

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
May 14, 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: Max Hornick, Jon Start, Lewis Whalen

1.) CCTA ROLL CALL

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

CCTA Members Absent: Jim Pearson

A motion was made to excuse Jim Pearson.

Motion: McCormick

Second: Britigan

Motion carried by unanimous voice vote.

**McCormick arrived at 11:35 a.m.*

1.) KCTA ROLL CALL

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

KCTA Members Absent: Jeff Breneman, Tim Sloan

A motion was made to excuse Jeff Breneman.

Motion: Janssen

Second: Aardema

Motion carried by unanimous voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made by CCTA and KCTA for approval of the joint CCTA/KCTA May 14, 2018 agenda.

Motion: Burns

Second: Britigan

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made for CCTA to approve the joint CCTA/KCTA April 9, 2018 meeting minutes.

Motion: Britigan

Second: Bricker

Motion carried by unanimous voice vote.

A motion was made for KCTA to approve the joint CCTA/KCTA April 9, 2018 meeting minutes.

Motion: Janssen

Second: Farmer

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS - None

5.) CONSIDERATION TO PURCHASE LIGHT-DUTY VANS

Chairperson Rosine commented that this item would be for the approval of seven light-duty vans purchased through a joint state purchase with New York.

Dep. Dir. Vlietstra explained the purchase of light-duty vans would be to replace seven vans that had reached their vehicle life expectancy. He said the total cost would be \$396,544 and \$56,694 for each van.

Exec. Dir. McBride noted that one of the vans was being purchased for the Van Buren Transit Authority per agreement.

The Board discussed the details involved with the purchase of the vans including: the joint purchase, where they were made, price comparison, grant funding and condition of the old vans being sold.

A motion was made by CCTA to approve the purchase of seven light-duty vans in an amount not to exceed \$396,544 and authorize the Executive Director to sign all related documents.

Motion: McCormick

Second: Janssen

Motion carried by roll call vote.

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

Nays: None

Absent: Pearson

A motion was made by KCTA to approve the purchase of seven light-duty vans in an amount not to exceed \$396,544 and authorize the Executive Director to sign all related documents.

Motion: Brown Goodacre

Second: Janssen

Motion carried by roll call vote.

Ayes: Aardema, Brown Goodacre, Dillworth, Farmer, Janssen, Urban, Rosine

Nays: None

Absent: Breneman, Sloan

6.) CONSIDERATION TO APPROVE CONTRACT WITH AVAIL TECHNOLOGIES TO UPGRADE VEHICLE MODEMS

Dep. Dir. Vlietstra explained Avail Technologies has provided the Intelligent Transportation System (ITS) for our fixed-route buses since 2012. This system provides the up-to-date

passenger information data used in tracking various components of providing public transportation.

Dep. Dir. Vlietstra stated one part of the overall ITS system is the 3G modems on each bus. A 3G modem is a device that allows a computer to connect to the internet via a high-speed mobile broadband connection. This means that the internet signal is broadcast over the airwaves rather than sent and received through a cable or telephone line.

Verizon Wireless, our wireless data provider, notified us and its other customers in September of 2017 that 3G modems will no longer be supported after December 31, 2019. In other words, we are required to upgrade from 3G to 4G modems.

Dillworth asked the question why not upgrade to 6G right now instead of waiting. Dep. Dir. Vlietstra responded that the 4G would still be applicable for five to seven years when the 6G would be rolling out for installation.

Chair Rosine inquired how the upgrade would benefit the passengers and staff.

Exec. Dir. McBride stated it would allow faster real time for location of buses in route, mechanical needs of the buses and reporting needs for future statistics.

Leigh asked if Wi-Fi was available on the buses. Exec. Dir. McBride said currently it was not available on the buses but was something staff was looking into providing for the future.

A motion was made to approve the upgrade of information technologies with Avail Technologies to upgrade our vehicle modems from 3G to 4G at a price not to exceed \$192,596 and authorize the Executive Director to sign all related documents.

Motion: Farmer

Second: Leigh

Motion carried by roll call vote.

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

Nays: None

Absent: Pearson

7.) CONTRACT EXTENSION WITH DISABILITY NETWORK FOR MOBILITY MANAGEMENT SERVICES

Development and Planning Manager Kathy Schultz shared that Disability Network was awarded the contract on July 21, 2015. They fulfilled the contract as outlined in their proposal, and the level of success Disability Network has provided continues to be outstanding. Renewal of the mobility management services will be the third extension of the contract.

