

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Annual Meeting**  
**March 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, Sam Urban

**1.) CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema, Rob Bricker, Chris Burns, Martin Janssen, Nicolette Leigh, Garrylee McCormick, Jim Pearson, Randy Thompson*

*CCTA Members Absent: Rob Britigan, Dusty Farmer, Greg Rosine*

*A motion was made to excuse Rob Britigan, Dusty Farmer and Greg Rosine.*

*Motion: Pearson Second: McCormick*

*Motion carried by unanimous voice vote.*

**1.) KCTA ROLL CALL**

*KCTA Members Present: Curtis Aardema, Pamela Brown Goodacre, Martin Janssen*

*KCTA Members Absent: JJ Meddaugh, Greg Rosine*

*No Quorum*

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

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

*Motion: McCormick Second: Thompson*

*Motion carried by unanimous voice vote.*

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

*A motion was made for CCTA to approve the joint CCTA/KCTA February 12, 2018 meeting minutes.*

*Motion: Pearson Second: Leigh*

*Motion carried by unanimous voice vote.*

**4.) PUBLIC COMMENTS** - None

**5.) ANNUAL REPORT**

Vice-Chair Janssen presented the 2017 Annual Report to the Boards highlighting the events of the past year and commending the administration for orchestrating a seamless transition from the City of Kalamazoo to the Central County Transportation Authority (CCTA). Janssen also commended the introduction of late night and Sunday service.

Vice-Chair Janssen applauded former Chairperson Linda Teeter for her role in bringing Executive Director McBride to the CCTA and KCTA. He said without her foresight, the operations and future of public transportation in Kalamazoo County wouldn't be where it is today.

Vice-Chair Janssen thanked the Boards for their hard work and dedication over the past year and for Chairperson Greg Rosine carrying on the torch with Linda Teeter's retirement as Chairperson. He stated he was looking forward to the upcoming year and the emphasis on jurisdictional outreach to the community.

Exec. Dir. McBride provided more detail about the last year's transition, accomplishments and events including:

- Transfer of approximately **130 employees** from City of Kalamazoo
- Transfer of **Assets**
- Federal Transit Administration (FTA) conducted three-year **Comprehensive Review** with only one finding was noted for improvement
- First consolidated and comprehensive **CCTA Budget**
  - Utilize two-year budget system with approximately \$18 million of annual operating expenses
- Organizational rebranding to **Metro**
- **Website upgrade** to reflect all of Metro's services and provide information to community
- **Strengthened cooperative governance** partnership of CCTA and KCTA through conducting joint meetings and conducting joint subcommittees

Exec. Dir. McBride noted for services that Metro is hoping to surpass 3 million rides in the coming year, Metro Connect grew by 27% and the Community Service Van Program had seen growth of approximately 270% over the past five years.

Exec. Dir. McBride shared the commitment to fiscal responsibility included an annual audit that will be presented by Aaron Stevens of Stevens Kirinovic & Tucker at the April meeting.

Exec. Dir. McBride stated he looked forward to the next year with staff and Board retreats to look at future service, investing in technology and capital improvements and upgrading of bus stops and shelters.

## **6.) CONSIDERATION TO ADOPT CCTA BYLAWS**

Exec. Dir. McBride noted the updated CCTA Bylaws were presented for first reading at the January 15, 2018 meeting. He said these changes would create more consistency and uniformity for governance of the Board.

*A motion was made to adopt the updated CCTA Bylaws.*

*Motion: McCormick*

*Second: Thompson*

*Motion carried by roll call vote.*

*Ayes: Aardema, Bricker, Burns, Janssen, Leigh, McCormick, Pearson, Thompson*

*Nays: None*

*Absent: Britigan, Farmer, Rosine*

**7.) ELECTION OF OFFICERS**

Vice-Chair Janssen, on behalf of the Nominating Committee, presented Garrylee McCormick as the candidate for CCTA Vice-Chair. He stated that the Nominating Committee decided with the KCTA eliminating the Secretary position that having a Vice-Chair from each Board would give more boardmembers for the Executive Committee.

Bricker asked how the meetings would be governed with the absence of the Chairperson. Janssen said it would be conducted just like they are now with separate items for each Board and the Vice-Chair for each could present their items or alternate meetings as acting Chair.

Exec. Dir. McBride stated if needed, the Executive Committee could put together something on guiding principles for what the roles would be for the Chair and Vice-Chairs.

*A motion was made to appoint Garrylee McCormick as the CCTA Vice-Chair.*

*Motion: Pearson*

*Second: Leigh*

*Motion carried by roll call vote.*

*Ayes: Aardema, Bricker, Burns, Janssen, Leigh, McCormick, Pearson, Thompson*

*Nays: None*

*Absent: Britigan, Farmer, Rosine*

**8.) REPORT FROM EXECUTIVE DIRECTOR**

Exec. Dir. McBride reported the rebranding process was taking place and moving along quickly. He said there were four buses in the garage with the new colors and logos as well as a van that was being rebranded that week. Exec. Dir. McBride stated that the website and phone apps had been updated, new uniforms were being issued for the drivers and brochures and other materials were presently being updated.

