



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
APRIL 8, 2024
Regular Meeting**

The April 8, 2024 joint CCTA/KCTA regular meeting will be held at 11:30 a.m. at the Comstock Township Hall, 5876 King Highway, Kalamazoo, MI

The next joint CCTA/KCTA regular meeting will be held on
Monday, May 12, 2024 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 8, 2024 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 8, 2024		
	b. Minutes for March 11, 2024		
3.	Welcome from Comstock Supervisor Randy Thompson		
4.	Public Comment		
5.	Performance Monitoring Committee		
	a. Action Items		
	1. Annual Financial Statements by Maner Costerisan*		
	a. Receive KCTA Financial Statement for year ending September 30, 2023*	Voice Vote	
	b. Receive CCTA Financial Statement for year ending September 30, 2023*		Voice Vote
	2. Consideration to Approve a Lease Agreement with Bridgestone/Firestone for Vehicle Tires*	Roll Call	Roll Call
	b. Informational Items		
	1. Monthly Reports*		
	2. Performance Monitoring Committee Meeting Notes of March 28, 2024*		
6.	Planning & Development Committee		
	a. Action Items		
	1. Consideration to Adopt Resolution of Intent 24-001 to Apply for FY 2023 Grant Funding from MDOT*	Roll Call	Roll Call
	2. Consideration to Approve Title VI Plan Update*	Roll Call	Roll Call
	b. Informational Items		
	1. Planning and Development Committee Meeting Notes of March 18, 2024*		



Connecting People Throughout
Kalamazoo County

7.	External Stakeholders Relations Committee		
	a. Action Items		
	1. Offer for First Reading of Amendment to Policy No. 1.15 External Relations Committee*	Voice Vote	Voice Vote
	b. Informational Items		
	1. External Relations Committee Meeting Notes of March 19, 2024*		
8.	Board Operations Committee		
	a. Action Items		
	b. Informational Items		
	1. Presentation on Future CCTA/KCTA Millage Timeline and CCTA Articles of Incorporation*		
	2. Board Operations Committee Meeting Notes of March 21, 2024*		
9.	Report from Executive Director*		
10.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
11.	Chairperson's Report		
12.	Public Comment		
13.	Members' Time		
14.	Presentation on the Rollout of Metro Link*		
15.	Adjournment	Voice Vote	Voice Vote

*Indicates attachments included in agenda packet

The meeting will be held in the Comstock Township Hall, 5876 King Highway, Kalamazoo, MI. Questions regarding the meeting may be addressed to the Central County Transportation Authority, 530 N. Rose St., Kalamazoo, MI 49007, or by calling (269) 337-8087.

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

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
March 11, 2024**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Sarah Joshi, Rob Branch, Christine Fleckenstein, Vivian Dobbins, Annette Arkush, Barbara Blissett
Others Present: Earl Cox, Sr., Renee Whitfield, Devine Warren, St. Augustine 7th Grade Students and Staff

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, James Ayers, Dusty Farmer*, Aditya Rama, Gary Sigman, Tim Sloan, Isaiah Williams, Greg Rosine

KCTA Members Absent: Tafari Brown

** Farmer arrived at 11:40 a.m.*

A motion was made to excuse Brown.

Motion: Aardema

Second: Pearson

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Dusty Farmer*, Rod Halcomb, Lisa Mackie, Garrylee McCormick, Jim Pearson, Randy Thompson, Greg Rosine

CCTA Members Absent: Chris Burns

A motion was made to excuse Burns.

Motion: Aardema

Second: Pearson

Motion carried by voice vote.

** Farmer arrived at 11:40 a.m.*

Students and teachers from St. Augustine School were in attendance to recognize Metro employees for their service during Transportation Week. They commended all Metro employees for their hard work in providing public transportation to Kalamazoo County. They provided gift cards for all the drivers and a thank you banner. Coach Operator Renee Whitfield thanked the representatives from St. Augustine for their support and recognition.

Chair Rosine read a resolution recognizing Metro Transit's workers. Christine Fleckenstein indicated there would be a luncheon later in the week to celebrate.

A motion was made by KCTA and CCTA to adopt a Resolution Recognizing March 18, 2024 as Transit Worker Appreciation Day.

Motion: Britigan

Second: Aardema

Motion carried by a voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for March 11, 2024 and for approval of the joint CCTA/KCTA meeting minutes for February 12, 2024 and February 26, 2024.

Motion: Thompson

Second: Halcomb

Motion carried by voice vote.

3.) PUBLIC COMMENT – None

4.) ANNUAL REPORT

Chair Rosine referred to the 2023 Annual Report and the success of the new Board Governance format and committee structures. He said is allowed greater involvement of both CCTA and KCTA Boardmembers with understanding of the role they play and oversight regarding agenda items prior to Board meetings.

Exec. Dir. McBride provided a PowerPoint of the Annual Report and pointed out some of the key points that had taken place over the past year including the increase in ridership, hiring of coach operators after the pandemic, extensive training opportunities and the implementation of the microtransit system now being called Metro Link which is set to begin April 15th.

A motion was made by KCTA and CCTA to accept the 2023 Annual Report.

Motion: Ayers

Second: Halcomb

Motion carried by voice vote.

5.) BOARD OPERATIONS COMMITTEE

Chair Rosine reported the Board Operations Committee reviewed the March 11th Board Agenda and asked Sarah Joshi to provide an update on the proposed microtransit fare structure.

Joshi indicated the microtransit fare structure is an extension of the fixed-route system.

Joshi stated that keeping the fare structure the same as the fixed route system would show the community that it is a part of the overall transit network and not just a premium service. Riders would be given transfers to continue on the fixed route to their destination.

Discussion ensued about the cost, transfer process, garnering new riders, length of the pilot program and efficiency. The Boards agreed it was a good way to start the service with a pilot program.

A motion was made by KCTA and CCTA to approve the Board Operations Committee and staff recommendation to adopt a microtransit pilot project fare structure mirroring that of the fixed-route service.

Motion: Aardema/McCormick

Second: Ayers/Sloan

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Farmer, Rama, Sigman, Sloan, Williams, Rosine

Nays: None

Absent: Brown

Ayes: Aardema, Britigan, Farmer, Halcomb, Mackie, McCormick, Pearson, Thompson, Rosine

Nays: None

Absent: Burns

Exec. Dir. McBride presented the CCTA/KCTA Policy No. 1.16 update and Bylaws update for final adoption. He said the policy and bylaws were offered for first reading at the February meeting. He said the Board Operations Committee has reviewed its policies and bylaws and is recommending approval.

A motion was made by KCTA and CCTA to adopt CCTA/KCTA Policy No. 1.16 Board Officer Appointment Process.

Motion: Aardema/Ayers Second: McCormick/Williams

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Farmer, Rama, Sigman, Sloan, Williams, Rosine

Nays: None

Absent: Brown

Ayes: Aardema, Britigan, Farmer, Halcomb, Mackie, McCormick, Pearson, Thompson, Rosine

Nays: None

Absent: Burns

A motion was made by KCTA to adopt the KCTA Bylaws to amend the Annual Meeting sections.

Motion: Ayers Second: Williams

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Farmer, Rama, Sigman, Sloan, Williams, Rosine

Nays: None

Absent: Brown

A motion was made by CCTA to adopt the CCTA Bylaws to amend the Annual Meeting sections.

Motion: McCormick Second: Aardema

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Halcomb, Mackie, McCormick, Pearson, Thompson, Rosine

Nays: None

Absent: Burns

Chair Rosine commented that the Board Operations Committee will be holding a Board Operations Committee to discuss preparation for the upcoming CCTA millage election in 2025 and KCTA millage election in 2026.

6.) EXTERNAL RELATIONS COMMITTEE

Chair Farmer reported that the External Relations Committee had heard a PowerPoint presentation from Exec. Dir. McBride concerning Legislative Outreach and an overview of the work done at different levels of government. She said the information was worthwhile to share at a regular Board meeting and asked Exec. Dir. McBride to include it at the next meeting.

Exec. Dir. McBride provided the PowerPoint on Legislative Outreach and responded to questions from the Boards including reimbursement percentages from the state government, how it might change in the future and how it effects the operations of Metro.

7.) PERFORMANCE MONITORING COMMITTEE

Chair Aardema reported that the Performance Monitoring Committee was presenting to the Boards a contract change order with Hoekstra Transportation for five medium-duty buses through the MIDEAL Extended Purchasing Program. He said they had not anticipated such a large increase but because of the specific nature of the purchase it was a necessary. Aardema shared that the State of Michigan had analyzed the price increases, availability or raw materials and an additional 24 months for delivery indicated would not warrant rebidding the contract.

Aardema stated that a lack of vendors for this type of purchase has limited Metro's ability to seek vehicles at a lower cost.

Dir. of Operations Woodson-Sow gave some background on the initial contract and change order and informed the Boards of how and where the new buses would be used.

The Boards discussed the price increase and how monopolies have reduced the number of vendors.

A motion was made by KCTA and CCTA to approve the Performance Monitoring Committee and staff recommendation to approve a contract change order with Hoekstra Transportation for five medium-duty buses at an additional cost of \$404,775 and authorize the Executive Director to execute all documents related to the change order on behalf of the CCTA.

Motion: Farmer/Farmer Second: McCormick/Sigman

Motion carried by a roll call vote.

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

*Ayes: Aardema, Britigan, Farmer, Halcomb, Mackie, McCormick, Pearson,
 Thompson, Rosine
Nays: None
Absent: Burns*

8.) EXECUTIVE DIRECTORS REPORT

Exec. Dir. McBride provided an update on the Crossroads lawsuit dismissal.

Exec. Dir. McBride asked Program Coordinator Vivian Dobbins to provide an update to the Boards on the Metro Share Program. Dobbins explained the program's history and current status after Covid.

Included with the minutes is a summary memo and updates provided to the Boards.

9.) SUBCOMMITTEE REPORTS

Pension Board – Did not meet.

