9	(0.1)	-5.3%
Accidents per Month	6.0	4.0	2	50.0%
Trip Denials	0	0	0	✓ #DIV/0!
NTD Travel Time (minutes)	33	32	1	3.1%
NETWORK 180				
Passenger Trips	2,058	2,118	(60)	-2.8%
Average Weekday Ridership	98	101	(3)	-3.0%
TOTAL PASSENGER TRIPS	18,431	18,154	277	1.5%
Paratransit Service Quality Statistics: network 180 Excluded				
Complaints	✓ 2024	✓ 2023	% of Trips	% Change
Transdev Complaints	16	20	0.1%	-20.0%
On-Time Performance				
On-Time Compliance - Pick-up	88.00%	93.00%	-5.0%	-5.4%
On-Time Compliance - Drop-off	92.00%	94.00%	-2.0%	-2.1%



Interurban Transit Partnership

5a1

DATE: March 26, 2025
TO: ITP Board
FROM: Jason Prescott
SUBJECT: FEBRUARY 2025 PARATRANSIT RIDERSHIP REPORT

Paratransit ridership information for February 2025, as compared to February 2024

	2025	2024	% Change
Total Paratransit Ridership	18,165	19,262	-5.7%
ADA Ridership	15,582	15,957	-2.4%
Non-Disabled Senior (NDS) Ridership	112	169	-33.7%
PASS Ridership	153	224	-31.7%
Network 180	2,006	2,250	-10.8%

Ridership averages, as compared to 2024

	2025	2024	% Change
Weekday Ridership	695	723	-3.9%
Saturday Ridership	244	258	-5.4%
Sunday Ridership	236	236	0.0%

Other Performance Measures

	2025	2024	% Change
On-Time Performance	85.93%	93.90%	-8.5%
On-Time Drop-Off	91.76%	95.60%	-4.0%
Average Cost Per Trip	\$42.29	\$45.93	-7.9%

February 2025 Paratransit Ridership and Operating Statistics				
ADA	2025	2024	Change	% Change
Clients	1,265	1,262	3	0.2%
Passenger Trips	15,582	15,957	(375)	-2.4%
NDS				
Clients	18	17	1	5.9%
Passenger Trips	112	169	(57)	-33.7%
PASS				
Clients	9	14	(5)	-35.7%
Passenger Trips	153	224	(71)	-31.7%
CONTRACTED				
Clients	0	0	0	✓ #DIV/0!
Passenger Trips	0	0	0	✓ #DIV/0!
RIDELINK				
Clients	168	249	(81)	-32.5%
Passenger Trips (Performed by The Rapid)	312	662	(350)	-52.9%
TOTALS				
Clients	1,460	1,542	(82)	-5.3%
Passenger Trips	16,159	17,012	(853)	-5.0%
Average Weekday Ridership	695	723	(28)	-3.9%
Average Saturday Ridership	244	258	(14)	-5.4%
Average Sunday Ridership	236	236	0	0.0%
All Ambulatory Passengers	13,165	13,906	(741)	-5.3%
All Wheelchair Passengers	2,994	3,106	(112)	-3.6%
No - Shows	348	377	(29)	-7.7%
Cancellations	446	447	(1)	-0.2%
Transdev				
Average Cost per Trip	\$42.29	\$45.93	(\$3.64)	-7.9%
Riders per Hour	2.0	2.0	0.0	0.0%
Accidents per Month	6.0	2.0	4	200.0%
Trip Denials	0	0	0	✓ #DIV/0!
NTD Travel Time (minutes)	30	30	0	0.0%
NETWORK 180				
Passenger Trips	2,006	2,250	(244)	-10.8%
Average Weekday Ridership	100	107	(7)	-6.5%
TOTAL PASSENGER TRIPS	18,165	19,262	(1,097)	-5.7%
Paratransit Service Quality Statistics: network 180 Excluded				
Complaints	✓ 2025	✓ 2024	% of Trips	% Change
Transdev Complaints	27	23	0.2%	17.4%
On-Time Performance				
On-Time Compliance - Pick-up	85.93%	93.90%	-8.0%	-8.5%
On-Time Compliance - Drop-off	91.76%	95.60%	-3.8%	-4.0%



Date: March 26, 2025

To: ITP Board

From: Tim Roseboom – Senior Planner

Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – January 2025

OVERVIEW: In January 2025, there was an 8.7% increase in total monthly route ridership as compared to January 2024. Contract services increased 13.6%, and regular fixed routes services increased 5.9%. Pre-pandemic ridership recovery is 57.8% compared to January 2020 and 62.0% year-to-date. Farebox recovery was 9.5%, down by 1.1% compared to January 2024. Year-to-date ridership is on pace to increase 7.2% for FY2025.

BACKGROUND INFORMATION

Monthly Ridership

	January 2025	January 2024	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	343,388	324,384	5.9%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	210,218	185,122	13.6%
Total Monthly Fixed Route Ridership	553,606	509,506	8.7%

Daily Average Ridership

	January 2025	January 2024	% Change
Weekday Total	22,694	20,959	8.3%
Weekday Evening	3,096	2,964	4.5%
Saturday	8,960	8,013	11.8%
Sunday	4,624	4,088	13.1%

Productivity Summary

	January 2025	January 2024	% Change
Average passengers per hour per route	13.3	12.9	2.9%
Average passengers per mile per route	0.94	0.95	-1.5%
Average farebox recovery percent per route	9.5%	10.6%	-10.1%

Fiscal Year Ridership

	FY 2025	FY 2024	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	1,465,865	1,446,470	1.3%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	816,757	683,351	19.5%
Total Fixed Route Ridership YTD	2,282,622	2,129,821	7.2%

COMPARISON OF JANUARY 2025 TO JANUARY 2019

Monthly Ridership

	January 2025	January 2020	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	343,388	626,351	-45.2%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	210,218	330,725	-36.4%
Total Monthly Fixed Route Ridership	553,606	957,076	-42.2%

Daily Average Ridership

	January 2025	January 2020	% Change
Weekday Total	22,694	40,037	-43.3%
Weekday Evening	3,096	5,087	-39.1%
Saturday	8,960	12,588	-28.8%
Sunday	4,624	6,479	-28.6%

