

Meeting Minutes
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Regular Meeting
January 9, 2017

Place: Metro Transit Administrative Building, 530 N. Rose St.
Time: 5:30 p.m.
Staff Present: Sean McBride, Greg Vlietstra, Barbara Blissett
Others Present: John Gisler, Jack Urban

1). ROLL CALL

Members Present: Curtis Aardema, Jeff Breneman, Martin Janssen, Greg Rosine, Saura Sahu, Edie Trent, Greg Rosine, Linda Teeter

Members Absent: JJ Meddaugh

2). REQUEST FOR APPROVAL OF AGENDA

A motion was made to approve the December 5, 2016 agenda.

Motion: Ecklund Second: Aardema

Motion carried by voice vote.

3). APPROVAL OF MINUTES

A motion was made to approve the November 14, 2016 meeting minutes.

Motion: Breneman Second: Aardema

Motion carried by voice vote.

4). CITIZENS' TIME – None

5). DISCUSSION REGARDING METRO COUNTY CONNECT'S UPCOMING CONTRACT RENEWAL

Chairperson Teeter stated that on December 31, 2017 there is an option to extend the contract agreement with Apple Bus, Inc. for an additional two years. She quoted Section 4a. of the CCTA/KCTA Operating Agreement "Joint approval by the CCTA and KCTA is required in amending, extending or terminating of the contract for provision of the Metro County Connect Service, which is currently with Apple Bus, Incorporated." Chairperson Teeter said since Metro County Connect (MCC) is one of the primary focuses of the KCTA she proposed the following process for the meeting discussion and approval: after the presentation and discussion concludes, KCTA will vote to recommend that CCTA follow the lead of KCTA for the contract renewal or a decision to open a new bidding process. She said this should take place by April.

Janssen and Rosine agreed with the process noting that both Boards were striving towards the same goals and could come to a mutual decision.

Aardema commented that his concern through this process was that the voters inside the County but outside the CCTA boundaries are heard and have a voice. It is important their voice could only be heard through the KCTA.

Chairperson Teeter stated the proposed survey currently being prepared would provide the input from users and be their voice to the KCTA.

Sahu stated he thought it was a very agreeable process since the KCTA has the experience with Apple Bus, Inc. and should take the lead on the renewal process.

Breneman remarked that with the three KCTA members also serving on the CCTA, the KCTA's position would be well represented. He said it would be good to follow Aardema's suggestion to let the local governments know about the process and allow them to provide comments.

Exec. Dir. McBride noted February would be a joint meeting at 5:30 p.m., March is the Annual meeting for each Board and would be the KCTA determination for the Apple Bus, Inc. contract with the KCTA recommendation being presented to the CCTA for action at their April meeting.

6). COMMUNICATIONS – None

7). NEW BUSINESS – None

8). REPORT FROM EXECUTIVE DIRECTOR

Exec. Dir. McBride referred to the memo updating recent activities. He noted updating the website is moving forward quickly with a soft launch scheduled for the end of February. He said he was currently working on the CCTA and KCTA audits for 2016 and they would be presented to the Boards at their next meetings. Exec. Dir. McBride shared that interviews were taking place for a Customer Service Manager for the Kalamazoo Transportation Center (KTC) as customer service is a top priority.

Exec. Dir. McBride reported since the last meeting he had been meeting with the KTC Public Safety Officers to discuss how to make their presence more effective. He said one of the barriers is that the officers have to write reports and that is done at headquarters. Exec. Dir. McBride said efforts were being utilized to provide secured computer capabilities at the KTC so they could prepare these reports onsite. He said this would allow for more presence at the KTC. He also reported that since the last meeting, the electrical outlets had been covered and the charging station removed subsequently making a difference in the loitering.

Exec. Dir. McBride offered the monthly ridership reports noting an increase in riders and entertained questions from the Board.

Sahu thanked Exec. Dir. McBride for following through with the reported incidents taking place at the KTC and working on solutions.

Aardema inquired about bus routes and if there was a way to improve on some of them. He asked if it was feasible to add board members to the committee to give them a better idea of how the process works.

Exec. Dir. McBride said several of the areas on the table at this time were KL Avenue, 9th Street and the Comstock corridor then on to Galesburg.

Rosine said the KCTA should be able to provide connectors or additional support for those areas outside the CCTA area.

Breneman asked for a breakdown of rides per hour and Sunday rides for MCC.

Sahu suggested looking at additional services with the MCC contract for new areas and communities.

