

Board of Director’s Meeting Minutes

Meeting Date/Time: November 21, 2024 - 6:30pm – 9:00pm

Location: Ann Arbor District Library (4th Floor)

Virtual attendance available via Zoom

Members Present: Kathleen Mozak (Chair), Mike Allemang (Treasurer), Chris Allen, Simi Barr, Rich Chang, Julie Grand, Susan Pollay

Members Present Virtually: Jesse Miller (Secretary), Kyra Sims

Members Absent: Monica Ross-Williams

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

Agenda Item
<p>1. OPENING ITEMS</p> <p>1.1 Approve Agenda</p> <p>Chairwoman Mozak noted one change to the agenda – under 8.1 Emergent Items, change from Carpenter to Mozak.</p> <p>Mr. Barr motioned to approve the amended agenda, seconded by Ms. Grand.</p> <p>All in favor of approving the amended agenda:</p> <ul style="list-style-type: none"> Mr. Mike Allemang: Yes Mr. Chris Allen: Yes Mr. Simi Barr: Yes Mr. Rich Chang: Yes Ms. Julie Grand: Yes Ms. Susan Pollay: Yes Chairwoman Kathleen Mozak: Yes <p>The motion to approve the amended agenda passed unanimously.</p> <p><i>Mr. Jesse Miller: Virtual Attendee / Non-voting</i> <i>Ms. Kyra Sims: Virtual Attendee / Non-voting</i></p> <p>1.2 Public Comment</p> <p>No public commenters.</p>

1.3 General Announcements

Chairwoman Mozak shared that the Audit Procurement Task Force had completed their work. The new auditor contract was awarded to Plante Moran. She thanked Mr. Allemang and Mr. Allen for their work on the task force.

Chairwoman Mozak shared that the Audit Task Force has been formed and had an introductory meeting with auditors from Plante Moran. She thanked Ms. Sims, Mr. Miller and Mr. Allen for participating in the task force.

Governance Consultant, Sue Radwan, will be leading a 2-day Policy Governance Boot Camp in May in Ann Arbor – more details to come, and Board members are encouraged to attend.

2. CONSENT AGENDA

2.1 Board Meeting Minutes September 19, 2024

2.2 Committee Meeting Summaries (October/November)

2.3 Accountable Executive for PTASP (Required Delegation)

2.4 Annual Public Transit Agency Safety Plan Approval

Chairwoman Mozak noted one revision to Board meeting minutes – under the public hearing motion, Mr. Barr had seconded the motion.

Ms. Pollay motioned to accept the amended Consent Agenda, seconded by Mr. Barr.

All in favor of accepting the amended Consent Agenda:

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion to accept the amended Consent Agenda passed unanimously.

Staff will update the September Board Meeting minutes to reflect the change noted by Chairwoman Mozak.

3. OWNERSHIP LINKAGE

3.1 Ownership Linkage Task Force Updates

Mr. Chang updated the Board on meetings scheduled with the mayors of Ann Arbor and Ypsilanti, and Ypsilanti Township Supervisor. The goal is to schedule quarterly meetings and create a content calendar for the different meetings.

4. MONITORING

4.1 Treatment of the Traveling Public (2.1)

Mr. Carpenter provided an overview of the Treatment of the Traveling Public (Policy 2.1) monitoring report. He noted comments within the monitoring report survey related to suggestions of policy text. The Service Committee reviewed the monitoring report and recommended the Board approve it as (A) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations.

Mr. Chang motioned to accept the Treatment of the Traveling Public (Policy 2.1) monitoring report as (A) seconded by Mr. Allemang.

All in favor of accepting the Treatment of the Traveling Public (Policy 2.1) monitoring report as (A):

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion to accept the Treatment of the Traveling Public (Policy 2.1) monitoring report as (A) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations, passed unanimously.

4.2 Treatment of Staff (2.2)

Mr. Carpenter provided an overview of the Treatment of Staff (Policy 2.2) monitoring report. He noted that the only area of non-compliance was in the implementation of the Whistleblower policy for policy 2.2.3 – the policy had been delayed due to HR staffing changes and is scheduled to be implemented by the end of the year.

The Service Committee reviewed the monitoring report and recommended the Board approve it as (B) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations, except for the CEO's stated non-compliance with item(s) 2.2.3, which the Board acknowledges and accepts the proposed dates for compliance.

Mr. Barr motioned to accept the Treatment of Staff (Policy 2.2) monitoring report as (B) seconded by Mr. Chang:

All in favor of accepting the Treatment of Staff (Policy 2.2) monitoring report as (B):

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion to accept the Treatment of Staff (Policy 2.2) monitoring report as (B) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations, except for the CEO's stated non-compliance with item(s) 2.2.3, which the Board acknowledges and accepts the proposed dates for compliance, passed unanimously.

