

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Meeting
August 14, 2017

Place: Metro Transit Administrative Building, 530 N. Rose St.
Time: 11:30 a.m.
Staff Present: Sean McBride, Greg Vlietstra, Barbara Blissett, Kathy Schultz
Others Present: Jeff Ammon, Jon Start, John Gisler

1). CCTA ROLL CALL

CCTA Members Present: Rob Bricker, Rob Britigan, Dusty Farmer, Martin Janssen, Nicolette Leigh, GarryLee McCormick, Ann Nieuwenhuis, Terry Urban, Linda Teeter*

CCTA Members Absent: Jim Pearson

A motion was made to excuse Jim Pearson.

Motion: Britigan

Second: Nieuwenhuis

Motion carried by unanimous voice vote.

**Farmer arrived at 11:32 a.m.*

1). KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Jeff Breneman, Martin Janssen, JJ Meddaugh, Greg Rosine, Linda Teeter

KCTA Members Absent: Saura Sahu

2.). REQUEST FOR APPROVAL OF AGENDA

A motion was made to approve the August 14, 2017 joint agenda by KCTA with an amendment to Item 18 "Go into Closed Session for the purpose of reviewing a written legal opinion."

Motion: Breneman

Second: Aardema

Motion carried by unanimous voice vote.

A motion was made to approve the August 14, 2017 joint agenda by CCTA with an amendment to Item 18 "Go into Closed Session for the purpose of reviewing a written legal opinion."

Motion: Nieuwenhuis

Second: McCormick

Motion carried by unanimous voice vote.

3 a). REQUEST FOR APPROVAL OF MINUTES

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

Motion: Rosine

Second: Aardema

Motion carried by unanimous voice vote.

A motion was made to approve the joint CCTA/KCTA May 8, 2017, and July 10, 2017, minutes.
Motion: Aardema Second: Breneman

A motion was made to amend the motion by removing the May 8, 2017 minutes since CCTA approved them at their July 10th meeting.
Motion: McCormick Second: Leigh

Motion was made to approve the May 8, 2017, minutes.
The amended motion by KCTA carried by unanimous voice vote.

A motion was made to approve the CCTA July 10, 2017, minutes.
Motion: Nieuwenhuis Second: Britigan
Motion carried by unanimous voice vote.

4.) CITIZEN COMMENTS

Ann Nieuwenhuis spoke to the Boards and informed them she would be moving out of CCTA boundaries and was submitting her resignation from the CCTA Board effective August 31st. She commended the Boards for how far they have come, all their hard work and vision for the future of public transportation. Nieuwenhuis stated she was very fortunate and proud to have worked with everyone and had been a part of the process.

5.) PRESENTATION OF CCTA FY 2018 and FY 2019 BUDGET

Exec. Dir. McBride explained the two-year budget process noting a PowerPoint would be presented and 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 28th and discussed the proposed budget. He said working with a two-year budget process allowed for adjustments to the FY 2018 budget approved last fall and planning ahead and applying for federal and state grants for the FY 2019 budget.

Exec. Dir. McBride said a public hearing is requested to be set, by resolution, for September 11, 2017, to hear any public comments and adoption of the budgets could occur after the public hearing or at the next meeting on September 25th.

Exec. Dir. McBride went over some of the highlights of the past year and FY 2018 and FY 2019 budgets.

In 2017:

- ♦ Celebrated 50th Anniversary of Metro Transit
- ♦ Expansion of Bus Services
- ♦ Transferred Metro Transit to CCTA
- ♦ Provided 3 million rides, 223,807 hours of service and 3,122,560 miles driven
- ♦ Transferred Federal grants from City of Kalamazoo to CCTA
- ♦ Redesigned the Kmetro.com website
- ♦ Entered into Collective Bargaining Agreement with Amalgamated Transit Union (ATU) until 2019
- ♦ Began process to develop new organizational identity

- ♦ Worked to make more bus stops and shelters compliant with the Americans with Disabilities Act (ADA) guidelines and placing additional bus stop shelters

In 2018

- ♦ Provide capital investments in increasing fleet and facility maintenance through a new Federal Transit Administration (FTA) Transit Asset Management Program
- ♦ Finish the process to develop new organizational identity
- ♦ Bus Stop improvements with a system for buses to stop only at marked stops and educating the public

In 2019

- ♦ Review the City of Kalamazoo Support Services Agreement
- ♦ Invest in facilities such as air handling and staff parking lot

Boardmembers discussed budget issues and fund usage such as bus maintenance/replacement, spending down the fund balance, possible federal budget cuts and if the current millages were adequate enough to continue operations.

Exec. Dir. McBride explained the Board would be asked to approve an updated FY 2019 budget again next year.

