



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
August 9, 2021
Regular Meeting**

Electronic Meeting

Participate through this Zoom Link:
<https://us02web.zoom.us/j/86030036552>

Or by calling: 1-312-626-6799
(See the last page of this packet for more detailed instructions on how to participate)

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, September 13, 2021 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, August 9, 2021 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve August 9 th Agenda and CCTA/KCTA Minutes of July 12, 2021 *	Roll Call	Roll Call
3.	Public Comment		
4.	Presentation from CCTA/KCTA Attorney Jeffrey Ammon Regarding Millage Education and Advocacy*		
5.	Presentation of Proposed CCTA FY 2022 and FY 2023 Budgets*		
	a. Request to Adopt a Resolution to Schedule a Public Hearing to Receive Comments Regarding CCTA FY 2022 and FY 2023 Budgets*	Roll Call	Roll Call
6.	Consideration to Approve Foursquare ITP to Conduct Comprehensive Operations Analysis Study*	Roll Call	Roll Call
7.	Consideration to Purchase Bus Fresh Air Retrofit Kits from Gillig*	Roll Call	Roll Call
8.	Consideration to Workers Compensation Insurance with Accident Fund Insurance*	Roll Call	Roll Call
9.	Consideration Regarding CCTA and KCTA Policies*		
	a. Consideration to Rescind All Previously Adopted CCTA Policies		Roll Call
	b. Consideration to Rescind all Previously Adopted KCTA Policies	Roll Call	



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	c. Consideration to Adopt Newly Created CCTA and KCTA Policies	Roll Call	Roll Call
10.	Report from Executive Director*		
	a. Monthly Financial Report*		
	b. Monthly Ridership Reports*		
11.	Subcommittee Reports		
	a. Executive Committee - Joint		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee – Joint*		
	d. Millage Subcommittee - Joint		
	e. Pension Board		
	f. KATS		
	g. Local Advisory Committee (LAC)		
	h. Policy Subcommittee		
12.	Chairperson's Report		
13.	Public Comment		
14.	Members' Time		
15.	Adjournment	Roll Call	Roll Call

*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.

Meeting Minutes
CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
July 12, 2021

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, David Miller, Katie Shafer, Jodie Lynch, Barbara Blissett
Others Present: Andrew Haan, Steve Vincenzi, Jim Anderson, Steve Brown, Meg Blinkiewicz, Mike Kosciuk, Steve Stepek, Adam Charette, Melinda Vanderbilt, Felicia Anderson, Devin Hillman, Earl Cox, Sr.

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, July 12, 2021 at 11:30 a.m. This meeting was held as an electronic meeting under the authority of Senate Bill 1246 adopted December 15, 2020, Amending the Open Meetings Act for Participation in Public Meetings." *Please note in attendance that location in parenthesis is location where member was participating during meeting in compliance with Michigan requirements for remote attendance for a public meeting.*

1.) KCTA ROLL CALL

*KCTA Members Present: Curtis Aardema (City of Portage), Jeff Breneman (City of Kalamazoo), Tafari Brown (Comstock Township), Dusty Farmer** (City of Portage), Martin Janssen (Grand Rapids), Aditya Rama (City of Kalamazoo), Sam Urban* (City of Portage), Greg Rosine (City of Kalamazoo)*

KCTA Members Absent: Tim Sloan

**Sam Urban joined the meeting at 11:37 am*

***Dusty Farmer left the meeting at 12:10 pm*

1.) CCTA ROLL CALL

CCTA Members Present: Curtis Aardema (City of Kalamazoo), Rob Britigan (Comstock Township), Chris Burns (City of Portage), Dusty Farmer** (City of Portage), Martin Janssen (Grand Rapids), Garrylee McCormick (City of Kalamazoo), Lisa Moalery (Kalamazoo Township), Jim Pearson*** (City of Portage), Randy Thompson (Comstock Township), Greg Rosine (City of Kalamazoo)*

CCTA Members Absent: None

**Chris Burns joined the meeting at 11:35 am*

***Dusty Farmer left the meeting at 12:10 pm*

****Jim Pearson left the meeting at 12:30 pm*

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

The consensus of the Boards was to approve the KCTA and CCTA joint CCTA/KCTA meeting agenda for July 12, 2021 and meeting minutes of June 14, 2021.

3.) PUBLIC COMMENTS

Earl Cox Sr. commented on the necessity for drivers to have passes at WMU for use of the restroom facilities.

4.) DOWNTOWN KALAMAZOO PARTNERSHIP AMBASSADORS PROGRAM

Exec. Dir. McBride introduced Andrew Haan and Adam Charette who provided a presentation of the newly created Kalamazoo Partnership Ambassadors Program. This program launched in May 2021 with the intent to clean public spaces, provide customer service to downtown visitors and other value-added services. They said the program was taking a proactive approach to welcoming visitors to Kalamazoo and assisting them with various inquiries as well as helping to make Kalamazoo a city that people look forward to visiting or possibly live in.

McCormick stated he had seen the Ambassadors at work and commended Haan for how hard they were working and how friendly they are to everyone. He said he really appreciated their efforts.

5.) CCTA PENSION VALUATION AND CITY OF KALAMAZOO OPEB VALUATION REPORTS

Dep. Dir. Vlietstra introduced Jim Anderson and Mike Kosciuk from GRS Consulting who presented the CCTA Pension Plan Annual Actuarial Valuation Report as of December 31, 2020.

Jim Anderson guided the Boards through the PowerPoint regarding the CCTA's Pension Plan Annual Actuarial Valuation Report and Mike Kosciuk presented the Post Retirement Welfare Benefits Plan. (A copy of the PowerPoint presentation is included with the minutes of the meeting.)

Burns summarized that what the Board wants to do is contribute something of a level amount every year to be a steady amount so we can run normal operations and pay down any liabilities over time or make the contributions we need to make. He said on the pension side of things, we historically have not had to pay anything, and it has been a zero item in our budget. In the past the pension has been overfunded and starting this year it will start to diminish and we will need to be making the normal employer costs somewhere in the neighborhood of \$700,000. Burns said as boardmembers we should be thinking each year \$70,000 should be included in the budget, for the next ten years, to cover the costs.

Burns commented on the OPEB side there is a really significant change due to the changes made by the City of Kalamazoo. He said within the last year we went from a \$13 million liability down to a \$2 million liability. Burns said coming from the OPEB side the financial picture was really good in the sense that monies from operating costs would not be needed to pay off healthcare liabilities.

Chair Rosine thanked Anderson and Kosciuk for their presentations stating it was important information to know when approaching the FY 2022-2023 CCTA budget deliberations.

5a.) OPEB UNDERFUNDED STATUS WAIVER

Dep. Dir. Vlietstra commented that Metro's Other Post-Employment Benefits (OPEB) retiree healthcare plan is pooled in with the City of Kalamazoo. He said this is the second year we have had to seek a waiver from the State Treasurer because the funding level on the OPEB fell below 40% back in September of 2019 and 2020 at the end of our fiscal year. Dep. Dir. Vlietstra said the State was accepting waivers for non-primary governments that have a contribution of less than 12%.

In response to a question of the necessity for this waiver Vlietstra said that it is necessary to avoid underfunded status for providing the retirees qualified healthcare expenses.

A motion was made to approve the OPEB Underfunded Status Waiver.

Motion: McCormick/Aardema Support: Britigan/Janssen
Motion carried by roll call vote.

*Ayes: Aardema, Breneman, Britigan, Brown, Burns, Farmer, Janssen,
 McCormick, Moaiery, Pearson, Rama, Urban, Thompson, Rosine*
Nays: None
Absent: Sloan

6.) KALAMAZOO PUBLIC SCHOOLS AND KYD NETWORK YOUTH MOBILITY AGREEMENT

Planning/Development Manager Kathy Schultz presented the highlights of the Youth Mobility Agreement since its beginning in 2019. She said Metro staff had been meeting prior to Covid-19 and student bus passes had to stop in March 2020 due to the pandemic. Since then, they have continued to meet and included KYD Net to assist with and working with students and the identification of security protocols. Schultz said as the program moves forward, bus passes will be distributed within the next several months as the schools begin to open.

Meg Blenkeiwicz, KYD Net, commented that she was looking forward to successful year and having the 400 KPS students riding the bus with the youth ambassadors providing a successful ridership plan to assist them.

Steve Brown, City of Kalamazoo, shared that the City with the Foundation for Excellence (FFE) was excited to be a part of the program.

Schultz responded to various questions from the Boards regarding the program.

A motion was made by KCTA and CCTA to approve a one-year Youth Mobility Fund Project Services Agreement with Kalamazoo Public Schools and KYD Network and authorize the Executive Director to execute all related documents on behalf of CCTA.

Motion: Urban/Aardema Support Thompson/Moaiery
Motion carried by roll call vote.

*Ayes: Aardema, Breneman, Britigan, Brown, Burns, Janssen, McCormick,
 Moaiery, Pearson, Rama, Urban, Thompson, Rosine*
Nays: None
Absent: Farmer, Sloan

7.) CONSIDERATION OF KCTA MILLAGE BALLOT LANGUAGE

Exec. Dir. McBride stated that while developing this language the millage rate was considered by the Finance Subcommittee and the Board gave a general direction to offer a pure millage renewal rate of 0.3124 mills. He said the original millage rate five years ago was 0.315 but has since been reduced by the State of Michigan Headley Amendment. Exec. Dir. McBride noted that since the discussion at the last meeting and with the Finance Subcommittee, the ballot language had been changed slightly: 1) add the words "continue to levy a tax..." 2) the KCTA provides on demand public transportation van services to all Kalamazoo County through the Metro Connect Program.) He said these changes were made to provide more clarity for the voters.

A motion was made by the KCTA to adopt Resolution 21-002 Transportation Millage Request for 2021.

Motion: Janssen Support: Urban
Motion carried by roll call vote.

Ayes: Aardema, Breneman, Brown, Janssen, Rama, Urban, Rosine
Nays: None,
Absent: Farmer, Sloan

8.) CCTA/KCTA ETHICS AND VALUES POLICY

Exec. Dir. McBride stated CCTA/KCTA Ethics and Values Policy was offered for first reading at the June 14th meeting and was now up for final adoption.

A motion was made by the KCTA and CCTA to adopt Policy No. 1.04 Ethics and Values.

Motion: Janssen/Britigan Support: Aardema/McCormick
Motion carried by roll call vote.

Ayes: Aardema, Breneman, Britigan, Brown, Burns, Janssen, McCormick, Moaiery, Rama, Urban, Thompson, Rosine
Nays: None
Absent: Farmer, Pearson, Sloan

9.) EXECUTIVE DIRECTOR REPORT

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

- Human Resources
- Service Updates
- Retirements
- Hires
- KTC Security Reports
- Emergency Services
- Monthly Ridership Reports

Attached to the minutes is the summary memo provided to the Boards.

Exec. Dir. McBride commented that the front doors on the buses were opened for boarding and as of August 2nd, Metro will be resuming the collection of fares.

10.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda.

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – Aardema commented that boardmembers could review the documents provided for their presentations and begin contacting their assigned jurisdictions to reserve a spot on the meeting agenda. He reminded everyone to check the format that the local governments are using to conduct their meetings.

Chair Rosine encouraged boardmembers to ask for support of the upcoming millage election either as a governmental unit or personally.

Pension Board – Did not meet.

Policy Update Subcommittee (Joint with KCTA) – Brown reported that the subcommittee had met to review the final drafts for presentation to the Boards and approval of first reading.

A motion was made by the KCTA and CCTA to offer for first reading the KCTA and CCTA policies as recommended by the Policy Subcommittee as presented.

*Motion: Aardema/Thompson Support: Urban/McCormick
Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Britigan, Brown, Burns, Janssen, McCormick,
Moaiery, Rama, Urban, Thompson, Rosine
Nays: None
Absent: Farmer, Pearson, Sloan*

Prior to the vote, Britigan asked before final adoption, Policy No. 1.07 Board Attendance, that this policy follows the Boards' bylaws.

KATS Policy Committee – Aardema reported on the ongoing road projects in process.

Millage Subcommittee – Urban reported the subcommittee had met to finalize the ballot language and they also discussed marketing strategies.

Local Advisory Committee (LAC) – No Meeting

11.) CHAIRPERSON REPORT – Chair Rosine asked that prior to the August 9th meeting consideration be given to meeting in-person at Metro. He said he would evaluate the latest reports on the pandemic and what other governmental units are doing prior to the next meeting before making a final decision.

12.) PUBLIC COMMENT – Felicia Anderson commented on the safety of the drivers and the removal of the barriers.

Earl Cox, Sr. commented that due to having to monitor and remind passengers of the mask policy that is considered a hazard to the drivers and should result in hazard pay. He also commented on the overtime being forced on some of the drivers.

Devin Hillsman stated drivers are being put at risk with the current situation of no barriers, masks being worn inappropriately and forced overtime.

13.) MEMBERS TIME – Burns inquired about the Comprehensive Operational Analysis and was told that proposals for the project were due that day.

Thompson stated Comstock Township had returned to in-person meetings.

14.) ADJOURNMENT

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

Motion: Urban/Burns Support: Aardema/Janssen

Motion carried by roll call vote.

Ayes: Aardema, Breneman, Britigan, Brown, Burns, Janssen, McCormick, Moaiery, Rama, Urban, Thompson, Rosine

Nays: None

Absent: Farmer, Pearson, Sloan

The meeting adjourned at 1:03 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



Connecting People Throughout
Kalamazoo County

Agenda Item # 4 Meeting Date 08/09/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: Millage Education and Advocacy Update
DATE: July 29, 2021

RECOMMENDATION

CCTA/KCTA attorney Jeffrey Ammon will be present to provide the Boards a millage education and advocacy update for the November 2nd Transit Millage election.

RECOMMENDATION

This will be informational, and no action required.

CCTA/KCTA A Short Walk-Through Millage Campaign Do's and Don'ts

- **The Big No-No** (in Michigan's Campaign Finance Act): you cannot use public resources to advocate a position on a ballot proposal.
 - Two parts to a violation: 1) **using public resources** plus 2) **advocacy**.
- So it's OK to do one without the other.
 - OK to use public resources if you aren't advocating a position (your factual newsletter)
 - OK to advocate a position if you aren't using public resources to do so (use your own money, on your own time, and express your personal view of how someone should vote)
- Let's test ourselves:
 - A CCTA newsletter says "Vote yes to avoid reductions in bus service"?
 - A CCTA newsletter says "Your no vote will reduce Kalamazoo bus service"? (assume that is actually what you plan to do if the millage fails)
 - A CCTA board member, while a guest on a radio station, urges viewers to vote "yes". (Any difference if it is a full-time CCTA employee?)
 - CCTA employees and board members, on their own time, hand out "vote yes" flyers in neighborhoods
 - CCTA employees are given paid time off for the purpose of working for a "vote yes" campaign committee.
 - CCTA's website contains a link to a campaign committee's website that advocates a "yes" vote.
 - CCTA allows a pro-millage campaign group to use this board room for a rally.
 - During public comment period at a board meeting, CCTA allows a Friends of Transit representative to urge everyone present to vote "yes".
- Of course, the Michigan law lists some exceptions to the "no public resources for advocacy" ban. One interesting one: the ban does not apply to *"the expression of views by an elected or appointed public official who has policy-making responsibilities"*.
- What about that 2016 gag rule? You may remember the 2016 amendment banning public officials, for the 60 days just before an election, from making **any** communications that even **reference** the upcoming election. A federal court permanently enjoined it from being effective, on First Amendment grounds.

Jeffrey S. Ammon
Miller Johnson
Revised 8/2/2021



Agenda Item # 5
Meeting Date 08/09/21

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: July 26, 2021
SUBJECT: Proposed Fiscal Year 2022 and 2023 Budgets

BACKGROUND

The Fiscal Year 2022 and Fiscal Year 2023 Budgets will be introduced at the meeting. Components will include the following:

- a. The Proposed Fiscal year 2022 and 2023 Budgets are attached. The Budget document includes a memo from the Executive Director that introduces the budgets. There is also relatively detailed information on revenues and organizational division expenses contained within the budget document.
- b. Staff will present a PowerPoint to provide an overview of the CCTA budget, the process to Board adoption and will identify key components/highlights of the FY 2022 and FY 2023 Budgets.
- c. The Finance Subcommittee met on July 13, 2021 to review the proposed budgets.
- d. A Public Hearing is requested to be set on September 13, 2021 to receive any public comments on the Proposed Budgets. Adoption of the budgets can occur after the Public Hearing on September 13th or at the next meeting scheduled for September 27, 2021.
- e. Small group meetings are planned to be offered prior to adoption of the budget. Two sessions will be held Thursday, August 26 at 9 am or Wednesday, September 1 at noon. These voluntary meetings are an opportunity for CCTA/KCTA Boardmembers to ask more detailed questions to staff about the budgets. The meetings will be posted for compliance with the Michigan Open Meetings Act to avoid any quorum issues.

