

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
April 8, 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: Axl Gale, Jon Start, Candice Howell, Earl Cox, Sr., John Gisler, Tina Hillsman

1.) CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Bricker, Chris Burns, Dusty Farmer, Martin Janssen, Nicolette Leigh, Garrylee McCormick, Jim Pearson, Greg Rosine*

CCTA Members Absent: Rob Britigan, Randy Thompson

A motion was made to excuse Britigan and Thompson.

Motion: McCormick Second: Pearson

Motion carried by unanimous voice vote.

**Farmer arrived at the meeting at 11:35 a.m.*

1.) KCTA ROLL CALL

*KCTA Members Present: Curtis Aardema, Jeff Breneman**, Dusty Farmer*, Martin Janssen, Tim Sloan, Sam Urban, Greg Rosine*

KCTA Members Absent: Pamela Brown Goodacre

A motion was made to excuse Brown Goodacre.

Motion: Sloan Second: Urban

Motion carried by unanimous voice vote.

**Farmer arrived at the meeting at 11:35 a.m.*

***Breneman left the meeting at 1:10 p.m.*

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made by CCTA and KCTA for approval of the joint CCTA/KCTA meeting agenda for April 8, 2019.

Motion: Aardema Second: Bricker

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made by CCTA to approve the joint CCTA/KCTA March 11, 2019 meeting minutes.

Motion: McCormick Second: Leigh

Motion carried by unanimous voice vote.

A motion was made by KCTA to approve the joint CCTA/KCTA March 11, 2019 meeting minutes.

Motion: Breneman Second: Urban

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS

Axl Gale commented that there was a good amount of smoking in the bus bays and that rocks were being thrown at the buses on the East Main route.

John Start, Kalamazoo Area Transportation Study (KATS) invited boardmembers and the public to an open house at KATS on Thursday, April 11, 2019 from 2-6 p.m. He said items being discussed would be the 2020-2023 Transportation Improvement Program (TIP) as well as other federally funded programs coming up in the future.

5.) CCTA AND KCTA AUDITED FINANCIAL STATEMENTS FOR YEAR ENDING SEPTEMBER 30, 2018

Exec. Dir. McBride introduced Aaron Stevens of Maner Costerisan who presented a PowerPoint for the CCTA and KCTA financial audits for 2018 (Copies of the audits are on file with the meeting minutes and on the website at www.kmetro.com).

Stevens stated the CCTA and KCTA financial standings were strong and without any indications of fraud.

Mr. Stevens highlighted the financial status of FY 2018 for the CCTA:

- o The assets of the Authority were \$42,723,821
- o The liabilities of the Authority were \$15,727,597

Mr. Stevens stated the CCTA total net position increased 1.3% from the previous fiscal year. Mr. Stevens summarized the rest of the report noting that there were no findings issued indicating any difficulties with management or accounting practices.

Mr. Stevens stated the CCTA presented a solid picture of financial stability and thanked Exec. Dir. McBride, City of Kalamazoo Finance Department and the CCTA staff for the assistance with the fieldwork for the audit.

A motion was made to accept the 2018 CCTA Financial Audit prepared by Maner Costerisan.

Motion: Leigh Second: McCormick

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Rosine

Nays: None

Absent: Britigan, Thompson

Mr. Stevens stated that the Kalamazoo County Transportation Authority (KCTA) contracts with the CCTA to provide transit services. As part of the transit services agreement, the KCTA transfers their property tax collections to the CCTA to fund the Metro Connect and Community Share resulting in a net position of \$0 as of September 30, 2018. He noted that KCTA's tax revenue decreased by approximately \$578,000 due to a reduction in the millage rate from 0.4000 mills to 0.3145 mills.

A motion was made to accept the 2018 KCTA Financial Audit prepared by Maner Costerisan.

Motion: Breneman

Second: Sloan

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Farmer, Janssen, Sloan, Urban, Rosine

Nays: None

Absent: Brown Goodacre

6.) 2019 CCTA AND KCTA MILLAGE RESOLUTIONS

Exec. Dir. McBride stated on August 4, 2015 the voters approved the CCTA millage through 2020 for up to 0.75 mils for public transportation within the CCTA boundaries.

Exec. Dir. McBride explained the State required that any millage levying organization is required by State law to adopt a resolution each year authorizing the local governing units to collect the millage through property tax bills.

A motion was made to approve adopt Resolution 19-002 Levying the Transit Millage and Providing for Collection of the Transit Millage in July 2019 for the Cities of Kalamazoo Portage and Parchment and in December 2019 for the Townships of Kalamazoo, Comstock and Oshtemo Voting Precincts 04, 05, 06, 07 and 08 in Kalamazoo County.

