

Minutes

Kalamazoo County Transportation Authority

September 14, 2009

Place: Room 204, County Administration Building
Time: 5:30 p.m. –7:08 p.m.
Others Present: Lisa Bradshaw, Dale Hein, Blaine Lam, Ron Lambe, Gabrielle Russo, Bill Schomisch, Jon Start, Jack Urban, Lori Pyatt

Chairperson Teeter called the meeting to order.

1. ROLL CALL

Members Present: Diane Kempen, Terry Kuseske, Greg Rosine, Char Sumney, Linda Teeter, Jan VanStratt, David Worthams.

Members Absent: Paul Ecklund, Jack Mekemson

A quorum was present. A motion to excuse Mr. Ecklund was made, supported and approved. It was noted that Mr. Mekemson had not yet arrived, and that he had not sent any notification that he'd be absent that evening.

2. REQUEST FOR APPROVAL OF AGENDA

“GPS/Intelligent Transportation System Project” was added as C under agenda item 13) Report from the Transportation Director. A motion to approve the agenda as amended was made, supported and approved.

3. REQUEST FOR APPROVAL OF MINUTES FROM AUGUST 10, 2009

A change was made regarding Ms. VanStratt's absence; it was noted that she had given notification of her absence just prior to the meeting. A motion to approve the minutes as amended was made, supported and approved.

4. APPROVE 2009 BUDGET ADJUSTMENTS

Mr. Kuseske, Chairperson of the Budget Review Committee, addressed the main adjustments that would be made under the Legal Services, Contractual Services, Marketing, and Contingency line items. The other adjustments were minor. (The document will be on file with the minutes.) Ms. Bradshaw stated that the Revenue Section would also be adjusted to reflect collections from the millage that had passed, which decreased the need for Carryover usage. Mr. Hein added that, other than Election and Audit Costs, overall the expenditures were less than expected.

A motion to accept the 2009 Budget Adjustments was made by Mr. Worthams, and supported by Mr. Kuseske. The roll call vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

5. APPROVE 2010 BUDGET

A motion to adopt the 2010 Budget was made by Mr. Kuseske, supported by Mr. Worthams. Lisa Bradshaw said that the increase to Kalamazoo County Transportation Services was due to the new MetroVan coverage, and she added that the MetroVan expenses were only for the last three quarters of FY 2010; the other increases were due to inflation.

Mr. Hein stated there may be unknown costs, which would be covered by the Contingency line item.

The roll call vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

6. CONTRACT TERMINATION WITH PRIDECARE

Mr. Schomisch gave a brief overview of the bid process which led to an agreement with a new vendor. The actual start up date for Apple Bus Company to take over demand/response was November 2, 2009. Before the Board was a request to terminate the contract with the previous provider.

A motion to approve the letter to terminate services provided by Pride Ambulance was made by Mr. Kuseske, and supported by Mr. Rosine.

KCTA legal counsel had reviewed the letter, and after approval, the letter was to be hand delivered to Pride Ambulance Company. Mr. Schomisch stated the city would not have to formally approve the letter, because it was the KCTA's responsibility to terminate the contract.

The roll call vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

7. CONTRACT EXTENSION WITH DALE HEIN

Chairperson Teeter explained that both the contract extensions before the Board were through September 30, 2009.

A motion to adopt the resolution extending the employment agreement with Dale Hein was made by Mr. Worthams, and supported by Ms. Kempen.

Discussion ensued regarding the length of the contract extension in light of the needs of the KCTA over the next year; these needs would be more fully known after the November election. Ms. Sumney was concerned that two board members were absent and suggested that the vote be postponed until all members could discuss the issue. Chairperson Teeter said that a decision needed to be made that evening in order to allow finance to continue paying the staff. It was decided to extend the contract to January 12, 2010, the day after the annual meeting. It was also decided to adjust the wording to reflect an annualized salary.

A motion was made and supported to amend the resolution to extend the contract to January 12, 2010. The motion passed by a voice vote.

A motion was made and supported to amend the resolution to add the word 'annualized' to describe the payment structure. The motion passed by a voice vote.

