



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
July 12, 2021
Regular Meeting**

Electronic Meeting

Participate through this Zoom Link:
<https://us02web.zoom.us/j/87966619955>

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, August 9, 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, July 12, 2021 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve July 12 th Agenda and CCTA/KCTA Minutes of June 14, 2021	Roll Call	Roll Call
3.	Public Comments		
4.	Downtown Kalamazoo Partnership Ambassadors Program Presentation*		
5.	Receive CCTA Pension Valuation Report, 12/31/2020 and City of Kalamazoo OPEB Valuation Report, 12/31/2020 (Presentation by GRS)*	Roll Call	Roll Call
	a. Consideration to Approve Other Post-Employment Benefits (OPEB) Underfunded Status Waiver*	Roll Call	Roll Call
6.	Consideration of an Agreement with Kalamazoo Public Schools, KYDNet and Central County Transportation Authority Regarding Youth Mobility*	Roll Call	Roll Call
7.	Consideration to Approve KCTA Millage Ballot Language*	Roll Call	
8.	Consideration to Adopt KCTA and CCTA Ethics and Values Policy No. 1.04*	Roll Call	Roll Call
9.	Report from Executive Director*		
	a. Monthly Financial Report*		
	b. Monthly Ridership Reports*		



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10.	Subcommittee Reports		
	a. Executive Subcommittee - 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		
	1. Consideration to Offer for First Reading CCTA/KCTA Policy Revisions*	Roll Call	Roll Call
11.	Chairperson's Report		
	a. Format for August 9 th Meeting		
12.	Public Comment		
13.	Members' Time		
14.	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
June 14, 2021

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Kathy Schultz, David Miller, Keisha Woodson-Sow, Barbara Blissett
Others Present: Earl Cox, Sr., Terry Darden, Devin Hillsman

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, June 14, 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 Kalamazoo), Jeff Breneman (City of Kalamazoo), Tafari Brown (Comstock Township), Aditya Rama (City of Kalamazoo), Tim Sloan (Oshtemo Township), Sam Urban (City of Portage), Greg Rosine (City of Kalamazoo)

KCTA Members Absent: Dusty Farmer, Martin Janssen

A motion was made to excuse the absence of Martin Janssen.

Motion: Sloan

Support: Breneman

Ayes: Aardema, Breneman, Brown, Rama, Sloan, Urban, Rosine

Nays: None

Absent: Farmer, Janssen

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema (City of Kalamazoo), Rob Britigan (Comstock Township), Chris Burns (City of Portage), Garrylee McCormick (City of Kalamazoo), Lisa Moaiery (Kalamazoo Township), Jim Pearson (City of Portage), Randy Thompson (Comstock Township), Greg Rosine (City of Kalamazoo)

CCTA Members Absent: Dusty Farmer, Martin Janssen

A motion was made to excuse the absence of Martin Janssen.

Motion: Aardema

Support: Britigan

Ayes: Aardema, Britigan, Burns, McCormick, Moaiery, Pearson, Thompson, Rosine

Nays: None

Absent: Farmer, Janssen

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for June 14, 2021 with the correction to remove Item 4 - Downtown Kalamazoo Partnership Ambassadors Program.

Motion: Sloan/McCormick

Support: Urban/Aardema

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

Nays: None

Absent: Farmer, 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 May 10, 2021.

Motion: Sloan/Aardema

Support: Urban/McCormick

Motion carried by roll call vote.

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

Nays: None

Absent: Farmer, Janssen

5.) REVIEW KCTA MILLAGE DISCUSSION

Exec. Dir. McBride provided background information for the upcoming KCTA millage to be placed on the November 2nd ballot. He stated the Boards had determined the best date to place the question on the ballot would be November 2, 2021. Exec. McBride said now the task would be to finalize the ballot language and millage amount before submitting it to the Kalamazoo County Clerk by August 9, 2021.

Exec. Dir. McBride informed the Boards that the Millage Subcommittee had met on June 3rd to review the projected trends for the upcoming years and factoring in the pandemic impact. He explained the subcommittee recommended that the millage request should be a pure renewal. Exec. Dir. McBride stated it would be at the current 0.3124 mills as determined by the Headley Amendment.

Exec. Dir. McBride shared that Metro operations would be stable in the next few years with funding available from the Federal government.

Chair Rosine suggested that the final ballot language be clear that this millage funds the demand-response service program as the Metro Connect Program.

The Boards discussed the millage proposal and thanked the Executive Director and staff for their efforts in compiling all the information for determining the best millage rate for the ballot question.

6.) CCTA/KCTA ETHICS AND VALUES POLICY

Exec. Dir. McBride commented that at the April 12th meeting the new CCTA/KCTA Ethics and Values Policy had been distributed for review and comment. This policy was developed at the direction of the Boards and would affect all boardmembers. He said this policy would need to be offered for first reading at this meeting then adopted at the July 12th meeting.

Prior to the motion Britigan commented that in the Purpose section the wording of "disinterested conduct" should be "impartial conduct."

A motion was made to offer for first reading Policy No. 1.04 Ethics and Values Policy with the change of wording from "disinterested" to "impartial."

Motion: Aardema/Britigan Support Sloan/Thompson

Motion carried by roll call vote.

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

Nays: None

Absent: Farmer, Janssen

7). RENEWAL OF THE ITS SYSTEM WITH AVAIL

Dep. Dir. Vlietstra provided information for the renewal of the Avail Technologies contract for ITS services. He said this is a sole source purchase and was being renewed one year early and as a five-year contract resulting in a savings of approximately 15%.

Kathy Schultz stated the Avail system provides up-to-date passenger information and technology for accurate reporting. She said Avail was the leader in this ITS technology for mid-sized transit agencies.

A motion was made by KCTA and CCTA to approve a five-year renewal contract with Avail Technologies in the amount of not to exceed \$698,789 paid on an annual basis and authorize the Executive Director to execute all related documents on behalf of Metro.

Motion: Sloan/McCormick Support Aardema/Burns

Motion carried by roll call vote.

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

Nays: None

Absent: Farmer, Janssen

8) EXECUTIVE DIRECTOR REPORT

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

- Service Update
- Human Resources
- Youth Mobility Pass Program
- Mobility Device Securement on New Buses
- Monthly Ridership Reports

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

Exec. Dir. McBride commented that as of July 6th all seating on the fixed-route buses will be available, the front barrier will be removed, and Metro will begin collecting fares again on August 2nd. He said Metro Connect will be allowing up to three passengers on each van.

