



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
MAY 13, 2024
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, June 10, 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, May 13, 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 May 13, 2024*		
	b. Minutes for April 8, 2024*		
3.	Public Comment		
4.	Performance Monitoring Committee		
	a. Action Items		
	1. Consideration to Approve contract with Hoekstra Roofing for Roof Replacement*	Roll Call	Roll Call
	b. Informational Items		
	1. Monthly Reports*		
	2. Triennial Review Overview*		
	3. Performance Monitoring Committee Meeting Notes of April 25, 2024*		
5.	External Relations Committee		
	a. Action Items		
	1. Consideration to Adopt Amendment to Policy No. 1.15 External Relations Committee*	Roll Call	Roll Call
	b. Informational Items		
	1. Legislative Breakfast Overview*		
	2. Jurisdictional Reports Update*		
	3. External Relations Committee Meeting Notes of April 16, 2024*		
6.	Planning and Development Committee		
	a. Action Items		
	b. Informational Items		
7.	Board Operations Committee		
	a. Action Items		



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	b. Informational Items		
	1. Millage Discussion Update*		
	2. Board Operations Committee Meeting Notes of April 26, 2024*		
8.	Report from Executive Director*		
	1. Metro Link Update*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
10.	Chairperson's Report		
11.	Public Comment		
12.	Members' Time		
13.	Closed Session – Motion to go into Closed Session*	Voice Vote	Voice Vote
	1. Discuss Pending Litigation Regarding Crossroads Mall Lawsuit with CCTA, KCTA and Kalamazoo County		
	2. Review Attorney's Legal Opinion		
14.	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
April 8, 2024**

Place: Comstock Township Hall, 5876 King Highway
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Sarah Joshi, Rob Branch, Richard Congdon, Annette Arkush, Barbara Blissett
Others Present: Darlene McCracken, Jack Urban, Andrew Bartasius, Omar Sarr

1.) KCTA ROLL CALL

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

KCTA Members Absent: Isaiah Williams

A motion was made to excuse Williams.

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, Garrylee McCormick, Jim Pearson, Randy Thompson, Greg Rosine

CCTA Members Absent: Lisa Mackie

A motion was made to excuse Mackie.

Motion: Holcomb

Second: McCormick

Motion carried by voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for April 8, 2024 and for approval of the joint CCTA/KCTA meeting minutes for March 11, 2024.

Motion: Sloan

Second: Halcomb

Motion carried by voice vote.

3.) WELCOME - Comstock Township Supervisor Randy Thompson welcomed Boardmembers and guests to the newly renovated township hall.

4.) PUBLIC COMMENT – Darlene McCracken inquired about the bus stop by Kalamazoo 10 theater being moved. She commented that bus rides for senior citizens in Ann Arbor and Chicago were free.

5.) PERFORMANCE MONITORING COMMITTEE

Aaron Stevens, on behalf of Maner Costerisan, presented the Fiscal Year 2023 Financial Reports for KCTA and CCTA. (A PowerPoint is included with the minutes and materials on the presentation are available on the website www.kmetro.com).

A motion was made to receive the KCTA Financial Report for the year ending September 30, 2023.

Motion: Sigman Second: Farmer

Motion carried by voice vote.

A motion was made to receive the CCTA Financial Report for the year ending September 30, 2023.

Motion: Halcomb Second: McCormick

Motion carried by voice vote.

Support Services Director Greg Vlietstra introduced a request to approve a bus tire lease from Bridgestone America for the lease of bus tires. Vlietstra explained that it was determined that as of last year leasing tires provided a substantial savings of \$93,000 versus an outright purchase. He said sealed bids were received and Bridgestone responded with the lowest bid.

A motion was made by KCTA and CCTA to approve the Performance Monitoring Committee and staff recommendation to 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 contract.

Motion: Thompson/Aardema Second: Aardema/Ayers

Motion carried by a roll call vote.

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

Nays: None

Absent: Williams

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

Nays: None

Absent: Mackie

6.) PLANNING AND DEVELOPMENT COMMITTEE

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

A motion was made by KCTA and CCTA to adopt Resolution No. 24-001, a RESOLUTION OF INTENT to apply for annual grant funding from the Michigan Department of Transportation for Fiscal Year 2025 and authorize the Executive Director to execute documents related to this action.

Motion: Aardema/Farmer Support: Farmer/Aardema

Motion carried by a roll call vote.

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

Nays: None

Absent: Williams

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

Nays: None

Absent: Mackie

Metro Connect Program Manager Richard Congdon presented the updates the Title VI Program and Procedures. He indicated this was a requirement of the Federal Transit Administration (FTA) to be completed every three years. Congdon explained Title VI assures that no person shall on the grounds of race, color, or national origin be excluded or discriminated under any Metro programs or activities.

A motion was made by KCTA and CCTA to approve the updated Title VI Program and Procedures.

Motion: Aardema/Halcomb Second: Aardema/McCormick

Motion carried by a roll call vote.

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

Nays: None

Absent: Williams

*Ayes: Aardema, Britigan, Burns, Farmer, Halcomb, McCormick, Pearson,
Thompson, Rosine*

Nays: None

Absent: Mackie

7.) EXTERNAL RELATIONS COMMITTEE

Chair Farmer reported that the External Relations Committee was offering for a first reading a proposed amendment to Policy No. 1.15 regarding the External Relations Committee. She said it was discussed in November by the Committee about its role and responsibilities.

A motion was made by KCTA and CCTA to offer for first reading an amendment to Policy No. 1.15 External Relations Committee.

Motion: Farmer/Burns Second: Aardema/Britigan

Motion carried by a voice vote.

Prior to the motion Chair Farmer explained how the Committee was redefining the roles and responsibilities to ensure that the Executive Director was directing staff and not the Committee.

8.) BOARD OPERATIONS COMMITTEE

Chair Rosine commented on the future CCTA and KCTA millage elections in 2025 and 2026 respectively.

Exec. Dir. McBride presented a PowerPoint with a history and timeline for the future millage elections. He said the first thing needed would be to review the current CCTA boundaries and contact all municipalities to see if adjustments needed to be made.

The Boards discussed various scenarios to move forward with preparations for the future millages including: reviewing CCTA boundaries related to voting precincts, do's and don't of promoting millage votes and use of service agreements.

9.) EXECUTIVE DIRECTORS REPORT

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

10.) SUBCOMMITTEE REPORTS

Pension Board – Did not meet.

KATS Policy Committee – Aardema reported on the progress of the road projects. 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 have a quorum.

11.) CHAIRPERSON REPORT – No report.

12.) PUBLIC COMMENT – None

13.) MEMBERS TIME – None

14.) PRESENTATION ON METRO LINK ROLLOUT – Dep. Dir. of On Demand Services Sarah Joshi presented an update on the outreach for the rollout. Via representatives Andrew Bartasius and Omar Sarr also presented. They responded to questions from the Boards and invited everyone to a photo shoot and view the Metro Link vehicle outside.

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 1:40 PM.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



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Kalamazoo County

Agenda Item 4a1
Meeting Date 05/13/24

TO: CCTA and KCTA Boards
FROM: Keshia Woodson-Sow, Director of Operations
Prepared by: Greg Vlietstra, Director of Support Services
DATE: April 23, 2024
SUBJECT: Roof Replacement Project

BACKGROUND

The roof at the Metro administration building, between the front entrance and the entrance to the garage area, has recently been leaking during heavy rains.

Bids for this project were originally received on November 1, 2023. Versatile Roofing was the lone bid received at that time in the amount of \$525,455. In consultation with architectural firm Tower Pinkster Titus, a decision was made to reject the lone bid. The project scope was then expanded and rebid for better construction season timing for spring/summer 2024.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on March 21, 2024. Hoekstra Roofing was the lowest responsive and responsible bidder. Metro staff was satisfied with the bid package as well as past work done by Hoekstra Roofing through the years at Metro facilities.

Hoekstra Roofing (Kalamazoo, MI) submitted a voluntary alternate bid that we are recommending to be accepted. Dep. Dir. of Fleet & Facilities Rob Branch was at the committee meeting and will be at the full Board meeting in May, to explain the project background, project scope, alternate bids, and answer questions.

