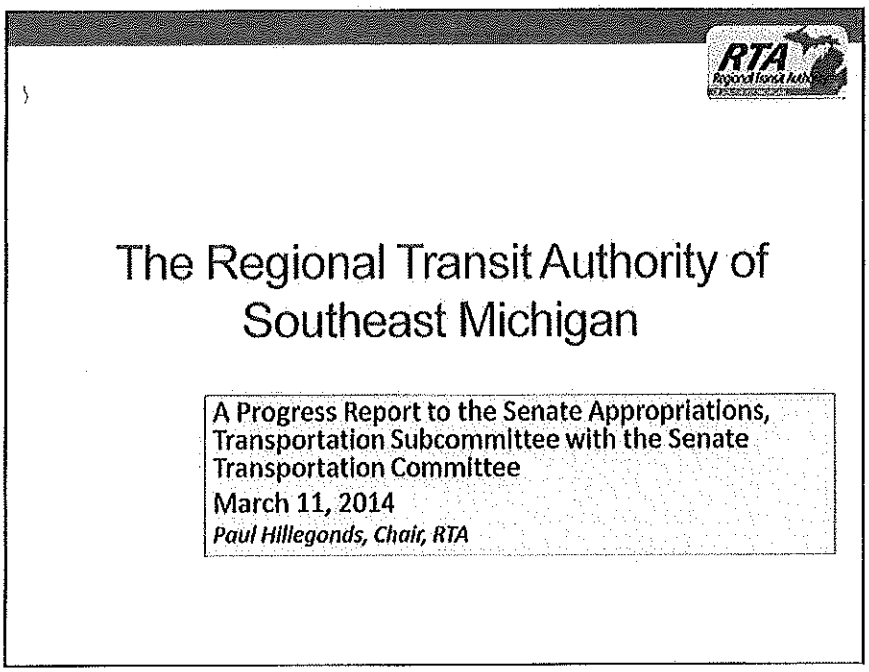
ATTACHMENT 3 – PAUL HILLEGONDS' PRESENTATION

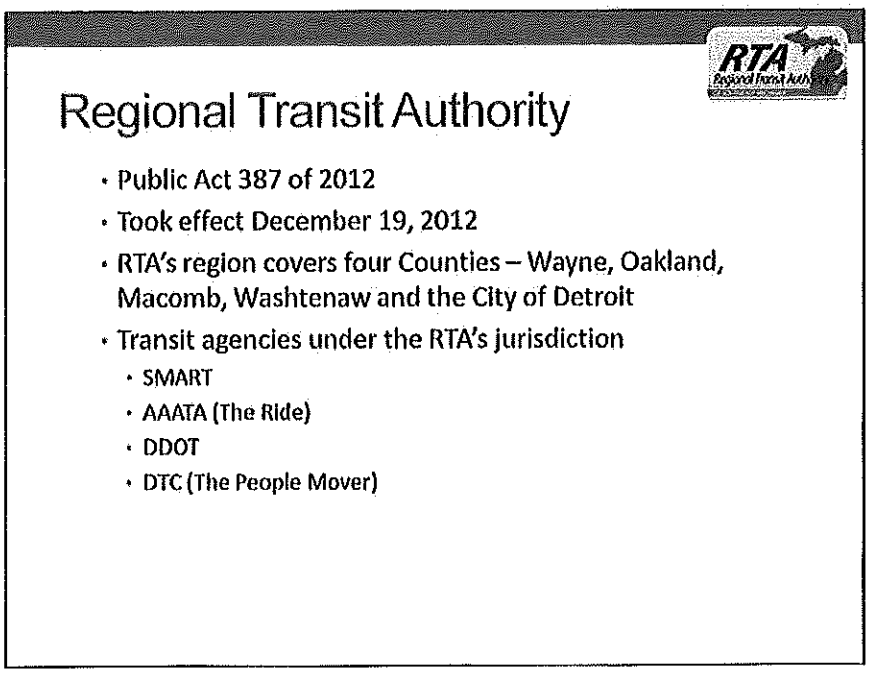


Senator Pappageorge and members of the Senate Appropriations Subcommittee - Thank you for the invitation to address you on the Regional Transit Authority. Senator Casperson and members of the Senate Transportation Committee members, thank you for taking the time to be here. It is a particular honor to address Senators Casperson and Kowall as sponsors of Senate Bill 909 which formed our authority.

I am Paul Hillegonds and I have been appointed by Governor Snyder to serve as Chair of the Board of the Regional Transit Authority of Southeast Michigan.

I would like to share with you a little history and background on how and why we came to exist, the charge we have been given and where we are on what will be a long and steady march toward improved transit services for our region.

The timing of our presentation is perfect. Next month represents our first anniversary. Later this month our first annual progress report is due to the Legislature. We have been readying ourselves to share with you what we consider to be significant progress over our first year and what we see as the considerable challenges ahead of us.



First a little history

Our authority was created by state law, Act 387 of 2012 which was signed into law by Governor Snyder in December 2012.

As defined in Act 387, our authority covers a four county region – Wayne, Oakland, Macomb, Washtenaw, and of course that includes the City of Detroit.

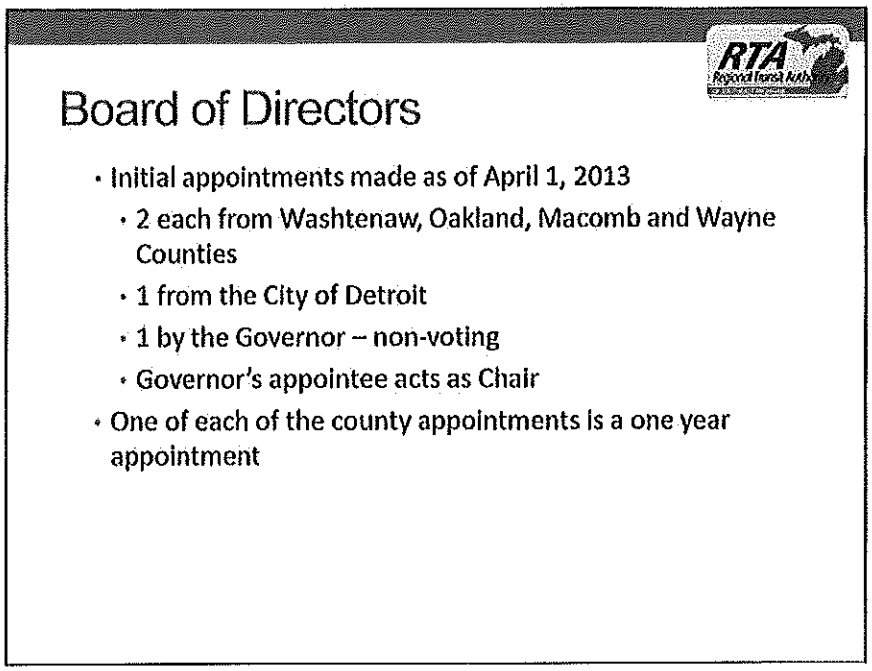
The public transit agencies/authorities that operate in our region are:

SMART, (the Suburban Mobility Authority for Regional Transportation)

The Ann Arbor Area Transportation Authority which operates under the name "The Ride,"

The Detroit Department of Transportation, an agency within the City of Detroit, and

The Detroit Transportation Corporation, which owns and operates the Detroit People Mover



All Board appointments were made prior to the March 2013 deadline.

The law provides for staggered terms -- in the three counties, one of the two appointments expires on or before March 31.

Board members:

Cannot be employee of appointing authority OR public transit provider

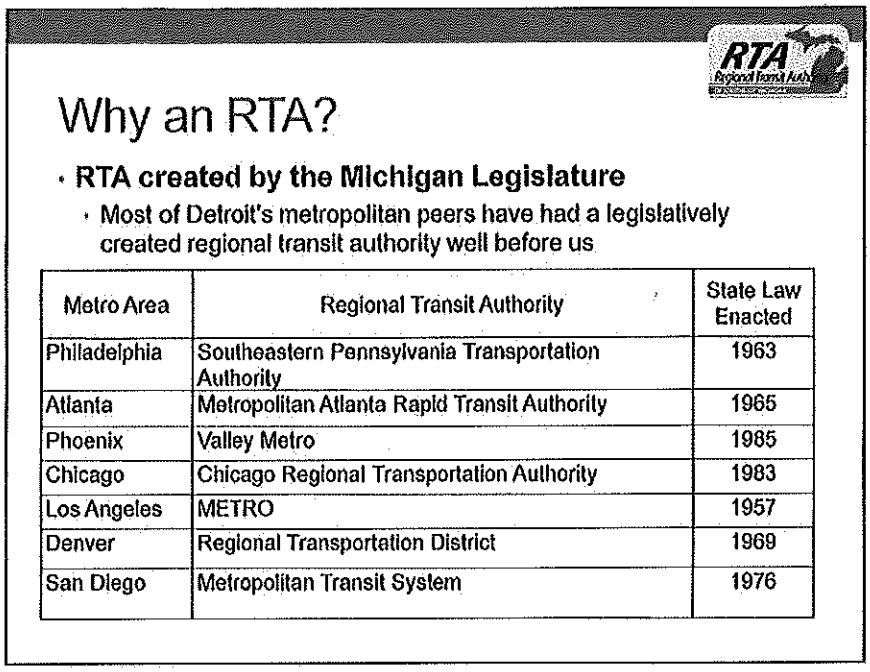
Cannot currently be an elected official

Should have business or other professional experience

All actions of the Board are by majority vote except:

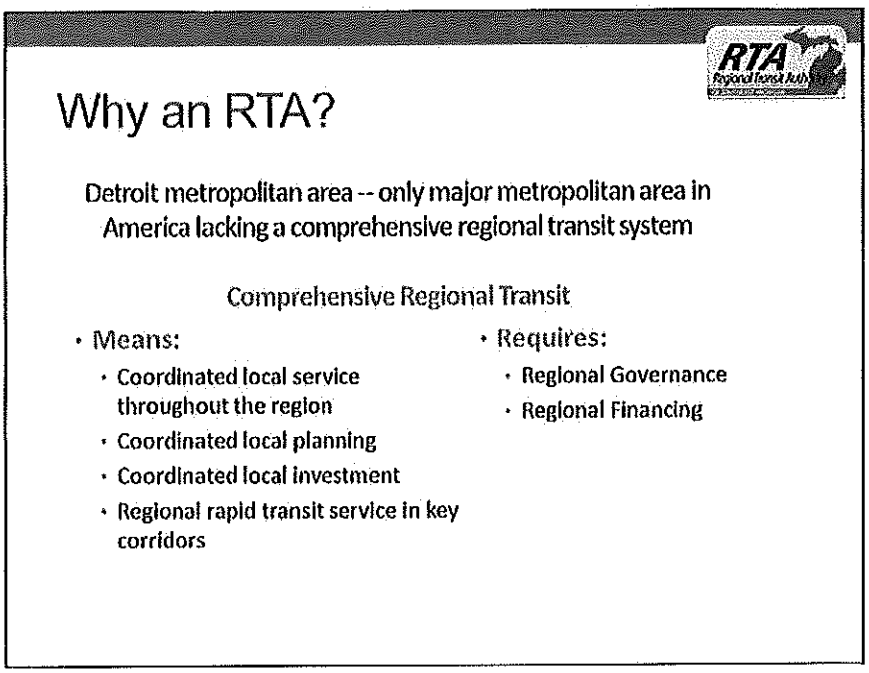
Supermajority to place tax related questions on ballot

Unanimous vote to acquire transit provider or to acquire rail passenger service



With a population of 3.7 million (2010 Census), the Detroit Metropolitan urbanized area is among the 20 most populated areas in the nation – we rank number 11.

In the other 19 most populated urbanized areas, nearly all have a legislatively created regional transit governance structure. These regional entities oversee the planning, financing, and delivery of transit services for the central city and surrounding suburbs. A few examples are shown in this slide.



