



**KALAMAZOO AREA TRANSPORTATION STUDY
POLICY COMMITTEE
MEETING OF JANUARY 20, 2010**

The January 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, Jeff Bither, Alan Bussema, Dan DeVries, Dave Healy, Rob Heasley, Libby Heiny-Cogswell, Tim Hudson, Jack Mekemson, Lee Philport, Ron Reid, Susan Richardson, Karen Siegwart, Phyllis Simmons, Jeff Sorensen, Don Ulsh, Jack Urban, Terry Urban, and Bob Vlietstra.

MEMBERS ABSENT

Carol Fricke and Greg Rosine.

OTHERS PRESENT

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

MINUTES OF THE DECEMBER 16, 2009 MEETING

Motion by the Policy Committee, ***“to approve the minutes from the December 16, 2009 meeting.”***
Motion approved. One abstention.

TECHNICAL COMMITTEE REPORT

Jon Start reported that the Technical Committee did not meet in January due to a lack of agenda items. They were notified of the submitted Tier 2 American Reinvestment and Recovery Act (ARRA) projects and the TIP amendment request by Metro Transit.

CITIZENS COMMENTS - None

CHANGES OR ADDITIONS TO THE AGENDA

Motion by the Policy Committee, ***“to approve the agenda for the January 20, 2010 meeting as presented.”*** Motion approved.

FY 2009 AUDIT REPORT

Aaron Stevens from Abraham & Gaffney, P.C. was in attendance to report on the FY 2009 audit of the Kalamazoo Area Transportation Study financial information. After his review, he determined that KATS is in good financial position again after FY 2009. In his final report, he noted that there were minor errors in the data entry for the financial reports but found the errors minor to the overall financial picture of KATS. He wanted the Policy Committee to examine the process for approving expenditures for KATS (i.e. supplies, equipment, etc.). Currently the Policy Committee approves a budget in July which holds for the fiscal year. The Executive Director authorizes payment of bills, and the bills are processed through the Kalamazoo County Road Commission. Mr. Stevens stated that typically the governing body approves expenditures for the agency. In the bylaws for the Policy Committee, the Executive Director has authorization to pay bills. The bills are taken through the Road Commission's process prior to payment.

The Policy Committee discussed how to remedy the need for expenditures to come to the committee. It was recommended that KATS staff provide a monthly report of expenditures for the Policy Committee to take action on. The accounting contract will also be providing a quarterly report to the Policy Committee but will not likely provide detail of what vendors were paid.

Motion by the Policy Committee, ***“to have KATS staff prepare a list of paid bills (expenditures) to the KATS Policy Committee on a monthly basis.”*** Motion approved.

Staff will work with the Road Commission on addressing how to prevent late payment of bills in the future. The suggestion was offered to allow the Executive Director the ability to pay bills up to a certain amount in order for the bills to be paid on time.

The committee requested that the Executive Director develop a policy for having spending authority for presentation at the next meeting.

TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The following amendment was requested by Metro Transit:

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	Public Trans	CY-2010 Operating Assistance	01-01-10 Through 12-31-10	492	5311	979	CTF	6,006	TRAL	7,477	

Additional American Reinvestment and Recovery Act (ARRA) funds were given to Metro Transit (\$59,590). The added funds are reflected in the new total under Federal Cost. The money will allow the reduction in Kalamazoo County Transportation Authority (KCTA) funds in the Local Cost column. The additional funds need to be approved by MDOT and FTA by the end of February. Jon Start noted that the Technical Committee did not take action on this amendment but is aware of the additional funds.

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

The candidate Tier II American Reinvestment and Recovery Act (ARRA) projects were provided to the Policy Committee. To date, no additional funds will be coming to Kalamazoo County for these projects. A bill titled Jobs for Main Street has passed the House and is now in the Senate. If it passes, it will provide additional funds for projects but will have a shorter time frame for getting project materials to MDOT. Right now the agencies are being told to use the same dollar estimate received under ARRA. For Kalamazoo County, that amount was \$4.7 million on the urban road side. Susan Richardson noted that less than \$100,000 is available in the rural ARRA program statewide. The Technical Committee will be discussing the Tier II projects and Jobs for Main Street projects in order to be prepared in case additional funds become available.

PUBLIC TRANSPORTATION

Bill Schomisch handed out the Manager's report to the Policy Committee. He noted that there was a drop in ridership for FY 2009 by 3.6%. The national average was 3.9%. On January 11, the consultant for the Comprehensive Operations Analysis presented the draft findings. The findings are now available online at www.kmetro.com. A draft report will be available soon.

Jack Mekemson provided an Annual Report for FY 2009 for the Kalamazoo County Transportation Authority (KCTA). Several accomplishments were noted including a successful millage campaign in 2009. The KCTA is now working to accomplish the transition from Metro Transit to the KCTA. Mr. Mekemson also noted that the officers remained the same for 2010 (Linda Teeter - Chair; Greg Rosine - Vice-Chair; Jack Mekemson - Secretary)..

OTHER NEW BUSINESS

Jeff Sorensen informed the committee that the Michigan Township Association Golf Outing will be held June 11 at Crestview Golf Course.

ADJOURNMENT

There being no further business, Chairperson Swiate adjourned the meeting at 9:57 a.m.