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

RECOMMENDATION

It is recommended by the Performance Monitoring Committee and Metro staff that the CCTA and KCTA Boards approve the bid award for the administration building roof replacement in an amount not to exceed \$504,265 and authorize the Executive Director to execute documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION AUTHORITY BID TAB

Bid Opening: April 9, 2024 @3:30 PM

Bid Ref #: 91066-040.0; Metro Roof Replacement - REBID

Opened By: Michelle Emig

Recorded By: Kyle Dunn

Attended by: Sam Seaton - Division 7, Rob Branch & Tyler Wine - Kalamazoo Metro

	Hoekstra Roofing Company	Sherriff Goslin Company	Division 7 Building Contractors, Inc.
DESCRIPTION	Total	Total	Total
Metro Roof Replacement per specifications and drawings for 530 N Rose St	\$580,275.00	\$642,037.00	\$654,300.00
Alternate No 1. per specifications	\$ 6,500.00	N/A	\$ 26,730.00
Alternate No 2. per specifications	\$ 9,000.00	N/A	\$ 5,480.00
*Voluntary Alternate: \$488,765.00			



Agenda Item: #4b1
Meeting Date: 05/13/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: April 23, 2024
SUBJECT: March 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:

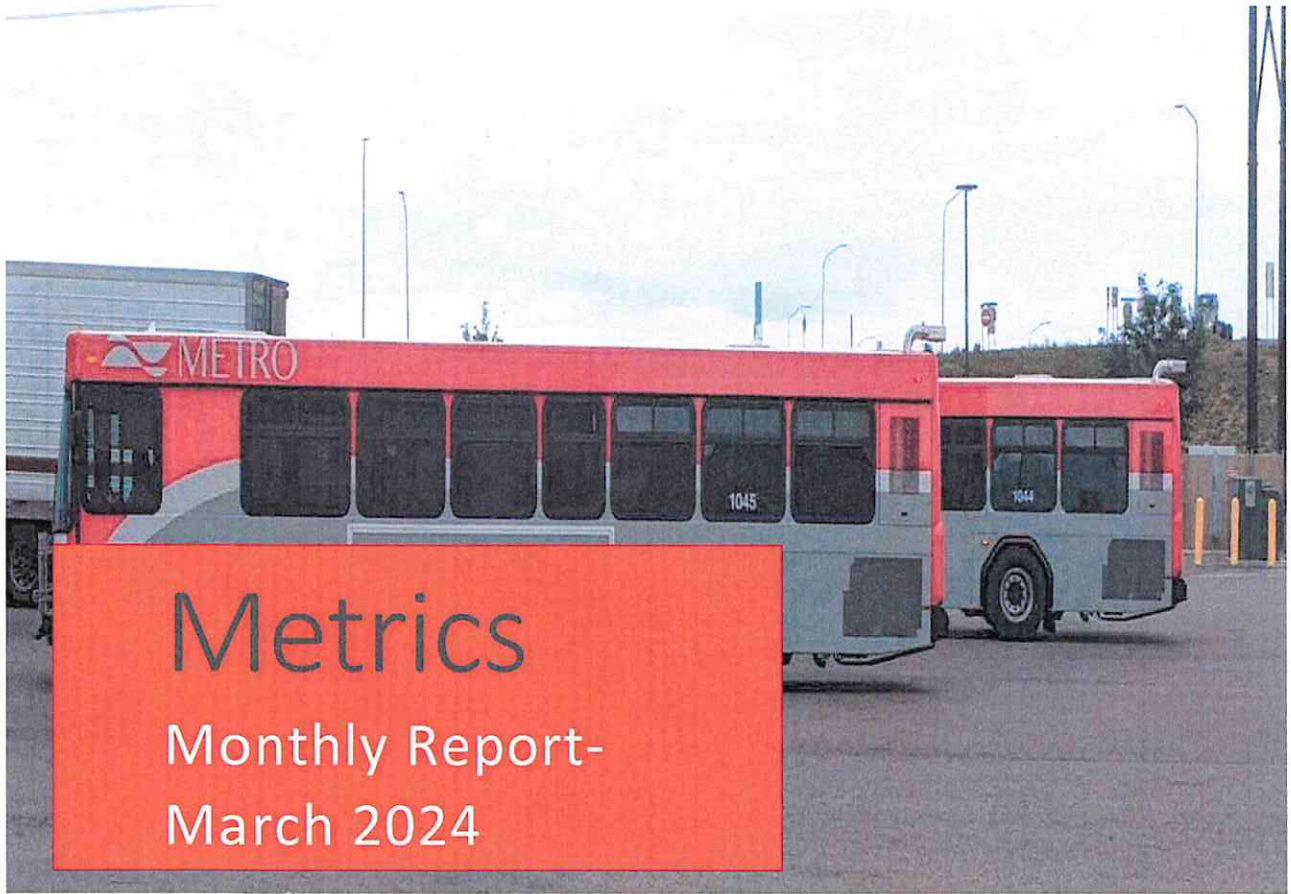
- Both the urban millage (CCTA) and county-wide millage (KCTA) are due in February and September. At this point we have collected \$3,765,408 (41%) of the FY24 millage.
- We have collected \$1,505,237 (44% of the budgeted amount) in fares for this year.
- The FTA operating assistance revenue is accrued at the end of the year (September). To date, we have requested \$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 March 2023 was \$2.97 and in March 2024, it was \$2.45. This is a 18% decrease.
- Total operating expenditures for Metro year-to-date are 38% of the total budgeted amount.

Attachment:

1. March 2024 Income & Expense Statement



	FY2024 CCTA Board Recommended Budget	March 2024	Year to Date FY 2024	Year to Date % 50%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	762,500	53,698	341,050	45%	5%
Metro County Connect Fares	504,176	28,367	237,441	47%	3%
Microtransit Fares	192,699	0	0	0%	
WMU Fares	1,250,000	0	592,500	47%	
Tokens	328,240	20,880	157,860	48%	2%
Pass Sales	285,175	23,665	152,014	53%	3%
Texas Twp/KVCC Prepaid Fares	95,685	0	24,372	25%	0%
	<u>3,418,475</u>	<u>126,610</u>	<u>1,505,237</u>	44%	13%
Other Revenue					
Advertising	75,000	4,167	27,083	36%	0%
Intermodal Operations	209,700	4,350	72,593	35%	1%
Miscellaneous Revenue	32,650	2,734	17,481	54%	0%
Commission Revenue - (GH, IT, FlixBus)	7,200	380	2,229	31%	0%
Interest Income	144,050	42,044	247,588	172%	4%
	<u>468,600</u>	<u>53,675</u>	<u>366,974</u>	78%	4%
Urban Millage (CCTA)	5,740,395	646,521	1,799,060	31%	4%
County-wide Millage (KCTA)	3,420,217	659,356	1,966,348	57%	3%
MDOT - Operating	6,988,911	648,658	2,530,416	36%	55%
FTA - Operating	4,558,905	83,251	1,367,741	30%	0%
Provision for Depreciation	3,255,200	228,604	1,423,946	44%	22%
TOTAL OPERATING REVENUE	<u>27,850,703</u>	<u>2,446,675</u>	<u>10,959,722</u>	39%	100%
Operating Expenses by Division					
Administration/Overhead	7,369,270	527,534	2,982,345	40%	
Kalamazoo Transportation Center Operations	1,038,122	82,184	445,165	43%	
Maintenance	3,567,798	195,633	1,435,210	40%	
Operations	8,667,952	537,068	3,427,668	40%	
Metro Connect	5,706,916	476,021	2,315,454	41%	
Metro Share	66,543	4,117	25,810	39%	
Microtransit	1,766,809	34,793	189,793	11%	
TOTAL OPERATING EXPENSE	<u>28,183,410</u>	<u>1,857,350</u>	<u>10,821,445</u>	38%	
NET (UNFUNDED) BALANCE for period	<u>(332,707)</u>	<u>589,325</u>	<u>138,278</u>		



