



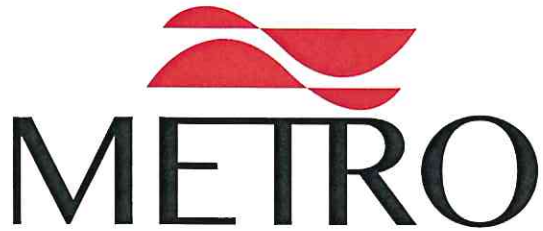
Connecting People Throughout  
Kalamazoo County

**NOTICE AND AGENDA  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)  
September 12, 2022  
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on  
Monday, September 26, 2022 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, September 12, 2022 at 11:30 a.m. for the purpose of:

	<b>Item</b>	<b>KCTA Action</b>	<b>CCTA Action</b>
1.	Roll Call		
2.	Request to Approve Agenda and Minutes:		
	a. Agenda for September 12, 2022	Voice Vote	Voice Vote
	b. Minutes for July 11, 2022 and August 8, 2022	Voice Vote	Voice Vote
3.	Public Comment		
4.	Fiscal Year CCTA FY 2023 and 2024 Budgets*		
	a. Open Public Hearing/Close Public Hearing	Roll Call	Roll Call
	b. Consideration to Adopt the CCTA FY 2023 and FY 2024 Budgets	Roll Call	Roll Call
5.	Consideration to Approve Renewal of Workers Compensation Insurance with Accident Fund Insurance*	Roll Call	Roll Call
6.	Consideration to Approve Renewal of Liability Insurance with Michigan Municipal Risk Management Authority (MMRMA)*	Roll Call	Roll Call
7.	Consideration to Approve Bid Award for Hybrid Bus Battery Refresh Kits with Installation*	Roll Call	Roll Call
8.	Consideration to Approve Update on Drug and Alcohol Policy*	Roll Call	Roll Call
9.	Report from Executive Director*		
	a. Monthly Financial Reports*		
	b. Monthly Ridership Reports*		
10.	Subcommittee Reports		
	a. Executive Subcommittee - Joint		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee - Joint		
	d. Pension Board		
	e. KATS		
	f. Local Advisory Committee (LAC)		
11.	Chairperson's Report		
12.	Public Comment		
13.	Members' Time		



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14.	Adjournment	Voice	Voice Vote
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\*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











Schultz commented that Foursquare would have a draft recommendation for review prior to the September 26<sup>th</sup> meeting.

## **8.) EXECUTIVE DIRECTORS REPORT**

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

- Human Resources
- Outreach
- Board Governance Retreat
- Michigan Public Transportation Association (MPTA) Conference
- KTC Security Reports
- City of Kalamazoo Road Construction
- City of Kalamazoo Ordinance Changes

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

## **8.) SUBCOMMITTEE REPORTS**

### **Executive Subcommittee**

Chair Rosine reported the committee met to discuss the current agenda. He shared that the subcommittee discussed the past several years and the challenges faced and navigated by Metro with the excellent leadership of the Executive Director. Chair Rosine said they would like to come back to the Board with a recommendation for a one-time supplement compensation to his income for the quality work he has exhibited during these challenging times.

Chair Rosine commented that the last meeting had been the Governance Board Retreat with Mr. Doug Eadie. He said Mr. Eadie was preparing a Draft Action Policy to submit to the Steering Committee then it would be brought to the full Board for approval and implementation.

Finance Subcommittee (joint with KCTA) – Met to discuss CCTA 2023 and 2024 Budgets.

Outreach Subcommittee – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee – Janssen reported on current road projects. He added that KATS was physically riding the area bike trails to add the information to the mapping system. Aardema noted that KATS was updating the mapping system to include bus stops.

Local Advisory Committee (LAC) – Did not meet.

## **9.) CHAIRPERSON REPORT** – No Report.

**10.) PUBLIC COMMENT** – Marcy Ohs, Parkview Hills Neighborhood thanked staff at Metro for the transparency and updates on the Comprehensive Operational Analysis (COA). She spoke to the potential elimination of the bus route traveling through the interior of Parkview Hills in the COA. Ohs said a variety of individuals rely on the bus and have mobility issues so traveling the added distance to Parkview Avenue to catch the bus is prohibitive.

Karen Schmitt, Parkview Hills Neighborhood, reiterated Ohs' concerns about senior citizens and the mobility issues of its residents.

Dean Hauck spoke about the necessity of bus transportation for the residents of Parkview Hills. She said it would affect their quality of life greatly. She also spoke concerning the proposed transformation of the one-way downtown streets to two-way streets.

Kate Goddeyne spoke on behalf of her client who uses the Parkview bus regularly and relies on it to maintain a connection to the community and his mental health.

John Gisler asked whether it was possible that delays in receiving new buses could be due to the war in Ukraine. He understood that they manufactured catalytic converters.

**11.) MEMBERS TIME**

Aardema shared that, as a member of the Airport Board of Directors, he was excited about the new airline beginning service for Kalamazoo in October. He, along with other Boardmembers, thanked the Kalamazoo residents for their involvement in the COA process.

Britigan thanked Exec. Dir. McBride and staff for the excellent Board Governance Retreat held the previous month. He said it was good for setting the Board up for self-improvement.

McCormick thanked Exec. Dir. McBride and staff for all their hard work and the residents of Parkview Hills for their comments.

**12.) ADJOURNMENT**

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

*Motion: Janssen*

*Support: Aardema*

*Motion carried by voice vote.*

The meeting adjourned at 1:21 P.M.

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

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

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

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





Agenda Item # 4  
Meeting Date 09/12/22

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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** September 12, 2022  
**SUBJECT:** Proposed Fiscal Year 2023 and 2024 Budgets

### **BACKGROUND**

A public hearing for the Fiscal Year 2023 and 2024 Budgets is being held on September 12, 2022, which allow for the Boards to receive any public comments on the Proposed Budgets. Please note the following related to the budget adoption process:

- a. The Proposed Fiscal year 2023 and 2024 Budgets are attached. The Budget document includes a memo from the Executive Director that introduces the budgets. There is also detailed information on revenues and organizational department expenses contained within the budget document.
- b. The Proposed Budgets were presented at the August 8<sup>th</sup> Board Meeting. Included with that meeting packet, and available on-line at [kmetro.com](http://kmetro.com), are the following:
  - Five-Year Financial Projection
  - Covid-19 Relief Funds Summary
  - KCTA/CCTA Estimated Allocation Comparison
  - Consolidated actual revenue/expenses for multiple past years is available upon request.
- c. The Finance Subcommittee met on July 30<sup>th</sup> to review the proposed budgets.
- d. A small group meeting with several boardmembers attending was held on August 18<sup>th</sup>. This meeting was an opportunity for CCTA/KCTA Boardmembers to ask more detailed questions to staff about the budgets.
- e. Adoption of the budgets can occur after the Public Hearing on September 12<sup>th</sup> or at the next meeting scheduled for September 26<sup>th</sup>.

