

TO: Kalamazoo Area Transportation Study Policy Committee

FROM: Jonathan Start, Executive Director

DATE: Wednesday, March 18, 2015

SUBJECT: **POLICY COMMITTEE MEETING
MARCH 25, 2015 – 9:00 A.M.
KALAMAZOO METRO TRANSIT
530 NORTH ROSE STREET**

The Kalamazoo Area Transportation Study Policy Committee will be meeting on March 25, 2015 at 9:00 a.m. at Kalamazoo Metro Transit, 530 North Rose Street.

The following materials are included in your meeting packet:

1. Agenda for the March 25, 2015 Policy Committee Meeting (reverse side)
2. Information Memorandum for the March 25, 2015 Policy Committee Meeting
3. Draft Minutes of the February 25, 2015 Meeting
4. Treasurer's Report
5. Technical Committee Report (March 12, 2015)
6. Public Transportation Report
7. Southcentral Michigan Planning Council Report
8. Regional Prosperity Initiative Report
9. Amendments to the FY 2014-2017 Transportation Improvement Program
10. MDOT Invoice for the Stadium Drive and W. Michigan Avenue Corridor Study
11. KATS Fringe Benefit Summary (with changes tracked)
12. KATS Fringe Benefit Summary (without changes tracked)

POLICY COMMITTEE MEETING
March 25, 2015 at 9:00 a.m.
AGENDA

Public Comments are limited to four minutes in length.

1. CALL TO ORDER
2. INTRODUCTIONS
3. ROLL CALL (Sign-in Sheet To Be Circulated)
4. CHANGES OR ADDITIONS TO THE AGENDA
5. APPROVAL OF THE AGENDA (**ACTION**)
6. CITIZENS' COMMENTS (Non-agenda items only. Comments on agenda items should be made during discussion of those items.)
7. CONSENT AGENDA (Enclosures) (**ACTION**)
 - MINUTES FROM THE FEBRUARY 25, 2015 MEETING
 - TREASURER'S REPORT
 - TECHNICAL COMMITTEE REPORT (March 12, 2015)
 - PUBLIC TRANSPORTATION MONTHLY REPORT
 - SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
 - REGIONAL PROSPERITY INITIATIVE REPORT
8. CITIZENS ADVISORY COMMITTEE REPORT
9. FY 2014 – 2017 TRANSPORTATION IMPROVEMENT PROGRAM
 - a. Amendments (ENCLOSURE) (**ACTION**)
10. AUTHORIZATION TO REFUND AN MDOT OVERPAYMENT TO KATS (ENCLOSURE) (**ACTION**)
11. KATS EMPLOYEE BENEFITS PACKAGE (ENCLOSURE) (**ACTION**)
12. NATIONAL FUNCTIONAL CLASSIFICATION SYSTEM REVIEW STATUS
13. FY 2016 CONTRIBUTED SERVICES AGREEMENTS
14. PUBLIC TRANSPORTATION UPDATES
15. NEW BUSINESS
16. CITIZEN COMMENTS
17. MEMBER COMMENTS
18. ADJOURNMENT

Next Meeting: Wednesday, April 29, 2015 - 9:00 a.m.

TO: Kalamazoo Area Transportation Study Policy Committee

FROM: Jonathan R. Start, Executive Director

DATE: March 18, 2015

SUBJECT: Information on the Policy Committee Agenda for March 25, 2015 Meeting

Here is information on Policy Committee agenda items for your information.

8. *Citizens Advisory Committee Report*

The Citizens Advisory Committee has been reactivated. The Chair of that committee is a non-voting member of the Policy Committee and will provide updates.

9. *FY 2014 – 2017 Transportation Improvement Program*

a. Amendments (ENCLOSURE) (ACTION)

Bids for the City of Portage's Westnedge Avenue project were opened and came in well above the engineer's estimate. The Technical Committee was informed of the bid results at their March 12th meeting. The City of Portage staff reviewed the bids and determined that the bids were reasonable considering the restrictions that the contractor was going to operate under on this high volume vital corridor. In order to proceed with the project, additional funding needed to be found. The City of Portage approached KATS staff and suggested that the federal funding programmed for the City of Portage's Osterhout project be taken and added to their Westnedge Avenue project. This does not alter the federal funding programmed for any other agency projects. Removing the federal funds from Osterhout would make it a locally funded project or would allow it to be rated and considered for federal funding in FY 2018 or later in the new Transportation Improvement Program.

With the KATS Project Prioritization Process, all federal aid eligible projects are rated and programmed as the Transportation Improvement Program is developed considering the rating, the year the job will be ready for bid, and the financial constraints of the local agencies to program projects to complete the higher rated projects for the area. A commitment was made for KATS not to change the programming of projects unless a project could not be built as programmed or funds became available due to bid savings or other means. In that instance, the additional funds would be programmed to the next highest rated project that could make use of them and be obligated within the same fiscal year.

In this case, the Westnedge Avenue project is the number one rated project of all the projects in the FY 2014 – 2017 Transportation Improvement Program including unfunded candidate projects. The City of Portage staff checked with MDOT and were told that additional federal funds could be added to the project without requiring a new bid up to May 8, 2015. There is time to move the federal funds from the Osterhout project to the Westnedge Avenue project.

Staff notified the Technical Committee members of the situation and the intent to process an amendment to move the funds between Portage projects to allow the Westnedge Avenue project to proceed. The

members were asked if they had any comment that should be considered as the Policy Committee considers the amendments. No negative comments have been received to date. Staff has also notified our partners at the Federal Highway Administration and MDOT about this amendment in order to smooth their processing and approval of the amendments.

