

**CENTRAL COUNTY TRANSPORTATION AUTHORITY  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**November 13, 2023**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Barbara Blissett  
Others Present: Earl Cox, Sr., Anthony Harp

**1.) KCTA ROLL CALL**

*KCTA Members Present: Curtis Aardema, Tafari Brown, Dusty Farmer, Aditya Rama, Gary Sigman, Greg Rosine*

*KCTA Members Absent: Tim Sloan*

*A motion was made by KCTA to excuse the absence of Tim Sloan.*

*Motion: Aardema Second: Farmer*

*Motion carried by voice vote.*

**1). CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema, Rob Britigan, Chris Burns, Dusty Farmer, Rod Halcomb, Lisa Mackie, Garrylee McCormick, Randy Thompson, Greg Rosine*

*CCTA Members Absent: Jim Pearson*

*A motion was made by CCTA to excuse the absence of Jim Pearson.*

*Motion: Aardema Second: Farmer*

*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 13, 2023 and for approval of the joint CCTA/KCTA meeting minutes for October 9, 2023.*

*Motion: Aardema Second: Farmer*

*Motion carried by voice vote.*

**3.) PUBLIC COMMENT** – None

**4.) PLANNING AND DEVELOPMENT COMMITTEE**

Burns reported the Planning and Development Committee received an update on the Microtransit Pilot Project.

Exec. Dir. McBride explained some of the impact this project would have on the Metro Budget.

Dep. Dir. of On-Demand Services and Planning gave a PowerPoint presentation on Microtransit and what the planning for the project entailed including what is being required by the vendors in the Request for Purchase (RFP) and a projected timeline. (A copy of the PowerPoint is on file with the meeting minutes.)

Boardmembers asked questions such as hours of service, fare structure, ability to add passengers, services areas that would be covered, would it coordinate with Metro Connect and, how complaints would be handled.

Boardmembers were reminded that this was a pilot project allowing for review and to make changes if needed.

Burns stated the Committee also discussed mobility hubs, governance committee structure and how it was working and review 5-year projections for Metro during the budget process

**5.) PERFORMANCE MONITORING COMMITTEE**

Aardema reported that the Performance Monitoring Committee reported they were bringing the purchase of a new wash rack from InterClean. He said the Committee determined the purchase of a new wash rack would be more fiscally responsible than rebuilding the current one. The new wash rack would be able to wash all fleet vehicles as well as having many other benefits.

*A motion was made by KCTA and CCTA to approve the purchase of a new wash rack system from InterClean in the amount of \$322,148.59 and authorize the Executive Director to sign all related documents.*

*Motion: Aardema/Britigan      Second: Aardema/Burns  
Motion carried by a roll call vote.*

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

*Ayes:            Aardema, Britigan, Burns, Farmer, Halcomb, McCormick, Mackie,  
                      Thompson, Rosine  
Nays:            None  
Absent:          Pearson*

Aardema stated the second item being presented for Board approval was a sole source purchase from Avail Technologies for upgrades to the intelligent transportation systems (ITS) of nine older buses to take advantage of new system features. He said the committee viewed the visual differences between the old technology and the new system. Aardema shared the Committee determined it would be beneficial to have the same systems in all vehicles for ease of use.

*A motion was made by KCTA and CCTA to approve the purchase vehicle technology upgrades from Avail Technologies at a cost not to exceed \$197,243.70 and authorize the Executive Director to sign all related documents.*

*Motion: Aardema/Farmer                      Second: Farmer/Aardema  
Motion carried by a roll call vote.*

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

*Ayes:            Aardema, Britigan, Burns, Farmer, Halcomb, McCormick, Mackie,  
                      Thompson, Rosine  
Nays:            None  
Present:        Pearson*

**6.) EXTERNAL RELATIONS COMMITTEE**

Farmer reported the External Relations Committee met and were working on an outreach plan. She referred to a list of jurisdictions and contacts provided in the packet. She said the goal was to provide consistent communications with the jurisdictions.

Farmer said the discussion revolved around the different types of services that were provided to each jurisdiction and the Committee's responsibility to prepare individual talking points for Boardmember to present. She referred to an outline draft of a presentation included in the packet. Farmer indicated these presentations should begin early next year.

McBride responded to a question about details for the Holiday Parade and said information would be emailed the middle of the week to everyone and welcomed Boardmembers to participate.

**7.) BOARD OPERATIONS COMMITTEE**

Chair Rosine reported the Board Operations Committee had reviewed the November 13<sup>th</sup> CCTA/KCTA meeting agenda.

*A motion was made by KCTA and CCTA to approve the 2024 CCTA/KCTA Meeting Calendar.*

*Motion: Burns/McCormick                      Second: Aardema/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*

Rosine shared that he wanted to make sure all Boardmembers became more involved and to discuss further how the governance process was working for everyone.

**8.) EXECUTIVE DIRECTORS REPORT**

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

- Human Resources
- Fixed-Route Service Adjustments and Marketing
- Outreach Activities
- Intracity Bus Services
- 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 shared that urban boundaries had changed due to the most recent census. He said this would affect the way some of the money that comes in from the federal government.

Local Advisory Committee (LAC) – Did not meet.

**10.) CHAIRPERSON REPORT** – Chair Rosine announced the next Board Operations Meeting would take place on December 1<sup>st</sup>.

**11.) PUBLIC COMMENT** – None

**12.) MEMBERS TIME** –

Farmer reminded everyone that as Boardmembers they had a fiduciary obligation to their jurisdictions because we are working with public funds and it is important to continue to ask thoughtful questions to staff.

Britigan shared he had sent a letter to the Kalamazoo County Board of Commissioners that not every jurisdiction is represented in the CCTA Articles of Incorporation and asked that they be reviewed and revised to include all of them for appointment of members.

**13.) ADJOURNMENT**

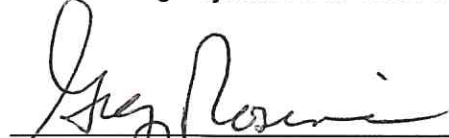
*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.*

*Motion: Farmer*

*Support: Aardema*

*Motion carried by voice vote.*

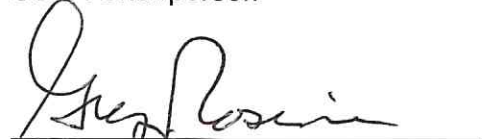
The meeting adjourned at 12:30 PM.



Greg Rosine  
CCTA Chairperson



Barbara Blissett  
CCTA Clerk



Greg Rosine  
KCTA Chairperson



Barbara Blissett  
KCTA Clerk