

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**February 10, 2020**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 a.m.  
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Annette Arkush, Barbara Blissett  
Others Present: John Gisler, Mattie Jordan-Woods, Earl Cox, Sr., Sheriff Richard Fuller, Under Sheriff James VanDyken, Pete Peterson, Kayla Miller

**1.) KCTA ROLL CALL**

*KCTA Members Present: Curtis Aardema, Jeff Breneman, Dusty Farmer, Martin Janssen, Aditya Rama, Tim Sloan, Sam Urban, Greg Rosine*

*KCTA Members Absent: None*

**1.) CCTA ROLL CALL**

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

*CCTA Members Absent: Randy Thompson*

*A motion was made to excuse Randy Thompson.*

*Motion: Janssen*

*Second: McCormick*

*Motion carried by unanimous voice vote.*

**2.) REQUEST FOR APPROVAL OF AGENDA**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for February 10, 2020.*

*Motion: McCormick*

*Second: Pearson*

*Motion carried by unanimous voice vote.*

**3.) REQUEST FOR APPROVAL OF MINUTES**

*A motion was made by KCTA and CCTA to approve the joint CCTA/KCTA January 13, 2020 meeting minutes with the correction of Burns second for adjournment instead of Brown Goodacre.*

*Motion: Aardema*

*Second: Breneman*

*Motion carried by unanimous voice vote.*

**4.) PUBLIC COMMENTS** - None

**5.) SERVICE AGREEMENT WITH KALAMAZOO COUNTY FOR LAW ENFORCEMENT SERVICES AT THE KALAMAZOO TRANSPORTATION CENTER**

Exec. Dir. McBride provided a history of the services provided by Kalamazoo Department of Public Safety officers for the Kalamazoo Transportation Center (KTC). He said on January 9<sup>th</sup> the CCTA received a letter from the Kalamazoo Department Public Safety terminating the agreement effective February 9, 2020.

Exec. Dir. McBride stated that since receipt of the termination letter, he has been working with the Kalamazoo County Sheriff's Department to assume police protection services at the KTC. He said the Sheriff's Office has since received approval from the Kalamazoo County Board of Commissioners to enter into an agreement to provide such services at the KTC.

Exec. Dir. McBride outlined that the Sheriff's Office would assign two sheriffs to the KTC and it would be comparable to the current coverage. He said because the Sheriff's Office is currently experiencing staffing challenges, they are not able to provide the required officers at this time but they are working out a coverage plan until new sheriffs are trained. He said Metro would only be charged for coverage provided during this interim period.

Exec. Dir. McBride commented that because the details were being finalized, he was asking for the Boards' authorization to enter into a Police Protection Agreement with the Kalamazoo County Sheriff through December 31, 2022 at an annual first year rate not to exceed \$245,000.

The Boards discussed the agreement and provided comments and asked questions including:

- Advantage of Private Security versus Public Safety coverage at KTC
- Great opportunity to review private security to see how they are doing
- How many incidents involve riders or the general public
- How will County Sheriff monitor area and will they be called out to other sites for assistance
- Comparison with how airport handles both law enforcement and private security and its cost
- How would KTC coverage be handled when officers are on vacation

Sheriff Fuller shared that he was in the process of recruiting and training officer to fill 11 vacancies which impacts being able to staff the KTC immediately. He said the officers would be dedicated to the KTC and area around it without having to leave to assist with other law enforcement activities. He said they would have a very visible presence at the KTC.

Exec. Dir. McBride confirmed that \$245,000 would be for the first year only and subsequent years would be subject to the Kalamazoo County's union contract laws. He said the Boards would be made aware of any changes in the costs affecting the future budgets.

