

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**April 12, 2021**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Barbara Blissett  
Others Present: Aaron Stevens, Steve Stepek, Earl Cox, Sr., Alisha Lewis, Jermaine King

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, April 12, 2021 at 11:30 a.m. This meeting was held as an electronic meeting under the authority of Senate Bill 1246 adopted December 15, 2020, Amending the Open Meetings Act for Participation in Public Meetings." \*Please note in attendance that location in parenthesis is location where member was participating during meeting in compliance with Michigan requirements for remote attendance for a public meeting.*

**1.) KCTA ROLL CALL**

*KCTA Members Present: Curtis Aardema (City of Portage), Jeff Breneman (City of Kalamazoo), Tafari Brown (Comstock Township), Dusty Farmer, (Oshtemo Township), Martin Janssen (City of Grand Rapids), Aditya Rama (City of Kalamazoo), Tim Sloan (Oshtemo Township), Sam Urban (City of Portage), Greg Rosine, (City of Kalamazoo)*

*KCTA Members Absent: None*

**1). CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema (City of Portage), Rob Britigan (Comstock Township), Chris Burns (City of Portage), Dusty Farmer (Oshtemo Township), Martin Janssen (City of Grand Rapids), Garrylee McCormick (City of Kalamazoo), Lisa Moaiery (Kalamazoo Township), Jim Pearson, (City of Portage), Randy Thompson, (Comstock Township), Greg Rosine (City of Kalamazoo)*

*CCTA Members Absent: Rob Bricker*

*A motion was made by CCTA to excuse the absence of Rob Bricker.*

*Motion: Pearson*

*Support: McCormick*

*Motion carried by roll call vote.*

*Ayes: Aardema, Britigan, Burns, Farmer, Janssen, McCormick, Moaiery, Pearson, Thompson, Rosine*

*Nays: None*

*Absent: Bricker*

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

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for April 12, 2021.*

*Motion: Sloan/Breneman      Support: Farmer/Janssen*

*Motion carried by roll call vote.*

*Ayes:            Aardema, Breneman, Britigan, Brown, Burns, Farmer, Janssen,  
                     McCormick, Moaiery, Pearson, Rama, Sloan, Thompson, Rosine*  
*Nays:            None*  
*Absent:          Bricker*

**3.) REQUEST FOR APPROVAL OF MINUTES**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting minutes for March 8, 2021 with the correction of Item 3 Introduction of Legislative Representatives to replace State Senator Gary Peters with Senator Gary Peters.*

*Motion: Sloan/Aardema      Support McCormick/Britigan*

*Motion carried by roll call vote.*

*Ayes:            Aardema, Breneman, Britigan, Brown, Burns, Farmer, Janssen,  
                     McCormick, Moaiery, Pearson, Rama, Sloan, Thompson, Urban, Rosine*  
*Nays:            None*  
*Absent:          Bricker*

**4.) KCTA AND CCTA FINANCIAL STATEMENTS**

Aaron Stevens, on behalf of Maner Costerisan, presented the Fiscal Year 2020 Financial Reports for KCTA and CCTA. (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 year ending September 30, 2020.*

*Motion: Janssen                      Second: Breneman*

*Motion carried by roll call vote.*

*Ayes:            Aardema, Breneman, Brown, Farmer, Janssen, Rama, Sloan, Urban,  
                     Rosine*  
*Nays:            None*  
*Absent:          None*

*A motion was made to receive the CCTA Financial Report for the year ending September 30, 2020.*

*Motion: Farmer                      Second: McCormick*

*Motion carried by roll call vote.*

*Ayes:            Aardema, Britigan, Burns, Farmer, Janssen, McCormick, Moaiery,  
                     Pearson, Thompson, Rosine*  
*Nays:            None*  
*Absent:          Bricker*

**5.) RESOLUTIONS LEVYING KCTA AND CCTA TRANSIT MILLAGES FOR 2021**

Exec. Dir. McBride stated on May 3, 2016 the voters approved the KCTA millage through 2021 for up to 0.3150 mils for countywide services that include Metro Connect and Metro Share. He said in 2020, the KCTA levied 0.3131 and not the full 0.3150 due to the State of Michigan Headlee Amendment. Exec. Dir. McBride stated that this year the KCTA cannot levy more than the Headlee allowed amount.

*A motion was made to adopt Resolution 21-001 Levying the Transit Millage and Providing for Collection of the Transit Millage in July 2021 for the Cities of Kalamazoo, Portage and Parchment and in December 2021 for the Townships of Kalamazoo County.*

*Motion: Sloan*

*Second: Aardema*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Brown, Farmer, Janssen, Rama, Sloan, Urban, Rosine*

*Nays: None*

*Absent: None*

Exec. Dir. McBride stated on March 10, 2020 the voters approved the CCTA millage through 2025 for up to 0.90 mils for public transportation within the CCTA boundaries. Exec. Dir. McBride said in 2020, the CCTA levied 0.7470, however, after discussion during Executive Committee, it was determined to not levy the full 0.90 mils but to continue with the same 0.75 mils. Exec. Dir. McBride stated this would be possible budgetarily because as of last year bus service had to be reduced due to Covid therefore reducing Metro's expenses.

