| AGENDA |
|---|---|
| **1) Opening Items** | **Detail** |
| a. Approve Agenda |  |
| b. Public Comment |  |
| c. General Announcements |  |
| **2) Consent Items** |  |
| a. Approval of Minutes of September 28, 2017 (p. 1-6) |  |
| **3) Policy Monitoring and Development** |  |
| a. Board’s Annual Plan of Work Item & Ends Policies |  |
| 1. Annual Plan of Work | Mahler |
| b. Policy Monitoring and Committee Reports |  |
| 1. Governance Committee | Mahler |
| 2. Finance Committee (p. 7-8) | Allemang |
| 3. Service Committee (p. 9-10) | Gainsley |
| c. Other Board Reports & Ownership Linkages |  |
| 1. Local Advisory Council (p. 21-23) | Weber |
| 2. Washtenaw Area Transportation Study | Krieg |
| 3. Ann Arbor Transportation Commission | Gururaja |
| **4) Strategy and Operational Updates: CEO** |  |
| b. *CEO Report* (p. 33-34) | In writing (no presentation planned) |
| **5) Board Development** |  |
| a. Governance Policy Monitoring: 3.0 Global Governance Process | Mahler |
| b. Board Education: Leading with Intent |  |
| **6) Emergent Business** |  |
| **7) Closing Items** |  |
| a. Topics for Next Meeting | Thursday, November 16, 2017 @ 6:30pm |
| b. Public Comment |  |
| c. Board Assessment of Meeting |  |
| d. Adjournment |  |
**Sample Motions**

**Accepting:** I move that:

- We affirm that Monitoring Report XYZ has been read by board members, and
- We accept this report as it provides
  - a reasonable interpretation of the policy and
  - evidence of compliance with that reasonable interpretation [or… while not in compliance, shows evidence of reasonable progress/commitment toward compliance]

**Not Accepting:** I move that:

- We affirm that Monitoring Report XYZ has been read by board members, and
- We do not accept this report
  - as the interpretation for XYZ.XYZ cannot be deemed reasonable by a rational person
  - OR
  - though it provides a reasonable interpretation, it does not adequately provide evidence of compliance for XYZ.XYZ.
- CEO will provide an updated Monitoring Report XYZ within ## months.

**If additional policy development is desired:**

Discuss in Board Agenda Item 3.0 Policy Monitoring and Development. It may be appropriate to assign a committee or task force to develop policy language options for board to consider at a later date.

**Emergent Topics**

Policy 3.13 places an emphasis on distinguishing Board and Staff roles, with the Board focusing on “long term impacts outside the organization, not on the administrative or programmatic means of attaining those effects.” Policy 3.1.3.1 specifies that that Board use a structured conversation before addressing a topic, to ensure that the discussion is appropriately framed:

1. What is the nature of the issue? Is the issue within the scope of the agency?
2. What is the value [principle] that drives the concern?
3. Whose issue is this? Is it the Board’s [Policy, 3.0 and 4.0] or the CEO’s [running the organization, 1.0 and 2.0]?
4. Is there already a Board policy that adequately covers the issue? If so, what has the Board already said on this subject and how is this issue related? Does the Board wish to change what it has already said?
Chairman Eric Mahler called the meeting to order at 6:33 p.m.

1) Opening Items
   a. Approve Agenda
      Chairman Mahler moved to amend the agenda to make Election of Officers item 2c.
      
      A motion was made by Roger Hewitt to approve the agenda as amended, seconded by Gillian Gainsley. On a voice vote, Chairman Mahler declared the motion carried.
   
   b. Acting Secretary Appointment
      Chairman Mahler appointed Gillian Gainsley Acting Secretary.
   
   c. Public Comment
      No one appearing, Chairman Mahler declared Public Comment closed.
   
   d. General Announcements
      Mr. Cooper announced opportunities to review and comment on The Ann Arbor Station Environmental Assessment.

      Chairman Mahler welcomed Forest Yang, AAATA’s new Manager of Service Development and Planning. Mr. Yang introduced himself.

2) Consent Items
   A motion was made by Mike Allemang, seconded by Roger Hewitt, to approve Consent Items a. and b. On a voice vote, Chairman Mahler declared the motion carried.
   
   a. Approval of Minutes of August 17, 2017

   b. FY2018 Meeting Schedule
c. Election of Officers
Ms. Gainsley reported on behalf of the Nominating Committee and presented the following slate of officers: Chair – Eric Mahler; Treasurer – Eli Cooper; Secretary – Gillian Gainsley.

Gillian Gainsley nominated Eric Mahler for the office of Chair. Mike Allemang seconded the motion. On a voice vote, Chairman Mahler declared the motion carried.

Gillian Gainsley nominated Eli Cooper for the office of Treasurer. Roger Hewitt seconded the motion. On a voice vote, Chairman Mahler declared the motion carried.

Gillian Gainsley nominated herself for the office of Secretary. Roger Hewitt seconded the motion. On a voice vote, Chairman Mahler declared the motion carried.

3) Policy Monitoring and Development
a. Board’s Annual Plan of Work Item & Ends Policies
   1. Approval of Policy Monitoring Schedule

      A motion was made by Gillian Gainsley to amend the Monitoring Report by moving items 3.6 and 3.7 from July to August and approve the amended Schedule. Sue Gott seconded approval of the amended Schedule. On a voice vote, Chairman Mahler declared the motion carried.

