

Board of Director's Meeting Minutes

Meeting Date/Time: August 17, 2023 - 6:30 – 9:00pm

Members: Kathleen Mozak (Chair), Mike Allemang (Treasurer), Jesse Miller (Secretary), Chris Allen, Simi Barr, Susan Pollay, Kyra Sims

Location: Ann Arbor District Library (4th Floor)
Virtual attendance available via Zoom

Chairwoman Mozak called the meeting to order at 6:30pm

Agenda Item

1. OPENING ITEMS

1.1 Approve Agenda

Chairwoman Mozak shared one update to the agenda - Mr. Allemang had requested agenda item 6.2 (Asset Protection) be included with item 5.1 (Monitoring Task Force Update) as the two topics were aligned. No other changes were noted.

Mr. Miller motioned to approve the updated agenda, seconded by Ms. Sims.

All in favor of approving the updated agenda:

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The approval of the updated agenda passed unanimously

1.2 Public Comment

Robert Pawlowski commented positively on the Title VI public feedback opportunities and current work being done at the organization to gather customer feedback in person for those who don't have digital accessibility.

1.3 General Announcements

Chairwoman Mozak reminded Board member's that additional volunteer participation is needed for the Governance Procurement Task Force and the yearly officer elections will be held during the September Board meeting. She also shared an update that stemmed from the July Board meeting when Ms. Reed presented a revised table for policy 2.5.5.1 showing compliance. There was a procedural question as to whether a vote was necessary to approve the update. After some discussion on if a vote was necessary, the Board concluded it was, and did, vote to approve the revised table. In researching past practices of receiving requested policy it was discovered that these updates were housed under the Consent Agenda for vote. Voting on the updated policy information was the correct procedure.

2. CONSENT AGENDA

2.1 Board Meeting Minutes July 20, 2023

2.2 Committee Meeting Summaries

Chairwoman Mozak noted to the board that a revised version of the Governance Committee notes had been added to the Consent Agenda.

Mr. Miller motioned to approve the Consent Agenda, seconded by Mr. Allemang.

All in favor of approving the Consent Agenda:

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The approval of the Consent Agenda passed unanimously.

3. SPECIAL ITEMS

No special items noted.

4. OWNERSHIP LINKAGE

4.1 Open Dialogue Task Force Updates

Chairwoman Mozak provided an update sent by Mr. Chang (not in attendance): the ODTF had a successful meeting with Mayor Taylor and following a debrief meeting, the role of advocacy within the board was discussed. ODTF plans to continue email discussions with Mayor Taylor regarding further outreach with him and city council members. The task force will next be planning a meeting with Mayor Brown (Ypsilanti).

Chairwoman Mozak added that the role of advocacy will be added as a discussion topic in December as a part of the yearly Board plan of work.

5. MONITORING

5.1 Monitoring Task Force Update

Mr. Allemang provided an update on the work of the Monitoring Task Force as they review policies that overlap or are redundant. They are currently examining Financial Conditions (policy 2.3) and Asset Protection (2.7.2 and 2.7.2.1) and have requested consultant Rose Mercier assist with further review. Also discussed was how board suggestions for policy wording/revisions will go before the Governance Committee for review before being introduced to the board for action. They will meet again in September.

5.2 Q3 Financial Report

Ms. Reed presented the Board the Q3 Financial Report, highlighting that revenues and expenses are trending close to budget along with projected surpluses. Federal operating assistance is under budget which aligns with the strategy of reducing reliance and only using the funds when in a position of need. \$8.6 million in federal pandemic relief funds are

remaining and will be utilized over the upcoming quarters. Reserves remain strong and the investment summary shows the utilization of investing in higher interest rate agency bonds and Treasury notes.

6. POLICY

6.1 Sustainability Policy

Mr. Barr shared that he and the Sustainability Policy committee had worked with consultant Rose Mercier to revise proposed language for a sustainability policy. He proposed to the board two options for consideration ([Board packet pg. 21](#)) along with suggestion of possibly removing Ends policy 1.2.2 which may be redundant. He and Ms. Pollay shared they support the 2nd policy option as it more clearly outlines ways to monitor the organization. Board members expressed support of the work of the committee, thoughts on how the policy might be measured for monitoring and discussion on how to vote for the suggested additions and whether to edit the Ends.

Mr. Barr motioned to adopt the proposed addition of Option #2 Environmental Sustainability (policy 2.11), seconded by Ms. Pollay.

All in favor of adopting the proposed addition of Option #2 Environmental Sustainability policy 2.11:

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to adopt Option #2 Environmental Sustainability (policy 2.11) passed unanimously.

Mr. Barr motioned to delete Ends policy 1.2.2 which now becomes redundant, seconded by Mr. Allen.

All in favor of deleting (now redundant) Ends policy 1.2.2:

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to delete Ends policy 1.2.2 passed unanimously.

Mr. Barr motioned adopt that the Service Committee will annually monitor Environmental Sustainability (policy 2.11) in March, seconded by Ms. Pollay.

All in favor adopting that the Service Committee will annually monitor Environmental Sustainability (policy 2.11) in March:

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to adopt that the Service Committee will annually monitor Environmental Sustainability (policy 2.11) in March passed unanimously.

Newly adopted policy 2.11, to be monitored by the Service Committee annually in March will be added to, and Ends policy 1.2.2 will be deleted from, the Board Policy Manual.

