



**REGIONAL  
TRANSIT AUTHORITY**  
OF SOUTHEAST MICHIGAN

## **Board of Directors Meeting**

Thursday, May 16, 2024

Wayne County Community College, 1001 W. Fort St. Detroit, MI 48226

[Zoom Virtual Public Participation](#)

1:00 PM

### **AGENDA**

1. Call to Order
2. Roll Call
3. **Approval of Agenda**
4. Public Comment- Time Limitation for Public Comment = 3 minutes per speaker
5. Executive Directors Report
6. Presentations
  - a. **Regional Providers – AAATA, DDOT**
7. Consent Agenda
  - a. [Approval of the March 2024 Board Meeting Summary](#)
  - b. [Approval of Financial Reports for April 2024](#)
8. Regular Agenda
  - a. [Fiscal Year 2024 Federal Funding](#)
9. New Business
10. Adjourn

*The Board may, at its discretion, revise this agenda or take up any other issues as needed, and time allows. Request for reasonable accommodation at RTA meetings requires advanced reservations. Individuals with disabilities requiring assistance should contact RTA Information Services at least 48 hours in advance of the meeting. Documents and information are available in a variety of formats. Contact the RTA at [info@rtamichigan.org](mailto:info@rtamichigan.org) or call 313-402-1020 to discuss your format needs.*



**REGIONAL  
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OF SOUTHEAST MICHIGAN

**Proposed Meeting Summary**

**Board of Directors**

Thursday, April 18, 2024

1:00 PM

1. **Call to order at 1:01 PM**
2. **Roll Call:** Freman Hendrix; Helaine Zack; Don Morandini; Jon Moore; Alma Smith; Dr. Erica Robertson; Dave Massaron; Ned Staebler (virtual); A quorum was present.  
**RTA Representatives Present:**  
Ben Stupka; Khalil Davis; Melanie Piana; Corri Wofford; Kameron Bloye; Isaac Constans; Kristin Caffray; Shauna Morris; Julia Roberts (virtual).  
**Other Meeting Participants:**  
Morrow and Associates – RTA Consultant
3. **Approval of Agenda**  
Moved by Helaine Zack and supported by Alma Smith. The April 18, 2024, Agenda was approved.
4. **Public Comment**
  - Robert Pawlowski provided comment in support of the Detroit to Airport Express (DAX) service, the new Rochester route, Detroit People Mover service enhancements, and inquired about the DAX pass for frequent riders to the airport.
  - Jaime Junior inquired about the possibility of a regional paratransit service.
  - Renard Monczunski provided comment in support of the DAX service. In addition, Renard inquired if the DAX service was ADA accessible, and if there were efforts to regionalize paratransit.
5. **Executive Directors Report**  
Mr. Stupka presented the Executive Directors Report to the Board providing a summary in relation to:
  - Dax ridership

- The Thriving Communities Technical Assistance Award
- Government updates
- Forthcoming plans and projects
- Community engagement
- RTA Communications engagement
- Administrative updates
- QLine Transition Plan
- Upcoming Board Items

**6. Presentations**

Tiffany Gunter, Deputy General Manager, SMART, presented an overview on the state of the system. The full presentation is [here](#).

Robert Cramer, General Manager, Detroit Transportation Corporation (DTC), presented an overview on the state of the system. The full presentation is [here](#).

**7. Consent Agenda**

- a. [Approval of the March 2024 Board Meeting Summary](#)  
Moved by Alma Smith and supported by Dr. Erica Robertson, the Consent Agenda was approved.

**8. Regular Agenda**

- a. [Approval of Financial Reports for March 2024](#)  
Moved by Alma Smith and supported by Jon Moore, the March 2024 Financial Reports were approved.
- b. [Fiscal Year 2024 Federal Funding Overview – Information Item](#)

**9. New Business**

There was no new business.

