



**KALAMAZOO AREA TRANSPORTATION STUDY
POLICY COMMITTEE
MEETING OF FEBRUARY 24, 2010**

The February meeting of the Kalamazoo Area Transportation Study Policy Committee was called to order at 9:00 a.m. at the Kalamazoo County Road Commission lower level conference room. Meeting attendance was recorded on the sign-in sheet.

MEMBERS PRESENT

Tom Swiat, Jr., (Chair), Dave Anderson, Dennis Berkebile, Deb Everett, Carol Fricke, Rob Heasley, Tim Hudson, Linda Kerr, Jack Mekemson, Pete Pfeiffer, Lee Philport, Claudette Reid, Ron Reid, Susan Richardson, Greg Rosine, Karen Siegwart, Jeff Sorensen, Don Ulsh, Jack Urban, and Bob Vlietstra.

MEMBERS ABSENT

Jeff Bither, Allan Bussema, Dan DeVries, and Phyllis Simmons.

OTHERS PRESENT

Lew Bashaw, Carla Benison, John Byrnes, Dale Hein, Joanna Johnson, Bill Schomisch, Frank Szopo, Kathy Schultz, Jon Start, and Steve Stepek.

MINUTES OF THE JANUARY 20, 2010 MEETING

Motion by the Policy Committee, “*to approve the minutes from the January 20, 2010 meeting.*” Motion approved.

TECHNICAL COMMITTEE REPORT

Jon Start reported on the February 11th Technical Committee meeting. The committee recommended Policy Committee approval of nine Transportation Improvement Program amendments. They heard reports on the FY 2011 - 2014 TIP development, the 2035 Transportation Plan, and Jobs for Main Street legislation. Reports were also provided on road projects, public transportation, and land use.

CITIZENS COMMENTS - None

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

Nine amendments were brought before the Policy Committee for action. The following additions were requested:

Fiscal Year	Responsible Agency	Project Name	Limits	Federal Cost (\$1000s)	Federal Fund Source	State Cost (\$1000s)	State Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Cost (\$1000s)	MDOT Job No.
2010	Metro Transit	Community Ridesharing	01-01-10 through 12-31-10	39	CMG					39	109568
2010	MDOT	I-94	East of Portage Road to west of Sprinkle Road Preliminary Engineering	286	HPSL	56	M	8	CITY	350	105886
2010	MDOT	I-94	East of Portage Road to west of Sprinkle Road Right of Way	41	HPSL	8	M	1	CITY	50	105886
2010	MDOT	I-94	East of Portage Road to west of Sprinkle Road Substructure	82	HPSL	16	M	2	CITY	100	105886
2010	MDOT	Kilgore Road/WB I-94 Ramp	East of Lovers Lane to east of Portage Road Preliminary Engineering	286	HPSL	56	M	8	CITY	350	105885
2010	MDOT	Kilgore Road/WB I-94 Ramp	East of Lovers Lane to east of Portage Road Right of Way	41	HPSL	8	M	1	CITY	50	105885
2010	MDOT	Kilgore Road/WB I-94 Ramp	East of Lovers Lane to east of Portage Road Substructure	82	HPSL	16	M	2	CITY	100	105885
2010	Kalamazoo	Mill Street	At Vine, Crosstown Parkway, and King Highway 5 signals	720	CMG					720	105969
2010	Kalamazoo	Rose Street	At Vine, Walnut, Cedar, Lovell, South, Water, and North streets ITS upgrade and interconnect	300	CMG			120	CITY	420	109571

The I-94 projects added to the FY 2010 element of the TIP will allow MDOT to start planning for the next section of construction. Currently, MDOT has not identified construction funding for this next phase.

The CMG (Congestion Mitigation Air Quality) projects were submitted last year to MDOT and were recently announced for funding.

Motion by the Policy Committee, “*to approve the amendments to the FY 2008 - 2011 Transportation Improvement Program.*” Motion approved.

Jon Start informed the committee that legislation is currently going through Congress for a possible second stimulus package. Jobs for Main Street has not passed but is expected to be completed in early March. MDOT has informed the MPOs that they do not want to have any projects amended into the Transportation Improvement Program at this time. Jon noted that if the bill passes as it is written, there may be a 90 day turn around for getting projects under contract. This is a more aggressive time schedule than the American Reinvestment and Recovery Act (ARRA). He met with the local road agencies and has a draft list of projects that will be going to the Technical Committee and Policy Committee in March. Projects were also submitted by the City of Parchment, the Village of Schoolcraft, and the Village of Richland. The projects will be put in the Transportation Improvement Program as illustrative (unfunded) at this time in case funding becomes available. This will allow KATS to advertise the jobs to the public for the public input portion of the TIP.

The comment cards were mailed to the property owners along proposed projects in the FY 2011 - 2014 Transportation Improvement Program. KATS will be reviewing the comments and passing them along to the road agencies as well as the Policy Committee members. Information is available on the KATS website (www.KATSmopo.org). The May Policy Committee will be a public hearing on the FY 2011 - 2014 TIP. This will allow any changes discussed on the document before its submission to MDOT by July 15th.