Included in your materials is a sheet with two amendments that, if approved by the Policy Committee, to remove the \$521,000 in federal funds from the City of Portage's FY 2015 Osterhout project and add those funds to the City of Portage's FY 2015 Westnedge Avenue project.

Staff recommends that the Policy Committee approve the amendments to the FY 2014 – 2017 Transportation Improvement Program.

10. Authorization to Refund an MDOT Overpayment to KATS (ENCLOSURE) (ACTION)

During the month of December, MDOT overpaid KATS for work billed under the Pass Through Agreement with the Michigan Department of Transportation for the Stadium Drive and W. Michigan Avenue Corridor Study. This overpayment was a direct deposit into the KATS account. Our Office Manager has worked with MDOT finance personnel to trace the activities and agree on the amount of the overpayment KATS received. That amount is \$28,501.02. The invoice is enclosed in your information. This amount is more than the Executive Director can pay without Policy Committee authorization. Staff recommends that the Policy Committee authorize the Executive Director to pay the MDOT invoice of \$28,501.02 in order to refund overpayment received by KATS.

11. KATS Employee Benefits Package (ENCLOSURE) (ACTION)

Included in your information are two copies of the KATS Employee Benefits that have been modified beginning with the establishment of KATS as an independent organization. There is a version that shows the changes that were made and the date of action and a clean copy. The Policy Committee has taken action and approved all changes to the benefits included with the exception of combining Emergency Leave with Sick Leave. This change would no longer provide additional leave time for an employee to attend to emergencies affecting immediate family members but would allow them to use accumulated Sick Leave for that purpose.

The Policy Committee is being asked to take action to approve the benefits as written so that there is one spot where all employee benefits. The Finance and Personnel Committee has reviewed all of the included benefits.

Staff and the Finance and Personnel Committee recommend that the Policy Committee approve the KATS Employee Benefits as written and not superseding the action taken at the February 2015 Policy Committee regarding tuition reimbursement.

12. National Functional Classification System Review Status (ENCLOSURE)

Following the national 10 year census, the National Functional Classification System is reviewed to make changes as appropriate to changes in the function of the road network. The National Functional Classification System defines the network of roads that are eligible for federal aid. There are guidelines that cover how a road should be classified and what design standards should be applied. The new guidelines have introduced new classification for urban areas collector roads. The single category urban

collector has been replaced with urban major collector and urban minor collector similar to the rural categories.

Agency and KATS staff have reviewed the road network and prepared recommended changes to the National Functional Classification System. There is a table in your information that summarizes the staff recommended changes. This is being presented to you for information and to allow time for any public comment. The recommendations for changes to the National Functional Classification System incorporating consideration of public comment, will be on the April Policy Committee agenda with a request for approval.

13. FY 2016 Contributed Services Agreements

Staff wanted to provide an update to the Policy Committee on how we are doing with agencies returning completed agreements to participate in providing third party contributed services for KATS match in FY 2016. As of this date, 17 of 32 agreements have been received from municipalities and agencies and 2 of 3 transit agencies have returned agreements.

14. Public Transportation Updates

Members of the Kalamazoo County Transportation Authority Board, the Kalamazoo Transit Authority Board, Van Buren Public Transit, and/or staff will provide additional updates to the Policy Committee as appropriate.

**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

Draft Minutes of the February 25, 2015 Policy Committee Meeting

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
Limits: over Brandywine Creek; Length: 1.495; Primary Work Type: GPA ; Phase: CON; Amendment Type: Add; Comments: 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
Limits: over Brandywine Creek; Length: 1.495; Primary Work Type: GPA ; Phase: PE; Amendment Type: Add; Comments: 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
Limits: over Brandywine Creek; Length: 1.495; Primary Work Type: GPA ; Phase: SUB; Amendment Type: Add; Comments: 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
Limits: east of Lovers Lane to east of Portage Road in the cities of Kalamazoo and Portage, Kalamazoo County; Length: 1.16; Primary Work Type: Widen - major (capacity increase); Phase: ROW; Amendment Type: Cost; Comments: 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
Limits: east of Lovers Lane to east of Portage Road in the cities of Kalamazoo and Portage, Kalamazoo County; Length: 1.16; Primary Work Type: Widen - major (capacity increase); Phase: SUB; Amendment Type: Cost; Comments: 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
Limits: east of Portage Road to west of Sprinkle Road in the City of Kalamazoo, Kalamazoo County; Length: 1.2; Primary Work Type: Widen - major (capacity increase); Phase: ROW; Amendment Type: Cost; Comments: 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
2015	Kalamazoo	MDOT	I-94	Road reconstruction and widening and reconstruction and widening of 2 railroad bridges and a large culvert	82	HPSL	16	2	100	105886	02/25/15
Limits: east of Portage Road to west of Sprinkle Road in the City of Kalamazoo, Kalamazoo County; Length: 1.2; Primary Work Type: Widen - major (capacity increase); Phase: SUB; Amendment Type: Cost; Comments: 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;											
2016	Kalamazoo	MDOT	I-94	Bridge replacement	3,363	IM	374		3,737	118994	02/25/15
Limits: over 40th Avenue; Length: ; Primary Work Type: Bridge replacement; Phase: CON; Amendment Type: Cost; Comments: 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
Limits: Westbound I-94 from Miller to 40th Street; Length: 7.47; Primary Work Type: Resurface; Phase: CON; Amendment Type: Delete; Comments: 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
Limits: at E Michigan Ave (40th Street); Length: 0.941; Primary Work Type: Restore & rehabilitate; Phase: ROW; Amendment Type: Scope; Comments: 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
Limits: I-94 to Shaver Road; Length: 6.575; Primary Work Type: Resurface; Phase: CON; Amendment Type: Scope; Comments: 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. 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 staff 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 Nielsen, SUPPORT by Nieuwenhuis, “to approve the recommended salary adjustments 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.

