

3.) PRESENTATION REGARDING PORTAGE SERVICE OVERVIEW

Exec. Dir. McBride presented a PowerPoint providing an update on Metro Public Transit and its service to the Portage community. He said every type of Metro service is available and being used by Portage residents. Exec. Dir. McBride said he was looking forward to partnering with more businesses and schools to provide the Bus2Work programs for transportation. (A copy of the PowerPoint is included with the minutes.)

Kathy Schultz continued with rider statistics noting that bus service had increased significantly in 2017 with the extended hours for bus service to the Portage area. Schultz summarized the proposed changes and improvements to take place along the Portage bus routes as recommended by the recent Bus Stop Action Plan.

Some ideas discussed for future endeavors were to connect public transit with multi-regional areas outside of Kalamazoo County.

4.) REQUEST FOR APPROVAL OF MINUTES

A motion was made by CCTA and KCTA to approve the joint CCTA/KCTA November 12, 2018 meeting minutes.

Motion: Britigan

Second: Leigh

Motion carried by unanimous voice vote.

5.) PUBLIC COMMENTS – None

Michael Collins, Kalamazoo Valley Community College (KVCC), expressed his appreciation for the great working relationship between Metro and KVCC for serving the students' transportation needs. He said after Texas Township opted out of the millage for bus service, he welcomed the opportunity to enter into an agreement with CCTA to provide the much needed transportation to their campus.

6.) ADOPTION OF DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

Dep. Dir. Vlietstra explained this was the final consideration to adopt the Disadvantaged Business Enterprise Program (DBE) that is required at least every three years of any transit system receiving federal funding from the Federal Transit Administration (FTA). He said if there were no questions, the recommendation was to adopt the DBE Program which would then be submitted by December 18, 2018 to the FTA.

A motion was made by the CCTA to adopt the Disadvantaged Business Enterprise Program (DBE) and authorize the Executive Director to sign all related documents.

Motion: Bricker

Second: Pearson

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Leigh, McCormick, Pearson, Thompson, Rosine

Nays: None

Absent: Janssen

A motion was made by the KCTA to adopt the Disadvantaged Business Enterprise Program (DBE) and authorize the Executive Director to sign all related documents.

Motion: McCormick Second: Leigh

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown Goodacre, Farmer, Sloan, Urban, Rosine

Nays: None

Absent: Dillworth, Janssen

7.) CONSIDERATION TO APPROVE CONTRACT TO PAINT SEVEN LINE-HAUL BUSES

Dep. Dir. Greg Vlietstra explained this contract to paint seven line-haul buses would be with Gerber Collision in the amount of \$66,451. He said with the rebranding taking place, this would be the final step for the remaining older buses and the decision to paint instead of wrap was because they required some minor body work. Dep. Dir. Vlietstra said Gerber Collision was the low bid and had performed satisfactory work for Metro in the past.

A motion was made by the CCTA to approve the contract with Gerber Collision to paint seven line-haul buses at a cost not to exceed \$66,451 and authorize the Executive Director to sign all related documents.

Motion: Bricker Second: McCormick

Motion carried by roll call vote.

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Leigh, McCormick, Pearson, Thompson, Rosine

Nays: None

Absent: Janssen

8.) EXECUTIVE DIRECTOR REPORT

Exec. Dir. McBride provided the November Public Safety Activity Report for the Kalamazoo Transportation Center (KTC). The Boards requested a more detailed report indicating the amount of time was spent away from the KTC for other necessary enforcement actions. Pearson reminded the Boards they would be reviewing the contract after six months to see if the service being provided was as anticipated.

Exec. Dir. McBride reported the Comstock East Route Project was scheduled to begin on January 7, 2019 and outreach to additional businesses and residents would continue over the next few months. He said a mailing is being sent next week to adjacent businesses and residences, and the township was looking forward to the project being very successful.

