

## KALAMAZOO TRANSIT AUTHORITY BOARD MEETING

Minutes of December 19, 2014

Members Present:	Chair Garrylee McCormick JJ Meddaugh Lynn North Jeremy Orr Zach Lassiter
Excused Members:	None
Unexcused Members:	Andy Havice
City Commission Liaison Present:	None
Staff Members Present:	Sean McBride, Executive Director Joan Melekian, Admin Office Specialist Laura Smith, Admin. Division Manager
Others Present:	Michelle McGowen, Disability Network Leona Carter, Disability Network John Start, KATS Martin Janssen, KCTA

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

### **Introductions**

Introductions of the board and guests made by Joan Melekian, Metro Transit staff.

### **Changes and Additions to the Agenda**

Sean stated that action item VII-E would be added for board approval of the 2015 TAB meeting schedule. Sean also commented on the recent passing of board member Reverend E. Allen Hayes and asked the board for their input on commemorating his contributions to the board and the City of Kalamazoo.

### **Public Comments on Non-Agenda Items**

None

### **Issues / Items for City Manager / City Commission**

Sean stated that there had been a few items that had met with the City Commissions approval. They are as follows:

- a) A new 3 year agreement with Apple Bus Company for the Metro County Connect services with the total 3 year cost being \$9.6 million.
- b) A contract with Gillig for the purchase of bus parts.

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c) Metro Transit's current buses are insured through the Michigan Transit Pool with an annual contract of \$251,000 as approved by the City Commission.

d) Transportation Authority Board previously reviewed a retrospective payment of \$340,000 owed to the Michigan Transit Pool for outstanding claims and liabilities.

Garrylee McCormick asked if there were any comments from the board in regards to these four items. JJ Meddaugh asked if the Apple Bus contract had provisions in place if the service was to be expanded in the future. Sean replied that there is an alternative bid for Sunday service based on a cost per ride basis (approx. \$36 per ride) and if applied to an expansion of week day service hours, that cost per ride would need to be negotiated.

**Action Items:**

a. Meeting minutes of October 24, 2014 – Motion for approval made by JJ Meddaugh to accept the minutes as presented, supported by Zach Lassiter. Motion carried.

b. Income and Expense Statement for November 2014 – Motion for approval made by Jeremy Orr, supported by Zach Lassiter. Motion carried.

c. 2015 Proposed Operating and Capital Budget – Sean is seeking the board's review and approval of this budget which will be going before the City Commission for approval in January 2015. Sean went on to state that this is a "status-quo" budget meaning it is not anticipated that there would be any major changes to the budget as the system transfers to KCTA / CCTA nor any significant changes with the impending millages or changes in state shared funding.

Laura Smith, Administrative Division Manager presented a PowerPoint presentation of the budget with handouts to the board. Laura pointed out that we are facing a net unfunded balance of \$534,368 – which is *not* reflective of salary savings from vacancies. A handout was presented to the board and guests and is attached to these minutes.

Concerns were raised by board member Zach Lassiter in regards to the \$534,000 unfunded balance and the use of those funds as well as the \$197,000 for an unwritten contract with KDPS. Sean agreed that the deficit of funds is a concern but should be addressed through the upcoming millage and other efforts will offset that balance. Also of note was the fact that there is a draft contract in the works with KDPS with projected finalization in the coming months.

Motion made by JJ Meddaugh to approve the 2015 Proposed Operating and Capital Budget, supported by Lynn North. Motion carried.

d. 2014 Triennial Review; Final Report – Sean recapped the process for the Triennial Review and our current findings with the FTA. In total, there were 11 findings that needed correction or clarification and since Sept. 2014 five items have been closed, six still in process (4 of which are in the process of being closed and 2 still under review). Two of the more significant findings are listed below:

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- 1) oversight procedures for contractors/subcontractors (e.g. Apple Bus, vehicle leases).
- 2) Title VI Program which deals with discrimination based on the grounds of race, color, national origin being excluded or denied benefits of the public transit system. Since 2010, we are a direct recipient of Federal Funds therefore our Title VI requirements have been elevated and upgraded. The Triennial Review was a good process in working directly with the FTA to ensure sound oversight of federal funds.