Appendix A: Monitoring and Informational Report Schedules

<table>
<thead>
<tr>
<th>Policy</th>
<th>Title</th>
<th>Method</th>
<th>Freq</th>
<th>Due</th>
<th>Assess</th>
<th>Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Ends</td>
<td>Internal</td>
<td>Annual</td>
<td>Dec</td>
<td>Jan</td>
<td>Board</td>
</tr>
<tr>
<td>2.0</td>
<td>Global Executive Limitation</td>
<td>Internal</td>
<td>Annual</td>
<td>May</td>
<td>Jun</td>
<td>Service/Bd</td>
</tr>
<tr>
<td>2.1</td>
<td>Treatment of Riders</td>
<td>Internal</td>
<td>Annual</td>
<td>Jan</td>
<td>Mar</td>
<td>Service/Bd</td>
</tr>
<tr>
<td>2.2</td>
<td>Treatment of Staff</td>
<td>Internal</td>
<td>Annual</td>
<td>Apr</td>
<td>May</td>
<td>Service/Bd</td>
</tr>
<tr>
<td>2.3</td>
<td>Compensation &amp; Benefits</td>
<td>Internal</td>
<td>Annual</td>
<td>Dec</td>
<td>Jan</td>
<td>Finance/Bd</td>
</tr>
<tr>
<td>2.4</td>
<td>Financial Planning/Budgeting</td>
<td>Internal</td>
<td>Annual</td>
<td>Aug</td>
<td>Sep</td>
<td>Board</td>
</tr>
<tr>
<td>2.5</td>
<td>Financial Condition &amp; Activities</td>
<td>External</td>
<td>Annual</td>
<td>Jan</td>
<td>Feb</td>
<td>Finance/Bd</td>
</tr>
<tr>
<td>2.6</td>
<td>Investments</td>
<td>Internal</td>
<td>Annual</td>
<td>Feb</td>
<td>Mar</td>
<td>Finance/Bd</td>
</tr>
<tr>
<td>2.7</td>
<td>Ends Focus of Contracts</td>
<td>Internal</td>
<td>Annual</td>
<td>Oct</td>
<td>Nov</td>
<td>Service/Bd</td>
</tr>
<tr>
<td>2.8</td>
<td>Asset Protection</td>
<td>Internal</td>
<td>Annual</td>
<td>Mar</td>
<td>Apr</td>
<td>Finance/Bd</td>
</tr>
<tr>
<td>2.9</td>
<td>Emergency Succession</td>
<td>Internal</td>
<td>Annual</td>
<td>Jul</td>
<td>Aug</td>
<td>Service/Bd</td>
</tr>
</tbody>
</table>
## 2.10 External Relations

<table>
<thead>
<tr>
<th>Internal</th>
<th>Annual</th>
<th>Sep</th>
<th>Oct</th>
<th>Service/Bd</th>
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## 2.11 Communication & Support

<table>
<thead>
<tr>
<th>Internal</th>
<th>Annual</th>
<th>May</th>
<th>Jun</th>
<th>Board</th>
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## 3.0 Global Governance Process

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Oct</th>
<th>Gov/Bd</th>
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</table>

## 3.1 Governing Style

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Nov</th>
<th>Gov/Bd</th>
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## 3.2 Board Job Description

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Dec</th>
<th>Gov/Bd</th>
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## 3.3 Board Member’s Code of Conduct

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Dec</th>
<th>Gov/Bd</th>
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## 3.4 Agenda Planning

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Mar</th>
<th>Gov/Bd</th>
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## 3.5 Chair’s Role

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Jan</th>
<th>Gov/Bd</th>
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## 3.6 Board Committee Principles

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Aug</th>
<th>Gov/Bd</th>
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</table>

## 3.7 Board Committee Structure

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Aug</th>
<th>Gov/Bd</th>
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## 3.8 Cost of Governance

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Mar</th>
<th>Gov/Bd</th>
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</table>

## 3.9 Global Board-Mgmt Delegation

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Feb</th>
<th>Gov/Bd</th>
</tr>
</thead>
</table>

## 3.10 Unity of Control

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Apr</th>
<th>Gov/Bd</th>
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## 3.11 Accountability of the CEO

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>May</th>
<th>Gov/Bd</th>
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## 3.12 Delegation to the CEO

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Apr</th>
<th>Gov/Bd</th>
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</table>

## 3.13 Monitoring CEO Performance

<table>
<thead>
<tr>
<th>Direct Inspection</th>
<th>Annual</th>
<th>Jun</th>
<th>Gov/Bd</th>
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</table>

