

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

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Rob Branch, Kathy Schultz, Richard Congdon, Barbara Blissett
Others Present: Mary Werme, Earl Cox, Sr., Steve Stepek, Jordan Lyon, John Speeter

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Jeff Breneman, Tafari Brown, Martin Janssen, Aditya Rama, Tim Sloan
KCTA Members Absent: Dusty Farmer, Greg Rosine

A motion was made by KCTA to excuse the absence of Dusty Farmer, Greg Rosine
Motion: Janssen Second: Aardema

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Rod Halcomb, Martin Janssen, Garrylee McCormick, Lisa Moaiery, Randy Thompson

CCTA Members Absent: Chris Burns, Dusty Farmer, Jim Pearson, Greg Rosine

A motion was made by CCTA to excuse the absence of Chris Burns, Dusty Farmer, Jim Pearson, Greg Rosine
Motion: Janssen Second: Aardema

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 February 13, 2023 and for approval of the joint CCTA/KCTA meeting minutes for January 9, 2023 with the correction of Tafari Brown as support for adjournment to Garrylee McCormick.

Motion: Sloan Second: Brown

Motion carried by voice vote.

3.) PUBLIC COMMENT - None

4.) EMPLOYEE WELLNESS PROGRAM

Greg Vlietstra, Dir. Support Services introduced Mary Werme, from Holtyn Wellness, who spoke to the group regarding the Wellness Program being conducted at Metro. She presented a PowerPoint showing all the benefits of proactively taking care of your health. Werme said Metro has seen a significant improvement in those who were actively engaged in the program. (A copy of the PowerPoint is included with the minutes.)

5.) INTER-CITY BUS AGREEMENTS

Exec. Dir. McBride provided background surrounding the use of the Kalamazoo Transportation Center (KTC) as a bus route location for passengers boarding and departing in Kalamazoo. He stated staff was currently engaged in talks with Flixbus (Greyhound), Indian Trails and Miller regarding use of the KTC. McBride stated the agreements would be through a "Facility Use License" and a "Ticketing Agent License." He said because the revenue generated from these agreements will be under \$50,000, they will be administratively approved.

Prior to the motion, Exec. Dir. McBride responded to questions from the Boards regarding the agreements.

6.) FY 2023 GRANT FUNDING FROM MDOT

Dir. of Support Services Vlietstra provided background information regarding the annual grant funding from the Michigan Department of Transportation.

A motion was made by KCTA to adopt a RESOLUTION OF INTENT to apply for annual grant funding from the Michigan Department of Transportation for Fiscal Year 2024 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, Brown, Janssen, Rama, Sloan

Nays: None

Absent: Farmer, Rosine

A motion was made by CCTA to adopt a RESOLUTION OF INTENT to apply for annual grant funding from the Michigan Department of Transportation for Fiscal Year 2024 and authorize the Executive Director to execute documents related to this action.

Motion: Janssen

Support: McCormick

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Halcomb, Janssen, McCormick, Moaiery, Thompson

Nays: None

Absent: Burns, Farmer, Pearson, Rosine

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

Exec. Dir. McBride provided background information regarding the changes to the CCTA and KCTA Governance Structure.

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 adopt 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, Brown, Janssen, Rama, Sloan

Nays: None

Absent: Farmer, Rosine

Motion was made by the CCTA to rescind Policy No. 1.09 and adopt 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, Halcomb, Janssen, McCormick, Moaiery, Thompson

Nays: None

Absent: Burns, Farmer, Pearson, Rosine

Vice-Chair Janssen made sure to identify that Chairpersons to the three committees had been appointed as Aardema, Burns and Farmer by Chair Rosine.

8.) FINAL COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Planning and Development Director Kathy Schultz presented, for review and comment, the Comprehensive Operational Analysis (COA) Report prepared by Foursquare. She said Boris Palchik would be at the April meeting to respond to questions from the Boards. (A copy of the report is filed with the meeting minutes.)

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.

10.) SUBCOMMITTEE REPORTS

Executive Subcommittee – Vice-Chair Janssen reported the Executive Committee met to discuss the current agenda.

Motion was made by the KCTA to appoint the following Joint Nominating Committee for the purpose of recommending a Board Chair and Vice-Chair: Marty Janssen, Aditya Rama, Tim Sloan

Motion: Aardema Support: Janssen

Motion carried by a roll call vote.

Ayes: Aardema, Breneman, Brown, Janssen, Rama, Sloan

Nays: None

Absent: Farmer, Rosine

Motion was made by the CCTA to appoint the following Joint Nominating Committee for the purpose of recommending a Board Chair and Vice-Chair: Rob Britigan, Martin Janssen Lisa Moaiery.

Motion: McCormick

Support: Halcomb

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Halcomb, Janssen, McCormick, Moaiery, Thompson

Nays: None

Absent: Burns, Farmer, Pearson, Rosine

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

Outreach Subcommittee – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee – Did not meet.

Local Advisory Committee (LAC) – Metro Connect Program Manager Richard Congdon shared that Michigan Department of Transportation (MDOT) requires that transit agencies who receive state funding submit Vehicle Accessibility Plan updates every year. He said the Plan ensures that the Metro System is in compliance with providing federally mandated ADA Paratransit service.

Motion was made by the KCTA to approve the FY 2024 Vehicle Accessibility Plan.

Motion: Sloan

Support: Aardema

Motion carried by a roll call vote.

Ayes: Aardema, Breneman, Brown, Janssen, Rama, Sloan

Nays: None

Absent: Farmer, Rosine

Motion was made by the CCTA to approve the FY 2024 Vehicle Accessibility Plan.

Motion: Britigan

Support: McCormick

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Halcomb, Janssen, McCormick, Moaiery, Thompson

Nays: None

Absent: Burns, Farmer, Pearson, Rosine

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: McCormick

Support: Janssen

Motion carried by voice vote.

The meeting adjourned at 12:50 P.M.

Garrylee McCormick
CCTA Vice-Chairperson

Barbara Blissett
CCTA Clerk

Martin Janssen
KCTA Vice-Chairperson

Barbara Blissett
KCTA Clerk