



Connecting People Throughout  
Kalamazoo County

**NOTICE AND AGENDA**  
**CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)**  
**KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)**  
**January 11, 2021**  
**Regular Meeting**

<b>Electronic Meeting</b>
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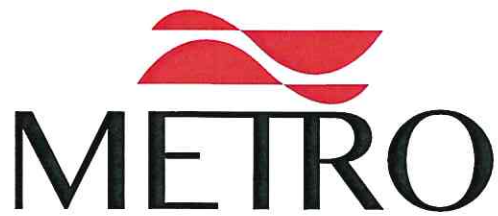
Participate through this Zoom Link:  
<https://us02web.zoom.us/j/81927323900>

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, February 8., 2021 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its Regular Meeting on Monday, January 11, 2021 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve Agenda*	Roll Call	Roll Call
3.	Request to Approve CCTA/KCTA Minutes for December 14, 2020*	Roll Call	Roll Call
4.	Consideration to Adopt CCTA/KCTA Board Meeting Remote Attendance Policy Amendment 2.02.00	Roll Call	Roll Call
5.	Appoint a Nominating Committee for CCTA/KCTA Boards*	Roll Call	Roll Call
6.	KCTA Millage Update*		
7.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
8.	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)		
9.	Communications		
10.	Old Business		
11.	New Business		



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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 conducted through a Zoom link (See instructions above). 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**  
**December 14, 2020**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, Barbara Blissett  
Others Present: Earl Cox, Sr., John Gisler

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, December 14, 2020 at 11:30 a.m. This meeting was held as an electronic meeting under the authority of Public Act 228, Participation in Public Meetings effective October 16, 2020."*

**1.) KCTA ROLL CALL**

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

KCTA Members Absent: None

*\*Janssen arrived at 12:05 P.M.*

**1). CCTA ROLL CALL**

CCTA Members Present: Curtis Aardema, City of Portage, Rob Bricker, Cooper Township, Rob Britigan, Comstock Township, Chris Burns, City of Portage, Dusty Farmer, Oshtemo Township, Martin Janssen\*, Fulton Township, Nicolette Leigh, Kalamazoo Township, Garrylee McCormick, City of Kalamazoo, Jim Pearson, City of Portage, Randy Thompson, Comstock Township, Greg Rosine City of Kalamazoo

CCTA Members Absent: None

*\*Janssen arrived at 12:05 P.M.*

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

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for December 14, 2020.*

*Motion: Sloan/Thompson      Support: Aardema/Leigh*

*Motion carried by roll call vote.*

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

### **3.) REQUEST FOR APPROVAL OF MINUTES**

*A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting minutes for November 9, 2020.*

*Motion: Sloan/Farmer                      Support: Aardema/Thompson*  
*Motion carried by roll call vote.*

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

### **4.) CCTA/KCTA BOARD MEETING REMOTE ATTENDANCE POLICY 2.02.00 AMENDMENT**

Chair Rosine commented that the Boards had a remote attendance policy that with the pandemic was being challenged by the State with its own legislation.

Exec. Dir. McBride stated that the CCTA and KCTA had adopted Policy 2.02.00 regarding Board Meeting Remote Attendance on June 8, 2020. He said since the onset of COVID-19 the amended PA 288 has three different reasons and criteria that are allowed for remote attendance:

- I. Military Duty.
- II. A medical condition. "Medical Condition" means 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.

Exec. Dir. McBride stated currently the State had declared a State of Emergency that would allow remote meetings to continue according to the amended rules of PA 288.

Exec. Dir. McBride shared that Kalamazoo County would also be considering, at their next meeting, a countywide Local State of Emergency, this would allow for the CCTA and KCTA to meet remotely in compliance with Point III of PA 288.

Exec. Dir. McBride informed the Boards that Attorney Jeff Ammon had reviewed the recently amended Public Act 288 and incorporated it into an amendment to the CCTA/KCTA Policy 2.02.00 regarding remote attendance. He indicated that according to Board policies, a policy requires it be read twice before adoption. He asked the Boards to conditionally approve and offer the amendment for first reading then consider its final adoption at the February 8<sup>th</sup> meeting.

*A motion was made by KCTA and CCTA to conditionally approve and offer for first reading to amend CCTA/KCTA Policy 20.02.00 Board Meeting Remote Attendance Policy.*

*Motion: Sloan/Farmer                      Support: McCormick/Farmer*  
*Motion carried by roll call vote.*

*Ayes:                      Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Leigh,  
                                 McCormick, Pearson, Rama, Sloan, Thompson, Urban, Rosine*

Nays: None

Absent: Janssen

Prior to the motion Exec. Dir. McBride responded to a question from Leigh that the County would be enacting a Local State of Emergency that would include all governing bodies located in Kalamazoo County.