Exec. Dir. McBride announced the Token Transit app was approaching its one-year anniversary. He said the app was an easier and faster way to pay for bus fare with the use of the app growing each month. Exec. Dir. McBride stated since February 2018, Token Transit has had 643 users of the app, sold 10,277 passes and was exceeding expectations.

Exec. Dir. McBride announced Metro Connect would begin using Token Transit selling coupons to riders for trips. He said Apple Bus was looking forward to the additional way for passengers to purchase passes.

Exec. Dir. McBride noted the Apple Bus contract would expire in December 2019 and ADA Special Project Manager Richard Congdon had prepared a memo outlining the process for bid proposals.

Exec. Dir. McBride stated staff had been working with the City of Kalamazoo and other partners on developing a "Youth Mobility" program which would provide free Metro transportation to students attending Kalamazoo Public High Schools. He said the cost would be covered through the Foundation for Excellence (FFE). He said a Memorandum of Understanding would be presented for consideration to the CCTA and KCTA in 2019.

Exec. Dir. McBride informed the Boards that the Amalgamated Transit Union (ATU) had requested more formal education regarding the pension benefits offered to employees of the CCTA and staff is working on developing seminars to be held late first quarter.

8.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine shared the Executive Committee met to discuss the upcoming agenda noting that the December meeting would be the first board meeting to take place at another municipality. He said the committee suggested evaluating how the first locational meeting was perceived before scheduling meetings at other municipal locations.

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

Outreach Committee (joint with KCTA) – Aardema reported the Outreach Committee met and discussed the rebranding, having meetings at other municipalities, preparing the 2018 Annual Report for distribution the first quarter of 2019 and sending mailers informing the public of the changes taking place at Metro and upgrading the signs at the Kalamazoo Transportation Center (KTC).

Pension Board – McCormick reported they reviewed new CCTA new hires, retirees and considered a duty disability request.

KATS Policy Committee – Aardema provided an update on the last KATS Policy Committee meeting stating that the Michigan Department of Transportation (MDOT) was postponing the work at Stadium and Howard and US 131 over KL Avenue. He said KATS was working with the City of Kalamazoo for the transfer of some MDOT streets located within the City for maintenance purposes.

Local Advisory Committee (LAC) – Did not meet.

9.) COMMUNICATIONS – None

10.) OLD BUSINESS - None

11.) NEW BUSINESS - None

12.) CHAIRPERSON'S REPORT.

Chair Rosine commented he and Exec. Dir. McBride had appeared before the Kalamazoo County Board of Commissioners at their last meeting to give the CCTA Annual Report and inform them there would be millage requests for CCTA in May of 2020 and KCTA in May of 2021. Chair Rosine stated they had indicated that the support of the Kalamazoo County Commission would be vital to the success of both millages.

13.) PUBLIC COMMENT - None

14.) MEMBERS TIME

The Boardmembers thanked the City of Portage for their hospitality and hosting the CCTA/KCTA meeting.

Leigh stated that this was the last meeting of 2018, and felt it had been a very productive year and thanked the Boards for working so well together.

Burns commented that the City of Portage has an informational mailer that is distributed to its residents and maybe there could be collaboration with Metro for the updates and changes to the transit system.

Sloan suggested inquiring with the Kalamazoo Public Schools to utilize their newspaper for the latest Metro updates as well.

15.) ADJOURNMENT

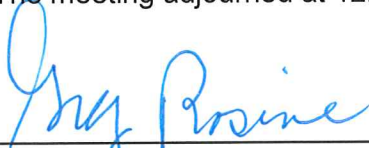
A motion was made to adjourn the CCTA/KCTA meeting.

Motion: Farmer

Second: Pearson

Motion carried by unanimous voice vote.

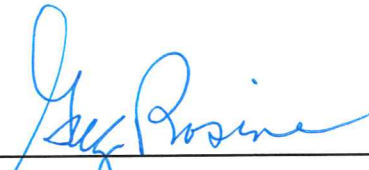
The meeting adjourned at 12:30 p.m.



CCTA Chairperson



CCTA Clerk



KCTA Chairperson



KCTA Clerk