Detroit Metro is behind its peers in having a comprehensive regional transit system. Sure, we have transit services in the region and some of that service is regional, such as:

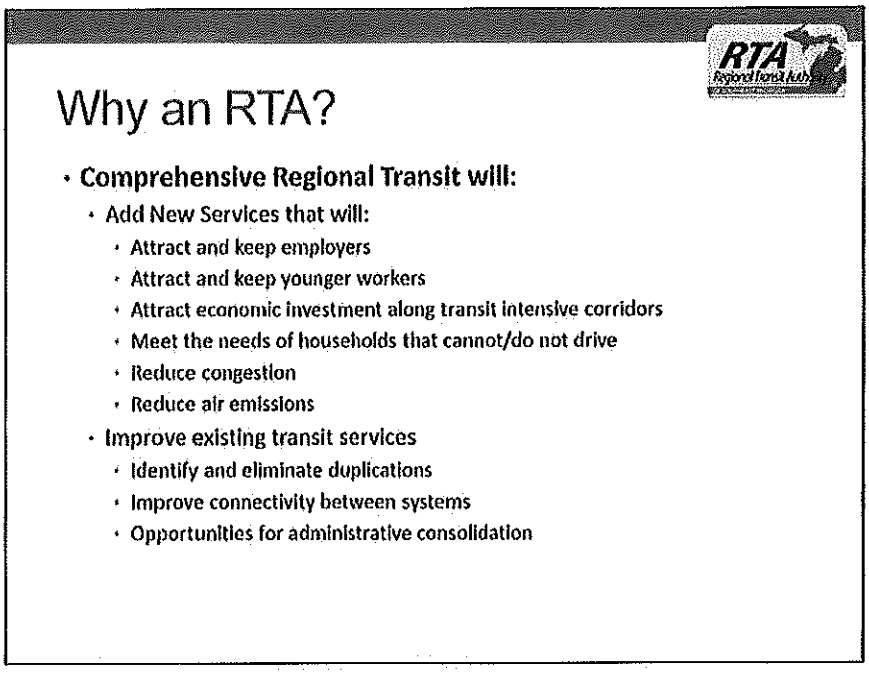
SMART has ten cross town routes that connect one suburb with another such as the 12 mile crosstown route that runs between Farmington Hills and St. Clair Shores.

Ann Arbor's The Ride provides express service between downtown Ann Arbor and Chelsea.

But the ability to use transit to move efficiently throughout the four county area is insufficient. Better coordination of the services of all four agencies, in particular the three bus agencies, with a focus on regional mobility can help that.

But it is more than coordination, it is about more regional service and maybe more local service to support new regional routes. This is a challenge that a single agency – SMART, DDOT, The Ride – can't be expected to address on its own. It takes effective local financing and governance COMBINED with regional funding and governance.

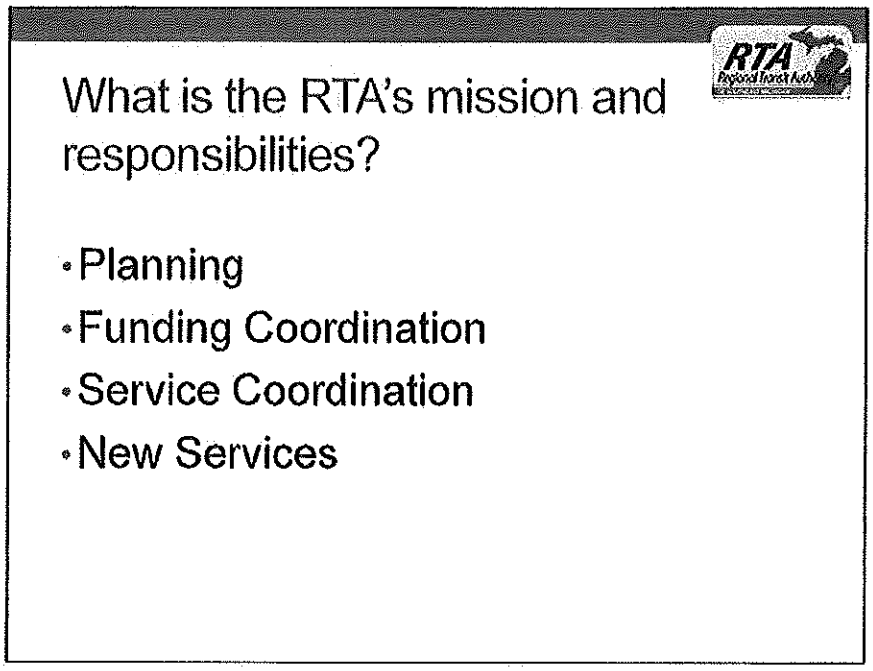
The RTA is tasked with being the "value added" that can help move us to better regional mobility.



- For tens of thousands of Southeast Michigan residents, public transportation is the difference between a paycheck and no check.
- Public transit provides mobility for low-income, elderly and disabled people who do not own or cannot drive cars.
    - Up to one-third of Detroit households do not have a car and residents rely upon public transit to get to get to work, school, shopping and health care. [DFP, "Regional or Bust," August 14, 2011]
    - By 2020, 40% of the U.S. population will be older adults, many of whom will be unable to drive. In fact, 25% of today's 75+ age group does not drive. Public transportation is a lifeline for older adults that keep them connected to services and family.
- But it is more than individual mobility -- which should be enough to justify the investment -- it is about the region's economic competitiveness. Public transportation benefits everyone in a region – whether they use it or not.
- Public transit helps to create and retain jobs; it revitalizes business districts and allows employers to tap into a larger workforce; it stimulates commerce; and it increases property values.

In addition to bring regional rapid transit to our area, the RTA can help improve existing transit services

- RTA can identify and eliminate service duplications.
- We can help improve connectivity between systems.
- We will identify opportunities for administrative consolidation – such as shared staff/shared facilities.



The RTA's specific obligations are spelled out in Act 387. These obligations fall with four categories: Planning, Funding Coordination, Service Coordination and New Services.

PLANNING - Section 7 requires the RTA to adopt a public transit plan for its region, Specifically the Board shall:

- Adopt the most recent public transit plan the public transportation provider as its initial plan; Integrate into a single regional master transit plan and update annually.

FUNDING COORIDNATION - Sections 7 and 8 direct the RTA to:

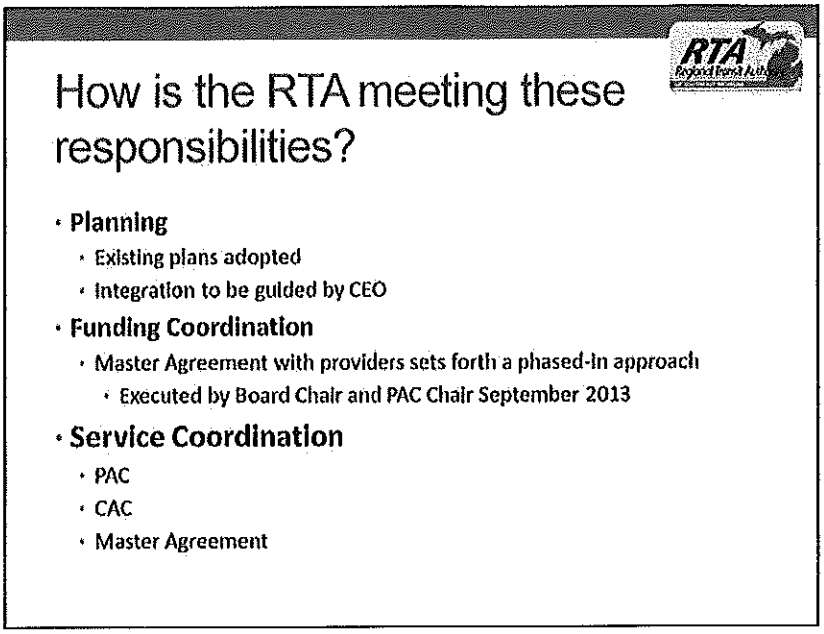
- Coordinate operating and capital transit plans of transportation providers.
- Become the designated recipient for the region's federal operating and capital assistance grants.
- Coordinate public transportation providers annual funding requests to MDOT.

SERVICE COORIDNATION - Sections 6 and 8 requires the following:

- Public transportation providers are to provide us annual reports that describe their coordination efforts.
- The RTA is to coordinate service overlap .... Rates .. Routing .. And it may issue coordination directives to the providers.
- The Board is create a public transportation provider advisory council and a citizens' advisory committee.

NEW SERVICES - Sections 7 and 13 empower the RTA to:

- Establish and operate new or additional routes and public transportation facilities.
- Subject to available resources, authority may plan, design, develop, construct, and operate a rolling rapid transit system on at least 1 or more corridors.
- We may acquire, own, construct, operate, and maintain a public transportation systems on public or private rights-of-way.



So where do we stand in fulfilling these responsibilities?

PLANNING –

The Board has adopted the AAATA's and the RTCC plans. Integration of the plans will be undertaken as part of corridor studies that be conducted FTA funds granted to the RTA which will begin once the RTA has staff.

FUNDING COORIDNATION –

The Board has entered into a Master Agreement with the providers which phases-in the RTAs role. A phased in approach is needed because RTA needs a CEO and appropriate staff to fully articulate its role.

In FY2014, the RTA will become familiar with how the providers spend their federal and state funds and may provide feedback.

By FY2015 the RTA will be positioned to take an active role in making funding decisions that meet individual provider needs as well as regional needs. However, it is important to note that creation of the RTA did not increase state or federal formula funds to the area and the Master Agreement the RTA has entered into with the providers is based on the understanding that current revenues are need to support the existing service and infrastructure of each of the providers. The Master Agreement also respects federal regulations which require federal funds that go to the AA urbanized area (or UZA) stay in the AA UZA and federal funds apportioned to the Detroit UZA must stay within the Detroit UZA.

The RTA has been designated by the Governor as the designated recipient for the federal funds for both the AA Urbanized area and the Detroit Urbanized area.

In terms of state funds, the Master Agreement sets forth exactly how state operating assistance will be distributed to providers in the region and MDOT is following that agreement in its distribution of those funds.

SERVICE COORDINATION –

The Master Agreement covers both funding coordination issues and service coordination issues . Under the Master Agreement:

Providers are to follow their own plans (as adopted by RTA) and inform RTA of updates.

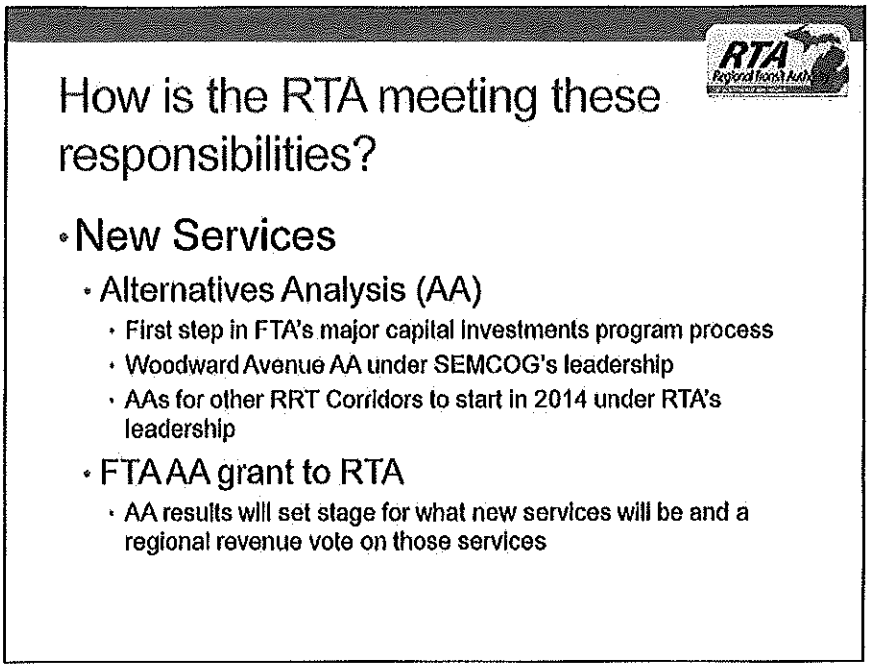
Once the RTA integrates individual plans into a regional plan, providers will follow the regional plan.