Draft Minutes of the February 25, 2015 Policy Committee Meeting

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.

KALAMAZOO AREA TRANSPORTATION STUDY

TREASURERS REPORT

Policy Committee Meeting March 25th, 2015

Beginning Balance as of February 1 st 2015	\$189,339.42
There were 12 checks cashed totaling	\$(42,145.83)
There were 8 withdraws/debits totaling	\$(20,482.88)
There was 2 deposit(s) / credits	\$6,164.00
Ending Balance as of February 28th, 2015	\$132,874.71

If there is any questions regarding any of the checks or withdraws, please feel free to contact me at your convenience, and I will be happy to review the 5/3 checking statement with you.

Respectfully submitted,

Jeffrey R. Sorensen
Treasurer, Kalamazoo Area Transportation Study

KATS Kalamazoo Area Transportation Study

5220 Lovers Lane, Suite 110 Portage, MI 49002 (269) 343-0766 info@katsmpo.org www.KATSmpo.org



TO: Policy Committee
FROM: Jonathan Start, Executive Director
DATE: March 17, 2015
SUBJECT: March 12, 2015 Technical Committee Report

The Technical Committee met on March 12, 2015 at 9:00 at the Metro Transit main meeting room. There were no action items on the agenda except for approval of the agenda and approval of the minutes for the February 12, 2015 Technical Committee meeting. Information items and status reports were shared for the remainder of the meeting.

Information items discussed included updates on the National Functional Classification review that is ongoing to see if the Federal Aid eligible network needs to be adjusted. This review happens after every 10 year census. Information on the Travel Demand Model and its status were discussed. Public Information meetings are being held to gather input on service enhancements being discussed as part of the Central County Transportation Authority millage request deliberations.

Updates were give on road and land use and planning activities. The major items were:

- The project to reconstruct the I-94 under Sprinkle Road interchange reconfiguration project has been let. Utility relocation will begin on March 16th. The US-131 under Stadium Drive Interchange project is set to begin at the end of March. The loop ramps are anticipated to close on March 30.
- The City of Kalamazoo has launched the Imagine Kalamazoo website. The website is being utilized to receive public feedback on Priority Based Budgeting and the millage proposal for the Central County Transportation Authority. Work continues on updating the city Master Plan. The Non-Motorized Plan is targeted for May approval.
- Kalamazoo Township thanked the Kalamazoo County Road Commission for its help in developing the local road paving program which will begin its implementation.
- In Oshtemo Township, planning activity continues as Western Michigan University investigates beginning expansion of the Business Technology and Research Park to the northwest quadrant of Drake and Parkview.
- The Kalamazoo County Road Commission D Avenue Project came in at 20% under estimate.
- The City of Portage Westnedge Avenue Project came in almost 15% over estimate. Costs associated with the water main and traffic control devices were the causes of the overages.
- Chris Bessert has been hired by Kalamazoo County to fill the Geographical Information System (GIS) Coordinator position. He will begin in April.



TO: Policy Committee
FROM: Jonathan Start, Executive Director
DATE: March 17, 2015
SUBJECT: Public Transportation Monthly Report

The three Kalamazoo County public transportation Authority Boards continue to meet and discuss the decisions to be made by the new Central County Transportation Authority and how those decisions will impact service levels, other authority boards, and the millage. Public outreach and information meetings have been held to share ideas for fixed route service expansions that might be included as the Central County Transportation Authority millage request is being developed.

Van Buren Transit continues to investigate the development of a flex route in the Village of Mattawan. Van Buren County will also be going for a millage renewal on May 5.

TO: Policy Committee
FROM: Jonathan Start, Executive Director, Kalamazoo Area Transportation Study
DATE: March 17, 2015
SUBJECT: Southcentral Michigan Planning Council Report

During the month of February, KATS staff worked on the Michigan Department of Transportation Planning Activities for the Southcentral Michigan Planning Council. These activities include the following:

- KATS continued to work with the Rural Task Forces to coordinate and offer assistance to the rural Act 51 agencies National Functional Classification review process meetings for MDOT.
- Staff worked on coordinating the Full Rural Task Force and several local Rural Task Force meetings and follow up with MDOT.
- Staff has finished gathering public transit service data as part of the regional focus of the Governor on senior and regional mobility.
- Staff has begun the Homer Township Master Plan project.
- Staff participated in meetings regarding the preparation of a Corridor Management Plan for the Chief Noonday Pure Michigan Byway (M-179) in Barry County.

TO: Policy Committee
From: Jonathan Start, Executive Director
Date: March 17, 2015
Subject: Regional Prosperity Initiative Report

The committee met on March 5, 2015 with invited parties to talk about economic development assets and opportunities. This is the first step in developing an asset inventory of the region and developing ideas of potential projects to fund with available RPI funds.

