

**CENTRAL COUNTY TRANSPORTATION AUTHORITY  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
Joint Regular Meeting  
April 14, 2025**

Place: Metro Administration Building, Kalamazoo, MI  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Sarah Joshi, Cheryl Pesti, Rob Branch, Annette Arkush, Barbara Blissett  
Others Present: Aaron Stevens, Michelle Cooper, Chris Glasser, Earl Cox, Sr.

**1.) KCTA ROLL CALL**

*KCTA Members Present: Curtis Aardema, James Ayers, Paul Ecklund, Aditya Rama, Greg Rosine, Gary Sigman, Tim Sloan*

*KCTA Members Absent: Tafari Brown, Dusty Farmer*

*A motion was made to excuse Brown, Farmer.*

*Motion: Sloan*

*Second: Ayers*

*Motion carried by voice vote.*

**1.) CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema, Nicole Beauchamp, Christyn Johnson, Lisa Mackie, Jim Pearson\*, Greg Rosine*

*CCTA Members Absent: Chris Burns, Dusty Farmer, Garrylee McCormick*

*A motion was made to excuse Burns, Farmer, McCormick*

*Motion: Mackie*

*Second: Rosine*

*Motion carried by voice vote.*

*\*Pearson arrived at 11:47 am.*

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

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for April 14, 2025 with the approval of the CCTA/KCTA meeting minutes for March 10, 2025.*

*Motion: Mackie*

*Second: Rosine*

*Motion carried by voice vote.*

**3.) PUBLIC COMMENTS** – Michelle Cooper, Vintage Lane, requested that Route 14 run times be restored to every half hour.

Chris Glasser commented on the proposed millage ballot question and indicated that to be a forward-thinking organization it would be a better choice to request 1.25 mills to provide the current levels of service as well as adding additional services. He stated the increase to 1.25 mills would only increase a homeowners taxes by \$22.50 per year.

**4.) PERFORMANCE MONITORING COMMITTEE**

KCTA/CCTA FINANCIAL STATEMENT PRESENTATION - Aaron Stevens, on behalf of Maner Costerisan, presented the Fiscal Year 2024 Financial Reports for KCTA and CCTA. (A PowerPoint is included with the minutes and materials on the presentation are available on the website [www.kmetro.com](http://www.kmetro.com))

*A motion was made to receive the KCTA Financial Report for the fiscal year ending September 30, 2024.*

*Motion: Rama*

*Second: Ecklund*

*Motion carried by voice vote.*

*A motion was made to receive the CCTA Financial Report for the fiscal year ending September 30, 2024.*

*Motion: Mackie*

*Second: Johnson*

*Motion carried by voice vote.*

Stevens noted that the report showed a strong funded ratio for the OPEB Plan at 102.0% (compared to only 37% in 2020).

The Boards asked various questions about the report and thanked Mr. Stevens for providing the good status of Metro's current financial position.

ADA IMPROVEMENTS TO KTC - Chair Rama introduced the next item regarding the Americans with Disability Act (ADA) improvements to take place at the Kalamazoo Transportation Authority (KTC).

Dep. Dir. of Fleet & Facilities Rob Branch explained what was required to be in compliance with the U.S. Department of Justice (DOJ). Improvements to the KTC will take place in the public restrooms, update signage, and address areas around the exterior of the facility.

*A motion was made by KCTA and CCTA to approve the bid award to Miller Davis in an amount not to exceed \$209,471 for the ADA improvements at the KTC and authorize the Executive Director to execute documents related to this action on behalf of Metro.*

*Motion: Sloan*

*Support: Rosine*

*Motion carried by roll call vote.*

*Ayes: Aardema, Ayers, Ecklund, Rama, Sloan, Sigman, Rosine*

*Nays: None*

*Absent: Brown, Farmer*

*Motion: Mackie*

*Support: Rosine*

*Motion carried by roll call vote.*

*Ayes: Aardema, Beauchamp, Johnson, Mackie, McCormick, Pearson, Rosine*

*Nays: None*

*Absent: Burns, Farmer, McCormick*

EMPLOYEE HANDBOOK UPDATE - Chair Rama presented the updated Employee Handbook for consideration. He said the update was necessary due to the changes in legislation regarding the Earned Sick Time Act (ESTA).

