

## **KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE MINUTES MEETING OF FEBRUARY 25, 2015**

The February meeting of the Kalamazoo Area Transportation Study Policy Committee was called to order at 9:00 a.m. at Kalamazoo Metro Transit.

### ***MEMBERS PRESENT***

William Adams	Village of Vicksburg
Carol Daly	Village of Mattawan
Marsha Drouin	Richland Township
Paul Dykstra	Ross Township
Michelle O'Neill	Michigan Department of Transportation Southwest
John Gisler	Kalamazoo County Board of Commissioners
Michael Grabbe	Village of Lawton
Beth Griffin	Van Buren Transit
Libby Heiny-Cogswell	Oshtemo Township
Jeff Heppler	Village of Augusta
Al Svilpe	Van Buren County Road Commission
Joanna Johnson	Kalamazoo County Road Commission
Linda Kerr	Texas Township
John Lanum	Michigan Department of Transportation Lansing
Michele McGowen	KATS Citizen Advisory Committee *
Larry Nielsen	Village of Paw Paw
Carl Newton	City of Galesburg
Ann Nieuwenhuis	Comstock Township
Terry Urban	City of Portage
Ron Reid	Kalamazoo Township
Randy Smith	Brady Township
Thomas L. Swiat, Jr.	Prairie Ronde Township
Greg Thomas	Pavilion Township
Don Ulsh-Vice Chair	Schoolcraft Township

### ***MEMBERS ABSENT:***

David Anderson-Chair	City of Kalamazoo
Keith Gunnett	Village of Schoolcraft
Steve Hatch	Village of Richland
Robert Heasley	City of Parchment
Garrylee McCormick	Transit Authority Board
Jack Mekemson	Kalamazoo County Transportation Authority
Greg Rosine	Western Michigan University
Jeff Sorensen	Cooper Township

***OTHERS PRESENT:*** Megan Arndt, Kay Chase, Lee Larson, Sean McBride, Jon Start, Steve Stepek, Jodi Stefforia, Monica Zehner

***CHANGES OR ADDITIONS TO THE AGENDA-NONE***

***APPROVAL OF THE AGENDA***

MOTION by Smith, SUPPORT by Dykstra, ***“to approve the agenda for the February 25, 2015 Policy Committee meeting.”*** Motion approved.

***CITIZEN’S COMMENTS-NONE***

***APPROVAL OF THE CONSENT-AGENDA***

Information on items on the consent agenda were included in the meeting materials. The following items were included on the consent agenda:

- Minutes from the January 21, 2015 Meeting
- Treasurer’s Report
- Technical Committee Report (February 12, 2015)
- Public Transportation Monthly Report
- Southcentral Michigan Planning Council Report
- Regional Prosperity Initiative Report

MOTION by Dykstra, SUPPORT by Drouin, ***“to approve the items on the consent agenda as presented.”*** Motion approved.

***CITIZEN ADVISORY COMMITTEE REPORT***

Start reported that the Citizen Advisory Committee had been reestablished, and the Citizen Advisory Committee Report would be added to the agenda of future Policy Committee meetings. McGowen was elected as Chairperson and will serve as a non-voting member of the Policy Committee.

***FY 2014 AUDIT PRESENTATION***

The September 30, 2014 and 2013 Audit was distributed at the meeting. Stevens from Abraham & Gaffney, P.C. presented on the audit.

Stevens reported that for FY 2014, a single audit was required due to federal funding exceeding \$500,000. The increased federal revenue was due to the development of the Travel Demand Model. Abraham & Gaffney, P.C. issued an unmodified opinion. No material weaknesses or significant deficiencies were identified in the audit. Stevens reported that KATS does not qualify as a low-risk auditee because to qualify a single audit must be completed at least twice.

Reid inquired if sufficient local match had been received for federal funding. Stevens reported that sufficient match had been received for the program.

MOTION by Reid, SUPPORT by Smith, ***“to accept the FY 2014 Audit Report.”*** MOTION APPROVED.