**10. Meeting adjourned at 2:51 PM**

# Regional Transit Authority of Southeast Michigan

## Statement of Position

as of

April 30, 2024

	Current Yr 4/30/2024	Prior Yr 4/30/2023
<b>Assets</b>		
Cash and Cash Equivalents	\$ 62,609	\$ 30,528
Accounts Receivable	1,039,786	696,005
Prepays and Other Current Assets	2,110	50
<b>Total Assets</b>	<b><u>\$ 1,104,505</u></b>	<b><u>\$ 726,584</u></b>
<b>Liabilities</b>		
Accounts Payable	\$ 946,417	\$ 615,455
Accrued Payroll and Related Liabilities	68,250	27,513
Refundable Advance	81,361	81,361
<b>Total Liabilities</b>	<b><u>\$ 1,096,028</u></b>	<b><u>\$ 724,330</u></b>
<b>Net Assets</b>		
Fund Balance	\$ 7,813	\$ 1,413
Net Revenue	664	840
<b>Total Net Assets</b>	<b><u>\$ 8,477</u></b>	<b><u>\$ 2,253</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 1,104,505</u></b>	<b><u>\$ 726,584</u></b>

This financial report is for internal use only. It has not been audited, and no assurance is provided.

**Regional Transit Authority of Southeast Michigan**  
**Statement of Activity**  
**Admin - FY2024 YTD Comparison to Budget**  
**April 30, 2024**

	Actual	Actual	Actual	Admin YTD	Budget YTD	Annual Budget
	ADMIN - ARPA	ADMIN - MDOT 2023/2024	Interest/Other Admin	Total		
<b>Revenue</b>						
Federal Grants	\$ 1,004,257	\$ -	\$ -	\$ 1,004,257	\$ 1,729,288	\$ 2,964,493
State Grants - Matching	-	-	-	-	-	-
State Grants	-	179,299	-	179,299	209,817	359,687
Local Grants	-	-	-	-	-	-
In-Kind Revenue	-	1,500	-	1,500	-	-
Project Match Revenue	-	-	-	-	-	-
RTA Regional Planning Set-Aside	-	-	-	-	-	-
Other	-	-	797	797	-	-
<b>Total Revenue</b>	<b>\$ 1,004,257</b>	<b>\$ 180,799</b>	<b>\$ 797</b>	<b>\$ 1,185,853</b>	<b>\$ 1,939,105</b>	<b>\$ 3,324,180</b>
<b>Administrative Expenses</b>						
<b>Operating:</b>						
Personnel	\$ 608,149	\$ -	\$ -	\$ 608,149	\$ 877,008	\$ 1,503,443
Conferences/Travel/Training	-	18,348	-	18,348	26,486	45,405
Memberships and Subscriptions	-	8,248	-	8,248	6,567	11,257
Board & Public Mtg Management	-	5,080	11	5,091	9,683	16,600
Finance, Legal, Government Relations	91,022	56,261	13	147,296	166,775	285,900
Insurance	-	15,857	-	15,857	8,663	14,850
Rent and Utilities	-	6,379	-	6,379	13,300	22,800
Telephone and Internet	-	3,009	-	3,009	4,801	8,230
Computer Equipment and IT Support	-	14,418	-	14,418	20,799	35,655
Supplies	-	548	109	657	1,458	2,500
<b>Total Operating</b>	<b>699,172</b>	<b>128,148</b>	<b>133</b>	<b>827,452</b>	<b>1,135,540</b>	<b>1,946,640</b>
<b>Planning:</b>						
Planning Services	267,236	-	-	267,236	222,513	381,450
Specialized Planning Services	6,000	-	-	6,000	300,417	515,000
CHSTP	-	-	-	-	87,500	150,000
Community Engagement	-	-	-	-	87,500	150,000
<b>Total Planning</b>	<b>273,236</b>	<b>-</b>	<b>-</b>	<b>273,236</b>	<b>697,929</b>	<b>1,196,450</b>
<b>External Affairs:</b>						
Branding	31,850	-	-	31,850	26,250	45,000
External Communications	-	47,250	-	47,250	49,000	84,000
Social Media Management	-	1,195	-	1,195	4,550	7,800
Website	-	101	-	101	17,640	30,240
Graphics/Photography	-	900	-	900	5,921	10,150
Promotional Items	-	-	-	-	1,108	1,900
Miscellaneous Items	-	3,205	-	3,205	1,167	2,000
<b>Total External Affairs</b>	<b>31,850</b>	<b>52,651</b>	<b>-</b>	<b>84,501</b>	<b>105,636</b>	<b>181,090</b>
<b>Total Expenses</b>	<b>\$ 1,004,257</b>	<b>\$ 180,799</b>	<b>\$ 133</b>	<b>\$ 1,185,190</b>	<b>\$ 1,939,105</b>	<b>\$ 3,324,180</b>
<b>Net Increase/(Decrease) in Net Assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 664</b>	<b>\$ 664</b>	<b>\$ -</b>	<b>\$ -</b>