### **RECOMMENDATION**

The Executive Director recommends Adoption of the CCTA Fiscal Year 2023 and 2024 Budgets.

Attachments:

1. Proposed Fiscal Year 2023 and 2024 Budgets (Provided in a separate link on the website)



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Agenda Item: 5  
Meeting Date 09/12/22

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Greg Vlietstra, Director of Support Services  
**DATE:** August 31, 2022  
**SUBJECT:** Workers Compensation Insurance Renewal

### **BACKGROUND**

Beginning October 1 of 2016, CCTA became responsible for its own workers compensation coverage independent from the City of Kalamazoo.

As you may recall, Metro Transit claims experience has historically been higher than other private and public sector organizations. Beginning in October 2016, with the assistance of Keyser Insurance, Metro instituted a fresh approach to workers compensation claims that included more prevention on the front end, enhanced communication with employees, a light-duty program, and better claims management on the back end. Significant progress in this important area has been made the past three years.

Metro as a new organization in 2016 with no claim's history independent of the City of Kalamazoo, we were placed in the Michigan Workers Compensation Placement Facility Assigned Risk Pool. Liberty Mutual was assigned to us in 2016. Due to reduced claims, better claims management, instituting a light-duty program, and guidance from our agent of record, Metro was able to procure competitive quotes outside the Michigan assigned risk pool two years ago. This is an advantage to Metro because it results in lower rates, higher coverage limits, and more flexibility.

### **DISCUSSION**

Accident Fund has been our carrier the last three years and their customer service and claims process were efficient and effective. Accident Fund Insurance Company of America, headquartered in Lansing, has been one of the largest companies in the nation that specializes in workers compensation insurance.

Keyser Insurance, our local agent of record, assisted Metro by procuring a one-year renewal with a premium cost of \$177,918. This is the first year with a premium cost increase since 2018. The proposed cost when compared to the premium last year is an increase of \$46,256, or 35%. However, this is still \$59,479 less than Metro paid in 2018.

The cost increase is attributed to three primary factors. First, our premium is calculated on a rolling cycle of the past three-years. The year that rolled off the calculation (2018) was a one of very low claims and therefore no longer benefits our premium cost. Secondly, workers compensation premiums are also based heavily on estimated and actual payroll figures. Metro has increased payroll hours the past year, particularly among coach operators, as we are exiting the pandemic. Thirdly, Metro also increased wages significantly, as part of the ATU collective bargaining agreement that took effect this past February.

### **RECOMMENDATION**

The recommendation is to allow the Executive Director to execute necessary documents to renew Metro workers compensation coverage with Accident Fund at a cost of \$177,918 for coverage from October 1, 2022 through September 30, 2023.





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Agenda Item: # 6 Meeting Date: 09/12/22
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Greg Vlietstra, Director of Support Services  
**DATE:** September 6, 2022  
**SUBJECT:** Renewal of Property, Auto, and General Liability Insurance with MMRMA

**BACKGROUND**

For over the past decade, both the City of Kalamazoo and Metro Transit have relied on the Michigan Municipal Risk Management Authority (MMRMA) for property, auto, and liability insurance coverage. With the Metro Transit transition from the City of Kalamazoo to CCTA on October 1, 2016, we are responsible for making sure we have proper coverage in the event of a potential lawsuit, claim, or a catastrophic loss.

The MMRMA was created by authority granted by the laws of the State of Michigan to provide liability and property coverage services to eligible Michigan public entities. The CCTA is eligible to be a member of the MMRMA.

MMRMA was started in 1980 in a marketplace that was becoming increasingly unfriendly to public entities. Three member municipalities founded MMRMA as a joint purchasing arrangement, which allowed them to secure necessary insurance coverage at a reasonable price. Within a few years of MMRMA's inception, commercial insurers either ceased to offer coverage to governmental entities or sharply increased their premiums. Today, MMRMA is the largest liability and property pool in Michigan and a recognized national leader in the field ([www.mmrma.org](http://www.mmrma.org)).

In light of the very severe bus accident on May 24, 2017, we have put additional emphasis on insurance to ensure sufficient coverage limits as well as balancing the cost of that coverage. One of the first steps taken was having our agent of record, Keyser Insurance, competitively seek quotes comparable coverage. There was not another carrier who could come close to the MMRMA price and scope of coverage.

Another step Metro has taken as part of a more comprehensive review of insurance is to make sure Metro is not underinsured with the insurance covering our bus fleet in the case of catastrophic event such as a facility fire or tornado. Metro has also increased the per occurrence vehicle physical damage limit from \$1.5 million to \$17 million. The Metro request for this increased per occurrence limit is somewhat unusual and outside the normal scope of MMRMA coverage. The additional cost of \$25,678 is worth the benefit in the case of a catastrophic event.

**DISCUSSION**

The annual premium to cover CCTA for property, auto, and general liability insurance, including all vehicles, through September 30, 2023 is \$335,019. This figure is an increase of \$16,436 (or 5.2%) compared to last year. \$50,000 of that amount is a self-insured retention deposit from which potential future loss deductibles will be deducted. The self-insured deposit balance (currently \$140,503) will earn an interest rate of 2.49 percent and is reduced to pay claims expenses.

**RECOMMENDATION**

The recommendation is to authorize the Executive Director to execute documents to ensure adequate property and liability insurance coverage with the MMRMA from October 1, 2022 through September 30, 2023 at a cost of \$335,019.



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Agenda Item: 7  
Meeting Date 09/12/22

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Rob Branch, Deputy Director of Fleet & Facilities  
**DATE:** August 31, 2022  
**SUBJECT:** Hybrid Bus Battery Refresh Kits with Installation

### **BACKGROUND**

For the vehicles in the fixed-route bus fleet that contain hybrid powered technology, the batteries in those hybrid vehicles have an approximate six-year lifecycle. Of the 14 hybrid vehicles, 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 August 30, 2022.

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 slightly below our budgeted projection. CCTA 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.

### **RECOMMENDATION**

It is recommended that the CCTA Board 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 \$178,603.38 and authorize the Executive Director to execute all documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

**CENTRAL COUNTY TRANSPORTATION AUTHORITY BID THIS IS NOT AN ORDER**

Bid Opening: August 30, 2022 @ 3:00 p.m.

