



Connecting People Throughout  
Kalamazoo County

**NOTICE AND AGENDA**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)**  
**January 12, 2026**  
**Regular Meeting**

*The next joint CCTA/KCTA Regular meeting will be held on*  
*Monday, February 9, 2026 at 11:30 a.m.*

PLEASE BE ADVISED the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, January 12, 2026 at 11:30 a.m. for the purpose of:

|    | <b>Item</b>  | <b>KCTA Action</b> | <b>CCTA Action</b> |
|----|--|--------------------|--------------------|
| 1. | Roll Call  |                    |                    |
| 2. | Consent Agenda   | Voice Vote         | Voice Vote         |
|    | a. Agenda for January 12, 2026*  |                    |                    |
|    | b. Minutes for December 8, 2025*   |                    |                    |
| 3. | Public Comment   |                    |                    |
| 4. | Planning & Development Committee   |                    |                    |
|    | a. Action Items  |                    |                    |
|    | b. Informational Items   |                    |                    |
| 5. | Performance Monitoring Committee   |                    |                    |
|    | a. Action Items  |                    |                    |
|    | 1. Consideration to Approve the Purchase of two 40' Buses from Gillig Corporation*       | Roll Call          | Roll Call          |
|    | b. Informational Items   |                    |                    |
|    | 1. Performance Monitoring Committee Notes of December 16, 2025*                          |                    |                    |
| 6. | External Relations Committee   |                    |                    |
|    | a. Action Items  |                    |                    |
|    | b. Informational Items   |                    |                    |
|    | 1. Jurisdictional Outreach Update*   |                    |                    |
| 7. | Board Operations Committee   |                    |                    |
|    | a. Action Items  |                    |                    |
|    | b. Informational Items   |                    |                    |
|    | 1. Board Operations Committee Meeting Notes of December 18, 2025*                        |                    |                    |
| 8. | Report from Executive Director*  |                    |                    |
|    | a. Action Items  |                    |                    |
|    | 1. Consideration to Approve Payment to the Kalamazoo County for the 2025 Election Costs* | Roll Call          | Roll Call          |
|    | b. Update Metro Link*  |                    |                    |



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|     |  |            |            |
|-----|--|------------|------------|
| 9.  | Other Reports                                      |            |            |
|     | a. Pension Board                                   |            |            |
|     | b. KATS  |            |            |
|     | c. Local Advisory Committee (LAC)                  |            |            |
|     | d. On-Demand Services Ambassador Report*           |            |            |
| 10. | Chairperson's Report                               |            |            |
| 11. | Public Comment                                     |            |            |
| 12. | Members' Time                                      |            |            |
| 13. | Closed Session – Motion to go into Closed Session* | Voice Vote | Voice Vote |
|     | 1. Motion to return to Regular Meeting             | Voice Vote | Voice Vote |
| 13. | Adjournment  | Voice Vote | Voice Vote |

\*Indicates attachments included in agenda packet

The meeting will be held in the Metro Linda Teeter Community Room, 530 N. Rose Street, Kalamazoo, MI. Questions regarding the meeting may be addressed to the Central County Transportation Authority, 530 N. Rose St., Kalamazoo, MI 49007, or by calling (269) 337-8087.

MEETINGS OF THE CENTRAL COUNTY TRANSPORTATION AUTHORITY AND KALAMAZOO COUNTY TRANSPORTATION AUTHORITY ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, SEXUAL ORIENTATION, OR GENDER IDENTITY. CENTRAL COUNTY TRANSPORTATION AUTHORITY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE CCTA/KCTA BY WRITING OR CALLING CENTRAL COUNTY TRANSPORTATION AUTHORITY 530 N. ROSE ST., KALAMAZOO, MICHIGAN 49007 (269) 337-8087; TDD PHONE: (269) 383-6464

**CENTRAL COUNTY TRANSPORTATION AUTHORITY  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
Joint Regular Meeting  
December 8, 2025**

Place: Metro Administration Building, Kalamazoo, MI  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Richard Congdon, Barbara Blissett  
Others Present: None

## 1.) KCTA ROLL CALL

**KCTA Members Present:** *Curtis Aardema, James Ayers, Paul Ecklund, Dusty Farmer, Aditya Rama, Gary Sigman, Tim Sloan*  
**KCTA Members Absent:** *Tafari Brown, Greg Rosine*

## 1.) CCTA ROLL CALL

**CCTA Members Present:** *Curtis Aardema, Nicole Beauchamp, Chris Burns, Dusty Farmer, Christyn Johnson, Lisa Mackie, Garrylee McCormick,*  
**CCTA Members Absent:** *Jim Pearson, Greg Rosine*

*A motion was made to excuse, Pearson.*

*Motion: Farmer* *Second: McCormick*  
*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 November 10, 2025, and the corrected CCTA/KCTA meeting minutes from October 13, 2025 and regular minutes of November 10, 2025.*

KCTA Motion: Sloan      Second: Ayers  
CCTA Motion: McCormick      Second: Mackie

### *Motion carried by voice vote.*

### **3.) PUBLIC COMMENTS – None**

#### 4.) PLANNING AND DEVELOPMENT COMMITTEE

Committee Chair Ayers reported the committee had met to discuss the Public Transit Human Services Plan (PTHS) Update. On-Demand Services Manager Richard Congdon provided a historical overview of the Plan and how it began in 2009. He noted that it is required to receive Federal funding for Section 5310 which has been used to purchase vehicle purchases, microtransit services and travel training. Congdon said a survey was conducted to assess the needs of individuals with a disability and seniors. Some key priorities identified in the survey include serving rural areas, bus stop and shelter improvements, awareness of the program and expansion of Metro Share. Congdon stated it was a requirement to update the Plan every two years.

