

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Meeting
January 15, 2018

Place: Metro Transit Administrative Building, 530 N. Rose St.
Time: 11:30 a.m.
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Barbara Blissett
Others Present: Jeff Ammon, Hunter Dean, John Gisler, Maggie Slocum, Tim Sloan, Sam Urban, Lewis Whalen, Mark Wilkinson

1). CCTA ROLL CALL

CCTA Members Present: Rob Bricker, Rob Britigan, Dusty Farmer, Martin Janssen, Nicolette Leigh, GarryLee McCormick, Jim Pearson, Greg Rosine

CCTA Members Absent: Terry Urban

A motion was made to excuse Terry Urban.

Motion: Pearson

Second: McCormick

Motion carried by unanimous voice vote.

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Jeff Breneman, Pamela Brown Goodacre, Martin Janssen, Alex LaPorte, Greg Rosine*

KCTA Members Absent: JJ Meddaugh

**Brown Goodacre arrived at 11:35 a.m.*

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made to approve the January 15, 2018 joint CCTA/KCTA agenda.

Motion: Britigan

Second: McCormick

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made for CCTA to approve the joint CCTA/KCTA December 11, 2017 meeting minutes.

Motion: Leigh

Second: Bricker

Motion carried by unanimous voice vote.

A motion was made for KCTA to approve the joint CCTA/KCTA December 11, 2017 meeting minutes.

Motion: Breneman

Second: LaPorte

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS

Gisler announced the new leadership for the Kalamazoo County Board of Commissioners is Stephanie Moore as Chair and Dale Shugars as Vice Chair.

5.) BACKGROUND TO PLAN FOR FUTURE CCTA AND KCTA MILLAGE ELECTIONS

Exec. Dir. McBride provided background information on the voter-approved millage funding for the CCTA and KCTA. He said approximately 36% of Metro's funding is through these millages and the boards play an important role in securing this funding through planning the future millage elections.

Exec. Dir. McBride introduced Attorneys Jeff Ammon and Mark Wilkinson who he said would answer questions regarding the CCTA boundaries and how it would affect the next millage vote if the district boundaries changed.

Ammon explained the process according to PA 196 if the boundaries are changed due to townships adding or omitting voting precincts for bus services. He said according to PA 196, CCTA boundaries are drawn according to precinct lines. He said PA 196 allows municipalities to add or remove precincts to the boundaries prior to a millage election. Ammon stated if the townships do not want to make any changes it does not require any notification process. He said however, if a township wishes to remove one or more precincts within their CCTA boundaries, the County offers the CCTA an opportunity to speak to the municipality before their final request to "opt out."

Discussion took place concerning the potential of some jurisdictions making changes to the CCTA boundaries by removing some of their precincts that do not receive fixed-route bus service.

Chair Rosine reminded everyone CCTA has a policy to address the need for bus service to these jurisdictions outside the boundaries. He stated it is a one-time service contract that will extend for the duration of the millage and at a cost equal to the millage that would have been collected. Chair Rosine said currently KVCC, Texas Township and Oshtemo Township have entered into these contracts.

Exec. Dir. McBride referred to a proposed timeline in the packet that showed necessary steps needed for the next millage elections. He stated as part of millage election planning, it is important to plan for two elections. In case the first election is not successful, State law only allows one millage election per calendar year. In addition, the State has increased the filing deadlines for placement on the ballot, so we need to plan further ahead.

6.) REVIEW AND UPDATE CCTA AND KCTA BYLAWS

Exec. Dir. McBride explained the CCTA and KCTA have been meeting jointly for the past year and frequently since CCTA was formed in 2014. He said for the two boards to operate together smoothly, the bylaws are in need of updates to align the contents and governance for the boards.

Exec. Dir. McBride outlined the differences between the two sets of bylaws noting that the section regarding quorum requirements are outlined in the Articles of Corporation. He said for a quorum the CCTA requires "more than half of the directors in office" attend and KCTA requires the attendance of "not less than five boardmembers."

Exec. Dir. McBride also noted a change for the CCTA bylaws would be to add when a boardmember's term expires; they would be able to continue to serve until a replacement is appointed. This change would mirror the KCTA bylaws.

Breneman commented the need for the bylaw changes had been brought to light by the lack of appointments by the Kalamazoo County Board of Commissioners making it difficult to have a quorum especially for KCTA meetings.

Chair Rosine shared that the local jurisdictions have provided recommendations to the County for appointments and they were not always elected officials but as citizens. He said the County reviews the recommendations and ultimately is the body that makes the appointment.

Exec. Dir. McBride noted that in the past, the County has always appointed members from the jurisdictions' recommendations without an interview process.

Farmer suggested consideration to amend Articles of Incorporation and/or Bylaws to include the ability to have members phone in for meeting attendance and voting privileges.

