



Connecting People Throughout  
Kalamazoo County

**NOTICE AND AGENDA  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)  
DECEMBER 11, 2023  
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on  
Monday, January 8, 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, December 11, 2023 at 11:30 a.m. for the purpose of:

	<b>Item</b>	<b>KCTA Action</b>	<b>CCTA Action</b>
1.	Roll Call		
2.	Consent Agenda	Voice Vote	Voice Vote
	a. Agenda for December 11, 2023		
	b. Minutes for November 13, 2023		
3.	Public Comment		
4.	Planning & Development Committee		
5.	Performance Monitoring Committee		
	a. Action Items		
	1. Consideration to Purchase New Gillig Buses*	Roll Call	Roll Call
	2. Consideration to Purchase Hybrid Battery Refresh Units with Installation from W.W. Williams*	Roll Call	Roll Call
	3. Consideration to Approve Public Transportation Agency Safety Plan – Annual Targets*	Roll Call	Roll Call
	b. Informational Items		
	1. Board Performance Monitoring Committee Meeting Notes of November 30, 2023*		
6.	External Relations Committee		
	a. Action Items		
	1. Board Jurisdictional Outreach*	Voice Vote	Voice Vote
	b. Informational Items		
	1. External Relations Committee Meeting Notes of November 21, 2023*		
7.	Board Operations Committee		
	a. Action Items		
	b. Informational Items		
	1. Board Operations Committee Meeting Notes of December 1, 2023*		



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8.	Report from Executive Director*		
	a. Monthly Financial Report*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
11.	Chairperson's Report		
13.	Public Comment		
14.	Members' Time		
15.	Adjournment	Voice Vote	Voice Vote

\*Indicates attachments included in agenda packet

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

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

**CENTRAL COUNTY TRANSPORTATION AUTHORITY  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
Joint Regular Meeting  
November 13, 2023**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Barbara Blissett  
Others Present: Earl Cox, Sr., Anthony Harp

**1.) KCTA ROLL CALL**

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

*A motion was made by KCTA to excuse the absence of Tim Sloan.  
Motion: Aardema Second: Farmer  
Motion carried by voice vote.*

**1). CCTA ROLL CALL**

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

*A motion was made by CCTA to excuse the absence of Jim Pearson.  
Motion: Aardema Second: Farmer  
Motion carried by voice vote.*

**2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for November 13, 2023 and for approval of the joint CCTA/KCTA meeting minutes for October 9, 2023.  
Motion: Aardema Second: Farmer  
Motion carried by voice vote.*

**3.) PUBLIC COMMENT** – None

**4.) PLANNING AND DEVELOPMENT COMMITTEE**

Burns reported the Planning and Development Committee received an update on the Microtransit Pilot Project.

Exec. Dir. McBride explained some of the impact this project would have on the Metro Budget.

Dep. Dir. of On-Demand Services and Planning gave a PowerPoint presentation on Microtransit and what the planning for the project entailed including what is being required by the vendors in the Request for Purchase (RFP) and a projected timeline. (A copy of the PowerPoint is on file with the meeting minutes.)

Boardmembers asked questions such as hours of service, fare structure, ability to add passengers, services areas that would be covered, would it coordinate with Metro Connect and, how complaints would be handled.

Boardmembers were reminded that this was a pilot project allowing for review and to make changes if needed.

Burns stated the Committee also discussed mobility hubs, governance committee structure and how it was working and review 5-year projections for Metro during the budget process

**5.) PERFORMANCE MONITORING COMMITTEE**

Aardema reported that the Performance Monitoring Committee reported they were bringing the purchase of a new wash rack from InterClean. He said the Committee determined the purchase of a new wash rack would be more fiscally responsible than rebuilding the current one. The new wash rack would be able to wash all fleet vehicles as well as having many other benefits.

*A motion was made by KCTA and CCTA to approve the purchase of a new wash rack system from InterClean in the amount of \$322,148.59 and authorize the Executive Director to sign all related documents.*

*Motion: Aardema/Britigan                      Second: Aardema/Burns  
Motion carried by a roll call vote.*

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

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

Aardema stated the second item being presented for Board approval was a sole source purchase from Avail Technologies for upgrades to the intelligent transportation systems (ITS) of nine older buses to take advantage of new system features. He said the committee viewed the visual differences between the old technology and the new system. Aardema shared the Committee determined it would be beneficial to have the same systems in all vehicles for ease of use.

