

# KALAMAZOO AREA TRANSPORTATION STUDY POLICY COMMITTEE

Minutes of the February 23, 2022 Meeting

## CALL TO ORDER

The February 23, 2022 Policy Committee Meeting was called to order at 9:00 a.m. at Kalamazoo Metro, by Chairperson Randy Thompson.

## INTRODUCTIONS

Introductions were made by all present.

## ROLL CALL

Meeting attendance was recorded on the sign-in sheet.

## MEMBERS PARTICIPATING

Curt Aardema	Central County Transportation Authority
Rob Britigan, Treasurer	City of Parchment
Marsha Drouin	Richland Township
Tim Frisbie	Village of Vicksburg
Libby Heiny-Cogswell, Vice Chair	Oshtemo Township
Jeff Heppler	Village of Augusta
Adam Herringa	City of Portage
Sarah Joshi	City of Galesburg
Tracy Locey	Brady Township
Lisa Imus	Village of Lawton
Sherine Miller	Kalamazoo Township
Pete Pfeiffer	Michigan Department of Transportation, TSC
Chris Praedel	City of Kalamazoo
Jeff Sorensen	Cooper Township
Paul Sotherland	KATS Citizens Advisory Committee
Randy Thompson, Chair	Comstock Township
Terry Urban	City of Portage
Jerry VanderRoest	Charleston Township
Mark Worden	Road Commission of Kalamazoo County

## MEMBERS ABSENT

Carol Daly	Village of Mattawan
Jeff Franklin	Michigan Department of Transportation, Planning
John Gisler	Kalamazoo County
Martin Janssen	Kalamazoo County Transportation Authority
William Joseph	Village of Paw Paw
Greg Kinney	Van Buren County Road Commission
Nick Loeks	Texas Township

## OTHERS PARTICIPATING

Judy Lemon	City of Galesburg
Ryan Minkus	Road Commission of Kalamazoo County
Elizabeth Rumick	Kalamazoo Area Transportation Study
Jordan Smith	Maner Costerisan
Steve Stepek	Kalamazoo Area Transportation Study
Ali Townsend	Kalamazoo Area Transportation Study
Don Ulsh	Schoolcraft Township

## CHANGES OR ADDITIONS TO THE AGENDA

There were no changes or additions to the agenda.

## APPROVAL OF THE AGENDA

Sorensen moved, and it was duly seconded by Heppler, ***“to approve the agenda of the February 23, 2022 Policy Committee Meeting.”*** MOTION CARRIED.

## PUBLIC COMMENTS

No public comments were made.

## CONSENT AGENDA

- ACCEPTANCE OF THE TREASURER’S REPORT
- ACCEPTANCE OF THE TECHNICAL COMMITTEE REPORT (FEBRUARY 10, 2022)
- ACCEPTANCE OF THE SOUTHCENTRAL MICHIGAN PLANNING COUNCIL REPORT
- APPROVAL OF THE MINUTES FROM THE DECEMBER 15, 2021 MEETING

Sorensen moved, and it was duly seconded by Heppler, ***“to accept and approve the items on the Consent Agenda.”*** MOTION CARRIED.

## TRANSPORTATION IMPROVEMENT PROGRAM AMENDMENTS

Steppek provided information on the amendments included in the packet. Since the Transportation Improvement Program (TIP) will be locked after April for fiscal year 2023 changes, there are a large number of projects being added and adjusted. This makes sure they are ready to go when the new TIP is approved in October. Seven jobs represent the increase in allocation for Kalamazoo Area Transportation Study (KATS) due to the adoption of the Infrastructure Investment and Jobs Act (IIJA). The Technical Committee and KATS Staff recommend approval of the Transportation Improvement Program Amendments as presented. VanderRoest asked for clarification on Job Number 213296. Stepek responded this job is primarily within the Battle Creek Area Transportation Study area and was determined to be Regionally Significant. That determination forces the job to be listed in the Battle Creek TIP, which then means KATS must also amend it into our TIP. Heppler added the portion of the project that is within the Kalamazoo area is on the east side of the Village of Augusta at Armstrong Road.

Aardema moved, and it was duly seconded by Praedel, ***“to approve the Transportation Improvement Program Amendments.”*** MOTION CARRIED.

## **FISCAL YEAR 2023 – 2026 TRANSPORTATION IMPROVEMENT PROGRAM PRIORITIZED ROADWAY MASTER PROJECT LIST**

Steppek mentioned this list is included in the meeting packet. The Roadway Master Project list represents the prioritized roadway project list for the Fiscal Year 2023-2026 Transportation Improvement Program. This prioritized list represents the projects that can move on for potential funding. The Prioritization Sub-Committee has held several meetings to score projects, and check data from the Call for Projects last summer. KATS Staff has already conducted Environmental Justice and public engagement on the entire master list so projects can quickly move into the TIP. Heppler complimented KATS Staff for their time and effort to develop this master project list from all the projects agencies submit. Aardema asked if there were any updates on the request for additional funding from Congressperson Upton for the 131 Business Loop connection project. Stepek answered earmarks are back on the table, but it is up to Congress to decide if any get into the Slimmer Build Back Better Bill.

