

KALAMAZOO TRANSIT AUTHORITY BOARD MEETING

Minutes of February 28, 2014

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| Members Present: | Chair Garrylee McCormick Vice Chair Jeremy Orr E. Allen Hayes – late 8:25 |
| Technical Support Members Present: | Sean McBride Transportation Director |
| City Commission Liaison Present: | Jack Urban, City Commission |
| City Administration Member Present: | Joan Melekian Administrative Office Specialist Kelly VanderKley – Marketing Specialist |
| Others Present: | Michelle Moxley, Disability Network/TAG Michelle McGowen, Disability Network Friends of Transit Kathy Schultz – KATS |
| Excused Members: | Jason Meddaugh, Sec. / Treasurer |
| Unexcused Members: | Andy Havice |

Chair Garrylee McCormick called the meeting of the Transit Authority Board of Directors to order at 8:25 a.m.

Introductions

Introductions made by the Board as well as Michelle McGowen, Michelle Moxley, Kathy Schultz.

Changes and Additions to the Agenda

None

Public Comments on Non-Agenda Items

Michelle Moxley – Disability Network / Transit Advocacy Group (TAG). Michelle conveyed on behalf of one their TAG members that there is no bus stop sign on Barclay Hills on Mosel Street and would like one to be placed there.

At this time, Chair Garrylee McCormick introduced Kelly VanderKley, Marketing Specialist with Metro Transit who presented an update on the Metro Marketing Plan. Kelly provided an informational fact sheet, a Metro County Connect Brochure in addition to a few promotional magnets which will also be handed out during speaking events and promotional opportunities. Also provided was a draft of the marketing plan which basically presented a way of better utilizing the internet/website and attracting new potential riders to the public transit system.

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Highlighted new areas of focus such as Track My Bus and Plan Your Trip which will be implemented in the coming months and is user friendly in terms of origination, destination and departure times and printing out routes to take or times of travel. Utilizing social media such as FaceBook, Twitter, etc. will more easily convey last minute changes (i.e. routing detours) and upcoming changes to the routes or detours. City Commission Liaison, Jack Urban also recommended that information be provided to the general public regarding downloading apps to their Smart Phones in order to better utilize routes, times, changes in real time. Kelly agreed this would be helpful and pointed out that she planned on providing printed documentation as well as site information about where and how to find these helpful directions and explanations of these new applications.

Issues / Items for City Manager / City Commission

Sean McBride stated that as part of the Executive Services Agreement and in working with both the KCTA and Metro Transit, one of its provisions is that along with himself, the TAB Chair Garrylee McCormick, Chair of the KCTA Linda Teeter and City Manager Jim Ritsema meet on a routine basis to communicate, share ideas and information. Meetings were held end at the end of January and then again in March and will be continuing on in the future with quarterly meetings. Also noted that at an upcoming City Commission meeting will have several items on the agenda that are Public Transit related such as;

- ✓ Asking City Commission to approve our Operating Capital Grant Application (submitted to the FTA).
- ✓ Two vacancies on this Transit Authority Board with recommendations for two (2) applicants out of the four received.

Action Items:

- a. Meeting minutes of January 24, 2014 – Motion made by E. Allen Hayes to accept the minutes as presented, supported by Jeremy Orr. Motion carried.
- b. Income and Expense Statement for January 2014 – Sean McBride reviewed the I & E Statement by mentioning that the staff are working on our financial reporting and developing a system to track expenditures focusing on managerial adjustments as it pertains to the overtime budget which was over four-hundred thousand dollars last year about one-hundred thousand dollars over the allotted budgeted amount which was offset in salary savings. Also mentioned the need for more part time coach operators and some were promoted to full-time and noting the ongoing effects of last year's ERI program. Another noteworthy impact to the budget has been an increase in driver work place injuries due partly to inclement weather. Motion made to accept the I & E Statement as presented by Jeremy Orr, supported by E. Allen Hayes. Motion carried.
- c. Ridership Report for January 2014 – Although ridership is down 4% for the month of January, weather has played a contributing factor to these results. The CSV Program continues to grow with a 70% increase over 2013 and we will be receiving two new vans to add to our fleet. Motion made to accept the Ridership Report as presented by Jeremy Orr, supported by E. Allen Hayes. Motion carried.
- d. FY2015 MDOT Operating & Capital Grant Application – An application to both MDOT and FTA are submitted annually. MDOT funding accounts for approximately 33% of our revenue for Operating Budget and approximately 20% of revenue for Capital Budget. A key point in

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establishing the Capital Budget is working closely with the Kalamazoo Area Transportation Study (KATS) to do a 3-year Transportation Improvement Program that forms the capital request. A percentage of the operating budget is reimbursed by the MDOT Grant of urban service (approximately 31%) and a percentage for rural service (approximately 38%). The challenge in this area is that with the change in census our rural census area decreased as we become more urbanized as a region affecting our reimbursement rate. This Grant will go to the City Commission for their authorization too. Motion to move forward with the FY2015 MDOT Operating & Capital Grant Application process made by Jeremy Orr, supported by E. Allen Hayes. Motion carried.

e. TAB Appointment Recommendations – Sean McBride noted that we currently have a seven member board with two vacancies. Chairperson Garrylee McCormick and Sean interviewed four applicants including: Kenneth Jones, Zachary Lassiter, Chris Mbah and Lynn North noting that all four were highly qualified applicants. Based on the interviews, it was recommended to the TAB that Ms. Lynn North and Mr. Zachary Lassiter be recommended to the City Commission. Some discussion was held about consideration of varying recommendations and after some questions and answers the recommendation as listed above was upheld. Motion to accept recommendations presented by Chairperson Garrylee McCormick and Transportation Director Sean McBride was made by Jeremy Orr, supported by Garrylee McCormick. Motion carried by a vote of 2 ayes, McCormick and Orr and 1 nay, Hayes.

