

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
November 12, 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: Earl Cox, Jr., John Gisler

1.) CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Bricker, Rob Britigan, Chris Burns, Martin Janssen, Nicolette Leigh, Garrylee McCormick, Jim Pearson, Greg Rosine

CCTA Members Absent: Dusty Farmer and Randy Thompson

A motion was made to excuse Dusty Farmer and Randy Thompson.

Motion: Britigan Second: Bricker

Motion carried by unanimous voice vote.

1.) KCTA ROLL CALL

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

KCTA Members Absent: Jeff Breneman and Dusty Farmer

A motion was made to excuse Jeff Breneman and Dusty Farmer.

Motion: Sloan Second: Brown Goodacre

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 meeting agenda for November 12, 2018.

Motion: Leigh Second: Bricker

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made by CCTA and KCTA to approve the joint CCTA/KCTA October 8, 2018 meeting minutes.

Motion: Britigan Second: Bricker

Motion carried by unanimous voice vote.

4.) PUBLIC COMMENTS – None

Exec. Dir. McBride introduced Juar Curtis as the new Program Coordinator for the Metro Share Program.

5.) CCTA/KCTA 2019 MEETING CALENDAR

Exec. Dir. McBride presented the proposed 2019 CCTA/KCTA meeting calendar. Discussion took place about holding the meetings in other jurisdictions and at a different time to involve more public input.

Sloan inquired whether there would be a joint annual retreat for the Boards. After discussion, the Boards' consensus was that every other year would be sufficient to conduct a retreat session.

A motion was made by the CCTA and KCTA to approve the 2019 CCTA/KCTA meeting Calendar.

Motion: McCormick Second: Aardema

Motion carried by a unanimous voice vote.

6.) PURCHASE OF EIGHT MEDIUM-DUTY BUSES

Deputy Director of Support Services Greg Vlietstra explained this purchase would be for eight medium-duty buses that are 29 feet long and transport 10 passengers. He said this purchase would be orchestrated through the State of Michigan MiDEAL Program. This allows for local units of government to benefit from the state's purchasing and negotiating power, receiving the same conditions.

Dep. Dir. Vlietstra also informed the Board that this approval was being requested prior to the Federal Transit Administration's (FTA) awarding the 2018 FTA grant which had been submitted in July. He said although normally Board approval would be sought after the grant was awarded, pre-approval would speed up the process for acquiring the vans.

A motion was made by the CCTA to approve the purchase of eight medium-duty buses from Hoekstra Transportation in the amount of \$852,360 and authorize the Executive Director to sign all related documents.

Motion: McCormick Second: Leigh

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Janssen, Leigh, McCormick, Pearson, Rosine

Nays: None

Absent: Farmer, Thompson

7.) FIRST READING OF DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

Deputy Director of Support Services Greg Vlietstra explained that a Disadvantaged Business Enterprise Program (DBE) is required at least every three years of any transit system receiving federal funding from the Federal Transit Administration (FTA).

Dep. Dir. Vlietstra stated some of the key components to the program were: an overall policy statement for the organization, who was responsible for implementing the plan and certification procedures.

Dep. Dir. Vlietstra pointed out that the certification process for a disadvantaged business was extremely lengthy and required a good amount of personal information; therefore, many businesses choose not to become certified. He said Metro uses many minority owned firms such as Cutting Edge for lawn care, New Fresh for janitorial services and Security Plus for security services at the Kalamazoo Transportation Center.

Dep. Dir. Vlietstra clarified this recommendation for the DBE Program was to offer it for first reading with final adoption to take place at the December 10th meeting.

A motion was made by the CCTA and KCTA to offer for first reading the Disadvantaged Business Enterprise Program.

Motion: Aardema

Second: Leigh

Motion carried by a unanimous voice vote.

Prior to the motion, discussion ensued regarding the requirements for this program and locating minority businesses that are certified.

Brown Goodacre questioned the terminology of minority businesses and suggested using under-represented populations.

8.) UPDATE ON BOARD RETREAT FOLLOW-UP

Exec. Dir. McBride described to the Boards some of the feedback received from the Board Retreat held on June 11th:

- Improve orientation for new board members
- Developing mentoring system for new board members
- Provide biographical information of board members
- Develop opportunities for board members to pose questions
- Update Metro Mission and Vision Statements
- Conduct educational workshops to promote organizational knowledge for board members
- Conduct ongoing education on KCTA and CCTA roles
- Opportunities for interaction/education with jurisdictional and other stakeholders

KCTA Vice-Chair Janssen said the Executive Committee would be reviewing the boardmember orientation process after asking for suggested changes by the current boardmembers.

Exec. Dir. McBride stated Jen Stroven, who conducted the Board Retreat would be at the December 10th meeting to facilitate the development of new Metro mission and vision statements.

Exec. Dir. McBride identified jurisdictional outreach as one of the highest priorities and that included conducting meetings at other locations, begin planning for CCTA and KCTA millage elections, provide mailer information to all residents about Metro services and review the policy on fixed-route bus service to areas outside Authority boundaries.

