

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
October 8, 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: Charta Battle, Earl Cox, Sr., James Gamez, Larry Gordon, Alisha Lewis, Antonio McMillan, Javier Perez, Martin Stone

1). CCTA ROLL CALL

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

CCTA Members Absent: Chris Burns and Greg Rosin

**Dusty Farmer left the meeting at 1:09 pm*

A motion was made to excuse Chris Burns and Greg Rosine.

Motion: Breneman Second: Urban

Motion carried by unanimous voice vote.

1.) KCTA ROLL CALL

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

KCTA Members Absent: Jeff Breneman and Greg Rosine

***Dusty Farmer left the meeting at 1:09 pm.*

*** John Dillworth left the meeting at 1:20 pm.*

A motion was made to excuse Jeff Breneman and Greg Rosine.

Motion: Janssen Second: Urban

Motion carried by unanimous voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made by CCTA for approval of the joint CCTA/KCTA meeting agenda for October 8, 2018.

Motion: Leigh Second: Bricker

Motion carried by unanimous voice vote.

A motion was made by KCTA for approval of the joint CCTA/KCTA meeting agenda for October 8, 2018.

Motion: Aardema Second: Urban

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made by CCTA to approve the joint CCTA/KCTA September 24, 2018 meeting minutes with the amendment made by Farmer to include, under Members' Time, her request to explore an expanded fixed-route bus service to Oshtemo Township Hall and the Oshtemo Public Library.

Motion: Pearson

Second: Leigh

Motion carried by unanimous voice vote.

A motion was made by KCTA to approve the joint CCTA/KCTA September 24, 2018 meeting minutes with the amendment made by Farmer to include, under Members' Time, her request explore an expanded fixed-route bus service to Oshtemo Township Hall and the Oshtemo Public Library.

Motion: Aardema

Second: Urban

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS – None

Earl Cox, Sr. of the Amalgamated Transit Union 1093 submitted a petition to the Boards requesting a pre-retirement seminar for all participants of the plan. Cox commented on the pigeon problem at the Kalamazoo Transportation Center (KTC), lack of cleanliness of the buses and the suggestion to offer free rides on Election Day.

5.) NELSON NYGAARD BUS STOP STUDY

James Gamez, Nelson Nygaard, presented an overview of the master bus stop plan for the future and moving to a bus stop only policy for fixed-route buses. He said the primary goal of the study was to:

Improve Rider Experience

- Accessibility
- Safety
- Amenities

Improve Operations

- Operational Safety
- Schedule Reliability
- Consistency

Garnez stated the plan usage would be involving upgrading various stops to include new bus shelters, bus stop concrete pads and sidewalks. He said additional public input and discussion with staff would be sought before action is taken. (A copy of the PowerPoint is on file with the minutes and a copy of the plan is available on the Metro website www.kmetro.com.)

Discussion regarding the bus stop study ensued with boardmembers, including Leigh and Farmer, inquiring and making comments about distance between stops, ADA compliance, availability in low-income neighborhoods, and need for additional shelters and benches to assist seniors and those with disabilities. They also asked about funding for additional bus stops and upgrades.

Exec. Dir. McBride informed the board that with the current Kalamazoo Area Transportation Study (KATS) Transportation Improvement Program (TIP) being updated for next four years conducted, staff could now work with them and other road agencies to secure additional funding for bus stop needs.

*A motion was made by the CCTA to accept the Nelson Nygaard Bus Stop Study.
Motion: Britigan Second: Thompson
Motion carried by a unanimous voice vote.*

*A motion was made by the KCTA to accept the Nelson Nygaard Bus Stop Study.
Motion: Brown Goodacre Second: Urban
Motion carried by unanimous voice vote.*

6.) EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEO)

Deputy Director of Support Services Greg Vlietstra presented the Equal Employment Opportunity (EEO) Plan for a second reading and approval. He stated the report had been presented to the boards for first reading at the August 13 meeting.

Vlietstra reiterated 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 to approve the Equal Employment Opportunity (EEO) Plan.
Motion: Leigh Second: Bricker
Motion carried by roll call vote.*

*Ayes: Aardema, Bricker, Britigan, Farmer, Janssen, Leigh, McCormick,
Pearson, Thompson
Nays: None
Absent: Burns, Rosine*

*A motion was made by the KCTA to approve the Equal Employment Opportunity (EEO) Plan.
Motion: Dillworth Second: Farmer
Motion carried by roll call vote.*

*Ayes: Aardema, Brown Goodacre, Dillworth, Farmer, Janssen, Sloan, Urban
Nays: None
Absent: Breneman, Rosine*

7.) KALAMAZOO PUBLIC SAFETY SERVICES AGREEMENT FOR KTC

Exec. Dir. McBride explained CCTA has had an agreement with the Kalamazoo Public Safety (KPS) Department for two full-time officers for the past two years to patrol the Kalamazoo Transportation Center (KTC) and surrounding area. He said the cost for this service is variable

and based on their seniority pay rate. Exec. Dir. McBride stated the agreement plays a pro-active role at the KTC and allows enforcement of city ordinances by sworn officers. McBride noted it was a challenging environment surrounding the KTC and we are always looking at ways to improve the actual safety and perception of safety at the KTC. He said KTC staff was monitoring when KPS was on and off site.

Concerns were voiced by boardmembers regarding the agreement cost when we additionally employ a private security firm to patrol the KTC after KPS scheduled hours. Other concerns were time away from the KTC while transporting and booking offenders and time used for assisting other KPS officers when needed for backup off the KTC property. McBride shared that KPS was looking into use of other law enforcement agencies to assist with transportation of offenders.