KATS Policy Committee – Aardema discussion continued concerning all the road construction that would be taking place throughout the summer and its effect on road traffic.

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – No report.

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME –

Farmer reminded everyone to schedule their jurisdictional presentations.

Sigman asked for maps of the new microtransit areas to be included in the materials to be used during the jurisdictional presentations.

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

Motion: McCormick

Support: Aardema

Motion carried by voice vote.

The meeting adjourned at 1:13 PM.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



Agenda Item # 5a1a&b
Meeting Date 04/08/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Keshia Woodson-Sow, Director of Operations
Prepared by: Greg Vlietstra, Director of Support Services
DATE: March 26, 2024
SUBJECT: 2023 CCTA and KCTA Financial Statements

BACKGROUND

The 2023 CCTA and KCTA Audited Financial Statements prepared by Maner Costerisan are attached for your review. The financial statements cover the period of October 1, 2022 through September 30, 2023. Aaron Stevens and Dane Porter, CPAs at Maner Costerisan, are not able to attend the committee meeting on March 28, but they will provide a presentation and overview of the Financial Statements at the April 8 board meeting.

REQUESTED ACTION

The recommendation is to approve the Fiscal Year 2023 CCTA and KCTA financial statements as presented.

Attachments:

1. FY 2023 Financial Statements and Management Letter for the CCTA
2. FY 2023 Financial Statements and Management Letter for the KCTA



Agenda Item: # 5a2
Meeting Date: 04/08/24

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 2, 2024
SUBJECT: Bus Tire Lease – Bid Award

BACKGROUND

Metro has leased tires for its bus vehicles since 1983, based on an analysis that was conducted at that time and updated every five years. Each cost analysis conducted has determined that Metro realizes substantial cost savings under a lease arrangement versus outright purchase. The most recent cost analysis was calculated in December of 2023. The analysis concluded that we are saving over \$93,000 per year by leasing tires for our 46 coaches, which run over 1.6 million service miles annually.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on March 5, 2024. Bridgestone America Tire Operations (Nashville, Tennessee) was the lowest responsive and responsible bidder. Metro staff was satisfied with the bid as well as with the customer service provided by Bridgestone over the past ten years.

The per-tire-mile cost from Bridgestone varies between .006957 and .008683 with a five-year total of \$403,718. The guaranteed delivery time is 14 days which is an improvement and works with our maintenance schedule and storage capacity. The change compared to the current contract is a 16% increase, which is very reasonable for a petroleum-based product over a five-year time period.

The per year amounts are included in the Metro current fiscal year 2024 budget and will also be included in the fiscal year 2025 and 2026 budgets that will be presented to you this summer.

RECOMMENDATION

It is recommended by staff that the Performance Monitoring Committee present the Bus Tire Lease to the CCTA and KCTA Boards approve a five-year contract with Bridgestone America Tire Operations for the lease of bus tires in an amount not to exceed \$403,718 and authorize the Executive Director to execute all documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION AUTHORITY BID TAB

Bid Opening: March 5, 2024 @ 3:00 p.m.

Bid Ref #: 97581-002.0

Opened by: Nicole Kling

Recorded by: Kyle Dunn

Bus Tire Lease (5 Year Fixed Price)

Attended By: Rob Branch CCTA, Tyler Wine CCTA

						BridgeStone	
YR	Description	Estimated Annual Tire Miles	Qty	Base Rate	Fixed Annual Amt		
1	B315/8012R22.5	1,600,000	6	0.006957	66,787.20		
1	275/70R22.5	200,000	6	0.007715	9,258.00		
2	B315/8012R22.5	1,600,000	6	0.007165	68,784.00		
2	275/70R22.5	200,000	6	0.007947	9,536.40		
3	B315/8012R22.5	1,600,000	6	0.007380	70,848.00		
3	275/70R22.5	200,000	6	0.008185	9,822.00		
4	B315/8012R22.5	1,600,000	6	0.007602	72,979.20		
4	275/70R22.5	200,000	6	0.008430	10,116.00		
5	B315/8012R22.5	1,600,000	6	0.007830	75,168.00		
5	275/70R22.5	200,000	6	0.008683	10,419.60		
TOTAL FIVE YEAR CONTRACT AMOUNT					\$	403,718.40	
BASE MILEAGE AVERAGE							
				Size: B315/8012R22.5 - Original		52,000	
				Size: 275/0R22.5 - Original		35,000	
						Guaranteed Delivery	
						14 Days	



Agenda Item: # 6b1
Meeting Date: 04/08/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: March 21, 2024
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 \$2,459,531 (27%) of the FY24 millage.
- We have collected \$1,209,142 (35% 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 \$10,524,494 in COVID-19 relief funds (2020-\$1,500,000; 2021-\$4,500,000, 2022-\$2,000,000, 2023-\$2,524,494).
- The average price for a gallon of diesel fuel in February 2023 was \$3.13 and in February 2024, it was \$2.45. This is a 22% decrease.
- Total operating expenditures for Metro year-to-date are 32% of the total budgeted amount.

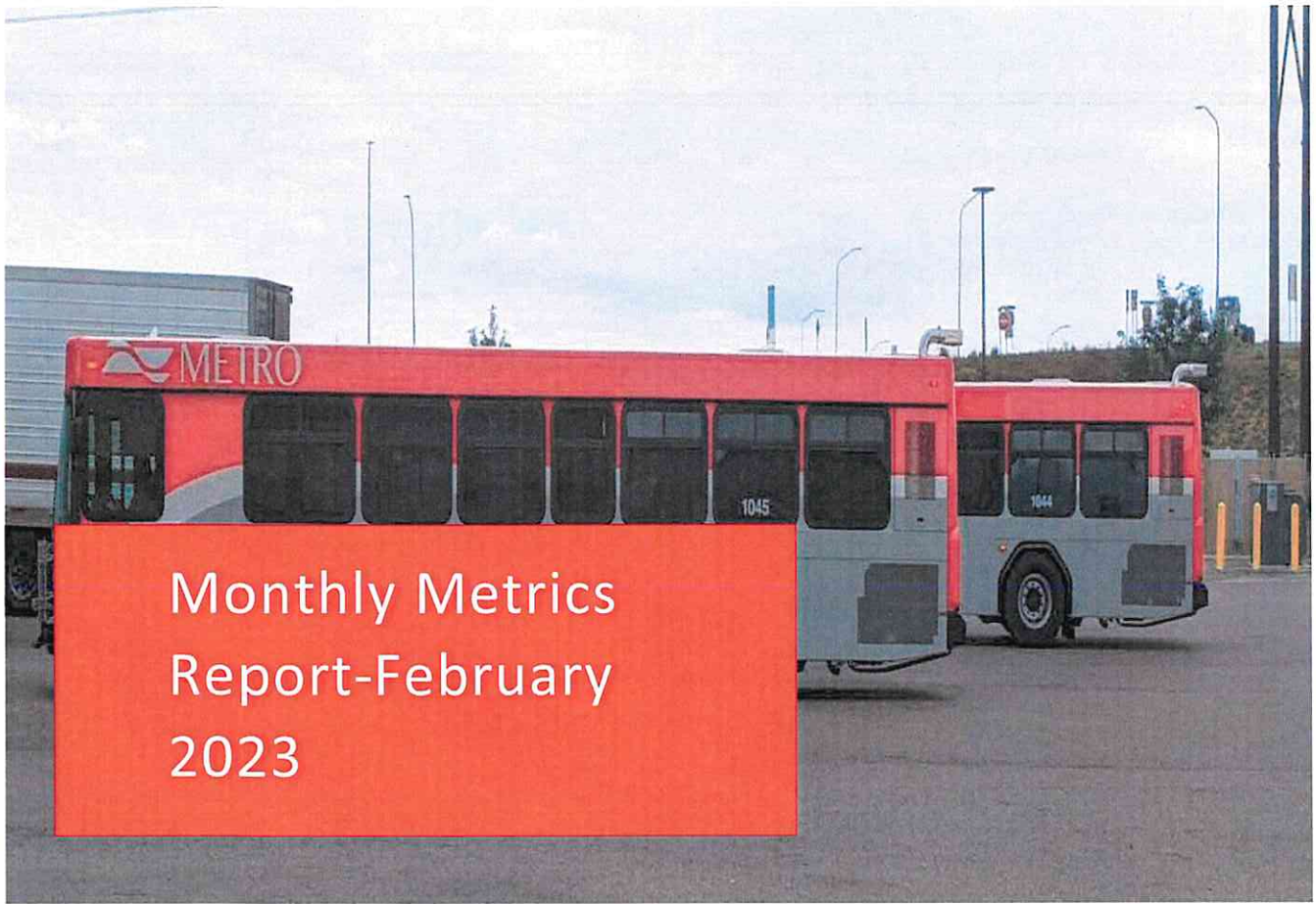
Attachment:

