

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**April 9, 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: None

**1). CCTA ROLL CALL**

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

*CCTA Members Absent:* Rob Bricker

*A motion was made to excuse Rob Bricker*

*Motion: Britigan*

*Second: Thompson*

*Motion carried by unanimous voice vote.*

**1.) KCTA ROLL CALL**

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

*KCTA Members Absent:* None

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

*A motion was made by CCTA and KCTA for approval of the joint CCTA/KCTA April 9, 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 March 12, 2018 meeting minutes with the following changes requested by boardmember Janssen to the KATS Subcommittee Report...Vice-Chair Janssen reported that KATS had shared concerns about draft legislation in the State regarding infrastructure **"and also expressed concerns about the recent Environmental Protection Agency attainment decision regarding Kalamazoo County."** He said this was important because it ultimately is **could be** tied to a reduction in Congestion Management and Air Quality (CMAQ) Funds that could be earmarked for transportation.*

*Motion: Leigh*

*Second: McCormick*

*Motion carried by unanimous voice vote.*

*A motion was made for KCTA to approve the joint CCTA/KCTA March 12, 2018 meeting minutes with the following changes requested by boardmember Janssen to the KATS Subcommittee Report...Vice-Chair Janssen reported that KATS had shared concerns about draft legislation in the State regarding infrastructure **"and also expressed concerns about the recent Environmental Protection Agency attainment decision regarding Kalamazoo County."** He said this was important because it ultimately is **could be** tied to a reduction in Congestion Management and Air Quality (CMAQ) Funds that could be earmarked for transportation.*

*Motion: Breneman*

*Second: Janssen*

*Motion carried by unanimous voice vote.*

#### **4.) PUBLIC COMMENTS** - None

#### **5.) CCTA/KCTA FINANCIAL 2017 AUDITS**

Exec. Dir. McBride introduced Aaron Stevens of Stevens, Kirinovic & Tucker who presented a PowerPoint for the CCTA and KCTA financial audits for 2017 (Copies of the audits are on file with the meeting minutes and on the website at [www.kmetro.com](http://www.kmetro.com)).

Stevens stated both authorities' financial standings were strong and without any indications of fraud.

Mr. Stevens highlighted the financial status of FY 2017 for the CCTA:

- The assets of the Authority were \$35,953,403
- The liabilities of the Authority were \$7,977,168

Mr. Stevens summarized the rest of the report noting that there were no findings issued indicating any difficulties with management or accounting practices. He said that the Government Finance Officers Association (GFOA) recommended having two months of reserve cash on hand for expenses, and the CCTA was well within those parameters. Mr. Stevens stated that to present a better picture of the whole financial makeup of the organization, additional experience as a stand-alone organization was needed.

Mr. Stevens stated that looking forward; the authorities presented a very excellent picture of financial stability and thanked Exec. Dir. McBride, City of Kalamazoo Finance Department and the CCTA staff for the excellent assistance with the fieldwork for the audit.

*A motion was made to accept the 2017 CCTA Financial Audit prepared by Stevens, Kirinovic & Tucker.*

*Motion: McCormick*

*Second: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Thompson, Rosine*

*Nays: None*

*Absent: Bricker*

Prior to the vote Pearson inquired about the funding of Other Post Employment Benefits (OPEB) and the investment of funds given to the CCTA from the City of Kalamazoo. Exec. Dir.

suggested inviting Management Services Director and CFO Tom Skrobola to a future meeting to respond to these OPEB questions.

Mr. Stevens highlighted the financial status of FY 2017 for the KCTA and noted the KCTA was shown with a net zero balance because all of the assets were transferred to the CCTA.

*A motion was made to accept the 2017 KCTA Financial Audit prepared by Stevens, Kirinovic & Tucker.*

*Motion: Brown Goodacre      Second: Janssen*

*Motion carried by roll call vote.*

*Ayes:            Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban,*

*Nays:            None*

*Absent:          None*

**6.) CONSIDERATION TO APPROVE CONTRACT FOR FIXED-ROUTE MARKED STOP ONLY STUDY**

Planning and Development Manager Kathy Schultz explained the request to enter into a contract with Nelson Nygaard to perform a Fixed-Route Marked Stop Only Study. Based on the 10-year Vision Plan done in 2015, a recommendation was made to complete this type of study. Metro currently has a flag-stop policy where riders can request stops at street corners by flagging down a bus. This study will help with transferring to a marked-stop system.

