

## KALAMAZOO TRANSIT AUTHORITY BOARD MEETING

Minutes of February 27, 2015

Members Present:	Chairperson Garrylee McCormick Lynn North Zach Lassiter JJ Meddaugh Ken Jones
Excused Members:	None
Unexcused Members:	Andy Havice
City Commission Liaison Present:	None
Staff Members Present:	Sean McBride, Executive Director Joan Melekian, Admin Office Specialist
Others Present:	John Start, KATS Eric Large, Disability Network

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 made by Joan Melekian, Metro Transit staff and guests present.

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

None

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

None

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

Sean commented there were none coming up for the next City Commission Meeting.

### **Action Items:**

- a. Meeting minutes of January 23, 2015 – Motion for approval made by Ken Jones to accept the minutes as presented, supported by Zach Lassiter. Motion carried.
- b. Income and Expense Statement for January 2015 – Motion for approval of the I & E Statement as presented made by JJ Meddaugh, supported by Ken Jones. Motion carried.
- c. KCTA Service Agreement with the City of Kalamazoo – Sean noted that there was one slight increase over last year's agreement siting the Metro Transit budget includes the expense for the anticipated August 2015 millage election. These expenses will be reimbursed by two sources:
  - a) State of Michigan 29% reimbursement rate, and
  - b) KCTA.

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The next step in the process is to have it approved at the City Commission meeting on Mon. March 2, 2015. This Service Agreement was also approved by the KCTA at their last board meeting. Motion made by Ken Jones to approve the Service Agreement as presented, supported by Lynn North. Motion carried.

d. 2016 MDOT State Application – The Capital and Operating Grant Application is an annual item presented to the board for approval and then submitted to the State of Michigan. The Operating Grant is reimbursed to us for urban services at a rate of 29% and 36% for rural services. Approved Capital purchases are reimbursed through the State of Michigan at a 20% rate. This time frame is from October 1, 2015 through September 30, 2016. Motion to approve the 2016 MDOT State Application as presented made by Zach Lassiter, supported by JJ Meddaugh. Motion carried.

e. KATS Third Party Agreement for Continuing Service – This is a third party in-kind contribution agreement with KATS which is a matching program funded through Federal dollars for service hours provided by Metro Transit. Motion to approve the KATS Third Party In-Kind Agreement made by Ken Jones, supported by Zach Lassiter. Motion carried.

**Discussion Items:**

a. *Diesel Fuel Update* – report attached.

b. *Regionalization* – The Central County Transportation Authority (CCTA) met on February 6<sup>th</sup> focusing on the millage election of August 2015 rather than the original anticipated date of May 2015. A preliminary recommendation for the August ballot is to ask the voters for 0.75 mills within the district to fund the existing level of service as well as enhanced services to potentially include a level of Sunday service, expanded night time service and some route frequency enhancements. The next joint meeting of the CCTA / KCTA / TAB will be a public meeting scheduled for Thursday, March 19<sup>th</sup> at 11:30 - 1:00 p.m. There will also be public forums held on Thursday, March 12<sup>th</sup> at 5:30 p.m. and Friday, March 13<sup>th</sup> at 10 a.m. Sean stated that by the upcoming March 19<sup>th</sup> joint meeting, he will have developed a resolution from the KCTA and TAB endorsing and in support of the millage and the proposed service levels. Until the transfer, the TAB is responsible for overseeing the operations in conjunction with the City Commission thereby making collaboration with all three boards necessary.

At this time Sean entertained feedback from the Board. JJ Meddaugh asked about any updates as to the service being provided to KVCC as well as Oshtemo Township. Sean responded that at the CCTA meeting in December they approved a service policy stating once the millage is approved and collected that fixed-route bus service will not be provided outside the boundaries of the CCTA. There would be an exception if the Jurisdiction entered into a service agreement to continue fixed route bus service. The agreement would be for the same cost if they were within the millage district. Sean had a meeting with Texas Township board members and superintendent as well as a representative from KVCC to discuss continued service to KVCC and 9<sup>th</sup> Street. Sean went on to say that he had received a letter from Oshtemo and Texas Townships stating that they want to continue the dialog and are supportive of services.