Kalamazoo Area Transportation Study FY 2014 - 2017 Transportation Improvement Program

6/26/2013 (1/21/2015)

Required Fields																		Optional Fields							E-File v. 3.4 (04.26.13)					
Fiscal Year	County	Responsible Agency	Project Name	Limits	Length	Primary Work Type	Project Description	Phase	Advance Construct	Federal Cost (\$1000s)	Federal Fund Source	State Cost (\$1000s)	State Fund Source	Local Cost (\$1000s)	Local Fund Source	Total Phase Cost (\$1000s)	MDOT Job No.	Local ID No.	MPO/Rural Action Date	Amendment Type	Air Quality	Comments	Total Project Cost (\$1000s)	Local Priority	EJ	Federal Approval Date	Capped Federal Cost (\$1000s)	Date Obligated	Amount Obligated (\$1000s)	Let Date
2015	Kalamazoo	Portage	S Westnedge Ave	Mall Dr to Dawnlee Ave	0.66	Resurface	Hot Mix Asphalt milling and resurfacing with sidewalk ADA compliance as required. Traffic signal equipment replacement and upgrading. Intersection Hot Mix Asphalt milling and resurfacing at W Milham Ave. Replacement of water main.	CON		1,381	NH			350	CITY	1,731	121017		03/25/15	Cost	E	City of Portage; \$523,189 NHPP; \$336,811 STU; Change Federal Fund Source from NHS (Administrative Adjustment) 1/22/14; \$521,350 Additional federal STU funding added with deletion of Osterhout JN 120468, Total project cost to \$2,900,000, 3/25/15;	2,900			04/24/14				
2015	Kalamazoo	Portage	Osterhout Ave	Shaver Rd to S Westnedge Ave	1.53	Reconstruct	New sanitary sewer between Lloy St and S Westnedge Ave. Hot Mix Asphalt base-erushing and shaping between Lloy St and Shaver Rd. Widened for bicycle lanes and traffic calming measures at the Osterhout Ave/S Westnedge Ave intersection.	CON							CITY		120468		03/25/15	Delete	E	City of Portage; Addition of STP funding from \$428,000 to \$521,350, local funds increased from \$118,720 to \$140,886, 9-24-14;				10/22/14				



INVOICE

55007 Ref No: OP 373503
KALAMAZOO AREA TRANSPORTATION STUDY
5220 LOVERS LANE
PORTAGE, MI 49002

Invoice Number:	OP 373503
Invoice Date:	January 15, 2015
Payment Due:	February 14, 2015
Phone:	(517) 373-1516

Invoice Item	Total Cost
OVERPAYMENT	\$28,501.02

OVERPAYMENT ON JOB NO: 113129C

SEE ATTACHED DETAIL

**Original Invoice of January 15, 2015, was incorrect.
Corrected invoice received on March 6, 2015.**

Total: \$28,501.02

MDOT Fed. Id.: 38-6000134

Payment Due: February 14, 2015

(Detach Here)

MAKE CHECK OR MONEY ORDER PAYABLE TO: **STATE OF MICHIGAN - MDOT**
TO ENSURE PROPER CREDIT, SEND THIS PORTION WITH PAYMENT TO:
**MICHIGAN DEPT. OF TRANSPORTATION
ATTENTION: FINANCE CASHIER
PO BOX 30648
LANSING, MI 48909**

INVOICE NO: OP 373503

(Please note or make any mailing corrections below)
KALAMAZOO AREA TRANSPORTATION STUDY
5220 LOVERS LANE
PORTAGE, MI 49002

For Cashier's Use Only:
--

Total Due: \$28,501.02

Fringe Benefit Summary

This summary of fringe benefits for the Kalamazoo Area Transportation Study (KATS) employees is not intended as a manual or detailed description of all specifics associated with each benefit. It is limited, by intent, to providing a basic description of each of the available benefits.

This summary of fringe benefits was approved by the Kalamazoo Area Transportation Study on [Date]. This document does not constitute a guarantee of future fringe benefits and is subject to change based upon the review and recommendation of the Personnel and Finance Subcommittee and the approval of the Policy Committee.

Any benefits not addressed or listed in this Summary are not currently available to employees as a KATS provided benefit. If there are specific questions or inquiries, they should be addressed to KATS Executive Director, acting as agent for the Policy Committee.

1 PAID LEAVE

1. Vacation Leave
2. Sick Leave/Emergency Leave
3. Holiday Leave
4. Jury Duty
5. Short Term Disability Leave
6. Long Term Disability Leave

1.1 VACATION LEAVE

Earning Schedule for full-time employees:

0-5 Years	4 hours per pay period
5-10 Years	5.5 hours per pay period
10-20 Years	7.0 hours per pay period
20+ Years	8 hours per pay period

Part-time employees receive vacation leave at 2.9 hours per pay period.

Use: To be scheduled in advance, schedule requires Director's approval.

Accumulation/Carry Over: Up to 30 days (240 hours) to the next fiscal year or program year, exceptions granted on workload. Employees will be required to take at least half of the vacation time that they earn in the fiscal year. At least one vacation of at least one week duration (five days) must be taken annually.

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

Settlement on Termination: For full-time employees, at retirement, or voluntary termination without misconduct, and with a minimum of two weeks' notice, any accumulated vacation leave will be paid in full with the employees final payroll check.

1.2 SICK LEAVE/EMERGENCY LEAVE

Earning Schedule:

Full-time employees earn sick leave at a rate of 4 hours per pay period. Part-time employees earn sick leave at a rate of 2.9 hours per pay period.

Use: Injury, Sickness or illness that impairs or prevents the conduct of work activities or performance, personal medical appointments, serious illness of immediate family member residing with the employee that requires attendance. For absences exceeding three consecutive days, a doctor's note may be requested by the Executive Director. Leave may also be used to attend services in the event of death in an employee's immediate family to include: spouse, children, grandchildren, parents, stepparents, brothers, sisters, and grandparents.

