

CENTRAL COUNTY TRANSPORTATION AUTHORITY  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
Joint Regular Meeting  
December 8, 2025

Place: Metro Administration Building, Kalamazoo, MI  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Richard Congdon, Barbara Blissett  
Others Present: None

### 1.) KCTA ROLL CALL

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

## 1.) CCTA ROLL CALL

**CCTA Members Present:** *Curtis Aardema, Nicole Beauchamp, Chris Burns, Dusty Farmer, Christyn Johnson, Lisa Mackie, Garrylee McCormick,*  
**CCTA Members Absent:** *Jim Pearson, Greg Rosine*

*A motion was made to excuse, Pearson.*

*Motion: Farmer* *Second: McCormick*  
*Motion carried by voice vote.*

## 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 November 10, 2025, and the corrected CCTA/KCTA meeting minutes from October 13, 2025 and regular minutes of November 10, 2025.*

KCTA Motion: Sloan      Second: Ayers  
CCTA Motion: McCormick      Second: Mackie

*Motion carried by voice vote.*

### **3.) PUBLIC COMMENTS – None**

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

Committee Chair Ayers reported the committee had met to discuss the Public Transit Human Services Plan (PTHS) Update. On-Demand Services Manager Richard Congdon provided a historical overview of the Plan and how it began in 2009. He noted that it is required to receive Federal funding for Section 5310 which has been used to purchase vehicle purchases, microtransit services and travel training. Congdon said a survey was conducted to assess the needs of individuals with a disability and seniors. Some key priorities identified in the survey include serving rural areas, bus stop and shelter improvements, awareness of the program and expansion of Metro Share. Congdon stated it was a requirement to update the Plan every two years.

*A motion was made by KCTA and CCTA to approve the 2025 Public Transit Human Services Plan Update.*

*KCTA Motion: Sigman*      *Second: Ecklund*  
*CCTA Motion: Burns*      *Second: Farmer*

*Motion carried by a roll call vote.*

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

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

## **5.) PERFORMANCE MONITORING COMMITTEE**

Committee Chair Rama reported the Committee had met and reviewed the annual update to the Public Transportation Agency Safety Plan (PTASP).

Operations Dir. Woodson-Sow provided an overview of the PTASP and requirements by the Federal Transit Administration (FTA) to develop safety plans that include the processes and procedures to implement Safety Management Systems. She said Metro's Safety Committee had been working to update the Plan according to the new requirements and setting new safety performance targets.

*A motion was made by KCTA and CCTA to approve the updated Public Transportation Agency Safety Plan.*

*KCTA Motion: Farmer*      *Second: Burns*  
*CCTA Motion: McCormick*      *Second: Farmer*

*Motion carried by a roll call vote.*

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

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

Chair Rama share the Committee had discussed the current ridership and the relationship between Metro services.

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

Committee Chair Mackie reported that the committee met and discussed the recent election and jurisdictional outreach to several locations where meetings had not been covered to date. She said the proposed locations for 2026 remote Board meetings were Kalamazoo Township and Cooper Township. Mackie encouraged jurisdictional outreach by Boardmembers to begin in 2026 for the upcoming KCTA millage vote in August. In addition, Mackie emphasized the need to have Boardmembers represented for all jurisdictions and is seeking volunteers.

## 7.) BOARD OPERATIONS COMMITTEE

Chair Aardema presented to the Boards the 2026 CCTA/KCTA Joint Meeting Calendar.  
*A motion was made by KCTA and CCTA to approve the 2026 CCTA/KCTA Joint Meeting Calendar.*

KCTA Motion: Ayers  
CCTA Motion: McCormick

Second: Sigman  
Second: Farmer

*Motion carried by a roll call vote.*

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

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

Committee Chair Aardema stated the Board Operations Committee asked Exec. Dir. McBride to provide background information for items regarding the lease agreement for parking spaces with the County of Kalamazoo and the amendment to the lease with the City of Kalamazoo.