### Project Budget Tracker

**Title** **Detroit to Ann Arbor Express Bus (D2A2)**  
**Description** Express bus connecting downtown Detroit to downtown Ann Arbor.  
**Schedule** October 2021 - December 2025

Budget Tracker			
	Total	ITD	Balance
<b>Cost</b>	<b>\$ 8,202,699</b>	<b>\$ 6,291,647</b>	<b>\$1,911,052</b>
Grants			
MI-2021-036-01	\$4,311,592	\$4,311,592	(\$0)
2017-0119/P7/R2	\$1,635,893	\$1,281,745	\$354,148
Fares/Contrib	\$955,214	\$698,310	\$256,904
FY2023 CMAQ*	\$1,300,000	\$0	\$1,300,000
	<b>\$8,202,699</b>	<b>\$6,291,647</b>	<b>\$1,911,052</b>

\*Funding is secured. Will be amended into the grant at a future date.

**NOTE: the FY2024 Q2 AAATA invoice has not been received to date**

**Title** **Regional Mobility Management (MyRide2)**  
**Description** Call center/website with information for seniors and persons with disabilities.  
**Schedule** October 2017 - September 2026

Budget Tracker			
	Total	ITD	Balance
<b>Cost</b>	<b>\$1,850,920</b>	<b>\$1,413,692</b>	<b>\$437,228</b>
Grants			
MI-2017-031-02	\$1,069,444	\$1,069,444	\$0
2017-0119/P2/R4	\$267,361	\$267,361	\$0
Federal in process	\$411,292	\$61,510	\$349,782
State in process	\$102,823	\$15,378	\$87,445
	<b>\$1,850,920</b>	<b>\$1,413,692</b>	<b>\$437,228</b>

**Title** **Universal Basic Mobility Pilot**  
**Description** Mobility wallet fare technology pilot focused on Detroit jobseekers.  
**Schedule** June 2023 - December 2024

Budget Tracker			
	Cost	ITD	Balance
<b>Cost</b>	<b>\$1,025,000</b>	<b>\$356,123</b>	<b>\$668,877</b>
Grants			
2022-0126-P3	\$1,025,000	\$356,123	\$668,877
	<b>\$1,025,000</b>	<b>\$356,123</b>	<b>\$668,877</b>

**Title** **Downtown to Airport Express**  
**Description** Express bus connecting downtown Metro Airport to Downtown Detroit.  
**Schedule** March 2024 - March 2025

Budget Tracker			
	Cost	ITD	Balance
Cost	<b>\$3,019,087</b>	<b>\$271,649</b>	<b>\$2,747,438</b>
Grants			
FY2024 CMAQ*	\$2,000,000	\$186,777	\$1,813,223
2022-0126-P4 R1	\$500,000	\$46,694	\$453,306
Fares/Contrib	\$519,087	\$38,178	\$480,909
	<b>\$3,019,087</b>	<b>\$271,649</b>	<b>\$2,747,438</b>

\*Funding is secured, federal grant assignment is in process.

**Title** **Access to Transit Program**  
**Description** Grant program for safety and access improvements at bus stops.  
**Schedule** October 2024 - December 2026

Budget Tracker			
	Cost	ITD	Balance
Cost	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>
Grants			
FY2024 CMAQ*	\$1,600,000	\$0	\$1,600,000
State Grant*	\$400,000	\$0	\$400,000
	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$2,000,000</b>

\*Funding is secured. Will be amended into the grant at a future date.