Motion: Bricker

Second: Farmer

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Rosine

Nays: None

Absent: Britigan, Thompson

Prior to the vote, Exec. Dir. stated he was recommending the full 0.75 mills.

Exec. Dir. McBride stated on May 3, 2016, the voters approved the KCTA millage through 2021 for up to 0.3150 mils for countywide services that include Metro Connect and Metro Share. He said in 2017, the KCTA levied 0.3145 and not the full 0.3150 due to the State of Michigan Headlee Amendment. Exec. Dir. McBride stated that KCTA cannot levy more than 0.3145 and when the Headlee 2019 adjustments are applied, it might be lowered.

A motion was made to approve adopt Resolution 19-001 Levying the Transit Millage and Providing for Collection of the Transit Millage in July 2019 for the Cities of Kalamazoo Portage and Parchment and in December 2019 for the Townships of Kalamazoo County.

Motion: Breneman Second: Janssen

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Farmer, Janssen, Sloan, Urban,

Nays: None

Absent: Brown Goodacre

Prior to the vote, Farmer inquired whether there were numbers indicating the amount of revenue to be anticipated for 2019 since the reduction in the millage due to the Headlee Act. Exec. Dir. McBride responded that we would be receiving the taxable valuations from the County Equalization Office within the next two weeks so what is in the report is based on current budget numbers.

7.) CONSIDERATION FOR PURCHASE OF BUS ENGINE PARTS

Dep. Dir. Vlietstra briefed the Board on the bidding process for the purchase of bus engine parts. He said bids were received in February with Cummins Bridgeway, LLC being the lowest bidder at an amount not to exceed \$270,000. He said they had been a satisfactory supplier for Metro over the last 16 years. Dep. Dir. Vlietstra indicated this contract would be for one year with four one-year extension options.

A motion was made to approve a contract in an amount not to exceed \$270,000 with Cummins Bridgeway, LLC for one year with the option of four one-year extensions.

Motion: McCormick Second: Aardema

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Rosine

Nays: None

Absent: Britigan, Thompson

8.) CONSIDERATION OF AN AVAIL HOSTING CONVERSION

Dep. Dir. Vlietstra explained Avail had provided Metro with the Intelligent Transportation System (ITS) for the fixed-route and demand response buses since 2012. He shared that it provides up-to-date passenger information, data collection and reporting options all of which are timely, accurate and efficient.

Dep. Dir. Vlietstra stated this conversion would allow Avail to utilize their cloud services to provide support and maintenance upgrades, security, integration and backup and disaster recovery. He said they would be able to troubleshoot issues more efficiently with greater access to the system. Dep. Dir. Vlietstra noted that Avail would also manage activations and deactivations of cellular devices, coordinate and communicate with the carrier (currently Verizon) and pay for all cellular data usage for an annual flat rate. Chair Rosine pointed out that the CCTA and KCTA appoint leadership positions as a part of the Annual Meeting.

The Boards discussed the advantages of Avail's hosting options including how often service would be reviewed, reliability, connection problems and possibility for WiFi on the buses.

A motion was made by the CCTA to approve a contract with Avail Technologies for both the hosting conversion and cellular network for \$44,259 initial setup and a four-year annual maintenance and support agreement through August 31, 2022 for \$67,937. This authorized the Executive Director to sign all related documents.

Motion: Burns

Second: Aardema

Motion carried by a unanimous voice vote.

Ayes: Aardema, Bricker, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Rosine

Nays: None

Absent: Britigan, Thompson

9.) EXECUTIVE DIRECTOR REPORT

Exec. Dir. McBride stated that currently Metro Connect Manager was working on updates to the Metro Connect Request for Purchase (RFP) contract. Exec. Dir. McBride said he would be reaching out to organizations that are affected along with several boardmembers to finalize the details. He asked those boardmembers who were interested in helping with the process to let him know.

Exec. Dir. McBride invited the boardmembers to tour the new 29 foot bus sitting outside that had just been delivered. He noted some of the changes that had been incorporated in the new buses. Rosine asked if any thought had been given to adding safety barriers around the drivers as had been discussed at an earlier meeting. Exec. Dir. McBride said it was something that would be investigated in the future after evaluating what policies and maintenance would be involved.

Exec. Dir. McBride commented that in Governor Whitmer's budget, she had proposed to increase the gas tax by 45 cents to primarily fund road improvements with a small portion going to public transit. He said there was some concern about where and how the money would be applied.

Exec. Dir. McBride read a commendation from Oshtemo Township for Metro assistance in transporting passengers after a tragic accident involving Amtrak and a motor vehicle.