Bid Ref #: 06012-013.0

Hybrid Bus Battery Refresh Kits w/Installation

Opened/Recorded by: Gracia Mason

Attended by: No One

			W.W. Williams	
DESCRIPTION	UNIT	QTY	Unit Price	Total
Hybrid Battery Refresh Kit w/Installation	EA	3	\$59,534.46	\$ 178,603.38
<b>TOTAL AMOUNT</b>			<b>\$</b>	<b>178,603.38</b>
Guranteed Start of Project shall be FOB CCTA _____			90 days	





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Agenda Item: # 8 Meeting Date 09/12/22
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Keshia Woodson-Sow, Director of Operations  
**DATE:** September 8, 2022  
**SUBJECT:** Drug and Alcohol Policy

### **BACKGROUND**

The Federal Transportation Administration (FTA) requires that metro have a Drug and Alcohol Policy and Program in place to maintain a drug-free workplace. Grantees that receive federal funds that have safety sensitive employees must have a drug and alcohol testing program. This program must be compliant with 49 CFR Part 40 and Part 655.

In March 2022, The Director of Operations and the Human Resource Manager attended Substance Abuse Management and Compliance Training in El Paso, Texas. During the training, Metro's current drug and alcohol policy was reviewed. Instructors and the FTA auditor advised that Metro make some updates to the policy for it to be very understandable for Metro employees and help with compliance and oversight.

### **DISCUSSION**

In April 2022, a team of managers began reviewing the policy for compliance. During this time, we partnered with the FTA Drug and Alcohol Division, Audit division and Department of Transportation, Transportation Safety Institute for the policy creation and review.

Under the Code of Federal Regulations, 49 CFR Part 40 and Part 655, require that the grantees policy meet the requirements listed below:

- Negative Dilute test results require a retest.
- Covered employees should include all safety sensitive employees under these five categories:
  - Operating a revenue service vehicle in or out of revenue service
  - Operating a non-revenue vehicle requiring a commercial driver's license
  - Controlling movement or dispatch of a revenue service vehicle
  - Maintaining (including repairs, overhaul, and rebuilding) of a revenue service vehicle or equipment used in revenue service
  - Carrying a firearm for security purposes

Changes were made to the structure and training of the Drug and Alcohol Program for all safety-sensitive employees. The policy was reviewed by the FTA Drug and Alcohol Auditors in which they found zero findings for improvement to the new policy.

The policy update was reviewed with Amalgamated Transit Union (ATU) leadership and included discussions on impacted employees, review of the policy, and understanding of the changes that were being made. The changes and update to the policy will be provided to all safety sensitive employees during mandatory training in September 2022.

Non-Safety Sensitive employees will continue to adhere to Metro's Employee Handbook. Changes to this policy will not affect those in non-safety sensitive positions.

Memo re: Drug and Alcohol Policy

Date: September 8, 2022

Page 2

**RECOMMENDATION**

It is recommended that the Central County Transportation Authority approve the adoption of Metro's Safety Sensitive Employee Drug and Alcohol Policy.

**ATTACHMENT**

1. Metro Drug and Alcohol Policy for Safety Sensitive Employees

# METRO

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## Drug and Alcohol Policy for Safety Sensitive Employees

Effective as of [mm/dd/yyyy]

Adopted by: \_\_\_\_\_

Date Adopted: [dd/mm/yyyy]

# Table of Contents

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## I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website <http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect Central County Transportation Authority, hereinafter, "Metro's" policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All Metro employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

**The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Keshia Woodson-Sow no later than five days after such conviction.**

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul, and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.



### 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times.

Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing, or continuing to perform, safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

### 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result, or test refusal, the employee will be immediately removed from safety-sensitive duty and referred to a Substance Abuse Professional.

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

#### Treatment/Discipline

**Any employee who tests positive for drugs or alcohol (BAC at or above 0.04) will be immediately removed from safety sensitive duty and will utilize any paid leave available while completing the appropriate treatment with a Substance Abuse Professional. Treatment by a substance abuse professional is at the employee's expense.**

Following a positive drug or alcohol test (BAC at or above 0.04) for a second time will be grounds for immediate termination.

Following a test refusal, the employee will be removed from safety-sensitive duty and will face immediate termination.

## 5. Circumstances for Testing

### Pre-Employment Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT pre-employment drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when Metro has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance

## FTA Drug and Alcohol Policy – Metro

could have contributed to the accident, as determined by Metro using the best information available at the time of the decision, will be tested.

### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by Metro using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## Return to Duty Testing

Any employee who is allowed to return to safety-sensitive duty after failing or refusing to submit to a DOT drug and/or alcohol test must first be evaluated by a substance abuse professional (SAP), complete a SAP-required program of education and/or treatment, and provide a negative return-to-duty drug test result and/or an alcohol test result of less than 0.02. Any return-to-duty drug testing will be directly observed. All tests will be conducted in accordance with 49 CFR Part 40, Subpart O.

## Follow-up Testing

Employees returning to safety-sensitive duty following a return-to-duty test will be required to undergo unannounced follow-up alcohol and/or drug testing for a period of one (1) to five (5) years, as directed by the SAP. The duration of testing will be extended to account for any subsequent leaves of absence, as necessary. The type (drug and/or alcohol), number, and frequency of such follow-up testing shall be directed by the SAP.

A covered employee may only be subject to follow-up alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be subject to follow-up drug testing anytime while on duty. All follow-up drug tests will be directly observed. All testing will be conducted in accordance with 49 CFR Part 40, Subpart O.

# 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

## Dilute Urine Specimen

If there is a negative dilute test result, Metro will conduct one additional retest. The result of the second test will be the test of record.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

## Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. Metro guarantees that the split specimen test will be conducted in a timely fashion.

## 7. Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by Central County Transportation Authority - Metro.
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to attempt to provide a breath or urine specimen. An employee who does not provide a urine or breath specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient quantity of urine or breath without a valid medical explanation.
- (6) Fail or decline to take a second test as directed by the collector or Metro for drug testing.
- (7) Fail to undergo a medical evaluation as required by the MRO or Central County Transportation Authority - Metro's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed test.
- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions, and referred to a SAP.

## 8. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Drug and Alcohol Compliance Manager- Keshia Woodson-Sow, who will refer the individual to a substance abuse counselor for evaluation and treatment.**



**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

## 9. Prescription Drug Use

**The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to the Drug and Alcohol Program Manager (See Contact information below). Medical advice should be sought, as appropriate, while taking such medication and before performing safety-sensitive duties.**

## 10. Contact Person

For questions about Central County Transportation Authority - Metro's anti-drug and alcohol misuse program, contact the representative for your department at the phone number listed below.