### Other informational reports from staff (+ others as needed/requested):

<table>
<thead>
<tr>
<th>Informational Report</th>
<th>Freq.</th>
<th>Board Packet month:</th>
</tr>
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<tbody>
<tr>
<td>Financial Statements</td>
<td>Quarterly</td>
<td>Nov, Feb, May, Sept</td>
</tr>
<tr>
<td>Customer Satisfaction and Service Perf.</td>
<td>Quarterly</td>
<td>Oct, Jan, Apr, July</td>
</tr>
<tr>
<td>Capital Improvement Projects</td>
<td>Annual + as needed</td>
<td>Nov</td>
</tr>
<tr>
<td>CEO Personal Expense Report</td>
<td>Quarterly</td>
<td>Dec, Mar, June, Sept</td>
</tr>
<tr>
<td>CEO Compensation comparables</td>
<td>Every 2 years</td>
<td>April of odd years</td>
</tr>
<tr>
<td>Notification of execution of budgeted items over $250K and grants over $100K</td>
<td>As needed</td>
<td></td>
</tr>
<tr>
<td>Notification of intended changes to non-unionized staff or procurement manuals, benefits/comp.</td>
<td>As needed</td>
<td></td>
</tr>
</tbody>
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2. **Annual Plan of Work**

   Chairman Mahler reviewed an Issue Brief on the Annual Plan of Work. Board members commented on the Annual Plan of Work and Chairman Mahler responded to questions.

b. **Policy Monitoring and Committee Reports**

   1. **Finance Committee**

      Mr. Allemang made a report on the Finance Committee meeting; particularly: the development of FY2018 Budget and Quarterly Financial Reports.

   2. **Service Committee**

      Mr. Hewitt made a report on the Service Committee meeting; particularly: the Water Street Project in Ypsilanti, proposed train
stop in Depot Town and development of a quarterly Service and Satisfaction Report.

c. Other Board Reports & Ownership Linkages
   1. Local Advisory Council
      Ms. Weber made a report on the Local Advisory Council meeting; particularly: Executive Committee appointments and a presentation on Policy Governance.

   2. Washtenaw Area Transportation Study
      CEO Matt Carpenter reported that the Washtenaw Area Transportation Study Policy Committee did not achieve quorum and no business was conducted.

   3. Ann Arbor Transportation Commission
      Mr. Cooper made a report on the Ann Arbor Transportation Commission meeting; particularly: Pauline Boulevard Redesign and Treeline: Allen Creek Urban Trail Master Plan.

4) Strategy and Operational Updates: CEO
   a. Proposed 2018 Budget and Decision
      CFO John Metzinger reported on highlights in the 2018 Proposed Budget and requested adoption by the Board. Board members commented on the budget.

      A motion was made by Sue Gott to approve the resolution for Adoption of FY2018 Operating and Capital Budget, seconded by Mike Allemang. On a voice vote, Chairman Mahler declared the motion carried.

      Resolution 21/2017

      ADOPTION OF FY 2018 OPERATING AND CAPITAL BUDGET

      WHEREAS, the Ann Arbor Area Transportation Authority (AAATA) Board of Directors (Board) is required by the Michigan Uniform Budgeting and Accounting Act of 1968 to adopt a balanced operating budget on or before September 30 for its next fiscal year, which begins on October 1, and

      WHEREAS, AAATA staff have developed a 2018 Operating and Capital Budget that furthers Board Ends Policies within Executive Limitations and provides multi-year context, and

      WHEREAS, the AAATA is required to develop a fiscally-constrained four-year program of capital projects for inclusion in the Transportation
Improvement Program (TIP) to be submitted to the Washtenaw Area Transportation Study (WATS) in order to be eligible for federal funds, and

WHEREAS, the AAATA is required to submit the capital program for FY 2018 to the Federal Transit Administration (FTA) as part of the annual application for FY 2018 federal funding, and

WHEREAS, the AAATA is required to submit the capital program for FY 2020 – FY 2022 to the Michigan Department of Transportation (MDOT) as part of the annual application for FY 2020 state funding,

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves the AAATA FY 2018 Operating and Capital Budget as its general appropriations act with total expenses of $49,142,069, and

BE IT FURTHER RESOLVED, that the Ann Arbor Area Transportation Authority Board of Directors hereby adopts the attached FY 2018-2022 Capital Program of which FY 2019 and beyond is subject to amendment in future years.

b. CEO Report
   Mr. Carpenter referred to the written CEO Report. Mr. Carpenter reported on developments regarding Pittsfield Township, the Regional Transit Authority, and a police incident at the Blake Transit Center.

5) Board Development
   a. Governance Policy Monitoring
      Mr. Mahler reported on Governance Policy Monitoring.

   b. Board Education
      Ms. Sims reported on Policy Governance Training and responded to questions.

      Mr. Metzinger and Mr. Yang each reported briefly on their experiences from the Policy Governance Training.

6) Emergent Business
   There was no emergent business.

7) Closing Items
   a. Topics for Next Meeting
      - Leading with Intent
      - Annual Plan of Work
      - Ownership Linkage
      - Regional Transit Authority
b. Public Comment
   No one appearing, Mr. Mahler declared Public comment closed.

c. Board Assessment of Meeting
   Board members commented on meeting deliberations and shared ideas for process improvement.

d. Adjournment
   A motion was made by Roger Hewitt, seconded by Gillian Gainsley, that the meeting adjourn. On a voice vote, Chairman Mahler declared the motion carried. The meeting adjourned at 8:24 p.m.

Gillian Gainsley, Acting Secretary, AAATA Board of Directors
Meeting Summary  
Ann Arbor Area Transportation Authority Board of Directors  
Finance Committee  
Tuesday, October 10, 2017

Present: Mike Allemang (Chair), Jack Bernard (telephone), Eli Cooper (telephone)

Staff: Matt Carpenter, Sarah Pressprich Gryniewicz, John Metzinger, Phil Webb

The meeting was called to order at 3:33 pm by Chair Mike Allemang.

