

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
August 13, 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: John Gisler, Jim McNamara, Patsy Moore

1). CCTA ROLL CALL

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

CCTA Members Absent: Rob Bricker, Garrylee McCormick, Jim Pearson

A motion was made to excuse Rob Bricker, Garrylee McCormick, Jim Pearson.

Motion: Aardema Second: Janssen

Motion carried by unanimous voice vote.

1.) KCTA ROLL CALL

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

KCTA Members Absent: Jeff Breneman

A motion was made to excuse Jeff Breneman.

Motion: Sloan Second: Farmer

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 August 13, 2018 agenda.

Motion: Britigan Second: Janssen

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made for CCTA and KCTA to approve the joint CCTA/KCTA June 11, 2018 meeting minutes.

Motion: Thompson Second: Burns

Motion carried by unanimous voice vote.

A motion was made to bring back to the September 10th meeting the amended CCTA/KCTA July 9 minutes. (Britigan and Janssen asked to amend the minutes to include on Page 2 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 new authority for public transportation and provide updates at future meetings.)

Motion: Thompson

Second: Burns

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS - None

5.) PRESENTATION REGARDING CCTA PENSION AND OPEB

Exec. Dir. introduced Jim McNamara from the CCTA actuarial firm Gabriel Roder & Smith to provide information for the CCTA Pension Plan and Other Post-Employment Benefits (OPEB), which are benefits for retiree healthcare.

McNamara provided a PowerPoint that presented the CCTA Pension and OPEB Plans. His overview of the Pension Plan, Retiree Health Plan included: Actuarial Assumptions, Actuarial Valuation Process, Highlights of most recent CCTA Actuarial Valuations and the new Actuarial Standard on Risk. (A copy of the PowerPoint is on file with the minutes.)

6.) PRESENTATION CCTA 2019-2020 BUDGET

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. He said small group meetings would be scheduled to go over the budget in detail and answer any questions from the boardmembers.

Exec. Dir. McBride stated the Finance Subcommittee had met on July 20th and July 25th and discussed the proposed budget.

Exec. Dir. McBride said a public hearing is requested to be set, by resolution, for September 10, 2018, to hear any public comments and adoption of the budgets could occur after the public hearing or at the next meeting on September 24th.

Exec. Dir. McBride went over some of the highlights of the past year and the proposed FY 2019 and FY 2020 budgets. Boardmembers discussed budget issues and fund usage.

Exec. Dir. McBride explained the Board would be asked to approve an updated FY 2020 budget again next year.

A motion was made by the CCTA to adopt amended Resolution 18-003 (changing Kalamazoo County Transportation Authority to Central County Transportation Authority) scheduling a public hearing on Monday, September 10, 2018, to consider the CCTA FY 2019 and FY 2020 Budgets.

Motion: Leigh

Second: Aardema

Motion carried by roll call vote.

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

Nays: None

A motion was made by the KCTA to adopt amended Resolution 18-003 scheduling a public hearing on Monday, September 10, 2018, to consider the CCTA FY 2019 and FY 2020 Budgets.

Motion: Aardema

Second: Janssen

Motion carried by roll call vote.

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

Nays: None

Absent: Breneman

7.) METRO TITLE VI PROGRAM AND PROCEDURES

Kathy Schultz, Planning and Development Manager presented the proposed Title VI Plan and Procedures.

Schultz explained a Title VI Program and Procedures document is required of any transit system receiving federal funding from the Federal Transit Administration (FTA). She said this requirement assures that under the Civil Rights Act of 1964, that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied benefits thereof, or otherwise be subjected to discrimination under any Metro programs of activities.

Schultz stated the document was last updated in 2015 and must be reviewed and approved by the authority boards every three years. (A copy of the Plan is on file with the minutes.)

A motion was made by the CCTA and KCTA to offer for first reading the Metro Title VI Program and Procedures.

Motion: Britigan

Second: Thompson

Motion carried by unanimous voice vote.

8.) EQUAL EMPLOYMENT OPPORTUNITY (EEO) PLAN

Deputy Director of Support Services Greg Vlietstra presented the Equal Employment Opportunity (EEO) Plan. He shared that the report was prepared in partnership with the City of Kalamazoo Human Resources Department.

Vlietstra stated an EEO Plan is required of any transit system receiving federal funding from the FTA. He said according to Federal Transit Law 49 U.S.C. 5332(b), that "no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied benefits of or be subjected to discrimination under any project, program or activity funded in whole or part through financial assistance under this Act."