## **5. AWARD FOR BUS ADVERTISING**

Dep. Dir. Vlietstra summarized the 30-year history and bid process for bus advertising and noted that the current vendor, Crosstown Communications, had decided not to submit a bid. He said this time the only responsive bidder was Mesmerize of Noblesville, IN.

Dep. Dir. Vlietstra stated Mesmerize has over 12 years' experience and references consulted responded that this vendor would deliver a quality service.

Dep. Dir. Vlietstra indicated that advertising displayed on the sides, back and interior of the buses would generate approximately \$360,250 in revenue. He said Metro would review all material to be advertised.

*A motion was made by KCTA and CCTA to approve the contract with Mesmerize for advertising on Metro buses.*

*Motion: Sloan/Farmer*

*Support: Aardema/Burns*

*Motion carried by roll call vote.*

*Ayes: Aardema, Breneman, Bricker, Britigan, Brown, Burns, Farmer, Leigh, McCormick, Pearson, Rama, Sloan, Thompson, Urban, Rosine*

*Nays: None*

*Absent: Janssen*

Prior to the vote, types of advertising and prospects of future revenue guarantees were discussed.

## **6.) EXECUTIVE DIRECTOR REPORT**

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

- Triennial Review
- Healthcare Clinic
- COVID-19 and Service Update
- New Bus Stop Signs and Bus Stop Improvements
- KTC Security

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

## **7.) SUBCOMMITTEE REPORTS**

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda, and the Executive Director's Employment.

### **11a.) Consideration to Update Executive Director Employment Agreement**

Chair Rosine reviewed Executive Director McBride's evaluation summary completed earlier in 2020. He said with the excellent rating, it was time to amend the current employment agreement and the Executive Committee proposed the following changes:



Increase the Executive Director's annual salary by 8% effective October 1, 2020  
Increase the Executive Director's annual salary by 3% effective October 1, 2021 with a positive performance review.

*A motion was made to authorize the CCTA Chair to work with legal counsel to amend Metro's Executive Director Employment Agreement according to the above listed Executive Committee's recommendation.*

*Motion: McCormick*

*Second: Britigan*

*Motion carried by roll call vote.*

Ayes: Aardema, Bricker, Britigan, Burns, Farmer, Janssen, Leigh, McCormick, Pearson, Thompson, Rosine  
Nays: None  
Absent: None

Prior to the motion, Burns requested the review of the Executive Director's Employment Agreement be reviewed and discussed in September prior to its expiration instead of having to make it retroactive.

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – No meeting.

Pension Board – McCormick reported that CCTA Pension investments were doing well and currently at 122%.

Pearson inquired why the numbers had decreased from approximately 130%. Exec. Dir. McBride responded that this was due to the actuarial assumptions being adjusted earlier in the year. Changes to monthly investment rates and interest rate decreases our overall funding levels..

KATS Policy Committee – Aardema reported on various projects.

Local Advisory Committee (LAC) – No meeting.

Millage Subcommittee – No meeting.

**11.) COMMUNICATIONS** – None

**12.) CHAIRPERSONS REPORT** – Chair Rosine thanked drivers for their service to the community especially during this COVID-19 experience and wished everyone Happy Holidays.

**13.) PUBLIC COMMENT** – Gisler commented that bids were going out for the new justice center and groundbreaking is scheduled for April 2021.

**14.) MEMBERS TIME** - Boardmembers wished everyone a happy holiday season and thanked Metro staff for their diligence in keeping the system running.

**15.) ADJOURNMENT**

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

*Motion: McCormick/Janssen*

*Support: Farmer/Burns*

*Motion carried by roll call vote.*

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

The meeting adjourned at 12:44 P.M.

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Greg Rosine  
CCTA Chairperson

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Barbara Blissett  
CCTA Clerk

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Greg Rosine  
KCTA Chairperson

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Barbara Blissett  
KCTA Clerk



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Agenda Item # 4 Meeting Date 01/11/21
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** January 5, 2021  
**SUBJECT:** CCTA/KCTA Policy Amendment 2.02.00 Regarding CCTA/KCTA Board Meeting Remote Attendance

### **BACKGROUND**

The CCTA and KCTA adopted updated CCTA/KCTA Policy 2.02.00 Board Meeting Remote Attendance Policy at the June 8, 2020 meeting.

Since the COVID-19 pandemic announcement, numerous legislations have taken place to regulate remote attendance policies for various groups/organizations. The conduct of KCTA/CCTA meetings has been in compliance with each Executive Order as they were issued. The most recent legislation was Public Act (PA) 288 enacted October 16, 2020. This legislation gives specific instructions on how meetings are to be held and conducted remotely both now and beyond calendar year 2021. Additionally, on December 22, 2020 Governor Whitmer signed into law Senate Bill 1246, which extends, and updates certain Open Meetings Act regulations previously adopted and allows public bodies to conduct meetings electronically through March 31, 2021. The policy has been updated to reflect these date changes.

