



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
APRIL 14, 2025
Regular Meeting**

*The next joint CCTA/KCTA Regular meeting will be held on
Monday, May 12, 2025 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, April 14, 2025 at 11:30 a.m. for the purpose of:

| | Item | KCTA Action | CCTA Action |
|----|--|------------------------|------------------------|
| 1. | Roll Call | | |
| 2. | Consent Agenda | Voice Vote | Voice Vote |
| | a. Agenda for April 14, 2025* | | |
| | b. Minutes for March 10, 2025* | | |
| 3. | Public Comment | | |
| 4. | Performance Monitoring Committee | | |
| | a. Action Items | | |
| | 1. CCTA/KCTA Financial Statements – Presentation* | | |
| | i. KCTA Financial Statement for Year Ending September 30, 2024 | Voice Vote | |
| | ii. CCTA Financial Statement for Year Ending September 30, 2024 | | Voice Vote |
| | 2. Consideration to Approve ADA Improvements to KTC* | Roll Call | Roll Call |
| | 3. Consideration to Approve Handbook Update with Employee Sick Time Allowance (ESTA)* | Roll Call | Roll Call |
| | b. Informational Items | | |
| | 1. Metrics Report* | | |
| | 2. Performance Monitoring Committee Meeting Notes of April 7, 2025* | | |
| 5. | Planning & Development Committee | | |
| | a. Action Items | | |
| | 1. Discussion regarding 2025 CCTA Millage Ballot Question* | Voice Vote | Voice Vote |
| | b. Informational Items | | |
| | 1. Planning and Development Committee Meeting Notes of March 17, 2025* | | |
| 6. | External Relations Committee | | |
| | a. Action Items | | |



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| | b. Informational Items 1. 2025 Outreach Efforts* | | |
| 7. | Board Operations Committee | | |
| | a. Action Items | | |
| | b. Informational Items | | |
| | 1. Board Operations Committee Meeting Notes of April 8, 2025* | | |
| 8. | Report from Executive Director* | | |
| | a. Metro Link Update* | | |
| 9. | Other Reports | | |
| | a. Pension Board | | |
| | 1. Consideration to approve the Recommendations of Pension Plan Experience Study (2019-2023) * | Voice Vote | Voice Vote |
| | b. KATS | | |
| | c. Local Advisory Committee (LAC) | | |
| 10. | Chairperson's Report | | |
| 11. | Public Comment | | |
| 12. | Members' Time | | |
| 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 Annual Meeting
March 10, 2025**

Place: Metro Administration Building, Kalamazoo, MI
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Sarah Joshi, Jason Emig, Annette Arkush, Barbara Blissett
Others Present: Phil Doorlag, Earl Cox, Sr.

1.) KCTA ROLL CALL

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

KCTA Members Absent: None

**Brown arrived at 11:35 am.*

1.) CCTA ROLL CALL

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

CCTA Members Absent: Lisa Mackie, Jim Pearson

A motion was made to excuse Mackie, Pearson.

Motion: Farmer

Second: Burns

Motion carried by voice vote.

**Johnson arrived at 11:50 am.*

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 March 10, 2025 with the approval of the CCTA/KCTA meeting minutes for February 10, 2025. ...

Motion: McCormick/Burns

Second: Farmer/Ecklund

Motion carried by voice vote.

3.) TRANSIT WORKERS DAY – None

Dir. Woodson-Sow read a resolution recognizing Metro workers. She shared that there would be a luncheon later in the week to celebrate Metro employees. Earl Cox Sr., ATU President, was present to accept the resolution.

A motion was made by KCTA and CCTA to adopt a Resolution Recognizing March 18, 2025 as Transit Worker Appreciation Day.

Motion: Ecklund

Second: McCormick

Motion carried by a voice vote.

4.) PUBLIC COMMENTS - None

5.) PRESENTATION RE: DOWNTOWN STREET PLANNING

Phil Doorlag, Wightman and Associates, shared a PowerPoint presentation regarding Downtown Kalamazoo Street Planning. (A copy of the PowerPoint presentation is included in the minutes.)

Doorlag explained the upcoming changes that would be taking place downtown including the addition of accessible parking, bus aprons, utility upgrades, new sidewalks, and accessible ramps. Doorlag also explained the different transit elements that may be considered such as bus bulbs, transit lanes, bus stops, shelters, and bus queue jumps. He shared the funding for these projects is pending which is delaying start dates.

Exec. Dir. McBride stated that funding for 2025 had not been impacted yet just delayed due to the current federal transition. Major construction impacts will be felt in 2026 and 2027 once reconstruction starts.

Exec. Dir. McBride shared that during the construction and transition to two-way streets, Metro would need to implement route changes.

The Boards asked various questions about the funding for these projects and thanked Mr. Doorlag for a very informative view of future street projects involving public transportation.

6.) ANNUAL REPORT

Exec. Dir. McBride noted the 2024 Annual Report had been included in the packet and would be mailed to the residents of Kalamazoo County in a few weeks. He provided a PowerPoint presentation, described mobility solutions, profiled who was riding Metro and Metro's annual budget picture. (A copy of the Annual Report is included with the meeting minutes.)

7.) REPORT FROM NOMINATING COMMITTEE

Chair Burns stated the Nominating Committee met on March 7th to determine Board leadership for the next two years. He stated the Committee was recommending the following appointments to the CCTA and KCTA Boards.

A motion was made by KCTA to approve the appointment of Curtis Aardema as its Chairperson and Dusty Farmer as its Vice-Chairperson.

Motion: Brown Support Rama

Motion carried by roll call vote.

Ayes: Aardema, Ayers, Brown, Ecklund, Farmer, Rama, Sloan, Sigman, Rosine

Nays: None

Absent: None

A motion was made by CCTA to approve the appointment of Curtis Aardema as its Chairperson and Chris Burns as its Vice-Chairperson.

Motion: Rosine Support: McCormick

Motion carried by roll call vote.

Ayes: Aardema, Beauchamp, Burns, Farmer, Johnson, McCormick, Rosine

Nays: None

Absent: Mackie, Pearson

Chair Aardema thanked Garrylee for his service as CCTA Vice-Chair.

8.) PLANNING AND DEVELOPMENT COMMITTEE

Chair Burns of the Planning and Development Committee reported the Committee had no action items but began discussions regarding upcoming CCTA millage with the goal to determine the millage amount and duration as a recommendation to the Board for what would be presented to the voters in November. He said information would be provided for Board discussion in April with a final decision in May.

9.) PERFORMANCE MONITORING COMMITTEE

Chair Rama reported the Committee didn't have any action items, however, discussed two special topics, Socio-Economic Survey and the Performance Monitoring Metrics Reporting System.

Dep. Dir. of Planning and Development Sarah Joshi gave a synopsis of the recently completed Socio-Economic Survey. (A copy of the survey is included with the minutes.) She said she was pleased with the feedback provided and noted it will be useful to provide and adjust future transit services.

Dir. of Support Services Woodson-Sow explained the different look in the Metrics Reports and how they will help share more detailed information to Boardmembers,

Exec. Dir. McBride shared the Safety and Security Team met with the Kalamazoo Department of Public Safety (KDPS) to discuss how to sustain KDPS and make them more visible at the Kalamazoo Transportation Center (KTC). He said Metro's emphasis on safety and security is an ongoing priority.

10.) EXTERNAL RELATIONS COMMITTEE

Chair Farmer commented that the Committee met and discussed the 2024 Legislative Breakfast and proposed the date of September 19th. She said they also determined the 2025 Satellite Board meetings would be held at Kalamazoo Township and Parchment, dates to be announced.

11.) BOARD OPERATIONS COMMITTEE

Chair Aardema reported the Committee met and reviewed the current agenda along with a Resolution of Intent for the annual FY 2026 MDOT Grant Funds.

Dir. of Support Services Vlietstra provided background information regarding the annual grant funding from the Michigan Department of Transportation.

A motion was made by KCTA and CCTA to adopt Resolution No. 25-002, a RESOLUTION OF INTENT to apply for annual grant funding from the Michigan Department of Transportation for Fiscal Year 2026 and authorize the Executive Director to execute documents related to this action.

Motion: Burns/Johnson

Support: Rama/Farmer

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Brown, Ecklund, Farmer, Rama, Sigman, Sloan, Rosine

Nays: None

Absent: None

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

12.) EXECUTIVE DIRECTORS REPORT

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

- Route Adjustments
- Road Construction and Other Projects
- Social Media Outreach
- Federal Updates
- Metro Link Update

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

13) SUBCOMMITTEE REPORTS

Pension Board – Did not meet.

KATS Policy Committee – Rama shared that KATS finalized the Transportation Improvement Program (TIP). He said they discussed concerns over future federal funding and the review process. Aardema remarked about the changes that were coming to Business Route 131.

Local Advisory Committee (LAC) – Did not meet.

14.) CHAIRPERSON REPORT – No Report.

15.) PUBLIC COMMENT – None

16.) MEMBERS TIME – Boardmembers thanked Phil Doorlag for the informative presentation and welcomed Nicole Beauchamp to the CCTA. Chair Aardema thanked Garrylee for his longtime service as the CCTA Vice-Chair.

17.) ADJOURNMENT

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

Motion: Burns Support: Farmer

Motion carried by voice vote.

The meeting adjourned at 12:57 PM.

Curtis Aardema
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Curtis Aardema
KCTA Chairperson

Barbara Blissett
KCTA Clerk



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| Agenda Item: # 4a1 Meeting Date: 04/14/25 |
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TO: Performance Monitoring Committee
FROM: Keshia Woodson-Sow, Director of Operations
Prepared by: Greg Vlietstra, Director of Support Services
DATE: April 9, 2025
SUBJECT: 2024 CCTA and KCTA Financial Statements

BACKGROUND

The fiscal year 2024 CCTA and KCTA Audited Financial Statements prepared by Maner Costerisan are attached for your review. The financial statements cover the period of October 1, 2023 through September 30, 2024.

Aaron Stevens, CPA and Partner at Maner Costerisan, is planning to provide an overview of the financial statements at the March 18 committee meeting as well as the April 14 board meeting.

Related to the audit, and as information only, Michigan Public Act 202 of 2017 requires pension and retiree health care (OPEB) reports for retirement systems to be submitted to the Michigan Department of Treasury and the local unit governing board. The information contained in the attached report was prepared with assistance from the City of Kalamazoo Department of Financial Services. Of particular interest, it shows a strong funded ratio of the OPEB Plan at 102.0% (compared to only 37% in 2020).

REQUESTED ACTION

It is recommended by staff and the Performance Monitoring Committee is to receive the Fiscal Year 2024 CCTA and KCTA financial statements as presented. The annual financial audits would then go the CCTA and KCTA boards for approval at the April 14 meeting.

Attachments:

1. FY 2024 Financial Statements and Management Letter for the CCTA (Separate link on the website)
2. FY 2024 Financial Statements and Management Letter for the KCTA (Separate link on the website)
3. Michigan Department of Treasury Form 5572- Informational Only Item

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

| | | |
|---|--|---|
| Enter Local Government Name | Central County Transportation Authority | Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting . |
| Enter Six-Digit Municode | 397531 | |
| Unit Type | Authority | |
| Fiscal Year End Month | September | |
| Fiscal Year (four-digit year only, e.g. 2019) | 2024 | Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF. |
| Contact Name (Chief Administrative Officer) | Greg Vlietstra | |
| Title if not CAO | Director of Support Services | |
| CAO (or designee) Email Address | vlietstrag@kmetro.com | |
| Contact Telephone Number | (269) 337-8407 | |
| Pension System Name (not division) 1 | Central County Transportation Authority Pension Plan | If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form. |
| Pension System Name (not division) 2 | | |
| Pension System Name (not division) 3 | | |
| Pension System Name (not division) 4 | | |
| Pension System Name (not division) 5 | | |

| Line | Descriptive Information | Source of Data | System 1 | System 2 | System 3 | System 4 | System 5 |
|-----------------------------------|--|---|---|----------|----------|----------|----------|
| 1 | Is this unit a primary government (County, Township, City, Village)? | Calculated | NO | NO | NO | NO | NO |
| 2 | Provide the name of your retirement pension system | Calculated from above | Central County Transportation Authority | | | | |
| 3 Financial Information | | | | | | | |
| 4 | Enter retirement pension system's assets (system fiduciary net position ending) | Most Recent Audit Report | 36,552,985 | | | | |
| 5 | Enter retirement pension system's liabilities (total pension liability ending) | Most Recent Audit Report | 33,377,145 | | | | |
| 6 | Funded ratio | Calculated | 109.5% | | | | |
| 7 | Actuarially Determined Contribution (ADC) | Most Recent Audit Report | 439,991 | | | | |
| 8 | Governmental Fund Revenues | Most Recent Audit Report | 31,285,289 | | | | |
| 9 | All systems combined ADC/Governmental fund revenues | Calculated | 1.4% | | | | |
| 10 Membership | | | | | | | |
| 11 | Indicate number of active members | Actuarial Funding Valuation used in Most Recent Audit Report | 110 | | | | |
| 12 | Indicate number of inactive members | Actuarial Funding Valuation used in Most Recent Audit Report | 12 | | | | |
| 13 | Indicate number of retirees and beneficiaries | Actuarial Funding Valuation used in Most Recent Audit Report | 80 | | | | |
| 14 Investment Performance | | | | | | | |
| 15 | Enter actual rate of return - prior 1-year period | Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider | 15.60% | | | | |
| 16 | Enter actual rate of return - prior 5-year period | Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider | 9.50% | | | | |
| 17 | Enter actual rate of return - prior 10-year period | Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider | 7.18% | | | | |
| 18 Actuarial Assumptions | | | | | | | |
| 19 | Actuarial assumed rate of investment return | Actuarial Funding Valuation used in Most Recent Audit Report | 7.00% | | | | |
| 20 | Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any | Actuarial Funding Valuation used in Most Recent Audit Report | Level Percent | | | | |
| 21 | Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any | Actuarial Funding Valuation used in Most Recent Audit Report | 10 | | | | |
| 22 | Is each division within the system closed to new employees? | Actuarial Funding Valuation used in Most Recent Audit Report | No | | | | |
| 23 Uniform Assumptions | | | | | | | |
| 24 | Enter retirement pension system's actuarial value of assets using uniform assumptions | Actuarial Funding Valuation used in Most Recent Audit Report | 35,514,023 | | | | |
| 25 | Enter retirement pension system's actuarial accrued liabilities using uniform assumptions | Actuarial Funding Valuation used in Most Recent Audit Report | 32,666,823 | | | | |
| 26 | Funded ratio using uniform assumptions | Calculated | 108.7% | | | | |
| 27 | Actuarially Determined Contribution (ADC) using uniform assumptions | Actuarial Funding Valuation used in Most Recent Audit Report | 537,545 | | | | |
| 28 | All systems combined ADC/Governmental fund revenues | Calculated | 1.7% | | | | |
| 29 Pension Trigger Summary | | | | | | | |
| 30 | Does this system trigger "underfunded status" as defined by PA 202 of 2017? | Primary government triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded | NO | NO | NO | NO | NO |

Requirements (For your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 The local government must electronically submit the form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.

The Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) & Public Act 530 of 2016 Pension Report

| | | |
|---|--|---|
| Enter Local Government Name | Central County Transportation Authority | Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/LocalRetirementReporting . |
| Enter Six-Digit Municode | 397531 | |
| Unit Type | Authority | |
| Fiscal Year End Month | September | |
| Fiscal Year (four-digit year only, e.g. 2019) | 2024 | Questions: For questions, please email LocalRetirementReporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF. |
| Contact Name (Chief Administrative Officer) | Greg Vlietstra | |
| Title if not CAO | Director of Support Services | |
| CAO (or designee) Email Address | vlietstrag@kmetro.com | |
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| 30 | Does this system trigger "underfunded status" as defined by PA 202 of 2017? | Primary government triggers: Less than 60% funded <u>AND</u> greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded | NO | NO | NO | NO | NO |

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By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.



