

Board of Director’s Meeting Minutes

Meeting Date/Time: January 23, 2025 - 6:30pm – 9:00pm

Location: Riverside Arts Center – 76 N. Huron Street, Ypsilanti, MI (4th Floor)

Virtual attendance available via Zoom

Members Present: Kathleen Mozak (Chair), Jesse Miller (Secretary), Chris Allen, Simi Barr, Rich Chang, Julie Grand, Susan Pollay, Kyra Sims

Members Absent: Mike Allemang (Excused)

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

Agenda Item
1. OPENING ITEMS
<p>1.1 Approve Agenda</p> <p>No additions or changes noted to the agenda.</p> <p>Mr. Chang motioned to approve the agenda, seconded by Mr. Allen.</p> <p>No discussion on the motion.</p> <p>All in favor of approving the agenda:</p> <p style="padding-left: 40px;">Mr. Chris Allen: Yes Mr. Simi Barr: Yes Mr. Rich Chang: Yes Ms. Julie Grand: Yes Mr. Jesse Miller: Yes Ms. Susan Pollay: Yes Ms. Kyra Sims: Yes Chairwoman Kathleen Mozak: Yes</p> <p>The motion to approve the agenda passed unanimously</p>
<p>1.2 Public Comment</p> <p>Robert Pawlowski commented on the SEMCOG data used within the Ends monitoring report and questioned if the data was skewed as not all parts of Washtenaw County are within the service area. He asked it to be clarified to shore more accurate data.</p>
<p>1.3 General Announcements</p> <p>Chairwoman Mozak shared that the Audit Task-Force would be meeting in early February. She also shared that Monica Ross-Williams – Ypsilanti Township representative – had resigned. Chairwoman Mozak thanked her for time served on the Board.</p>

2. CONSENT AGENDA

2.1 Board Meeting Minutes December 19, 2024

2.2 Committee Meeting Summaries

2.3 FY 2026 State Application Resolution (Required Approvals)

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

No discussion on the motion.

All in favor of accepting the Consent Agenda:

Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to accept the Consent Agenda passed unanimously.

3. OWNERSHIP LINKAGE

3.1 Ownership Linkage Task Force Updates

Mr. Chang provided the Board with an update on OLTF meetings. In January they had met with representatives from Ypsilanti Township. In February, they will be meeting with representatives from the City of Ypsilanti.

4. MONITORING

4.1 Ends Monitoring Report

The Ends Monitoring Report was introduced and discussed at the December Board meeting and committees were given the opportunity for additional review before a final vote on the report.

Mr. Miller shared that the Service Committee had a thorough discussion on policies 1.1 and 1.3 and the reasonableness of the CEO interpretations. The Ends policies will be discussed and reviewed in 2025 and specific questions about policy language can be deferred until the review has taken place.

Mr. Allen shared that the Finance Committee had reviewed the Ends Monitoring Report and found it to be satisfactory with no recommended changes or feedback.

No other Board member input was received.

Mr. Allen motioned to accept the Ends (Policy 1.0) monitoring report as *(A) a reasonable interpretation for all policy items and that the evidence demonstrates compliance with the interpretations* seconded by Ms. Sims

There was no discussion on the motion.

All in favor of accepting Ends (Policy 1.0) monitoring report as (A):

Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to accept the Ends (Policy 1.0) 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)

The Board will be reviewing the Ends Monitoring Report in detail in the upcoming year and Board members agreed that any policy language questions or concerns would be brought forth at the time of the review.

5.2 Policy Language Recommendation (2.1.3)

Mr. Miller shared that the Service Committee had been tasked with reviewing the language of policy 2.1.3 to determine if the policy should focus on safety outcomes rather than training inputs.

Original policy language:

2.1.3 (CEO shall not)...Operate without established and enforceable standards for customer service and the safety of the public including pedestrians, cyclists and other road users.

The committee recommended proposed revised language to change the policy to:

2.1.3 CEO shall not operate in a manner that jeopardizes the safety of the traveling public.

Ms. Grand motioned to accept the proposed revised language for policy 2.1.3, seconded by Mr. Chang.

There was no discussion on the motion.

All in favor of accepting the proposed revised language for policy 2.1.3:

Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to accept the proposed revised language for policy 2.1.3 passed unanimously.

The Board Policy Manual will be updated to reflect the revision.

5.3 Board Annual Plan of Work

Board members reviewed the 2024 work plan and discussed potential additions for the creation of a 2025 work plan. Members emphasized the importance of understanding community trends and how they impact ridership and coverage.

After a robust discussion, the draft work plan is as follows:

Policy Topics / Decisions

Ends Review

Sustainability

Determining Reasonableness

Ownership Value / Affordability & Property Taxes

Education Topics

Funding (Federal, State, Local / POSA's)

Ridership / Coverage (Title VI, Equity)

Post Pandemic Ridership Trends

UM2050

Land Use

AI

Chairwoman Mozak concluded the discussion noting that Board members would have time to reflect on the draft work plan before it is brought forward for a vote at the February Board meeting.

5.4 Frequency of Monitoring Reports Proposal

Mr. Carpenter shared a proposed amendment to Appendix A of the Policy Manual with changes to the frequency of some monitoring reports. Some monitoring reports will change from annual monitoring to every two years.