Exec. Dir. McBride announced Deputy Director of Operations Yvonne Thrash would be retiring as of June 25th after 23 years of service to enjoy time with her family. He said her leadership and experience would be greatly missed.

9.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda and the proposal for future Board meetings with the following options:

1. Continue with remote meetings
2. Resume in-person meetings
3. Implement a hybrid option of in-person or remote meetings.

The Boards discussed their thoughts about returning to regular in-person meetings as opposed to continuing with virtual meetings.

Britigan commented that when we do go back to in-person meetings that it should be in-person for all boardmembers and not a hybrid option.

Pearson commented that it may be prudent to see how some other government bodies operate when going back to in-person meetings and not be one of the first organizations to go in-person.

Boards agreed options will continue to be considered.

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – Aardema commented on the proposed Outreach Jurisdictional List provided in the packet. He said boardmembers could review their given jurisdictions and let him know if there was any conflicts or adjustments that needed to be made.

Exec. Dir. McBride noted that a draft script was being prepared for boardmembers to use during their presentations.

Pension Board – McCormick shared that the Pension Board had met and reviewed the current GSR Pension Evaluation. He said the pension was 120% funded at this time. McCormick stated that the CCTA has not yet had to contribute any funds to the pension but would need to in the future. Burns provided additional explanation on the need to begin to make pension contributions.

Policy Update Subcommittee (Joint with KCTA) – Brown reported that the subcommittee was doing a major cleanup of all policies and hoped to bring the new policies to the boards for first reading at the July or August meeting.

KATS Policy Committee – Aardema shared that Congressman Upton had provided updates on Kalamazoo's road projects including US-131 and US-131 Business Route Interchange Improvement.

Millage Subcommittee – No meeting.

Local Advisory Committee (LAC) – No Meeting

10.) CHAIRPERSON REPORT – Chair Rosine commented that he would look into what other boards are doing with regard to returning to in-person meetings.

11.) PUBLIC COMMENT – Earl Cox, Sr. commented that the drivers are working hard to provide much needed service to the community and working a lot of overtime. He said they had concerns over removal of the barriers on the buses.

12.) MEMBERS TIME

Boardmembers thanked Deputy Director Yvonne Thrash for her years of service and wished her well in her retirement.

13.) ADJOURNMENT

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

Motion: Sloan/McCormick Support: Brown/Britigan

Motion carried by roll call vote.

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

Nays: None

Absent: Farmer, Janssen

The meeting adjourned at 1:03 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



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Agenda Item # 4 Meeting Date 07/12/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: Downtown Kalamazoo Partnership Ambassadors Program
DATE: June 29, 2021

DISCUSSION

Andrew Haan, President, Kalamazoo Downtown Partnership, will be giving a short PowerPoint presentation on 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. Part of the public areas included in the program is the Kalamazoo Transportation Center. Metro is part of the program and is contracting for \$12,500 for year one of the program.

RECOMMENDATION

This will be informational, and no action required.



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Agenda Item # 5 Meeting Date 07/12/21
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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 7, 2021
SUBJECT: CCTA Pension Plan Annual Actuarial Valuation

DISCUSSION

Attached is the CCTA Pension Plan Annual Actuarial Valuation report as of December 31, 2020 and the City of Kalamazoo Postretirement Welfare Benefits Plan as of January 1, 2021. As you may recall, the CCTA is a subcomponent unit of the City of Kalamazoo Postretirement Welfare Benefits Plan (often referred to as an OPEB plan).

Jim Anderson from GRS, the actuarial consulting firm for both the City of Kalamazoo and Metro, will summarize findings and answers questions at the July 12 board meeting.

RECOMMENDATION

It is recommended that the CCTA and KCTA Boards receive both the CCTA Pension Plan Annual Actuarial Valuation report as of December 31, 2020 and the City of Kalamazoo Postretirement Welfare Benefits Plan as of January 1, 2021.

Attachments (Separate documents on website)

1. CCTA Pension Plan Annual Actuarial Valuation report as of December 31, 2020
2. City of Kalamazoo Postretirement Welfare Benefits Plan as of January 1, 2021



Agenda Item # 5a
Meeting Date 07/12/21

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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 1, 2021
SUBJECT: OPEB Underfunded Status Waiver

BACKGROUND

OPEB, or Other Post-Employment Benefits, are benefits, other than pension, that employers provide to their retirees. These benefits are usually composed of coverage of retiree health care, prescription drugs, and dental.

For retirees hired before September 7, 2011, the CCTA offers traditional health insurance. For retirees hired after September 7, 2011, the CCTA offers a retirement Health Care Savings Program (HCSP) administered by the Michigan Employees Retirement System (MERS). The CCTA contributes \$100 per pay period (\$2,600 per year) in the account. Contributions are invested and grow tax free. Upon retirement, employees have access to their account funds for qualified health care expenses. Our focus for this recommendation is the expenses associated with the traditional retiree health care for retirees hired before September 7, 2011.

DISCUSSION

The CCTA liability is a portion of the overall city OPEB liability. The CCTA funding ratio as of a required report to the State of Michigan using data as of September 30, 2020 was 37.1% (an improvement from the figure last year of 35.9%). Unlike the fully funded pension system, the CCTA long-term OPEB liability became less than 40% funded as of September 30, 2019. As part of Michigan Public Act 202 of 2017, a funding level below 40% for a non-primary government (primary governments are cities and counties) triggers a preliminary review of underfunded status and a required waiver (attached). The State Treasurer is accepting waivers for non-primary governments that are less than 40% funded but have an actuarial required contribution of less than 12% of general fund revenues. The CCTA is currently at a declining (improving compared to last year) ratio of 2.6% actuarially required contribution to general fund revenues. The State does require that the governing board to approve a waiver prior to submission.

The cause of this underfunding was explained more thoroughly at the July 2020 board meeting by Steve Vicenzi, City of Kalamazoo CFO. To summarize, though, retiree health care expenses (both actual and anticipated/future expenses) continue to go up more than anticipated by the City of Kalamazoo years ago.