***FY 2014-2017 TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS***

Minutes of the February 25, 2015 Policy Committee Meeting  
 Approved March 25, 2015

Copies of the proposed amendments to the FY 2014-2017 Transportation Improvement Program were included in the meeting materials.

FY	County	Agency	Project Name	Project Description	Federal Cost \$1000s	Federal Fund Source	State Cost \$1000s	Local Cost \$1000s	Total Phase Cost \$1000s	MDOT Job No.	MPO Action Date
2015	Van Buren	MDOT	M-43	Paint pile bents, cast H-piles with concrete filler wall	183	ST	41		224	125816	02/25/15
<b>Limits:</b> over Brandywine Creek; Length: 1.495; <b>Primary Work Type:</b> GPA ; <b>Phase:</b> CON; <b>Amendment Type:</b> Add; <b>Comments:</b> Will be combined into one GPA line item when approved, 2/25/15;											
2015	Van Buren	MDOT	M-43	Paint pile bents, cast H-piles with concrete filler wall	6	ST	1		7	125816	02/25/15
<b>Limits:</b> over Brandywine Creek; Length: 1.495; <b>Primary Work Type:</b> GPA ; <b>Phase:</b> PE; <b>Amendment Type:</b> Add; <b>Comments:</b> Will be combined into one GPA line item when approved, 2/25/15;											
2015	Van Buren	MDOT	M-43	Paint pile bents, cast H-piles with concrete filler wall	22	ST	5		27	125816	02/25/15
<b>Limits:</b> over Brandywine Creek; Length: 1.495; <b>Primary Work Type:</b> GPA ; <b>Phase:</b> SUB; <b>Amendment Type:</b> Add; <b>Comments:</b> Will be combined into one GPA line item when approved, 2/25/15;											
2015	Kalamazoo	MDOT	Kilgore / W I-94 Ramp	Roadway reconstruction and widening and interchange reconstruction	41	HPSL	8	1	50	105885	02/25/15
<b>Limits:</b> east of Lovers Lane to east of Portage Road in the cities of Kalamazoo and Portage, Kalamazoo County; Length: 1.16; <b>Primary Work Type:</b> Widen - major (capacity increase); <b>Phase:</b> ROW; <b>Amendment Type:</b> Cost; <b>Comments:</b> Addition of Project 12/4/13; Change in FY from 2014 to 2015 11/19/14; Increase in total cost from \$500,002 to \$600,004 2/25/15;											
2015	Kalamazoo	MDOT	Kilgore / W I-94 Ramp	Roadway reconstruction and widening and interchange reconstruction	82	HPSL	16	2	100	105885	02/25/15
<b>Limits:</b> east of Lovers Lane to east of Portage Road in the cities of Kalamazoo and Portage, Kalamazoo County; Length: 1.16; <b>Primary Work Type:</b> Widen - major (capacity increase); <b>Phase:</b> SUB; <b>Amendment Type:</b> Cost; <b>Comments:</b> Addition of Project 12/4/13; Change in FY from 2014 to 2015 11/19/14; Increase in total cost from %500,002 to \$600,004 2/25/15;											
2015	Kalamazoo	MDOT	I-94	Road reconstruction and widening and reconstruction and widening of 2 railroad bridges and a large culvert	41	HPSL	8	1	50	105886	02/25/15
<b>Limits:</b> east of Portage Road to west of Sprinkle Road in the City of Kalamazoo, Kalamazoo County; Length: 1.2; <b>Primary Work Type:</b> Widen - major (capacity increase); <b>Phase:</b> ROW; <b>Amendment Type:</b> Cost; <b>Comments:</b> Addition of Project 12/4/13, Change in FY from 2014 to 2015 11/19/14; Increase in total project cost from \$500,004 to \$600,004 2/25/15;											