1) Opening Items
   a. Agenda (Additions, Approval)
      Mr. Carpenter requested the addition of agenda item 3c Events at Blake Transit Center.

      The committee approved the amended agenda by consensus.

   b. Communications
      Mr. Carpenter requested that Board members share suggestions about the Annual Plan of Work with Chairman Mahler.

      Mr. Cooper announced the schedule of public meetings on The Ann Arbor Station Environmental Assessment.

2) Policy Monitoring and Development
   a. Policy Language Discussion: Investment Policy
      Mr. Metzinger reviewed an Issue Brief and background documents regarding an Investment Policy. Committee members discussed options for developing an Investment Policy, including Policy Governance implications. Staff responded to questions.

   b. Other Governance Issues
      There was no discussion.

3) Strategy and Operational Updates: CEO
   a. Millage Update
      Mr. Allemang reported on the Governance Committee’s work to prepare for the 2018 Millage Campaign.
b. Development of Quarterly Financial Reports
Mr. Metzinger reviewed the second version of draft new Quarterly Financial Reports called for under Policy Governance. Committee members commented on the reports, and Mr. Metzinger responded to questions.

c. Events at Blake Transit Center
Mr. Carpenter reported on events that have occurred following a police incident that took place at the Blake Transit Center.

4) Closing Items

a. Topics for Next Meeting
Committee members reached consensus on discussing Quarterly Financial Reports and an Investment Policy.

b. Adjournment
Mr. Allemang adjourned the meeting at 5:34 p.m.

Respectfully Submitted,

Karen Wheeler
Meeting Summary  
Ann Arbor Area Transportation Authority Board of Directors  
Service Committee  
Wednesday, October 11, 2017

Present: Gillian Gainsley (Acting Chair), Sue Gott, Larry Krieg, Kyra Sims

Staff: Matt Carpenter, Sarah Pressprich Gryniewicz, Forest Yang

The meeting was called to order at 9:02 a.m. by Acting Chair Gainsley.

1) Opening Items
   a. Agenda (Additions, Approval)
      Mr. Carpenter requested the addition of item 3c Events at Blake Transit Center.

      The Committee approved the amended agenda by consensus.

   b. Communications
      Dr. Krieg commented on The Ann Arbor Station Environmental Assessment. Committee members discussed the Assessment, and Mr. Carpenter and Mr. Yang responded to questions.

      Mr. Carpenter requested that feedback on the Annual Plan of Work be shared with Board Chairman Mahler.

      Dr. Krieg reported on recent travel to Japan and his use of public surface transportation.

2) Policy Monitoring and Development
      Mr. Carpenter introduced the discussion on the External Relations Monitoring Report and reported on the CEO’s Interpretation and metrics. Committee members commented and Mr. Carpenter responded to questions.

      Committee members provided feedback for the CEO to consider on how to improve the report; particularly:
      - 2.10.1: List specific metrics/community benefits achieved through collaboration with external partners, e.g.:
          - link to list of Adopt-A-Stop partners
          - agencies who received fare media through the Community Donations Program
          - number of passes and rides generated through the Transportation Demand Management program
• 2.10.2: Clearly articulate goals for achieving multi-modal solutions and communicate goals to partners, particularly for important things that are outside AAATA control
• 2.10.4:
  • Establish a mechanism for regularly communicating information to partner municipalities
  • Reconsider compliance statement re: Ypsilanti Township services of Ypsilanti Express and FlexRide
• Establish principles for what kind of data is most important to present (perhaps using 2.11.1.5 categories or other)
• Include footnote on Monitoring Reports describing the evolving nature of the work

The Committee reached consensus on recommending to the board accepting the report; while there is still work to be done on interpretations/metrics, it shows progress toward reasonable interpretations and full compliance.

b. Other Governance Issues
There was no discussion.

3) Strategy and Operational Updates: CEO
   a. Millage Update
      Mr. Carpenter reported on the Governance Committee’s efforts in preparation for the 2018 Millage Campaign.

   b. Development of Service and Satisfaction Report
      Mr. Carpenter reported on continuing development of a new Service and Satisfaction Report and reviewed a draft report.

   c. Events at Blake Transit Center
      Mr. Carpenter reported on the investigation of a recent incident at the Blake Transit Center that involved the police, and a subsequent rally in response to the event. Committee members commented on Mr. Carpenter’s report.

4) Closing Items
   a. Topics for Next Meeting
      • Quarterly Report

   b. Adjournment
      Ms. Gainsley adjourned the meeting at 10:51 a.m.

