

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Meeting
September 11, 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: Blaine Lam, Jon Start, John Gisler

1). CCTA ROLL CALL

CCTA Members Present: Rob Bricker, Dusty Farmer, Martin Janssen, Nicolette Leigh, GarryLee McCormick, Jim Pearson, Terry Urban, Greg Rosine, Linda Teeter*

CCTA Members Absent: Rob Britigan

A motion was made to excuse Rob Britigan.

Motion: Pearson

Second: McCormick

Motion carried by unanimous voice vote.

**Urban left the meeting at 1:11 p.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 September 11, 2017 joint agenda by KCTA.

Motion: Breneman

Second: Rosine

Motion carried by unanimous voice vote.

A motion was made to approve the September 11, 2017 joint agenda by CCTA.

Motion: Bricker

Second: Urban

Motion carried by unanimous voice vote.

3 a). REQUEST FOR APPROVAL OF MINUTES

A motion was made for CCTA to approve the joint CCTA/KCTA August 14, 2017 minutes.

Motion: Rosine

Second: Janssen

Motion carried by unanimous voice vote.

A motion was made for KCTA to approve the joint CCTA/KCTA August 14, minutes.

Motion: Aardema

Second: Breneman

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS - None

5.) PUBLIC HEARING REGARDING CCTA FY 2018 and FY 2019 BUDGET

A motion was made to open the public hearing to consider the CCTA FY 2018 and FY 2019 Budget.

Motion: McCormick

Second: Leigh

Motion carried by unanimous voice vote.

Chairperson Teeter opened the public hearing at 11:39 a.m. to consider the CCTA FY 2018 and FY 2019 Budget.

Exec. Dir. McBride stated the CCTA FY 2018 and FY 2019 Budget was similar to the one presented at the August 14th meeting. He said the only minor change was made to the Oshtemo Service Agreement by including the annual cost adjustment.

Exec. Dir. McBride reviewed the two-year budget process again noting small group meetings had taken place on July 28th for boardmembers to ask questions.

Exec. Dir. McBride went over some of the FY 2018 and FY 2019 budget activity to expect.

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 on stops for the fixed-route system.

In 2019

- ♦ Review the City of Kalamazoo Support Services Agreement
- ♦ Invest in facilities such as air handling and staff parking lot
- ♦ Spending down the Fund Balance to approximately 31%

Exec. Dir. McBride shared information on the revenue side. Currently the State of Michigan reimbursement was at 33%. He said the other key revenue sources were millages (with CCTA and KCTA bringing in 36%), Federal Transit Administration (FTA), fares and contracts

Exec. Dir. McBride stated in the future, effort would be made to fill all current vacant positions and add a Human Resources Manager.

The Boardmembers and citizens discussed the budget with questions regarding salaries, cost for added security at the Kalamazoo Transportation Center (KTC), pension funding, bus stops/shelters and future millages.

A motion was made to close the public hearing to consider the CCTA FY 2018 and FY 2019 Budget.

Motion: McCormick

Second: Bricker

Motion carried by unanimous voice vote.

Chairperson Teeter closed the public hearing at 12:05 p.m.

A motion was made by CCTA to adopt the CCTA FY 2018 and FY 2019 Budget.

Motion: Pearson

Second: McCormick

Motion carried by roll call vote.

*Ayes: Bricker, Farmer, Janssen, Leigh, McCormick, Pearson, Urban, Rosine,
Teeter*

Nays: None

Absent: Britigan

A motion was made by KCTA to adopt the CCTA FY 2018 and FY 2019 Budget.

Motion: Breneman

Second: Janssen

Motion carried by roll call vote.

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

Nays: None

Absent: Sahu

6.) CONSIDERATION OF AVAIL TECHNOLOGIES CONTRACT

Deputy Director Vlietstra explained that since 2012, the transit system has used Avail Technologies for the Intelligent Transportation System (ITS) to provide CCTA with up-to-date passenger information in voice, data with reporting.

