

**KALAMAZOO TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
Minutes of June 24, 2005**

Members Present: Chairperson Atwell, Vice Chairperson Fricke, Andy Havice, and Reuben Richardson

Members Absent: Elizabeth Forest and Jennifer Messana

City Commission Liaison: Hannah McKinney (absent)

Technical Committee Member Present: William Schomisch, Transportation Director

City Administration Member Present: Anthony E. Givhan, Senior Operations Supervisor
Heather L. Stiver, Administrative Support Specialist

Guests: Jon Feldon
Juanita Holley
Eric Large

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 informed the Board that both Ms. Forest and Ms. Messana had conveyed that they were unable to attend the meeting.

Chairperson Atwell requested a motion to excuse the absences of Ms. Forest and Ms. Messana.

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

CITY COMMISSION/CITY MANAGER ITEMS

June 6

Service Contract with Consumers Energy: Transportation Director Schomisch informed the Board that the City Commission had approved an underground utility agreement with Consumers Energy for the placement of the utilities along Kalamazoo Avenue underground for the KTC.

June 20

Change Order #1 with Miller-Davis: Transportation Director Schomisch informed the Board that the City Commission approved a change order to the construction contract with Miller-Davis for \$109,123, and that \$97,000 represented the cost for excavation work for the utilities to be placed underground, which was not included in the service agreement with Consumers Energy. He stated that the money would be taken from the project's contingency budget line item.

Chairperson Atwell asked if the change order was foreseen. Transportation Director Schomisch responded that the \$97,000 portion of the \$109,123 was due to an oversight on his part in checking with Consumers Energy on having that work performed. He stated that when he followed up with Consumers Energy, they apologized for not sending a letter (SOP) outlining the work that they did not include in the service agreement.

Mid-Year Budget Adjustment/Position Increase Allocation for CAV Program: Transportation Director Schomisch informed the Board that the City Commission approved a Budget Amendment request for the CAV Program, which increased the operating budget by \$1.72 million.

CHANGES/ADDITIONS TO AGENDA

There were none.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Paratransit Service

Mr. Feldon asked who performed the scheduling for the CAV service. Transportation Director Schomisch responded that the scheduling was done at KMTS

Mr. Feldon stated that the Metro Transit service worked very well and that the drivers were never rude/mean to him.

ACTION ITEMS

Meeting Minutes of May 27, 2005

The minutes of the Transit Authority Board of Directors regular meeting of May 27, 2005, were presented to the Board for their consideration.

Chairperson Atwell commended staff for the distribution of the Agenda Packet in a timely manner.

Chairperson Atwell stated that the correct name of the County committee that was overseeing the CAV Program as well as working on the establishment of a countywide transit authority was the Transit Oversight Committee and not the CAV Oversight Committee noted on page 8.

Vice Chairperson Fricke made a motion to approve the meeting minutes of March 18, and was supported by Mr. Havice. Motion carried unanimously.

Income and Expense Statement for May 2005

Transportation Director Schomisch apologized for not being able to send out the report with the Agenda Packet.

Transportation Director Schomisch reported operating expenses came in at \$919,900, which was an increase of \$137,943 or plus 17.66% when compared to May 2004, primarily due to the increased expense for diesel fuel.

Transportation Director Schomisch reported operating revenues came in at \$134,552, which was an increase of \$50,675 or plus 60.42% when compared to May 2004, which was reflective of the additional revenue from the Care-A-Van Program and ITC facility, which were not accounted for in 2004,

Chairperson Atwell reminded the Board that the System Fund Balance was a false sense of security because there is a finite amount of money in that line item that continued to shrink.

Chairperson Atwell asked if the City Commission had adopted the System Fund Balance Policy that the Board had approved. Transportation Director Schomisch responded no and that it was pending the Finance Director's review. He stated that he anticipated action on the item within the next 30 days.