Accumulation/Carry Over: Up to 200 hours. For employees hired prior to August 27, 2012, the accumulation is capped until the employee is below that limit.

Settlement on Termination: At retirement, or voluntary termination without misconduct, and with a minimum of two weeks' notice, full-time employees with over 10 years longevity will be paid for accumulated sick leave with the employee's last paycheck at a rate of \$0.50 on \$1.00 up to 200 hours.

1.3 HOLIDAY LEAVE

Scheduled Holidays: Qualifying, full-time employees are provided paid leave for the following Holidays:

New Year's Day	January 1
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Two Employee Discretionary Days	Selected by employee with notice

When a provided Holiday is on a Sunday, the following Monday shall be provided as a paid holiday. When a provided Holiday falls on a Saturday, the preceding Friday shall be provided as a paid holiday with the exception of Christmas Day where the following Monday shall be provided as the paid holiday.

To be eligible, the qualifying employee must have worked or been on approved leave time the scheduled work days preceding and following the holiday.

Use, accumulation, carryover, and settlement provisions are not applicable to Holiday Leave.

1.4 JURY DUTY

Full-time, qualifying employees are provided time off with pay to serve on a Jury. The employee is required to reimburse the Study any pay received from the Court system, not including specifically designated travel allowances, to be eligible for paid leave for Jury Duty. The employee is required to submit evidence of participation and is expected to be at work those hours they are not directly participating in the Jury process. The Study should be advised of the scheduled absence at the earliest possible time.

1.5 SHORT TERM DISABILITY

KATS provides Short Term Disability Leave for full-time employees who have completed 30 days of continuous employment and meet all eligibility requirements. Short Term Disability pay is 60% of weekly salary up to \$1,500 for a maximum of 9 weeks.

A complete copy of this policy and the eligibility requirements are available at KATS Offices.

1.6 LONG TERM DISABILITY

KATS provides Long Term Disability Leave for full-time employees who have completed 90 days of continuous employment and meet all eligibility requirements. Long Term Disability pay is 60% of salary up to \$6,000 a month.

A complete copy of this policy and the eligibility requirements are available at KATS Offices.

2 RETIREMENT BENEFITS

1. Defined Contribution Retirement Plan
2. F.I.C.A. (Social Security)

2.1 DEFINED CONTRIBUTION RETIREMENT PLAN

KATS will contribute 6% of annual salary for full-time employees in a 401K Defined Contribution Retirement Plan. KATS will match full-time employee contributions up to 4% of annual salary in a 457 Defined Contribution Retirement Plan. Employees are provided with log in information to view plan information.

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

2.2 FEDERAL INSURANCE CONTRIBUTIONS ACT (F.I.C.A) (SOCIAL SECURITY)

All employees are covered by the Federal Insurance Contributions Act (F.I.C.A.), also referred to as Social Security. Contributions to F.I.C.A. are employee/employer participating with determined fixed contributions rates.

Social Security, in general terms, includes the following benefits:

- Survivors Insurance Protection,
- Disability Insurance Protection,
- Medicare/Hospital Insurance Protection,
- Medicare/Supplementary Insurance Protection, and
- Retirement Insurance Protection.

For specific questions and/or a more detailed or exacting description of eligibility (for benefits) and benefit allowances, contact the Social Security Administration.

3 PERSONAL INSURANCE

1. Health Insurance and Healthcare Reimbursement Account (HRA)
2. Dental Insurance
3. *Vision Insurance*
4. Life Insurance

3.1 HEALTH INSURANCE AND HRA

Full-time employees are provided hospital and medical services (Health Insurance) coverage. The plan becomes effective on the first day of the month following the date of hire. KATS will pay the full premium for individual, couple, or family coverage consistent with the State of Michigan limits defined in "Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations." A copy of the plan's summary of benefits is available to employees and employees are provided a participant identification card.

As part of its healthcare insurance, KATS makes annual contributions to a Healthcare Reimbursement Account (HRA) for full-time employees for allowable healthcare costs. The annual contribution is based upon the "Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations" and annual contributions may vary. Individual HRA balances are available from the Office Manager. The HRA account will be funded to 150% of annual employee out of pocket costs. The HRA is administered by Burnham and Flowers.

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

3.2 DENTAL INSURANCE

Full-time employees are provided dental insurance coverage. The plan becomes effective on the first day of the month following date-of-hire.

KATS will pay the full premium for the employee, employee's spouse, and employee's dependents. A copy of the plan's benefits summary is available to employees.

3.3 VISION INSURANCE

Full-time employees are provided optical insurance coverage. The plan becomes effective on the first day of the month following date-of-hire.

KATS will pay the full premium for the employee, employee's spouse, and employee's dependents. A copy of the plan's benefits summary is available to employees.

3.4 LIFE INSURANCE

Full-time employees are provided term life insurance coverage in an amount equal to their base salary rounded to the next higher \$1,000 up to \$70,000. The policy also provides for accidental death and dismemberment benefits. The employee's premium is paid for by KATS.

Employees are provided a copy of their individual life insurance policy.

4 OTHER INSURANCE

1. Workers Compensation
2. Unemployment Compensation

4.1 WORKERS COMPENSATION INSURANCE

All employees are covered under the State's Workers Compensation program. Workers Compensation covers occupational injuries and occupational illness. The Workers Compensation program, established by the State, includes payment to the individual for time off from work and related medical expenses.

Any on the job injury or illness must be immediately reported to the Director. For specific questions regarding this insurance coverage contact the responsible State Agency.