Dep. Dir. Vlietstra stated the contract renewal would run until August, 2022 and be a sole-source purchase due to the contract being designed and acquired specifically for Metro Transit in 2012. The five-year renewal would not exceed \$620,160.

A motion was made by CCTA to approve the Avail Technologies Five-Year Contract Renewal in an amount not to exceed \$620,160 and to authorize the Executive Director to execute necessary documents.

Motion: Urban

Second: Bricker

Motion carried by roll call vote.

*Ayes: Bricker, Farmer, Leigh, Janssen, McCormick, Pearson, Urban, Rosine,
Teeter*

Nays: None

Absent: Britigan

Prior to the motion, Leigh asked if the price was locked in for the full five-year period and was informed the price was a firm amount.

Kathy Schultz responded to a question from Meddaugh that the Track My Bus app operates in coordination with Avail with that data being supplied to Google Transit.

7.) CONSIDERATION OF ORGANIZATIONAL IDENTITY

Exec. Dir. McBride briefed the Boards on the chain of events that led up to this discussion for the change in organizational identity. He introduced Blaine Lam of Lam and Associates to present the overall recommendations.

Mr. Lam shared the result of additional research and focus group meetings with the following selections:

1. The overall organizational identity should be **Metro**.
2. Services should be identified as:
 - a. Fixed-Route Bus – either **Metro** or **Metro Bus**
 - b. Metro County Connect – **Metro Connect**
 - c. Community Service Van – **Metro Link**
3. The recommended look for Metro and the three services.
4. A specific color has not been identified but three options were shown as Red, Blue and Orange.

The Boards began discussion, at length, on the various aspects of the new organizational identity including overall identity name and individual service names.

A motion was made by KCTA to approve Metro as the Organization Identity Brand and to allow staff to make decisions regarding service names as well as the color with the assistance of a Board Subcommittee.

Motion: Aardema

Second: Meddaugh

The motion passed by roll call vote.

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

Nays: None

Absent: Sahu

Next the Boards, with much discussion, considered the color options of red, blue or orange for all graphics and signage and names for the MCC service and Community Service Van. The Boards considered it would be a good choice to refer the selection of color and vehicle service names to staff.

A motion was made by CCTA to approve Metro as the Organization Identity Brand with the color red and have a subcommittee formed to make a recommendation later for the names underneath the logo.

Motion: Pearson

Second: Bricker

Motion failed by roll call vote.

Ayes: Bricker, Janssen, Pearson,

Nays: Farmer, Leigh, McCormick, Rosine, Teeter

Absent: Britigan, Urban

Chairperson Teeter shared that she and Exec. Dir. McBride had attended the Kalamazoo County Board of Commissioners Committee of the Whole to address the issue and at their meeting of September 5th, Curtis Aardema and Jeff Breneman were reappointed to the KCTA.

Bricker said that he understood the need to appeal to the County to make these appointments to avoid a crisis situation. Chairperson Teeter commented that with the transition of the system to CCTA and it becoming the parent organization, the need to work together had become apparent and resulted in the original agreement.

A motion was made by CCTA to approve the CCTA/KCTA Operating Agreement.

Motion: McCormick Second: Farmer

Motion carried by roll call vote.

Ayes: Bricker, Farmer, Leigh, Janssen, McCormick, Pearson, Urban, Rosine, Teeter

Nays: None

Absent: Britigan

A motion was made by KCTA to approve the CCTA/KCTA Operating Agreement.

Motion: Breneman Second: Aardema

Motion carried by roll call vote.

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

Nays: None

Absent: Sahu

9). CONSIDERATION TO UPDATE THE EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT

Chairperson Teeter distributed an amendment to the Executive Director's Employment Agreement. She stated this year; both Boards had completed an evaluation of Mr. McBride's job performance and determined he had done an exemplary job. Chairperson Teeter said with this review, the Executive Committee was recommending two things: 1) the term of his agreement would be extended to September 30, 2020 and 2) the salary be increased by 2% effective October 1, 2017. She asked that the CCTA approve this first amendment to the Executive Director's Employment Agreement.