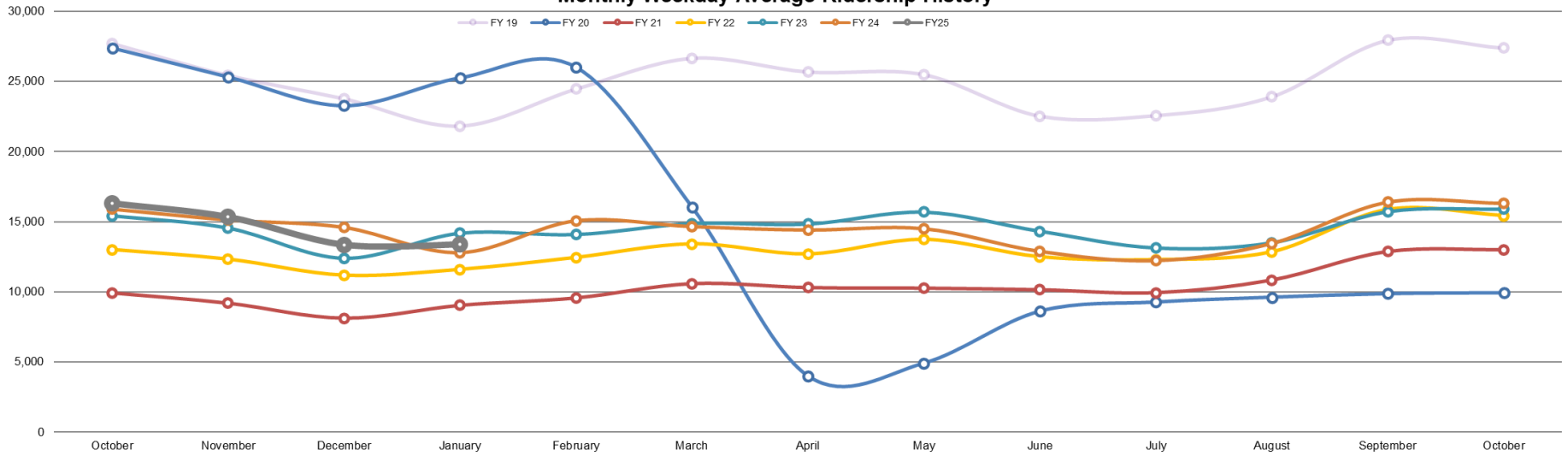
Productivity Summary

	January 2025	January 2020	% Change
Average passengers per hour per route	13.3	20.0	-33.5%
Average passengers per mile per route	0.94	1.53	-38.7%
Average farebox recovery percent per route	9.5%	19.9%	-52.3%

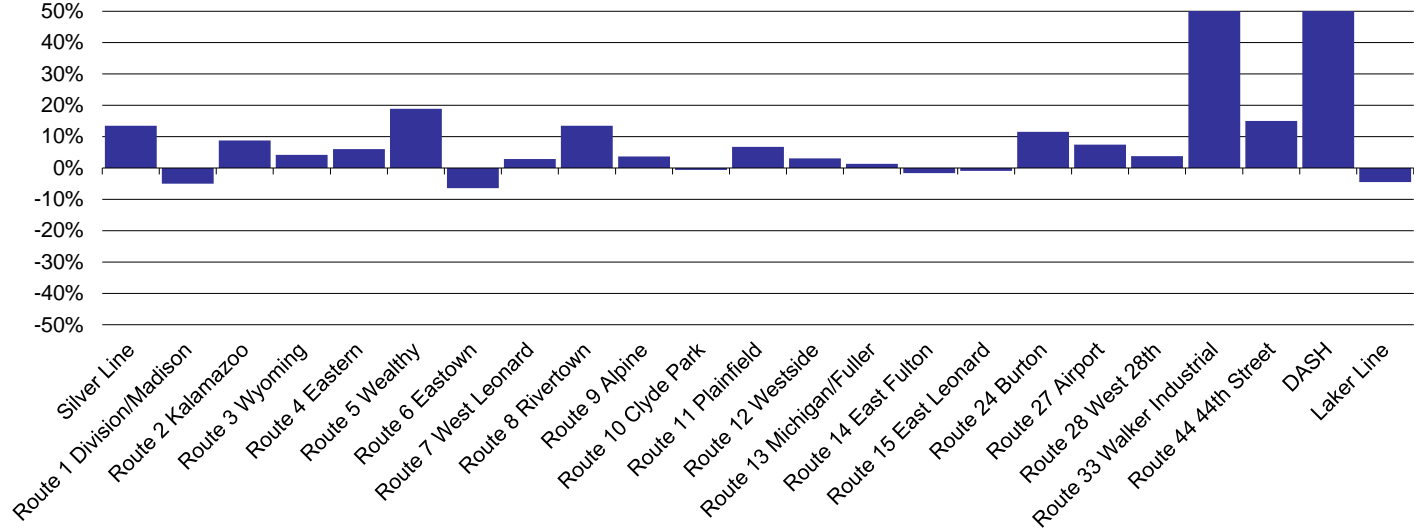
Fiscal Year Ridership

	FY 2025	FY 2020	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	1,465,865	2,498,810	-41.3%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	816,757	1,182,468	-30.9%
Total Fixed Route Ridership YTD	2,282,622	3,681,278	-38.0%

Monthly Weekday Average Ridership History



Percent Change by Route: January 2025 compared to January 2024





Date: March 26, 2025

To: ITP Board

From: Tim Roseboom – Senior Planner

Subject: FIXED ROUTE RIDERSHIP AND PRODUCTIVITY REPORT – February 2025

OVERVIEW: In February 2025, there was a 5.3% decrease in total monthly route ridership as compared to February 2024. Contract services decreased 0.9%, and regular fixed routes services decreased 8.0%. It should be noted that 2024 was a leap year, and February 2024 had 21 weekdays compared to 20 in February 2025. Pre-pandemic ridership recovery is 59.2% compared to February 2020 and 60.5% year-to-date. Year-to-date ridership remains on pace to increase 2.5% for FY2025.

BACKGROUND INFORMATION

Monthly Ridership

	February 2025	February 2024	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	338,688	367,941	-8.0%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	221,053	223,088	-0.9%
Total Monthly Fixed Route Ridership	559,741	591,029	-5.3%

Daily Average Ridership

	February 2025	February 2024	% Change
Weekday Total	25,148	25,391	-1.0%
Weekday Evening	3,423	3,482	-1.7%
Saturday	9,466	9,422	0.5%
Sunday	4,731	5,031	-6.0%

Productivity Summary

	February 2025	February 2024	% Change
Average passengers per hour per route	14.2	15.1	-6.4%
Average passengers per mile per route	1.00	1.12	-10.5%
Average farebox recovery percent per route	10.7%	12.0%	-11.5%

Fiscal Year Ridership

	FY 2025	FY 2024	% Change
Regular Fixed Route Service (<i>Routes 1–44</i>)	1,785,549	1,814,411	-1.6%
Contracted Service (<i>GVSU, DASH, GRCC, and Ferris</i>)	1,012,715	906,438	11.7%
Total Fixed Route Ridership YTD	2,798,264	2,720,849	2.8%

COMPARISON OF FEBRUARY 2025 TO FEBRUARY 2020

Monthly Ridership

	February 2025	February 2020	% Change
Regular Fixed Route Service <i>(Routes 1–44)</i>	343,388	618,961	-45.3%
Contracted Service <i>(GVSU, DASH, GRCC, and Ferris)</i>	210,218	327,051	-32.4%
Total Monthly Fixed Route Ridership	553,606	946,012	-40.8%