Metrics

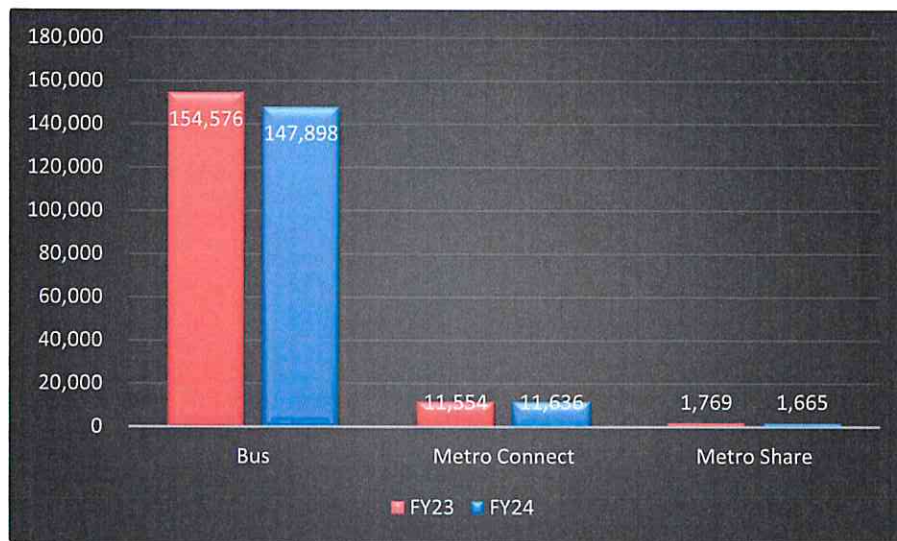
Monthly Report -
March 2024

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 March 2023 and March 2024.

Monthly Ridership March 2024				
	Bus	Metro Connect	Metro Share	System Total
FY24	147,898	11,636	1,665	161,199
FY23	154,576	11,554	1,769	167,899
Difference	(6,678)	82	(104)	(6,700)
%Change	-4.32%	0.71%	-5.88%	-4%



FIXED ROUTE BUS SERVICE

Metro fixed route bus service shows a decrease in ridership of 4.32% or approximately 6,678 less rides in March 2024 than March 2023. This trend is due to the additional day of service for Leap Year when comparing 2023 to 2024.

Route 12- Duke ridership decreased from 1,280 to 799.

Route 3- West Michigan ridership increased from 3,705 to 5,183 rides.

Route 7- Alamo ridership decreased from 9,284 to 6,840 rides.

March 2024 ridership compared to March 2023 ridership varied, six routes had an increase in ridership while fifteen routes ridership decreased when compared year to year. Ridership in March 2024, seen quite a few more decreases on routes that served areas around WMU due to Spring Break.

METRO CONNECT

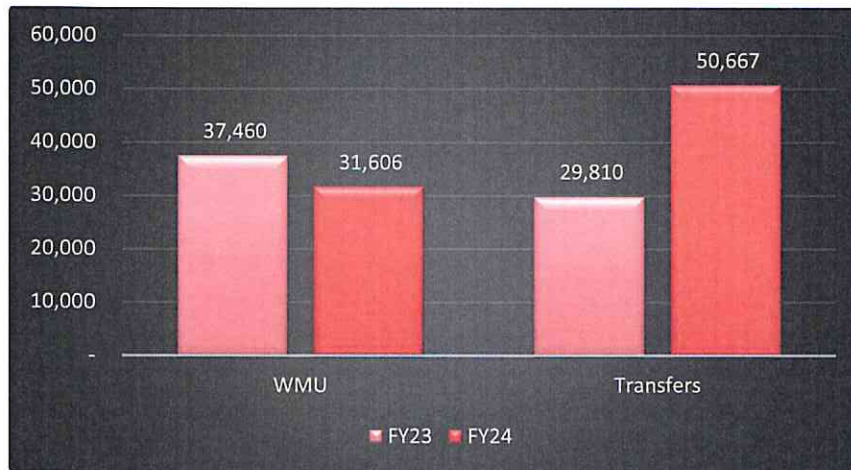
Metro Connect shows an increase in ridership of 0.71% or approximately 82 more rides in March 2024 than March 2023.

METRO SHARE

Metro Share shows a decrease in ridership of 5.88% or approximately 104 less rides in March 2024 than March 2023.

OTHER DATA

The data for Western Michigan University shows a decrease of 15.63%. Whereas the number of people transferring from one bus to another bus is up 69.97%.



Other data types like KVCC showed a decrease in ridership and passengers traveling in a wheelchair continue to show increases in ridership March 2024 to March 2023. Those traveling on buses with their bike showed an increase in numbers. The data for Youth Mobility in March 2024 is 2,531 as the program continues to expand with more passes being issued by the schools monthly.



5 YEAR DATA TRENDS

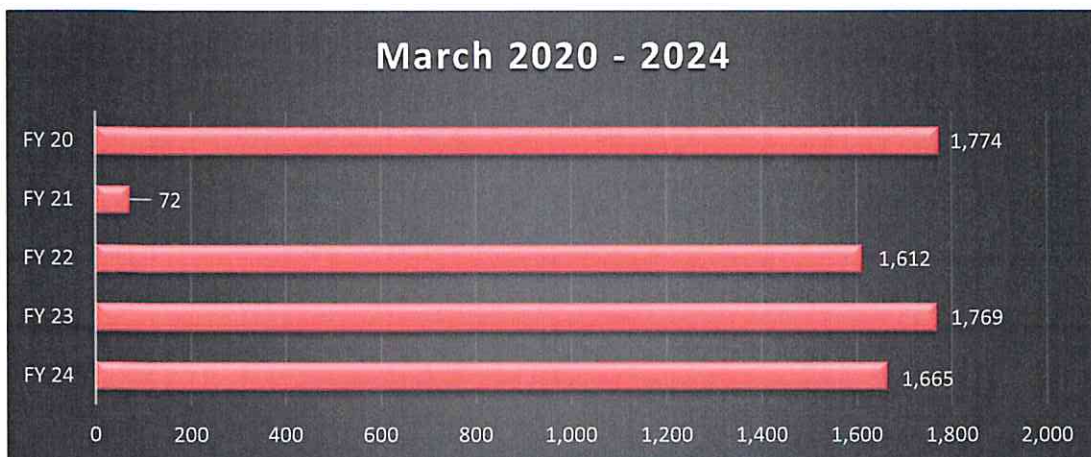
FIXED ROUTE



METRO CONNECT



METRO SHARE



March 2024 KTC Security Report
Prepared by: Keshia Woodson-Sow
Title: Director of Operations

Overview:

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

271 of the security incidents this month were regarding loitering. No Loitering signs were posted along with the city ordinance throughout the KTC. These loitering incidents were handled by security and required little police assistance. Additionally 13 people were asked to move along when found sleeping in the bus bays in

Activity Summary:

310 Total security incidents occurred during March 2024 (Increased by **48** from February).

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

Of the total **310** incident types:

