

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**January 14, 2019**

Place: Metro Administrative Building, 530 N. Rose St.  
Time: 11:30 a.m.  
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Barbara Blissett  
Others Present: Earl Cox, Jr., John Gisler, Melinda Vanderbilt, Stephen Bristow  
Darnice Haskall, Kevin Martin, Laura Pennell, Tammy Justice

**1). CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema, Rob Bricker, Rob Britigan\*, Chris Burns, Dusty Farmer, Nicolette Leigh, Garrylee McCormick, Greg Rosine, Randy Thompson*

*CCTA Members Absent: Martin Janssen and Jim Pearson*

*A motion was made to excuse Martin Janssen and Jim Pearson.  
Motion: McCormick Second: Leigh  
Motion carried by unanimous voice vote.*

*\*Britigan left the meeting at 12:55 p.m.*

**1.) KCTA ROLL CALL**

*KCTA Members Present: Curtis Aardema, Jeff Breneman, Pamela Brown Goodacre, Dusty Farmer, Tim Sloan, Sam Urban, Greg Rosine*

*KCTA Members Absent: John Dillworth and Martin Janssen*

*A motion was made to excuse John Dillworth and Martin Janssen.  
Motion: Urban Second: Brown Goodacre  
Motion carried by unanimous voice vote.*

**2.) REQUEST FOR APPROVAL OF AGENDA**

*A motion was made by CCTA and KCTA for approval of the joint CCTA/KCTA meeting agenda for January 14, 2019.*

*Motion: Britigan Second: Thompson  
Motion carried by unanimous voice vote.*

**3.) REQUEST FOR APPROVAL OF MINUTES**

*A motion was made by CCTA and KCTA to approve the joint CCTA/KCTA December 10, 2018 meeting minutes.*

*Motion: Sloan Second: Thompson  
Motion carried by unanimous voice vote.*

**4.) PUBLIC COMMENTS** – None

## **5.) CONTRACT FOR MAINTENANCE GARAGE PAINTING**

Dep. Dir. Vlietstra explained the Metro maintenance garage and bus storage area had not been painted since 2004 and was in need of a fresh re-painting. He said the work would include cleaning and degreasing then applying two coats of industrial grade paint. Dep. Dir. Vlietstra stated that the work VanTuinen Painting had performed for Metro in the past was good and completed in a timely fashion.

*A motion was made by the CCTA to approve a contract with VanTuinen Painting in the amount of \$71,000 for the painting of the maintenance garage and bus storage area and authorizing the Executive Director to sign any related documents on behalf of the CCTA.*

*Motion: Leigh*

*Second: Burns*

*Motion carried by a unanimous voice vote.*

## **6.) RENEWAL OF BRONSON BUS2WORK PROGRAM**

Planning and Development Manager Kathy Schultz provided a history of the Bronson Bus2Work Program partnering with Bronson Healthcare stating it had been in service since 2016 for about three years and with positive feedback. She said over the past three years there had been a total of approximately 30,320 trips with 194 Bronson employees signing up for the program.

Schultz responded to questions stating that the discounted rate for riders was based on the transfer rate; the termination clause was only one week because the cards could be recovered in a short period of time and it is not anticipated to terminate the program in the near future. Aardema requested information on the percentage of riders versus the number of Bronson employees (approximately 8,000) and how it could be increased.

*A motion was made by the CCTA to approve a contract with Bronson Healthcare Group continuing the Bronson Bus Pass Program from February 1, 2019 to January 31, 2020. and authorizing the Executive Director to sign any related documents on behalf of the CCTA.*

*Motion: Aardema*

*Second: McCormick*

*Motion carried by a unanimous voice vote.*

## **7.) PRESENTATION ON METRO CONNECT SERVICES**

ADA Special Projects Manager Richard Congdon provided a PowerPoint presentation (A copy is included in with the minutes of the meeting.) regarding the past and current Metro Connect Services performed in conjunction with Apple Bus Program. He said the contract began in 2009 and was renewed in 2015 for two years expiring December 31, 2019. Congdon stated the Federal Transit Administration (FTA) requires an organization to request bids again after a one renewal. He said a Request for Purchase (RFP) would be issued in 2019.