Daily Average Ridership

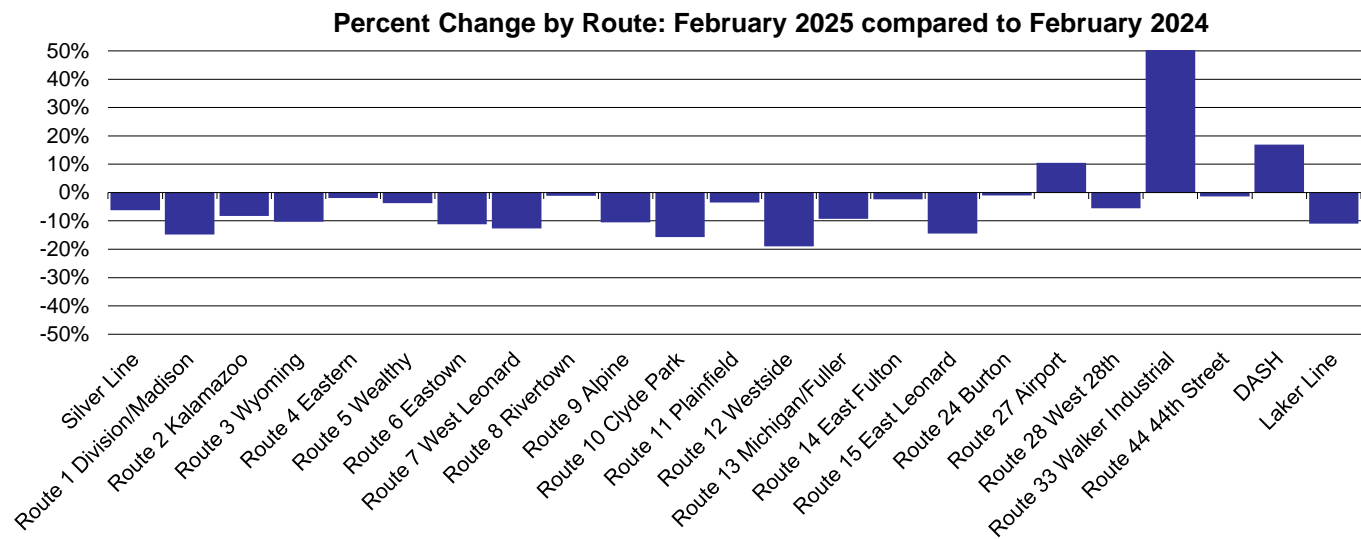
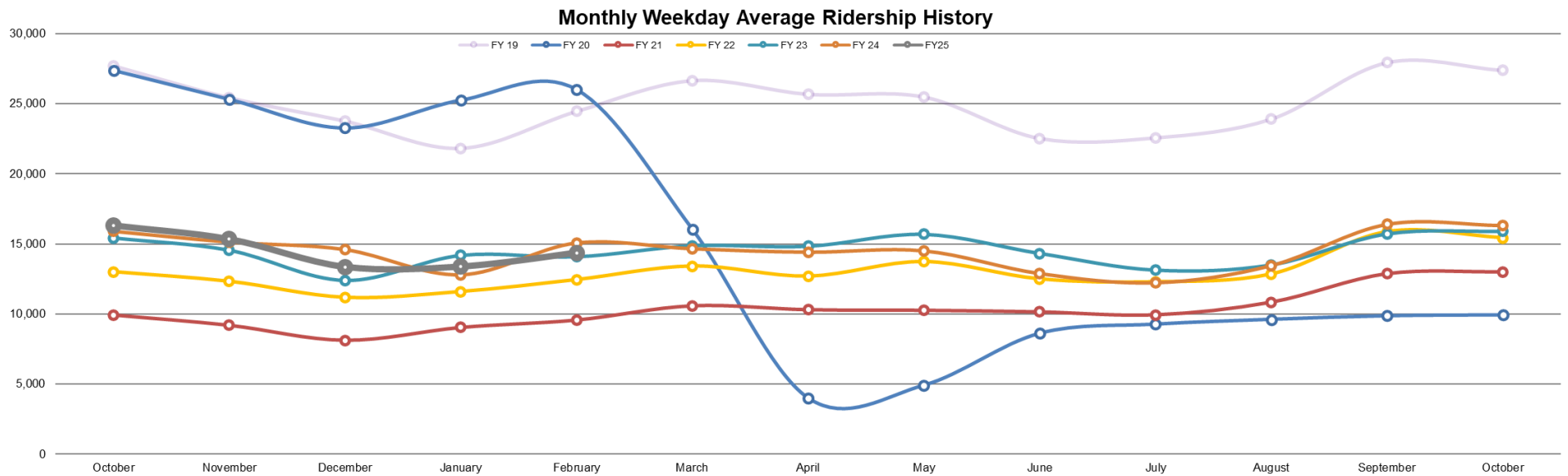
	February 2025	February 2020	% Change
Weekday Total	22,694	42,265	-40.5%
Weekday Evening	3,096	5,508	-37.9%
Saturday	8,960	14,281	-33.7%
Sunday	4,624	7,326	-35.4%

Productivity Summary

	February 2025	February 2020	% Change
Average passengers per hour per route	13.3	21.0	-32.6%
Average passengers per mile per route	0.94	1.61	-37.8%
Average farebox recovery percent per route	9.5%	20.3%	-47.4%

Fiscal Year Ridership

	FY 2025	FY 2020	% Change
Regular Fixed Route Service <i>(Routes 1–44)</i>	1,465,865	3,117,771	-42.7%
Contracted Service <i>(GVSU, DASH, GRCC, and Ferris)</i>	816,757	1,509,519	-32.9%
Total Fixed Route Ridership YTD	2,282,622	4,627,290	-39.5%





Interurban Transit Partnership

Date: March 26, 2025
To: ITP Board of Directors
From: Linda Medina, Director of Finance
Subject: January Operating Statements and Professional Development and Travel Report

Attached are the financial reports through January 31, 2025, for general and grants. The Professional Development and Travel report reflects December and January activity.

FY 24/25 YTD Operating Statement Analysis

Total revenues are 2.6% below budget expectations. Community Mental Health ridership is currently lower than anticipated, however a rebound is expected. State Operating Assistance is based on total eligible expenses, which are currently lower than anticipated. Advertising and Miscellaneous remain positive due to investments.

Expenses are 13.8% below budget before capitalizing operating expenses. This positive variance is primarily due to fuel costs (diesel, CNG, and propane) which are averaging 35% below the forecasted cost per gallon.

For any further inquiries regarding the attached financial reports, please don't hesitate to contact me directly at (616) 774-1149 or lmedina@ridetherapid.org.