Chairperson Atwell requested the System Fund Balance be presented as a percentage because it was important to keep that matter on the front burner. Transportation Director Schomisch responded he would present that information at the next meeting.

Mr. Havice asked what happened once the System Fund Balance money was gone. Chairperson Atwell responded that service would be cut.

Mr. Havice asked how long would the System Fund Balance exist with the spending at the current rate. Transportation Director Schomisch responded by 2008 it would be depleted, unless the

financial situation improved sooner.

Mr. Richardson made a motion to accept the Income and Expense Statement for May 2005, and was supported by Vice Chairperson Fricke. Motion carried unanimously.

Ridership Analysis Report for May 2005

Transportation Director Schomisch reported there were 170,828 rides in May 2005, which was a decrease of 2.45% or minus 4,289 passengers when compared to the same month in 2004, which was reflective of the fare increase in January 2005.

Transportation Director Schomisch reported the year-to-date ridership was at 1,315,516, which was a decrease of 5.78% or minus 80,687 passengers when compared to May 2005, due to the fare increase.

Transportation Director Schomisch reported that the productivity for the month was 18.79, which was a slight decrease over the same month in 2004. He reported that year-to-date productivity was at 24.78. He stated that the decline was not a surprise and referenced the fare elasticity model that transit systems used.

Transportation Director Schomisch reported that the ridership for Metro Van had 2,916 passengers in May 2005, which was an increase of 777 passengers or plus 36.33% when compared to May 2004. He conveyed to the Board that he was unsure why the Metro Van ridership continued to increase.

Secretary/Treasurer Treloar made a motion to accept the Ridership Analysis Report for May 2005, and was supported by Mr. Richardson. Motion carried unanimously.

Rescheduling of July TAB Meeting

Transportation Director Schomisch informed the Board that the request was made because he was scheduled to attend the APTA Small Operations Committee Annual Work Meeting in Chicago on July 21 & 22, 2005.

Vice Chairperson Fricke made a motion to approve the July TAB Meeting be moved to July 29, and was supported by Mr. Richardson. Motion carried unanimously.

Route Modifications for August 2005

Transportation Director Schomisch reminded the Board that the Route Committee reviewed all the routes annually and made a recommendation for route modifications that were implemented in August of every year.

Senior Operations Supervisor Anthony Givhan provided a presentation and summary of the proposed route modifications for implementation on August 29, 2005.

Route #2

Due to the challenge of not meeting the on-time performance goal and safety, front door service would be eliminated to the Heritage Hills complex.

Route #4

Since there was time on the route, service would be provided to the entire Parkview complex during entire schedule.

Route #5

Due to the challenge of meeting the on-time performance goal, the end of the line time would be bumped up five minutes to allow time for the drivers to make it back downtown.

Route #6

Due to little ridership and the challenge of meeting the on-time performance goal, the bus would continue running straight along Mt. Olivet.

Route #7

The turn-around would be in front of Hillside school with the hopes of generating additional ridership.

Route #11

Due to the challenge of meeting the on-time performance goal, the end of the line time would be bumped up five minutes at KVCC to allow time for the drivers to make it back downtown.

Route #13

Due to safety (the buses had a very difficult time getting up Inkster Hill in the winter), service would continue straight along Burdick.

Transportation Director Schomisch stated that the current stop was causing problems due to location.

Route #16

Due to meeting the on-time performance goal service to Oak, Walnut, and Davis Streets would be

eliminated.

Mr. Havice asked if service stops could be added along Lovell. Transportation Director Schomisch responded that bus stops could be added.

Transportation Director Schomisch reminded the Board that due to the urban sprawl and increased congestion the buses were having a challenging time meeting the on-time performance goal.

Mr. Havice stated that the service being cut now demonstrated that the future was here. Transportation Director Schomisch responded that they were tweaking the current service to maintain the current schedule. He stated that the combination of increased service requests and congestion did not allow the system to be expanded at this time, and that eventually there would be a need to have mini transfer points developed, which was an additional cost as well.