Once the Board sets deadlines for coordination reports, the providers will submit those reports to the RTA to remain eligible for state funds.

RTA "coordination directives" are likely to start in 2015.

Service Coordination is already taking place via our Providers Advisory Council or PAC, which is fully organized and meets monthly. The PAC is working on: Performance Measures; Common Fare; Regional System Map.

The Citizens Advisory Committee had first meeting in February 2014 and feedback from this committee will assist the RTA fulfill its service coordination role.

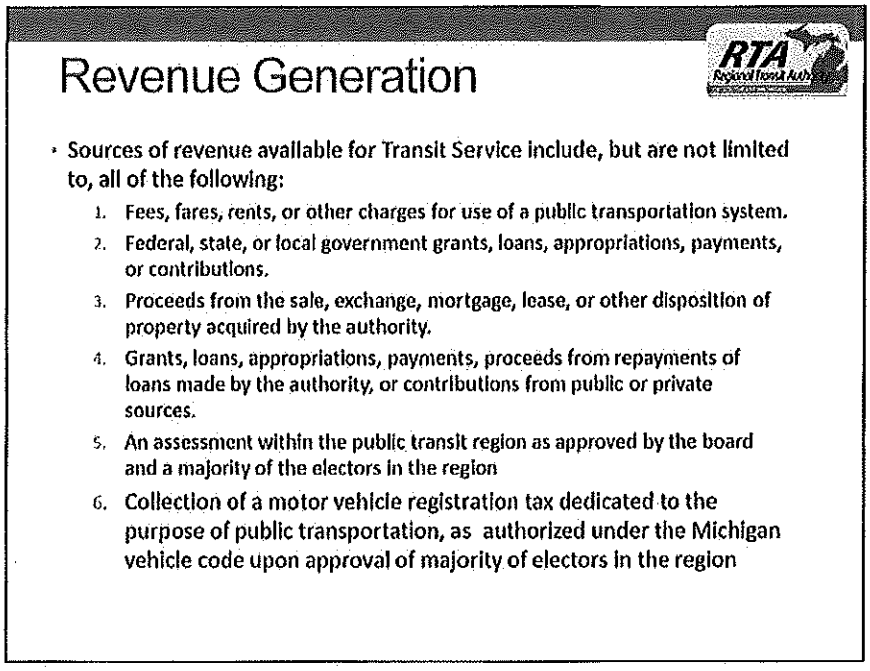


For New Services, it starts with an Alternatives Analysis or AA. An AA is the first step of FTA's major capital investment program process. You have to conduct an AA to be considered for the federal capital funds that have funded rapid transit in other regions of the country.

AA is the local forum for evaluating the costs, benefits, and impacts of a range of transportation alternatives designed to address mobility problems.

An AA is the process for determining which particular investment strategy should be advanced for more focused study and development.

At its core, alternatives analysis is about providing the public, local officials, and potential funding partners with sufficient information for the decision-at-hand: that is, "What is the best solution for addressing our problems? What are its benefits? How much is it going to cost? And how are we going to pay for it?"

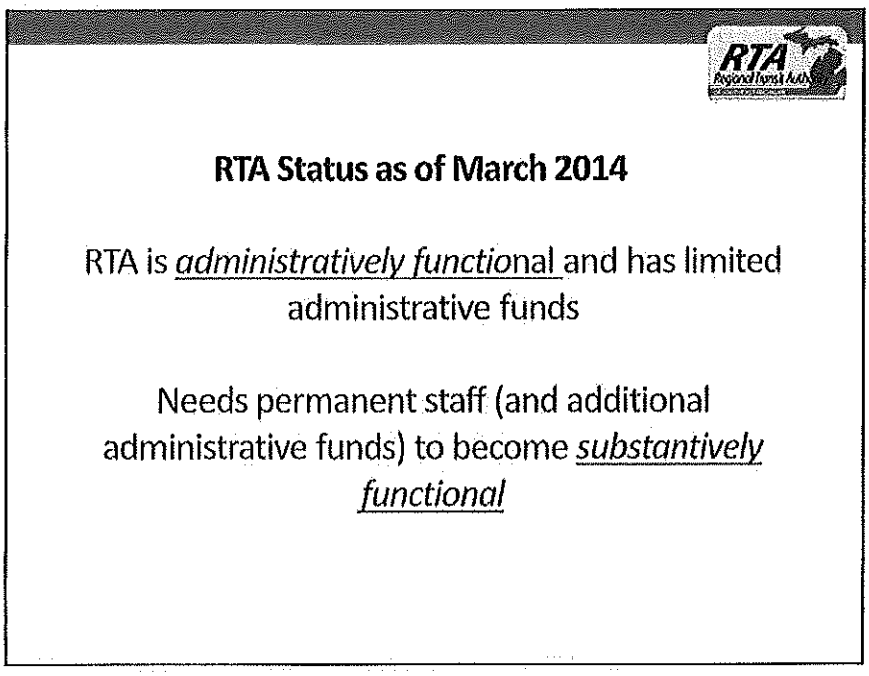


Act 387, gave the RTA the traditional revenue generation options that most transit authorities in the state have.

Act 388, which amended the Michigan Vehicle Code, gave the RTA an additional revenue option – a regional vehicle registration fee.

Under Act 388, the regional transit authority act may charge an additional fee on vehicle registrations issued to residents of the region of not more than $1.20 for each $1,000.00 or fraction of $1,000.00 of the vehicle's list price.

The authority may charge the additional fee only upon the approval of a majority of the electors in the region voting on the fee at an election held on a regular date.



The RTA is equipped and poised for the next step in its evolution. We – specifically the Board - are fully functional from an administrative perspective.

But we are missing the other half of the coin, which is a professional dedicated staff that, together with the Board, will set our transit goals and objectives and forge the path to meet those objectives.

MDOT and SEMCOG have been great partners, but these two agencies and the Board have been careful not to move the Board into substantive decisions --- decisions regarding transit services and transit policy.

We need RTA staff that answers to the Board (and only to the Board) and that is directly responsive and accountable to our region and our member transit agencies to take the next step.



Let me explain a little more what I mean by the RTA being administratively functional but not yet substantively functional.

As you see on this slide, we had a series of boxes that needed to checked off within 90 or 120 days of the legislation taking effect and we have met those deadlines.

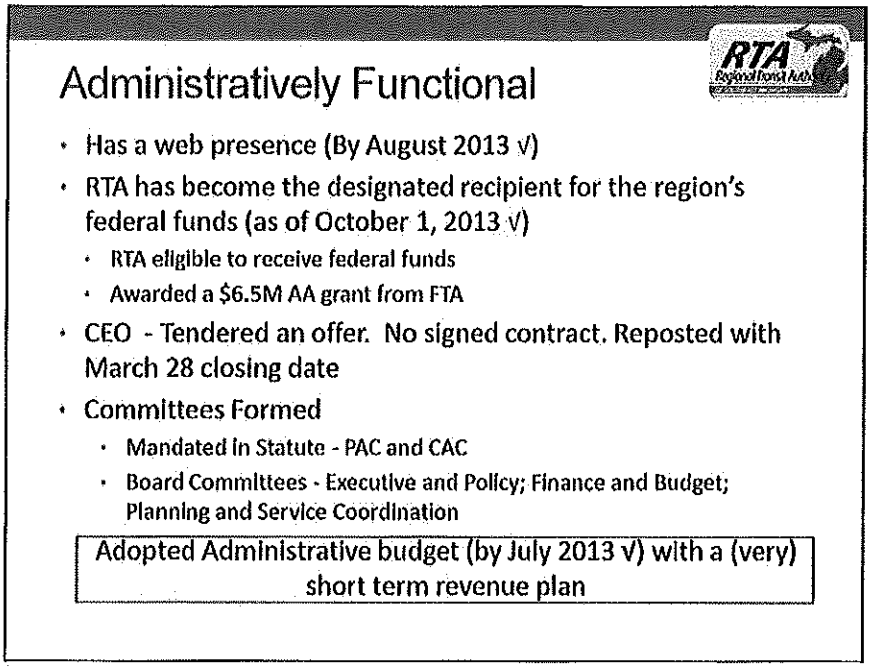
Appointing authorities made their Board Appointments within the 90 day deadline (March 2013).

We had the First Board Meeting with 30 days of the appointments (April 2013).

We elected Officers and have been meeting monthly.

The Board adopted By-Laws and procedures/policies for the Open Meetings Act; Board reimbursement and for Procurement/Contracting (the later of which needed to be completed by July 2013 per Act 387).

As I have noted, we have a Master Agreement in place with the transit agencies that details out the relationship between the RTA and them in programming federal and state funds. This Agreement fulfills our requirement to have procedures in place for how the RTA will implement its funding coordination role by July 2013.



We meet the deadline to have a web presence with 120 days.

We became the "designated recipient" for the region's federal transit funds and have directed FTA on how to distribute federal funds to each of our member transit agencies. We've become a federal grant recipient ourselves and have a $6.5 million grant from the FTA to conduct Alternatives Analyses for additional transit corridors.

We were unable to fill our CEO position in our first attempt but have posted the position again.

We meet the deadline to have an administrative budget with 90 days.

Once fully functional/fully staffed, we estimate our annual administrative expenses to be $800,000 to $1.0 M, mostly salaries. We have $660,000 in MDOT grants that were issued in FY2013 and have carried over into FY2014 ($250,000 of this is the amount required in Act 387). The RTA's Expenses to date are less than $36,000.

Directors and Officers Liability Insurance ($13,843)

Legal Services ($20,488)

Our expenditure rate will significantly increase when we start incurring the monthly costs associated with staff (salaries, office space, IT, phones, etc.,) Based on an estimated annual need of $800,000 to $1 million, the MDOT funds will not support a fully functional RTA for a full year. Knowing that we can't sustain staff for even a full year has been an obstacle to bringing in the talent we need to move into the real substance of what the Legislature tasked us to do.

RTA's First Legislative Report

- Section 6(8)- Beginning 1 calendar year after the creation of an authority under this act, the board shall submit a report to the house of representatives and senate appropriations subcommittees on transportation and the house of representatives and senate committees on transportation on March 31 of each year that includes all of the following information from the preceding calendar year:

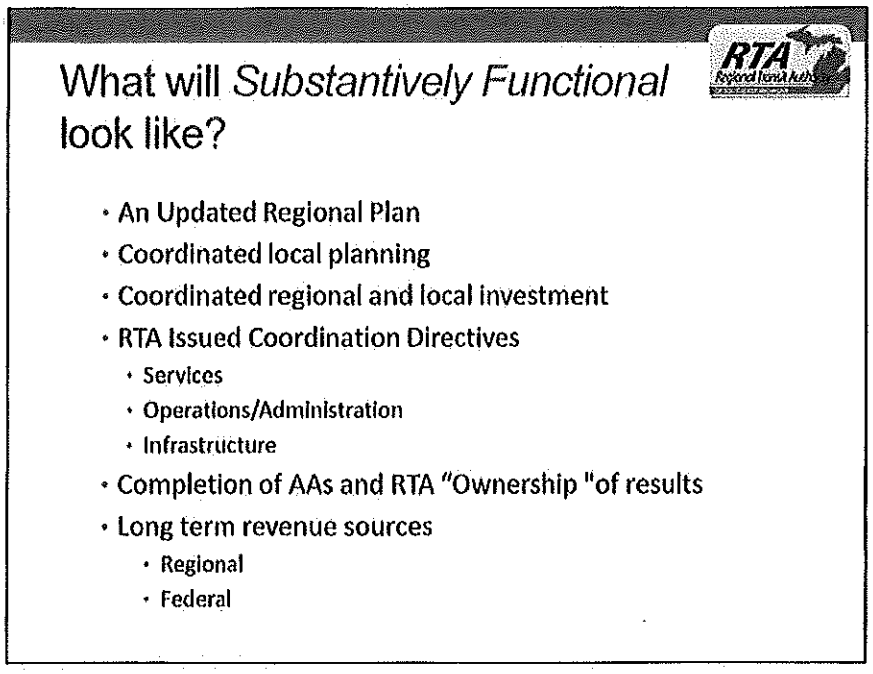
Legislative Language/Required Content	Report will include
Financial status of the authority	Board's Administrative Budget and list of current available revenues
Financial status of public transportation providers within region	Financial statement from each of the providers most recent independent audit
Operating costs of the authority	Not applicable at this time
Status of rolling rapid transit	One corridor in Alternatives Analysis phase
Ridership of a rolling rapid transit	Not applicable at this time

An RTA dashboard per subsection (9)(d).	• Performance Measures
	  ◦ Board has adopted for the providers
	  ◦ Efforts underway to create a dashboard for RTA's website
	• All other dashboard requirements not applicable at this time - pertain to when the RTA itself is a provider of transit services

Accidents that involve rolling rapid transit system	Not applicable at this time.