1. February 2024 Income & Expense Statement



STATEMENT OF INCOME AND EXPENSE

	FY2024 CCTA Board Recommended Budget	February 2024	Year to Date FY 2024	Year to Date % 42%	Monthly Funding %
Operating Revenue					
Fare Revenue					
Regular Route Cash	762,500	58,548	287,352	38%	5%
Metro County Connect Fares	504,176	44,864	209,074	41%	3%
Microtransit Fares	192,699	0	0	0%	
WMU Fares	1,250,000	0	592,500	47%	
Tokens	328,240	38,289	136,980	42%	2%
Pass Sales	285,175	27,784	128,349	45%	3%
Texas Twp/KVCC Prepaid Fares	95,685	0	24,372	25%	0%
	<u>3,418,475</u>	<u>169,485</u>	<u>1,378,627</u>	<u>40%</u>	<u>13%</u>
Other Revenue					
Advertising	75,000	4,167	22,917	31%	0%
Intermodal Operations	209,700	4,000	68,243	33%	1%
Miscellaneous Revenue	32,650	1,217	14,747	45%	0%
Commission Revenue - (GH, IT, FlixBus)	7,200	314	1,849	26%	0%
Interest Income	144,050	39,211	205,544	143%	4%
	<u>468,600</u>	<u>48,909</u>	<u>313,299</u>	<u>67%</u>	<u>4%</u>
Urban Millage (CCTA)	5,740,395	405,894	1,152,538	20%	4%
County-wide Millage (KCTA)	3,420,217	382,404	1,306,993	38%	3%
MDOT - Operating	6,988,911	644,844	1,881,758	27%	55%
FTA - Operating	4,558,905	0	1,284,490	28%	0%
Provision for Depreciation	3,255,200	229,468	1,195,342	37%	22%
TOTAL OPERATING REVENUE	<u>27,850,703</u>	<u>1,881,005</u>	<u>8,513,047</u>	<u>31%</u>	<u>100%</u>
Operating Expenses by Division					
Administration/Overhead	7,369,270	573,028	2,454,811	33%	
Kalamazoo Transportation Center Operations	1,038,122	68,636	362,982	35%	
Maintenance	3,567,798	235,716	1,239,577	35%	
Operations	8,667,952	548,080	2,890,600	33%	
Metro Connect	5,706,916	477,058	1,839,432	32%	
Metro Share	66,543	5,254	21,693	33%	
Microtransit	1,766,809	155,000	155,000	9%	
TOTAL OPERATING EXPENSE	<u>28,183,410</u>	<u>2,062,771</u>	<u>8,964,095</u>	<u>32%</u>	
NET (UNFUNDED) BALANCE for period	<u>(332,707)</u>	<u>(181,766)</u>	<u>(451,048)</u>		



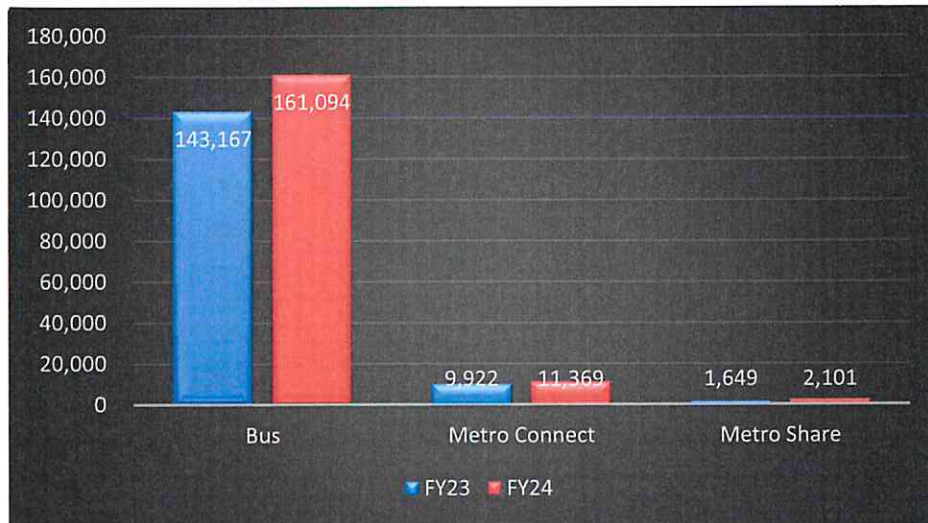
Monthly Metrics
Report-February
2023

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

BACKGROUND

The information listed below shows the changes in ridership levels across all three of Metro's major services for the month of February 2023 and February 2024.

Monthly Ridership February 2024				
	Bus	Metro Connect	Metro Share	System Total
FY24	161,094	11,369	2,101	174,564
FY23	143,167	9,922	1,649	154,738
Difference	17,927	1,447	452	19,826
%Change	12.52%	14.58%	27.41%	13%



FIXED ROUTE BUS SERVICE

Metro fixed route bus service shows an increase in ridership of 12.52% or approximately 17,927 more rides in February 2024 than February 2023. This trend is due to more service on the street and an additional day of service for Leap Year when comparing 2023 to 2024.

Route 19- Ring Road ridership increased from 7,141 to 9,861.

Route 3- West Michigan ridership increased from 3,566 to 5,666 rides.

Route 9- Gull Road ridership increased from 10,900 to 13,960 rides.

February 2024 ridership compared to February 2023 ridership varied, fourteen routes had an increase in ridership while seven routes ridership decreased when compared year to year. Ridership in February 2024, seen quite a few more increases on routes that served areas around schools due to the multiple days of school that were cancelled.

METRO CONNECT

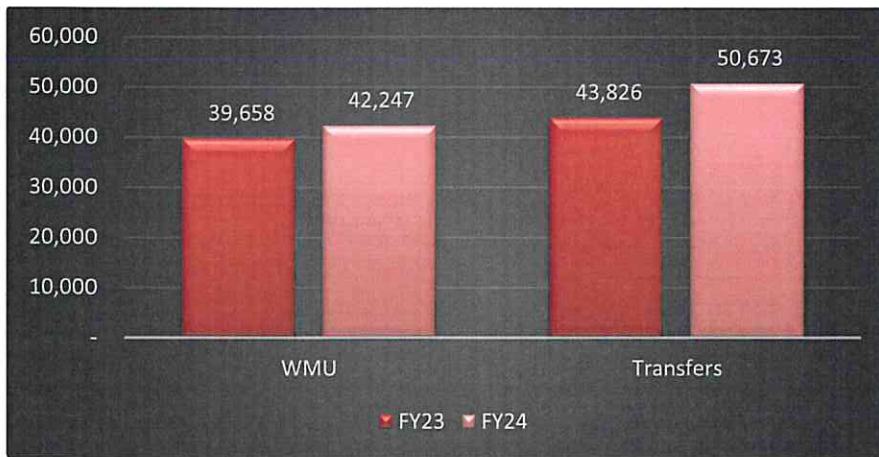
Metro Connect shows an increase in ridership of 14.58% or approximately 1,447 more rides in February 2024 than February 2023.

METRO SHARE

Metro Share shows a decrease in ridership of 27.41% or approximately 1649 more rides in February 2024 than February 2023.

OTHER DATA

The data for Western Michigan University shows an increase of 6.53%. Whereas the number of people transferring from one bus to another bus is up 15.62%.



Other data types like KVCC and passengers traveling in a wheelchair continue to show increases in ridership February 2024 to February 2023. Those traveling on buses with their bike showed a decrease in numbers. The data for Youth Mobility in February 2024 is 1,353 as the program continues to expand with more passes being issued by the schools monthly.



5 YEAR DATA TRENDS

FIXED ROUTE



METRO CONNECT



METRO SHARE



February 2024 KTC Security Report

Prepared by: Jason Emig

Title: Safety Security Manager

Overview:

KDPS's presence at the KTC was consistent through the month of February. KDPS's presence typically lasts for a few minutes at a time.

224 of the security incidents this month were regarding loitering in the lobby. These loitering incidents were handled by security and required little police assistance.

Activity Summary:

262 Total security incidents in the month of February (Decreased by 47 from January)

Incident Types	(Definitions)
0 Trespasses	(Asked to leave due to refused to do so/Someone trespassed returned to site)
224 Loitering	(Significantly overstayed their time on property, sleeping. Blocking paths)
0 Vandalism	(Damage to property)
4 Active Fights	(Physical Altercation between parties occurred)
12 Disturbances	(Behavior is interrupting other people around them)
2 Harassments	(Using threatening or degrading language)
0 Assaults	(Someone physically attacked by another)
0 Thefts	(Property Stolen on KTC Property)
12 Medical	(Medical emergency situations)

Of the total **262** incident types:

- 7 were Drug/Alcohol related.
- 2 were calls to 9-1-1 made by security.
- 18 needed police to respond.
- 14 needed EMS/medical to respons.

Of the **14** total EMS/medical incident **14** people were transported to the hospital.

