

**KALAMAZOO TRANSIT AUTHORITY
BOARD OF DIRECTORS MEETING
Minutes of December 21, 2007**

Members Present: Chair Carol Fricke, Andy Havice, Michael Gregor, Garrylee McCormick and Reuben Richardson

Members Absent: Vice Chair Donna Treloar and Elizabeth Forest

City Commission Liaison: Stephanie L. Moore (Absent)

Technical Support Members Present: William J. Schomisch, Executive Director

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

Guests: Jon Start, KATS
Dale Hein, KCTA
Richard Atwell, Chair KCTA

CALL TO ORDER

Chair Fricke called the regular meeting of the Transit Authority Board of Directors to order at 8:24 am.

ROLL CALL

Chair Fricke requested a motion to excuse the absence of Vice Chair Treloar and Ms. Forest.

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

INTRODUCTIONS

The Board members introduced themselves to the guests in attendance. Mr. Schomisch introduced Melissa Coulson. Ms. Coulson will be serving as the Recording Secretary at the January 2008 meeting.

CHANGES/ADDITIONS TO AGENDA

None

PUBLIC COMMENTS ON NON-AGENDA ITEMS

None

ISSUES/ITEMS FOR CITY MANAGER/CITY COMMISSION

Mr. Schomisch stated that Metro Transit has recommended the purchase of video surveillance equipment for all coaches. This item will be on the January 7, 2008, City Commission agenda. This is a sole source purchase from Safety Vision equipment.

Mr. Richardson asked if the cameras were like the Public Safety cameras. Mr. Schomisch stated that they are similar in concept. These video surveillance cameras have been used successfully on Metro Transit coaches. Mr. Havice asked when these cameras would be completely installed. Mr. Schomisch stated the work should be completed by March 1, 2008.

ACTION ITEMS

Meeting Minutes of November 16, 2007

Two corrections were made to the minutes of November 16, 2007. Mr. McCormick was not in attendance at the meeting, but was noted to have seconded a motion. Mr. Gregor seconded that motion. Mr. Gregor was noted as absent, but was in attendance at the meeting.

With the corrections noted, the minutes were accepted.

Mr. Havice made a motion to approve the Meeting Minutes of November 16, 2007, and was supported by Mr. Richardson. Motion carried unanimously.

Income and Expense Statement – November 2007

Mr. Schomisch briefly outlined the Income and Expense Report and stated that the budget is in good shape for year to date.

Chair Fricke asked if 25% of the budget will be expended during December. Mr. Schomisch explained that diesel fuel is increasing, but should still come in at or slightly under budget. There was a line item in 2007 that was a contingency that was to be used for wage increases on a new ATU labor contract. Because there is no new ATU contract as of yet, this has been rolled over to the 2008 budget.

Mr. Gregor made a motion to approve the November 2007 Income and Expense Statement and was supported by Mr. Havice. Motion carried unanimously.

Ridership Report – November 2007

Mr. Schomisch briefly outlined the November 2007 Ridership Report. Ridership is just under a total 10% decline for 2007. Mr. Schomisch explained that the System is operating more efficiently and effectively. Metro Van is up 912 passengers or an increase of 33.5%. This increase is partly due to passengers using Metro Van instead of Care-A-Van. Metro Transit has a goal to 'mesh' the two systems and fare structure will be looked at as part of that goal.

Mr. Havice asked if merging two systems completely and making one Care-A-Van system has been considered. Mr. Schomisch stated it has been considered internally.

Chair Fricke asked if there were service area limitations. Mr. Schomisch stated that parameters of ADA law are in place. Combining those services does not mean efficiencies cannot be gained. Pride Care has talked of the need for smaller vehicles.

Mr. Richardson inquired about the Gull Road route and how the ridership has increased on that route. Mr. Schomisch stated that several routes have experienced increases in the rides per hour. Mr. Richardson states that very few passengers board or exit the Gull Road route on "H" Avenue.

Mr. Richardson made a motion to approve the Ridership Analysis Reports for November 2007 and was supported by Mr. McCormick. Motion carried unanimously.

Approval of Metro Transit's 2008 Operating and Capital Budget

Mr. Schomisch explained the budget looks different this year due to changes by the City in terms of financial software. The Finance Committee, consisting of Chair Fricke, Vice Chair Treloar and Mr. Gregor, met recommending approval of the 2008 budget. The overall budget comes in slightly over \$29 million. There is approximately \$14 million in operating and approximately \$14 million in capital improvement.

Metro Transit is not proposing a fare increase. The millage was successful in being passed. The transition to KCTA is set for January 1, 2009. Mr. Schomisch highlighted sources of revenue.

In 2007 there were 108 actual positions and a recommended 105 for 2008. No layoffs are being recommended. Mr. Schomisch highlighted Income and Expense Statement. Commission revenue represents money earned through sales of tickets at Greyhound and Indian Trails.

Under the current Working Agreement, both the TAB and KCTA have to concur to this budget. City Commission started their process of approving the budget. Presentations begin January 7th with a Public Hearing with the City Commission on January 14th. The City Commission will adopt the budget on January 21st.

There is not a request currently from KCTA to expand Care-A-Van services. Budget will have to be amended if this change is made. Chair Fricke asked if the budget assumes Care-A-Van will continue to be provided by Pride Care.

