Item No.:	VII a
Meeting Date:	9/27/16

KALAMAZOO TRANSIT AUTHORITY BOARD MEETING

Minutes of July 22, 2016

Members Present:	Chairperson Garrylee McCormick Lynn North Ken Jones
Excused Members:	JJ Meddaugh
Unexcused Members:	Connie Micklin
City Commission Liaison Present:	None
Staff Members Present:	Sean McBride, Executive Director Joan Melekian, Administrative Support Coordinator
Others Present:	Michelle McGowen, Disability Network

Chair Garrylee McCormick called the meeting of the Transit Authority Board of Directors to Order at 8:20 a.m.

Introductions:
Introduction of the board was made by Joan Melekian, Metro Transit staff and guests present.

Changes and Additions to the Agenda: none

Public Comments on Non-Agenda Items: Michelle McGowen with Disability Network invited Board and guests present to the ADA 26th Anniversary Celebration today at their Kalamazoo office from 11:30 am to 1:30 pm for a free BBQ lunch with presentations and awards. The event is free and open to the public.

Issues / Items for City Manager / City Commission: Sean McBride stated that there were none.

Action Items:

a. Meeting minutes of June 24, 2016: Motion for approval of the minutes as presented made by Ken Jones, supported by Lynn North. Motion carried unanimously.

b. Income & Expense Statement for June 2016: Motion for approval of the I & E Statement made by Ken Jones, supported by Lynn North. Motion carried unanimously.

(cont.)

Discussion Summary Report: the following items were provided to the Board

a. Diesel Fuel Report
b. Public Safety Report
c. Public Safety Agreement; Sean McBride stated that this agreement had been approved by the CCTA for Public Safety Services for the next two years. Sean commented that this agreement outlines their service area as a one block radius around the KTC which should significantly minimize public safety activity to Bronson Hospital from staff assigned to the transportation center. Additional requests have been made to provide more detailed reporting of activity at the KTC and surrounding area. In general the prime focus of the agreement is to ensure safety at the KTC and further investing in future public safety measures including coverage for vacation times. Continued discussions have taken place regarding the possibility of securing outside contracts with security firms to supplement the required coverage while regular public safety staff is off duty.
d. Transition Update Overview: Sean stated there had been a summary report provided to the CCTA at their last Board Meeting and continued to emphasize that we are still on track for the October 1st transition deadline. A few major policies that needed to be adopted are as follows:

- ✓ Purchasing Manual
- ✓ HR Manual / Employee Handbook (in process)
- ✓ Benefits Package
- ✓ 2-year Budget for CCTA and overall system
- ✓ Worker's Compensation Plan (in process)

Sean continued to update the Board in regards to a Legislative Breakfast on Monday, October 17th for State and Federal officials.

On the technology side of things, we will be combining KCTA and CCTA into one stand-alone website on our current kmetro site and continuing on with updates and upgrades as needed. Email for Metro Transit will be transitioning from name@kalamazoocity.org to name@kmetro.com beginning September 1, 2016.
e. Service Enhancements: Sean provided the Board with a handout outlining updates to our routes and stops that are provided on our website as well as FaceBook. Signs at our current stops and around the community will alert the public of bus stop changes as well posters and handouts on board the buses. Public meetings will be held in August to assist current and future riders with the service enhancements.
f. Service Impact to West Main Route: Sean stated that letters had been sent out to local businesses along the West Main Route informing them of the impending changes. In addition, there was news coverage this past Friday night / Saturday Morning on Channel 3 News. The overall goal is to keep the community well informed of the upcoming changes and alleviate any surprised reactions come September 6th. Sean also stated that the door to implementing a Service Agreement with Oshtemo Township would remain open.

g. Environmental Justice: Copies of slides from a PowerPoint Presentation were provided to the Board which refers to upcoming changes in the community. The two parameters for Environmental Justice are based on minority population and the population of low-income individuals. Environmental Justice requirements are reviewed during the Triennial Review process.

(cont.)

Information Items: the following reports were provided for the Board

Ridership Report – June 2016
Wheelchair Lift/Ramp Incident Report – June 2016
WMU Student Ridership – June 2016
Demand/Response Monthly Summary Report – June 2016

Miscellaneous Comments made by the Board: None

Public Comments: Michelle McGowen, Disability Network commented that current Mobility Management Travel Trainer, Leona Carter would be transitioning into another position within Disability Network and that they are currently looking to hire a new Travel Trainer and interviews will be conducted the first week of August.

Adjournment - TAB meeting was adjourned by Chair Garrylee McCormick at 8:48 a.m.

Minutes transcribed and presented by Joan M. Melekian

Reviewed and approved by: _____ 9/22/16

Sean McBride
Executive Director
Metro Transit

Date