Schultz stated the Mobility Management/Travel Trainer Program began in 2013 with the award of monies under a New Freedom Grant from the State of Michigan to fund travel training services for Kalamazoo area residents and for 2018, that amount is \$59,185.

A motion was made to approve a 12-month contract with Disability Network Southwest Michigan in the amount of \$59,185 to provide Mobility Management Training Services from August 2018 through July 2019 and authorize the Executive Director to sign all related documents.

Exec. Dir. McBride explained the steps that had been taken to address the problems noting that reports from customers have been positive with these changes.

Richard Congdon, Metro Connect and ADA Project Coordinator, said a new survey would be sent out in the near future to approximately 1,000 users from the past several months. He said it was also available on Survey Monkey so users could complete the survey on-line. Congdon stated previously about a 20% response rate was returned.

The Board discussed the number of vans currently in use, the possible need for more vehicles to meet demands, the complaint process and fare structure. Exec. Dir. McBride stated more information could be provided at a future meeting. He also said staff was investigating future purchases of light-duty buses and vans to add to the Metro Connect fleet.

Chair Rosine commented that this information would be helpful when bidding a new contract at the end of the current extension.

10.) REPORT FROM EXECUTIVE DIRECTOR

Exec. Dir. McBride noted organizational updates included a staff planning retreat took place on April 27, a Wellness Program has formally kicked-off this past week that includes a wellness assessment (including biometric data), follow-up coaching sessions, education and wellness events and Alex LaPorte has begun as a Management Assistant and will be working with Kathy Schultz on a variety of planning, outreach and organizational initiatives.

Exec. Dir. McBride reported a meeting was held March 14, 2018 at Comstock Township Hall to meet with businesses who may be interested in public transit service along the M-96 corridor and in other areas of Comstock Township. Feedback was provided, in particular, by several of the greenhouses on the need for service. One of the challenges is that the greenhouses are located off the M-96 corridor on River Street and near 30th Street. Staff is looking at the possibility of adding service along this corridor and wants to design a pilot program that will best meet the needs of the businesses and residents in the area.

Exec. Dir. McBride announced the initial rollout of the Token Transit app had taken place and allows users to purchase bus passes as single rides and as 9-day or monthly passes. They had experienced an issue with the transfers for single use riders but this has since been resolved.

Exec. Dir. McBride stated the most recent Daily Activity Report was included in the packet and positive feedback had been received for Public Safety presence at the Kalamazoo Transportation Center (KTC) especially newly assigned Officer Brandon Noble. He said bids had been requested for non-armed security services at the KTC.

Exec. Dir. McBride commented five buses and three vans had been branded and new uniforms were being distributed to bus drivers, mechanics and customer service staff. The website has been updated and brochures and other materials were being updated as well.

Exec. Dir. McBride shared with the Board, staff's progress with Workers' Compensation claims and the reduction in the number of claims.

Exec. Dir. McBride listed all the upcoming community events and presentations that would be taking place.

12.) NEW BUSINESS - None

13.) CHAIRPERSON'S REPORT

Chair Rosine reminded everyone to take the opportunity to ride a bus or Metro Connect van and share the experience.

14.) PUBLIC COMMENT

Lewis Whalen, Disability Network, thanked the Board for their support of Disability Network and the Travel Trainer Program. He reminded everyone to share information about the Travel Trainer Program with those who might show a need for this service.

Farmer shared a comment from an Oshtemo resident about the bus stop at Stadium Drive and 11th Street. The resident asked that it be moved to a different location for safety reasons.

15.) MEMBERS TIME

Leigh shared she had a friend who rode bus and had a good experience.

Aardema stated he had attended the last Kalamazoo City Commission meeting where they passed a new snow removal ordinance. He said concerns were raised about the snow removal at bus stops and they had asked for assistance.

Brown Goodacre shared that she loves the new logos on the buses.

Urban commented on the possible liabilities that could occur at bus stops.

16.) ADJOURNMENT

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

Motion: McCormick

Second: Aardema

Motion carried by unanimous voice vote.

The meeting adjourned at 1:00 p.m.

CCTA Chairperson

CCTA Clerk

KCTA Chairperson

KCTA Clerk