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| Agenda Item: 4a2 Meeting Date 04/14/25 |
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TO: Performance Monitoring Committee
FROM: Keshia Woodson-Sow, Director of Operations
Prepared by: Greg Vlietstra, Director of Support Services
DATE: March 18, 2025
SUBJECT: Kalamazoo Transit Center (KTC) ADA Upgrades

BACKGROUND

For many years, the U.S. Department of Justice (DOJ) has been monitoring Amtrak compliance with the Americans with Disabilities Act (ADA). In December 2020, the DOJ reached a settlement with Amtrak to address findings of disability discrimination. Under the agreement, Amtrak committed to making its intercity rail stations more accessible, prioritizing those with barriers. The settlement outlined a 10-year plan for accessibility improvements, including designing at least 135 stations, completing construction at 90 of them, and initiating work on 45 more stations. One of those stations of the settlement was Kalamazoo, which is owned by the City of Kalamazoo and managed by Metro (www.justice.gov/archives/opa/pr/justice-department-settles-amtrak-resolve-disability-discrimination-across-its-intercity-rail).

As part of the settlement agreement, the scope of work improvements are listed below.

1. Removal and replacement of the portions of the exterior plaza brick paver system to relevel/modify slopes for areas of shifting and settling pavers to meet ADA Guidelines for access to doors and sidewalks;
2. Remove full height mirrors from restrooms;
3. Remove/retrofitting/replacement of select portions of the Men's and Women's restrooms for specific renovations for ADA compliance, includes accessories, partitions, toilets, countertops, sinks, finishes, and lighting.
4. Installation of new ADA restroom signage; and
5. An alternate option to remove and replace the site brick paver system.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on February 19, 2025. Miller Davis (Kalamazoo, MI) was the only responsive and responsible bidder. Miller Davis was the General Contractor for the large-scale renovation of the KTC that was completed in 2006. Metro administrative staff is confident that Miller Davis can handle the project and do a satisfactory and timely job.

Improvements to the KTC will take place in the public restrooms, update signage, and address areas around the exterior of the facility. The restrooms will face an industrial-style renovation which will assist with cleanliness due to the high-volume usage of the area. Improved lighting and new stall locks will assist with safety and emergency situations. The exterior of the facility will have bricks reset and address the slope on walkways.

Metro has secured federal funding under the FTA's capital discretionary Section 5307 program for the proposed purchase. This capital grant was planned through the KATS Transportation Improvement Program and will be provided to Metro through 80% federal (FTA) and 20% State (MDOT) funding. No Metro general fund dollars will be used for this purchase.

Per the terms of the DOJ settlement, the project will be completed by August 1.

RECOMMENDATION

It is recommended that the Performance Monitoring Committee recommend to the CCTA and KCTA boards to approve the bid award to Miller Davis in an amount not to exceed \$209,471 and authorize the Executive Director to execute documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION AUTHORITY

Bid Opening: February 19, 2025 @ 3:00 PM

Bid Ref #: 91065-008.0

Opened by: Nicole Kling

Recorded by: Scott Shaffer

THIS IS NOT AN ORDER

**KTC ADA Compliance Modifications & Bathroom
Upgrades**

Attended by: Jordan Corstaye - Miller Davis

| | Miller Davis |
|---|---------------|
| DESCRIPTION | TOTAL AMOUNT |
| Lump sum bid to perform all work stated in specifications and project manual at Kalamazoo Transportation Center (KTC) | \$ 205,980.00 |
| Alternate A: Installation of a barrier free curb ramp at the drop off drive from Kalamazoo Ave | \$ 4,499.00 |
| Alternate B: Removal and replacement of the site brick paver system shown on Sheet L101 | \$ 3,491.00 |
| Total Including Alternates A & B | \$213,970.00 |



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Agenda Item: # 4a3
Meeting Date: 04/14/25

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Keshia Woodson-Sow, Director of Operations
DATE: April 3, 2025
SUBJECT: Employee Handbook- Update to Sick Leave Policy

BACKGROUND

Updates to the Metro Employee Handbook were adopted in November 2024 by the CCTA and KCTA Boards. Since that time, there is new legislation from the State of Michigan that needs to be added to the new handbook.

On July 31 2024, the Michigan Supreme court reinstated the Earned Sick Time Act (ESTA) to go into effect on February 21, 2025. Michigan Legislature then approved changes to the Earned Sick Time Act in the early morning of February 21. The changes from House Bill 4002 will expand paid sick leave. Employers were then given an additional 30 days to update signage and policies with the new changes.

Metro staff worked closely with legal counsel to ensure compliance with the ESTA. Final changes in the redlined document were created by Miller Johnson labor attorney Adam Walker in consultation with the Leadership Team.

DISCUSSION

While the Revised Employee Handbook was just approved by the Board in November, the Sick Leave Policy did not meet standards under the new legislation. The changes below cover the needed policy changes per the legislation:

- Addition of language to address part time employees and the accrual of sick leave.
- Updated reasons for the use of Sick Leave.
- Changes to the definition of family member and domestic partner
- Removal of generic language for the use of sick leave.
- Changes to the amount of time needed to place requests for advanced notice.
- Addition of language regarding requested documentation.
- Addition of language regarding the 72-hour maximum for ESTA leave.

RECOMMENDATION

It is recommended by Metro Staff and the Performance Monitoring Committee that the KCTA and CCTA Boards approve the update to the employee handbook Sick Leave Policy to include the changes for compliance with the State of Michigan Earned Sick Time Act.

Attachment

1. Redline version of Sick Leave Policy changes for the Employee Handbook

Sick Leave

Metro understands that employees will have to miss work time because of personal illness or other reasons. This is why Metro offers Sick Leave.

Both Full and Part Time Regular Employees are eligible for Sick Leave. Regular Full-time employees accumulate paid sick leave on the basis of eight (8) hours of leave for each month of continuous service (3.692 each payroll period or 1.846 hours per calendar week). Regular Part-time employees receive a pro-rated amount of sick leave (1.846 each payroll period and .923 hours per calendar week). Metro will review Part-Time employees' accrual of sick leave periodically to ensure that they are accruing at least one (1) hour of paid sick leave for every thirty (30) hours worked in compliance with the Michigan Earned Sick Time Act (ESTA).

Sick leave may be used for certain medical or personal reasons as provided in ~~the Michigan Paid Medical Leave Act (MPMLA)~~ ESTA, which reasons include ~~ing those related to:~~

1. The employee's own physical or mental illness, injury, or health condition, including medical diagnosis, care, or treatment, and preventative medical care.
2. The care of a family member with a physical or mental illness, injury, or health condition, including medical diagnosis, care, or treatment, and preventative medical care.
3. If the employee or a family member is a victim of domestic violence or sexual assault, and the employee needs time off to:
 - o Obtain medical care or counseling;
 - o Obtain services from a victim services organization;
 - o Relocate due to the domestic violence or sexual assault;
 - o Obtain legal services;
 - o Participate in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
4. If the employee's workplace, child's school, or place of care is closed due to a public health emergency, or when it has been determined by health authorities or a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of exposure to a communicable disease.
5. For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.

Under ESTA, "family members" include:

- A child (biological, adopted, foster, stepchild, legal ward, child of a domestic partner, or a child to whom the employee stands in loco parentis).
- A parent of the employee or the employee's domestic partner (including biological, foster, stepparent, adoptive parent, legal guardian, or person who stood in loco parentis to the employee or the employee's domestic partner when they were a minor child).
- A spouse.
- A grandparent or grandchild.
- A sibling (biological, foster, or adopted).

- Any other individual whose close association with the employee is equivalent to a family relationship, as defined by the Act.

“Domestic Partner” means an adult in a committed relationship with another adult. “Committed relationship” means one in which the employee and another individual share responsibility for a significant measure of each other’s common welfare, such as any relationship that is granted legal recognition as a marriage or analogous relationship, including, but not limited to, a civil union.

~~(1) the employee’s personal illness, injury, health condition or preventative care; (2) a family member’s illness, injury, health condition or preventative care; (3) the employee’s or family member’s victimization by domestic violence or sexual assault; and (4) the closure of the employee’s primary workplace or their child’s school/place of care due to a public health emergency.~~ Proper Use of Sick Leave for purposes of the MPMLA will not be counted against an employee under the Attendance Policy.

Employees must notify their direct supervisor of any need to take sick leave at least ~~thirty (30)~~ seven (7) days in advance of a foreseeable need or as soon as practicable for an unforeseeable need. Employees must follow all rules for calling in to report absence, tardiness or leaving early unless doing so is impossible. ~~A medical statement must cover all sick~~ Documentation supporting the need for leave may be required if the absence is of more than three (3) consecutive days ~~duration unless the supervisor, Deputy Director, or Director waives this requirement. In addition, verification of use of sick leave for office visits may be required.~~ Disciplinary action may result if an employee does not return required documentation within fifteen (15) days ~~Employees will be given at least three (3) days to provide required documentation.~~

Sick leave may be used in one (1) hour increments.

Employees must exhaust all paid leave (sick leave, vacation leave, etc.) before going on an unpaid leave of absence.

Sick Leave is carried over from year to year without limit.

Non-Bargaining Unit employees terminating service from Metro by retirement or death, they or their beneficiaries shall receive one-half (1/2) of their accumulated but unused Sick Leave hours as of the date of their retirement or death less regulatory deductions. All other employees will not receive payout of unused Sick Leave at the end of employment.

Metro may impose additional requirements for Sick Leave taken over 72 hours in a benefit year (defined as the period running from an employee’s anniversary date to the next), or over a pro-rated equivalent for less than Full Time Regular Employees.

February 2025



Metrics Report

The following information is being provided to the Central County Transportation Authority and Kalamazoo County Transportation Authority boards as an informational item.

Ridership

System Information Totals for February 2024 and 2025

| | Fixed-Route | Metro Connect | Metro Share | Metro Link | System Totals |
|------------|-------------|---------------|-------------|------------|---------------|
| 2025 | 143,957 | 10,602 | 2,107 | 6,223 | 162,889 |
| 2024 | 161,094 | 11,639 | 2,101 | 0 | 174,564 |
| Difference | -17,137 | -767 | 6 | 6,223 | -11,675 |
| %Change | -10.64% | -6.75% | 0.29% | 100% | -6.69% |

System ridership typically fluctuates during the months of December, January, and February. These fluctuations vary heavily on the weather and temperature outside.

Fixed Route

Metro ridership in the month of February fluctuated in 2025. The number of people utilizing the service continues to vary with weather fluctuations. Fixed route ridership was down in the month of February 2025 when compared to 2024 due to a shorter month and weather fluctuations. Some routes saw larger fluctuations in ridership such as routes 16 Lovell, 19 Ring Road, and 25 Parkview. These routes saw ridership decreases between and 20 and 40 percent in the month of February.

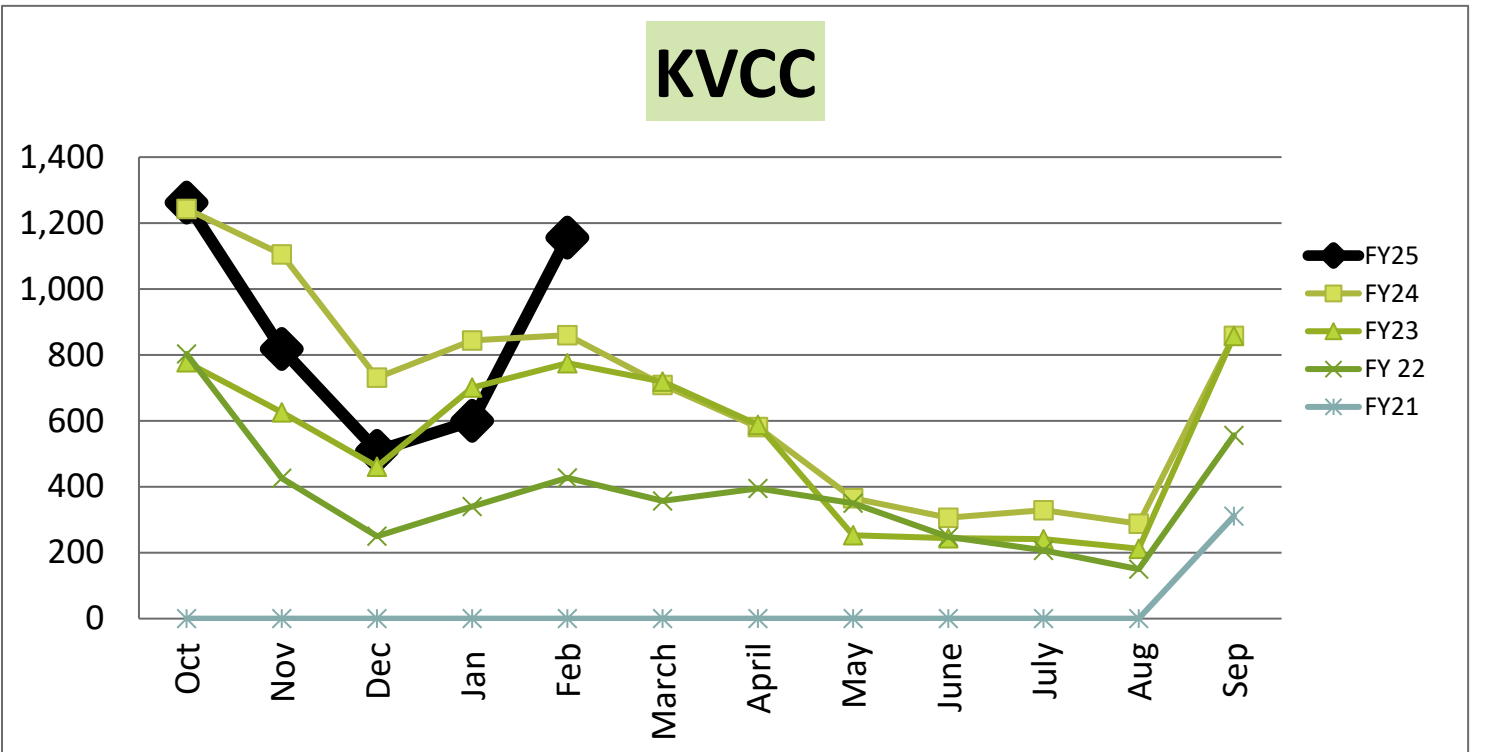
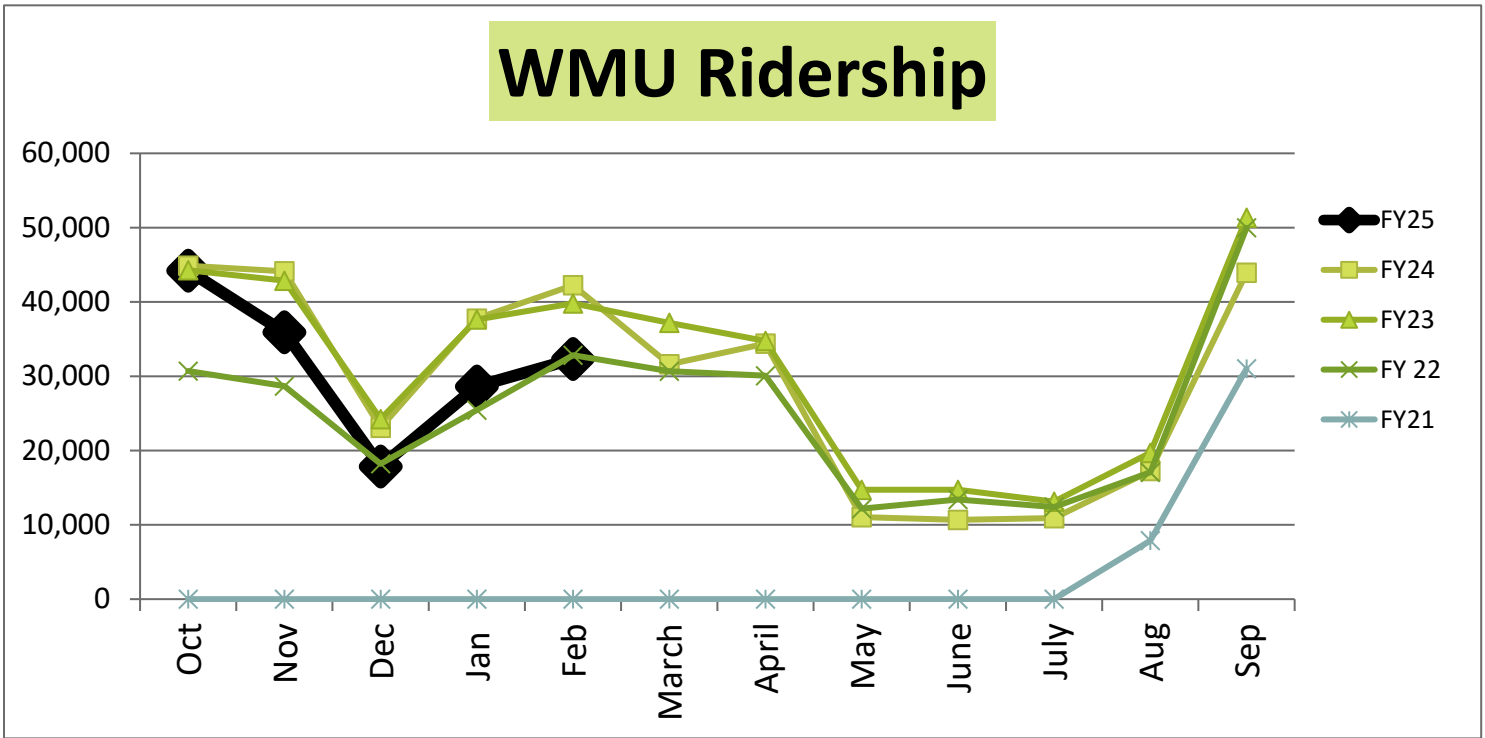
Fixed Route Ridership for fiscal year 25 is 1.4% lower than the fixed route ridership in fiscal year 24. See the chart below for the Year-to-date breakdown by route.