Motion made by JJ Meddaugh to receive the final report, supported by Zach Lassiter. Motion carried.

e. 2015 TAB Meeting Schedule – Motion made by Zach Lassiter to accept option 1 (monthly at 8:15 a.m.) for 2015 meeting schedule, supported by Lynn North. Motion carried.

f. Reverend E. Allen Hayes – Chairperson Garrylee McCormick spoke briefly on the passing of board member E. Allen Hayes and suggested that a sympathy card be sent to the family on behalf of Metro Transit and the Board. In honor of Reverend Hayes, a brief discussion took place in regards to the rental space at the KTC. Sean stated we are under contract with a leasing agent who has put together the necessary materials for marketing the facility

#### **Discussion Items:**

a. ***Diesel Fuel Update*** – report attached.

b. ***Regionalization*** – report attached. Sean commented that today at noon there would be a joint meeting of the KCTA / CCTA and TAB with the primary purpose being a discussion on a millage election which was originally anticipated for May 2015. Discussions will take place in regards to timing of the election, duration of the millage (no longer than 5 years), amount of the millage – to include some sort of Sunday or expanded service or increase of frequency to some routes. Information for proceeding with the May millage is due to County Clerk by February 10<sup>th</sup> and final steps for this action falls on the part of the CCTA.

c. ***Amalgamated Transit Union*** – Sean updated the board that there had been a two day arbitration process with an Administrative Law Judge to come to a resolution for a wage increase for the ATU employees – approx. 100 employees. Ruling expected sometime in January.

d. ***State Funding Update*** – report attached.

e. ***Public Safety*** – report attached. Zach Lassiter expressed some concerns with a lack of contract for the KTC with KPS and pointed out their report indicating coverage as far down as Loy Norrix and that police presence was visible at the KTC for a period of only 15 minutes in a 4 hour period of time. Sean restated that a contract is being discussed and drawn up to finalize coverage at the KTC in the coming months.

f. ***Rideshare*** – report attached. Sean stated that we were finalizing the procurement of web-based software called RideShark – which is grant funded and focuses on not only commuter rideshare matching but also tracks and matches up multi modes of transportation.

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g. *Outreach* – report attached.

**Information Items:**

**Ridership Report** – report attached.

**Wheelchair Lift/Ramp Incident Report** – report attached.

**WMU Student Ridership** – report attached.

**Demand/Response Monthly Summary Report** – report attached.

**Miscellaneous Comments made by the Board:** Board members expressed their condolences for the Rev. Hayes family and their appreciation for his service to the board and the Kalamazoo community. JJ Meddaugh questioned the information being provided to the W. Main corridor (Oshtemo, Pavilion Township, etc.) and the apartment complexes and neighborhoods becoming aware of the potential loss of bus service? Sean stated the information had been presented in the newspaper, online, public meetings hosted by Friends of Transit and ISAAC which was met with poor attendance.

Zach Lassiter expressed his concerns with CCTA Board's policy on accepting public comments and posting route changes with regards to the possible elimination of major route service in those areas.

Garrylee McCormick asked Sean to speak briefly about the current vacancies on the board. Sean stated that previously, there were 4 candidates interviewed when 2 positions were filled by Zach and Lynn and that he would recommend filling the current vacancy with Mr. Ken Jones from those previous candidates to fill the open position.

Motion made by Zach Lassiter to amend the agenda to reflect the addition of the recommendation of Mr. Ken Jones to the City Commission to the TAB. Supported by JJ Meddaugh. Motion carried.

Motion made by Lynn North to recommend Mr. Ken Jones to the City Commission for acceptance on the Transportation Authority Board. Supported by JJ Meddaugh. Motion carried.

**Public Comments:**

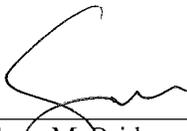
Leona Carter, Travel Trainer, Disability Network gave an update on signing up new riders on MCC with 56 new riders. She also spoke briefly about an opportunity she has to travel to Grand Rapids for a day to get an overview of their system and ADA procedures.

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**Adjournment** - TAB meeting was adjourned by Chair Garrylee McCormick at 9:29 a.m.

Minutes transcribed and presented by Joan M. Melekian

Reviewed and approved by:

  
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Sean McBride  
Executive Director  
Metro Transit

Date 1/23/15