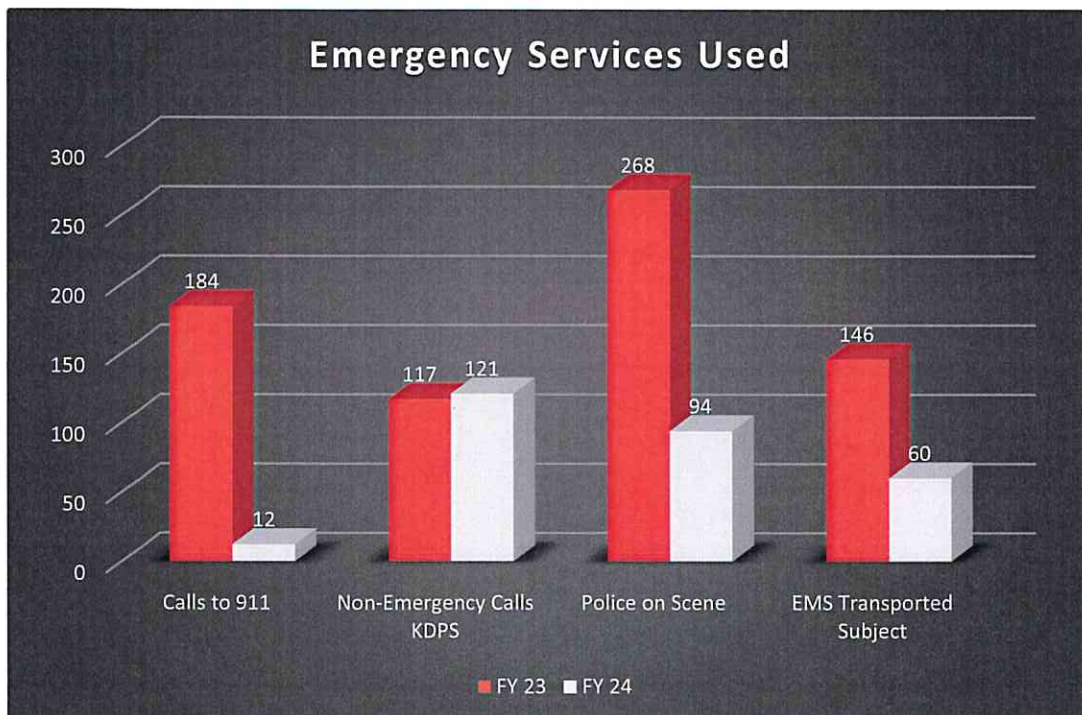
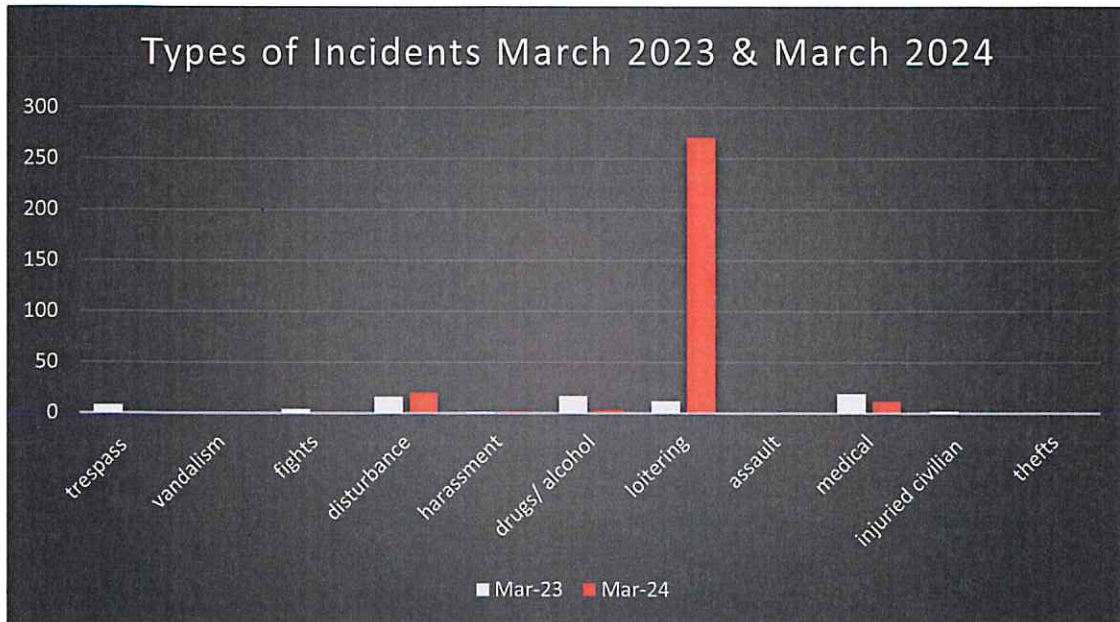
- 3** were Drug/Alcohol related.
- 0** were calls to 9-1-1 made by security.
- 14** needed police to respond.
- 12** needed EMS/medical to respons.

Of the **12** total EMS/medical incident **11** people were transported to the hospital.

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

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

March 2024 KTC Security Report
Prepared by: Keshia Woodson-Sow
Title: Director of Operations





Connecting People Throughout
Kalamazoo County

Agenda Item: # 4b2 Meeting Date: 05/13/24
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TO: CCTA and KCTA Boards
FROM: Keshia Woodson-Sow, Director of Operations
Prepared by: Greg Vlietstra, Director of Support Services
DATE: April 16, 2024
SUBJECT: FTA Triennial Review

BACKGROUND

Every three years the Federal Transit Administration (FTA) does a comprehensive review of a transit agency's compliance with FTA program requirements. The review covers 23 areas and requires a large amount of staff time to properly respond to the information requests. The current review for Metro started in January and will commence with an FTA site visit on August 13 and 14.

Greg Vlietstra will provide a presentation with background information and an overview of an FTA Triennial Review.

REQUESTED ACTION

None – Information Only



NOTES

Performance Monitoring Committee

Date: Thursday, April 25, 2024

Attending: Aardema, Rama, McBride, Woodson-Sow, Halcomb, Williams

Guests: Vlietstra, Branch Absent: McCormick, Arkush

a. April Items for Board Consideration

- Administrative Roof

Deputy Director Branch gave an overview of changes to the roofing project and the cause for the project going out to be re-bid. A discussion was had surrounding the changes to the scope of the project and the sealing of all the connecting parts of the roof. Committee discussed the 3 bids that came in and the low bidder who provided an alternative bid that changes the cost of the project by approximately \$10,000.

Exec. Director McBride discussed how planning for a project like this starts about 10 years in advance. Discussion of the engineering review of the facility as well as grants that have been requested and failed.

The committee agreed to move forward with the recommendation to the CCTA/KCTA boards on May 8, 2024, to approve the bid award in an amount not to exceed \$504,265.

- Meeting Dates

Committee discussed meeting dates for the remainder of the year, with a few dates surrounding holidays and potential date changes. Calendar invites will be sent to committee members for the dates as discussed.

- Triennial Review

Director Vlietstra presented a powerpoint presentation on the Triennial Review process and what happens over the course of a triennial year. Discussion was had on the process, timeline, historical findings, and the current review process.

Notes:

Ridership Report Review - The Committee reviewed the March Ridership and Security Report. They then began discussion on the next report to be added to the monthly metrics report. Discussion on changes, updates, and definitions from that report will be discussed at the next meeting.

Next Meeting: May 23, 2024 @ 8:15AM



Agenda Item: 5a1
Meeting Date 04/08/24

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: May 13, 2024
SUBJECT: Update to Policy 1.15 – External Relations Committee – Second 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, presented it to the Board for its first reading at its April 8 meeting, and presents it for the Board’s second 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 adoption of the proposed amendment to CCTA/KCTA Policy 1.15.

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



Agenda Item # 5b2
Meeting Date 05/13/24

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
SUBJECT: May 13, 2024
DATE: Jurisdiction Outreach Update

BACKGROUND

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

DISCUSSION

To date, three presentations have been given. These include presentations to the City of Parchment as well as Oshtemo and Wakeshma Townships. Nine more are scheduled to take place in May and June.

Board members are reminded to please review assignments, advise Barb Blissett if they need assistance in making arrangements to speak or notify her when such arrangements have been made, and follow up to make sure that appropriate records are kept.

RECOMMENDATION

This item is offered for informational purposes only and no action is requested at this time.