Subject: OPEB Underfunded Status

Date: July 13, 2020

Page 2

The City of Kalamazoo and the CCTA have taken three primary steps to address the funding shortfall. One action was the 30-year bonding of the OPEB debt in 2014 which has lessened the shortfall. A second measure to lower expenses is shifting retirees from traditional Blue Cross Blue Shield plans to a custom Medicare Advantage Plan. The most recent standard (non-GASB) basis actuarial study, which took into account the transition to a Blue Cross Blue Shield Medicare Advantage plan, showed an updated and improved 74.6% funding in the OPEB plan. Third, and most recently in June of 2019, this board proactively approved creating a secondary OPEB trust fund with an initial seed funding of \$300,000 in July of 2019, \$150,000 in July of 2020, \$250,000 budgeted for this month, and \$250,000 budgeted for next fiscal year (July of 2022). Steve Vicenzi will be available at the July 12 board meeting to answer questions.

RECOMMENDATION

It is recommended that the CCTA Board authorize the Executive Director to approve the attached waiver application.

Attachment

1. Application for Waiver: Retirement Health Benefit Systems

Protecting Local Government Retirement and Benefits Act Application for Waiver: Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

1. LOCAL GOVERNMENT INFORMATION

Local Government Name: Central County Transportation Authority Six-Digit Muni Code: 397531
Retirement Health Benefit System Name: City of Kalamazoo Postretirement Welfare Benefits Plan
Contact Name (Administrative Officer): Steve Vicenzi
Title if not Administrative Officer: CFO at City of Kalamazoo
Email: vicenzis@kalamazoocity.org Telephone: (269) 337-8336
Fiscal Year: October 1

2. GENERAL INFORMATION

Application for Waiver: This Application for Waiver may be filed by any local government with at least one retirement health benefit system that has triggered a preliminary review of underfunded status. In accordance with Public Act 202 of 2017 (the Act), if the State Treasurer determines that the underfunded status is adequately being addressed by the local government, the State Treasurer shall issue a waiver of the determination of underfunded status. If requesting a waiver, you must submit a separate and unique application for each underfunded retirement system as determined by your most recent *Retirement System Annual Report (Form 5572)*.

Due Date: The local government has **45 days from the date of notification** to complete and file the Application for Waiver. Failure to file within 45 days will result in a determination of underfunded status for your local government as defined by the Act, and your local government will be required to submit a corrective action plan to the Municipal Stability Board for approval.

Filing: This Application for Waiver must be approved by the local government's administrative officer and its governing body. **You must provide proof of your governing body approving this Application for Waiver and attach the documentation as a separate PDF document.** Failure to provide documentation that demonstrates approval from your governing body will automatically result in a disapproval of the waiver application.

The completed application must be submitted via email to LocalRetirementReporting@michigan.gov. **If you have multiple underfunded retirement systems, you are required to complete separate applications and send a separate email for each underfunded system.** Please attach each application as a separate PDF document in addition to all applicable supporting documentation.

The subject line of the email(s) should be in the following format: **Waiver-20XX, Local Government Name, Retirement System Name** (e.g. Waiver-2018, City of Lansing, Employees' Retirement System Healthcare Plan). Treasury will send an automatic reply acknowledging receipt of the email. Your individual email settings must allow for receipt of Treasury's automatic reply. This will be the only notification confirming receipt of the application(s).

Considerations for Waiver: A successful Application for Waiver will demonstrate what your local government **has already done** to adequately address its underfunded status. Prospective solutions will not be granted merit in determining the outcome of the waiver application (e.g. future amendments to collective bargaining agreements, upcoming millage proposals, potential budget changes, etc.). However, Treasury may consider additional ongoing funding dedicated to your retirement system if those commitments have been formally enacted by the governing body and can be documented. Section three of this waiver application allows the local government to enter a brief description of prior

actions that have already been implemented to adequately address its underfunded status. For purposes of Sec. 6.(1) of the Act, this application will also be considered the plan.

Underfunded status for a retirement health benefit system is defined as being less than 40% funded according to the most recent audited financial statements, and, if the local government is a city, village, township, or county, the actuarially determined contribution (ADC) for all of the retirement health systems of the local government is greater than 12% of the local government's annual governmental fund revenues, based on the most recent fiscal year.

General guidelines are listed below to help your local government decide whether to apply for a waiver. Ultimately, waiver approval or disapproval is at the discretion of the State Treasurer; however, waiver applications should generally demonstrate at least one of the following seven criteria. Please check all that apply:

- In general, local governments that were previously granted a waiver should demonstrate improvement in their underfunded status in the subsequent year. Improvement can be measured by an increase in the funded ratio and/or a decrease in the ADC as a percentage of governmental revenue;
- There was a mistake in the filing process and the local government is not actually underfunded;
- Using updated data, such as a more recent actuarial valuation, the local government is not underfunded;
- If a local government fails to calculate an ADC within their audited financial statement and triggers underfunded status, the local government may file a waiver application to Treasury that includes the calculated ADC;
- The local government demonstrates their underfunded status will be addressed within four years;
- The local government is a non-primary government (e.g. road commission, authority, etc.) and demonstrates their ADC for OPEB is less than 12% of governmental revenues;
- When adding enterprise fund revenues used specifically to pay retirement costs with governmental fund revenues, your ADC as a percentage of combined revenues is below 12%.

3. DESCRIPTION OF PRIOR ACTIONS

Prior actions are separated into three categories below: System Design Changes, Additional Funding, and Other Considerations. Please provide a brief description of the prior actions implemented by the local government to address the retirement system's underfunded status within the appropriate category section. Within each category are sample statements that you may choose to use to indicate the changes to your system that will positively affect your funded status. For retirement systems that have multiple divisions, departments, or plans within the same retirement system, please indicate how these changes impact the retirement system as a whole.

Please indicate where in the attached supporting documentation these changes are described and the impact of those changes (i.e. what has the local government done to improve its underfunded status, and where can we find the proof of these changes in the supporting documentation?).

Note: Please provide the name of the system impacted, the date you made the change, the relevant page number(s) within the supporting documentation, and the resulting change to the system's funded ratio.

Category of Prior Actions:

- System Design Changes** - System design changes may include the following: Changes to coverage levels (including retiree co-payments, deductibles, and Medicare eligibility), changes to premium cost-sharing, eligibility changes, switch to defined contribution retiree health care plan, changes to retiree health care coverage for new hires, etc.

