

KALAMAZOO TRANSIT AUTHORITY BOARD MEETING

Minutes of June 24, 2016

Members Present: Chairperson Garrylee McCormick
Lynn North
JJ Meddaugh
Connie Micklin

Excused Members: Ken Jones

Unexcused Members: None

City Commission Liaison Present: None

Staff Members Present: Sean McBride, Executive Director
Joan Melekian, Administrative Support Coordinator
Kathy Schultz, Special Projects Coordinator

Others Present: Megan Arndt, KATS

Chair Garrylee McCormick called the meeting of the Transit Authority Board of Directors to Order at 8:15 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: none

Issues / Items for City Manager / City Commission:

- Service Agreement to continue bus service to Texas Township/KVCC. This agreement was approved and signed by all four (4) entities and required City of Kalamazoo approval to continue service throughout the duration of the service contract. This service agreement is in effect for five (5) years – the duration of the current millage.
- Transfer of grant responsibility with the Michigan Department of Transportation (MDOT) from the City of Kalamazoo to the Central County Transit Authority (CCTA) beginning October 1, 2016. Approved by both the City and CCTA and soon to be approved by the State of Michigan.

(cont.)

Action Items:

a. Meeting minutes of April 22, 2016: Motion for approval of the minutes as presented made by JJ Meddaugh, supported by Lynn North. Motion carried unanimously.

b. Income & Expense Statement for May 2016: Motion for approval of the I & E Statement made by JJ Meddaugh, supported by Lynn North. Motion carried unanimously.

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

a. Diesel Fuel Report

b. / c. Public Safety Report / Draft Agreement: Sean McBride stated that this agreement had been reviewed by Clyde Robinson, City Attorney, CCTA Attorney and several members of the Public Safety Department. The structure of the agreement is similar to that being currently used by KPS and Bronson Hospital. At this time, Sean asked the board for any questions/comments they might have:

Garrylee McCormick asked what the comment “back fill the position with undesignated KDPS officers” meant as it pertains to the agreement? Sean responded that there are currently 2 officers staffed at the KTC most days from 8 a.m. to 8 p.m. (or a similar 12 hour shift). One officer each day, 2 days a month on a Monday there are no officers there and 2 days a month that staff 2 officers. What that “back fill the position...” term refers to is that officers have vacation time, training time, etc. which leaves officers not on site at the KTC and gives Metro Transit (CCTA) the option to request the vacancy be filled in their absence. If backfilled, this would be an additional cost to the system above and beyond what is outlined in the contract. Sean continued that the base shift for these officers would be 10 a.m. to 10 p.m. with flexibility to reassign shifts anywhere from 9 a.m. to noon. Sean also noted the importance of having a visible presence at the KTC relatively early in the morning.

JJ Meddaugh questioned the portion of the agreement which stated the officers could ride on the buses and monitor routes for an hour or so. Although they are not currently doing that with any regularity unless there is a special operation / request, they would be fulfilling that request if needed.

Coverage area in the agreement has been outlined as within one (1) block of the KTC but also recognizes that at times for various reasons, the officers on duty may need to travel outside that specified area. Officers assigned to the KTC could potentially be called into service at Bronson Park, for example, but the expectation is that they would not be the *first* responders to be called to those areas outside the one block perimeter outlined in the agreement.

d. Public Transit Millage Election: Occurred May 3, 2016 and passed county-wide by a vote of 58% yes 42% no to fund Metro County Connect (MCC) and the Community Service Van Program (CSV).

e. – h. Promotional Campaigns

- Overview of the Dump the Pump Campaign held on June 16, 2016 was presented
- Bronson Pilot Program: Kathy Schultz, Special Projects Coordinator stated that the Bronson Bus to Work Program was started on June 6, 2016. This pilot program gave Bronson employees fifty (50) passes to utilize the transit system to and from work. Of the 50 passes provided, 37 participants have used them at 144 trips in a two week period beginning Monday, June 20th. This is an average of 20-25 trips per day. This pilot will run through the end of August at which time continuation of this service will be discussed.

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- Bus Stop Enhancements: Kathy continued that the East Main corridor bus stops are now all ADA Accessible. The City of Kalamazoo as well as the Road Commission worked together to install the curb cuts as well as the landing pads. The Kalamazoo County Road Commission will be working on the 9th Street project which begins later this month and into September and will improve stops along Stadium Drive to I-94. Working with the City of Kalamazoo Planning Department – there is an opportunity to utilize approximately \$300,000 worth of HUD monies to do bus stop / shelter improvements in core neighborhoods in downtown.
- Additional efforts for bus stop shelters and signage: Sean McBride reported that we have sent out requests for proposals (RFP's) on pricing for new shelters and finalizing our grant application with FTA for around \$70,000 to fund the purchase of these shelters. Future placement of these signs and shelters are currently being reviewed by FTA and will help guide us to proper placement of these shelters. In previous years, the approximate cost of these shelters was \$4,500 per shelter and an additional \$1,500 for labor such as pouring concrete, etc.
- Service Enhancements: Kathy Schultz presented an overview of the upcoming service enhancements going into effect September 6, 2016. Hand out was included in meeting packet.
- Route Committee met earlier in the week to draft outreach materials with the hope that these would be finalized and ready for roll out in the coming weeks. Kathy also noted that community outreach opportunities were being planned within the community. This would include some of the "Lunch Time Live" events at Bronson Park and having a presence at the local farmer's markets. Route changes and additional information regarding route and service changes should be posted on our website as well as our buses by July 10th with outreach campaign following soon after. Public events, open houses, radio ads and social media will be ready for roll out by that point as well.

Board member JJ Meddaugh questioned whether or not it was possible to somehow differentiate bus stop signs from other signs around and near bus shelters for those visually impaired who may be using public transit. Kathy Schultz stated there had been previous discussions on "identifiers" in the past and that Google had been doing some research and focusing efforts on implementing more tactile identifiers at bus stop signs. Although we are currently working on some bus stop sign improvements, it is still a work in progress over the next year. Open discussions and exchanges of ideas are always welcome. JJ added that although some iPhone apps do assist with GPS coordinates, more defined naming of bus stops for clarification and accuracy would be a much appreciated update as well.

Information Items: the following reports were provided for the Board

Ridership Report – May 2016

Wheelchair Lift/Ramp Incident Report – May 2016

WMU Student Ridership – May 2016

Demand/Response Monthly Summary Report – May 2016

(cont.)

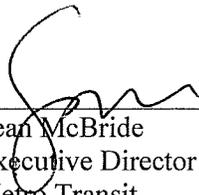
Miscellaneous Comments made by the Board: None

Public Comments: Megan Arndt, KATS commented that she had attended the Livable Communities Conference earlier this week with a presentation about their lack of public transit and used Metro Transit's information for ridership opportunities but was disappointed that the presentation did not highlight or focus on the already updated and upcoming enhancements to bus stops.

Adjournment - TAB meeting was adjourned by Chair Garrylee McCormick at 8:52 a.m.

Minutes transcribed and presented by Joan M. Melekian

Reviewed and approved by:



Sean McBride
Executive Director
Metro Transit

7/22/16

Date