FY	County	Agency	Project Name	Project Description	Federal Cost \$1000s	Federal Fund Source	State Cost \$1000s	Local Cost \$1000s	Total Phase Cost \$1000s	MDOT Job No.	MPO Action Date
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2016	Kalamazoo	MDOT	I-94	Bridge replacement	3,363	IM	374		3,737	118994	02/25/15
<b>Limits:</b> over 40th Avenue; Length: ; <b>Primary Work Type:</b> Bridge replacement; <b>Phase:</b> CON; <b>Amendment Type:</b> Cost; <b>Comments:</b> Change in federal cost from \$5,379,300 to \$363,300, state cost from \$597,700 to \$373,700, phase cost from \$5,742,600 to \$3,737,000, total project cost from \$6,778,000 to \$5,379,300, 2/25/15;											
2016	Kalamazoo	MDOT	I-94	Widen Shoulder	1,415	HSIP	157	0	1,572	116718	02/25/15
<b>Limits:</b> Westbound I-94 from Miller to 40th Street; Length: 7.47; <b>Primary Work Type:</b> Resurface; <b>Phase:</b> CON; <b>Amendment Type:</b> Delete; <b>Comments:</b> FY change from 2017 to 2016 11/19/14; Deletion of project 2/25/15;											
2015	Kalamazoo	MDOT	I-94	Interchange reconfiguration	180	IM	20		200	112614	02/25/15
<b>Limits:</b> at E Michigan Ave (40th Street); Length: 0.941; <b>Primary Work Type:</b> Restore & rehabilitate; <b>Phase:</b> ROW; <b>Amendment Type:</b> Scope; <b>Comments:</b> Correction in project length, 2/25/15;											
2015	Kalamazoo	MDOT	US-131	Multi course HMA overlay	9,560	NH	1,920	200	11,680	116399	02/25/15
<b>Limits:</b> I-94 to Shaver Road; Length: 6.575; <b>Primary Work Type:</b> Resurface; <b>Phase:</b> CON; <b>Amendment Type:</b> Scope; <b>Comments:</b> Addition of project 7/30/14; Change in Scope to I-94 to Shaver Road 9-24-14; Change from FY 2016 to 2015 and total project cost to \$12,780,000 11/19/14; Change in primary work type from Restore and Rehabilitate to Resurface 2/25/15;											

Start reported that amendments to the FY 2014-2017 Transportation Improvement Program were presented this month to align the Kalamazoo Area Transportation Study schedule for approval of amendments with the Michigan Department of Transportation schedule.

**MOTION** by Nielsen, **SUPPORT** by Kerr, **“to approve the proposed amendments to the FY 2014-2017 Transportation Improvement Program.”** Motion approved.

**CITY OF KALAMAZOO PASS THROUGH AGREEMENT FOR A TRANSIT COUNTYWIDE TEN YEAR SERVICE VISION**

Copies of the City of Kalamazoo Pass Through Agreement for a Countywide Transit Ten Year Service Vision were included in the meeting materials.

Start reported that the City of Kalamazoo had requested Federal Transit Planning Funds as part of the FY 2015 Unified Planning Work Program for the development of a Ten Year Service Vision for a Countywide Transit System. The federal funding amount is not to exceed \$60,000. A Memorandum of Understanding currently exists between KATS and the City of Kalamazoo, the owner and operator of Kalamazoo Metro Transit. The City will issue the Request for Proposals and pay eligible contract costs.

Paid contractor billings will be submitted to KATS for reimbursement. KATS will not reimburse the city until costs have been determined to be eligible and reimbursed from the Michigan Department of Transportation.

Reid noted that the agreement should be changed to have Vice-chair Ulsh sign on KATS behalf since David Anderson, the Policy Committee Chairperson, is the Vice-Mayor for the City of Kalamazoo.

MOTION by Reid, SUPPORT by Heiny-Cogswell, ***“to approve the Pass Through Agreement with the City of Kalamazoo for a Transit Countywide Ten Year Service Vision and to authorize the Vice Chair to sign on KATS behalf.”*** Motion approved.

### ***FY 2015 UNIFIED PLANNING WORK PROGRAM***

Proposed amendments to the FY 2015 Unified Planning Work Program (UPWP) were included in the meeting materials.