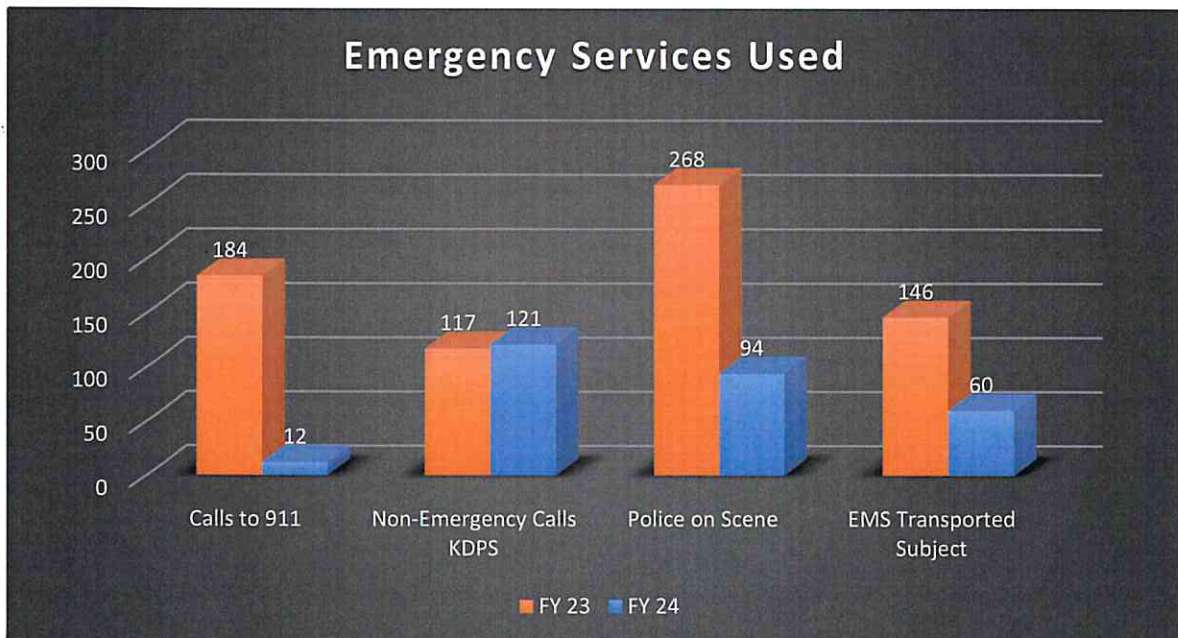
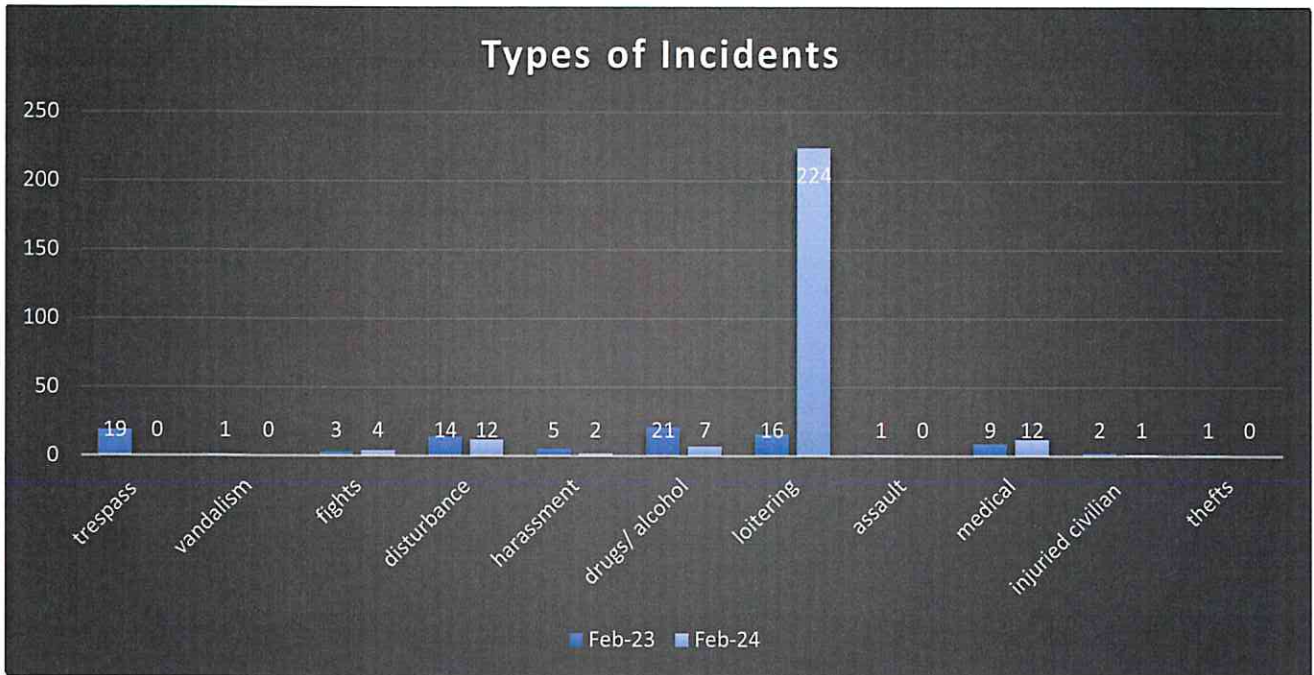
Drug dealing continued to decrease on and around the edges of the KTC property throughout February. Metro continues to monitor the cameras on the property for continuous improvements.

Please see next page for running total graphs for security related incidents:

February 2024 KTC Security Report

Prepared by: Jason Emig

Title: Safety Security Manager





NOTES

Performance Monitoring Committee

Date: Thursday, March 28, 2024

Attending: Aardema, Rama, McCormick, McBride, Woodson-Sow, Arkush, Halcomb

Guests: Vlietstra, Pesti

Absent:

a. March Items for Board Consideration

- Tire Lease

Director Vlietstra gave an overview of the Tire Lease including information about a cost benefit analysis that was conducted and the bid process that had one vendor response.

Discussion was had on the benefits of a lease versus purchase and what happens with the tires when buses are retired.

The committee agreed to move forward with the recommendation to the CCTA/KCTA boards on April 8, 2024, to approve the five-year contract with Bridgestone America Tire Operations.

- Financial Audit

Exec. Director McBride provided an overview of the financial audit process for the KCTA and the CCTA audit. Overview included information on the City of Kalamazoo's role in Metro's financial audit and what role they play under the support agreement. The PowerPoint that will be shared with the board was presented to the committee and a discussion was had on the data slides. Exec. Director McBride informed that auditors will be present at the board meeting to answer some technical questions that arose.

Finance Manager Pesti provided an overview of the year-end close out process and a description of what January and February look like during the audit.

Some general discussion was had on how state funds are distributed and then recalculated and redistributed. Exec. Director McBride then provided information on reimbursement amounts, grants, and how those reimbursements work.



Connecting People Throughout
Kalamazoo County

Notes:

Ridership Report Review - The Committee reviewed the February Ridership and Security Report. They continue to be pleased with the reports minor changes needed after the meeting to assist in discussion on ridership numbers being lower in January but higher in February. Discussion on the security report sparked a conversation that has been seen around the nation in regard to the homeless population and the impact it has on the security data provided. Director Woodson-Sow informed the committee that the report would continue to be enhanced.

Next Meeting: April 25, 2024 @ 8:15AM



Connecting People Throughout
Kalamazoo County

Agenda Item: 6a1
Meeting Date 04/08/24

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: March 1, 2024
SUBJECT: Resolution of Intent to Apply for FY 2025 Grant Funding from MDOT

BACKGROUND

State of Michigan Public Act 51 grants provide the largest single funding source at approximately thirty-three (33%) percent for the public transit system. Generated fares, local Millages, Federal operating assistance, and other sources comprise the approximate seventy-four (67%) percent of remaining operating revenue. MDOT and Central County Transportation Authority (CCTA) entered into the Master Agreement on September 21, 2016.

The recommended MDOT grant funds include:

- The Metro Share program which provides the use of vehicles to non-profit agencies qualifies for funding from Michigan's Specialized Services.
- Ridesharing activities are eligible for reimbursements from the state's Congested Mitigated Air Quality (CMAQ) funds.
- Mobility Management identified by the Public Transit/Human Services Transportation Committee.
- MDOT capital funding for purchases such as new buses, vans, equipment, building improvements, etc.

This grant application, which corresponds with the CCTA and KCTA Adopted Budget for Fiscal Year 2024 and 2025, will be filed with formal submission to MDOT and will occur upon completion of Board approval and the required 30-day public comment period. A notice will be published in the *Kalamazoo Gazette* that this application will be available for public review and comment.

RECOMMENDATION

It is recommended by the Planning & Development Committee and staff to approve a Resolution of Intent to apply for annual grant funding from the Michigan Department of Transportation (MDOT) for Fiscal Year (FY) 2025. The resolution also authorizes the Executive Director to execute documents pertaining to the 2025 grant application on behalf of the CCTA and KCTA Boards.

ATTACHMENTS

1. Resolution of Intent

FY 2025 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2025 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Central County Transportation Authority (hereby known as THE APPLICANT) established under Act 196 to provide a local transportation program for the state fiscal year of 2025 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ 4,859,779 estimated state funds \$ 8,557,963 estimated local funds \$ 12,672,690 with total estimated expenses of \$ 26,090,432

(Note: Local funds include fare box and any other local revenue)

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Sean P. McBride as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2025

I, Barbara Blissett (Name) Clerk

(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of

April 8 2024 with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said CCTA , this 8 day of April A.D 20 24

SIGNATURE



Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
PREPARED BY: Greg Vlietstra, Director of Support Services
DATE: March 22, 2024
SUBJECT: Update to Metro Title VI Program of the Civil Rights Act

BACKGROUND

A Title VI Program and Procedures document is required of any transit system receiving federal funding from the Federal Transit Administration (FTA). Title VI under the Civil Rights Act of 1964 and related Title VI statutes assures that no person shall on the grounds of race, color, or national origin be excluded from participation in, be denied benefits thereof, or otherwise be subjected to discrimination under any Metro programs or activities.

The Title VI Program and Procedures document was last updated in 2021 and must be reviewed and approved by the authority boards every three years. The document is required as part of grant compliance for funding from the FTA. The FTA is conducting a Triennial Review right now with Title VI as a section of their review.

DISCUSSION

The Title VI Program and Procedures are guidelines set by the FTA that state what actions Metro must do to be in compliance. Specific areas within the document include:

- Procedures for filing a complaint against Metro under Title VI. The notice to the public is provided on all vehicles, and forms are available online at www.kmetro.com or by contacting the administrative office.
- A Language Assistance Program that identifies populations within the service area that are non-English speaking and how the system will provide information. Training is provided to staff and drivers to assist customers who need information.
- A Public Participation section that outlines of how Metro will attempt to reach the public about news, updates, and changes in service.
- The Service Standards outlines the operating standards for the system, including availability of vehicles, placement of amenities such as shelters and benches, and equity analyses that would be conducted if a facility was to be constructed.

Richard Congdon presented the updated document at the March 18 Planning & Development Committee meeting. Richard will also present the document to the CCTA and KCTA boards at the April 8 meeting.

RECOMMENDATION

It is recommended by the Planning & Development Committee and Metro staff that the CCTA and KCTA boards approve the updated Title VI Program and Procedures document.

Attachment

1. Title VI Program and Procedures



AGENDA and MEETING NOTES

Planning & Development Committee March 18, 2024 at 2 PM Microsoft Teams Virtual Meeting

Members: Chris Burns (Chair), Rob Britigan, Tafari Brown, Greg Rosine
Absent: Lisa Mackie
Staff: Greg Vlietstra, Sean McBride, Barbara Blissett, Richard Congdon

1. Title VI Program and Procedures

Notes:

- Metro Connect Program Manager Richard Congdon gave a presentation of the updates to the Title VI Program. He said it centered around the 5307 funds and discrimination practices
- The Committee voted to recommend approval of the updates to Title VI at the next Board meeting, moved by Brown and seconded by Britigan
- Vlietstra shared the MDOT Grant Resolution would be on the April 8th Board meeting

2. Microtransit

Notes:

- The Committee discussed the need for changes to the website to include information on the new Microtransit Pilot Project
- Exec. Dir. McBride shared that microtransit information would be mailed to the community and organization

3. Other Items

Notes:

- The Committee reviewed the Board Governance Agenda Planning list

The meeting adjourned at 2:15 pm.



Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning
DATE: April 8, 2024
SUBJECT: Update to Policy 1.15 – External Relations Committee – First Reading

BACKGROUND

The External Relations Committee policy (number 1.15) was approved by the CCTA and KCTA in February 2023. At its November meeting, the External Relations Committee discussed its charge as defined by the policy and identified a desire for increased clarification surrounding two tenets of that charge. Committee Chair Dusty Farmer took a proposed amendment to the Board Operations Committee’s December meeting, where there was support for the desired clarity. The External Relations Committee has refined the language of its proposed amendments and presents it for the Boards’ first reading today.

DISCUSSION

Per policy 1.15, the External Relations Committee has the following responsibilities:

1. Ensuring that the desired image of metro is regularly updated.
2. Oversee the development and implementation of strategies for Metro image building, marketing, and public relations efforts and for maintaining close, positive relationships with key external stakeholders.
3. Building relationships with local, state, and federal elected officials.
4. Identifying opportunities for Board members to speak in appropriate forums on behalf of Metro.
5. Fashioning strategies and plans intended to enhance internal and external communication.
6. Fashioning strategies and plans to promote non-Board volunteer involvement in Metro advisory bodies.
7. Monitoring non-Board volunteer involvement, identifying opportunities for improvement, and ensuring that such opportunities are taken into consideration in the Metro planning process.

To clarify its scope and to best support the Board Operations Committee’s work with the elected bodies that appoint board members, the External Relations Committee recommends the following amendments to the policy language:

6. Identifying and monitoring opportunities to involve and develop members of the community as potential future board members.
7. Monitoring community and stakeholder involvement in Metro’s planning process and ensuring that such input is taken into due consideration.

RECOMMENDATION

The External Relations Committee and staff recommend that the Boards review the attached policy and offer for first reading the proposed amendment to CCTA/KCTA Policy 1.15 at its May 13 meeting.

ATTACHMENT

- .1. Draft CCTA/KCTA Policy 1.15 External Relations Committee wherein changes are redlined.



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

EXTERNAL RELATIONS COMMITTEE

NO: 1.15

Amended _____

PURPOSE

To define the roles and functions of the CCTA/KCTA External Relations Committee.

POLICY STATEMENT

The External Relations Committee shall consist of not more members than would create a quorum of the CCTA or KCTA Boards. The Committee shall be appointed by the Board Operations Committee. The External Relations Committee shall have the following responsibilities:

1. Ensuring that the desired image of Metro is regularly updated.
2. Overseeing the development and implementation of strategies for Metro image building, marketing and public relations efforts and for maintaining close, positive relationships with key external stakeholders.
3. Building relationships with local, state, and federal elected officials.
4. Identifying opportunities for Board members to speak in appropriate forums on behalf of Metro.
5. Fashioning strategies and plans intended to enhance internal and external communication.
- ~~6. Fashioning strategies and plans to promote non-Board volunteer involvement in Metro advisory bodies.~~
- 6. Identifying and monitoring opportunities to involve and develop members of the community as potential future board members.*
- ~~7. Monitoring non-Board volunteer involvement, identifying opportunities for improvement, and ensuring that such opportunities are taken into consideration in the Metro planning process.~~
- 7. Monitoring community and stakeholder involvement in Metro's planning process and ensuring that such input is taken into due consideration.*

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date

External Relations Committee Meeting Notes

March 19, 2024

Attending: Dusty Farmer, Chair, Tim Sloan, Randy Thompson, James Ayers, Gary Sigman, Sean McBride (Staff Liaison), Sarah Joshi, (Staff Liaison), Annette Arkush (Committee Support), Emily Lower

1. Recommended Change to ERC Policy, #6 and #7

The committee reviewed and discussed the language set forth #6 and #7 of the original ERC policy approved by the board on February 13, 2023. Each committee member relayed examples of their interaction with the community and the need to better identify Metro and its plans going forward. They recommended that the following changes be recommended to the board for update and approval to better clarify and define the committee's role:

Current language

6. Fashioning strategies and plans intended to promote non-Board volunteer involvement in Metro advisory bodies.

7. Monitoring non-Board volunteer involvement, identifying opportunities for improvement and ensuring that such opportunities are taken into consideration in the Metro planning process.

Recommended change:

6. Identifying and monitoring opportunities to involve and develop members of the community as potential future board members

7. Monitoring community and stakeholder involvement in Metro's planning process and ensuring that such input is taken into due consideration

2. Briefing of 2024 Community Outreach plan

Emily presented a document of the committee that contained background, goals, vision and a timeline of events for their consideration

3. Briefing of Microtransit launch outreach plan

Sarah presented the plan for initial microtransit outreach, including the messaging hierarchy, content, and distribution methods based on the demographics of the three microtransit zones

Next External Relations Committee meeting is April 16, 2024.



Agenda Item: 8b1
Meeting Date: 04/08/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: CCTA/KCTA Board Operations Committee
Prepared by: Sean McBride, Executive Director
DATE: April 3, 2024
SUBJECT: Future Millage Election Discussion

Background

Approximately 33% of Metro funding is generated through voter-approved millages. Per Public Act 196, it is required that these millages cannot extend beyond 5 years without going back to the voters for approval. The purpose of this memo is to provide background information relevant to the future millage elections and to provide ample time to plan for future millage actions. The future dates identified in this memo are meant to provide a framework and will require future Board actions.

Future Millage Timing

CCTA

The CCTA millage of 0.90 mils was approved on March 10, 2020 for the period of 2021 through 2025. Conducting a CCTA millage election during 2025 will be necessary.

Public Act 196 allows for only one millage vote per year, thus if the first millage vote were to fail would require conducting a second millage election the next year. The CCTA will need voter-approval by no later than May 2026 to continue revenue generation without interruption.

The previous CCTA millage of 0.75 mils was approved on August 4, 2015 for the period 2016 through 2020. Attached is a Board memo dated May 6, 2020 pertaining to the CCTA 2020 Millage Election Results.

KCTA

The current KCTA millage of 0.3124 mils was approved on November 2, 2021, for the period 2022 through 2026. Conducting a KCTA millage election during 2026 will be necessary. The previous KCTA millage of 0.315 mils was approved on May 3, 2016 for the period 2017 through 2021.

Probable election dates for 2025 include May 5th, August 5th and November 4th. Millage ballot questions need to be submitted approximately 75 days prior to the election day. Attached is a tentative timeline for actions leading through the next voter consideration of the CCTA and KCTA millages.

CCTA Boundaries

As background, the CCTA boundaries do not include all of Kalamazoo County but all or part of six jurisdictions. To provide some historical context, attached is a memo dated June 25, 2014 that provides an overview of the steps taken to approve the CCTA Articles of Incorporation, including the CCTA boundaries. As is demonstrated in the memo, developing these boundaries required much coordination with affected jurisdictions and the Kalamazoo County Board of Commissioners, management staff and County Attorney. This process took several months to complete and was ultimately completed by two actions of the Kalamazoo County Board of Commissioners first with approval of the CCTA Articles of Incorporation on August 6, 2014 and second with amendment to the CCTA Articles that included the final approval of boundaries on October 24, 2014.

Prior to the 2020 CCTA Millage Election, the CCTA Articles of Incorporation Boundaries were updated by the County Board of Commissioners on August 21, 2019. This again was after a process working with member jurisdictions of the CCTA. Changes from the original boundaries of the CCTA included:

- Removing Precinct 1 in Comstock Township. (Retained all others - 2, 3,4,5, 6, 7)
- In Oshtemo Township, added precincts 3 and 9.
 - Precincts in 3, 4, 5, 6, 7, 8, 9
 - Precincts out 1, 2, 10

CCTA Policy for Fixed-Route Bus Service to Areas Outside Authority Boundaries

The final boundaries of the CCTA did not include all areas in the County that were receiving fixed-route bus service. One of the first actions of the CCTA in 2014 was to adopt the attached policy that allowed for the continuation of service to Texas Township and Kalamazoo Valley Community College (KVCC) and Oshtemo Township and the West Main and 9th Street area through a service agreement. Currently, there is a service agreement with KVCC/ Texas Township to serve Texas Township Precinct 3, which includes the 9th Street corridor, the Groves and KVCC Main Campus.

The CCTA Board will need to consider attached Policy 3.01 in conjunction with any changes to CCTA boundaries. Section 1.e of the policy contains parameters for entering into service contracts.

Recommendation

This item was discussed at the most recent Board Operations Committee meeting. Executive Director McBride will present a PowerPoint providing background on the KCTA and CCTA and the timing for upcoming millage elections. This item is for information and discussion only.