4.2 UNEMPLOYMENT COMPENSATION

All employees are covered by the Michigan Employment Security Act. For specific questions regarding the benefits of Unemployment Compensation, contact the Michigan Employment Security Commission (MESC) offices.

5 OTHER BENEFITS

1. Tuition Reimbursement
2. Dependent Care Flexible Spending Account (FSA)
3. Healthcare Flexible Spending Account (FSA)

5.1 TUITION REIMBURSEMENT

Full-time employees of KATS are provided tuition reimbursement up to \$1,000 per fiscal year for participation in approved classes taken at a University, College, Technical School, or similar institution. To qualify, classes must relate to the employees existing or proposed duties and responsibilities with the Kalamazoo Area Transportation Study and must be approved in advance by the Director. To be eligible for reimbursement, a grade of 80% or a "B" or better must be earned. Course applicability and study budget status are factors the Director will consider in the evaluation and review process.

5.2 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

All employees may elect to enroll and contribute to a Dependent Care Flexible Spending Account by having up to \$5,000 of pre-Tax dollars withheld from their paycheck and deposited to a FSA Account. Employees can only be reimbursed for dependent care that has already taken place and employees can only be reimbursed for the amount already contributed to the dependent care FSA.

Information regarding the Dependent Care FSA is available at the KATS office.

5.3 HEALTHCARE FLEXIBLE SPENDING ACCOUNT

All employees may elect to enroll and contribute to a Healthcare Flexible Spending Account by having up to \$2,500 of pre-Tax dollars withheld from their paycheck and deposited to a FSA Account. Employees may be reimbursed for the full amount of their annual election, less amounts already reimbursed during the plan year. Should the employee leave the employ of KATS with reimbursements exceeding contributions, the employee will have these amounts withheld from their final paycheck.

Information regarding the Health Care FSA is available at the KATS office.

Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015

Addition

~~Deletion~~

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

Fringe Benefit Summary

This summary of fringe benefits for the **Kalamazoo Area Transportation Study** (KATS) full-time employees is not intended as a manual or detailed description of all specifics associated with each benefit. It is limited, by intent, to providing a basic description of each of the available benefits.

This summary of fringe benefits was approved by the Kalamazoo Area Transportation Study on [Date]. This document does not constitute a guarantee of future fringe benefits and is subject to change based upon the review and recommendation of the Personnel and Finance Subcommittee and the approval of the Policy Committee.

Any benefits not addressed or listed in this Summary are not currently available to employees as a KATS provided benefit. If there are specific questions or inquiries, they should be addressed to the Study **KATS Executive** Director, acting as agent for the Policy Committee.

1 PAID LEAVE

1. Vacation Leave
2. Sick Leave
3. Holiday Leave
4. Emergency Leave
5. Jury Duty
6. **Short Term Disability Leave** (Approved June 27, 2012)
7. **Long Term Disability Leave** (Approved June 27, 2012)

1.1 VACATION LEAVE

Earning Schedule **for full-time employees:** (Approved August 27, 2012)

0-5 Years	4 hours per pay period
5-10 Years	5.5 hours per pay period
10-20 Years	7.0 hours per pay period
20+ Years	8 hours per pay period

Part-time employees receive vacation leave at 2.9 hours per pay period. (Approved October 30, 2013- No indication is given as to if an increase is ever given)

Use: To be scheduled in advance, schedule requires Director's approval.

Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015

Addition

~~Deletion~~

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

Accumulation/Carry Over: Up to 30 days (**240 hours**) to the next fiscal year or program year, exceptions granted on workload. **Employees will be required to take at least half of the vacation time that they earn in the fiscal year. At least one vacation of at least one week duration (five days) must be taken annually.** (August 27, 2012).

Settlement on Termination: **For full-time employees**, at retirement, or voluntary termination without misconduct, and with a minimum of two weeks' notice, any accumulated vacation leave will be paid in full with the employees final payroll check.

1.2 SICK LEAVE

Earning Schedule:

Full-time employees earn sick leave at a rate of 4 hours per pay period. (Approved July 24, 2002) **Part-time employees earn sick leave at a rate of 2.9 hours per pay period.** (October 30, 2013)

~~0-10 Years 4 Hours per pay period~~

~~10+ Years 5.5 Hours per Carry over~~

Use: Injury, Sickness or illness that impairs or prevents the conduct of work activities or performance, personal medical appointments, serious illness of immediate family member residing with the employee that requires attendance. **For absences exceeding three consecutive days, a doctor's note may be requested by the Executive Director. Leave may also be used to attend services in the event of death in an employee's immediate family to include: spouse, children, grandchildren, parents, stepparents, brothers, sisters, and grandparents.** (Recommendation to remove Emergency Leave as a separate benefit by the Finance and Personnel Subcommittee and allow the use of sick leave in the event of an immediate family member's death).

Accumulation/Carry Over: ~~Unlimited.~~ **Up to 200 hours. For employees hired prior to August 27, 2012, the accumulation is capped until the employee is below that limit.** (250 Hours approved on July 24, 2002; Cap changed to 120 on August 27, 2012; Cap changed to 200 on September 27, 2012.)

