

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**July 9, 2018**

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: Andrew Haan, Jennifer Jelenek, Jon Start

**1). CCTA ROLL CALL**

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

*CCTA Members Absent:* Rob Bricker, Chris Burns, Dusty Farmer

*A motion was made to excuse Rob Bricker, Chris Burns, Dusty Farmer.*

*Motion:* Aardema *Second:* Janssen

*Motion carried by unanimous voice vote.*

**1.) KCTA ROLL CALL**

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

*KCTA Members Absent:* Pamela Brown Goodacre, John Dillworth, Dusty Farmer

*A motion was made to excuse John Dillworth, Dusty Farmer.*

*Motion:* Breneman *Second:* Tim Sloan

*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 July 9, 2018 agenda.*

*Motion:* Burns *Second:* Britigan

*Motion carried by unanimous voice vote.*

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

It was noted that not all of the pages from the June 11 meeting were available to members in the agenda packet so their approval would be held until the meeting of August 13.

**4.) PUBLIC COMMENTS** - None

**5.) DOWNTOWN KALAMAZOO CORRIDOR IMPROVEMENT DISTRICT**

Chairperson Rosine introduced Andrew Haan and Jennifer Jelenek of the Downtown Kalamazoo Incorporated (DKI). They provided a PowerPoint presentation that described the proposed restructuring plans for the Downtown Development Authority (DDA) which includes creating a new Downtown Economic Growth Authority, infrastructure projects in the downtown area and the Metro campus with an emphasis on the pedestrian access/connectivity of the Kalamazoo Transportation Center (KTC). Haan said they were seeking support from the CCTA and KCTA for this new venture.

Jelenek showed the current and proposed new Tax Increment Financing District (TIF), sharing that it would circumvent the Zoetis (formerly Upjohn/Pfizer) properties and include other developing properties to bring in more revenue. *(At the August 13<sup>th</sup> meeting the minutes were amended to include that Metro has a vested interest in the revenue generated by a new Downtown Economic Growth Authority District that includes the Kalamazoo Transportation Center (KTC). It was requested for Executive Director McBride to monitor the effects of this authority for public transportation and provide updates at future meetings).*

The Board discussed and asked questions about the details regarding the proposed new authority, restructuring and how it would affect the future of public transportation with regards to millages from property taxes.

Chairperson Rosine asked the boardmembers their thoughts and concerns, then determining the consensus was to support this venture for DKI.

**6.) CCTA 2019-2020 BUDGET OVERVIEW**

Exec. Dir. McBride explained the budget process and timeline for the 2019-2020 CCTA/KCTA Budget. He said the two-year process allows the Boards and staff to coordinate budgeting, planning and grant administration.

Exec. Dir. stated at the August 13 meeting Kalamazoo City Manager/Acting Financial Officer Jim Ritsema and representatives from the CCTA actuarial firm Gabriel Roder would be in attendance to provide information for the CCTA Pension Plan including OPEB.

**7.) CONTRACT FOR VINYL WRAPS FOR LINE-HAUL BUSES**

Dep. Dir. Vlietstra gave an overview of the sealed bids received for the contract to wrap the remaining line-haul buses with the new graphics created for the rebranding campaign. Vlietstra stated Wraps-n-Signs was the lowest responsible bidder with quality and customer service being satisfactory.

*A motion was made to approve a contract with Wraps-n-Signs to provide exterior vinyl wraps on line-haul buses in an amount not to exceed \$81,640.00 and authorize the Executive Director to sign all related documents on behalf of the CCTA.*

*Motion: McCormick                      Second: Janssen*

*Motion carried by roll call vote.*

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

*Nays:                      None*

*Absent:                    Bricker, Burns, Farmer*

## **8.) REVIEW OF MINOR BUS ROUTE CHANGES**

Planning and Development Manager Schultz explained the minor route changes to Route #13 South Burdick around Bronson Hospital. She said these changes would assist with ADA access at Bronson's Garden Street entrance and add the Kalamazoo County's Alcott Health Center. Schultz stated these changes would go into effect on August 27<sup>th</sup> of this year.

*A motion was made to the CCTA to approve the recommended changes to Route #13 South Burdick going into effect August 27, 2018.*

*Motion: Janssen*

*Second: Thompson*

*Motion carried by voice vote with one dissenting vote.*

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

Exec. Dir. McBride shared he had attended a City of Kalamazoo presentation on the Foundation for Excellence (FFE). He said stated the City of Kalamazoo is committed to investing in improving bus stop/shelters and a subsidized fare program for high school youth. Exec. Dir. McBride said public transit is a key factor for successful outcome for youth and workforce development.