~~6.2 Asset Protection (2.7.2 and 2.7.2.1 Review)~~ Included with Agenda Item 5.1

7. BOARD EDUCATION/DISCUSSION

8. OPERATIONAL UPDATES

8.1 Business Plan Update / Discussion

Mr. Carpenter shared that several updates had been made to the Corporate Business Plan after discussion from the July Board meeting and Board suggestions / input surrounding the pursuit of increasing ridership. He noted several changes that had been made in the updated version ([Board packet, pg. 28](#)). Board members shared input they had provided to Mr. Carpenter and Ms. Reed and discussed how the organization might find other comparable communities to compare ridership. The Board does not need to approve the final version of the Corporate Business Plan as it is used as a tool for organizational priorities.

8.2 Draft Budget Presentation

Ms. Reed presented to the board the draft FY 2024 budget ([Board packet, pg. 129](#)). She started with an overview of the budget process, noting that there will be small details changed between this draft and the final budget, but no large changes expected. She stated that community input on the budget has been received through the website and after her presentation, the board will move into the required public hearing to allow for additional comments from the community.

In her draft FY2024 budget overview presentation, she showed that the organization will be operating at full-service levels, millage services will be accelerated, no fare changes are noted, the budget is balanced, and capital projects are funded.

Board members discussed staffing increases which are in preparation for service increases and plans for promoting ridership increases. They thanked Ms. Reed and her staff for their work on the draft budget and presentation and look forward to the final budget at the September Board meeting.

Ms. Pollay motioned to suspend the regular meeting and move to open the public hearing. Mr. Allemang seconded the motion.

8.2.1 Public Hearing Regarding Budget

Ravyn Kalfayan commented on recent discussions the organization had with the Ypsilanti Police Chief and whether there were plans for a police substation at the YTC as there were concerns within the community.

Mr. Carpenter addressed the comment and shared that no plans were in place for a police substation at the current YTC location or as a part of future plans for the new building.

Robert Pawlowski commented that he appreciated the work that had gone into the budget along with the acceleration of millage services through property tax revenue and local/state/federal funding.

Amber Fellows commented about the discussions with Ypsilanti Police Chief and her concerns that staff had discussed plans for a police substation at the YTC without the board knowledge or public input.

Diana Gonzalez commented that she is a lifelong public transit user and reiterated statements made by previous commenters regarding concerns about Ypsilanti PD having a substation at the YTC and encouraged public engagement.

Jim Mogensen commented that he would find the inclusion of purchase of service agreements in the budget appendix helpful. He shared concerns about the use of millage funding, large initiatives and funding risks. He thanked staff for their work on the draft budget presentation and noted the information was helpful.

Before closing the public hearing Mr. Carpenter and Chairwoman Mozak addressed public comments directed at the subject of the YTC and YPD. Staff and passenger safety is a priority and an ongoing subject of discussion for the best method of providing security, and both reiterated there were no plans for a police substation at the YTC.

Mr. Allemang motioned to close the public hearing and resume the board meeting. Mr. Barr seconded the motion.

8.3 Title VI Update

Mr. Yang shared that the Title VI program public engagement phase have completed after (2) in-person and (2) virtual meetings. Comments from the public were positive about services and the sessions provided the opportunity to educate the public on the Title VI program. Feedback is being summarized to send to a consultant with a plan of bringing a report to the Board for approval in September.

8.4 CEO Report

Mr. Carpenter highlighted several noteworthy items within his report – Community Relations completed a new Ride Guide and the Executive Team is working to bring forward a bus propulsion recommendation in October, the increase in D2A2 ridership. He also provided brief updates on the status of bus suppliers and the winding down of the Bike Share program.

Mr. Yang answered board questions about the status of a traffic signal priority system – his team is in the process of procuring a vendor to assist with development.

Mr. Miller noted that the YTC now has customer service representatives in the lobby and thanked staff for their work in redesigning the space to be more welcoming for riders.

9. EMERGENT ITEMS

No emergent items noted.

10. CLOSING ITEMS

10.1 Action Item Recap

Board Policy Manual will be updated to reflect recent approved updates, Final Budget will be presented in September, an additional board member is needed for the Governance Procurement Task Force, Board Elections will be in September and Ms. Reed's draft budget presentation will be emailed to the board and added to the online board packet. Also, any community members who are concerned about YTC/YPD are welcome to contact a board member or Mr. Carpenter for further conversation.

10.2 Topics for Next Meetings

- Financial Planning & Budgeting (2.4)
- Fare Policy (2.5.12)
- Budget Presentation
- Q3 Service Report
- Board Officer Elections

10.3 Public Comment

Ravyn Kalfayan commented and thanked the board and staff for the feedback and looks forward to further discussion.

Amber Fellows commented and thanked the board and staff for their responses. Noted she would like to see further follow-up on the topic of YTC/YPD and looks forward to future communications with staff.

Jim Mogensen commented about an experience at the YTC with YPD. He also shared his concerns about BRT and upcoming MDOT construction along Washtenaw.

Diana Gonzalez commented and thanked the board and staff for listening to concerns and addressing them. She also shared her experiences using the Seattle/Olympia bus line.

Robert Pawlowski thanked Community Relations for their work on the Ride Guide and provided input on upcoming transportation projects that will expand services in the area. He also shared that he is on the CAC board, and they would welcome a board or staff participating/

10.4 Adjournment

Ms. Pollay motioned to adjourn the meeting, seconded by Mr. Barr.

All in favor of adjourning the meeting:

- Mr. Mike Allemang: Yes
- Mr. Chris Allen: Yes
- Mr. Simi Barr: Yes
- Mr. Jesse Miller: Yes
- Ms. Susan Pollay: Yes
- Ms. Kyra Sims: Yes
- Chairwoman Kathleen Mozak: Yes

Chairwoman Mozak adjourned the meeting at 9:28 pm.

Respectfully submitted by Deborah Holt