



Sup. Serv. Dir. Vlietstra noted the significant change to the manual was the following purchasing threshold amounts required to be presented to the Boards for approval:

- Three quotes for purchases of more than \$3,000 changed to \$6,000
- Executive Director approval changed from \$25,000 to \$50,000
- Board approval requirement changed from \$50,000 to \$100,000

Sup. Serv. Dir. Vlietstra said the Planning and Development Committee and staff recommend the CCTA and KCTA Boards adopt the updated manual.

*A motion was made by KCTA and CCTA to adopt the updated Purchasing Manual.*

*Motion: Aardema/Britigan                      Second: Aardema/Burns*

*Motion carried by a roll call vote.*

*Ayes:                      Aardema, Brown, Rama, Rosine*

*Nays:                      None*

*Absent:                      Farmer, Sigman, Sloan*

*Ayes:                      Aardema, Britigan, Burns, Halcomb, McCormick, Mackie, Pearson,  
Rosine*

*Nays:                      None*

*Absent:                      Farmer, Thompson*

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

Aardema reported that the Performance Monitoring Committee did not meet due to the agenda items of the bus wash rack purchase and Avail technical improvements. These items are still going through the procurement process. He said the Committee was also working on a revised ridership report that would be more informative to Boardmembers.

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

Exec. Dir. McBride reported the External Relations Committee met and reviewed a script to be used by Boardmembers when presenting to the jurisdictions, community organizations and discussed how to have more social media involvement.

Aardema shared that he had seen a Metro booth and bus at the Bronco Bash and asked what they were doing there and if anything similar was being provided for Kalamazoo College.

Exec. Dir. McBride indicated they were promoting the use of public transit provided to them, and how to use the system. He said they had some initial discussions with Kalamazoo College in the past, however, nothing recently.

Exec. Dir. McBride said Metro would be participating at the Senior Expo on October 3<sup>rd</sup> and he was looking forward to it since it hadn't happened since 2019.

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

Chair Rosine reported the Board Operations Committee had reviewed the October 9<sup>th</sup> CCTA/KCTA meeting agenda and discussed the Executive Director's 2023 Goals and Objectives as well as other future expectations for the next year. He said the Committee concluded that the Executive Director had met all goals as well as his accomplishments over the past year and was recommending a salary compensation in the amount of a 3.5% increase retroactive to October 1, 2023.

Discussion took place concerning how to ensure Boardmember input in the 2024 evaluation process for the Executive Director.

*A motion was made by KCTA and CCTA to approve the Executive Director's salary increase of 3.5% retroactive to October 1, 2023.*

*Motion: Aardema/McCormick      Second: Brown/Holcomb*

*Motion carried by a roll call vote.*

*Ayes:            Aardema, Brown, Rama, Rosine*

*Nays:            None*

*Absent:          Farmer, Sigman, Sloan*

*Ayes:            Aardema, Britigan, Burns, Halcomb, McCormick, Mackie, Pearson,  
Rosine*

*Nays:            None*

*Absent:          Farmer, Thompson*

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

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

- Human Resources
- Training
- Pension Report
- Energy-Efficient Actions
- Outreach Activities
- Youth Mobility Program

Included with the minutes is the summary memo and updates provided to the Boards.

## **9.) SUBCOMMITTEE REPORTS**

Pension Board – Did not meet.

KATS Policy Committee – Aardema reported on projects that KATS was working on as well as MDOT working on the bridge over US 131 at KL Avenue. He said they had discussed the infrastructure and what might be available through the federal government for this area.

Exec. Dir. McBride responded to a question about the status of the RFP for the microtransit vendor. He said it was currently at the City of Kalamazoo for review and should be issued by the end of the week.

Local Advisory Committee (LAC) – Did not meet.

**10.) CHAIRPERSON REPORT** – Chair Rosine shared with Boardmembers that as the year was ending, he would like to have feedback on how they felt the current governance process was working. He said he would like to have some good discussion to evaluate the governing format/process that was now being followed. Chair Rosine said to discuss it amongst their individual committees and let the committee Chair know your thoughts.

**11.) PUBLIC COMMENT** – None

**12.) MEMBERS TIME –**

Burns inquired about the purchase of bus passes at a discounted rate for the Portage Senior Center.

**13.) ADJOURNMENT**

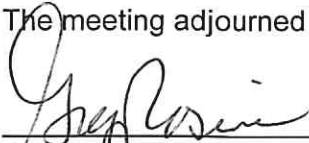
*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.*

*Motion: McCormick*

*Support: Burns*


*Motion carried by voice vote.*

The meeting adjourned at 12:30 PM.

  
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Greg Rosine  
CCTA Chairperson

  
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Barbara Blissett  
CCTA Clerk

  
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Greg Rosine  
KCTA Chairperson

  
\_\_\_\_\_  
Barbara Blissett  
KCTA Clerk