Start reported the amendments to the FY 2015 UPWP were due to changes in staff levels and to incorporate the approval of the plotter purchase and the approval of the Associate Planner Fall tuition reimbursement into the budget. Start reported that since it was unknown whether the tuition reimbursement would be approved, the Professional Development budget did contain sufficient funds to reimburse the Associate Planner for Winter 2015 tuition if the Policy Committee took action to approve the reimbursement.

MOTION by Newton, SUPPORT by Daly, ***“to approve the proposed amendments to the FY 2015 Unified Planning Work Program.”*** Motion approved.

### ***FINANCE AND PERSONNEL SUBCOMMITTEE REPORT***

#### *Tuition Reimbursement*

Nielsen, Head of the Finance and Personnel Subcommittee, reported the subcommittee had recommendations for action by the Policy Committee. Copies of the proposed motions were distributed at the meeting.

MOTION by Nieuwenhuis, SUPPORT by Nielsen, ***“to authorize the Executive Director to reimburse the Associate Transportation Planner 50% of the actual tuition fee. This payment equals \$2,810.00, which is one half of the \$5,620.00 tuition for the Winter 2015 term at Grand Valley State University. Prior to reimbursement appropriate documentation will be provided by the Associate Transportation Planner which verifies successful completion of the courses with a ‘B’ or 80% or better grade. The Associate Transportation Planner will also sign an agreement that the employee will continue employment for at least one calendar year following the date of the payment. Should the employee choose to leave prior to this deadline, the employee agrees to repay KATS the prorated balance of \$2,810.00 based on the unused work time.”***

Start reported that copies of local organization policies had been provided to the Finance and Personnel subcommittee regarding tuition reimbursement from member agencies and other Metropolitan Planning Organizations.

Nieuwenhuis reported that the subcommittee had asked for verification that the tuition reimbursement paid included only tuition costs. She reported the subcommittee recommended motion was a compromise

between those opposed to additional tuition reimbursement and those in favor of full tuition reimbursement.

Heiny-Cogswell inquired as to the amounts paid historically. Start reported that tuition reimbursements had historically been for one or two classes a semester and that the former Associate Transportation Planner had received a Pell grant which lowered the amount of the reimbursement cost to KATS.

Nieuwenhuis noted the cost of the tuition reimbursement exceeding \$10,000 had not been anticipated when offering the Associate Planner the position. Additionally, the Executive Director has a \$2,000 limit on expenditures without Policy Committee approval. She reported the subcommittee had carefully weighed obligations and fiscal responsibility to taxpayers when considering the recommended motion.

Urban noted that the Executive Director hired the Associate Planner based upon an approved Tuition Reimbursement Policy which did not specify a cap. He opined that while employee benefits are subject to change, it should not be midterm when the cost had already been incurred. Gisler concurred. Swiat opined that if the funds were available, changing the policy midterm could be perceived negatively.

Heiny-Cogswell observed that the Associate Transportation Planner has known the tuition reimbursement policy was being reviewed by the Personnel and Finance Subcommittee prior to the start of the current term before incurring the expenses.

Vice-chair Ulsh calls the vote on the motion before the committee:

**MOTION by Nieuwenhuis, SUPPORT by Nielsen, “to authorize the Executive Director to reimburse the Associate Transportation Planner 50% of the actual tuition fee. This payment equals \$2,810.00, which is one half of the \$5,620.00 tuition for the Winter 2015 term at Grand Valley State University. Prior to reimbursement appropriate documentation will be provided by the Associate Transportation Planner which verifies successful completion of the courses with a ‘B’ or 80% or better grade. The Associate Transportation Planner will also sign an agreement that the employee will continue employment for at least one calendar year following the date of the payment. Should the employee choose to leave prior to this deadline, the employee agrees to repay KATS the prorated balance of \$2,810.00 based on the unused work time.”** Motion failed by roll call vote 16 to 14.

**MOTION by Urban, Support by Griffin, “to authorize the Executive Director to reimburse the Associate Transportation Planner for the \$5,620.00 tuition costs for the Winter 2015 term at Grand Valley State University upon successful completion of the course with a ‘B’ or 80% or better grade.”** Motion approved.”

