

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
December 14, 2020

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Barbara Blissett
Others Present: Earl Cox, Sr., John Gisler

"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, December 14, 2020 at 11:30 a.m. This meeting was held as an electronic meeting under the authority of Public Act 228, Participation in Public Meetings effective October 16, 2020."

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, City of Portage, Jeff Breneman, City of Kalamazoo, Tafari Brown, Comstock Township, Dusty Farmer, Oshtemo Township, Martin Janssen, Fulton Township, Aditya Rama, City of Kalamazoo, Sam Urban, City of Kalamazoo, Greg Rosine, City of Kalamazoo*

KCTA Members Absent: None

**Janssen arrived at 12:05 P.M.*

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, City of Portage, Rob Bricker, Cooper Township, Rob Britigan, Comstock Township, Chris Burns, City of Portage, Dusty Farmer, Oshtemo Township, Martin Janssen, Fulton Township, Nicolette Leigh, Kalamazoo Township, Garrylee McCormick, City of Kalamazoo, Jim Pearson, City of Portage, Randy Thompson, Comstock Township, Greg Rosine City of Kalamazoo*

CCTA Members Absent: None

**Janssen arrived at 12:05 P.M.*

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for December 14, 2020.

Motion: Sloan/Thompson Support: Aardema/Leigh

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Leigh, McCormick, Pearson, Rama, Sloan, Thompson, Urban, Rosine

Nays: None

Absent: Janssen

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting minutes for November 9, 2020.

*Motion: Sloan/Farmer Support: Aardema/Thompson
Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Leigh,
 McCormick, Pearson, Rama, Sloan, Thompson, Urban, Rosine
Nays: None
Absent: Janssen*

4.) CCTA/KCTA BOARD MEETING REMOTE ATTENDANCE POLICY 2.02.00 AMENDMENT

Chair Rosine commented that the Boards had a remote attendance policy that with the pandemic was being challenged by the State with its own legislation.

Exec. Dir. McBride stated that the CCTA and KCTA had adopted Policy 2.02.00 regarding Board Meeting Remote Attendance on June 8, 2020. He said since the onset of COVID-19 the amended PA 288 has three different reasons and criteria that are allowed for remote attendance:

- I. Military Duty.
- II. A medical condition. "Medical Condition" means an illness, injury, disability, or other health-related condition.
- III. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor a local official or local governing body, that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.

Exec. Dir. McBride stated currently the State had declared a State of Emergency that would allow remote meetings to continue according to the amended rules of PA 288.

Exec. Dir. McBride shared that Kalamazoo County would also be considering, at their next meeting, a countywide Local State of Emergency, this would allow for the CCTA and KCTA to meet remotely in compliance with Point III of PA 288.

Exec. Dir. McBride informed the Boards that Attorney Jeff Ammon had reviewed the recently amended Public Act 288 and incorporated it into an amendment to the CCTA/KCTA Policy 2.02.00 regarding remote attendance. He indicated that according to Board policies, a policy requires it be read twice before adoption. He asked the Boards to conditionally approve and offer the amendment for first reading then consider its final adoption at the February 8th meeting.

A motion was made by KCTA and CCTA to conditionally approve and offer for first reading to amend CCTA/KCTA Policy 20.02.00 Board Meeting Remote Attendance Policy.

*Motion: Sloan/Farmer Support: McCormick/Farmer
Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Leigh,
 McCormick, Pearson, Rama, Sloan, Thompson, Urban, Rosine
Nays: None
Absent: Janssen*

Prior to the motion Exec. Dir. McBride responded to a question from Leigh that the County would be enacting a Local State of Emergency that would include all governing bodies located in Kalamazoo County.

5. AWARD FOR BUS ADVERTISING

Dep. Dir. Vlietstra summarized the 30-year history and bid process for bus advertising and noted that the current vendor, Crosstown Communications, had decided not to submit a bid. He said this time the only responsive bidder was Mesmerize of Noblesville, IN.