Aardema suggested since the one block area around the KTC was inclusive in the KPS agreement that we reach out to the business or property owners to discuss the most effective use of resources.

Britigan and Pearson stated they wanted the Boards to review the agreement in six months to see if there needed to be some changes or possibly a cancellation with a 30 day notification. Pearson asked Exec. Dir. McBride to relay to KPS the Board's concerns.

A motion was made by the CCTA with reservation to approve the two-year Kalamazoo Public Safety Services Agreement for the KTC.

Motion: Pearson

Second: Farmer

An amendment to the motion was made to state "to approve the two-year Kalamazoo Public Safety Services Agreement for the KTC with review to take place in six months."

Motion: Leigh

Second: Farmer

Amended motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Farmer, Janssen, Leigh, McCormick, Pearson, Thompson

Nays: None

Absent: Burns, Rosine

8.) PILOT PROJECT FOR FIXED-ROUTE SERVICE IN COMSTOCK TOWNSHIP

Exec. Dir. McBride explained the fixed-route service in Comstock Township had been under discussion for some time. He said recently there had been significant business expansion out that way and employers were searching for ways to provide transportation for their employees. Exec. Dir. McBride stated Comstock Township was within the CCTA boundaries and had requested a pilot project be implemented for a fixed-route service to the eastern portion of Comstock Township, possibly including Galesburg.

Exec. Dir. McBride shared that staff had worked to create a route that would encompass the businesses within that area and times for operation to coincide with work hours. He said the pilot project would begin on January 7, 2019 and last approximately one year. The estimated cost for this project would be \$150,000 to \$180,000.

Aardema inquired if this pilot project is successful, could it be a door opening to possible expansion of the CCTA boundaries. Exec. Dir. McBride stated that because of the dense residential population in Galesburg, it would be an opportunity to initiate talks for future inclusion to the CCTA boundaries.

A motion was made by the CCTA to approve the Pilot Project for fixed-route service to Comstock Township beginning January 7, 2019.

Motion: Britigan

Second: Thompson

Motion carried by a unanimous voice vote.

A motion was made by the KCTA to approve the Pilot Project for fixed-route service to Comstock Township beginning January 7, 2019.

Motion: Janssen

Second: Aardema

Motion carried by unanimous voice vote.

9.) UPDATE ON BOARD RETREAT FOLLOWUP

Exec. Dir. McBride announced that due to the lack of time, this item would be presented again at a later meeting.

10.) EXECUTIVE DIRECTOR REPORT

Exec. Dir. McBride shared the creation of the new Downtown Kalamazoo Tax Increment Finance District would occur at the next Kalamazoo City Commission Meeting. He stated Metro staff has been a participant in this district planning with an emphasis in a safe, walkable downtown district and to be bus stop friendly

Exec. Dir. McBride said the draft 2019 meeting schedule was provided in the meeting packet. He asked boardmembers to review it, notify him of any issues and be ready to adopt the schedule at the next meeting.

Exec. Dir. McBride announced that there would be a Metro facility tour for CCTA and KCTA boards on October 12th at noon. He said invitations had also been sent to the Kalamazoo County Commission and some State elected officials.

Exec. Dir. McBride provided an update of the Foundation for Excellence funding available from the City of Kalamazoo. He said the current focus was on youth and to provide free public transportation to schools for high school students. Exec. Dir. McBride stated it would begin with seniors in the Kalamazoo Public Schools (KPS) then branch out to other non-KPS students living in Kalamazoo. The cost of the fares and public safety monitoring would be paid for by the Foundation for Excellence and begin with the school year in 2019.

11.) SUBCOMMITTEE REPORTS

Executive Committee – Vice-Chair Janssen shared the Executive Committee met to discuss the upcoming agenda.

Finance Committee (joint with KCTA) – Did not meet.

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

Local Advisory Committee (LAC) – Did not meet.

12.) COMMUNICATIONS – None

13.) OLD BUSINESS - None

14.) NEW BUSINESS - None

Leigh inquired about the possibility of providing free rides on Election Day and if not this year, definitely in the future. Exec. Dir. McBride stated it was something that could be researched by staff and discussed by the Boards for future implementation.

15.) CHAIRPERSON'S REPORT – No report.

16.) PUBLIC COMMENT - None

17.) MEMBERS TIME

Brown-Goodacre complimented staff for correcting the signage at the KTC making it more legible.

Aardema complimented the new branding and that it was definitely more visible now that the majority of vehicle changeovers were being completed.

Thompson thanked Exec. Dir. McBride and staff for their work on bringing the pilot project for fixed-route service in Comstock Township to fruition.

Leigh commented that she appreciated the Nelson Nygaard Bus Stop Study.

16). CLOSED SESSION

A motion was made by the CCTA to move into closed session to discuss labor negotiations and legal opinion.

Motion: Pearson

Support: Janssen

Motion carried by a voice vote.

A motion was made by the KCTA to move into closed session to discuss labor negotiations and legal opinion.

Motion: Aardema

Support: Urban

Motion carried by a voice vote.

At 1:27 pm the CCTA and KCTA Boards went into closed session.

At 2:35 pm the CCTA and KCTA Boards returned to open session.

18.) ADJOURNMENT

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


Motion: Pearson

Second: Janssen

Motion carried by unanimous voice vote.

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The meeting adjourned at 2:40 p.m.




CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Clerk