Congdon stated over the course of the contract, Metro Connect has seen an increase in ridership by 36% with 2018 providing rides to 168,041 passenger trips. Congdon provided statistics regarding passenger complaints, timeliness of scheduled rides, scheduling rides, accidents and monthly reporting. He said Apple Bus has always been responsive and flexible with a good working relationship.

Congdon explained to the Boards that during the contract's duration there have been passenger surveys conducted with an average of 93% being satisfactory. He said the future RFP would focus on scheduling and response time for customers.

Chair Rosine suggested that it would be beneficial to have boardmembers from CCTA and KCTA involved in the RFP process. He asked for volunteers to assist with the development and Breneman, Aardema and Urban agreed to represent the two Boards. Congdon shared that local agencies such as Disability Network, Michigan Rehabilitation Center (MRC) and the Local Advisory Committee(LAC) would be included in the development of the new RFP

The Boards discussed various aspects of Metro Connect including number of vehicles in use at one time, cleanliness of vehicles and response times.

### **8.) FIRST READING OF UPDATE TO CCTA POLICY NO. 1.00.00 REGARDING FIXED-ROUTE BUS SERVICE TO AREAS OUTSIDE CCTA AUTHORITY BOUNDARIES**

Exec. Dir. McBride provided a brief history of the current policy regarding fixed-route bus service to areas outside the CCTA Authority boundaries. He indicated that if there were to be any changes to the boundaries, that it would need approval of the Kalamazoo County Board of Commissioners.

He said the proposed amendment to the policy would: 1) Update the introduction to provide reference to the service agreements with Texas Township/KVCC and Oshtemo Township; 2) The current policy states that the CCTA may enter into only one service agreement and the agreement will not be renewed. The proposed policy removes this language and allows for the renewal of the current two agreements. It also identifies language that a service agreement may be established for areas currently outside the CCTA boundaries.

The Boards weighed in on the current policy versus the proposed policy amendment with discussion on the possibility of some municipalities in the CCTA district wanting to opt out and enter into an agreement such as the ones now being used by Texas Township/KVCC and Oshtemo Township. They felt there were several municipalities that had "desert" areas where residents didn't have bus service but were still paying the millage who would consider this alternative.

Chair Rosine reminded everyone that when Oshtemo Township opted out of the CCTA boundaries a local retailer stepped up to provide additional funding to secure bus service to the area. Breneman stated an updated policy needed to be developed or the CCTA would lose KVCC/Texas Township and Oshtemo Township at the end of this millage.

Exec. Dir. McBride noted that the proposed updated policy is intended to discourage municipalities from opting out of the CCTA boundaries.

Aardema pointed out that the current policy indicates that publicly funded educational facilities would be able to enter into a contract when an agreement with the jurisdiction where they are located cannot be reached.

Chair Rosine thanked the Boards for valuable discussion and with the upcoming millage; the current or a larger tax base is needed to continue the current level of bus service to the community.

### **9.) FOLLOW-UP TO MISSION/VISION STATEMENT**

Exec. Dir. McBride briefly reviewed the summary of the December 10<sup>th</sup> Work Session prepared by Facilitator Tim Fallon regarding the Metro Mission and Vision Statement. He stated the proposed updated Mission Statement would be: "To improve quality of life in the community by providing public transportation services that are dependable, convenient, safe, cost effective and accessible for all."

Exec. Dir. McBride stated the proposed updated Vision Statement would be: Metro will become a preferred transportation choice for all citizens by:

- Providing safe, affordable, accessible, dependable on-time service
- Engaging the community in shaping, using and supporting the system
- Building partnerships with business, education and non-profit organizations
- Continually enhancing the ride experience using communication, technology and other appropriate resources
- Expanding and enhancing services to better meet community needs
- Developing and maintaining high quality system infrastructure
- Ensuring adequate resources to ensure system effectiveness and sustainability
- Adapting to meet the changing needs of the community

The Boards talked about the necessity of including the “quality of life” in the Mission Statement. The Boards also discussed adding “efficient” in the Mission Statement. Boardmember Britigan questioned whether the Vision Statement should be condensed into one sentence. Exec. Dir. McBride said he would take the suggestions to Tim Fallon and work on another draft to present at a future meeting.