Dep. Dir. Vlietstra stated Mesmerize has over 12 years' experience and references consulted responded that this vendor would deliver a quality service.

Dep. Dir. Vlietstra indicated that advertising displayed on the sides, back and interior of the buses would generate approximately \$360,250 in revenue. He said Metro would review all material to be advertised.

A motion was made by KCTA and CCTA to approve the contract with Mesmerize for advertising on Metro buses.

Motion: Sloan/Farmer Support: Aardema/Burns

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Leigh, McCormick, Pearson, Rama, Sloan, Thompson, Urban, Rosine

Nays: None

Absent: Janssen

Prior to the vote, types of advertising and prospects of future revenue guarantees were discussed.

6.) EXECUTIVE DIRECTOR REPORT

Exec. Dir. McBride provided information on the following topics:

- Triennial Review
- Healthcare Clinic
- COVID-19 and Service Update
- New Bus Stop Signs and Bus Stop Improvements
- KTC Security

Attached to the minutes is the summary memo provided to the Boards.

7.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda, and the Executive Director's Employment.

11a.) Consideration to Update Executive Director Employment Agreement

Chair Rosine reviewed Executive Director McBride's evaluation summary completed earlier in 2020. He said with the excellent rating, it was time to amend the current employment agreement and the Executive Committee proposed the following changes:

Increase the Executive Director's annual salary by 8% effective October 1, 2020
Increase the Executive Director's annual salary by 3% effective October 1, 2021 with a positive performance review.

A motion was made to authorize the CCTA Chair to work with legal counsel to amend Metro's Executive Director Employment Agreement according to the above listed Executive Committee's recommendation.

Motion: McCormick Second: Britigan

Motion carried by roll call vote.

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

Nays: None

Absent: None

Prior to the motion, Burns requested the review of the Executive Director's Employment Agreement be reviewed and discussed in September prior to its expiration instead of having to make it retroactive.

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – No meeting.

Pension Board – McCormick reported that CCTA Pension investments were doing well and currently at 122%.

Pearson inquired why the numbers had decreased from approximately 130%. Exec. Dir. McBride responded that this was due to the actuarial assumptions being adjusted earlier in the year. Changes to monthly investment rates and interest rate decreases our overall funding levels..

KATS Policy Committee – Aardema reported on various projects.

Local Advisory Committee (LAC) – No meeting.

Millage Subcommittee – No meeting.

11.) COMMUNICATIONS – None

12.) CHAIRPERSONS REPORT – Chair Rosine thanked drivers for their service to the community especially during this COVID-19 experience and wished everyone Happy Holidays.

13.) PUBLIC COMMENT – Gisler commented that bids were going out for the new justice center and groundbreaking is scheduled for April 2021.

14.) MEMBERS TIME - Boardmembers wished everyone a happy holiday season and thanked Metro staff for their diligence in keeping the system running.

15.) ADJOURNMENT

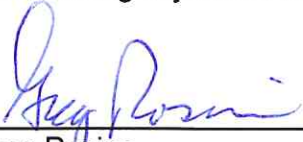
A motion was made by KCTA and CCTA to adjourn the CCTA/KCTA meeting.

Motion: McCormick/Janssen Support: Farmer/Burns


Motion carried by roll call vote.

Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Janssen,
Leigh, McCormick, Pearson, Rama, Sloan, Urban, Thompson, Rosine
Nays: None
Absent: None

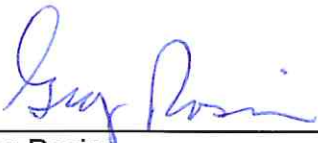
The meeting adjourned at 12:44 P.M.




Greg Rosine
CCTA Chairperson



Barbara Blissett
CCTA Clerk



Greg Rosine
KCTA Chairperson



Barbara Blissett
KCTA Clerk