Sample Statement: Benefit levels of the retired membership mirrors the current collective bargaining agreement for each class of employee. On **January 1, 2018**, the local government entered into new collective bargaining agreements with the **Command Officers Association and Internal Association of Firefighters** that increased employee co-payments and deductibles for healthcare. These coverage changes resulted in an improvement to the retirement system's funded ratio. Please see page 12 of the attached actuarial analysis that indicates the system is 40% funded as of June 30, 2018.

Additional Funding – Additional funding may include the following: voluntary contributions above the ADC, bonding, millage increases, restricted funds, etc.

Sample Statement: The local government created a qualified trust to receive, invest, and accumulate assets for retirement healthcare on June 23, 2017. The local government has adopted a policy to change its funding methodology from Pay-Go to full funding of the ADC. Additionally, the local government has committed to contributing \$500,000 annually, in addition to the ADC for the next five fiscal years. The additional contributions will increase the retirement system's funded ratio to 40% by 2022. Please see page 10 of the attached resolution from our governing body demonstrating the commitment to contribute the ADC and additional \$500,000 for the next five years.

Other Considerations – Other considerations may include the following: outdated Form 5572 information, enterprise fund revenue considerations, actuarial assumption changes, amortization policy changes, etc.

Sample Statement: The information provided on the Form 5572 from the audit used actuarial data from **2016**. Attached is an updated actuarial valuation for **2018** that shows our funded ratio has improved to **42%** as indicated on page 13.

Sample Statement: **\$400,000** of expenditures are directly tied to expenses for retirement obligations from our water and sewer fund. The attached analysis shows that our revenue ratio (ADC / Combined Funds) would only be **11%** when including applicable enterprise fund revenue within the calculation. Additionally, attached are two invoices from showing distributions to our health care trust fund from the enterprise fund totaling **\$400,000**. As a result, **\$400,000** of our enterprise fund revenues should be combined with our governmental fund revenues to properly demonstrate total available funding.

The City of Kalamazoo and the CCTA have taken three primary steps to address the funding shortfall. One action was the 30-year bonding of the OPEB debt in 2014 which has lessened the shortfall. A second measure to lower expenses is shifting retirees from traditional Blue Cross Blue Shield plans to a custom Medicare Advantage Plan. Third, and most recently in June of 2019, this board proactively approved creating a secondary OPEB trust fund with an initial seed funding of \$300,000, \$150,000 contributed in July of 2020, and \$250,000 budgeted for July of 2021.

4. DOCUMENTATION ATTACHED TO THIS WAIVER APPLICATION

Documentation must be attached as a PDF to this waiver application. The documentation must demonstrate the prior actions that have already been implemented to adequately address the local government's underfunded status. Please ensure this documentation directly supports and highlights the systems funded ratio as entered in section three of the waiver application above. Please check all documents that are included as part of this application and attach in successive order as provided below:

Naming convention: When attaching documents please use the naming convention shown below. If there is more than one document in a specific category that needs to be submitted, include a, b, or c for each document. For example, if you are submitting two supplemental valuations, you would name the first document "Attachment 2a" and the second document "Attachment 2b".

Naming Convention:

- Attachment – 1
- Attachment – 2
- Attachment – 3
- Attachment – 4
- Attachment – 5
- Attachment – 6
- Attachment – 7
- Attachment – 8
- Attachment – 9

Type of Document:

This waiver application (required);

Documentation from the governing body approving the waiver application (required);

Actuarial analysis (annual valuation, supplemental valuation, projection);

An internally developed study, in accordance with GASB and/or actuarial standards of practice, that projects assets and liabilities into the future;

Documentation of additional payments in past years that is not reflected in your audited financial statements (e.g. enacted budget, system provided information);

Documentation of commitment to additional payments in future years (e.g. resolution, ordinance);

A plan that the local government has already approved to address its underfunded status, which includes documentation of prior actions and the positive impact on the system's funded ratio;

Enterprise fund revenues: Analysis of retirement costs paid using enterprise fund revenues, as well as applicable financial documents (e.g. proof of payment, invoices from retirement plan, bank transactions, general ledger reimbursement transactions);

Other documentation, not categorized above.

6. LOCAL GOVERNMENT'S ADMINISTRATIVE OFFICER APPROVAL OF WAIVER APPLICATION

I, Sean McBride, as the government's administrative officer (Ex. City/Township Manager, Executive Director, Chief Executive Officer, etc.) **(insert title)** Executive Director approve this Application for Waiver. We are requesting a waiver of underfunded status because we have already implemented substantial changes to our retirement system as described above.

I confirm to the best of my knowledge that because of the changes listed above the following statement will occur:

Using the waiver criteria checked in Section 2 of this application, the City of Kalamazoo Postretirement Welfare **(Retirement Healthcare System Name)** will address its underfunded status by fiscal year 2023.

Signature: _____ Date: 07/12/2021



Connecting People Throughout
Kalamazoo County

Agenda Item: # 6
Meeting Date: 07/12/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Planning and Development Manager
DATE: July 8, 2021
SUBJECT: Youth Mobility Fund Services Agreement

BACKGROUND

In 2019, the City of Kalamazoo Foundation for Excellence began a partnership with Metro and Kalamazoo Public Schools (KPS) to provide public transportation to high school students who attended Loy Norrix, Kalamazoo Central and Phoenix. The Foundation for Excellence provided the funding for trips taken on Metro by KPS students from August 2019 to March 2020. All 3,700 high school students received a bus pass as part of their student ID when they registered for classes in August 2019. As part of the 2019/2020 school year, over 146,000 rides were taken by students using the Youth Mobility bus pass (approximately 8% of fixed route rides).

In November 2019, the parameters of the program changed based on technical and student behavior on the buses and at the Kalamazoo Transportation Center (KTC). The new process required students to opt-in to receive a bus pass. The 2 through 4 pm timeframe was also suspended for the bus pass program.

Due to the pandemic, the Youth Mobility Program has been inactive since March 2020.

DISCUSSION

With the bus pass program scheduled to return for the 2021/2022 school year as Kalamazoo Public Schools returns to in-person learning, the partners have been meeting frequently to discuss the existing program and outline new processes and guidelines for the upcoming year. Metro staff also met regularly internally and with KYD Network (KYD Net) to outline items to be addressed as part of the pass program including the addition of volunteers to assist with educating and working with students and the identification of security protocols. The work to involve all of the partners over the course of the past year will provide necessary involvement as the program moves forward.

