

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Meeting
December 11, 2017

Place: Metro Transit Administrative Building, 530 N. Rose St.
Time: 11:30 a.m.
Staff Present: Sean McBride, Barbara Blissett, Kathy Schultz
Others Present: John Gisler, Jon Start, Randy Thompson, Lewis Whalen, Hunter Dean

1.) CCTA ROLL CALL

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

CCTA Members Absent: Jim Pearson

A motion was made to excuse Jim Pearson.

Motion Britigan

Second: McCormick

Motion carried by unanimous voice vote.

**Urban arrived at 11:35 a.m.*

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Jeff Breneman, Pamela Brown Goodacre, Martin Janssen, JJ Meddaugh, Alex LaPorte, Greg Rosine*

KCTA Members Absent: None

**Brown Goodacre arrived at 11:33 a.m.*

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made to approve the December 11, 2017 joint agenda.

Motion: McCormick

Second: Leigh

Motion carried by unanimous voice vote.

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made for CCTA to approve the joint CCTA/KCTA November 13, 2017 meeting minutes.

Motion: Leigh

Second: Janssen

Motion carried by unanimous voice vote.

A motion was made for KCTA to approve the joint CCTA/KCTA October 9, 2017 and November 13, 2017, minutes with the correction of November 13, 2017 on Page 1, Item 1 regarding the omission of Jeff Breneman from the roll call. Mr. Breneman was absent from the meeting.

Motion: Aardema

Second: Meddaugh

Motion carried by unanimous voice vote.

Chairperson Rosine recognized Mr. Britigan as the newly elected Mayor of the City of Parchment.

4.) PUBLIC COMMENTS

Mr. Hunter Dean commented on the occasional tardiness of the buses departing at the Kalamazoo Transportation Center (KTC). He also asked the CCTA to consider acquiring an articulated bus. Exec. Dir. McBride asked Ms. Schultz to obtain specific information from Mr. Dean in order to follow-up.

5.) APPOINTMENT OF BOARD POSITIONS

Chairperson Rosine explained at the last meeting the Chairperson and Vice-Chairperson for the CCTA had been selected, however, KCTA lacked a quorum for voting and the appointment would be presented for a vote at the December meeting.

Martin Janssen reported that the Nominating Committee had presented at the November meeting to recommend Greg Rosine for the position of KCTA Chairperson and Martin Janssen for the position of Vice-Chairperson.

Discussion took place surrounding the CCTA and KCTA boardmember process by the Kalamazoo County Board. Exec. Dir. McBride stated he was in contact with County Board Chair Dale Shugars and County staff to discuss appointments.

A motion was made by KCTA to appoint Greg Rosine as KCTA Chairperson and Martin Janssen as KCTA Vice Chairperson.

Motion: Breneman

Second: Meddaugh

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown Goodacre, Meddaugh, Janssen, LaPorte, Rosine

Nays: None

Absent: None

Janssen commented the CCTA and KCTA need to look at the format of the future meetings stating that members of the Nominating Committee liked the joint meetings and the ability to work together.

Exec. Dir. McBride noted that at the annual meeting in March, Board appointments are made so in January the Boards would be revisiting the selection of a Nominating Committee.

6.) PROPOSED SERVICE CHANGES FOR 2018

Exec. Dir. McBride explained that at the last meeting the CCTA had approved the proposed route changes to take effect on January 2, 2018. He said now the KCTA would be asked to approve those same changes.

Planning and Development Manager Kathy Schultz explained the Route Committee, made up of administrative and operations staff as well as drivers, met to examine service changes for 2018.

Schultz shared the changes scheduled to begin on January, 2018 including:

- Extending Sunday service hours on some high ridership routes to 6:15 p.m.
- Adding an extra trip to Parchment Route # 6 Monday-Friday ending at 11:08 p.m.
- Adding an extra trip to Stadium/KVCC Route #11 from 6:45 - 7:38 a.m. Monday – Friday.

The added Sunday hours were available from the Route #1 Westnedge change in September where the afternoon top of the hour service was eliminated due to low ridership.

Schultz stated Metro County Connect (MCC) would also mirror these changes with their Sunday schedule and the added hour on Sunday was included in their recently approved contract. She said there would be no budgetary impact with the changes. Exec. Dir. McBride stated for MCC there would be approximately a \$5,000 increase which is relatively minimal for the added hours of service.