## **10.) EXECUTIVE DIRECTOR REPORT**

Exec. Dir. McBride provided the December Public Safety Activity Report for the Kalamazoo Transportation Center (KTC). Boardmembers asked for additional information to be included with the monthly reports such as time away from the KTC, responses to outside calls and where they were.

Exec. Dir. McBride stated the Comstock East Route began service on January 7<sup>th</sup> and an update on ridership would be provided at a future meeting.

Exec. Dir. McBride informed the Boards that staff had been working with the City of Kalamazoo, Kalamazoo Public Schools and other partners to develop a “Youth Mobility” Program through the Foundation for Excellence (FFE). This program would provide free rides to Kalamazoo Public Schools for the 2019-2020 school year.

Exec. Dir. McBride updated the Boards on the effects of the Federal government shutdown on Metro’s operations. He said the closure impacted the final approval of the Fiscal Year 2018 grants, grant reimbursement and the ability to proceed with some capital projects, however, this was not currently an issue.

## **11.) SUBCOMMITTEE REPORTS**

Executive Committee – Chair Rosine shared the Executive Committee met to discuss the upcoming agenda and the Executive Director’s contract addendum.

### **11a.) Consideration to Update Executive Director Employment Agreement**

Chair Rosine reviewed Executive Director McBride’s evaluation summary completed earlier in 2018. He said with the excellent rating, it was time to amend the current employment agreement and the Executive Committee proposed the following changes:

- Increase yearly salary by 5%
- Increase the retirement benefit paid into the 401(a) by 2%
- Extend the employment agreement to September 30, 2023

*A motion was made to approve the 2019 CCTA Executive Director Employment Agreement Addendum.*

*Motion: Aardema*

*Second: Leigh*

*Motion carried by unanimous roll call vote.*

*Ayes: Aardema, Bricker, Britigan, Brown Goodacre, Farmer, Leigh, McCormick, Thompson, Rosine*

*Nays: None*

*Absent: Janssen, Pearson*

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

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

Pension Board – Did not meet.

KATS Policy Committee – Aardema provided an update on the last KATS Policy Committee meeting stating that they had approved a contract for traffic data reporting. He said KATS was working with the Michigan Department of Transportation (MDOT) and the City of Kalamazoo to take ownership of roads under its jurisdiction. Aardema noted that this would involve funding currently being earmarked for MDOT would now be going to the City of Kalamazoo and could impact the way streets are laid out around the city.

Local Advisory Committee (LAC) – Did not meet.

**12.) COMMUNICATIONS** – None

**13.) OLD BUSINESS** - None

**14.) NEW BUSINESS** - None

**15.) CHAIRPERSON'S REPORT**

Rosine thanked Exec. Dir. McBride for his updates on the various Metro happenings.

**16.) PUBLIC COMMENT**

Stephen Bristol, Oshtemo Township, requested to resume service to the Oshtemo Public Library and Township Hall. He said since the service to these facilities has been eliminated several years ago; he now has to rely on separate trips with Metro Connect at a greater expense.

Earl Cox, Metro/ATU, reported that he had been made aware that there were some challenges with the Bronson2Work Program and how the passengers were verified by the bus driver. He commended Chair Rosine's comments regarding the Executive Director's Employment Agreement Addendum and wanted to add that it was also due to the dedication and excellent service provided by all the employees at Metro.

Darnice Haskall, Metro, requested upgrades for security at the Kalamazoo Transportation Center (KTC). She said there were times the drivers feel threatened. She also asked for extending the route pickup and delivery times to make it easier for connections.

**17.) MEMBERS TIME**

Boardmembers expressed appreciation for the good dialogue at today's meeting regarding the proposed policy revision and mission/vision statement.

Farmer responded to the public comment concerning bus service to the Oshtemo Public Library and Township Hall and provided some background on the timing of these changes which were done well before the establishment of the CCTA.

Burns thanked the Boards for holding their last outreach meeting in Portage and for the public comments received at this meeting.

Leigh thanked staff for all the statistics provided related to meeting topics.

McCormick thanked Metro staff for all their hard work and comments at the meeting.

**18.) ADJOURNMENT**

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

*Motion: McCormick*

*Second: Brown Goodacre*


*Motion carried by unanimous voice vote.*

The meeting adjourned at 1:18 p.m.

  
CCTA Chairperson

  
CCTA Clerk

  
KCTA Chairperson

  
KCTA Clerk