**Title** **Regional Technology Strategic Plan\***  
**Description** Inventory and assessment of providers technology and identification of goals.  
**Schedule** June 2024 - June 2025

Budget Tracker			
	Cost	ITD	Balance
Cost	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>
Grants			
2017-0119/P10	\$125,000	\$0	\$125,000

\*Extension amendment pending approval.



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BOARD OF DIRECTORS MEMORANDUM

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**To:** Board Of Directors

**From:** Julia Roberts, Planning & Innovation Director

**Subject:** 2024 Federal Fund Programming

**Date:** May 16, 2024

**Requested Action:** Requesting Board of Directors Approval

Background

According to Public Act 387 of 2012, RTA is the designated recipient of all Federal Transit Administration (FTA) formula funds for both the Detroit and Ann Arbor Urbanized Areas. In that role, the RTA is responsible for allocating funding to existing direct recipients in both Urbanized Areas. In the Detroit Urbanized Area DDOT, DTC, RTA, and SMART are direct recipients. In the Ann Arbor Urbanized Area, AAATA and RTA are direct recipients.

The purpose of this memorandum is to review the FY 2024 federal apportionment, the proposed funding split, and the capital priorities of the providers. For the latter, RTA requested 5-Year financial plans from providers on March 6<sup>th</sup> to be delivered on April 5<sup>th</sup>. We received information on FY 2024 – FY 2026 capital plans and are still waiting for the final submittal of FY 2027 – FY 2028 with some updates from providers. We will continue to work with providers to gather the information for a comprehensive 5-Year regional capital program. Staff are requesting Board approval for the FY 2024 federal programming so providers can move forward with the state and federal actions needed to secure funding.

Fiscal Year 2024 Formula Funds

In March 2024, FTA released FY 2024 apportionment for the following funding programs:

The federal formula under review are for:

- Urbanized Area Formula Grants (5307)
- Bus and Bus Facilities Program (5339)
- State of Good Repair Grants (5337)

For Sections 5307 and 5337 funding in the Detroit UZA, the RTA and providers agreed on a weighted formula driven allocation methodology for the allocation of funds. That formula included looking at the following statistics:

- Vehicle Revenue Miles (25%)
- Ridership (25%)
- Population (25%)
- Local Contribution to Operating Budgets (25%)



This formula has historically supported a general 50%-50% distribution of Section 5307 and Section 5339 funds between DDOT/DTC and SMART. All 5337 funds have historically been programmed to DTC as the only eligible rail provider in the region. QLINE will be eligible for 5307 funding if it transfers to the RTA this year. It will be eligible for 5337 in FY 2024 based on federal rules that state a rail operation must be in place for seven years to qualify for that source. Due to the timing of federal funding, we are recommending programming FY 2024 5307 funding to the QLINE so that it is available at the beginning of FY2025. RTA will reserve obligation of the funding until the Board officially acts on the transfer of the QLINE. If the transfer is not approved this funding will be reprogrammed. All Ann Arbor Urbanized Area funds are directly distributed to AAATA.

**Attachment A** documents this consideration through **RTA Resolution 56**.

Below is funding distribution through the existing allocation formula:

**Section 5307: Urbanized Area Formula Grants**

<b>Agency</b>	<b>Percent</b>	<b>Amount</b>
Ann Arbor Area Transportation Authority (AAATA)	100%	\$9,850,086
TOTAL	100%	\$9,850,086
Detroit Department of Transportation (DDOT)	47%	\$25,881,152
Detroit Transportation Corporation (DTC)	1%	\$550,663
Regional Transit Authority of Southeast Michigan (RTA)	2%	\$1,101,326
Suburban Mobility Authority for Regional Transportation (SMART)	50%	\$27,533,141
TOTAL	100%	\$55,066,282

**Section 5339: Bus and Bus Facilities**

<b>Agency</b>	<b>Percent</b>	<b>Amount</b>
Ann Arbor Area Transportation Authority (AAATA)	100%	\$906,183
TOTAL	100%	\$906,183
Detroit Department of Transportation (DDOT)	50%	\$2,308.602
Suburban Mobility Authority for Regional Transportation (SMART)	50%	\$2,3086,02
TOTAL	100%	\$4,617,205