Schultz stated the study was to begin in April 2018 and be completed by October 2018. She said the primary purpose was to identify specific bus stop locations for each of the 19 routes. Schultz said there would be ongoing discussions with staff, drivers and the community regarding stop locations and a new sign stop policy will be developed.

Schultz said the Kalamazoo Area Transportation Study (KATS) would be funding 81.85% of the study with Federal Transportation Planning Funds and the remainder would be funded out of the 2018 CCTA approved budget.

*A motion was made to approve a contract with Nelson Nygaard to conduct a Transit Fixed-Route Marked Stop Only Study in an amount not to exceed \$101,218 and authorize the Executive Director to sign all necessary documents.*

*Motion: Farmer                      Second: Leigh*

*Motion carried by roll call vote.*

*Ayes:            Aardema, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Thompson, Rosine*

*Nays:            None*

*Absent:          Bricker*

Exec. Dir. McBride indicated that with the number of routes and stops, it would probably take more than one summer to complete the whole process of updating stops and signage.

**7.) UPDATE ON LIABILITY INSURANCE**

Dep. Dir. of Support Services Greg Vlietstra shared with the Boards that the authorities have some overlap coverage of property, auto and general liability insurance with Michigan Transit Pool (MTP) and Michigan Municipal Risk Management Authority (MMRMA).

Vlietstra said this dual coverage has worked well in the past and now with the transition complete, it is time to move on with just one insurance carrier.

Vlietstra stated that with research and consultations with Keyser Insurance, there is a recommendation to not renew a policy with MTP and continue coverage with MMRMA. He said MMRMA is the largest liability and property pool in Michigan and would help CCTA to see a cost savings.

Vlietstra informed the boards that MTP requires a six-month written notification to cancel. He said staff would be working with Keyser and MMRMA to insure adequate coverage.

Exec. Dir. McBride explained how risk claims are shared and with MTP, CCTA was the largest member sharing a bigger portion of all claims.

*A motion was made concurring that CCTA notify MTP of cancelling its coverage effective November 30, 2018.*

*Motion: McCormick                      Second: Janssen*

*Motion carried by roll call vote.*

*Ayes:                      Aardema, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Thompson, Rosine*

*Nays:                      None*

*Absent:                      Bricker*

*A motion was made concurring that KCTA notify MTP of cancelling its coverage effective November 30, 2018.*

*Motion: Breneman                      Second: Janssen*

*Motion carried by roll call vote.*

*Ayes:                      Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban*

*Nays:                      None*

*Absent:                      None*

**8.) OVERVIEW OF STRATEGIC PLANNING**

Exec. Dir. McBride gave an overview of the processes to be considered in the next few months. He said now that the transition from the City of Kalamazoo has been completed, there were three key areas that should be focused on:

- Financial Arena – making sure the organization is fiscally responsible, including a two-year budget process
- Capital Planning – making sure the fleet and facilities are up-to-date and operational
- Services – continue to evaluate services and investigate opportunities to improve'

Exec. Dir. McBride stated the budget process had started and various items would be presented to the Boards before its final adoption in September.

Exec. Dir. McBride pointed out that the grants were rolled through the Kalamazoo Area Transportation Study (KATS) in the Transportation Improvement Program (TIP).

Exec. Dir. McBride shared that the Federal Transportation Administration (FTA) required a Transit Asset Management Study (TAMS) to map out future capital improvements. He said staff was actively working complete.

Exec. Dir. McBride commented that there would be a staff planning retreat in April to identify priorities for the organization.

Exec. Dir. McBride said a Joint Board Retreat was being planned for June 11, 2018 with the intent to focus on the vision for the future of the organization. Information would be provided to boardmembers prior to the meeting.

**9.) 2018 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 18-002 Levying the Transit Millage and Providing for Collection of the Transit Millage in July 2018 for the Cities of Kalamazoo Portage and Parchment and in December 2018 for the Townships of Kalamazoo, Comstock and Oshtemo Voting Precincts 04, 05, 06, 07 and 08 in Kalamazoo County.*

*Motion: Leigh*

*Second: Farmer*

*Motion carried by roll call vote.*

*Ayes: Aardema, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Thompson, Rosine*

*Nays: None*

*Absent: Bricker*

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 2018 adjustments are applied, it might be lowered.