*A motion was made by KCTA and CCTA to approve the 2025 Public Transit Human Services Plan Update.*

KCTA Motion: Sigman      Second: Ecklund  
CCTA Motion: Burns      Second: Farmer

*Motion carried by a roll call vote.*

Ayes:      Aardema, Ayers, Ecklund, Farmer, Rama, Sigman, Sloan  
Nays:      None  
Absent:      Brown, Rosine

Ayes:      Aardema, Beauchamp, Burns, Farmer, Johnson, Mackie, McCormick,  
Nays:      None  
Absent:      Pearson, Rosine

## **5.) PERFORMANCE MONITORING COMMITTEE**

Committee Chair Rama reported the Committee had met and reviewed the annual update to the Public Transportation Agency Safety Plan (PTASP).

Operations Dir. Woodson-Sow provided an overview of the PTASP and requirements by the Federal Transit Administration (FTA) to develop safety plans that include the processes and procedures to implement Safety Management Systems. She said Metro's Safety Committee had been working to update the Plan according to the new requirements and setting new safety performance targets.

*A motion was made by KCTA and CCTA to approve the updated Public Transportation Agency Safety Plan.*

KCTA Motion: Farmer      Second: Burns  
CCTA Motion: McCormick      Second: Farmer

*Motion carried by a roll call vote.*

Ayes:      Aardema, Ayers, Ecklund, Farmer, Rama, Sigman, Sloan  
Nays:      None  
Absent:      Brown, Rosine

Ayes:      Aardema, Beauchamp, Burns, Farmer, Johnson, Mackie, McCormick,  
Nays:      None  
Absent:      Pearson, Rosine

Chair Rama share the Committee had discussed the current ridership and the relationship between Metro services.

## **6.) EXTERNAL RELATIONS COMMITTEE**

Committee Chair Mackie reported that the committee met and discussed the recent election and jurisdictional outreach to several locations where meetings had not been covered to date. She said the proposed locations for 2026 remote Board meetings were Kalamazoo Township and Cooper Township. Mackie encouraged jurisdictional outreach by Boardmembers to begin in 2026 for the upcoming KCTA millage vote in August. In addition, Mackie emphasized the need to have Boardmembers represented for all jurisdictions and is seeking volunteers.

## **7.) BOARD OPERATIONS COMMITTEE**

Chair Aardema presented to the Boards the 2026 CCTA/KCTA Joint Meeting Calendar. *A motion was made by KCTA and CCTA to approve the 2026 CCTA/KCTA Joint Meeting Calendar.*

*KCTA Motion: Ayers*      *Second: Sigman*  
*CCTA Motion: McCormick*      *Second: Farmer*

*Motion carried by a roll call vote.*

*Ayes: Aardema, Ayers, Ecklund, Farmer, Rama, Sigman, Sloan  
Nays: None  
Absent: Brown, Rosin*

Ayes: *Aardema, Beauchamp, Burns, Farmer, Johnson, Mackie, McCormick,*  
Nays: *None*  
Absent: *Pearson, Rosine*

Committee Chair Aardema stated the Board Operations Committee asked Exec. Dir. McBride to provide background information for items regarding the lease agreement for parking spaces with the County of Kalamazoo and the amendment to the lease with the City of Kalamazoo.

Exec. Dir. McBride presented an overview of the documents and the future development plans of Kalamazoo County. He said CCTA would be removed from the 2016 lease agreement with the City of Kalamazoo to allow Kalamazoo County to purchase the land for a parking structure. Then, CCTA would lease parking spaces from Kalamazoo County to be used for short-term and employee parking.

*A motion was made by KCTA and CCTA to approve the Lease Agreement between the CCTA and Kalamazoo County Government for the use of Parking Spaces and authorize the Executive Director to execute all necessary documents.*

*KCTA Motion: Sloan*      *Second: Rama*  
*CCTA Motion: Farmer*      *Second: Beauchamp*

*Motion carried by a roll call vote.*

*Ayes: Aardema, Ayers, Ecklund, Farmer, Rama, Sigman, Sloan  
Nays: None  
Absent: Brown, Rosine*

Ayes: *Aardema, Beauchamp, Burns, Farmer, Johnson, Mackie, McCormick,*  
Nays: *None*  
Absent: *Pearson, Rosine*

*A motion was made by KCTA and CCTA to approve the First Amendment to a Lease between the CCTA and the City of Kalamazoo and authorize the Executive Director to execute all necessary documents.*

*KCTA Motion: Ayers*      *Second: Rama*  
*CCTA Motion: McCormick*      *Second: Farmer*

*Motion carried by a roll call vote.*

*Ayes: Aardema, Ayers, Ecklund, Farmer, Rama, Sigman, Sloan  
Nays: None  
Absent: Ayers, Brown, Rosine*

Ayes: *Aardema, Beauchamp, Burns, Farmer, Johnson, Mackie, McCormick,*  
Nays: *None*  
Absent: *Pearson, Rosine*

Exec. Dir McBride presented information on the future KCTA millage election and potential dates to place the millage question on the ballot. He also said now the state has allowed millages to extend beyond the current five-year limit so that would also now be a question to determine for the ballot language. The Board Operations Committee recommended August 4, 2026 as the best option for the KCTA millage to be placed on the ballot.