Vlietstra stated the document was last updated in 2014 and must be reviewed and approved by the authority boards every four years and submitted to the FTA for grant compliance. (A copy of the Plan is on file with the minutes.)

A motion was made by the CCTA and KCTA to offer for first reading the Equal Opportunity Employment (EEO) Plan.

Motion: Burns

Second: Aardema

Motion carried by unanimous voice vote.

9.) CCTA/KCTA BOARD PLANNING RETREAT REPORT

Exec. Dir. McBride referred the final report from the CCTA/KCTA Planning Retreat held on June 11, 2018. He said a strategic planning session is held at least every other year to assess the public transit system and promote communication and decision making between the Boards. Exec. Dir. McBride stated the boards would be able to further discuss the report at a future meeting.

10.) NEW BUS PURCHASE

Dep. Dir. Vlietstra informed the Board the proposed purchase of four 40' buses would replace older fixed-route vehicles that are past their useful life. He said the purchase would be done through a cooperative purchase contract with the Grand Rapids Consortium. Dep. Dir. Vlietstra stated the contract allowed for the CCTA to buy up to 21 buses over a five-year period.

Dep. Dir. Vlietstra told the Board each bus would cost \$451,833.00 for a total expenditure of \$1,807,332.00. He said funding is currently available through federal/state grants with no CCTA operating fund dollars being spent for this purchase.

A motion was made by the CCTA to approve the purchase of four 40' buses from Gillig Corporation and authorize the Executive Director to sign all related documents.

Motion: Thompson Second: Burns

Motion carried by roll call vote.

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

Nays: None

Absent: Bricker, McCormick, Pearson

11.) REPORT FROM EXECUTIVE DIRECTOR

Exec. Dir. McBride reported a \$200,000 competitive grant application had been submitted to the Michigan Department of Transportation (MDOT) to implement technology improvement for Metro Connect service.

Exec. Dir. McBride told the Boards that work continues on the bus stop study being conducted by Nelson Nygaard. He said they would be providing the results of the study at the October 8th Board meeting.

Exec. Dir. McBride stated the Amalgamated Transit Union (ATU) contract was expiring in February 2019 and negotiations were beginning.

Exec. Dir. McBride shared that Metro was participating with the Kalamazoo County Emergency Management Team to provide transportation to cooling centers in response to the extreme heat. And, he said they were providing a special route to public transit for those attending a meeting regarding the recent water contamination in the City of Parchment/Cooper Township.

12.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine shared the Executive Committee met to discuss the upcoming agenda.

Finance Committee (joint with KCTA) – Chair Rosine thanked the Finance for their deliberation and input regarding the 2019 and 2020 budgets.

Outreach Committee (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 it was anticipated they would be providing 50% CMAQ funding in 2020. Vice-Chair Janssen said KATS was appreciative of the traffic and route updates to keep them informed.

Local Advisory Committee (LAC) – Did not meet.

13.) COMMUNICATIONS – None

14.) OLD BUSINESS - None

15.) NEW BUSINESS - None

16.) CHAIRPERSON'S REPORT – Chairperson Rosine thanked everyone for their patience through the longer meeting and asked that everyone read the materials provided for Title VI and the EEO Plan in preparation for the September 10th meeting.

17.) PUBLIC COMMENT - None

18.) MEMBERS TIME

Dillworth and Leigh provided comments on Title VI and the EEO plans and the covered groups identified in the documents. They commented whether individuals with disabilities or a reference to “sexual orientation” should also be included as part of the covered groups. Exec. Dir. McBride replied the covered groups referenced in the policies were specifically in compliance with Federal laws related to Title VI and EEO and both these plans are a direct response to FTA requirements. It was suggested that at a future meeting the Boards review internal CCTA policies like those included in the Employee Handbook and possibly discuss what covered groups are identified.

Britigan thanked Metro for the assistance during the Parchment water crisis and providing transportation to the town meeting.

Aardema stated the new Metro signs at the KTC look very good.

19.) ADJOURNMENT

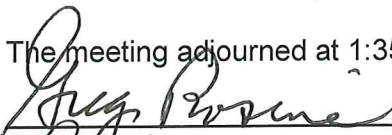
A motion was made to adjourn the CCTA/KCTA meeting.

Motion: Breneman


Second: Thompson

Motion carried by unanimous voice vote.


The meeting adjourned at 1:35 p.m.




CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Clerk