

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

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, David Miller, Katie Shafer, Jodie Lynch, Barbara Blissett  
Others Present: Andrew Haan, Steve Vincenzi, Jim Anderson, Steve Brown, Meg Blinkiewicz, Mike Kosciuk, Steve Stepek, Adam Charette, Melinda Vanderbilt, Felicia Anderson, Devin Hillman, Earl Cox, Sr.

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, July 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\*\* (City of Portage), Martin Janssen (Grand Rapids), Aditya Rama (City of Kalamazoo), Sam Urban\* (City of Portage), Greg Rosine (City of Kalamazoo)*

*KCTA Members Absent: Tim Sloan*

*\*Sam Urban joined the meeting at 11:37 am*

*\*\*Dusty Farmer left the meeting at 12:10 pm*

**1.) CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema (City of Kalamazoo), Rob Britigan (Comstock Township), Chris Burns\* (City of Portage), Dusty Farmer\*\* (City of Portage), Martin Janssen (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: None*

*\*Chris Burns joined the meeting at 11:35 am*

*\*\*Dusty Farmer left the meeting at 12:10 pm*

*\*\*\*Jim Pearson left the meeting at 12:30 pm*

## **2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES**

*The consensus of the Boards was to approve the KCTA and CCTA joint CCTA/KCTA meeting agenda for July 12, 2021 and meeting minutes of June 14, 2021.*

## **3.) PUBLIC COMMENTS**

Earl Cox Sr. commented on the necessity for drivers to have passes at WMU for use of the restroom facilities.

## **4.) DOWNTOWN KALAMAZOO PARTNERSHIP AMBASSADORS PROGRAM**

Exec. Dir. McBride introduced Andrew Haan and Adam Charette who provided a presentation of the newly created Kalamazoo Partnership Ambassadors Program. This program launched in May 2021 with the intent to clean public spaces, provide customer service to downtown visitors and other value-added services. They said the program was taking a proactive approach to welcoming visitors to Kalamazoo and assisting them with various inquiries as well as helping to make Kalamazoo a city that people look forward to visiting or possibly live in.

McCormick stated he had seen the Ambassadors at work and commended Haan for how hard they were working and how friendly they are to everyone. He said he really appreciated their efforts.

## **5.) CCTA PENSION VALUATION AND CITY OF KALAMAZOO OPEB VALUATION REPORTS**

Dep. Dir. Vlietstra introduced Jim Anderson and Mike Kosciuk from GRS Consulting who presented the CCTA Pension Plan Annual Actuarial Valuation Report as of December 31, 2020.

Jim Anderson guided the Boards through the PowerPoint regarding the CCTA's Pension Plan Annual Actuarial Valuation Report and Mike Kosciuk presented the Post Retirement Welfare Benefits Plan. (A copy of the PowerPoint presentation is included with the minutes of the meeting.)

Burns summarized that what the Board wants to do is contribute something of a level amount every year to be a steady amount so we can run normal operations and pay down any liabilities over time or make the contributions we need to make. He said on the pension side of things, we historically have not had to pay anything, and it has been a zero item in our budget. In the past the pension has been overfunded and starting this year it will start to diminish and we will need to be making the normal employer costs somewhere in the neighborhood of \$700,000. Burns said as boardmembers we should be thinking each year \$70,000 should be included in the budget, for the next ten years, to cover the costs.

Burns commented on the OPEB side there is a really significant change due to the changes made by the City of Kalamazoo. He said within the last year we went from a \$13 million liability down to a \$2 million liability. Burns said coming from the OPEB side the financial picture was really good in the sense that monies from operating costs would not be needed to pay off healthcare liabilities.

Chair Rosine thanked Anderson and Kosciuk for their presentations stating it was important information to know when approaching the FY 2022-2023 CCTA budget deliberations.

**5a.) OPEB UNDERFUNDED STATUS WAIVER**

Dep. Dir. Vlietstra commented that Metro’s Other Post-Employment Benefits (OPEB) retiree healthcare plan is pooled in with the City of Kalamazoo. He said this is the second year we have had to seek a waiver from the State Treasurer because the funding level on the OPEB fell below 40% back in September of 2019 and 2020 at the end of our fiscal year. Dep. Dir. Vlietstra said the State was accepting waivers for non-primary governments that have a contribution of less than 12%.

In response to a question of the necessity for this waiver Vlietstra said that it is necessary to avoid underfunded status for providing the retirees qualified healthcare expenses.

*A motion was made to approve the OPEB Underfunded Status Waiver.*

*Motion: McCormick/Aardema                      Support: Britigan/Janssen  
Motion carried by roll call vote.*

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

**6.) KALAMAZOO PUBLIC SCHOOLS AND KYD NETWORK YOUTH MOBILITY AGREEMENT**

Planning/Development Manager Kathy Schultz presented the highlights of the Youth Mobility Agreement since its beginning in 2019. She said Metro staff had been meeting prior to Covid-19 and student bus passes had to stop in March 2020 due to the pandemic. Since then, they have continued to meet and included KYD Net to assist with and working with students and the identification of security protocols. Schultz said as the program moves forward, bus passes will be distributed within the next several months as the schools begin to open.