### **DISCUSSION**

The attached amended policy was prepared by CCTA/KCTA Attorney Jeff Ammon to ensure compliance with Public Act (PA) 288. The legislation specifically requires that for calendar year 2021 that public boards can only meet remotely for the following reasons:

- i. Military duty.
- ii. A medical condition. "Medical condition" means 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 or 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.

At the December 15, 2020 meeting, that the Kalamazoo County Board of Commissioners declared a countywide State of Emergency for Kalamazoo County. This enables the CCTA and KCTA to continue to meet remotely in compliance of point iii. identified above.

In light of the current status of COVID-19 in the region it is recommended that the Boards approve this policy change that allows continued utilization of remote Zoom meetings.

### **CCTA and KCTA Policy for Policy Approval**

The CCTA and KCTA have Board Policies that require a policy be read twice before adoption. The policy was presented at the December 14, 2020 for first reading.



**RECOMMENDATION**

Policy 2.02.00 Regarding CCTA/KCTA Board Meeting Remote Attendance is being offered for final adoption

**Attachment**

1. Draft Updated CCTA/KCTA Remote Attendance Policy Amendment 2.02.00

**CENTRAL COUNTY TRANSPORTATION AUTHORITY/  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: CCTA/KCTA Board Meeting Remote  
Attendance Policy**

**SECTION NO: 2.02.00**

**PAGE 1 OF 3**

**ORIGINAL EFFECTIVE DATE:  
UPDATE DATE:**

**PURPOSE/APPLICATION:**

The Central County Transportation Authority (CCTA) and the Kalamazoo County Transportation Authority (KCTA) desire to enable full participation of board members at meetings of the CCTA and KCTA where board members are not able to be physically present at a meeting.

**POLICY STATEMENT:**

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

**DEFINITION**

For purposes of these Rules, "remote" participation by a board member means participation electronically by telephonic or video conferencing so that (1) board members can hear and be heard by other board members, and (2) public participants can hear board members, and (3) during a public comment period, public participants can be heard by board members 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" means regular and special meetings of CCTA and KCTA.

**POLICY IMPLEMENTATION:**

- A. Remote participation is allowed as follows:
  - a. Until March 31, 2021, a board member may participate remotely for any reason.
  - b. From April 1, 2021 through December 31, 2021 a board member may participate remotely if the board member's absence is caused by any of the following:
    - i. Military duty.
    - ii. A medical condition. "Medical condition" means 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 or 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.
  - c. After December 31, 2021, a board member may participate remotely only if the board member's absence is caused by military duty.

**CENTRAL COUNTY TRANSPORTATION AUTHORITY/  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: CCTA/KCTA Board Meeting Remote  
Attendance Policy**

**SECTION NO: 2.02.00**

**PAGE 2 OF 3**

**ORIGINAL EFFECTIVE DATE:  
UPDATE DATE:**

- B. At the beginning of each meeting, each board member participating remotely shall announce that the board member is participating remotely and shall state the county, city, township, or village where the board member is located. This location announcement does not apply to a board member participating remotely because of military duty.
- C. The board member participating remotely shall make every effort to participate in the entire meeting and shall announce if the board member is leaving the remote connection.
- D. A board member participating by remote participation will be deemed to be present at the meeting for all purposes including being authorized to vote. All votes must be by roll call when any board member participates from a remote location.
- E. A board member who wants to participate in a board meeting remotely must, at least 6 hours prior (24 hour notice preferred) to the meeting, notify the Executive Director and Chair of the board member's expected absence, the reason for the absence, and facts supporting why the remote participation is allowed under this policy.
- F. The Chair or person chairing the meeting may decide how to address 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. On the CCTA and KCTA websites, advance notice of a meeting to be held remotely must be posted at least 18 hours before the meeting. That notice of a meeting held remotely must clearly explain:
  - a. 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 on anything that may come before the board at that meeting.
  - d. How persons with disabilities may participate in the meeting.
- I. For a meeting held remotely, the agenda must be publicly available on the CCTA and KCTA websites at least two hours before the meeting begins.

**CENTRAL COUNTY TRANSPORTATION AUTHORITY/  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY  
POLICY STATEMENT AND IMPLEMENTING PROCEDURES**

**SUBJECT: CCTA/KCTA Board Meeting Remote  
Attendance Policy**

**SECTION NO: 2.02.00**

**PAGE 3 OF 3**

**ORIGINAL EFFECTIVE DATE:  
UPDATE DATE:**

**APPROVAL:**

\_\_\_\_\_  
CCTA Board Chair

\_\_\_\_\_  
CCTA Board Vice-Chair

\_\_\_\_\_  
KCTA Board Chair

\_\_\_\_\_  
KCTA Board Vice-Chair



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Agenda Item # 5 Meeting Date 01/11/21
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**SUBJECT:** CCTA and KCTA Nominating Committee  
**DATE:** January 4, 2021

