



**KALAMAZOO AREA TRANSPORTATION STUDY
POLICY COMMITTEE
MINUTES OF JANUARY 30, 2008**

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 from the sign-in sheet.

MEMBERS PRESENT

Dennis Berkebile (Chair), David Anderson, Rob Heasley, Susan Richardson, Jeff Sorensen, Tom Swiat, Jr., Jon Sytsma, Linda Teeter, Don Ulsh, Jack Urban, Terry Urban, John VanDyke, and Pat White.

MEMBERS ABSENT

Gary Allan, Jeff Bither, Alan Bussema, Ron Commissaris, Gary Cramer, Carol Fricke, Tim Hudson, Lee Philport, Dan Pryson, Phyllis Simmons, and Loren Warfield.

OTHERS PRESENT

Darrell Harden, Dale Hein, Tom Hohm, Joanna Johnson, Jack Mekemson, Claudette Reid, Frank Szopo, Kathy Schultz, Steve Stepek, and Jon Start.

MINUTES OF THE DECEMBER 18, 2007 MEETING

Motion by the Policy Committee, “*to approve the minutes of the December 18, 2007 Policy Committee meeting.*” Motion approved.

TECHNICAL COMMITTEE REPORT

Frank Szopo reported on the January 10th Technical Committee meeting. The committee established a Transportation Plan Subcommittee to begin examining elements of the 2035 Transportation Plan and additional information and analysis that could be put in the report. The committee also approved 4 amendments to the FY 2008 Transportation Improvement Program and recommended Policy Committee support. They heard preliminary reports and recommended Policy Committee approval of two 2009 Safety projects that will be submitted to the Policy Committee in February.

CITIZENS ADVISORY COMMITTEE REPORT

The Citizens Advisory Committee met in December and discussed their involvement in the next development of the Transportation Plan.

CITIZEN'S COMMENTS - None

FY 2007 AUDIT

Fred Gardner, from Gardner, Provenzano, Schauman and Thomas, P.C., presented a summary of the Kalamazoo Area Transportation Study FY 2007 financial audit. The fund balance for KATS as of September 30, 2007 was \$140,816, up from \$116,288 at the end of FY 2006. This is due to \$30,000 in advance funding being written off by the City of Kalamazoo and City of Portage. \$15,000 in advance funding is still on the books due to the Kalamazoo County Road Commission. He communicated that KATS will continue to lose funding in the fund balance without reimbursement of audit costs from the local agencies. As of FY 2007, KATS will be splitting the audit costs between the cities of Kalamazoo and Portage, the Kalamazoo County Road Commission, and Kalamazoo Metro Transit (approximately \$2,139 each). He provided the committee with a letter stating concern over having to make \$151,946 in adjustments to the KATS financial records at the end of the audit. These adjustments, in his opinion, could be made by KATS staff prior to the audit. Jon Start noted that he will be working with Kathy Schultz to determine whether these adjustments can be made by staff or if an outside accountant can be brought in to assist in preparing the financial papers for audit.

Mr. Gardner also expressed concern over outstanding receivables from several years ago. He discussed the receivables with Jon Start and noted that if they are not going to be reimbursed back to KATS, they should be written off. Jon Start informed the Policy Committee that \$3,702 in receivables was from when KATS asked for reimbursement for processing UD-10 crash information and \$10,831 was from the local match required for the US-131/US-131BR study completed in 2001. He did not agree to recommend that the \$10,831 should be written off without consultation with the Policy Committee. There was no agreement for paying the \$10,831 to KATS when the study was taking place because at the time, KATS had a significant fund balance. Today, that is not the case. Jon Start noted, too, that before any study is started by KATS in the future, an agreement for payment of cash match will be established so that this does not happen again.

The Policy Committee discussed the amount and recommended that Jon Start develop a methodology for paying the amount back to KATS from the local agencies. The recommendation would be made by the February Policy Committee meeting.

Motion by the Policy Committee, ***“to use the next month to develop an outline of costs per agency to split the \$10,831 due to KATS and to write off the \$3,702 from the KATS financial records.”*** Motion approved.

If there is a decision to get the receivables paid by the local agencies, Mr. Gardner noted that he would edit the final report to reflect that action. Action on the KATS FY 2007 Financial Report will take place at the February meeting.

FY 2008 - 2011 TRANSPORTATION IMPROVEMENT PROGRAM

Four amendments were presented to the Policy Committee for action:

Mosel Avenue - Westnedge Avenue to Kalamazoo River Bridge. Advanced through Local Jobs Today from FY 2009 to FY 2008.

Kalamazoo River Valley Trailway - Segment 1 Gull Road to Mosel Avenue. Enhancement funds are being proposed for this project. Additional segments of the \$6 million dollar construction of the entire trailway will be brought before the committee at a later date. The cost of the segment is \$2,051,000 with 50% being paid by the Enhancement program and the remainder by the Parks Foundation.

S Avenue from South Sprinkle to east urban boundary. The project has received \$375,000 in federal TEDF funds, with total project cost of \$850,000.

I-94 from Lovers Lane east for 1,220 feet: Construction of noise barrier. This is a new project, with federal cost of \$597,240 and state cost of \$58,894.

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

KALAMAZOO COUNTY TRANSPORTATION AUTHORITY

Linda Teeter reported that Richard Atwell has stepped down from the Kalamazoo County Transportation Authority and that she is the new chairperson for the authority. The authority is meeting two times a month and is working to meet the time line for taking over the transit systems in Kalamazoo County on January 1, 2009.

Jon Start noted that KATS will have to authorize grant recipient status to the KCTA in order for them to receive Section 5307 and Section 5311 funds. This action will take place in February.

Jack Urban recommended that the Policy Committee show their support for the KCTA and their desire to expand the Care-A-Van system to match the fixed route system in Kalamazoo County.

Motion by the Policy Committee, ***“to send a letter to the Kalamazoo County Transportation Authority extending the Policy Committee’s appreciation for expanding the Care-A-Van service times in Kalamazoo County.”*** Motion approved.

FY 2009 SAFETY PROJECTS

Two safety projects are being proposed for FY 2009 funding:

- Angling Road at Milham Road: The intersection meets 5 warrants for signal installation. Milham between Oakland and Angling will be widened in 2009 and this project would be incorporated with the widening project. Total project cost: \$300,000; \$250,000 safety.
- Sprinkle Road at G Avenue: The project would include modernization of the signals and left turn lanes. Currently there are a number of angle accidents at the intersection. Total project cost: \$200,000; \$150,000 safety.

Action on the two safety projects, as well as an executive summary of the applications, will be presented at the February meeting.

PUBLIC TRANSPORTATION UPDATE

It was noted that the Kalamazoo County Transportation Authority has an opening on the board. If someone is interested, they need to contact Rebecca Bowling at the Kalamazoo County Board office.

OTHER NEW BUSINESS

Darrell Harden reported that the ISAAC initiative to work with MDOT in creating jobs in transportation is not going to impact funding locally at the MDOT office. More information on the program and its impact will be forthcoming.

ADJOURNMENT

There being no further business, Chairperson Berkebile adjourned the meeting at 10:25 a.m.