**Keshia Woodson-Sow**  
Director of Operations  
530 North Rose Street  
Kalamazoo, MI 49007  
**269-337-8069**  
Drug and Alcohol Program Manager

**Terecita Potts**  
Senior Operations Supervisor  
530 North Rose Street  
Kalamazoo, MI 49007  
**269-337-8427**  
Designated Employer Representative- Operations  
Department

**Cindy DeYoung**  
Human Resource Manager  
530 North Rose Street  
Kalamazoo, MI 49007  
**269-337-8421**  
Designated Employer Representative-  
Pre-Employment

**Steve Markus**  
Maintenance Supervisor  
530 North Rose Street  
Kalamazoo, MI 49007  
**269-337-8752**  
Designated Employer Representative- Maintenance  
Department

## Attachment A: Covered Positions

**Operating a revenue service vehicle, in or out of revenue service.**

This category applies to all coach operators and the service lane attendant position.

**Operating a non-revenue vehicle requiring a commercial driver's license.**

No position meets this qualification.

**Controlling movement or dispatch of a revenue service vehicle.**

This category applies to all Senior Operations Supervisors, Operations Supervisors, Safety and Security Manager, and Operations Support Specialist.

**Maintaining (including repairs, overhaul, and rebuilding) of a revenue service vehicle or equipment used in revenue service.**

This category applies all mechanics (Master, A, B, and C levels), Maintenance Supervisors, Deputy Director of Fleet and Facilities, and the Utility Worker.

**Carrying a firearm for security purposes.**

No position meets this qualification.

## Attachment B: Definitions

**Adulterated Specimen:** A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance. Page 7

**Alcohol:** Intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol. Page 4

**Alcohol Concentration (Or Content):** Alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test performed. Page 4

**Alcohol Use:** Consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

**Chain of Custody:** The procedure used to document the handling of the urine specimen from the time the employee gives the specimen to the collector until the specimen is destroyed. This procedure uses the Federal Drug Testing Custody and Control Form (CCF) as approved by the Office of Management and Budget.

**Collection Container:** A container into which the employee urinates to provide the urine sample used for a drug test.

**Collection Site:** A place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.

**Collector:** A person who instructs and assists employees at a collection site, who receives and makes an initial inspection of the specimen provided by those employees, and who initiates and completes the CCF.

**Confirmed Drug Test:** A confirmation test result received by an MRO from a laboratory.

**Consortium/Third Party Administrator (C/TPA):** A service agent that provides or coordinates the provision of a variety of drug and alcohol testing services to employers. C/TPA's typically perform administrative tasks concerning the operation of the employers' drug and alcohol testing programs. This term includes, but is not limited to, groups of employers who join to administer, as a single entity, the DOT drug and alcohol testing programs of its members. C/TPAs are not "employers" for purposes of this part. Page 6

**Designated Employer Representative (DER):** An employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation

processes. The DER also receives test results and other communications for the employer, consistent with the requirements of this part. Service agents cannot act as DERs. Page 9

**Dilute Specimen:** A urine specimen with creatinine and specific gravity values that are lower than expected for human urine. Page 7

**Disabling Damage:** Damage that precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated but would have been further damaged if so operated.

Disabling damage does not include damage that could be remedied temporarily at the scene of the occurrence without special tools or parts; tire disablement without other damage even if no spare tire is available; or damage to headlights, taillights turn signals, horn, or windshield wipers that makes them inoperative. Page 6

**DOT:** The United States Department of Transportation Page 3

**DOT Agency:** An agency (or “operating administration”) of the United States Department of Transportation administering regulations requiring drug and/or alcohol testing. Page 3

**Drugs:** The drugs for which tests are required under this part and DOT agency regulations are marijuana, cocaine, amphetamines, phencyclidine (PCP), and opioids. Page 3

**Employee:** Any person who is designated in a DOT agency regulation as subject to drug testing and/or alcohol testing. The term includes individuals currently performing safety-sensitive functions designated in DOT agency regulations and applicants for employment subject to pre-employment testing. For purposes of drug testing under this part, the term employee has the same meaning as the term “donor” as found on CCF and related guidance materials produced by the Department of Health and Human Services. Page 3

**Employer:** A recipient or other entity that provides mass transportation service or which performs a safety-sensitive function for such recipient or other entity. This term includes subrecipients, operators, and contractors.

**FTA:** The Federal Transit Administration, an agency of the U.S. Department of Transportation. Page 3

**Large Operator:** A recipient or subrecipient primarily operating in an area of 200,000 or more in population.

**Medical Review Officer (MRO):** A person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer’s drug testing program and evaluating medical explanations for certain drug test results. Page 8



**Negative Result:** The result reported by an HHS-certified laboratory to an MRO when a specimen contains no drug or the concentration of the drug is less than the cutoff concentration for the drug or drug class and the specimen is a valid specimen. Page 5

**Primary Specimen:** In drug testing, the urine specimen bottle that is opened and tested by a first laboratory to determine whether the employee has a drug or drug metabolite in his or her system; and for the purpose of validity testing. The primary specimen is distinguished from the split specimen, defined in this section. Page 7

**Positive Result:** The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentrations. Page 4

**Reconfirmed:** The result reported for a split specimen when the second laboratory is able to corroborate the original result reported for the primary specimen. Page 7

**Small Operator:** A recipient or subrecipient primarily operating in an area of less than 200,000 in population.

**Specimen Bottle:** The bottle that, after being sealed and labeled according to the procedures in 49 CFR Part 40, is used to hold the urine specimen during transportation to the laboratory.

**Split Specimen:** In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result. Page 7

**Split Specimen Collection:** A collection in which the urine collected is divided into two separate specimen bottles, the primary specimen (Bottle A) and the split specimen (Bottle B).

**Substance Abuse Professional (SAP):** A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare. Page 4

**Vehicle:** A bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel. A “mass transit vehicle” is a vehicle used for mass transportation. Page 3

**Verified Test:** A drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO. Page 8



Agenda Item: # 8  
Meeting Date: 09/12/22

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** September 1, 2022  
**SUBJECT:** Executive Director Update

**Human Resources**

Five new Coach Operators started a training class on August 22nd. There are 7 additional Coach Operators candidates that are planning to start the next training class on September 19<sup>th</sup>.