The roll call vote to approve the resolution to extend the employment contract with Dale Hein, as amended, was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

8. CONTRACT EXTENSION WITH LORI PYATT

A motion was made by Mr. Worthams and supported by Mr. Rosine to adopt the resolution extending the contract with Ms. Pyatt. Discussion ensued on the length of the contract extension.

A motion to amend the resolution to extend the contract to January 12, 2010 was made and supported. The motion passed by a voice vote.

The roll call vote to approve the resolution to extend the employment contract with Lori Pyatt, as amended, was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

9. APPROVE AGREEMENT WITH BDO SEIDMAN FOR 2009 AUDIT

Mr. Hein explained that the cost would be at a flat rate as opposed to hourly. A motion to approve the agreement with BDO Seidman for the 2009 Audit was made by Mr. Kuseske, and supported by Mr. Worthams. It was also noted that the cost included the presentation of the audit report to the Board. The roll call vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

10. APPROVE POLICY CHANGES

Mr. Hein explained that the changes were due to the past Fiscal Year change and the recent adoption of the Budget Review Committee Policy. (The policy changes were briefly described on an individual basis.)

A motion to approve the changes to “**Policy 2.02.00: Executive Committee Policy**” was made by Mr. Worthams and supported by Mr. Kuseske. The voice vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

A motion to approve the changes to “**Policy 3.02.00: Legal Counsel**” policy was made by Mr. Worthams and supported by Mr. Kuseske. The voice vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

A motion to approve the changes to “**Policy 4.01.00: Administrative & Financial Oversight**” policy was made by Mr. Worthams and supported by Ms. VanStratt. The voice vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

A motion to approve the changes to “**Policy 4.02.00: Budget Approval**” policy was made by Mr. Worthams and supported by Mr. Kuseske. The voice vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

A motion to approve the changes to “**Policy 4.02.01: Budget Adjustment**” policy was made by Mr. Worthams and supported by Mr. Kuseske. The voice vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

A motion to approve the changes to “**Policy 4.03.00: Fiscal Year and Annual Reports**” policy was made by Mr. Worthams and supported by Ms. VanStratt. The voice vote was as follows:

Ayes: All Present Nays: None Absent: Ecklund, Mekemson

The motion carried.

11. BLAINE LAM PRESENTATION – VISIONING UPDATE

Mr. Blaine Lam, of Lam and Associates, gave an update of the visioning process:

-the project was named “Transit Talk”

-the website was called kalcountytransittalk.com

-the response to the mailing of 100 letters to area organizations had been positive

-the process of communicating with the Board to lead some of the community discussions would begin in the near future

-presentations would be tailored to the amount of time that is allocated by the organizations

-post cards and business cards would be printed to hand out or mail

-Mr. Lam would still meet weekly with Mr. Hein

-it was important to make a distinction between the visioning project and the current millage effort by the City and Metro Transit; this would be done by focusing mainly on organizations outside the City until after the November elections

Mr. Lam hoped the Board members would be involved in making the presentations, and handed out samples of the cards. Presentations scheduling could begin the next day.

12. COMMUNICATIONS

There were no communications to report.

13. REPORT FROM TRANSPORTATION DIRECTOR

A. Demand/Response Agreement with Apple Bus Co. –

Mr. Schomisch explained the reasons for awarding Apple Bus Company a three- year contract for \$7,889,100 per year (with a possible two-year extension). Metro staff had analyzed the bids and companies in areas such as financial management, ability to handle the size of the system, and customer service. The manager Apple Bus would bring in for the transition had 10 years of experience. Apple Bus expected to hire 90% of the employees at current pay rates (yet their goal was to pay more than current rates). The fleet would increase under the new program, which would increase the reliability of the fleet. Apple Bus had made an offer on a local building. The winning bid was around the same amount as the current contract with Pride Ambulance Company. Furthermore, Apple Bus would hire two full-time mechanics and a full-time cleaner. Metro would continue to certify individuals as ADA. The transition would happen on November 2, the same day that a computerized scheduling package would be rolled out.