| Route | Year to Date- Oct 1, 2024 to February 2025 | | | | | |
|--------------------------|--|----------------|---------------------|----------------|--------------|---------------------|
| | # of Rides | | Increase / decrease | Rides per hour | | Increase / decrease |
| | FY25 | FY24 | | FY25 | FY24 | |
| Westnedge | 99,018 | 92,654 | 6.87% | 31.65 | 29.25 | 8.20% |
| Portage | 44,922 | 42,147 | 6.58% | 16.75 | 18.08 | -7.37% |
| West Michigan | 25,158 | 28,470 | -11.63% | 12.25 | 12.95 | -5.38% |
| Oakland | 24,387 | 23,073 | 5.69% | 11.88 | 10.49 | 13.23% |
| East Main | 23,930 | 21,416 | 11.74% | 23.14 | 16.90 | 36.93% |
| Parchment | 31,558 | 26,530 | 18.95% | 15.86 | 12.64 | 25.47% |
| Alamo | 37,809 | 37,050 | 2.05% | 19.26 | 17.52 | 9.90% |
| Egleston | 31,400 | 29,606 | 6.06% | 15.42 | 13.57 | 13.68% |
| Gull Road | 65,437 | 65,445 | -0.01% | 22.73 | 21.78 | 4.34% |
| Comstock | 21,371 | 20,396 | 4.78% | 10.41 | 9.28 | 12.16% |
| Stadium Drive | 44,660 | 45,921 | -2.75% | 14.65 | 16.62 | -11.85% |
| Duke | 4,461 | 6,234 | -28.44% | 7.65 | 9.80 | -21.99% |
| South Burdick | 40,546 | 36,835 | 10.07% | 19.75 | 16.76 | 17.86% |
| West Main | 60,376 | 58,416 | 3.36% | 23.78 | 23.28 | 2.12% |
| Paterson | 15,028 | 16,821 | -10.66% | 11.55 | 14.58 | -20.82% |
| Lovell | 56,334 | 64,145 | -12.18% | 18.55 | 20.37 | -8.97% |
| Ring | 24,003 | 36,880 | -34.92% | 21.26 | 25.52 | -16.69% |
| Solon/Kendall/Lafayette | 32,781 | 29,789 | 10.04% | 28.49 | 24.46 | 16.49% |
| Parkview | 40,728 | 52,139 | -21.89% | 20.54 | 24.50 | -16.16% |
| Milham/Centre | 11,452 | 11,431 | 0.18% | 5.84 | 5.45 | 7.17% |
| East Romence | 11,088 | 10,895 | 1.77% | 5.59 | 5.13 | 8.94% |
| WMU Shuttle | 1,088 | 1,850 | -41.19% | 6.00 | #DIV/0! | #DIV/0! |
| Total Fixed Route | 747,535 | 758,143 | -1.40% | 17.46 | 17.16 | 1.73% |

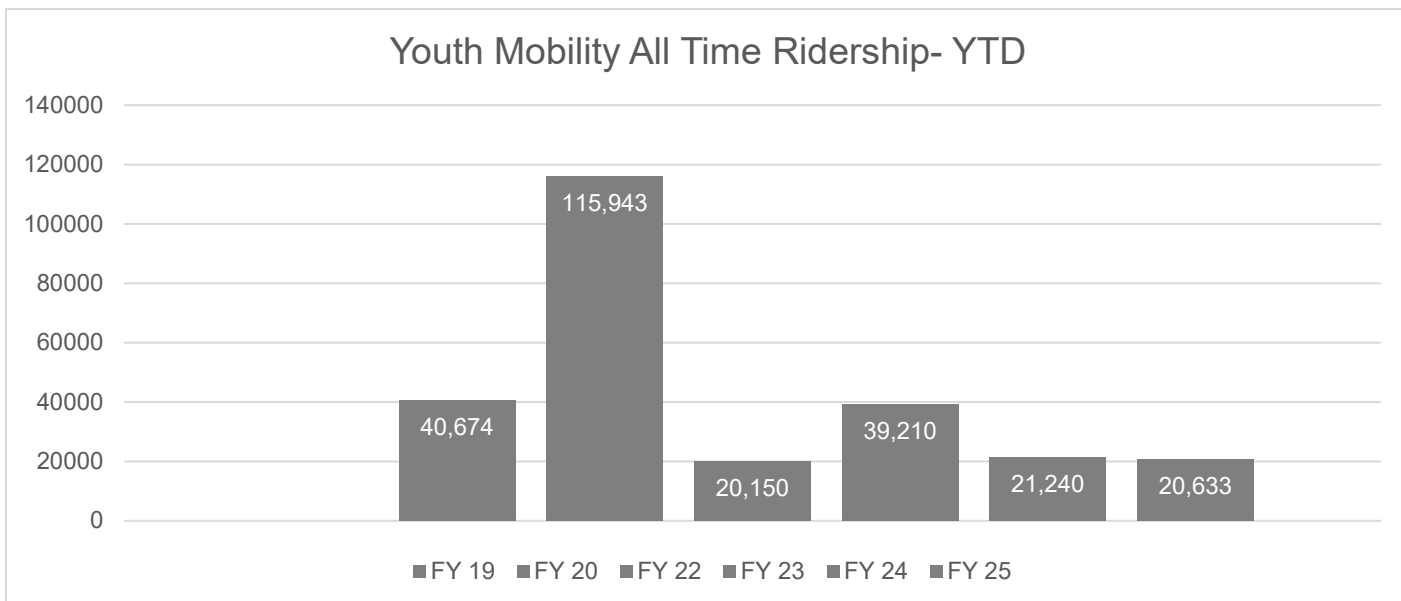
The fixed route also provides services through a series of specialized pass programs. Services include Western Michigan University (WMU), Kalamazoo Valley Community College (KVCC), and the Youth Mobility Program. The chart below provides a breakdown of the ridership from these specific programs.

| Other Data | Month to Date | | | Year to Date | | |
|----------------|---------------|--------|---------------------|--------------|---------|---------------------|
| | # of Rides | | Increase / decrease | # of Rides | | Increase / decrease |
| | FY25 | FY24 | | FY25 | FY24 | |
| WMU | 32,324 | 42,247 | -23.49% | 158,951 | 196,570 | -19.14% |
| KVCC | 1,156 | 860 | 34.42% | 4,345 | 4,799 | -9.46% |
| Youth Mobility | 4,377 | 2,770 | 58.01% | 20,633 | 7,710 | 167.61% |

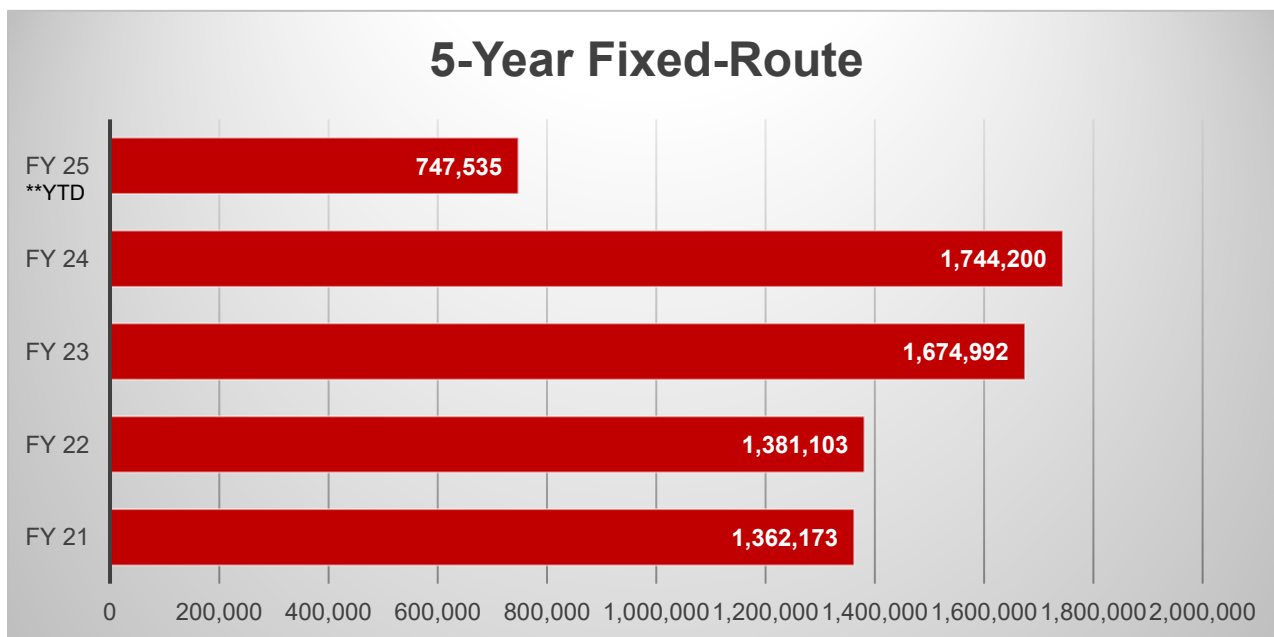
The chart below shows WMU and KVCC ridership over a 5-year time frame.



The Youth Mobility Program data below shows 5-years of ridership. The data does not include ridership from FY 21 as Metro was not collecting fares and buses were boarding from the rear.



Below is the 5-year ridership data for the fixed route system. FY 25 is ridership to date.



**FY 25 is October 1, 2024 through Present

Metro Connect

The Metro Connect service is an origin-to-destination program that will pick up riders and transport them to a specified location. Service scheduling is available up to seven days in advance. You can also request same day service depending on availability. Metro Connect is available to anyone in Kalamazoo and provides transport throughout the Kalamazoo County area and the VA Hospital in Battle Creek.

| Metro Connect | Year to Date- Oct 1, 2024 to February 2025 | | | | | |
|-----------------|--|--------|---------------------|----------------|------|---------------------|
| | # of Rides | | Increase / decrease | Rides per hour | | Increase / decrease |
| | FY25 | FY24 | | FY25 | FY24 | |
| Demand-Response | 10,602 | 11,369 | -6.75% | 0.39 | 0.40 | -1.76% |
| ADA Trips | 3,530 | 4,240 | -16.75% | 0.39 | 0.40 | -2.82% |

In February 2025, the Metro Connect service saw a decline in service due to the weather fluctuations in the area. Metro Connect had a few days where they could not provide out county trips because of road conditions, as well as a few days where numerous cancellations were called in due to extreme temperatures and program cancellations. Ridership data shows that although there were **3,079 cancellations**, **10, 322 trips** were completed in February 2025.

Metro Connect provides service to 25 jurisdictions, Fiscal Year 25 ridership data is listed here:

| 2025 | Oct | Nov | Dec | Jan | Feb | Total |
|--------------------|-----------------|---------------|--------------|---------------|---------------|---------------|
| | Township | | | | | |
| Alamo | 92 | 71 | 68 | 72 | 56 | 359 |
| Augusta | 74 | 69 | 60 | 79 | 68 | 350 |
| Brady | 38 | 28 | 18 | 26 | 28 | 138 |
| Charleston | 28 | 24 | 13 | 18 | 19 | 102 |
| Climax | 84 | 66 | 52 | 64 | 66 | 332 |
| Climax -Village | 4 | 8 | 2 | 6 | 13 | 33 |
| Comstock | 536 | 495 | 444 | 459 | 511 | 2,445 |
| Cooper | 621 | 549 | 447 | 525 | 532 | 2,674 |
| Galesburg | 219 | 235 | 193 | 221 | 198 | 1,066 |
| Kalamazoo Township | 796 | 696 | 563 | 699 | 708 | 3,462 |
| Kalamazoo City | 4,107 | 3,573 | 3,083 | 3,490 | 3,502 | 17,755 |
| Out Of County | 81 | 77 | 45 | 49 | 50 | 302 |
| Oshtemo | 1,320 | 1,100 | 884 | 991 | 947 | 5,242 |
| Parchment | 405 | 315 | 276 | 317 | 367 | 1,680 |
| Pavillion Township | 79 | 80 | 75 | 104 | 70 | 408 |
| Portage | 2,383 | 2,114 | 1,732 | 2,115 | 2,066 | 10,410 |
| Prairie Ronde | 56 | 44 | 29 | 32 | 33 | 194 |
| Richland | 204 | 166 | 174 | 171 | 174 | 889 |
| Richland- Village | 2 | 0 | 0 | 0 | 0 | 2 |
| Ross | 54 | 35 | 25 | 28 | 40 | 182 |
| Schoolcraft | 373 | 290 | 217 | 285 | 309 | 1,474 |
| School- Village | 38 | 35 | 28 | 38 | 34 | 173 |
| Texas | 415 | 301 | 227 | 271 | 285 | 1,499 |
| Vicksburg | 301 | 278 | 229 | 213 | 242 | 1,263 |
| Wakeshma | 8 | 20 | 12 | 4 | 4 | 48 |
| | 12,318 | 10,669 | 8,896 | 10,277 | 10,322 | 52,482 |

Other data from Metro Connect shows that in February 2025, no passenger was denied a ride that was requested and passengers for demand response requests were given an offer when they called. Telephone data shows that the average call back time was 7 minutes.

New certifications for the month of February include 5 ADA certifications, 23 DR Certifications, 16 Senior certifications for a total of 44 new certifications for the Metro Connect service.

Metro Share

Metro share is a specialized services program partnering with non-profit and government agencies that serve seniors age 62+ and individuals with disabilities. Metro share’s vans with those partner agencies on a first come-first served basis through reservations. Drivers complete training on Metro’s policies, proper van procedure as well as background and drug screening. Metro Share ridership will continue to fluctuate as partners sometimes use vans more than others.