Chair Rosine stated there would be an opportunity to discuss the changes to the bylaws when they are offered for first reading at the next meeting.

7.) APPOINT NOMINATING COMMITTEE FOR 2018 CCTA AND KCTA SUBCOMMITTEES

Exec. Dir. McBride described that at the annual meeting the CCTA and KCTA appoint leadership positions to both boards. He said since the boards have been meeting jointly, he recommended the Nominating Committees for both boards work together to select members for the positions.

A motion was made to approve the recommendation for the KCTA Nominating Committee to consist of Aardema, Meddaugh, Janssen and Breneman.

Motion: Aardema Second: Janssen

Motion carried by unanimous voice vote.

A motion was made to approve the recommendation for the CCTA Nominating Committee to consist of Farmer, Urban and Janssen with an amendment to add McCormick as an alternate.

Motion: Britigan Second: Bricker

Motion carried by unanimous voice vote.

8.) REPORT FROM EXECUTIVE DIRECTOR

Exec. Dir. McBride announced there was a new fare purchase option beginning in February called Token Transit. He stated the customer would be able to go online or through a phone app and use a credit card to purchase a bus pass that would be downloaded to their smart phone which they would then show to the driver upon entering the bus.

Breneman was excited about the new Token Transit app and asked that the marketing campaign include information about this to the community.

Exec. Dir. McBride shared that this was the first year for CCTA to have an annual audit that includes all financial reserves of the transit system.

Exec. Dir. McBride explained that another facet of the transition process was transferring over the City of Kalamazoo Metro Transit Federal Transportation Administration (FTA) grants to the CCTA. He said they were in the final steps and it should be completed within the next couple of months.

Exec. Dir. McBride noted that one of the Kalamazoo Public Safety officers assigned to the Kalamazoo Transportation Center (KTC) would be transferring to another division and a new officer would be assigned to the KTC in March. He said some of the situations being monitored over at the KTC were access to the building for patrons during the frigid weather.

Exec. Dir. McBride responded to a question from McCormick that the KTC's concession area is a needed service and the lease is set to expire next fall.

Exec. Dir. McBride noted he had met with the railroad administrators about the timing of Amtrak passing through downtown Kalamazoo and the excessive wait times at railroad crossings. He said the railroad was working to arrange for the trains to pass through town during the early mornings prior to 5:00 am and not during commute times.

9.) SUBCOMMITTEE REPORTS

Executive Committee – Met and discussed the meeting agenda, meeting with local governments and proposed strategic planning meeting.

Finance Subcommittee – Did not meet.

Outreach Subcommittee (joint with KCTA) – Breneman said they did not meet however the intention was to meet soon to discuss outreach to the townships in the county.

Pension Board – Did not meet.

KATS Policy Committee – Janssen said KATS would be conducting an awareness class on January 17 and encouraged everyone to attend to learn more about KATS and funding of transportation projects. He said they appointed an Executive Committee at the meeting with Randy Thompson as Chair and Libby Heiny-Cogswell as Vice-Chair.

Local Advisory Committee (LAC) – Did not meet.

10.) COMMUNICATIONS – None

11.) OLD BUSINESS - None

12.) NEW BUSINESS - None

13.) CHAIRPERSON'S REPORT

Chairperson Rosine encouraged everyone to take the opportunity to ride a bus and be prepared to share experiences at the next meeting. He said it was important for us as boardmembers to have direct awareness of how public transit works. He also encouraged everyone to visit the KTC and see firsthand how it operates and provides a service to the community.

14.) PUBLIC COMMENT

Gisler commented that the County takes the recommendations from local jurisdictions very seriously when making appointments to advisory boards.

15.) MEMBERS TIME

Britigan shared that feedback received regarding the extended bus service hours for the City of Parchment was very positive.

Aardema stated he was excited about the new Token Transit app being available to the public.

Janssen said he would be riding Metro Connect and taking a selfie as a rural representative.

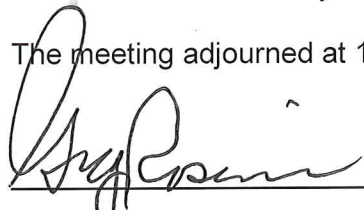
16.) ADJOURNMENT

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

Motion: McCormick Second: Janssen

Motion carried by unanimous voice vote.


The meeting adjourned at 1:09 p.m.



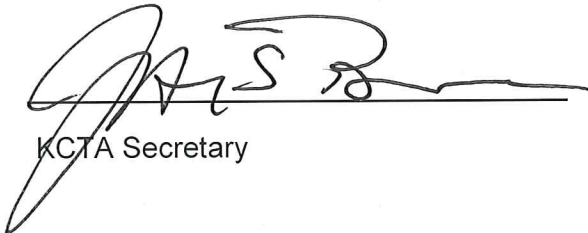
CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Secretary