

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
Regular Meeting
April 10, 2017

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: Jon Start, Jackie Wellington

1). ROLL CALL

Members Present: Dusty Farmer, Martin Janssen, Garrylee McCormick, Jim Pearson, Greg Rosine, Linda Teeter

Members Absent: Rob Bricker, Rob Britigan, Nicolette Leigh, Ann Nieuwenhuis, Terry Urban

A motion was made to excuse Rob Bricker, Rob Britigan, Nicolette Leigh, Ann Nieuwenhuis and Terry Urban from the meeting.

Motion: Pearson Second: McCormick

Motion carried by voice vote.

2). REQUEST FOR APPROVAL OF AGENDA

A motion was made to approve the April 10, 2017 agenda.

Motion: McCormick Second: Pearson

Motion carried by voice vote.

3). REQUEST FOR APPROVAL OF MINUTES

A motion was made to approve the March 13, 2017 meeting minutes.

Motion: Rosine Second: McCormick

Motion carried by voice vote.

4). CITIZENS' TIME

Jackie Wellington, Disability Network Travel Trainer, spoke briefly informing the Board that travel training was going well with bi-weekly training sessions beginning next month at Michigan Works for their Projects for Assistance in Transitioning from Homelessness (PATH) Program.

5). 2017 CCTA MILLAGE RESOLUTION

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 requires 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. He said the Finance Subcommittee had met and was recommending levying the full amount. This recommendation is based on that the organization is in transition.

Exec. Dir. McBride commented that currently revenues were coming in as expected but there were still some variables to take into consideration such as Federal dollars to be allocated by the new administration in place. He also said the Personal Property Taxes not being collected on new development and the older businesses being phased out would also come into play.

Prior to the motion, Farmer asked when the next millage question would be placed on the ballot and McBride said it would expire in 2020 and the Board will need to consider best timing and amount likely beginning in 2017.

Pearson inquired about the current surplus and Fund Balance. Exec. Dir. McBride said there were some final numbers that needed to be calculated after the 2016 Audit is complete then he would be able to give a more accurate response to new amounts.

A motion was made to adopt Resolution 17-002 Levying the Transit Millage and Providing for Collection of the Transit Millage in July 2017 for the Cities of Kalamazoo, Portage and Parchment and in December 2017 for the Townships of Kalamazoo, Comstock and Oshtemo Voting Precincts 04, 05, 06, 07 and 08 in Kalamazoo County.

Motion: Pearson

Second: McCormick

Motion carried by roll call vote.

Ayes: Farmer, Janssen, McCormick, Pearson, Rosine, Teeter

Nays: None

Absent: Bricker, Britigan, Leigh, Nieuwenhuis, Rosine

6). AMENDMENT TO PUBLIC TRANSIT HUMAN SERVICES COORDINATED PLAN

Chairperson Teeter opened for discussion the Amendment to the Public Transit Human Services Coordinated Plan (PTHS).

Janssen asked whether it was prudent to target a specific group such as low-income refugees instead of including all low-income individuals.

Exec. Dir. McBride explained that this amendment involved a specific type of funding made available by a Federal Transportation Authority (FTA) 5310 Grant of approximately \$225,000. He said with this funding, a portion was earmarked for capital investments and the remainder for discretionary expenditures such as mobility management. The PTHS Committee has identified this group as having a need for transportation, but has not identified how to address it. Exec. Dir. McBride stated it was discussed to possibly add it to the Community Service Van Program (CSV) and only to that group and to include all low-income individuals however; there is not enough capacity to accomplish it.

Pearson stated that if it could be targeted as non-English speaking individuals or families, then it would open up to a broader group but not be every low-income family.

Farmer stated not all refugees are unable to speak English. She said the target group definitely needed to be low-income families.

Exec. Dir. McBride said that at the KCTA meeting there was a discussion concerning the influx of refugees to the area and their difficulty with transportation.

Pearson offered clarification by having the wording say "low-income immigrant population."

Chairperson Teeter asked if there was a funding policy that identifies refugee versus immigrant.

Exec. Dir. McBride said that in preparing the amendment, he noted the terms refugee or immigrant were used concurrently by various organizations assisting this population. He said immigrant would cover the same intent.

Farmer asked when policy is changed and service options are explored, whether the Board would see action items. Exec. Dir. McBride responded that it was a four-year plan and when opportunities presented themselves, and partnering with other organizations to use the funding to provide transportation, it would come before the Board for approval as needed.

Rosine asked for an update of possible action items on a September meeting agenda and how they are associated with this change.

Exec. Dir. McBride said he was exploring partnerships in the community with agencies such as Bethany Christian Services and Lutheran Services to help complete the solution.

A motion was made to amend the Public Transit Human Services Coordinated Plan Amendment by substituting the word "refugee" with "immigrant."

Motion: Pearson

Second: Janssen

Motion carried by voice vote.

A motion was made to adopt the Amended Public Transit Human Services Plan.

Motion: McCormick

Second: Farmer

Motion carried by voice vote.

7). CCTA GRANT ADMINISTRATION POLICY

Exec. Dir. McBride stated with the transition that there would be various policies to adopt as we move forward. The CCTA Grant Administrative Policy is required to meet fiscal requirements and that the Federal Transportation Administration (FTA) examines this policy when distributing grant funding. He said that when the Triennial Review takes place in the summer, there will probably be some changes requested by the FTA so this policy would likely come back with revisions tailored to FTA requirements.

