

**Meeting Minutes**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**May 10, 2021**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Barbara Blissett  
Others Present: Earl Cox, Sr., Alisha Lewis, Jermaine King

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, May 10, 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), Martin Janssen (City of Grand Rapids), Aditya Rama\* (City of Kalamazoo), Tim Sloan (Oshtemo Township), Sam Urban (City of Portage), Greg Rosine (City of Kalamazoo)*

*KCTA Members Absent: Tafari Brown, Dusty Farmer*

*\*Aditya Rama arrived at 11:34 am.*

**1). CCTA ROLL CALL**

*CCTA Members Present: Curtis Aardema (City of Portage), Rob Britigan (Comstock Township), Chris Burns (City of Portage), Martin Janssen (City of Grand Rapids), Garrylee McCormick (City of Kalamazoo), Lisa Moaiery (Kalamazoo Township), Jim Pearson\* (City of Portage), Greg Rosine (City of Kalamazoo)*

*CCTA Members Absent: Rob Bricker, Dusty Farmer, Randy Thompson*

*\*Jim Pearson arrived at 11:38 am.*

*A motion was made by CCTA to excuse the absence of Rob Bricker.*

*Motion: Pearson*

*Support: McCormick*

*Motion carried by roll call vote.*

*Ayes: Aardema, Britigan, Burns, Janssen, McCormick, Moaiery, Pearson, Rosine*

*Nays: None*

*Absent: Bricker, Farmer, Thompson*

**2.) REQUEST FOR APPROVAL OF AGENDA**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for May 10, 2021.*

*Motion: Sloan/McCormick                      Support: Urban/Aardema*

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

**3.) REQUEST FOR APPROVAL OF MINUTES**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting minutes for April 12, 2021.*

*Motion: Sloan/Aardema                      Urban      Support: Urban/McCormick*

*Motion carried by roll call vote.*

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

**4.) TRANSIT SERVICE AGREEMENT BETWEEN TEXAS TOWNSHIP, KVCC AND CCTA**

Exec. Dir. McBride provided background information for the expiring service agreement with Texas Township and Kalamazoo Valley Community College (KVCC). He said the service was designed to continue fixed-route bus service to Texas Township and KVCC by utilizing Route 11-Stadium Drive to cover 9<sup>th</sup> Street. Exec. Dir. McBride stated because Texas Township is outside the CCTA Fixed-Route Bus Service Area it falls under the CCTA Policy 1.0.

Ex. Dir. McBride said the rate charged Texas Township and KVCC would be the approved CCTA 2021 tax levy of 0.75 mills.

Prior to the motion, Aardema asked for clarification concerning the CCTA policy regarding service contracts for institutions/jurisdictions outside the CCTA boundaries. He said he had the understanding that there could be no renewals to existing contracts. Discussion took place and Exec. Dir. McBride referred to the CCTA policy updated February 11, 2019 stating the section regarding contract renewal had been removed.

*A motion was made by the CCTA to approve the Transit Service Agreement with Texas Township and Kalamazoo Valley Community College and the CCTA for the period July 1, 2021 through June 30, 2026 and authorize the Executive Director to execute all related documents.*

*Motion:      McCormick                      Second: Britigan*

*Motion carried by roll call vote.*

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

**5.) WESTERN MICHIGAN UNIVERSITY SERVICE AGREEMENT**

Planning/Development Manager Kathy Schultz said Metro had been providing bus service to the WMU campus since 1998 and the service agreement being presented for approval was for the 2021-2022 school year. She said the agreement included the same Covid-19 restrictions as well as service to Ring Road and Parkview campus. Schultz stated the agreement would be in effect from August 1, 2021 to July 31, 2022.

*A motion was made to approve the extension of the 2020-2021 Service Agreement between Western Michigan University and the Central County Transportation Authority for a period of one year (August 1, 2021 to July 31, 2022) in the amount of \$1,150,000.*

*Motion: Sloan/Janssen      Second: Aardema/Janssen*

*Motion carried by roll call vote.*

*Ayes:            Aardema, Britigan, Burns, Janssen, McCormick, Moaiery, Pearson, Rama, Sloan, Urban, Rosine*

*Nays:            None*

*Absent:         Bricker, Brown, Farmer, Thompson*

*Abstention:   Breneman*

**6). COMPREHENSIVE OPERATIONAL ANALYSIS**

Planning/Development Manager Kathy Schultz said that a Comprehensive Operational Analysis is a study most transit agencies undertake to do a complete look at the existing public transportation system in place and identify service improvements. Schultz provided a PowerPoint explaining the study (A copy is filed with the meeting minutes and available on the Kmetro.com website). She said in 2009 and 2010 Perteet, a consultant firm, conducted a Comprehensive Operational Analysis (COA) of the Metro system and Metro Connect. Schultz explained that since the last study was done 10 years ago, it was time to seek the latest recommendations for cost-neutral, short-term, and long-term improvements to the system. Schultz stated that this analysis would provide input from stakeholders, the public as well as the Boards.