A motion was made to adopt Resolution 17-003 scheduling a public hearing on Monday, September 11, 2017, to consider the CCTA FY 2018 and FY 2019 Budgets.

Motion: Rosine

Second: Farmer

Motion carried by roll call vote.

Ayes: Bricker, Britigan, Farmer, Leigh, Janssen, McCormick, Nieuwenhuis, Urban, Rosine, Teeter

Nays: None

Absent: Pearson

6.) CONSIDERATION OF THE APPLE BUS CONTRACT EXTENSION

Exec. Dir. McBride gave a short summary of the Apple Bus Two-Year Contract Extension.

Exec. Dir. McBride provided the details regarding new reporting requirements for Apple Bus including pay increases for drivers and monitoring scheduling calls.

Exec. Dir. McBride said the contract extension would begin on January 1, 2018 and end on December 31, 2019. The FTA requires the contract to go to bid after five years with one contractor.

A motion was made by KCTA to approve the Apple Bus Contract Extension.

Motion: Meddaugh

Second: Breneman

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Janssen, Meddaugh, Rosine, Teeter

Nays: None

Absent: Sahu

A motion was made by CCTA to approve the Apple Bus Contract Extension.

Motion: Britigan

Second: McCormick

Motion carried by roll call vote.

Ayes: Bricker, Britigan, Farmer, Leigh, Janssen, McCormick, Nieuwenhuis, Urban, Rosine, Teeter

Nays: None

Absent: Pearson

Prior to the motion Chairperson Teeter commented that it was a positive contract extension with Apple Bus especially with the new requirements for monitoring the scheduling phone calls and voicemails.

7). CONSIDERATION TO RENEW PROPERTY, AUTO AND GENERAL LIABILITY INSURANCE WITH MMRMA

Dep. Dir. of Support Services Vlietstra explained the liability insurance with Michigan Municipal Risk Management Authority (MMRMA) was a renewal but as a new organization decided to take a comprehensive look at all coverages in the event of a potential lawsuit, claim, or a catastrophic loss. He said in review of the current insurance and in light of the recent tragic bus accident we felt it was prudent to double the liability limit from \$5 million last year to \$10 million this year and per occurrence physical damage limit increase from \$1.5 million to \$5 million. This coverage also extends to October 1, 2018 to align with the fiscal year for budget purposes.

A motion was made to approve a renewal of Property, Auto and General Liability Insurance with MMRMA.

Motion: Nieuwenhuis

Second: Urban

Motion carried by roll call vote.

Ayes: Bricker, Britigan, Farmer, Leigh, Janssen, McCormick, Nieuwenhuis, Urban, Rosine, Teeter

Nays: None

Absent: Pearson

Prior to the motion Bricker asked about passenger claims and how they are handled. Vlietstra stated CCTA also has vehicle coverage with Michigan Transit Pool (MTP) creating a little overlap but was worth carrying both coverages.

Britigan asked what the deductible was and if the boardmembers were covered. Vlietstra indicated that the deductible was \$1,000 per occurrence and the boardmembers are covered.

Urban commented that even with the increase in the coverage amount, it would not begin to cover major damages to the Kalamazoo Transportation Center (KTC).

Rosine inquired what other entities were included in the risk pool and if MMRMA conducted assessments of the membership and all were managing their risks in prudent fashion. Also, he asked if there were large losses/payouts, would the cost be shared by all organizations in the risk pool. Vlietstra said yes, and MMRMA offers grants to reduce costs to members.

8). CONSIDERATION OF ROUTE COMMITTEE RECOMMENDATIONS FOR SEPTEMBER 2017

Planning and Development Manager Kathy Schultz briefed the board on proposed route changes to the bus service. She said in September 2016 the new late night service and enhanced service was implemented for the fixed-route system. Schultz said it had been one year since the initial changes and the following changes were being recommended to produce more efficiency to the route system:

Route 1 - Westnedge would eliminate the top of the hour service. Staff will review some options, including adding Sunday service with an anticipated implementation date of January 2018.

Additional information for the route changes was provided in the packet.

A motion was made by CCTA to approve the recommendations of the Route Committee for September 2017.

Motion: Rosine

Second: McCormick

Motion carried by voice vote.

9). CONSIDERATION TO APPROVE THE REVISED 2017 JOINT CCTA/KCTA MEETING CALENDAR

Exec. Dir. McBride explained that currently CCTA and KCTA meet separately on the second Monday of each month. He said recently the Boards have indicated the benefits of holding joint meetings to openly discuss and conduct business matters. Exec. Dir. McBride stated that revising the meeting calendar would allow for joint meetings the remainder of 2017.