RECOMMENDATION

Adopt the Resolution to set a Public Hearing to Receive Comment on Fiscal Year 2022 and 2023 Budgets for the CCTA meeting of September 13, 2021.

Attachments:

- 1. Proposed Fiscal Year 2022 and 2023 Budgets (Separate item on agenda website)
- 2. Resolution Setting a Public Hearing Regarding Fiscal Year 2022 and 2023 Budgets

CENTRAL COUNTY TRANSPORTATION AUTHORITY

RESOLUTION: 21-003

**A RESOLUTION SETTING A PUBLIC HEARING TO CONSIDER THE PROPOSED
FISCAL YEAR 2022 and FISCAL YEAR 2023 BUDGETS FOR THE
CENTRAL COUNTY TRANSPORTATION AUTHORITY**

WHEREAS, Article 7, Section 32 of the 1963 Constitution of the State of Michigan requires the holding of a hearing on any budget of local units empowered to prepare budgets of estimated expenditures and revenues; and

WHEREAS, MCL 141.412 requires that a notice of such hearing be given by publication in a newspaper of general circulation at least six (6) days prior to such hearing; and

NOW, THEREFORE BE IT RESOLVED that a hearing will be held on the proposed 2022 and 2023 Budgets for the Central County Transportation Authority at or after 11:30 a.m., local time, on September 13, 2021 and notice of said hearing shall be published at least six (6) days prior to said hearing in the following form:

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
NOTICE OF BUDGET HEARING**

Notice is hereby given that the Board of Directors of the Central County Transportation Authority (CCTA) will conduct a public hearing on the proposed FY 2022 and 2023 Budgets on September 13, 2021 at or after 11:30 a.m. local time. Details to participate are provided on the meeting agenda located on the website. A copy of the said budget is available for inspection at the CCTA office, 530 N. Rose Street, Kalamazoo, MI 49007 and for viewing on the website www.kmetro.com.

The Resolution was offered by _____ and supported by _____

AYES:

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

CERTIFICATE

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Central County Transportation Authority at a regular meeting held August 9, 2021 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Barbara A. Blissett, Clerk – CCTA



Connecting People Throughout
Kalamazoo County

Agenda Item # 6
Meeting Date: 08/09/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Kathy Schultz, Planning and Development Manager
DATE: July 29, 2021
SUBJECT: Consultant Recommendation for Comprehensive Operational Analysis

BACKGROUND

In 2010, a Comprehensive Operational Analysis (COA) was completed by Perteet to review the current transit system and recommend changes for improvement to routes. A number of the recommended changes were made to the system over the next several years including Sunday and night service.

The 2021 Comprehensive Operational Analysis Request for Proposals was issued on June 16. The scope of work included:

- Looking at service efficiency and effectiveness;
- Evaluation of passenger facilities and amenities such as new transfer centers and shelters;
- Service growth recommendations within the community; and
- Cost neutral, short-term, and long-term service plans and financial projections.

DISCUSSION

Three proposals were submitted by the July 12 deadline. The review team for the proposals included Greg Vlietstra, Deputy Director of Support Services; Kathy Schultz, Planning and Development Manager; Keisha Woodson-Sow, Senior Operations Supervisor; and Steve Stepek, Executive Director for the Kalamazoo Area Transportation Study.

Consulting proposals and studies are scored differently than bids taken for equipment. The COA was scored based on criteria, including experience with similar projects, approach to understanding the project, capacity to complete work on time, key personnel and qualifications, and the price proposal. Each of the criteria has a weight assigned to it that the consultant is aware of and the team uses when it assigns a ranking of 1 to 4 (Poor to Very Good). References for the proposals were contacted to get feedback on previous analyses done by the consultants.

The review team is recommending Foursquare Integrated Transportation Planning (Foursquare ITP) as the consultant for the 2021 Comprehensive Operational Analysis. They have provided a twelve-month plan for completion of the analysis with a price of \$215,207.92. The review team scored Foursquare ITP higher on personnel completing the project and approach to the understanding of the project. Specifically, Foursquare ITP will be providing a number of outreach activities to gather feedback from the public and riders of the system as well as provide implementable recommendations that have been reviewed and tested before being a part of the final report. Time will be scheduled to meet with the CCTA and KCTA boards as well. A bid tabulation is attached for information.

The consultant is a certified Disadvantage Business Enterprise (DBE) company with the State of Michigan (\$129,827.40 of the total cost). Foursquare ITP has completed similar analyses including the SMART Comprehensive Operational Analysis (Detroit), Muskegon Area Transit System Route Study Comprehensive Operational Analysis, the Battle Creek Transit Master Plan and the Calhoun County Countywide Transit Plan.

Consultant Recommendation for Comprehensive Operational Analysis

July 29, 2021

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They will be partnering with AECOM on the project. AECOM worked with the Kalamazoo Area Transportation Study on the Pedestrian, Greenway and Transit Plan. Both consultants bring local knowledge of Kalamazoo County and surrounding area as well as Metro's existing transit operations.

RECOMMENDATION

It is recommended that the CCTA and KCTA Boards approve a contract with the Foursquare Integrated Transportation Planning (Foursquare ITP) in the amount of \$215,207.92 and authorize the Executive Director to execute documents related to the action on behalf of the organization.

Attachments:

1. Request for Proposals Scoring
2. Bid Tabulation

METRO Request for Qualifications Scoring

Proposal Open: July 12, 2021 @ 3:00 p.m.
 Project: Comprehensive Operational Analysis
 Committee: Kathy Schultz (chair), Keahla Woodson-Sow, Greg Vlotstra, Steve Slapok

Step 1 - Qualification Rating	Nelson Nygaard					SRF Consulting Group					Foursquare Integrated Transportation Planning				
	A	B	C	D	Weight	A	B	C	D	Weight	A	B	C	D	Weight
Experience with Similar Projects	3	4	3	3	81%	2	3	2	2	56%	3	4	3	3	81%
Approach to Understanding the Project	3	3	3	3	75%	3	2	3	3	69%	4	4	4	4	100%
Price Proposal	3	4	4	3	88%	3	4	4	3	88%	2	3	3	2	63%
Capacity to Complete Work on Time	3	3	4	3	81%	3	3	4	3	81%	3	4	4	3	88%
Key Personnel and Qualifications	3	4	3	3	81%	3	3	3	3	75%	4	4	4	4	100%
Average	81%					74%					86%				

Scoring: 1 = Poor 2 = Fair 3 = Good 4 = Very Good

CENTRAL COUNTY TRANSPORTATION AUTHORITY

Proposal Opening: July 12, 2021 @ 3:00 PM

Proposal Ref #: 91896-011.0

Opened by:

Recorded by:

BID TABULATION

THIS IS NOT AN ORDER

Comprehensive Operational Analysis

Attended by: Covid -19 - NO PUBLIC BID OPENINGS

		Nelson/Nygaard	SRF Consulting Group	Foursquare Integrated Transportation Planning
ITEM	DESCRIPTION	TOTAL AMOUNT	TOTAL AMOUNT	TOTAL AMOUNT
1	Completion of Tasks 1 and 2	\$57,460.00	\$79,369.00	\$50,204.40
	Completion of Tasks 3, 4, 5	\$70,821.00	\$46,380.00	\$54,066.40
	Completion of Tasks 6, 7, 8	\$26,075.00	\$47,148.00	\$69,600.76
	Completion of Tasks 9	\$13,492.00	\$7,860.00	\$23,928.64
	Completion of Tasks 10	\$19,651.00	\$19,243.00	\$17,407.72
2	Comprehensive Operational Analysis	\$200,000.00	\$200,000.00	\$215,207.92



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Kalamazoo County

Agenda Item # 7 Meeting Date 08/09/21
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TO: CCTA Board
FROM: Sean McBride, Executive Director
Prepared By: Greg Vlietstra, Deputy Director of Support Services
DATE: July 27, 2021
SUBJECT: Bus Fresh Air Retrofit Kits

BACKGROUND

This proposed sole-source purchase is for 35 bus fresh air retrofit kits from Gillig Corporation, the manufacturer of our bus fleet, for most of our fixed-route bus fleet. Two brochures from Gillig are attached for additional information.

DISCUSSION

This initiative came about through research by management and through joint discussions with the ATU. The purchase of this newer technology took time to develop as there are different kits required for different buses. The fresh air kits cannot be installed in the entire fixed-route fleet of 46 buses. The reason is that the kits only will fit buses manufactured after 2010 or later. With the five new buses scheduled to arrive in November, we should have a total of 40, or 87%, of the fleet equipped with the new fresh air kits by January.

The total price would be \$135,275 for both the front and rear units. The purchase will be 100% grant funded through the federal CARES Act funding of over \$9 million awarded to Metro. With these funds, Metro is positioned and allowed to expedite this purchase.

Due to the national demand of this newer technology and the effects of the pandemic, the kits will not arrive for at least 14 weeks from the time of the purchase order. The installation will be done by Metro maintenance employees.

RECOMMENDATION

It is recommended the CCTA and KCTA Boards approve the purchase of 35 bus fresh air retrofit kits from the Gillig Corporation in the total amount of \$135,275 and authorize the Executive Director to execute documents related to the action.

Attachment

1. Gillig Brochures

GILLIG

GILLIG IS PROUD TO ANNOUNCE **HVAC Fresh Air Retrofit Kits**

Bring fresh outside air into the passenger cabin



Retrofit your bus with an option designed to have the ability to introduce up to 20% fresh air

Retrofit Kit* includes:

- HVAC Air Cleaner Assembly
- Air Filter
- Fresh Air Ducts & Baffles
- Fresh Air Panel Assembly
- Hardware & Fasteners
- Installation Instructions

**Kit part numbers will vary depending on your bus and HVAC configuration.
Please contact your Parts Representative with the serial number(s) for part number and price.*

CONTACT GILLIG PARTS FOR COMPETITIVE PRICING!

Stock up on GILLIG OEM parts, tools, and equipment to minimize downtime.

10.23.2020

GILLIG Parts
25972 Eden Landing Road
Hayward, CA 94545



parts-sales@gillig.com

510.264.5160

GILLIG

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Connecting People Throughout
Kalamazoo County

Agenda Item # 8 Meeting Date 08/09/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Greg Vlietstra, Deputy Director of Support Services
DATE: July 29, 2021
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, we 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.

Because we were 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. Our carrier, 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, we were 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 two 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 \$131,662. This is the third consecutive year with a premium cost decrease. The proposed cost when compared to the premium last year is a decrease of \$27,714, or 17.4%. The price is a decrease of over \$100,000 when compared to 2018.

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 \$131,662 for coverage from October 1, 2021 through September 30, 2022.



Connecting People Throughout
Kalamazoo County

Agenda Item # 9abc
Meeting Date 08/09/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: July 26, 2021
SUBJECT: KCTA/CCTA Board Policies – Rescind and Adoption

BACKGROUND

The KCTA was incorporated in 2007 and has 36 Board adopted policies. The CCTA was incorporated in 2014 and has 11 Board adopted policies. Since 2015 the KCTA and CCTA have been meeting jointly and have worked successfully to function seamlessly.

Based on the recommendation of the Executive Committee, an Ad Hoc Board Policies Review Committee was created at the April meeting of the Boards. Since then, members Aardema, Rama and Urban have been working with staff to review, update and consolidate the policies. They have met five times and after a final review, are providing the attached KCTA and CCTA draft policies for consideration.

The draft KCTA and CCTA Policies were offered for first reading at the meeting of July 12, 2021.

Based on guidance from CCTA/KCTA Attorney Jeffrey Ammon, to avoid confusion, the CCTA and KCTA Boards should each rescind previously adopted policies for each of their Boards, prior to adopting the new set of policies. The list of policies to be rescinded are attached. Please note some items are not rescinded because they are retained as organizational policies or documents.

RECOMMENDATION

The following is recommended for Board action:

1. The Executive Director recommends that the KCTA Board rescind current KCTA Policies as listed in Attachment 1.
2. The Executive Director recommends that the CCTA Board rescind current CCTA Policies as listed in Attachment 2.
3. The Executive Director recommends that the KCTA and CCTA Board adopt Board Policies included in attachment 4.

Attachments

1. Current KCTA Policies to be rescinded
2. Current CCTA Policies to be rescinded
3. Index of recommended KCTA/CCTA Board Policies
4. KCTA and CCTA Board Policies

KCTA POLICIES

(All to be Rescinded August 9, ,2021)

I.	Governance		
	KCTA Mission and Vision Statements	1.00.00	<i>Updated 11/25/13</i>
	Quality Improvement	1.01.00	<i>Adopted 02/25/08</i>
	Role of the KCTA Board	1.02.00	<i>Adopted 02/25/08</i>
	Transparency	1.03.00	<i>Adopted 02/25/08</i>
	Public Input on Service	1.04.00	<i>Adopted 02/25/08</i>
	Soliciting Public Comment Prior to Fare Increase/Service Decrease	1.05.00	<i>Adopted 02/25/08</i>
II.	Board of Directors		
	Formulation of KCTA Board Policies	2.00.00	<i>Updated 01/14/13</i>
	Board Agenda/Minutes/Packet	2.01.00	<i>Adopted 02/25/08</i>
	CCTA/KCTA Board Meeting Remote Attendance	2.02.00	<i>Adopted 06/08/20</i>
		2.02.01	<i>Amended 01/14/21</i>
	Executive Committee	2.02.02	<i>Adopted 11/22/10</i>
	Budget Review Committee	2.02.03	<i>Adopted 07/29/09</i>
	Reimbursement of Board Member Expenses	2.03.00	<i>Adopted 04/14/08</i>
	Board Member Qualifications	2.04.00	<i>Adopted 11/22/10</i>
	Board Member Job Description	2.05.00	<i>Adopted 11/22/10</i>
	Board Member Orientation	2.06.00	<i>Adopted 11/22/10</i>
	Filling Vacancies on the Board	2.07.00	<i>Adopted 11/22/10</i>
	Board Attendance	2.08.00	<i>Updated 3/11/2013</i>
III.	General Administration		
	Freedom of Information Act (FOIA)	3.01.00	<i>Updated 2/08/16</i>
	Legal Counsel	3.02.00	<i>Adopted 09/14/08</i>
	Disadvantaged Business Enterprises	3.03.01	<i>Adopted 11/24/08</i>
	Record Retention	3.04.00	<i>Adopted 02/25/08</i>
	External Audit	3.05.00	<i>Adopted 02/25/08</i>
	Communications with the Media	3.06.00	<i>Adopted 02/25/08</i>
	Contract Mgt. & Development	3.07.00	<i>Adopted 02/25/08</i>
IV.	Financial Management		
	Administrative & Financial Oversight	4.01.01	<i>Adopted 11/22/10</i>
	Budget Approval	4.02.02	<i>Adopted 02/25/08</i>
	Budget Adjustment	4.02.01	<i>Adopted 09/14/09</i>
	Fiscal Year & Annual Reports	4.03.00	<i>Adopted 09/14/09</i>
	Investment of KCTA Funds	4.04.01	<i>Adopted 02/25/08</i>
	Procurement & Bidding	4.05.00	<i>Adopted 02/25/08</i>
	System Reserves (Fund Balance)	4.06.00	<i>Adopted 10/01/08</i>
	Expense Report	4.07.00	<i>Adopted 11/22/10</i>

KCTA POLICIES
(All to be Rescinded August 9, ,2021)

	Petty Cash	4.08.00	<i>Adopted 01/11/11</i>
	Cellular/Wireless Device	4.09.00	<i>Adopted 04/23/12</i>
V.	Personnel		
	Equal Employment Opportunity	5.01.00	<i>Adopted 02/25/08</i>
	Social Security Number Privacy	5.02.00	<i>Adopted 05/09/13</i>
	Employee Handbook	5.03.00	<i>Adopted 01/13/14</i>

