





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

A motion was made by the CCTA to adopt Resolution 19-003 scheduling a public hearing on Monday, September 9, 2019, to consider the CCTA FY 2020 and FY 2021 Budgets.

Motion: Breneman Second: Urban  
Motion carried by roll call vote.

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

**6.) AGREEMENT WITH GREYHOUND BUS**

Exec. Dir. McBride provided some background regarding the current contract with Greyhound Lines, Inc. where staff provides customer service and sales at the Kalamazoo Transportation Center (KTC). He said the agreement had been in place since 2007 and the only changes being requested were to reference CCTA in place of the City of Kalamazoo and include in the agreement to be closed on posted holidays that Metro does not operate.

The CCTA Board inquired about the services provided by Metro for Greyhound and the sharing of software applications. They asked what liabilities might be involved with the current process and asked to have the KTC Supervisor attend an upcoming meeting to provide information about the operations performed at the KTC.

A motion was made to approve the agreement with Greyhound Lines, Inc. and authorize the Executive Director to execute all related documents.

Motion: Leigh Second: Aardema  
Motion carried by roll call vote.

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

**7.) SUPPORT SERVICES AGREEMENT WITH THE CITY OF KALAMAZOO**

Exec. Dir. McBride stated the Support Services Agreement with the City of Kalamazoo as provided accounting and financial functions, benefits processing, treasury, information technologies, human resources and purchasing/risk management for the CCTA since October 2016. He said the overall experience and utilization of the skills and experience of the City has been very positive.

Exec. Dir. McBride explained the new contract reflected a cost reduction due to some of the Human Resource functions that would now be performed by the Metro Senior Human Resource Generalist. He said the initial contract did not include an annual cost adjustment, an increase of 3% has been factored into the new contract for years two and three.



**9.) MICHIGAN TRANSIT POOL CLAIM RESERVE PAYMENT**

Dep. Dir. Vlietstra explained that in November 2018 Metro had consolidated its property, auto and general liability insurance through Michigan Municipal Risk Management Authority (MMRMA) instead of Michigan Transit Pool (MTP). He noted that there would be some residual amounts from outstanding claims from the MTP. He said this open claim reserve adjustment was for claims that were filed prior to November 2018.

Dep. Dir. Vlietstra shared that Metro had received refunds every year due to lower claims totaling \$242,854 except for the last two years.

*A motion was made by the CCTA approve payment of an MTP claims reserve adjustment in the amount of \$101,905 and authorize the Executive Director to execute all related documents.*

*Motion: Burns*

*Second: Aardema*

*Motion carried by roll call vote.*

*Ayes: Aardema, Britigan, Burns, Farmer, Janssen, Leigh, McCormick*

*Nays: None*

*Absent: Bricker, Pearson, Thompson, Rosine*

**10.) RENEWAL OF GENERAL LIABILITY INSURANCE**

Dep. Dir. Vlietstra briefed the Board regarding liability insurance coverage with Michigan Municipal Risk Management Authority (MMRMA). He explained over the past couple of years, we have undertaken a comprehensive review of our insurance coverages resulting in the use of just one carrier for liability insurance. He said the change had resulted in a savings of \$322,928. Dep. Dir. Vlietstra stated that after a review, some steps have been taken to ensure that Metro would not be underinsured in the case of catastrophic events such as fire or tornado.

*A motion was made by the CCTA to approve payment of \$270,469 for renewal of general liability insurance with the Michigan Municipal Risk Management Authority and authorize the Executive Director to execute all related documents.*

*Motion: Burns*

*Second: Aardema*

*Motion carried by roll call vote.*

*Ayes: Aardema, Britigan, Burns, Farmer, Janssen, Leigh, McCormick*

*Nays: None*

*Absent: Bricker, Pearson, Thompson, Rosine*

**11.) MILLAGE PLANNING DISCUSSION**

Exec. Dir. McBride gave a PowerPoint presentation concerning millage election decisions with the following changes for the CCTA boundaries:

- Oshtemo Township has met and determined that they want to expand their boundaries in the CCTA to include Precincts 3 and 9 and eliminating the contract for Precinct 3
- Comstock Township met and decided to eliminate Precinct 1

In addition, Texas Township and KVCC have determined they want to continue to contract for services during the term of the next millage

Exec. Dir. McBride informed the Board he had presented the changes to the CCTA boundaries to the Kalamazoo County Board of Commissioners at their August 7<sup>th</sup> meeting and was anticipating consideration for approval of the revised CCTA Articles of Incorporation at their August 20<sup>th</sup> meeting.

Exec. Dir. McBride stated it would be the responsibility of the Board to determine what is desired for service levels in the future. He said there would be multiple meetings/workshops to have in-depth discussion on these levels. Exec. Dir. McBride said the ballot language would need to be submitted to the Kalamazoo County Clerk by December 2<sup>nd</sup>.