Respectfully Submitted,
Karen Wheeler
**Issue Brief:** Monitoring Report 2.10 External Relations

**Meeting:** Board of Directors  
**Date:** October 19, 2017  
**Agenda Item #3b3**

**Recommended Action(s):**

- Each board member: complete survey by Monday, October 9.
- Service Committee: develop recommendation for board to accept/not accept Monitoring Report

**Relevant Board Policies:** *Policy 4.4: Monitoring CEO Process, Appendices A, B, C.*

**Summary:** Staff prepared the Monitoring Report for *Policy 2.10: External Relations*, per the draft calendar.

**Background:**

Monitoring Reports are a key Policy Governance tool to assess organizational/CEO performance in achieving Ends (1.0) within Executive Limitations (2.0). The recommended Monitoring Process is:

1. CEO sends Monitoring Report and survey link to all board members on before due date
2. All board members complete survey on acceptability of Monitoring Report, looking particularly for two things in the Monitoring Report:
   a. A reasonable interpretation of the policy
   b. Evidence of compliance with the reasonable interpretation
3. Committee reviews survey results and develops recommendation to accept/not accept Monitoring Report
4. At Board meeting, board accepts Monitoring Report through majority vote (or if not acceptable, determines next steps)

**Impacts of Recommended Action(s):** Governance: perform key Policy Governance process

**Attachments:**

- Monitoring Report on 2.10 External Relations
- [Survey Link](#)

---

**Author:** Sarah Pressprich Gryniewicz  
**Reviewed by:** Matt Carpenter  
**Approved by:** Matt Carpenter  
**Date:** 10/5/2017
TheRide

2.10 External Relations

Monitoring Report

Period: September 1, 2016 – September 1, 2017

Date of Report: October 5, 2017
Service Committee Review: October 11, 2017
Board Meeting: October 19, 2017

TheRide board;

In accordance with the Board’s Policy Manual; I present the October Monitoring report on Executive Limitation Policy 2.10: External Relations. This report consists of internal report information from staff.

Though these policies were not all in affect during the previous year, I have assembled this report as if they were (where feasible). Please note, this is a work in progress and some interpretations and metrics still need more development as we develop strategic plans and data streams.

I certify that the information is true and complete.

Matt Carpenter,
CEO
Ann Arbor Area Transportation Authority
Policy being monitored:

**POLICY TITLE: External Relations**

2.10 In order to facilitate the continued success of AAATA and its achievement of Ends, the CEO shall not operate without creating collaborative, strategic relationships with external stakeholders.

Further, without limiting the scope of the foregoing by this enumeration, the CEO shall not:

- **2.10.1** Ignore opportunities for collaboration for the community benefit.
- **2.10.2** Ignore opportunities to promote multi-modal solutions, transit-supportive land development, or first mile/last mile considerations whether internally or to outside decision makers.
- **2.10.3** Fail to develop relationships with community stakeholders, including elected officials, which contribute to community support for the AAATA.
- **2.10.4** Fail to reasonably engage riders, residents, and stakeholders when considering material changes to services, programs, fares, or transit facilities.
- **2.10.5** Fail to operate in a publicly transparent manner.
<table>
<thead>
<tr>
<th>#</th>
<th>Policy Text</th>
<th>CEO Interpretation</th>
<th>Compliance</th>
</tr>
</thead>
</table>
| 2.10 | In order to facilitate the continued success of AAATA and its achievement of Ends, the CEO shall not operate without creating collaborative, strategic relationships with external stakeholders. | The CEO is required to foster, create and encourage relationships that advance the Ends of the AAATA by working with outside parties to leverage resources, coordinate activities, achieve economies of scale, or realizing other mutual benefits.  
However, the CEO is also expected to exercise discretion and judgment in choosing which opportunities and relationships to pursue, to what degree, and at what cost. Truly collaborative arrangements should at least provide a reasonable cost/benefit, not harm the AAATA, and help advance the AAATA’s Ends.  
This is more fully elaborated on in the subpolicies. | In Compliance |

**Evidence and Data:**

See subpolicies
2.10.1 ...the CEO shall not... Ignore opportunities for collaboration for the community benefit.

Opportunities to work with partners in the community for the benefit of the AAATA or a broader constituency should be given serious consideration and not arbitrarily dismissed. However, as noted above, the CEO is expected to use discretion and judgement when considering potential opportunities, particularly regarding fit with Ends, needs, and resources; and is not required to agree to any and all potential opportunities. The CEO shall ensure AAATA

- Is proactively open to opportunities through active membership in key community groups and the scanning of the transportation environments
- And provides sincere consideration of reasonable suggestions

Participation in Key Community Groups: While not evidence of successful collaborations per se, AAATA participation in such groups is often a necessary component of creating. In the monitoring period, participation included, but was not limited to:

- Transportation: Project-specific groups, Wash. Area Transportation Study, RTA Provider’s Advisory Council, Transportation Coordinating Council, Ann Arbor’s Transportation Commission
- Key beneficiary groups: AAATA’s Local Advisory Council, Barrier Busters, Senior Leader Meetings
- Pertinent Issues: Eastern Leaders’ Group, Ann Arbor Ypsilanti Chamber, SPARK, Ann Arbor Public School’s Blue Ribbon Committee, Ann Arbor’s Climate Action Partnership, Ann Arbor Economic Development Forum

Transportation Sector Scanning: In addition to formal groups, AAATA staff actively search for opportunities for potential collaboration/community benefits. Publications/conferences/webinars expose staff to best practices and innovative ideas from other communities.

Genuinely Consider Suggestions from owners, beneficiaries, stakeholders: Staff maintain active and passive means of soliciting suggestions, including seeking input on planning projects and service/program changes, and incorporating them when feasible/appropriate. AAATA has several mechanisms for suggestions (phone call, website, community events) on service, bus stops, programs, etc. Stakeholders often approach staff with suggestions. Ideas are documented and given serious, honest consideration.