All organizations continue to be challenged with the impacts of the pandemic and have major decisions to manage and implement. The partners are working very hard to make the program successful this fall, sustainable into the future and hoping to grow participation with each step of success. This fall there will be a total of 400 passes being provided to KPS. Passes will be part of the student's ID and will be distributed by the high schools through an opt-in process developed by the partners and implemented by the high school principals. Loy Norrix and Kalamazoo Central will each have 175 passes and Phoenix High School will have 50 for distribution. The program has been scaled down to be successful, but with the ability to scale up as we move through the pandemic. From Metro's perspective, the smaller scale is important as we currently have less service capacity.

Other items being worked on is how to best educate the participating students on how to use public transit. KYD Net is taking the lead on developing a Youth Mobility Plan. The development of the plan includes a Youth Mobility Council, which brings the direct perspective of youth that use public transit and have participated in the Youth Mobility Program.

Additionally, the partners are working on procedures to address behavioral and safety incidents. The partners are all involved in these discussions as well as the Kalamazoo County Sheriff Department and Security Plus. The goal is to proactively identify and address issues before they happen. KYD Net is developing a plan for trained volunteers to help with this objective. For incidents that persist or escalate, there will be the ability to manage individual student access to the program by turning off/on passes.

In the board packet is an updated Youth Mobility Fund Project Services Agreement from the agreement signed in August 2020. Please note the following in the agreement:

- Due to COVID-19 and the changes to the program, the updated agreement is for one year.
- KYD Net is being brought in as a partner to assist with education to KPS students and help Metro market the program to school-aged riders. This will include rider expectations and rules as well as training volunteers to assist on buses, bus stops and at the Kalamazoo Transportation Center. This work will be paid for by Metro through a contract with KYD Network in the amount of \$19,500 from July 1, 2021 to June 30, 2022.
- The partners will meet in November to review the program adjustments and will jointly develop policies and procedures relating to the program. Part of the review will be looking at the number of passes available. The partners will also continue meeting during the school year to address any issues that arise with the passes.

FINANCIAL IMPACT

Students boarding the bus will tap their student ID/bus pass, and rides taken by KPS students will be reported by route and time of day and reported back to the City of Kalamazoo and the schools. Rides will be reimbursed at a rate of \$1.09 per ride by the City of Kalamazoo Foundation for Excellence. The Foundation has identified funding for this program with the intent of continuing in future years.

ADDITIONAL INFORMATION

Student ID cards will continue to be connected with the Kalamazoo Public Library's One Card program with Kalamazoo Public Schools.

RECOMMENDATION

To approve the one-year Youth Mobility Fund Project Services Agreement with the City of Kalamazoo, Kalamazoo Public Schools, and KYD Network and to authorize the Executive Director to execute all documents related to the action on behalf of the Metro.

Attachments:

1. Youth Mobility Fund Project Services Agreement -- 2021/2022

Youth Mobility Fund Project Services Agreement

This Agreement dated this _____ day of _____, 2021 between the City of Kalamazoo (City), a municipal corporation, Kalamazoo Public Schools (KPS), Central County Transportation Authority (Metro), and Kalamazoo Youth Development Network (KYD Network) collectively, "the Partners", is as follows:

WHEREAS, the parties to this Agreement have a shared goal of removing financial barriers to educational, employment, social and cultural opportunities;

WHEREAS, the Coronavirus (COVID-19) pandemic has and will continue to alter operations of all partners in ways that remain dynamic and make the future hard to predict and that the Partners will continue to have open conversation regarding the Youth Mobility Fund and impacts to the youth as part of the project.

WHEREAS, the Partners have been meeting regularly since the inception of the Youth Mobility Fund and the Youth Mobility Pass in 2019 to identify policy and procedures to assist each Partner in their role as part of the Project.

NOW THEREFORE IT IS AGREED:

The Partners agree to:

- meet regularly to discuss the Youth Mobility Pass during the school year;
- specifically meet in November to consider program adjustments including the quantity of Youth Mobility passes available to KPS students;
- communicate concerns regarding the Project in a timely manner; and
- jointly develop policies and procedures relating to the Project.

The City agrees to provide financial support to Metro for the ridership costs associated with the use of 400 Metro Youth Mobility Passes provided to KPS high school students enrolled in grades nine to twelve. The City agrees to pay invoices within thirty (30) days of receipt from Metro. The City agrees to maintain current information regarding the project on its website.

IN CONSIDERATION OF the City's financial support of the Project, Metro agrees to:

- provide the City with a cost per rider rate of \$1.09, to be reviewed in the second quarter of each year for adjustment (The cost per ride rate is calculated using the base fare rate of \$1.50 less the Metro Fiscal Year 2019 transfer rate of 27%. The cost per ride rate will be reviewed and adjusted annually on March 1.) Metro Connect ADA rides will be charged at \$3.00 per ride rate and non-ADA rides will be charged at \$4.00 per ride rate;
- keep and share data with the Partners on ridership volume, ridership times and route usage information;
- provide 400 RFID cards to KPS for the first trimester of the 2021/2022 school year;
- accept and honor valid KPS student ID cards with an active Metro RFID pass for ridership access on all buses and for Metro Connect ADA and non-ADA trips,
- enforce all existing ridership rules and standard operating procedures for incidents occurring on the buses;
- manage sub-contract with KYD Network to deliver Scope of Work identified in Appendix A;

- document and share behavior and safety concerns with the Partners;
- maintain current information regarding the project on its website; and
- provide an invoice to City by the 15th of each month for the previous month for the ridership services provided in the previous month.

IN CONSIDERATION OF the City's financial support of the Project, KPS agrees to:

- purchase 400 RFID cards in conjunction with Metro for ridership use (\$600.00 at \$1.50/card);
- distribute RFID cards to the participating high school students who have completed the Opt-In Form approved by the Partners, and provide data to the Partners on the number of cards issued;
- maintain database of student name and Youth Mobility Pass serial number and provide database to Metro on weekly basis to keep active student passes in Metro's farebox system;
- notify Metro of student name and Youth Mobility Pass serial number when student has had pass revoked due to identified circumstances approved by the Partners;
- assist Metro and their security partners in identifying students who have violated Metro's Rules of Conduct;
- provide information on the Youth Mobility Pass to all participating students;
- share information regarding the Youth Mobility Pass through various communication outlets; and
- agree to maintain current information regarding the Youth Mobility Pass on its website.