Settlement on Termination: At retirement, or voluntary termination without misconduct, and with a minimum of two weeks' notice, **full-time** employees with over 10 years longevity will be paid for accumulated sick leave with the employee's last paycheck **at a rate of \$0.50 to \$1.00 up to 200 hours** (Approved July 24, 2002). ~~Any accumulated sick leave will be paid in full with the employees final payroll check.~~

1.3 HOLIDAY LEAVE

Scheduled Holidays: Qualifying, **full-time** employees are provided paid leave for the following Holidays:

Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015

Addition

~~Deletion~~

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

New Year's Day	January 1
Good Friday	Friday before Easter Sunday <i>Removed July 24, 2002</i>
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
Two Employee Discretionary Days	Selected by employee with notice

(Change of Good Friday to an additional employee discretionary day approved July 24, 2002).

When a provided Holiday is on a Sunday, the following Monday shall be provided as a paid holiday. When a provided Holiday falls on a Saturday, the preceding Friday shall be provided as a paid holiday with the exception of Christmas Day where the following Monday shall be provided as the paid holiday.

To be eligible, the qualifying employee must have worked or been on approved leave time the scheduled work days preceding and following the holiday.

Use, accumulation, carryover, and settlement provisions are not applicable to Holiday Leave.

~~1.4 EMERGENCY LEAVE~~

Use: ~~Full-time employees are provided emergency leave, to attend services in the event of death in an employee's immediate family to include: spouse, children, grandchildren, parents, stepparents, brothers, sisters, and grandparents.~~

~~Use, accumulation, carryover, and settlement provisions are not applicable to Emergency Leave. (Recommendation to combine Emergency Leave and sick leave benefit by Finance and Personnel Subcommittee).~~

1.5 JURY DUTY

Full-time, qualifying employees are provided time off with pay to serve on a Jury. The employee is required to reimburse the Study any pay received from the Court system, not including specifically designated travel allowances, to be eligible for paid leave for Jury Duty. The employee is required to submit evidence of participation and is expected to be at work those hours they are not directly participating in the Jury process. The Study should be advised of the scheduled absence at the earliest possible time.

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

Addition

~~Deletion~~

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

1.6 SHORT TERM DISABILITY

KATS provides Short Term Disability Leave for full-time employees who have completed 30 days of continuous employment and meet all eligibility requirements. Short Term Disability pay is 60% of weekly salary up to \$1,500 for a maximum of 9 weeks.

A complete copy of this policy and the eligibility requirements are available at KATS Offices. (Approved June 27, 2012).

1.7 LONG TERM DISABILITY

KATS provides Long Term Disability Leave for full-time employees who have completed 90 days of continuous employment and meet all eligibility requirements. Long Term Disability pay is 60% of salary up to \$6,000 a month.

A complete copy of this policy and the eligibility requirements are available at KATS Offices. (Approved June 27, 2012).

2 RETIREMENT BENEFITS

1. Defined Contribution Retirement Plan
2. F.I.C.A. (Social Security)

2.1 DEFINED CONTRIBUTION RETIREMENT PLAN

~~Full-time employees participate in the Kalamazoo County Employees Retirement System. This is an employee/employer contribution participating benefit with the employee contributing 4% of the first \$4800 of salary and 5% of salary on amounts over \$4800. This is a "Defined Benefit Plan" and the Policy Committee contributes an amount determined by the System on an actuarial basis. Participation in the system is currently through the Kalamazoo County Road Commission "group" and the Policy Committee's actuarially determined contribution is based on that group.~~

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

Addition

~~Deletion~~

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

KATS will contribute 6% of annual salary for full-time employees in a 401K Defined Contribution Retirement Plan. KATS will match full-time employee contributions up to 4% of annual salary in a 457 Defined Contribution Retirement Plan. (Contribution approved September 26, 2012; ICMA approved December 19, 2012). Employees are provided with log in information to view plan information.

~~Employees receive annual statements of their contributions (accumulated total plus earnings.) from the Kalamazoo County Employee Retirement system. An estimate of future benefits, based on an individual's years of services and final average compensation, is annually provided each employee by the system. Additionally, each year an Annual Report detailing the management of the Retirement System Assets is distributed to all members.~~

2.2 ***FEDERAL INSURANCE CONTRIBUTIONS ACT (F.I.C.A) (SOCIAL SECURITY)***

All employees are covered by the Federal Insurance Contributions Act (F.I.C.A.), also referred to as Social Security. Contributions to F.I.C.A. are employee/employer participating with determined fixed contributions rates.

Social Security, in general terms, includes the following benefits:

- Survivors Insurance Protection,
- Disability Insurance Protection,
- Medicare/Hospital Insurance Protection,
- Medicare/Supplementary Insurance Protection, and
- Retirement Insurance Protection.

For specific questions and/or a more detailed or exacting description of eligibility (for benefits) and benefit allowances, contact the Social Security Administration.

3 PERSONAL INSURANCE

1. Health Insurance and Healthcare Reimbursement Account (HRA) *(Approved June 27, 2012)*
2. Dental Insurance *(Approved June 27, 2012)*
3. ***Vision Insurance (Approved June 27, 2012)***
4. Life Insurance *(Approved June 27, 2012)*

Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015

Addition

Deletion

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

3.1 HEALTH INSURANCE AND HRA

Full-time employees are provided hospital and medical services (Health Insurance) coverage. ~~under the Blue Cross/Blue Shield insurance plan. This plan currently is the Blue Cross/Blue Shield plan provided through the Kalamazoo County Road Commission. The plan becomes effective within~~ **on the first month following the date of hire.** The Policy Committee **KATS** will pay the full premium for individual, couple, or family coverage **consistent with the State of Michigan limits defined in "Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations."** ~~up.~~ A copy of the plan's summary of benefits is available to employees and ~~they~~ employees are provided a participant identification card. *(Approved June 27, 2012.)*

As part of its healthcare insurance, KATS makes annual contributions to a healthcare reimbursement account (HRA) for full-time employees for allowable healthcare costs. The annual contribution is based upon the "Public Employer Contributions to Medical Benefit Plans Annual Cost Limitations" and annual contributions may vary. Individual HRA balances are available from the Office Manager. The HRA account will be funded to 150% of annual employee out of pocket costs. The HRA is administered by Burnham and Flowers. (Approved June 27, 2012.)