*A motion was made by KCTA and CCTA to approve the purchase vehicle technology upgrades from Avail Technologies at a cost not to exceed \$197,243.70 and authorize the Executive Director to sign all related documents.*

*Motion: Aardema/Farmer                      Second: Farmer/Aardema  
Motion carried by a roll call vote.*

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

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

**6.) EXTERNAL RELATIONS COMMITTEE**

Farmer reported the External Relations Committee met and were working on an outreach plan. She referred to a list of jurisdictions and contacts provided in the packet. She said the goal was to provide consistent communications with the jurisdictions.

Farmer said the discussion revolved around the different types of services that were provided to each jurisdiction and the Committee’s responsibility to prepare individual talking points for Boardmember to present. She referred to an outline draft of a presentation included in the packet. Farmer indicated these presentations should begin early next year.

McBride responded to a question about details for the Holiday Parade and said information would be emailed the middle of the week to everyone and welcomed Boardmembers to participate.

**7.) BOARD OPERATIONS COMMITTEE**

Chair Rosine reported the Board Operations Committee had reviewed the November 13<sup>th</sup> CCTA/KCTA meeting agenda.

*A motion was made by KCTA and CCTA to approve the 2024 CCTA/KCTA Meeting Calendar.*

*Motion: Burns/McCormick                      Second: Aardema/Holcomb*

*Motion carried by a roll call vote.*

*Ayes:                      Aardema, Brown, Rama, Rosine*

*Nays:                      None*

*Absent:                      Farmer, Sigman, Sloan*

*Ayes:                      Aardema, Britigan, Burns, Halcomb, McCormick, Mackie, Pearson, Rosine*

*Nays:                      None*

*Absent:                      Farmer, Thompson*

Rosine shared that he wanted to make sure all Boardmembers became more involved and to discuss further how the governance process was working for everyone.

**8.) EXECUTIVE DIRECTORS REPORT**

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

- Human Resources
- Fixed-Route Service Adjustments and Marketing
- Outreach Activities
- Intracity Bus Services
- Youth Mobility Program

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

**9.) SUBCOMMITTEE REPORTS**

Pension Board – Did not meet.



KATS Policy Committee – Aardema shared that urban boundaries had changed due to the most recent census. He said this would affect the way some of the money that comes in from the federal government.

Local Advisory Committee (LAC) – Did not meet.

**10.) CHAIRPERSON REPORT** – Chair Rosine announced the next Board Operations Meeting would take place on December 1<sup>st</sup>.

**11.) PUBLIC COMMENT** – None

**12.) MEMBERS TIME** –

Farmer reminded everyone that as Boardmembers they had a fiduciary obligation to their jurisdictions because we are working with public funds and it is important to continue to ask thoughtful questions to staff.

Britigan shared he had sent a letter to the Kalamazoo County Board of Commissioners that not every jurisdiction is represented in the CCTA Articles of Incorporation and asked that they be reviewed and revised to include all of them for appointment of members.

**13.) ADJOURNMENT**

*A motion was made by KCTA and CCTA to adjourn the KCTA/CCTA meeting.  
Motion: Farmer Support: Aardema  
Motion carried by voice vote.*

The meeting adjourned at 12:30 PM.

\_\_\_\_\_  
Greg Rosine  
CCTA Chairperson

\_\_\_\_\_  
Barbara Blissett  
CCTA Clerk

\_\_\_\_\_  
Greg Rosine  
KCTA Chairperson

\_\_\_\_\_  
Barbara Blissett  
KCTA Clerk



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Agenda Item: 5a1 Meeting Date 12/11/23
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**TO:** CCTA Board  
**FROM:** Sean McBride, Executive Director  
Prepared by: Greg Vlietstra, Director of Support Services  
**DATE:** December 4, 2023  
**SUBJECT:** Purchase of New Buses from Gillig Corporation

**BACKGROUND**

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

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

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

**DISCUSSION**

The buses would total a cost of \$2,762,664 or \$690,666 each. The busses would include newer enhancements including collision avoidance systems, permanent driver security barriers, 20% fresh air intake systems, Quantum wheelchair restraint systems, grocery cart and baby stroller storage, enhanced rear visibility lighting, and seating with bacteria barrier sealant.

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

The buses would be scheduled for delivery around March of 2025 replacing older diesel buses that have reached the end of their industry standard minimum useful life of 12 years or 500,000 miles, and which are experiencing higher maintenance expense. More specifically, the buses being replaced would each have over 600,000 miles logged.

