# CENTRAL COUNTY TRANSPORTATION AUTHORITY KALAMAZOO COUNTY TRANSPORTATION AUTHORITY

# Joint Regular Meeting September 12, 2022

Place: Metro Administration Building, 530 N. Rose Street

Time: 11:30 A.M.

Staff Present: Sean McBride, Greg Vlietstra, Cheryl Pesti, Rob Branch, Keshia

Woodson-Sow, Kathy Schultz, Eric Davis, Barbara Blissett

Others Present: Earl Cox, Sr., John Gisler

#### 1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Tafari Brown, Dusty Farmer, Martin

Janssen, Aditya Rama, Tim Sloan, Greg Rosine

KCTA Members Absent: Jeff Breneman, Sam Urban

A motion was made by KCTA to excuse the absence of Breneman, Urban

Motion: Janssen Second: Aardema

Motion carried by voice vote.

#### 1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Dusty Farmer, Martin

Janssen, Garrylee McCormick, Lisa Moaiery\*, Jim Pearson,

Greg Rosine

CCTA Members Absent: Chris Burns, Randy Thompson

\*Lisa Moaiery arrived at 11:35 a.m.

A motion was made by CCTA to excuse the absence of Burns, Thompson

Motion: Britigan Second: Pearson

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 September 12, 2022, and for approval of the joint CCTA/KCTA special meeting minutes for July 11, 2022 and regular meeting of August 8, 2022.

Motion: McCormick Second: Aardema

Motion carried by voice vote.

3.) PUBLIC COMMENT – John Gisler commented that the new Justice Facility that was scheduled to be completed by May 2023 now has been pushed back to probably November 2023 due to supply chain delays.

## 4.) PRESENTATION OF PROPOSED CCTA FY 2023 AND FY 2024 BUDGETS

Exec. Dir. McBride reviewed the 2023-2024 CCTA Budgets. He presented a PowerPoint of budget highlights and said a Budget Small Group Meeting was held on July 18th to go over the budgets in detail and answer any questions from the boardmembers. (A copy of the PowerPoint is on file with the meeting minutes.)

A motion was made by KCTA and CCTA to open the public hearing to consider the Fiscal Year 2023 and 2024 CCTA Budgets.

Motion: Pearson

Second: Pearson

Motion carried by a roll call vote.

Ayes:

Aardema, Britigan, Farmer, Janssen, McCormick, Moaiery, Pearson, ,

Rosine

Navs:

None

Absent:

Burns, Thompson

Ayes:

Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Navs:

None

Absent:

Breneman, Urban

A motion was made by KCTA and CCTA to close the public hearing to consider the Fiscal

Year 2023 and 2024 CCTA Budgets.

Motion: Pearson

Second: McCormick

Motion carried by a roll call vote.

Ayes:

Aardema, Britigan, Farmer, Janssen, McCormick, Moaiery, Pearson, ,

Rosine

Navs:

None

Absent:

Burns, Thompson

Aves:

Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays:

None

Absent:

Breneman, Urban

A motion was made by KCTA and CCTA to approve the Fiscal Year 2023 and 2024 CCTA

Budgets.

Motion: Janssen

Second: Pearson

Motion carried by a roll call vote.

Ayes:

Aardema, Britigan, Farmer, Janssen, McCormick, Moaiery, Pearson, ,

Rosine

Nays:

None

Absent:

Burns, Thompson

Ayes:

Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Navs:

None

Absent:

Breneman, Urban

Prior to the motion asked questions regarding future fare revenues, facility improvements, security, Pension and Other Post-Employment Benefits (OPEB).

#### 5.) RENEWAL OF WORKERS COMPENSATION INSURANCE

Dir. of Support Services Greg Vlietstra provided a overview of the three-year past insurance coverage with Accident Fund. Vlietstra stated that due to reduced claims, better claims management and a light-duty program, it has resulted in lower rates. He said there was a significant increase of 35% but was still lower than what was paid out in 2018.

A motion was made by KCTA and CCTA to approve renewal of workers compensation coverage with Accident Fund Insurance Company of America at cost of \$177,918 and authorize the Executive Director to execute the necessary documents.

