

A motion was made for KCTA to approve the joint CCTA/KCTA July 9, 2018 and August 13, 2018 meeting minutes.

Motion: Aardema

Second: Brown Goodacre

4.) PUBLIC COMMENTS – John Gisler distributed pocket copies of the Constitution of the United States and shared that September 17th would be National Constitution Day.

5a.) PUBLIC HEARING REGARDING THE CCTA FISCAL YEAR 2019 AND 2020 BUDGET

A motion was made by CCTA and KCTA to open the public hearing to consider the Fiscal Year 2019 and 2020 CCTA Budgets.

Motion: Farmer

Second: Bricker

Motion carried by unanimous voice vote.

No comments were made.

A motion was made by CCTA and KCTA to close public hearing to consider the Fiscal Year 2019 and 2020 CCTA Budgets.

Motion: Britigan

Second: McCormick

Motion carried by unanimous voice vote.

A motion was made by the CCTA to adopt the Fiscal Year 2019 and 2020 CCTA Budgets.

Motion: McCormick

Second: Leigh

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Rosine

Nays: None

Absent: Pearson, Thompson

A motion was made by the KCTA to adopt the Fiscal Year 2019 and 2020 CCTA Budgets.

Motion: Janssen

Second: Urban

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban, Rosine

Nays: None

Absent: None

Prior to the motion the Boards commended Exec. Dir. McBride and staff on the preparation of an excellent Fiscal Year 2019 and 2020 budget.

6.) METRO TITLE VI PROGRAM AND PROCEDURES

Planning and Development Manager Kathy Schultz explained the Title VI Program and Procedures required by the Federal Transit Administration (FTA). She stated after presenting an overview of the document and first reading at the August meeting, it was sent to the FTA for a preliminary review.

Schultz shared recommendations from the FTA including:

- Identify where more information can be located for Metro's civil rights program on public notice
- Additional information on public outreach events over the past three years
- Provide information and education to Van Buren Public Transit on Title VI as a sub-recipient
- Add on-time performance goal for Metro's fixed-route system
- Add to the document that there has not been construction that needed an Equity Analysis since the last adoption of the Title VI Plan.

The Boards discussed the recommended changes from the FTA. (A copy of the Plan is on file with the minutes.)

A motion was made by the CCTA to adopt the Title VI Programs and Procedures Plan.

Motion: Britigan

Second: Burns

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Rosine

Nays: None

Absent: Pearson, Thompson

A motion was made by the KCTA to adopt the Title VI Programs and Procedures Plan.

Motion: Farmer

Second: Janssen

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban, Rosine

Nays: None

Absent: None

7.) RENEW LIABILITY INSURANCE WITH MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION

Dep. Dir. Vlietstra explained that Michigan Municipal Risk Management Association (MMRMA) has been providing property and liability insurance coverage for the City of Kalamazoo and Metro over the past decade. He said this year the policy is showing an increase of 5.9%.

Dep. Dir. Vlietstra stated in light of the severe accident on May 24, 2017, there is additional emphasis on insurance to ensure sufficient coverage for such instances showing a proactive approach in the future. He said liability was increased to \$10,000,000 and per occurrence was increased to \$5,000,000. Dep. Dir. Vlietstra said the coverage for the CCTA Board added in 2016 is included in the total cost.

Leigh inquired about the \$50,000 for the self-insured retention deposit and if it is used for claims. Dep. Dir. Vlietstra responded that yes it was used for claims and any unused portion earns interest.

Dep. Dir. Vlietstra responded yes to Britigan's question whether this item was included in the 2019 CCTA Budget.

Burns commented that the cost for this type of coverage is very reasonable.

A motion was made by the CCTA to approve the renewal of liability insurance with MMRMA in an estimated cost of \$265,229 and to authorize the Exec. Dir. to sign all related documents.

Motion: Leigh

Second: Bricker

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Rosine

Nays: None

Absent: Pearson, Thompson

8.) RENEW WORKERS' COMPENSATION INSURANCE WITH LIBERTY MUTUAL

Dep. Dir. Vlietstra explained the workers' compensation insurance with Liberty Mutual was showing a slight increase of 2.7%. He said in the past Metro had experienced higher than average claims, however, this is being addressed and should show with next year's bid for Workers' Compensation Insurance.

A motion was made by the CCTA to approve the renewal of workers' compensation insurance with Liberty Mutual at an estimated cost of \$237,397 and to authorize the Exec. Dir. to sign all related documents.