The recommended purchase will be for ultra-low sulfur diesel buses that are designed to meet near zero emissions standards. The buses will use advanced new technologies such as electronic controls, common rail fuel injection, variable injection timing, improved combustion chamber configuration and turbocharging which have made diesel engines cleaner, quieter and more powerful than past vehicles. The

Memo re: New Bus Purchase

December 14, 2023

Page 2

purchase of ultra-low sulfur diesel buses enables Metro Transit to maximize limited Federal Grant funds to effectively manage the overall age and condition of the fleet.

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

**RECOMMENDATION**

It is recommended by the Performance Monitoring Committee and Metro staff that the CCTA and KCTA Boards approve the purchase of four 40' buses from the Gillig Corporation in the total amount of \$2,762,664 and authorize the Executive Director to execute documents related to the action on behalf of CCTA.





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Agenda Item: #5a2  
Meeting Date 12/11/23

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Greg Vlietstra, Director of Support Services  
**DATE:** November 14, 2023  
**SUBJECT:** Hybrid Bus Battery Refresh Kits with Installation

### **BACKGROUND**

For the vehicles in the fixed-route bus fleet that contain hybrid powered technology, the large batteries in those hybrid vehicles have an approximate six-year lifecycle. Of the current 13 hybrid vehicles in the fleet, 3 have batteries that have exceeded their useful life of six years. To maintain a safe, cost effective, and well-maintained fleet of vehicles, Metro sought bids for refresh kits for the hybrid bus vehicles.

### **DISCUSSION**

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on November 1, 2023. The budgeted estimate for the project was \$240,000 (or \$80,000 per bus).

W.W. Williams (Grand Rapids, Michigan) was the lowest responsive and responsible bidder. Although W.W. Williams was the only bidder; the bid amount came in below our budgeted projection of \$240,000 (or \$80,000 per bus). Metro maintains a Gillig bus fleet and has bought parts and warranty service work from W.W. Williams for many years. We are satisfied with the quality, price, and customer service from W.W. Williams.

The refresh includes reconditioned batteries and labor to remove and replace assembly bolts, data tags, terminals, new relay components, gaskets, and computer software upgrades in the battery compartment.

On-going fleet maintenance is part of the CCTA Capital Program as identified in the Kalamazoo Area Transportation Study's (KATS) Transportation Improvement Program (TIP). Funding is available 80% through a federal grant and 20% through a state grant. No Metro operating funds will be used for this purchase.

This is a one-time contract. The work will be done off-site, one bus at a time, and will hopefully be completed by the end of the calendar year. Based on the lifecycle of the hybrid bus fleet at Metro, this should be the last hybrid battery refresh to be completed by our organization.

### **RECOMMENDATION**

It is recommended by the Performance Monitoring Committee and Metro staff that the CCTA and KCTA Boards approve a contract with W.W. Williams Company for the purchase of three hybrid bus battery refresh kits with installation at an amount not to exceed \$209,647.38 and authorize the Executive Director to execute all documents related to the action on behalf of Metro.

Attachments

Bid Tabulation

# CENTRAL COUNTY TRANSPORTATION AUTHORITY BID

Bid Opening: November 1, 2023 @3 PM

Bid Ref #: 06012-014.0

## Hybrid Bus Battery Refresh

Opened By: Nicole Kling

Recorded By: Nicole Kling

Attended by: none

			W.W. Williams	
DESCRIPTION	UNIT	QTY	Unit Price	Total
Hybrid Battery Refresh Kit w/Installation	EA	3	\$69,882.61	\$ 209,647.83
<b>TOTAL AMOUNT</b>			<b>\$</b>	<b>209,647.83</b>
Guranteed Start of Project shall be FOB CCTA _____			120	



Agenda Item: # 5a 3  
Meeting Date: 12/11/23

Connecting People Throughout  
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared By: Keshia Woodson-Sow, Director of Operations  
**DATE:** November 28, 2023  
**SUBJECT:** Public Transportation Agency Safety Plan- Annual Targets

### **BACKGROUND**

On July 19, 2018, Federal Transit Administration (FTA) published the Public Transportation Agency Safety Plan (PTASP) Final Rule (49 CFR Part 673), which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

The Agency Safety Plan (ASP) and Safety Management System (SMS) beyond setting safety performance targets must include the following:

- Safety Management Policy
- Safety Risk Management
- Safety Assurance
- Safety Promotion

CCTA/KCTA board's approved Metro's PTASP in the fall of 2020. The Dear Colleague Letter from the FTA issued in 2022 listed new requirements under the Bi-Partisan Infrastructure Law. In December 2022, the CCTA and KCTA Boards approved the updated PTASP which included the new requirements. The PTASP was then transmitted to the Metropolitan Planning Organizations and the State in December 2023.