JURISDICTION OUTREACH TRACKING

Jurisdiction	Assigned Members	Scheduled Events	Event Date	Completed	Notes
Kalamazoo County	Rosine/McBride	Board of Commissioners	5/20/24	<input type="checkbox"/> Completed	
City of Galesburg	Sigman			<input type="checkbox"/> Completed	Additional Outreach: Spoke at Kalamazoo Democratic Party Event (April 18th)
City of Kalamazoo	Rosine/McBride			<input type="checkbox"/> Completed	
City of Parchment	Britigan/McBride	Board Meeting	5/6/24	<input checked="" type="checkbox"/> Completed	
City of Portage	Pearson/Burns/McBride			<input type="checkbox"/> Completed	
Alamo Township	Farmer			<input type="checkbox"/> Completed	
Brady Township	Aardema			<input type="checkbox"/> Completed	
Charleston Township	Aardema			<input type="checkbox"/> Completed	
Climax Township	Halcomb			<input type="checkbox"/> Completed	
Comstock Township	Thompson/McBride	Board Meeting	5/20/24	<input type="checkbox"/> Completed	
Cooper Township	Brown/Britigan	Township Board Meeting	5/13/24	<input type="checkbox"/> Completed	
Kalamazoo Township	Mackie/McBride	Work Session Meeting	5/13/24	<input type="checkbox"/> Completed	Metro presentation on agenda
Oshtemo Township	Farmer/Sloan/McBride	Board Meeting	4/9/24	<input checked="" type="checkbox"/> Completed	Attended by Farmer & McBride
Pavilion Township	Halcomb			<input type="checkbox"/> Completed	
Prairie Ronde Township	Rama			<input type="checkbox"/> Completed	
Richland Township	Brown/Vlietstra			<input type="checkbox"/> Completed	
Ross Township	Rama/Ayers			<input type="checkbox"/> Completed	
Schoolcraft Township	Joshi/Williams	Board Meeting	5/14/24	<input type="checkbox"/> Completed	
Texas Township	Rosine			<input type="checkbox"/> Completed	
Wakeshma Township	Mackie	Township Board Meeting	5/6/24	<input checked="" type="checkbox"/> Completed	
Village of Augusta	McCormick			<input type="checkbox"/> Completed	
Village of Climax	Halcomb			<input type="checkbox"/> Completed	
Village of Richland	McCormick			<input type="checkbox"/> Completed	
Village of Schoolcraft	Mackie	Village Board Meeting	6/3/24	<input type="checkbox"/> Completed	Joshi will substitute
Village of Vicksburg	Rama/McBride			<input type="checkbox"/> Completed	
KATS	Aardema/Rama			<input type="checkbox"/> Completed	



NOTES

External Relations Committee

Date: Tuesday, April 16, 2024

Attending: Dusty Farmer (Chair), James Ayers, Gary Sigman, Tim Sloan, Randy Thompson, Sean McBride, Sarah Joshi, Annette Arkush

1. Legislative Breakfast Update
 - a. Sarah provided an overview of the agenda. New this year will be a ribbon cutting ceremony at the end of the program to officially launch Metro Link. A press release will be issued by Sarah to local media. A photographer has been obtained to take video and pictures. Short presentations will be given by two frequent passengers to provide personal experiences with Metro Connect and fixed route
2. Virtual/In person
 - b. A discussion was held regarding the ERC meetings being held in a hybrid fashion vs. in person or 100% in person. Each member was able to express their preference and the committee came to a consensus that the meetings should continue in the hybrid model, with members choosing how to participate each month based on their personal schedules.
3. Jurisdictional Outreach
 - c. The committee discussed the jurisdictional meetings and their purpose for new members. Members identified their upcoming dates so that the grid could be completed for the Executive Director. All were reminded that folders containing print material for distribution at these meetings are available in the administrative office. (See Barb or Annette). These contain pamphlets and brochures about Metro Connect and Share, Metro Link, the METRO Fact Sheet and the most recent annual report.

**NOTE: The ERC Meeting for May is CANCELLED.
Next Meeting: June 27th @ 11:00 AM**



Agenda Item: 7b1
Meeting Date: 05/13/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Board Operations Committee
Prepared by: Sean McBride, Executive Director
DATE: Updated April 23, 2024
SUBJECT: Future Millage Discussion - Updated

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.

The Board Operations Committee reviewed and discussed this item at their March meeting. In addition, the item was presented to the KCTA and CCTA Boards at their April 8th meeting. The Boards desired to review past election results at a future meeting. Besides the election results information that is attached, a short PowerPoint will be presented at the upcoming meeting identifying some of the key data points.

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 an 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 are 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. **With no changes to this policy, there is no action necessary for the CCTA and KCTA Boards.**

Recommendation

This item is for information and discussion only. Staff will keep the Boards informed as CCTA boundaries are developed and finalized for the 2025 election.

Attachment:

1. Summary of Public Transit Millage Election Results from 2004 through 2021
2. CCTA 2020 Millage Election Results with attachments

**Summary of Public Transit Millage Election Results
2004 through 2021**

Year	Month	Organization	Amount	Duration	Voter Turnout	Yes	No
2021	November	KCTA	0.3124	5 years	19%	71.8%	28.2%
2020	March	CCTA	0.9	5 years	32%	70.3%	29.7%
2016	May	KCTA	0.315	5 years	11%	58.1%	41.9%
2015	August	CCTA	0.75	5 years	9%	62.7%	37.3%
2013	May	KCTA	0.4	4 years	8%	72.3%	27.7%
2012	November	COK	0.6	3 years	55%	62.7%	37.3%
2009	November	COK	0.6	3 years	23%	75.6%	24.4%
2009	May	KCTA	0.4	4 years	13%	63.3%	36.7%
2008	November	KCTA	0.63 – 0.84	4 years	63%	42.0%	58.0%
2007	November	COK	1.0	1 year	17%	71.9%	28.1%
2006	November	KCTA	0.45	2 years	51%	54.4%	48.6%
2004	November	COK	1.0	3 years	Unknown	67.5%	32.5%



Connecting People Throughout
Kalamazoo County

Agenda Item # 7
Meeting Date 05/11/20

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Jodie Lynch
DATE: May 6, 2020
SUBJECT: CCTA 2020 Millage Election Results

DISCUSSION

A millage request in support of Metro fixed-route services for the Central County Transportation Authority (CCTA) service area passed with 70% in favor of 0.9 mill property tax to maintain existing public transit. The approval broke down to 28,366 “yes” votes (70%) and 11,988 “no” votes (30%). The overall voter turnout for Kalamazoo County was 32%.

This election saw a great increase of voter turnout. In the 2015 Millage election only had a 9% voter turnout in comparison to 32% in 2020. Even with more ballots casted, this Millage passed with an increase of 7% (2015 Millage election had 63% support). The overall percentage of support was more spread out over precincts. In 2015, nine precincts had less than 50% support and three City of Kalamazoo Precincts had 90%+ support. In the most recent millage request only two Comstock precincts had less than 50% support, but no precincts had 90%+ support. Even with losing the 90%+ support saw in the 2015 election, 2020’s election did capture three more precincts than 2015 with 75%+ in support of the CCTA.

CCTA Millage Election Comparison

- **First CCTA election 2015**
 - 11,248 votes cast
 - 63% Yes, 37% no
 - 46 precincts yes, 9 precincts no (several of the precincts were combined due to the smaller election turnout)
 - 15 precincts 75%+ yes