### **DISCUSSION**

The CCTA and KCTA Boards appoint leadership positions in March of each year as part of the Annual Meeting. Below are items contained in the CCTA and KCTA Bylaws regarding Officers:

*Section 3.1 – Officers. The board must appoint a chairperson, vice-chairperson and clerk. The chairperson and vice-chairperson must each be a director. The board may appoint other officers. Officers have the authority described in these bylaws and as prescribed by the board.*

*Section 3.2 - Appointment and Term of Office. The board must appoint officers (by majority vote of the entire board) at each annual meeting.*

*Section 3.4 - Vacancies. The board may fill an office vacancy for the unexpired term.*

*Section 3.5 – Chairperson. The chairperson is the principal executive officer of the Authority and shall in general supervise the Authority's business. The chairperson may delegate duties to the vice-chairperson, executive director, or otherwise. The chairperson presides at all board meetings and is an ex-officio member of all committees.*

*Section 3.6 – Vice Chairperson. In the chairperson's absence, or if the chairperson is unable or unwilling to act, the vice-chairperson performs the chairperson's duties.*

Current CCTA and KCTA Officers are:

**CCTA:** Chair – Greg Rosine and Vice-Chair – Garrylee McCormick  
**KCTA:** Chair – Greg Rosine and Vice-Chair – Martin Janssen

Since the KCTA and CCTA meet in a joint meeting it is recommended that the Nominating Committees of the KCTA and CCTA meet and work together to identify to recommend the KCTA and CCTA Chair and Vice-Chair. Members of the nominating Committee may be nominated for leadership positions.

### **RECOMMENDATION**

1. The CCTA/KCTA Executive Committee recommends that the CCTA appoint a Nominating Committee for the purpose of recommending a Board Chair and Vice-Chair. The Executive Committee recommends the Nominating Committee shall consist of: Curtis Aardema, Chris Burns, Dusty Farmer, Martin Janssen.

2. The CCTA/KCTA Executive Committee recommends that the KCTA appoint a Nominating Committee for the purpose of recommending a Board Chair and Vice-Chair. The Executive Committee recommends the Nominating Committee shall consist of: Curtis Aardema, Dusty Farmer, Martin Janssen, Aditya Rama.





Connecting People Throughout  
Kalamazoo County

Item: # 6 Date 11/09/20
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**TO:** KCTA and CCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** January 5, 2020  
**SUBJECT:** KCTA Millage Update

### **BACKGROUND**

Local funding for public transit is generated from two property tax millages. The KCTA, as a public transportation authority created in compliance with Act 196 of 1986, has the ability to levy property tax with the approval of the voters within the district boundaries. The current KCTA millage was approved by the citizens of Kalamazoo County in May of 2016 for a period that covers 2017, 2018, 2019, 2020 and 2021. The countywide millage is for 0.3415 mils and generated \$2.7 million in FY 2019.

The CCTA has a 0.90 millage that was approved by the voters in March of 2020 for a period that covers 2021, 2022, 2023, 2024 and 2025. The current CCTA millage is for 0.75 mils and generated \$3.7 million in FY 2019. The KCTA Board will need to determine a ballot question to put before the Kalamazoo County voters in 2021. The Boards must determine three items related to the millage request:

- 1. When to conduct the election – November 2, 2021**
- 2. Amount of millage levy to request -To be determined**
- 3. Duration of the millage levy - To be determined**

### **DISCUSSION**

The KCTA Board at the November 9, 2020 meeting voted to place the KCTA millage question on the November 2, 2021 ballot. An overview of key dates leading up to November 2, 2021 include the following:

- May 10, 2021. Board meeting when we begin review of financial projections in order to focus discussion on requested millage rate.
- June 14, 2021. Board meeting to review draft ballot language, including preferred millage rate request.
- July 6, 2021. Board meeting at which KCTA approves ballot language.
- August 9, 2021. Ballot language due to Kalamazoo County Clerk.
- Early September 2021. Countywide mailer with information regarding public transit services and the KCTA millage.
- September 17, 2021. Absentee ballots to become available.
- November 2, 2021. Election Day

For reference, items that were included on the November 2017 ballot included:

- Elected officials for cities of Kalamazoo, Parchment and Portage.
- Public safety millage requests in Alamo and Pavilion Townships
- School millage requests in Otsego and Vicksburg Districts

### **RECOMMENDATION**

This item is for information only.



