

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
September 11, 2023**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Barbara Blissett

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Dusty Farmer, Aditya Rama, Gary Sigman, Tim Sloan, Greg Rosine

KCTA Members Absent: Tafari Brown

*A motion was made by KCTA to excuse the absence of Tafari Brown.
Motion: Farmer Second: Aardema*

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Dusty Farmer, Rod Halcomb, Lisa Mackie, Garrylee McCormick, Jim Pearson, Greg Rosine

CCTA Members Absent: Chris Burns, Randy Thompson

*A motion was made by CCTA to excuse the absence of Chris Burns and Randy Thompson.
Motion: Pearson Second: Farmer*

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 11, 2023 and for approval of the joint CCTA/KCTA meeting minutes for August 14, 2023.

*Motion: McCormick Second: Sloan
Motion carried by voice vote.*

3.) PUBLIC COMMENT – None

4.) PLANNING AND DEVELOPMENT COMMITTEE

Support Service Dir. Vlietstra reported at the Planning and Development meeting that the budget was reviewed as well at the action items on the September 11th agenda.

Exec. Dir. McBride reviewed the 2024-2025 CCTA Budgets. He presented a PowerPoint of budget highlights and said a Budget Small Group Meeting was held on July 28th 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 CCTA and KCTA to open the public hearing to consider the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Aardema

Second: Halcomb

Motion carried by a voice vote.

No public comments were presented.

A motion was made by CCTA and KCTA to close the public hearing to consider the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Britigan

Second: McCormick

Motion carried by a voice vote.

A motion was made by CCTA to approve the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Halcomb

Second: Aardema

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Halcomb, McCormick, Mackie, Pearson, Rosine

Nays: None

Absent: Burns, Thompson

A motion was made by KCTA to approve the Fiscal Year 2024 and 2025 CCTA Budgets.

Motion: Aardema

Second: Sigman

Motion carried by a roll call vote

Ayes: Aardema, Farmer, Rama, Sigman, Sloan, Rosine

Nays: None

Absent: Brown

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

Dir. Support Services Vlietstra provided a review of the changes to update the Purchasing Manual. He said the manual had not been updated since 2016 so they enlisted the input from the Michigan Public Transit Administration, Federal Transit Administration, Michigan Department of Transportation and the City of Kalamazoo.

Vlietstra stated the significant change to the manual was the change in the following purchasing threshold amounts required to be presented to the Boards for approval:

- Three quotes for purchases of more than \$3,000 changed to \$6,000
- Executive Director approval changed from \$25,000 to \$50,000
- Board approval requirement changed from \$50,000 to \$100,000

Vlietstra said the other changes were basically cleanup of dates, language, and job titles.

A motion was made by KCTA and CCTA to offer for first reading the updates to the Purchasing Manual.

Motion: Halcomb

Second: Aardema

Motion carried by a voice vote.

5.) PERFORMANCE MONITORING COMMITTEE

Chair Aardema shared the Committee's discussions regarding the renewal of Workers Compensation policy with Accident Fund and General Liability Insurance with Michigan Municipal Risk Management Authority (MMRMA). He said the workers compensation insurance total had increased by 16% but was still lower than 2018.

Dir. Support Services Vlietstra indicated that the calculations were based on claims, hours worked and wages.

Exec. Dir. McBride explained to the Boards that previously the property, auto and General Liability Insurance had been handled by the Michigan Transit Pool. He said in 2018 Metro transferred to MMRMA and are now in a bigger insurance pool with other organizations resulting in a significant savings. Exec. Dir. responded to questions from the Boards.

6.) EXTERNAL RELATIONS COMMITTEE

Farmer reported the Committee did not meet but requested Boardmembers to complete the outreach survey and return it.

7.) OPERATIONS COMMITTEE

Chair Rosine reported the Committee reviewed all committee updates and the CCTA/KCTA Operating Agreement.

A motion was made by the CCTA to approve the CCTA/KCTA Operating Agreement for 2023 to 2026.

Motion: Pearson

Support: Farmer

Motion carried by roll call vote.

Ayes: Aardema, Britigan, Farmer, Halcomb, Mackie, McCormick, Pearson, Rosine

Nays: None

Absent: Burns, Thompson

A motion was made by the KCTA to approve the CCTA/KCTA Operating Agreement for 2023 to 2026.

Motion: Farmer

Support: Sloan

Motion carried by roll call vote.

Ayes: Aardema, Farmer, Rama, Sigman, Sloan, Rosine

Nays: None

Absent: Brown

8.) EXECUTIVE DIRECTORS REPORT

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

- Human Resources
- Outreach Activities
- Intracity Bus Services
- Youth Mobility Program

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 discussed microtransit and the potential for service to various areas. He suggested KATS invite the Executive Director to give an overview of the proposed service. Aardema stated that The City of Kalamazoo had pushed back the completion date for the two-way Michigan Avenue Project to 2027. Aardema shared that a Mich Van Program was being considered for increased marketing and outreach by MDOIT for the purpose of using vans for other areas in southwest Michigan. He said this project would garner state funding.

Aardema told the Boards there had been a change in the voting system with KATS. Now he said the number of votes assigned to the various jurisdictions were based on population.

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – Chair Rosine thanked the Boards for their involvement in the budget process and its approval at this meeting. He said he would like Boardmembers to evaluate the governing format/process that was now being followed. Chair Rosine said to discuss it amongst their committee members and let the committee Chair know your thoughts.

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME –

Aardema mentioned he was at Bronco Bash and saw Metro’s display with information for students. He noted his concern for public/county-linked money being used to support other municipal airports.

Garrylee noted the numerous amounts of accidents at the corner of Kalamazoo Avenue and Park Street.

Britigan remarked that since today’s public meeting was for the purpose of approving the FY2024 and FY2025 Budget and no one from the public attended.

Pearson clarified that since the Budget was approved at this meeting, there would be no September 25th CCTA/KCTA Board meeting and asked that notices be distributed.

14.) ADJOURNMENT

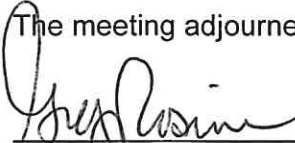
A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.

Motion: McCormick

Support: Mackie

Motion carried by voice vote.

The meeting adjourned at 12:52 PM.




Greg Rosine
CCTA Chairperson



Barbara Blissett
CCTA Clerk



Greg Rosine
KCTA Chairperson



Barbara Blissett
KCTA Clerk