The Board discussed different scenarios related to other 2026 election dates and agreed August would be the option for millage approval.

*A motion was made by KCTA and CCTA to approve August 4, 2026 for placement of the KCTA 2026 millage question on the ballot.*

*KCTA Motion: Sigman*      *Second: Farmer*  
*CCTA Motion: Mackie*      *Second: Burns*

*Motion carried by a roll call vote.*

*Ayes: Aardema, Ayers, Ecklund, Farmer, Rama, Sigman, Sloan  
Nays: None  
Absent: Brown, Rosine*

Ayes: *Aardema, Beauchamp, Burns, Farmer, Johnson, Mackie, McCormick,*  
Nays: *None*  
Absent: *Pearson, Rosine*

## 8.) EXECUTIVE DIRECTORS REPORT

Woodson-Sow informed the Board that the Federal Motor Carrier Safety Administration (FMCSA) would be conducting an on-site audit this week regarding Metro's training of employees to receive their Commercial Driver's License (CDL). She said this would require a significant amount of staff time to comply with the FMSCA rules.

Exec. Dir. McBride provided an update on the following topics:

- Fixed-route Service – Extra Holiday Hours
- Outreach
- Competitive Grant Awards
- Winter Weather Update
- Construction Projects
- Metro Link Update

(A copy of the report is filed with the meeting minutes.)

**9.) SUBCOMMITTEE REPORTS**

Pension Board – Did not meet.

KATS Policy Committee – Aardema shared that KATS discussed 2026 safety targets and upcoming City of Kalamazoo projects including Kalamazoo and Michigan Avenues.

Local Advisory Committee (LAC) – Did not meet

On-Demand Ambassador Report – Sloan referenced his written report.

**10.) CHAIRPERSON REPORT** – Chair Aardema thanked Metro staff for all their hard work throughout the year.

**11.) PUBLIC COMMENT** – None

**12.) MEMBERS TIME** – Burns shared that Boardmember Pearson would not be seeking reappointment to the CCTA, and the City of Portage would be considering the recommendation of former Boardmember Terry Urban as his replacement. He also commented that Kalamazoo County might be considering a 0.5 millage for the August election to support childcare.

Boardmembers echoed Chair Aardema's comment on all the hard work Metro staff has put forth over the past year. They wished everyone a Merry Christmas and Happy New Year.

**13.) ADJOURNMENT**

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

*KCTA Motion: Sloan  
CCTA Motion: Farmer*

*Second: Rama  
Second: Mackie*

*Motion carried by voice vote.*

The meeting adjourned at 12:40 PM.

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Curtis Aardema  
CCTA Chairperson

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Barbara Blissett  
CCTA Clerk

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Curtis Aardema  
KCTA Chairperson

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Barbara Blissett  
KCTA Clerk



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Agenda Item # 5.a.1  
Meeting Date: 01/12/26

**TO:** CCTA and KCTA Boards  
**FROM:** Performance Monitoring Committee  
Prepared by: Greg Vlietstra, Director of Support Services  
**DATE:** December 29, 2025  
**SUBJECT:** Purchase of Two New Buses from Gillig Corporation

### **BACKGROUND**

The proposed purchase of two low-floor clean-diesel buses would be replacements for older vehicles past their useful life and will be used for fixed-route bus service. Both buses would be 40-foot length. By acquiring these vehicles, we can better ensure adequate public transit services will be provided in Kalamazoo County.

The purchase would be made through an option available on a cooperative procurement contract awarded in June of 2021 called the Grand Rapids Interurban Transit Partnership (Project Number 2021-16). The Interurban Transit Partnership contract membership consists of the Grand Rapids Interurban Transit (The Rapid), Muskegon Area Transit, and Metro. The contract was competitively bid in accordance with Federal Transit Administration (FTA) regulations. Metro benefits through joint procurement not only from the reduced cost of goods through the joint purchasing power of the consortium, but also from indirect administrative savings related to writing specifications, processing invitations to bid, recruiting a diverse pool of potential suppliers, and making awards.

Gillig Corporation (Livermore, CA) was the lowest responsive and responsible bidder. CCTA uses Gillig buses now and is satisfied with the quality of the vehicles and the customer service of its people.

### **DISCUSSION**

The buses would total a cost of \$1,547,858 or \$773,929 each. The buses would include newer enhancements including collision avoidance systems, permanent driver security barriers, 20% fresh air intake systems, Quantum wheelchair restraint systems, grocery cart and baby stroller storage, enhanced rear visibility lighting, and seating with bacteria barrier sealant.

On-going fleet replacement is part of the CCTA Capital Program as identified in the Kalamazoo Area Transportation Study's (KATS) Transportation Improvement Program (TIP). Funding is currently available through federal/state grants. No CCTA general fund dollars will be used for this purchase. This capital grant is provided to the CCTA through 80% federal (FTA) and 20% State (MDOT) funding.

