# Meeting Minutes CENTRAL COUNTY TRANSPORTATION AUTHORITY KALAMAZOO COUNTY TRANSPORTATION AUTHORITY

Joint Regular Meeting September 13, 2021

Place:

Metro Administration Building, 530 N. Rose Street

Time:

11:30 A.M.

Staff Present:

Sean McBride, Greg Vlietstra, Kathy Schultz, Rob Branch, Cheryl Pesti,

Richard Congdon, Keshia Woodson-Sow, Barbara Blissett

Others Present:

Earl Cox, Sr., Jeff Hamilton, Jermaine King, Anthony Harp, Stephanie

Shaw, Laura Pennell, Dion Bates

"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, September 13, 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 (Cooper Township), Aditya Rama (City of Kalamazoo), Sam Urban (City of Galesburg), Greg Rosine (City of Kalamazoo)

KCTA Members Absent:

Tim Sloan

A motion was made by the KCTA to excuse the absence of Tim Sloan.

Motion: Janssen

Second: Aardema

Motion carried by roll call vote.

Ayes:

Aardema, Breneman, Brown, Farmer, Janssen, Rama, Urban, Rosine

Nays:

None

Absent:

Sloan

# 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 (Cooper Township), 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

# 2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA to approve the September 13<sup>th</sup> meeting agenda and the CCTA/KCTA meeting minutes of August 9, 2021.

Motion: Aardema/Urban Support: Farmer/McCormick

Motion carried by roll call vote.

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

McCormick, Moaiery, Pearson, Rama, Thompson, Urban, Rosine

Nays: None Absent: Sloan

3.) PUBLIC COMMENTS – Earl Cox, Sr. inquired about the installation timing for the retro air quality kits for the buses and commented on the monthly Kalamazoo Transportation Center (KTC) security reports and if the 35' buses were being phased out with the purchase of more 40' buses.

#### 4a.) PRESENTATION OF PROPOSED CCTA FY 2022 AND FY 2023 BUDGETS

Exec. Dir. McBride reviewed the CCTA 2022 and 2023 Proposed Budgets.

A motion was made by KCTA and CCTA to open the public hearing to consider the Fiscal Year 2022 and 2023 CCTA Budgets.

Motion: Breneman/Britigan Second: Urban/Aardema

Motion carried by a roll call vote.

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

McCormick, Moaiery, Pearson, Rama, Thompson, Urban, Rosine

Nays: None Absent: Sloan

A motion was made by KCTA and CCTA to close the public hearing to consider the Fiscal Year 2022 and 2023 CCTA Budgets.

Motion: Breneman/Britigan Second: Farmer/McCormick

Motion carried by roll call vote.

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

McCormick, Moaiery, Pearson, Rama, Thompson, Urban, Rosine

Nays: None Absent: Sloan

## 4b.) CCTA FISCAL YEAR 2022 AND 2023 BUDGETS

Chair Rosine indicated there had been two small group meeting opportunities to review and ask questions prior to the public hearing. Comments/questions were received from the Boards and the public that included:

- Route planning
- Budgeting for Operating Reserves or Capital Expenditures
- Fund Balance
- Farebox Revenues

A motion was made by the KCTA and CCTA to adopt the Fiscal Year 2022 and 2023 CCTA Budget.

Motion: Breneman/McCormick

Second: Janssen/Britigan

Motion carried by roll call vote.

Ayes:

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

McCormick, Moaiery, Pearson, Rama, Urban, Thompson, Rosine

Nays:

None Sloan

Absent:

# 5.) RENEW GENERAL LIABILITY INSURANCE

Dep. Dir. Vlietstra stated that the CCTA utilizes Michigan Municipal Risk Management Authority (MMRMA) for property, auto and liability insurance coverage. He said over the past several years Metro has undertaken a comprehensive review of its insurance coverages that had led to consolidating under MMRMA. Dep. Dir. Vlietstra noted that the insurance premium shows an increase of approximately 4%.

Prior to the motion, Vlietstra responded to a question from Britigan that the increase in liability was to be prepared in case of a catastrophic loss of buses.

A motion was made by the CCTA to approve the renewal of General Liability Insurance from October 1, 2021 to September 30, 2022 with Michigan Municipal Risk Management Authority in the amount of \$302,240 and authorize the Executive Director to execute all related documents.

Motion: Aardema

Support: Burns

Motion carried by roll call vote.

