

**KALAMAZOO TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
Minutes of January 26, 2007**

Members Present: Chairperson Carol Fricke, Vice Chairperson Donna Treloar, Andy Havice, Garrylee McCormick, and Michael Gregor

Members Absent: Elizabeth Forest, Reuben Richardson

City Commission Liaison: Bobby Hopewell, Vice Mayor (Absent)

Technical Support Members Present: William Schomisch, Transportation Director
Carmine Lewis, Interim Assistant Transportation Director

City Administration Member Present: Beth A. Sowles, Administrative Office Specialist

Guests: Richard Atwell, KCTA Chair
Paul Ecklund, KCTA
Michele McGowen, LAC, Friends of Transit

CALL TO ORDER

Chairperson Fricke called the regular meeting of the Transit Authority Board of Directors to order at 8:13 a.m.

ROLL CALL

Chairperson Fricke requested a motion to excuse the absence of Ms. Elizabeth Forest and Mr. Reuben Richardson.

Mr. McCormick made a motion to excuse the absence of Ms. Forest and Mr. Richardson and was supported by Mr. Gregor. Motion carried unanimously.

INTRODUCTIONS

The Board members introduced themselves to the guests in attendance.

CHANGES/ADDITIONS TO AGENDA

Items H through L were moved to the beginning of the Action Items.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

No public comments made.

CITY COMMISSION/CITY MANAGER ITEMS

The Transit Director identified several issues presented to the City Commission and the City Manager for approval, as identified on the TAB Agenda.

ACTION ITEMS

Election of Officers

Chairperson Fricke opened the floor for nomination of officers. The position of Secretary/ Treasurer was tabled by the Chairperson for discussion at the February meeting. Ms. Treloar nominated Chairperson Fricke to continue in her current position as Chairperson. Mr. Havice supported the nomination.

Chairperson Fricke nominated Ms. Treloar to continue in her current position as Vice Chair. Mr. Havice supported the nomination.

Mr. Gregor made a motion to accept the nominations of Chairperson and Vice Chair and was supported by Mr. Havice. Motion carried unanimously.

Appointment of TAB Liaison and Alternate to the ADA LAC

This issue was tabled by the Chair until February.

Appointment of TAB Liaison and Alternate to the KATS Policy Committee

Chairperson Fricke volunteered to continue in her capacity as liaison to the KATS Policy Committee. Mr. Havice volunteered to be her alternate to these meetings.

Mr. Gregor made a motion to approve the appointment of Chairperson Fricke as the TAB Liaison to the KATS Policy Committee with Mr. Havice being the alternate, and was supported by Ms. Treloar. Motion carried unanimously.

Reappointment of Elizabeth Lennon to the LAC

A recommendation to reappoint Ms. Elizabeth Lennon to the Local Advisory Committee was presented.

Mr. McCormick made a motion to approve Ms. Elizabeth Lennon's reappointment to serve on the LAC, and was supported by Mr. Havice. Motion carried unanimously.

Appointment Recommendations to the LAC

A recommendation to appoint Ms. Michele McGowen, a representative of the Disabled Community; Mr. John Felden, a representative of the Disabled Community; and Ms. Rhonda Selby, a representative of the Disabled Community, to serve on the LAC was presented.

Ms. Treloar made a motion to approve the appointments of Ms. Michele McGowen, Mr. John Feldon and Ms. Rhonda Selby to serve on the LAC, and was supported by Mr. Gregor. Motion carried unanimously.

Meeting Minutes of December 15, 2006

The spelling of Mr. Reuben Richardson's name was incorrect.

Mr. McCormick made a motion to approve the Meeting Minutes of December 15, 2006, as corrected and was supported by Mr. Gregor. Motion carried unanimously.

Resolution to Levy 1.0 Mil for 2007

Mr. Schomisch explained that the Transit Authority Board approves the millage each year. Ms. Treloar asked when the County's millage was levied. Mr. Schomisch explained that it is currently being collected. Ms. Treloar asked if a double millage is being collected from City of Kalamazoo residents. Mr. Schomisch responded that for two years the City of Kalamazoo citizens will pay both the City of Kalamazoo millage and the new countywide millage. Mr. Havice asked if a two-tiered tax system would continue. Mr. Schomisch explained how the two separate millages are currently working together.

Mr. McCormick made a motion to accept the Resolution to Levy 1.0 Mil for 2007, and was supported by Mr. Gregor. Motion carried unanimously.

Income and Expense Statement for November and December 2006

Mr. Schomisch presented the November and December financial statements to the Board for consideration and approval.

Mr. McCormick made a motion to approve the November and December 2006 Income and Expense Statements, and was supported by Mr. Gregor. Motion carried unanimously.