IN CONSIDERATION OF the partnership with KYD Network and Metro, KYD Network agrees to:

- Submit written monthly reports to Metro, detailing progress made in each of the goal areas as highlighted in Appendix A;
- Provide an invoice to Metro by the 15th of each month for the previous month for services rendered; and
- Provide updates on Youth Mobility Fund Scope of Work at each Partner meeting.

IN CONSIDERATION OF the partnership with KYD Network and Metro, Metro agrees to:

- Provide information to KYD Network relating to Metro services available to students;
- Assist KYD Network with resources needed, such as bus schedules and training; and
- Pay KYD Network invoices within 30 days of receipt for activities outlined in Youth Mobility Fund Scope of Work (Appendix A).


To the extent permitted by law, each of the Partners (the "responsible Partner") agrees to defend and pay any claim of damages brought against one or more of the other Partners, or any of the other Partner's agents, officials or employees, for any and all actions, judgments, claims and suits arising from the responsible Partner's negligent acts or omissions arising from the responsible Partner's performance contemplated by this Agreement. But nothing in this

agreement may be interpreted as a waiver of a Partner's governmental immunity under Michigan law.

The Partners acknowledge that Kalamazoo Public Library recognizes the student ID cards as a valid library card under the "OneCard" Project, already established through a March 2018 Agreement between Kalamazoo Public Library and Kalamazoo Public Schools.

In consideration of the unprecedented changes to KPS and Metro activity brought about by the Coronavirus (COVID-19), this Agreement replaces the preceding five-year agreement and shall be for a period of one year from the date the Agreement is signed, unless terminated earlier, which any Partner may do by giving a written notice to all parties at least 30 days prior to the date of termination. The parties may mutually agree to extend or otherwise amend the agreement upon written consent of all parties.

This agreement contains all the terms among the parties with respect to its subject. Except for changes in the cost-per-rider rate, which may be made by agreement of just the City and Metro, this agreement may be ended only with the written agreement of all parties.

Date	James K. Ritsema, City Manager City of Kalamazoo
7/8/21	
Date	Dr. Rita Raichoudhuri, Superintendent Kalamazoo Public Schools
Date	Sean P. McBride, Executive Director Central County Transportation Authority
Date	Meg Blinkiewicz, Executive Director Kalamazoo Youth Development Network



Connecting People Throughout
Kalamazoo County

Agenda Item: #7 Meeting Date 07/12/21
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TO: KCTA and CCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 17, 2021
SUBJECT: KCTA Millage Discussion

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 0.3124 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. At the June meeting of the KCTA and CCTA direction was provided to staff to finalize a ballot language millage resolution that contains the following information:

- 1. When to conduct the election. November 2, 2021**
- 2. Duration of the millage levy. 5 Years.**
- 3. Amount of millage levy to request. Renewal of 0.3124.**

DISCUSSION

Millage Ballot Language

Attached is draft KCTA Resolution 21-02 - Transportation Millage Request for 2021. The ballot language has been updated since the June meeting to directly reference the Metro Connect on demand service. In addition, "to continue" was added to the language to emphasize that the millage is a renewal.

The ballot language is due to the County Clerk no later than August 9, in order to be included on the November 2 ballot.

Amount of Millage Levy

The next millage, if for five-years, will impact the period Fiscal Years 2022 all the way through 2027. This is a long duration and several years into the future that we are charting a course for Metro. Millage revenue is a significant component of total operating revenues, representing approximately 35 to 40% of total revenue between both the CCTA and KCTA millages.

The CCTA and KCTA Finance Committee met on June 3, 2021. The Committee reviewed the attached financial projections as well as calculations of revenue generated at various millage rates. Overall, the Committee concluded:

- That a renewal of the current millage which would be 0.3124 mills would be sustainable for the term of the millage. This is based on the data contained within the attached FY 21 through FY 26 Financial Projection.
- Recapturing millage revenue to get back .3150 is a relatively minimal increase in generated revenue. It is best preferential to stay with a pure renewal, which is the 0.3124 after the Headlee Amendment has been applied.
- With the challenges that the pandemic has brought to homes and businesses, it is preferential to ask for a renewal of 0.3124 mills.

Previous KCTA Millage Election Results

Please see the attached election result materials that include results from previous public transit millage elections since 2004 and election results by voting precinct for the KCTA 2016 election.

Attachments Included in the June 14 Meeting packet

#	Title	Additional Information
1.	FY 21 through FY 26 Financial Projection	Financial projection through FY 2026 which assumes a 0.3124 millage rate
2.	KCTA Millage Rate Calculation	Calculates revenue generation at various millage rates
3.	Draft KCTA Resolution 21-02 Transportation Millage Request for 2021	Includes the amount of 0.3124
4.	2016 Transportation Millage Request Resolution	
5.	KCTA Possible Ballot Question Language	
6.	2020 Informational Postcard	From most recent CCTA millage election
7.	2019 Special Report	From most recent CCTA millage election

RECOMMENDATION

The Executive Director recommends that the KCTA Board adopt the attached Kalamazoo County Transportation Authority 2021 Millage Request Resolution that places a millage question on the November 2, 2021 General Election Ballot.

