

**KALAMAZOO TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
Minutes of December 17, 2004**

Members Present: Chairperson Atwell, Elizabeth Forest, Carol Fricke, Andy Havice, Tim Meek, Reuben Richardson, and Donna Treloar

Members Absent: None

City Commission Liaison: Hannah McKinney (absent)

Technical Committee Member Present: William Schomisch, Transportation Director

City Administration Member Present: Carmine Lewis, Administration & Planning Manager
Heather L. Stiver, Administrative Support Specialist

Guests: Michelle McGowen

CALL TO ORDER

Chairperson Atwell called the regular meeting of the Transit Authority Board of Directors to order at 8:15 a.m.

ROLL CALL

Chairperson requested the absence of Ms. Forest and Secretary/Treasurer Treloar be excused.

Mr. Richardson made a motion to excuse the absence of Ms. Forest and Secretary/Treasurer Treloar, and was supported by Ms. Fricke. Motion carried unanimously.

Ms. Forest and Secretary/Treasurer Treloar arrived later during the meeting.

INTRODUCTIONS

Chairperson Atwell acknowledged the presence of Ms. McGowen and Metro Transit staff Carmine Lewis.

ADDITIONS/CHANGES TO AGENDA

There were none.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were none.

CITY COMMISSION/CITY MANAGER ITEMS

Transportation Director Schomisch highlighted the revenue contract with Barclay Hills Adult Education Center (Parchment Adult Ed) for bus service that would generate an additional \$26,000 annually. He stated that the contract mirrored the service contract with KAA.

ACTION ITEMS

Meeting Minutes of November 19, 2004

The minutes of the Transit Authority Board of Directors Regular Meeting held on November 19, 2004, were presented to the Board for their consideration.

Chairperson Atwell noted a correction to page 10 that Dan McGlenn was a member of the KATS Policy Committee and the Vice Chairperson of the County Board.

Vice Chairperson Meek made a motion to approve the meeting minutes of the regular Board meeting held on November 19, 2004 with the noted correction, and was supported by Secretary/Treasurer Treloar. Motion carried unanimously.

Income and Expense Statement for November 2004

Transportation Director Schomisch reported that operating expenses came in at \$876,201, which was an increase of \$49,160 or plus 5.95% when compared to November 2003 due to increases in diesel fuel and transit liability insurance. He also stated that a one-time expense of \$33,000 was expended for the Underground Storage Tank Project.

Transportation Director Schomisch reported that operating revenues came in at \$92,050, which was a decrease of \$5,258 or minus 5.40% when compared to November 2003.

Transportation Director Schomisch stated that the System Fund Balance was being spent down as it was budgeted, and that the budget had been expended year-to-date at 90% versus 93% in 2003.

Vice Chairperson Meek asked if the Underground Storage Tank Project expense had been picked up by the insurance company. Transportation Director Schomisch responded no because the insurance policy did not cover such expenses, and that since the equipment was mandated by the MDEQ, it was the right thing to do.

Vice Chairperson Meek made a motion to accept the Income and Expense Statement for November 2004, and was supported by Mr. Richardson. Motion carried unanimously.

Ridership Analysis Report for November 2004

Transportation Director Schomisch reported there were 302,952 rides in November 2004, which was a decrease of 3.59% or minus 11,276 passengers when compared to the same month in 2003. He stated it was due to the decrease in service hours.

Transportation Director Schomisch reported the year-to-date ridership was at 2,822,434 passengers, which was still an increase of 0.1% or plus 2,699 passengers when compared to the same period in 2003.

Transportation Director Schomisch reported productivity for November 2004 had decreased to 27.49 passengers per service hour when compared to the same month in 2003. However, he reported that the year-to-date productivity continued to meet the goal of over 21 passengers per service hour.

Transportation Director Schomisch reported ridership in November 2004 for Metro Van continued to increase with 2,522 passengers, which was an increase of 406 passengers or plus 19.19% over the same month in 2003.

Administration and Planning Manager Lewis stated that an analysis was conducted that reported that the ridership was just short of the number in 2003 for the same period.

Ms. Fricke asked if the productivity was the highest in State. Transportation Director Schomisch responded yes, but that he did not have the 2004 data yet to compare. He stated that MDOT generated a report quarterly that listed the systems in the State and that Kalamazoo Metro Transit was above Detroit and Grand Rapids in productivity.

Vice Chairperson Meek suggested that when a route reported more than a 10% decrease in ridership when compared to the previous year, it was important that staff look at those routes. Transportation Director Schomisch responded that a route analysis would be conducted in 2005, and he reminded the Board that some of the decreases were seasonal and due to changes made to routes.

Mr. Richardson stated that he noticed that some of the routes had more passengers that utilized the wheelchair ramps/lifts. Transportation Director Schomisch responded that this community always had a high per capita usage. Mr. Richardson asked if staff tracked usage by route. Transportation Director Schomisch responded no, but that the information could be compiled.

Chairperson Atwell stated that he was curious if there was any sense as to whether or not Metro Transit had more lift usage than other systems. Administration and Planning Manager Lewis responded yes, and that this community was so good in terms of getting folks with disabilities into the mainstream and living independently.