Motion: Aardema Second: Janssen

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Janssen, McCormick, Moaiery, Pearson,

Rosine

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

#### 6.) RENEWAL OF PROPERTY AND LIABILITY INSURANCE

Dir. of Support Services Greg Vlietstra provided a overview of the property and liability insurance Metro has used since transition from the City of Kalamazoo to CCTA. He said Metro has taken a more comprehensive review of insurance to make sure it is not underinsured. Vlietstra shared that Metro had asked for an increase in per occurrence limit because of the possibility of catastrophic events similar to the one in 2017 three-year past insurance coverage with Accident Fund

A motion was made by KCTA and CCTA to purchase the annual premium for property, auto and general liability insurance through September 30, 2023 in the amount of \$333,019 and authorize the Executive Director to execute the necessary documents.

Motion: Sloan Support: Aardema

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Janssen, McCormick, Moaiery, Pearson,,

Rosine

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

#### 7.) PURCHASE OF HYBRID BUS BATTERY KITS

Dep. Dir. of Fleet & Facilities Rob Branch provided information regarding the purchase of three hybrid bus battery kits to replace the ones that have exceeded their useful life of six years. He said W.W. Williams was the lowest responsive bidder due to the specs required for the vehicles.

Prior to the motion, questions were answer about the efficiency of hybrid batteries or electric buses in the future and funding.

A motion was made by KCTA and CCTA to purchase three hybrid battery refresh kits with installation from W.W. Williams Company in the amount of \$178,603.38 and authorize the Executive Director to execute the necessary documents.

Motion: Janssen Support: Brown

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Janssen, McCormick, Moaiery, Pearson,

Rosine

Nays: None

Absent: Burns, Thompson

Aves: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

#### 8.) UPDATE ON DRUG AND ALCOHOL POLICY

Exec. Dir. McBride informed the Boards that Federal Transit Administration (FTA) request that Metro have a Drug and Alcohol Policy and Program in place to maintain a drug-free workplace because of federal funding. He said staff had attended training to review new requirements and update the policy.

Dep Dir of Operations Woodson-Sow responded to questions from the Boards and informed them that Metro safety and sensitive employees will undergo mandatory training to implement the updated policy.

A motion was made by KCTA and CCTA to approve the adoption of the Metro Safety Sensitive Employee Drug and Alcohol Policy.

Motion: Aardema Support: Janssen

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Janssen, McCormick, Moaiery, Pearson, ,

Rosine

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

# 9.) EXECUTIVE DIRECTORS REPORT

Exec. Dir. McBride introduced Eric Davis the new and Security Manager. McBride commented Eric relocated from Colorado where he worked as a sworn police officer.

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

- Human Resources
- Training
- Board Governance Retreat
- Comprehensive Operational Analysis (COA)
- KTC Security Reports

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

# 10.) SUBCOMMITTEE REPORTS

#### Executive Subcommittee

Chair Rosine reported the committee met to discuss the current agenda. Chair Rosine commented that the Governance Steering Committee had been meeting with Mr. Doug Eadie since the retreat and would be forthcoming with an Action Report Outline.

Finance Subcommittee (joint with KCTA) - Met to discuss CCTA 2023 and 2024 Budgets.

Outreach Subcommittee – Did not meet.

<u>Pension Board</u> – Met to discuss current market valuations with the actuary. McCormick said that there had been a 12% interest loss last quarter. Pension Fund was still at 120%.based on the actuarial valuation.

<u>KATS Policy Committee</u> – Janssen reported on current road projects. Aardema commented that meeting opportunities were being offered to provide information on the two-way streets project proposed for downtown Kalamazoo.

Local Advisory Committee (LAC) – Did not meet.

#### 9.) CHAIRPERSON REPORT - No Report.

# 10.) PUBLIC COMMENT - No comment.

#### 11.) MEMBERS TIME

Aardema shared that, as a member of the Airport Board of Directors, he was excited about the new airline beginning service for Kalamazoo in October for direct flights to Orlando and Ft. Myers, Florida.

Janssen indicated the KATS website was a good tool to learn about the improvements going on in Kalamazoo.

The Boardmembers welcomed Eric Davis to the Metro staff.

#### 12.) ADJOURNMENT

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

Motion: McCormick Support: Janssen

Motion carried by voice vote.

# CCTA/KCTA Minutes September 12, 2022

The meeting adjourned at 12:57 P.M.

Greg Rosine CCTA Chairperson

KCTA Chairperson

Barbara Blissett **CCTA Clerk** 

Barbara Blissett

KCTA Clerk