### **DISCUSSION**

Metro's Safety and Security Manager along with the Safety Committee reviewed the new Safety Target Goals of the PTASP for 2024. The PTASP Safety Target Goals were then approved by the Safety Committee in November 2023 to be presented to the Board of Directors for the annual approval.

These goals are created based on a 5-year average of data.

In 2022, Metro goals included:

- 0- Fatalities
- Less than 5.6 Injuries per year
- Less than 1 Safety Event per year
- System Reliability at 77,971 or more miles

The new goals for 2023 include:

- 0 Fatalities
- Less than 5.8 Injuries per year
- Less than 1 Safety Event per year
- System Reliability at 85,064 or more miles

Memo re: PTASP – Targets

November 28, 2023

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This plan was transmitted to the PTASP- Technical Assistance Center (TAC) for review in 2022. Metro staff continue to review the suggestions of the TAC and will work with the Safety Committee and members of management to develop policies and procedures for those recommendations in the future.

**RECOMMENDATION**

It is recommended by the Performance Monitoring Committee and staff that the CCTA and KCTA Boards approve of Metro’s Public Transportation Agency Safety Plan Annual Safety Target Goals.

**Attachment**

1. Public Transportation Agency Safety Plan- Safety Target Goals

**Annual Review and Update of the Public Transportation Agency Safety Plan**

Agenda Item # ??  
Meeting Date ??/??/??

*Describe the process and timeline for conducting an annual review and update of the ASP.*

Metro's Agency Safety Plan is reviewed annually by the Safety & Security Manager with recommendations made to the Chief Safety Officer in June of each year. The Chief Safety Officer will present recommendations to the Accountable Executive. Approved recommendations by the Accountable Executive for changes in the Safety Plan along with budget changes to address safety issues will be presented first to the Metro Safety Committee for approval. Once the Safety Committee approves the changes, the safety plan will be presented to the Metro Board no later than a meeting during the third quarter of the calendar year. Changes made will implemented beginning October 1, the start of the new fiscal year. The ASP will address all applicable requirements and standards as set forth in FTA's Public Transportation Safety Program and the National Transportation Safety Plan.

**3. Safety Performance Targets**

**Safety Performance Targets**

*Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.*

Mode of Transit Service	Fatalities (Total)	Fatalities (Rate)	Injuries (Total)	Injuries (Rate)	Safety Events ITotal	Safety Events (Rate)	System Reliability
Fixed Route	0 per year	0 per 100K VRM	5.8 per year	.301 per 100KVRM	1 per year	.054 per 100K VRM	85,064 mi
Demand Response /Paratransit	0 per year	0 per 100K VRM	2.33 per year	.256 per 100KVRM	0 per year	0 per 100K VRM	170,000 mi

**Safety Performance Target Coordination**

*Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.*

Annual Safety targets will be presented to the State of Michigan Department of Transportation Program Manager and to the Metropolitan Planning Organization (MPO) Kalamazoo Area Transportation Study (KATS) following annual certification of Metro's Safety Plan during a third quarter meeting. These goals will be submitted annually and obtained during the same time frame Metro plans to update the safety plan and Safety Management System (SMS).

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	State of Michigan Department Of Transportation	
Targets Transmitted to the Metropolitan Planning Organization(s)	Metropolitan Planning Organization Name	Date Targets Transmitted
	Kalamazoo Area Transportation Study (KATS)	
	Transit Asset Management (TAM)	





Agenda Item # 6a  
Meeting Date 12/11/23

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**TO:** CCTA and KCTA Boards  
**FROM:** Dusty Farmer, Chair, External Relations Committee  
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning  
**DATE:** November 28, 2023  
**SUBJECT:** Board Jurisdictional Outreach

### **BACKGROUND**

The External Relations Committee is charged with creating plans and means for Board members to engage with the community in ways that will raise Metro's profile and encourage use of public transportation. Together with staff, the Committee has developed a series of recommendations for Board consideration.

### **DISCUSSION**

#### Presentation Outline

The Committee developed an outline of a presentation for Board members to deliver to meetings of elected officials. It also proposed board member assignments to specific jurisdictions. Drafts of both documents were presented to the Boards on November 13, and no changes were suggested.