As I noted in my opening, the RTA is coming to its first anniversary and with that our first legislative report called for in Section 6 of Act 387. Our interim staff and our PAC are working on this report and it will come to the Board for approval at our March 19 meeting.

- The report is to include the financial status of the authority – We will provide you a copy of our adopted administrative budget and a list of currently available revenues (i.e., the MDOT grants).
- The report requires the financial status of public transportation providers within the public transit region so we will provide you the financial statements from each of the provider's most recent independent audit.
- Some of the report's content is not yet applicable because we are not operating Rolling Rapid Transit services.
- The report requires us to tell you where we stand in putting together an Authority "Dashboard" and toward that end our PAC has developed performance measures for the provider's fixed route/fixed guideway services and the Board approved those measures last month.
- Efforts are underway to create a dashboard on the RTA's website for display of the selected measures.

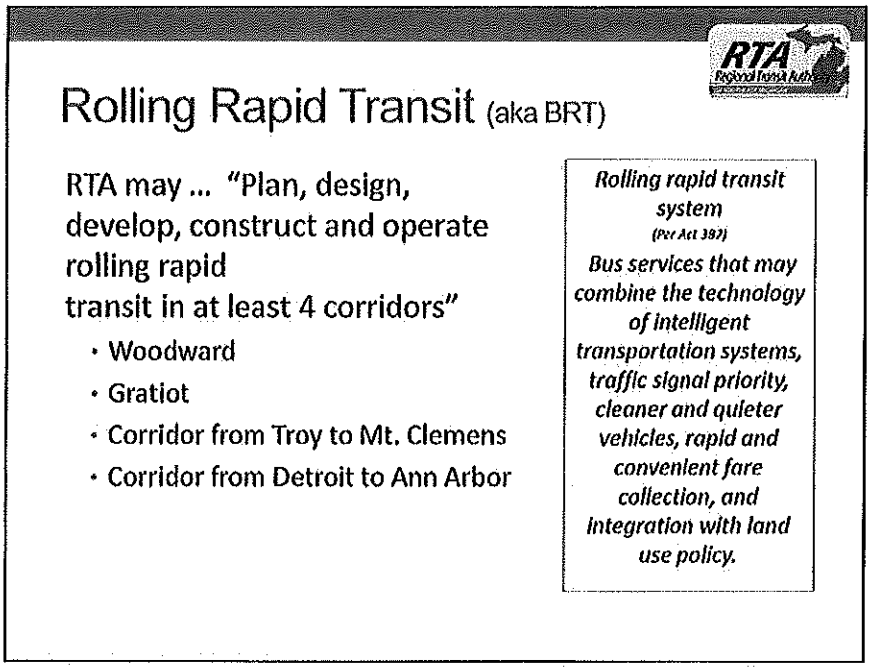


The adoption of performance measures is a strong indicator that the RTA is transitioning from being just administratively functional to substantively functional.

Over the course of 2014 we will become more and more substantively functional.

To me, this it means:

- The RTA Board, staff and our transit agency members will become fully enmeshed in taking the existing two service plans – the RTCCs plan and Ann Arbor's plan and turning them in a real comprehensive transit plan for the region.
- The routine transit planning and system assessment that goes on within each transit agency will be deadline with both local and regional issues.
- The RTA – in partnership with its PAC will be guiding the investment of existing local, state and federal revenues to take into consideration both local and when possible regional objectives.
- The RTA and the PAC will be using our performance measures to help each agency maintain and improve performance over time.
- We will have established specific coordination milestones and be working toward more coordinated services, operations, administrative and use of existing infrastructure.



Substantively functional also means the RTA is fleshing out the very broad vision laid out in our enabling legislation for a system of rolling rapid transit in four main corridors.

Under Act 387, the RTA has been asked – within available resources – to "plan, design, develop, construct and operate rolling rapid transit in at least four corridors"

- Woodward
- Gratiot
- Corridor between Troy and Mt. Clemens
- Corridor between Detroit and Ann Arbor

What exactly this means?

What will the service look like?

Exactly what routes will it take?

How will it be integrated into the existing transportation system – the road system and local bus system?

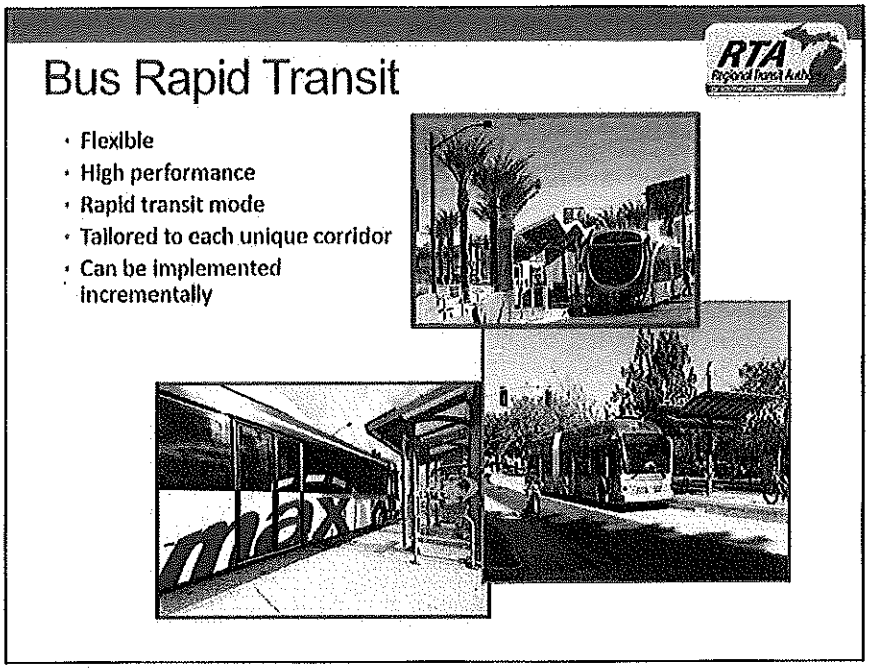
Who and how will it be operated?

What will it cost to build and operate?

None of those questions have been answered.

Considerably more engineering, project development, fiscal analysis and public dialogue will take place before answers are available and decisions are made.

This analysis will include evaluating the findings for the Woodward Corridor AA currently underway and AAs for additional corridors that have not even started.

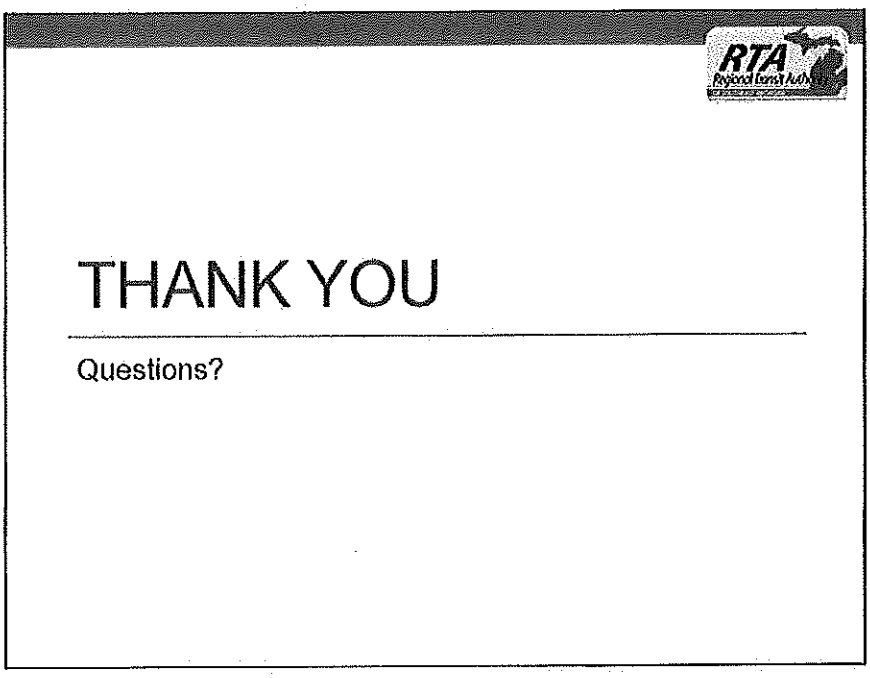


The initial vision in Act 387 – that of Rolling Rapid Transit – is most closely correlated to what is called Bus Rapid Transit in the industry. So this is where we will start.

Rolling rapid transit system is defined in Act 387 as: "Bus services that may combine the technology of intelligent transportation systems, traffic signal priority, cleaner and quieter vehicles, rapid and convenient fare collection, and integration with land use policy."

There are many BRT variations. BRT can be implemented differently in each corridor and may look and operate differently within a single corridor.

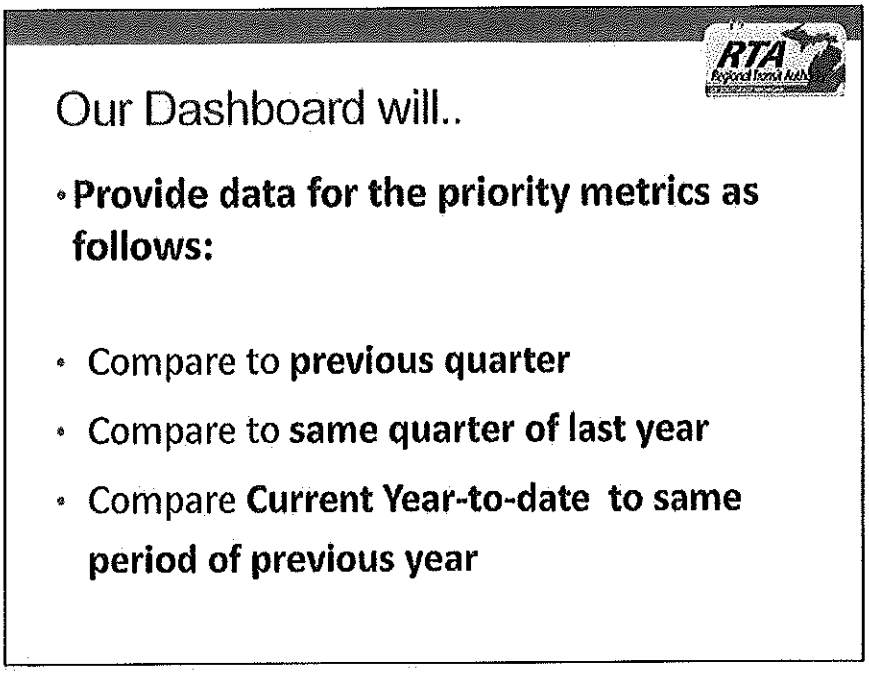
So at this point everything is possible regarding exactly what our transit future will look like.



On behalf of the RTA Board, thank you for starting us down this path.

We are ready to work with the Legislature, the Governor and the region to turn the "possible" into the "actual."

I am happy to answer any questions.



We hope to have a dashboard that is updated quarterly.

