

**Meeting Minutes**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**COMMITTEE OF THE WHOLE**  
**Regular Meeting**  
**July 13, 2015**

Members Present: Curtis Aardema, Jeff Breneman, Paul Ecklund, Martin Janssen, Saura Sahu, Greg Rosine\*, Linda Teeter

Members Absent: None

Staff Present: Sean McBride, Barbara Blissett

Others Present: Rachel Foster

\*Rosine left at 6:45 p.m.

Chairperson Teeter called the meeting to order.

### **1. SUCCESSION PLANNING**

Chairperson Teeter began the meeting by reminding everyone that this was a very important time and everyone has worked extremely hard to get where we are at this point. She said the same information was being provided to both authorities to assist with a smooth transition into a countywide transportation authority. She introduced CCTA Attorney Rachel Foster to outline the transition process ahead for the KCTA and CCTA.

Rachel Foster presented an informational Power Point and began discussion of succession for KCTA and CCTA with the City of Kalamazoo.

Foster explained the KCTA and CCTA operate as Public Act 196 authorities and will share in distribution of the millages collected after the Comprehensive Transfer Agreement (CTA) is in place. Currently the City of Kalamazoo receives funding for Metro Transit community service vans with the millage collected by KCTA. After passage of the millage and the final transfer, CCTA will take over ownership and operation of Metro Transit with KCTA paying CCTA for operating the transportation program.

Foster pointed out the role of the CTA and other supporting agreements including:

- Millage-sharing Agreement
- Support Services Agreements
- Lease Agreements for Land and Facilities

Foster said this would be accomplished over a period of time with the final transfer planned for October 2016 so as to make it a seamless transition and no cause for disruption of services, issues with employees or funding. She commented that all entities were working together towards one common goal including Federal and State transportation affiliates. Foster also acknowledged that, related to the transfer, PA 196 guaranteed there would be no detriment to the employees, their benefits or retirement.

The Board asked a variety of questions concerning the transition such as:

- What is the future for the Kalamazoo Transportation Advisory Board (TAB)?
- Who would be responsible for maintaining the facilities?
- What would become of the historical documents belonging to Metro Transit but still pertain to current transit operations?

Exec. Dir. McBride commented there was a lot of background knowledge needed to understand this process and listed four areas of baseline education that would be provided to the boards for this purpose:

1. Fleet, Facilities and Assets
2. Contracting for Administrative Support Services
3. Roles and Responsibilities to the FTA and MDOT
4. Transfer of Employees – Organizational Structure and Collective Bargaining Units

He said this information would be provided to the Board over a few meetings in order to allow everyone to digest the enormous amount of information.

In response to a question from Aardema, Exec. Dir. McBride said that if the millage did not pass everything would be stalled until a local source funding could be figured out.

Chairperson Teeter reminded the Board when the Leadership and Administrative Team came forward with a timeline; the crucial part of the transition was the millage passing.

Exec. Dir. said that current functions handled by the City of Kalamazoo would be services contracted for by CCTA for possibly three years. At that point a determination could be made as to what makes sense to continue for support services with the City or do within the CCTA organization.

Breneman asked how contracting with the City's departmental services could work when some of these could be viewed as full-time services or responsibilities. Exec. Dir. McBride said that in the beginning it would be more prudent to continue with what has been working for the system than starting with brand new suppliers until it was determined to seek other options.

Chairperson Teeter thanked Attorney Rachel Foster for spending time explaining the transition process.

## **2. Roles and Responsibilities**

Chairperson Teeter gave a brief history of the KCTA leadership and asked everyone to think about what its future should be like. She said it was time to cultivate leadership within the Board and go out into the community to connect and seek people willing to commit to helping promote better public transportation for the area.

Rosine said it was healthy to change leadership but didn't want it to turn into political battles.

Breneman and Aardema voiced their preference for rotation of officers or staggered terms but would need a change in the bylaws to accomplish it.

Foster responded to Rosine's inquiry whether, after October 2016, Kalamazoo County would play a role in the transportation system by saying the CCTA and KCTA were autonomous and the County's only function would be to provide board members by appointment.

Rosine also asked what happens to Metro Transit as a City department. Exec. Dir. McBride said Metro Transit would become CCTA and the branding name would be determined at a future date but, was not a priority.

Exec. Dir. McBride answered Breneman's question concerning TAB by acknowledging their process would have to be closed off, however, they definitely have a role up until the end since they are the entity approving State and Federal grants.

Rosine reminded everyone in 2016 there would be a KCTA millage to support Community Service Vans (CSV) and Metro County Connect.

Aardema shared his thoughts that it would be good to search outside areas for board members that especially utilize CSV and MCC to a great extent.

Chairperson Teeter answered Sahu's question regarding what he could do, as a new board member, to be most helpful with this transition. She said it was to get out into the public and attend meetings of all sorts to make people aware of all the services public transportation has to offer. She pointed out some opportunities to attend upcoming meetings and learn.

Breneman asked if the Outreach Calendar could be resurrected since the loss of several KCTA members, and that way there could be a guide to work from. Exec. Dir. McBride asked board members to provide him with their top jurisdictions they would like to visit for outreach responsibilities.

Chairperson Teeter said the first priority is to work together with the CCTA and the transition process. She said there would be several joint meetings in the future to see that everyone was on the same page and possibly join to tackle outreach needs.

Janssen suggested continuing with these Committee of the Whole meetings after each KCTA meeting until the future structuring could be put in place.

Exec. Dir. McBride said he looked forward to working with the joint group meetings and sharing the information that was necessary for everyone to know with relation to the transit merger.

Exec. Dir. McBride announced a consensus for CCTA meetings was the second and fourth Mondays of the month and, if it was acceptable with the KCTA they could join the CCTA at several of their meetings starting July 27<sup>th</sup>.

The meeting was adjourned at 7:05 p.m.

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KCTA Chairperson

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KCTA Secretary