*A motion was made by KCTA and CCTA to approve the updates to the Employee Handbook Sick Leave Policy to include the changes for compliance with the State of Michigan Earned Sick Time Act.*

*Motion: Ayers*

*Support: Sloan*

*Motion carried by roll call vote.*

*Ayes: Aardema, Ayers, Ecklund, Rama, Sloan, Sigman, Rosine*  
*Nays: None*  
*Absent: Brown, Farmer*

*Motion: Johnson*                      *Support: Beauchamp*  
*Motion carried by roll call vote.*

*Ayes: Aardema, Beauchamp, Johnson, Mackie, Pearson, Rosine*  
*Nays: None*  
*Absent: Burns, Farmer*

## **5.) PLANNING AND DEVELOPMENT COMMITTEE**

Dir. Vlietstra stated the Committee had discussed the 2025 CCTA Millage request over the past several meetings. He noted the timeline related to placing the question on the November 4<sup>th</sup> ballot. Burns said the Board must determine three items related to the millage: 1) When to conduct the election – November 4, 2025, 2) Duration of the millage and 3) Amount of the millage to levy.

The Boards discussed the various scenarios for several millage amounts: 0.90, 1.1 and 1.25. to request on the ballot. They determined the 1.1 mills would keep current fixed-route services, maintain Metro Connect and possibly incorporate services with Metro Link service and provide some protection for the loss of some funding at the state and federal levels.

Dir. Vlietstra stated the recommendation of the Board Operations Committee was for the Board to provide direction to staff to draft a Central County Transportation Authority 2025 Millage Request Resolution that contains a millage rate of 1.1 mills for the duration of five years (2026, 2027, 2028, 2029 and 2030) to be placed on the November 4, 2025 Election Ballot. He said the resolution would be considered for adoption at the May 12<sup>th</sup> Board meeting.

*A motion was made by KCTA and CCTA to approve the recommendation of the Board Operations Committee to direct staff to prepare a resolution for the 2025 CCTA Millage question to be placed on the November 4, 2025 election ballot that contains a millage amount of 1.1 mills.*

*Motion: Sigman/Rosine*                      *Support: Beauchamp/Rosine*  
*Motion carried by voice vote.*

## **6.) EXTERNAL RELATIONS COMMITTEE**

Dep. Dir. of on Demand Services & Planning Sarah Joshi provided an update about the Committee's proposed outreach plans for jurisdictional visits in 2025. She said the outline had been approved by the Board and a 2025 list of jurisdictional assignments had been completed. Joshi said a new brochure was available for presentations and encouraged the Board to begin contacting their assigned municipalities and schedule visits

## **7.) BOARD OPERATIONS COMMITTEE**

Chair Aardema reported the Committee met and reviewed the current agenda along with Board Committee assignments. He said these assignments would be presented at the May meeting.

## **8.) EXECUTIVE DIRECTORS REPORT**

Exec. Dir. McBride provided an update on the following topics:

- Rider Open House
- Communication from County Commission Chair Jen Strebs
- Metro Link Update

(A copy of the report is filed with the meeting minutes.)

## **9) SUBCOMMITTEE REPORTS**

Pension Board – Dir. Vlietstra presented the CCTA Pension Plan Experience Study (2019-2023). (A copy of the Study is included with the minutes of the meeting.) He said the report reviewed current actuarial assumptions and methods and compares them to the actual Pension Plan every five years. Vlietstra said if approved the new assumptions would be used with the next Annual Actuarial Valuation.

*A motion was made by KCTA and CCTA to approve the recommendation to receive the CCTA Pension Plan Review of System Experience Study (2019-2023) and approve the assumption changes recommended by GRS to the plan assumptions including the amortization methodology of 10 years.*

*Motion: Rosine/Ayers*

*Support: Rosine/Pearson*

*Motion carried by voice vote.*

KATS Policy Committee – Rama and Aardema shared that KATS had provided major updates to projects that affected the whole west side of the state including non-motorized trails.

Local Advisory Committee (LAC) – Did not meet.

**10.) CHAIRPERSON REPORT** – Chair Aardema welcomed the public comments received at today's meeting and congratulated WMU on the recent National Hockey Championship.

**11.) PUBLIC COMMENT** – None

**12.) MEMBERS TIME** – Ayers thanked staff for providing excellent information on meeting topics.

## **13.) ADJOURNMENT**

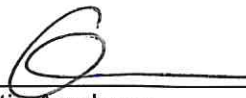
*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.*


*Motion: Rosine*


*Support: Ayers*


*Motion carried by voice vote.*

The meeting adjourned at 1:08 PM.

  
Curtis Aardema  
CCTA Chairperson

  
Barbara Blissett  
CCTA Clerk

  
Curtis Aardema  
KCTA Chairperson

  
Barbara Blissett  
KCTA Clerk