Exec. Dir. McBride responded to questions regarding the ridership report. He said he would be looking at some route specific studies and how they interact with each other. Also, he would be looking at doing the Comprehensive Operation Analysis of the overall system how routes are designed. He said the last one was done around 2009 and suggested best practice would be do have it done again in 2020.

10.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine stated the committee had discussions about the upcoming millages. He said the committee reviewed last year's subcommittee memberships made some adjustments and was bringing it to the Boards for final approval.

A motion was made to appoint the following boardmembers to the CCTA/KCTA Subcommittees:

Executive Subcommittee: Mr. Breneman (KCTA) and Mr. Britigan (CCTA), Ms. Farmer (CCTA/KCTA), Mr. Janssen (CCTA/KCTA), Mr. McCormick (CCTA), Mr. Rosine (CCTA/KCTA)

Finance Subcommittee: Mr. Burns (CCTA), Ms. Leigh (CCTA), Mr. Pearson (CCTA), Mr. Breneman (KCTA), Mr. Urban (KCTA)

Outreach Subcommittee: Mr. Aardema (CCTA/KCTA), Mr. Janssen (CCTA/KCTA), Mr. Thompson (CCTA), Mr. Sloan (KCTA), Ms. Brown Goodacre (KCTA)

Pension Board (CCTA): Mr. Bricker (CCTA), Mr. McCormick (CCTA)

KATS Policy Committee: Mr. Aardema (CCTA/KCTA), Ms. Brown Goodacre (KCTA).

*Motion: McCormick Second: Pearson
Motion carried by unanimous voice vote.*

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 reported on where the last KATS Policy Committee made a few changes to the Transportation Improvement Program (TIP), discussed the US 131 Bridge project and Amtrack and KL Ave project. He said the CMAQ from the Federal government was not going to be available to Kalamazoo due to air quality changes.

Local Advisory Committee (LAC) – McCormick reported that there were concerns about cancellations not getting through because the computers were down at Metro Connect.

11.) COMMUNICATIONS – None

12.) OLD BUSINESS - None

13.) NEW BUSINESS - None

14.) CHAIRPERSON'S REPORT – No Report.

15.) PUBLIC COMMENT

A bus driver commented on her experiences of safety while driving the bus and passengers getting into drivers' personal space..

John Gisler suggested using the same banning process on the buses as is used at the Kalamazoo Transportation Center (KTC)

Earl Cox, Sr., commented on the frequency of passengers touching the drivers.

16.) MEMBERS TIME

Sloan commented on the lack of Public Safety presence at the Kalamazoo Transportation Center (KTC).

Urban stated he was looking to future conversations about ensuring the safety of the staff and drivers and ways to solve the issue.

Farmer commented that everyone should be aware of the approaching roadwork to take place on Drake Road due to sidewalk construction.

Farmer asked that Exec. Dir. McBride report back to the Boards on several issues: 1) the policy that is used by staff or drivers to report safety issues/concerns where maybe it is something that should be reviewed and changed; 2) would like to see a summary of statistics for assaults that are reported by drivers and staff and how they were resolved; 3) when are these policies and procedures presented to staff and drivers as well as how often; 4) would review the process for having a driver's seat barrier installed such as the ones described at recent meetings.

Burns echoed the comments regarding the issue of staff/driver safety and felt it should be a future agenda item.

Leigh requested more detail on the monthly KTC Public Safety Report with relation to types of incidents.

Pearson stated he encouraged public comment and due to recent concerns of the drivers for their safety from passenger harassment, he asked if there was a way to ban individuals from riding the bus like there are bans for frequenting the KTC. He asked for details in the Executive Director's Report on steps being taken to enhance safety at the KTC.

McCormick wanted to know specific times when the public safety officers were not at the KTC.

17). CLOSED SESSION

A motion was made by the CCTA to move into closed session to discuss labor negotiations.

Motion: Pearson Support: McCormick

Motion carried by a unanimous voice vote.

A motion was made by the KCTA to move into closed session to discuss labor and legal negotiations.

Motion: Urban Support: Janssen

Motion carried by a unanimous voice vote.

At 1:26 p.m. the CCTA and KCTA Boards went into closed session.

At 1:55 p.m. the CCTA and KCTA Boards returned to open session.

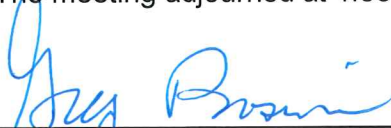
18.) ADJOURNMENT

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


Motion: Aardema Second: Breneman

Motion carried by unanimous voice vote.


The meeting adjourned at 1:58 p.m.




CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Clerk