

KALAMAZOO TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
Minutes of May 18, 2012

Members Present:	Chair Carol Fricke, Vice Chair Garrylee McCormick, Joseph Szuszwalak Jason Meddaugh
Members Absent:	Andy Havice (unexcused absence)
City Commission Liaison:	Robert Cinabro
Technical Support Members Present:	William J. Schomisch, Executive Director
City Administration Member Present:	Marjorie Banks, Administrative Office Specialist
Others Present:	Michele McGowan, Disability Network Resource Center of SW Michigan Sean McBride, Kalamazoo County Transportation Authority (KCTA)

Chair Fricke called the regular meeting of the Transit Authority Board of Directors to order at 8:15

Roll Call

Unexcused Absence of Andy Havice

Introductions:

Transit Authority Director, William Schomisch, introduced Marjorie Banks to the Board.

Changes/Additions to Agenda

Dump the Pump Day Proclamation

Public Comments on Non-Agenda Items

None

Issues/Items for City Manager/City Commission

City Commission is meeting Monday evening and will discuss a change order with AVAIL for addition of GPS units. The funding amount to be discussed is \$149,000

Action Items

Meeting Minutes of January 2012 and March 2012

There were no additions or corrections to these. Motion carried to accept the minutes as they stand.

Income and Expense Statement *(April Statement will be at the Meeting)*

February, March, and April reports were discussed: Director focused on the latest report from April. There was \$204,774 in operating revenue a decrease of \$10,912. Expenses came in at \$1,200,479; this is partly due to the issue of diesel fuel prices being higher this season. Director spoke to the cost of fringe benefits after retirement. Year to date budget expended at 37.8% versus 41.06% in April, 2011. There was nothing out of the ordinary to report. No questions or additional comments were brought up; therefore the motion to accept was made and approved.

Ridership Report

March and February's report was provided with the packet. April's report was distributed before the meeting. February report showed a 20% increase for the month; 23% for demand response and 213% increase for the Community Service van. The Director mentioned that they have never had a month that had that high of an increase. April ridership is up 6.9%; there have been 15,000 more trips this month.

Year to date ridership is 7.6% ahead of last year at this time.

Chair Fricke asked about the effect on ridership due to the construction of the River St Bridge in Comstock and about the extra transportation being offered. This service is being offered thru Metro County Connect. It is a courtesy that passengers are not being charged for the van service and the KCTA is reimbursing Metro Transit for this service. The extra service was promoted by the Kalamazoo County Commissioner from the Comstock area. The Motion to accept was made and accepted.

Revised Administrative Procedure for Soliciting Public Comments

Background: On November 28, 1989, the Transit Authority Board approved a Resolution adopting a Board policy for implementing fare increases and major service reductions. Subsequently, at the request of the Federal Transit Administration, (FTA), following a Triennial Review, the policy was rescinded, and replaced with a revised policy on January 26, 2001. The revised policy reduced the threshold for enacting this policy from 15% of system miles affected to 5% or more of system miles. That policy also established a notification process for agencies, institutions, and local jurisdictions that had service agreements with Kalamazoo Metro Transit. Since local jurisdictional service agreements were replaced by the KCTA millage in 2009, that 2001 policy has now been modified to reflect the role KCTA has in the process.

The attached Resolution and Administrative procedures better addresses the current relationship between the City of Kalamazoo, Kalamazoo Transit Authority Board, and the Kalamazoo County Transportation Authority as it relates to all future fare increases and major service changes.

- a. Public can request hearing in writing; this has happened; (asked by JJ)
- b. Resolution-no comments; the motion to approve was made and accepted.

“Dump the Pump Day” Proclamation

Dump the Pump proclamation was brought up as a new item. The background of the program was explained as such: “American Public Transportation Authority created this event to promote leaving your car at home and taking public transit for a day”. This proclamation was approved at the meeting of the Kalamazoo County Transit Authority (KCTA) on Monday evening. Metro Transit then decided to present this item to the Transit Authority Board. Metro will work on advertisements that will be put in place promoting the event. Chair Fricke was asked if she will co-sign on Viewpoint Article.