CCTA POLICY TABLE OF CONTENTS

I.	Governance		
	Fixed-Route Bus Service to Areas	1.00.00	adopted 12/09/2014 updated 02/11/2019
II.	Board of Directors		
	Attendance Policy	2.00.00	adopted 09/23/2015
	Formulation of CCTA Board Policies	2.01.00	adopted 03/14/2016
	CCTA/KCTA Board Meeting Remote Attendance	2.02.00	adopted 06/08/2020 amended 01/14/21
III.	General Administration		
	Freedom of Information Policy	3.00.00	adopted 02/08/2016
IV.	Financial Management		
	Purchasing Policy	4.00.00	adopted 07/11/2016
	Working Capital Policy (Fund Balance)	4.01.00	adopted 08/08/2016
	Investment Policy	4.02.00	adopted 03/17/2017
	Grant Administration Policy	4.03.00	adopted 06/12/2017
	Clearing House Policy	4.04.00	adopted 07/10/2017

KCTA/CCTA Board Policies
Summary of New Policies; June 10, 2021

Policy #	Board Policy	Adopted	Amended
1	Governance		
1.01	Formulation of Policies		
1.02	Metro Mission and Vision		
1.03	Role of the Boards		
1.04	Ethics and Values	7/12/2021	
1.05	Boardmember Orientation		
1.06	Board Meetings		
1.07	Board Attendance		
1.08	Remote Board Attendance		
1.09	Executive Committee		
1.10	Communications with Media		
1.11	Legal Counsel		
2	General Administration		
2.01	Freedom of Information		
2.02	Record Retention		
3	Service		
3.01	Fixed-Route Bus Service to Areas Outside CCTA Boundaries		
3.02	Soliciting Public Comment Prior to Fare Increase or Service Decrease		
3.03	Advertising on Metro Buses and Metro Facilities		
4	Financial Administration		
4.01	Financial Oversight		
4.02	Working Capital		
4.03	Investment of Funds		
4.04	Automated Clearing House and Electronic Transactions of Funds		
	Board Approved Organizational Programs and Policies	Date Approved	Date Updated
	Employee Handbook	8/8/2016	3/11/2019
	Collective Bargaining Agreement between ATU and CCTA	2/10/2020	
	Pension Plan	10/1/2016	1/1/2020
	Equal Employment Opportunity Program	10/8/2018	
	Disadvantaged Business Enterprise Program	12/14/2018	
	Title VI Program	10/18/2018	
	Purchasing Manual	6/15/2016	
	Grant Administration Policy	6/12/2017	
	Transit Asset Management Plan	9/24/2018	
	Safety and Security Plan	11/9/2020	
	Public Transit Human Services Plan		8/14/2019
	Governing Documents		
	Public Act 196	1986	
	Articles of Incorporation CCTA	8/6/2014	8/20/2019
	Articles of Incorporation KCTA	7/3/2007	
	Bylaws CCTA	3/12/2018	
	Bylaws KCTA	4/9/2018	
	Operating Agreement Between KCTA and CCTA through September 30, 2023	10/1/2020	



BOARD POLICIES

**Sections 1-4
To be adopted on
August 9, 2021**



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

FORMULATION OF BOARD POLICIES

NO: 1.01

PURPOSE

To define the mechanism and procedures by which the KCTA and CCTA Boards develop and review Board policies and procedures.

POLICY STATEMENT

The Executive Director shall recommend, develop, and review Board policies. Policies will be updated as needed to meet objectives and comply with any legal requirements. Existing policies shall be reviewed every three years. New and revised policies shall be brought to the Boards to be reviewed at minimum twice before approval.

PROCEDURES

The Executive Director and/or any Boardmember may recommend a policy or policy revision for consideration. The recommendation will be reviewed by the Executive Director for inclusion of any background research prior to the consideration of the Boards.

Approved policies will be distributed through the Boardmember Binder as well as available on the website at Kmetro.com. It is the responsibility of each Boardmember to be aware of Board policies.

It is the responsibility of the Executive Director to ensure that employees are aware of policies that apply to them.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

MISSION AND VISION

NO: 1.02

PURPOSE

To adopt an organizational Mission and Vision that defines the current environment and guides the strategic focus of the Board and staff.

POLICY STATEMENT

Metro Mission:

To improve quality of life in the community by providing public transportation services that are dependable, convenient, safe, efficient, cost effective, and accessible for all.

Metro Vision:

Metro will become the preferred transportation choice for all.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

ROLE OF THE BOARDS

NO: 1.03

PURPOSE

The purpose of this policy and related procedures is to define the key role(s) of the Boards.

POLICY STATEMENT

It is the role of the Boardmembers to ensure that Metro as an organization, meets all legal requirements necessary to operate as a countywide transportation authority and to ensure that Metro is run effectively and efficiently.

PROCEDURES

Specifically, the Boards should assume the following responsibilities:

- Determine the Metro Mission, Vision and Values
- Assure successful organizational progress
- Select the Executive Director (ED)
- Support the ED, and assess performance
- Provide proper financial oversight
- Ensure legal and ethical integrity and maintain a high level of accountability
- Undertake effective organizational planning
- Orient new Boardmembers and assess board performance
- Enhance Metro's public standing
- Monitor and work to strengthen Metro programs and services
- Approve the Annual Budget
- Approve Fare Adjustments
- Approve the Annual CCTA and KCTA Millage Levy
- Approve the Transportation Millage request language to voters

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

BOARDMEMBER ORIENTATION

NO: 1.05

PURPOSE

The purpose of this policy is to establish an orientation process to educate Boardmembers about the CCTA/KCTA governance, understanding of public transit services provided by Metro in Kalamazoo County and the role and responsibilities of Boardmembers.

POLICY STATEMENT

All Boardmembers will receive an orientation on the background, duties, and functions of the Authority as well as pertinent information on Public Transportation.

PROCEDURES

The orientation process will include the distribution of Board Orientation Procedures (adopted May 13, 2019), a Boardmember Binder, and a verbal orientation to be conducted by current Boardmembers and Metro Staff.

REFERENCES

Board Orientation Procedures (adopted May 13, 2021)

APPROVAL

KCTA/CCTA Board Chair

Date

KCTA/CCTA Board Clerk

Date



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

BOARD MEETINGS

NO: 1.06

PURPOSE

To describe the process by which the Board Agenda is distributed to Boardmembers, stakeholders, and the public.

POLICY STATEMENT

All information, communications, minutes, and action recommendations that are to be included in the Board agenda shall be available electronically through the website at Kmetro.com to boardmembers by the end of the week preceding the regularly scheduled Board meeting.

PROCEDURES

Board packets shall be made available to the public on the kmetro.com website or electronically upon request.

Minutes of all Board meetings shall be kept by the Clerk or designee and distributed to Boardmembers at the next regularly scheduled Board meeting.

Minutes of meetings closed to the public shall not be published and shall not be disclosed unless legally required.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

BOARD ATTENDANCE

NO: 1.07

PURPOSE

To define the expectations for Boardmember attendance at Board Meetings in compliance with the Bylaws.

POLICY STATEMENT

Board Meetings are the venue where the discussion and decisions regarding policy activities are conducted. To achieve the best outcomes, it is important that Boardmembers attend meetings on a consistent basis in order to participate in the discussions and decisions.

PROCEDURE

Bylaws state the following regarding Boardmember attendance:

If, during any 12-month period, a boardmember has three unexcused absences from board meetings, then the Board, upon a 2/3 vote of all boardmembers, may request that the County Board remove the boardmember. An absence is considered excused only if the Board approves it.

To manage this component of the Bylaws, the CCTA and KCTA Boards will utilize the following procedure:

- The Clerk shall keep up to date records of Boardmember attendance for joint meetings.
- During a rolling 12-month period, each Boardmember shall be able to miss three regularly scheduled meetings and all absences shall be considered excused with prior notification to the Board Chair, Executive Director, or Clerk. In compliance with the Bylaws, a majority of the Board will need to take action to excuse the absence.
- During a rolling 12-month period, if a Boardmember misses four or more regularly scheduled meetings, missed meetings above three absences will be considered unexcused. The Board does not need to take any action to designate such absences as unexcused.
- Per the Bylaws, if a Boardmember has three unexcused absences during any 12-month period, then upon a 2/3 vote of the Board, it may request that the County Board remove the Boardmember.
- The Executive Director will responsible for notifying the Board of any member that has four or more absences during a 12-month period.

BOARD ATTENDANCE

NO: 1.07

APPROVAL

KCTA/CCTA Board Chair

Date

KCTA/CCTA Board Clerk

Date



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

BOARD MEETING REMOTE ATTENDANCE POLICY

ADOPTED: June 8, 2020

REVISED: May 29, 2021

NO: 1.08

PURPOSE

The boards desire to enable full participation of boardmembers at meetings where they are not able to physically be present at a meeting.

POLICY STATEMENT

Technology is now available to allow such participation with clarity and dependability. Greater participation of boardmembers at such meetings benefits the operation of the transit system. Under recent amendments to the Open Meeting Act, boards are required to update the rules for remote participation of public transit boardmembers at board meetings.

DEFINITION

For purposes of these Rules, "remote" participation by a boardmember means participation electronically by telephonic or video conferencing so that (1) boardmembers can hear and be heard by other boardmembers, and (2) public participants can hear boardmembers, and (3) during a public comment period, public participants can be heard by boardmembers and other participants. Remote participation may use technology to allow typed public comments to be shared with meeting participants.

For purposes of these Rules, a "meeting" is defined as regular and special meetings of the boards.

POLICY IMPLEMENTATION

A. Remote participation will be allowed as follows:

- a. From April 1, 2021 through December 31, 2021 a board member may participate remotely if the boardmembers absence is caused by any of the following:
 - i. Military duty.
 - ii. A medical condition. "Medical condition" is defined as an illness, injury, disability, or other health-related condition.
 - iii. A statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor, a local official, or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.

- b. After December 31, 2021, a board member may participate remotely only if the boardmembers absence is caused by military duty.
- B. At the beginning of each meeting, each boardmember shall announce that they are participating remotely and shall state the county, city, township, or village where the boardmember is located. This location announcement does not apply to a boardmember participating remotely because of military duty.
- C. The boardmember participating remotely shall make every effort to participate in the entire meeting and shall announce if the boardmember is leaving the remote connection.
- D. A boardmember participating remotely will be deemed present at the meeting for all purposes including being authorized to vote. All votes must be by roll call when any boardmember participates from a remote location.
- E. A boardmember who wants to participate in a meeting remotely must notify the Executive Director and Chair of the boardmembers expected absence six hours prior (24 hour notice preferred), the reason for the absence, and supporting facts as to why the remote participation is allowed under this policy.
- F. The Chair (or person chairing the meeting) may decide how to address any technical difficulties that arise as a result of utilizing remote participation technology, but is encouraged whenever possible to suspend discussion while reasonable efforts are made to correct any problem that interferes with the remote participant's ability to hear or be heard clearly by all other meeting participants. If technical difficulties result in a remote participant being disconnected for the remaining duration of the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes and such member shall be deemed absent for purposes of the question before the Board at the time of disconnection.
- G. Meeting minutes must state who is participating remotely and from what location.
- H. Advance notice of a meeting to be held remotely must be posted on the website (kmetro.com) at least 18 hours before the meeting. The notice of a meeting held remotely must clearly state the following:
 - a. The reason why the public body is meeting remotely.
 - b. How the public may participate (telephone number, internet address, or both).
 - c. How the public may contact board members to give input or ask questions regarding anything that came before the board at that meeting.
 - d. How a person with disabilities can participate in the meeting.
- I. Should a meeting be held remotely, the agenda must become available to the public on the website (kmetro.com) two hours prior to the meeting start.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

EXECUTIVE COMMITTEE

NO: 1.09

PURPOSE

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

POLICY STATEMENT

The Executive Committee shall consist of not more members than would create a quorum of the CCTA or KCTA boards. The Committee shall consist of at least the Chair and Vice-Chair of both the CCTA and KCTA and shall have the following responsibilities:

- Review agendas for monthly Board meetings.
- Assist, advise and act as a sounding board for the Executive Director.
- Recommend the Annual Evaluation process for the Executive Director.
- Determine the process for the hiring and termination of the Executive Director and bring the process to the full board for approval.
- Recommend to the full Boards the Subcommittee structure, subcommittee assignments and subcommittee responsibilities.

The Executive Committee will not have authority in reference to the following matters:

- Adopting, amending, or repealing CCTA/KCTA Bylaws.
- Acting to hire or terminate the Executive Director without the action of the CCTA Board.
- Executive Committee vacancies or changes in membership.
- Actions inconsistent with board Bylaws in particular Article III.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

COMMUNICATION WITH THE MEDIA

NO: 1.10

PURPOSE

To define how the Boards communicate with the media.

POLICY STATEMENT

Communication with the media will be consistent with the policies and procedures of Metro. The Executive Director or a designee will represent Metro. The Chairperson or a designee shall represent the CCTA/KCTA Boards.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

LEGAL COUNSEL

NO: 1.11

PURPOSE

To define the Boards' relationship with and utilization of legal counsel.

POLICY STATEMENT

Metro has under contract general legal counsel. The purpose of this policy is to define the Board's relationship with and utilization of legal counsel.

PROCEDURES

Metro utilizes legal counsel for a wide variety of organizational functions. The ED is responsible for the use and management of legal services for Metro for a variety of organizational uses like human resources, labor relations, risk management, state and federal compliance, governance, and a variety of other areas.

The CCTA/KCTA boards may have occasion for direct use of legal counsel. The CCTA/KCTA Board Chair shall be responsible for oversight and communication with legal counsel.

It is the responsibility of legal counsel to disclose to the Board or Executive Director any potential conflict of interest.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

FREEDOM OF INFORMATION ACT (FOIA)

NO: 2.01

PURPOSE

Michigan's Freedom of Information Act ("FOIA") P.A. 442 of 1976 requires Metro to:

- Establish procedures to implement FOIA in its entirety.
- Provide an "easily understood" written summary of the procedures that are relevant and available to the public. The summary must explain:
 - How to make a written FOIA request; and
 - How to understand Metro FOIA responses, deposit requirements, fee calculations, and appeals.
- Provide a standard form for a detailed itemization of fees.

POLICY STATEMENT

Metro will ensure that all persons are granted full and complete information regarding the affairs of Metro as provided by the Michigan Freedom of Information Act (FOIA) P.A. 442 of 1976, as amended.

PROCEDURES

The Executive Director is designated as the FOIA Officer. The Officer may designate other individuals to fulfill the duties of the FOIA Officer position.

All Metro employees must forward FOIA requests to the FOIA Officer, and must endeavor to assist, guide, and cooperate with the FOIA Officer. If any Metro employee receives a FOIA request, that employee must direct it to the FOIA Officer upon receipt.

The procedures include the contents of Metro "Summary of FOIA Procedures," FOIA Fee Itemization" and "Request for Public Records" forms. These procedures are posted on the Metro website at kmetro.com

ATTACHMENTS:

1. Summary of FOIA Procedures
2. FOIA Fee Itemization
3. Request for Public Records Form

FREEDOM OF INFORMATION ACT (FOIA)

NO: 2.01

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

RECORD RETENTION

NO: 2.02

PURPOSE

The purpose of this policy and corresponding procedures shall be to indicate that Metro does have a record retention policy and the length of time those documents shall be retained.

POLICY STATEMENT

Documents and records pertinent to the activities and functions of Metro shall be retained for periods of time detailed in the attached record retention schedule.

PROCEDURES

Metro shall adhere to the current Metro Retention Schedule of 2017.