Results: Ideas range greatly in size. I would like to highlight a few fruitful collaborations:

- Social services: Over 40 organizations partner with AAATA to help their clients with transportation information and applications for AAATA’s ARide, FareDeal, and SeniorRide programs.
- Adopt a Stop: AAATA partners with at least 98 local sponsors (families, land owners, institutions, etc.) to pick up litter around a bus stop and to keep the surrounding areas clean.
- Transportation Demand Management: The AAATA and DDA are jointly responsible for the successful GetDowntown program, which comprises about 10% of AAATA fixed route ridership.
- Transportation Network Improvements: AAATA and local governments have improved dozens of bus stops and pedestrian networks by incorporating them proactively into upcoming road projects. In select occasions, we assist with funding for road improvements that benefit AAATA customers and operations.
- Upcoming Projects: The FY2018 Budget includes two projects suggested by external parties: exploration of bus service on US-23 and assistance with development of a Ypsilanti railroad platform. AAATA is working with partners regarding bike share, including joint funding.
<table>
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<tr>
<th>#</th>
<th>Policy Text</th>
<th>CEO Interpretation</th>
<th>Compliance</th>
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</thead>
</table>
| 2.10.2 |...the CEO shall not...Ignore opportunities to promote multi-modal solutions, transit-supportive land development, or first mile/last mile considerations whether internally or to outside decision makers. | The CEO shall take all reasonable opportunities to publicize, champion, or further the progress of the listed objectives.  
The CEO is expected to use discretion and judgement when considering potential opportunities, and is not expected to pursue all such opportunities regardless of context. | In compliance. Opportunity to develop further. |

**Evidence and Data:**

For many years AAATA Planning staff have informally and formally promoted many opportunities of this nature (through specific transit projects, project site reviews for local municipalities, and participation in local plans like Ann Arbor’s Transportation Plan, Climate Action Plans, etc.) and I am confident that we have not “ignored” reasonable opportunities.

One current example: AAATA is now leading efforts of a local partnership (City of Ann Arbor, DDA, UM) to maintain the existing bikeshare program.

However, I believe this policy, along with Ends, presents us with an occasion to more confidently and publicly promote these opportunities with decision makers and the public. I will be working with our Planning staff over the next year to develop a strategy.
### Policy Text

...the CEO shall not...Fail to develop relationships with community stakeholders, including elected officials, which contribute to community support for the AAATA.

### CEO Interpretation

The CEO shall ensure that the AAATA establishes appropriate relationships that help the AAATA meet policy and program objectives, maintain financial and political support, and cultivate a positive reputation. Depending on the circumstances, such connections may best be accomplished by staff, the CEO themselves, or even Board members.

The AAATA must be known; and seen as approachable, trustworthy, effective, and reliable by:

- Elected leaders and administrators, and pertinent staff of member and POSA municipality, county, region, state, and federal governments.
- Other major partners (e.g. UM)
- Key organizations (e.g. see 2.10.1)
- Members of the public we encounter through active and passive means.

[Though riders are essential stakeholders, I will cover them in the Monitoring Report for Policy 2.1 Treatment of Riders]

### Compliance

Likely compliant, however data not yet available.

---

**Evidence and Data:**

While I believe we have a largely positive reputation and relationships, I will be working on a way to measure this over the next year.
### Evidence and Data:

Almost all material changes to services, programs, fares, or facilities included reasonable opportunities for engagement in compliance with our Public Input Policy. In the monitoring period, staff have developed communication plans and held public engagement efforts for major and minor changes, and transit facilities, including:

- August 2017 Service Changes
- Ypsilanti Transit Center Planning (included City of Ypsilanti planner in RFP process; planned community/rider outreach later in project)
- Vanpool program updates

However, the start-up of the Ypsilanti Township Express service was delayed from October until January after it became apparent that there had been a miscommunication between the AAATA and Ypsilanti Township officials. It seems that there had been an honest misunderstanding regarding fares. Rather than proceed with an October start-up, we deferred the start-up until January to allow time to re-engage with our stakeholders. While the initial engagement may have been incomplete, the agency’s response reaffirmed the commitment to stakeholder engagement. We will also be working to ensure there are no such reoccurrences in the future.
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<tr>
<th>#</th>
<th>Policy Text</th>
<th>CEO Interpretation</th>
<th>Compliance</th>
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<tbody>
<tr>
<td>2.10.5</td>
<td>The CEO shall not... Fail to operate in a publicly transparent manner.</td>
<td>AAATA must be clear and forthright about how it operates and will use the Sunshine Review’s “transparency checklist” to measure (and improve).</td>
<td>In compliance.</td>
</tr>
</tbody>
</table>

**Evidence and Data:**

The Sunshine Review, a non-profit dedicated to state and local government transparency developed a [now-widely-used 10-point checklist](#) to help create a more open government and affirmatively disclosure of key information of interest to the public. We perform reasonably well, but there are areas we could consider improving. I would like to discuss with staff and board about what information would help us be sufficiently transparent.