*A motion was made by KCTA to authorize the Executive Director to enter into a Police Protection Agreement with the Kalamazoo County Sheriff through December 31, 2022 at an annual first year rate not to exceed \$245,000.*

*Motion: Farmer*

*Second: McCormick*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Urban, Rosine*

*Nays: None*

*Absent: None*

*A motion was made by CCTA to authorize the Executive Director to enter into a Police Protection Agreement with the Kalamazoo County Sheriff through December 31, 2022 at an annual first year rate not to exceed \$245,000.*

*Motion: Farmer                      Second: McCormick*

*Motion carried by roll call vote.*

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

*Nays:                      None*

*Absent:                      Thompson*

**6.) AGREEMENT FOR SERVER INFRASTRUCTURE WITH THE CITY OF KALAMAZOO**

Transit Technology Specialist David Miller provided background regarding the server infrastructure that manages access to a centralized server in our technology network. He said the Support Services Agreement with the City of Kalamazoo includes day-to-day support for Metro's servers.

Miller stated that current servers are aging and near the time period when Microsoft Windows will no longer offer support and updates. He said Metro staff has been talking with the City to transition to having servers housed in the IT Department at City Hall. Miller shared that having the City offer this service would be an estimated cost savings of \$108,847 over a six-year period. Miller said that the City would be responsible for updating the servers each month and it would assist with downtime when issues occur with the Avail technology for bus and route data.

*A motion was made by KCTA to authorize the Executive Director to partner with the City of Kalamazoo and execute the necessary documents for purchasing and managing Metro server infrastructure through January 31, 2025 at a total cost not to exceed \$181,008.80 paid on an annual basis.*

*Motion: Sloan                                      Second: Aardema*

*Motion carried by roll call vote.*

*Ayes:                      Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Urban, Rosine*

*Nays:                      None*

*Absent:                      None*

*A motion was made by KCTA to authorize the Executive Director to partner with the City of Kalamazoo and execute the necessary documents for purchasing and managing Metro server infrastructure through January 31, 2025 at a total cost not to exceed \$181,008.80 paid on an annual basis.*

*Motion: McCormick                                      Second: Bricker*

*Motion carried by roll call vote.*

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

*Nays:                      None*

*Absent:                      Thompson*

## **7.) UPDATE ON MILLAGE QUESTION**

Chair Rosine shared outreach and education efforts are underway regarding the upcoming millage request on the March 10<sup>th</sup> ballot. Recently Know the Facts postcards had been mailed to all households in the CCTA boundaries and informational reports and videos were placed on Social Media and our Website. He referred to a list available in the packet of presentations to various community organizations that were being scheduled and held.

## **8.) REPORT FROM EXECUTIVE DIRECTOR**

Exec. Dir. McBride reported that there had been tremendous activity involving building and ground capital project that included: Kalamazoo Transportation Center (KTC) canopy cleaning and painting, maintenance shop area painting of walls and floors, employee parking lot fencing and lighting, HVAC control upgrades and LED lighting upgrades. He confirmed that these projects are 100% grant funded with state and federal funds. Exec. Dir. McBride noted that these projects make our organization stronger for the future.

Exec. Dir. McBride noted that Deputy Director Vlietstra and Fleet & Facilities Manager Rob Branch had been working extensively to increase the bus fleet and recently 5 new buses, 9 Metro Connect Medium Duty Buses and 7 Metro Connect Vans arrived to be put into service. He said they had done a great job with the use of capital funds.

Exec. Dir. McBride remarked that every three years the Federal Transit Administration (FTA) conducts a comprehensive Triennial Review of each public transit grant recipient. He said staff is compiling a tremendous amount of material from human resource, grant administration and fleet and facility maintenance for their onsite visit in April.

Exec. Dir. McBride shared that over 50 community members participated in the Martin Luther King, Jr. Commemorative Walk in January with Metro staff assisting with the event.

Exec. Dir. McBride stated that since the pause in the Youth Mobility passes from 2-4 pm weekdays, normal ride schedules had resumed on February 3 with no behavioral issues being reported at the KTC since the pause was lifted. He said work is continuing to develop the parameters for the Fall 2020 school year and meetings were being held with the Foundation for Excellence, Kalamazoo Public Schools and KYDNet Partners including the Partners Youth Infinity Group. Exec. Dir. McBride said the youth would have feedback on what has worked with the program and their input on how to improve the program.