The Dashboard will include data and symbols indicating progress made by each provider for:

The most recent quarter.
The most recent quarter compared to the previous quarter.
The most recent quarter compared to the same quarter of last year.

The RTA will focus on each agencies performance over time, not comparison of one agency to another.

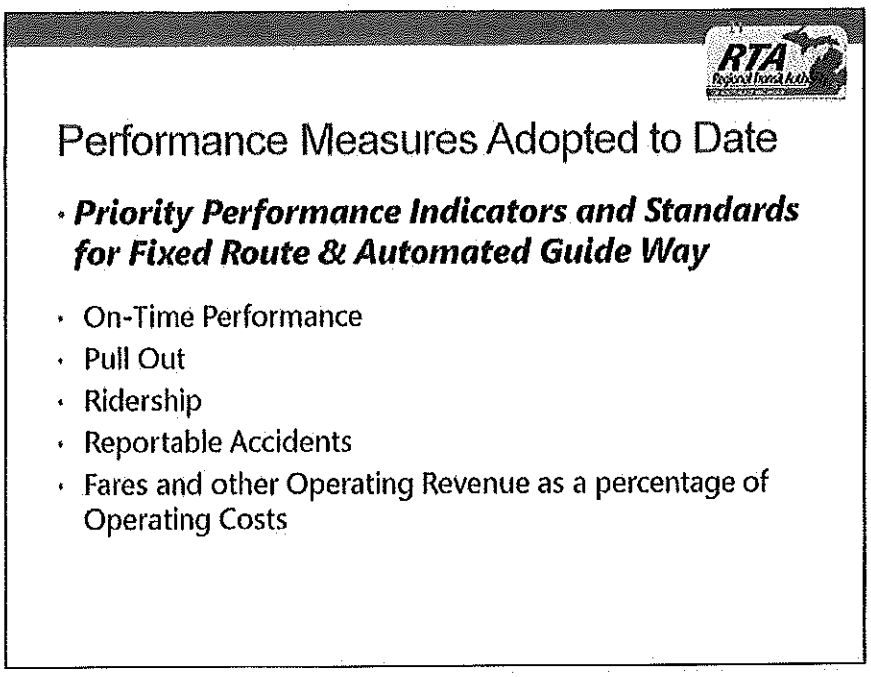
Operating Characteristics

Operating Characteristic	AAATA	DDOT	DTC	SMART
Max Vehicles Operated	67	350	10	194
Revenue Vehicle Miles	3.1 Million	11.4 Million	586,000	8.5 Million
Service Area Square Miles	81	144	2.9	1,074
Service Area Population	212,000	713,000	92,500	3,700,000
Revenue Vehicle hours	208,000	878,000	50,400	428,000
Full Time Employees	217	1,144	83	769

The RTA will focus on each agencies performance over time, not comparison of one agency to another. That is because there are significant difference in the operating characteristics of each of the transit agencies, as indicated in this chart.

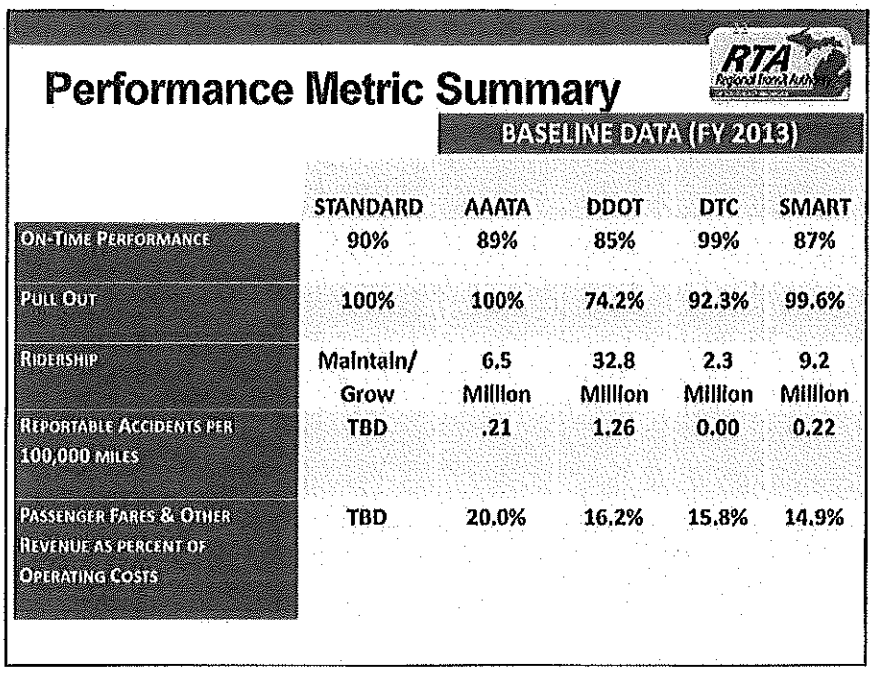
These differences highlight that direct comparisons among agencies do not carry much value.

However, if comparisons between providers were to be performed, they should be conducted with data from public transit providers with similar operating characteristics.



Here are the performance measures for fixed route/automated guideway services:

On-Time Performance
Pull Out
Ridership
Reportable Accidents
Fares and other Operating Revenue as a percentage of Operating Costs



Performance Metric Summary

BASELINE DATA (FY 2013)

	STANDARD	AAATA	DDOT	DTC	SMART
On-Time Performance	90%	89%	85%	99%	87%
Pull Out	100%	100%	74.2%	92.3%	99.6%
Ridership	Maintain/ Grow	6.5 Million	32.8 Million	2.3 Million	9.2 Million
Reportable Accidents per 100,000 Miles	TBD	.21	1.26	0.00	0.22
Passenger Fares & Other Revenue as Percent of Operating Costs	TBD	20.0%	16.2%	15.8%	14.9%

The initial dashboard will provide baseline data and here is the baseline data for each agency.

This baseline data represents performance in the 2013 fiscal year of the four agencies.

As I noted, the RTA will look at performance over time for each agency

(Note: The fiscal year of DDOT, DTC and SMART are July – June;
The fiscal year of AAATA is October-September.)

RTA / PAC Performance Indicators

The Providers Advisory Council of the Regional Transportation Authority of Southeastern Michigan has developed a set of indicators for public transportation provider performance as a basis for a Dashboard as required by Public Act 387.

The GOAL of the Performance Indicators is – to provide the RTA board, transit riders, public officials and the general public with measurable and meaningful data on the performance of each public transit provider.

Note, there is a significant difference in the operating characteristics of each of the transit agencies, as indicated below. These differences highlight that direct comparisons among agencies do not carry much value. However, if comparisons between providers were to be performed, they should be conducted with data from public transit providers with similar operating characteristics.

Operating Characteristic	AAATA	DDOT	DTC	SMART
Max Vehicles Operated	67	350	10	194
Revenue Vehicle Miles	3.1 Million	11.4 Million	586,000	8.5 Million
Service Area Square Miles	81	144	2.9	1,074
Service Area Population	212,000	713,000	92,500	3,700,000
Revenue Vehicle hours	208,000	878,000	50,400	428,000
Full Time Employees	217	1,144	83	769

March 7, 2014

RTA / PAC Performance Indicators

The following baseline data represents performance in the 2013 respective fiscal years of the four agencies. The fiscal year of DDOT, DTC and SMART are July – June and the fiscal year of AAATA is October-September.

This data will be incorporated in an appropriate format for Quarterly Internet Dashboard reports. The Dashboard will include data and symbols indicating progress for:

- The most recent quarter
- The most recent quarter compared to the previous quarter
- The most recent quarter compared to the same quarter of last year

Performance Metric & Description		BASELINE DATA (FY 2013)			
	STANDARD	AAATA	DDOT	DTC	SMART
ON-TIME PERFORMANCE *(Percent of arrivals within 5 minutes of the published time)*	90%	89%	85%	99%	87%
PULL OUT *(Vehicle departs the garage at the scheduled pullout time)*	100%	100%	74.2%	92.3%	99.6%
RIDERSHIP *(all unlinked Fixed Route/Fixed Guideway passenger trips)*	Maintain/ Grow	6.5 Million	32.8 Million	2.3 Million	9.2 Million
REPORTABLE ACCIDENTS PER 100,000 MILES *(An event that fits one of the following criteria: a fatality, an injury that requires immediate attention, estimated property damage ≥ $25,000 or an evacuation for life safety reasons)*	TBD	21	1.26	0.00	0.22
PASSENGER FARES & OTHER REVENUE/OPERATING COSTS *(Revenue from farebox, prepaid fares/pass sales, third- party subsidies, Bus advertising compared to Operating costs)*	TBD	20.0%	16.2%	15.8%	14.9%

March 7, 2014

Performance Indicators

Southeast Michigan Regional Transit Authority - Providers Advisory Council

REGIONAL TRANSIT AUTHORITY

DEPARTMENT OF TRANSPORTATION

THE DETROIT PEOPLE MOVER

TheRide

SMART

Background – PA 387

- **Public Act 387** (RTA Legislation) requires the RTA to set up a website, including a dashboard of the authority's performance.
- It states that the Board shall submit a report to the Michigan House of Representatives and Senate Appropriations Committees on transportation on March 31 of each year.
  - *"the dashboard will include annual performance indicators for the authority that have been established by the board".*
  - *"The Dashboard developed by the authority under subsection (9) (d) by March 31st of each year."*

Goal

Provide the RTA board, transit riders, and the general public with measurable data on the performance of each public transit provider.

Operating Characteristics

Operating Characteristic	AAATA	DDOT	DTC	SMART
Max Vehicles Operated	67	350	10	194
Revenue Vehicle Miles	3.1 Million	11.4 Million	586,000	8.5 Million
Service Area Square Miles	81	144	2.9	1,074
Service Area Population	212,000	713,000	92,500	3,700,000
Revenue Vehicle hours	208,000	878,000	50,400	428,000
Full Time Employees	217	1,144	83	769

Priority Performance Indicators and Standards for Fixed Route & Automated Guide Way

- On-Time Performance
- Pull Out
- Ridership
- Reportable Accidents
- Fares and other Operating Revenue as a percentage of Operating Costs

Performance Metric Summary

		BASELINE DATA (FY 2013)			
	STANDARD	AAATA	DDOT	DTC	SMART
ON-TIME PERFORMANCE	90%	89%	85%	99%	87%
PULL OUT	100%	100%	74.2%	92.3%	99.6%
RIDERSHIP	Maintain/ Grow	6.5 Million	32.8 Million	2.3 Million	9.2 Million
REPORTABLE ACCIDENTS PER 100,000 MILES	TBD	.21	1.26	0.00	0.22
PASSENGER FARES & OTHER REVENUE/OPERATING COSTS	TBD	20.0%	16.2%	15.8%	14.9%

Reporting Periods

Provide data for the priority metrics as follows:

- Compare to **previous quarter**
- Compare to **same quarter of last year**
- Compare **Current Year-to-date to same period of previous year**

Performance Indicators

ON-TIME PERFORMANCE

Purpose: Measures reliability and dependability of service

Definition: Percent of arrivals within 5 minutes of published schedule

Standard: Service standard as currently used by individual agencies with a recommendation to adopt a uniform on-time **performance target of 90%.**

FIXED ROUTE

- AAATA 89%
- DDOT 85%
- SMART 87%

AUTOMATED GUIDE WAY

- DTC 99%

Performance Indicators

PULL OUT

Purpose: Measures reliability and dependability of service, reducing travel time variability

Definition: Having an operator and vehicle available that departs the garage at scheduled pull out time

Standard: **100 %**

Previous Year Data :

FIXED ROUTE

- AAATA 100%
- DDOT 74.2%
- SMART 99.6%

AUTOMATED GUIDE WAY

- DTC 92.3%

Performance Indicators

RIDERSHIP

Purpose: Measures consumption/use of service

Definition: All unlinked passenger trips (boardings)

Standard: Maintain existing ridership within current funding levels while complying with Title VI

TOTAL RIDERSHIP (Fixed Route/Automated Guideway)

AAATA – 6.5
DDOT – 32.8
DTC – 2.3
SMART – 9.2

Performance Indicators

REPORTABLE ACCIDENTS (per 100,000 miles):

Purpose: Measures impact of service on public safety.