PURCHASING POLICY PROPOSAL

Jon Start reported that he developed a proposed purchasing policy for KATS to be used for expenditures. He noted that the Policy Committee adopts the budget for KATS in July of each year and in that budget, items such as salaries, benefits, supplies, and other items are identified. The proposed purchasing policy would:

Proposed Purchasing Policy

At the adoption of the annual Unified Planning Work Program (UPWP), the Policy Committee takes separate action to pre-approve the following expenditures for the fiscal year covered by the UPWP:

- Salary*
- Benefits*
- Insurance
- Utility costs, internet services and web costs
- Office rental
- Web traffic count annual license renewal
- TRANSCAD and ESRI annual licenses

**This approval does not commit the Policy Committee to the retention of staff as listed in the UPWP for the entire fiscal year.*

The Policy Committee give the Executive Director authority to approve purchases of supplies and services not involving formal proposals and contained in the categories listed in the UPWP up to \$1,200 per occurrence for supplies, conferences, training, and computer replacement.

The Policy Committee will authorize payments to consultants for work done under contracts approved in advance by the Policy Committee.

In no case can expenditures be approved by the Executive Director for items or services not included in the approved UPWP. The total budget contained in the UPWP cannot be exceeded.

Jon noted that another option to explore would be setting up an executive committee that would approve expenditures prior to the Road Commission meetings where checks are approved for KATS.

It was recommended that the \$1,200 spending limit be increased to \$2,000 per occurrence.

Motion by the Policy Committee, ***“to adopt the Purchasing Policy as presented with a \$2,000 spending limit per occurrence.”*** Motion approved.

Jon Start noted that the committee will be asked to take action at the March meeting to cover the remainder of 2010 expenditures.

RECOMMENDATION ON BILL PROCESSING

Staff met with the Road Commission staff to discuss the bill processing through the Road Commission. Both staffs have worked to expedite payments in order to prevent late fees. The Road Commission has been the holder of funds for KATS for a number of years. KATS is paid interest on money being held by the Road Commission and when necessary, pays interest to the Road Commission when KATS funds are low in the KATS account. Jon Start noted that he is working with the Road Commission staff to determine the impact to KATS should funds be held separate from the Road Commission. He did not have a specific recommendation at the meeting.

KATS FUNDS WITH THE KALAMAZOO COUNTY ROAD COMMISSION

As noted under the Bill Processing agenda item, KATS staff, along with the Road Commission, are looking at the benefits and disadvantages to having accounts with the Road Commission. There may be impacts to staff benefits and pensions as well as the processing of payroll and checks. He will keep the committee updated on the discussions.

KATS FINANCIAL ACTIVITIES AND FIRST QUARTER REPORT

A copy of the Balance Sheet dated December 31, 2009 and the Transaction Report for October - December, 2009 was provided to the committee via email. Staff distributed the January, 2010 transactions at the meeting. After some discussion and clarification on the October - December report, the committee decided that they would like to see the quarterly spending vs. the annual budget outlined. This would also show the percentage of the total budget. They also requested a check registry for the quarter.

Motion by the Policy Committee, “*to direct staff to produce an expense to budget report quarterly along with a check registry by vendor and date for each quarter.*” Motion approved.

2035 TRANSPORTATION PLAN STATUS

MDOT has the information from KATS staff to complete the deficiency findings for the 2035 Transportation Plan. There may be a delay in receiving the output due to conversions in the program MDOT is now using. Jon Start reported that he plans to start meeting with the agencies to talk about possible projects for the plan document using the 2030 Transportation Plan as a base.

PUBLIC TRANSPORTATION

Jack Mekemson reported that the next Kalamazoo County Transportation Authority (KCTA) meeting will be March 8 in Vicksburg. The committee will be hearing a report on the demand response portion of the recently completed Comprehensive Operations Analysis report. He noted that the committee is also working on the millage amount to be levied for 2010 and will have it finalized by the end of April.

Bill Schomisch noted that the Comprehensive Operations Analysis report will be presented at the Transit Authority Board meeting Friday, February 26 at Metro Transit. He recently attended a meeting of public transportation agencies and handed out a list of bipartisan gas tax bills that were recently introduced. He also noted that the meeting originally scheduled for Monday, February 29 with the MDOT Transportation Committee will be rescheduled since it was cancelled due to bad weather.

OTHER NEW BUSINESS

Don Ulsh thanked the Road Commission for hosting the Speed Limit workshop recently.

Pete Pfeiffer reported that work on Westnedge Avenue at I-94 will begin again March 26. On April 5, they are looking to shift traffic on I-94, depending on the weather. There is a Twitter account for project updates as well as updates coming from Jim Woods with MDOT.

ADJOURNMENT

There being no further business, Chairperson Swiat adjourned the meeting at 10:01 a.m.