## **9. SUBCOMMITTEE REPORTS**

Executive Committee – Rosine reported the Executive Committee met and discussed the Executive Director's performance evaluation and asked the Boards to review the summary provided and bring back comments to a future meeting. He said the Executive Committee also had discussion on the millage campaign and the County Sheriff's proposed Law Enforcement Agreement.

Finance Subcommittee – No report

Outreach Subcommittee – Aardema reminded all boardmembers to reach out to their respective jurisdictions that they were scheduled to make presentations to during a council meeting especially the smaller jurisdictions in the next couple months. Chair Rosine shared that he and Exec. Dir. McBride had attended a Kalamazoo City Commission meeting and Kalamazoo County Board of Commissioners. He said both presentations were well received. Chair Rosine also encouraged everyone to make sure their presentations include a brief mention of Metro Connect so they understand the difference and millage approaching in 2021 for that service.

Pension Board – None

KATS Policy Committee – Aardema shared that KATS now has a link on their website that shows all the projects taking place in Kalamazoo County. He announced that KATS would talking about the proposed downtown street changes to the City of Kalamazoo at a future meeting.

Local Advisory Committee (LAC) – The Local Advisory Committee met and recommended Mr. Scott Bliss to fill the vacancy for a Disability Community representative.

*A motion was made by KCTA to appoint Mr. Scott Bliss to the LAC as a Disability Community Representative.*

*Motion: Sloan*

*Second: Janssen*

*Motion carried by unanimous voice vote.*

*A motion was made by CCTA to appoint Mr. Scott Bliss to the LAC as a Disability Community Representative.*

*Motion: McCormick*

*Second: Leigh*

*Motion carried by unanimous voice vote.*

**10.) COMMUNICATIONS** – Exec. Dir. McBride stated he had discussed earlier the Annual Report and provided a draft copy for the boardmembers to review and provide any suggestions.

**11.) OLD BUSINESS** – None

**12.) NEW BUSINESS** – None

**13.) CHAIR'S REPORT** – None

**14.) PUBLIC COMMENT** – None

**15.) MEMBERS TIME** – None

**16.) CLOSED SESSION**

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

*Motion: Farmer*

*Support: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Urban Rosine*

*Nays: None*

*Absent: None*

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

*Motion: Britigan*

*Support: Janssen*

*Motion carried by a unanimous voice vote.*

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

*Nays: None*

*Absent: Thompson*

At 12:46 p.m. the CCTA and KCTA Boards went into closed session.

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

*Motion: Farmer*

*Support: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Urban Rosine*

*Nays: None*

*Absent: None*

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

*Motion: Britigan*

*Support: Janssen*

*Motion carried by a unanimous voice vote.*

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

*Nays: None*

*Absent: Thompson*

At 1:15 p.m. the CCTA and KCTA Boards came out of closed session.

*A motion was made by the KCTA to return to open session.*

*Motion: Farmer*

*Support: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Urban Rosine*

*Nays: None*

*Absent: None*

*A motion was made by the CCTA to return to open session.*

*Motion: Britigan*

*Support: Janssen*

*Motion carried by a unanimous voice vote.*

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

*Nays: None*

*Absent: Thompson*

A motion was made by the CCTA to approve the ATU Local 1093 and CCTA Collective Bargaining Agreement (CBA) Settlement Agreement and authorize the Executive Director to execute all documents related to the new CBA.

Motion: Britigan

Support: Janssen

Motion carried by a unanimous voice vote.

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

Nays: None

Absent: Thompson

**17.) ADJOURNMENT**

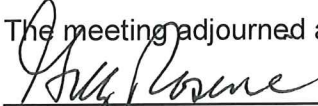
A motion was made to adjourn the CCTA/KCTA meeting.


Motion: Burns

Second: Farmer

Motion carried by unanimous voice vote.

The meeting adjourned at 1:30 p.m.

  
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CCTA Chair

  
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KCTA Chair

  
\_\_\_\_\_  
CCTA Clerk

  
\_\_\_\_\_  
KCTA Clerk

\* in absence of B. Bissett