REFERENCES

City of Kalamazoo Record Retention Policies

ATTACHMENT

Record Retention Schedule

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

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

NO: 3.01

PURPOSE

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

POLICY STATEMENT

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

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

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

CCTA FIXED-ROUTE BUS SERVICE TO AREAS OUTSIDE AUTHORITY BOUNDARIES

NO: 3.01

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

POLICY IMPLEMENTATION

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

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

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

ATTACHMENTS

CCTA Service Area Map dated February 11, 2019

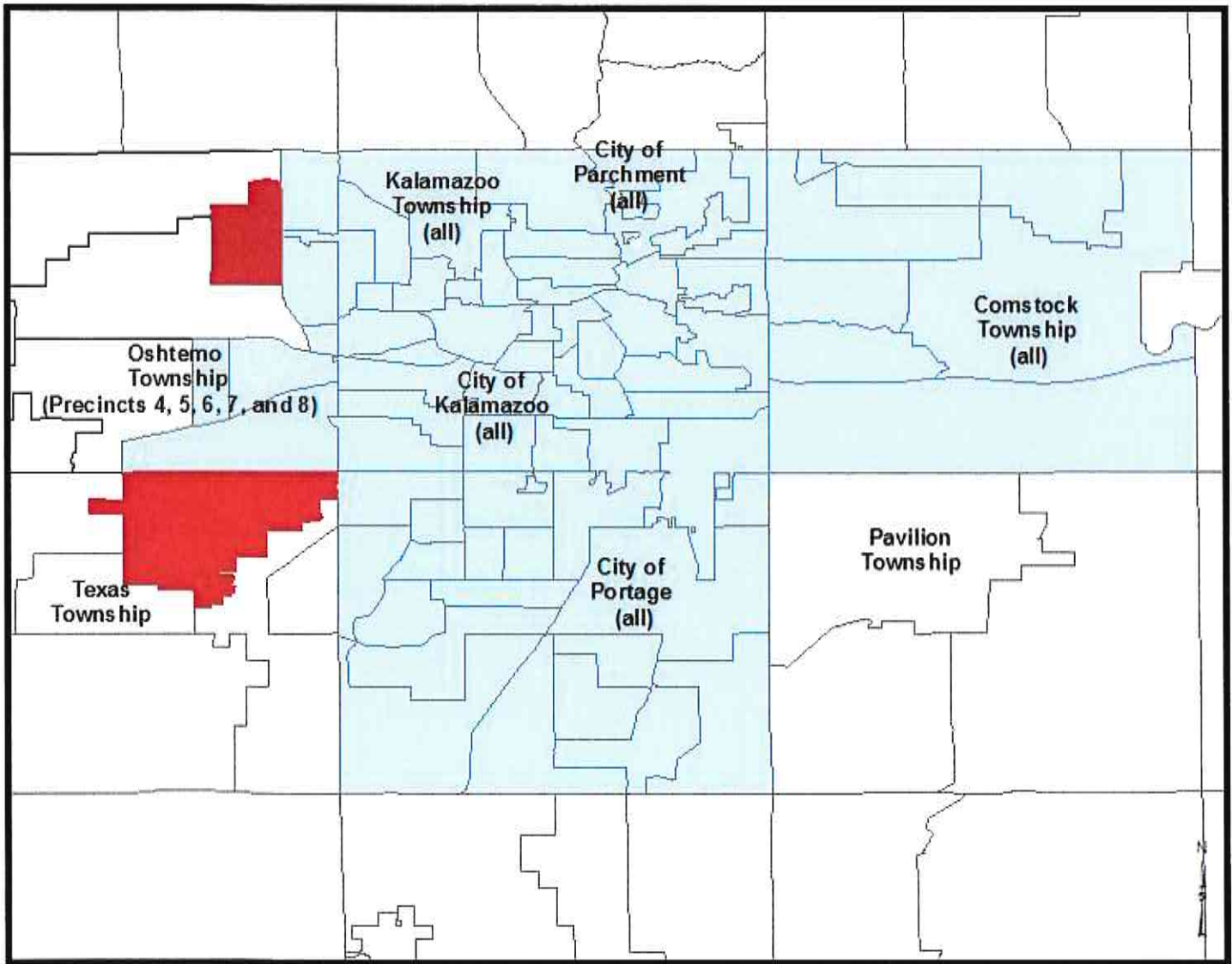
APPROVAL

KCTA/CCTA Board Chair Date




KCTA/CCTA Board Clerk Date

CCTA Service Area Map

Central County Transportation Authority
Public Transit Millage Election - February 11, 2019



Legend

- | | |
|---|--|
|  Service Agreement Area |  Included in Vote |
|  Not Included in Vote | >City of Kalamazoo |
| | >City of Parchment |
| | >City of Portage (all) |
| | >Comstock Township (all) |
| | >Kalamazoo Township (all) |
| | >Oshtemo Township (partial) |
| | Precinct 4 |
| | Precinct 5 |
| | Precinct 6 |
| | Precinct 7 |
| | Precinct 8 |

CCTA

CENTRAL COUNTY
TRANSPORTATION AUTHORITY



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

**SOLICITING AND CONSIDERING PUBLIC COMMENT PRIOR TO RAISING FARES
OR IMPLEMENTING A MAJOR SERVICE REDUCTION**

NO. 3.02

POLICY STATEMENT

The boards shall implement the procedures contained herein prior to raising fares or implementing a major service reduction.

DEFINITIONS

A **Fare Increase** is defined as an increase in the basic fare structure. Fare decreases and special fares are specifically excluded.

A **Major Service Reductions** is defined as decreases in service that represent a net loss of five percent (5%) of total service miles.

IMPLEMENTING PROCEDURES

Calculation of Service Miles

In determining whether this procedure applies to a specific service reduction, the boards shall calculate and compare the total current service miles for seven (7) calendar days to the proposed estimated total service miles to be provided for a seven (7) calendar day period after reduced service would be implemented.

Public Participation Process:

Upon determination of applicability of this procedure, the process for soliciting and considering public comment before raising fares or implementing a major service reduction are as follows:

1. Public transportation passengers will be notified of a proposed fare increase or major service reduction not less than forty-five (45) days before such changes are scheduled to take place. Such notification will take place by display of information on the modesty panel or similar location on each bus on a posting of at least 8½" x 11". The posting will include the proposed change, the proposed date of the change, and will provide passengers with the opportunity to provide written comment and/or to request a public hearing. The address to which written comment can be sent will be included in the notice. The deadline for written comment or request for public hearing will be included in the posting. Finally, the posting will include the date at which the boards will consider the proposed fare increase or major schedule reduction, inviting the public to attend.

**SOLICITING AND CONSIDERING PUBLIC COMMENT PRIOR TO RAISING FARES
OR IMPLEMENTING A MAJOR SERVICE REDUCTION**

NO. 3.02

2. ADA certified passengers and all individuals receiving demand/response service within the previous 60-day period will be notified in writing and by mail delivery to their last known address of the boards proposed fare increase or major service reduction. A copy of the posting placed on each of the buses, in a size of at least 8½" x 11" is considered to be appropriate notification, but any format which provides all of the information provided to fixed route passengers (as included in Item #1 above) can be substituted if desired.
3. A public notice will be placed in the *Kalamazoo Gazette* not less than thirty (30) days before such changes are scheduled to take place. Such notification will include the proposed change, the proposed date of the change, and will provide the public with the opportunity to comment and/or to request a public hearing. The public notice will include the address at which written comment or request for public hearing will be received, and a deadline for receipt of such written request. In addition, the public will be invited to attend the board meeting when the proposed fare increase or major service reduction is considered.
4. Upon completion of the public comment period, Metro staff will a) determine whether a request for a public hearing has been made; and b) compile all correspondence received regarding the proposed fare increase and/or major service reduction.
 - If a written request for a public hearing is received, Metro staff will submit a request to the board to schedule and hold a public hearing at the earliest possible date, but not less than seven (7) calendar days after such public hearing date has been established by the board.
 - Copies of any written comments regarding the fare increase and/or major service reduction will be prepared for presentation to the board at the date and time stated in public notices as described above, along with specific information regarding the proposed fare increase and/or proposed major service reduction.
 - If no request for public hearing has been received, Metro staff will request that the board consider and accept a fare increase and/or major service reduction on the nearest possible date following the board meeting.
5. The board will review and consider written comment regarding the proposed fare increase and/or major service reductions at the time and place published in the public information notices distributed as outlined in this procedure. The board will also offer the opportunity for public comment at the place in the agenda where the proposed fare increase and/or major service reduction is discussed.
6. Upon receipt of all public comment and all written comment, the board will be asked to approve or reject the proposed fare increase or major service reduction. All public comment, whether in writing or verbal, shall be considered by the board in their decision.

**SOLICITING AND CONSIDERING PUBLIC COMMENT PRIOR TO RAISING FARES
OR IMPLEMENTING A MAJOR SERVICE REDUCTION**

NO. 3.02

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

ADVERTISING ON METRO BUSES AND FACILITIES

NO: 3.03

PURPOSE

The purpose of this policy and corresponding procedures shall be to indicate that the board has an advertising policy for Metro buses and facilities.

POLICY STATEMENT

The sale of space for advertising on Metro buses and Metro facilities (E.g. Kalamazoo Transportation Center, bus shelters and benches) would produce revenue and thereby partially alleviate the burden on taxpayers.

It is desired to regulate said advertising because some types of advertising might be offensive to some members of the public.

Metro buses and facilities constitute a non-public forum, meaning that advertisers do not have an absolute right to place advertisements on Metro buses and facilities and it is desired to place restrictions on advertising that are viewpoint neutral and reasonable, and not designed to suppress public expression.

To realize the maximum benefit from the sale of advertising space, the program will be managed in a manner that produces as much revenue as practical, while ensuring that advertising does not:

- a) Discourage the use of the transit system.
- b) Diminish the (Metro)'s reputation in the service area.
- c) In any way interfere with operations or jeopardize the safety of passengers, Metro employees, and the public.
- d) Cause offense to its customers and the public.

The board reserves the right in all circumstances to require that advertisements on its buses or facilities or at the Kalamazoo Transportation Center include a disclaimer indicating that it is not sponsored by and does not necessarily reflect the views of the Metro system.

Metro will not display, allow, or maintain any type of advertisement if:

- a) The advertisement contains materials that demeans or disparages an individual or group of individuals on the basis of race, color, gender, religion, national origin, ancestry, gender, age, disability, ethnicity, or sexual orientation.

- b) The advertisement depicts or promotes the sale or use of alcohol, tobacco products and/or firearms.
- c) The advertisement contains an image or description of graphic violence, including but not limited to:
 - 1. The depiction of human or animal bodies or body parts in states of mutilation, dismemberment, decomposition, or disfigurement.
 - 2. The depiction of weapons or other implements or devices associated in the advertisement with an act or acts of violence or harm on a person or animal.
 - 3. Is of a nature to frighten children either emotionally or physically.
- d) The advertisement, or any material contained in it, promotes or encourages, or appears to promote or encourage, the use or possession of unlawful or illegal goods or services, or promotes or encourages, or appears to promote or encourage, unlawful or illegal behavior or activities.
- e) The advertisement proposes a commercial transaction when the advertisement, or any materials contained in it, contains false, misleading, or deceptive information.
- f) The advertisement or any material contained in it, is libelous, scandalous, or an infringement of copyright, or is otherwise unlawful or illegal or likely to subject Boards to litigation.
- g) The advertisement promotes or endorses religion.
- h) The advertisement contains materials that describes, depicts or represents sexual activities or images or descriptions of human sexuality or anatomy in a way that the average adult, applying contemporary community standards, would find that it appeals to the prurient interest, or the advertisement promotes the sale of pornography, adult telephone or internet services, escort services, nude or semi-nude dance clubs, sensual massage, or any other form of adult oriented entertainment, including sexually oriented businesses as described in Chapter 46 of the Kalamazoo City Code.
- i) The advertisement is obscene or indecent, or contains profane language, or contains nudity or partial nudity as defined by Chapter 46 of the Kalamazoo City Code.
- j) Advertisements for motion pictures that are X-rated, or NC-17 rated.
- k) The advertisement is in regard to contraceptive products or services, hygiene products or services of an intimately personal nature including sexual dysfunction, or products or services or messages relating to abortion, euthanasia or counseling in regard to any of these issues.

The Executive Director or the designee shall review each advertisement submitted for display on Metro buses or facilities to determine whether the advertisement falls within this policy or not. If the Executive Director or the designee deems the advertisement unacceptable because it does not meet the terms of this policy, the Executive Director or the designee shall refer the matter to the board Attorney. If the board Attorney in conjunction with the Executive Director, decides that the advertisement does not fall within the allowable guidelines as set forth in this policy, then the advertising contractor (if any) shall be informed of this decision and why the advertisement is unacceptable pursuant to this policy.

ADVERTISING FOR NON-PROFIT ORGANIZATIONS

Advertising on the interior of vehicle may be allowed and available to Non-Profit Organizations to display PSA materials free of charge at the discretion of Metro. Guidelines for the acceptance of non-profit advertising are as follows:

- a) PSA materials will be produced at the non-profit organization's expense and must be of good quality and conform to standards for size, weight, material, and other physical characteristics as set forth by Metro and its advertising contractor.
- b) PSA's must be non-commercial, non-partisan, and non-political.
- c) PSA's are prohibited from advertising if the type of advertising is prohibited under the Policy Statement.
- d) PSA space may be available on the interior of vehicles only, provided display space is available.
- e) PSA's will be accepted on a first come, first served basis, and may be displayed for up to ninety (90) days.
- f) The sponsor of the PSA shall pay the applicable labor costs for the installation and removal of the PSA as charged by Metro.

LEGAL RESERVATION

It is the express intention of Metro and the boards in accepting this Policy that Metro transportation vehicles have traditionally been and shall continue to be designated as a non-public forum. The board acceptance of commercial and/or public services postings shall not provide or create a traditional or designated public forum for expressive activities.

REFERENCES

- City of Kalamazoo Resolution 04-68 Adopted August 30, 2004
- The Interurban Transit Partnership (The Rapid) Advertising Policy January 27, 2021

APPROVAL

KCTA/CCTA Board Chair

Date

KCTA/CCTA Board Clerk

Date



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

FINANCIAL OVERSIGHT AND BUDGET ADOPTION

NO: 4.01

PURPOSE

To describe the CCTA/KCTA Board role in financial oversight and the budget adoption processes.

POLICY STATEMENT

The CCTA and KCTA Board provides financial oversight of Metro. The Metro operation is funded primarily through taxes generated at the federal, state and local levels of government. The Board wants to ensure that Metro is a good fiduciary of these taxpayer funds.

PROCEDURES

- The Metro Fiscal year is October 1 through September 30. The budget, financial reports and State and Federal grants are based on this fiscal period.
- The CCTA and KCTA Board will adopt a budget prior to the start of each fiscal year. A public hearing will be conducted at a Board meeting prior to budget adoption.
- The adopted budget is for a period of two fiscal years. Each year the Board will adopt the upcoming fiscal year and the next fiscal year. The two years of budgets assist in planning and the development of state and federal public transit grant applications.
- At the end of each fiscal year, a financial audit will be conducted by an independent auditing firm. The audit will comply with all state and federal requirements. The final audit will be presented to the Board when completed. This is usually during the March or April meeting each year.
- A Monthly Income and Expense Statement will be provided to the Board and included in meeting packets.
- Every three years, the Federal Transit Administration (FTA) conducts a comprehensive review of Metro. A key component is the review of financial policies, procedures and practices of the organization. The results of the comprehensive review will be provided to the board.

Finance Subcommittee

- The KCTA and CCTA Board will have a standing joint Finance Subcommittee. The Finance Subcommittee responsibilities include:
 - Review and input on the draft budgets.
 - Recommendation and review of board policies related to organizational financial activity and financial oversight.
 - Review of potential millage rates
 - Review of the annual audit, as needed.

FINANCIAL OVERSIGHT AND BUDGET ADOPTION

NO: 4.01

- Review of the CCTA Pension Valuation and City of Kalamazoo Other Post-Employment Benefits (OPEB) Valuation.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

WORKING CAPITAL AND FUND BALANCE

NO: 4.02

PURPOSE

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

POLICY STATEMENT

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

PROCEDURES

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

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

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

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

The recommended working capital policy addresses the following:

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

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

WORKING CAPITAL AND FUND BALANCE

NO: 4.02

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

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

REFERENCES

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

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

INVESTMENT POLICY

NO: 4.03

PURPOSE

It is the policy of the boards to invest public funds in a manner which will ensure the preservation of principal while providing the highest investment return with maximum security, meeting the daily cash flow requirements of the CCTA and KCTA and conforming to all state statutes governing the investment of public funds.

SCOPE

This investment policy applies to all financial assets of the CCTA and KCTA. These assets are accounted for in the annual financial report.

POLICY STATEMENT

The primary objectives (in priority order) of the Boards investment activities shall be:

- A. **SAFETY:** Safety of principal is the foremost objective in the investment of CCTA and KCTA funds. Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities cannot exceed the income generated from the remainder of the portfolio.
- B. **LIQUIDITY:** The investment portfolio shall remain sufficiently liquid to enable the CCTA and KCTA to meet all operating requirements which might be reasonably anticipated.
- C. **YIELD:** The investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow characteristics of the portfolio.
- D. **DIVERSIFICATION:** The Deputy Director of Support Services shall diversify the investments by security type and institution. Except for U.S. Treasury securities, no more than 70% of the total investment portfolio will be invested in a single security type or with a single financial institution.