Item: # 7 Date: 01/11/21
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Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** January 4, 2021  
**SUBJECT:** Executive Director Update

### **COVID-19 and Service Update**

- On Monday, January 11th fixed- route bus services were increased and include the following service:
- Monday – Saturday 6 am to 10 pm.
- No Sunday service
- On Tuesday, January 19, Metro will begin to provide for the semester WMU fixed-route services that include the Parkview, Ring Road and Solon-Kendall Routes.
- There are no plans to remove the barriers between the Coach Operators and the passengers at this point. With the barriers still being in place, we will continue to not collect fares.
- I will also provide a verbal update on vaccine distribution at the meeting.
- Access to the Kalamazoo Transportation Center (KTC) that would allow some access for individuals waiting for Amtrak, Inter-city buses or Metro buses commenced on Monday, January 4th. Staff has recently met with MDOT, Indian Trails and Greyhound to discuss KTC operations and access during COVID-19.

### **Vehicles**

Metro continues to invest in a safe and modern vehicle fleet. Ten light-duty vans (2020 Ford Transit 350s) were delivered this week. These vehicles were approved by the Board in May of 2020. One of the ten vehicles will be utilized by Van Buren Public Transit as part of the subrecipient agreement approved in 2017. The new vans will be used for the Metro Share program. The existing Metro Share vans have been transitioned to Metro Connect to expand the useful life of those vehicles and balance out the vehicle replacement schedule.

As another update to an item approved by the Board in 2020, the permanent safety barrier enclosures have been installed on the entire fleet of fixed-route buses. Kudos to our Maintenance Department on the successful installation of these barriers.

### **Human Resources**

Congratulations and best wishes to Larry Zuiderveen, Training & Safety Manager and Steve Mejeur, Coach Operator who are retiring from Metro. Larry began his public service here at Metro in October of 1990. He has done countless training sessions with Metro employees, particularly new bus drivers. Steve has worked with Metro since 2001.

### **KTC Security**

The Kalamazoo County Sheriff's Department has been providing policing services beginning October 10, 2020. Attached is the December 2020 KTC Security Report prepared by the County Sheriff's Department.

### **Attachments**

1. December KTC Security Reports

# KALAMAZOO COUNTY SHERIFFS OFFICE

DECEMBER 2020 DAR KTC

DEPUTY MICHAEL STADEL

## CASES

- 1 CASE OF RESISTING ARREST
- 1 CASE OF INDECENT EXPOSURE
- 1 MEDICAL EMERGENCY

## BANS

**MALCOLM BROWN IS PERMANENTLY BANNED FROM KTC PROPERTY DUE TO INDECENT EXPOSURE AND RESISTING ARREST.**

## NOTABLE CASES

On December 22, 2020 at 1500 hours near the front drop off, a suspect later identified as **Malcolm Brown**, pulled his pants down and exposed his buttocks to Deputy Stadel and other patrons near the bus terminals. **Brown** was eventually located and during the arrest began to resist Deputy Stadel. **Brown** had to be taken to the ground due to his aggressive behavior and was taken into custody. KCSD case 20-14016

## ADDITIONAL INFORMATION:

There hasn't been any notable issues while I have been on foot patrol on KTC property. I will have the occasional verbal argument that is resolved by my presence on scene. I am aware of the main building opening up next week for travelers. I have yet been informed by meeting, email or in person of any protocols that are in place i.e. number of people in building, entrance-exit doors that'll be utilized for security. Any information will help. Thanks

DEPUTY MICHAEL STADEL

3951

## **December 2020 KTC Security Report**

**Prepared by Larry Zuiderveen**

**Training & Safety Manager**

### **Overview:**

During the month of December, Metro increased service Monday – Thursday till 10p, however no security increases were made at this time. The County Sheriff's onsite security presence continued from 10a to 10p Monday through Saturday and 10a to 6p on Sundays. Meeting held with Security Plus on 12/17/20 to discuss KTC opening scheduled for 1/4/2021. The presence of the County Sheriff officers continues to have a positive security effect.

### **Activity Summary for December**

#### **KPS Calls**

1 – December 3 KPS called for Intoxicated passenger, fighting with security on bus

#### **EMS Calls**

3 – Calls were made to EMS for Medical assistance

- 12/04 – Guy on the ground
- 12/12 – Man had seizure transported to hospital
- 12/29 – Man having medical problems (Seizure)

### **Other Activities**

Walk around the administration building and check all doors are secure and check for loiterers, open intoxicants, marijuana use or individuals using drugs, sleepers and individuals trespassing. Step in to deescalate patrons in a verbal dispute.