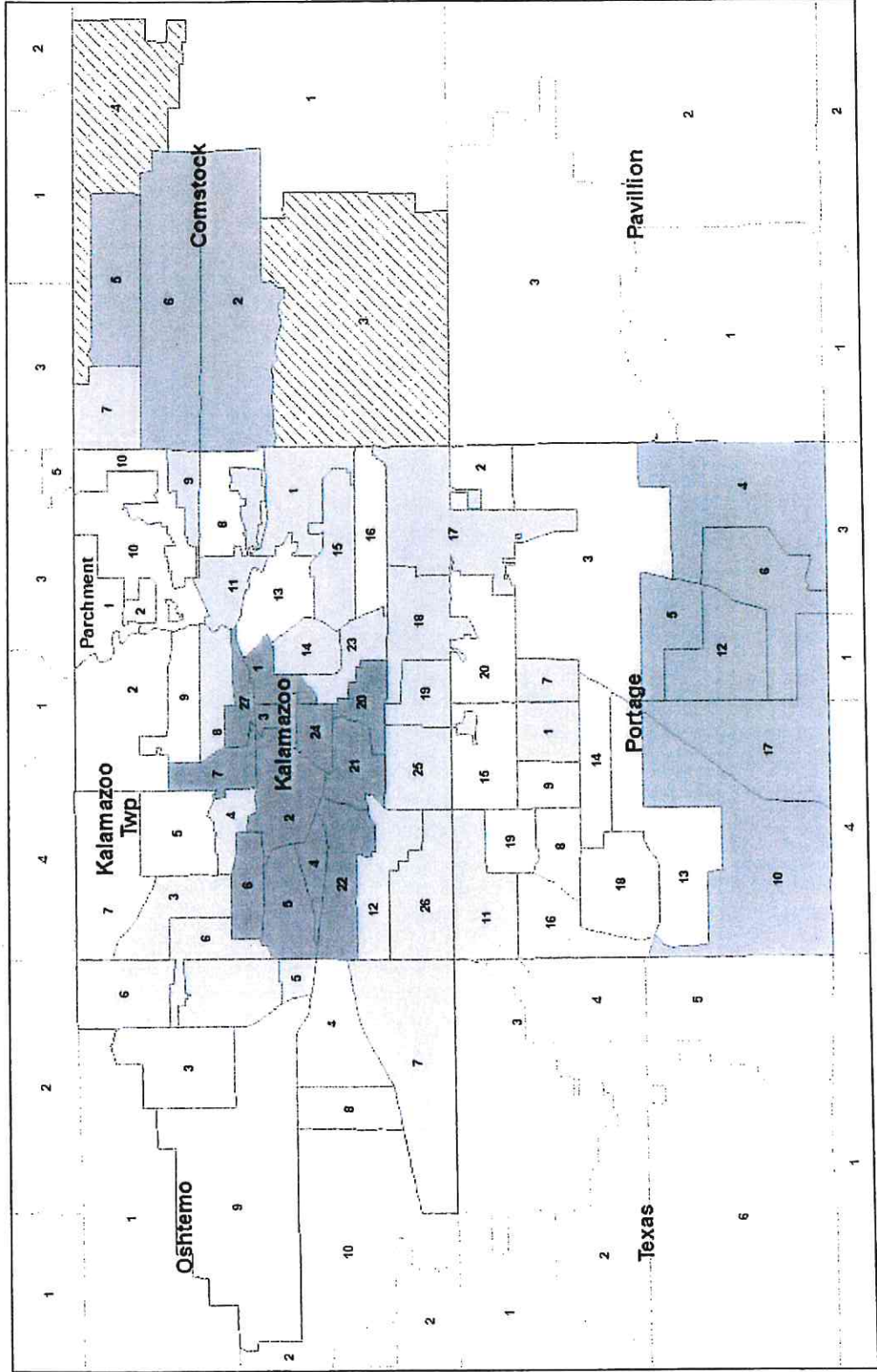
- **Second CCTA election 2020**
 - 40,432 votes cast
 - 70% yes, 30% no
 - 69 precincts yes, 2 precincts no
 - 18 precincts 75%+ Yes

ATTACHMENTS

1. Canvass of Unofficial Votes Cast
2. Maps with Election results
3. Chart of Voting Analysis

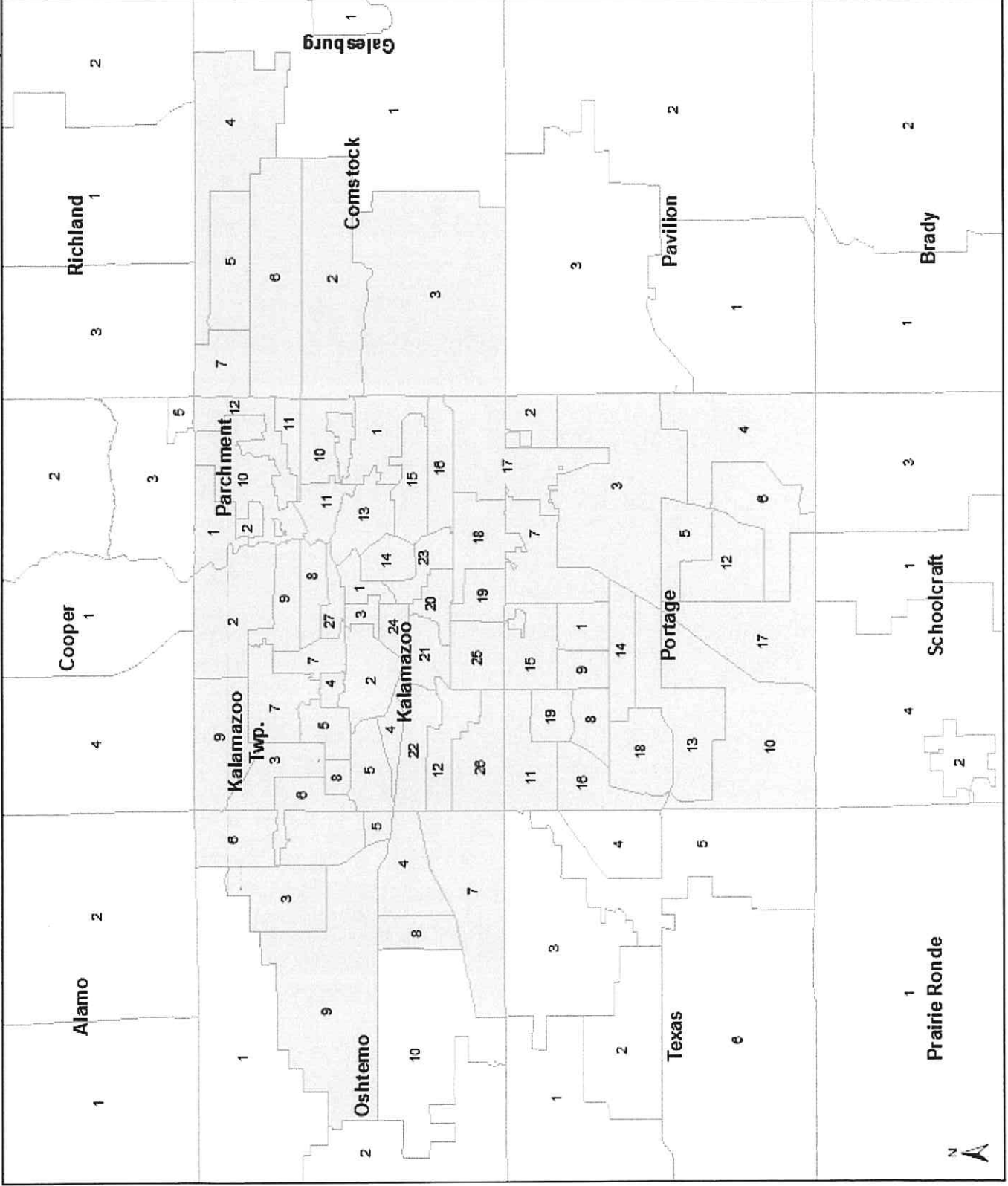
Unofficial Results					
Central County Transportation Authority					
Precincts	Vote for 1				
	Yes	No	Total Votes Cast	%Yes	%No
Comstock Charter Township, precinct 2	304	292	596	51	49
Comstock Charter Township, precinct 3	218	293	511	43	57
Comstock Charter Township, precinct 4	236	246	482	49	51
Comstock Charter Township, precinct 5	313	276	589	53	47
Comstock Charter Township, precinct 6	233	226	459	51	49
Comstock Charter Township, precinct 7	293	123	416	70	30
Kalamazoo Charter Township, Precinct 1	71	24	95	75	25
Kalamazoo Charter Township, Precinct 2	215	116	331	65	35
Kalamazoo Charter Township, Precinct 3	733	311	1044	70	30
Kalamazoo Charter Township, Precinct 4	542	143	685	79	21
Kalamazoo Charter Township, Precinct 5	400	177	577	69	31
Kalamazoo Charter Township, Precinct 6	536	97	633	85	15
Kalamazoo Charter Township, Precinct 7	537	305	842	64	36
Kalamazoo Charter Township, Precinct 8	308	156	464	66	34
Kalamazoo Charter Township, Precinct 9	247	90	337	73	27
Kalamazoo Charter Township, Precinct 10	336	202	538	62	38
Oshtemo Charter Township, Precinct 3	420	257	677	62	38
Oshtemo Charter Township, Precinct 4	426	240	666	64	36
Oshtemo Charter Township, Precinct 5	342	100	442	77	23
Oshtemo Charter Township, Precinct 6	443	159	602	74	26
Oshtemo Charter Township, Precinct 7	385	150	535	72	28
Oshtemo Charter Township, Precinct 8	217	102	319	68	32
Oshtemo Charter Township, Precinct 9	443	246	689	64	36
Kalamazoo City, Precinct 1	555	68	623	89	11
Kalamazoo City, Precinct 2	981	142	1123	87	13
Kalamazoo City, Precinct 3	584	76	660	88	12
Kalamazoo City, Precinct 4	247	44	291	85	15
Kalamazoo City, Precinct 5	739	176	915	81	19
Kalamazoo City, Precinct 6	578	174	752	77	23
Kalamazoo City, Precinct 7	588	105	693	85	15
Kalamazoo City, Precinct 8	210	76	286	73	27
Kalamazoo City, Precinct 9	217	111	328	66	34
Kalamazoo City, Precinct 10	451	212	663	68	32
Kalamazoo City, Precinct 11	228	95	323	71	29
Kalamazoo City, Precinct 12	573	193	766	75	25

