

KALAMAZOO TRANSIT AUTHORITY BOARD MEETING

Minutes of March 4, 2016

Members Present: Chairperson Garrylee McCormick
Lynn North
JJ Meddaugh
Ken Jones
Connie Micklin

Excused Members: None

Unexcused Members: None

City Commission Liaison Present: None

Staff Members Present: Sean McBride, Executive Director
Joan Melekian, Admin Office Specialist
Larry Zuiderveen, Operations Supervisor
Newest Coach Operators:
Larry Harris, Shyrrickka Murray,
Melinda Vanderbilt

Others Present: Megan Arndt, KATS

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

Introductions

Introduction of the board was made by Joan Melekian, Metro Transit staff and guests present.

Changes and Additions to the Agenda – Before Action Items; Larry Zuiderveen to do a Presentation on the Proposed Fixed Route Service Enhancements – Agenda Item VIII h

Public Comments on Non-Agenda Items – none

Issues / Items for City Manager / City Commission –

- Approval of a parts replacement contract
- Grant Application for MDOT
- Service Agreement between the City of Kalamazoo, TAB, KCTA and CCTA

(cont.)

Presentation: Proposed Fixed Route Service Enhancements – Larry Zuiderveen, Operations Supervisor
(Agenda Item: VIII h)

- Agenda Report provided to the Board including:
 - a) History of Service Improvements
 - b) Route Committee Members
 - c) The Process
 - d) Public Input
 - e) Proposed Service Enhancements and Route Changes
 - f) Focus Group
 - g) Timeline for Implementation
 - h) Recommendation
 - i) Attachments – PowerPoint slides, Ridership by Hour, Bus Service Survey Results & Responses, Proposed Service Changes Overview

Questions/Comments:

Ken Jones wanted to know if these route changes were set or if there was still room for changes and input? Sean McBride answered that they were not “cast in stone” but that we are pretty far into the process with implementing the enhancements presented. Ken Jones went on to question the possibility of service enhancements to route #2 Portage which would provide transportation to the airport and would better accommodate passengers looking to access the area. Ken encouraged Sean and the Metro Transit staff to look more in depth at other/additional enhancements and questioned the necessity for all routes to operate on Sundays.

Garrylee McCormick agreed with Ken’s statements regarding service to the airport adding that industry growth in the area is showing an increase in airport traffic and that taxis were a costly alternative. He also offered other options for airport transportation such as Metro County Connect for \$4 each way.

JJ Meddaugh emphasized the need to extend Sunday service from 5:15 p.m. to 6:15 p.m. for those working to close of business on Sundays. JJ also commented on the Westnedge route being over crowded in the evenings between 6:15 p.m. through 8:15 p.m. and suggested maybe service at quarter to the hour or extending service by an hour or two on weekdays.

Larry Zuiderveen stated that with the guidance and input of the Route Committee some of these issues could be more closely analyzed as well as general marketing and promoting of the new service hours and enhancements.

Sean McBride summarized that the immediate task assigned to the Route Committee was to design the Sunday and later night service. The Route Committee in the near future will examine east side routes including Egleston, Portage, Comstock and Parchment with the end goal being adjustments that would enhance service and possibly better incorporate public transit to the airport.

(cont.)

Action Items:

a. Meeting minutes of December 18, 2015 – Motion for approval of the minutes as presented made by Ken Jones, supported by JJ Meddaugh. Motion carried unanimously.

b. Income & Expense Statement (preliminary) for December 2015 & January 2016 – Motion for approval of both I & E Statements made by JJ Meddaugh, supported by Lynn North. Motion carried unanimously.

c. FY2017 MDOT Grant Application – For the period of October 1, 2016 – September 30, 2017

Capital Planning for 2017 includes:

- ✓ Facilities Improvements – fuel pumps, buildings, software, maintenance, server capacity, etc.
- ✓ Two (2) 40 foot line-haul buses
- ✓ Three (3) diesel fuel buses
- ✓ ADA bus stop shelters
- ✓ On-going van purchases

This Grant Application will go before the City Commission and to MDOT for finalization/approval.

Motion to recommend the approval of the FY2017 MDOT Grant Application made by Ken Jones, supported by Lynn North. Motion carried unanimously.

d. Reappointment of two members to the LAC – Motion to approve reappointments of George Ossent Juk and Vivian Dobbins made by JJ Meddaugh, supported by Ken Jones. Motion carried unanimously.

e. 2016 Service Agreement between – City of Kalamazoo, Kalamazoo County Transportation Authority, Central County Transportation Authority and Transit Authority Board. Motion to approve the 2016 Service Agreement as presented made by Ken Jones, supported by Connie Micklin. Motion carried unanimously.

Discussion Summary Report: the following items were provided to the Board

- a. Diesel Fuel Report
- b. Public Safety Report
- c. 31-Day Monthly Pass
- d. Metro County Connect – Sunday Service started February 7th
- e. Public Transit Millage Election – May 3, 2016 (0.315 mills for 5 years through 2021)
- f. State Funding Update
- g. Updated TAB Meeting Schedule
- h. Proposed Fixed Route Service Enhancements Presentation – handouts and presentation made earlier in the meeting

Information Items: the following reports were provided for the Board

Ridership Report – December 2015 and January 2016

Wheelchair Lift/Ramp Incident Report – December 2015 and January 2016

WMU Student Ridership – December 2015 and January 2016

Demand/Response Monthly Summary Report & Explanation of Definitions – Dec 2015 and Jan 2016

(cont.)

Miscellaneous Comments made by the Board: Ken Jones commented that he had concerns in regards to ice/snow accumulation at the bus stop shelters, specifically mentioning the Michigan Commission for the Blind Training Center on Oakland Drive. Ken suggested placing a bucket of salt at this shelter and others so citizens could help maintain a safer experience at these shelters when regularly scheduled maintenance could not be provided.

Sean commented that although everyone faces challenges with ice and snow we have been more aggressive with sending out our staff as well as hired labor to clear shelters in a timely manner. Further discussions on how to better maintain sidewalks in the area were being led by Disability Network. Possible solutions include public outreach and programs which would focus on "Adopt a Shelter" or "Adopt a Sidewalk" to clear snow and ice. Sean also suggested that when passengers notice shelters in need of attention and safety concerns, that they let their bus driver know so that the specific issue could be handled in an expedited manner.

Lynn North voiced concern in reference to putting buckets of salt at shelters as the general public may tend to over use or actually remove them from the sites for personal use at other locations.

Public Comments: None

Adjournment - TAB meeting was adjourned by Chair Garrylee McCormick at 9:30 a.m.

Minutes transcribed and presented by Joan M. Melekian

Reviewed and approved by:



Sean McBride
Executive Director
Metro Transit

Date 4/22/16