Schultz responded to questions from the Boards that information about these changes would be advertised to the public through social media, on buses and community publications. Exec. Dir. McBride noted that letters would be sent to MCC riders to ensure they were aware of the changes.

A motion was made by KCTA to approve the proposed service changes for 2018 to begin on January 2, 2018.

Motion: Meddaugh

Second: Aardema

Motion carried by voice vote.

Leigh inquired about not operating on holidays. Exec. Dir. McBride responded that most of the urban systems in Michigan did not provide service on major holidays. Meddaugh shared that several other municipal transportation services provide a holiday ride such as demand response.

Aardema asked if we had many routes that were running at capacity and would an articulated bus answer the need as well as justifying the cost. Schultz indicated when a route was running at capacity they would send out a kicker bus to pick up the extra passengers. Exec. Dir. McBride stated the financial cost would be secondary compared to the geometrics of running an articulated bus on some of the routes that are in Kalamazoo.

7.) RENEWAL OF BRONSON BUS PASS PROGRAM

Kathy Schultz explained in June 2016 a Bronson Employee Bus2Work Program was initiated as a pilot project with Bronson Healthcare Group and resulted in Bronson signing an agreement for 2017. Bronson marketed this program as an incentive to their employees and to help control the parking availability around the hospital

Schultz stated the employee swipes their pass and shows their employee badge to ride free to and from work. Bronson is billed monthly per ride. She said they were averaging approximately 1,100 to 1,200 trips per month.

In response to a question from Leigh, Shultz stated the system was not able to determine whether the passes were just being used for transportation to work or to other locations, however, the peak times for usage were in the morning and afternoon when most work shifts begin and end. Schultz said at the present time they had not seen any abuse of the program but, if there was a case of abuse, Bronson would be notified and handle the situation.

Exec. Dir. McBride noted that an indication of success was that Bronson was considering doing a similar program for their facility in Battle Creek.

Brown Goodacre asked if Borgess Medical Center had been contacted to see if they were interested in a similar program. Schultz stated that yes; previously they had been contacted but were looking to have an unlimited monthly pass made available. She said she would be reaching out to them again in the near future to continue discussion.

Leigh suggested exploring the sale of unlimited bus passes at a reduced rate to smaller/mid-size companies and it would be an incentive to their employees.

A motion was made to approve the renewal of the Bronson Bus Pass Program from February 1, 2018 to January 31, 2019 and authorize the Exec. Dir. to execute all necessary documents.

Motion: Leigh

Second: McCormick

Motion carried by unanimous voice vote.

8.) UPDATE ON ORGANIZATIONAL IDENTITY

Exec. Dir. McBride distributed a memo with an update on the final version of the rollout plan for the organizational identity of the buses, vans, uniforms and signage. He said the exact rollout date is yet to be determined but would be sometime in January, 2018.

Exec. Dir. McBride said the wrapping and signage for the buses and vans would involve 27 buses having the new wrap design and four buses with the most recent wrap update to add just the new Metro logo. The remaining buses that will be retired in the next 18 months will retain the current existing look but add the new Metro logo. This rebranding process will probably take most of 2018. Exec. Dir. McBride indicated all new buses being delivered by Gillig in the future will have the new wrap.

Exec. Dir. McBride stated the Metro Connect vans will be changed to the new wrap design with the Metro Connect Econoline vans would retain the existing look and just add the new logo.

Exec. Dir. McBride shared that the schedules, website and phone app update is scheduled for January 1st and uniform transition would begin on January 2nd with a completion date set for March 31st. He said bus stop signs will be replaced in conjunction with transitioning to the marked-stop only policy and planned for 2019.

Discussion took place regarding the use of buses for advertising and revenue received.

Rosine asked what was involved with wayfinding signage at the Transportation Center. Exec. Dir. McBride stated this was the signage at the KTC that was old, faded and had been vandalized. He said it was the intent to transition to a more modern and much more effective signage.

Breneman suggested updating the CCTA and KCTA stationery to the same font and logo colors of red and black. Exec. Dir. McBride said for memos and stationery the authorities would be using the Metro logo but, as a business entity, CCTA would be used on contracts and agreements.

9.) REPORT FROM EXECUTIVE DIRECTOR

Exec. Dir. McBride stated Kathy Schultz and staff were working with the City of Kalamazoo to utilize \$185,000 in Housing and Urban Development Grant Funds (HUD) to improve stops and shelters within the "core" neighborhoods. Exec. Dir. McBride also shared he had met with Oshtemo Township about placement of bus shelters in the future.