Mr. Worthams stated that, since many of the dollars would stay local, it sounded like a good bid process to him.

B. Fare Increase Update and Timeline –

A 30-day public notice would be in the paper for requests to hold a public hearing regarding fare increases. He went over the various reasons for considering fare increases. He indicated that when diesel prices went up in 2008, even riders had suggested fare increases in order to keep services from being cut. (Ms. Kempen said she had received the same type of feedback from some riders.)

The proposal would go before the city commission on November 16th. Since this was after the election, Mr. Schomisch said it would be his job to make the new commissioners aware of the fare increase issue.

Mr. Schomisch briefly covered subscription rates. He would hope to implement the fare changes on Monday, January 4, 2010. Additionally, the new Electronic Registering Fareboxes could be installed by then, which would keep people from misusing transfers and would reduce fraud. Mr. Schomisch then covered the possibility that Metro could buy into DHS's income-based bridge card program to allow very low income citizens to buy tokens at \$1.25.

Mr. Rosine asked what the KCTA's role was in the entire fare increase process. Mr. Schomisch stated, that since the grant recipient status hadn't changed, the City was required to vote on the fare increase, but he would value input from the KCTA. Chairperson Teeter asked to have the issue placed on the next agenda.

C. Intelligent Transportation System / GPS Project –

Mr. Schomisch stated that he had received some public feedback after the newspaper article on the GPS system. He added that all transit systems had been requested by the FTA to look into their capital project programs and to move projects forward using stimulus dollars. (These funds could not be used for operations, only capital projects.) He then listed the advantages of having the GPS system, including helping meet ADA requirements. The information would go out in more detail in the newspaper and in Metro's next business news mailing. The project consultant contract would go before the City Commission the following Monday.

Mr. Schomisch stated that a driver had come in to let operations managers know that the KVCC route was consistently over crowded. A 'kicker bus' would be added to that route.

In response to a question by Ms. Sumney, Mr. Schomisch stated that, during the operational analysis, allowing the KVCC routes to extend to Texas Corners would be looked at.

14. PROJECT MANAGER REPORT

Mr. Hein summarized his report (a copy will be on file with the minutes). He had been busy with the following:

- A. Finalizing the 2009 Budget Adjustments and working on the 2010 Budget
- B. Researching P.A. 196 and the possibility of levying two millage rates under one authority
- C. Developing the public awareness process with Lam and Associates
- D. Finalizing the PTHS Coordinated Plan

15. COMMITTEE REPORTS

- A. Executive – Chairperson Teeter referred to the notes from the latest Executive
- B. Budget Review – Mr. Kuseske stated the Committee had worked on the 2009 Budget Adjustments the previous month.
- C. Public Transit/Human Services – Mr. Hein stated that Board members Mekemson, Ecklund and VanStratt, as well as others from area agencies, had been involved in drafting the Coordinated Plan. The larger task force would meet the following Thursday, and then the finished document would go before the Board in the next couple of months.

16. NEW BUSINESS

There was nothing to report.

17. OLD BUSINESS

There was nothing to report.

18. CHAIRPERSON'S REPORT

Chairperson Teeter let the Members know that the second meeting in September was cancelled, and the first October meeting would be a formal business meeting.

19. CITIZENS' TIME

Ron Lambe, Co-Chair of Friends of Transit, congratulated the Board on extending the staff contracts, and said he hoped the Viewpoint article would help the public more fully understand how federal funds could be spend. He felt the fare increase was tremendously important in order to share the burden, and that it was important to let the public know fare increase would take place during the election cycle.

Jack Urban, Friends of Transit, encouraged the Board to keep their vision alive for having one unified system— one millage under one Authority county-wide, especially since the Kalamazoo was becoming more metropolitan.

20. MEMBERS' TIME

Chairperson Teeter asked Mr. Hein to add an update on the Attorney General's response on changing P.A. 196.

21. ADJOURNEMNT

The meeting was adjourned at 7:08

KCTA Chairperson

KCTA Secretary