Michael Clark was promoted to Operations Support Specialist. This position works with many of the technical components of the Operations Department. Michael was most recently an Operations Supervisor.

**Training**

Metro participated in a joint training drill with Kalamazoo Department of Public Safety and other law enforcement agencies. The drill's focus was responding to a hostage situation on a Metro bus. This drill supports Metro's focus on enhancing safety and security.

**Comprehensive Operational Analysis**

Staff is working to complete information for Foursquare as we approach the week of September 26<sup>th</sup> where the consultant will be in Kalamazoo to present the recommendations for the Comprehensive Operational Analysis. Public meetings that have been established for that week include:

September 26

11:30-1:30 CCTA/KCTA Board Presentation

3:30-5 / 6-7:30 Public Open Houses to be held at Metro

September 27

12:00-2:00 Stakeholder Meeting

**Outreach**

Date	Event
8/30/22	WMU Bronco Bash
9/7, 9/8, 9/13/22	KVCC Vibe Fest
9/9/22	Southwest Michigan First, First & Foremost: (McBride on Transportation Panel)
9/25/22	Parkview Hills Block Party
9/30/22	Stand Down at Salvation Army
10/12/22	Project Connect at Kalamazoo Expo Center

In addition, the Executive Director is participating on the Downtown Events Center Stakeholder sessions led by Discover Kalamazoo and Southwest Michigan First.

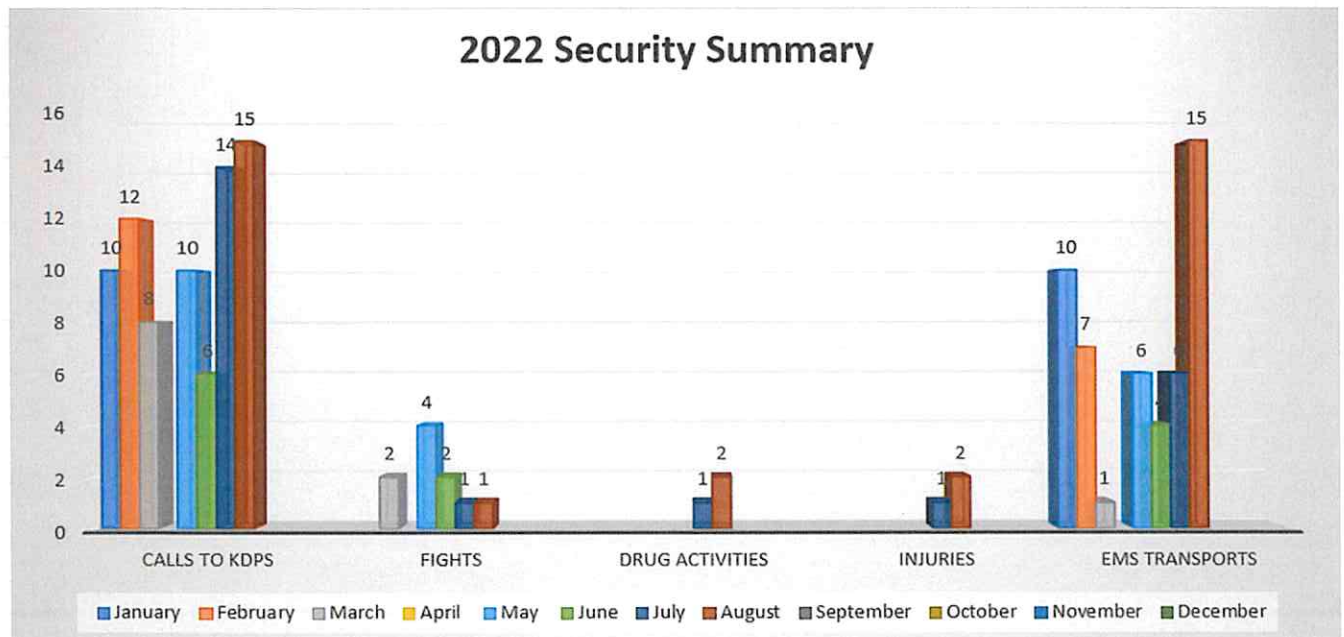


**Board Governance Retreat**

Mr. Eadie, based on the exercises and discussion at the retreat, developed an Action Report Outline. The Governance Steering Committee reviewed the outline at a meeting on August 29th. Key areas of action include: 1) Affirm commitment to high-impact governance; 2) Update governing structure; 3) Systematically and continuously develop capacity and accountability of Boards; 4) Strengthen boardmember engagement through standing committees; and, 5) Ensure a positive and productive Board-Executive Director Partnership. A detailed report and action plan is under development and will be presented to Boards likely at the November meeting.

**KTC Security Reports**

Attached is the August Security Report from Naomi Jones, Operations Supervisor. In addition, staff is working on additional summary information. Following is a chart that tracks incident reporting generated by our security firm – Security Plus.



**Attachments**

1. Metro’s KTC August Security Reports

# August 2022 KTC Security Report

Prepared by: Naomi Jones

Title: Operations Supervisor

## Overview:

During the month of August, the calls to KDPS and EMT transports remain high. Security Plus presented a presence with continuous monitoring throughout the day in the bus bays, Amtrak, and the facility. KDPS presence remained consistent for the month of August, making frequent trips through the facility.

## Activity Summary for August

### KPS Calls –

- 8/1 – trespasser
- 8/2 – stolen bags
- 8/3 – trespasser
- 8/3 – Soiled passenger refusing to exit bus
- 8/3 – Couple causing a disturbance on the bus
- 8/3 – injured man from gunshot
- 8/3 – man jumped in front of Amtrak while at the station
- 8/4 – drug use in the men’s bathroom
- 8/5 – trespasser
- 8/8 – men arguing (getting ready to fight)
- 8/9 – using the bathroom outside
- 8/9 – drug activity
- 8/9 - man passed out in the bathroom
- 8/10 – man using profanity towards people riding the bus
- 8/13 – couple was causing problems and refused to leave KTC
- 8/15 – Miller Bus driver requested a rude and threatening passenger to be removed
- 8/15 – Women washing up in the bathroom was removed from the premises
- 8/17 – male reported a stolen credit card
- 8/20 – passenger was removed for causing problems on the bus

### EMS Calls –

- 8/3 – Soiled passenger
- 8/3 – unresponsive man lying on the ground
- 8/5 – woman having a seizure
- 8/8 - intoxicated woman
- 8/9 – man passed out on the bus
- 8/10 – man needing assistance he could not walk
- 8/11 – lady was passed out in the grass at KTC
- 8/14 – male requested EMT
- 8/22 - male having problem breathing



## August 2022 KTC Security Report

### Page 2

- 8/23 – male having chest pains
- 8/26 – lady walking spraying some form of liquid in another lady's face
- 8/26 – male pulled a knife out on the #14 West Main bus
- 8/26 – KDPS showed up to talk with intoxicated male that was kicked off the train
- 8/27 – fight broke out on #10 Comstock
- 8/29 – situation on the Miller Bus
- 8/31 – KDPS showed up for someone who called about an incident at MLK park

### Other Activities

8/11 – Homeland Security arrived and was observing activities at the KTC.