The Boards discussed pros and cons of holding meetings in other locations and at different times to include more community exposure and of meeting outside jurisdictional boundaries.

Chair Rosine indicated he would ask the Executive Committee to propose various meeting locations and rationale for those locations to be included on the 2019 meeting calendar. He said this would be brought at a future meeting.

Exec. Dir. McBride reviewed the CCTA and KCTA millage timeline. He stated the next millage would be the CCTA millage in 2020 that involves local governments and looking at the policy fixed route service to areas outside the CCTA authority boundaries. Exec. Dir. McBride said the next step would be to work with Kalamazoo County on the boundary issue in order to meet the deadlines of the timeline prior to the millage election.

9.) POLICY REGARDING FIXED-ROUTE BUS SERVICE TO OUTSIDE AREAS OF AUTHORITY BOUNDARIES

Chair Rosine stated this was a policy that was adopted in 2014 when establishing the CCTA boundaries. He said the policy made service available to areas outside the CCTA boundaries when jurisdictions had opted out of approving the millage.

Exec. Dir. McBride provided background on the current CCTA Policy on Fixed-Route Bus Service to Areas Outside Authority Boundaries which now services areas in Texas Township and Oshtemo Township through one-time agreements. He stated with the upcoming CCTA millage election in 2020, it was time to review the policy and focusing on Section 1.e that states "The CCTA may enter into only one service contract with a jurisdiction and the contract will not be renewed." Exec. Dir. McBride welcomed feedback from boardmembers.

The Boards talked about various scenarios of jurisdictions opting out again, voters saying no but their township or local businesses feels there is a need and covers the cost for the service and other options for changing the policy for service agreements.

10.) EXECUTIVE DIRECTOR REPORT

Exec. Dir. McBride provided the October Public Safety Activity Report for the Kalamazoo Transportation Center (KTC).

Exec. Dir. McBride stated the implementation of the Comstock East Route had begun with the scheduled start date for January 7, 2019. He said meetings had been held with Comstock Township staff, Southwest Michigan First and several businesses and outreach would continue during the process prior to the launch.

Exec. Dir. McBride informed the Boards that the Kalamazoo Area Transportation Study (KATS) was in the process of developing the 2020 through 2023 Transportation Improvement Program (TIP). He said the TIP plans for uses of Federal Transit Administration (FTA) funds and Federal Highway Administration (FHWA) funds. Exec. Dir. McBride stated CCTA staff had submitted requests to fund things like bus and van replacement and implementation of the bus stop study program. He commented that CCTA also competes for funding from the Surface Transportation Program (STP), the Congestion Mitigation and Air Quality Improvement Program (CMAQ). He said CCTA would be seeking funds for the development of a commuter program for jobs that start/end during the midnight to 6 am timeframe.

11.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine 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 stating that they had approved the Metro Transit Management Plan. He said Kalamazoo was also working with the Michigan Department of Transportation (MDOT) to have roads under their jurisdiction.

Vice-Chair announced that due to a new employment position and work schedule, he would be unable to fulfil the duties as the CCTA representative to KATS and therefore was resigning his position.

A motion was made by the CCTA to appoint Curtis Aardema as the CCTA representative to KATS.

Motion: McCormick

Second: Burns

Motion carried by a unanimous voice vote.

Local Advisory Committee (LAC) – Did not meet.

12.) COMMUNICATIONS – None

13.) OLD BUSINESS - None

14.) NEW BUSINESS - None

15.) CHAIRPERSON'S REPORT.

Chair Rosine commented there was a very informative article in the *Kalamazoo Gazette* regarding the proposed bus stop study proposal and felt the article had treated the subject very fairly and went into great detail.

16.) PUBLIC COMMENT

John Gisler commented that the Kalamazoo County had adopted the 2019 budget. Gisler noted, as a county commissioner, he represented two villages and four townships in the South County area. He said he was willing to give a presentation at the local meetings as to what they were missing without the services of Metro Connect.

Earl Cox, President, Amalgamated Transit Union (ATU) reminded the Boards a petition had been submitted at the last meeting to provide a seminar to Metro drivers regarding pension and retiree benefits.

17.) MEMBERS TIME

Leigh shared that she had received comments from Metro riders who indicated the drivers were sometimes very free to express their opinions on various subjects making the riders feel very uncomfortable. She asked that the drivers be made aware of these types of situations.

Burns stated that he had spoken with several veterans who were very grateful for the Metro Connect service to the Veteran's Hospital in Battle Creek.

Pearson, McCormick, Britigan and Brown Goodacre thanked Commissioner Gisler for his involvement with the CCTA and KCTA along with volunteering to share helpful information with his constituents in the South County area.

Britigan congratulated Pearson on the approval of the County-wide 911 Dispatch Authority.

18.) ADJOURNMENT

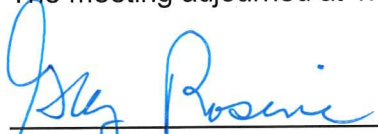
A motion was made to adjourn the CCTA/KCTA meeting.

Motion: McCormick

Second: Janssen

Motion carried by unanimous voice vote.

The meeting adjourned at 1:00 p.m.



CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Clerk