**MOTION by Nieuwenhuis, SUPPORT by Smith, “to rescind the existing KATS Tuition Reimbursement Policy and approve the following new Tuition Reimbursement Policy.**

***Tuition Reimbursement for full time KATS employees shall be limited to a maximum of \$1,000.00 per employee per KATS fiscal year. Any course(s) taken must have prior approval from the Executive Director, with the determination that the course(s) must have a benefit to KATS, the cost of reimbursement is within the KATS budget, and the employee documents a ‘B’ or 80% or better grade in the course(s).”***

Newton inquired as to the effective date of the Policy. The policy is to be effective upon approval with exception of the prior approved tuition reimbursement. Griffin inquired as to how the amount of \$1,000 was obtained.

Kerr inquires as to whether an employment agreement is part of the motion for the new policy. Nieuwenhuis confirms there is no agreement for continued employment for the policy. The

recommended motion for the Associate Planner tuition reimbursement included an agreement due to the amount of the reimbursement.

Swiat inquired as to the opinion of the staff on the new policy. Urban inquired as to whether the policy is competitive. Start notes that existing policies vary from no reimbursement by half of the agencies who responded or full reimbursement by two agencies. The other responses indicated a range between \$500 and \$1,000.

O'Neill inquired as to whether consideration had been given to allowing employees to gift reimbursement to other employees or a prorated benefit for part-time employees. These options had not been brought to the subcommittee and therefore, were not considered.

**MOTION by Nieuwenhuis, SUPPORT by Smith, "to rescind the existing KATS Tuition Reimbursement Policy and approve the following new Tuition Reimbursement Policy:**

***Tuition Reimbursement for full time KATS employees shall be limited to a maximum of \$1,000.00 per employee per KATS fiscal year. Any course(s) taken must have prior approval from the Executive Director, with the determination that the course(s) must have a benefit to KATS, the cost of reimbursement is within the KATS budget, and the employee documents a 'B' or 80% or better grade in the course(s).*** Motion approved by roll call vote 25 to 6.

#### *Staff FY 2015 Salary Adjustments*

Recommendations on staff salary adjustments and reviews of the Executive Director were distributed at the meeting.

The salary adjustments for staff included a 2.5% increase for the Senior Transportation Planner, a 2.5% increase for the part-time Associate Transportation Planner, and a 3% increase for the Office Manager. No increase was recommended for the full-time Associate Transportation Planner since her employment was a month at the beginning of the fiscal year.

**MOTION by Nielsen, SUPPORT by Nieuwenhuis, "to approve the recommended staff salary adjustments for FY 2015."** Motion approved.

Nielsen noted the general reviews of the Executive Director had been positive and the Finance and Personnel Subcommittee recommended a 2% increase for the Executive Director.

Johnson inquired as to if the approval of the recommended salary adjustments were retro-active. Start noted the effective date would be October 1, 2014. Start indicated the Finance and Personnel Subcommittee would begin on working recommendations for fiscal year 2016 to align salary adjustments with the development of the Unified Planning Work Program.

**MOTION by Nieuwenhuis, SUPPORT by Heppler, "to approve the recommended Executive Director salary adjustment for FY 2015."** Motion approved.

Nieuwenhuis requested that members of the Policy Committee consider attending the Finance and Personnel Subcommittee meetings to provide input in the development of recommendations for the Policy Committee.

***PUBLIC TRANSPORTATION UPDATES-NONE***

***CITIZEN COMMENTS-NONE***

***MEMBER COMMENTS***

Heiny-Cogswell congratulated Reid on the Kalamazoo Township bond approval to improve local roads in the township. Reid thanked the Kalamazoo County Road Commission (KCRC) for working with the Township on the plan development.

Johnson reported the KCRC would be hosting *The Listening Post* at 8:00 a.m. on Friday. Additionally, the road commission has had the following organizational changes: Tom Hohm has left his position. Mark Worden will head engineering.

***ADJOURNMENT***

There being no other business, Vice-chair Ulsh adjourned the meeting at 10:25 a.m.