PROCEDURES

In accordance with Public Act 20 of 1943, as amended, the board is authorized to invest in the following investment vehicles:

1. United States Treasury Bills - Short-term obligations of the United States Government, issued and sold at a discount, with maturities of 13, 26 and 52 weeks

2. United States Treasury Notes and Bonds - Obligations of the U.S. Government issued with a fixed coupon rate and original maturities of one year or more.
3. Treasury Strips - Obligations of the U.S. Government with no coupons, sold at a discount, with maturities greater than one year.
4. Repurchase Agreements - Contractual agreements between the City and brokerage firms, banks, savings and loans or government bond dealers. The repurchase agreement (repo) issuer receives cash and, in turn, provides securities to Metro for the cash. There exists a contractual agreement for the repo issuer to repurchase the securities at predetermined dates and prices.
5. Certificates of deposit, savings accounts, deposit accounts or depository receipts of a bank, savings and loan or credit union which is a respective member of the Federal Deposit Insurance Corporation or National Credit Union Administration.
6. Commercial paper which is rated within the three (3) highest classifications established by at least two (2) standard rating services. No more than 10% of any fund or the entire portfolio may be invested in commercial paper at any time.
7. Bankers' acceptance from banks chartered by the United States.
8. Mutual funds composed of investment instruments which are eligible for direct investment by local units of government.
9. Investment pools, with the pool being composed of investment instruments eligible for direct investment by local units of government.

DELEGATION OF AUTHORITY

Management responsibility for the investment policy resides with the Deputy Director of Support Services.

REFERENCES

City of Kalamazoo and Kalamazoo County investment policies.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



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

**AUTOMATED CLEARING HOUSE AND ELECTRONIC
TRANSACTION OF FUNDS POLICY**

**ADOPTED: May 29, 2021
NO: 4.04**

PURPOSE

To govern the use of automated clearing house (ACH) arrangements and electronic transactions of funds by CCTA and KCTA.

POLICY STATEMENT

The Deputy Director of Support Services shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy. The Deputy Director of Support Services shall maintain documentation detailing the goods or services purchased, the cost of goods or services, the date of the payment, and the department levels serviced by payment. This report can be contained in the electronic general ledger software system.

The Deputy Director of Support Services may enter into an ACH agreement as provided by Public Act 738 of 2002, effective December 30, 2002.

IMPLEMENT PROCEDURES

Internal Accounting Controls to Monitor Use of ACH Transactions:

- The Deputy Director of Support Services shall be responsible for the establishment of ACH agreements.
- The Deputy Director of Support Services shall notify the person responsible for approval and payment of those accounts to be paid by ACH or electronic transfers.
- Upon receipt of an invoice for payment for accounts paid by ACH, the person responsible for approval and payment shall approve payment and notify the Deputy Director of Support Services of the date of debit to the authority accounts.
- Accounts payable by this method, may include, for example, utility and recurring lease payments.
- All other invoices approved by the person responsible for approval and payment and payable by ACH may be paid in that matter if deemed, in the best interest of the authority, to avoid a late fee.
- For payment of State and Federal payroll taxes, the Deputy Director of Support Services shall initiate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.

**AUTOMATED CLEARING HOUSE AND ELECTRONIC
TRANSACTION OF FUNDS POLICY**

NO: 4.04

- For deposits from state, county, and/or federal authorities, and from third-party payment processors, such as banks and vendors, the Deputy Director of Support Services shall obtain the amount of the deposit and send an advice to the person responsible for accounting records.
- All invoices shall be held by the Metro Finance Department along with copies of payment advices.

REFERENCES

Sample policy from Michigan Municipal Finance Officers Association (MMFOA) to assist with compliance of Michigan Public Act 738 of 2002.

APPROVAL

KCTA/CCTA Board Chair Date

KCTA/CCTA Board Clerk Date



Agenda Item: #10
Meeting Date: 08/09/21

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: July 26, 2021
SUBJECT: Executive Director Update

Human Resources

Metro continues to be extremely challenged with the current number of Coach Operators. There continues to be retirements and other resignations. Right now, Metro could hire 16 full-time Coach Operators and 15 part-time Coach Operators. These challenges are not limited to Metro, the other large public transit systems in the State are having very similar staffing issues. Metro has made adjustments to the schedule reducing the number of service hours with the intent of reducing the amount Coach Operator required overtime.

There has been some progress with hiring. Two new full-time Coach Operators started training on July 25. There are 11 additional candidates with hire dates pending after competition of all pre-employment screening. Eight individuals are targeted to start August 8 and three more on August 23. There are also 5 more individuals that are advancing in the hiring process. Additional efforts to assist with increasing our Coach Operator ranks include the following:

- Referral Bonus – A bonus for employees that refer a successful new employee has been implemented.
- External job fairs on July 17 and July 29.
- Second Metro Job Fair on August 18.
- Retiree Rehiring Pilot Program – A new program is being vetted that would allow rehiring of retired Coach Operators on a part-time basis.
- Hiring Process Review – Metro has retained the services of a consultant to review our hiring process and timelines. We are seeking recommendations to make the process more efficient while maintain standards for high-quality applicants.
- In addition, staff is collaborating with other large transit agencies to develop other recruitment ideas.

Staff has been working very hard to replenish our Coach Operator staffing.

Service Update

- On Tuesday July 13, front-door entry to the Administration Building was implemented with regular hours from 8:30 am to 4:30 pm.
- On August 2, we began collecting fares both on buses and with Metro Connect.
- Metro Connect has increased the number of passengers allowed for each trip. The limits are three individuals per van and 10 individuals on the medium duty buses.
- Staff will present an update on service changes beginning August 30.

Triennial Review Report

Attached is the Final Report from the Federal Transit Administration concerning Metro's recently completed Triennial Review.

Metro Route Changes

Attached are route changes to be implemented August 30, 2021. The Route Committee determined these changes to improve service to riders.

Triennial Review Report

Attached is the Final Report from the Federal Transit Administration concerning Metro's recently completed Triennial Review.

KTC Security Reports

Attached is the Security Report from the County Sheriff's Department and Terecita Potts, Senior Operations Supervisor.

Attachments

1. Letter dated June 24, 2021 from FTA regarding Triennial Review
2. County Sheriff's July KTC Security Report
3. Metro's KTC July Security Report
4. Metro Route Changes Effective August 30th



U.S. Department
of Transportation
**Federal Transit
Administration**

REGION V
Illinois, Indiana,
Michigan, Minnesota,
Ohio, Wisconsin

200 West Adams Street
Suite 320
Chicago, IL 60606-5253
312-353-2789
312-886-0351 (fax)

June 24, 2021

Greg Rosine
Board Chair
Central County Transportation Authority
530 North Rose Street
Kalamazoo MI 49007

Re: Federal Transit Administration (FTA) Fiscal Year 2021 Triennial Review – Final Report

Dear Mr. Rosine:

I am pleased to provide you with a copy of this FTA report as required by 49 U.S.C. Chapter 53 and other Federal requirements. The enclosed final report documents the FTA's Triennial Review of the Central County Transportation Authority (CCTA), in Kalamazoo, MI. Although not an audit, the Triennial Review is the FTA's assessment of CCTA's compliance with Federal requirements, determined by examining a sample of award management and program implementation practices. As such, the Triennial Review is not intended as, nor does it constitute, a comprehensive and final review of compliance with award requirements.

The Triennial Review focused on CCTA's compliance in 21 areas. No deficiencies were found with the FTA requirements in 19 areas. Deficiencies were found in two areas: Technical Capacity – Program Management and Subrecipient Oversight and Procurement. CCTA had no repeat deficiencies from the 2017 Triennial Review of CCTA's predecessor recipient, Kalamazoo Metro.

Subsequent to the virtual site visit, CCTA provided corrective action responses to address and close deficiencies noted in the Technical Capacity – Program Management and Subrecipient Oversight and Procurement areas of the report that follows.

Given the delay in completing the FY 2020 reviews until FY 2021 and the significant amount of additional Federal financial support provided through the CARES Act, FTA developed a supplement to the FY 2020 Contractors' Manual to assist in the evaluation of how recipients have used CARES Act and Emergency Relief funding. This supplement details the specific flexibilities and administrative relief provided by FTA for the use of these funds.

As CCTA moves forward with its transit program, FTA would like to provide a look-ahead for future oversight activities related to new and/or updated requirements, below.

Public Transportation Agency Safety Plan (PTASP) Regulation

The PTASP regulation requires all operators of public transportation systems that are recipients and subrecipients of FTA's Urbanized Area Formula Grants (Section 5307) to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS). FTA has deferred

applicability of this requirement for operators that only receive funds through FTA's Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (Section 5310) and/or Rural Area Formula Program (Section 5311).

As part of the Annual Certifications and Assurances, transit operators must certify they have a safety plan in place for meeting the requirements of the rule by July 20, 2020. However, in response to the COVID-19 public health emergency, on December 11, 2020, FTA issued a Notice of Enforcement Discretion, effectively extending the PTASP compliance deadline to July 21, 2021. All plans will be reviewed starting October 1, 2021 through FTA's oversight process. For guidance and updates to assist in the preparation and implementation of the PTASP Final Rule, please visit FTA's website at www.transit.dot.gov/PTASP.

Random Drug Testing Rate Increase

On October 17, 2018, FTA published a dear colleague letter "2019 Random Drug Testing Increase". In its letter, FTA notified recipients that effective January 1, 2019 and as mandated by its drug and alcohol regulation at 49 C.F.R. 655.45, the random drug testing rate will change. FTA increased the minimum rate of random drug testing from 25 percent to 50 percent of covered employees, for employers subject to FTA's drug and alcohol regulation. This increased random drug testing rate results from an uptick in the proportion of violations identified through random drug testing.

The 50 percent random drug testing rate applies to entities receiving Federal assistance under 49 U.S.C. 5307, 5309, 5311 or 5339, including recipients, subrecipients, and safety-sensitive contractors. The required minimum rate for random alcohol testing is unaffected and remains at 10 percent.

Mask Order

On January 29, 2021, the Centers for Disease Control and Prevention (CDC) issued an [order](#) requiring all persons traveling into and within the United States on conveyances, as well as persons at transportation hubs, to wear masks covering their nose and mouth. The CDC Order requires that, effective February 1, 2021, transit operators may transport only persons wearing masks and must use best efforts to ensure that masks are worn when embarking, disembarking, and throughout the duration of travel. Recipients who are operators of transportation hubs must use best efforts to ensure that any person entering in or on the premises wears a mask. Recipients must ensure that direct employees and contractor employees wear a mask at all times when in vehicles or in or around transportation facilities controlled by the recipient. On February 9, 2021, FTA amended its Master Agreement to incorporate a special provision requiring recipients and third-party participants to comply with the CDC Order.

Thank you for your cooperation and assistance during this Triennial Review. If you need any technical assistance or have any questions, please do not hesitate to contact Ms. Lisa Joiner, FTA Region V Transportation Program Specialist, at (312) 353-2791 or by email at lisa.joiner@dot.gov.

Sincerely,

Kelley Brookins
Regional Administrator

Enclosure

cc: Sean McBride, Executive Director, CCTA

FINAL REPORT

**FISCAL YEAR 2021
TRIENNIAL REVIEW**

of

**Central County Transportation Authority
(CCTA)
Kalamazoo, Michigan
ID: 7334**

Performed for:

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL TRANSIT ADMINISTRATION
REGION V**

Prepared by:

The DMP Group, LLC

Scoping Meeting / Desk Review Date: March 6, 2020

Virtual Site Visit Date: April 22, 2021

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I. Executive Summary

This report documents the Federal Transit Administration’s (FTA) Triennial Review of the Central County Transportation Authority (CCTA) of Kalamazoo, Michigan. FTA wants to ensure that awards are administered in accordance with the requirements of Federal public transportation law 49 U.S.C. Chapter 53. The review was performed by The DMP Group, LLC. During the virtual site visit, administrative and statutory requirements were discussed and documents were reviewed. The Triennial Review focused on CCTA’s compliance in 21 areas.

Deficiencies were found in the areas listed below.

Review Area	Deficiencies	
	Code	Description
1. Legal (L)		
2. Financial Management and Capacity (FM)		
3. Technical Capacity – Award Management (TC-AM)		
4. TC – Program Management and Subrecipient Oversight (TC-PgM)	TC-PgM6-1	FFATA reporting deficiencies (Closed)
5. TC – Project Management (TC-PjM)		
6. Transit Asset Management (TAM)		
7. Satisfactory Continuing Control (SCC)		
8. Maintenance (M)		
9. Procurement (P)	P18-1	No prior approval for advance payments (Closed)
10. Disadvantaged Business Enterprise (DBE)		
11. Title VI (TVI)		
12. Americans with Disabilities Act (ADA) – General		

Review Area	Deficiencies	
	Code	Description
13. ADA – Complementary Paratransit (CPT)		
14. Equal Employment Opportunity (EEO)		
15. School Bus (SB)		
16. Charter Bus (CB)		
17. Drug-Free Workplace (DFW)		
18. Drug and Alcohol Program (DA)		
19. Section 5307 Program Requirements (5307)		
20. Section 5310 Program Requirements (5310)		
21. Section 5311 Program Requirements (5311)		

Subsequent to the virtual site visit, CCTA provided corrective action responses to address the deficiencies noted in the Technical Capacity – Program Management and Subrecipient Oversight and Procurement areas of this report. The deficiencies in these areas, as noted in the above table, are closed.

II. Review Background and Process

1. Background

The United States Code, Chapter 53 of Title 49 (49 U.S.C. 5307(f) (2)) requires that “At least once every 3 years, the Secretary shall review and evaluate completely the performance of a recipient in carrying out the recipient’s program, specifically referring to compliance with statutory and administrative requirements...” This Triennial Review was performed in accordance with FTA procedures (published in FTA Order 9010.1B, April 5, 1993).

The Triennial Review includes a review of the recipient’s compliance in 21 areas. The basic requirements for each of these areas are summarized in Section IV.

This report presents the findings from the Triennial Review of CCTA. The review concentrated on procedures and practices employed during the past three years; however, coverage was extended to earlier periods as needed to assess the policies in place and the management of award funds. The specific documents reviewed and referenced in this report are available at the FTA’s regional office or CCTA’s office.

2. Process

The Triennial Review process includes a pre-review assessment, a desk review and scoping meeting with the FTA regional office, and a virtual site visit to the recipient’s location. The desk review and review scoping meeting were conducted with the Region V Office on March 6, 2020. Necessary files retained by the regional office were sent to the reviewers electronically. A recipient information request was sent to CCTA on November 15, 2019, indicating a review would be conducted during FY 2020. In March 2020, all work on Reviews was halted due to the Public Health Emergency. A subsequent recipient information request was sent to CCTA on October 16, 2020, advising it that a virtual site visit would be taking place and indicating additional information that would be needed and issues that would be discussed. The virtual site visit to CCTA occurred on April 22, 2021.

The virtual site visit portion of the review began with an entrance conference, at which the purpose of the Triennial Review and the review process were discussed. The remaining time was spent discussing administrative and statutory requirements and reviewing documents. In addition, the reviewers evaluated how CCTA has used CARES Act and Emergency Relief funding and the impacts of the COVID-19 Public Health Emergency on the agency by discussing a series of questions included in the supplement to the FY 2020 Contractors’ Manual. Additional documentation was requested for the Financial Management and Capacity and Procurement areas only. The reviewers examined a sample of maintenance records for FTA-funded vehicles and equipment.

Upon completion of the review, FTA and the reviewers provided a summary of preliminary findings to CCTA at an exit conference. Section VI of this report lists the individuals participating in the review.

3. Metrics

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are:

- *Not Deficient*: An area is considered not deficient if, during the review, nothing came to light that would indicate the requirements within the area reviewed were not met.
- *Deficient*: An area is considered deficient if any of the requirements within the area reviewed were not met.
- *Not Applicable*: An area can be deemed not applicable if, after an initial assessment, the recipient does not conduct activities for which the requirements of the respective area would be applicable.

III. Recipient Description

1. Organization

The Central County Transportation Authority (CCTA) was created pursuant to the terms of a Comprehensive Transition Agreement between the City of Kalamazoo, Kalamazoo County, the Kalamazoo Transportation Authority Board, and the Kalamazoo County Transportation Authority. The parties worked collaboratively for nearly 10 years to achieve an integrated, countywide transit system. The transition was effective on October 1, 2016. This review is the first FTA Triennial Review of CCTA. The previous Triennial Review was conducted in FY 2017 of the City of Kalamazoo (1211), which was the initial recipient of FTA funding. The population of Kalamazoo County is 250,000 with an urbanized area population of 206,405.

CCTA is a recipient of FTA operating assistance under the provisions allowed to operators of 100 or fewer buses and is the designated recipient of federal funds for transit capital and operating programs. Additional funding for transit is provided by two voter-approved property tax millages. One millage is issued by CCTA and funds the fixed-route bus service. The millage boundary for CCTA includes the urbanized areas of Kalamazoo County that receive fixed-route bus services (City of Kalamazoo, City of Portage, City of Parchment, Comstock Township, Kalamazoo Township, and a portion of Oshtemo Township). The Kalamazoo County Transportation Authority issues a separate countywide millage that funds Metro County Connect services.