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Further discussion with the supervisor of Oshtemo Township is scheduled for the upcoming week and Sean will provide additional feedback after that time.

Board member Zach Lassiter voiced concerns regarding the language in the policy whereby KVCC may not receive fixed route bus service.

Sean restated that service contracts are not the ideal plan moving forward. The goal is to set up a regional transportation system which is not done through contract arrangements with jurisdictions or various organizations but rather through a regional authority system with established boundaries. There is certainly room for policy review and potentially change but as for now.

Board member Ken Jones asked if the contract being considered with KVCC is similar in nature to that already in place with WMU?

c. *Amalgamated Transit Union* – The 4-year collective bargaining agreement has been approved by both the City Commission and the ATU.

d. *State Funding Update* – report attached.

e. *Public Safety* – report attached.

f. *Kalamazoo Transportation Center* – Sean commented that we were in the final phases of getting an agreement approved by both parties and then presented to FTA for finalization.

g. *Public Transit Annual Report* – Sean commented that this year he has put together a joint Public Transit Annual Report as a tool for all boards. Copies are available to be shared among colleagues, friends, and communities or for group presentations.

#### **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. Board member Ken Jones asked Sean about the tracking of data in reference to the ridership preference for rural areas that don't have service to utilize the demand/response system as opposed to fixed route service and would those numbers be offset with expanded service? Sean commented that the majority of the riders on MCC are paying the reduced fares (not full fare of \$12 each trip) indicating that the need for the demand/response service is being mostly utilized by seniors and/or individuals with disabilities. Many of the trips taken are within the ¾ mile service area of fixed route bus system but numbers are also broken down by jurisdiction.

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**Miscellaneous Comments made by the Board:**

JJ Meddaugh commented that while waiting for this morning's bus, the app on his phone indicated an 8:05 a.m. arrival at his bus stop but was actually pulling up at 8:01 a.m. JJ questioned whether or not the Westnedge route needed to be recalibrated for more accurate timing of bus pick-ups or if it was possible to track with updates through the software.

Zach Lassiter commented that the bus stop sign at the northeast corner of Portage and Washington in front of Family Dollar was missing still. Also noted that at the last TAB Meeting during the public comment section, discussion was held in reference to public comment forms for Apple Bus drivers, Zach was in support of utilizing these forms for Metro Transit bus drivers as well. He would like to see a more uniform procedure in place for addressing those passenger complaints. Zach further commented that he was still concerned with Public Safety Officers patrolling Bronson Hospital on a regular basis as well as the Kalamazoo Mall when they are being paid for by Metro Transit. Wanted the focus of safety addressed primarily at the KTC and not the outlying areas. Zach informed the Board that while in attendance at the last City Commission Meeting there was a public comment stating some unhappiness about the KTC not opening its doors until after the buses had started their daily routes. The building opens at 8:00 a.m. and some buses begin their routes around 6:00 a.m.

Ken Jones questioned the additional costs associated with opening the building at 6 a.m. and Sean answered that it would require additional staffing and supervision. Additional comments centered on the idea of only having the physical building open to riders at that time in the morning and not necessarily the need for the customer service window to be staffed. Chairperson Garrylee McCormick offered that budgetary constraints may prohibit adding any more hours of operation or coverage to the KTC at this time.

**Public Comments:**

Eric Large, Disability Network -

Mr. Large also commented that he would encourage an open forum public meeting in the Oshtemo area to better educate the public on upcoming changes or opportunities to enhance public transit in their area.

Sean McBride wanted to close the meeting by inviting attendees to the upcoming Isaac Banquet on Saturday, March 14<sup>th</sup> at 5:00 p.m. at the WMU Bernhard Center.

**Adjournment** - TAB meeting was adjourned by Chair Garrylee McCormick at 9:07 a.m.

Minutes transcribed and presented by Joan M. Melekian

Reviewed and approved by:

  
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Sean McBride  
Executive Director  
Metro Transit

3/27/15  
Date