

KALAMAZOO TRANSIT AUTHORITY BOARD MEETING

Minutes of September 26, 2014

Members Present:	Chair Garrylee McCormick Jeremy Orr JJ Meddaugh Lynn North Zach Lassiter
Excused Members:	Andy Havice, E. Allen Hayes
Unexcused Members:	None
City Commission Liaison Present:	None
Staff Members Present:	Sean McBride, Transportation Director Joan Melekian, Admin Office Specialist
Others Present:	Leona Carter, Travel Trainer Disability Network Monica Zehner, KATS Megan Arndt, KATS

Chair Garrylee McCormick called the meeting of the Transit Authority Board of Directors to order at 8:17 a.m.

Introductions

Introductions made by the Board as well as Sean McBride, Joan Melekian, Monica Zehner, Megan Arndt and Leona Carter.

Changes and Additions to the Agenda

None

Public Comments on Non-Agenda Items

None

Issues / Items for City Manager / City Commission

Sean McBride stated there has been one item brought before the City Commission since the last TAB meeting in August. Three (3) City of Kalamazoo members were appointed to the new Central County Transportation Authority (CCTA), one being TAB Chairperson Garrylee McCormick and the other 2 from the KCTA; Chairperson Linda Teeter and board member Greg Rosine. Upcoming Items For Approval: 1) Administrative Services Agreement between KCTA and the City of Kalamazoo 2) City of Kalamazoo will have the opportunity to “opt out” of the new CCTA 3) The extension of the MCC contract with Apple Bus which expires the end of October has been extended through December as to give us ample time to evaluate the RFP’s which are due by mid-October.

(cont.)

Action Items:

a. Meeting minutes of August 15, 2014 – Motion for approval made by Jeremy Orr to accept the minutes as presented, supported by JJ Meddaugh. Motion carried.

b. Income and Expense Statement for August 2014 – Sean McBride presented the I & E Statement as provided to the Board. Motion for approval of the I & E Statement made by JJ Meddaugh, supported by Lynn North. Motion carried.

* Sean noted that with our busy time of year approaching, our list of Action Items would increase to include budget, capital improvement approvals as well as KCTA / TAB / City of Kalamazoo agreements.

Discussion Items:

a. *State / Federal Funding Update* – Sean reviewed the report attached.

b. *Diesel Fuel Update* – report attached.

c. *KTC Retail Space* – Agreement being finalized to be marketed with a realtor and should be on the market by late October.

d. *Public Safety Update* – report attached.

e. *Regionalization* – The new CCTA (Central County Transit Authority) has been established with six (6) current members who met this past Monday. Three from the City of Kalamazoo; Linda Teeter, Garrylee McCormick and Greg Rosine. Two rural members; John Gisler and Martin Janssen and one urban member; Jeff Breneman. The additional five (5) members of the board, who's terms will start in November after the "opt out" period has expired, are elected officials and is comprised of: Ann Nieuwenhuis (Comstock), Deb Everett (Oshtemo), Pam Brown Goodacre (Kalamazoo Township), Terry Urban and Jim Pearson (City of Portage). Letters were mailed earlier this week with the option of opting out their full jurisdiction or individual precincts only. Replies have been received so far from Comstock who are all in, Pavilion who has opted out and Parchment, Oshtemo and Portage will have further discussion on their options. The full board will meet in November to establish the full boundaries of the CCTA and primarily focusing on establishing bylaws, electing officers and determining the millage election for May 2015 for the urban area.

f. *ATU* – Sean stated although we are still in mediation at the moment, it looks like we are heading to arbitration on October 29th & 30th to hear the arguments from the City of Kalamazoo, Metro Transit and the ATU in regards to wages.

g. *KATS Complete Streets Policy* – approved at the Policy Committee meeting held on Weds. 9/24/14. Current draft policy link provided in report attached.

