

**KALAMAZOO TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
Minutes of February 25, 2005**

Members Present: Chairperson Atwell, Vice Chairperson Carol Fricke, Secretary/Treasurer Donna Treloar, Elizabeth Forest, Andy Havice, and Reuben Richardson

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: Bob Dian
Michele McGowen, DRC/TAG
Jennifer Messena
Don Milbeck

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 Atwell requested a motion to excuse the absences of Ms. Fricke and Ms. Treloar. Mr. Richardson made a motion to excuse the absences of Vice Chairperson Fricke and Secretary/Treasurer Treloar, and was supported by Ms. Forest. Motion passed.

Vice Chairperson Fricke arrived @ 8:17 a.m.

Secretary/Treasurer Treloar arrived @ 8:27 a.m.

CITY COMMISSION/CITY MANAGER ITEMS

There was nothing to report.

CHANGES/ADDITIONS TO AGENDA

Chairperson Atwell requested Action Item I be added to the agenda to designate an alternate to the KATS Policy Committee.

PUBLIC COMMENTS ON NON AGENDA ITEMS

Bus Shelter Request

Mr. Milbeck stated that the bus stop on West Main at the intersection of 10th and West Main, heading inbound, needed a bus shelter instead of just the bus stop sign that was currently there because no one wanted to stand in the rain to wait for the bus.

Transportation Director Schomisch responded that the department had a standing policy that it followed, but would check into his suggestion.

Bus Stop Sign Request

Ms. McGowen requested on behalf of Mr. Dian that the bus stop sign that is a block away from New Horizons be moved closer toward the apartment complex.

Transportation Director Schomisch responded that he would have staff review the request and indicated that the challenge was ensuring that the bus stopped in a safe area for the passengers.

Bus Shelter Damaged

Mr. Milbeck reported that the bus shelter on Westnedge at the intersection of Crosstown and Park was damaged.

ACTION ITEMS

Meeting Minutes of January 28, 2005

The minutes of the Transit Authority Board of Directors regular meeting of January 28, 2005, were presented to the Board for their consideration.

There were no changes or corrections made.

Ms. Forest made a motion to approve the meeting minutes of January 28, 2005, and was supported by Vice Chairperson Fricke. Motion carried unanimously.

Preliminary Income and Expense Statement for January 2005

Transportation Director Schomisch reported operating expenses came in at \$826,823, which was a decrease of \$6,764 or minus 0.01% when compared to January 2004.

Transportation Director Schomisch reported operating revenues came in at \$96,638, which was a decrease of \$19,687 or minus 16.92% when compared to January 2004, primarily due to the fare increase that was implemented in April 2004 compared to the fare increase that was implemented in January 2005.

Transportation Director Schomisch reminded the Board that once the 2004 Audit was conducted, he would provide them with more solid year-end information.

Chairperson Atwell asked if the inclusion of Care-A-Van Program would increase the floor of the

fund balance from the current level of 12% to 15%. Transportation Director Schomisch responded yes by 10%, but that there would not be a change in expenditure of the System Fund Balance.

Vice Chairperson Fricke made a motion to accept the Income and Expense Statement for January 2005, and was supported by Ms. Forest. Motion carried unanimously.

Ridership Analysis Report for January 2005

Transportation Director Schomisch reported there were 309,161 rides in January 2005, which was a slight decrease of 1.73% or minus 5,442 passengers when compared to the same month in 2004.

Transportation Director Schomisch reported that the productivity for the month was 27.91, which was above the goal of 22 for 2005.

Transportation Director Schomisch reported that the ridership for Metro Van had 2,892 passengers in January 2005, which was an increase of 639 passengers or 28.36% when compared to January 2004.

Transportation Director Schomisch informed the Board that two new vans were now included in the Metro Van service, and that the two older models that were scheduled to be removed will remain in service and leased to Pride Care for the Metro Van service.

Mr. Havice made a motion to accept the Ridership Analysis Report of January 2005, and was supported by Vice Chairperson Fricke. Motion carried unanimously.

FY2006 MDOT Grant Application – Revised

Transportation Director Schomisch informed the Board that due to inclusion of the Care-A-Van Program the FY2006 MDOT Grant Application had to be modified to increase the amount of State assistance to include changes to make use of 5309 funds (discretionary monies) that Care-A-Van received to be given to Kalamazoo Metro Transit.

