

**KALAMAZOO AREA TRANSPORTATION STUDY (KATS)
CITIZEN ADVISORY COMMITTEE
JANUARY 15, 2015
AGENDA**

1. CALL TO ORDER
2. INTRODUCTIONS
3. CHANGES/ADDITIONS TO THE AGENDA
4. APPROVAL OF DECEMBER 16, 2014 MINUTES (ACTION)
5. CITIZENS' COMMENTS (NON-AGENDA ITEMS)
6. NEW BUSINESS
 - a. KATS EDUCATION SESSION
7. OLD BUSINESS
 - a. REVIEW OF BYLAWS
8. MEETING SCHEDULE (**ACTION**)
9. MEMBER COMMENTS
10. ADJOURN

KALAMAZOO AREA TRANSPORTATION STUDY CITIZEN ADVISORY COMMITTEE MEETING MINUTES OF DECEMBER 16, 2014

The December meeting of the Kalamazoo Area Transportation Study Citizen Advisory Committee was called to order at 5:00 p.m. at Kalamazoo Metro Transit. Meeting attendance was recorded on the sign-in sheet.

CITIZENS AND MEMBERS PRESENT

Michele McGowen	Disability Network
Richard Ives	Kalamazoo Valley Community College
Linda McDonald	ISAAC, Friends of Transit
Jun Oh	Western Michigan University
Deb Wild	KRESA
Paul Selden	Bike Friendly Kalamazoo, Kalamazoo Bike Club

KATS STAFF PRESENT

Megan Arndt, Jon Start, Steve Stepek, Monica Zehner

INTRODUCTIONS

Introductions were made by all present.

REVIEW OF BYLAWS

Copies of the Citizen Advisory Committee Bylaws were included in the meeting materials.

Stepek requested the Citizen Advisory Committee review the current Bylaws for recommended amendments. Stepek noted that proposed amendments would be reviewed over two Citizen Advisory Committee meetings. Amendments to the Citizen Advisory Committee Bylaws require the approval of the KATS Policy Committee.

Concerns were voiced regarding the voting structure by McDonald. Start noted that historically the Citizen Advisory Committee had been somewhat informal based upon the fluctuating attendance, how to determine "voting" membership and quorum issues. He noted that the Committee usually discussed items on the agenda and a consensus decision was reached. The committee was asked to consider if the group would follow an informal meeting structure or Robert's Rules. Selden asked KATS to forward a copy of condensed Robert's Rules to the members of the committee.

McDonald asked when the Policy Committee and Technical Committee typically meet. Start noted that the Policy Committee meetings are normally scheduled for the last Wednesday of the month and Technical Committee meetings are typically held on the second Thursday of the month.

Additional discussion centered on the goal of KATS to include the public and representatives of community groups such as ISAAC, Bike Friendly Kalamazoo, and the Disability Network in the planning process. Ives inquired about the planning process for projects and the timeline for input. Start noted that once a project is included in the Transportation Improvement Program, the funding is set. Discussion and communicating with local agencies prior to the obligation of a project was encouraged.

McDonald and McGowen agreed to meet and review the Bylaws for proposed changes.

ELECTION OF OFFICERS

Start reported the Chair of the Citizen Advisory Committee would be asked to report on activities and have non-voting membership on the KATS Policy Committee. Stepek noted that KATS Staff would be willing to support the CAC by attending meetings and keep the public record and minutes if the CAC did not wish to designate a secretary.

Motion by Selden, Support by Wild ***“to have KATS staff fulfill the duties of the Citizen Advisory Committee secretary.”*** MOTION APPROVED.

Start reported the Chair of the committee would be a non-voting member of the Policy Committee and be responsible for reporting the discussions and decisions of the Citizen Advisory Committee.

Wild, Selden, and MacDonald noted conflicts preventing them from serving as officers for the Citizen Advisory Committee.

MOTION by Selden, SUPPORT by MacDonald, ***“to elect Michele McGowen as Citizen Advisory Committee Chair and Richard Ives as Citizen Advisory Committee Vice-chair.”*** MOTION APPROVED.

MEETING SCHEDULE

A copy of the proposed 2015 Citizen Advisory Committee was included in the meeting materials.

Stepek reported that the current Bylaws stated the committee was to meet at a minimum of four (4) times per year. MacDonald noted that for the next few months, it might be beneficial to meet more often to discuss the goals of the committee and become familiar with KATS and one another. Selden inquired if KATS staff could have an education session to familiarize members of the committee with KATS activities. Stepek noted that in the past KATS had conducted KATS 101 for new members and noted the dates of these sessions would be communicated to the Citizen’s Advisory Committee.

Members of the committee agreed to meet on January 15 at 4:00 p.m. at Kalamazoo Metro Transit. Additional meeting dates and times to be determined.

KATS UPDATES

Steppek reported that currently KATS is working on the following:

National Functional Classification (NFC) review: The National Functional Classification determines the roads eligible for federal funding.

Non-motorized Plan: The Non-motorized Subcommittee has been reviewing current and proposed Non-motorized facilities to develop a comprehensive Non-motorized Plan for incorporation into the 2045 Metropolitan Transportation Plan. The subcommittee has been working on developing a ranking for Non-motorized in KATS current prioritization process.

Travel Demand Model: The Travel Demand Model will be used to predict future traffic for the Metropolitan Planning Area. McGowen inquired if the model only included cars or if it also included transit. Steppek noted the model would include transit and pedestrian modal split analysis.

2045 Metropolitan Transportation Plan (MTP): The MTP will be used as the planning document for the transportation system in the Metropolitan Planning Area. The input of the Citizen's Advisory Committee is key in identifying the transportation needs and public concerns regarding the existing transportation network and future objectives for the network.

ADJOURNMENT

There being no other business the meeting was adjourned at 5:50 p.m.

**11. KALAMAZOO AREA TRANSPORTATION STUDY (KATS)
CITIZEN ADVISORY COMMITTEE
PROPOSED MEETING SCHEDULE**

ALL MEETINGS 5:00 PM, KALAMAZOO METRO TRANSIT

MARCH 17, 2015

JUNE 16, 2015

SEPTEMBER 15, 2015

DECEMBER 15, 2015