8/24 – A male laying on the ground in front of the bus wanting to die, security talked with the gentleman and asked him if he needed help. He refused but they were able to get him from off the ground.

Walk around the administration building and check all doors are secure and check for loiterers, open intoxicants, marijuana use or individuals using/attempting to use drugs, sleepers and individuals trespassing. Walk the KTC staff to and from there vehicles.

Over site of passengers entering KTC building, boarding Amtrak, Greyhound & Indian Trails along with our inter-city bus arrivals & departures, directing passengers to the proper smoking areas making sure to enforce all rules of conduct.





Agenda Item: # 9a  
Meeting Date: 09/12/22

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared By: Cheryl Pesti, Budget and Accounting Manager  
**DATE:** August 22, 2022  
**SUBJECT:** July 2022 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 \$3,093,975 (41%) of the FY22 millage.
- We have collected \$1,765,940 (68% 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 \$8,000,000 in CARES funds (2020-\$1,500,000; 2021-\$4,500,000; 2022-\$2,000,000).
- The average price for a gallon of diesel fuel in July 2021 was \$2.20 and in July 2022, it was \$4.39. This is a 100% increase.
- Total operating expenditures for Metro year-to-date are 67% of the total budgeted amount.

Attachment:

1. July 2022 Income & Expense Statement



	FY2022 CCTA Board Recommended Budget	July 2022	Year to Date FY 2022	Year to Date % 83%	Monthly Funding %
<b>STATEMENT OF INCOME AND EXPENSE</b>					
<b>Operating Revenue</b>					
<b>Fare Revenue</b>					
Regular Route Cash	566,500	47,977	441,014	78%	5%
Metro County Connect Fares	187,117	35,459	182,588	98%	4%
Specialized Services Fares					
Metro County Connect - Access Fares	147,686	17,996	164,417	111%	2%
Tokens	259,875	20,756	172,094	66%	2%
Pass Sales	200,310	18,555	164,510	82%	2%
WMU Prepaid Fares	1,150,000	0	575,000	50%	0%
Texas Twp/KVCC Prepaid Fares	87,565	22,106	66,318	76%	2%
	<u>2,599,053</u>	<u>162,849</u>	<u>1,765,940</u>	68%	18%
<b>Other Revenue</b>					
Advertising	120,200	5,000	61,295	51%	1%
Intermodal Operations	136,000	47,183	136,834	101%	5%
Miscellaneous Revenue	22,800	2,607	115,090	505%	0%
Commission Revenue - Ticket Sales	20,000	2,639	17,320	87%	0%
Interest Income	7,500	630	5,038	67%	0%
	<u>306,500</u>	<u>58,059</u>	<u>335,576</u>	109%	6%
Urban Millage (CCTA)	4,589,014	12,314	1,514,527	33%	1%
County-wide Millage (KCTA)	3,003,310	4,881	1,579,447	53%	1%
MDOT - Operating	5,013,610	430,883	4,292,851	86%	47%
FTA - Operating	4,147,774	0	2,018,998	49%	0%
Provision for Depreciation	3,200,000	247,728	2,531,535	79%	27%
<b>TOTAL OPERATING REVENUE</b>	<u>22,859,261</u>	<u>916,715</u>	<u>14,038,876</u>	61%	100%
<b>Operating Expenses by Division</b>					
Administration/Overhead	7,217,341	371,750	3,874,932	54%	
Kalamazoo Transportation Center Operations	783,839	53,566	581,274	74%	
Maintenance	3,188,711	198,358	2,402,107	75%	
Operations	7,467,798	545,577	5,249,456	70%	
Metro Connect	4,832,897	403,420	3,596,403	74%	
Metro Share	63,642	3,373	38,865	61%	
<b>TOTAL OPERATING EXPENSE</b>	<u>23,554,228</u>	<u>1,576,044</u>	<u>15,743,036</u>	67%	
<b>NET (UNFUNDED) BALANCE for period</b>	<u>(694,967)</u>	<u>(659,329)</u>	<u>(1,704,161)</u>		



Agenda Item: #9b  
Meeting Date: 09/12/22

Connecting People Throughout  
Kalamazoo County

**TO:** Central County Transportation Authority and Kalamazoo County Transportation Authority  
**FROM:** Sean McBride, Executive Director  
 Prepared By: Kathy Schultz, Planning and Development Manager  
**DATE:** September 8, 2022  
**SUBJECT:** July 2022 Information Summary Report

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

**BACKGROUND**

Monthly Ridership				
	Bus	Metro Connect	Metro Share	System Total
FY22	108,641	9,179	2,432	120,252
FY21	111,485	8,669	1,235	121,389
Difference	-2,844	+510	+1,197	-60
% Change	-2.55%	+5.88%	+96.92%	-.94%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 21-Sept 22 System Total
FY22	1,103,605	92,768	14,837	1,212,696
FY21	1,157,859	69,832	2,980	1,230,947
Difference	-54,254	+22,936	+11,857	-18,251
% Change	-4.69%	+32.84%	+397.89%	-1.48%

**WHEELCHAIR LIFT/RAMP INCIDENT REPORT** – July 2022

Passengers in mobility devices for the month of July 2022 were 673. There were no incidents that involved a ramp/lift during this month.

**WMU STUDENT RIDERSHIP REPORT** – July 2022

For the month of July 2022 there were 12,401 passenger trips for WMU.

**DEMAND/RESPONSE MONTHLY SUMMARY REPORT** – July 2022

For the month of July 2022 there were 9,179 passenger trips on Metro Connect. This is a total of 92,768 passenger trips for fiscal year 2022.