Over site of passengers entering KTC building, boarding trains and inter-city bus arrivals & departures, and Metro Coaches (especially monitoring bus passenger limits due to social distancing requirements and redirecting passengers to kicker bus or other routes)

Directed passengers to the proper smoking areas and to follow the rules of conduct





Connecting People Throughout  
Kalamazoo County

Agenda Item # 7a  
Meeting Date 01/11/21

**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:** January 5, 2021  
**SUBJECT:** November 2020 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
<b>FY21</b>	106,583	6,217	22	112,822
<b>FY20</b>	235,071	14,514	3,275	252,860
<b>Difference</b>	(128,488)	(8,297)	(3,253)	(140,038)
<b>% Change</b>	(55%)	(57%)	(99%)	(55%)

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 20-Sept 21 System Total
<b>FY21</b>	222,923	13,868	259	233,568
<b>FY20</b>	505,341	32,043	7,381	544,765
<b>Difference</b>	(282,418)	(18,175)	(7,122)	(311,197)
<b>% Change</b>	(56%)	(57%)	(96%)	(57%)

**WHEELCHAIR LIFT/RAMP INCIDENT REPORT** – November 2020

No data for November

**WMU STUDENT RIDERSHIP REPORT** – November 2020

No data for November

**DEMAND/RESPONSE MONTHLY SUMMARY REPORT** – November 2020

For the month of November 2020, there were 6,217 passenger trips on Metro Connect. This is a total of 13,686 passenger trips for fiscal year 2021.



### **SUNDAY RIDERSHIP REPORT**

<b>Month</b>	<b>FY 2020 # of Sundays</b>	<b>FY 2020 Rides</b>	<b>Avg. Rides/ Sunday</b>	<b>FY 2021 # of Sundays</b>	<b>FY 2021 Rides</b>	<b>Avg. Rides/ Sunday</b>	<b>% Change</b>
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				
February	4	10,686	2,672				
March	5*	9,955	1,991				
April	4*	0	0				
May	5*	0	0				
June	4**	4,142	1,380				
July	4***	2,501	625				
August	5***	5,950	1,190				
September	4***	6,082	1,520				
<b>Total</b>	<b>52</b>	<b>82,384</b>	<b>19,014</b>				

\* COVID-19 Service Adjustments Started March 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

November 2020

Route #	Route	Month to Date				Year to Date			
		# of Rides		Rides per hour		# of Rides		Rides per hour	
		FY21	FY20	Increase / decrease	FY21	FY21	FY20	FY21	FY20
01	Westnedge	15,056	31,316	-51.92%	18.85	36.31	66,996	36.59	40.33
02	Portage	6,762	13,921	-51.43%	11.40	21.43	30,488	27.28	24.53
03	West Michigan	3,947	7,115	-44.53%	8.33	13.91	15,412	13.58	15.65
04	Oakland	3,010	6,371	-52.75%	6.59	12.96	13,790	12.47	14.54
05	East Main	5,293	9,903	-46.55%	12.04	20.91	20,829	24.66	22.81
06	Parchment	4,614	7,932	-41.83%	10.43	16.51	16,910	20.39	18.32
07	Alamo	6,882	18,107	-61.99%	16.47	22.93	39,746	26.78	32.92
08	Egleston	4,428	8,339	-46.90%	8.34	14.50	17,878	17.14	16.16
09	Gull Road	11,103	18,225	-39.08%	13.96	21.19	22,962	27.89	23.68
10	Comstock	4,405	7,196	-38.79%	9.73	14.79	15,302	17.37	16.29
11	Stadium Drive	6,170	14,857	-58.47%	8.87	19.38	33,227	24.74	22.73
12	Duke	0	2,869	-100.00%	0.00	15.05	6,036	#DIV/0!	18.14
13	South Burdick	7,132	15,021	-52.52%	9.53	18.54	31,944	27.96	20.49
14	West Main	7,723	16,384	-52.86%	9.96	19.57	34,771	30.04	21.56
15	Paterson	5,648	10,138	-44.29%	12.91	21.48	21,970	22.41	24.16
16	Lovell	6,722	28,515	-76.43%	7.57	29.74	61,553	25.99	33.33
20	East Comstock	0	136	0.00%	0.00	0.75	292	0.00	0.00
26	West Centre	2,402	3,351	-28.32%	5.54	7.19	7,195	10.36	8.00
27	East Romance	1,904	2,726	-30.15%	4.43	5.90	5,890	8.10	6.61
21	Solon/Kendall/Lafayette	1,438	12,849	-88.81%	4.41	36.50	25,906	10.33	38.22
19	Ring	877	0	0.00%	0.00	0.00	-	0.00	0.00
25	Parkview	1,067	0	0.00%	0.00	0.00	-	0.00	0.00
	<b>Total Fixed Route</b>	<b>106,583</b>	<b>235,071</b>	<b>-54.66%</b>	<b>18.80</b>	<b>22.50</b>	<b>505,341</b>	<b>20.22</b>	<b>22.85</b>