Ayes:

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

Thompson, Rosine

Nays: None

Absent: None

# 6.) CONSIDERATION TO PURCHASE 40' BUSES

Dep. Dir. Vlietstra explained the purchase of four low-floor buses 40' buses would be replacements for older vehicles past their useful life. He said all the newer features including security barriers and fresh air intake systems, wheelchair restraint systems and additional storage would be available with these buses. Vlietstra indicated that the buses would be delivered in about 14 months.

Rob Branch, Fleet & Facilities Manager, spoke about the differences between the 40' and 35' buses and the process to determine the needs for Metro's moving into the future.

A motion was made by the KCTA and CCTA to approve the purchase of four 40' buses from Gillig Corporation and to authorize the Executive Director to execute all documents related to this purchase.

Motion: McCormick/Aardema

Support: Britigan/Farmer

Motion carried by roll call vote.

Ayes:

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

McCormick, Moaiery, Pearson, Rama, Thompson, Urban, Rosine

Nays:

None Sloan

Absent:

# 7.) KCTA MILLAGE UPDATE

Exec. Dir. McBride shared that "Know the Facts" postcards would be mailed to Kalamazoo County residents in the next few weeks and absentee ballots were in the process of being mailed to residents also. He said the attached Special Report would be emailed to an extensive list of partner organizations in the community giving useful information regarding the upcoming millage. (A copy of the Special Report is included with the meeting minutes.)

Exec. Dir. McBride indicated there was an updated jurisdictional listing for boardmembers to us when scheduling their informational presentations. He invited boardmembers to contact him or Ms. Blissett to assist with making arrangements and receiving handouts for distribution.

Chair Rosine inquired whether the picture/visual information would be changed to include the required masking. Exec. Dir. McBride stated that the marketing firm helping with the creation of educational materials recommended photos without masks.

#### 8.) EXECUTIVE DIRECTOR REPORT

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

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

Program Manager Richard Congdon provided an update about the Metro Connect Services with statistics for the past 2 years.

Laura Pennell of Apple Bus shared that they had hired additional drivers to help meet the demands of additional rides due to Covid.

Janssen commented on his appreciation for Apple Bus and all they do in these difficult times.

Dion Bates of Security Plus stated that collectively staff had 50 plus years of experience with the Kalamazoo Department of Public Safety. He indicated they were up to the task for the additional requirements needed for the Kalamazoo Transportation Center (KTC) with the goal of keeping everyone safe. Bates responded to questions from the Board about protocols they would follow.

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

#### 9.) SUBCOMMITTEE REPORTS

<u>Executive Committee</u> – Chair Rosine thanked Apple Bus and Richard Congdon for the updates on services and Metro Connect drivers for taking on the role of essential workers during the pandemic.

Chair Rosine asked those Boardmembers that had not returned the Executive Director's evaluation form to do so by the next week so it could be addressed at the October meeting.

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

<u>Pension Board</u> – Burns reported that the returns from the second quarter investments were good and the last five quarter returns were doing well as the stock markets had shown.

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

Millage Subcommittee - Did not meet.

Local Advisory Committee (LAC) - Did not meet.

1.) CHAIRPERSON REPORT – Chair Rosine thanked staff and Apple Bus for the updates on how Apple Bus is operating during the pandemic and is encouraged by the increase in ridership.

Chair Rosine thanked the bus drivers for Metro and Apple Bus as frontline essential workers who take on additional risks every day to serve the community. He said they deserve recognition and the CCTA and KCTA Boards definitely appreciate their service.

- <u>12.) PUBLIC COMMENT</u> Farmer presented a letter she had received from a resident at Evergreen North expressing her concerns about the elimination of the bus stop at that location.
- <u>13.) MEMBERS TIME</u> Aardema reminder to Boardmembers to fulfill their outreach presentations throughout the County.

Urban shared that Friends of Transit would be meeting regarding the KCTA millage and if anyone was interested, he would provide the information.

Britigan echoed Chair Rosine's comments regarding the Metro and Apple Bus drivers. He also thanked Exec. Dir. McBride and staff for a smooth and concise budget process. Britigan thanked Security Plus for stepping up to the plate to help make the KTC a place people would be proud to frequent.

Burns asked questions regarding management of Covid related decisions and the Boards' role in setting Covid related policy.

#### 14.) ADJOURNMENT

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

Motion: Urban/Britigan Support: Aardema/Moaiery

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

# CCTA/KCTA Minutes September 13, 2021

The meeting adjourned at 12:52 P.M.

Greg Rosine CCTA Chairperson

KCTA Chairperson

**CCTA Clerk** 

Barbara Blissett

KCTA Clerk