The Rapid
General Operating Statement
Year To Date as of January 31, 2025

	YTD as of January 31, 2025		Variance		FY 23/24		Current Year FY 24/25
	Budget	Actual	\$	%	YTD \$ Actual	YTD % Variance	Annual Budget
Revenues and Operating Assistance							
Passenger Fares	\$ 1,497,825	\$ 1,464,844	\$ (32,981)	-2.2%	\$ 1,552,363	-6%	\$ 4,857,788
Sale of Transportation Services							
CMH Contribution	149,355	119,467	(29,888)	-20.0%	121,480	-2%	452,010
Dash Contract	832,710	876,107	43,397	5.2%	575,735	52%	2,522,264
Grand Valley State University	1,347,586	1,406,581	58,995	4.4%	1,329,016	6%	3,743,876
Van Pool Transportation	-	-	-	0.0%	-	0%	-
Township Services	78,133	75,294	(2,839)	-3.6%	96,151	-22%	204,912
Other	99,376	113,656	14,280	14.4%	71,533	59%	282,557
Subtotal Sale of Transportation Services	2,507,160	2,591,105	83,945	3.3%	2,193,915	18%	7,205,619
State Operating	6,206,063	5,153,093	(1,052,970)	-17.0%	5,581,462	-8%	16,946,705
Property Taxes	7,083,612	7,196,552	112,940	1.6%	6,880,376	5%	21,250,831
Advertising & Miscellaneous	464,649	885,739	421,090	90.6%	887,152	0%	1,921,685
Subtotal Revenues and Operating Assistance	17,759,309	17,291,333	(467,976)	-2.6%	17,095,268	1%	52,182,628
Grant Operating Revenue	-	-	-	0.0%	-	0%	-
Unrestricted Net Reserves	-	-	-	0.0%	-	-	6,061,050
Total Revenues and Operating Assistance	<u>\$ 17,759,309</u>	<u>\$ 17,291,333</u>	<u>\$ (467,976)</u>	<u>-2.6%</u>	<u>\$ 17,095,268</u>	<u>1%</u>	<u>\$ 58,243,678</u>
Expenses							
Salaries and Wages							
Administrative	\$ 2,696,625	\$ 2,102,363	\$ (594,262)	-22.0%	\$ 1,843,032	14%	\$ 7,826,769
Operators	5,944,738	4,971,119	(973,619)	-16.4%	4,023,011	24%	17,173,678
Maintenance	1,021,145	905,901	(115,244)	-11.3%	773,813	17%	2,949,964
Subtotal Salaries and Wages	9,662,508	7,979,384	(1,683,124)	-17.4%	6,639,857	20%	27,950,411
Benefits	3,879,452	3,024,922	(854,530)	-22.0%	2,930,100	3%	10,629,553
Contractual Services	1,210,024	1,174,777	(35,247)	-2.9%	1,217,708	-4%	4,129,900
Materials and Supplies				0.0%			-
Fuel and Lubricants	889,672	577,652	(312,020)	-35.1%	652,037	-11%	3,029,048
Other	621,513	577,797	(43,716)	-7.0%	604,686	-4%	2,145,030
Subtotal Materials and Supplies	1,511,185	1,155,448	(355,736)	-23.5%	1,256,723	-8%	5,174,078
Utilities, Insurance, and Miscellaneous	2,264,754	2,261,302	(3,452)	-0.2%	1,877,166	20%	5,609,698
Purchased Transportation	2,880,672	2,859,786	(20,886)	-0.7%	2,873,946	0%	8,750,038
Expenses Before Capitalized Operating	21,408,595	18,455,620	(2,952,975)	-13.8%	16,795,500	10%	62,243,678
Capitalized Operating Expenses	(445,351)	(445,351)	(0)	0.0%	(309,271)		(4,000,000)
Total Operating Expenses	<u>\$ 20,963,244</u>	<u>\$ 18,010,269</u>	<u>\$ (2,952,975)</u>	<u>-14.1%</u>	<u>\$ 16,486,229</u>	<u>9%</u>	<u>\$ 58,243,678</u>
Net Surplus/(Deficit) without Net Reserves		\$ (718,936)			\$ 609,039		
Net Surplus/(Deficit) with Net Reserves		\$ (718,936)			\$ 609,039		

Interurban Transit Partnership
Grant Revenues & Expenditures
Month Ended 01/31/25

	Adopted Budget	Amended Budget	Month To Date	Year To Date	Balance	Percent Target 33%
<u>Grant Revenue</u>						
1. Federal Grant Assistance	19,310,779	19,310,779	668,100	1,581,572	17,729,207	8%
2. State Grant Assistance	4,827,695	4,827,695	167,025	395,393	4,432,302	8%
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	24,138,474	24,138,474	835,125	1,976,965	22,161,509	8%
<u>Labor</u>						
7. Administrative Salaries	40,000	40,000	804	2,448	37,552	6%
8. Driver Wages	0	0	0	0	0	100%
9. Temporary Wages	0	0	0	0	0	100%
10. Fringe Benefit Distribution	20,000	20,000	244	989	19,011	5%
11. Total Labor	60,000	60,000	1,048	3,437	56,563	6%
<u>Material & Supplies</u>						
12. Tires & Tubes	900,000	900,000	22,797	71,029	828,971	8%
13. Office Supplies	1,000	1,000	0	0	1,000	0%
14. Printing	1,000	3,000	0	2,898	102	97%
15. Total Material & Supplies	902,000	904,000	22,797	73,927	830,073	8%
<u>Purchased Transportation</u>						
16. Purchased Transportation	1,200,000	1,200,000	100,000	300,000	900,000	25%
17. Specialized Services	795,474	795,474	0	496,617	298,857	62%
18. Total Purchased Transportation	1,995,474	1,995,474	100,000	796,617	1,198,857	40%
<u>Other Expenses</u>						
19. Dues & Subscriptions	30,000	30,000	0	0	30,000	0%
20. Professional Development	30,000	28,000	0	0	28,000	0%
21. Miscellaneous	0	0	0	0	0	100%
22. Total Other Expenses	60,000	58,000	0	0	58,000	0%
<u>Leases</u>						
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%
<u>Capital</u>						
27. Rolling Stock	10,463,411	10,463,411	0	50,400	10,413,011	0%
28. Facilities	1,208,000	1,208,000	31,823	105,952	1,102,048	9%
29. Equipment	938,843	938,843	53,795	22,412	916,431	2%
30. Other	4,053,116	4,053,116	180,311	471,371	3,581,745	12%
31. Total Capital	16,663,370	16,663,370	265,929	650,135	16,013,235	4%
32. Planning Services	457,630	457,630	0	7,498	450,132	2%
33. Capitalized Operating	4,000,000	4,000,000	445,351	445,351	3,554,649	11%
34. Total Expenditures	24,138,474	24,138,474	835,125	1,976,965	22,161,509	8%

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
 ALL EMPLOYEES
 DECEMBER 2024

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
\$ 669.02	Ohio Public Transit Association Annual Conference & Expo	S. Clapp	Columbus, OH
\$ 1,041.98	APTA Transit Ballot Initiatives Workshop	D. Prato	Cincinnati, OH
\$ 828.76	General INIT System Refresher Training	A. Prokopy, N Bigelow	Chesapeake, VA
<u>\$ 2,539.76</u>			

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

PROFESSIONAL DEVELOPMENT & TRAVEL REPORT
 ALL EMPLOYEES
 JANUARY 2025

AMOUNT	PURPOSE	EMPLOYEE (s)	LOCATION
		S. Schipper, M. Wieringa, J.	
\$ 2,547.02	APTA Transit Ballot Initiatives Workshop	Prescott, D. Prato, L. Medina, K.	
1,026.76	PDS Vista Conference	Wisselink	Cincinnati, OH
892.36	INIT Headquarters Site Visit	S. Brophy	Myrtle Beach, SC
		A. Prokopy, N. Bigelow	Chesapeake, VA
<u>\$ 4,466.14</u>			

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



Date: March 26, 2025
To: ITP Board
From: Linda Medina, Director of Finance
Subject: MICHIGAN PUBLIC ACT 202 (PA 202) ANNUAL REPORT

OVERVIEW

Please find attached the Local Government Retirement System Annual Report Form 5572 as submitted to the Michigan Department of Treasury for Fiscal Year 23/24 for informational purposes.

BACKGROUND

PA 202 requires local governments that have a defined benefit pension plan to report their funding information to the Michigan Department of Treasury. To comply with the requirements, an annual report must be completed by an actuary and the actuarial accrued liability of the pension system must meet or exceed being 60% funded. In addition, the agency must also provide the report to their governing body and post the report on the agency's website.

Annually Watkins Ross submits an accounting report on the Administrative and Union defined benefit pension plans. In FY 23/24 the actuarial accrued liability for the Administrative Plan is 111% and the Union Plan is 103.4% compared to FY 22/23 92.7% and 92.4% respectively. The report is posted on our website.

ITP is in compliance with the Michigan Public Act 202 requirements.