<b>Metro County Connect</b>	
Demand-Response	6,217
ADA Trips	1,879

Specialized Service	22	3,275	-99.33%	0.08	9.86	7,381	-96.49%	6.34	12.34	-48.61%
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Charters	0	0	N/A	0	0	0	N/A	0	0	N/A
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<b>Total Services</b>	<b>112,822</b>	<b>252,860</b>	<b>-55.38%</b>	<b>11.31</b>	<b>13.65</b>	<b>544,765</b>	<b>-57.12%</b>	<b>11.62</b>	<b>13.78</b>	<b>-15.68%</b>
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Other Data	Month to Date				Year to Date			
	# of Rides		Increase / decrease		# of Rides		Increase / decrease	
	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20
WMU	-	50,544	-100.00%	-	-	104,155	-100.00%	-
KVCC	-	2,900	-100.00%	-	-	5,998	-100.00%	-
Transfers	-	59,137	-100.00%	-	-	115,940	-100.00%	-
Wheelchair	-	386	-100.00%	-	-	1,080	-100.00%	-
Bikes	1,117	1,774	-37.03%	2,844	4,859	-41.47%	#DIV/0!	-
Youth Mobility	-	-	#DIV/0!	-	-	-	#DIV/0!	-

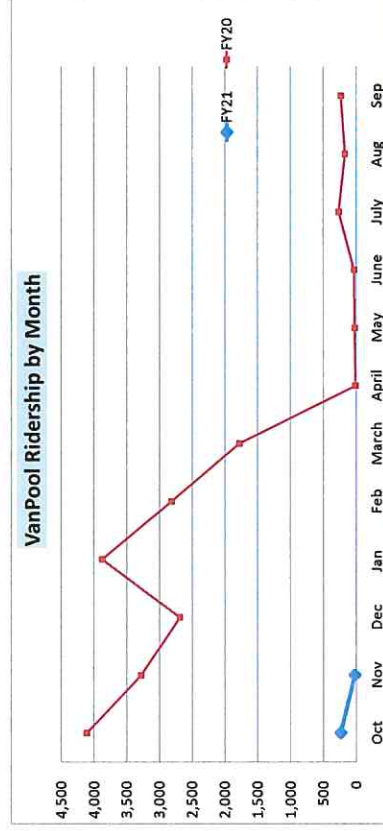
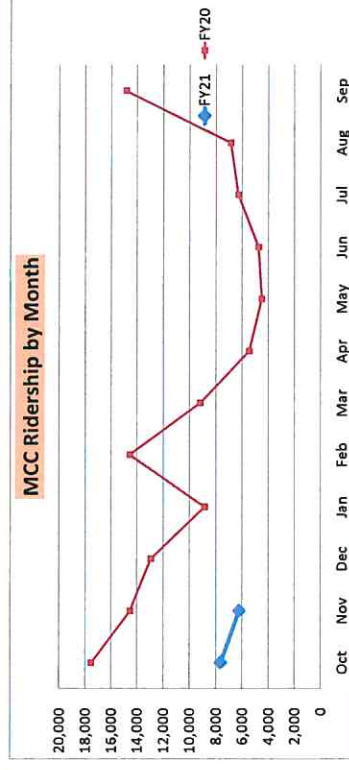
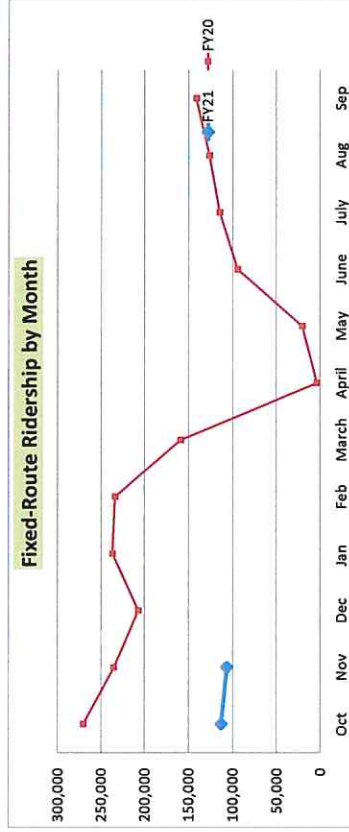


November 2020  
APC COUNTS DUE TO COVID-19

Fixed-Route		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21		112,858	106,583		236,803	233,960	158,855	3,053	20,235	94,104	114,359	126,171	140,709
FY20		270,270	235,071	206,618									

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

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



# November 2020 APC COUNTS DUE TO COVID-19

WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0										
FY20	53,811	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,558

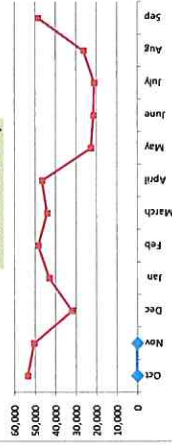
KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0										
FY20	3,068	2,900	2,112	1,729	2,080	2,033	2,070	577	649	519	334	2,722

Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0										
FY20	56,803	55,137	55,174	55,795	56,824	61,623	61,009	60,027	53,215	54,874	56,769	53,125