#### Jurisdiction Visit Frequency

At the November 13 Board meeting, the question arose regarding the frequency with which Board members were to visit assigned jurisdictions. The Committee recommends twice per year: a scheduled presentation during the first quarter and a visit to speak during public comment time during the third quarter of each year. In this way, relationships will be built and maintained, two-way communication will be encouraged, and Metro will be better positioned to advocate for voters' financial support.

#### Board Meetings at Community Locations

In order to further strengthen community ties, the Committee discussed a plan to occasionally hold Board meetings at city and township halls.

### **RECOMMENDATION**

Together with staff, the External Relations Committee recommends the following:

1. Acceptance of the outreach presentation outline, attached.
2. Acceptance of Board members' jurisdictional assignments, attached.
3. That the CCTA/KCTA hold board meetings twice per year at a regional city or township hall.

## CCTA / KCTA Outreach Presentation Outline

### I. Introduce Yourself

- Thank the group for being able to present
- Introduce yourself
  - I'm a Boardmember on KCTA and/or CCTA
- What CCTA and KCTA
  - The CCTA and KCTA is an independent government agency that provides public transit in Kalamazoo County

### II. Introduce Metro

- **Metro Mission** - To improve quality of life in the community by providing public transit services that are dependable, convenient, safe, efficient, cost effective, and accessible for all
- Over 120 million public transit rides to community since 1967
- Connects people to:
  - Employment
  - Education
  - Essential services
- Passenger surveys show a majority of riders are dependent on public transit for these essential activities

### III. Metro Connect

- **Countywide paratransit and ADA service available to all**
  - Commonly known in other communities as dial-a-ride
  - Also daily service to VA Hospital in Battle Creek
- Reduced Fares for Senior Citizens and Individuals with a disability
  - \$3 or \$4 per ride - reduced fare
  - \$12 regular fare
- 150,000 rides per year
- Brochure available with sign-up information

### IV. Fixed-Route Bus

- Over 2 million rides per year
- 19 bus routes
- Serves metropolitan community
- 7 days per week, 361 days per year
- Affordable
  - \$1.50 base fare
  - .75 for seniors and individuals with a disability
  - Can purchase fare on phone app, cash or pass

### V. Metro Share

- Several non-profit agencies in Kalamazoo County use Metro's Share vans to transport individuals.
- Over 43,000 passengers used the program in 2019 with agencies such as South County Community Services and Portage Senior Center transporting residents to events and appointments around the area.
- The program is available to non-profit agencies who identify drivers for the van. Metro trains their drivers for the program and provides maintenance, insurance, and gas for the vehicle.
- Once training is complete, agencies can reserve vans to meet their needs seven days a week.

## **VI. Microtransit**

- Metro working on launching a pilot service in the spring of 2024
- Microtransit is an app-based, on-demand service that operates like Uber and Lyft but utilizes transit-specific vehicles and offers affordable and predictable fares.
- Provides local circulation within a designated zone and first/last mile connections to the fixed-route network.
  - Zone - not finalized but will be designed to serve less dense areas within the CCTA service area with limited or no fixed-route bus service
  - Rates – also not finalized. Will be more than bus fare, less than a private rideshare service.
- More information will be provided as a service vendor is selected early in 2024

## **VII. Closing**

- We encourage you try public transit and encourage your constituents to try transit
- Please contact us with questions, if you need materials, training or need us to make a presentation elsewhere
- We appreciate your partnership and thank you for participating in your meeting