Exec. Dir. McBride shared that all CCTA Board positions were filled and the County was interviewing candidates for the four KCTA Board positions and hopefully will have made some appointments before the next meeting.

Exec. Dir. McBride informed the Boards that during the flooding from Thursday, February 22 through Tuesday February 27, there were significant impacts on the majority of the bus routes. He said changes took place continually and staff was working diligently to keep the community apprised of the situation and changes in the routes. This was done through the Metro website, Facebook, WWMT and City of Kalamazoo flood update webpage. Exec. Dir. McBride said in addition, Metro was part of the emergency operation team responders and on call to provide transportation in case of the need for evacuations.

Exec. Dir. McBride stated the financial audits for CCTA and KCTA would be presented at the April meeting.

Exec. Dir. McBride reviewed some of the organizational training that was taking place and would take place in the spring including topics such as job skills, strategic planning, risk management, active shooter training and a voluntary employee wellness program.

Exec. Dir. McBride said a Board Retreat is being planned for June 11<sup>th</sup> from 11:00 am to 3:00 pm.

Exec. Dir. McBride announced a meeting was scheduled with businesses who may be interested in bus service along the M-96 corridor. He said the goal was to design a pilot program that would best meet the need of the businesses and residents in the area. Exec. Dir. McBride said he then hoped a meeting could take place with the City of Galesburg for their input.

## **9.) SUBCOMMITTEE REPORTS**

Executive Committee – Met and discussed the meeting agenda.

Finance Subcommittee – Did not meet.

Outreach Subcommittee (joint with KCTA) – Aardema said the subcommittee met and discussed the rebranding and how the language should be used when presenting to local jurisdictions. Videos are being created by Lam and Associates for the boardmembers to use during presentations. Aardema said they also discussed jurisdictional assignments. He noted it was the objective to have every boardmember linked to at least one or two municipalities within the County. Aardema invited boardmembers to let the Outreach Subcommittee know if they have any preferences on jurisdiction meetings to attend.

Breneman noted that when a boardmember attends a municipality meeting with a presentation, they should report back to Exec. Dir. McBride with the dates so there would be a record.

Pension Board – McCormick reported there had been three new hires in 2017 and 2018 with one retiree. He said the investment report presented by Tom Skrobola, City of Kalamazoo Management Services Director/CFO, showed in 2017 a 15.83% and in 2018 a 11.17% increase on net returns. He said the pension fund was currently at 129% funded which was excellent.

KATS Policy Committee – Vice-Chair Janssen reported that KATS had shared concerns about draft legislation in the State regarding infrastructure. He said this was important because it ultimately is tied to money that could be earmarked for transportation.

Exec. Dir. McBride shared that he would be attending the Michigan Public Transit Association (MPTA) Annual Meeting where these legislative items will be discussed and how it affects public transportation.

Local Advisory Committee (LAC) – Did not meet.

**10.) COMMUNICATIONS** – None

**11.) OLD BUSINESS** - None

**12.) NEW BUSINESS** - None

## **13.) CHAIRPERSON'S REPORT**

Vice-Chair Janssen commented to the committee that Executive Director's evaluations were due to the Chairperson by March 23<sup>rd</sup>. He said they were in PDF fillable format and should be returned to Chair Greg Rosine.

**14.) PUBLIC COMMENT**

**15.) MEMBERS TIME**

Aardema said he was excited about the new Token Transit app and commended staff for moving forward with this modern technology.

McCormick inquired about the status of the Kalamazoo Transportation Center (KTC). Exec. Dir. McBride shared that Officer Brandon Noble was replacing Officer John Deming who was transferring to another division. New lighting had been installed for better security at the KTC.

**16.) ADJOURNMENT**

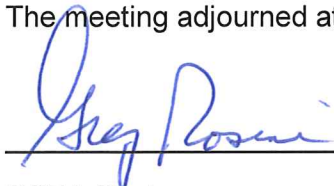
*A motion was made to adjourn the CCTA/KCTA meeting.*

*Motion: Janssen*

*Second: McCormick*


*Motion carried by unanimous voice vote.*

The meeting adjourned at 1:10 p.m.



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CCTA Chairperson



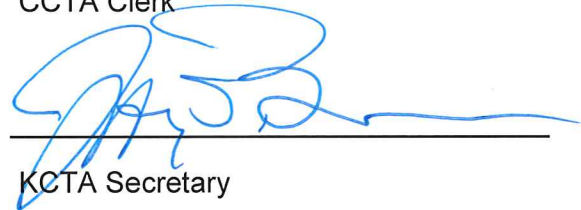
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CCTA Clerk



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KCTA Chairperson



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KCTA Secretary