

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Meeting
February 12, 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: John Gisler, Maggie Slocum, Tim Sloan, Jon Start, Sam Urban

1.) CCTA ROLL CALL

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

CCTA Members Absent: Randy Thompson

1.) KCTA ROLL CALL

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

KCTA Members Absent: JJ Meddaugh

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made for approval of the joint CCTA/KCTA February 12, 2018 agenda.

Motion: McCormick Second: Aardema

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

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

Motion: Britigan Second: McCormick

Motion carried by unanimous voice vote.

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

Motion: Breneman Second: Aardema

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS

Tim Sloan commented to the Boards that the buses going by the apartment complexes at Evergreen North and Washington Square only run on the non-peak hours. He said it makes it difficult for people who need transportation at other times. He requested better signage at the Kalamazoo Transportation Center (KTC) because the route numbers should relate to the bus numbers and asked for the name of the Egleston route to reflect the areas it services since it doesn't travel on Egleston.

5.) RESOLUTION OF INTENT TO APPLY FOR FISCAL YEAR 2019 GRANT FUNDING FROM MICHIGAN DEPARTMENT OF TRANSPORTATION

Dep. Dir. Vlietstra provided background information on the purpose of this resolution which would secure approximately \$6 million in funding from the State of Michigan for Metro's Community Share Vehicles, Metro Connect, Metro Rideshare and other capital projects. One of the requirements for this funding is to project what the funds would be used for in 2019. The two-year budget process Metro is using allows for better insight to future budget needs for these applications.

A motion was made to adopt Resolution 18-001 Resolution of Intent to Apply for Fiscal Year 2019 Grant Funding from Michigan Department of Transportation.

Motion: McCormick Second: Bricker

Motion carried by roll call vote.

*Ayes: Bricker, Britigan, Farmer, Janssen, Leigh, McCormick, Pearson, Rosine
 Urban*

Nays: None

Absent: Thompson

6.) CONSIDERATION OF FIRST READING FOR CCTA AND KCTA BYLAWS

Chair Rosine commented that at the January meeting the CCTA and KCTA had a brief discussion about the bylaws and were now being presented for a first reading.

Exec. Dir. McBride explained the history of both bylaws and stated the changes would allow 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 stated the 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.

Pearson asked if Farmer's suggestion for consideration to amend the Articles of Incorporation and/or Bylaws to include the ability to have members phone in for meeting attendance and voting privileges would be included.

Exec. Dir. McBride stated it would require a change to the Articles of Incorporation and approval by the County. He said currently the State was looking at the validity of phone attendance for meetings so the Board should wait for new legislation before making any changes.

Pearson asked about the inclusion of an alternate member for jurisdictions to allow for representation during meetings and voting privileges.

Exec. Dir. McBride stated it was considered by the County in 2013 and 2014, however, the leaders at that time determined it was important that the boardmembers voting at every meeting are the representative and not to have someone come in for just one meeting and vote on important issues.

Several boardmembers shared that they served on various board committees that allowed phone participation either for discussion only or voting as well.

A motion was made to offer for first reading revisions to the CCTA Bylaws as presented.

Motion: Pearson

Second: McCormick

Motion carried by voice vote.

Exec. Dir. McBride shared the background for the KCTA Bylaws noting the changes to the bylaws would be to mirror the CCTA Bylaws except for the quorum requirement that is governed by the Articles of Incorporation. The KCTA rule is the attendance of five boardmembers and the CCTA rule is more than half of the directors in office attending the meeting.

A motion was made to offer for first reading revisions to the KCTA Bylaws as presented.

Motion: Breneman

Second: Brown Goodacre

Motion carried by voice vote.

7.) REPORT FROM EXECUTIVE DIRECTOR

Exec. Dir. McBride updated the Boards on the new fare purchase option, Token Transit that went live on February 5th. He said it allowed users to purchase passes using an app on a smart phone with funds coming from a credit or debit card.

Kathy Schultz, Planning and Development Manager provided a demonstration on how to use the Token Transit app. She explained a user could purchase various types of passes and there would be no extra charges to the user. Schultz said a person could also purchase a pass and send it to another person's phone. Schultz said Token Transit would not eliminate the ability to use cash or purchase tokens and passes at the KTC.