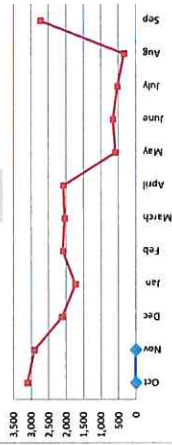
Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0										
FY20	694	386	474	399	463	719	776	894	825	862	929	659

Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	1,727	1,117										
FY20	3,085	1,774	1,428	1,058	770	1,446	2,142	2,454	2,664	3,288	3,564	3,429

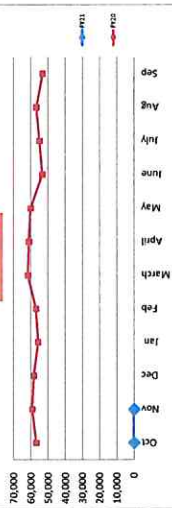
WMU Ridership



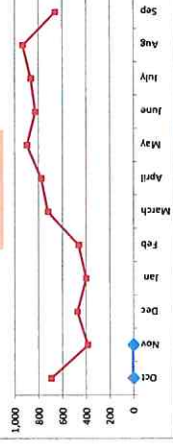
KVCC



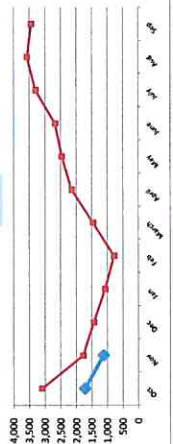
Transfers



Wheelchairs

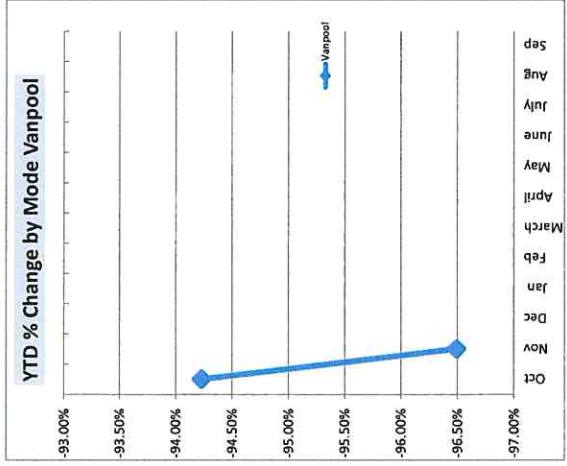
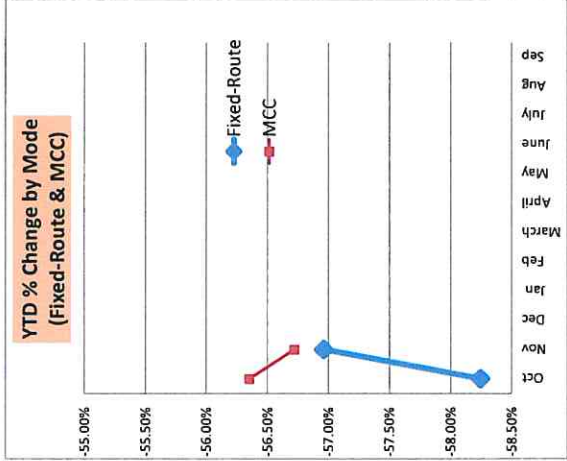
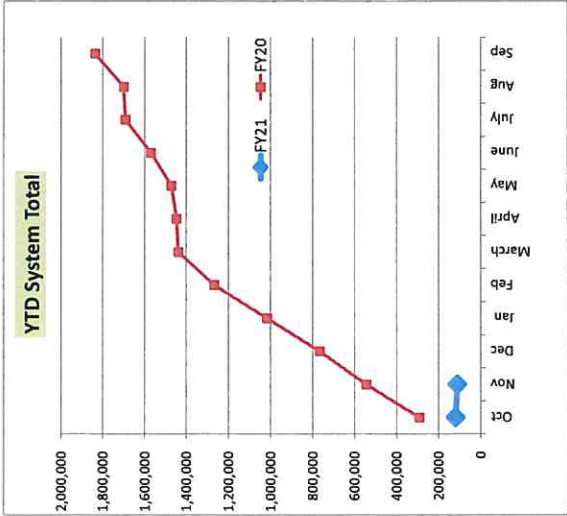


Bikes



# November 2020 APC COUNTS DUE TO COVID-19

YTD System Total		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21		120,746	112,822										
FY20		291,905	544,765	767,010	1,016,529	1,267,838	1,437,635	1,446,150	1,470,898	1,568,765	1,690,661	1,699,499	1,836,247
YTD % Change		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Fixed-Route			-58.24%										
MCC			-56.35%										
			-56.72%										
YTD % Change		Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Vanpool			-94.23%										
			-96.49%										





## 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** on any browser and entering this **Meeting ID**: <https://us02web.zoom.us/j/81927323900>

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 ID number: **81927323900**

### 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.**