Vice Chairperson Meek made a motion to accept the Ridership Analysis Report of November 2004, and was supported by Mr. Richardson. Motion carried unanimously.

CAV Resolution of Intent

Chairperson Atwell stated that the Board was not required to adopt a Resolution of Intent, but felt that it was important that the Board demonstrated its endorsement that the County and City merge under one umbrella.

Transportation Director Schomisch stated that the Kalamazoo City Commission was scheduled to adopt a similar Resolution of Intent on December 20, and the County was scheduled to take action on December 21. He stated that the timing was just right.

Chairperson Atwell stated that he was pleased that the Board was moving on the matter before the County and City. He reiterated that he did not like to react, and that this was a means of being proactive by passing the Resolution of Intent.

Chairperson Atwell read the Resolution.

Vice Chairperson Meek made a motion to adopt the Resolution of Intent, and was supported by Ms. Fricke. Motion carried unanimously.

Chairperson Atwell requested the removal of the “City of Kalamazoo” in front of “Transit Authority Board of Directors”.

Transportation Director Schomisch reported that he was meeting weekly with Dale Hein, and that a draft contract was currently under review by both the County and City Attorneys. He stated that the contract lays out parameters from the original proposal and that they were working under premise that the merger would take place by March 1 (operationally).

Administration and Planning Manager Lewis informed the Board that the process was moving along. She reminded them of the two dates to keep in sight - establishment of a countywide transit authority by December 31, 2005, and the placement of the millage question on the election ballot on November 7, 2006. She reminded the Board that these dates were crucial, especially the November 7 date because both parties had agreed that if the millage question was not placed on the ballot of November 7, the County will be required to reimburse Metro Transit all funds that had been expended for operation of system, which was a good safeguard and protected Kalamazoo Metro Transit.

Chairperson Atwell questioned the stress on the operational portion of the merger. Administration and Planning Manager Lewis responded that the Care-A-Van program as it currently operated would be relocated to Metro Transit. She emphasized that it would be operated the same way, and the other details such as the transfer of assets, grant filing, capital plans, etc. was not required to be in place by the March 1, 2005 target date.

Chairperson Atwell emphasized the importance for a seamless transition and reminded the Board that it was their responsibility to make sure that the financial and fiscal resources would be available. Transportation Director Schomisch assured the Board that if the countywide millage request did not

pass in November 2007, that the City transit millage would still be in place and that the Board would until the millage request was approved.

Appointment to the ADA LAC

Chairperson Atwell reminded the Board that the request for the appointment of Mr. Potter resulted from a process that had evolved into formation of a Nominating Committee, which was similar to the Board's Nominating Committee.

Ms. Fricke made a motion to approve the recommendation from the ADA LAC to appoint Mr. Potter to a three-year term representing the Disabled Community, and was supported by Ms. Forest. Motion carried unanimously.

FY2005 FTA Operating & Capital Grant Application Submittal (5307)

Administration and Planning Manager Lewis reminded the Board that earlier in the year they were presented with the capital federal application, and that since that time there had been some changes in removing projects to out years.

Administration and Planning Manager Lewis informed the Board that the Farebox Replacement Project was estimated to cost \$500,000 and staff decided to defer that project. She stated that it was decided to replace the receiver bin (purchased in 1985 – collected the monies from the farebox), which would cost only \$15,000.

Transportation Director Schomisch reminded the Board that 5307 funds were received annually based on population density, and that Kalamazoo Metro Transit was the designated recipient.

Vice Chairperson Meek made a motion to approve FY2005 FTA Operating and Capital Grant Application Submittal (5307), and was supported by Secretary/Treasurer Treloar. Motion carried unanimously.

FY2005 FTA Operating & Capital Grant Application (5309)

Administration and Planning Manager Lewis reported that the Congressional earmark of \$3 million that was recently awarded to Metro Transit was not in the federal register to date. She reported that the funds were earmarked for the purchase of buses and DTC Project, that there was flexibility to move the monies to either project as necessary.

Vice Chairperson Meek asked that if this would be an opportunity to purchase other types of buses that used alternative fuel or to look into new technology to move the system forward in being a progressive transit system. Transportation Director Schomisch responded that looking at using alternative fuel at this time was not viable.

Secretary/Treasurer Treloar made a motion to approve FY2005 FTA Operating and Capital Grant Application Submittal (5309), and was supported by Mr. Richardson. Motion carried unanimously.

FY2006 MDOT Operating & Capital Grant Application Submittal

Administration and Planning Manager Lewis emphasized the importance of looking at every capital investment to determine what was needed now versus what could be deferred; i.e., the purchase of five bus shelters, which was a priority conveyed from the market research study conducted earlier in the year.

Transportation Director Schomisch reminded the Board that MDOT had declared three counties as non-attainment due to air quality, which was not necessarily generated here but from what was coming across from the lakes. He informed the Board that the State had approved the City request for funding for the Rideshare Program and Signalization Project for 2005, and that the request for funding another bus was deferred to 2006. He stated that the purchase of buses was a high priority as it related to CMAQ because they created credits (when you have projects that create opportunities to decrease pollutants and/or congestion).