Definition: An event that is related to or affects revenue service or where person(s) is/are otherwise engaged with the transit system - and meets one or more of the following reporting thresholds:

- A fatality
- Injury requiring immediate attention for one or more persons
- Estimated property damage equal to or exceeding 25,000
- An evacuation for life safety reasons

Standard: Service standard as currently used by individual agencies with a recommendation to adopt a uniform standard.

FIXED ROUTE

AAATA	.21
DDOT	1.26
SMART	.022

AUTOMATED GUIDE WAY

DTC .000

Performance Indicators

FAREBOX REVENUE/OPERATING COSTS:

Purpose: Measures revenue covered by passengers directly and indirectly.

Definition: Revenue collection of fares from the farebox, prepaid fares, pass sales, third party fare subsidies, Bus Advertising. compared to operating costs

Standard: To be determined, affected by multiple operating conditions (regional bus service vs. intra-city bus services average trip times and operating costs are variable

FIXED ROUTE	
AAATA	20.0%
DDOT	16.2 %
SMART	14.9%

AUTOMATED GUIDE WAY	
DTC	15.8

Regional Transit Authority of Southeast Michigan

RTA Resolution No. 1: A resolution providing for the distribution of municipal credits under Section 10l of Act No. 51 of the Public Acts of 1951. Municipal credits consist of $2,000,000 of state Comprehensive Transportation Funds distributed to the Regional Transit Authority under Section 10e (4) (a) of Act No. 51 of the Public Acts of 1951 plus any additional state funds appropriated for municipal credits, and returned by the Regional Transit Authority to cities, villages and townships located within Wayne, Oakland and Macomb counties, including the City of Detroit, based upon population and used exclusively for public transportation.

WHEREAS, the Regional Transit Authority of Southeast Michigan (hereafter, the "Authority") is a public corporation created by Act No. 387 of the Public Acts of 2012 (hereafter, the "RTA Act"), and a metropolitan authority authorized by Section 27 of Article VII of the Michigan Constitution of 1963; and

WHEREAS, Section 8 of the RTA Act provides that the Authority is the sole and direct recipient and distributor of all state and federal funds for public transportation in the region comprised of Wayne, Oakland, Macomb and Washtenaw counties, and including the City of Detroit; and

WHEREAS, Act No. 391 of the Public Acts of 2012 amended Act No. 51 of the Public Acts of 1951 to provide that the Authority is the distributor of municipal credits to cities, villages and townships located within Wayne, Oakland and Macomb counties and the City of Detroit; and

WHEREAS, the Suburban Mobility Authority for Regional Transportation (hereafter, "SMART") created under Act No. 204 of the Public Acts of 1967 was the distributor of municipal credits to cities, villages and townships located within Wayne, Oakland and Macomb counties, but excluding the City of Detroit, prior to the establishment of the Authority; and

WHEREAS, the Authority has determined that the most efficient manner to distribute the municipal credits during the fiscal year commencing October 1, 2013 and ending September 30, 2014 (FY 2014) is to delegate the distribution of the municipal credits to cities, villages and townships located within Wayne, Oakland and Macomb counties, but excluding the City of Detroit, to SMART and to direct the Michigan Department of Transportation (hereafter, "MDOT") to distribute the City of Detroit's share of the municipal credits directly to the City of Detroit; now, therefore, be it

RESOLVED, that the Authority hereby delegates the distribution of the municipal credits to cities, villages and townships located within Wayne, Oakland and Macomb counties, but excluding the City of Detroit, to SMART; and be it further

RESOLVED, that the Authority hereby directs MDOT to distribute the City of Detroit's share of the municipal credits directly to the City of Detroit; and be it further

RESOLVED, that the Authority hereby requests SMART to provide to the Authority a list of the amount of municipal credits that each city, village and township in the Authority's public transit region received during each of the past three (3) fiscal years, what the credits were expended upon, the disposition of any unexpended municipal credits, and the application and a narrative of the application process by which cities, villages and townships apply for the municipal credits by September 1, 2013; and be it finally

RESOLVED, that copies of this resolution be distributed to SMART and the City of Detroit.

Approved by the Board of Directors of the Regional Transit Authority of Southeast Michigan by the following vote:

Yes:

No:

Authorized Signature: _____ (Paul Hillegonds, Chair of the Board)

Date: July 9, 2013

Regional Transit Authority of Southeast Michigan

RTA Resolution No. 2: A resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for Federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other Federal statutes administered by the Federal Transit Administration.

WHEREAS, the 'Applicant' is referred to the Regional Transit Authority of Southeast Michigan;

WHEREAS, the Federal Transit Administration is the federal assistance program that awards funding to transit agencies and enforces compliance with regulatory statutes;

WHEREAS, the Federal Transit Administration has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE BE IT RESOLVED BY the Regional Transit Authority of Southeast Michigan that until the Chief Executive Officer appoints a staff member to assume this responsibility, Tiffany Gunter is authorized to execute and file a applications for Federal assistance on behalf of the Regional Transit Authority of Southeast Michigan with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration.

1. The Regional Transit Authority of Southeast Michigan is the Designated Recipient as defined by 49 U.S.C. 5307(a)(2).
2. Tiffany Gunter is authorized to execute and file with its applications the annual certifications and assurances and other documents the Federal Transportation Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. That Tiffany Gunter is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the Regional Transit Authority of Southeast Michigan.

CERTIFICATION

The undersigned duly qualified, acting on behalf of the Regional Transit Authority of Southeast Michigan, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Board of Directors held on July 9, 2013.

Mark D. Gaffney
(Signature of Recording Officer)

Secretary
(Title of Recording Officer)

July 9, 2013
(Date)

Regional Transit Authority of Southeast Michigan
Resolution No. 5

RTA Resolution No. 5, a resolution to expand the membership of the Citizens Advisory Council by up to 20 members.

WHEREAS, Public Act No. 387 of the Public Acts of 2012 (the "RTA Act") requires the Regional Transit Authority (the "RTA") to establish a Citizens Advisory Council (the "CAC") to advise the RTA board of directors on the development of its regional master transit plan, on coordinating transit service between providers, including plans for specialized services, and on other matters concerning public transportation in the region as requested by the board; and

WHEREAS, the RTA Act provided for a balanced membership on the CAC to include users of public transportation, senior citizens and people with disabilities, business, labor, community and faith-based organizations; and

WHEREAS, the RTA board of directors approved a process to publicly solicit applications for membership on the CAC in May, 2013 with a target total membership of 30 members; and

WHEREAS, on June 17, 2103, the application process was opened to the public, and by the July 19, 2013 closing date for applications, seventy-two (72) citizens had applied. Of the applicants, 33 were from the city of Detroit, 17 were from Oakland County, 8 were from Wayne County, 7 were from Washtenaw County, and 7 were from Macomb County; and

WHEREAS, at its September 5, 2013 meeting, the RTA board of directors approved a list of thirty (30) initial members of the CAC and affirmed that this initial membership met the requirements of the RTA Act. The board further resolved to add at least six additional members to the CAC; and

WHEREAS, upon releasing the list of initial appointments to the CAC, public requests were made for additional members, particularly from the counties represented on the RTA; and

WHEREAS, the RTA board of directors wishes to be responsive to the public request for broadened membership on the CAC and desires that the CAC be as inclusive as possible within the constraints of the RTA Act; now, therefore, be it

RESOLVED, that the initial list of 30 appointments to the CAC is hereby reaffirmed for membership; and be it further

RESOLVED, that the CAC application process be immediately re-opened to invite new applicants which may be considered along with previous applicants who were not initially appointed such that the total membership of the CAC is not more than fifty (50) members; and be it further

RESOLVED, that the CAC Selection Committee shall review new applications and the applications of persons not initially appointed to the CAC and recommend up to 20 additional members of the CAC to the board for approval at its November 6, 2013 board meeting; and be it finally

RESOLVED, that this resolution updates and supersedes previous actions by the RTA board of directors concerning the CAC.

Authorizing signature: _____ (Mark Gaffney, Board Secretary)

Date: _____

DRAFT

Regional Transit Authority of Southeast Michigan
Resolution No. 6

RTA Resolution No. 6, a resolution to approve the sub-allocation of remaining FY 2013 and estimated FY 2014 Section 5310 federal formula funds to local providers.

WHEREAS, the Regional Transit Authority (the "RTA") is the designated recipient of Federal Transit Administration (the "FTA") funding for the Detroit and Ann Arbor Urbanized Areas (the "UZA"s) including Section 5310 federal formula funds; and

WHEREAS, the RTA Master Agreement dated July 9, 2013 (the "Master Agreement") dictates that all FY 2014 federal formula funds apportioned to the Ann Arbor Urbanized Area will remain within the Ann Arbor UZA; and

WHEREAS, the Master Agreement dictates that FY 2014 federal funds apportioned to the Detroit UZA will be sub-allocated by the RTA to transit providers in the Detroit UZA; and

WHEREAS, at its November 21, 2013 meeting, the Providers Advisory Council, an RTA committee comprised of two representatives of each local transit provider, requested a summary of each local transit provider's 5310 eligible funding needs for FY 2014, and the Providers Advisory Council achieved unanimous consensus on the sub-allocation in this resolution; and

WHEREAS, at its November 22, 2013 meeting, the RTA Executive and Policy Committee recommended approval of the sub-allocation in this resolution to the RTA Board; now, therefore, be it

RESOLVED, the request by Ann Arbor Area Transportation Authority for their full Ann Arbor UZA allocation, estimated at approximately $200,000 Section 5310 federal formula funds for eligible projects as listed on the recommended projects and funding attachment is hereby approved; and be it further

RESOLVED, the request by Detroit Department of Transportation to forego Section 5310 federal formula funds for FY 2014, with official request for consideration for a larger share of future years' Section 5310 federal formula funding, is hereby acknowledged; and be it further

RESOLVED, the request by Detroit Transportation Corporation for $705,800 Section 5310 federal formula funds for eligible projects as listed on the recommended projects and funding attachment is hereby approved; and be it further

RESOLVED, the request by Suburban Mobility Authority for Regional Transportation for $4,514,000 Section 5310 federal formula funds for eligible projects as listed on the recommended projects and funding attachment is hereby approved; and be it finally

RESOLVED, that any previously unallocated Section 5310 federal formula funds not sub-allocated by this resolution are hereby set aside for sub-allocation for FY 2015.

Authorizing signature: _____ (Mark Gaffney, Board Secretary)
Date: _____

Regional Transit Authority of Southeast Michigan
Resolution No. 7

RTA Resolution No. 7, a resolution expressing support for the proposal of the Suburban Mobility Authority for Regional Transportation (SMART) to request that voters approve a 1.0 mill property tax to help pay for public transportation services in Macomb County, and in the SMART service areas of Oakland County and Wayne County.

WHEREAS, SMART is Southeast Michigan's only regional bus system, helping people connect to work, school, medical appointments, shopping centers, entertainment and cultural events; and

WHEREAS, SMART operates 234 Fixed Route buses on 43 routes, 7 days a week, 22 hours a day as well as Connector Service for seniors and people with disabilities who cannot access SMART's regular fixed route service; and

WHEREAS, SMART continues to experience increases in operating costs and has a significant capital need to replace its aging fleet of buses; and

WHEREAS, revenues from SMART's existing 0.59 mill property tax have declined significantly over the past six years as property values in its service area have declined. SMART has taken steps to mitigate this revenue decrease by implementing budget adjustments of approximately $11 million per year; and

WHEREAS, in order to maintain existing services, the SMART board of directors has recommended placing a 1.0 mill property tax levy on the August 5, 2014 primary election ballot for voters in Macomb County and in the SMART service areas in Oakland County and Wayne County; and

WHEREAS, the Regional Transit Authority of Southeast Michigan recognizes the continuing need to provide safe, reliable and efficient public transportation to the citizens of southeast Michigan; now, therefore, be it

RESOLVED, that the Regional Transit Authority for Southeast Michigan strongly supports and encourages Macomb County, the Wayne County Transit Authority (WCTA), and the Oakland County Public Transit Authority (OCPTA) to place before the electorate a 1.0 mill property tax; and be it further

RESOLVED, that copies of this resolution be transmitted to Macomb County, the Wayne County Transit Authority (WCTA), and the Oakland County Public Transit Authority (OCPTA).

