Meeting Minutes CENTRAL COUNTY TRANSPORTATION AUTHORITY KALAMAZOO COUNTY TRANSPORTATION AUTHORITY

Joint Regular Meeting October 11, 2021

Place:

Metro Administration Building, 530 N. Rose Street

Time:

11:30 A.M.

Staff Present:

Sean McBride, Greg Vlietstra, Kathy Schultz, Rob Branch, Richard

Congdon, Juvar Curtis, Jodie Lynch, Keshia Woodson-Sow, Annette

Arkush, Barbara Blissett

Others Present:

Earl Cox, Sr., Stephanie Shaw, Laura Pennell, Richard Cherry

"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, October 11, 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 (Oshtemo Township), Martin Janssen (City of Grand Rapids), Aditya Rama (City of Kalamazoo), Sam Urban (City of Kalamazoo), Greg Rosine (City of Kalamazoo)

*Jeff Breneman arrived at 11:33 a.m.

1.) CCTA ROLL CALL

CCTA Members Present:

Curtis Aardema (City of Portage), Rob Britigan (Comstock Township), Chris Burns (City of Portage*), Dusty Farmer (Oshtemo Township), Martin Janssen (City of Grand Rapids), Garrylee McCormick (City of Kalamazoo), Lisa Moaiery (Kalamazoo Township), Randy Thompson (Comstock Township), Greg Rosine (City of Kalamazoo)

CCTA Members Absent:

Jim Pearson

*Chris Burns arrived at 11:47 a.m.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA to approve the October 11th meeting agenda and the CCTA/KCTA meeting minutes of September 13, 2021.

Motion: Aardema/Britigan

Support: Britigan/Aardema

Motion carried by roll call vote.

Ayes:

Aardema, Breneman, Britigan, Brown, Farmer, Janssen, McCormick,

Moaiery, Rama, Thompson, Urban, Rosine

Nays:

None

Absent:

Pearson

3.) PUBLIC COMMENTS - None

4.) MASTER AGREEMENT WITH MDOT FOR PUBLIC TRANSPORTATION PROJECTS

Exec. Dir. McBride explained the process required to receive the funding from the Michigan Department of Transportation (MDOT) for all State administered Federal transit grants, State match grants and 100% State funded grants for transit-related capital and operating programs.

A motion was made by CCTA to adopt Resolution No. 21-004 regarding acceptance of the MDOT Master Agreement No. 2022-0030 for Public Transportation Projects.

Motion: McCormick

Second: Janssen

Motion carried by a roll call vote.

Ayes:

Aardema, Britigan, Burns, Farmer, Janssen, McCormick, Moaiery,

Thompson, Rosine

Nays:

None

Absent:

Pearson

5.) PURCHASE OF VANS AND MEDIUM-DUTY BUSES

Dep. Dir. Vlietstra stated the purchase of twelve light-duty and two medium-duty buses would be replacing vehicles in Metro's fleet that are beyond useful life and would be used in the Metro Connect county-wide demand/response service.

Dep. Dir. Vlietstra shared that the purchase would be made from Hoekstra Transportation through the MiDeal Extended Purchasing Program.

Prior to the motion, Vlietstra and Rob Branch responded to questions regarding the purchase.

A motion was made by the KCTA and the CCTA to approve a purchase with Hoekstra Transportation for twelve light-duty vans for \$628,920 (\$52,410 each) and two medium-duty buses for \$221,736 (\$110,868 each) and authorize the Executive Director to execute all documents related to the action on behalf of CCTA.

Motion: Aardema/McCormick

Support: Urban/Britigan

Motion carried by roll call vote.

Ayes:

Aardema, Britigan, Brown, Burns, Farmer, Janssen, McCormick, Moaiery,

Rama, Sloan, Thompson, Urban, Rosine

Navs: None

Absent:

Pearson

6.) SECURITY PLUS CONTRACT CHANGE ORDER

Dep. Dir. Vlietstra presented to the Boards the need for a change order to the contract with Security Plus for security at the Kalamazoo Transportation Center (KTC). He explained the contract began in 2018 with two previous change orders due to the increase in the scope of work involved. Dep. Dir Vlietstra stated that recently the Kalamazoo County Sheriff's Office had to withdraw from the contract due to the lack of staff and the need for additional security hours at the KTC was necessary.

A motion was made by the KCTA and CCTA to approve the contract change order with Security Plus for additional security guard services at an amount not to exceed \$275,000 for July 1, 2021 through June 30, 2022 and to authorize the Executive Director to execute all documents related to this purchase.

Motion: Aardema/Farmer

Support: Farmer/Aardema

Motion carried by roll call vote.

Ayes:

Aardema, Breneman, Britigan, Brown, Farmer, Janssen, McCormick,

Moaiery, Rama, Sloan, Thompson, Urban, Rosine

Nays:

None

Absent:

Burns, Pearson

7.) METRO BUS STOP AND SHELTER UPDATE

Planning and Development Manager Kathy Schultz gave a PowerPoint presentation on Metro's bus stops and bus shelters. She said Metro currently has 708 bus stops along the fixed-route system and bus shelters throughout the community. (A copy of the PowerPoint is included with the meeting minutes.)

Schultz summarized the previous studies performed and noted that in 2019 Metro began the implementation of new bus stop signs providing additional information for riders of the system including Braille.

Schultz shared the policy for maintenance of the bus stops and shelters for the year including snow removal during the winter.

Aardema inquired about the possibility of branding the bus shelters.

Chair Rosine noted in the report that the bus stops/shelters were at 35% ADA compliance and wondered when there would be improvements to increase that ratio.

Burns asked about snow removal for shelters and bus stops

8.) PROPOSED AGENDA ITEMS FOR 2022-2023

Exec. Dir. McBride briefed the Boards on the anticipated agenda items for 2022-2023.

9.) EXECUTIVE DIRECTOR REPORT

Richard Congdon, ADA Special Projects Manager, and Juvar Curtis, Program Coordinator, presented an overview of the Metro Connect and Metro Share programs, ridership and training given.

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

- Comprehensive Operational Analysis
- KTC Security Reports
- Human Resources
- Service Updates
- Youth Mobility

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

10.) SUBCOMMITTEE REPORTS

<u>Executive Committee</u> – Chair Rosine stated the Executive Committee reviewed the current meeting agenda and discussed the Executive Director's performance review. He said he still had not received several evaluation responses from boardmembers and asked that they be sent to him soon to be able to complete the process and present the results at the November meeting.

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

Pension Board - Did not meet.

<u>KATS Policy Committee</u> – Aardema reported on current road projects including those that were affecting Metro routes.

Millage Subcommittee - Did not meet.

<u>Local Advisory Committee (LAC)</u> – Did not meet.

11.) CHAIRPERSON REPORT – Chair Rosine reminded boardmembers to turn in the Executive Director's Performance Evaluation if they had not done so.

12.) PUBLIC COMMENT – None

13.) MEMBERS TIME – Farmer reminded everyone to apply and use an Absentee Ballot for the November 2nd election.

Burns thanked staff for a great job on the reports presented.

14.) ADJOURNMENT

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

Motion: Urban/Britigan Support: Aardema/Burns

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Britigan, Brown, Burns, Farmer, Janssen,

McCormick, Moaiery, Rama, Sloan, Thompson, Urban, Rosine

Nays: None Absent: Pearson

CCTA/KCTA Minutes October 11, 2021

The meeting adjourned at 12:52 P.M.

Greg Rosine CCTA Chairperson

Greg Rosine

KCTA Chairperson

Barbara Blissett CCTA Clerk

Barbara Blissett KCTA Clerk