

**KALAMAZOO TRANSIT AUTHORITY
LOCAL ADVISORY COMMITTEE
Minutes of November 18, 2015**

Members Present: Pamela Brown Goodacre, Deb Everett, Anna Goodsell, Sam Haywood, Richard Locke, Michelle Moxley, George Ossentjuk, Josh Stephens and Brenda Stubbs

Members Notified Absence: Norma Berry, Vivian Dobbins and Pat Maye

Members Unexcused Absence: None

Transit Authority Board Liaison: Garrylee McCormick, TAB Chairperson

Apple Bus Company Staff: Stephanie Shaw, Transportation Director
Tammy Justice, General Manager

Metro Transit Staff: Richard G. Congdon, Metro County Connect Coordinator
Missy Coulson, Paratransit Specialist

Guests: Oliver Lindsay

I. CALL TO ORDER

The November 18, 2015, Transit Authority Local Advisory Committee was called to order at 2:32 p.m. by Chairperson Dobbins.

II. ROLL CALL

Vice Chairperson Stephens asked if there were any excused or unexcused absences and Vivian Dobbins, Norma Berry and Pat Maye provided notification of their absence. Vice Chairperson Stephens will lead the meeting in the absence of Chairperson Dobbins.

Mr. Haywood made a motion to excuse Vivian Dobbins, Norma Berry and Pat Maye and was supported by Ms. Brown Goodacre. Motion carried unanimously.

III. INTRODUCTIONS

Vice Chairperson Stephens requested each member to introduce themselves as well as the guests.

IV. CHANGES/ADDITIONS TO AGENDA

There were none.

V. PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were none.

VI. ACTION ITEMS

A. Meeting Minutes dated April 8, 2015

The minutes of the Transit Authority Local Advisory Committee meeting dated April 8, 2015, were presented to the Committee for their consideration. There were no corrections conveyed. Metro County Connect Coordinator indicated these were the same minutes that members approved via email for the FY2016 Accessibility Plan Update but that MDOT wanted them to also be approved in the next meeting that was officially held.

Mr. Ossentjuk made a motion to approve the meeting minutes of April 8, 2015, and was supported by Ms. Everett. Motion carried unanimously.

B. Changes to Local Advisory Committee Bylaws

Changes to the Local Advisory Committee Bylaws are being implemented due to the lack of quorums for the 2015 meetings, and the transition of Kalamazoo Metro Transit to the Central County Transportation Authority and/or Kalamazoo County Transportation Authority. They will go before the Transit Authority Board for approval on December 18, 2015.

These changes will include:

1. An extension of LAC member terms (two consecutive to three consecutive)
2. The language for what constitutes a quorum
3. The inclusion of an attendance by telephone policy
4. The transition from oversight by the Transit Authority Board to the Central County Transportation Authority and/or Kalamazoo County Transportation Authority on October 1, 2016

Ms. Pamela Brown Goodacre made a motion to recommend to the Transit Authority Board to make these changes to the Local Advisory Committee Bylaws and was supported by Ms. Stubbs. Motion carried unanimously.

C. Approval of 2016 Meeting Schedule

The 2016 LAC meeting schedule was presented to the Committee. The Local Advisory Committee Meetings are held at 2:30 p.m. on the 3rd Wednesday of every other month beginning in January. They are held at Kalamazoo Metro Transit, 530 N. Rose Street, Kalamazoo, MI.

Ms. Everett made a motion to approve the 2016 Meeting Schedule and was supported by Ms. Stubbs. Motion carried unanimously.

VII. DISCUSSION ITEMS

A. Metro County Connect Update, Stephanie Shaw

1. September & October Reports

Apple Transit Director Shaw started by welcoming the new board members.

She then proceeded to state the Metro County Connect updates. There were increases in the Requests, Total Trips, No Shows, and Cancellations in October. No Shows had increased and Dispatchers are continuing to work educate the riders on the cancellation policy. No Show letters are also sent to passengers. There were 1,424 more requested rides and completed rides in October; that is an 8% increase. In 2014, Metro County Connect had an annual total of 123,921 trips; if the trend continues, we will be ending 2015 near 156,346 total trips; nearly a 25% increase. These increased trips are done with same number of staff and equipment from 2014.

Apple Transit Director Shaw said that with the current growth, infrastructure has caused a slow down due to internet and new staff. Apple Bus Company is training new staff and adding T-1 lines for data increase. That way, when adding on Sunday and late evening service the staff and internet will be in place. The additional staff and T-1 lines will resolve these issues.

2. Metro County Connect 3rd Quarter Report

Metro County Connect Coordinator Congdon stated that ADA trips totaled 6,766 in October, which is more than the entire year of 1995's service. Metro County Connect Coordinator Congdon stated that October broke several Metro County Connect records such as number of trips, requests, miles, hours and revenue. It was the first time Metro County Connect broke the 14,000 trips record with 14,340 trips taken.