CCTA has a Section 5307 subrecipient, Van Buren Public Transit (VBPT), which is located at 610 David Walton Drive in Bangor, Michigan. CCTA passes through Section 5307 funds to VBPT for the purchase of buses. CCTA procures the buses and transfers the asset to VBPT through a subrecipient agreement. For the past four years, CCTA has purchased one bus per year for VBPT. CCTA monitors the use of the vehicles and the upkeep of the equipment on a regular basis. VBPT is also a Section 5311 subrecipient of Michigan DOT. VBPT operates general public demand-response service and several flex routes for residents of Van Buren County.

CCTA operates from a single maintenance and administration facility at 530 N. Rose Street in Kalamazoo. CCTA also manages the Kalamazoo Transportation Center, which is an intermodal facility with fixed-route bus service, Amtrak passenger rail service, and the intercity bus service operated by Greyhound Bus and Indian Trails. This facility is located at 459 N. Burdick Street in Kalamazoo and was opened in 2006 after a \$13.5 million remodel of the historical train station and surrounding parcels. CCTA offers short-term parking at Boiler House, located at 459 N. Rose Street in Kalamazoo. All of these properties have FTA interest.

Fixed-route bus service and complementary paratransit are provided in the cities of Kalamazoo, Parchment, and Portage and the townships of Kalamazoo, Oshtemo, Texas, and Comstock.

CCTA operates a network of 19 fixed routes with 36 accessible buses. Fourteen of the buses are hybrid battery, and the remaining 22 are high efficiency diesel. Peak hour service requires 29 buses.

The countywide demand-response service, together with Metro Transit's paratransit service, is operated under a unified service known as Metro County Connect. Demand-response service is provided during the following hours:

- Monday through Friday 6:00 a.m. to 12:00 a.m.
- Saturday 6:00 a.m. to 10:00 p.m.
- Sunday 8:00 a.m. to 6:00 p.m.

Metro County Connect, which operates with a fleet of 46 vans and small buses, is contracted to Apple Bus Company. CCTA monitors this service on a regular basis.

The basic adult fare for CCTA's fixed-route bus service is \$1.50. A reduced fare of \$0.75 is offered to seniors, persons with disabilities, and Medicare cardholders for all hours of operation. Americans with Disabilities (ADA) paratransit service is offered at \$3.00 for eligible riders, and the countywide demand-response service is offered at \$4.00 per ride.

CCTA has had to adjust its fixed-route services several times during the COVID-19 pandemic because of driver shortages and increased cases of COVID-19 in the community. At the time of the virtual site visit, CCTA was operating all of its services fare free and requiring rear-door boarding on fixed routes. The service cuts have primarily resulted in less frequent weekday fixed-route service and the elimination of evening and Sunday service. CCTA's demand-response service, Metro County Connect, continues to be available during its regular operating hours.

2. Award and Project Activity

Below is a list of CCTA’s open awards at the time of the review.

Award Number	FTA Award Amount	Year Executed	Description
MI-2021-005	\$196,000	2021	FY 2020 5310 Grant – Demand-Response Vans and Mobility Management
MI-2020-0063	\$3,544,408	2020	FY 2020 5307, 5339, STP, CMAQ Funds: OA, Maintenance, Equipment, Bus Replacement and Community Service Van
MI-2020-0062	\$4,382,599	2020	FY 2019 5307, 5339, STP, CMAQ Funds: OA, Maintenance, Equipment, Bus Replacement and Community Service Van
MI-2020-020	\$9,074,494	2020	FY 2020 CARES Act Section 5307 Urban Formula
MI-2019-036-00	\$674,874	2019	FY 2019 5310 Grant – Demand-Response Vans and Mobility Management Program
MI-2019-012-00	\$6,887,822	2019	FY 2018 5307, 5339, STP, CMAQ Funds: OA, Maintenance, Equipment, Bus Replacement and Community Service Van
MI-2018-004-00	\$5,724,387	2018	FY 2013–17 5307, 5339, STP, CMAQ, Operating Assistance and Demand-Response and Community Service Van and Bus Replacement

Projects Completed

In the past few years, CCTA has completed the following projects:

- Transitioned from a city department to a public transit authority
- Acquired its first subrecipient (effective 2017)
- Reached a new labor agreement
- Implemented ITS upgrades
- Embarked on a rebranding campaign
- Made upgrades to its maintenance shop, including floor painting and the installation of LED lighting
- Repainted the garage and transportation center
- Implemented a youth mobility initiative, providing free transportation to high school students, with funding from community partners
- Installed LED lighting at the Kalamazoo Transportation Center
- Completed Cummins bus engine parts procurement

- Purchased five Gillig buses and multiple vans
- Installed bus driver safety barriers
- Replaced boilers at the Kalamazoo Transportation Center
- Procured diesel particulate filters
- Purchased column lifts
- Purchased floor scrubber
- Installed new systemwide bus stop signs

Ongoing Projects

CCTA is currently implementing the following noteworthy projects:

- Bus acquisitions
- Van acquisitions
- Facility renovations
- Security camera upgrades
- Garage door replacements
- Installation of ADA-compliant bus stops and shelter upgrades

Future Projects

In the next few years, CCTA plans the following activities:

- Parking lot upgrades
- New farebox technology
- New bus stop signs with upgrades for ADA compliance
- Service expansion with Western Michigan University

IV. Results of the Review

1. Legal

Basic Requirement: The recipient must promptly notify the FTA of legal matters, include clauses in its third party and subrecipient agreements, and additionally notify the U.S. DOT Office of Inspector General (OIG) of any instances relating to false claims under the False Claims Act or fraud. Recipients must comply with restrictions on lobbying requirements.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Legal.

2. Financial Management and Capacity

Basic Requirement: The recipient must have financial policies and procedures; an organizational structure that defines, assigns and delegates authority; and financial management systems in place to match, manage, and charge only allowable cost to the award. The recipient must conduct required single audits and provide financial oversight of subrecipients.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Financial Management and Capacity.

3. Technical Capacity – Award Management

Basic Requirement: The recipient must report progress of projects in awards to the FTA timely.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Technical Capacity – Award Management.

4. Technical Capacity – Program Management & Subrecipient Oversight

Basic Requirement: The recipient must follow the public involvement process for transportation plans; develop and submit a State Management/Program Management Plan to the FTA for approval; report in the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) on subawards; and ensure subrecipients comply with the terms of the award.

Finding: During this Triennial Review of CCTA, a deficiency was found with the FTA requirements for Technical Capacity – Program Management & Subrecipient Oversight.

TC-PgM6-1: FFATA reporting deficiencies

In 2019, CCTA entered into a subrecipient agreement with Van Buren Public Transit (VBPT) to provide Section 5307 funding from CCTA's formula allocation to enable VBPT to acquire vehicles. The annual value of the subawards ranged from \$46,000 to \$53,000 over a period of four years.

All direct recipients of FTA awards, award amendments, and cooperative agreements over \$25,000 are subject to the requirement of the Federal Funding Accountability and Transparency Act (FFATA), which requires recipients to report subaward information to FSRS at www.FSRS.gov by the end of the month after the month in which they make any subaward under the award.

CCTA was not aware of this requirement and had not submitted the required reports. During the virtual site visit, the requirements were described, and CCTA was given guidance on how to learn more about the requirement. CCTA accessed the website and set up an account, but it was unable to submit a report prior to the conclusion of the virtual site visit.

FTA Circular 5010.1E, Chapter III, Section 3.f Federal Funding Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting.

Recipients awarded new federal assistance greater than or equal to \$25,000 as of October 1, 2010, are subject to FFATA subaward and executive compensation reporting requirements as outlined in the Office of Management and Budget's guidance issued August 27, 2010. These recipients must file an FFATA subaward report by the end of the month following the month in which the recipient awards any subaward greater than or equal to \$25,000. Additionally, all recipients must report the names and compensation of their five most highly compensated officers, and first-tier subrecipients must report the names and compensation of their five most highly compensated officers, if in the preceding fiscal year they received 80 percent or more of their annual gross revenues in federal Awards; and \$25,000 or more in annual gross revenues from federal Awards; and the public does not have access to this information about the compensation of the senior executives of those recipients or subrecipients through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934, 15 U.S.C. § 78m(a), § 78o(d), or section 6104 of the Internal Revenue Code of 1986.

Subsequent to the virtual site visit, CCTA documented that it had made multiple attempts to report all missing information to FSRS, however the system was down and CCTA did not receive a response from the help desk. It will continue its efforts to submit the missing information. CCTA did submit to the FTA regional office procedures for the timely reporting of future subawards to FSRS. This deficiency is now closed.

5. Technical Capacity – Project Management

Basic Requirement: The recipient must be able to implement FTA-funded projects in accordance with the award application, FTA Master Agreement, and all applicable laws and regulations, using sound management practices; and prepare force account plans.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Technical Capacity – Project Management.

6. Transit Asset Management

Basic Requirement: Recipients must comply with 49 CFR Part 625 to ensure public transportation providers develop and implement transit asset management (TAM) plans.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Transit Asset Management.

7. Satisfactory Continuing Control

Basic Requirement: The recipient must ensure that FTA-funded property will remain available to be used for its originally authorized purpose throughout its useful life until disposition.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Satisfactory and Continuing Control.

8. Maintenance

Basic Requirement: Recipients must keep federally funded vehicles, equipment, and facilities in good operating condition. Recipients must keep ADA accessibility features on all vehicles, equipment, and facilities in good operating order.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Maintenance.

9. Procurement

Basic Requirement: The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, and conform to applicable Federal law and the standards identified in 2 CFR Part 200. State recipients can use the state's overall policies and procedures. When applied to Federal procurements, those policies and procedures must still be compliant with all Federal requirements as applied to non-state

recipients. The flexibility afforded by 2 CFR Part 200 should not be misconstrued as absolving a state from Federal requirements. For example, FTA does not require each State DOT to have policies and procedures separate from the state education department.

Finding: During this Triennial Review of CCTA, a deficiency was found with the FTA requirements for Procurement.

P18-1: No prior approval for advance payments

On July 6, 2018, CCTA entered into an agreement with Avail Technologies, Inc. to purchase and install 4G modem upgrades for its fixed-route and paratransit fleets. The total cost of the agreement was \$192,596. The payment terms noted the following:

Avail shall invoice Metro Transit (K-Metro) as follows, with payment due Net 30:

- *75% Receipt of PO*
- *25% Completion of Upgrade*

On August 1, 2018, CCTA issued a check to Avail Technologies, Inc. for \$144,447, which represented 75% of the purchase order. During the virtual site visit, CCTA reported that it delayed payment by 14 days to be sure that Avail ordered the modems, totaling \$106,804 (55.4%) of the total contract. CCTA did not have possession of the modems at the time of the payment, nor did it provide documentation that the modems had been ordered prior to the date of the check. CCTA did not obtain prior FTA approval for this advance payment.

2 CFR 200.305

2 CFR Part 205

FTA C. 5010.1E, page IV-15

Provisions in 2 CFR §200.305 and 31 CFR Part 205 govern payments to recipients for financing operations under federal assistance and other programs. These regulations require that advance payment to a recipient be limited to the minimum amounts needed and timed to be in accord with only the actual, immediate cash requirements of the recipient in carrying out the purpose of the Award. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the recipient for direct program or costs of the Award and the proportionate share of any allowable indirect costs. The recipient must make timely payment to third-party contractors in accordance with the third-party contract provisions.

FTA C. 4220.1F, Ch. IV, Sections 2. b. (5)(b) Advance Payments

Advance payments are payments made to a contractor before the contractor incurs contract costs. The recipient may use its local share funds for advance payments. However, if there is no

automatic pre-award authority for its project, then advance payments made with local share funds before FTA assistance has been awarded, or before a letter of no prejudice has been issued or other pre-award authority has been provided, or before FTA approval for the specific advance payment has been obtained, are ineligible for reimbursement. The following principles and restrictions apply: 1 Use of FTA Assistance Prohibited. The recipient may not use FTA assistance to make payments to a third party contractor before the contractor has incurred the costs for which the payments would be attributable. 2 Exceptions for Sound Business Reasons. Apart from advance payments that are customary, as discussed further, FTA does occasionally make exceptions to its advance payment prohibitions, if the recipient can provide sound business reasons for doing so and has obtained FTA's advance written concurrence. A recipient that seeks to use FTA assistance to support advance payments should contact the regional office administering its project to obtain FTA concurrence. A. Adequate Security for Advance Payments. FTA recognizes that advance payments may be needed for certain costs supported by sound business judgment. Adequate security for the advance payment is an essential pre-condition to FTA's concurrence in the use of FTA or local share funds. B. Customary Advance Payments. FTA recognizes that advance payments are typically required for, but are not limited to, public utility connections and services, rent, tuition, insurance premiums, subscriptions to publications, software licenses, construction mobilization costs, transportation, hotel reservations, and conference and convention registrations. Accordingly, the recipient may use FTA assistance to support or reimburse the costs of such acquisitions. FTA concurrence is required only when such advance payment or payments customarily required in the marketplace exceed \$100,000.

Subsequent to the virtual site visit, CCTA submitted to the FTA regional office procedures for obtaining prior FTA approval for advance payments. CCTA also submitted to the FTA regional office documentation that the required process was implemented for a FTA-funded procurement that occurred in March 2021.

10. Disadvantaged Business Enterprise (DBE)

Basic Requirement: Recipients must comply with 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT assisted contracts. Recipients also must create a level playing field on which DBEs can compete fairly for USDOT-assisted contracts.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the USDOT requirements for DBE.

11. Title VI

Basic Requirement: The recipient must ensure that no person shall, on the grounds of race, color, or national origin, be excluded from participating in, or be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance without regard to whether specific projects or services are federally funded. The recipient must ensure that all transit services and related benefits are distributed in an equitable manner.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Title VI.

12. Americans with Disabilities Act (ADA) – General

Basic Requirement: Titles II and III of the ADA of 1990 provide that no entity shall discriminate against an individual with a disability in connection with the provision of transportation service. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including complementary paratransit service.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the USDOT requirements for ADA – General.

13. ADA – Complementary Paratransit

Basic Requirement: Under 49 CFR 37.121(a), each public entity operating a fixed-route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system. “Comparability” is determined by 49 CFR 37.123-37.133. Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the USDOT requirements for ADA – Complementary Paratransit.

14. Equal Employment Opportunity

Basic Requirement: The recipient must ensure that no person in the United States shall on the grounds of race, color, religion, national origin, sex, age, or disability be excluded from participating in, or denied the benefits of, or be subject to discrimination in employment under any project, program, or activity receiving Federal financial assistance under the Federal transit laws. (Note: Equal Employment Opportunity Commission’s regulation only identifies/recognizes religion and not creed as one of the protected groups.)

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Equal Employment Opportunity.

15. School Bus

Basic Requirement: Recipients are prohibited from providing school bus service in competition with private school bus operators unless the service qualifies and is approved by the FTA

Administrator under an allowable exemption. Federally funded equipment or facilities cannot be used to provide exclusive school bus service.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for School Bus.

16. Charter Bus

Basic Requirement: Recipients are prohibited from using FTA-funded equipment and facilities to provide charter service if a registered private charter operator expresses interest in providing the service. Recipients are allowed to operate community-based charter services pursuant to certain regulatory exceptions.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Charter Bus.

17. Drug-Free Workplace Act

Basic Requirement: Recipients are required to maintain a drug-free workplace for all award-related employees; report any convictions occurring in the workplace timely; and have an ongoing drug-free awareness program.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Drug-Free Workplace Act.

18. Drug and Alcohol Program

Basic Requirement: Recipients receiving Section 5307, 5309, 5311, or 5339 funds that have safety-sensitive employees must have a drug and alcohol testing program in place for such employees.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Drug and Alcohol Program.

19. Section 5307 Program Requirements

Basic Requirement: For fixed-route service supported with Section 5307 assistance, fares charged seniors, persons with disabilities or an individual presenting a Medicare card during off-peak hours will not be more than one-half the peak hour fares.

Recipients are expected to have a written, locally developed process for soliciting and considering public comment before raising a fare or carrying out a major transportation service reduction.

Recipients shall develop, publish, afford an opportunity for a public hearing on, and submit for approval, a program of projects (POP).

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Section 5307 Program Requirements.

20. Section 5310 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects that meet the specific needs of seniors and individuals with disabilities. Projects selected for funding under the Section 5310 program must be included in a locally developed, coordinated public transit-human services transportation plan. Recipients must approve all leases of Section 5310-funded vehicles and ensure that leases include required terms and conditions. Either the recipient or subrecipient must hold title to the leased vehicles.