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h. **Outreach** – The new Android App is up and running and although it still has some glitches to be worked out, sending crash reports should help alleviate future crashes. Will keep the board updated on any new applications or unforeseen issues.

i. **Michigan Public Transit Association** - Sean stated that he had been voted onto the Board of Directors at their last annual meeting and sees this as a positive step for the City of Kalamazoo and CCTA with a behind the scenes experience in legislation with upcoming funding.

j. **Snow Removal Policies** – Information was provided in the board packets regarding City Ordinance for snow removal including a 2001 procedure memo from Metro Transit. Also included were City of Kalamazoo ordinances for snow removal and for comparison, City of Portage ordinance. Further discussion was had in reference to the possibility of implementing task forces to enforce the snow removal policy particularly in the case of residents who are disabled or elderly. Although not directly the responsibility of Metro Transit, it is a city wide effort and certainly has a great impact on transportation services, ridership and passenger accessibility. Sean asked the board to send him an e-mail with their concerns regarding snow removal and possible solutions at which time he would summarize a report to be forwarded on to City Manager's Office and come to a resolution.

k. **KATS Complete Streets Policy** - Sean mentioned that KATS is conducting a Stadium Drive / Michigan Avenue corridor study which will result in construction beginning in 2017. As a major gateway to the downtown district area, it is the intent to engineer the improvements not only from a repair and maintain standpoint but to implement the Complete Streets Policy thereby better connecting neighborhoods, schools and the downtown areas. There is interest and involvement as well from the Governor's office which could lead to subsequent pools of funding for these place making components that would not typically be available for this sort of project.

l. **KVCC** – Semester bus passes were issued in September to KVCC students. To date, approximately 170 passes have been sold which far exceeded the original expectation of 50. Board member Zach Lassiter questioned Sean if there had been additional schools in the area looking to do the same type of contract with the transportation department. Sean answered that he had made initial contact with K College but has not yet been able to meet with them.

Information Items:

Ridership Report August 2014 – Report attached for review.

Wheelchair Lift/Ramp Incident Report – Report attached for review.

WMU Student Ridership – Report attached for your review.

Demand/Response Monthly Summary Report – Report attached for review. Questions were asked in reference to the number of no shows and how that played into ridership numbers. Sean suggested that he ask Richard Congdon to attend the next TAB meeting to discuss these numbers as well as an update on the RFP process in regards to Apple Bus or possibly a new vendor.

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Sean also updated the board on the Triennial Review Site Visit on Sept. 15th and 16th. Documentation was reviewed and provided overseeing 17 different areas including purchases, grant management, ADA, compliance, Title VI and EEO compliance. Over the two days, there were 11 preliminary findings with most being resolved or in the process now so the final reporting would be significantly less than that. Being an organization still in transition, the FTA was pleased with our documentation and ability to readily comply with these requirements. Key findings were in the areas of alternative language and providing information for Spanish speaking customers as well as the management of sub-contracts, particularly Apple Bus or potentially a new vendor and how to ensure the contract is in full compliance.

Miscellaneous Comments made by the Board: Garrylee McCormick brought to the board his concern in regards to the use of transfers and whether or not they could be used in that 60 minute timeframe to board the same bus or only for use on a connecting bus to the rider's final destination. Sean commented that transfers should not be used to board the same bus at a later time but rather a one-time inbound or outbound trip thus requiring a second fare and transfer for the return trip. JJ Meddaugh commented that he would like to see transfers extended from 60 minutes to 90 minutes to allow passengers to make those connections. Since not all buses make connections downtown at the KTC there needs to be some consideration for those riders having to catch buses on other routes. Sean also mentioned that Kelly VanderKley, Marketing Coordinator would be working on new riders guides outlining how transfers work and an overview on updated general rider information.

Public Comments:

Monica Zehner, KATS commented that as part of the 2045 Metropolitan Transportation Plan, beginning next fiscal year (Oct. 1, 2014), KATS is looking for interested members to restart their Citizen Advisory Committee which provides feedback to the Policy Committee. Membership is open to all citizens and citizen groups and once initial interest is established, an open house and meeting will be scheduled. For additional information you can contact any member of KATS via phone, website or e-mail.

Leona Carter, Disability Network updated the board with her plans to do some travel training with The Rapid – Grand Rapids Transportation Department to gain knowledge about their program and how to better utilize key components of their program here in Kalamazoo. Presentations on demand/response services were provided at both Bronson and Borgess Hospitals which resulted in additional clients signing up. Leona will also be taking part in the Senior Expo in the coming week advocating for MCC and seniors. She also commented she would like additional training on the use of the mobile camera to do senior badges at various locations.

In addition, she stated that she has been approached to appear on a local cable T.V. program, "Sharing it with Bebe" for a 30 minute segment on travel training and what services can be provided to the community.

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Adjournment - TAB meeting was adjourned by Chair Garrylee McCormick at 9:12 a.m.

Minutes transcribed and presented by Joan M. Melekian

Reviewed and approved by:



Sean McBride
Transportation Director
Metro Transit

10/24/14

Date