Motion: Burns

Second: Bricker

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Rosine

Nays: None

Absent: Pearson, Thompson

9.) UPDATED PUBLIC TRANSIT HUMAN SERVICES PLAN

Exec. Dir. McBride presented the background on the Public Transit Human Services Plan (PTHS) stating the Kalamazoo County Transportation Authority (KCTA) formed the PTHS Committee to assist seniors, individuals with disabilities, veterans and low income individuals. The Federal Transit Administration (FTA) requires submittal of a coordinated plan for Metro to receive funding under Section 5310 – Enhanced Mobility of Seniors and Individuals with Disabilities.

Exec. Dir. McBride stated the committee reviewed the Plan in August and sent it to area agencies that had participated in the 2016 Updated Plan. He said the committee voted to endorse the 2018 Updated PTHS Plan. Exec. Dir. McBride listed the 2018 recommendations as:

- Maintain the Metro Connect Fleet
- Continue to work with Disability Network of Southwest Michigan to maintain the service of a Travel Trainer/Mobility Manager.

Exec. Dir. McBride shared that Metro would receive \$240,000 of Section 5310 funds for Fiscal Year 2019 and \$245,000 for Fiscal Year 2020.

Discussion took place with concerns about the big gaps in being able to get to area transportation involving long walks. Metro Connect is a door-to-door service but could be cost prohibitive.

Exec. Dir. McBride stated he intended to work with area organizations to see where the responsibility lies and to make public transportation more accessible. He said this would be an item to place on a future Board agenda and would allow for a more in depth discussion.

Rosine commented that this is an opportunity to be creative and take into account the upcoming millages.

A motion was made by the CCTA to adopt the 2018 Updated Public Transit Human Services Plan.

Motion: Britigan

Second: Burns

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Rosine

Nays: None

Absent: Pearson, Thompson

A motion was made by the KCTA to adopt the 2018 Updated Public Transit Human Services Plan.

Motion: Janssen

Second: Farmer

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban, Rosine

Nays: None

Absent: None

10.) TRANSIT ASSET MANAGEMENT PLAN

Exec. Dir. McBride provided a PowerPoint and information regarding the FTA's newly required Transit Asset Management Plan (TAM). (A copy of the PowerPoint is on file with the minutes.)

11.) REPORT FROM EXECUTIVE DIRECTOR

Kathy Schultz introduced the new Management Assistant Jodie Lynch.

Exec. Dir. McBride shared that labor negotiations were continuing with the Amalgamated Transit Union (ATU).

Exec. Dir. McBride informed the Boards that the most recent ridership report showed an increase of 5% and staff is looking into the reason for the increase after several months of decreases of 2% to 5%.

12.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine shared the Executive Committee met to discuss the upcoming agenda. He shared that he had requested a tour of the various facilities of Metro and Apple bus. Chair Rosine also commented that some of the future CCTA/KCTA meetings should take place at other locations within Kalamazoo County that receive bus service. Chair Rosine said it would show a presence to individuals other than just before the request for a millage renewal.

Finance Committee (joint with KCTA) – Did not meet.

Outreach Committee (joint with KCTA) – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee – Vice-Chair Janssen provided an update on the last KATS Policy Committee meeting. He said CMAQ funding is anticipated to be 50% in 2020 according to the Michigan Department of Transportation. Vice-Chair Janssen said National Bike Week and a Rail Network Presentation would take place in October.

Local Advisory Committee (LAC) – Did not meet.

13.) COMMUNICATIONS – None

14.) OLD BUSINESS - None

15.) NEW BUSINESS - None

16.) CHAIRPERSON’S REPORT – Chair Rosine reminded everyone to experience riding a bus and suggested taking a selfie that could be posted on Facebook and Twitter.

17.) PUBLIC COMMENT - None

18.) MEMBERS TIME

Farmer requested a bus route that would go to the Oshtemo Pubic Library and town hall.

Aardema commented it was good to see the new logos on the buses.

Brown Goodacre and Leigh requested updating and changing signage at the Kalamazoo Transportation Center (KTC). They are unable to be read due to location and weather damage.

Vice-Chair Janssen asked for more information about Apple Bus before the new contract comes up for bid.

McCormick thanked staff for all their hard work preparing the many reports and documents needed for the recent Board meetings.

19.) ADJOURNMENT

A motion was made to adjourn the CCTA/KCTA meeting.

Motion: Breneman


Second: Janssen

Motion carried by unanimous voice vote.

The meeting adjourned at 12:54 p.m.



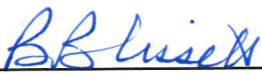
CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Clerk