Exec. Dir. McBride presented an overview of the documents and the future development plans of Kalamazoo County. He said CCTA would be removed from the 2016 lease agreement with the City of Kalamazoo to allow Kalamazoo County to purchase the land for a parking structure. Then, CCTA would lease parking spaces from Kalamazoo County to be used for short-term and employee parking.

*A motion was made by KCTA and CCTA to approve the Lease Agreement between the CCTA and Kalamazoo County Government for the use of Parking Spaces and authorize the Executive Director to execute all necessary documents.*

KCTA Motion: Sloan  
CCTA Motion: Farmer

Second: Rama  
Second: Beauchamp

*Motion carried by a roll call vote.*

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

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

*A motion was made by KCTA and CCTA to approve the First Amendment to a Lease between the CCTA and the City of Kalamazoo and authorize the Executive Director to execute all necessary documents.*

KCTA Motion: Ayers  
CCTA Motion: McCormick

Second: Rama  
Second: Farmer

*Motion carried by a roll call vote.*

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

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

Exec. Dir McBride presented information on the future KCTA millage election and potential dates to place the millage question on the ballot. He also said now the state has allowed millages to extend beyond the current five-year limit so that would also now be a question to determine for the ballot language. The Board Operations Committee recommended August 4, 2026 as the best option for the KCTA millage to be placed on the ballot.

The Board discussed different scenarios related to other 2026 election dates and agreed August would be the option for millage approval.

*A motion was made by KCTA and CCTA to approve August 4, 2026 for placement of the KCTA 2026 millage question on the ballot.*

*KCTA Motion: Sigman  
CCTA Motion: Mackie*      *Second: Farmer  
Second: Burns*

*Motion carried by a roll call vote.*

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

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

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

Woodson-Sow informed the Board that the Federal Motor Carrier Safety Administration (FMCSA) would be conducting an on-site audit this week regarding Metro's training of employees to receive their Commercial Driver's License (CDL). She said this would require a significant amount of staff time to comply with the FMSCA rules.

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

- Fixed-route Service – Extra Holiday Hours
- Outreach
- Competitive Grant Awards
- Winter Weather Update
- Construction Projects
- Metro Link Update

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

**9.) SUBCOMMITTEE REPORTS**

Pension Board – Did not meet.

KATS Policy Committee – Aardema shared that KATS discussed 2026 safety targets and upcoming City of Kalamazoo projects including Kalamazoo and Michigan Avenues.

Local Advisory Committee (LAC) – Did not meet

On-Demand Ambassador Report – Sloan referenced his written report.

**10.) CHAIRPERSON REPORT** – Chair Aardema thanked Metro staff for all their hard work throughout the year.

**11.) PUBLIC COMMENT** – None

**12.) MEMBERS TIME** – Burns shared that Boardmember Pearson would not be seeking reappointment to the CCTA, and the City of Portage would be considering the recommendation of former Boardmember Terry Urban as his replacement. He also commented that Kalamazoo County might be considering a 0.5 millage for the August election to support childcare.

Boardmembers echoed Chair Aardema's comment on all the hard work Metro staff has put forth over the past year. They wished everyone a Merry Christmas and Happy New Year.

**13.) ADJOURNMENT**

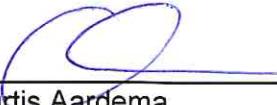
*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.*

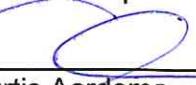
KCTA Motion: Sloan  
CCTA Motion: Farmer

Second: Rama  
Second: Mackie

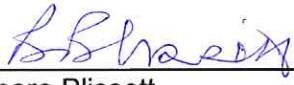
*Motion carried by voice vote.*

The meeting adjourned at 12:40 PM.

  
Curtis Aardema  
CCTA Chairperson

  
Curtis Aardema  
KCTA Chairperson

  
Barbara Blissett  
CCTA Clerk

  
Barbara Blissett  
KCTA Clerk