Discussion took place regarding the timeline and scope of the analysis.

Exec. Dir. McBride informed the Board this item was informational and a Request for Proposals (RFP) is in the process with plans to have public/business input and a Board retreat for feedback prior to finalizing the analysis report.

**7). WHEELCHAIR RAMPS PURCHASE**

Dep. Dir. Vlietstra provided information for the purchase of eight wheelchair ramps. He explained each fixed-route bus has wheelchair lift and they are nearing the end of their life expectancy He said the lifts being purchased would offer easier passenger boarding at several different levels. Dep. Dir. Vlietstra stated Gillig, LLC had submitted the lowest bid response, and Metro has been satisfied with their service, product and pricing in the past.

*A motion was made by KCTA and CCTA to approve a contract with Gillig, LLC for the purchase of eight wheelchair ramps in the amount of \$56,137.12 and authorize the Executive Director to execute all related documents on behalf of Metro.*

*Motion: Sloan/McCormick      Support Janssen/Janssen*

*Motion carried by roll call vote.*

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

## **8) EXECUTIVE DIRECTOR REPORT**

Exec. Dir. McBride informed the Boards that rural Boardmember Rob Bricker had officially resigned due to work constraints. He said a search would begin to find a replacement to submit to the County for approval.

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

- COVID-19 and Service Update
- Triennial Review
- Human Resources
- KTC Security Reports
- Ridership Report

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

## **9.) SUBCOMMITTEE REPORTS**

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda and the CCTA/KCTA Board Subcommittee recommendations.

### 9.a1. Assignments to Subcommittees

Chair Rosine provided a list of the 2021 CCTA/KCTA Subcommittee Appointments with the addition of a Policy Update Subcommittee:

*Executive Subcommittee (Joint): Mr. Breneman (KCTA) and Mr. Britigan (CCTA), Ms. Farmer (CCTA/KCTA), Mr. Janssen (CCTA/KCTA), Mr. McCormick (CCTA), Mr. Rosine (CCTA/KCTA)*

*Finance Subcommittee (Joint): Mr. Breneman (KCTA), Mr. Burns (CCTA), Mr. Brown (KCTA), Mr. Pearson (CCTA), Mr. Rama (KCTA), Mr. Urban (KCTA)*

*Outreach Subcommittee (Joint): Mr. Aardema (CCTA/KCTA), Mr. Brown (KCTA), Mr. Janssen (CCTA/KCTA), Mr. Thompson (CCTA), Mr. Sloan (KCTA), Ms. Moaiery (CCTA).*

*Pension Board (CCTA): Mr. Burns (CCTA), Mr. McCormick (CCTA)*

*Millage Subcommittee (Joint): Mr. Aardema (CCTA/KCTA), Mr. Breneman (KCTA), Mr. Burns (CCTA), Mr. Urban (KCTA).*

*Policy Update Subcommittee (Joint): Mr. Aardema (CCTA/KCTA), Mr. Rama (KCTA), Mr. Urban (KCTA)*

*KATS Policy Committee: Mr. Aardema (CCTA/KCTA), Mr. Janssen (KCTA)*

*A motion was made by KCTA and CCTA to approve the recommendations for the 2021 CCTA/KCTA Subcommittees.*

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

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

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – No meeting.

Pension Board – No meeting.

Policy Update Subcommittee (Joint with KCTA) – Rama reported that the subcommittee proposed to remove several redundant policies and new policies are being rewritten to merge the two Boards' policies.

KATS Policy Committee – Aardema reported KATS updates on the TIP amendments and Portage Road construction.

Millage Subcommittee – No meeting.

Local Advisory Committee (LAC) –

*A motion was made by KCTA and CCTA to approve a recommendation from the Local Advisory Committee to appoint Tim Sloan to the LAC for a three-year term.*

*Motion: McCormick/Aardema                      Support Breneman/Burns*  
*Motion carried by roll call vote.*

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

**10.) CHAIRPERSON REPORT** – Chair Rosine commented that he was looking forward to the Comprehensive Operational Analysis and the Board retreat. He said several of the subcommittees should be meeting within the next month.

**11.) PUBLIC COMMENT** – Earl Cox, Sr. asked that the Covid-19 premium pay continue as well as the backdoor entry on buses. He also asked for restroom facilities for drivers on Routes 3 and 16. He requested that public comments be allowed again at the beginning of each meeting.

## **12.) MEMBERS TIME**

Britigan thanked Boardmember Rob Bricker for his service.

Janssen suggested the Outreach Subcommittee should begin its process soon for the upcoming millage


**13.) ADJOURNMENT**


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


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

The meeting adjourned at 12:48 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