

Scio Township Transit/Bus Advisory Committee

Committee Charge

As approved by Board of Trustees on December 12, 2023

Purpose: During the calendar year 2024, the bus millage will expire. In preparation for the next step related to consideration of placing a question on the ballot, there is a need for review and research regarding what is needed in the future and consideration of placing a ballot question to Scio Residents. The process of making this determination will require extensive resident input, data analysis, and technical assistance internally and externally of the organization. It is recommended that the process commence on December 13, 2023, with the appointment of a Scio Township Transit/Bus Advisory Committee (The Committee) to conduct an extensive review and provide recommendations to the Board of Trustees for consideration and approval.

Structure, Membership and Removal:

1. Scio Township Transit/Bus Advisory Committee Establishment: The Township Board hereby establishes the Scio Township Transit/Bus Advisory Committee for Bus/Transit Services.
2. Membership and Term of Office:
 - The Scio Township Transit/Bus Advisory Committee shall consist of up to five members to include two members of the Board of Trustees, one member of the Scio Township Planning Commission; one member from Western Washtenaw Area Value Express (WAVE) ; the Scio Township Manager and technical support from the Ann Arbor Area Transit Authority; and from SEMCOG.
 - Appointments to the committee shall be approved by a majority vote of the Township Board.
 - The Committee shall select a Chair and Secretary.
 - Resignations from the Committee must be forwarded to the Township Board.
 - Committee members shall serve without compensation.
 - Committee members may be removed after a hearing, by a majority vote of the Township Board.

Meetings:

- The Scio Township Transit/Bus Advisory Committee shall set its meeting dates and times. The duration of the committee shall commence December 13, 2023, and end March 31, 2024.
- Meetings shall conform with the State of Michigan Open Meetings Act.
- The Committee Secretary shall be responsible for keeping formal minutes of all meetings and providing copies to all members, the Township Clerk, and to others as stated in the

charge. At a minimum, each set of minutes must include a recitation, approval of past minutes, and all formal motions of the committee.

- A majority of the members are required at a meeting to conduct business and approve actions and recommendations.

Authority:

- The purpose of the Transit/Bus Advisory Committee is to review, analyze and research bus/transportation needs for Scio Township; and to provide recommendations to the Township Board to facilitate the Township Board's determination regarding transportation services for Township residents.
- The Committee is not an independent entity and shall operate only within the parameters of the charge.
- The Committee, acting as a body, shall not have the power or authority to bind or otherwise obligate the Township in any manner.
- The Committee shall have no authority to obligate or expend funds, unless there is approval in advance by the Township Board.

Charge:

The Scio Township Transit/Bus Advisory Committee shall be charged with advising the Board of Trustees with recommendations, based on data, community input, and technical assistance regarding future bus and transit needs for Scio residents. The committee review and analysis shall include the following.

- Financial analysis and forecasting for the next five years.
- Current use of bus and transit services and the status of service delivery
- Recommendations regarding services that are currently not being provided and the rationale for the recommendations.
- Based on service recommendations, provide budget projections and revenue and expenditure projections to provide services.
- Community feedback and the impact of not providing services in future years.