<table>
<thead>
<tr>
<th>Parameter</th>
<th>AAATA performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgets</td>
<td>✓ Current budget</td>
</tr>
<tr>
<td></td>
<td>✓ Previous budgets</td>
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</table>
## Monitoring Summary - FY 2018

<table>
<thead>
<tr>
<th>Policy</th>
<th>Date</th>
<th>Compliant</th>
<th>Not Compliant</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>2.8 Emergency CEO Succession</td>
<td>Aug 17</td>
<td>Yes</td>
<td>--</td>
<td>• <strong>Potential Board topic:</strong> Executive Committee process for selecting Acting CEO</td>
</tr>
<tr>
<td>2.10 External Relations</td>
<td>Oct 17</td>
<td>.1, 5</td>
<td>.4</td>
<td>• Needs: further refinement of interpretations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>.2, .3: more development needed</td>
<td></td>
<td>• Needs: outcome based evidence</td>
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<td></td>
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<td></td>
<td></td>
<td>• <strong>Potential Board topic:</strong> refine what information is most important to board (2.11.1.5, add no surprises clause to elected officials?)</td>
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<tr>
<td>2.7 Ends Focus of Contracts</td>
<td>Nov 17</td>
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UNLESS POSTED, LAC MEETINGS ARE HELD THE SECOND TUESDAY OF EVERY MONTH (EXCEPT JULY) FROM 10 A.M. TO 12 NOON AT AAATA’s MAIN OFFICE: 2700 S. INDUSTRIAL HWY., ANN ARBOR (734) 973-6500

1.0 INTRODUCTION OF ATTENDEES

LAC Executive Members Present:
Kathleen Mozak-Betts, Stephen McNutt, Larry Keeler, Deb Poster, Liz Aldridge, Clark Charnetski

Board Liaison: Jack Bernard (telephone)

TheRide Liaison: Bill DeGroot

LAC Members: Andrea Henry (CIL), Jody Slowins, Rebecca Burke

LAC Guests: Janet Nutt, Mary Wells, JP Heythaler (Blue Cab), Darryl Johnson (RideCorp), Tracy Byrd (AAATA), Matt Carpenter (AAATA)

<table>
<thead>
<tr>
<th>Commonly Used Acronyms</th>
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<tbody>
<tr>
<td>AAATA</td>
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<tr>
<td>AAA1B</td>
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<td>AADL</td>
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<td>WAVE</td>
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2.0 COMMUNICATIONS AND ANNOUNCEMENTS

2.1 Mr. Charnetski discussed the Ann Arbor City Train Station public meetings scheduled for October 11 and 12.
2.2 Mr. Charnetski shared highlights from the SMART citizen advisory council meeting.

3.0 REVIEW AND APPROVAL OF MINUTES

3.1 The September draft minutes were approved with wording corrections.

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

4.1 Ms. Slowins stated that shared rides have become very confusing. She had a trip home and the driver, based on the trip manifest, traveled past her house to pick up a share, then was delivered home after that share was dropped off first. This added unnecessary time to the trip.

4.2 Mr. Johnson responded to this concern stating that this could happen because Trapeze software recognizes travel patterns and shares only in a travel efficient way. He asked for everyone who experiences this type of problem to call him right away so they can mark the trip and calibrate the trips properly within Trapeze.

4.3 Mr. Bernard suggested that a Public Service Announcement be sent by AAATA reminding people to give feedback about improvements or concerns about ARide Service to either RideCorp or AAATA.

4.4 Mr. Keeler mentioned that one shared ride he had took about 1.5 hours to get from Ann Arbor to Ypsilanti.

4.5 Ms. Nutt discussed a trip in which it was a same day reservation but she was asked to pay the advanced trip reservation price of $3.00 not $4.00. This is being investigated by Mr. Johnson.

5.0 AAATA BOARD MEETING REPORT

Mr. Bernard gave the Board update. He explained an incident and protest that happened at the BTC. Mr. Carpenter added additional outcomes about reviewing AAATA’s policies and communications with the Police Departments to make sure people have the ability to be safe around the BTC.

6.0 BUSINESS ITEMS

6.1 Co-Chair Election

Ms. Aldridge stepped down as Co-Chair and Mr. Keeler offered a motion to appoint Ms. Mozak-Betts to serve as Co-Chair. This motion carried by voice vote.
6.2 LAC Executive Committee Appointments Review
The LAC discussed the timing of the appointments and the terms of the current executive members. It was recognized that Chair Weber was not at the meeting to take part in the conversation. The Committee asked if they had to make an appointment at this meeting or could they table the appointments by one meeting?

The LAC elected to table this item by one meeting. Mr. Charnetski offered and Ms. Mozak-Betts supported the motion. The motion passed by voice vote.

6.3 Update on Board Charge
Chair Weber was absent and unable to update the LAC on this matter.

6.4 LAC Subcommittee Report
The meeting was cancelled for the month.

6.5 Paratransit Study
Mr. DeGroot reported that the Paratransit Study RFP had been released and 39 companies downloaded the material from MITIN (the State of Michigan Public Procurement Posting Board).

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

7.1 Ms. Nutt asked if MegaBus still serves Ann Arbor.

7.2 Mr. Charnetski explained that SMART is looking for public comments about the Reflex Shared Service with DDOT on major corridors.