Meg Blenkeiwicz, KYD Net, commented that she was looking forward to successful year and having the 400 KPS students riding the bus with the youth ambassadors providing a successful ridership plan to assist them.

Steve Brown, City of Kalamazoo, shared that the City with the Foundation for Excellence (FFE) was excited to be a part of the program.

Schultz responded to various questions from the Boards regarding the program.

*A motion was made by KCTA and CCTA to approve a one-year Youth Mobility Fund Project Services Agreement with Kalamazoo Public Schools and KYD Network and authorize the Executive Director to execute all related documents on behalf of CCTA.*

*Motion: Urban/Aardema                      Support Thompson/Moaiery  
Motion carried by roll call vote.*

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

## 7.) CONSIDERATION OF KCTA MILLAGE BALLOT LANGUAGE

Exec. Dir. McBride stated that while developing this language the millage rate was considered by the Finance Subcommittee and the Board gave a general direction to offer a pure millage renewal rate of 0.3124 mills. He said the original millage rate five years ago was 0.315 but has since been reduced by the State of Michigan Headley Amendment. Exec. Dir. McBride noted that since the discussion at the last meeting and with the Finance Subcommittee, the ballot language had been changed slightly: 1) add the words "continue to levy a tax..." 2) the KCTA provides on demand public transportation van services to all Kalamazoo County through the Metro Connect Program.) He said these changes were made to provide more clarity for the voters.

*A motion was made by the KCTA to adopt Resolution 21-002 Transportation Millage Request for 2021.*

*Motion: Janssen Support: Urban  
Motion carried by roll call vote.*

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

## 8.) CCTA/KCTA ETHICS AND VALUES POLICY

Exec. Dir. McBride stated CCTA/KCTA Ethics and Values Policy was offered for first reading at the June 14<sup>th</sup> meeting and was now up for final adoption.

*A motion was made by the KCTA and CCTA to adopt Policy No. 1.04 Ethics and Values.*

*Motion: Janssen/Britigan Support: Aardema/McCormick  
Motion carried by roll call vote.*

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

## 9.) EXECUTIVE DIRECTOR REPORT

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

- Human Resources
- Service Updates
- Retirements
- Hires
- KTC Security Reports
- Emergency Services
- Monthly Ridership Reports

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

Exec. Dir. McBride commented that the front doors on the buses were opened for boarding and as of August 2<sup>nd</sup>, Metro will be resuming the collection of fares.

**10.) SUBCOMMITTEE REPORTS**

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda.

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – Aardema commented that boardmembers could review the documents provided for their presentations and begin contacting their assigned jurisdictions to reserve a spot on the meeting agenda. He reminded everyone to check the format that the local governments are using to conduct their meetings.

Chair Rosine encouraged boardmembers to ask for support of the upcoming millage election either as a governmental unit or personally.

Pension Board – Did not meet.

Policy Update Subcommittee (Joint with KCTA) – Brown reported that the subcommittee had met to review the final drafts for presentation to the Boards and approval of first reading.

*A motion was made by the KCTA and CCTA to offer for first reading the KCTA and CCTA policies as recommended by the Policy Subcommittee as presented.*

*Motion: Aardema/Thompson Support: Urban/McCormick  
Motion carried by roll call vote.*

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

Prior to the vote, Britigan asked before final adoption, Policy No. 1.07 Board Attendance, that this policy follows the Boards' bylaws.

KATS Policy Committee – Aardema reported on the ongoing road projects in process.

Millage Subcommittee – Urban reported the subcommittee had met to finalize the ballot language and they also discussed marketing strategies.

Local Advisory Committee (LAC) – No Meeting

**11.) CHAIRPERSON REPORT** – Chair Rosine asked that prior to the August 9<sup>th</sup> meeting consideration be given to meeting in-person at Metro. He said he would evaluate the latest reports on the pandemic and what other governmental units are doing prior to the next meeting before making a final decision.

**12.) PUBLIC COMMENT** – Felicia Anderson commented on the safety of the drivers and the removal of the barriers.

Earl Cox, Sr. commented that due to having to monitor and remind passengers of the mask policy that is considered a hazard to the drivers and should result in hazard pay. He also commented on the overtime being forced on some of the drivers.

Devin Hillsman stated drivers are being put at risk with the current situation of no barriers, masks being worn inappropriately and forced overtime.

**13.) MEMBERS TIME** – Burns inquired about the Comprehensive Operational Analysis and was told that proposals for the project were due that day.

Thompson stated Comstock Township had returned to in-person meetings.

**14.) ADJOURNMENT**

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


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

*Motion carried by roll call vote.*

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

The meeting adjourned at 1:03 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