Finding: During this Triennial Review of CCTA, no deficiencies were found with the FTA requirements for Section 5310 Program Requirements.

21. Section 5311 Program Requirements

Basic Requirement: Recipients must expend funds on eligible projects to support rural public transportation services and intercity bus transportation.

Finding: This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of CCTA.

V. Summary of Findings

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
1. Legal	ND				
2. Financial Management and Capacity	ND				
3. Technical Capacity – Award Management	ND				
4. Technical Capacity – Program Management and Subrecipient Oversight	D	TC-PgM6-1: FFATA reporting deficiencies	CCTA must report all missing information to FSRS and notify the FTA regional office when complete. The recipient must also submit to the FTA regional office procedures for the timely reporting of future subawards to FSRS.	9/21/21	5/12/21
5. Technical Capacity – Project Management	ND				
6. Transit Asset Management	ND				
7. Satisfactory Continuing Control	ND				
8. Maintenance	ND				
9. Procurement	D	P18-1: No prior approval for advance payments	CCTA must submit to the FTA regional office procedures for obtaining prior FTA approval for advance payments. For the next procurement, CCTA must submit to the FTA regional office documentation that the required process was implemented.	9/21/21	5/7/21
10. Disadvantaged Business Enterprise	ND				
11. Title VI	ND				
12. Americans with Disabilities Act (ADA) – General	ND				
13. ADA – Complementary Paratransit	ND				
14. Equal Employment Opportunity	ND				
15. School Bus	ND				
16. Charter Bus	ND				

Review Area	Finding	Deficiency Code(s)	Corrective Action(s)	Response Due Date(s)	Date Closed
17. Drug-Free Workplace Act	ND				
18. Drug and Alcohol Program	ND				
19. Section 5307 Program Requirements	ND				
20. Section 5310 Program Requirements	ND				
21. Section 5311 Program Requirements	NA	This section only applies to recipients that receive Section 5311 funds directly from FTA; therefore, the related requirements are not applicable to the review of CCTA.			

The metrics used to evaluate whether a recipient is meeting the requirements for each of the areas reviewed are: Deficient (D)/Not Deficient (ND)/Not Applicable (NA).

VI. Attendees

Name	Title	Phone Number	E-mail Address
<i>Central County Transportation Authority</i>			
Sean McBride	Executive Director	269-337-8088	mcbrides@kmetro.com
Greg Vlietstra	Deputy Director, Support Services	269-337-8407	vlietstrag@kmetro.com
Jenny McCowen	Grants/Compliance Manager	269-337-8138	mckillopj@kmetro.com
Yvonne Thrash	Deputy Director, Operations	269-337-8069	thrashy@kmetro.com
Rob Branch	Fleet & Facilities Manager	269-337-8235	branchr@kmetro.com
Richard Congdon	Metro Connect Coordinator	269-337-8395	congdonr@kmetro.com
Cheryl Pesti	Budget & Accounting Manager	269-337-8493	pestic@kmetro.com
Jodie Lynch	Management Assistant	269-337-8856	lynchj@kmetro.com
Kathy Schultz	Planning & Development Manager	269-337-8233	schultzk@kmetro.com
Cindy DeYoung	Human Resources Generalist	269-337-8421	deyoung@kmetro.com
<i>Apple Bus, Inc.</i>			
Laura Pennell	Operations Manager	269-350-2970	laura.pennel@applebuscompany.com
<i>FTA – Region V</i>			
Melody Hopson (exit conference only)	Director, Program Management and Project Oversight	312-886-1611	melody.hopson@dot.gov
Lisa Joiner	Transportation Program Specialist	312-353-2791	lisa.joiner@dot.gov
Marjorie Hughes	Regional Civil Rights Officer	312-353-4025	marjorie.hughes@dot.gov
<i>The DMP Group, LLC</i>			
Maxine A. Marshall	Lead Reviewer	202-726-2630	maxine.marshall@thedmpgroup.com
Melanie D. Potts	Reviewer	202-726-2630	melanie.potts@thedmpgroup.com

VII. Appendices

No appendices are included in this report.

**KALAMAZOO COUNTY SHERIFFS OFFICE
JULY 2021 MONTHLY REPORT
DEPUTY MICHAEL STADEL**

CASES:

NO NEW CASES FOR THIS MONTH

BANS:

NO NEW BANS WERE ISSUED

NOTABLE CASES:

No notable cases this month. Normal interactions with customers and homeless on metro property. Some medical issues such as seizures took place on the property but were handled by Life ambulance and KDPS.

DEPUTY MICHAEL STADEL

3951

July 2021 KTC Security Report
Prepared by Terecita Potts
Title Senior Operations Supervisor

Overview:

During the month of July, Metro continued reduced service on Saturdays starting at 8:00 am-4:30pm. The KTC was opened on July 5, 2021 for normal business. At this time barricades on buses have been removed, we are an all-seat filled to capacity system with no standing allowed currently. Security Plus presence was continued with two officers present from 8am till 10:30pm. The County Sheriff's onsite security presence continued from 10am to 10pm Monday through Saturday and 10am to 6pm on Sundays.

Activity Summary for July

KPS Calls-0

EMS Calls -1-unresponsive individual in the bathroom.

Other Activities

Walked around the administration building and checked that all doors are secure also checked for loiterers, open intoxicants, marijuana use or individuals using drugs, sleepers and individuals trespassing. July, we continued with several reminders to customers to wear mask as the mask mandate is actively still in place for Transportation. We continued to assist customers with or without business accessing the building also with assisting the Sheriff with disorderly passengers. This leads to fewer calls to Public safety.

Directing passengers to the proper smoking areas and to follow the rules of conduct is a daily activity to keep the balance at the Transit Center.



Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Planning and Development Manager
DATE: August 3, 2021
SUBJECT: Metro Route Changes Effective August 30, 2021

Historically when school resumes in the fall, Metro makes changes to bus routes in the community. Many of these changes are made to improve on-time performance, remove areas with no ridership, and adjust schedules.

A Route Committee made up of bus drivers, Operations staff, and Planning staff meet regularly to discuss bus routes and possible adjustments to improve service to riders.

Route 14-West Main: In 2016, the West Main route discontinued bus service to Walmart along the 9th Street corridor due to the boundary for the Central County Transportation Authority. With the passage of the 2020 CCTA millage and the inclusion of Precinct 9, Walmart service will return to the West Main corridor.

- In addition to this stop, the bus will be providing hourly service to the Oshtemo Township Library located next to the Oshtemo Township Hall. Service will be provided Monday through Friday from 10:00 am to 6:00 pm.
- Additional changes to the route include discontinuing service within Evergreen North Apartment Complex and discontinuing a second trip into Maple Hill Mall. Both of these service adjustments provide the necessary time for service to Walmart and the Oshtemo Township Library. A bus stop with a shelter was installed at Maple Hill Drive and Kalamazoo 10 to provide service to Evergreen North and a new bus stop will be installed near West Main and Drake for inbound trips (approximately Panera Restaurant).

Route 12-Duke: The Duke bus route has been discontinued since October 2020 due to a lack of bus drivers. Service hours will be 6:15am to 9:10am and 2:15pm to 7:10pm Monday through Friday. The route will resume August 30 with several changes.

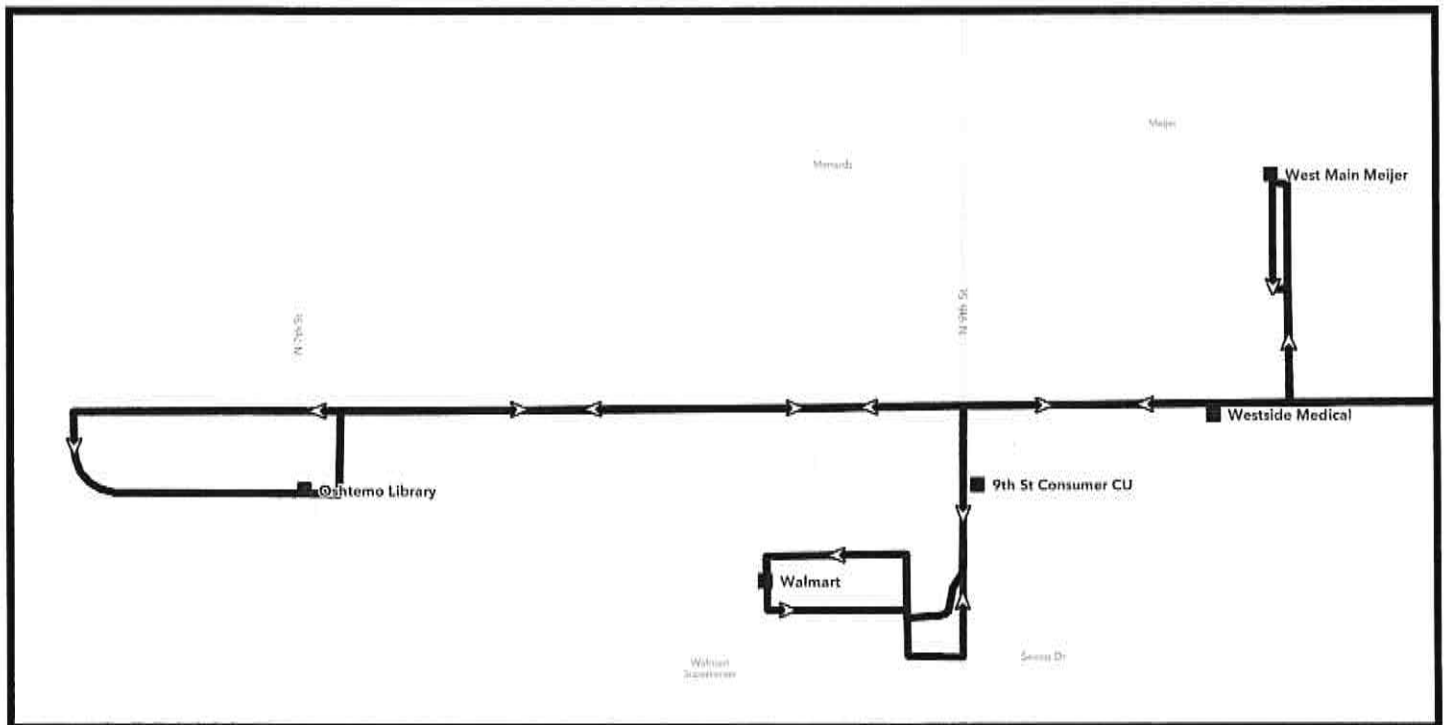
- Service to outbound YMCA will be discontinued due to a lack of ridership for those trips. Stops will be placed on Crosstown Parkway at Maple Street.
- With construction scheduled for the Portage Road/I-94 interchange, the bus will travel from Lovers Lane to Winters Drive, provide service to the airport and then return to Winters Drive and Lovers Lane. A new stop will be added at Loy Norrix for student on the school property.
- Service to Meijer along Duke and Denway will be provided by Route 13-Burdick during regular hours of service.

Route 7-Alamo: Service will be discontinued to Westland Meadows within the apartment complex due to limited ridership. A bus stop is currently located on the corner of Sage and Stonebrook.

Maps of the new additions to Route 14-West Main and Route 12-Duke are included with this memo.

RECOMMENDATION

This memo is provided to the boards for information only.





Connecting People Throughout
Kalamazoo County

Agenda Item: # 10a
Meeting Date: 08/09/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: July 29, 2021
SUBJECT: June 2021 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 \$3,171,603 (44%) of the FY21 millage.
- Due to the Covid-19 pandemic, Metro's Fixed-Route and Metro Connect are not currently collecting fares, the current plan is to start August 2nd. However, we are still receiving the WMU, Texas Township, and Oshtemo contract funds.
- The FTA operating assistance revenue is accrued at the end of the year (September).
- The average price for a gallon of diesel fuel in May 2020 was \$0.93 and in May 2021, it was \$2.23. This is a 140% increase.
- Total operating expenditures for Metro year-to-date are 62% of the total budgeted amount.

Attachment:

1. June 2021 Income & Expense Statement



	FY 2021 CCTA Board Recommended Budget	June 2021	Year to Date FY 2021	Year to Date %	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	515,000	35.25	235.51	0%	0%
Metro County Connect Fares	193,498	6.00	6.00	0%	0%
Specialized Services Fares					
Metro County Connect - Access Fares	119,783	0.00	21.00	0%	0%
Tokens	236,250	80.00	19,910.50	8%	0%
Charters	0	0.00	0.00	0%	0%
Pass Sales	182,100	0.00	351.00	0%	0%
WMU Prepaid Fares	1,150,000	0.00	496,605.52	43%	0%
Texas Twp/KVCC Prepaid Fares	95,185	0.00	42,924.00	45%	0%
Oshtemo Twp Contract	34,129	16,948.03	50,844.09	149%	6%
	2,525,945	17,069.28	610,897.62	24%	6%
Other Revenue					
Advertising	54,000	6,739.95	54,737.25	101%	2%
Intermodal Operations	136,000	0.00	57,667.55	42%	0%
Miscellaneous Revenue	23,700	(10,811.10)	84,417.63	356%	-4%
Commission Revenue - Ticket Sales	30,000	1,485.49	9,953.87	33%	1%
Interest Income	13,000	10.75	4,011.21	31%	0%
	256,700	(2,574.91)	210,787.51	82%	-1%
Urban Millage (CCTA)	4,303,895	883.46	1,442,545.90	34%	0%
County-wide Millage (KCTA)	2,874,265	4,505.14	1,729,056.70	60%	2%
MDOT - Operating	5,140,727	0.00	4,249,648.00	83%	0%
FTA - Operating	1,462,018	527.00	32,685.00	2%	0%
Provision for Depreciation	2,900,000	259,932.11	2,359,062.69	81%	93%
TOTAL OPERATING REVENUE	19,463,550	280,342.08	10,634,683.42	55%	100%
Operating Expenses by Division					
Administration/Overhead	7,076,002	438,809.56	4,312,328.17	61%	
Kalamazoo Transportation Center Operations	821,717	50,502.87	578,276.15	70%	
Maintenance	3,032,139	184,413.86	2,235,091.65	74%	
Operations	7,769,924	462,450.86	4,391,670.54	57%	
Metro Connect	4,636,518	388,016.74	3,047,889.16	66%	
Metro Share	68,452	3,242.85	34,869.68	51%	
TOTAL OPERATING EXPENSE	23,404,752	1,527,436.54	14,600,125.35	62%	
NET (UNFUNDED) BALANCE for period	(3,941,202)	(1,247,094.46)	(3,965,441.93)		



Connecting People Throughout
Kalamazoo County

Agenda Item: #9b Meeting Date: 08/09/21
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TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Cheryl Pesti, Budget and Accounting Manager
 Kathy Schultz, Planning and Development Manager
DATE: July 21, 2021
SUBJECT: June 2021 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
FY21	116,725	6,976	982	124,683
FY20	94,104	4,736	27	98,867
Difference	22,621	2,240	955	25,816
% Change	24%	47%	3537%	26%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 20-Sept 21 System Total
FY21	1,046,650	61,163	1,745	1,109,558
FY20	1,458,969	92,216	18,580	1,569,765
Difference	(412,319)	(31,053)	(16,835)	(460,207)
% Change	(28%)	(34%)	(91%)	(29%)

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – June 2021

No data for June

WMU STUDENT RIDERSHIP REPORT – June 2021

No data for June

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – June 2021

For the month of June 2021 there were 6,976 passenger trips on Metro Connect. This is a total of 61,163 passenger trips for fiscal year 2021.

SUNDAY RIDERSHIP REPORT

Month	FY 2020 # of Sundays	FY 2020 Rides	Avg. Rides/ Sunday	FY 2021 # of Sundays	FY 2021 Rides	Avg. Rides/ Sunday	% Change
October	4	10,673	2,668	4****	1440	360	-86.50%
November	4	10,480	2,096	5*****	0	0	-100%
December	5	12,126	2,425	4*****	0	0	-100%
January	4	9,789	2,447	5*****	0	0	-100%
February	4	10,686	2,672	4*****	0	0	-100%
March	5*	9,955	1,991	5*****	0	0	-100%
April	4*	0	0	4*****	0	0	0
May	5*	0	0	5*****	0	0	0
June	4**	4,142	1,380	4*****	0	0	0
July	4***	2,501	625				
August	5***	5,950	1,190				
September	4***	6,082	1,520				
Total	52	82,384	19,014				

* COVID-19 Service Adjustments Started March 2020 including no Sunday service.