Sorensen moved, and it was duly seconded by Drouin, ***“to approve the Fiscal Year 2023 – 2026 Transportation Improvement Program Prioritized Roadway Master Project List.”*** MOTION CARRIED.

## **FISCAL YEAR 2023 – 2025 AUDIT CONTRACT EXTENSION**

Steppek explained the current Kalamazoo Area Transportation Study (KATS) financial audit services contract with Maner Costerisan expires with the completion of our Fiscal Year 2022 audit. KATS exercised the option written in the contract to extend it for the following three fiscal years. Maner is familiar with our operations and the proposed cost increases appear reasonable based on current inflation rates. The executed contract extension is included in the meeting materials showing estimated audit fees for the Years Ending September 30, 2023, 2024, and 2025 of \$9,500, \$10,100, and \$10,800, respectively. KATS Staff recommends approval of the extended contract. Britigan asked how the audit is paid for. Stepek responded the audit is paid by cash dues collected from local agencies. Over the summer KATS will be presenting a dues increase since they have not been adjusted since 2014.

Britigan moved, and it was duly seconded by Heiny-Cogswell, ***“to approve the Fiscal Year 2023 – 2025 Audit Contract Extension.”*** MOTION CARRIED.

## **FISCAL YEAR 2012 AND FISCAL YEAR 2015 MICHIGAN DEPARTMENT OF TRANSPORTATION CONTRACT CLOSURE**

The contract closure is explained in the meeting memo. Stepek elaborated that Kalamazoo Area Transportation Study (KATS) has an old, outstanding debt to the Michigan Department of Transportation (MDOT) of \$4,225.74. Since MDOT has not billed us, KATS recommends that the Policy Committee approve the write-off.

Heppler moved, and it was duly seconded by Miller, ***“to approve Fiscal Year 2012 and Fiscal Year 2015 Michigan Department of Transportation Contract Closures.”*** MOTION CARRIED.

## **CITIZEN ADVISORY COMMITTEE APPOINTMENTS**

Steppek explained Kay Chase and Paul Sotherland’s terms on the Citizen Advisory Committee (CAC) have ended. They have requested to be reappointed. As long-time serving candidates, KATS is very

appreciative of their efforts. They have both been a tremendous asset to the Committee. KATS Staff recommends the Policy Committee reappoint them as members. Let Stepek know if there are any other volunteers that would like to serve on the CAC. Thompson asked if there is a limit on how many people can serve on the CAC. Stepek responded there is no limit, but there is a minimum, which the Committee is currently at.

Heiny-Cogswell moved, and it was duly seconded by Worden, ***“to approve the reappointment of Kay Chase and Paul Sotherland to the Citizen Advisory Committee.”*** MOTION CARRIED.

## **FISCAL YEAR 2021 AUDIT PRESENTATION AND REPORT**

Jordan Smith, audit engagement Senior Manager with Maner Costerisan LLC, public accounting firm, presented the financial audit overview and opinion. The audit governance letter and audited financial statements for the years ending September 30, 2021 and 2020 were included in the meeting packet. Smith explained preparation of the financial statements, internal controls and fraud detection is management’s responsibility. Based on the audit, Maner expresses the unmodified opinion, the highest level of assurance and a clean opinion, that the financial statements present fairly, in all material respects, the financial position of Kalamazoo Area Transportation Study as of and for the years ended September 30, 2021 and 2020 in accordance with Government Auditing Standards. The Current Ratio or ability to meet obligations, at September 30, 2021 was 5.40 up from 4.95 at September 30, 2020. The Unrestricted Net Position, or ability to operate without generating additional revenue is 30% or about 3 months, showing sound financial position. Graphs depicted 5-year trends of revenues, expenses, and total net position. Financial health is strong. Maner did not identify any material weaknesses in internal controls. The results of audit testing disclosed no instances of noncompliance. Upcoming accounting pronouncements to be aware of include changes in the accounting for leases and subscription-based information technology arrangements.

## **PUBLIC TRANSPORTATION UPDATES**

Aardema reported the Central County Transportation Authority (CCTA) Comprehensive Operations Analysis is ongoing. The Kalamazoo County Transportation Authority (KCTA)/CCTA board recently reviewed feedback from the study which encompasses both the fixed-route Metro bus system and the County-wide on-demand service. The analysis occurs every 10 years and is a beneficial opportunity to institute best practices and make the system more efficient while meeting the needs of the community. Reach out to Metro Staff if you are interested in submitting feedback.