Kelly Vander Kley from Metro Transit will handle the marketing for this event. The Board members agreed that this will be an opportunity to draw attention to public transit.

Sean McBride from the KCTA talked about doing an event to promote this and informed the Board Members that the event is still in the discussion stage: KCTA wants to create positive results for the “Dump the Pump” proclamation. Director Schomisch will notify board members when this is ready to go. Sean McBride, from KCTA, read thru the proclamation. The motion to approve was made and accepted.

Discussion Items

State/Federal Funding Update

On the State level, Governor Snyder is in favor of public transit and wants to establish a Regional Transit Authority, (RTA) for South East Michigan. Governor Snyder has received pushback from the Legislature and the effort has slowed. On the federal level, the Senate passed a Re-authorization bill for surface transportation funding. The House has not passed its version but has agreed to discuss the Senate’s version in Conference Committee. Congressman David Camp and Congressman Fred Upton are the Michigan contacts for this bill. Director Schomisch has communicated with Congressman Upton to push for a re-authorization bill.

Change in Urbanized Area Population

Also discussed was that Kalamazoo is now over the 200k population level. The U.S. Census finding changes our program funding. Currently we receive 2.3 million in funding through the 5307 program but because we are under the 200,000 we are allowed to use it for operating and capital expenses. Over 200,000 populations has a different formula. This can potentially hurt Metro Transit in the long run. There is

a proposal in the Senate that would exempt transportation systems from this restriction if you have less than 100 buses; Metro has 36. There has been no response from Congressman Fred Upton as of yet.

Director Schomisch will keep the board posted; cannot use money for operating but can use for capital maintenance; limitations to budget discussed; looks like Metro will lose ability to fund operating budget substantially; waiting to see how congress handles this-KATS would probably have to reorganize how they do things because of this, major changes are possibly coming. We now have Mattawan and Lawton areas as part of the KATS area.

Mr. Meddaugh asked if other cities have put thru resolutions supporting the Regional Transit Authority, Director Schomisch explained-not yet and then explained the Regional Transit Authority. The proposal states that a Regional Transit Authority can be established but does not advise we support this without more information on having one in place.

Chair Fricke asked about the Kalamazoo County Road Commission terminating their relationship with KATS. Director Schomisch explained that, yes they have and explained why they terminated the relationship.

KATS has until 2013 to find a "new home and are currently looking for a relocation site. Metro Transit originally expressed a desire to have them join us; KATS has declined this offer.

Revised 2012 Operating and Capital Budget document

Revised budget issues were discussed and a change was made to the diesel fuel line item. Budget was presented to City Commission for action in January after TAB had approved. The Finance Director decided the diesel fuel budget was too high and gave instruction to have a 4% increase only. An updated version of the budget was provided.

Diesel Fuel Line Item reduced by about two hundred thirty five thousand dollars, Director Schomisch explained how this changed all revenue line items. A motion to move this item to an Action item was made. The TAB made a motion to approve the revised budget, motion was approved.

Comstock Shuttle Service

Due to the River Street Bridge closing in Comstock area south of the Kalamazoo River was cut off from bus service. In an effort to alleviate the situation, the KCTA and Metro Transit worked with Comstock Township and offered a shuttle service through Metro County Connect for people who wanted to catch the Comstock bus. The turnout has been somewhat low; however, the service is being deemed a success because it does allow people to connect with the Comstock bus that is now being detoured onto E. Michigan until the bridge is expected to re-open in October 2012. Last week there were five requests for service and three actual trips taken. The KCTA has agreed to pay Metro Transit a \$4.00 fare for every trip provided.

ERI Update

The City's early retirement program has been launched and in the case of the Transportation Department we have had two employees who have received their notification of retirement dates. There are still a number of drivers, mechanics, operations and administrative staff who will be leaving before the end of the year. Director Schomisch is in the process of recruitment for the positions of Administration Manager, Operations Manager and Maintenance Manager.