Please reach out to me if you have any questions at 774-1149 or Imedina@ridetherapid.org

Enter Local Government Name	Interurban Transit Partnership	Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting .
Enter Six-Digit Municode	417530	
Unit Type	Authority	
Fiscal Year End Month	September	
Fiscal Year (four-digit year only, e.g. 2019)	2024	
Contact Name (Chief Administrative Officer)	Linda Medina	Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF.
Title if not CAO	Director of Finance	
CAO (or designee) Email Address	lmolina@ridetherapid.org	
Contact Telephone Number	616 774-1149	
Pension System Name (not division) 1	Interurban Transit Partnership Pension Plan	If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form.
Pension System Name (not division) 2	Union Pension Plan	
Pension System Name (not division) 3		
Pension System Name (not division) 4		
Pension System Name (not division) 5		

Line	Descriptive Information	Source of Data	System 1	System 2	System 3	System 4	System 5
1	Is this unit a primary government (County, Township, City, Village)?	Calculated	NO	NO	NO	NO	NO
2	Provide the name of your retirement pension system	Calculated from above	Interurban Transit Partnership Pension Plan	Union Pension Plan			
3	Financial Information						
4	Enter retirement pension system's assets (system fiduciary net position ending)	Most Recent Audit Report	1,826,382	13,460,275			
5	Enter retirement pension system's liabilities (total pension liability ending)	Most Recent Audit Report	1,645,062	13,022,729			
6	Funded ratio	Calculated	111.0%	103.4%			
7	Actuarially Determined Contribution (ADC)	Most Recent Audit Report	159,359	158,527			
8	Governmental Fund Revenues	Most Recent Audit Report	77,455,667	77,455,667			
9	All systems combined ADC/Governmental fund revenues	Calculated	0.4%	0.4%			
10	Membership						
11	Indicate number of active members	Actuarial Funding Valuation used in Most Recent Audit Report	1	117			
12	Indicate number of inactive members	Actuarial Funding Valuation used in Most Recent Audit Report	10	178			
13	Indicate number of retirees and beneficiaries	Actuarial Funding Valuation used in Most Recent Audit Report	12	150			
14	Investment Performance						
15	Enter actual rate of return - prior 1-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	12.90%	14.40%			
16	Enter actual rate of return - prior 5-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	6.50%	8.70%			
17	Enter actual rate of return - prior 10-year period	Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider	5.20%	7.10%			
18	Actuarial Assumptions						
19	Actuarial assumed rate of investment return	Actuarial Funding Valuation used in Most Recent Audit Report	6.00%	6.50%			
20	Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	Level Percent	Level Dollar			
21	Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any	Actuarial Funding Valuation used in Most Recent Audit Report	1	10			
22	Is each division within the system closed to new employees?	Actuarial Funding Valuation used in Most Recent Audit Report	Yes	Yes			
23	Uniform Assumptions						
24	Enter retirement pension system's actuarial value of assets using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,826,382	13,460,275			
25	Enter retirement pension system's actuarial accrued liabilities using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	1,645,062	13,022,729			
26	Funded ratio using uniform assumptions	Calculated	111.0%	103.4%			
27	Actuarially Determined Contribution (ADC) using uniform assumptions	Actuarial Funding Valuation used in Most Recent Audit Report	159,359	158,527			
28	All systems combined ADC/Governmental fund revenues	Calculated	0.4%	0.4%			
29	Pension Trigger Summary						
30	Does this system trigger "underfunded status" as defined by PA 202 of 2017?	Primary government triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded	NO	NO	NO	NO	NO

Requirements (For your information, the following are requirements of P.A. 202 of 2017)

Local governments must post the current year report on their website or in a public place.

The local government must electronically submit the form to its governing body.

Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.

Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

Future Planning & Technology Committee Members*Mayor Rosalynn Bliss**Jack Hoffman
Citizen Members:**Andy Guy
Ryan Anderson**Terry Schweitzer (Chair)
Dave Bulkowski**Paul Troost***PLANNING & TECHNOLOGY COMMITTEE MEETING MINUTES****Monday, November 4, 2024 – 8:30 a.m.****Rapid Central Station Conference Room (250 Cesar E Chavez Avenue, SW)****ATTENDANCE:****Committee Members Present:**

Terry Schweitzer, Jack Hoffman, Andy Guy, Dave Bulkowski, Paul Troost

Committee Members Absent:

Ryan Anderson, Mayor Bliss

Rapid Attendees:

Steve Clapp, Kris Heald, Deron Kippen, Linda Medina, Nick Monoyios, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Tim Roseboom, Steve Schipper, Mike Wieringa, Kevin Wisselink

Public Attendees:Max Dillivan (Mobile GR),
Virtual Attendee's: Catherine Osborn (AECOM), Rebecca Lee (AECOM)

Mr. Schweitzer called the meeting to order at 8:32 a.m.

1. PUBLIC COMMENT

No Public Comments

2. MINUTES – September 9, 2024

Chair Schweitzer called for any comments or corrections to the meeting minutes from September 9, 2024. The meeting minutes were accepted as written and submitted.

3. DISCUSSION**a. TMP Final Update, Mr. Nick Monoyios & Ms. Catherine Osborn**

Mr. Monoyios welcomed Ms. Catherine Osborn from the AECOM Project Team, who is attending virtually. She will be guiding us through this last presentation in which we finalize the process of the TMP.

Ms. Osborn began her presentation by emphasizing the key near-term strategies in the Transit Master Plan (TMP) that can be quickly implemented without extra staffing or funding. She encouraged committee members to share their feedback on which strategies they view as priorities. She reviewed previous discussions on various technical tasks such as Joint Development, Inter-County Corridor considerations, Fleet Facility updates, IT advancements, and funding tools, setting the stage for today's focus on the implementation roadmap as the final TMP report nears completion.

Highlighting the collaborative efforts that shaped the draft TMP, Ms. Osborn noted the integration of community feedback and best practices. She outlined the next steps, which include developing a comprehensive implementation plan detailing funding mechanisms, strategic phases, and actionable items to ensure the recommendations transitions from concepts to reality.

Ms. Osborn briefly reviewed the six recommendations Concept Categories that we presented previously for the near term. Included are the six recommendation concepts: Community Awareness and Education, Existing Service Improvements, Future Service Expansion, Transit Oriented Development, Innovation & Technology, Regional Partnerships. Plus, Sustainable Funding and Internal Workforce Development.

Ms. Osborn noted that we are in the process of developing a series of one-pagers for all the near-term strategies. Included are:

- Strategy Description outlining its goals and objectives.
- Context to provide background information on the relevance of the strategy and explain why it is important to pursue.
- Expected Impacts of implementing the strategy that will be detailed, highlighting the benefits it offers to stakeholders and the broader community.
- Implementation Considerations.

Ms. Osborn noted different funding situations will be evaluated including:

- Existing Funding. Can it be implemented with current resources.
- Cost Neutral. Strategies that require no additional funds.
- Discretionary Funding. Initiatives that could secure one-time or additional funding.
- Sustainable Funding. Strategies needing long-term financial commitment.

Other considerations are staffing needs:

- Existing Staff. The ability of current personnel to implement the strategy.
- External Assistance. Partnering with local organizations or hiring consultants.
- Long-Term Staffing. Identifying the necessity for recruiting additional staff over time.

Next Steps:

A roadmap for rollout will be established, breaking down strategies into actionable steps over the next three years to facilitate effective implementation

The following Four Strategies outline an effective framework for the successful implementation of the Transit Master Plan (TMP).

1. Develop a TMP Implementation Stakeholder Committee. Establish a dedicated committee that brings a diverse group of stakeholders, including technical advisors, champions and advocates for transit.
2. Additional Funding Mechanism. Identify and create new funding sources to support the TMP. Explore grants, public-private partnerships, local taxes, or other innovative financing options.
3. Identification of Staffing Needs. Conduct a thorough analysis of current staffing capabilities and identify gaps related to TMP implementation.
4. Periodic Review and Evaluation of TMP Outcomes. Establish a system for regularly reviewing and evaluating the outcomes of the TMP based on defined performance measures. The TMP is a living document that evolves through feedback and results.