The buses would be scheduled for delivery around March of 2027 replacing older diesel buses that have reached the end of their industry standard minimum useful life of 12 years or 500,000 miles, and which are experiencing higher maintenance expense. More specifically, the buses being replaced would each have over 600,000 miles logged.

The recommended purchase will be for ultra-low sulfur diesel buses that are designed to meet low emissions standards. The new buses will take advantage of new technologies including a collision avoidance system for the coach operator, which also includes an audible exterior warning system for pedestrians. The buses will also use advanced technologies such as electronic controls, common-rail fuel injection, variable injection timing, improved combustion chamber configuration and turbocharging which have made diesel engines cleaner, quieter and more powerful than past vehicles. The purchase of ultra-low sulfur diesel buses enables Metro to maximize limited Federal Grant funds to effectively manage the overall age and condition of the fleet.

Memo re: Gillig Bus Purchase

Date: December 29, 2025

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Due to the Federal Transportation Administration (FTA) and State of Michigan strict procurement policies, partnering with The Rapid for this joint procurement proves to be the most effective use of staff time and resources, ensuring acquisitions follow best price compliance. While meeting FTA's requirements, there are no alternatives for this bus purchase.

**RECOMMENDATION**

The Performance Monitoring Committee and Metro staff recommend approval for the purchase of two 40' diesel buses from the Gillig Corporation at the total amount of \$1,547,858.



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## MEETING NOTES

### Performance Monitoring Committee

December 16, 2025 at 3 PM

Microsoft Teams Virtual Meeting

Members: Aditya Rama (Chair), Dusty Farmer

Absent: Jim Pearson, Tim Sloan

Staff: Sean McBride, Barbara Blissett

#### 1. Fixed-Route Bus Purchase

##### Notes:

- Exec. Dir. McBride provided information about the purchase of two 40' buses from Gillig Corporation as a part of the on-going fleet replacement for the CCTA Capital replacement program. He stated they would be outfitted with the newer enhancements and latest safety features. The cost for each bus is \$773,929.
- The Committee discussed the bus purchase and possible future bus purchases. The Committee agreed to recommend the Board approve the purchase.

There will be no meeting in January.

The meeting adjourned at 3:15 pm.