METRO  
RIDERSHIP ANALYSIS  
July, 2022

Route #	Route	Month to Date				Year to Date							
		# of Rides		Rides per hour		Increase / decrease		# of Rides		Increase / decrease			
		FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21		
01	Westmedge	16,264	16,409	-0.88%	23.92	23.71	0.89%	139,035	169,023	-17.74%	24.01	27.24	-11.85%
02	Portage	7,425	5,623	32.05%	16.96	13.76	23.29%	60,151	73,283	-17.92%	16.21	20.19	-19.70%
03	West Michigan	4,262	4,443	-4.07%	9.72	10.78	-9.80%	43,035	43,393	-0.83%	11.63	11.67	-0.37%
04	Oakland	3,946	3,891	1.41%	9.00	9.49	-5.14%	37,152	38,304	-3.01%	9.93	10.53	-5.66%
05	East Main	3,285	5,300	-38.02%	14.88	12.98	14.60%	33,103	54,390	-39.14%	17.76	15.46	14.88%
06	Parchment	5,307	6,033	-12.03%	12.57	14.56	-13.63%	51,523	52,493	-1.85%	14.03	14.55	-3.59%
07	Alamo	6,347	8,103	-21.67%	15.22	19.76	-22.99%	66,103	69,800	-5.30%	18.06	19.20	-5.93%
08	Egleston	4,916	4,983	-1.34%	11.22	12.17	-7.85%	45,883	52,194	-12.09%	12.34	14.36	-14.09%
09	Gull Road	10,797	11,429	-5.53%	15.92	15.11	5.34%	89,958	119,772	-24.89%	16.10	18.71	-13.96%
10	Comstock	4,077	3,581	13.85%	9.30	8.74	6.42%	34,766	43,232	-19.58%	9.31	11.89	-21.73%
11	Stadium Drive	5,672	7,041	-19.44%	12.97	17.19	-24.57%	61,165	68,444	-10.63%	16.38	18.82	-12.98%
12	Duke	522	0	-	4.36	0.00	-	8,974	173	5087.28%	7.46	0.00	-
13	South Burdick	6,488	8,605	-24.60%	14.80	20.98	-29.45%	60,550	77,780	-22.15%	16.32	17.08	-4.44%
14	West Main	11,597	9,374	23.71%	17.10	22.85	-25.18%	91,963	84,100	9.35%	16.93	22.91	-26.12%
15	Paterson	2,469	2,723	-9.33%	11.22	6.64	69.02%	22,289	56,854	-60.80%	12.17	16.14	-24.57%
16	Lovell	9,818	6,958	41.10%	14.33	16.96	-15.49%	103,568	74,342	39.31%	19.02	16.26	16.99%
19	Ring	615	3,399	-81.91%	2.32	0.00	-	28,620	9,775	136.06%	11.93	0.00	-
21	Solon/Kendall/Lafayette	0	0	-	0.00	0.00	-	28,724	9,725	67.54%	13.72	9.14	50.11%
25	Parkview	796	2,512	-68.31%	1.69	0.00	-	57,470	12,751	350.71%	13.21	0.00	-
26	West Centre	2,223	330	573.64%	5.44	0.84	547.84%	22,467	26,882	-16.42%	6.30	7.77	-18.96%
27	East Romance	1,815	748	142.65%	4.29	1.88	128.23%	16,678	21,149	-21.14%	4.62	6.03	-23.31%
30/31	WMU Shuttle	0	0	0.00%	-	0.00	-	428	-	-	9.44	0.00	-
	<b>Total Fixed Route</b>	<b>108,641</b>	<b>111,485</b>	<b>-2.55%</b>	<b>12.41</b>	<b>14.72</b>	<b>-15.71%</b>	<b>1,103,605</b>	<b>1,157,859</b>	<b>-4.69%</b>	<b>14.42</b>	<b>15.53</b>	<b>-7.18%</b>

Metro County Connect												
Demand-Response	9,179	8,669	5.88%	1.83	1.83	0.26%	92,768	69,832	32.84%	2.12	1.51	40.35%
ADA Trips	3,818	3,197	19.42%	1.88	1.84	2.37%	38,408	22,497	70.72%	2.14	1.54	39.18%

Specialized Service	2,432	1,235	96.92%	15.76	11.00	43.31%	14,837	2,980	397.89%	7.79	7.48	4.19%
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Charters	0	0	N/A	0	0.00	N/A	0	0	N/A	0	0	N/A
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<b>Total Services</b>	<b>120,252</b>	<b>121,389</b>	<b>-0.94%</b>	<b>8.77</b>	<b>9.77</b>	<b>-10.23%</b>	<b>1,212,696</b>	<b>1,230,947</b>	<b>-1.48%</b>	<b>9.92</b>	<b>10.15</b>	<b>-2.29%</b>
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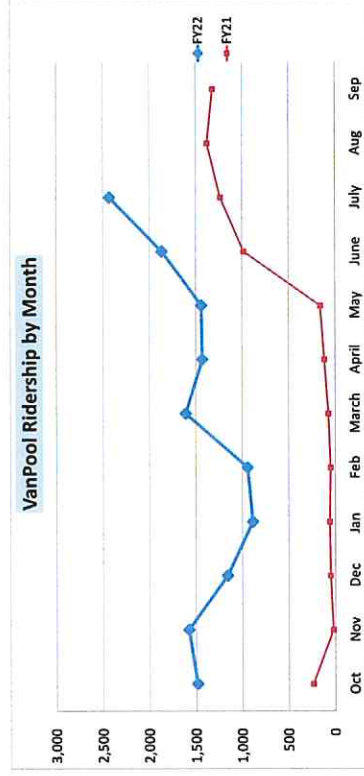
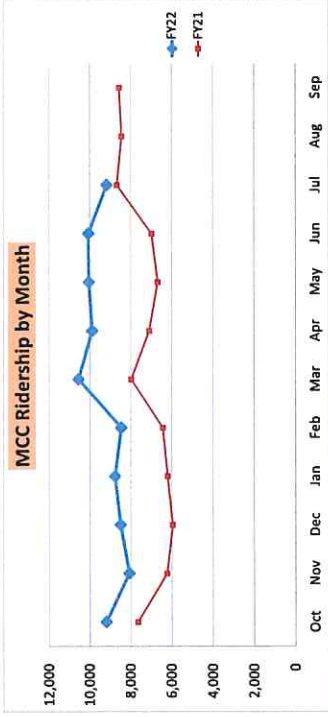
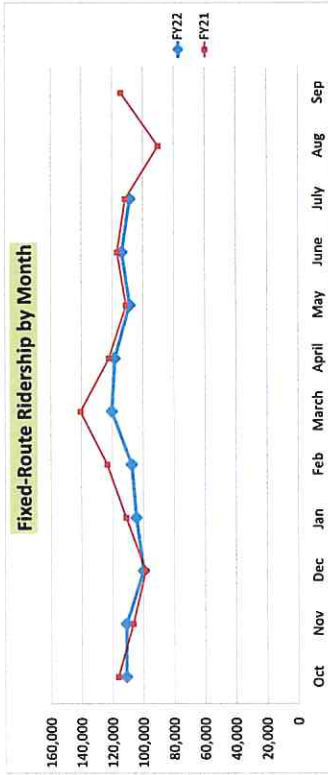
Other Data	Month to Date				Year to Date			
	# of Rides		Increase / decrease		# of Rides		Increase / decrease	
	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21
WMU	12,401	-	0.00%	222,399	-	0.00%	-	-
KVCC	207	-	0.00%	3,453	-	0.00%	-	-
Transfers	43,011	-	0.00%	361,967	-	0.00%	-	-
Wheelchair	673	428	57.24%	3,549	454	681.72%	-	-
Bikes	1,469	3,682	-60.10%	9,035	11,449	-21.08%	-	-
Youth Mobility	1,597	-	0.00%	14,141	-	0.00%	-	-