Unofficial Results Continued					
Central County Transportation Authority					
Precincts	Vote for 1				
	Yes	No	Total Votes Cast	%Yes	%No
Kalamazoo City, Precinct 13	138	78	216	64	36
Kalamazoo City, Precinct 14	220	87	307	72	28
Kalamazoo City, Precinct 15	382	130	512	75	25
Kalamazoo City, Precinct 16	523	238	761	69	31
Kalamazoo City, Precinct 17	432	166	598	72	28
Kalamazoo City, Precinct 18	400	143	543	74	26
Kalamazoo City, Precinct 19	480	136	616	78	22
Kalamazoo City, Precinct 20	816	192	1008	81	19
Kalamazoo City, Precinct 21	661	128	789	84	16
Kalamazoo City, Precinct 22	651	166	817	80	20
Kalamazoo City, Precinct 23	292	98	390	75	25
Kalamazoo City, Precinct 24	450	66	516	87	13
Kalamazoo City, Precinct 25	507	165	672	75	25
Kalamazoo City, Precinct 26	602	161	763	79	21
Kalamazoo City, Precinct 27	332	52	384	86	14
Parchment City, Precinct 1	256	147	403	64	36
Portage City, Precinct 1	318	125	443	72	28
Portage City, Precinct 2	243	107	350	69	31
Portage City, Precinct 3	375	184	559	67	33
Portage City, Precinct 4	259	225	484	54	46
Portage City, Precinct 5	264	189	453	58	42
Portage City, Precinct 6	310	272	582	53	47
Portage City, Precinct 7	176	70	246	72	28
Portage City, Precinct 8	484	221	705	69	31
Portage City, Precinct 9	356	206	562	63	37
Portage City, Precinct 10	345	255	600	58	43
Portage City, Precinct 11	517	197	714	72	28
Portage City, Precinct 12	456	372	828	55	45
Portage City, Precinct 13	605	277	882	69	31
Portage City, Precinct 14	360	217	577	62	38
Portage City, Precinct 15	364	201	565	64	36
Portage City, Precinct 16	502	243	745	67	33
Portage City, Precinct 17	373	265	638	58	42
Portage City, Precinct 18	418	207	625	67	33
Portage City, Precinct 19	350	199	549	64	36
Portage City, Precinct 20	344	170	514	67	33



Central County Transportation Authority

-  Voting Precincts
-  CC TA Boundary for 2020 Millage Election



March 10, 2020 CCTA Millage Vote

Official Results - Kalamazoo County 3/27/2020

	Registered Voters In CCTA Boundary	Total Ballots Cast in Election	% of Registered Voters	CCTA Ballot Yes	CCTA Ballot No	% Yes	% No	Spread Yes to No
Comstock	10,132	3,245	32%	1,597	1,456	52.31%	47.69%	141
Kalamazoo	54,910	17,061	31%	12,837	3,478	78.68%	21.32%	9,359
Kalamazoo Twp.	18,062	5,942	33%	3,925	1,621	70.77%	29.23%	2,304
Oshtero	13,173	4,289	33%	2,676	1,254	68.09%	31.91%	1,422
Parchment	1,476	440	30%	256	147	63.52%	36.48%	109
Portage	38,010	12,556	33%	7,419	4,202	63.84%	36.16%	3,217
Total	135,763	43,533	32%	28,710	12,158	70.25%	29.75%	16,552



AGENDA and MEETING NOTES

Board Operations Committee
April 26, 2024
9:00 am
Via Teams Meeting

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

Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Metro Link Update

Notes:

- Exec. Dir. McBride updated the Committee on the Metro Link Launch numbers
- He said Via was pleased with the initial start with approximately 700 people downloading the phone app, 200 rides since the beginning with those providing ratings of 5 out of 5 stars
- Committee members discussed the ease of using the app and how it might serve those looking to check routes for the fixed-route system
- Exec. Dir. stated Via would be reviewing the data and formulate another drive to gain more users

2. Millage Planning Discussion

Notes:

- Exec. Dir. McBride explained the process and timeline for the upcoming CCTA and KCTA millage elections
- Exec. Dir. McBride indicated he would be meeting with Texas Township and KVCC. This is the fixed-route service outside of CCTA boundaries and is in compliance with Board policies
- The Committee asked that past millage election results information to be included in the next Board meeting packet

3. Crossroads Mall Update

Notes:

- Exec. Dir. provided the latest update on the Crossroads Mall lawsuit



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Kalamazoo County

4. Board Operations Committee

- The Committee reviewed the Draft May 13th Board Agenda

5. Review Committee Activities

Notes:

- The Committee reviewed the Board Governing Agenda Planning Timeline for April 9th

6. Future Meeting Dates

Notes:

- The Committee agreed to future meeting dates of Thursday, May 23rd, Thursday June 20th and Thursday, July 23rd

7. Other

Notes:

- The Committee entertained a discussion of a Boardmember ethics policy at a future meeting
- Chair Rosine suggested having a discussion in the future on risk management
- Exec. Dir. provided an update on the ATU negotiations



Agenda Item: # 8
Meeting Date: 05/13/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: May 3, 2024
SUBJECT: Executive Director Update

Human Resources

The next class of Coach Operators will begin on May 13th with three new employees anticipated.

Competitive Grant Funding and Congressionally Directed Spending

Metro, led by the Transportation Planner, will submit a grant application to MDOT for a competitive grant that would upgrade bus stop infrastructure at Rood Hall to align more closely with mobility hub goals and a Congressional Directed Spending request to Senator Peters and Senator Stabenow to fund a mobility hub.

Outreach and Partnership Activity

Metro staff continue to focus on communicating with and strengthening collaboration with community and non-profit partners that include the following meetings or events:

- Kalamazoo Valley Community College
- El Concilio/Hispanic American Council
- Bits of Business at the Portage Senior Center
- Touch a Truck hosted by the Junior League of Kalamazoo
- Bike Week Festival at Bronson Park
- City of Portage Lake Centre District Commercial Corridor Stakeholders
- Douglass Community Association
- YWCA
- Kalamazoo Refugee Resource Collaborative
- National Night Out in August
- Portage Northern Group Travel Training

PowerOutage

On Wednesday, April 17, Metro experienced its longest unplanned power outage in what is estimated to be over 40 years. The outage lasted from approximately 9 am to 2 pm. Areas affected included the Parks Trade Center, KVCC Arcadia Campus, Kalamazoo County Administration Building, the Exchange Building, and the Kalamazoo Gospel Mission. Fixed-route and paratransit operations continued throughout the outage. An employee committee was formed and met within a couple days of the outage. The committee will provide recommendations for potential areas for improvement for safety and business continuity.



Connecting People Throughout
Kalamazoo County

Agenda Item: 8.1 Meeting Date 05/13/24

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning
DATE: May 13, 2024
SUBJECT: Metro Link Update

BACKGROUND

The Metro Link microtransit service launched in three zones on April 15, 2024. This memo will provide a summary of launch activities and results.