# JURISDICTIONAL OUTREACH ASSIGNMENTS

2025 - 2026

| Jurisdiction           | Address                           | Liaison          | Phone        | Email  | Meeting Day(s) | Meeting Time | Assigned CCTA/KCTA Member                     |
|------------------------|-----------------------------------|------------------|--------------|--|----------------|--------------|---|
| Kalamazoo County       | 201 W. Kalamazoo Ave              | Dina Sutton      | 269-383-8650 | <a href="mailto:dpsutton@kalcounty.com">dpsutton@kalcounty.com</a>                     | 1&3 Tuesdays   | 7:00 PM      | Aardema/McBride                               |
| City of Galesburg      | 200 E. Michigan Ave               | Lisa McNees      | 269-665-7000 | <a href="mailto:clerk@galesburgcity.org">clerk@galesburgcity.org</a>                   | 1st Mondays    | 6:00 PM      | Sigman/Woodson-Sow                            |
| City of Kalamazoo      | 241W. South St.                   | Scott Borling    | 269-337-8791 | <a href="mailto:borlings@kalamazoocity.org">borlings@kalamazoocity.org</a>             | 1&3 Mondays    | 7:00 PM      | Aardema/Rosine/McCormick/McBride              |
| City of Parchment      | 650 S. Riverview Dr.              | Shannon Stutz    | 269-349-3785 | <a href="mailto:Finance@parchment.org">Finance@parchment.org</a>                       | 1&3 Mondays    | 7:00 PM      | McBride                                       |
| City of Portage        | 7900 S. Westnedge Ave.            | Erika Eklov      | 269-329-4511 | <a href="mailto:eklove@portagemi.gov">eklove@portagemi.gov</a>                         | 2&4 Tuesdays   | 7:00 PM      | Pearson/Burns/McBride                         |
| Alamo Township         | 7901 N. 6th St.                   | Barb Venema      | 269-382-3666 | <a href="mailto:clerk@alamotownship.org">clerk@alamotownship.org</a>                   | 2nd Monday     | 7:00 PM      | Farmer  |
| Brady Township         | 13123 S. 24th St., Vicksburg      | Reagan Hunter    | 269-649-1813 | <a href="mailto:bradyclerk@comcast.net">bradyclerk@comcast.net</a>                     | 1st Tuesday    | 7:30 PM      | <b>Boardmember needed (Aardema Tentative)</b> |
| Charleston Township    | 1439 S. 38th St., Galesburg       | Alese LePert     | 269-665-7805 | <a href="mailto:charclerk@charlestontownship.org">charclerk@charlestontownship.org</a> | 4th Tuesday    | 4:00 PM      | Rosine  |
| Climax Township        | 110 N. Main St.                   | Sarah DeBoer     | 269-746-4103 | <a href="mailto:ctwpclerk@ctsmail.net">ctwpclerk@ctsmail.net</a>                       | 2nd Tuesday    | 7:00 PM      | <b>Woodson-Sow/Board Member Needed</b>        |
| Comstock Township      | 5858 King Highway                 | Nicole Beauchamp | 269-381-2360 | <a href="mailto:clerk@comstockmi.gov">clerk@comstockmi.gov</a>                         | 1&3 Mondays    | 6:00 PM      | Beauchamp/McBride                             |
| Cooper Township        | 1590 West D Ave.                  | Deanna Janssen   | 269-382-0223 | <a href="mailto:clerk@cooptwp.org">clerk@cooptwp.org</a>                               | 2nd Monday     | 7:00 PM      | Brown   |
| Kalamazoo Township     | 1720 Riverview Dr.                | Lisa Mackie      | 269-381-8080 | <a href="mailto:clerk@ktwp.org">clerk@ktwp.org</a>                                     | 2&4 Mondays    | 7:30 PM      | Mackie/McBride                                |
| Oshtemo Township       | 7275 W. Main St.                  | Dusty Farmer     | 269-375-4260 | <a href="mailto:clerk@oshtemo.org">clerk@oshtemo.org</a>                               | 2&4 Tuesdays   | 7:00 PM      | Farmer/Sloan/McBride                          |
| Pavilion Township      | 7510 East Q Ave., Scotts          | Karen Siegwart   | 269-327-0462 | <a href="mailto:KARSBR@aol.com">KARSBR@aol.com</a>                                     | 2nd Monday     | 7:00 PM      | <b>McBride/Board Member Needed</b>            |
| Prairie Ronde Township | 8140 West W Ave., Schoolcraft     | Dale Smith       | 269-267-4883 | <a href="mailto:clerk@prairierondetwp.net">clerk@prairierondetwp.net</a>               | 2nd Tuesday    | 7:00 PM      | Rama  |
| Richland Township      | 7401 N. 32nd St.                  | Art White        | 269-629-4921 | <a href="mailto:awhite@richlandtwp.net">awhite@richlandtwp.net</a>                     | 3rd Tuesday    | 7:00 PM      | Brown/Congdon                                 |
| Ross Township          | 12086 M-89, Richland              | Mary Stage       | 269-731-4888 | <a href="mailto:clerk@ross townshipmi.gov">clerk@ross townshipmi.gov</a>               | 3rd Tuesday    | 7:00 PM      | Rama/Ayers                                    |
| Schoolcraft Township   | 50 East VW Ave., Vicksburg        | Eska Brown       | 269-649-1276 | <a href="mailto:ebrown@schoolcrafttownship.org">ebrown@schoolcrafttownship.org</a>     | 2nd Tuesday    | 7:00 PM      | Ayers   |
| Texas Township         | 7110 West Q Ave.                  | Emily Beutel     | 269-375-1591 | <a href="mailto:ebeutel@TexasTownship.org">ebeutel@TexasTownship.org</a>               | 2&4 Mondays    | 6:00 PM      | Rosine  |
| Wakeshma Township      | 13998 South 424nd St.             | Michael Fry      | 269-778-3728 | <a href="mailto:clerk@wakesmatownship.com">clerk@wakesmatownship.com</a>               | 1st Monday     | 7:30 PM      | Mackie  |
| Village of Augusta     | 109 W. Clinton St., Augusta       | Julie Glenn      | 269-731-5517 | <a href="mailto:augusta@tds.net">augusta@tds.net</a>                                   | 1st Monday     | 7:00 PM      | Vlietstra                                     |
| Village of Climax      | 114 E. Maple, Climax              | Linda Coburn     | 269-746-4174 | <a href="mailto:climaxvillage@gmail.com">climaxvillage@gmail.com</a>                   | 1&3 Tuesdays   | 7:30 PM      | <b>Congdon/Board Member Needed</b>            |
| Village of Richland    | 8985 Gull Rd.                     | Brooke Jamieson  | 269-629-9903 | <a href="mailto:clerk@villageofrichland.org">clerk@villageofrichland.org</a>           | 2nd Monday     | 7:00 PM      | McCormick/Vlietstra                           |
| Village of Schoolcraft | 442 N. Grand St., Schoolcraft     | Theresa O'leary  | 269-679-4304 | <a href="mailto:toleary@villageofschoolcraft.com">toleary@villageofschoolcraft.com</a> | 1&3 Mondays    | 7:00 PM      | Vlietstra                                     |
| Village of Vicksburg   | 13318 N. Boulevard St., Vicksburg | Jim Mallory      | 269-649-2476 | <a href="mailto:villageofvicksburg1@gmail.com">villageofvicksburg1@gmail.com</a>       | 1&3 Mondays    | 7:00 PM      | Rama/McBride                                  |

REVISED: 1/8/2026

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## AGENDA and MEETING NOTES

### Board Operations Committee

December 18, 2025 at 2:00 PM

Microsoft Teams Virtual Meeting

Members: Curtis Aardema, James Ayers, Chris Burns, Dusty Farmer, Aditya Rama  
Absent: Lisa Mackie  
Staff: Sean McBride, Barbara Blissett

#### 1. Review CCTA/KCTA January 12, 2026 Meeting Agenda

##### Notes:

- The Committee reviewed the January 12<sup>th</sup> meeting agenda

#### 2. Review Committee Activities

##### Notes:

- Committee Chair Rama the Performance Monitoring Committee met and discussed the purchase of two 40' buses as a part of the on-going fleet replacement for the CCTA Capital replacement program. Rama stated no General Fund dollars would not be used for the purchase. There will be a short report from the Committee at the next Board meeting.
- Committee Chair Ayers reported the Planning and Development Committee met and discussed the current construction and detours affecting Metro, and the upcoming KCTA millage question
- Exec. Dir. McBride noted that Planning and Development Committee would be working on the KCTA millage question beginning in January. He said the ballot language would need to be to the County Clerk by May so it would be beneficial to have it approved by the Board in March or April for the August 4<sup>th</sup> ballot. McBride shared that the State now allowed millages to extend beyond the five-year limit. An Additional task of the committee would be to determine the duration.