4.3 Emergency Succession (2.8)

Ms. Kamau provided an overview of the Emergency Succession (Policy 2.8) monitoring report. She noted the policy was found to be in compliance. The Governance Committee reviewed the monitoring report and recommended the Board approve it as (A) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations.

Mr. Allemang motioned to accept the Emergency Succession (Policy 2.8) monitoring report as (A), seconded by Ms. Pollay.

All in favor of accepting the Emergency Succession (Policy 2.8) monitoring report as (A):

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion to accept the Emergency Succession (Policy 2.8) monitoring report as (A) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations, passed unanimously.

4.4 Construction (2.10)

Ms. Kamau provided an overview of the Construction (Policy 2.10) monitoring report. She noted that aside from NEPA studies, YTC and BTC designing, there were no other qualifying construction activities in the previous year and the policy was found to be in compliance. The Service Committee reviewed the monitoring report and recommended the Board approve it as (A) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations.

Ms. Grand motioned to accept the Construction (Policy 2.10) monitoring report as (A), seconded by Mr. Chang.

All in favor of accepting the Construction (Policy 2.10) monitoring report as (A):

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion to accept the Construction (Policy 2.10) monitoring report as (A) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations, passed unanimously.

5. POLICY DEVELOPMENT

5.1 Policy Language Discussion (if needed)

Chairwoman Mozak opened the floor for language discussion on the following policies:

Policy 2.1

Board members discussed CEO note of policy redundancy of 2.1.2 and 2.1.3.1 within the monitoring report. The Service Committee will review the policies.

Board members discussed the intent of policy 2.1.3 language related to training and if the measurable data provided should be refocused on safety outcomes. The Service Committee will review the policy.

Policy 2.2

Board members discussed redundancy with policies 2.2.1 and 2.2.1.1 but determined no further review was needed at this time.

Policy 2.8

No Board discussion.

Policy 2.10

No Board discussion.

5.2 Delete Policy 2.7.2

After a review, the Finance Committee agreed with the CEO conclusion that policy 2.7.2 was redundant to 2.5.3 and had been created through an oversight. They recommended to the Board that Policy 2.7.2 be deleted.

Mr. Allemang motioned to delete policy 2.7.2, seconded by Mr. Allen.

All in favor of deleting policy 2.7.2:

Mr. Mike Allemang: Yes
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes

Continued ...

Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion to delete policy 2.7.2 passed unanimously.

The Board Policy Manual will be updated.

6. BOARD EDUCATION / DISCUSSION

6.1 Election Recap

Mr. Pfeifer shared an overview of 2024 election results – national, statewide and local.

Ms. Reed outlined primary funding sources for the agency and discussed potential impacts to overall funding for the the transportation industry. She noted that the organization is financially secure and looking to maintain strong financial controls over spending. Board members discussed the potential risks and mitigation strategies for future funding and policy changes.

7. OPERATIONAL UPDATES

7.1 Bus Lanes and BRT Project Update

Mr. Hess provided a presentation ([Board meeting Packet pg. 103](#)) of updates on bus lanes and bus rapid transit (BRT) corridor projects. Staff have been partnering with other agencies on a network of BRT corridors that would provide improved service to the primary fixed route network. BRT corridors are being considered on State Street, Washtenaw Avenue, and the US-23 and Washtenaw Avenue exchange. The presentation outlined the importance of the proposed enhancements for local transit reliability and efficiency.

Board members engaged in a thorough discussion about community concerns, funding costs, design and accessibility impacts, and coordinating with other agencies. Mr. Hess will continue to update the Board as the projects progress.

7.2 Q4 Financial Report

Ms. Reed presented the Q4 Financial report with a reminder that the report is preliminary, and adjustments are being made as the year-end finalizations are being made ahead of the yearly audit. Highlights in the report included operating within budget for the 4th quarter and operating revenues and expenses were balanced. Due to unfilled staffing positions and lower fuel costs, operating expenses were slightly under budget. The fiscal year finished without using federal operating assistance – the funds were unused but are still used for capital.

Property tax revenues were received in FY24 and while some funding was used for balancing the budget, the remainder will be used for FY2025. Pandemic relief funds were fully utilized.

As assets grow, Ms. Reed noted that the operating reserve target will be slightly decreased to accommodate – this will be discussed in further detail at the next Finance Committee meeting.