Ridership Analysis Report – November and December 2006

Mr. Schomisch presented the November and December 2006 Ridership Analysis Reports for the Board to consider and approve.

Ridership increased 15% over December, 2005. Mr. Schomisch stated that Metro Transit ranks second or third in the State in terms of productivity. Mr. Havice inquired about the Holly Jolly Trolley ridership. Mr. Schomisch stated that the number of rides provided was 10,020. Since rides were provided at no charge, Mr. Havice asked the financial arrangement was for this service. Mr. Schomisch stated that Metro Transit was reimbursed by DKI and that they inquired about the addition of a trolley for regular services throughout the year.

Additionally, Mr. Schomisch stated that Metro Transit is celebrating its 40th Anniversary, and that 40th Anniversary stickers are being placed on all outgoing mail. In 40 years, Metro Transit has provided a grand total of 78,651,474 rides. Ms. Treloar asked what was Metro Transit before it became Metro Transit 40 years ago. Mr. Schomisch answered that the previous name was National City Lines and that it was a private provider.

Mr. McCormick made a motion to approve the November and December 2006 Ridership Analysis Reports, and was supported by Mr. Gregor. Motion carried unanimously.

FY2008 MDOT Grant Application

Ms. Lewis presented the FY2008 MDOT Grant Application to the Board for consideration and approval. Metro Transit is requesting \$5 million for operating assistance. Of that amount, \$4 million is for urban, \$900,000 for rural portion. The Operating Budget is balanced based on the assumption that the Transit Authority Board will ask for the 1 mill levy. The 2008 capital program is requesting \$629,000, which is a 20% match for expenditures. The capital program includes the replacement of Metro Transit vehicles. Fareboxes will be replaced and a pick-up truck will be replaced. Telephone system replacement, website creation and the AVL system were all moved from 2007 to 2008. Those items were moved due to the timing of the Metro Transit transition to a separate authority. Before purchasing the AVL System, a cost benefit analysis will be completed. This grant will be filed on January 31, 2007.

Chairperson Fricke asked when Kalamazoo Metro Transit would know the State operating reimbursement rate for CY2008. Ms. Lewis explained that the last calculation would occur with audit in June of 2010. In October of 2007 notification will be received of preliminary funding. In September of 2008 there will be a preliminary reconciliation. Chairperson Fricke asked the farebox replacement program as it relates to Smart Passes and other fares. Ms. Lewis explained that it was expensive operationally to maintain an electronic version of passes and transfers from the fareboxes. Mr. Schomisch stated that the 2008 budget numbers are subject to change due to State's budgetary problems. He further explained that the 5-year capital plan, part of the KATS TIP planning process, was used to develop the grant application.

Mr. Havice made a motion to approve the filing of the FY2008 MDOT Grant Application, and was supported by Mr. McCormick. Motion carried unanimously.

DISCUSSION ITEMS

Joint Meeting with KCTA

Chairperson Fricke reported that the concept of a TAB/KCTA joint meeting was suggested as a way for KCTA members to learn what the Transit Authority Board does. There would be two meetings with separate agendas. The emphasis is to expose KCTA members to Metro Transit operations and current business of the TAB.

Ms. Treloar asked about the length of time of the meetings. Chairperson Fricke stated that most County meetings are generally shorter than the Transit Authority Board's. Chairperson Fricke polled the TAB members to see if the plan was feasible. Neither Ms. Treloar nor Mr. Gregor can attend Monday evening meetings. Thursdays at 5:30 pm is feasible for the Transit Authority Board members. This meeting would replace the Friday morning meetings. It is anticipated that the meetings would be held at the County chambers. Ms. Lewis indicated that for the monthly reports to be completed and presented on a timely basis, the 4th Thursday would be better.

KCTA Update

Mr. Atwell supported the idea that both Boards meet together. Both Boards would have the same information. TAB members would receive the Board packets that are given to the KCTA board. Also, KCTA has begun working gathering information on the new routing for Portage. Positive comments are being received from residents of Portage about possible new service. KCTA is reviewing a Working Agreement with the City of Kalamazoo. KCTA has hired a legal firm, Miller Johnson, from Grand Rapids, who is well versed in public transit. Kalamazoo Metro Transit is working with KCTA to gather information from riders on what they'd like to see in Portage. The information gathered by KCTA will be presented to Kalamazoo Metro Transit and its Route Committee.

Mr. Schomisch stated that the Kalamazoo Metro Transit Transition Plan outlines a list of things that need to be considered over the next two years. KCTA plans on hiring a Project Manager to help with this endeavor.