**2023 Board Liaison Assignments | December 11, 2023**

Contact	Jurisdiction/	Address	Phone	Email	Meetings	Time	Board Member
Dina Sutton	Kalamazoo County	201 W. Kalamazoo Ave	269-383-8650	<a href="mailto:dpsutton@kalamazoo.com">dpsutton@kalamazoo.com</a>	1&3 Tuesdays	7:00 PM	Rosine/McBride
Lisa McNees	City of Galesburg	200 E. Michigan Ave	269-665-7000	<a href="mailto:clerk@galesburgcity.org">clerk@galesburgcity.org</a>	1st Mondays	7:00 PM	Sigman
Scott Borling	City of Kalamazoo	241W. South St.	269-337-8791	<a href="mailto:borlings@kalamazoo.org">borlings@kalamazoo.org</a>	1&3 Mondays	7:00 PM	Rosine/McBride
Shannon Stutz	City of Parchment	650 S. Riverview Dr.	269-349-3785	<a href="mailto:Finance@parchment.org">Finance@parchment.org</a>	1&3 Mondays	7:00 PM	Brittigan/McBride
Erika Eklov	City of Portage	7900 S. Westnedge Ave.	269-329-4511	<a href="mailto:eklove@portagemi.gov">eklove@portagemi.gov</a>	2&4 Tuesdays	7:00 PM	Pearson/Burns/McBride
Barb Venema	Alamo Township	7901 N. 6th St.	269-382-3666	<a href="mailto:clerk@alamotownship.org">clerk@alamotownship.org</a>	2nd Monday	7:00 PM	Farmer
* vacant *	Brady Township	13123 S. 24th St., Vicksburg	269-649-1813	<a href="mailto:bradyclerk@comcast.net">bradyclerk@comcast.net</a>	1st Tuesday	7:30 PM	Aardema
Linda Kramer	Charleston Township	1439 S. 38th St., Galesburg	269-665-7805	<a href="mailto:charclerk@charlestontownship.org">charclerk@charlestontownship.org</a>	4th Tuesday	4:00 PM	Aardema
Don Schultz	Climax Township	110 N. Main St.	269-746-4103	<a href="mailto:ctwpcclerk@ctsmail.net">ctwpcclerk@ctsmail.net</a>	2nd Tuesday	7:00 PM	Halcomb
Nichole Beauchamp	Comstock Township	6138 King Highway	269-381-2360	<a href="mailto:clerk@comstockmi.gov">clerk@comstockmi.gov</a>	1&3 Mondays	6:00 PM	Thompson/McBride
Deanna Janssen	Cooper Township	1590 West D Ave.	269-382-0223	<a href="mailto:clerk@coopertwp.org">clerk@coopertwp.org</a>	2nd Monday	7:00 PM	Brown/Brittigan
Lisa Mackie	Kalamazoo Township	1720 Riverview Dr.	269-381-8080	<a href="mailto:clerk@ktwp.org">clerk@ktwp.org</a>	2&4 Mondays	7:30 PM	Mackie/McBride
Dusty Farmer	Oshemo Township	7275 W. Main St.	269-375-4260	<a href="mailto:clerk@oshtemo.org">clerk@oshtemo.org</a>	2&4 Tuesdays	7:00 PM	Farmer/Sloan/McBride
Karen Siegart	Pavilion Township	7510 East Q Ave., Scotts	269-327-0462	<a href="mailto:KARSBR@aol.com">KARSBR@aol.com</a>	2nd Monday	7:00 PM	Halcomb
Dale Smith	Prairie Ronde Township	8140 West W Ave., Schoolcraft	269-267-4883	<a href="mailto:clerk@prairierondetwp.net">clerk@prairierondetwp.net</a>	2nd Tuesday	7:00 PM	Rama
Bear Priest	Richland Township	7401 N. 32nd St.	269-629-4921	<a href="mailto:bpriest@richlandtwp.net">bpriest@richlandtwp.net</a>	3rd Tuesday	7:00 PM	Brown/Vlietstra
Mary Stage	Ross Township	12086 M-89, Richland	269-731-4888	<a href="mailto:clerk@rosstown.comcastbiz.net">clerk@rosstown.comcastbiz.net</a>	3rd Tuesday	7:00 PM	Rama
Virginia Mongreig	Schoolcraft Township	50 East VW Ave., Vicksburg	269-649-1276	<a href="mailto:vmongreig@schoolcrafttownship.org">vmongreig@schoolcrafttownship.org</a>	2nd Tuesday	7:00 PM	Joshi
Emily Beutel	Texas Township	7110 West Q Ave.	269-375-1591	<a href="mailto:ebeutel@TexasTownship.org">ebeutel@TexasTownship.org</a>	2&4 Mondays	6:00 PM	Rosine
Shawn Fritz	Wakeshma Township	13998 South 424nd St.	269-778-3728	<a href="mailto:clerk@wakeshmatownship.com">clerk@wakeshmatownship.com</a>	1st Monday	7:30 PM	Mackie
Julie Glenn	Village of Augusta	109 W. Clinton St., Augusta	269-731-5517	<a href="mailto:augusta@tds.net">augusta@tds.net</a>	1st Monday	7:00 PM	McCormick
Linda Coburn	Village of Climax	114 E. Maple, Climax	269-746-4174	<a href="mailto:climaxvillage@gmail.com">climaxvillage@gmail.com</a>	1&3 Tuesdays	7:30 PM	Halcomb
Brooke Jamieson	Village of Richland	8985 Gull Rd.	269-629-9903	<a href="mailto:clerk@villageofrichland.org">clerk@villageofrichland.org</a>	2nd Monday	7:00 PM	McCormick
Theresa O'Leary	Village of Schoolcraft	442 N. Grand St., Schoolcraft	269-679-4304	<a href="mailto:toleary@villageofschoolcraft.com">toleary@villageofschoolcraft.com</a>	1&3 Mondays	7:00 PM	Mackie
Jim Mallery, Mgr	Village of Vicksburg	13318 N. Boulevard St., Vicksburg	269-649-2476	<a href="mailto:villageofvicksburg1@gmail.com">villageofvicksburg1@gmail.com</a>	1&3 Mondays	7:00 PM	Rama/McBride
Steve Stepek	KATS	5220 Lovers Lane	269-343-0766	<a href="mailto:sstepek@katsmpo.org">sstepek@katsmpo.org</a>	Last Wednesday	9:00 AM	Aardema/Rama