Mr. Chang motioned to accept the proposed updates to the frequency of monitoring reports, seconded by Ms. Sims.

There was discussion on the motion after which Mr. Chang revised his motion to accept the proposed updates with an adjustment to Policy 2.11 which will remain annually monitored, seconded by Ms. Grand.

There was no discussion on the revised motion.

All in favor of accepting the proposed updates to the frequency of monitoring reports with an adjustment to Policy 2.11 which will remain annually monitored:

Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to accept the proposed updates to the frequency of monitoring reports, with an adjustment to Policy 2.11 which will remain annually monitored, passed unanimously.

The Board Policy Manual will be updated.

6. BOARD EDUCATION / DISCUSSION

6.1 Low-No Update

Ms. Reed shared an update with the Board related to the Now-No Grant and recent Executive Orders affecting federal funding disbursements. Board members expressed concerns related to the impact on manufacturers, the supply chain and the ability to purchase buses. Ms. Reed noted that staff are continuing to work on obligating the funds and are monitoring the situation closely. She will be providing updates to keep the Board informed about any policy changes.

6.2 Procurement Manual Change Notification

Ms. Whitlow and Ms. Flagler presented an update on procurement manual changes ([January 23, 2025, Board of Director's meeting packet page 89](#)) as required within the Board policies manual. Updates included: an increase to purchase approval thresholds for managers went from \$15k to \$20k and an increase of \$25 to \$200 for petty cash. The changes are in alignment with other internal process improvements which will be reflected in the updated Procurement Manual.

7. OPERATIONAL UPDATES

7.1 CEO Report

Mr. Carpenter shared information on the arrival of new Gillig buses with 6 more waiting to be completed. The organization also recently donated several old buses to Jackson Transit Authority. He also shared a follow up to Board questions about the planning of a potential Senior millage at the county level and noted that he will continue to provide the Board updates on the status of that millage planning process.

8. EMERGENT ITEMS

No emergent items noted.

9. CLOSING ITEMS

9.1 Action Item Recap

- Staff will be purchasing copies of the book "Human Transit" for Board members
- Mr. Chang will be compiling data on polling locations within the service area for Board members
- Work plan topic suggestions will be compiled – further discussion at February Board meeting

9.2 Topics for Next Meeting

FY25 Q1 Financial Report
Global Executive Limitations (2.0)
Financial Conditions & Activities (2.5)
Board Annual Plan of Work
Procurement Manual Update Notification
Future:
Determining Reasonableness

9.3 Public Comment

Robert Pawlowski spoke of the concern about federal funding and the need for local funding strategies – such as tourism taxes or funding from local universities - that would support operations and projects. He also spoke of the importance of long-term planning and called for a proactive approach to future funding challenges to ensure the sustainability of transit operations.

9.4 Adjournment

Mr. Miller motioned to adjourn the meeting seconded by Mr. Chang.

There was no discussion on the motion.

All in favor of adjourning the meeting:

Mr. Chris Allen: Yes
Mr. Simi Barr: Yes
Mr. Rich Chang: Yes
Ms. Julie Grand: Yes
Mr. Jesse Miller: Yes
Ms. Susan Pollay: Yes
Ms. Kyra Sims: Yes
Chairwoman Kathleen Mozak: Yes

The motion to adjourn the meeting passed unanimously.

Chairwoman Mozak adjourned the meeting at 9:43pm

Respectfully Submitted by Deborah Hol

Attachment 1: MDOT Resolution

Resolution 01/2025

RESOLUTION OF THE BOARD OF DIRECTORS

OF THE

ANN ARBOR AREA TRANSPORTATION AUTHORITY

**THE APPROVED RESOLUTION OF INTENT TO APPLY FOR STATE
FORMULA OPERATING ASSISTANCE FOR FISCAL YEAR 2026 UNDER
ACT 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Ann Arbor Area Transportation Authority (AAATA) established under Act 55 of 1955 to provide a local transportation program for the state fiscal year of 2026 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the AAATA, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or 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

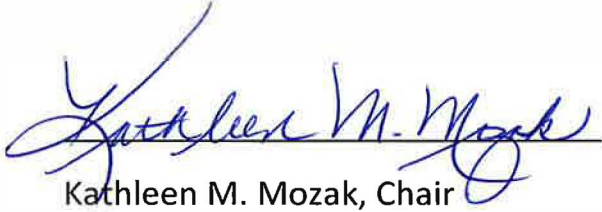
WHEREAS, the performance indicators for this agency have been reviewed and approved by the governing body; and

WHEREAS, the AAATA, has reviewed and approved the proposed balanced budget and funding sources of estimated federal funds \$35,466,213, estimated state funds \$26,945,433, estimated local funds \$49,350,872, with total estimated expenses of \$111,762,518.

NOW THEREFORE, be it resolved that the AAATA hereby makes 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 Matthew Carpenter as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as

deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2026.



Kathleen M. Mozak, Chair

January 23, 2025

I, Jesse Miller, Secretary of AAATA, having custody of the records of the proceedings of AAATA, do hereby certify that I have compared this resolution adopted by AAATA at the meeting of January 23, 2025, with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have here unto set my hand and affixed seal of said AAATA this 23rd day of January 2025.



Jesse Miller, Secretary