9.) COMMITTEE REPORTS

a. Executive Committee – Chairperson Teeter said the Executive Committees of both CCTA and KCTA had met and discussed future planning and agenda items. She said Facilitator Tim Fallon would be conducting a joint planning session but was not available until April.

Chairperson Teeter noted that the vacancies now open on the KCTA would be addressed by the Kalamazoo County Board of Commissioners but didn't know when they would be filled.

b. Finance Review Subcommittee – No Report.

c. Joint Outreach Subcommittee – Breneman shared some of the proposed marketing plan for the year and ideas for transportation's 50th Anniversary Celebration. Some of the ideas are placing celebration logos on buses and shelters, offering free rides through various promotions throughout the year, brochures and various activities. He said there would be an open house on February 23rd.

Breneman said they had discussed Chairperson Teeter's suggestion that the CCTA boardmembers from each jurisdiction should be the spokesperson and provide presentations and updates to their boards.

Janssen said the committee appreciated the well thought out plan by the Marketing Coordinator for the anniversary celebration.

Janssen remarked on the teamwork provided by the Metro Transit staff when the fire broke out at the Crosstown Parkway Apartments. He said the quick action of the night crew, drivers and management helped many people displaced by the tragedy. Janssen said this type of information should be broadcast or displayed more frequently to let the citizens know how important transportation services are to the community. He said he knew of many other times staff has come to the aid of the community.

d. Strategic Planning Subcommittee – No Report.

e. KATS – Chairperson Teeter said at the December 21st KATS Annual Meeting, they elected new officers: Paul Dykstra, Chair, Ross Township; Ann Nieuwenhuis, Vice-Chair, CCTA Representative; and Marcia Droin, Treasurer, Richland Township. She noted KATS would be conducting their KATS 101 Beginner and KATS 201 Advanced classes. She said these classes were very educational and each gives a high level of information of KATS' purpose and products. She encouraged boardmembers to consider attending one or both of these classes.

Chairperson Teeter said at that meeting, Eric Mullen, MDOT, gave a presentation on Federal funding with the presentation being available on the KATS' website at www.KATSMPO.org.

Chairperson Teeter also shared that KATS would be hosting a public meeting "KATSMOVES" on Tuesday, February 7th. She said this is a community-driven plan to enhance pedestrian, greenway and transit facilities throughout the greater Kalamazoo Metro region. She said information would be sent out.

10.) CHAIRPERSON'S REPORT – Chairperson Teeter said she would be emailing Exec. Dir. McBride's Annual Evaluation Form. She asked everyone to complete them and return them to her in February.

Chairperson Teeter asked for a motion to create a Nominating Committee to function from this date to the March 13th Annual Meeting for the purpose of making a recommendation for the slate of KCTA officers.

A motion was made to create a KCTA Nominating Committee to function until March 13, 2017.

Motion: Sahu

Second: Breneman

Motion carried by voice vote.

Chairperson Teeter recommended Jeff Breneman, Martin Janssen and Edie Trent to serve on the Nominating Committee.

A motion was made to nominate Breneman, Janssen and Trent to serve on the KCTA Nominating Committee to serve until March 13, 2017.

Motion: Aardema

Second: Sahu

Motion carried by voice vote.

Chairperson Teeter shared that at the joint meeting on March 13th there would be presentation on the 10 Year Service Plan and the auditors would be delivering the 2016 audits for the CCTA and KCTA. She said she had the opportunity to speak to the lead auditor who had asked if she felt there were and fraudulent transactions or activities taking place. She said the Boards would begin receiving regular financial reports at future meetings.

Chairperson Teeter gave a challenge to everyone to ride public transit at least once a month to experience and gain a better knowledge about what it provides to the community.

11). CITIZENS' TIME – Jack Urban thanked the Board for their discussion that evening and appreciates the increased interest in marketing and extending services.

12). MEMBERS' TIME

Aardema expanded on Chairperson Teeter's challenge to ride public transportation by also riding public transportation in other communities. He asked about snow removal at the bus stops.

Trent thanked staff for their efforts during the Crosstown Parkway Apartment fire.

Chairperson Teeter shared she would be riding the Lansing bus system in the near future.

13). ADJOURNMENT

A motion was made to adjourn the meeting at 6:55 p.m.

Motion: Janssen

Second: Aardema

Motion carried by unanimous voice vote.

KCTA Chairperson

KCTA Secretary