#### 3. Other Items

##### Notes:

- Exec. Dir. McBride shared that the Crossroads lawsuit had been dismissed by the courts.
- Chair Aardema stated that a similar strategy from the CCTA millage campaign would be used for the KCTA millage next year
- Chair Aardema noted an ad-hoc Committee will be working on the Exec. Dir. employment contract extension
- Exec. Dir. McBride explained Metro's goals moving forward by working on Performance Indicators and Organizational Development
- The Committee discussed conducting a Board retreat after the KCTA millage election
- Next meeting dates and January 29 and February 19, 2026

The meeting adjourned at 3:05 pm



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Agenda Item # 8.a.1  
Meeting Date 01/12/26

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**SUBJECT:** CCTA Millage Election Costs  
**DATE:** January 3, 2026

### **BACKGROUND**

On November 4, 2025 the CCTA had its millage renewal question on the ballot. The CCTA is responsible for reimbursing the jurisdictions within the County that conduct the election. The collection of costs incurred, and billing of these costs is managed by the Kalamazoo County Clerk.

### **DISCUSSION**

Attached is the itemized invoice from the Kalamazoo County Clerk. The cost for this election is \$119,254.25. Sufficient funds have been budgeted and the cost is in alignment with previous election procurements. Election costs for the last KCTA election were:

- KCTA for November 2, 2021 - \$210,563.43 (Countywide)

### **RECOMMENDATION**

It is recommended the CCTA and KCTA Boards approve the payment of \$119,254.25 to the Kalamazoo County Clerk for reimbursement of the 2025 CCTA Millage Election costs.

1. Attachment

# Kalamazoo County Clerk

201 W. Kalamazoo Ave.  
Kalamazoo, MI 49007  
Phone (269) 384-8080 | Fax (269) 384-8143  
Elections@kalcounty.gov | [www.kalcounty.gov/clerk](http://www.kalcounty.gov/clerk)



# INVOICE

INVOICE #11042025  
DATE DECEMBER 17, 2025

TO  
Metro Transit (CCTA)  
530 N. Rose Street  
Kalamazoo, MI 49007-3638

FOR November 4, 2025, Special Election

| Description                 | Amount              |
|-----------------------------|---------------------|
| Election Notices            | \$2,792.47          |
| Ballots & Precinct Supplies | \$15,338.23         |
| Programming Costs           | \$2,417.40          |
| Staff Costs                 | \$1,105.68          |
|                             |                     |
| City of Portage             | \$17,817.88         |
| City of Parchment           | \$599.57            |
| Oshtemo Township            | \$16,445.69         |
| Comstock Township           | \$8,200.56          |
| City of Kalamazoo           | \$40,297.94         |
| Kalamazoo Township          | \$14,238.83         |
|                             |                     |
| <b>Total</b>                | <b>\$119,254.25</b> |

Make all checks payable to **Kalamazoo County Clerk**

Payment is due within 30 days. Due **January 19th, 2026**

If you have any questions concerning this invoice, contact Meredith Place, Clerk & Register of Deeds  
(269) 384-8141 | [Meredith.place@kalcounty.gov](mailto:Meredith.place@kalcounty.gov)



Agenda Item: #8  
Meeting Date: 01/12/26

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** January 7, 2026  
**SUBJECT:** Executive Director Update

### **Kalamazoo Transportation Center Parking**

The short-term parking lot used by Kalamazoo Transportation Center (KTC) employees and customers will be the future site of the Kalamazoo County parking garage. Effective January 16, the short-term parking lot will be shut down. The City of Kalamazoo has already removed the parking meters from service and will be putting up signage for street parking. To ensure that patrons of our facility have convenient short-term parking, several new parking spots are being approved along North Rose Street. Starting January 16, these one-hour spots will be available for patrons with business at the KTC. Spots will be located between the bus entrance and exit to the KTC, as well as along Martin Luther King, Jr. Park. For those who do not wish to utilize street parking or for anyone with long-term travel plans, parking is available in the Arcadia Ramp located along West Kalamazoo Avenue. Metro administrative staff have also communicated the new parking arrangements to Amtrak and contracted employees at the KTC. Construction of the parking ramp is expected to take 18-24 months.

### **Fixed-Route Service**

With 2026 kicking off, the operations team has begun evaluating the next phase of service adjustments, route changes, detours, and construction impacts throughout the city. On January 5, 2026, WMU service resumed for the semester after a three-week break from service. The team is expecting service changes as in early spring. Route changes will incorporate route realignments and a pilot program for a route extension which aligns with recommendations contained in the Comprehensive Operational Analysis.

