



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

The July 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, Jeff Bither, Alan Bussema, Ron Commissaris, Gary Cramer, Carol Fricke, Darrell Harden, Rob Heasley, Chad Meints, Jack Mekemson, Lee Philport, Claudette Reid, Susan Richardson, Phyllis Simmons, Jeff Sorensen, Tom Swiat, Jr., Don Ulsh, John VanDyke, Loren Warfield, and Ron White.

MEMBERS ABSENT

Gary Allan, Dan Pryson, and Jack Urban.

OTHERS PRESENT

Lew Bashaw, John Byrnes, Dale Hein, Michele McGowen, Frank Szopo, Kathy Schultz, and Jon Start.

MINUTES OF THE JUNE 25, 2008 MEETING

Motion by the Policy Committee, “*to approve the minutes of the June 25, 2008 Policy Committee meeting.*” Motion approved.

TECHNICAL COMMITTEE REPORT

Frank Szopo reported on the July 10th Technical Committee meeting. The meeting consisted of discussion regarding the project prioritization process and its incorporation into the development of the FY 2010 - 2013 Transportation Improvement Program. Their next meeting will be held August 14th.

CITIZEN'S COMMENTS - None

LEASE AGREEMENT WITH THE KALAMAZOO COUNTY ROAD COMMISSION

Chairperson Dennis Berkebile turned the discussions over to the Vice-Chair, Jeff Bither, since Chairperson Berkebile is a commissioner for the Kalamazoo County Road Commission.

A copy of the lease agreement, as finalized, was presented to the Policy Committee. The lease includes a 3% increase starting January 1, 2009. The rent will start at \$3,240.00 per year and include utilities and the services of payroll and finance from the road commission. Services that KATS pays for in addition to the lease include paper, long distance faxes, and copies. KATS now has insurance for the space being occupied in the basement. The lease expires in 2013.

Motion by the Policy Committee, ***“to authorize the Vice-Chairperson’s signature on the lease between the Kalamazoo County Road Commission and the Kalamazoo Area Transportation Study.”*** Motion approved.

Chairperson Berkebile resumed chairing the meeting.

FY 2008 AUDIT

The contract with Gardner, Provenzano, Schauman, and Thomas, P.C. expired with the FY 2007 audit. Jon Start has been in discussions with Fred Garner about an extension of the contract through the FY 2008 audit to assist with addressing pre-audit issues identified in the FY 2007 audit. KATS staff will be working to preform pre-audit functions prior to Mr. Garner’s staff performing the audit. The extension will be for one year. After that, KATS will go out for bids for an auditing firm and a possible firm to preform the pre-audit function. It was requested that both KATS staff and Mr. Gardner keep track of pre-audit and audit time to get an idea of breakdown of costs for both functions. Currently, audit costs have been approximately \$8,800 for each year.

Motion by the Policy Committee, ***“to extend the contract with Gardner, Provenzano, Schauman, and Thomas, P.C. for one year.”*** Motion approved. Mr. Start will work with Mr. Gardner on the extension contract.

PROJECT PRIORITIZATION PROCESS

A draft list of factors was distributed to the committee for their review and comment. Jon Start noted that the subcommittee has been meeting regularly and hopes to have the process in place for the start of the development of the FY 2010 - 2013 Transportation Improvement Program. They are working on addressing issues such as truck restrictions and transit project scoring. The subcommittee is looking at projects with federal aid only at this time. The next meeting is August 7 at 9:00 a.m. at the Road Commission.

2035 TRANSPORTATION PLAN

Staff is working to acquire network data from the local agencies in order for MDOT to update the network model for the 2035 Transportation Plan. The 2035 Transportation Plan will be completed by September, 2010.

PUBLIC TRANSPORTATION UPDATE

Carol Fricke reported that ridership is up for Metro Transit and Metro Van. She noted that there currently is a \$300,000 shortfall in the budget due to the high diesel fuel prices that Metro Transit is having to pay compared to what was budgeted. The next Transit Authority Board meeting is August 29 at 8:30 a.m. at Kalamazoo Metro Transit's offices.

Care-A-Van and Metro Van vehicle inspections are currently being completed.

As of July 31, a new loitering ordinance will be in effect at the Kalamazoo Transportation Center. The center will have 2 full-time police officers on site and things such as panhandling, smoking, or loitering for longer than 60 minutes are prohibited.

Jack Mekemson reported that the Kalamazoo County Transportation Authority (KCTA) will be meeting to discuss the millage request on August 11. They are working with the City of Kalamazoo and Metro Transit on the transfer of assets. A rebranding project is also underway to determine the new name and look of the transportation authority.

Dale Hein reported that a lot of policy changes are being worked on currently. Most will be completed when the hand over takes place on January 1, 2009. He anticipated the KCTA to be the designated recipient by January 1, 2009. He also noted that their fiscal year changed from January - December to October - September to match the federal program.

OTHER NEW BUSINESS

A copy of maps that identified the urbanized area and those roads that are eligible for federal road funds were made available to the committee.

ADJOURNMENT

There being no further business, Chairperson Berkebile adjourned the meeting at 9:41 a.m.