7.3 CEO Report

Mr. Carpenter shared several highlights from the CEO report which includes October and November – an RFP was created for a consultant to begin work for bus facilities and a garage as expanding services have outgrown the DGOC location, the first of new Gillig buses arrived, longtime employee Jerry Page retired after 40 years in Fleet and Lilliam Webb was recently awarded for a Transportation Demand Management Excellence Award from the Association for Commuter Transportation due to the success of the getDowntown program.

8. EMERGENT ITEMS

Chairwoman Mozak shared that the Governance Committee discussed being more proactive about having Board meetings held in the Ypsilanti / Ypsilanti Township service areas and requested Board input on having 2 or 3 meetings during 2025. At this time, finding a location in Ypsilanti Township has been challenging so until such a location can be determined, the meetings will be held at the Riverside Arts Center in downtown Ypsilanti. The Board discussed with the consensus in support for 3 meetings over 2 meetings.

Mr. Chang motioned that 2025 Board meetings be held at the Riverside Arts Center in Ypsilanti for the months of January, May and July 2025 (if a suitable meeting location is found in Ypsilanti Township one of the meetings will be held there) seconded by Ms. Grand.

All in favor of 2025 Board meetings being held at the Riverside Arts Center in Ypsilanti for the months of January, May and July 2025:

Mr. Mike Allemang: No
Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion that 2025 Board meeting be held at the Riverside Arts Center in Ypsilanti for the months of January, May and July (if a suitable meeting location is found in Ypsilanti Township one of the meetings will be held there) passed with a vote of (6) Yes and (1) No.

The meeting location information will be updated on the website and publicly posted.

9. CLOSING ITEMS

9.1 Action Item Recap

- Service Committee review policy 2.1.3 and potential overlap between policies 2.1.2 and 2.1.3.1
- Ms. Reed will provide information on the amounts the organization receives the gas tax
- Mr. Pfeifer will provide information on the Washtenaw County Prop 3 Older Adult Service Millage
- Update the policy manual to reflect the deletion of policy 2.7.2

9.2 Topics for Next Meetings LAC Report

Q4 Service Report Ends (1.0)
Future: Training/Discussion on Reasonableness

9.3 Public Comment

No public commenters.

9.4 Adjournment

Mr. Chang 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. Rich Chang: Yes
Ms. Julie Grand: Yes
Ms. Susan Pollay: Yes
Chairwoman Kathleen Mozak: Yes

There was no discussion on the motion.

The motion to adjourn the meeting passed unanimously.

Chairwoman Mozak adjourned the meeting at 9:03 pm.

Respectfully Submitted by Deborah Holt

Resolution 04/2024

PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

**RESOLUTION OF THE BOARD OF DIRECTORS
OF THE
ANN ARBOR AREA TRANSPORTATION AUTHORITY**

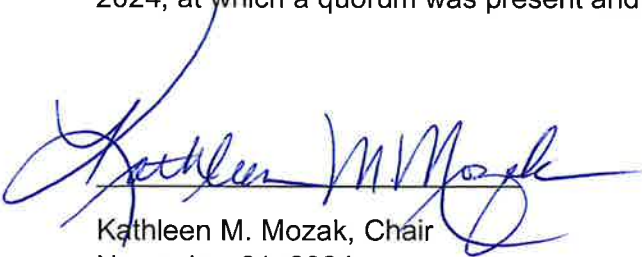
WHEREAS, the Public Transportation Agency Safety Plans (PTASP) regulation (49 CFR Part 673) requires certain operators of public transportation systems that receive federal funds under the FTA Urbanized Area Formula Grants to develop an Agency Safety Plan (ASP) that includes the processes and procedures to implement a Safety Management System (SMS), a comprehensive, collaborative, and systematic approach to managing safety, and

WHEREAS, the Federal Transit Administration requires the Board of Directors of the Ann Arbor Area Transportation Authority to annually approve a Public Transit Agency Safety Plan, and

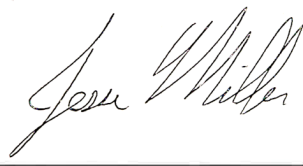
WHEREAS, the Chief Executive Officer (the AAATA Accountable Executive) has signed the 2024 Public Transit Agency Safety Plan, as approved by staff at the Safety Committee.

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Ann Arbor Area Transportation Authority hereby approves the 2024 Public Transit Agency Safety Plan and directs the Chief Executive Officer to submit it to the Federal Transit Administration by the end of the calendar year.

I hereby certify that the following Resolution was duly approved and adopted by the Board of Directors of the Ann Arbor Area Transportation Authority at a meeting held on November 21, 2024, at which a quorum was present and acting throughout.



Kathleen M. Mozak, Chair
November 21, 2024



Jesse Miller, Secretary
November 21, 2024