Exec. Dir. McBride announced one of the newly wrapped Metro buses was outside the building for viewing. He said several buses and vans would be changed-out initially in the next few months.

Exec. Dir. McBride mentioned a summary of the each board composition. He noted Alex LaPorte had resigned from the KCTA to pursue some personal and career options. He said the County would be making appointments to these boards at one of their next meetings in February or March.

Exec. Dir. McBride announced Missy Coulson, Metro Share Coordinator had resigned to pursue new opportunities out of state and the new Public Safety Officer at the KTC replacing Officer John Deming would be Brandon Nobel.

Exec. Dir. McBride introduced the CEO and CFO of Saginaw Transit Authority and Regional Services (STAR) in the audience. He said they were visiting Metro to view our governing structure as a potential model for their transportation system.

Exec. Dir. McBride outlined the procedures for snow issues and tracking accidents involving Metro busses and vans.

8.) SUBCOMMITTEE REPORTS

Executive Committee – Met and discussed the meeting agenda and the annual evaluation process for the Executive Director. He said the committee realized the previous year's form would need to be reevaluated to provide a better tool to determine the Executive Director's performance for the past year. He said they would provide a new form at the next meeting.

Finance Subcommittee – Did not meet.

Outreach Subcommittee (joint with KCTA) – Breneman said they did meet. The active subcommittee members are somewhat in flux due to the board vacancies. Blaine Lam attended to present information about the new branding. Breneman said boardmembers would be asked what jurisdiction they would like to visit and new materials would be provided to assist during the presentations.

Nominating Committee – Janssen said the subcommittee met to discuss options and came up with the decision that there should be one Chair for both boards and a separate Vice-Chair for each board. The boards discussed the logistics of having a Vice-Chair from each board and how it would affect the meeting procedures; they agreed it would not be a problem and manageable. He encouraged that anyone interested in serving as Vice-Chair contact one of the members of the Nominating Committee. Janssen stated a final recommendation would be brought back to the March 12th meeting.

Pension Board – Did not meet.

KATS Policy Committee – Chair Rosine stated because KATS KCTA representative Alex LaPorte had resigned he opened the nominations for a replacement.

A motion was made to appoint Pamela Brown Goodacre as the KCTA representative to KATS.

Motion: Breneman

Second: Janssen

Motion carried by voice vote.

Janssen said KATS was working on the Transportation Improvement Programs (TIP) tied to government funding. He said they were also working with the County Road Commission of Kalamazoo to identify countywide road projects and make them available on the County's website.

Local Advisory Committee (LAC) – Did not meet.

9.) COMMUNICATIONS – None

10.) OLD BUSINESS - None

11.) NEW BUSINESS - None

12.) CHAIRPERSON'S REPORT

Chairperson Rosine shared that he has reached out to JJ Meddaugh to encourage him to seek reappointment because he brought a lot of insight and expertise to the board.

13.) PUBLIC COMMENT

Start shared that KATS also had the countywide TIP available on their website at www.katsmpo.org.

Gisler commented that the County would hopefully be making board appointments in a timelier manner in the future.

14.) MEMBERS TIME

Members discussed their experiences riding a Metro bus.

Aardema asked for additional attention to the signage and aesthetics at the KTC. He said improvements and updating would be well received and bring more use of the KTC and public transportation.

15.) ADJOURNMENT

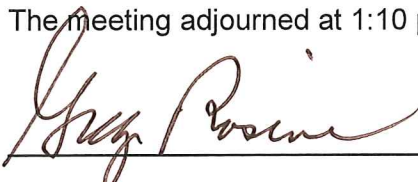
A motion was made to adjourn the CCTA/KCTA meeting.

Motion: Janssen

Second: McCormick

Motion carried by unanimous voice vote.


The meeting adjourned at 1:10 p.m.



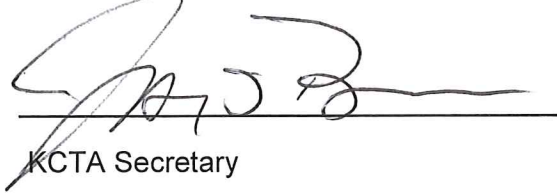
CCTA Chairperson



KCTA Chairperson



CCTA Clerk



KCTA Secretary