2012 Millage Renewal

The City, County and KCTA have come to an agreement with regards to how to pursue new millage's given that both the city and the county millage are set to expire at the end of 2012. The county will be seeking a .4 mil renewal either in August of this year or possibly February of 2013. The agreement calls for the City to renew its .6 mil levy at the November election.

Foundation Lifeline Grant

The Kalamazoo Foundation has offered, through a non-profit agency, a \$40,000.00 grant to help purchase bus rides for people with low incomes. The offer is built around the premise of providing employment transportation and the program is set to begin in June.

2012 KCTA Service Contract

The KCTA has not, as of yet, approved the 2012 Service Agreement proposed by Metro Transit. There are discussions taking place between KCTA staff and Metro staff as well as the Finance Department with regards to the cost of offering retiree health care and how that cost fits into the methodology to determine the KCTA's offer of service for this year. Director believes we are close to an agreement and the Board will be asked to approve a new contract before taking it to the City Commission.

New Reloadable Passes for Senior and People with Disabilities

We have now begun to sell reloadable passes for seniors and people with disabilities. The cards act as a debit card which can then be reloaded with a value through hardware and software located in our Customer Service Center at the Kalamazoo Transportation Center. Each time a card is swiped through the box a

\$0.75 fare is deducted from the value on the card. These cards will eventually replace all our yellow and blue punch cards.

Public Transit/Human Services Coordination Plan Update

Metro Transit staff is working with KCTA staff to bring together the Public Transit/Human Services Coordination committee to update the federally required Transportation Coordination Plan. A committee meeting will be held next Wednesday where they will receive information as to what projects have been completed over the past year and they will be asked to identify other barriers to transportation for Human Service Agencies.

Diesel Fuel Update

Metro Transit purchased 18,000 gallons of diesel fuel at \$3.13 per gallon on May 7, 2012. The average year to date price is \$3.10. Diesel fuel is budgeted at \$2.75 per gallon for 2012. Year to date thru May 7th we have spent \$446,412 on diesel fuel

Information Items

We are currently working on a new contract with WMU for transporting students. The increased number of students who ride the bus was discussed; an agreement is presently being worked on.

Miscellaneous Comments

Garylee would like a cabinet built in the Transportation Center to showcase items from Kalamazoo's sister city, Pushkin Russia; this is being worked on. JJ asked about the voice announcements made on the buses. Director Schomish explained the issue is that we are required by federal law to announce major stops. As part of the ITS project we will have a system that will be automated. GPS will automatically trigger the announcement. It was asked if this can be done for every stop location. Metro is currently looking at other systems and how they handle this. We will also do a study of all stops to determine their accessibility for ADA and to develop a plan on addressing those needs.

- i. The actual part of process has not been done yet
- ii. Voice announcements will come later.
- iii. A meeting will be held to discuss the how's and whys of the program
- iv. Kelly Vander Kley is currently working on making website more user friendly for all. JJ's issue is the need to be in the loop when changes are being made to website in regards to ADA requirements

Garylee inquired as to who owns The Holly Jolly Trolley and if we bid on the contract for this? Director explained how and why this is done the way it is. Joe

asked about the issue of not being able to contract out on this. Director explained that we had an arrangement with Grand Haven whereby we leased their Trolley. That Trolley is no longer available. However, B & W Charters recently acquired two Trolleys.

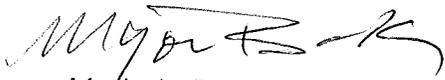
Public Comments

There were no public comments made.

ADJOURNMENT

There being no further business presented before the Transit Authority Board of Directors at their meeting dated Friday, May 18, 2012, Chair Fricke adjourned the meeting.

The meeting adjourned at 9:37 a.m.



Marjorie Banks, Recording Secretary
Date: May 18, 2012