Attachments

1. KCTA Resolution 21-02 - Transportation Millage Request for 2021
2. Summary of Public Transit Millage Election Results
3. Summary of Voting Results by Precinct for the May 2016 KCTA Millage Election

DRAFT

**RESOLUTION OF THE
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (“KCTA”)**

Resolution No. 21-002

Transportation Millage Request for 2021

Whereas, KCTA makes the following findings:

1. Public transportation is an essential service to the Kalamazoo County region. In non-pandemic years, there are 2.8 million rides annually provided on public transportation in Kalamazoo County. Since 1967, there have been over 120 million rides provided on public transportation; and,

2. During non-pandemic years, there are approximately 160,000 rides provided through the Metro Connect Program, 40,000 rides provided as part of the Metro Share program, and the fixed-route bus system provides approximately 2.7 million rides; and,

3. Public transportation in Kalamazoo County is funded through a variety of sources that include State of Michigan grants, Federal grants through the Federal Transit Administration, fares, other operating revenues and two locally funded voter approved property tax millages; and,

4. The property tax millages are essential in order to receive and leverage the State and Federal grants; and,

5. The Kalamazoo County Transportation Authority (“KCTA”) was formed in 2005 under Public Act 196 of 1986, as amended (“Act 196”). The KCTA boundary includes all of Kalamazoo County; and,

6. The KCTA millage approved by the voters on May 3, 2016 was for 0.3150 mills and includes the period of 2017 through 2021. The millage has subsequently been reduced to 0.3124 as a result of the Headlee Amendment to the Michigan Constitution of 1963; and,

7. The expiring KCTA millage levy is used to fund Metro Connect demand/response services and other specialized services like Metro Share; and,

8. The Kalamazoo County Board of Commissioners created the Central County Transportation Authority (CCTA) in 2014, a public transportation authority also formed under Act

196, and currently has a millage of up to 0.9000 that was approved by voters on March 10, 2020 and covers the period of 2021 through 2025; and,

9. Jurisdictions within the boundaries of the CCTA includes the City of Kalamazoo, City of Parchment, City of Portage, Kalamazoo Township, Comstock Township (Voting Precincts two through eight), and Oshtemo Township (Voting Precincts three through nine); and,

10. The CCTA millage levy is used to fund urban fixed-route bus service; and,

11. KCTA has evaluated the need for a millage, within its geographic boundary; and,

12. KCTA has determined that it is necessary to levy a millage within its geographic boundary given the expiring millage currently levied by the KCTA is vital in funding essential public transportation services throughout Kalamazoo County.

Whereas, based upon these findings, KCTA resolves:

1. The recording officer of KCTA shall file a copy of this Resolution, calling for a November 2, 2021 election, with the Kalamazoo County Clerk and the Clerk of each assessing authority within KCTA's geographic boundary (City and Township) no later than August 10, 2021. Each County, City, and Township Clerk and all other County, City, and Township Officials shall undertake the steps to properly submit the proposition to the electors at the November 2, 2021 election specified in this Resolution.
2. The following proposition shall be placed on the ballot for consideration by the electorate at the election to be held on November 2, 2021, and, if approved, shall be collected on the July tax bill within each City and the December tax bill within each Township for 2022, 2023, 2024, 2025, and 2026. The form of the proposition shall be as follows:

“May the Kalamazoo County Transportation Authority (KCTA) continue to levy a tax for public transportation purposes of up to 0.3124 mills (31.24¢ per \$1,000 of taxable value)? This millage:

- (a) Would be a renewal of a previously authorized millage expiring with the 2021 levy;
- (b) Would be levied for five years, 2022 through 2026;
- (c) Is estimated to raise \$3,003,000 in its first year; and
- (d) Applies to the taxable value of all taxable property within Kalamazoo County.

The KCTA provides on demand public transportation van services to all Kalamazoo County through the Metro Connect Program.”

YES _____

NO _____

- 3. The election shall be held and conducted, and the results of the election shall be canvassed, in accordance with the provisions of the State law pertaining to the submission of such questions to the electors entitled to vote thereon and the Clerk/Register of Kalamazoo County, along with each City, and Township within Kalamazoo County, if appropriate, and the Treasurer of Kalamazoo County, along with the Treasurer of each City and Township, if appropriate, shall do and perform all acts required by law for the calling and conduction of such election and that the Clerk/Register of Kalamazoo County shall within five (5) days of said election file with the Treasurer for Kalamazoo County a certified copy of the official declaration of the results of said election.

- 4. The KCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carrying out the intent of this Resolution.

RESOLUTION DECLARED ADOPTED.

Adopted this _____, 2021

STATE OF MICHIGAN)
) SS
 COUNTY OF KALAMAZOO)

Whereas, I, Barbara Blissett, Kalamazoo County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Kalamazoo County Transportation Authority at a regular session held on _____, 2021.

_____, Clerk
 Kalamazoo County Transportation Authority

Summary of Public Transit Election Millage Results
Updated: June 7, 2021

Year	Month	Org	Amount	Duration	Turnout	Yes	No
2021	November	KCTA	0.3124	5 years			
2020	March	CCTA	0.9	5 years	32%	70.3%	29.7%
2016	May	KCTA	0.315	5 years	10.7%	58.1%	41.9%
2015	August	CCTA	0.75	5 years	9.2%	62.7%	37.3%
2013	May	KCTA	0.4	4 years	8.4%	72.3%	27.7%
2012	November	COK	0.6	3 years	54.6%	62.7%	37.3%
2009	November	COK	0.6	3 years	22.7%	75.6%	24.4%
2009	May	KCTA	0.4	4 years	13.3%	63.3%	36.7%
2008	November	KCTA	0.63 - 0.84	4 years	63.1%	42.0%	58.0%
2007	November	COK	1.0	1 year	16.7%	71.9%	28.1%
2006	November	KCTA	0.45	2 years	50.5%	54.4%	48.6%
2004	November	COK	1.0	3 years	NA	67.5%	32.5%