Authorizing signature: _____ (Mark Gaffney, Secretary)

Date: _____

Regional Transit Authority of Southeast Michigan
Resolution No. 8

RTA Resolution No. 8, a resolution expressing support for the 5-year Transit Improvement Program (5YTIP) for the Urban Core of Washtenaw County prepared by the Ann Arbor Area Transportation Authority (AAATA), and for the proposition to levy 0.7 mills for five years to implement the program.

WHEREAS, the Ann Arbor Area Transportation Authority has developed a 5-year Transit Improvement Program for the Urban Core of Washtenaw County; and

WHEREAS, the 5-Year Transit Improvement Program is the result of over three years of dialogue with citizens, community leaders and elected officials on the future of public transportation in Washtenaw County; and

WHEREAS, the public engagement process revealed many unmet transit needs including better access to lifeline destinations, decreased road congestion, improved transit connectivity, addressing the mobility needs of an aging population, and increasing transit's appeal to choice riders; and

WHEREAS, a safe, reliable and efficient system of public transportation in the Urban Core of Washtenaw County contributes to community goals including supporting economic growth, promoting livability, improving access, protecting the environment, improving safety and security, and facilitating healthier communities; and

WHEREAS, public expressions of support for implementing the services contained in the 5-Year Transit Improvement Plan has been widespread; and

WHEREAS, the 5-Year Transit Improvement Program responds to the unmet transit needs identified during the community engagement process and supports the broader goals of the community; and

WHEREAS, the Board of the Ann Arbor Area Transportation Authority has submitted to the electors of the City of Ann Arbor, the City of Ypsilanti, and the Charter Township of Ypsilanti a proposal to levy a 0.7 mill property tax for a period of five (5) years to pay for the costs of implementing the 5-Year Transit Improvement Program, such proposition will be voted upon at the May 6, 2014 election, and

WHEREAS, the Regional Transit Authority of Southeast Michigan recognizes the continuing need to provide safe, reliable and efficient public transportation to the citizens of southeast Michigan; now, therefore, be it

RESOLVED, that the Regional Transit Authority of Southeast Michigan strongly supports the 5-Year Transit Improvement Program developed by the Ann Arbor Area Transportation Authority and its implementation through passage of the millage proposition at the May 6, 2014 election, and be it finally

RESOLVED, that a copy of this resolution be transmitted to the Ann Arbor Area Transportation Authority.

Authorizing signature: _____ (Mark Gaffney, Secretary)

Date: _____

Creating the Southeast Michigan-Regional Transit Authority
Citizens Advisory Committee

I. Introduction:

The goal of the Southeast Michigan-Regional Transit Authority is to create a public transit system that addresses the challenges facing our region. Achieving this goal will require the active involvement of a Citizen Advisory Committee.

Section 6 (19) of PA 387 requires the creation of a Citizens Advisory Committee, which may make recommendations to the RTA board.

II. Citizens Advisory Committee Purpose:

The purpose of the Regional Transit Authority-Citizens Advisory Committee is to advise the RTA on transit issues, make suggestions for improvements in transit service and to advocate for greater funding for public transportation.
Section 6 (20) of Michigan PA 387 (2012) provides that the CAC may make reports to the RTA board, including recommendations, at each board meeting. A citizens' advisory committee may do all of the following:

- Review and comment on the comprehensive regional public transit service plan for a public transit region and all annual updates
- Advise a board regarding the coordination of functions between different owners and operators of public transportation facilities within a public transit region
- Review and comment on a specialized services coordination plan
- Upon request of a board, provide recommendations on other matters that concern public transportation in a public transit region

III. CAC Membership/ Composition:

Section 6 (19) of PA 387 provides that the CAC will be comprised of a minimum of 10 members but it does not provide a maximum.

- Forty percent of the CAC is comprised of users of public transportation. This group of public transportation users shall include:
    - One-quarter senior citizens or persons with disabilities.
    - Two individuals from the largest county, second largest county, third largest county and the fourth largest county participating in the RTA
    - Two individuals from the largest city (according to the most recent decennial census) located in the largest county participating in the RTA
    - Two individuals from all other counties participating in the RTA
- Forty percent of the CAC is comprised of individuals representing businesses, labor, community and faith-based organizations.
- Twenty percent of the CAC is comprised of individuals from organizations representing senior citizens and persons with disabilities.

IV. Meetings:

Section 6 (20) of PA 387 provides that the CAC may meet at least once every quarter.

V. General Qualifications for CAC Members:

CAC members should:

- Be able to communicate knowledgeably about RTA and public transit in general.
- Know how to use mass transit and, preferably, use it frequently. However, transit dependency is not a requirement for CAC membership.
- Be willing to advocate on behalf of the RTA and promote service.
- Have some familiarity with the existing transit providers (DDOT, SMART, AATA, and the People Mover) as well as transportation-related organizations/ advocacy groups that have an impact on transportation policy in the region.
- CAC members do not have to represent advocacy groups, but can also be representatives of business and industry.
- CAC members do not have to be transit riders.

VI. Soliciting Applications for the CAC:

The RTA will post to its website, the websites of participating transportation providers (DDOT, SMART, AATA and the People Mover) and the websites of interested organizations/ businesses, a formal application to serve on the Citizens Advisory Committee. In addition to the application, a brief description of the RTA and the legislatively mandated requirements/ responsibilities of the CAC will also be listed. An opening and closing date will be established for the acceptance of applications.

VII. CAC Applicant Screening Process:

- Individuals interested in serving on the CAC must submit a completed application by the posted deadline.
- A Screening Committee, consisting of one or more RTA Staff Members and two or more RTA Board Members shall review all completed applications.
- The Screening Committee will evaluate each applicant on a fair and objective basis utilizing the following criteria, in addition to all of the requirements outlined in state law for CAC membership:
    - Exhibited desire to perform public service.
    - Ability to express ideas, concepts or philosophies.
    - Experience in advocacy or work on public transportation issues.
    - Availability to participate in the scheduled meetings.
    - Experience in advocacy or work on public transportation issues.
    - Experience in working as part of a team towards a united goal – improved public transit.
- The Screening Committee shall forward a list of recommended applicants to the full RTA Board. RTA Board will approve the list of CAC members by majority vote.

VIII. Length of Term:

Individuals appointed to the CAC will serve up to two one-year terms. CAC members seeking to serve a second term must apply for renewal through the normal application process described in this document.

As Approved February 24, 2014

BYLAWS

of the

REGIONAL TRANSIT AUTHORITY
CITIZENS' ADVISORY COMMITTEE

ARTICLE I
GENERAL

Section 1. Title.

The name of the public body corporate created by the Regional Transit Authority Act, Act 387, Public Acts of Michigan, 2012 (the "Act"), is the Regional Transit Authority (the "Authority."). Pursuant to Section 6 (19) the Act, the Board of the Authority (the "Board") created the Citizens' Advisory Committee (the "CAC"). The CAC may do, but is not limited to doing, all of the following:

(a) Review and comment on the comprehensive regional public transit service plan for a public transit region and all annual updates.

(b) Advise the Board regarding the coordination of functions between different owners and operators of public transportation facilities within a public transit region.

(c) Review and comment on a specialized services coordination plan required by section 10e of 1951 PA 51, MCL 247.660e.

(d) Upon request of the Board, provide recommendations on other matters that concern public transportation in a public transit region.

Section 2. Authority.

The members of the CAC are public transit region residents appointed by the Board and may make reports to the Board, including recommendations, at each Board meeting. Consistent with its responsibilities under the Act and the Board's Citizens' Advisory Committee Policy, the CAC may adopt these Bylaws.

Section 3. Offices.

The principal office of the CAC shall be the principal office of the Authority.

Section 4. Appointment and Qualifications.

CAC members are appointed by the Board, and shall form a body consisting of a minimum of ten members, appointed in the manner and with the qualifications as provided in Section 6 (19) of the Act. CAC members shall serve without compensation, but may receive reimbursement for necessary travel and expenses consistent with policies and procedures established by the Board.

Section 5. Vacancies.

If a vacancy occurs on the CAC other than by expiration of a term, the vacancy may be filled in the same manner as the original appointment for the remainder of the term, or as provided by the Board.

ARTICLE II
MEETINGS

Section 1. Quorum and Manner of Acting.

A majority of the sitting members of the CAC constitutes a quorum for the transaction of business of the CAC. No person shall be entitled to exercise a proxy vote for any CAC member. No action of the CAC shall be effective unless approved by a vote of a majority of a quorum.

Section 2. Meetings.

(a) *General.* The business of the CAC shall be conducted at public meetings held in compliance with the Open Meetings Act, Act 267, Public Acts of Michigan, 1976, as the same may be amended from time to time (the "Open Meetings Act").

(b) *Notice of Meetings.* Public notice of the date, time and place of each meeting of the CAC, including any rescheduled or recessed meeting, shall be given as provided in the Open Meetings Act. In addition, the Secretary, or his or her designee, shall give or cause to be given notice to each member of the CAC not later than the time the public notice is given, either personally or by (i) first class mail, (ii) facsimile communication, (iii) electronic communication, or (iv) other means reasonably necessary to communicate with certain members of the disability community – however, the failure of the Secretary to provide timely notice to each member of the CAC shall not invalidate any proceedings of the CAC.

(c) *Regular Meetings.* The CAC shall adopt a schedule of regular meetings, which may be held at the Authority's principal office or at such other places as the CAC or Board may determine. The CAC shall meet at least once each quarter, as provided by Section 6 (20) of the Act.

(d) *Special Meetings.* Special meetings of the CAC may be called by the Chair or at the request of not less than a majority of sitting members of the CAC. Notice of special meetings shall be given as provided in the Open Meetings Act and subsection (b) above.

Section 3. Compliance with Open Meetings Act.

(a) *Minutes of Meetings*. The CAC shall keep written or printed minutes of each meeting as provided in the Open Meetings Act, which shall be made available to the public in compliance with the Michigan Freedom of Information Act, Act 442, Public Acts of Michigan, 1976, as the same may be amended from time to time.

(b) *Closed Sessions*. The CAC may not meet in closed session for any purpose.

Section 4. Agenda.

The Chair shall be responsible for developing a meeting agenda for each meeting of the CAC. While the Chair may generally place items on the agenda at his or her discretion, the Chair must place an item on the agenda in advance of the next meeting if any of the following occur with respect thereto: (a) a member of the CAC proposes the item be placed on the agenda and the Chair concurs, or (b) a majority of the Executive Committee votes to place the item on the agenda. Additionally, each meeting agenda shall contain a "new business" item, during which the CAC will discuss any item proposed by a CAC member as follows: (a) if the Chair concurs, or (b) if the Chair does not concur, the Chair must immediately place the discussion of that item to a vote, and if a majority of the CAC members then present at the meeting vote affirmatively to discuss the item, the CAC will then discuss the item.

ARTICLE III
CAC ORGANIZATION

Section 1. Standing Committees.

