

**KALAMAZOO TRANSIT AUTHORITY  
BOARD OF DIRECTORS MEETING  
Minutes of February 25, 2011**

**Members Present:** Chair Carol Fricke, Andy Havice, Garrylee McCormick, Jason Meddaugh and Joseph Szuszwalak

**Members Absent:** Reuben Richardson (excused)

**City Commission Liaison:** Robert Cinabro (absent)

**Technical Support Members Present:** Carmine Lewis, Assistant Transportation Director

**City Administration Member Present:** Beth Sowles, Administrative Office Specialist

**Others Present:** Michele McGowan, Disability Network  
Dale Hein, KCTA  
Nicholas Wilbur, WMU Student

Chair Fricke called the regular meeting of the Transit Authority Board of Directors to order at 8:15 am.

**ROLL CALL**

Roll call was held and the absence of Rueben Richardson was excused.

**INTRODUCTIONS**

Transit Authority Board introduced themselves to the people in attendance.

**CHANGES/ADDITIONS TO AGENDA**

Added Action Item E – Election of Officers

**PUBLIC COMMENTS ON NON-AGENDA ITEMS**

Dale Hein stated that the City and KCTA and TAB Service Agreement is currently in place. However, the Agreement was passed with a discrepancy in the dollar figures. Mr. Hein stated this was simply an oversight with the quarterly payments and overall amount not matching. An adjustment will be made in the overall payment. The City and KCTA will have an agreement letter addressing the issue acknowledging the discrepancy.

**ISSUES/ITEMS FOR CITY MANAGER/CITY COMMISSION**

None

**ACTION ITEMS**

**Meeting Minutes of December 17, 2010**

The minutes were approved as presented.

*Mr. Meddaugh made a motion to approve the minutes from December 17, 2010, and was supported by Mr. Havice. Motion carried unanimously.*

**Income and Expense Statements**

Ms. Lewis presented both the December 2010 and the January 2011 Income and Expense Statements to the Board. Ms. Lewis stated that the report for December is considered preliminary until after the audit is completed. It was also explained that the January statement showed lower revenues due to WMU not being billed until February and post retiree health benefits are now posted monthly.

Chair Fricke asked where the money is until it is expended. Ms. Lewis stated that money is in asset accounts.

Mr. Szuszwalak asked how often WMU is billed for service. Ms. Lewis stated they are billed twice a year.

*Mr. Szuszwalak made a motion to accept the December 2010 and January 2011 Income and Expense Statements, and was supported by Mr. McCormick. Motion carried unanimously.*

### **Ridership Report**

Ms. Lewis presented the December 2010 and the January 2011 Ridership reports to the Board. At end of 2010, ridership had decreased and was attributed to both the increase in fare and decrease in fuel. The January Ridership Report shows a 7.3% increase in ridership over the previous year.

*Mr. Havice made a motion to accept the December 2010 and January 2011 Ridership Reports, and was supported by Mr. Szuszwalak. Motion carried unanimously.*

### **Reappointment of LAC Members**

LAC Chair Michele McGowan confirmed that the two LAC members being considered for reappointment were positive forces on the LAC and would like them reappointed.

Mr. Havice asked about the different perspective being brought in by Mr. Paul Hartwigsen. Ms. McGowan explained that he is a parent of a disabled child, and brings a business ideal.

*Mr. Meddaugh made a motion to approve the Reappointments of Mr. Paul Hartwigsen and Ms. Sharon DeHaan to the Local Advisory Committee, and was supported by Mr. Szuszwalak. Motion carried unanimously.*

### **Election of Officers**

Chair Carol Fricke expressed her desire to remain as the Chair of the Transit Authority Board. Mr. McCormick was willing to fill the vacant position of Vice Chair and Mr. Szuszwalak filling the position of Secretary/Treasurer.

*Mr. Meddaugh made a motion to accept the Election of Officers as presented, and was supported by Mr. Havice. Motion carried unanimously.*

### **DISCUSSION ITEMS**

#### **State/Federal Funding Update**

Ms. Lewis stated that there is nothing to report at this time.

#### **Diesel Fuel Update**

Ms. Lewis reported that the last purchase of diesel fuel was at \$2.80 per gallon. The 2011 budgeted amount is \$2.75 per gallon.

### **MISCELLANEOUS COMMENTS**

Chair Fricke stated that with all the snow, she is aware of how difficult it is for passengers to board the bus. At a bus stop sign, passengers sometime need to hike over the snow to board a bus. Chair Fricke would like this to be looked into. Ms. Lewis stated that Metro Transit works with Public Services to ensure that bus stops are cleared.

Mr. Szuszwalak stated that he was concerned about passengers boarding buses at the KTC without paying a fare or being counted as a passenger. He stated that drivers will leave the bus with the doors open and passengers board. He would like some accountability of the people boarding the bus without being counted. Ms. Lewis stated that she would talk to the Senior Operations Supervisor regarding this issue and will check the policy for leaving the bus doors open.

Mr. Havice stated that if doors are closed, then passengers are left out in the cold when drivers are away from bus. Mr. Meddaugh stated that drivers also tend to be away from the bus longer than pull time.

### **Public Comments**

Mr. Hein stated that KCTA is doing their annual report. KCTA is also in the process of interviewing Board applicants.

### **ADJOURNMENT**

There being no further business presented before the Transit Authority Board of Directors at their meeting dated Friday, February 25, 2011, Chair Fricke adjourned the meeting. The meeting adjourned at 8.43 a.m.

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Beth A. Sowles, Recording Secretary

Date: February 25, 2011