Chairperson Teeter suggested clarifying in the document the unique transition process that includes the City of Kalamazoo, that the CCTA has outside counsel, and that there will be a grant administrator monitoring all FTA grants.

A motion was made to offer for first reading the CCTA Grant Administration Policy with suggested edits.

Motion: McCormick

Second: Rosine

Motion carried by voice vote.

8). PRESENTATION ON NEW SERVICE RIDERSHIP

Kathy Schultz provided a PowerPoint with an overview of the new services that were implemented in September 2016. The PowerPoint is attached to the minutes. She shared that in the last six month period Portage, Parchment, Solon/Kendall, Lafayette and Westnedge routes have shown significant increases in riders. Schultz noted that Lovell, Romence, West Michigan and West Main are showing a slight decline in the same time period.

Discussion took place regarding the reasons for the changes in the ridership.

Schultz shared that the new Sunday service had experienced a total of 45,000 rides from September through February. Sunday service runs from 8:00 am to 5:00 pm with ridership being strong at the beginning and end of the day.

Schultz summarized the new late night service as being a welcome change with steadily increasing ridership. She said the numbers showed use by Western Michigan University (WMU) students and Parchment residents with their route time extended beyond 7:00 pm.

Schultz also presented information on Metro County Connect (MCC), their hours of operation mirror the fixed-route system. Discussion resulted when the subject of cancellations was presented. Chairperson Teeter commented that a discussion had taken place at the KCTA meeting about this concern and the possible need for policy changes regarding cancellations.

Schultz summarized the changes made to the bus services for the last six months has received positive responses. However, to get a complete evaluation, it is customary to have a year of experience and data to work with before any major changes would be implemented.

Pearson commented that MCC was becoming very popular and asked whether they had the staff and equipment to handle this increase. Exec. Dir. McBride indicated that at this point denials of service are extremely low, this is something to review when considering Apple Bus's contract renewal.

The Board discussed the process of making changes to the route system and the possibility of reviewing them sooner than next spring. Exec. Dir. McBride noted that there were three natural periods to make changes to the system and those would be during summer, in the fall when school starts and right after the first of the year. He said there would be a more intense process if reduction in service or changes in routes or increasing hours was considered such as following Title VI guidelines and if there was adequate funding.

9). UPDATE ON METRO COUNTY CONNECT CONTRACT RENEWAL WITH APPLE BUS

Chairperson Teeter explained the Metro County Connect (MCC) contract was up for renewal at the end of the year. She said at the March KCTA meeting they had recommended beginning negotiations with Apple Bus for a two-year extension. Chairperson Teeter stated this contract extension required the consensus of the CCTA before approval.

Exec. Dir. McBride referred to a summary of the MCC passenger survey provided in the agenda packet. He said overall it was a very positive survey for rider experience and interaction with the drivers. Exec. Dir. McBride stated Apple Bus has always worked well with Metro staff and meeting the new demands of extended hours and Sunday service.

Exec. Dir. McBride shared that discussions had begun with the recommendation for improvements to the scheduling process for riders calling Apple Bus.

Exec. Dir. McBride stated that some of the parameters for the contract negotiations would be to come up with a single price structure that includes all services (late night and Sunday service). Also in the contract they would work on a process to improve their rider scheduling process, performance metrics for call scheduling and getting pricing for adding additional service hours in the future.

Pearson asked if today's new technology could be implemented and used for scheduling purposes. Exec. Dir. McBride responded that we need to look at technology but also need to

14). NEW BUSINESS – None

15). CHAIRPERSON’S REPORT

Chairperson Teeter announced the CCTA Annual Report would be given to the County Board of Commissioners on April 18th.

Chairperson Teeter said a discussion had taken place during the Executive Committee meeting about the Kalamazoo Transportation Center (KTC) Reports. She said the Board needs to rely on Exec. Dir. McBride’s reporting and summary of incidents instead of complete details regarding everything that takes place at the KTC.

16). CITIZENS’ TIME

Jon Start acknowledged the request for a spot on the Kalamazoo Area Transportation Study Policy Committee April agenda. He also offered that if the Board would like more information regarding the workings of KATS be provided it their board packets, he would be happy to supply it for the Board.

17). MEMBERS’ TIME

Pearson welcomed Boardmember Farmer to the CCTA and thanked Kathy Schultz for her New Service Ridership presentation.

McCormick was very impressed with the presentation and thanked Kathy Schultz.

Janssen thanked Kathy Schultz for the presentation and her work on the new website. He reiterated the necessity to keep safety at the KTC a priority.

Farmer stated a conversation had taken place earlier about boardmember presentations to area jurisdictions. She said Chairperson Teeter had indicated a training/information packet was being created so there would be some consistency for the presentations.

Rosine proudly announced he had just become a grandfather during the meeting.

Exec. Dir. McBride thanked the Board for their trust and confidence in him.

18). ADJOURNMENT

A motion was made to adjourn.

Motion: Janssen

Support: McCormick

Motion carried by a voice vote.

The meeting was adjourned at 1:18 p.m.

CCTA Chairperson

CCTA Clerk