## External Relations Committee Meeting Notes

November 21, 2023 | 11:15AM

Attending: Dusty Farmer, Chair; Randy Thompson, Tim Sloan, Gary Sigman, Sarah Joshi (staff liaison), Annette Arkush (committee support), Sean McBride, Emily Lower (via Teams)

### Items Discussed

1) a. Outreach Presentation

Committee received no comments regarding the proposed outreach presentation and asked the Chair to present to the Board on December 11 for approval. Director McBride clarified that the PowerPoint presentation is available upon request to allow for it to be tailored to the group being presented to.

b. Review of Jurisdictional Assignments and Visit Frequency

The committee discussed the importance of developing relationships and rested on twice per year (3 if millage). Target first quarter for presentation and 3<sup>rd</sup> quarter for remarks during public comment time.

The committee discussed the merit of holding Board meetings at jurisdictional locations several times per year. Comstock's new building was recommended for the first location. Meeting dates and 2<sup>nd</sup> location TBD. Committee recommended to Chair to present this to the Board on December 11 for approval.

Director McBride recommended the committee consider putting together a presentation for the Board (specifically for new members) describing the jurisdictional assignments and the board members' role in representing and promoting Metro.

2) a. Committee Responsibilities in 2024

The committee reviewed its scope of work as directed by the policy established in 2022. The review revealed a desire to increase clarity by rewriting guidelines #6 and #7. Chair Farmer will discuss potential revisions with the Operations Committee.

Members felt that calendar invites should be sent in addition to email reminders to assist these committees with attendance.

b. A discussion regarding themes for the 2023 annual report was tabled until Blaine Lam, a Metro consultant on PR and marketing materials, can join the committee at the December 19 hybrid meeting.





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- c. Members discussed the Legislative Breakfast planned for May 17, 2024. They were very happy with the 2023 event and wanted to keep it simple. The 2024 event will focus on township supervisors' connection to Metro.

3) Updates

Work continues on the website refresh and Director McBride indicated that the final version will be ready to publish at the end of the year.



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## AGENDA and MEETING NOTES

Board Operations Committee  
December 1, 2023  
9:30 am  
Microsoft Teams Virtual Meeting

**Members:** Curtis Aardema, Chris Burns, Dusty Farmer, Greg Rosine  
**Absent:** Garrylee McCormick  
**Staff:** Sean McBride, Barbara Blissett

Items for Discussion:

1. Review CCTA/KCTA December 11, 2023 Agenda

**Notes:**

- The Committee reviewed the December 11th CCTA/KCTA Board Agenda.

2. Review Committee Activities

**Notes:** Planning and Development Committee

- The Committee did not meet

**Notes:** Performance Monitoring Committee

- Aardema reported the Committee had a good discussion and would be bringing three items before the Board meeting December 11<sup>th</sup>: Purchase of four 30' buses, three hybrid battery refresh kits and annual updates to safety targets included in the Public Transportation Agency Safety Plan.
- Aardema said the Committee discussed the increase in costs for most purchases, however, are needed to keep the fleet up-to-date and operational.
- Aardema shared there were microtransit bids received and in the process of being reviewed; the intention is to have a recommendation ready to present at the January Board meeting.

**Notes:** External Relations Committee

- Farmer reported that the Committee would be presenting for Board action several items related to jurisdictional outreach. Items include approving the boardmember assignments for making jurisdictional presentations, approving the presentation script and approving the concept of having two KCTA/CCTA Board meetings be conducted at a jurisdiction twice per year. A good spot to the first one would be Comstock Township at their new Township Hall.