Transportation Director Schomisch stated that expansion road projects were at a disadvantage if they did not have credits to offset a negative impact, and that if the I-94 Expansion Project did not have any credits, then the project may not go forward. He reminded the Board that the Project still needed funding, but they would not be CMAQ funds.

Ms. Forest asked if major road construction projects such as the proposed downtown cinema and one-way versus two-way projects would create pollution, which would in turn not be approved for CMAQ funds. Transportation Director Schomisch responded he did not know.

Ms. Forest asked about signalization along Rose Street. Transportation Director Schomisch responded that the sequencing of lights would help reduce pollutants and may be viable for CMAQ funds.

Secretary/Treasurer Treloar made a motion to approve FY2006 MDOT Operating and Capital Grant Application Submittal, and was supported by Vice Chairperson Meek. Motion carried unanimously.

Administration and Planning Manager Lewis stated that the State Application would go before the City Commission for approval in January 2005.

2004 Annual Report

Chairperson Atwell reminded the Board the filing of the Annual Report was a requirement, per the City Clerk's Office to the City Commission.

Ms. Fricke made a motion to approve 2004 Annual Report for submission to the City Clerk's Office, and was supported by Vice Chairperson Meek. Motion carried unanimously.

2005 Meeting Schedule

Chairperson Atwell requested the meeting on March 25 be changed to March 18 due a scheduling conflict.

Ms. Forest made a motion to approve 2005 Meeting Schedule with the noted change for March 2005, and was supported by Vice Chairperson Meek. Motion carried unanimously.

DISCUSSION ITEMS

Election of Officers on January 28

Chairperson Atwell reminded the Board of his memo to them in December regarding the matter and reported that he had received one request from a Board member indicating their desire to serve as an officer on the Board.

Assignment to Board Committees on February 25

Chairperson Atwell encouraged the members of the Board to consider what Committee they would like to serve on in 2005, and reminded them that the Board was now at full status.

TAB Committee Reports

Finance Committee: Chairperson Atwell reported that there was nothing to report.

Marketing Committee: Vice Chairperson Meek reported that the Committee had met on December 9, and reminded the Board of the impending maternity leave of Marketing Coordinator Vander Kley.

Nominating Committee: Chairperson Atwell reported that there was nothing to report.

Vice Chairperson Meek conveyed that due to a potential job offer, he would be submitting his resignation in the near future.

Merger of Care-A-Van/Metro Transit Update

Transportation Director Schomisch reported that the efforts were ongoing and heading in the right direction.

DTC/ITC Project Update

Transportation Director Schomisch informed the Board that the construction bids were opened on November 23.

Transportation Director Schomisch reported that they had hoped for 10-12 vendors to submit bids; however, they had later learned that due to complexity of the project, which caused many of the potential vendors to decline. He stated that City staff and staff of Wendel Duchscherer and Kingscott Associates continued to review the bid and hoped to request a contract award by mid January 2005.

INFORMATION ITEMS

Federal Funding

Transportation Director Schomisch reminded the Board that it had been almost 2½ years since TEA 21 had expired, which in turn provided no increase in funding for 2003 and 2004.

Wheelchair Lift/Ramp Incident Report, October 2004

Transportation Director Schomisch highlighted the decrease in wheelchair ramp/lift failures, and credited the advocacy efforts of friends for drawing staff's attention to the matter.

Mr. Richardson stated that as the Chairperson of TAG, he was pleased to report the information to the members of TAG.

MISCELLANEOUS ISSUES/CONCERNS

Informal Resignation

Vice Chairperson Meek informed the Board that he was pursuing a couple of job opportunities outside of the State, and he wanted to provide notice to the Board that he would be leaving, but was unsure when.

Passenger Safety

Mr. Richardson conveyed that some drivers had informed him that when people would get off the bus, they would walk in front of bus versus waiting for bus to pull. He stated that most of the drivers impressed upon him that they would like to see more safety measurements for passengers.

Transportation Director Schomisch reminded the Board that he would bring up the matter with the Safety Committee because he had not heard about this matter.

Snow Removal

Chairperson Atwell informed the Board that they had been approached informally on suggestions relating to bus shelter snow removal, and that there might be an opportunity for a group/individual to "adopt-a- shelter" – take on the responsibility of removing the snow.

Transportation Director Schomisch stated that he was very interested in the concept, and would seek an opinion from the City Attorney's Office on how such a relationship could occur and the potential liability.

Charitable Option

Chairperson Atwell suggested setting up or investigating a 501C3 foundation to benefit a rider to support transit (not in advertising), but a charitable outreach focus by the Board (which would have to be separate from the TAB) or a foundation.

Bio-Diesel Fuel

Transportation Director Schomisch informed the Board that he was researching some information on the subject matter and would share the information once received.

PUBLIC COMMENTS

There were none.

ADJOURNMENT

There being no further business presented before the Transit Authority Board of Directors at their formal meeting dated December 17, 2004, Chairperson Atwell motioned for adjournment and was supported by Ms. Fricke.

The meeting adjourned at 10 a.m.

Heather L. Stiver, Recording Secretary

Date: 28 January 2005