## **EXECUTIVE DIRECTOR’S REPORT**

Stepek elaborated in addition to the memo included in the meeting materials, there was great turnout for the KATS 101 classes held last month. Stepek appreciates those who attended. Let Stepek know if you are interested in the training held on a smaller level. Agency Cost and Activity Reporting Training is also available upon request. The Finance and Personnel Sub-Committee has been meeting. Changes were made to the Executive Director review process. Member Dues to the Kalamazoo Area Transportation Study (KATS) will be increasing. With the new bipartisan infrastructure bill, KATS received an approximate 30 percent increase in funding which won’t be final until the new urban area boundaries are released. Past Michigan Governor Snyder implemented a Cybersecurity Initiative. In discussion with the Michigan Department of Transportation, KATS is interested in developing an internal digital security policy and would be appreciative if municipalities would share theirs. The KATS office space lease with Hinman expires June 2023. Hinman has reduced monthly rent on a five-year lease extension. KATS plans to present the lease extension to the Committee in

the future. Aardema asked if there was any update on the urbanized area boundary. Stepek responded a decision is supposed to be announced by the Census Bureau in late spring or summer.

#### **NEW BUSINESS**

No new business was brought forth.

#### **PUBLIC COMMENTS**

No public comments were made.

#### **MEMBER COMMENTS**

Sotheland, member of Kalamazoo Area Transportation Study Citizens Advisory Committee, echoed Stepek's positive comments on the first quarterly Non-Motorized Sub-Committee meeting. The meeting was very productive and promising.

Praedel reported the City of Kalamazoo alternate representative will change from Jack Urban to Qianna Decker. The Stadium Drive culvert project is underway. The Parkview project will be underway soon. The Inkster Bridge citizen input opportunity held on February 9, 2022 led to some surprising pushback from residents near the bridge. However, the city does not anticipate a project delay. Portage Road residual project work left over from last year will be completed in May.

Aardema, as a member of the Non-Motorized Subcommittee appreciates the opportunity to serve on the committee and looks forward to future accomplishments.

Pfieffer reported the Michigan Department of Transportation I-94 widening project is slowly moving forward. Drouin asked if the project is on schedule. Pfieffer responded it is more than one month behind.

Heppler announced preparations are underway to begin the Village of Augusta Washington Street bridge and Augusta Drive projects. Non-Motorized pathway improvements are also being discussed. Heppler appreciates partnerships with KATS and municipalities for projects.

Terry Urban introduced himself as a City of Portage City Council member and the new City of Portage Policy Committee representative.

Herringa reported the City of Portage is reviewing work on Portage Road in front of Pfizer. Lovers Lane from Milham to Kilgore will be reconstructed over the summer.

Tim Frisbie introduced himself as the new representative for the Village of Vicksburg. Carl Keller will continue as an alternate.

Worden of the Road Commission of Kalamazoo County announced weight restrictions go into place March 1, 2022.

Sorensen announced the passing of former Pavilion Township Supervisor Pat White. May he rest in peace. Funeral services will be held April 14, 2022 at 2:30 p.m.

Heiny-Cogswell reported work has begun on the Oshtemo Township Non-motorized projects. The township has discussed which projects have the most long-term regional impact.

Joshi explained the City of Galesburg is looking into budgeting for spring projects. The City will be reaching out to Metro for potential employer-paid bus route arrangements.

Imus reported the Village of Lawton is planning a 2023, \$12-million-dollar project with the Michigan Department of Transportation. The Village project portion of \$2-million-dollars will be used for streets, sewer, water, and streetscape.

Lemon, from the City of Galesburg, recommended members contact Consumers Energy before planning any projects. Consumers Energy recently ripped up a brand new non-motorized path in the City of Galesburg to replace a gas line.

VanderRoest reported the Charleston Township board approved a portion of funding for road projects since the road millage request did not pass last fall. The Township will participate in the Road Commission of Kalamazoo County's use of scrap tires for rubber chip seal.

Thompson reported Comstock Township purchased the Niko's Landing building to be used as a new Township Hall. The move is expected to occur near the end of the year. There will be an informational meeting the first week of April on the Sprinkle Road project from East Main to G Avenue. There are several other projects ongoing in Comstock Township.

#### **ADJOURNMENT**

There being no further business, Chairperson Thompson adjourned the meeting at 9:52 a.m.

*The next meeting of the Kalamazoo Area Transportation Study Policy Committee will be held on Wednesday, March 30, 2022 at 9:00 a.m.*

*Approved 3/30/22 (er)*