- Farmer commented that the Committee had discussed the governance process. The External Relations Committee reviewed the Board policy describing the functions and role of the committee. During the review, a couple of the designated functions were ambiguous or not applicable. It was discussed that the External Relations Committee could review the policy and suggest an update.

**Notes:** Board Operating Committee

- The Committee discussed how to proceed with the selection of a new Board Chairperson. Chair Rosine will not continue in the Chair role while still serving on the Boards.
- The Board discussed how to conduct the nominating process while gaining the insight of all Boardmembers and having transparent communication.
- The Committee Chairs commented that their committee members agreed the new governance process was going well while requiring more boardmember involvement, which was good.
- Rosine led a discussion on Boardmember education opportunities. One suggestion was to provide the Board a public transit industry periodical(s).

4. Informational Items

**Notes:**

- Exec. Dir. McBride shared negotiations were going well and proceeding to hopefully conclude in February.
- With the hiring and training of new Coach Operators, additional :45 min after the hour service were recently added and are targeting more :45 after the hour service to be added in January.
- Chair Rosine discussed the importance of reviewing Metro's fare structure in the near future. Staff discussed that it is the plan to hire a consultant to help with this review.
- 

5. Other

**Notes:**

- Aardema inquired about the future possibility of working collaboratively with Battle Creek Transit to provide better regional connectivity.

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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** December 5, 2023  
**SUBJECT:** Executive Director Update

### Human Resources

The next Coach Operator training class will start January 8<sup>th</sup>.

### Fixed-Route Service Adjustments

Metro added back :45 after the hour service for the following effective Monday, November 27<sup>th</sup>:

- Route 1-Westnedge from 5:45am to 6:41pm
- Route 9- Gull Road from 5:45am to 6:41pm
- Route 14- West main from 12:45pm to 5:41pm

Additional :45 after the hour service is under review for early January.

### Outreach Activities

Metro, including Boardmembers Tim Sloan and Rodney Halcomb, participated in the holiday parade on Saturday, November 18. Special thanks to the decorating crew led by Devin Warren, Vivian Dobbins and Rob Branch and several other staff.



### Microtransit

Proposals were due November 28<sup>th</sup>. Metro received five proposals which are being scored by a staff review team. Interviews of the highest rated proposers are targeted for the week of December 18<sup>th</sup>. If everything proceeds as scheduled, the Performance Monitoring Committee will review the staff recommendation at their upcoming meeting and the full Board at the January meeting.

### **Snow**

During the first winter storm this season, over 3 inches fell on Monday, November 27 and Tuesday, November 28. All 92 shelters plus 5 bench areas were cleared of snow and ice by Wednesday evening, November 29 by our contractor.

### **Collaborative Planning and Discussions**

Staff has coordinated recently with several other organizations on items of mutual interest.

- Amtrak service to Kalamazoo – City of Kalamazoo, Discover Kalamazoo, MDOT
- Imagine Kalamazoo 2035 - City of Kalamazoo
- Downtown Parking Ramp – Kalamazoo County, City of Kalamazoo
- WMU Transportation Center for Livable Communities

### **Safety and Security**

The KTC Security Reports will be able in the new format for the January 8<sup>th</sup> meeting.

### **Deer Accidents**

Metro has experienced several bus-deer accidents in recent months. The most serious one was on November 13. A deer ran in front of a bus while it was traveling at full speed for Sprinkle Road. The deer shattered the front window and the driver suffered injuries from the shattered glass.

### **Attachments**

1. Board Governance Agenda Planning Matrix





<b>Planning &amp; Development</b>														
1	FY 2024 and 25 Budget											X	September	Pesti/Vlietstra
1.2	Budget Topics (Microtransit, Staff, OPEB, Insurance, Capital)										X			
2	Update to Procurement Manual										X	June	Vlietstra	
<b>External Relations</b>														
	Update Advertising on Buses Policy											X	June	McBride
	Plan Legislative Breakfast/Event													
	Develop Board Specific Outreach Plan											X		McBride/Joshi
<b>Items Parking Lot</b>														
	Microtransit Related Items													
	Socio-Economic Survey Results													TBD
	Pension and OPEB Valuation													Performance Monitoring
	Fixed-Route Adjustments - COA													Planing and Development
	Long-Range Facility Planning													Planing and Development
	Social Media Outreach - Board and Organization													External Relations
	Fare Study													Performance Monitoring
	Fare Policy													Planning and Development
	First Student Service Review													Performance Monitoring
	Metro Connect RFP													Performance Monitoring