### **12.) EXECUTIVE DIRECTOR REPORT**

Exec. Dir. McBride stated the 2018 Metro Annual Report was sent to 90,000 households within Kalamazoo County.

Exec. Dir. McBride shared that four Metro Connect Request for Purchase (RFP) proposals were being considered and a recommendation would be provided in the near future.

Exec. Dir. McBride explained that testing for the Youth Mobility Program was done by providing cards to approximately 370 Kalamazoo Regional Educational Services Agency (KRESA) participants for their summer youth employment program. He said this was done as a pilot program before distributing cards to Kalamazoo Public Schools area high school students. Exec. Dir. McBride said the testing was a success and staff would be attending student registration periods to talk about the program and the new bus pass being a part of their student ID.

Exec. Dir. McBride announced upcoming community events that staff would be attending, and listed individuals hired/promoted since June.

Exec. Dir. McBride updated the Boards on the ongoing Amalgamated Transit Union (ATU) negotiations stating that another Interim Successor Agreement had been signed extending the contract through the end of September.

### **13.) SUBCOMMITTEE REPORTS**

Executive Committee – Vice-Chair Janssen stated the committee had discussions about the upcoming agenda and millages.

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

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

Pension Board – Did not meet.

KATS Policy Committee – Did not meet.

Local Advisory Committee (LAC) – McCormick stated that LAC had a Rural County Member vacancy and was submitting Mr. Ron Lambe as a candidate to fill this position.

*A motion was made by the CCTA approve the appointment of Ron Lambe as the Rural Kalamazoo County Representative to the LAC.*

*Motion: Leigh*

*Second: Burns*

*Motion carried by voice vote.*

*A motion was made by the CCTA approve the appointment of Ron Lambe as the Rural Kalamazoo County Representative to the LAC.*

*Motion: Janssen  
Motion carried by voice vote.*

*Second: Brown Goodacre*

**10.) COMMUNICATIONS** – None

**11.) OLD BUSINESS** - None

**12.) NEW BUSINESS** - None

**13.) CHAIRPERSON'S REPORT** – None

**14.) PUBLIC COMMENT**

Jack Urban commented he would like to see a circulator route around the city for buses eliminating the need to come to the Kalamazoo Transportation Center (KTC) during each run.

Janet Germain stated she would like public input for placement of bus stops. She said there were many places where it was dangerous for wheelchair users to gain access to the buses.

Larry Gordon commented that no one from the Operations Division attended the board meetings.

Devin Hillsman commented there had been a large turnover in bus drivers and dispatcher. Hillman also commented on the safety of the drivers with relation to physical touching by passengers.

Antonio McMillon commented on a recent interaction he had in his role as an ATU representative.

Michelle Cooper stated she has witnessed the difficulty the drivers have in securing their buses to take a bathroom break.

Earl Cox shared that he felt as a driver he had to lessen his good customer service due to possible repercussions from performing courtesy stops. He stated that the lack of bathroom breaks continues to be a problem.

Melinda Vanderbilt suggested that the survey regarding bus driver safety doors be made available to drivers again. She said drivers don't usually check their mailboxes on a regular basis therefore, resulting in the low response.

**15.) MEMBERS TIME**

Brown Goodacre shared her concerns for the safety of the bus drivers and the need for a better system to handle bathroom breaks.

Aardema and Urban thanked those who had attended the meeting and voiced their concerns.

Farmer emphasized that it is important for employees to use processes at work to use to report complaints and issues.

Leigh agreed with Farmer's statement and reminded those present to utilize the procedures available.

Britigan welcomed new KCTA boardmember Aditya Rama.

Janssen thanked everyone for their comments at the meeting.

McCormick thanked everyone for coming to the meeting and shared that former Kalamazoo County Administrator Don Gilmer had passed away.

**17). CLOSED SESSION**

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

*Motion: Farmer*

*Support: Janssen*

*Motion carried by a unanimous voice vote.*

At 2:02 p.m. the CCTA and KCTA Boards went into closed session.

At 2:50 p.m. the CCTA and KCTA Boards returned to open session.

**16.) ADJOURNMENT**

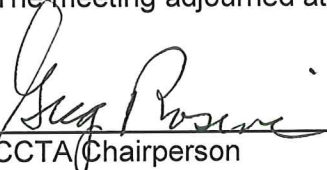
*A motion was made to adjourn the CCTA/KCTA meeting.*

*Motion: Farmer*

*Second: Leigh*


*Motion carried by unanimous voice vote.*

The meeting adjourned at 2:55 p.m.

  
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CCTA Chairperson

  
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CCTA Clerk

  
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KCTA Chairperson

  
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KCTA Clerk