Federal/State Funding Update

Congress had declined to adopt the new appropriations bill and instead passed a Continuing Resolution that will last until February 15, 2007. Congress has decided that most likely the Continuing Resolution will run through 2007. This allows them to appropriate and spend money at 2006 levels and not 2007 levels. That will result in a loss of \$400 million to FTA. Metro Transit has also received word that the Democratic leadership is considering not awarding any earmarks. Metro Transit had been due to receive \$1.5 million through Congressman Upton's efforts to help support the expansion of current facility for the new countywide authority. That earmark is canceled. Earmarks are expected to be back in 2008.

Revenue projections, from the State of Michigan, indicate an \$800 million deficit. Governor Granholm has appointed a committee to recommend solutions to the budget. State Budget Director has already cut transportation appropriations by 15%.

Assignments to Board Committees

Chairperson Fricke tabled discussion of assignments of Board members to Committees to the February meeting.

MPTA Meeting in Lansing

A reminder was given to those who are attending the MPTA Meeting in Lansing on February 21st and 22nd.

INFORMATION ITEMS

Wheelchair/Lift Ramp Incident Report – December 2006

In December there were no wheelchair failures. MDOT will be inspecting vehicles during January.

WMU Student Ridership Report - WMU Campus Bus Service Contract Negotiations

Staff is currently negotiating with WMU for a new contract. The current contract expires in June. WMU has indicated that they will be concentrating their focus on campus and not adjacent neighborhoods. WMU is suggesting they will no longer financially support the Solon/Kendall and Lafayette routes. Mr. Havice asked if Route #3 – West Michigan route would change. Mr. Schomisch noted that the W. Michigan route is not being subsidized by WMU and that changes would not go into effect until late August of this year.

Bicycle Rack Usage Report

In 2006, Metro Transit carried over 26,000 bicycles on the buses.

Holly Jolly Trolley

This service carried over 10,000 passengers during November and December 2006.

Comprehensive Operational Analysis

Some focuses of the Comprehensive Operational Analysis (COA) will be schedule adherence and whether to move to bus stop only service. KCTA indicated that they would like input as to how the COA could be extended to cover Care-A-Van as well. Funding for the COA is planning funds available through

KATS. If the project scope were expanded, additional funding would be required, presumably funded by KCTA. Ms. Treloar asked how far apart bus stops should be. Mr. Schomisch stated that they are typically established so people do not walk more than ¼ of a mile to a stop. Mr. Havice asked how that worked in city blocks. Mr. Schomisch answered that six (6) city blocks make ½ mile. Metro Transit currently has over 900 bus stops.

MISCELLANEOUS COMMENTS

Mr. Gregor asked if there was an update on the biodiesel program. Mr. Schomisch stated that there are currently no updates.

Mr. Havice asked about the average price of diesel fuel. Mr. Schomisch stated that the average last year was at \$2.08.

Mr. Gregor asked about learning more about the role of the Local Advisory Committee. Ms. Lewis stated that Mr. Richard Congdon would make an appointment with Mr. Gregor to give him an understanding of the LAC's role.

PUBLIC COMMENTS

Mr. Ecklund asked about the Single Business Tax (SBT) and how it affects transit funding. The Governor has a proposal for replacement of SBT. The shortfall is a problem that could result in a change in the sales tax or program cuts or both.

Mr. Ecklund asked about the Portage service input surveys being conducted on all three modes of services and asked if drivers could be trained to ask the first two questions. Ms. Lewis stated that accessibility to the document was considered by KCTA, but drivers do not have time within their schedules to assist riders to complete the surveys. Ms. Lewis suggested temp employees, or other individuals would be more appropriate to assist passengers rather than the driver, but that other methods of survey (mail, phone) would better address accessibility issues and response rates by individuals with disabilities. Mr. Atwell asked why Metro Van and Care-A-Van passengers would be surveyed. Ms. Lewis explained that current Metro Transit service does not extend into the areas of those programs, but that both Metro Van and Care-A-Van passengers may have input on the fixed-route service.

Mr. Atwell asked when the TAB would decide upon the millage question and when it would be placed on the ballot. Mr. Schomisch stated that a decision had not been made. A Special Election cost would be borne by the Authority.

ADJOURNMENT

There being no further business presented before the Transit Authority Board of Directors at their formal meeting dated November 17, 2006, Chairperson Fricke requested a motion to adjourn the meeting.

*Mr. McCormick made a motion to adjourn the meeting, and was supported by Mr. Havice.
Motion carried unanimously.*

The meeting adjourned at 9:41 a.m.

Beth A. Sowles, Recording Secretary

Date: January 26, 2007