*A motion was made to approve adopt Resolution 18-001 Levying the Transit Millage and Providing for Collection of the Transit Millage in July 2018 for the Cities of Kalamazoo Portage and Parchment and in December 2018 for the Townships of Kalamazoo County.*

*Motion: Urban*

*Second: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban,*

*Nays: None*

*Absent: None*

## **10.) CONSIDERATION TO ADOPT KCTA UPDATED BYLAWS**

Exec. Dir. McBride noted the updated KCTA 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 KCTA Bylaws.*

*Motion: Breneman*

*Second: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban*

*Nays: None*

*Absent: None*

## **11.) ELECTION OF KCTA OFFICERS**

Janssen explained that based on feedback from boardmembers that there should be two Vice-Chairs, one representing each Board. He said meetings would be joint but in the absence of the Chairperson, each Vice-Chair would govern their Board at the meeting.

*A motion was made to appoint Greg Rosine as the KCTA Chairperson, Martin Janssen as the KCTA Vice-Chair and Barbara Blissett as Clerk.*

*Motion: Breneman*

*Second: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban*

*Nays: None*

*Absent: None*

## **12.) REPORT FROM EXECUTIVE DIRECTOR**

Exec. Dir. McBride reported a meeting was held in Comstock to meet with businesses who may be interested in public transit service along the M-96 corridor and other area of Comstock Township. He said feedback was provided with area greenhouses asking for service along River Street near 30<sup>th</sup> Street. He said staff would be looking at the possibility of creating a pilot program to see if their needs could be met. Exec. Dir. McBride stated he and Ms. Schultz would be meeting with MTA Flint who has successfully implemented programs focused on service to employment centers.

Exec. Dir. McBride commented the FTA is requiring new TAMS planning efforts for all agencies and the first primary requirement is due by October 1, 2018. He said the Plan will be brought to the Boards for review and approval.

Exec. Dir. McBride shared that Metro is now a part of the Reduced Fare Card Pilot Program sponsored by the Michigan Department of Transportation so that seniors and persons with a disability can travel to other participating transit agencies throughout Michigan and receive the discounted fare by showing the ID card from their home system.

### **13.) SUBCOMMITTEE REPORTS**

Executive Committee – Chair Rosine stated the CCTA and KCTA have three joint subcommittees: Executive, Outreach and Finance. He asked for those interested in Outreach and or Finance subcommittee participation to let him know. Chair Rosine asked for a motion to approve his recommendations to the Executive Committee.

*A motion was made to approve the recommendation for the KCTA Executive Committee to be: Chair Rosine, Vice-Chair Janssen, Breneman and Farmer.*

*Motion: Aardema                      Second: Janssen*

*Motion carried by voice vote.*

*A motion was made to approve the recommendation for the CCTA Executive Committee to be: Chair Rosine, Vice-Chair McCormick, Britigan, Farmer and Janssen.*

*Motion: McCormick                      Second: Janssen*

*Motion carried by voice vote.*

Finance Subcommittee – Did not meet.

Outreach Subcommittee (joint with KCTA) – Did not meet

Pension Board – Did not meet.

KATS Policy Committee – Vice-Chair Janssen provided an update on the last KATS Policy Committee meeting. He said the Environmental Protection Agency funding might stop after 2020; however, they were still trying to prevent this taking place.

Local Advisory Committee (LAC) – McCormick reported citizens were concerned because some of the drivers were not accepting transfers as part of Token Transit.

**10.) COMMUNICATIONS** – None

**11.) OLD BUSINESS** - None

**12.) NEW BUSINESS** - None

**13.) CHAIRPERSON'S REPORT**

Chair Rosine shared he had taken his own challenge and rode a bus. It was and it was a positive experience.

**14.) PUBLIC COMMENT**

**15.) MEMBERS TIME**

Thompson thanked Exec. Dir. McBride for coming to Comstock and engaging the businesses seeking transportation to the M-96 corridor.

Britigan welcomed the new KCTA boardmembers.

Urban stated he was looking forward to working with everyone.

**16.) ADJOURNMENT**

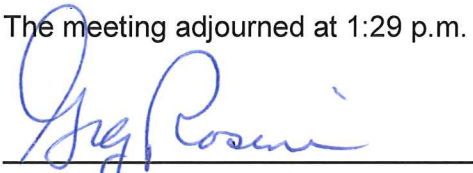
*A motion was made to adjourn the CCTA/KCTA meeting.*

*Motion: Farmer*

*Second: Janssen*

*Motion carried by unanimous voice vote.*

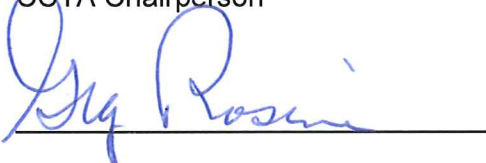
The meeting adjourned at 1:29 p.m.



CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Clerk