Attachments:

1. DRAFT Action Items and Timeline for Millage Elections – Dated March 12, 2024
 - a. August 2025 and November 2025 Election Versions
2. KCTA Board Memo June 25, 2014 Creation of the 2nd/Urban Transit Authority
3. Policy 3.01 – CCTA Fixed-Route Bus Service to Areas Outside Authority Boundaries
4. Texas Township Precinct #3 Map

**Action Items and Timeline
Future CCTA and KCTA Millages
CCTA August Millage Election
Version March 12, 2024**

	Board	Action	Start Date	End Date	Notes
1	CCTA	CCTA reviews and considers any changes to Policy for Fixed-Route Bus Service to Areas Outside Authority Boundaries	4/15/24	6/15/24	
2	CCTA	CCTA meet with jurisdictions to discuss any boundary changes	7/1/24	10/1/24	
3	CCTA	CCTA makes recommendation to the County Board of Commissioners on amendments to Articles of Incorporation – in particular boundary changes	10/1/24	11/15/24	
4	CCTA	County Board of Commissioners adopts amendments to CCTA Articles of Incorporation	11/15/24	12/15/25	
5	CCTA	Notice to affected local unit of the adopted amendment		1/10/25	
6	CCTA	Local units affected by any boundary changes have 30 days to opt out of amendment	1/10/25	2/10/25	
7	CCTA	Boundaries of District Finalized		2/10/25	
8	CCTA	CCTA - Millage Considerations	2/15/25	4/8/25	
		•Election Date, Millage Amount, Millage Duration, Service Vision			
9	CCTA	CCTA - Approve Millage Ballot Language		4/8/25	No later than May 14, 2025 (est.)
10.	CCTA	CCTA - Voter Education	4/8/25	8/5/25	
11.	CCTA	CCTA Millage Election		8/5/25	
12.	CCTA	CCTA Millage Levy Resolution	3/15/26	4/15/26	
13.	CCTA	CCTA Levy Millage Letter to Cities/Townships	4/15/21	5/15/26	No later than May 15, 2026
14.	KCTA	KCTA - Millage Considerations	1/1/26	3/15/26	
		•Election Date, Millage Amount, Millage Duration, Service Vision			
15	KCTA	KCTA - Approve Millage Ballot Language		4/13/26	No later than August 15, 2026
16	KCTA	KCTA - Voter Education	4/15/26	11/4/26	
17	KCTA	KCTA Millage Election		11/4/26	
18	CCTA	If Needed, 2 nd CCTA - Millage Election		5/5/26	
19	KCTA	KCTA Millage Levy Resolution	3/15/27	5/5/27	
20	KCTA	If Needed, 2 nd KCTA - Millage Election		5/4/27	
21	KCTA	Levy Millage Letter to Cities/Townships	4/15/27	5/5/27	No later than May 15, 2027

**Action Items and Timeline
Future CCTA and KCTA Millages
November Millage Election
Version March 12, 2024**

	Board	Action	Start Date	End Date	Notes
1	CCTA	CCTA reviews and considers any changes to Policy for Fixed-Route Bus Service to Areas Outside Authority Boundaries	4/15/24	6/15/24	
2	CCTA	CCTA meet with jurisdictions to discuss any boundary changes	8/1/24	10/15/24	
3	CCTA	CCTA makes recommendation to the County Board of Commissioners on amendments to Articles of Incorporation – in particular boundary changes	10/15/24	12/15/24	
4	CCTA	County Board of Commissioners adopts amendments to CCTA Articles of Incorporation	12/15/24	1/15/25	
5	CCTA	Notice to affected local unit of the adopted amendment		2/1/25	
6	CCTA	Local units affected by any boundary changes have 30 days to opt out of amendment	2/1/25	3/1/25	
7	CCTA	Boundaries of District Finalized		3/1/25	
8	CCTA	CCTA - Millage Considerations	3/1/25	4/15/25	
		•Election Date, Millage Amount, Millage Duration, Service Vision			
9	CCTA	CCTA - Approve Millage Ballot Language		5/12/25	No later than August 12, 2025
10.	CCTA	CCTA - Voter Education	5/12/25	11/4/25	
11.	CCTA	CCTA Millage Election		11/4/25	
12.	CCTA	CCTA Millage Levy Resolution	3/15/26	4/15/26	
13.	CCTA	CCTA Levy Millage Letter to Cities/Townships	4/15/21	5/15/26	No later than May 15, 2026
14.	KCTA	KCTA - Millage Considerations	1/1/26	3/15/26	
		•Election Date, Millage Amount, Millage Duration, Service Vision			
15	KCTA	KCTA - Approve Millage Ballot Language		4/13/26	No later than August 15, 2026
16	KCTA	KCTA - Voter Education	4/15/26	11/4/26	
17	KCTA	KCTA Millage Election		11/4/26	
18	CCTA	If Needed, 2 nd CCTA - Millage Election		5/5/26	
19	KCTA	KCTA Millage Levy Resolution	3/15/27	5/5/27	
20	KCTA	If Needed, 2 nd KCTA - Millage Election		5/4/27	
21	KCTA	Levy Millage Letter to Cities/Townships	4/15/27	5/5/27	No later than May 15, 2027



Kalamazoo County Transportation Authority
 530 N. Rose Street Kalamazoo, MI 49007
 269-337-8087 | www.kalcountytransit.com

Date: June 25, 2014
 To: Kalamazoo County Board of Commissioners
 From: Sean P. McBride, Executive Director
 Subject: Creation of the 2nd/Urban Transit Authority

Background

Since the KCTA was operational in 2006, the City of Kalamazoo, Kalamazoo County, Kalamazoo Transportation Authority Board and KCTA have been working collaboratively on achieving an integrated, county-wide public transit system. In 2012, a Transitional Leadership Team was formed to provide guidance on the process and steps to achieve a county-wide transit system. The membership of the Transitional Leadership Team is attached. In the summer of 2013, a detailed plan for transferring the system from the City of Kalamazoo to the Kalamazoo County Transportation Authority with a target date of October 1, 2015, was endorsed by the participating jurisdictions/organizations on the Transitional Leadership Team. A Resolution endorsing the process was approved by the County Board of Commissioners on August 6, 2013.

A key step in transitioning the system is the creation of the new/urban transit Authority. The targeted timeline for creation of the 2nd/urban Authority forward is as follows:

- April, May & June 2014 - Meetings with key decision-makers in potentially impacted jurisdictions. Jurisdictions potentially within the boundaries of the 2nd/urban Authority include City of Kalamazoo, City of Portage, City of Parchment, Comstock Township, Kalamazoo Township, Oshtemo Township, Pavilion Township and Texas Township.
- June, 2014 – Recommendation by the Public Transportation Transitional Leadership Team and the KCTA on the Articles of Incorporation for the 2nd/Urban Transit Authority, which will include boundaries and board appointment structure.
- July, August 2014 – County Board of Commissioners considers approval of Articles of Incorporation.
- August, September, 2014 – Board of Commissioners appoint board members for the 2nd/Urban Authority
- September, 2014 – 2nd/Urban Authority meets and appoints officers, adopts bylaws and authorizes 30-day opt-out notice to all cities, villages and townships within the district.
- October, 2014 – During the 30-day opt-out period cities, villages and township governing bodies can take action to opt-out of the Authority in total or opt-out by precinct.
- By March, 2015 - 2nd/Urban Transit Authority will take action to request a millage election for the 2nd/Transit Authority.
- May, 2015 - Millage election
- October, 2015 - Transfer operation, assets and liabilities of public transit system from the City of Kalamazoo to the KCTA.

In order to meet the May 2015 millage election date as well as the proposed transfer date of October 1, 2015, it is important that minimal slippage of the timeline occur.

Process for Creating the 2nd/Urban Authority

The process for creating has involved many meetings focused on the drafting of Articles of Incorporation. A list of meetings is included below. The Articles of Incorporation will address key issues such as board structure, board appointments/removal, authority boundaries and the process for amending the Articles.

Date	Group	Notes
March 14	Transitional Leadership Team	Discuss Process to Determine Boundaries of new Authority
March 26	Attorney Meeting	Meeting with all Attorney's that may be included in the new Authority
April 11	Transitional Leadership Team	Discuss Draft Articles of Incorporation
April 14	Kalamazoo Township Board	Discuss Authority Boundaries
April 14	Small Group of Kalamazoo County Board of Commissioners	Discuss Draft Articles of Incorporation
April 15	Pavilion Township Supervisor	Discuss Authority Boundaries
April 17	Small Group of Kalamazoo County Board of Commissioners	Discuss Draft Articles of Incorporation
April 21	Clerk and Treasurer Meeting	Meeting with Clerks and Treasurers that may be included in the new Authority
April 22	Oshtemo Township Board	Discuss Authority Boundaries
May 2	Transitional Leadership Team	Discuss Draft Articles of Incorporation
May 5	City of Kalamazoo Commission	Discuss Draft Articles of Incorporation
May 6	City of Portage	Discuss Authority Boundaries
May 12	Pavilion Township Board	Discuss Authority Boundaries
May 13	Oshtemo Township Board	Discuss Authority Boundaries
May 19	Comstock Township Board	Discuss Authority Boundaries
June 9	Texas Township	Discuss Authority Boundaries
June 16	City of Parchment	Discuss Authority Boundaries
June 18	Comstock Township	Discuss Authority Boundaries
June 20	Transitional Leadership Team	Recommend Articles of Incorporation
June 23	KCTA	Recommend Articles of Incorporation
July 1, 4 pm	Kalamazoo County Board of Commissioners	Begin Consideration of Articles of Incorporation

Summary of Feedback from Jurisdictions on Authority Boundaries

Pavilion Township:

- Fixed-route bus service provided in Precinct 3 on the northwest quadrant of the township and precinct.
- Township Board has communicated through Supervisor Pat White to KCTA Chairperson Teeter that the Township does not want Precinct 3 included in the new/urban Authority. The initial indication from Supervisor White was that there was support, however that changed in early June.

Kalamazoo Township:

- At the meeting of April 28, 2014, Resolution unanimously adopted to include all of Kalamazoo Township within the boundaries of the Authority.

City of Kalamazoo:

- No formal action but indication from Transitional Leadership Team members to include all of City of Kalamazoo.
- Currently, all of and only the City of Kalamazoo is included within the Kalamazoo Transportation Authority, which levies a 0.6 mils for public transit.

City of Portage:

- At a special meeting of the City Council no formal action or direction was provided. Based on discussion, it was inferred that all of the City of Portage be included with the new/urban authority.
- The City Council requested that a public meeting be conducted in Portage once the Articles of Incorporation have been adopted by the County Board of Commissioners and with plenty of time prior to the conclusion of the 30-day opt out period.

