

5.) KTC ROOF INSULATION PROJECT

Dir. of Support Services Vlietstra stated the project is to install the insulation between the ceiling and the roof at the Kalamazoo Transportation Center (KTC). Bids were solicited with Miller Davis being the only respondent. He said the added insulation along with the accompanying upgrades to the heating system would provide energy conservation, better heating and cooling and avoid frozen pipes.

A motion was made by KCTA to approve the KTC attic insulation project with Miller Davis in the amount of \$198,142 and authorize the Executive Director to execute documents related to this action.

Motion: Aardema

Second: Janssen

Motion carried by a roll call vote.

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

Nays: None

Absent: Brown

A motion was made by CCTA to approve the KTC attic insulation project with Miller Davis in the amount of \$198,142 and authorize the Executive Director to execute documents related to this action.

Motion: Halcomb

Support: Janssen

Motion carried by a roll call vote.

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

Nays: None

Absent: None

Prior to the motion, Rob Branch, Dep. Dir. of Fleet & Facilities responded to questions from the Boards regarding the project.

6.) DIESEL PARTICULATE FILTERS & DIESEL OXIDATION CATALYSTS

Dir. of Support Services Vlietstra provided background information regarding the purchase of diesel particulate filters and diesel oxidation catalysts. He said that this purchase would help to maintain safe and more cost-effective vehicles for Metro because the current ones are aging and need to be replaced. Vlietstra said bids were solicited, and Kirk's Automotive, Inc. was the lowest responsive bidder.

A motion was made by KCTA to approve the purchase of diesel particulate filters and diesel oxidation catalysts from Kirk's Automotive, Inc. in the amount of \$75,522 and authorize the Executive Director to execute documents related to this action.

Motion: Sloan

Support: Breneman

Motion carried by a roll call vote.

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

Nays: None

Absent: Brown

A motion was made by CCTA to approve the purchase of diesel particulate filters and diesel oxidation catalysts from Kirk's Automotive, Inc. in the amount of \$75,522.

Motion: Janssen

Support: McCormick

Motion carried by a roll call vote.

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

7.) LIFT-U WHEELCHAIR RAMPS

Dir. of Support Services Vlietstra explained the wheelchair ramps that fold out from the floor of the front entrance of the buses are near the end of their useful life. He said replacement was needed and bids were solicited for 10 Lift-U Model LU18 wheelchair ramps. Gillig, LLC was the only responsive bidder due to a proprietary agreement between Gillig and the ramp manufacturer.

Motion was made by the KCTA to approve the purchase of ten wheelchair ramps from Gillig, LLC in the amount of \$81,149.70 and authorize the Executive Director to execute documents related to this action.

Motion: Aardema Support: Janssen

Motion carried by a roll call vote.

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

Motion was made by the CCTA to approve the purchase of ten wheelchair ramps from Gillig, LLC in the amount of \$81,149.70 and authorize the Executive Director to execute documents related to this action.

Motion: Britigan Support: Aardema

Motion carried by a roll call vote.

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

8.) ENHANCEMENTS TO CCTA/KCTA GOVERNANCE STRUCTURE AND POLICIES

Chair Rosine shared a history of how the Boards had put into motion the enhancement of overall governance process and experience. He said as a result of the Boards' retreat held in July and the review of the resolutions, bylaws, and applicable ordinances, new governing documents were introduced and the following actions took place:

At the December 12th meeting the following Resolutions were adopted:

- Resolution 22-004 – Creating a Metro Board Governing Role and Responsibility Description
- Resolution 22-005 – Creating Metro Board Standing Committee
- Resolution 22-006 – Metro Board Standing Committee Operating Guidelines

These Bylaws and Policies were offered for first reading with adoption requested in February:

- Update to CCTA Bylaws
- Update to KCTA Bylaws
- Rescind Policy No. 1.09 - Executive Committee
- Create Policy No. 1.12 - Board Operations Committee
- Create Policy No. 1.13 - Planning and Development Committee

- Create Policy No. 1.14 – Performance Monitoring Committee
- Create Policy No. 1.15 – External Relations Committee

Motion was made by the KCTA to rescind Policy No. 1.09 and offer for first reading updates to KCTA Bylaws and Policies No. 1.12, No. 1.13, No. 1.14 and No. 1.15.

Motion: Janssen

Support: Breneman

Motion carried by a roll call vote.

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

Nays: None

Absent: Brown

Motion was made by the CCTA to rescind Policy No. 1.09 and offer for first reading updates to CCTA Bylaws and Policies No. 1.12, No. 1.13, No. 1.14 and No. 1.15.

Motion: Britigan

Support: Janssen

Motion carried by a roll call vote.

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

Nays: None

Absent: None

Prior to the motion, discussion ensued that this governance fine-tuning was a good step forward for the Authorities.

In response to a question regarding the appointment process for area municipalities, Britigan noted that the City of Parchment was the only municipality that does not appoint its own representative to the CCTA.

Chair Rosine shared that the determination of the appointment process was addressed in the CCTA Articles of Incorporation which would have to be amended before the bylaws.

Other Boardmembers supported the change allowing Parchment and possibly other municipalities to recommend their own representatives.

A question was raised concerning the CCTA/KCTA Bylaws Section 3.9 "Committee decisions require approval..." The Boards concurred that it should read "Committee recommendations require approval..." Chair Rosine indicated the word change would be shown for the final adoption at the next meeting.

9.) EXECUTIVE DIRECTORS REPORT

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

- Crossroads Mall
- Outreach
- Comprehensive Operational Analysis (COA)
- Western Michigan University Ridership
- KTC Security Reports

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

Exec. Dir. McBride shared that the Crossroads Mall had approached Metro with the proposal that Metro would have to pay \$50,000 annually to access the mall. The Boards discussed the impact of Crossroads Mall requiring payment. Exec. Dir. McBride stated Metro staff was looking into alternative solutions that would have the least impact on riders and their safety.

10.) SUBCOMMITTEE REPORTS

Executive Subcommittee - Chair Rosine reported the Steering Committee and Executive Committee met to discuss the current agenda.

Finance Subcommittee (joint with KCTA) – Did not meet.

Outreach Subcommittee – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee –Aardema reported the new urbanized area definitions were completed. He also reported that Randy Thompson had been appointed KATS Chairperson again.

Local Advisory Committee (LAC) – Did not meet.

11.) CHAIRPERSON REPORT – None

12.) PUBLIC COMMENT – None

13.) MEMBERS TIME – None

14.) ADJOURNMENT

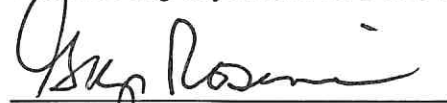
A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.

Motion: Janssen

Support: Brown

Motion carried by voice vote.

The meeting adjourned at 1:45 P.M.



Greg Rosine
CCTA Chairperson



Barbara Blissett
CCTA Clerk



Greg Rosine
KCTA Chairperson



Barbara Blissett
KCTA Clerk