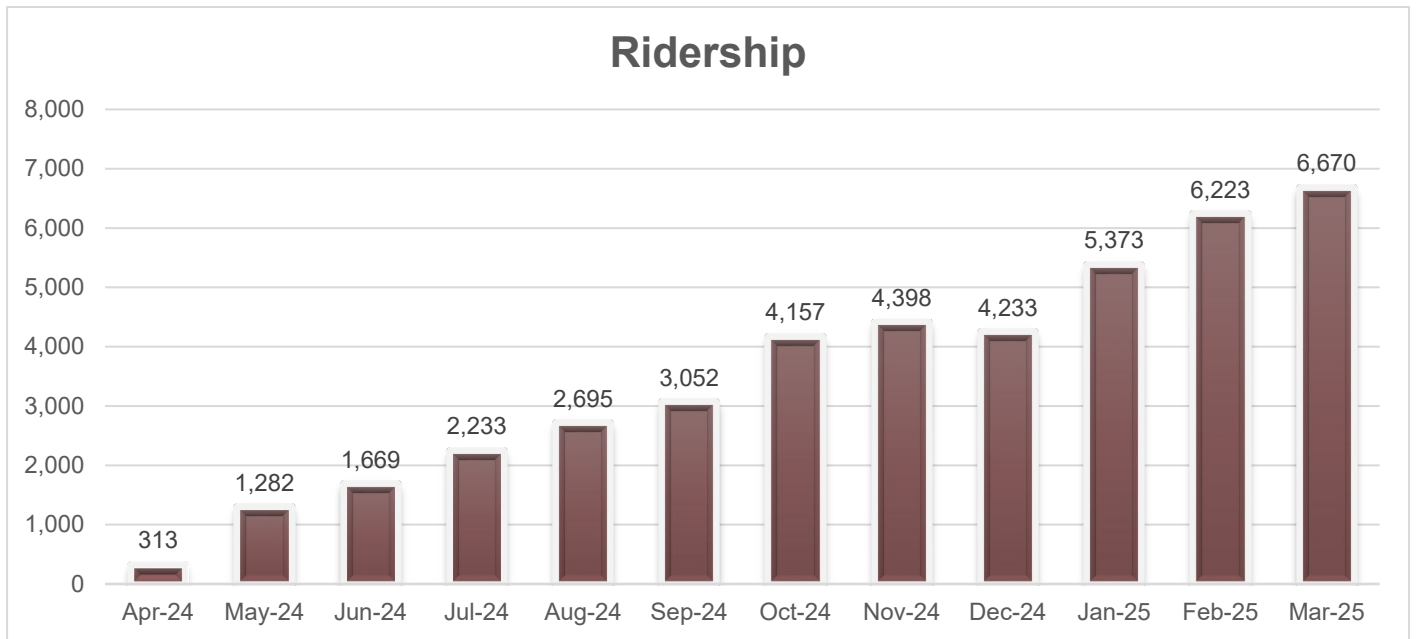
| | Year to Date- Oct 1, 2024 to February 2025 | | | | | |
|-------------|--|-------|---------------------|----------------|------|---------------------|
| | # of Rides | | Increase / decrease | Rides per hour | | Increase / decrease |
| | FY25 | FY24 | | FY25 | FY24 | |
| Metro Share | 2,107 | 2,101 | 0.29% | 2.08 | 1.94 | 7.36% |

Metro Link

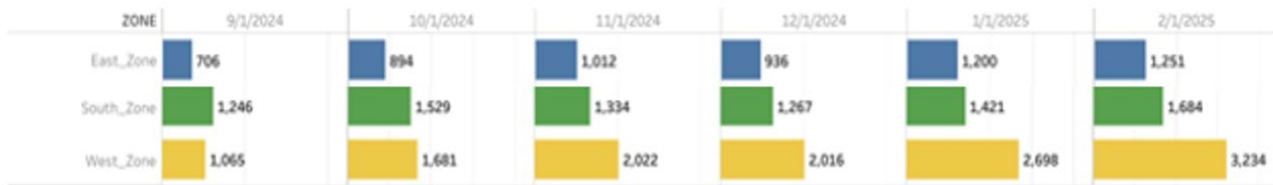
Metro Link is a pilot program launched April 15, 2024, Link is an alternative on-demand mobility solution to assist passengers with transportation needs including first mile last mile connections to the fixed-route system and point to point services within each of three zones. Since launch the Link program has shown growth in multiple areas month to month including the number of completed rides, rides per hour, proposals, and ridership growth. Ridership in February 2025 for Metro Link shows 6,223 rides.

| | Year to Date- Oct 1, 2024 to February 2025 | | | | | |
|------------|--|------|---------------------|----------------|------|---------------------|
| | # of Rides | | Increase / decrease | Rides per hour | | Increase / decrease |
| | FY25 | FY24 | | FY25 | FY24 | |
| Metro Link | 6,223 | - | 100.00% | 0.67 | 0.00 | 100.00% |

Ridership since launch is shown in this chart below:



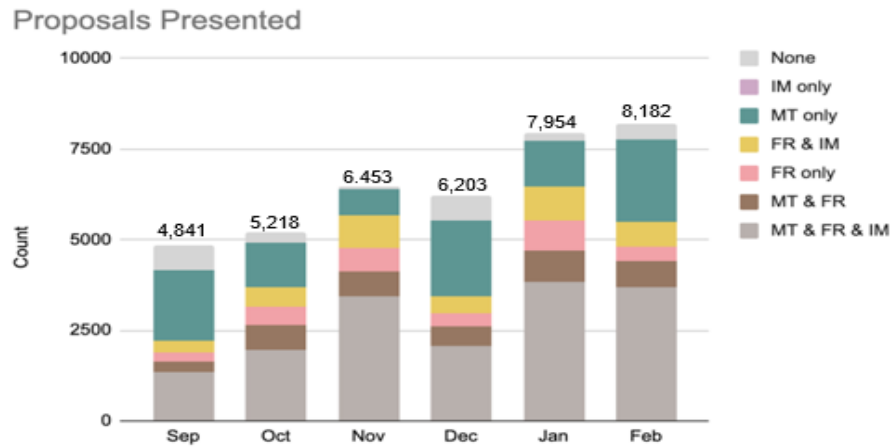
Metro Link operates within three zones an East, West, and South zone while also allowing overlap between the South and East and the south and west zones. The data below show ridership per zone.



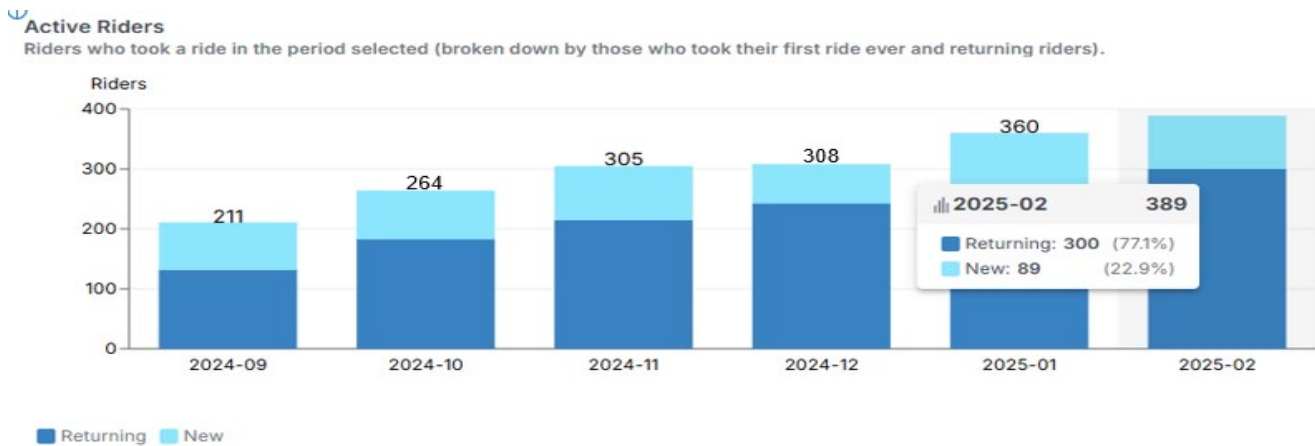
The average wait time is consistent by around 14 minutes. The overlapping of zones has caused an increase in the average estimated wait time for the South to West overlap. The south zone being the largest of the three zones had a decrease in the average wait time for the month of February and is now at 14 minutes. The goal is to reach each rider within 20 minutes although a wait time of 30 minutes is acceptable.



In February 2025, Metro Link riders received a total of 8,182 proposals. Of those 5,502 proposals contained a fixed route option. 2,255 proposals were Metro Link only, and some proposals informed passengers that they could use fixed route, link, and walk to get to their destination. In addition to the proposals listed, 425 riders did not receive a proposal.



Rider Growth shows the difference between new active riders and returning riders.



Security

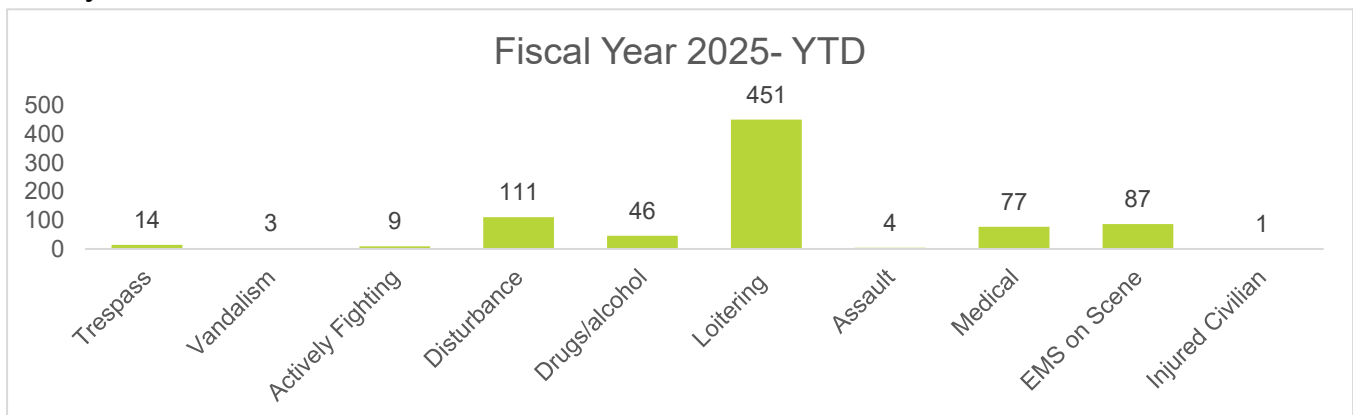
KDPS presence at the KTC was consistent through the month of January. Their presence typically lasts for a few minutes at a time.

104 of the security incidents this month were regarding loitering due to extremely cold temperatures outside. These loitering incidents were handled by security and required little police assistance. Additionally, 7 people were asked to move along when found sleeping in the bus bays in the early morning.

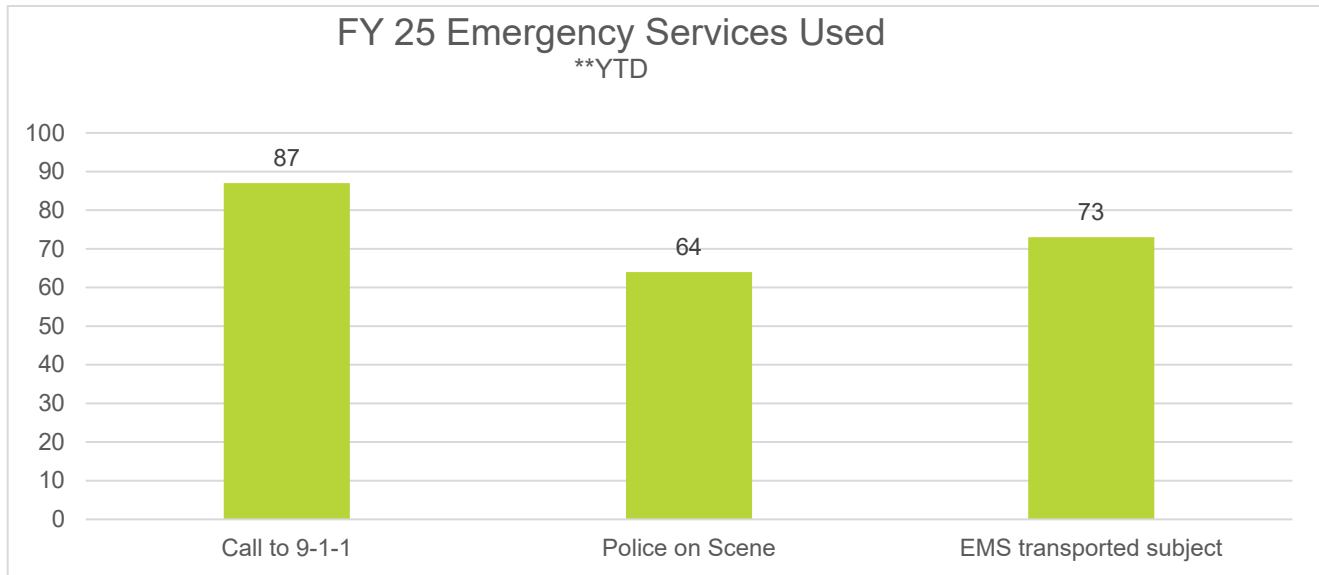
The activity summary for the month of January totals 171 security incidents. The incidents are listed below:

| Incident Types | Definitions |
|-----------------|--|
| 4 Trespasses | Asked to leave due to refusal to do so/someone trespassed returned to site |
| 214 Loitering | Significantly overstayed their time on property, sleeping, blocking paths |
| 1 Vandalism | Damage to property |
| 4 Active Fights | Physical altercation between parties occurred |
| 20 Disturbances | Behavior is interrupting other people around them. |
| 0 Harassments | Using threatening or degrading language |
| 3 Assaults | Someone physically attacked by another |
| 0 Thefts | Property Stolen on KTC property |
| 15 Medical | Medical emergency situations |

Fiscal year 2025 data shows the totals as listed below:



Emergency services used per month vary, the data is based on three categories: Calls to 9-1-1 made by security or KTC staff, Police on Scene, and People transported by EMS away from the KTC. The data below shows fiscal year 2025 Emergency services used as provided by security data.



** YTD includes data from October 1, 2024, to present.



Connecting People Throughout
Kalamazoo County

| |
|--|
| Agenda Item: # 4b1 Meeting Date: 04/14/25 |
|--|

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: March 25, 2025
SUBJECT: February Income & Expense Statement

BACKGROUND

The Income and Expense Statement is an internal document which is used to measure the CCTA's financial performance. The budget is used as a comparison for perspective.

We are currently within budget.

Some areas to highlight:

- Both the urban millage (CCTA) and county-wide millage (KCTA) are due in February and September. At this point we have collected \$2,350,692 (24%) of the FY25 millage.
- We have collected \$1,437,255 (44% of the budgeted amount) in fares for this year.
- The FTA operating assistance revenue is accrued at the end of the year (September). To date, we have requested \$14,024,494 in COVID-19 relief funds (2020-\$1,500,000; 2021-\$4,500,000, 2022-\$2,000,000, 2023-\$2,524,494, 2024-\$3,500,000).
- The average price for a gallon of diesel fuel in February 2024 was \$2.45 and in February 2025, it was \$2.30. This is a 6% decrease.
- Total operating expenditures for Metro year-to-date are 34% of the total budgeted amount.