B. Community Service Van Report, Missy Coulson

Community Service Van Coordinator Coulson reported the following: Revenue Hours were up 67.8%; Passenger Miles up 19.46%; Passengers Transported up 16.5%. Currently, there are 37 agencies that utilize the Community Service Van Program, which include 128 certified drivers. Each driver is required to attend eight hour of training and a two hour refresher course every year after.

Metro County Connect Coordinator Congdon asked that the program guidelines be conveyed for the new board members. Community Service Van Coordinator Coulson told the Committee that the Community Service Van Program is a Specialized Service sponsored by the Michigan Department of Transportation that Metro Transit allows approved agencies to use provided vans for customer trips at no cost to the agency. Vehicles can travel up to 60 miles within Michigan from Kalamazoo to transport elderly and/or individuals with disabilities. There are 10 vans in this program; eight are housed here at Metro Transit, one is in Vicksburg at South County Community Services, and one in Portage at the Portage Senior Center. All vans are ADA compliant.

If anyone would like additional information, or an application, contact Community Service Van Coordinator Coulson.

VIII. INFORMATION ITEMS

A. Program Updates, Metro County Connect Coordinator Congdon

Metro County Connect Coordinator Congdon announced that the countywide millage passed in August and will go into effect in the fall of 2016. This will help fund Sunday service and later hours for the fixed route system and Metro County Connect; Metro County Connect will begin Sunday service on February 7, 2016.

Metro County Connect Coordinator Congdon informed the Committee that a letter would be sent after the first of the year to all Committee members soliciting members to serve as officers and to sit on the Nominating Subcommittee. Current officers are: Vivian Dobbins, Chairperson; Josh Stephens, Vice Chairperson; and Pat Maye, Secretary. The Nominating Subcommittee is: Pamela Brown Goodacre; Vivian Dobbins; Pat Maye; and Josh Stephens. If anyone is interested in serving as an officer, or on the Subcommittee, please speak with Metro County Connect Coordinator Congdon.

IX. MISCELLANEOUS COMMENTS

There were none.

XI. PUBLIC COMMENTS

Mr. Ossentjuk asked about the new Bylaw about calling in. Metro County Connect Coordinator Congdon stated it would be like a conference call and the person would be part of the live meeting.

Ms. Stubbs asked if she was included in the new Bylaw regarding the term limits. Metro County Connect Coordinator Congdon stated that she was.

Ms. Brown Goodacre welcomed the new members. She also questioned the fare structure and asked if and how it could be reduced. Apple Transit Director Shaw reviewed the eligibility for reduced fare and shared the cost with and without a reduced fare. Metro County Connect Coordinator Congdon then conveyed that the fares are greatly subsidized by Metro Transit and the cost of a one-way trip averages \$20.00.

Ms. Moxley continued with the fare conversation. She shared concerns from the public regarding the expense for people traveling daily. The cost adds up and makes financial hardship for many. She has heard of some individuals that would like to use service, but can't afford to use it. Ms. Moxley asked who would the public need to speak with about the eligibility for reduced fare. Apple Transit Director Shaw stated that everyone needs to have some type of transportation budget such as a personal vehicle, public transit, taxi or ambulance. Metro County Connect fares range from \$3.00 - \$12.00; whereas some transportation can cost up to \$70 per trip. Jackson, Michigan is cancelling service in the rural area due to cost. So a fare of \$3.00 - \$12.00 is a reasonable cost.

Ms. Moxley wanted to know who they speak with for reviewing the fare structure and Metro County Connect Coordinator Congdon said they could call him. ADA Paratransit fares can be double the fare for the fixed route service. However, when the ADA service and countywide service were combined forming Metro County Connect, Metro County Connect Coordinator Congdon suggested that the fare be \$3.00 for all riders traveling in the ADA service area. That suggestion was denied and the fare structure that is currently in place was created. This policy can be addressed again.

TAB Chairperson McCormick welcomed the new members and formally announced the admiration for all drivers; drivers are not given enough credit for the work they do. He continued to state how the Community Service Van Program is an asset to the community.

Mr. Haywood requested a copy of his eligibility requirements and certification letter. Metro County Connect Coordinator Congdon stated he would send him a copy.

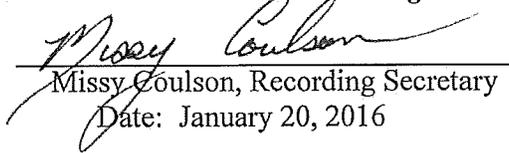
Mr. Locke would also like to see requirements and guidelines for the board. Metro County Connect Coordinator Congdon stated he would update the Local Advisory Committee Resource Manual and get copies to all of the Committee members.

XII. ADJOURNMENT

There being no further business to come before the Transit Authority Local Advisory Committee at their meeting of November 18, 2015, Vice Chairperson Stephens adjourned the meeting by consensus.

The meeting was adjourned at 3:12 p.m.

NOTE: *Formal Transit Authority Local Advisory Committee approval of these minutes will be recorded at the next scheduled meeting.*


Missy Coulson, Recording Secretary
Date: January 20, 2016