

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
May 8, 2023**

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

1.) KCTA ROLL CALL

*KCTA Members Present: Curtis Aardema, Tafari Brown, Dusty Farmer, Aditya Rama,
Gary Sigman, Tim Sloan, Greg Rosine*
KCTA Members Absent: None

1). CCTA ROLL CALL

*CCTA Members Present: Curtis Aardema, Rob Britigan, Chris Burns, Dusty Farmer,
Garrylee McCormick, Lisa Moaiery, Jim Pearson, Greg
Rosine*

CCTA Members Absent: Rod Halcomb, Randy Thompson

*A motion was made by CCTA to excuse the absence of Rod Halcomb, and Randy
Thompson.*

Motion: Pearson

Second: Aardema

Motion carried by voice vote.

Chair Rosine welcomed the new Kalamazoo County Transportation Authority boardmember Gary Sigman and Kalamazoo County Commissioner Jen Strebs as the new Kalamazoo County liaison to the CCTA and KCTA Boards.

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 May 8, 2023 and for approval of the joint CCTA/KCTA meeting minutes for
April 10, 2023.*

Motion: McCormick

Second: Sloan

Motion carried by voice vote.

3.) PUBLIC COMMENT – County Commissioner Strebs commented that she had spoken with Chair Rosine about the structure of the authorities and looked forward to working with the Boards in the future.

4.) BOARD OPERATIONS COMMITTEE

Chair Rosine reported the Board Operations Committee had met and discussed the May 8th agenda.

Chair Rosine shared the discussion that took place regarding a request from Kalamazoo County to provide a list of attributes and qualifications that would be advantageous for an authority boardmember.

Chair Rosine introduced a new format for evaluating the Executive Director's performance based on the follow-up of the 2022 Board Retreat with Doug Eadie. He commented that the previous type of evaluation process didn't adequately show how the Executive Director was doing. Chair Rosine said future evaluations would be conducted annually. Board development and support, external relations with the community, operational growth and diversification and internal management are the key areas for Executive Director focus.

Chair Rosine reported other discussion was held concerning boardmember orientation and how to recognize departing boardmembers.

5.) PLANNING AND DEVELOPMENT COMMITTEE

Burns reported at the Planning and Development meeting that PowerPoints were viewed and discussed concerning Capital and State Grants and Metro fleet and facilities.

Burns stated the Committee talked about future road construction, Comprehensive Operations Analysis (COA), Microtransit and possible transit hubs.

Exec. Dir. McBride and Dir. of Support Services Vlietstra presented to the Boards the PowerPoints shared at the Board Operations Committee meeting.

6.) PERFORMANCE MONITORING COMMITTEE

Chair Aardema shared the Committee's discussions that included the RFP for security services at the KTC. He said plans are for it to be placed on the Board agenda in June. He stated that as part of the request for proposal process, they would be looking at a variety of criteria and not just the lowest bid. Aardema shared that he and boardmember Halcomb had toured the KTC and surrounding area to get a better understanding of what was needed and expected from the security service.

Aardema commented that bids were again being requested for the janitorial contract and hoped to have a selection ready for approval at the June meeting.

Chair Aardema reported the Committee also discussed monitoring of the COA implementation and revamping the Ridership Report.

7.) EXTERNAL RELATIONS COMMITTEE

Chair Farmer reported the Committee reviewed the revised draft of the Bus Advertising Policy and planned to present to the Board for final approval at the June 12th meeting.

Chair Farmer reported the Committee discussed future projects for public awareness of public transportation which include:

- Update to the Metro website with new features including trip planning and on-line payments
- Legislative Breakfast to be held May 19th

- A Ride Transit Campaign to target residents in routes 2-Portage, 6-Parchment and 7-Alamo including free Token Transit passes
- Various Upcoming Outreach Events
- Bus schedules being updated

8.) EXECUTIVE DIRECTORS REPORT

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

- Human Resources
- Inflation – the Good and the Bad
- Transit Hub
- Shelter Easements
- Safety and Security

Exec. Dir. McBride announced the architect firm of Wendel is under contract to help assess facility needs and for a mobility hub.

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 reported KATS was working on a handful of projects including Parkview at 12th Street, Sprinkle Road, and the downtown reconfiguration to two-way streets. He announced Aditya Rama had joined KATS as the KCTA representative.

Britigan shared Curtis Aardema had been appointed as the Vice-Chair of the KATS Policy Committee.

The Boards discussed the potential impact the new two-way street direction would have on traffic and bus routes during the implementation.

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – Chair Rosine reminded everyone of the Legislative Breakfast on May 19th. He thanked the Committees for their diligence in attending meetings and providing important information and recommendations to the Boards.

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME – Boardmembers noted they were supporting the new governance meeting format and supporting committees.

Aardema encouraged boardmembers to visit the KTC to view the operations and activities during normal hours.

Britigan inquired if Exec. Dir. McBride had been helping the City of Battle Creek as they were exploring a countywide transit system.


13.) ADJOURNMENT

*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.
Motion: McCormick Support: Aardema
Motion carried by voice vote.*

The meeting adjourned at 12:41 PM.




Greg Rosine
CCTA Chairperson



Barbara Blissett
CCTA Clerk



Greg Rosine
KCTA Chairperson



Barbara Blissett
KCTA Clerk