Oshtemo Township:

- No formal action was provided by the Board but the following direction was provided through informal polling of the Board members at their May 13, 2014 meeting. The results of the polling included the following:
 - 7-0 to include precincts 4, 5, 6, 8
 - 6-1 to include precinct 7
 - 4-3 to include precincts 3, 9
 - 4-3 to not include precinct 1, 2, 10
- The Township Board is seeking citizen input on the inclusion of the certain new authority. A mailing is being sent to township residents requesting that they complete a survey to provide feedback. Once the survey results are compiled a discussion will be held at a future meeting of the Township Board.

City of Parchment:

- No formal direction provided at the meeting of June 16, 2014. It was discussed that the Board would consider their position at a future meeting and direction will be provided at that time.

Texas Township:

- No formal direction provided at the meeting of June 9, 2014. It was discussed that they would consider their position at a future meeting and direction will be provided at that time.

Comstock Township:

- The Township Board at a Special Meeting voted 6-1 to include the entire township within the boundaries of the new Authority.

The Attached Map #2 depicts a summary of the boundaries based on the direction and/or feedback from the jurisdictions.

Proposed Governance Structure

The governance structure was a key component that was carefully considered by the Transitional Leadership Team. The key consideration was the size and appointment process for the 2nd/urban Authority. In the review of the issue, the Team considered the governance structure of other successful transit agencies in the State of Michigan and in particular The Rapid in Grand Rapids and CATA in Lansing. In the recommended Articles of Incorporation, the following is included regarding Board appointments:

- 11 member Board of Directors
- Jurisdictional representation of the 11 members from the following:
 - 3 City of Kalamazoo members
 - 2 City of Portage members
 - 1 Kalamazoo Township members
 - 1 Oshtemo Township members
 - 1 Comstock Township members
 - 3 County members: 2 to represent rural areas and 1 urban area
- The jurisdictions referenced will recommend the individual to be appointed to the Authority Board and the County Board of Commissioners will be the body responsible for making the appointment.

Recommendations on the Articles of Incorporation

Transitional Leadership Team Recommendation

The Transitional Leadership Team met on June 20, 2014, to consider a recommendation to the County Board of Commissioners. At the meeting the team adopted a unanimous recommendation on the Articles of Incorporation, including the boundaries. The Articles of Incorporation recommended by the Transitional Leadership Team are attached and include a listing and map of the recommended Authority boundaries.

The recommended boundaries include:

- All of the cities of Kalamazoo, Portage and Parchment
- All of the townships of Kalamazoo, Oshtemo and Comstock
- Texas Township, Precinct 3
- Pavilion Township, Precinct 3

The rationale for this approach, as discussed by the Transitional Leadership Team, was to give local jurisdictions the strongest possible voice in establishing the boundaries. Since some jurisdictions wanted more time for citizen consultation, this approach allows them to carry out consultations prior to the 30 “opt out” period – which will likely begin in likely October of 2014. Since there is no provision for “opting in,” the Transition Leadership Team recommended broader boundaries to allow jurisdictions to have sufficient time to consider the issues.

KCTA Recommendation

At the KCTA Board meeting held on June 23, 2014, recommended to the County Board of Commissioners the Articles of Incorporation, with boundaries, as recommended by the Transitional Leadership Team. The motion passed unanimously.

Attachment:

1. Listing of Transitional Leadership Team Members
2. Map #2 – Depiction of Jurisdictional Feedback on Boundaries
3. Recommended Articles of Incorporation for New/Urban Transportation Authority, including Exhibit A – Precinct List and Map

c: Peter Battani, Kalamazoo County Administrator

KCTA/ExecDir/Memos/2014Draft Art.of Inc.Central Cnty



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

**CCTA FIXED-ROUTE BUS SERVICE TO AREAS OUTSIDE AUTHORITY
BOUNDARIES**

NO: 3.01

PURPOSE

To provide direction and parameters for providing fixed-route bus service to areas outside of the boundaries of the CCTA.

POLICY STATEMENT

The CCTA boundaries include the City of Kalamazoo, City of Portage, City of Parchment, Precincts 2, 3, 4, 5, 6, 7 and 8 within Comstock Township, Kalamazoo Township and precincts 3, 4, 5, 6, 7, 8 and 9 within Oshtemo Township. Fixed-route bus service at the time of this policy update is only provided within the boundaries of the CCTA or through service agreement. There are service agreements with Texas Township/Kalamazoo Valley Community College for service to Texas Township Precinct 3 and Oshtemo Township for service to Precinct 3. A map dated February 11, 2019 is attached, that depicts the CCTA boundaries and precincts with service agreements.

The CCTA will not provide fixed-route bus service outside of the boundaries of the CCTA, however the CCTA may consider providing service(s) that meet the following criteria:

1. Service to areas outside of CCTA boundaries will be limited to the following conditions:
 - a. A service contract must be entered into between the CCTA and the jurisdiction that includes the area outside of the boundary.
 - b. A service contract will only be entered into if there is a demonstrated demand for service.
 - c. The term of the agreement will only extend for the duration of the approved CCTA millage.
 - d. The cost will be set at the amount equal to the millage that would have been collected if the precinct where service is provided were included in the boundaries of the CCTA.
 - e. The CCTA may enter into a service contract:
 - i. With the jurisdiction/organization that has an existing service contract at the time this policy is updated. The service contract will not contain any areas that are within the CCTA boundaries at the time of the policy update.
 - ii. A new service contract may be considered for areas outside the CCTA boundaries on a case-by-case basis and will comply with parameters of this section. Areas inside the CCTA boundaries at the time of the policy update will not be considered for a service agreement.

CCTA FIXED-ROUTE BUS SERVICE TO AREAS OUTSIDE AUTHORITY BOUNDARIES

NO: 3.01

- f. Contracts to provide fixed-route bus service to Kalamazoo Valley Community College Main Campus and other countywide publicly funded educational facilities with significant student population and ridership demand, may be entered into with the educational agency if an agreement with the jurisdiction where the facility is located cannot be agreed upon. Service will be provided strictly to the educational facility under contract and to no other areas outside the CCTA boundaries.
 - g. Board approval is required for all service contracts.
2. The CCTA in efforts to review and test future service delivery, may want to conduct a pilot program that includes areas outside of current CCTA boundaries. The purpose of the pilot is to analyze the demand for service and the operational feasibility of service. Any pilot program will have a specific time period, defined service metrics, and will require CCTA Board approval. Areas with existing service at the time this Policy will not be considered for a pilot program.

POLICY IMPLEMENTATION

The policy will not be implemented until such time a millage to fund fixed-route bus service is approved and levied.

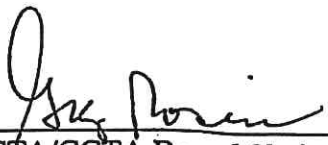
Any service decisions must comply with Federal Transit Administration (FTA) and Michigan Department of Transportation (MDOT) requirements, rules, and regulations.

Any service decision impacting fixed-route bus service will impact required complimentary para-transit service provided as part of the Metro County Connect service. Service decisions need to be coordinated with the KCTA as the funding agency which provides the local match for Metro County Connect.

ATTACHMENTS

CCTA Service Area Map dated February 11, 2019

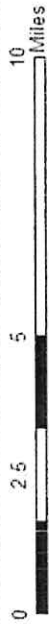
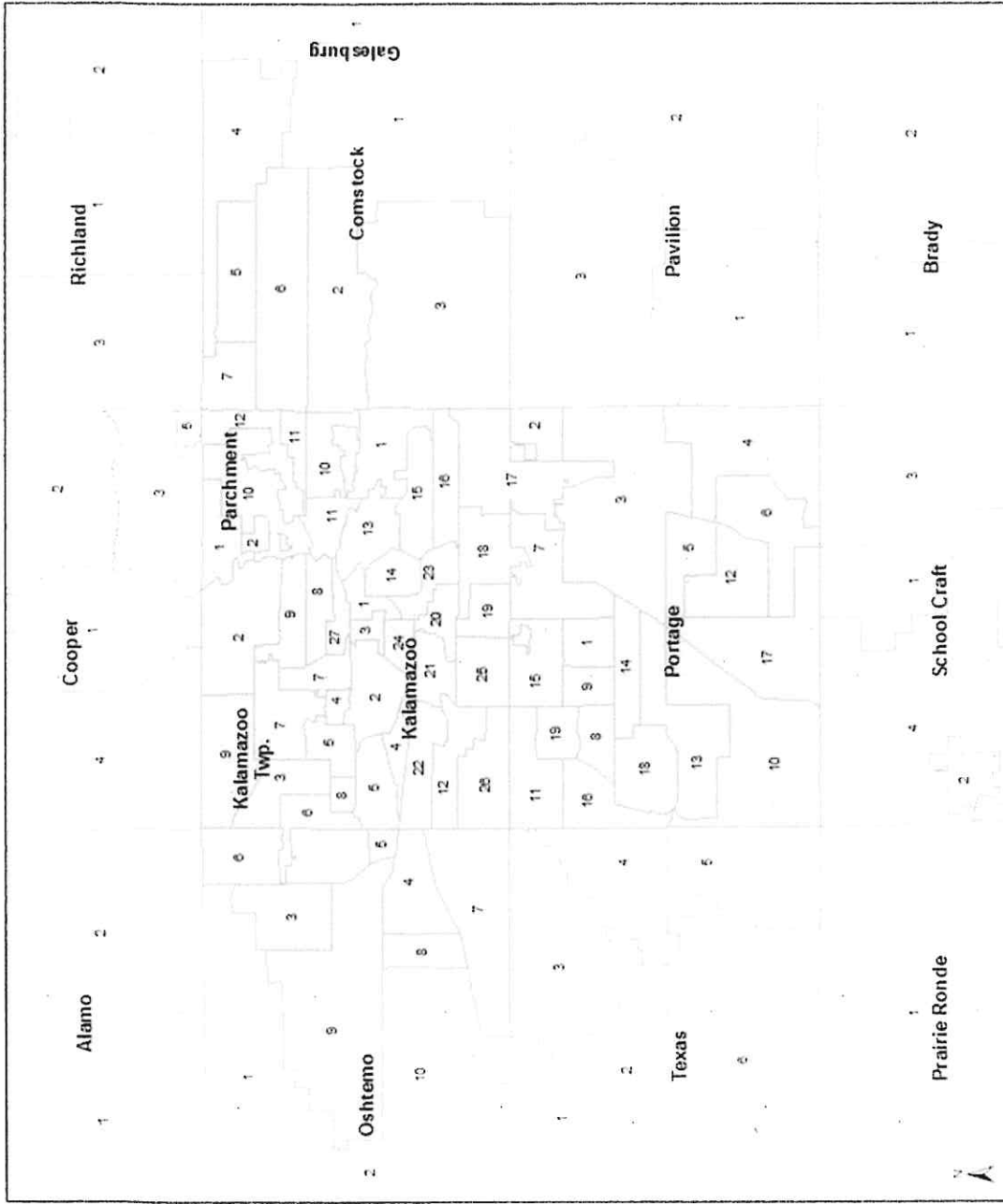
APPROVAL