Implementing these strategies will ensure that the TMP is not only effectively executed but also continuously refined to meet the changing needs of the community.

Mr. Bulkowski is interested in having revenue estimates represented with actual dollar amounts rather than just percentages. He requested a chart that displays both the dollar amounts and their percentages relative to the total budget for better understanding.

Ms. Osborn acknowledged the feedback from Mr. Bulkowski, and she expressed her willingness to include the requested percentages in the peer comparison categories. She explained that the potential revenue estimates are represented as percentages, indicating various impacts based on the funding source status.

Mr. Schweitzer asked Ms. Prato whether the transit funding discussions within the coalition of agencies in Michigan involve any specific initiatives or proposals that are currently being considered or discussed.

Ms. Prato indicated that the coalition has not yet integrated specific proposals regarding promoting transit funding. She mentioned that they are currently focused on the SOAR package that is expected to be discussed following the lame-duck session of the state legislature.

Mr. Schweitzer feels it will be helpful to note the current millage rate expires in 2029.

Mr. Hoffman pointed out that the local funding sources proposed include several options requiring legislative action. He noted that there is also a separate category for other state sources needing legislation, indicating that there isn't a qualitative distinction between the two. He expressed optimism about pursuing both avenues for funding.

Mr. Monoyios mentioned that the finance committee had already been briefed on this information, highlighting the discussions occurring within that group.

Ms. Prato shared that there are currently 18 ballot initiatives across the nation, and she noted that we will be monitoring it closely to see their outcomes, which may impact local funding initiatives.

Mr. Bulkowski inquired about the potential for allocating a portion of the hotel/motel tax toward transportation services. Ms. Osborn responded that she would investigate this possibility and include it in the discussion if it was overlooked.

In response to Mr. Bulkowski's question about using those funds to support The Rapid services for accessing various venues downtown, Ms. Prato acknowledged that she had previously raised similar questions but noted that, at this point, our organization is not included in those discussions. She assured him that we would continue to advocate for this connection.

Ms. Osborn outlined a structured approach to assess the TMP's progress over time. This involves reviewing implemented strategies, evaluating performance, and engaging with the community for feedback. The goal is to recalibrate strategies based on emerging conditions, such as demographic shifts and corporate moves. She noted the TMP will be reassessed every five years, with years one and two focusing on the initial implementation strategies and stakeholder engagement, while years six to ten will continue pilot programs and service analyses.

Strategy Implementation Prioritization

Ms. Osborn mentioned a previous survey showed that community interest leans heavily toward existing service improvements and future service expansion, particularly around increasing frequency and improving service accessibility. The committee emphasized the importance of providing quality amenities at bus stops and addressing first/last mile challenges through new transit modes like micro transit.

The most requested improvement strategies were:

Increasing frequency, existing service improvements, extending service hours, providing service extension outside the service area, bus stop amenities, and community outreach education programs. The challenge with a lot of what the public is most interested in will require additional resources to implement.

Ms. Osborn paused to emphasize the significance of the existing service improvement category and asked committee members to share their thoughts on effective first steps and priorities.

Mr. Hoffman expressed concern that while the category is restricted to strategies that don't require additional funding, they must avoid spreading their resources too thin across all areas, as they lack the planning capacity to manage everything. He inquired about the resource consumption associated with these strategies and how they might affect personnel.

Mr. Monoyios acknowledged the validity of Mr. Hoffman's concerns, noting that while bandwidth and staffing capacity will be considered, there is still potential to coordinate with various stakeholders to help advance these initiatives.

Mr. Schweitzer highlighted micro transit as a promising first step, pointing out that it is already operational in Grand Rapids. He raised the possibility of expanding this service into suburban communities, particularly for first mile/last-mile connections, while noting potential challenges in winter months.

Mr. Hoffman found value in Mr. Schweitzer's comments but pointed out that they are currently working within existing constraints. He questioned whether they were maximizing their strategies from past initiatives and asked if there were new opportunities emerging in transportation modes.

Mr. Troost concurred with Mr. Schweitzer on the importance of first mile/last-mile solutions and noted that there are more potential options available than before. He also mentioned that in some areas, the visibility of bus stops is limited and suggested that enhancing the aesthetics of these stops could improve ridership by creating a more inviting presence.

Mr. Guy agreed with the ongoing discussion, particularly the focus on prioritizing the second item. He questioned the level of interest in providing service outside the Grand Rapids zone and connected this idea to the need for micro mobility services to extend into other areas. He emphasized the necessity for designated parking and the establishment of micro hubs to facilitate transfers to larger transit options.

Mr. Bulkowski raised concerns about the challenges of providing transportation in suburban areas, noting the high costs involved and the common reluctance to fund such initiatives. He questioned the master plan for downtown Grandville, specifically whether it anticipates an increase in residents and the establishment of micromobility hub to facilitate local travel and occasional trips to downtown Grand Rapids for events. He emphasized the importance of assessing the cost of increasing service frequency and how that may not result in proportional increases in ridership. Mr. Bulkowski also highlighted the need to optimize existing transportation services and questioned whether bus stops are not only modern but also practical and protective for users waiting for the bus. In terms of priorities, he expressed support for focusing on micro transit and improving service accessibility and existing amenities.

Ms. Osborn stated she appreciates all the great feedback. She is hearing the top priorities from the committee are:

1. Providing quality amenities to improve the experience of existing riders (i.e., design bus stop amenities)
2. Fill gaps in the existing service area and solve the first/last mile challenge for existing riders through various new mobility technologies, such as micro transit and micromobility. Based on this feedback, the first few years of Existing Service Improvement TMP recommendations should focus on those two objectives, with some overlap with similar recommendation concept categories.

Future Service Expansion

This category relates to the micromobility/micro transit last mile issue the committee was just discussing. It includes some of these intercounty service concepts. The two items we deem will be most supportive through this implementation, the stakeholder committee and through all our other networking relationships in the region are starting to cultivate opportunities outside the service area and just establish those relationships. When we hear there is an interest from the public, we want service extension we've set up an identification of exactly what those could look like, so that when we have the funding and resources to do it, we can. That includes evaluating the feasibility of some of the service concepts that came out of the Kent County Corridor Analysis, including the West Michigan Express and a few other corridors such as Allendale, and the North/South highway US131.

Mr. Guy stated in the near term we should talk about and explore opportunities in participating in Kent County. He noted the point Mr. Bulkowski made about solidifying and supporting our current ridership.

Opportunities for inter-county services were identified by Mr. Troost, suggesting exploring connections to places like Georgetown Township and potential collaboration with Kent County.

Ms. Osborn will add one of the service concepts that came out of the intercounty corridor analysis included a connection to Georgetown township. There could be additional opportunities outside West Michigan Express to connect that area with the rest of the service network.

The following categories are feasible for the short term:

Transit Oriented Development (TOD)

Design guidelines

Innovation and Technology

Community Awareness and Education

TMP Implementation Stakeholder Community

Ms. Osborn sought insight into who could advocate for transit initiatives, with Mr. Hoffman suggesting environmental groups as key allies in promoting sustainable transit solutions. He feels, for many people, the Green Grand Rapids programs will crystallize their views of transit. He also feels that will be the fundamental support phase for what transit can offer as an alternative to the environmentally disastrous transportation policies we've been following since 1950.

Mr. Guy emphasized the need to involve knowledgeable transit users who can provide realistic perspectives on transit operations and requirements. Their insight could be valuable for keeping the group focused on practical solutions.