8.0 FUTURE AGENDA ITEMS
1. Executive Committee Appointments
2. Update Board Charge to LAC
3. LAC Subcommittee Report
4. Paratransit Study Report
5. Denial Policy for Fixed Route Bus

9.0 ADJOURN: Meeting unanimously adjourned at 11:51 a.m.

Respectfully Submitted: Bill DeGroot

Next Meeting, Tuesday, November 14, 2017, 10:00 a.m. to 12 noon

Meeting: Board  Date:  October 19, 2017  Agenda Item #4a

Board Meeting Date:

Recommended Committee Action(s):

- Receive presentation for information. Provide feedback.

Issue Summary:

The 2018 Budget included an emergent project regarding the potential for express bus service on US-23 to a park and ride lot near 8 Mile Road. Grant application deadlines are approaching and the CEO would like to seek feedback from the Board regarding this project.

(Additional information is provided in attached slides, and will be provided verbally during presentation.)

Impacts of Recommended Action(s):

- **Budgetary/Fiscal**: Some staff time is being directed towards planning for this project.
- **Social**: A new service on US-23 would attract new riders to transit services, advancing the Board Ends policy for providing access for workers and others.
- **Environmental**: Fewer cars and less congestion on US-23 would reduce air pollution.
- **Governance**: The project complies with the Board’s Ends and Executive Limitations policies.

Attachment: Power Point Presentation

Author: MC  Reviewed by: MC

Approved by: MC  Date:  10/12/2017
US-23 Express Bus

Update to AAATA Board
October 19, 2017
Agenda

• Present initial outline of project proposal to AAATA board
• Seek advice and feedback
• Provide any additional information sought
• Be clear about grant proposal and commitments of project
Project Background

• “WALLY” study suggested bus service
• M-DOT building 180-space park n’ ride lot
  • Near US-23/8 Mile Road
  • Requested AAATA assistance w/bus service
• Advances AAATA End’s Policy of facilitating access for workers
• Project may be viable but with inherent uncertainty on ridership
Preliminary Service Plan

• Service Description
  • Contracted highway coach operations
  • 4 trips in, 4 out weekdays
  • Stops: UM hospital & BTC
  • Service on football game days

• 2-3 year pilot project

• $500K-$600K annually (operations)
Funding

Capital
• M-DOT

Operations
• CMAQ Grant (TBD)
• AAATA (staff time only)
• Others...
Considerations

• Performance Criteria:
  • Ridership, cost recovery, congestion, public/political support, available funding

• Risks
  • “Victim of our own success”
  • Cost overruns
  • If project is successful, will need operating funding. Source not yet identified.

• Exit Strategy
  • If project is not successful, pilot project will cease.
Timeline

• CMAQ grant draft applications due: early November
• Final Deadline (Last chance to pull out): late November
• Likely award notifications: early 2018 (Jan-Mar)
• Procurement process for contractor: Spring/Summer 2018 (Apr-July)
• M-DOT lot open: Fall 2018
• Bus service start: Fall-Winter 2018
Closing

• CEO is seeking advice as part of process
  • Do results, beneficiaries and costs seem appropriate?
  • Advice on how to improve proposal?
  • Is more information required to provide advice?

• Need to be confident before final deadline.
US-23 Express Bus

Update to AAATA Board
October 19, 2017
CEO’s Report

Board Meeting Date: October 19, 2017

Operational and Project Updates:

- **FlexRide** – This new service in Ypsilanti Township launched on September 27th. Ridership for a new service builds up in the first 12-24. Staff will bring back additional updates as preliminary results become available. Information on the new pilot service was shared with residents in the pilot service area, Ypsilanti Township, Ypsilanti District Library, and Lincoln Consolidated Schools’ Superintendent.

- **Ypsilanti Transit Center Study** – The Wendel company conducted internal and limited external interviews to inform a baseline assessment of the current operational uses for the Ypsilanti Transit Center (YTC). They also asked about future needs for operations such as optimum number of bus bays, mode possibilities, and maintenance requests. These interviews will set the minimum requirements staff would see in a modern-day transit center. We will receive a summary of their work within the next two weeks. The first public engagement meeting is scheduled for Monday, October 23 at 6:00 p.m. at Eastern Michigan University’s College of Business, Owen Room #114. The goal of this meeting is to introduce the project, discuss the vision, needs, goals, and objectives for the facility, and discuss challenges riders currently face. For more information please see our web page: [http://www.theride.org/AboutUs/Initiatives/Ypsilanti-Transit-Center](http://www.theride.org/AboutUs/Initiatives/Ypsilanti-Transit-Center)

- **Milestones** – Gary Eichenberg celebrated his 20th Anniversary with the Authority. Kelly Rusher celebrated her 31st Anniversary with the Authority.

- **Bus Roadeo** – This year's bus roadeo was an enormous success. Bus roadeos are a skills-testing and teambuilding event. They consist of obstacle courses where bus drivers compete to display their driving skills. AAATA’s CFO, Senior Staff, mid-management, facilities staff, spouses, children and friends served as judges and pitched in to support the event. AAATA partnered with the University of Michigan Transportation Department for a second year in a row. AAATA winners were:
  - 1st Place - Reginald Trussell
  - 1st Runner Up - Betty Marr
  - 2nd Runner Up - Michael Aikens

Reginald Trussell will represent AAATA in the American Public Transit Association (APTA) International Bus Roadeo in May 2018.