Discussion Items:

a. ***Federal / State Funding Update*** – Sean McBride recently returned from the Michigan Public Transportation Association Legislative Conference in Lansing. This was an opportunity to meet with MDOT staff where updates on recommended budgets currently stand for the current fiscal year. Also noted that the Legislative Delegates were invited to the breakfast meeting at MPTA and Sean was able to update them on current issues. The recommended budget for FY2015 by the State, public transit is held at pretty much the status quo on both the operating and capital side. There will also be future discussions on how the Comprehensive Transportation Fund is allocated and if there is changes to that or additional revenue sources and its benefits to Kalamazoo County. MAP 21 is our Federal Funding Legislation that is expiring on September 30, 2014 which may be extended out an additional year or two which would likely result in status quo funding for public transit and road infrastructure.

b. ***Diesel Fuel Update*** – Our diesel fuel cost has increased over the winter months. We were down below \$3 in the fall into December but costs have increased due to supply chain but the good news is the number of diesel fuel gallons we are using has decreased significantly due to increasing our fleet of hybrid-electric buses. Three additional hybrid buses are scheduled for delivery next year.

c. ***Potential Route Changes*** – A public forum was held on February 10, 2014 with about 25 people in attendance providing input on route changes. We are proceeding with the implementation of the route changes outlined in previous TAB meetings and will continue to work with Disability Network and Travel Trainer Italy Harwell on spreading the word of these changes. One note of concern are the adjustments on Route 4 – Oakland, previously routing

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through the Oakwood neighborhood on Springmont, we will no longer be going that route and there will be a few individuals that will be impacted due to physical challenges getting to other stops on Parkview or Oakland. We will continue to work with the Oakwood Neighborhood Association and individuals directly affected by the routing change to see if we can further educate them on better utilizing the Metro County Connect system to provide them service on a regular basis.

d. ***Kalamazoo Transit Center Retail Space*** – Sean McBride stated he has been working with the attorney on a draft of a contract for the lease of this space, but due to other pressing deadlines and the poor marketing conditions of this time of year, the progression of this item has lagged in its urgency. Discussion also focused on the rental of the central caged area of the KTC.

e. ***Public Safety Update*** – Sean recapped the February 20th safety incident as it pertained to the KTC stating that while the initial incident did not start at the KTC and neither the victim or the assailant were utilizing the facility, the dispute did carry over from a local organization on Kalamazoo Ave. into the courtyard of the Transportation Center. A meeting is being set up with police Chief Hadley and the two officers assigned to the KTC to review the safety history of this facility and to better address it's ever changing needs and focus.

Information Items:

Sean McBride stated that the board was provided with an Information Summary Report outlining wheel chair lift/ramp incidents as well as WMU Ridership Report and Demand/Response monthly summary Reports. Sean also gave an update on the major accident in January involving a Metro County Connect vehicle.

Battle Creek Transit Service Article: Battle Creek is the recipient of Job Access Reverse Commuting which funds a few of their routes. This revenue source was eliminated when their plan transitioned over to the MAP 21 which folded into other funding sources and ultimately resulted in the City of Battle Creek losing that funding and the elimination of some public transit services. The City of Kalamazoo is not at risk of losing this same JARC funding as we have not utilized this source in recent years.

Some questions were presented as to the definition of MCC (Metro County Connect) report numbers showing 549 “No Shows” and 0 “Failed Trips” Sean McBride stated he would look into the exact nature of these findings and report back to the board at the next TAB meeting.

Miscellaneous Comments made by the Board:

None

Public Comments:

Kathy Schultz of Kalamazoo Area Transportation Study commented that they had just submitted some Transportation Improvement Program amendments for Metro Transit; one specifically for the switch over of the 5309 funds to the 5339 discretionary funds which is a requirement for the application going forward for Metro Transit funding. They are in the process of submitting this to MDOT who will in turn submit it to Federal Transit Administration for expedited approval to tie in with the 2015 application submission.

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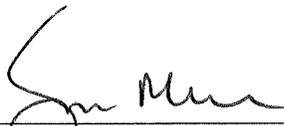
Michelle McGowen of Disability Network wanted to commend the Transit Authority Board of Directors and staff of Metro Transit for its hard work and partnership in conducting the Pavilion Estates pilot program and subsequent routing changes. Because of this, ISAAC has decided to present an award to Disability Network for this routing improvement program and wanted to say Thank You to all who participated in this successful routing change.

Sean McBride stated that the next TAB meeting on March 28th will be canceled and that the meeting of April 25th will be held as previously scheduled.

Adjournment - TAB meeting was adjourned by Chair Garrylee McCormick at 9:23 a.m.

Minutes transcribed and presented by Joan M. Melekian

Reviewed and approved by:



Sean McBride
Transportation Director
Metro Transit

5/9/14

Date