Attachment:

1. February 2025 Income & Expense Statement



| | FY2025 CCTA Board Recommended Budget | February 2025 | Year to Date FY 2025 | Year to Date % 42% | Monthly Funding % |
|--|---|------------------|-------------------------|-----------------------------|-------------------------|
| STATEMENT OF INCOME AND EXPENSE | | | | | |
| Operating Revenue | | | | | |
| Fare Revenue | | | | | |
| Regular Route Cash | 738,001 | 53,697 | 301,717 | 41% | 6% |
| Metro County Connect Fares | 505,595 | 45,474 | 219,084 | 43% | 6% |
| Metro Link Fares | 23,400 | 664 | 4,792 | 20% | |
| WMU Fares | 1,196,850 | 0 | 598,975 | 50% | |
| Tokens | 353,000 | 30,737 | 158,731 | 45% | 4% |
| Pass Sales | 322,317 | 28,754 | 128,829 | 40% | 3% |
| Texas Twp/KVCC Prepaid Fares | 100,413 | 0 | 25,127 | 25% | 0% |
| | <u>3,239,576</u> | <u>159,326</u> | <u>1,437,255</u> | 44% | 19% |
| Other Revenue | | | | | |
| Advertising | 75,000 | 8,333 | 12,500 | 17% | 0% |
| Intermodal Operations | 231,781 | 1,850 | 76,579 | 33% | 1% |
| Miscellaneous Revenue | 24,900 | 777 | 18,628 | 75% | 0% |
| Commission Revenue - (GH, IT, FlixBus) | 5,000 | 308 | 1,785 | 36% | 0% |
| Interest Income | 379,000 | 18,897 | 104,166 | 27% | 3% |
| | <u>715,681</u> | <u>30,164</u> | <u>213,658</u> | 30% | 3% |
| Urban Millage (CCTA) | 6,030,922 | 674,334 | 1,192,042 | 20% | 4% |
| County-wide Millage (KCTA) | 3,669,863 | 514,851 | 1,158,651 | 32% | 2% |
| MDOT - Operating | 7,685,054 | 613,271 | 3,069,374 | 40% | 46% |
| FTA - Operating | 5,888,302 | 0 | 12,077 | 0% | 0% |
| Provision for Depreciation | 3,255,200 | 253,854 | 1,302,362 | 40% | 26% |
| TOTAL OPERATING REVENUE | <u>30,484,598</u> | <u>2,245,800</u> | <u>8,385,418</u> | 28% | 100% |
| Operating Expenses by Division | | | | | |
| Administration/Overhead | 7,697,748 | 558,292 | 2,707,591 | 35% | |
| Kalamazoo Transportation Center Operations | 1,064,487 | 73,265 | 395,170 | 37% | |
| Maintenance | 3,593,062 | 271,945 | 1,344,878 | 37% | |
| Operations | 8,429,221 | 560,962 | 3,032,345 | 36% | |
| Metro Connect | 5,780,382 | 477,822 | 1,920,353 | 33% | |
| Metro Share | 70,124 | 4,028 | 25,078 | 36% | |
| Metro Link | 2,239,542 | 6,215 | 529,870 | 24% | |
| TOTAL OPERATING EXPENSE | <u>28,874,566</u> | <u>1,952,527</u> | <u>9,955,285</u> | 34% | |
| NET (UNFUNDED) BALANCE for period | <u>1,610,032</u> | <u>293,273</u> | <u>(1,569,867)</u> | | |



NOTES

Performance Monitoring Committee

Date: Monday, April 7, 2025

Attending: Adi Rama (Chair), Garrylee McCormick, Paul Ecklund, Greg Rosine, Keshia Woodson-Sow, Annette Arkush, Sean McBride
Guests: Greg Vlietstra, Rob Branch

1. Discussion Items

- **Annual Financial Audit**
Director Vlietstra presented the Michigan Department of Treasury Form 5572 and discussion was had on the over funded ratio for both Pension and OPEB. Executive Director McBride then presented the financial audit as prepared by Maner Costerisan. The Committee agreed to present the audit to the board. Aaron Stevens will do the presentation at the Board meeting on April 14.
- **Kalamazoo Transportation Center (KTC) ADA Upgrades**
Deputy Director Branch presented the ADA upgrades project. Deputy Director Branch discussed the project and upgrades to take place including upgrades to the restrooms, walls, floors, and signage in the KTC and outdoor areas from the building to the sidewalk. He then presented the information for the alternative to include fixing bricks around the facility that have become a safety hazard. The committee agreed to present the project to the Board.
- **Employee Handbook- Sick Leave Policy update**
Director Woodson-Sow presented the policy changes in a redline draft to the committee. Discussion was had about the Earned Sick Time Act (ESTA) and the changes that took place at 12:02 am on February 21, 2025. Director Woodson-Sow discussed the redlined policy for non-bargaining employees with the listed changes to be in compliance with the legislation.
- **Metrics Report**
Director Woodson-Sow presented a newly designed metrics report to be all inclusive of the information that the Committee has discussed over the last two years. The discussion was held around January Metrics. The draft was taken back and updated for presentation to the Board at the April Board meeting.

The Committee agreed to cancel the April meeting.

Next Meeting: May 20, 2024 @ 3:00 PM in the Metro Boardroom



Agenda Item: 5a1
Meeting Date: 04/14/25

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: April 10, 2025
SUBJECT: CCTA Millage Discussion

BACKGROUND

Local funding for public transit is generated from two property tax millages. The CCTA, as a public transportation authority created in compliance with Act 196 of 1986, has the ability to levy property tax with the approval of the voters within the district boundaries. The CCTA, has a millage that was approved by the voters in March of 2020 for a period that covers 2021, 2022, 2023, 2024 and 2025. The CCTA millage is for 0.90 mills and will generate approximately \$6 million in FY 2025. The KCTA has a millage that was approved by the citizens of Kalamazoo County in November of 2021 for a period that covers 2022, 2023, 2024, 2025 and 2026. The countywide millage is for 0.3124 mills and will generate approximately \$3.6 million in FY 2025.

The CCTA will have a millage election in November of 2025. In addition, the KCTA will need to conduct a millage election in 2026.

TIMELINE

Executive Director McBride provided a timeline for the CCTA and KCTA boards that was presented in the January 13th CCTA and KCTA Board agenda packet. Below is an overview of dates more specifically for the Planning & Development Committee.

- January 20, 2025 Committee Meeting – Introductory discussion and overview of plan of action for committee.
- February 17, 2025 Committee Meeting – Review of financial projections.
- March 17, 2025 Committee Meeting – Recommendation to CCTA and KCTA boards for a millage request amount and duration of number of years.
- April 14, 2025 CCTA and KCTA Boards – Discussion on millage request amount and duration of number of years.
- May 12, 2025 CCTA and KCTA Boards – Recommendation on millage request amount and duration of number of years.

DISCUSSION

The boards must determine three items related to the millage election.

1. When to conduct the election? – November 4, 2025
2. Duration of millage? – To Be Determined
3. Amount of millage levy? – To Be Determined

Millage Election - When

The CCTA and KCTA Boards voted to conduct the CCTA millage election on November 4, 2025 at the December 9, 2024 meeting.

Duration of Millage

The Planning and Development Committee discussed the duration at the meeting on February 17th. The consensus was that the CCTA millage duration should be five years. It was also discussed that with new State legislation allowing longer duration millages, current legislation is restricted to a duration of no longer than five years. With this new legislation, the KCTA millage could be a longer duration of 6 or 7 years, to put a little distance between the CCTA and KCTA millage elections.

Amount of Millage

The Planning and Development Committee has reviewed an extensive variety of data at their past two meetings in February and April. Attached are several of the documents reviewed and considered. The committee considered several different scenarios for millage amounts. In particular, the committee reviewed data reflecting a 0.9, 1.1, and 1.25 millage rate over a five-year duration.

The committee had consensus on the middle scenario of 1.1 mills. For this amount, millage rate levels would increase by amount equivalent to inflation, 22% over the 5-years of the current millage.

Existing services are projected to be maintained, with some caveats:

- Maintain equivalent of current fixed-route service
- Manage Metro Connect, with need to find service efficiencies to reduce/stabilize service cost
- Provide Metro Link at levels equivalent to initial April 15, 2024 service levels
- Assumes gradual, steady and sustained reduction in State of Michigan Local Bus Operating Assistance
- Assumes increased use of FTA 5307 for operations with decrease in funding available for capital

Additional Information

If the millage were not to pass in November, a CCTA millage election could be conducted in winter/spring of 2026. This would comply with Public Act 196 standards and maintain millage funding cash flow. The downside is that a KCTA election is targeted for November 2026.

CCTA and KCTA Attorney Richard Cherry will make a presentation at the May 10th meeting regarding appropriate activities for Boardmembers and staff as it pertains to millage education and advocacy.

RECOMMENDATION

The Planning & Development Committee recommends that the CCTA and KCTA Boards provide direction to staff to draft a Central County Transportation Authority 2025 Millage Request Resolution that contains a millage rate of 1.1 mills for the duration of five years (2026,2027,2028, 2029 and 2030) to be placed on the November 4, 2025 Election Ballot. This Resolution will be considered for adoption at the Board meeting of May 10, 2025.

ATTACHMENTS

| # | Title | Comments |
|----|--|------------------------------|
| 1. | CCTA Historical Millage Data | March 17 committee meeting |
| 2. | Millage Rate in Michigan Urban Systems - Updated | January 20 committee meeting |
| 3. | Millage Duration Scenarios | January 20 committee meeting |
| 4. | Inflation Analysis | March 17 committee meeting |
| 5. | MDOT Local Bus Operating Assistance Analysis | March 17 committee meeting |

Memo: CCTA Millage Discussion

Date: 4/14/2025

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| | | |
|-----|--|--------------------------------|
| 6. | FTA Funding Analysis | March 17 committee meeting |
| 7. | Inflation Applied to CCTA and KCTA Millage Rates | February 17 committee meeting |
| 8. | Working Capital Policy | March 17 committee meeting |
| 9. | Projection – CCTA 0.9 and KCTA 0.3124 | February 17 committee meeting |
| 10. | Projection – CCTA 1.1 and KCTA 0.3886 | February 17 committee meeting |
| 11. | Projection – CCTA 1.25 and KCTA 0.4 | February 17 committee meeting |
| 12. | Projection – CCTA 1.0 and KCTA 0.425 | March 17 committee meeting |
| 13. | Service Impacts Analysis – Updated and Detailed | March 17 committee meeting. |
| 14. | Cost of Millage to Property Owners | February 17 committee meeting. |
| 15. | Taxable Value by Unit Chart | February 17 committee meeting. |
| 16. | KCTA and CCTA Estimated Allocation Comparison | February 17 committee meeting. |
| 17. | Sample Millage Resolution | New |

CCTA Historical Millage Data

Prepared 3/14/25

| | CCTA Millage Rate | CCTA Millage Rate | % Reduction due to Headlee | CCTA Millage Collections | % Increase 24 to 22 | CCTA Taxable Value | % Increase 24 to 21 | % Increase 24 to 22 | CCTA Millage as % of Total Operating Revenue |
|-------------|----------------------------------|----------------------------------|---------------------------------------|-------------------------------------|--------------------------------|-------------------------------|------------------------------------|------------------------------------|---|
| | Actual | Available | | | | | | | |
| 2021 | 0.75 | 0.9 | | \$ 4,026,205 | | 5,447,224,398 | | | 19.9% |
| 2022 | 0.8978 | 0.8978 | 0.24% | \$ 5,001,364 | | 5,730,965,561 | | | 24.9% |
| 2023 | 0.8956 | 0.8956 | 0.49% | \$ 5,454,559 | | 6,222,867,332 | | | 26.4% |
| 2024 | 0.8933 | 0.8933 | 0.74% | \$ 5,825,452 | 16.5% | 6,651,511,795 | 22.1% | 16.1% | 23.1% |

Millage Rates in Michigan Urban Systems
Version – February 2025

| Transit Authority | Year Voted | Millage | Duration | Millage Area |
|---|-------------------|----------------|-----------------|--|
| CATA | 2024 | 2.9895 mills | 5 Years | Lansing, East Lansing, Meridian Township, Lansing Township, and Delhi Township |
| Saginaw | 2020 | 3.2 mills | 5 Years | City of Saginaw |
| Ann Arbor Area Transportation Authority | 2022 | 2.38 mills | 5 Years | City of Ann Arbor, City of Ypsilanti, and Ypsilanti Township |
| Ann Arbor Area Transportation Authority | 2018 | 0.70 mills | 5 Years | Ann Arbor (2.0), Ypsilanti & Ypsilanti Township (0.7 for all 3) -2 millages |
| The Rapid | 2017 | 1.4074 mills | 12 Years | Kent County |
| MTA | 2020 | 0.6 mills | 5 Years | Genesee County |
| MTA | 2021 | 0.6 mills | 5 Years | City of Flint |
| Kalamazoo County Transportation Authority | 2021 | 0.3124 mills | 5 Years | Kalamazoo County |
| Central County Transportation Authority | 2020 | 0.90 mills | 5 Years | Kalamazoo, Parchment, Portage, and Kalamazoo Township, Part of Comstock, Oshtemo Townships |

**Millage Rates in Michigan Urban Systems
Version – February 2025**

| Transit Authority | Year Voted | Millage | Duration | Millage Area |
|---------------------------------------|-------------------|--|--|--|
| SMART | 2022 | 0.95 mills (Macomb, Oakland) 0.994 (Wayne) | 4 Years (Maccomb) 5 Years (Oakland) 10 Years (Wayne) | Parts of Macomb, Oakland, Wayne Counties |
| Jackson | 2022 | 0.9897 mills | 5 Years | City of Jackson |
| Blue Water | 2021 | 0.6068 mills | 5 Years | Parts of Saint Clair County |
| Battle Creek Transit | 2024 | 2.66 mills | 5 Years | Albion, Battle Creek, Marshall, and Springfield |
| KRESA | | 6.97850 | | |
| Kalamazoo County Operating | | 4.62020 | | |
| Portage District Library | | 1.49420 | | |
| Kalamazoo County Public Safety | | 1.43440 | | |
| Kalamazoo County Housing | | .74340 | | |
| Kalamazoo County 911 | | .64420 | | |
| Kalamazoo County Senior Services | | .34620 | | |
| Kalamazoo County Verteran Services | | .09970 | | |

| Inflation Analysis | | | | |
|---|---|---------------|-------------------|--------------------------------|
| Version - March 14, 2025 | | | | |
| | Michigan Department of Treasury* | | | |
| 2021 | 1.40% | | | |
| 2022 | 3.30% | | | |
| 2023 | 7.90% | | | |
| 2024 | 5.10% | | | |
| 2025 | 3.10% | | | |
| 5-Year Total | 20.80% | | | |
| Annual Average | 4.16% | | | |
| *Please Note: that the inflation rate is from the State of Michigan Department of Treasury Inflation Rate Multiplier Bulletin dated October 22, 2024. | | | | |
| Cost Escalation - Total Actual Metro Expenses | | | | |
| | 2021 | 2024 | % Increase | Average Annual Increase |
| Total Operating Expenses | \$ 17,519,841 | \$ 22,218,314 | 26.8% | 8.9% |
| Total Operating Wages | \$ 3,736,831 | \$ 4,575,745 | 22.4% | 7.5% |
| Cost Escalation - Specific Goods, Services, Wages | | | | |
| | 2021 | 2024 | % Increase | Average Annual Increase |
| Driver Wage Rate (Upon Hire) | 18.09 | 22.22 | 22.8% | 7.6% |
| Senior Driver Wage Rate (8 Years) | 22.19 | 26.81 | 20.8% | 6.9% |
| Metro Connect Contract | 4,543,524 | 5,530,681 | 21.7% | 7.2% |
| Gillig Bus | \$ 536,667 | \$ 726,622 | 35.4% | 11.8% |

| State of Michigan | | | | | | | |
|--|----------------|------------------------|------------------------|----------------|----------------|--------------------|----------------------|
| Local Bus Operating Assistance Analysis | | | | | | | |
| Prepared 3/14/25 | | | | | | | |
| | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 |
| | Final Audit | Preliminary Reconciled | Preliminary Reconciled | Budget | Budget | Preliminary Budget | Preliminary Estimate |
| LBOA % | 34.799 | 35.2382 | 31.8493 | 29.2015 | 33.8553 | 29.6045 | 26.0423 |
| Appropriation | \$ 196,750,000 | \$ 196,750,000 | \$ 196,750,000 | \$ 201,750,000 | \$ 261,750,000 | \$ 240,000,000 | \$ 220,000,000 |
| Impact with \$20 million Eligible Expenses | \$ 6,959,800 | \$ 7,047,640 | \$ 6,369,860 | \$ 5,840,300 | \$ 6,771,060 | \$ 5,920,900 | \$ 5,208,460 |
| Impact with \$25 million Eligible Expenses | \$ 8,699,750 | \$ 8,809,550 | \$ 7,962,325 | \$ 7,300,375 | \$ 8,463,825 | \$ 7,401,125 | \$ 6,510,575 |
| Impact with \$30 million Eligible Expenses | \$ 10,439,700 | \$ 10,571,460 | \$ 9,554,790 | \$ 8,760,450 | \$ 10,156,590 | \$ 8,881,350 | \$ 7,812,690 |
| Impact with \$30 million Eligible Expenses | \$ 12,179,650 | \$ 12,333,370 | \$ 11,147,255 | \$ 10,220,525 | \$ 11,849,355 | \$ 10,361,575 | \$ 9,114,805 |
| Actual Collections* | \$ 5,835,643 | \$ 5,406,335 | \$ 5,592,530 | \$ 4,576,205 | \$ 5,835,178 | | |
| LBOA as % of Total Operating Revenue | 32.1% | 26.7% | 27.8% | 22.2% | 23.2% | | |
| *Please Note - 2021 and beyond will be adjusted after final audit reconciliation | | | | | | | |

FTA Operating Funding

Updated March 14, 2025

| | 2020 Audited | 2021 Audited | 2022 Audited | 2023 Audited* | 2024 Audited | 2025 Projected | 2026 Projected | 2027 Projected | 2028 Projected | 2028 Projected | 2028 Projected | |
|-------------------------------|--------------|--------------|--------------|---------------|--------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|
| FTA - CARES Act | \$ 1,500,000 | \$ 4,500,000 | \$ 2,000,000 | \$ 1,074,494 | \$ - | \$ - | 0 | 0 | 0 | 0 | 0 | \$ 9,074,494 |
| FTA - CRRSAA | | | | | \$ - | | \$ 2,500,000 | \$ 236,529 | 0 | 0 | 0 | \$ 2,736,529 |
| FTA - ARPA | | | | \$ 1,450,000 | \$ 3,500,000 | \$ 3,500,000 | \$ 526,378 | 0 | 0 | 0 | 0 | \$ 8,976,378 |
| Total Pandemic Relief Revenue | \$ 1,500,000 | \$ 4,500,000 | \$ 2,000,000 | \$ 2,524,494 | \$ 3,500,000 | \$ 3,500,000 | \$ 3,026,378 | \$ 236,529 | \$ - | \$ - | \$ - | \$ 20,787,401 |
| FTA 5307 Operating* | \$ 1,602,262 | \$ 1,535,705 | \$ 1,240,745 | \$ 1,094,885 | \$ 2,495,677 | \$ 2,388,302 | \$ 2,935,325 | \$ 2,634,996 | \$ 2,634,996 | \$ 2,634,996 | \$ 2,634,996 | |

*Please note that Metro's use of FTA Operating Funds is limited by the annual 5307 appropriation and limitations that at least 25% be used on capital. The most recent appropriation was \$3.8 million in FY 2024.