**Section 5337: State of Good Repair**

Agency	Percent	Amount
Detroit Transportation Corporation (DTC)	100%	\$1,468,962
TOTAL	100%	\$1,468,962

**Fiscal Year 2024 Discretionary Funds**

The federal discretionary funding includes:

- Enhanced Mobility for Seniors and People with Disabilities Program (5310)

These funds are awarded by RTA every two years, most recently in 2023, and passed through local transit providers in each urbanized area for Ann Arbor and Detroit. Below is a summary of prospective reduced FY 2024 distribution of funds based on federal appropriations. For more 5310 details, visit <https://rtamichigan.org/section-5310-enhanced-mobility-of-seniors-and-individuals-with-disabilities-program>.

**Section 5310: Enhanced Mobility for Seniors and People with Disabilities**

Agency	Percent	Amount
Ann Arbor Area Transportation Authority (AAATA)	88%	\$317,465
Regional Transit Authority of Southeast Michigan (RTA)	12%	\$43,841
TOTAL	100%	\$361,306
Detroit Department of Transportation (DDOT)	42%	\$2,279,545
Regional Transit Authority of Southeast Michigan (RTA)	12%	\$622,723
Suburban Mobility Authority for Regional Transportation (SMART)	46%	\$2,474,438
TOTAL	100%	\$5,376,706

**Provider Capital Updates**

RTA requested all 5-Year financial plans on March 6th by March 20<sup>th</sup> through April 5th. We received information on FY 2024 – FY 2026 capital plans and are still waiting for the final submittal of FY 2027 – FY 2028 with some updates from providers. We were able to analyze some of the items included in the submissions:

Items that we look for in our analysis includes:

- Annual amounts requested from federal formula funds by provider regionally
- Funding split between federal, state, and local sources

**Funding Amounts and Source Splits FY 2024 – FY 2026 (millions)**

Provider	FY 2024	FY 2025	FY 2026	Federal	State	Local	TOTAL
AAATA	\$14,456	\$16,189	\$23,430	74%	20%	6%	\$54,075
DDOT	\$57,580	\$44,452	\$36,734	76%	19%	5%	\$138,766
DTC	\$6,187	\$2,994	\$2,953	74%	19%	7%	\$12,134
RTA	\$1,350	\$1,850	\$1,850	80%	20%	0%	\$5,050
SMART	\$106,120	\$54,281	\$56,005	79%	19%	2%	\$216,406
SE MI	\$185,693	\$119,766	\$120,972	73%	23%	4%	\$426,431

*Information on Ongoing Programs and Projects*

These programs are standard federal formula funding that flow to urbanized areas on an annual basis. These funds are generally used to support state of good repair capital projects like vehicle replacement, preventive maintenance, communications equipment, facilities rehabilitation, and farebox replacement. A standard capital planning practice is for each direct recipient to have a capital program that documents its program cost and funding assumptions across a 5 to 10-year period. RTA requested 5-year capital programs from each provider with the intention of building them into an overall regional program. Examples of capital projects included in the programs are:

- Bus replacements (i.e. SMART Connector)
- Facility rehabilitation (DDOT Coolidge Facility, Ypsilanti Transit Center, SMART maintenance facilities)
- Preventive maintenance, vehicle safety, and systems
- Information technology (SAN hardware, software, and VM machine host)
- Equipment (maintenance, fare)
- Transit stop enhancements (shelters, benches, trash cans, bike racks)
- State of good repair (renovate People Mover)

RTA is deferring evaluation of the following project-related analysis items until all updates are received from providers:

- Programming trends by project type (e.g., % of vehicle replacements, % of preventive maintenance, etc.)
- Projects for coordination (e.g., fare equipment, planning, corridor projects, etc.)
- Large capital projects

For the RTMP this year, we will continue to meet with the providers to go over these plans in detail to assess the uniform categories, monitor project and program priorities, and to review opportunities to help fill funding gaps. This is critical for pursuing future funding to support regional transit.