** Bus Service did not operate on 6/7/2020. There was Bus Service on 6/14/2020, 6/21/2020 and 6/28/2020.

*** Bus Service is operating on Sundays with COVID-19 service adjustments.

**** Bus service only operated on 10/4/2020 before reduced service was put into place.

*****No Sunday Bus Service due to COVID-19 service reductions



KALAMAZOO METRO TRANSIT SYSTEM
RIDERSHIP ANALYSIS
June 2021

Route #	Route	Month to Date				Year to Date							
		# of Rides		Rides per hour		# of Rides		Rides per hour					
		FY21	FY20	Increase / decrease	FY21	FY20	FY21	FY20	Increase / decrease	FY21	FY20	Increase / decrease	
01	Westnedge	16,684	14,640	13.96%	24.52	16.98	44.44%	152,614	198,748	-23.21%	27.68	35.10	-21.13%
02	Portage	8,618	7,997	7.77%	21.68	12.31	76.14%	67,660	92,661	-26.98%	21.00	20.82	0.86%
03	West Michigan	4,598	3,149	46.01%	11.49	6.16	86.61%	38,950	42,224	-7.75%	11.78	12.34	-4.58%
04	Oakland	4,421	3,021	46.34%	11.10	6.15	80.62%	34,413	41,698	-17.47%	10.66	12.51	-14.77%
05	East Main	5,063	3,536	43.18%	12.74	7.47	70.65%	49,090	63,699	-22.93%	15.79	21.76	-27.47%
06	Parchment	6,006	4,350	38.07%	14.95	9.05	65.07%	46,460	52,805	-12.02%	14.54	16.27	-10.63%
07	Alamo	7,130	5,967	19.49%	17.91	7.56	136.93%	61,697	110,165	-44.00%	19.13	23.82	-19.69%
08	Egleston	6,390	5,134	24.46%	16.05	8.92	79.83%	47,211	56,343	-16.21%	14.64	14.88	-1.62%
09	Gull Road	10,385	11,496	-9.66%	14.18	13.36	6.10%	108,343	124,199	-12.77%	19.19	21.94	-12.56%
10	Comstock	4,539	4,160	9.11%	11.40	8.55	33.33%	39,651	50,342	-21.24%	12.29	15.22	-19.27%
11	Stadium Drive	7,140	4,635	54.05%	17.93	6.05	196.55%	61,403	94,021	-34.69%	19.03	19.58	-2.84%
12	Duke	0	266	-100.00%	0.00	1.50	-100.00%	173	14,901	-98.84%	0.00	13.10	-100.00%
13	South Burdick	7,972	4,991	59.73%	20.02	6.16	225.00%	69,175	93,378	-25.92%	16.70	17.68	-5.55%
14	West Main	8,889	8,858	0.35%	22.32	10.58	110.99%	74,726	101,913	-26.68%	22.92	18.44	24.28%
15	Paterson	4,490	2,467	82.00%	11.28	5.23	115.71%	54,131	61,279	-11.66%	17.40	21.05	-17.37%
16	Lowell	7,172	4,694	52.79%	18.01	4.90	267.87%	67,384	156,590	-56.97%	16.19	26.52	-38.97%
20	East Comstock	0	0	0.00%	0.00	0.00	0.00%	276	446	-38.12%	0.00	0.00	0.00%
26	West Centre	3,447	2,420	42.44%	9.02	5.20	73.64%	26,552	23,826	11.44%	8.66	7.55	14.75%
27	East Romence	2,504	2,323	7.79%	6.50	5.03	29.17%	20,401	20,214	0.93%	6.56	6.44	1.89%
21	Solom/Kendall/Lafayette	0	0	0.00%	0.00	0.00	0.00%	9,725	59,517	-83.66%	9.14	33.44	-72.68%
19	Ring	364	0	0.00%	0.00	0.00	0.00%	6,376	-	0.00%	0.00	0.00	0.00%
25	Parkview	913	0	0.00%	0.00	0.00	0.00%	10,239	-	0.00%	0.00	0.00	0.00%
	Total Fixed Route	116,725	94,104	24.04%	15.86	14.88	6.60%	1,046,650	1,458,969	-28.26%	15.75	19.56	-19.49%

Metro County Connect	# of Rides		Increase / decrease	Rides per hour	# of Rides	Increase / decrease	Rides per hour
Demand-Response	FY21	FY20		FY21	FY20		
ADA Trips	6,976	4,736	47.30%	1.38	0.56	146.85%	1.47
	2,385	1,466	62.69%	1.55	0.42	270.02%	1.50
Specialized Service	982	27	3537.04%	10.35	0.07	15628.31%	6.10

Charters	# of Rides		Increase / decrease	Rides per hour	# of Rides	Increase / decrease	Rides per hour
	FY21	FY20		FY21	FY20		
	0	0	N/A	0	0	N/A	0

Total Services	# of Rides		Increase / decrease	Rides per hour	# of Rides	Increase / decrease	Rides per hour
	FY21	FY20		FY21	FY20		
	124,683	98,367	26.11%	9.96	5.42	83.80%	10.25

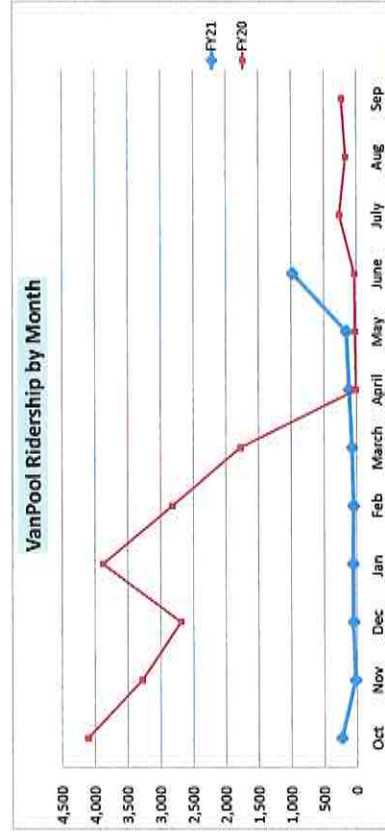
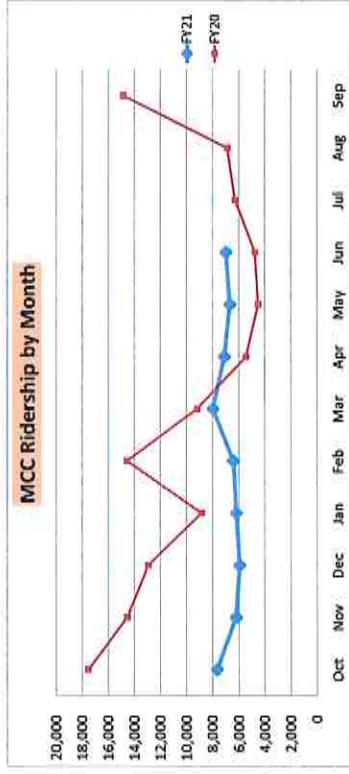
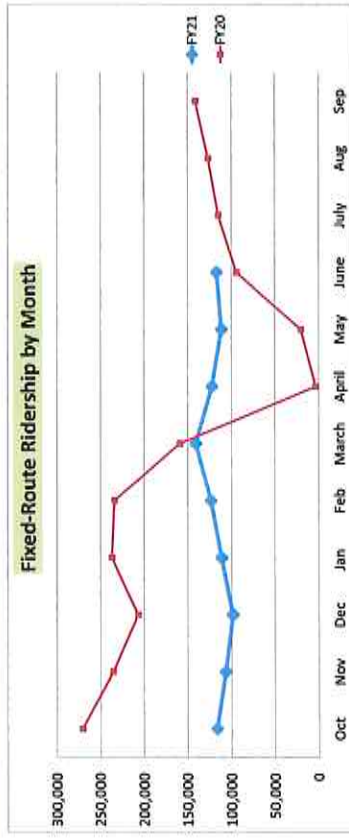
Other Data	# of Rides		Increase / decrease	# of Rides		Increase / decrease
	FY21	FY20		FY21	FY20	
W/MU	-	21,372	-100.00%	-	286,773	-100.00%
KVCC	-	649	-100.00%	-	14,168	-100.00%
Transfers	-	53,215	-100.00%	-	421,609	-100.00%
Wheelchair	-	825	-100.00%	26	5,186	-99.50%
Bikes	-	2,664	-100.00%	7,767	15,356	-49.42%

June 2021
APC COUNTS DUE TO COVID-19

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	111,226	116,725	114,359	126,171	140,709
FY20	270,270	235,071	206,618	236,803	233,960	158,855	3,053	20,235	94,104	114,359	126,171	140,709

MCC	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY21	7,651	6,217	5,951	6,197	6,430	7,970	7,093	6,678	6,976	6,277	6,851	14,837
FY20	17,529	14,514	12,941	8,841	14,536	9,168	5,456	4,495	4,736	6,277	6,851	14,837

VanPool	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	237	22	50	59	49	72	115	159	982	260	167	226
FY20	4,106	3,275	2,686	3,875	2,813	1,774	6	18	27	260	167	226



June 2021
APC COUNTS DUE TO COVID-19

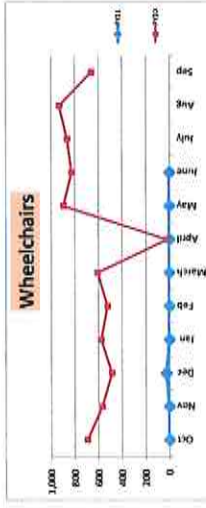
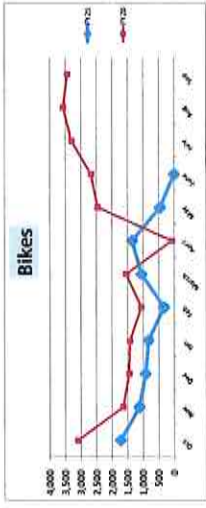
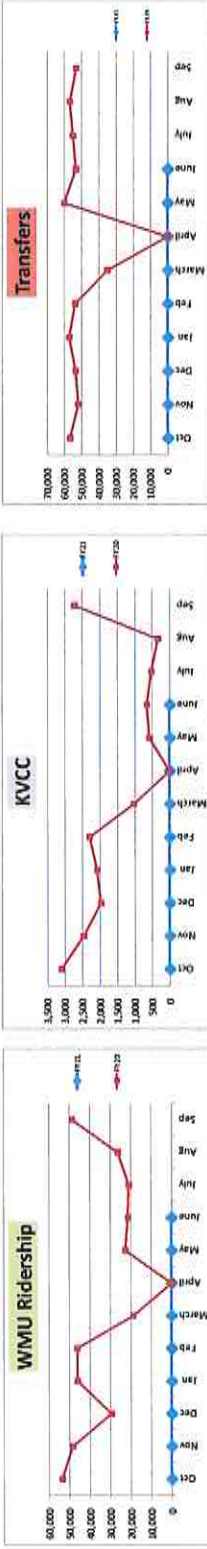
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
WMU	0	0	0	0	0	0	0	0	0	0	0	0
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	58,811	48,398	29,900	48,000	48,220	18,876	7	22,710	21,372	21,016	26,213	48,556

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
KNCC	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
FY20	3,058	2,487	1,569	3,081	2,286	1,030	1	577	649	518	304	2,722

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Transfers	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
FY20	56,803	52,014	63,028	57,187	63,714	26,112	1	60,007	53,215	54,074	56,789	53,175

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Wheelchairs	0	0	26	0	0	0	0	0	0	0	0	0
FY21	0	0	26	0	0	0	0	0	0	0	0	0
FY20	694	567	484	576	522	606	18	864	825	862	929	659

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Bikes	1,727	1,117	923	826	327	1,045	1,352	450	0	3,286	3,564	3,429
FY21	1,727	1,117	923	826	327	1,045	1,352	450	0	3,286	3,564	3,429
FY20	3,045	1,838	1,444	1,418	1,054	1,509	82	2,454	2,864	3,286	3,564	3,429

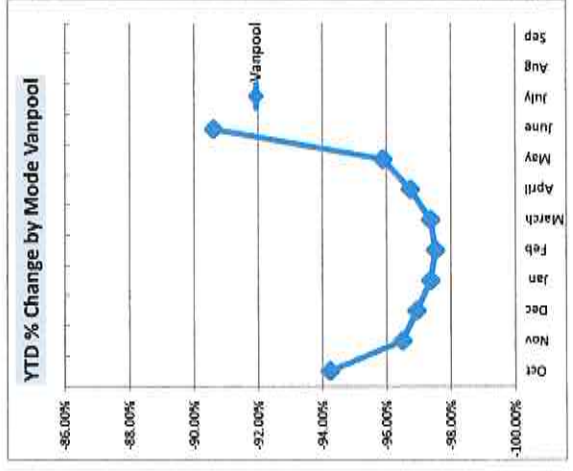
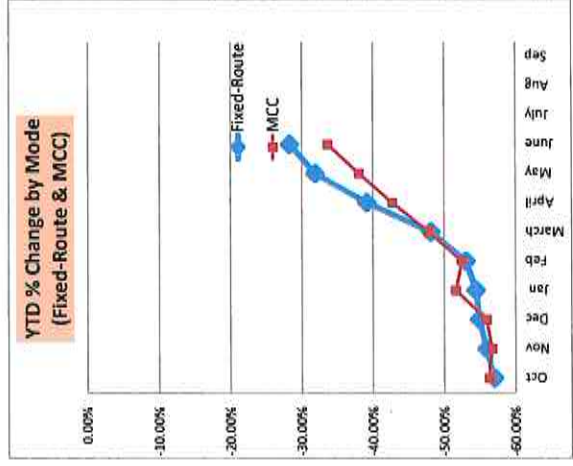
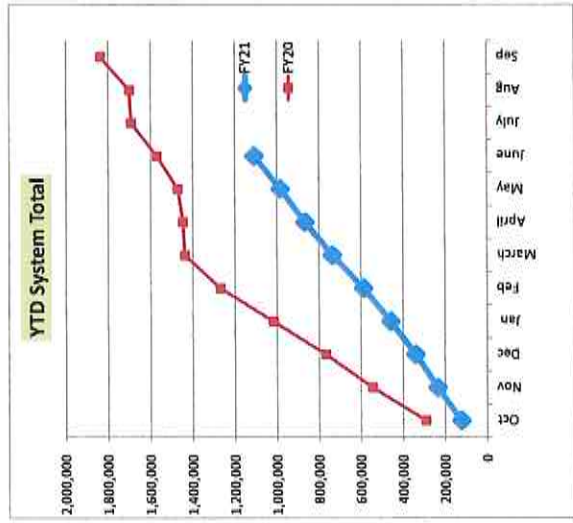


June 2021 APC COUNTS DUE TO COVID-19

YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	124,228	237,050	341,499	458,799	588,630	737,351	866,812	964,875	1,109,558			
FY20	291,905	544,765	767,010	1,016,529	1,267,838	1,437,635	1,446,150	1,470,858	1,569,765	1,630,661	1,699,498	1,836,247

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Fixed-Route	-56.95%	-55.89%	-54.86%	-54.42%	-53.01%	-48.09%	-39.11%	-31.87%	-28.26%			
MCC	-56.35%	-56.72%	-55.94%	-51.67%	-52.54%	-47.87%	-42.75%	-38.06%	-33.67%			

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Vanpool	-94.23%	-96.49%	-96.93%	-97.36%	-97.51%	-97.36%	-96.74%	-95.85%	-90.61%			



Zoom Instructions for Participants

Before a videoconference:

1. You will need a computer, tablet, or smartphone with a speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. If you are going to make a public comment, please use a microphone or headphones with a microphone to cut down on feedback, if possible.
3. Details, phone numbers, and links to videoconference or conference call are provided below. The details include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of the meeting, click on this link to [join via computer](#). You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://us02web.zoom.us/j/86030036552) on any browser and entering this **Meeting ID**: <https://us02web.zoom.us/j/86030036552>

If you are having trouble hearing the meeting or do not have the ability to join using a computer, tablet or smartphone then you can join via conference call by following instructions below.

To join the conference by phone:

1. On your phone, dial the toll-free teleconferencing number: **1-312-626-6799**
2. When prompted using your touch-tone (DTMF) keypad, enter the Meeting
3. ID number: **86030036552**

Participant controls in the lower-left corner of the Zoom screen:



Using the icons at the bottom of the Zoom screen, you can (some features will be locked to participants during the meeting):

- Participants – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand. **This will be used to indicate that you want to make a public comment.**
- Chat – opens pop-up screen that allows participants to post comments during the meeting.

Public comments will be handled by the “Raise Hand” method as instructed above within Participant Controls.