Ms. Forest made a motion to approve the revised FY2006 MDOT Grant Application, and was supported by Mr. Richardson. Motion carried unanimously.

Appointment to TAB

Chairperson Atwell introduced Ms. Jennifer Messana to the Board.

Chairperson Atwell reported to the Board that the Nominating Committee had interviewed Ms. Messana earlier in the month, and was now requesting the support of the full Board to forward a recommendation to the City Commission for appointment.

Ms. Messana informed the Board that she was interested in public policy and was a long-time resident of Kalamazoo and wanted to give back to the community, and felt that serving on the Board was a means of achieving that objective.

Ms. Treloar asked Ms. Messana if she had ever ridden the bus. Ms. Messana responded yes, as a student on campus.

Chairperson Atwell informed the Board that she had expressed a concern about the website being easier to understand as a new rider.

Ms. Forest asked Ms. Messana what role she would have serving on the Board. Ms. Messana responded that she did not have an agenda, but that she would use the opportunity to learn more, and that she had a vision of having more of the younger citizen using bus. She stated that it was very confusing in using the system and obtaining information from the website.

Chairperson Atwell reminded the Board that her appointment would complete the term that was vacated by Mr. Meek, which would expire on December 31, 2006.

Transportation Director Schomisch informed the Board that pending the Board's approval of Ms. Messana's appointment to the Board, the City Commission would be requested to take action at their meeting on March 28.

Ms. Forest made a motion to recommend the appointment of Ms. Messana to the City Commission, and was supported by Mr. Richardson. Motion carried unanimously.

ADA LAC By-Law Amendment

Chairperson Atwell reminded the Board that the ADA LAC reported to the TAB on the service of the Metro Van Program.

Transportation Director Schomisch reminded the Board that with the merger of the Care-A-Van and Metro Transit Systems, it was now very important to have representation of the paratransit users in the county on the LAC. He informed them that the Board needed to amend the By-Laws on membership.

Transportation Director Schomisch stated that the increase dealt with the inclusion of a person from the out county, general county, and Senior Community.

Transportation Director Schomisch stated that the movement to open up the membership would send a positive message to the County that the City is interested in making the merger successful.

Ms. Forest made a motion to amend the By-Laws of the ADA LAC to increase the membership by three, and was supported by Mr. Richardson. Motion carried unanimously.

Appointments to TAB Committees

Chairperson Atwell distributed a list of suggested appointments to the three Board Committees that Vice Chairperson and he had discussed.

- ~ Nominating Committee: Ms. Forest, Mr. Havice, and Secretary/Treasurer Treloar
- ~ Marketing Committee: Vice Chairperson Fricke, Ms. Forest, and Mr. Richardson
- ~ Finance/Administration Committee: Chairperson Atwell, Vice Chairperson Frick, and Secretary/Treasurer Treloar

Ms. Forest made a motion to approve the appointments to the Board Committees, and was supported by Mr. Richardson. Motion carried unanimously.

Service Recognition Resolution for Meek

Chairperson Atwell read the Service Recognition Resolution for Mr. Meek.

Chairperson Atwell made a motion to approve the Service Recognition Resolution for Mr. Meek and was supported by Vice Chairperson Fricke. Motion carried unanimously.

Alternate to KATS Policy Committee

Chairperson Atwell informed the Board that it was important that an alternate be designated to attend the KATS Policy Committee Meetings when he was unable to do so.

Chairperson Atwell suggested the appointment of Vice Chairperson Fricke to serve as the alternate.

Ms. Forest made a motion to appoint Vice Chairperson Fricke to serve as the Board's Alternate, and was supported by Secretary/Treasurer Treloar. Motion carried unanimously.

DISCUSSION ITEMS

Congressional Funding Request for Bus Replacement Program

Transportation Director Schomisch informed the Board that he had been contacted by Senator Levin's and Senator Stabenow's offices that they were working on the reauthorization of the federal transportation program.

Chairperson Atwell asked if there was a commitment from FTA to make up the difference if the State match would not be at the 20% level. Transportation Director Schomisch responded no, and that transit systems had received notice from the State that they may not be able to match the 20% capital need for 5309 or formula programs. He informed the Board that there were some very worried people in Lansing and in the transit community.

Chairperson Atwell asked if the Metro Transit System was in better shape than some systems. Transportation Director Schomisch responded yes.