Exec. Dir. McBride said he met with Southwest Michigan First (SWMF) and Stryker to discuss the major Stryker complex under construction in Portage. He said they were working to incorporate existing bus routes with shelters and to explore the possibility of a Bus2Work Program similar to the Bronson program prior to the opening of the facility in early 2019.

Exec. Dir. McBride explained to the Boards that CCTA has two collective bargaining units: Amalgamated Transit Union (ATU) with approximately 100 employees and Kalamazoo Municipal Employee Association (KMEA) with approximately five employees. The KMEA collective bargaining agreement expires at the end of this calendar year. The City of Kalamazoo (COK) KMEA has consolidated with the Fraternal Order of Police (FOP) and informed CCTA they would no longer be representing any CCTA employees with the transition. Exec. Dir. McBride said since the CCTA KMEA employees would no longer have union representation, these employees have been transferred to Non-Bargaining Unit (NBU) as of December 4, 2017.

Exec. Dir. McBride shared that at the last meeting of the Friends of Transit (FOT), discussion took place that the role the FOT has played in the community as an advocate for public transportation over the last 12 years was now one of several agencies doing the same thing. He said with this in mind and the change in leadership of the FOT, it was decided to discontinue the monthly FOT meetings. Exec. Dir. McBride said, however, FOT still wants to be involved and would be called upon in the future to support millage education endeavors and help problem solve specific public transit concerns with other groups.

Exec. Dir. McBride stated he and Chairperson Rosine were trying to meet with the leadership at the County Board of Commissioners to discuss CCTA and KCTA board appointments. He said it would probably take place the first part of next year.

Exec. Dir. McBride communicated that at the Kalamazoo Transportation Center (KTC), lighting was being reviewed in dark areas to obtain better lighting solutions. He said they were working on a contract evaluation of the private security firm set to expire at the end of the month and would continue with a month to month basis while conducting the evaluation.

10.) SUBCOMMITTEE REPORTS

Executive Committee – Met and discussed the meeting agenda and board appointments.

Finance Subcommittee – Did not meet.

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

Pension Board – Meets December 14, 2017.

KATS Policy Committee – Janssen said that at the KATS meeting there was nothing substantive to report.

Local Advisory Committee (LAC) – Farmer shared there was an issue discussed about the running boards on the vans and the potential for injuries from falling. Exec. Dir. McBride said this would be monitored along with the vendor and changes made if necessary.

Chairperson Rosine stated there was a proposal to add a member to the LAC. Exec. Dir. McBride said at the last meeting a recommendation was made to appoint Sharon DeHaan to the LAC. He said an interview process had taken place. She was a strong supporter and regular user of public transportation. He said her appointment would be for a three-year term.

A motion was made by the CCTA and KCTA to appoint Sharon DeHaan to the Local Advisory Committee for a three-year term.

Motion: McCormick

Second: Leigh

Motion carried by unanimous voice vote.

11.) COMMUNICATIONS - None

12.) OLD BUSINESS - None

13.) NEW BUSINESS - None

14.) CHAIRPERSON'S REPORT

Chairperson Rosine commented for the January meeting he would like to take a look at where the CCTA and KCTA are with its millages and what the schedule will be moving forward. Also, he said wanted to review the bylaws of both boards to correct any differences to mirror each other and allowing the boards to work together more efficiently. Chairperson Rosine wished everyone a wonderful holiday season.

15.) PUBLIC COMMENT

Gisler asked if the phone app for Track My Bus was being well received.

16.) MEMBERS TIME

Aardema said he was encouraged by the efforts in working with the business partnerships in the area.

Meddaugh reminded everyone about snow removal on sidewalks this time of year especially around bus stops and shelters.

Farmer thanked Exec. Dir. McBride for working with Oshtemo Township on bus shelters for the area and was encouraged to know what is needed to see that bus shelters are placed in strategic locations. She also said she was in full support of a millage to further public transportation in Oshtemo Township.

Britigan commented he was very pleased with the success of the Bus2Work Program with Bronson.

17.) ADJOURNMENT

A motion was made to adjourn the CCTA meeting.

Motion: McCormick Second: Urban

Motion carried by unanimous voice vote.

The meeting adjourned at 12:35 p.m.

CCTA Chairperson

CCTA Clerk

KCTA Chairperson

KCTA Secretary