Exec. Dir. McBride reported he had met with Pavilion Township Supervisor John Speeter to discuss the possibility of a jurisdictional agreement.

Exec. Dir. McBride told the Boards that Metro would be working with WMU Transportation Research Center for Livable Communities, Apple Bus, Inc. and others to submit a grant application to the Michigan Department of Transportation to implement technology improvement for scheduling rides for Metro Connect service.

Exec. Dir. McBride shared Metro was working with Kalsec to implement an employee commuting program similar to the one at Bronson. He said they had approximately 300 workers located at a facility on West Main Street.

Exec. Dir. McBride informed the Boards of entering into a service agreement with Security Plus, LLC for non-armed security services at the Kalamazoo Transportation Center (KTC). He said they would be providing service Monday through Friday 7:00 pm to 1:00 am and Saturday from 1:00 pm to 11:00 pm.

Exec. Dir. McBride stated Metro is still working with Lam and Associates to develop videos promoting the public transit system.

Exec. Dir. McBride gave an update on the Bus Stop Study being conducted by Nelson Nygaard. Public meetings would be held on July 26<sup>th</sup> and website capabilities for public feedback to the proposed bus stop locations.

Dep. Dir. Vlietstra and Planning and Development Manager Schultz briefly explained Metro has a responsibility to have an Equal Employment Opportunity (EEO) Plan and Title VI Plan submitted to the Federal Transit Administration by September 2018. They said staff was preparing the documentation that would be presented to the Boards in August for a first reading and adoption in September.

## **11.) SUBCOMMITTEE REPORTS**

Executive Committee – Chair Rosine shared the Executive Committee met to discuss the upcoming agenda and the Executive Director's evaluation. He distributed the evaluation summary and said he wasn't surprised by the overall responses of a high recommendation. Rosine commented that boardmembers could review the evaluation summary and a course of action would be considered at a future meeting.

Exec. Dir. McBride thanked the Boards for their confidence in his work performance.

*A motion was made by the CCTA and KCTA to accept the Executive Director's yearly performance evaluation.*

*Motion: Britigan*

*Second: Janssen*

*Motion carried by unanimous voice vote.*

Finance Subcommittee – Did not meet.

Outreach Subcommittee (joint with KCTA) – Did not meet.

Pension Board – McCormick said the Pension Board met and shared that the Actuary Fund was currently 140% funded.

KATS Policy Committee – Vice-Chair Janssen provided an update on the last KATS Policy Committee meeting. He said the attainment impacts were still being looked at. Janssen said the CMAQ funding looked like it would not be available after 2020. Janssen shared that motorized ebikes would now be allowed on the trails. Janssen said he would like to provide more Metro informational reports to KATS to keep the organization on their minds since they were a funding source for Metro. He said that KATS knows that if they have surplus money to share, they can always come to Metro for projects that need funding.

Local Advisory Committee (LAC) – Did not meet.

**10.) COMMUNICATIONS** – None

**11.) OLD BUSINESS** - None

**12.) NEW BUSINESS** - None

**13.) CHAIRPERSON'S REPORT**

Chair Rosine reminded everyone that August would be a busy month and to prepare for a lot of reading material to absorb.

**14.) PUBLIC COMMENT** - None

**15.) MEMBERS TIME**

Thompson asked for an update on a Comstock route. Exec. Dir. McBride explained they were looking into the possibility of a medium duty bus because a large bus would not be able to navigate several of the turns required for the route.

Leigh shared she had attended a Community Action Assessment meeting and one of the complaints voiced was transportation. Exec. Dir. McBride explained one of the barriers to reliable transportation is education of the system. He said that Metro is working with agencies to address the issue of education regarding public transportation.

Aardema stated he appreciated the work put into route review and changes but was concerned that time could be saved getting from one destination to another by not going off of the route into various businesses or driveways.

Sloan stated that he had been having difficulty scheduling rides with Metro Connect.

Breneman expressed kudos to Exec. Dir. McBride and Metro staff for excellent work and providing the Boards with all the necessary information they need.

Janssen and McCormick echoed Breneman's comments.

**16.) ADJOURNMENT**

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


*Motion: Breneman*

*Second: Thompson*


*Motion carried by unanimous voice vote.*

The meeting adjourned at 1:05 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 Clerk