MPTA Legislative Meeting in Lansing on February 16 and 17

Transportation Director Schomisch reported that the meeting was good, but that bad news was shared regarding State revenue.

Transit Dialogue hosted by ISAAC on February 24

Transportation Director Schomisch reported to the Board that the two representatives from CATA and ITP/Rapid and he were able to share information relating to the roles and operations of transit system.

Transportation Director Schomisch stated that due to time constraints, not all of the questions could be addressed and that Mr. Urban stated that he would provide him with those questions. He stated that the surface barely was scratched and that there might be a follow-up meeting. He stated that there were a number of elected officials that had attended the meeting.

Merger of CAV/KMT Update

Transportation Director Schomisch stated that after spending over two years on the matter, a special joint meeting was scheduled for Monday, February 28, for the City and County to approve a Merger Agreement that would merge the Care-A-Van service under the operation and management of the Kalamazoo Metro Transit System.

Chairperson Atwell commended the hard work and efforts of Deputy Director of Human Services Dale Hein, Transportation Director Bill Schomisch, Vice Mayor McKinney, and County Commissioner Dan McGlenn.

DTC/ITC Project Update

Transportation Director Schomisch informed the Board that a construction contract had been approved by the City Commission on February 21.

Transportation Director Schomisch reported to the Board that the Public Safety station at the ITC would be moving, and that they would continue to maintain a presence in the downtown area, especially due to new Cinema Project. He stated that the challenge was that the City found space available, but has no money to renovate, and that he was working with City Administration in researching funds as an eligible expense from FTA/MDOT.

Vice Chairperson Fricke expressed her dissatisfaction with Public Safety moving to Farmers Alley and conveyed that she felt their presence would not be as strong as in the past, especially at the train station.

Ms. Forest suggested they could set up at the Felpausch complex or new Northside Center.

INFORMATION ITEMS

Wheelchair Report

Transportation Director Schomisch stated that the focus on the issue was paying off, and that he was extremely pleased with success rate

Oshtemo Township Meeting

Transportation Director Schomisch stated that the Oshtemo Township Board had approved a two-year service agreement, and that it appeared that they had no clue about the CAV and KMT merger.

Transportation Director Schomisch stated that it appeared that Care-A-Van was a well-kept secret because there was not any promotion of the service.

Chairperson Atwell questioned the inheritance of a secured number of rides that was provided by the County. Transportation Director Schomisch responded that the original amount of 102,000 had been decreased because it was found that in late 2004 the number of rides provided was decreased to 97,000 for the year. He assured the Board that Metro Transit would provide the 97,000 rides, if not more.

MISCELLANEOUS ISSUES/CONCERNS

DTC/ITC Project

Vice Chairperson Fricke requested an update on the lease agreement situation with Greyhound and Indian Trails.

Transportation Director Schomisch responded that there were no signed agreements to date, and that the City was not willing to take on the political aspect in kicking Indian Trails out of the facility over \$3,500. Therefore, the City would compensate for the \$3,500 that Indian Trails and Greyhound would not be required to pay.

Safety of KAA Students

Vice Chairperson Fricke conveyed her concern about the safety of the students and other passengers at the intersection of Rose and Michigan, especially those that walked against the traffic lights.

Transportation Director Schomisch responded that he would contact Public Safety to request more of a presence at that intersection.

Transit Glossary

Mr. Havice inquired on the status of the distribution of Transit Glossary.

Transportation Director Schomisch responded that a new periodical for transit boards had been recently released that had numerous transit terms, which he would incorporate with the information that was being compiled.

PUBLIC COMMENTS

KPS Presence

Mr. Milbeck asked why Public Safety could not stay at the train station.

Transportation Director Schomisch responded that it was due to space and that Public Safety made the decision to move out. He stated that there would be a presence of security at facility along with a video surveillance system of 36 cameras.

Funding for CAV

Mr. Dian asked if the funding allocated to Care-A-Van would be given to Metro Transit.

Transportation Director Schomisch responded yes, that program revenues followed the program.

ADJOURNMENT

There being no further business presented before the Transit Authority Board of Directors at their formal meeting dated February 25, 2005, Chairperson Atwell made a motion to adjourn the meeting, and was supported by Vice Chairperson Fricke.

The meeting adjourned the meeting at 10:04 a.m.

Heather L. Stiver, Recording Secretary

Date: 18 March 2005