DISCUSSION

In the month of April, Metro Link was covered in stories by the following media outlets:

- Comstock newsletter
- Oshtemo newsletter
- Portage newsletter
- WKZO radio
- WMUK radio
- FOX-17 news
- WWMT news

Metro Link posters have been placed in all bus shelters that are in the three zones, and onboard signage has been placed in every bus.

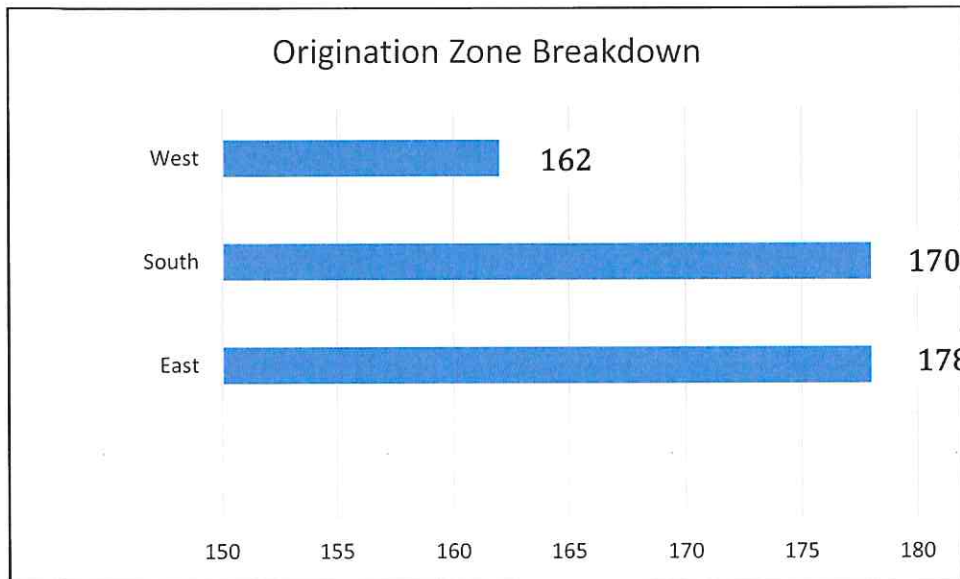
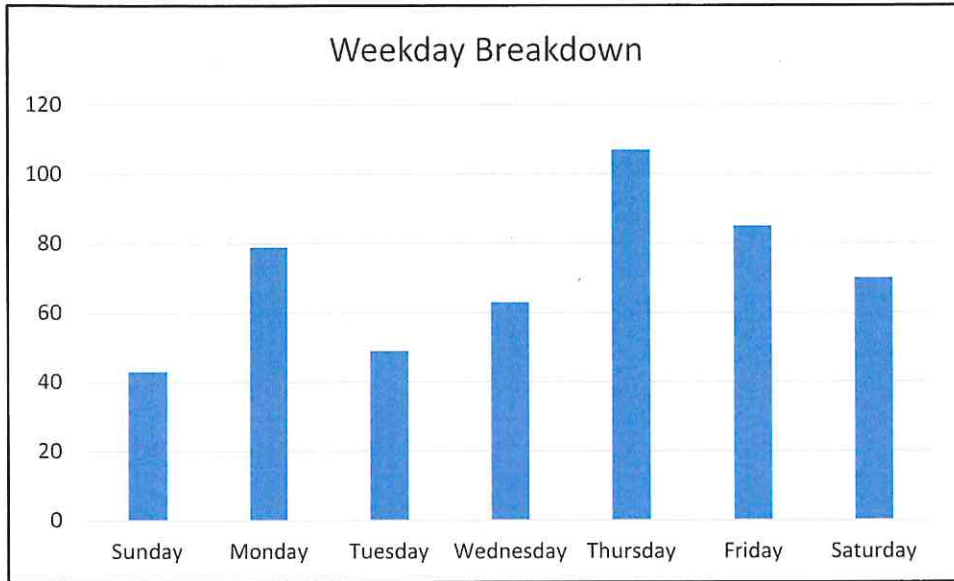
Metro Link brochures were distributed to community centers and employers, and the service was represented at the Portage Zhang Senior Center Bits of Business expo. Continued outreach to senior groups and employers is planned in the coming month, and the service will be highlighted with a ribbon cutting ceremony at the annual Legislative Breakfast on May 17.

Seven training sessions were held for Metro staff to help them support the service by being able to answer questions or direct riders to appropriate resources for additional information. Overall, feedback was positive.

In its first 21 days of service, the following information was noted:

- 865 users have downloaded the Metro Link app
- 496 rides have been completed, traveling a total of 1,317 miles
- 75 riders have completed two or more rides, with 29 completing five or more rides
- Average rating is 4.9 stars

Other observations:



Rider complaints have been few and center around misunderstanding of the zones in which service is offered. Ongoing outreach will emphasize the zone concept.

An official ribbon cutting is scheduled for May 17 in conjunction with the annual Legislative Breakfast. Media have been invited to attend. Chair Rosine will cut the ribbon, and it is hoped that all board members can be present to celebrate this milestone.

RECOMMENDATION

This update is being provided for informational purposes, and no action is requested at this time.



Connecting People Throughout
Kalamazoo County

Agenda Item # 13
Meeting Date: 05/13/24

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: May 7, 2024
SUBJECT: Closed Session

Please see the attached letter from MMRMA Attorney Kristen Rewa requesting a Closed Session to discuss pending litigation regarding Crossroads Mall Lawsuit with CCTA, KCTA and Kalamazoo County and the required motion language for this action.

Boardmembers will review the Attorney's Legal Opinion (This information will be provided at the meeting).

RECOMMENDATION

It is recommended the Boards offer a motion as stated on Page 3 in the attached letter to adjourn into closed session. Any formal board action will be conducted as part of the regular meeting.



ATTORNEYS AND COUNSELORS AT LAW
2851 CHARLEVOIX DRIVE, S.E., SUITE 203 • GRAND RAPIDS, MICHIGAN 49546 • PHONE: (616) 975-7470 • FACSIMILE: (616) 975-7471

Kristen L. Rewa
krewa@cnda-law.com

May 8, 2024

Via Email

Sean McBride
530 N. Rose St.
Kalamazoo, MI 49007
mcbrides@kmetro.com

RE: Insured: Central County Transportation Authority and Kalamazoo
County Transportation Authority
Claimant: Crossroads Mall Realty Holding, LLC
MMRMA Claim Nos: 2401278, 2401279
Date of Loss: 12/01/2021

Dear Mr. McBride:

I am requesting the opportunity to go into closed session with the CCTA and KCTA Boards under Section 8(h) of the Open Meetings Act to discuss an attorney legal opinion exempt from disclosure under the attorney-client privilege and section 13(1)(g) of the Freedom of Information Act and under Section 8(e) of the Open Meetings Act to discuss trial or settlement strategy with legal counsel in connection with the *Crossroads Mall Realty Holding, LLC v. Kalamazoo County Transportation Authority, et al.* lawsuit pending in Kalamazoo Circuit Court because discussion on the open record will have a detrimental financial effect on the litigating or settlement position of CCTA and KCTA and its employees and officials.

I have attached proposed motion language the boards can use to vote to go into closed session.

Please let me know if you have any questions.

May 8, 2024
Page 2

Very Truly Yours,

CUMMINGS, McCLOREY, DAVIS & ACHO, P.L.C.



Kristen L. Rewa

KLR/cjh

cc: John Galvano, jgalvano@mrrma.org

Motion Language to go into closed session

Motion by _____, seconded by _____, to go into closed session under Section (h) and Section 8(e) of the Open Meetings Act to discuss a written legal opinion except from disclosure under the attorney-client privilege and section 13(1)(g) of the Freedom of Information Act, as well as to discuss trial or settlement strategy with legal counsel in connection with the *Crossroads Mall Realty Holding, LLC v. Kalamazoo County Transportation Authority, et al.* lawsuit pending in Federal Court in the Western District of Michigan because discussion on the open record will have a detrimental financial effect on the litigating or settlement position of CCTA and KCTA and its employees and officials

[Note: vote *must* be approved by 2/3 roll call vote of members elected/appointed *and* serving to go into closed session. Both boards must do 2/3 roll call vote to go into session.]