Metro FY 2022  
JULY, 2022

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	108,775	113,729	108,641	90,114	114,200
FY21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	114,200

MCC	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY22	9,202	8,077	8,502	8,773	8,466	10,556	9,891	10,049	10,073	9,179	8,433	8,557
FY21	7,651	6,217	5,951	6,197	6,430	7,970	7,093	6,678	6,976	8,669	8,433	8,557

VanPool	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	1,486	1,579	1,161	886	943	1,612	1,431	1,441	1,866	2,432	1,376	1,317
FY21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317





Metro FY 2022  
**JULY, 2022**

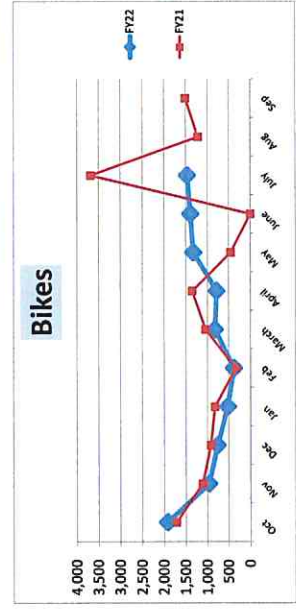
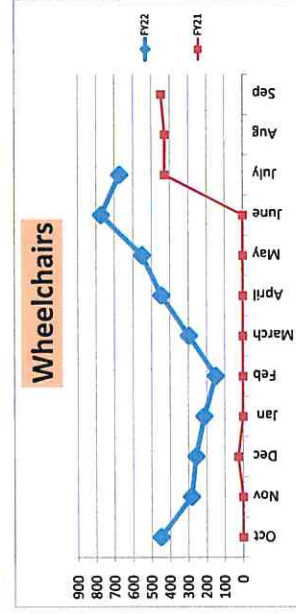
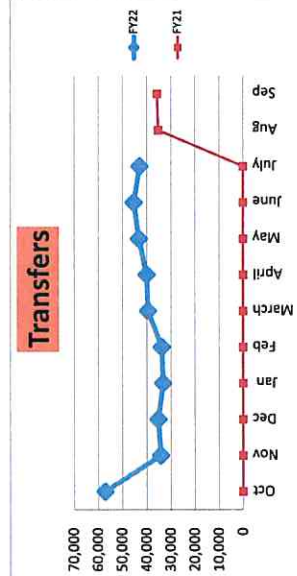
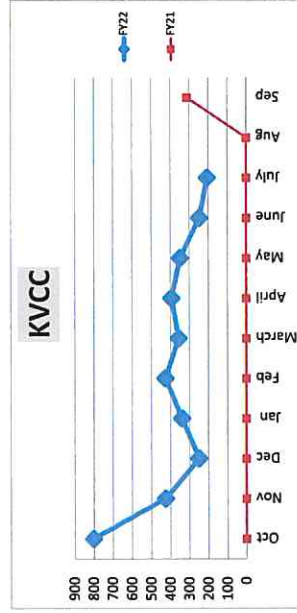
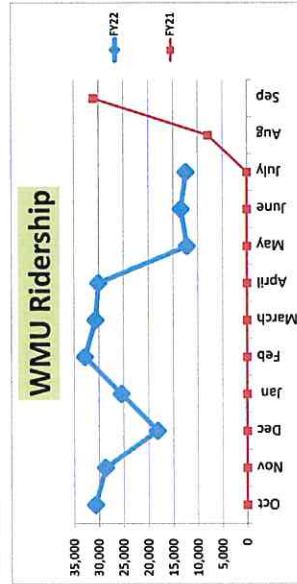
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
WMU	30,701	28,672	18,218	25,443	32,823	30,670	30,067	12,180	13,404	12,401	7,884	31,015
FY22	0	0	0	0	0	0	0	0	0	0	0	0
FY21	0	0	0	0	0	0	0	0	0	0	0	0

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
KVCC	803	426	250	340	427	357	395	350	248	207	0	311
FY22	0	0	0	0	0	0	0	0	0	0	0	0
FY21	0	0	0	0	0	0	0	0	0	0	0	0

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Transfers	57,199	34,239	35,282	33,321	33,854	39,559	40,102	43,261	45,400	43,011	35,215	35,724
FY22	0	0	0	0	0	0	0	0	0	0	0	0
FY21	0	0	0	0	0	0	0	0	0	0	0	0

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Wheelchairs	450	284	259	214	150	298	447	552	774	673	427	447
FY22	0	0	26	0	0	0	0	0	0	428	427	447
FY21	0	0	0	0	0	0	0	0	0	0	0	0

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Bikes	1,924	969	762	525	382	824	785	1,326	1,395	1,469	1,217	1,510
FY22	1,720	1,117	923	826	327	1,045	1,352	450	0	3,662	1,217	1,510
FY21	0	0	0	0	0	0	0	0	0	0	0	0



Metro FY 2022  
July, 2022

YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY22	124,496	246,574	321,814	467,414	584,243	716,785	846,511	966,776	1,092,444	1,103,605		
FY21	124,228	237,050	341,499	458,799	588,630	737,351	866,812	984,875	1,109,558	1,230,947	1,330,870	1,454,944

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Fixed-Route	-4.52%	-0.41%	0.14%	1.88%	-3.97%	-6.09%	-5.65%	-5.21%	-4.91%	-4.69%		
MCC	20.27%	24.60%	30.08%	32.82%	65.36%	105.93%	33.59%	35.67%	36.67%	32.84%		

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Vanpool	527.00%	1657.14%	1267.64%	1289.13%	1545.38%	1983.42%	1406.29%	1281.26%	610.89%	387.89%		