### **Metro Link Service Zone Expansion Area**

Metro link is expanding the Service Zones beginning January 12, 2026. This is the third expansion of the zones for the pilot program as service needs are assessed. Service costs, response times, travel times and passenger needs are all considered when expanding service zones. Metro Link Zones were previously expanded to include KVCC, Pavilion Estates and parts of the Northside of Kalamazoo. This expansion focuses on the outer areas of the CCTA boundaries,

### **Outreach**

Upcoming events:

- 1/9/26: WMU International Student Open House
- 1/13/26: KVCC Big Chill (Day 1 of 2)
- 1/19/26: City of Kalamazoo MLK Event

In addition, staff are participating in a variety of community planning and project efforts, which include:

- Imagine Kalamazoo 2035
- Sprinkle Road Corridor coordinated by KATs
- Blueprint for Peace coordinated by the United Way

### **Construction Projects**

Staff continues to meet regularly pertaining to the key projects around the Kalamazoo Transportation Center including the one-way street conversion of Kalamazoo Avenue, the Downtown Events Center, and the new parking garage. Staff will provide a detailed construction overview planned for the February Board meeting.

**MLK Wreath-Laying Ceremony**

Metro supports the City of Kalamazoo MLK event each year through the use of our garage as a gathering point before the event begins. Boardmembers are welcome to join the ceremony. Beginning at 3:45 p.m., participants will meet at the Metro bus garage and walk around the block together to Martin Luther King, Jr. Park. A wreath-laying ceremony is expected to begin around 4:15 p.m. and will feature remarks from community leaders. The ceremony will take place weather permitting.

**Attachments**

1. Metro Link Update
2. Map



Agenda Item: 8.b  
Meeting Date 1/12/26

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by Richard G Congdon, On-Demand Services Manager  
**DATE:** January 5, 2026  
**SUBJECT:** November Metro Link Update

### **BACKGROUND**

Metro Link is Metro's microtransit program that was launched on April 15, 2024. Metro Link operates in three zones in Kalamazoo County and supplements Metro bus service. Daily operations are contracted with VIA Transportation, Inc. Metro Link operates during the same service hours and days as the fixed-route buses.

### **DISCUSSION**

November ridership is always less than record-setting October due to the Thanksgiving holiday and less service days in the month. Metro Link did 8,680 rides in November, down by 8% from October as expected.

November utilization was 2.6, with an average wait time of 15 minutes, 352 new passenger registrations, 14,103 ride requests and 695 active riders. There were 131 wheelchair trips taken. The average rating was 4.9 and there were 1,256 five-star ratings given in October.

The expanded service to Pavilion Estates saw a total of 40 rides in November and a total of 200 trips since Metro Link began going there in March of this year. The overlaps to the Zones saw 318 trips in November. The West Zone had 3,659 rides, the South Zone 2,305 and the East Zone 2,272. Metro Link provided 86 trips that linked with the Metro bus as well.

### **Metro Link Vehicles**

Metro Link operates a fleet of 10 vehicles made up of 2024/25 Chrysler Voyager and Pacifica vans. VIA leases all of the vehicles and provides the branding wraps with the Metro Link logos and coloring. There are three vans that are equipped with lifts, called Wheelchair Accessible Vehicles or WAV, and these are dispatched when a passenger needs to travel with a mobility device or cannot board the vehicle on their own. Metro Link has provided 3,096 WAV trips since inception.

VIA's drivers are independent contractors who lease the vans for their shifts. Drivers must pass background and license checks, training in Metro Link policies, ADA compliance and sensitivity training, customer service training, drug and alcohol testing and safe vehicle and driving training before they can drive independently.

Vehicle maintenance is done through VIA's software that tracks when preventative maintenance, inspections and recalls are required. Metro maintenance staff also perform quarterly inspections on all Metro Link vehicles and submit any needed repairs to VIA. Drivers are required to complete daily vehicle inspections and do not drive the vehicle from the lot if there are any issues. All vehicles are cleaned inside and out thoroughly two to three times a week and by the drivers each day.

## Metro Link Update

January 5, 2026

Page 2

Since the launch in April 2024, Metro Link has provided:

- 104,453 passenger trips
- 631,331 vehicle miles
- 508,332 revenue miles
- 327,323 passenger miles
- 56,824 vehicle hours
- 40,453 revenue hours

