



## Board of Director's Meeting Minutes

**Meeting Date/Time:** May 19, 2022, 6:30-9:00pm

**Members:** Eric Mahler (Chair), Mike Allemang (Treasurer), Jesse Miller (Secretary), Rich Chang, Raymond Hess, Ryan Hunter, Kathleen Mozak, Kyra Sims

**Staff:** Dina Reed, Forest Yang, Troy Lundquist, Rosa-Maria Njuki, Deborah Holt

**Location:** Ann Arbor District Library  
Virtual attendance available [via Zoom](#)  
Passcode: 983308

Chair Eric Mahler called the meeting to order at 6:33 pm

Agenda Item
<b>1. OPENING ITEMS</b>
<b>1.1 Approve Agenda</b>
No changes noted with the agenda. Mr. Chang motioned to approve the agenda, seconded by Ms. Sims.
All in favor of accepted the agenda as presented:
Mr. Mike Allemang: Yes (attending virtually)
Mr. Rich Chang: Yes
Mr. Raymond Hess: Yes
Mr. Jesse Miller: Yes
Ms. Mozak: Yes
Ms. Pollay: Yes
Ms. Sims: Yes
Chairman Mahler: Yes
The vote passed unanimously.
<b>1.2 Public Comment</b>
Robert Pawlowksi shared that he has been speaking with local residents about the millage proposal and expressed a desire for the development of a millage campaign to better educate voters.
<b>1.3 General Announcements</b>
No general announcements.

## **2. CONSENT AGENDA**

### **2.1 Board Meeting Minutes April 21, 2022**

### **2.2 Committee Meeting Summaries**

Ms. Mozak moved to approve the Consent Agenda, seconded by Mr. Miller.

In support of the motion:

Mr. Mike Allemang: Yes (attending virtually)

Mr. Rich Chang: Yes

Mr. Raymond Hess: Yes

Mr. Jesse Miller: Yes

Ms. Mozak: Yes

Ms. Pollay: Yes

Ms. Sims: Yes

Chairman Mahler: Yes

The Consent Agenda was accepted as presented.

*Mr. Hunter arrived at the meeting after vote was taken.*

## **3. POLICY MONITORING & DEVELOPMENT**

### **3.1 Monitoring Improvements**

Mr. Allemang shared that the monitoring taskforce had met the previous day and the board packet included a copy of 3 forms that pertain to monitoring deadlines, policy trends and a draft policy worksheet. The goal of the taskforce is to provide the board with more effective measures for monitoring policies. Taskforce members Raymond Hess and Kathleen Mozak shared their thoughts that the end goal for the improvements was to evaluate more efficiently and monitor the agency's performance and data points.

Mr. Chang asked the taskforce for clarification on what platform would be used for the surveys – he recommended Google sheets. Mr. Miller requested that it be a platform that is accessible and not require licensing or special software. Ms. Njuki responded that she and the taskforce are looking to use web-based technology for easy access.

Ms. Sims spoke positively of her support for the improvements as a means of better tracking compliance and non-compliance. Mr. Mahler concurred and added that his hope is that the taskforce will find a method of helping clarify the surveys to reduce outlier misinterpretations in responses that sometimes occur in the surveys. Taskforce members agreed this is an area they are continuing to look at improving.

### **3.2 3.0-3.8 Governance Process Policies**

Mr. Mahler opened the discussion for the board survey which was a board self-evaluation on Governance Process Policies. He noted that there were several varying interpretations in sections of the survey that supported his earlier thoughts on clarifying verbiage. Ms. Sims added that the section referenced might just need to be simplified.

Ms. Mozak stated that this survey was challenging as it was a long policy and the responsibility of interpretations was board driven, instead of CEO driven. She also suggested that this monitoring report should be divided into two surveys as it is a long policy. Mr. Mahler responded that the board had one time had divided the report up.