Exec. Dir. McBride said that with the 0.75 mils, revenue generated would be just under \$4 million and with the 0.90 mils, revenue generated would be approximately \$4.8 million.

*A motion was made to adopt Resolution 20-002 Levying the Transit Millage and Providing for Collection of the Transit Millage in July 2021 for the Cities of Kalamazoo, Portage and Parchment and in December 2021 for the Townships of Kalamazoo, Comstock Voting Precincts 02, 03, 04, 05, 06, 07 and 08 and Oshtemo Voting Precincts 03, 04, 05, 06, 07, 08 and 09 in Kalamazoo County.*

*Motion: Britigan*

*Second: Janssen*

*Motion carried by roll call vote.*

*Ayes: Aardema, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Thompson, Rosine*

*Nays: None*

*Absent: Bricker*

**6). PURCHASE OF MAINTENANCE FLOOR SCRUBBER**

Dep. Dir. Vlietstra stated that the current floor scrubber used by maintenance at the Metro garage is 25 years old and well past the useful life benchmark. He said maintenance costs were increasing and finding available parts was challenging. Dep. Dir. Vlietstra said Tenant Sales and Service were the lowest responsible bidder. He said no Metro general fund dollars would be needed for this purchase but would be funded through the KATS Transportation Improvement Program.

*A motion was made by KCTA and CCTA to approve a contract with Tenant Sales and Service for the purchase of a floor scrubber in the amount \$55,976.22 and authorize the Executive Director to execute all related documents on behalf of the organization.*

*Motion: Aardema/Sloan*

*Support: Janssen/McCormick*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Britigan, Brown, Burns, Farmer, Janssen, McCormick, Moaiery, Pearson, Rama, Sloan, Thompson, Urban, Rosine*  
*Nays: None*  
*Absent: Bricker*

Prior to the motion, Rob Branch responded to a question about the future of the existing floor scrubber. He said it would be sent to auction.

## **7). UPDATES TO BOARD POLICIES**

Exec. Dir. McBride referred to a draft Board Code of Ethics Policy included in the meeting packet. He said this policy was actually fashioned after a similar policy he had worked on while working for the City of Portage. Exec. Dir. McBride asked the Boards to review the draft and then it could be offered for a first reading at a future meeting. Exec. Dir. McBride said he would recommend the creation of an Ad Hoc Board Policies Review Subcommittee who would work with staff to review the current policies and make a recommendation for updates at a future meeting.

Chair Rosine provided a history of the formulation of the KCTA Board Policies in 2007 and then CCTA Board Policies in 2014. He said since Boards have been meeting jointly since 2015 and have worked hard to function seamlessly, it would be conducive to have one set of joint Board policies. Chair Rosine stated he had asked Boardmember Rama to Chair this Ad Hoc Board Policies Review Subcommittee and Boardmembers Aardema and Urban offered to serve on the subcommittee.

Britigan commented that upon reviewing the draft Board of Ethics Policy he had some questions about the reference to “as permitted by State law.” Exec. Dir. McBride said it would definitely be reviewed.

## **8) EXECUTIVE DIRECTOR REPORT**

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

- COVID-19 and Service Update
- Triennial Review
- Comprehensive Operational Analysis
- Value-Added Community Service
- KTC Security Reports
- Ridership Report

Attached to the minutes is the summary memo provided to the Boards.

## **9.) SUBCOMMITTEE REPORTS**

Executive Committee – Chair Rosine reported the committee met twice to discuss the current agenda and the KCTA millage levy question.

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – No meeting.

Pension Board – No meeting.

KATS Policy Committee – Aardema reported KATS updates on local projects. He noted there were Covid-19 Relief Funds coming to the region including Metro and to consider projects for its use.

Millage Subcommittee – No meeting.

Local Advisory Committee (LAC) – Covid-19 updated provided.

Janssen reminded everyone that if they were interested in serving on a subcommittee to let the Executive Committee know their preferences.

**12.) CHAIRPERSON REPORT** – Chair Rosine thanked everyone for their attention during the financial presentation.

**10.) PUBLIC COMMENT** – Earl Cox, Sr. asked that the Covid-19 premium pay continue as well as the backdoor entry on buses. He commented on the service reductions due to the lack of staff/drivers.

**11.) MEMBERS TIME**

Burns thanked Aardema for his information about funding available and stated that a potential good use of these funds would be the addition of a fixed-route transfer station in Portage.

**12.) ADJOURNMENT**

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


*Motion: Janssen/Sloan                      Support: Aardema/Burns*

*Motion carried by roll call vote.*

*Ayes:                      Aardema, Breneman, Britigan, Brown, Burns, Farmer, Janssen,  
                                  McCormick, Moaiery, Pearson, Rama, Sloan, Thompson, Urban, Rosine*  
*Nays:                     None*  
*Absent:                  Bricker*

The meeting adjourned at 12:57 P.M.

  
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Greg Rosine  
CCTA Chairperson

  
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Barbara Blissett  
CCTA Clerk

  
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Greg Rosine  
KCTA Chairperson

  
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Barbara Blissett  
KCTA Clerk