Route #17

Due to WMU's request for bus service to the new College of Health and Human Services, staff had to shave off service on other campus routes to add service for new College; therefore, it was easier to eliminate service after the 9 p.m. departure Mondays through Fridays and the 6 p.m. departure on Saturdays.

Route #18

This bus service would be provided via two separate routes/buses to provide 15-minute service to the Bernhard Center every 15 minutes and 30-minute service to Rood Hall.

Route #21

The elimination of service after 9:15 p.m. Mondays through Fridays and after 5:45 p.m. on Saturdays.

Route #22

The elimination of service after 9 p.m. Mondays through Fridays and after 6 p.m. on Saturdays.

Route #25

Reduction of service from every 15-minutes to every 20-minutes as well as the elimination of service after 9:20 p.m. Mondays through Fridays and after 6 p.m. on Saturdays.

Transportation Director Schomisch conveyed his concern relating to the commitment from WMU and KMTS to provide bus service to the BTR Park, but noted that the changes were accepted by WMU in order to provide service to the new College of Health and Human Services without an additional cost to WMU>

Transportation Director Schomisch stated that the routing changes proposed for August 2005 were minor. He reminded the Board that a Comprehensive Operations Analysis was planned for the fall of 2005, which would allow for the restructuring of the all the routes due to the relocation of transfer

point to the new KTC facility, and that the system might move to a bus stop/shelter stop only.

Ms. Holley informed the Board of the situation along Rose Street in front of the Baptist Church because of the buses leaking oil/fuel and passengers sitting on the property.

Transportation Director Schomisch responded that the Rose Street Construction Project was scheduled to be completed by the end of August 2005. He responded that permission had been obtained from the church to utilize the area in front of their church until the construction project was complete. He stated that the church notified them when they had an event (wedding/funeral), and that the arrangement was working out well. He stated that he was sensitive to the issues she raised and reported that he was in the process of researching a product/method to seal (steam clean) the pavement on Rose Street, which would not damage/discolor the new pavement and planned to do the same for the church.

Ms. Holley reported to the Board that a lady with cerebral palsy slid off the seat on the bus and was hurt and sent to the hospital because the bus turned the corner too fast.

Transportation Director Schomisch responded that staff would follow-up on the incident. He stated that when such incidents occurred, it was reported to their insurance company and they followed-up with the client.

Mr. Havice asked why seatbelts were not provided on the buses because he felt that the incident involving the lady that fell from the seat could have been prevented. Transportation Director Schomisch responded that it was due to liability, but that staff would revisit the matter and he reiterated that that public transit vehicles were exempt from the seatbelt law.

Transportation Director Schomisch stated that the incident could have been prevented by the driver had he/she used the proper driving skill of not turning the corner so fast.

Vice Chairperson Fricke asked what the timeline was for the changing of the one-way streets into two-way. Transportation Director Schomisch responded it was three to five years out and would be done in phases because the project was being funded privately.

Vice Chairperson Fricke asked what was the position of Kalamazoo Metro Transit on the matter. Transportation Director Schomisch responded that it did not have a formal position, but that personally he did not favor the change.

Chairperson Atwell asked what the process was in involving/informing the public on the route changes. Senior Operations Supervisor Givhan responded that input was received via survey as well as requests for new service, bus stop, etc. He stated that once the proposed changes were approved, notices were provided at least two weeks in advance to the passengers.

Vice Chairperson Fricke asked how the public was notified of the changes. Senior Operations Supervisor Givhan responded notices were posted on all bus shelters/bus stop signs that were affected, all the downtown bus shelters listed the changes, and changes were noted on the website and bus schedules were updated.

Mr. Havice asked if it was possible/feasible to place a projected time that the bus was scheduled to arrive at each bus stop. Transportation Director Schomisch responded that it was something they could look into for the future and stated that some transit systems had that information available.

Vice Chairperson Fricke made a motion to approve the proposed route modifications for implementation on August 29, 2005, and was supported by Mr. Richardson. Motion carried unanimously.