Inflation Applied to CCTA and KCTA Millage Rates

Version - February 12, 2025

| | Michigan Department of Treasury* | CCTA Millage of .9 with Inflation Factor | | | Michigan Department of Treasury* | KCTA Millage of .3124 with Inflation Factor |
|---------------------|-------------------------------------|--|--|---------------------|-------------------------------------|---|
| 2021 | 1.40% | 0.9126 | | | | |
| 2022 | 3.30% | 0.9427 | | 2022 | 3.30% | 0.3227 |
| 2023 | 7.90% | 1.0172 | | 2023 | 7.90% | 0.3482 |
| 2024 | 5.10% | 1.0691 | | 2024 | 5.10% | 0.3660 |
| 2025 | 3.10% | 1.1022 | | 2025 | 3.10% | 0.3773 |
| 5-Year Total | 20.80% | | | 2026 estimated | 3.00% | 0.3886 |
| Annual Average | 4.16% | | | 5-Year Total | 22.40% | |
| | | | | Annual Average | 4.48% | |



**CENTRAL COUNTY TRANSPORTATION AUTHORITY AND
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY BOARD POLICY**

WORKING CAPITAL AND FUND BALANCE

NO: 4.02

PURPOSE

The purpose of this policy is to establish a key element of the financial stability of the CCTA and KCTA by setting guidelines for the appropriate amount of working capital.

POLICY STATEMENT

In order for the CCTA and KCTA to operate effectively and sustain a solid financial structure, it is prudent to maintain a strong working capital reserve balance. For the considerations below, the CCTA/KCTA working capital recommendation is a minimum range between 22 % and 30 % percent.

PROCEDURES

The fund balance is the difference between assets and liabilities in a governmental fund. It is often calculated as the remaining fund balance at the end of the fiscal year divided by total expenses for the fiscal year. In accordance with Generally Accepted Accounting Principles (GAAP), accounting for transit operations across the nation is typically classified as an enterprise fund¹, as opposed to a traditional governmental fund. Therefore, a working capital reserve policy (typical for enterprise funds) as opposed to a fund balance policy (typical for governmental funds).

Similar to the fund balance, working capital is also the net difference between assets and liabilities, but it takes into consideration the large depreciation expenses associated with the capital-intensive transit industry. Essentially, it represents the liquidity, or cash flow, available to sustain necessary operations.

Although there are variations to calculating working capital, the following methodology was recommended by the audit firm:

$(\text{Current assets} - \text{current liabilities}) / (\text{Total operating expenses} - \text{depreciation expense}).$

The recommended working capital policy addresses the following:

- Cash flow requirements
- Large one-time expenses (e.g. purchase of buses)
- Emergencies
- Uncertain nature of Federal and State grant funding and reimbursement

¹ An enterprise fund establishes a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. Under enterprise accounting, the revenues and expenditures of services are separated into separate funds with its own financial statements, rather than commingled with the revenues and expenses of all other government activities (http://www.municipalconsultants.net/enterprise_fund_accounting_systems.aspx).

WORKING CAPITAL AND FUND BALANCE

NO: 4.02

- Property tax reduction risk associated with an economic downturn
- It is advantageous to spend down a financial reserve as opposed to building a reserve
By having a strong financial position, it lessens the potential of borrowing costs if there is a need to seek outside financing (E.g. a bank note or bond) in the future
- CCTA is a single fund organization with no other funds to borrow/supplement from

The Executive Director shall inform the CCTA and KCTA Boards should the working capital percentage fall below the lower portion of the recommended range and propose a plan of action.

REFERENCES

Government Finance Officers Association (www.gfoa.org) as well as footnote on page one.

APPROVAL

 8/9/21
KCTA/CCTA Board Chair Date

 8/9/21
KCTA/CCTA Board Clerk Date

| Projection - Use of Previous Approved Millage Rates (Note not Headlee reduced) | | | | | | | | | |
|--|----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Version February 6, 2025 | | | | | | | | | |
| | | 2025 Projected | 2026 Projected | 2027 Projected | 2028 Projected | 2029 Projected | 2030 Projected | 2031 Projected | 2032 Projected |
| | Millage Rate Assumption | Oct 1, 2024 - Sep 30, 2025 | Oct 1, 2025 - Sep 30, 2026 | Oct 1, 2026 - Sep 30, 2027 | Oct 1, 2027 - Sep 30, 2028 | Oct 1, 2028 - Sep 30, 2029 | Oct 1, 2029 - Sep 30, 2030 | Oct 1, 2030 - Sep 30, 2031 | Oct 1, 2031 - Sep 30, 2032 |
| TOTAL OPERATING REVENUE | | | | | | | | | |
| Fares | | \$3,139,163 | \$3,332,874 | \$3,474,743 | \$3,622,962 | \$3,731,651 | \$3,843,600 | \$3,958,908 | \$4,077,675 |
| FTA | | \$5,888,302 | \$5,961,703 | \$2,871,525 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 |
| CCTA Millage | 0.9 | \$6,030,922 | \$6,345,542 | \$6,471,228 | \$6,730,077 | \$6,999,280 | \$7,279,251 | \$7,570,421 | \$7,873,238 |
| KCTA Millage | 0.3124 | \$3,669,863 | \$3,741,123 | \$3,956,047 | \$4,114,289 | \$4,278,860 | \$4,450,015 | \$4,628,015 | \$4,813,136 |
| MDOT | | \$6,575,000 | \$6,487,500 | \$6,588,000 | \$6,536,600 | \$6,479,000 | \$6,384,000 | \$6,288,000 | \$6,314,724 |
| Other Service Contracts | | \$100,413 | \$102,421 | \$104,469 | \$106,559 | \$108,690 | \$110,864 | \$113,081 | \$116,473 |
| Other | | \$815,681 | \$763,415 | \$647,891 | \$539,360 | \$540,484 | \$555,201 | \$569,636 | \$586,725 |
| TOTAL OPERATING REVENUE | | \$26,219,344 | \$26,734,578 | \$24,113,902 | \$24,149,846 | \$24,637,965 | \$25,122,931 | \$25,628,061 | \$26,281,971 |
| TOTAL OPERATING EXPENSES | | \$25,000,000 | \$25,950,000 | \$27,450,000 | \$28,420,000 | \$29,450,000 | \$30,400,000 | \$31,440,000 | \$32,383,200 |
| USE of WORKING CAPITAL/NET OPERATING | | -\$1,219,344 | -\$784,578 | \$3,336,098 | \$4,270,154 | \$4,812,035 | \$5,277,069 | \$5,811,939 | \$6,101,229 |
| UNOBLIGATED WORKING CAPITAL | | \$10,219,344 | \$11,003,922 | \$7,667,825 | \$3,397,671 | -\$1,414,364 | -\$6,691,433 | -\$12,503,372 | -\$18,604,601 |
| ESTIMATED WORKING CAPITAL PERCENTAGE | | 41% | 42% | 28% | 12% | -5% | -22% | -40% | -57% |

Projection - Inflation Adjusted Millage Rates

Version February 6, 2025

| | | 2025 Projected | 2026 Projected | 2027 Projected | 2028 Projected | 2029 Projected | 2030 Projected | 2031 Projected | 2032 Projected |
|---|-------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| | Millage Rate Assumption | Oct 1, 2024 - Sep 30, 2025 | Oct 1, 2025 - Sep 30, 2026 | Oct 1, 2026 - Sep 30, 2027 | Oct 1, 2027 - Sep 30, 2028 | Oct 1, 2028 - Sep 30, 2029 | Oct 1, 2029 - Sep 30, 2030 | Oct 1, 2030 - Sep 30, 2031 | Oct 1, 2031 - Sep 30, 2032 |
| TOTAL OPERATING REVENUE | | | | | | | | | |
| Fares | | \$3,139,163 | \$3,332,874 | \$3,474,743 | \$3,622,962 | \$3,731,651 | \$3,843,600 | \$3,958,908 | \$4,077,675 |
| FTA | | \$5,888,302 | \$5,961,703 | \$2,871,525 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 |
| CCTA Millage | 1.1 | \$6,030,922 | \$7,755,663 | \$7,909,278 | \$8,225,649 | \$8,554,675 | \$8,896,862 | \$9,252,737 | \$9,622,846 |
| KCTA Millage | 0.3886 | \$3,669,863 | \$3,741,123 | \$4,920,998 | \$5,117,838 | \$5,322,552 | \$5,535,454 | \$5,756,872 | \$5,987,147 |
| MDOT | | \$6,575,000 | \$6,487,500 | \$6,588,000 | \$6,536,600 | \$6,479,000 | \$6,384,000 | \$6,288,000 | \$6,314,724 |
| Other Service Contracts | | \$100,413 | \$102,421 | \$104,469 | \$106,559 | \$108,690 | \$110,864 | \$113,081 | \$116,473 |
| Other | | \$815,681 | \$763,415 | \$647,891 | \$539,360 | \$540,484 | \$555,201 | \$569,636 | \$586,725 |
| TOTAL OPERATING REVENUE | | \$26,219,344 | \$28,144,699 | \$26,516,904 | \$26,648,968 | \$27,237,052 | \$27,825,981 | \$28,439,233 | \$29,205,591 |
| TOTAL OPERATING EXPENSES | | \$25,000,000 | \$25,950,000 | \$27,450,000 | \$28,420,000 | \$29,450,000 | \$30,400,000 | \$31,440,000 | \$32,383,200 |
| USE of WORKING CAPITAL/NET OPERATING | | -\$1,219,344 | -\$2,194,699 | \$933,096 | \$1,771,032 | \$2,212,948 | \$2,574,019 | \$3,000,767 | \$3,177,609 |
| UNOBLIGATED WORKING CAPITAL | | \$12,719,344 | \$14,914,043 | \$13,980,947 | \$12,209,915 | \$9,996,967 | \$7,422,948 | \$4,422,181 | \$1,244,572 |
| ESTIMATED WORKING CAPITAL PERCENTAGE | | 51% | 57% | 51% | 43% | 34% | 24% | 14% | 4% |

| Projection - Service Growth Adjusted Millage Rates | | | | | | | | | |
|---|----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Version February 6, 2025 | | | | | | | | | |
| | | 2025 Projected | 2026 Projected | 2027 Projected | 2028 Projected | 2029 Projected | 2030 Projected | 2031 Projected | 2032 Projected |
| | Millage Rate Assumption | Oct 1, 2024 - Sep 30, 2025 | Oct 1, 2025 - Sep 30, 2026 | Oct 1, 2026 - Sep 30, 2027 | Oct 1, 2027 - Sep 30, 2028 | Oct 1, 2028 - Sep 30, 2029 | Oct 1, 2029 - Sep 30, 2030 | Oct 1, 2030 - Sep 30, 2031 | Oct 1, 2031 - Sep 30, 2032 |
| TOTAL OPERATING REVENUE | | | | | | | | | |
| Fares | | \$3,139,163 | \$3,332,874 | \$3,474,743 | \$3,622,962 | \$3,731,651 | \$3,843,600 | \$3,958,908 | \$4,077,675 |
| FTA | | \$5,888,302 | \$5,961,703 | \$2,871,525 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 |
| CCTA Millage | 1.25 | \$6,030,922 | \$8,813,253 | \$8,987,816 | \$9,347,329 | \$9,721,222 | \$10,110,071 | \$10,514,474 | \$10,935,052 |
| KCTA Millage | 0.4 | \$3,669,863 | \$3,741,123 | \$5,065,361 | \$5,267,975 | \$5,478,694 | \$5,697,842 | \$5,925,756 | \$6,162,786 |
| MDOT | | \$6,575,000 | \$6,487,500 | \$6,588,000 | \$6,536,600 | \$6,479,000 | \$6,384,000 | \$6,288,000 | \$6,314,724 |
| Other Service Contracts | | \$100,413 | \$102,421 | \$104,469 | \$106,559 | \$108,690 | \$110,864 | \$113,081 | \$116,473 |
| Other | | \$815,681 | \$763,415 | \$647,891 | \$539,360 | \$540,484 | \$555,201 | \$569,636 | \$586,725 |
| TOTAL OPERATING REVENUE | | \$26,219,344 | \$29,202,289 | \$27,739,805 | \$27,920,785 | \$28,559,741 | \$29,201,578 | \$29,869,854 | \$30,693,436 |
| TOTAL OPERATING EXPENSES | | \$25,000,000 | \$25,950,000 | \$27,450,000 | \$28,420,000 | \$29,450,000 | \$30,400,000 | \$31,440,000 | \$32,383,200 |
| USE of WORKING CAPITAL/NET OPERATING UNOBLIGATED WORKING CAPITAL | | -\$1,219,344 | -\$3,252,289 | -\$289,805 | \$499,215 | \$890,259 | \$1,198,422 | \$1,570,146 | \$1,689,764 |
| ESTIMATED WORKING CAPITAL PERCENTAGE | | 51% | 62% | 59% | 55% | 50% | 45% | 38% | 32% |