A motion was made by the KCTA to approve the revised 2017 CCTA and KCTA Joint Meeting Calendar.

Motion: Breneman

Second: Janssen

Motion carried by voice vote.

A motion was made by the CCTA to approve the revised 2017 CCTA and KCTA Joint Meeting Calendar.

Motion: Leigh

Second: Bricker

Motion carried by voice vote.

10). REPORT FROM EXECUTIVE DIRECTOR

Exec. McBride said he would entertain any questions regarding the monthly Ridership Reports and Financial Reports.

Exec. Dir. McBride reported the process and findings of the Comprehensive Triennial Review which takes place every three years. He said FTA did a review of financial grant management purchases and operational system. Exec. Dir. McBride said overall the review went very well and in the end, only one finding to improve record keeping of FTA grants. Exec. Dir. McBride complimented staff on their time and hard work to accomplish the excellent results received.

Exec. Dir. McBride shared that staff had been working extra hard to comply with the FTA Grant process and transfer existing grants from the City of Kalamazoo to the CCTA.

Exec. Dir. McBride commented the ongoing search for part-time bus drivers and currently interviews were taking place for nine part-time drivers with an additional 40 applicants to take the required testing before interviews.

McCormick inquired about a KTC police report and Exec. Dir. McBride said he would provide one for the next meeting.

11). SUBCOMMITTEE REPORTS

Executive Committee – Did not meet.

Finance Subcommittee – Rosine reported the Finance Subcommittee met and reviewed the proposed CCTA Budget.

A motion was made by the KCTA to approve the recommendation of Chairperson Teeter to appoint Curtis Aardema to the KCTA Finance Subcommittee.

Motion: Breneman

Second: Rosine

Motion carried by voice vote.

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

Strategic Planning Subcommittee (joint with KCTA) – Chairperson Teeter stated it was her recommendation to dissolve this committee since strategic planning would be conducted by both Boards.

A motion was made to by the KCTA to approve the recommendation of Chairperson Teeter to dissolve the Joint Strategic Planning Subcommittee.

Motion: Breneman

Second: Aardema

Motion carried by voice vote.

A motion was made by the CCTA to approve the recommendation of Chairperson Teeter to dissolve the Joint Strategic Planning Subcommittee.

Motion: Leigh

Second: McCormick

Motion carried by voice vote with Meddaugh dissenting.

Pension Board – Has not met.

KATS Policy Committee – Chairperson Teeter said she had attended both the KATS Technical Committee and KATS Policy Committee in July. She said there had been six changes to the Transportation Improvement Program (TIP) including funding for the travel training program and other adjustments reflecting the grant applications to FTA.

Chairperson Teeter said there would be a leadership change at KATS with Mr. Dykstra leaving as well as Ms. Nieuwenhuis.

Farmer asked if there needed to be a replacement on KATS from the CCTA Board. Chairperson Teeter that item would be on the agenda for the next meeting.

12). COMMUNICATIONS - None

13). OLD BUSINESS - None

14). NEW BUSINESS - None

15). CHAIRPERSON'S REPORT

Chairperson Teeter shared that she was invited to attend the meeting during the Triennial Review. She remarked on the impressive process. She thanked staff for all their perseverance and hard work to have a successful outcome.

16). PUBLIC COMMENT

John Gisler said he enjoyed attending the board meetings.

Rosine asked Mr. Gisler about the KCTA board vacancies and how could Mr. Gisler assist in the process of getting replacements appointed by the Kalamazoo County Board of Commissioners.

Chairperson Teeter noted that requests for appointments had been submitted some time ago and no action had been taken as of this date.

17). MEMBERS TIME

Breneman thanked Ms. Nieuwenhuis for all her service to the CCTA board.

18). CLOSED SESSION

A motion was made by CCTA to move into closed session for the purpose of reviewing a written legal opinion".

Motion: Bricker

Support: Janssen

Motion carried by a voice vote.

Ayes: Bricker, Britigan, Farmer, Janssen, Leigh, McCormick, Nieuwenhuis, Urban, Rosine, Teeter

Nays: None

Absent: Pearson

A motion was made by KCTA to move into closed session for the purpose of reviewing a written legal opinion".

Motion: Rosine

Support: Breneman

Motion carried by a voice vote.

At 1:08 p.m., the CCTA Board went into closed session.

At 1:34 p.m., the CCTA Board returned to open session.

19). ADJOURNMENT

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

Motion: McCormick

Second: Farmer

Motion carried by unanimous voice vote.

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The meeting adjourned at 1:35 p.m.

CCTA Chairperson

CCTA Clerk

KCTA Chairperson

KCTA Secretary