Mr. Bulkowski raises a question about how to effectively engage steering committee members. He acknowledges that while there is business support for transit initiatives, there is a need for a strong leader or 'champion' to rally support and drive the agenda forward.

Mr. Schweitzer highlights the importance of engaging in different sectors, such as industrial and retail employers, especially regarding geographic considerations and their ability to connect with service areas outside the immediate community.

Mr. Bulkowski points out that while businesses contribute significantly to the tax base, a substantial portion of the residential property tax is carried by voters. This raises questions about the balance of interests between businesses and residents, and how to communicate the value of transit to both groups.

Mr. Hoffman expressed frustration over employers who develop new sites in remote areas without considering workforce accessibility. His remarks suggest a disconnect between business development and transit planning, underscoring the need for proactive strategies to ensure workers can reach their jobs.

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

Lastly, Mr. Bulkowski notes that transit tends to be overlooked until it becomes a necessity for individuals. This indicates a need for greater awareness and understanding of transit's importance in the community, which could be addressed through outreach and education.

Ms. Osborn appreciates all the input.

4. ADJOURNMENT

This meeting was adjourned at 9:36 a.m.

The next meeting is scheduled for January 6, 2025

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Kris Heald", written in a cursive style.

Kris Heald, Board Secretary



Interurban Transit Partnership

Present Performance & Service Committee Members

Tracie Coffman Mayor David LaGrand Charis Austin (Chair)
OPEN EGR Robert Postema

PRESENT PERFORMANCE AND SERVICE COMMITTEE MEETING MINUTES

Tuesday, January 14, 2025 – 4:00 p.m.

Rapid Central Station Conference Room (250 Cesar E Chavez Avenue, SW)

ATTENDANCE:

Committee Members Present:

Charis Austin, Tracie Coffman, Rob Postema

Committee Members Absent:

Mayor David LaGrand

Rapid Attendees:

Nathan Bigelow, Josh Brink, Steve Clapp, Kris Heald, Jeffrey King, Deron Kippen, Linda Medina, James Nguyen, Deb Prato, Jason Prescott, Andy Prokopy, Tim Roseboom, Steve Schipper, Lindsay Thomasini, Mike Wieringa, Kevin Wisselink

Public Attendees:

Ms. Austin called the meeting to order at 4:15 p.m.

1. PUBLIC COMMENT

No public comment

2. MINUTES – November 12, 2024

NOTE: There was no quorum at the start of the meeting. Ms. Coffman arrived after Mr. Prescott's On-Demand report. Chair Ms. Austin proceeded with the approval of the November 12, 2024, meeting minutes.

Ms. Austin asked for any changes or corrections to the meeting minutes of November 12, 2024. Ms. Coffman motioned to approve, and Mr. Postema supported it. The motion passed unanimously.

3. INFORMATION

A. Ridership and Metrics

1. Paratransit – November/December 2024, Mr. Jason Prescott

Mr. Prescott reported that ridership has shown a slight year-over-year increase for both November and December. He highlighted the significant influx of applications for paratransit service, with

approximately 10-15 applications being submitted daily, which is a notable rise. On-Time Performance has declined over the past two months, attributed partly to weather conditions and other unexpected road issues.

To improve efficiency, Mr. Prescott mentioned that the team is collaborating with our contractor, Transdev, to ensure that the routes operate as intended. In cases of route cancellations or driver absences, efforts are being made to assign new drivers without dismantling the entire preplanned route. Currently, Transdev employs 80 full-time drivers and 13 part-time drivers; Transdev is still short of 12 drivers to meet full staffing levels. Mr. Prescott noted that hiring efforts are ongoing, with two drivers training and one currently in on-the-road training.

The agency has been operating under a monthly contract since the beginning of the fiscal year (October 1, 2024). Mr. Prescott indicated that a discussion between our core leadership and Transdev's leadership is set for tomorrow, which may lead to negotiations aimed at extending the contract through the remainder of the fiscal year, concluding in September 2025.

2. On-Demand, Mr. Jason Prescott

Mr. Prescott provided an overview of the Rapid Connect report, which not only details the results from December but also marks the conclusion of the program on December 27, 2024. As of January 10, 2025, all six Rapid Connect vehicles have been rebranded and integrated into the Transdev Paratransit fleet. Mr. Prescott reported there have been no complaints received since the program's closure. The PASS (Passenger Adaptive Suburban Service) program has seen a slight increase in signups. However, it was noted that the new signups have not yet resulted in any rides taken.

3. Fixed Route Ridership – November/December 2024, Mr. Tim Roseboom

Mr. Roseboom presented the ridership reports for November and December, highlighting that November concluded with over 578,000 trips, marking a slight 4% increase compared to the previous November. He pointed out strong growth in contract services, while fixed route ridership saw a slight decline.

December followed a similar trend, finishing with just over 446,000 trips taken, which represented a 2.8% decrease from December 2023. He noted the decline could be attributed in part to winter weather conditions and school closures during the month. Despite the decrease in December, the fiscal year-to-date ridership stands at 1.7M, reflecting a 6.7% increase compared to the same period in 2024.

Ms. Austin inquired about the progress toward ridership recovery since the pandemic. In response, Mr. Roseboom stated that this metric is monitored every month. He reported that ridership recovery was at 64.5% in November, but it dropped to just over 60% in December. He assured the committee that they would continue to provide updates on ridership.

4. On-Time Performance – November/December 2024, Mr. Tim Roseboom for Mr. Nick Monoyios

Mr. Roseboom highlighted November's on-time rate of 84.21% reflects a slight decline compared to the previous year, attributing to the decline to significant construction projects. December saw a slight recovery with on-time performance at 85.31%, though it still fell short of last year's performance again likely due to severe winter weather conditions and three school closure days.

Ms. Coffman inquired about how the performance metrics stack up against other similar agencies. Mr. Roseboom's response points to an industry standard of 88%, with an aspirational goal of reaching 90%.

B. Operational Financial/Impacts

1. 2025 Capital Budget, Mr. Kevin Wisselink

Mr. Wisselink opened his comments by reminding the committee members of the capital improvement plan for 2025, was initially brought forward in July and approved by the board in August. He noted that some items in the draft plan have been oversubscribed, necessitating a return to the board to revise totals before submitting them to the Grand Valley Metro Council (GVMC) and the

Federal Transit Administration (FTA). These revisions are scheduled for presentation at the January 29th board meeting.

Mr. Wisselink noted most items in the plan remain unchanged. The one significant alteration is the change of the Busch Drive expansion project and shifting funding to procure buses. The decision to exclude this project from this capital plan stems from a previous determination that it is more beneficial to rebuild the entire facility rather than renovating the existing structure, and the project remains in FTA environmental review.

As part of the project's due diligence, an environmental review mandated by the FTA is well underway. Although this process was initiated last summer, it has been slower than anticipated, particularly due to ongoing historical property considerations related to a State Section 106 Review. Due to these delays, the project is not progressing as quickly as hoped. Mr. Wisselink reminded the committee there is currently \$3M from the original grant to begin the project as environmental approvals are received. If the environmental review progresses swiftly, there may be opportunities to pursue pre-awards, enabling the use of available funds while awaiting reimbursement from the 2026 budget. Additionally, Mr. Wisselink indicated that funds would be drawn from the Paratransit budget to address fleet needs, along with a minor allocation for office furniture to serve as a reserve placeholder. These funds are expected to be available by September 2025.