Projection - CCTA 1.0 and KCTA 0.425

Version March 14, 2025

| | | 2025 Projected | 2026 Projected | 2027 Projected | 2028 Projected | 2029 Projected | 2030 Projected | 2031 Projected | 2032 Projected |
|---|----------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| | Millage Rate Assumption | Oct 1, 2024 - Sep 30, 2025 | Oct 1, 2025 - Sep 30, 2026 | Oct 1, 2026 - Sep 30, 2027 | Oct 1, 2027 - Sep 30, 2028 | Oct 1, 2028 - Sep 30, 2029 | Oct 1, 2029 - Sep 30, 2030 | Oct 1, 2030 - Sep 30, 2031 | Oct 1, 2031 - Sep 30, 2032 |
| TOTAL OPERATING REVENUE | | | | | | | | | |
| Fares | | \$3,139,163 | \$3,332,874 | \$3,474,743 | \$3,622,962 | \$3,731,651 | \$3,843,600 | \$3,958,908 | \$4,077,675 |
| FTA | | \$5,888,302 | \$5,961,703 | \$2,871,525 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 | \$2,500,000 |
| CCTA Millage | 1 | \$6,030,922 | \$7,050,603 | \$7,190,253 | \$7,477,863 | \$7,776,977 | \$8,088,057 | \$8,411,579 | \$8,748,042 |
| KCTA Millage | 0.425 | \$3,669,863 | \$3,741,123 | \$5,381,946 | \$5,597,224 | \$5,821,113 | \$6,053,957 | \$6,296,116 | \$6,547,960 |
| MDOT | | \$6,575,000 | \$6,487,500 | \$6,588,000 | \$6,536,600 | \$6,479,000 | \$6,384,000 | \$6,288,000 | \$6,314,724 |
| Other Service Contracts | | \$100,413 | \$102,421 | \$104,469 | \$106,559 | \$108,690 | \$110,864 | \$113,081 | \$116,473 |
| Other | | \$815,681 | \$763,415 | \$647,891 | \$539,360 | \$540,484 | \$555,201 | \$569,636 | \$586,725 |
| TOTAL OPERATING REVENUE | | \$26,219,344 | \$27,439,639 | \$26,258,827 | \$26,380,568 | \$26,957,915 | \$27,535,679 | \$28,137,319 | \$28,891,600 |
| TOTAL OPERATING EXPENSES | | \$25,000,000 | \$25,950,000 | \$27,450,000 | \$28,420,000 | \$29,450,000 | \$30,400,000 | \$31,440,000 | \$32,383,200 |
| USE of WORKING CAPITAL/NET OPERATING | | -\$1,219,344 | -\$1,489,639 | \$1,191,173 | \$2,039,432 | \$2,492,085 | \$2,864,321 | \$3,302,681 | \$3,491,600 |
| UNOBLIGATED WORKING CAPITAL | | \$12,719,344 | \$14,208,983 | \$13,017,809 | \$10,978,377 | \$8,486,292 | \$5,621,971 | \$2,319,290 | -\$1,172,310 |
| ESTIMATED WORKING CAPITAL PERCENTAGE | | 51% | 55% | 47% | 39% | 29% | 18% | 7% | -4% |

Workpaper – For Discussion Only
Service Impacts per Millage Rate
Enhanced Detail
Version – March 17, 2025

CCTA Millage Rate of .9

- Current millage rate levels
- Service will need to be reduced
- Examples of service reduction impacts:
 - Eliminate Metro Link
 - Eliminate approximately 20,000 hours of fixed-route Service
 - **Continue reduction of March 17, 2025.**
 - **8,000 hours**
 - **Reduced Routes 26 and 27 no weekends and no evenings**
 - **Reduced :45 after hour on 3 routs (#2, #7 and #14)**
 - **Reduce Saturday hours of service to stop at 6 pm on all routes**
 - **3,000 hours**
 - **Stop routes 26 and 27**
 - **6,250 hours**
 - **Reduce :45 after service by 3 hours daily on routes #1, #9, #11, #16**
 - **3,120 hours**
 - Metro Connect service reductions are more difficult to define. Must provide a federally mandated service in conjunction with fixed-route bus service.
 - **Could reduce Saturday evening hours with above scenario, since no bus service after 6 pm.**

CCTA Millage Rate of 1.1

- Millage rate levels would increase by amount equivalent to inflation, 22% over the 5-years of the current millage
- Existing services are projected to be maintained, with some caveats:
 - Maintain equivalent of current fixed-route service
 - Manage Metro Connect, with need to find service efficiencies to reduce/stabilize service cost
 - Provide Metro Link at levels equivalent to initial April 15, 2024 service levels
 - Assumes gradual, steady and sustained reduction in State of Michigan Local Bus Operating Assistance
 - Assumes increased use of FTA 5307 for operations with decrease in funding available for capital.

CCTA Millage Rate of 1.25

- Millage rate levels would increase by approximately 39%
- Existing services would be maintained as identified above with: 1) additional protection against negative changes to state and federal funding; and 2) the ability to build additional service levels that could include:
 - Additional fixed-route service hours
 - **Enhanced Route Frequency on Key Corridors**

- **Net Addition of 8,000 hours**
- **Stadium Dr, S. Westnedge Ave, Portage Rd.**
- Additional Metro Link service
- Investment in service-related improvements like fare collection innovations, transfer point infrastructure, security investment etc.

**Cost of Millage to Property Owner
Version – February 5, 2025**

Market Value of \$150,000 – Taxable Value of \$75,0000

- 0.90 mills = \$67.50 per year or \$5.63 per month
- 1.10 mills = \$82.50 per year or \$6.88 per month
- 1.25 mills = \$93.75 per year or \$7.82 per year

Market Value of \$200,000 – Taxable Value of \$100,0000

- 0.90 mills = \$90 per year or \$7.50 per month
- 1.10 mills = \$110 per year or \$9.17 per month
- 1.25 mils = \$125 per year or \$10.42 per month

Market Value of \$300,000 – Taxable Value of \$150,0000

- 0.90 mills = \$135 per year or \$11.25 per month
- 1.10 mills = \$165 per year or \$13.75 per month
- 1.25 mils = \$187.50 per year or \$15.63 per month

2024 TAXABLE VALUES BY UNIT AND CLASS

| TOWNSHIPS | | | | | | 2024 TV | % of |
|--------------------------|--------------------|----------------------|--------------------|----------------------|--------------------|-----------------------|--------------|
| | AGRICULTURAL | COMMERCIAL | INDUSTRIAL | RESIDENTIAL | PERSONAL | TOTAL UNIT | TOTAL COUNTY |
| Alamo | 8,169,894 | 14,436,440 | 3,345,849 | 148,351,600 | 10,545,200 | 184,848,983 | 1.6% |
| Brady | 14,599,960 | 4,610,553 | 1,259,969 | 196,507,293 | 12,059,700 | 229,037,475 | 2.0% |
| Charleston | 6,803,487 | 2,657,173 | 19,617,750 | 79,203,666 | 18,298,700 | 126,580,776 | 1.1% |
| Climax | 23,018,603 | 2,610,854 | 5,914 | 65,103,083 | 9,831,500 | 100,569,954 | 0.9% |
| Comstock | 6,651,106 | 159,049,485 | 44,119,626 | 454,477,464 | 72,507,700 | 736,805,381 | 6.4% |
| Cooper | 5,128,334 | 36,923,555 | 6,754,949 | 335,580,287 | 16,829,617 | 401,216,742 | 3.5% |
| Kalamazoo | 0 | 103,675,052 | 16,804,309 | 434,817,867 | 38,844,100 | 594,141,328 | 5.1% |
| Oshtemo | 3,298,658 | 316,368,897 | 16,996,472 | 712,467,222 | 87,087,400 | 1,136,218,649 | 9.8% |
| Pavilion | 18,574,716 | 20,910,324 | 16,797,614 | 234,649,639 | 13,734,600 | 304,666,893 | 2.6% |
| Prairie Ronde | 27,632,297 | 545,508 | 630,519 | 112,344,568 | 8,283,700 | 149,436,592 | 1.3% |
| Richland | 11,314,264 | 37,237,477 | 22,068,922 | 485,132,690 | 21,970,100 | 577,723,453 | 5.0% |
| Ross | 5,359,212 | 19,198,519 | 1,869,880 | 425,432,176 | 16,897,400 | 468,757,187 | 4.1% |
| Schoolcraft | 16,155,305 | 36,356,431 | 21,362,028 | 339,094,151 | 30,493,600 | 443,461,515 | 3.8% |
| Texas | 6,284,349 | 116,508,946 | 302,667 | 1,083,719,686 | 26,871,100 | 1,233,686,748 | 10.7% |
| Wakeshma | 21,417,217 | 1,758,854 | 4,286 | 31,206,269 | 30,719,000 | 85,105,626 | 0.7% |
| TOWNSHIP TOTALS | 174,407,402 | 872,848,068 | 171,940,754 | 5,138,087,661 | 414,973,417 | 6,772,257,302 | 58.6% |
| CITIES | | | | | | | |
| Galesburg | 0 | 9,103,655 | 1,174,114 | 22,487,335 | 4,790,000 | 37,555,104 | 0.3% |
| Kalamazoo | 0 | 632,126,652 | 117,695,436 | 1,140,354,174 | 181,461,100 | 2,071,637,362 | 17.9% |
| Parchment | 0 | 8,493,034 | 9,538,695 | 38,771,443 | 3,276,300 | 60,079,472 | 0.5% |
| Portage | 0 | 570,403,202 | 213,682,305 | 1,716,201,523 | 123,029,900 | 2,623,316,930 | 22.7% |
| CITY TOTALS | 0 | 1,220,126,543 | 342,090,550 | 2,917,814,475 | 312,557,300 | 4,792,588,868 | 41.4% |
| 2024 TOTAL COUNTY | 174,407,402 | 2,092,974,611 | 514,031,304 | 8,055,902,136 | 727,530,717 | 11,564,846,170 | |

KCTA and CCTA Estimated Allocation Comparison

Version - February 11, 2025

| Operating Expenses | 2024 Audited | CCTA Percent | KCTA Percent | CCTA Amount | KCTA Amount |
|-------------------------------------|---------------------|---------------------|---------------------|--------------------|--------------------|
| Administration | \$3,750,790 | 0.75 | 0.25 | \$2,813,093 | \$937,698 |
| Operations | \$7,363,364 | 0.99 | 0.01 | \$7,289,730 | \$73,634 |
| Connect | \$5,664,427 | 0.00 | 1.00 | \$0 | \$5,664,427 |
| Maintenance | \$3,192,163 | 0.90 | 0.10 | \$2,872,947 | \$319,216 |
| KTC | \$1,056,099 | 0.67 | 0.33 | \$707,586 | \$348,513 |
| Link | \$1,132,661 | 1 | 0 | \$1,132,661 | \$0 |
| Share | \$58,812 | 0.00 | 1.00 | \$0 | \$58,812 |
| | \$22,218,316 | | | \$14,816,017 | \$7,402,299 |
| Estimated Expense Allocation | | | | 67% | 33% |
| Revenue | 2024 Audited | CCTA Percent | KCTA Percent | CCTA Amount | KCTA Amount |
| Fares | \$3,048,557 | | | \$2,543,349 | \$505,208 |
| Other | \$1,129,299 | 0.67 | 0.33 | \$756,630 | \$372,669 |
| Millages | \$9,184,775 | | | \$5,825,706 | \$3,359,069 |
| MDOT | \$5,835,178 | 0.67 | 0.33 | \$3,909,569 | \$1,925,609 |
| FTA | \$5,995,677 | 0.67 | 0.33 | \$4,017,104 | \$1,978,573 |
| | \$25,193,486 | | | \$17,052,358 | \$8,141,128 |
| Estimated Revenue Allocation | | | | 68% | 32% |

**RESOLUTION OF THE
CENTRAL COUNTY TRANSPORTATION AUTHORITY (“CCTA”)**

Resolution No. 25-003

Transportation Millage Request for 2025

Whereas, CCTA makes the following findings:

1. Public transportation is an essential service to the Kalamazoo County region. In Fiscal Years 2024-2025, there were 1.9 million rides provided on public transportation in Kalamazoo County; and
2. Public transportation in Kalamazoo County is funded through a variety of sources that include State of Michigan grants, Federal grants through the Federal Transit Administration, fares, other operating revenues and two locally funded voter approved property tax millages; and
3. The property tax millages are essential in order to receive and leverage State of Michigan and Federal grants; and
4. The Kalamazoo County Transportation Authority (“KCTA”) was formed under Public Act 196 of 1986, as amended (“Act 196”) and currently levies one of the millages, which is a 0.3124 county-wide millage set to expire at the end of 2021; and
5. In 2014 the Kalamazoo County Board of Commissioners created CCTA, a public transportation authority also formed under Act 196, which has the ability to levy a millage within the geographic boundary of CCTA; and
6. The public transportation system was transferred by the City of Kalamazoo to the CCTA on September 30, 2016; and
7. The CCTA millage levy is used to fund the fixed-route bus service and an existing pilot program for microtransit service called Metro Link.
8. The boundaries of the CCTA includes the City of Kalamazoo, City of Parchment, City of Portage, Kalamazoo Township and Comstock Township, and parts of Oshtemo Township that includes the area of voting precincts 3, 4, 5, 6, 7, 8 and 9 and is reflected in the Articles of Incorporation as approved by the Kalamazoo County Board of Commissioners .
9. The KCTA millage levy is used to fund Metro Connect services and other specialized services like the Metro Share Program.
10. In March 2020 the voters within the CCTA boundaries approved a 0.9 millage for public transportation. The millage currently levied by the CCTA, is set to expire at the end of 2025; and

11. CCTA has determined that it is necessary to levy a millage within its geographic boundary given the expiring millage and the increasing difficulty in funding the public transportation system through other sources.

Whereas, based upon these findings, CCTA resolves:

1. The recording officer of CCTA shall file a copy of this Resolution, calling for a November 4, 2025 election, with the Kalamazoo County Clerk and the Clerk of each assessing authority within CCTA's geographic boundary (City and Township) not less than 84 days before the election. Each County, City, and Township Clerk and all other County, City, and Township Officials shall undertake the steps to properly submit the proposition to the electors at the November 4, 2025, election specified in this Resolution.
2. The following proposition shall be placed on the ballot for consideration by the electorate at the election to be held on November 4, 2025 and, if approved, shall be collected on the July tax bill within each City and the December tax bill within each Township for. The form of the proposition shall be as follows:

“The Central County Transportation Authority was formed to operate and provide public transportation services within its geographic boundary and seeks authorization from the electors to levy up to 1.1 mills. Shall the Central County Transportation Authority levy a tax, for public transportation purposes, of up to 1.1 mills, being \$1.10 dollar (\$1.10) per thousand dollars (\$1000) of taxable value, on all taxable property within the geographic boundary of the Central County Transportation Authority for a period of five (5) years, 2026, 2027, 2028, 2029 and 2030? It is estimated that 1.1 mills would raise \$7.9 million in the first year.”

YES_____

NO_____

3. The election shall be held and conducted, and the results of the election shall be canvassed, in accordance with the provisions of the State law pertaining to the submission of such questions to the electors entitled to vote thereon and the Clerk/Register of Kalamazoo County, along with each City, and Township within Kalamazoo County, if appropriate, and the Treasurer of Kalamazoo County, along with the Treasurer of each City and Township, if appropriate, shall do and perform all acts required by law for the calling and conduction of such election and that the Clerk/Register of Kalamazoo County shall within five (5) days of said election file with the Treasurer for Kalamazoo County a certified copy of the official declaration of the results of said election.
4. The CCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carrying out the intent of this Resolution.

RESOLUTION DECLARED ADOPTED.

Adopted this _____, 2025

STATE OF MICHIGAN)

) SS

COUNTY OF KALAMAZOO)

Whereas, I, Barbara A. Blissett, Central County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Central County Transportation Authority at a regular session held on _____, 2025.

_____, Clerk
Central County Transportation Authority



AGENDA and MEETING NOTES

Planning & Development Committee
March 17, 2025 at 2 PM
Microsoft Teams Virtual Meeting

Members: Chris Burns (Chair), Tafari Brown, Lisa Mackie, Jim Pearson
Absent: None
Staff: Greg Vlietstra, Sean McBride, Barbara Blissett

1. 2025 Millage Discussion

Notes:

- Chair Burns called the meeting to order and asked Exec. Dir. McBride to give provided a brief overview of the current financial position at Metro.
- Exec. Dir. McBride stated that Metro was in a solid position with the current millage due to a well-maintained fleet, responsible use of Pandemic funds and other reasons.
- Exec. Dir. McBride presented information on different options for the 2026 millage request in particular: .090 mills, 1.1 mils and 1.25 mils.
- The Committee discussed the impact of each of the millage requests and their anticipated responses from the area residents.
- The Committee determined they would recommend to the Board that the 1.1 mils should be the next request to be able to continue the level of transportation services to the community.

2. Other Update Items

Notes:

- The next meeting dates are Monday, April 21st, Monday, May 19th and Monday, June 16th

The meeting adjourned at 3:00 pm.



Connecting People Throughout
Kalamazoo County

| |
|---|
| Agenda Item: 6b Meeting Date 4/14/25 |
|---|

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning
DATE: April 7, 2025
SUBJECT: Jurisdictional Outreach Update

BACKGROUND

The External Relations Committee proposed a public speaking plan so that board members could present consistent information on an organized timeline at meetings of the elected bodies within Kalamazoo County. The presentation outline and each board member's jurisdiction assignments were approved by the Boards in December 2023, and board members made 26 presentations in 2024.