Chair Fricke also asked what happens to the contingency fund when the contract is approved. Mr. Schomisch explained that a retroactive pay is normally awarded to the employees and that the money would then be expended. There has been no agreed upon contract primarily due to unanswered questions regarding benefits and pension when transitioned to KCTA. ATU is last union to not settle with the new insurance offered by the City.

Mr. Havice asked if the contingency fund money has been set aside for retroactive pay. Mr. Schomisch stated that was correct. It has not been agreed upon, but the assumption is based on historical practices.

Chair Fricke asked about the term of the new contract. In working with KCTA, a 3-year agreement has been proposed that would move the contract beyond the start up date of the takeover of the KCTA. Requirement under Act 196 is that if labor agreements are in place at time of transfer the new entity has to honor that previous agreement.

KCTA Chair Atwell stated in January 2009, assuming transition date, did not want to look at immediately need to negotiate the contract with ATU. KCTA agreed to a 3-year deal and honor that contract.

KCTA Chair Atwell asked about revenues at KTC, and whether there are costs associated with the staffing and are that supported by the commission revenue. Mr. Schomisch stated that the \$80,000 is not profit and there are also expenses with staffing of the KTC which are covered by that revenue.

Mr. Gregor made a motion to approve the 2008 Operating and Capital Budget and was supported by Mr. Richardson. Motion carried unanimously.

Change Date of January 2008 Meeting

Mr. Schomisch stated that he will be out of town on January 25th and that Assistant Transportation Director Carmine Lewis will also be out of town for the Bus Build on January 25th. Mr. Schomisch is recommending that the January TAB meeting be moved to Friday, January 18th.

Mr. Havice made a motion to change the date of the January 2008 meeting and was supported by Mr. McCormick. Motion carried unanimously.

DISCUSSION ITEMS

Care-A-Van Update

The City Manager will make a decision by December 31st whether to maintain the Pride Care contract. The current contract allows either party to give a 60-day notice without cause. KCTA has expressed their desire to expand service and continue with the current contractor. Mr. Schomisch stated that he cannot predict what decision will be.

The addition of the seven new vehicles has gone over very well. Pride Care has asked for permission to 'cannibalize' the old coaches for parts. Metro Transit agreed to that. Metro Transit staff has begun the quarterly inspections and the Metro Van inspections have been completed. Inspections of Pride Care vehicles being used in service for Metro Van and Care-A-Van are also being completed.

Mr. Schomisch stated that the consultant's report from New York has been received. The recommendations have resulted in changes in the manner that Pride Care is organized in regards to maintenance. Metro Transit will be meeting with Pride Care to discuss customer service and maintenance repairs. The recommendation presented to the City Manager is to continue service with Pride Care. Logistically it would be extremely difficult to take this program over.

Mr. Gregor asked that the Board be informed when a decision is made.

Federal/State Funding Update

Mr. Schomisch stated that there has been a consensus in Washington for the transit budget for 2008. An increase of 7% has been agreed to though not yet signed by President Bush. The changed in allocation will not be known until the *Federal Register* is published.

Diesel Fuel Update

Metro Transit continues to use a B5 ultra low sulfur blend diesel fuel. There have been no issues with vehicles.

Stuff-A-Bus

Mr. Schomisch noted that the 2007 WKFR Stuff-A-Bus event was very successful.

Trolley Services

Mr. Schomisch stated that the Holly Jolly Trolley had carried 6,040 passengers to date. The South Westnedge Holiday Express in Portage began service on December 10th. This service has had a slow start – carrying only 500 passengers to date. This trolley service in Portage is a pilot project.

INFORMATION ITEMS

Wheelchair/Lift Ramp Incident Report – October and November 2007

Mr. Schomisch stated that he was very pleased to report that the failure rate on wheelchair lifts is less than .5%.

Mr. Richardson asked if it is human error that creates a failure or if drivers not trained properly. Mr. Schomisch stated that if a lift deploys is it an equipment issue. When a lift failure is maintained, it normally is a mechanical issue. Mr. Richardson stated that the lifts cannot come out to curb and buses will pull up to a space where the lift can properly deploy.

MISCELLANEOUS COMMENTS

Mr. Richardson stated that he was glad to see Mr. Atwell in attendance. Mr. Richardson has heard of Mr. Atwell's departure as Chair from the KCTA and stated he hopes the move will be beneficial for Mr. Atwell

Mr. McCormick stated WMU's Theatre Department has been chosen to be a finalist in a prestigious competition.

Mr. Havice stated that he is excited to hear about the planned 60 new bus shelters for next year.

Chair Fricke expressed thanks to Mr. Atwell for his tireless efforts over the last several years on both the TAB and KCTA.

PUBLIC COMMENTS

None

ADJOURNMENT

There being no further business presented before the Transit Authority Board of Directors at their formal meeting dated Friday, December 21, 2007, Chair Fricke adjourned the meeting. The meeting adjourned at 9:16 am.

*Mr. Richardson made a motion to adjourn the meeting and was supported by Mr. Gregor.
Motion carried unanimously.*

Beth A. Sowles, Recording Secretary

Date: December 21, 2007