3.2 DENTAL INSURANCE

Full-time employees are provided dental insurance coverage. ~~under the Delta Dental insurance plan. This plan currently is the Delta Dental plan provided through the Kalamazoo County Road Commission. The plan becomes effective on the first day of the month following date-of-hire.~~ ***(Changes approved June 27, 2012.)***

KATS will pay the full premium for the employee, **employee's spouse**, and employee's dependents. A copy of the plan's benefits summary is available to employees. ***(Note-The addition of the word spouse is for consistency with approved Health Insurance coverage. At the original time this paragraph was written, no staff were married).***

3.3 VISION INSURANCE

Full-time employees are provided optical insurance coverage. The plan becomes effective on the first day of the month following date-of-hire. (Vision Insurance Approved June 27, 2012.)

KATS will pay the full premium for the employee, employee's spouse, and employee's dependents. A copy of the plan's benefits summary is available to employees.

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

Addition

Deletion

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

3.4 LIFE INSURANCE

Full-time employees are provided term life insurance coverage in an amount equal to their base salary **rounded to the next higher \$1,000 up to \$70,000.** *(Approved June 27, 2012).* rounded to the nearest \$5000 increment. The plan is currently provided by ~~Manufacturers Life Insurance Company through the Kalamazoo County Road Commission.~~ The policy also provides for accidental death and dismemberment benefits. The employee's premium is paid for by KATS.

Employees are provided a copy of their individual life insurance policy.

4 OTHER INSURANCE

1. Workers Compensation
2. Unemployment Compensation

4.1 WORKERS COMPENSATION INSURANCE

All employees are covered under the State's Workers Compensation program. Workers Compensation covers occupational injuries and occupational illness. The Workers Compensation program, established by the State, includes payment to the individual for time off from work and related medical expenses.

Any on the job injury or illness must be immediately reported to the Director. For specific questions regarding this insurance coverage contact the responsible State Agency.

4.2 UNEMPLOYMENT COMPENSATION

All employees are covered by the Michigan Employment Security Act. For specific questions regarding the benefits of Unemployment Compensation, contact the Michigan Employment Security Commission (MESC) offices.

5 OTHER BENEFITS

1. Tuition Reimbursement
2. ~~Longevity Pay~~ *(Removed as an employee Benefit at the December 4, 2013 Policy Committee Meeting)*
2. **Dependent Care Flexible Spending Account (FSA)** *(Approved May 28, 2014)*
3. **Healthcare Flexible Spending Account (FSA)** *(Approved July 30, 2014)*

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

Addition

~~Deletion~~

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

5.1 TUITION REIMBURSEMENT

Full-time employees of KATS are provided tuition reimbursement **up to \$1,000 per fiscal year** for participation in approved classes taken at a University, College, Technical School, or similar institution. To qualify, classes must relate to the employees existing or proposed duties and responsibilities with the Kalamazoo Area Transportation Study and must be approved in advance by the Director. **To be eligible for reimbursement, a grade of 80% or a "B" or better must be earned.** Course applicability and study budget status are factors the Director will consider in the evaluation and review process. (Approved February 25, 2015.)

LONGEVITY PAY

(Removed as an employee Benefit at the December 4, 2013 Policy Committee Meeting)

~~All full-time employees who have completed five (5) or more years of continuous service with the Kalamazoo Area Transportation Study are entitled to receive longevity pay. Longevity payment will be made lump sum on the first payday in December following an employee's establishment of eligibility. Longevity pay shall be based on an employee's gross earnings and in accordance with the following schedule:~~

~~Years of Continuous Service~~

~~5 but less than 10 years~~

~~10 but less than 20 year~~

~~20 or more years~~

~~Percentage of Gross Earnings~~

~~31~~

~~51~~

~~71~~

5.2 DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT

All employees may elect to enroll and contribute to a Dependent Care Flexible Spending Account by having up to \$5,000 of pre-Tax dollars withheld from their paycheck and deposited to a FSA Account. Employees can only be reimbursed for dependent care that has already taken place and employees can only be reimbursed for the amount already contributed to the dependent care FSA.

Information regarding the Dependent Care FSA is available at the KATS office. (Approved May 28, 2014)

*Draft Fringe Benefit Summary; Approved [date of final approval]
Original Fringe Benefit Summary Prepared November 15, 1990;
Revised January 14, 2015; Revised March 11, 2015; Revised March 16, 2015*

Addition

~~***Deletion***~~

(Approval Date, Comment or Finance and Personnel Subcommittee Recommendation not to appear in final version)

5.3 HEALTHCARE FLEXIBLE SPENDING ACCOUNT

All employees may elect to enroll and contribute to a Healthcare Flexible Spending Account by having up to \$2,500 of pre-Tax dollars withheld from their paycheck and deposited to a FSA Account. Employees may be reimbursed for the full amount of their annual election, less amounts already reimbursed during the plan year. Should the employee leave the employ of KATS with reimbursements exceeding contributions, the employee will have these amounts withheld from their final paycheck.

Information regarding the Health Care FSA is available at the KATS office. (Approved July 30, 2014)