The CAC may establish such Standing Committees of its members and establish such procedures and assign such duties and responsibilities to such committees as it may deem necessary or appropriate. Any Standing Committee established by the CAC shall keep written or printed minutes of its proceedings. Standing Committee meetings shall be open to the public and public notice of such meetings shall be given as required by applicable law and as may be required by the Board. A majority of the members of any Standing Committee constitute a quorum for the transaction of business of the Standing Committee. No person shall be entitled to exercise a proxy vote for any Standing Committee member. No action of a Standing Committee shall be effective unless approved by a vote of a majority of all voting members of the Standing Committee. Each Standing Committee may designate such officers as it chooses, but shall designate a chairperson who shall speak to the CAC on behalf of the Standing Committee and make reports as the CAC may require from time to time. The CAC hereby establishes the following Standing Committees in accordance with the Act:

(a) *Executive Committee*. The Executive Committee shall be a seven member body, comprised of the Chair, the Vice Chair, the Secretary, the Parliamentarian, the chairperson of the Americans with Disabilities Act (the *"ADA"*) Advisory Committee, the chairperson of the Community Outreach Committee, and the chairperson of the Policy Committee. The Chair of the CAC shall serve as the

chairperson of the Executive Committee. The Executive Committee may, among other tasks, develop governing documents, policies, and procedures and make recommendations concerning CAC organization and operation.

(b) *ADA Advisory Committee*. The ADA Advisory Committee shall be comprised of any CAC members who volunteer to be on the committee. The ADA Advisory Committee should include, but not be limited to, members of the disability community and disability community advocates, and shall discuss and, where appropriate, make recommendations concerning the ADA and other issues pertinent to the disability community. While members of the disability community and disability community advocates are named above, any interested member of the CAC may serve on the ADA Advisory Committee. Any member of the ADA Advisory Committee that is disruptive to the business of the Committee may be removed by a majority vote of the Committee.

(c) *Community Outreach Committee*. The Community Outreach Committee shall be comprised of any CAC members who volunteer to be on the committee. The Community Outreach Committee should include, but not be limited to, senior citizens, members of the disability community, and users of public transportation, and shall discuss and, where appropriate, make recommendations relating to the relationship of the Authority and CAC with the community at large, including issues relating to inclusiveness and effective dissemination of CAC and Authority information. While senior citizens, members of the disability community, and users of public transportation are named above, any interested member of the CAC may serve on the Community Outreach Committee. Any member of the Community Outreach Committee that is disruptive to the business of the Committee may be removed by a majority vote of the Committee.

(d) *Policy Committee*. The Policy Committee shall be comprised of any CAC members who volunteer to be on the committee. The Policy Committee should include, but not be limited to, transportation professionals and others with experience with transportation operations, and shall discuss and, where appropriate, make recommendations about funding, planning, and best practices in transit and transportation.While transportation professionals and others with experience with transportation operations are named above, any interested member of the CAC may serve on the Policy Committee. Any member of the Policy Committee that is disruptive to the business of the Committee may be removed by a majority vote of the Committee.

Section 2. Ad Hoc Committees.

Ad Hoc Committees may be formed to study and make recommendations on a specific issue or take specific action on behalf of the CAC. The Chair or the chairperson of a Standing Committee, or a majority of a quorum of the CAC, may appoint an Ad Hoc Committee whose chairperson will be elected by a majority of the members of the Ad Hoc Committee. Each Ad Hoc Committee shall be composed of at least three members and, in any case, an odd number of

members. The Chair will be informed of the members and the purpose of any such committee. The findings and recommendations of any Ad Hoc Committee must (a) first be submitted to the Standing Committee which formed it, if it was created by a Standing Committee, and (b) to the CAC at the next regular or special meeting of the CAC after the findings are made or recommendations formulated. An Ad Hoc Committee shall exist for a period of 90 days from its creation and may be extended for an additional 90 days by the majority vote of a quorum of the CAC.

Section 3. Standing Committee and Ad Hoc Committee Mechanics

Each Standing Committee and Ad Hoc Committee shall designate a leader by majority vote, who will coordinate any meetings of the Standing Committee or Ad Hoc Committee and shall be the primary contact between the Standing Committee or Ad Hoc Committee, the Chair and other CAC members. Standing Committee and Ad Hoc Committee meetings may be held in person, on-line or, via telephone, at the Standing Committee or Ad Hoc Committee members' discretion.

Section 4. Officers; Election; Terms and Vacancies; Removal.

The officers of the CAC shall consist of a Chair, Vice Chair, Secretary, and Parliamentarian, and such additional officers or assistant officers as the CAC considers necessary or convenient. The Chair, Vice Chair, Secretary, and Parliamentarian shall be members of the CAC. The CAC shall elect these officers at its first meeting of each calendar year, or as soon after such meeting as is practicable. An officer shall serve for a one-year term or until his or her appointment to the CAC expires. A vacancy due to death, disqualification, resignation, incapacity to serve, or removal in accordance with law shall be filled in the same manner as provided above from among the CAC members, at a regular or special CAC meeting, for the unexpired term of any such office. Any officer of the CAC may be removed by a 2/3 majority vote of the sitting members of the CAC at any regular or special meeting of the CAC.

Section 5. Duties of Officers.

(a) *Chair*. The Chair shall preside at all meetings of the CAC and shall exercise and perform such other powers and duties as may be assigned from time to time by the Board or the CAC, or as are prescribed in these Bylaws. The Chair will develop meeting agendas, present reports to the Board from time to time, and is the sole person authorized to prepare and sign letters, reports and other communications of the CAC, whether written or oral. Additionally, the Chair may discuss matters of interest directly with members of the Board and the Authority's staff. The position of Chair shall be elected without regard to jurisdiction of residence. The Chair shall be the sole person authorized to speak or otherwise organize communication on behalf of the CAC.

(b) *Vice Chair*. In the absence of the Chair or in the event of the Chair's inability or refusal to act, the Vice Chair shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chair. The Vice Chair shall perform such other duties and have such other powers as the Board or CAC may from time to time prescribe. The position of Vice Chair shall be elected without regard to jurisdiction of residence.

(c) *Secretary*. The Secretary, or his or her designee, shall keep or cause to be kept minutes of all of the meetings of the Board. The Secretary, or his or her designee, shall give, or cause to be given, notice of meetings as provided in the Open Meetings Act and these Bylaws, and shall perform such other duties as may be directed by the Board from time to time.

(c) *Parliamentarian*. The Parliamentarian, or his or her designee, shall advise the Chair and other CAC members on parliamentary procedure, have reference materials pertaining to parliamentary procedure available for each meeting of the CAC, and ensure that CAC meetings are conducted in an orderly manner according to *Robert's Rules of Order, Newly Revised.*

(e) *Additional or Assistant Officers*. Any additional or assistant officers shall carry such title and exercise and perform such other powers and duties as may be assigned from time to time by the Board or the CAC.

Section 6. Discharge of Duties.

A member of the CAC shall discharge the duties of the position in a nonpartisan manner, in good faith, in the best interests of the State of Michigan and the citizens of the public transit region (as defined in the Act), and with the degree of diligence, care, and skill that an ordinarily prudent person would exercise under similar circumstances in a like position.

ARTICLE IV
MISCELLANEOUS

Section 1. Rules of Procedure.

The rules of procedure applicable to the CAC and all Standing Committees established by the CAC shall be *Robert's Rules of Order, Newly Revised*, unless such other rules of procedure shall be adopted by resolution of the CAC. Any Ad Hoc Committee established under these Bylaws may, but need not, operate under *Robert's Rules of Order, Newly Revised.*

Section 2. Compliance with the ADA.

The CAC shall at all times maintain compliance with the ADA, including requirements relating to auxiliary aids and services. If any individual with a disability requests a reasonable auxiliary aid or service at least 72 hours before a CAC or committee meeting, the CAC shall provide the auxiliary aid or service as required by the ADA.

Section 3. Amendments.

These Bylaws may be altered, amended or rescinded and new bylaws may be adopted by a 2/3 majority vote of the sitting members of the CAC at any regular or special meeting of the CAC called therefor, provided that at least five days notice, incorporating the exact language of the proposed change, has been sent to all members of the CAC.

Section 4. Records.

The CAC shall keep or cause to be kept all records required by law, together with such additional records as the Board or any officer of the Authority may direct. Records of the business of the CAC shall be kept at its principal office.

RTA Citizens Advisory Committee

	Name		County*	City	Senior	Faith Bsd	Labor	Disability	Comm	Business	Transit	Org Rep
1	Lawrence	Dilworth		Detroit	Senior			Disability			TU	Org Rep Dis
2	Patty	Fedewa		Detroit			Lab/LRBU		Com Org		TU	
3	Hannah	Kelley		Detroit					Com Org		TU	
4	Elizabeth	Luther		Detroit							TU	Org Rep Sen
5	Albert	Martin		Detroit	Senior	FB			Com Org			
6	Robert	Polk		Detroit	Senior	FB				Bus Org	TU	
7	Brian	Sadek		Detroit							TU	
8	Sandra	Turner		Detroit					Com Org		TU	
9	Arthur	Vardiman		Detroit		FB	Lab/Loc26		Com Org			
10	Jason	Zogg		Detroit							TU	
1	Carlo	Santia	Macomb	Clinton Twp			Lab/AFSME					
2	Eufayba	Touray	Macomb	Harrison Twp					Com Org		TU	
3	Alice	Landino	Macomb	Roseville					Com Org			Org Rep Dis
4	James	Foster	Macomb	Shelby Twp								
5	Brian	Colfer	Macomb	Sterling Hts		FB		Disabilty				
6	Micki	Solonika	Macomb	Sterling Hts				Disability			TU	Org Rep Dis
7	William	Gambill	Macomb	Warren		FB					TU	
8	Gerald	Hasspacher	Macomb	Warren					Com Org			
9	Ruth	Johnson	Macomb	Warren		FB			Com Org	Bus Org		Org Rep Dis
10	Michelle	Katopodes	Macomb	Warren							TU	
1	Rev. Louise	Ott	Oakland	Blmfld Hills		FB			Com Org			
2	George	Jacobson	Oakland	Clawson							TU	
3	Ken	Veenstra	Oakland	Ferndale					Com Org		TU	Org Rep Dis
4	Tami	Salisbury	Oakland	Ferndale					Com Org			Org Rep Sen
5	Megan	Owens	Oakland	Hazel Park					Com Org		TU	Org Rep Dis
6	Julie	Funke	Oakland	Royal Oak							TU	
7	Todd	Scott	Oakland	Royal Oak					Com Org		TU	
	Eric	Wegner	Oakland	Royal Oak						Bus Org	TU	
	Tina Abbate	Marzolf	Oakland	Southfield				Disabilty	Com Org			
10	Ara	Topouzian	Oakland	Troy						Bus Org	TU	
1	LuAnne	Bullington	Washtenaw	Ann Arbor	Senior			Disability				
2	Clive	D'Souza	Washtenaw	Ann Arbor							TU	
3	Prashanth	Guruaja	Washtenaw	Ann Arbor							TU	
4	Amina	Kirk	Washtenaw	Ann Arbor							TU	
5	David	Klenk	Washtenaw	Ann Arbor				Disability	Com Org			
6	David	Weinreich	Washtenaw	Ann Arbor			Lab/GEO	Disability			TU	
7	Calisa	Reid	Washtenaw	Whittaker								
8	Larry	Krieg	Washtenaw	Ypsilanti	Senior	FB	Lab/MEA				TU	
9	Nicole	Sandberg	Washtenaw	Ypsilanti							TU	
10	John	Waterman	Washtenaw	Ypsilanti			Lab/MEA		Com Org		TU	
1	Kathleen	Alessandro	Wayne	Allen Park							TU	
2	Kit	Dewyer	Wayne	Belleville						Bus Org	TU	Org Rep Dis
3	John	Harris	Wayne	Belleville							TU	
4	Phillip	Caldwell	Wayne	Canton		FB			Com Org		TU	
5	Leo	Hanifin	Wayne	Dearborn	Senior	FB	LAB/UDM		Com Org		TU	
6	Mariano	Pacini	Wayne	Grs Pte Wds		FB		Disability				Org Rep Dis
7	Ava	Johnson	Wayne	Highland Pk		FB		Disability				Org Rep Dis
8	Adrianna	Jordan	Wayne	Plymouth							TU	
9	Andrew	Justus	Wayne	Plymouth							TU	Org Rep Dis
10	Henry M.	Johnson	Wayne	Westland		FB						

** County sections sorted by city.*

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