Ms. Coffman raised a question regarding the liquidity of the \$3M, inquiring whether it would require rolling over. Mr. Wisselink clarified that these funds are not cash on hand; rather, they are part of a request that will now be made for the 2026 budget instead of the 2025 budget. He also noted that the environmental review impacts all future funding requests.

In response to Ms. Coffman's follow-up question regarding potential changes from President Trump's federal funding pause that could affect funding requests, Mr. Wisselink reassured the committee that the current five-year legislation, which determines funding levels, is still in place, with approximately two years remaining. Most of the necessary funds have already been allocated, indicating relative stability for their core funding moving forward.

2. 2024 Annual E-Fare Review, Mr. Nathan Bigelow

Mr. Bigelow detailed several key initiatives and projects that the IT department has undertaken in 2024, focusing on addressing customer complaints and enhancing service delivery. The following highlights were discussed:

Credit Card Processing Overhaul: The IT department has upgraded the hardware and software within the Information Center. New tap-enabled credit card terminals have been installed to speed up transaction processing, addressing customer complaints about slow authorization times.

Ticket Vending Machine (TVM) upgrades: Changes to TVM screens at Rapid Central Station (RCS), Kentwood Station, and along Laker Line platforms are in the final stages. These updates aim to improve the user interface and accessibility, particularly for customers with visual impairments.

Promotional Graphics: Custom graphics are being added to the bottom of receipts at the Information Center and at the TVMs, aimed at promoting new initiatives such as the West Michigan Rides program.

New Shipping Options for Partners: Implementation of shipping charges for bulk orders allow partners and institutions to receive orders through the mail instead of picking them up, enhancing operational efficiency.

Partner Program Enhancements: A streamlined partner program has been established for greater clarity and accessibility, allowing all partners to apply via a centralized mailbox and submit a simple one-page application form for tax-exempt discounts, which are reviewed and approved by the CEO. Active accounts have increased, ending the year with 204 active partner accounts.

Specialty Programs: Grand Rapids Community College (GRCC). A contract to provide all system access wave cards to GRCC students and staff, currently there are 737 student passes and 44 employee passes, ensuring students have access to transportation and removing one more barrier from higher education.

A Rapid Path Forward/Village 99 Initiative: Distribution of 108 monthly passes to assist teens in reaching summer jobs, as part of a collaborative effort with local partners.

MDOT VIA Transit Study: Participation in a program that incentivizes transit use through a rewards system.

Clean Air Action Days: Introduction of a code in the system for free bussing when air quality is poor, automatically displayed on the tap screen.

Open Payments System: The Open Payments (Apple Pay, Samsung Pay, etc.) system has seen an increase in usage, with tap payments rising by 8%, demonstrating a shift towards contactless payment methods.

In a response to a question from Ms. Coffman regarding the GRCC program, Mr. Bigelow clarified that the counts of passes for employees and students refer to unique users, confirming that each of the 737 cards distributed to students was a distinct individual wave card.

C. Employees

1. New Operator Recruitment & Retention, Ms. Linda Medina and Ms. Lindsay Thomasini
Ms. Medina presented a Financial Analysis: Operator Labor Costs:
She noted approximately 61% of the total budget is allocated towards operator wages and benefits. This percentage has remained relatively consistent over the past three years. The Rapid budgets for 245 full-time operators and 20 part-time operators. This number has been consistent post-pandemic. Before the pandemic, and COA, The Rapid employed between 237 and 275 bus operators.

Current Staffing Levels (FY23-FY25):
FY23 (fall pick): 202 bus operators
FY24 (end of year): 194 bus operators
FY25 (current): 208 bus operators

Ms. Medina emphasizes the importance of increasing staffing levels to meet budgeted targets, ensuring budget stability, and maintaining high levels of service.

Ms. Thomasini highlighted several challenges in recruiting and retaining bus operators, including: A post pandemic shortage in the labor force of qualified individuals willing to work in face-to-face customer service positions.

He noted many individuals prefer remote positions, making it challenging to attract candidates for in-person and customer-facing roles. She also noted a general all- industry trend of employees are leaving without notice or reason, which can be difficult to address. The work schedules for bus operators can be unpredictable and may not align with the preferences of new hires.

To address the challenges it faces, The Rapid has implemented several key strategies, including:

Enhanced Recruitment Process: The agency has introduced a phone screening process prior to in-person interviews. This step allows for a more effective assessment of candidates and helps ensure that only the most suitable applicants move forward in the hiring process.

Strengthened Onboarding: New hires receive a comprehensive bus operator guide, and communication has significantly increased throughout the onboarding process. This proactive approach helps new employees acclimated more quickly to their roles.

Training Program Review: A consultant has been engaged to review and update the existing training program, ensuring it is effective and relevant to the needs of new employees.

Benefits and Incentives: The Rapid has introduced various benefits to attract and retain talent, including night and weekend shift premiums, paid personal leave, wage increases, and accelerated eligibility for health benefits.

To further enhance its recruitment and retention efforts, The Rapid has started tracking critical data concerning:

Termination Reasons: Analyzing causes such as misconduct, attendance violations, and preventable accidents to identify trends and areas for improvement.

Resignation Reasons: Understanding factors like pursuing other job opportunities or personal circumstances that lead employees to leave.

Training Completion Rates: Monitoring the number of individuals who do not start or finish their training to assess program effectiveness.

Pre-employment Challenges: Tracking candidates who fail to pass initial drug and alcohol tests or have issues with attendance during the hiring process.

This data-driven approach will enable The Rapid to refine its processes and implement targeted improvements. The agency is actively adapting to the evolving workforce and organizational demands through several initiatives.

Flexible Interview Times: Offering interview slots outside of typical business hours to accommodate candidates' schedules.

Open Interview: Hosting open interview events that allow candidates to attend at their convenience, further streamlining the hiring process.

Diverse Training Programs: Creating training programs that cater to various learning styles to enhance comprehension and retention.

Career Closet Initiative: Establishing a Career Closet that provides professional attire for new trainees, helping them to present themselves confidently in a professional setting.

By consistently reviewing data and implementing innovative strategies, The Rapid aims to improve its recruitment and retention rates, ultimately maintaining a stable and competent workforce.

During the discussion, Ms. Austin raised the question of employee receptiveness to the numerous changes implemented by The Rapid. Ms. Thomasini responded affirmatively, indicating a belief that the changes are generally well received, emphasizing that communication plays a crucial role in ensuring employees understand and embrace these adjustments.

Ms. Prato brought attention to the challenge of determining the optimal class size for the new bus operator training. She pointed out that the July class proved to be excessive with 20 candidates, particularly during the initial two weeks when trainees transition from having a regular driver's license to obtaining a Commercial Driver's License (CDL) permit. A larger class size not only overwhelms the training process but can also strain resources once these candidates enter revenue training. During this phase, each trainee is paired with a seasoned operator, necessitating that the organization backfill positions to maintain service levels.

Ms. Prato sought feedback from the committee regarding the relevance of the shared data on recruitment and retention. Ms. Coffman expressed appreciation for the information and suggested that the committee should receive updates on these metrics twice a year to monitor progress effectively.

In response to Mr. Postema's inquiry regarding the frequency of new classes, Ms. Prato clarified that a new class for bus operators is once a month. This regular schedule allows The Rapid to consistently grow its workforce while attempting to balance training capacity and service demands.

4. ADJOURNMENT

This meeting was adjourned at 5:00 p.m.

The next meeting is scheduled for March 18, 2025

Respectfully submitted,



Kris Heald, Board Secretary