*Alignment with MDOT and FTA Annual Processes*

RTA works in close collaboration with MDOT and FTA to manage this federal funding and the associated state match. Both of those agencies work on annual cycles to aggregate information on funding needs that support the grants all the transit providers need as a conduit to funding. Generally, MDOT asks for Capital Match Plans in the spring and FTA asks for final grants in the summer. RTA has aligned its process so that our allocation precedes those actions. This ensures that we are all on the same page and using the same information when processing grant requests.

*Ongoing Performance Metrics*

The RTA Board asked that we renew our efforts to collect ongoing service information from the transit providers. This was an annual RTA practice until the 2020 COVID-19 pandemic. We are currently working to establish a baseline and reporting mechanism for this on a more regular basis. The desire here is to gain more insight on the day-to-day performance of the systems that we are supporting through capital funding actions.

**Provider Performance Metrics (2023)**

<b>Metric</b>	<b>AAATA</b>	<b>DDOT</b>	<b>DTC</b>	<b>QLINE</b>	<b>SMART</b>
Ridership	4,350,470	11,050,284	655,283	1,003,975	6,499,236
Service Coverage*	100%	94%	99%	100%	84%
Pull-Out Rate	100%	94%	99%	100%	84%
On-Time Performance	N/A**	64%	100%	80%	70%
Complaints/100k miles	1.8	19.7	0.5	N/A	16.6
Compliments/100k miles	2.2	0.4	0	N/A	N/A***

\* *Percent of scheduled miles operated.*

\*\* *AAATA systems for tracking on-time performance are down.*

\*\*\* *SMART is experiencing a software issue that has prevented gathering of pull-out rate and does not track compliments, so is unable to provide this type of data.*

**ATTACHMENT A**

**Regional Transit Authority of Southeast Michigan  
Resolution No. 56  
Federal Formula Funding Distribution for the  
Detroit and Ann Arbor Urbanized Areas**

**RTA Resolution No. 56**, a resolution that the Board of Directors of the Regional Transit Authority of Southeast Michigan (RTA) approves and supports the allocation of federal funding under the Federal Transit Administration’s (FTA) Urbanized Area Formula Grant Program (5307), Bus and Bus Facilities Program (5339), and State of Good Repair Program (5337) between the Detroit Department of Transportation (DDOT), Detroit Transportation Corporation (DTC), Regional Transit Authority of Southeast Michigan (RTA), the Suburban Mobility Authority for Regional Transportation (SMART) in the Detroit Urbanized Area, and the Ann Arbor Area Transportation Authority (AAATA) in the Ann Arbor Urbanized Area.

WHEREAS, the RTA is required, pursuant to Public Act 387 of 2012 (PA 387), to determine a methodology for distributing federal funding made available to the urbanized areas under the FTA’s Urbanized Area Formula Grant Program (Section 5307), Bus and Bus Facilities Program (Section 5339), State of Good Repair (5337), and Enhanced Mobility for Seniors and People with Disabilities (5310); and

WHEREAS, the agreed upon methodology for the funding in the Detroit Urbanized Area will result in an effective 50%-50% distribution of Section 5307 and Section 5339 funds between DDOT/DTC/RTA and SMART; and

WHEREAS, the agreed upon methodology will result in 100% distribution of Section 5337 funds to DTC; and

WHEREAS, the agreed upon methodology for the funding in the Ann Arbor Urbanized Area will result in 100% distribution of Section 5307 and Section 5339 funds to AAATA; and

WHEREAS, the agreed upon process for the distribution of 5310 funding is determined through a separate call for projects that was approved by the RTA Board in June 2023; and

WHEREAS, the RTA Board has determined that this methodology and allocation advances sound transportation policy, is fair and equitable among the providers, and will allow for stability and predictability in capital budgeting; and

NOW, THEREFORE, BE IT RESOLVED, that the RTA Board of Directors hereby approves and supports the aforesaid methodology for determining the allocation of federal funds under the FTA’s Urbanized Area Formula Grant Program and Bus and Bus Facilities Program, and State of Good Repair Program.

Authorizing signature \_\_\_\_\_(Freman Hendrix, Secretary to the Board)

Date: May 16, 2024