Mr. Allemang addressed the issue of divergent opinions on interpretations and suggested it might mean a policy might need to be further reviewed. He also noted that knowledge and overall understanding of policies plays a role in how one might respond to the surveys. He and Mr. Mahler discussed several areas within the policy that could be interpreted differently.

Ms. Mozak asked fellow board members how the policies were originally developed – Mr. Mahler responded that a policy governance template had been used but much of the policy development was developed by the CEO and board as there are few transit agency policy governance models to follow.

Mr. Allemang noted that only 5 board members had responded and perhaps that wasn't an adequate representation. He expressed support with the idea of breaking the survey up into several smaller surveys in the hopes that it would garner more board responses.

### **3.3 Q2 Finance Report**

Ms. Reed referenced the Q2 Financial report that was in the board packet with the following highlights noted: the organization is trending on budget as projected for mid-year, pandemic relief funds have all be obligated and rising interest rates with reinvested investments are being utilized.

Ms. Mozak expressed concerns about the impact of rising fuel prices – Ms. Reed noted that while fuel is over budget, it is not enough to make a major impact currently and service reductions have also helped with fuel costs.

Mr. Chang asked about the cost of increased maintenance and the impact to budget. Ms. Reed shared those costs are going up in all areas but that the maintenance department has been mindful of managing stock.

### **3.4 Q2 Service Report**

Troy Lundquist, Manager of Fleet Services, provided the Q2 Service Report in place of Mr. Smith. He shared that fixed route ridership had remained consistent despite reduced services and cost per boarding is slowly coming down when compared to pre-pandemic costs. He noted that complaints had increased but that was most likely attributed to service reductions. Most of the gathered data can be considered as a post-pandemic baseline and the new norm until ridership starts to increase once again.

Mr. Allemang commented that it was important to continue to work on increasing ridership or Financial reserves will eventually begin to decrease.

## **4. STRATEGY UPDATES: CEO**

### **4.1 Long-Range Plan Update**

Mr. Yang provided the board with an overview summary report of the three public engagement rounds. From those public engagements activities, the results showed that the public was generally supporting of the long-range plans as outlined in his presentation. He shared that the next steps were that they are in the process of finalizing draft recommendations and creating a draft report which will be shared at the June board meeting. The plan is to have a final report by July.

Mr. Miller asked Mr. Yang if surveys included specific questions about zero-emission transportation and Mr. Yang responded that the questions were left open ended about improved transit efficiency yet any comments that were made specifically about that would be noted.

Mr. Mahler noted that he would like to see a more detailed plan of action for mobility services included in the final report.

## **5. OPERATIONAL UPDATES**

### **5.1 CEO Report**

Ms. Reed presented the CEO report – she discussed the recent mask-mandate removal that was still in effect but with rising covid cases in the area the agency was carefully monitoring. She thanked staff for diligently working to keep supplies readily available despite record inflation and supply chain shortages. She also spoke of positions that have recently been filled in the agency, while mentioning staffing shortages are still impacting operations.

Ms. Mozak asked if PPE was still available on buses and Ms. Reed said she'd need to confirm and follow up. (*Ms. Reed was later able to confirm and let the board know that masks are available on buses*)

## **6. EMERGENT ITEMS**

Ms. Mozak asked the board to consider discussing the planning of an annual board retreat and Mr. Mahler agreed that a retreat would be appropriate after the millage in August. Planning discussion to take place at committee level meetings.

## **7. CLOSING ITEMS**

### **7.1 Topics for Next Meetings**

LRP

2.9 External Relationships

2.10 Communication and Support to the Board

CEO Expense Report

### **7.2 Public Comment**

Robert Pawlowski addressed the board and made several comments regarding the Long-Range Plan public surveys and informational sessions. He was impressed by public attendance and interest as public transportation is becoming more important to the area. He thanked Forest and his team for their hard work in the planning.

### **7.3 Adjournment**

Mr. Chang motioned to adjourn, seconded by Mr. Miller.

Meeting adjourned at 8:00pm

Respectfully Submitted by Deborah Holt