An updated list of board members' jurisdiction assignments was distributed in the December 2024 board packet, and board members were given a review of scheduling procedures and the presentation outline at that month's meeting.

DISCUSSION

A new brochure is available to support jurisdictional outreach presentations. When speaking, Metro's new brochure can be used as a guide to explain details of the various transportation services and the corresponding areas of the county in which those services are offered.

Board members are reminded to please review assignments, advise Barb Blissett if they need assistance in making arrangements to speak or notify her with the date when such arrangements have been made.

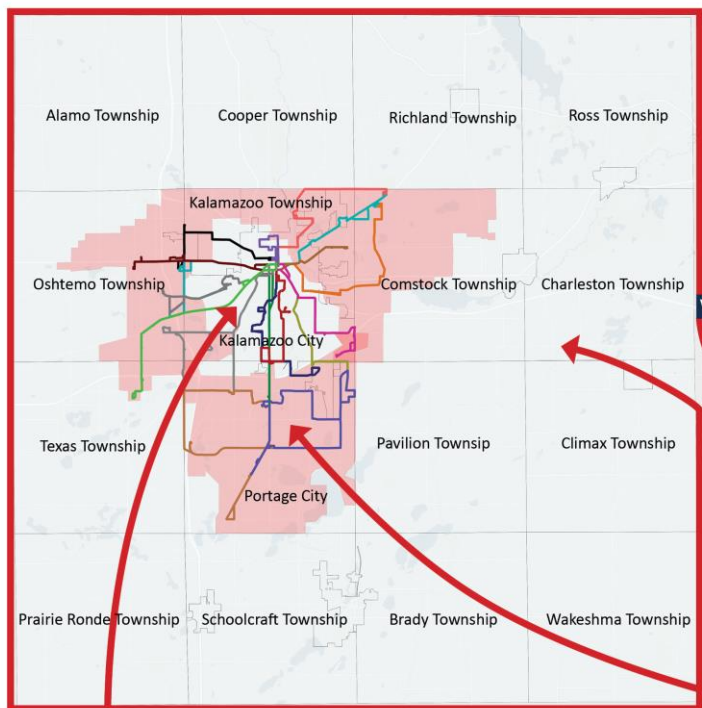
Prior to each presentation, staff can assist with providing the new brochure, the Metro Connect and Metro Link brochures, and current statistics related to the relevant jurisdiction's Metro Connect usage related to their percentage of the county's population.

Following each presentation, board members are asked to follow up with staff to ensure appropriate followup and recordkeeping.

See the attached list of speaking assignments. Outreach can begin immediately.

RECOMMENDATION

This update is provided for informational purposes. No action is requested.



METRO provides
Essential Connections
 to Kalamazoo County!

Find the right transportation option for your needs. No matter where your trip begins or ends within Kalamazoo County, there's a Metro option to help you get to work, school, appointments, shopping, and recreation. Use the map to find the ride that's right for you!



Countywide rides for all

Metro Connect provides countywide transportation to all Kalamazoo County residents ages 13 and up for just \$12 each way. Take Metro Connect to any Kalamazoo County location like the auto shop, airport, or appointments. Metro Connect even provides rides to the VA Medical Center in Battle Creek. Call 350-2970 for reservations 2-7 days in advance. Apply for \$4 senior and ADA fares at kmetro.com.

Available Monday - Friday . . . 6 am - midnight
 Saturday 6 am - 10:15 pm
 Sunday 8 am - 6 pm



App-based, on-call rides

App-based, on-demand transportation within three zones. Take a ride within your zone or to a bus stop to extend your trip.

Fare is \$1.50, and if your trip includes a transfer to or from the bus, the Metro Link portion is free; pay the regular fare upon boarding the bus. Standard discounts apply. Visit your account in the app, click 'special settings' to select the appropriate discount, then show proof of eligibility to your driver.

Available Monday - Saturday . . 6 am - 10:15 pm
 Sunday 9 am - 5:15 pm



Metropolitan-area rides

Twenty-one bus routes are numbered and color-coded for ease of navigation. Plan your route, check real-time bus locations, find the nearest stop, and get helpful service alerts with the myStop Mobile app. Fare is \$1.50 and includes a free transfer.

Available Monday - Saturday . . 6 am - 10:15 pm
 Sunday 9 am - 5:15 pm



JURISDICTIONAL OUTREACH ASSIGNMENTS

2024 - 2025

| 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 | dpsutton@kalcouny.com | 1&3 Tuesdays | 7:00 PM | Rosine/McBride |
| City of Galesburg | 200 E. Michigan Ave | Lisa McNees | 269-665-7000 | clerk@galesburgcity.org | 1st Mondays | 6:00 PM | Sigman |
| City of Kalamazoo | 241W. South St. | Scott Borling | 269-337-8791 | borlings@kalamazocity.org | 1&3 Mondays | 7:00 PM | Rosine/McBride |
| City of Parchment | 650 S. Riverview Dr. | Shannon Stutz | 269-349-3785 | Finance@parchment.org | 1&3 Mondays | 7:00 PM | McBride |
| City of Portage | 7900 S. Westnedge Ave. | Erika Eklov | 269-329-4511 | eklove@portagemi.gov | 2&4 Tuesdays | 7:00 PM | Pearson/Burns/McBride |
| Alamo Township | 7901 N. 6th St. | Barb Venema | 269-382-3666 | clerk@alamotownship.org | 2nd Monday | 7:00 PM | Farmer |
| Brady Township | 13123 S. 24th St., Vicksburg | Reagan Hunter | 269-649-1813 | bradyclerk@comcast.net | 1st Tuesday | 7:30 PM | Aardema |
| Charleston Township | 1439 S. 38th St., Galesburg | Alese LePert | 269-665-7805 | charclerk@charlestontownship.org | 4th Tuesday | 4:00 PM | Aardema |
| Climax Township | 110 N. Main St. | Sarah DeBoer | 269-746-4103 | ctwpcclerk@ctsmail.net | 2nd Tuesday | 7:00 PM | Halcomb |
| Comstock Township | 6138 King Highway | Nichole Beauchamp | 269-381-2360 | clerk@comstockmi.gov | 1&3 Mondays | 6:00 PM | Beauchamp) |
| Cooper Township | 1590 West D Ave. | Deanna Janssen | 269-382-0223 | clerk@coopertwp.org | 2nd Monday | 7:00 PM | Brown/Britigan |
| Kalamazoo Township | 1720 Riverview Dr. | Lisa Mackie | 269-381-8080 | clerk@ktwp.org | 2&4 Mondays | 7:30 PM | Mackie/McBride |
| Oshtemo Township | 7275 W. Main St. | Dusty Farmer | 269-375-4260 | clerk@oshtemo.org | 2&4 Tuesdays | 7:00 PM | Farmer/Sloan/McBride |
| Pavilion Township | 7510 East Q Ave., Scotts | Karen Siegwart | 269-327-0462 | KARSBR@aol.com | 2nd Monday | 7:00 PM | |
| Prairie Ronde Township | 8140 West W Ave., Schoolcraft | Dale Smith | 269-267-4883 | clerk@prairierondetwp.net | 2nd Tuesday | 7:00 PM | Rama |
| Richland Township | 7401 N. 32nd St. | Art White | 269-629-4921 | awhite@richlandtwp.net | 3rd Tuesday | 7:00 PM | Brown/Vlietstra |
| Ross Township | 12086 M-89, Richland | Mary Stage | 269-731-4888 | clerk@rosstownshipmi.gov | 3rd Tuesday | 7:00 PM | Rama/Ayers |
| Schoolcraft Township | 50 East VW Ave., Vicksburg | Eska Brown | 269-649-1276 | ebrown@schoolcrafttownship.org | 2nd Tuesday | 7:00 PM | Joshi/(Vacant) |
| Texas Township | 7110 West Q Ave. | Emily Beutel | 269-375-1591 | ebeutel@TexasTownship.org | 2&4 Mondays | 6:00 PM | Rosine |
| Wakeshma Township | 13998 South 424nd St. | Michael Fry | 269-778-3728 | clerk@wakeshmatownship.com | 1st Monday | 7:30 PM | Mackie |
| Village of Augusta | 109 W. Clinton St., Augusta | Julie Glenn | 269-731-5517 | augusta@tds.net | 1st Monday | 7:00 PM | McCormick |
| Village of Climax | 114 E. Maple, Climax | Linda Coburn | 269-746-4174 | climaxvillage@gmail.com | 1&3 Tuesdays | 7:30 PM | |
| Village of Richland | 8985 Gull Rd. | Brooke Jamieson | 269-629-9903 | clerk@villageofrichland.org | 2nd Monday | 7:00 PM | McCormick |
| Village of Schoolcraft | 442 N. Grand St., Schoolcraft | Theresa O'leary | 269-679-4304 | toleary@villageofschoolcraft.com | 1&3 Mondays | 7:00 PM | Mackie |
| Village of Vicksburg | 13318 N. Boulevard St., Vicksburg | Jim Mallery | 269-649-2476 | villageofvicksburg1@gmail.com | 1&3 Mondays | 7:00 PM | Rama/McBride |
| KATS | 5220 Lovers Lane | Steve Stepek | 269-343-0766 | sstepek@kastsmo.org | Last Wednesday | 9:00 AM | Aardema/Rama |



Connecting People Throughout
Kalamazoo County

AGENDA and MEETING NOTES

Board Operations Committee

April 8, 2025 at 11 AM

Microsoft Teams Virtual Meeting

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

1. Review CCTA/KCTA April 14th Meeting Agendas

Notes:

- The Committee reviewed the April 14th meeting agenda

2. Review Committee Activities

Notes:

- Chair Burns indicated the Planning and Development Committee at their March 17th meeting discussed at length the information provided for the upcoming ballot proposal for the CCTA millage election in November.
- Exec. Dir. McBride reviewed some of the previous information provided regarding the millage and the Committee discussed likely decreases in funding on the state and federal level

3. Other Items

Notes:

- The Committee determined to present Committee assignments to the Board until the May 12th meeting
- Future meeting dates are Thursday, April 24th and Thursday, May 29th

The meeting adjourned at 12 pm



Agenda Item: # 8
Meeting Date: 04/14/25

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: April 7, 2025
SUBJECT: Executive Director Update

Rider Open House

Prior to the pandemic, Metro would host an occasional open house for our riders and the public. The purpose would be to educate riders/public about what was happening at Metro, but most importantly to get feedback from the riders/public. Metro will be hosting an Open House on Thursday, April 24 at 11:30 am and 5:30 pm. The Open House will include a presentation. Staff representing several areas of Metro will be present to answer questions and interact with riders/public. We also plan to host an open house in late September.

Informational

Communication from Kalamazoo County Commission Chair Jenn Strebs.

Attachments

1. Metro Link Update
2. Email from Kalamazoo County Commission Chair Strebs

Blissett, Barb

From: Jen A. Strebs <Jen.Strebs@kalcounty.com>
Sent: Monday, March 31, 2025 4:48 PM
To: McBride, Sean
Subject: FW: Bus route adjustment

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Director McBride,

Can you ensure that your board is aware of the concerns elevated below?

In Service,



Jen Strebs
Chair
Kalamazoo County Board of Commissioners
o. 269-384-8111
m. 269-903-6429
201 W. Kalamazoo Ave., Kalamazoo, MI 49007
www.kalcounty.com



From: Nancy King <nancyk@copenetwork.org>
Sent: Wednesday, March 5, 2025 12:19 PM
To: Jen A. Strebs <Jen.Strebs@kalcounty.com>
Subject: Bus route adjustment

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I am reaching out regarding bus route #8 the Egleston -Millwood route. I would like to propose a change that would bring the bus down Millcork to Miller and then back up Emerald Dr. Currently the bus runs straight down Cork Street after the Milcork bus stop. There are little to no businesses along that part of Cork Street until reaching the mobile home park right by Emerald Drive.

The two bus stops closest to Miller Rd and Milcork are at Millcork and Cork St and ML just before Sprinkle Rd. Miller is a very busy road during the day and there are no sidewalks, only bike lanes. Miller Rd is also very dark at night. Miller Rd contains business and residential properties. For people getting off at the ML stop must cross Sprinkle Rd and walk down Miller.

There are many businesses and more recently El Concilo which recently opened on Millcork. Milcork has no sidewalks or bike lanes and is a long hill. It is at least a half mile long from Cork Street to Miller Rd.

Changing this bus route could greatly improve access for people who utilize our programs at COPE Network, but also for workers and residents who live in the area. Recently there was some railroad work being done on Cork Street where the bus used this route during the closed crossing.

Thank you for your consideration.

Nancy King

Community Outreach Prevention and Education Network (COPE Network

**3330 Miller Rd
Kalamazoo, MI 49001
269-580-8290**

Providing substance use disorder, harm reduction, overdose prevention and naloxone education in; Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, and Van Buren Counties.

copenetwork.org

COPE Network Mission - To inspire a community that supports understanding and compassion for people affected by substance use disorder.

COPE Network Vision - Creating a community of compassion and understanding accepting substance use disorder as a medical disease that can be overcome.

COPE Network Goal – to offer people affected by substance use disorder resources and connection in the community enhancing recovery opportunity.

- Provide activities enlarging their communities beyond other people affected with SUD
- Provide education programs strengthening recovery opportunity
- Offer connections to resources supporting a healthy recovery community

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Connecting People Throughout
Kalamazoo County

Agenda Item: # 9a1
Meeting Date: 04/14/25

TO: CCTA and KCTA Boards
FROM: Greg Vlietstra, Director of Support Services
DATE: April 9, 2025
SUBJECT: CCTA Pension Plan Experience Study (2019 – 2023)

BACKGROUND

The CCTA Pension Plan actuarial valuations are based upon various assumptions about future occurrences. To ensure the results of the valuation are reliable, an assumption study (also called an experience analysis) is required by Public Act 202 (2017) of the State of Michigan to be conducted at least once every five years. GRS, our existing actuarial auditor recently completed the attached study.

DISCUSSION

The results of the study were presented by Jim Anderson from GRS to the CCTA Pension Board at their meeting held on March 13, 2025.

The attached report reviews current actuarial assumptions and methods and compares them to the actual experience of the Pension Plan for the period from January 1, 2019 to December 31, 2023. Section D of the report shows the illustrative cost impact of the changes below on the Pension Plan. Section E shows complete versions of the proposed decrement assumptions. Section F contains a draft funding policy for consideration.

The primary assumptions and methods analyzed in the report include retirement rates, turnover rates, disability rates, pre and post-retirement mortality rates, pay increases due to seniority, price inflation, wage inflation, interest rate, and amortization method. The list below summarizes the recommended assumption changes, the financial impact, and the report page number for reference.

| Assumption | Recommendation | Financial Impact | Page # |
|-------------------------------|-----------------|-----------------------|--------|
| Turnover Rates | Increase Rates | Decrease | 6 |
| Pre and Post Mortality Rates | Lower Rates | Increase | 10 |
| Pay Increase Due to Seniority | Various | Decrease | 12 |
| Amortization Method | Lengthen Period | Increase Contribution | 26 |

The overall impact on the Pension Plan contribution rate was an increase in Normal Cost of 1.77% of payroll, which is primarily attributable to updating the mortality assumption. Note that if the Plan were less than 100% funded, lengthening the amortization period would decrease the Employer contribution. For amortization method, the recommended option is B on page 26.

As some of you may recall, the CCTA and KCTA boards approved a similar study by GRS in January of 2020. Changes at that time included lowering the assumed investment rate of return from 7.50% to 7.00%. One reason that the assumed investment rate was deemed appropriate now is because we proactively adjusted that measure five years ago. Related, the City of Kalamazoo also did a similar experience analysis study for their pension system this year. The City of Kalamazoo study methodology and recommendations were similar what you are seeing today.

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If approved today, these new assumptions will be utilized when GRS prepares the Annual Actuarial Valuation which will be presented to the boards this summer.

RECOMMENDATION

It is recommended by the CCTA Pension Board that CCTA and KCTA boards receive the CCTA Pension Plan Review of System Experience (2019 – 2023) and approve the assumption changes recommended by GRS to the plan assumptions including the amortization methodology of 10 years.

Attachment

1. CCTA Pension Plan Review of System Experience, 2019 – 2023 (Separate attachment on website)