A motion was made by CCTA to approve amendment to the Executive Director Employment Agreement effective October 1, 2017.

Motion: McCormick Second: Leigh

Motion carried by roll call vote.

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

Nays: None

Absent: Britigan, Urban

Prior to the vote, Pearson asked why act on the amendment at this time since the original agreement end date was not until 2019. Chairperson Teeter said it was the recommendation of the Executive Committee to extend the agreement and increase the salary without any changes to benefits or car allowance.

10). REPORT FROM EXECUTIVE DIRECTOR

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

Exec. Dir. McBride reported the CCTA currently has 36 fixed-route buses but with accidents and mechanical failures it is challenged to keep 29 buses on the road during peak service hours. He said Dep. Dir. Vlietstra and Fleet & Facilities Manager Rob Branch have worked diligently to purchase buses that have reached their useful life with Grand Rapids at a cost of \$3,500 each. Exec. Dir. McBride said the buses have had 12 years of service with 500,000 miles logged and a plan to use them for approximately two or three years. He said this would go a long way to help solidify the ability to provide service to the community.

11). SUBCOMMITTEE REPORTS

Executive Committee – Did meet and the items discussed were on this agenda.

Finance Subcommittee – Did not meet.

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

Pension Board – Will meet after the current meeting.

KATS Policy Committee – Chairperson Teeter said KATS did not meet but with Ann Nieuwenhuis's resignation from the CCTA, she asked Marty Janssen if he would be willing to serve as a CCTA representative on KATS.

A motion was made to appoint Janssen to serve as the CCTA representative on the Kalamazoo Area Transportation Study Policy Committee.

Motion: Bricker

Second: McCormick

Motion carried by unanimous voice vote.

12). COMMUNICATIONS - None

13). OLD BUSINESS - None

14). NEW BUSINESS - None

15). CHAIRPERSON'S REPORT

Chairperson Teeter shared some members of the KCTA attended the September 5th Kalamazoo County Board of Commissioners Committee of the Whole (COW) meeting. She said they had been working all year to get the County Board to act on appointments and it had become a priority situation. Chairperson Teeter stated that even though the County Board does not have a public comment portion at that meeting, they had been informed that there would be some KCTA members attending to discuss the great need for these appointments to be approved. Chairperson Teeter told the Boards that at the regular meeting of the County Board, Mr. Aardema and Mr. Breneman had been reappointed to the KCTA.

Chairperson Teeter reflected on her beginnings with the KCTA and the addition of the CCTA and announced this would be her last meeting. Chairperson Teeter stated that this is the best example of collaboration and was very proud to have been a part of its inception and growth.

Chairperson Teeter shared that life takes many turns and at this time she offered her resignation to spend more time with family and pursue a career as a paralegal. She thanked everyone for their support along the journey.

The Boards offered their comments on Ms. Teeter's dedication to public transit, her great leadership and wished her well with her new endeavors

Vice-Chair Rosine offered a resolution honoring Linda Teeter for her service to the KCTA and CCTA and with that resolution renaming the Metro Transit Boardroom the Linda Teeter Community Room.

A motion was made by CCTA and KCTA to approve a resolution to rename the Metro Transit Boardroom the Linda Teeter Community Room.

Motion: McCormick Second: Janssen

Motion carried by voice vote.

16). PUBLIC COMMENT – None

17). MEMBERS TIME

18). ADJOURNMENT

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

Motion: McCormick Second: Janssen

Motion carried by unanimous voice vote.

The meeting adjourned at 1:45 p.m.

CCTA Acting Chairperson

CCTA Clerk

KCTA Acting Chairperson

KCTA Secretary