DISCUSSION ITEMS

KMTS/CAV Service Update

Transportation Director Schomisch reported to the Board that the Transit Oversight Committee was veering toward the option of having two levels of service and millages at the county level – urbanized and out county. He stated that if that option was pursued, ACT 196 would have to be amended since there was no current method available/approved. He stated that the Committee had not made a formal decision to date.

Transportation Director Schomisch informed the Board that the Friends of Transit (not a part of ISAAC) provided a broad base support and requested a meeting with the Transit Oversight Committee to provide input, convey support, and enforce its desire to work with KATS on the establishment of a countywide transit authority.

Chairperson Atwell stated that public input was a vital process to the challenge of the Transit Oversight Committee to obtain support for the establishment of a countywide transit authority.

Mr. Richardson stressed upon the Board to show their face because most of the citizens did not know who they were and their role on the Board.

Mr. Havice questioned the Specialized Service Program. Transportation Director Schomisch informed the Board that the program was funded 100% by the State for use of accessible vans to be used by/for agencies (i.e., Senior Services) to transport elderly and disabled individuals. He reminded the Board that this program was an element of the Care-A-Van Program.

DTC/ITC Project

Transportation Director Schomisch reported that the construction phase of the project was on schedule and that excavation work was being completed. He reported that the steel framing for the canopied area was starting to be placed, and that the construction might be done sooner than projected due to Indian Trails and Greyhound moving out.

Mr. Havice asked when the new bus station would be open. Transportation Director Schomisch responded as early as August 2006, but most likely not until September or October 2006.

Vice Chairperson Fricke asked about the status of any rail money being returned to the System since Indian Trails was still providing service from the train station. Transportation Director Schomisch responded that the exact amount was pending.

Vice Chairperson Fricke expressed her concern about the news release regarding the irresponsibility of the Governor wanting to give up several million dollars and inquired on the total financial implications to the Metro Transit System. Transportation Director Schomisch responded that it was too soon to determine the impact upon the System financially.

Transportation Director Schomisch stated that there were a couple of issues primarily due to the State's budget situation. He reported that the 2006 Budget was developed under the premise that the Governor would move \$11 million from the CTF to balance the budget and that Senator Johnson had proposed the Transportation Budget be reduced by \$7 million. He reported that if the State was unable to only provide a 13% match on eligible capital expenses, then transit systems would have to make up the 7% difference.

INFORMATION ITEMS

Wheelchair lift/ramp

Transportation Director Schomisch informed the Board that he had requested staff to review the reports submitted to ensure they were accurate due to some incidents that were reported by passengers that occurred, but were not recorded.

MISCELLANEOUS ISSUES/CONCERNS

Incident on Route #9

Mr. Richardson informed the Board of an incident that occurred regarding a bus driver using bad language and calling a person the "b" word.

ADA Celebration

Mr. Richardson invited the Board to attend the annual ADA Celebration on July 26, from 3 p.m. to 6 p.m. at the Kalamazoo Valley Museum.

PUBLIC COMMENTS

Response to Communication

Mr. Large informed the Board that he had not received any follow-up to a 3-page list of issues/concerns that he had shared with the ADA LAC earlier in the year.

Transportation Director Schomisch responded that he would follow-up with ADA Coordinator

Congdon.

Acknowledgement of the Board

Ms. Holley stated to the Board that she was impressed with the Board an overwhelmed with the amount of information and communication that the Board dealt with. She suggested that the Board members get out into the community and hold a town hall meeting twice a year on the Northside and Southside.

ADJOURNMENT

There being no further business presented before the Transit Authority Board of Directors at their formal meeting dated June 24, 2005, Chairperson Atwell made a motion to adjourn the meeting, and was supported by Vice Chairperson Fricke.

The meeting adjourned the meeting at 10:20 a.m.

Heather L. Stiver, Recording Secretary

Date: 29 July 2005