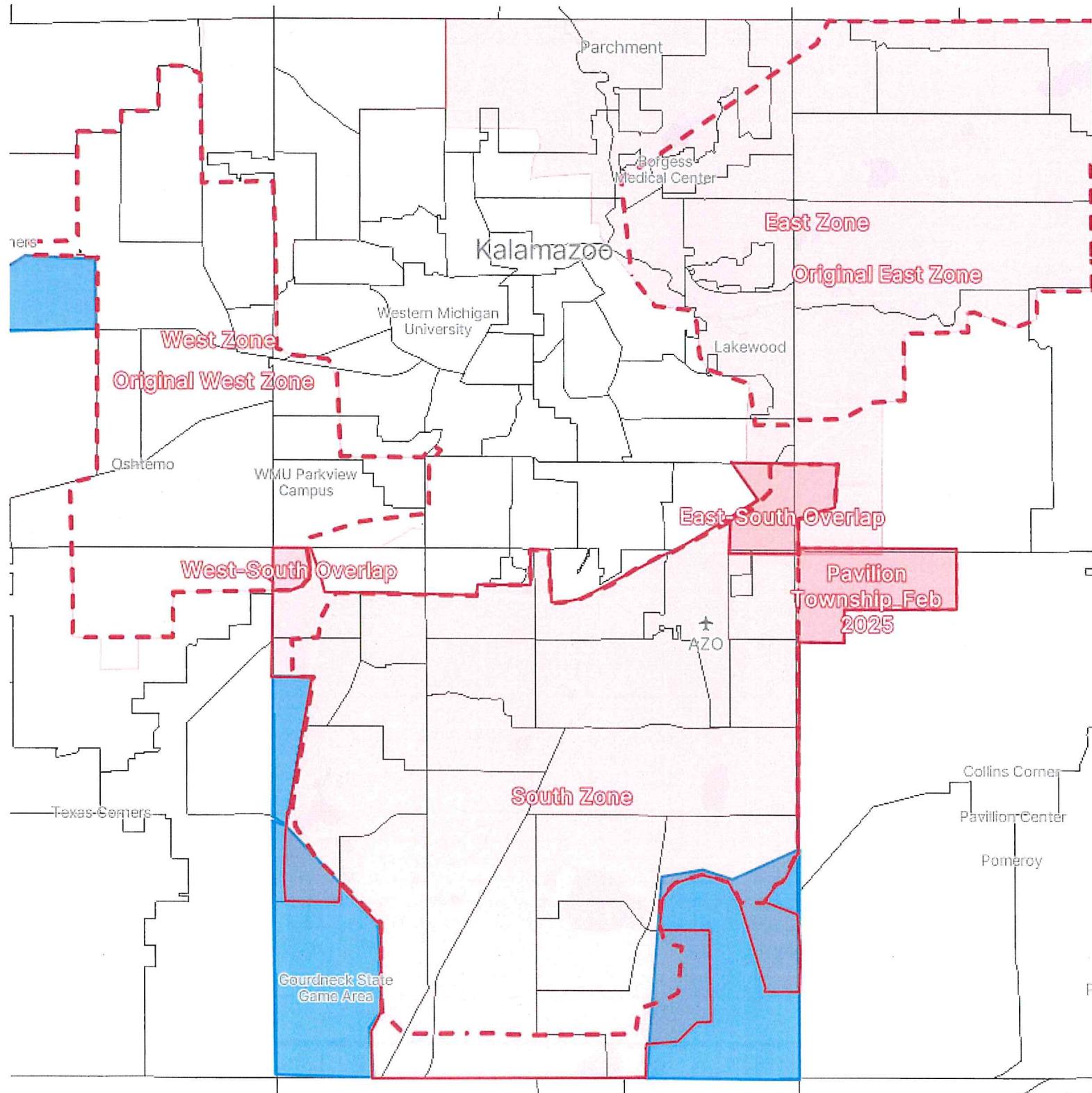


The average distance traveled by a passenger on Metro Link is 3.3 miles since the launch, with an average duration of 9.4 minutes. The average ride rating by passengers has consistently been 4.9, with many passengers writing compliments to the drivers for their good driving and customer service skills.

Metro Link has the ability to add new vehicles on short notice as needed. With the continued growth of the service and the expansion of zones, the fleet has the potential to grow in size.

### **RECOMMENDATION**

This item is for informational purposes only.





Connecting People Throughout  
Kalamazoo County

Agenda Item: # 9d  
Meeting Date: 01/12/26

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: KCTA Boardmember Tim Sloan  
**SUBJECT:** On-Demand Services Report  
**DATE:** December 3, 2025

As On-Demand Services Ambassador, it is my responsibility to talk to drivers and passengers to find out ways to improve the On-Demand Service system. Each month I will bring you a brief takeaway from drivers and or passengers from either Metro Connect or Metro Link. These are my personal observations or highlights from my conversations as a passenger.

### **Metro Connect**

Meet. Jimmy he has worked for Metro Connect in many different capacities over the years from driver to afternoon shift supervisor to anything the boss needs done Jimmy is the go-to person! Jimmy is jolly and friendly but doesn't take any nonsense from anyone. This has earned him in most cases a lot of praise and respect from the entire staff at Metro Connect. He puts his heart and soul into his work; in my opinion it would be great to have a fleet of Jimmy's!

### **Metro Link**

Meet Teresa she has been driving for Metro Link since the beginning of the service. She is a very caring and compassionate driver "all of my riders become family the minute they board and deserve nothing but the best!" I personally can agree with this. One day I was in a grouchy mood and made a comment about walking in the pouring rain. Immediately I got the stare over the glasses of a look like only a mom or grandmother could give. "The service is here for you if you're going only a block or a mile, there is no need to complain we are always here for you and don't forget it!" This got me out of my mood! Teresa is a great asset to the Metro family



Connecting People Throughout  
Kalamazoo County

Agenda Item: # 13  
Meeting Date: 01/12/26

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** January 7, 2026  
**SUBJECT:** Closed Session

A closed session is being requested pursuant to Section 8(1)(h) of the Open Meetings Act to consider an attorney's written memorandum regarding the status of the Crossroads Mall Realty Holding, LLC lawsuit, including the attorney's mental impressions, which are exempt from public disclosure under state and federal law.