KCTA/CCTA Board Chair 8/9/21 Date


KCTA/CCTA Board Clerk 8/7/21 Date

**Central County
Transit Authority**
Version 16 July 2019

Voting Precincts
 CC TA Boundary
 for 2020
 Millage Election





Connecting People Throughout
Kalamazoo County

AGENDA and MEETING NOTES

Board Operations Committee
March 21, 2024
9:00 am
Metro Boardroom

Members: Curtis Aardema, Chris Burns, Dusty Farmer, Garrylee McCormick, Greg Rosine

Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Millage Planning Discussion

Notes:

- Exec. Dir. McBride explained the process and timeline for the upcoming CCTA and KCTA millage elections
- CCTA Boundaries and Articles of Incorporation need to be reviewed with letters being sent to all jurisdictions to be included, opt out of the boundaries or enter into a service agreement
- Discussion ensued concerning the policy for service outside CCTA Boundaries and which direction various jurisdictions might choose
- Key factors leading up to the election are advocacy and education
- The Committee expressed the need for the millage information be presented at a joint Board meeting
- The Committee discussed campaign finance guidelines and asked for Boardmembers to be provided with information on the do's and don'ts

2. Board Operating Committee

Notes:

- The Committee reviewed the Draft April 8th Agenda

3. Review Committee Activities (See Board Governing Agenda Planning Timeline March 12th)

Notes:

- The Committee reviewed the Board Governing Agenda Planning Timeline

4. Future Meeting Dates: Thursday, April 25^h and Thursday, May 23rd

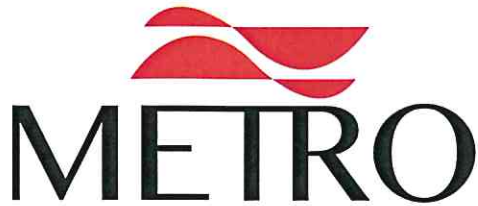


Connecting People Throughout
Kalamazoo County

5. Other

Notes:

- Exec. Dir. McBride updated the Committee on the Crossroads lawsuit and ATU negotiations
- Suggested having a Closed Session at the April meeting



Agenda Item: # 9
Meeting Date: 04/08/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: April 2, 2024
SUBJECT: Executive Director Update

Human Resources

The following individuals have started employment with Metro:

- Demarco Deleon, Alexis Hebert and Travis Kellum have recently started training as Coach Operators.
- Tim Faulk is joining Metro as a Mechanic.
- Kathy Schultz is rejoining our team as a Transportation Planner after a stint with the Bloomington, Indiana transit system.

Competitive Grant Funding and Congressionally Directed Spending

Metro, led by Support Services Director Vlietstra, has submitted a Congressional Directed Spending request to Senator Peters and Senator Stabenow to fund a mobility hub to be located in Portage.

Metro will submit two grant applications to the Michigan Department of Transportation to help fund microtransit. Metro is submitting a cooperative grant application through the State of Michigan that would fund new hybrid electric fixed-route buses.

Route 8 Name Change

The Egleston route has been renamed **Route 8- Milwood**, which is a long-time suggestion of Boardmember Sloan. The Egleston route historically serviced stops along Egleston Avenue and over time shifted service to provide service to stops in the Milwood area. Route 8- Milwood runs from downtown Kalamazoo to industrial businesses around Sprinkle Road and I-94. The Milwood route will retain its number (8) and distinctive purple color, but changes are currently underway for signage and on the Metro website. The name change is expected to be completed by the end of April 2024.

Outreach and Partnership Activity

Metro staff continue to focus on communicating with and strengthening collaboration with community and non-profit partners that include:

- Discover Kalamazoo and City of Kalamazoo on economic development potential of additional Amtrak travel to Kalamazoo
- City of Oshtemo Master Plan, Diversity, Equity, Inclusion and Access Team
- Ministry with Community
- Bronson Hospital
- Comstock Community Center
- Family Health Center
- Kalamazoo Gospel Mission
- MRC
- Michigan Works
- Douglass Community Association

Upcoming events include:

- 4/19/24: Earth Day Celebration at Bronson Park
- 4/26/24: Bits of Business at the Portage Zhang Senior Center

Training Partnerships

In 2022, the Bi-Partisan Infrastructure Law required annual training on de-escalation. Metro partnered with a Grand Rapids based company called Gentle Response to ensure compliance while focusing on a new take of what training could look like. In December 2023, Director of Operations Keshia Woodson-Sow was approached to discuss an opportunity for Metro and the Gentle Response Team to be listed in the de-escalation training resource directory provided by the FTA. This process involved a series of interviews and follow-up discussions to the unique hands-on training experience that was provided to Metro staff. In February, the FTA published the De-Escalation Training Resource Directory, listing Metro and a few other companies. The directory posting has provided continued growth and training partnerships within Michigan and across the country.

Other partnerships in training include the partnership with the Transportation Safety Institute (TSI). In February and March, Metro staff traveled to other agencies including Lextran in Lexington, KY, WAMTA in Washington D.C, and Metro Transit in Minneapolis, MN and spent time focusing on the training program for coach operators, the safety program in our organization, and best practices for handling transit emergencies. Staff spent time brainstorming and problem solving to discuss problems that agencies see every day in areas of safety and security and what some agencies have found to be successful fixes for those problems.



Connecting People Throughout
Kalamazoo County

Agenda Item: 14
Meeting Date 04/08/24

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning
DATE: April 8, 2024
SUBJECT: Metro Link Outreach Plan

BACKGROUND

The demographic characteristics of each of Metro Link's three zones are such that they each contain the following:

- Significant pockets of households with no car or with one car.
- A notable number of seniors (many of whom have no car or one car).
- Several SNAP retailers, specifically grocery stores.

These characteristics inform an understanding of the rider profiles from which messaging hierarchy, communication strategy, and specific brand assets have flowed.

DISCUSSION

The following messaging hierarchy has been developed:

1. Convenience, flexibility
2. Greater access to work, shopping, errands, appointments, and more—even places that the bus doesn't go
3. Affordable as part of the bus network—with a transfer included
4. All-in-one, easy app that displays the best option by Metro bus or Metro Link


Brand assets such as social media posts, bus shelter posters, onboard posters, pamphlets, and vouchers have been created, and audiences will be engaged in the following means:

1. Broad outreach through paid search and paid social media links that lead to a branded landing page. This will reach those who have identified a transportation problem but not a solution.
2. Post Metro Link posters in bus shelters and onboard buses that serve each of the three zones to raise awareness among existing riders. Metro will also work through our partners who will share their print and electronic newsletter space.
3. Targeted, in-person outreach to employers and senior citizen communities in the zones.
4. Outreach to local press

RECOMMENDATION



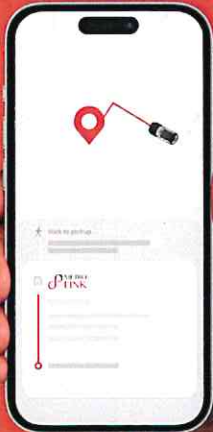
The External Relations Committee has reviewed the Metro Link outreach plan, and no Board action is required at this time. Please note there will be a Board photo with the Metro Link van.

Your first 10 rides are **FREE**
until 5/15/24.



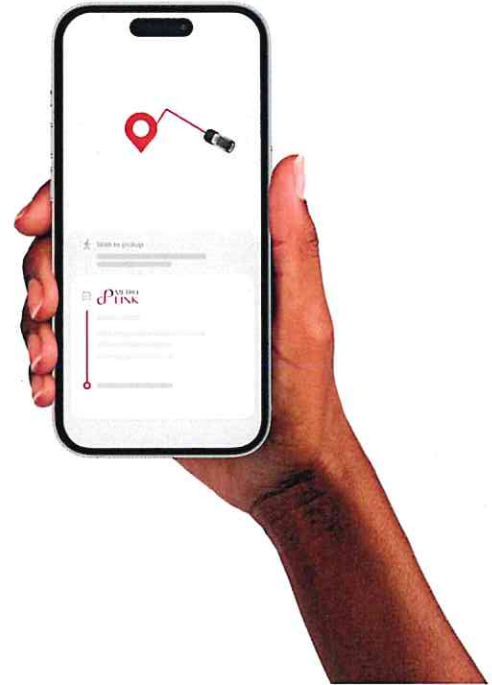
Do more, see more, reach more places with Metro Link.

Transfer to/from the bus for free.



Scan to learn more.

city.ridewithvia.com/metrolink




Do more, see more, reach more places with Metro Link.

Transfer to/from the bus for free.





city.ridewithvia.com/metrolink


Learn more:



No car? No problem. Reach more places with Metro Link.



Book a Metro Link ride and go when you want.



Plan all your Metro trips in the new Metro Link app.