	# Reg. Voters	Poll Book	% Reg. Voters	Voter %	YES	Yes %	NO	No %	
1 City of Kalamazoo #1&3	3581	149	4.16%	149	4.2%	143	86.0%	5	4.0%
2 Kalamazoo #4	952	69	7.25%	68	7.1%	61	89.7%	7	10.3%
3 City of Kalamazoo #2&4	4120	58	1.41%	58	1.4%	50	86.2%	8	13.8%
4 City of Kalamazoo #21&26	2385	217	9.11%	217	9.1%	201	92.2%	16	7.4%
5 Kalamazoo #8	653	74	11.33%	71	10.9%	61	85.9%	10	14.1%
6 Cooper #5	594	28	4.71%	28	4.7%	24	85.7%	4	14.3%
7 City of Kalamazoo #26	1680	248	14.76%	248	14.8%	212	85.5%	36	14.5%
8 City of Kalamazoo #5	2476	142	5.74%	141	5.7%	119	84.4%	22	15.6%
9 City of Kalamazoo #22	2205	205	9.29%	204	9.2%	188	92.4%	16	7.6%
10 City of Kalamazoo #20	2126	275	12.94%	275	12.9%	224	81.5%	51	18.5%
11 City of Kalamazoo #6	1715	170	9.91%	169	9.8%	135	80.5%	33	19.5%
12 City of Kalamazoo #13&14	3078	110	3.58%	110	3.6%	86	78.2%	24	21.8%
13 Kalamazoo #5	2115	143	6.76%	142	6.7%	109	76.8%	33	23.2%
14 City of Kalamazoo #23	1231	120	9.75%	120	9.7%	90	75.0%	30	25.0%
15 City of Kalamazoo #10	2318	211	9.10%	207	8.9%	153	73.9%	54	26.1%
16 Oshkemo #1&6	3495	297	8.50%	294	8.4%	217	73.8%	77	26.2%
17 City of Kalamazoo #12	1757	205	11.67%	204	11.6%	150	73.5%	54	26.5%
18 City of Portage #9	1473	163	11.07%	161	10.9%	117	72.7%	44	27.3%
19 City of Kalamazoo #7&9	4293	164	3.82%	163	3.8%	118	72.4%	45	27.6%
20 Texas #3	1780	130	7.30%	129	7.2%	92	71.3%	37	28.7%
21 City of Kalamazoo #19&25	3878	319	8.23%	319	8.2%	224	70.2%	95	29.8%
22 Oshkemo #9	2415	162	6.71%	160	6.6%	112	70.0%	48	30.0%
23 City of Portage #1&15	3209	330	10.29%	325	10.1%	226	69.5%	99	30.5%
24 Oshkemo #4&7	3569	449	12.58%	442	12.4%	307	69.5%	135	30.5%
25 Kalamazoo #11	1321	61	4.62%	61	4.6%	42	68.8%	19	31.2%
26 Oshkemo #8	1170	90	7.69%	88	7.5%	60	68.2%	28	31.8%
27 Kalamazoo #3	2454	323	13.16%	323	13.2%	220	68.1%	103	31.9%
28 City of Kalamazoo #16&18	3951	254	6.43%	250	6.3%	169	67.5%	81	32.5%
29 Kalamazoo #18&10	2695	122	4.53%	117	4.3%	79	67.5%	38	32.5%
30 Kalamazoo #12	2239	138	6.16%	138	6.2%	93	67.4%	45	32.6%
31 City of Kalamazoo #17	1737	117	6.74%	116	6.7%	78	67.2%	38	32.8%
32 City of Portage #2	1742	63	3.54%	63	3.6%	42	66.7%	21	33.3%
33 City of Portage #10	2624	258	9.83%	257	9.8%	169	65.8%	88	34.2%
34 City of Kalamazoo #8&27	3310	105	3.17%	105	3.2%	69	65.7%	36	34.3%
35 City of Portage #11&19	3846	296	7.70%	295	7.7%	193	65.4%	102	34.6%
36 City of Portage #8&14	3510	394	11.23%	391	11.2%	255	65.2%	137	34.8%
37 City of Kalamazoo #15	2133	71	3.33%	71	3.3%	46	64.8%	25	35.2%
38 Oshkemo #3	1477	228	15.44%	227	15.4%	147	64.8%	80	35.2%
39 City of Portage #13&18	4027	306	7.60%	303	7.5%	195	64.4%	108	35.6%
40 City of Portage #3	1979	204	10.31%	201	10.1%	129	64.2%	72	35.8%
41 City of Kalamazoo #11	1680	61	3.63%	61	3.6%	39	63.9%	22	36.1%
42 Kalamazoo #7	1285	157	12.22%	156	12.1%	98	62.8%	58	37.2%
43 Cooper #3	2511	264	10.51%	263	10.5%	165	62.7%	98	37.3%
44 Comstock #8	1426	438	30.72%	417	29.2%	267	63.8%	150	36.2%
45 Comstock #6	1771	412	23.27%	408	23.0%	255	62.5%	153	37.5%
46 City of Parchment	1425	122	8.56%	119	8.4%	72	60.5%	47	39.5%
47 City of Portage #17	1791	290	16.19%	286	16.0%	174	60.8%	112	39.2%
48 Kalamazoo #9	2308	230	9.97%	229	9.9%	137	59.8%	92	40.2%
49 Texas #4&5	4892	280	5.72%	289	5.9%	171	59.2%	118	40.8%
50 Schoolcraft #3	2559	175	6.84%	172	6.7%	99	57.6%	73	42.4%
51 City of Portage #7	2872	195	6.79%	190	6.6%	109	57.4%	81	42.6%
52 Cooper #2	1248	167	13.38%	166	13.3%	96	57.2%	70	42.8%
53 Comstock #4&7	2399	187	7.79%	184	7.7%	104	56.5%	80	43.5%
54 City of Portage #5,10&12	5801	753	12.98%	746	12.9%	417	55.9%	329	44.1%
55 Pavilion #3	1580	125	7.91%	122	7.7%	69	56.5%	53	43.5%
56 Schoolcraft #1	1702	133	7.81%	133	7.8%	73	54.9%	60	45.1%
57 City of Portage #14&6	3435	316	9.20%	313	9.1%	171	54.6%	142	45.4%
58 Oshkemo #2	2364	200	8.46%	200	8.5%	107	53.5%	93	46.5%
59 Comstock #2	1673	313	18.71%	304	18.2%	159	52.3%	145	47.7%
60 Kalamazoo #2	1607	66	4.11%	66	4.1%	39	59.1%	27	40.9%
61 Texas #2	1923	203	10.56%	203	10.6%	104	51.2%	99	48.8%
62 Cooper #4	2242	278	12.40%	274	12.3%	135	49.3%	139	50.7%
63 Schoolcraft #2&4	2426	182	7.50%	180	7.4%	88	48.9%	92	51.1%
64 Richland #1	2159	1055	48.87%	1032	47.8%	502	48.6%	530	51.4%
65 City of Galesburg	1988	258	12.98%	256	12.9%	121	47.3%	135	52.7%
66 Comstock #3	941	124	13.18%	122	13.0%	67	54.9%	55	45.1%
67 Richland #3	3323	735	22.12%	701	21.1%	323	46.1%	378	53.9%
68 Cooper #1	1048	116	11.07%	115	10.9%	52	45.2%	63	54.8%
69 Richland #2	1535	626	40.78%	613	39.9%	282	46.0%	331	54.0%
70 Comstock #1A	1932	450	23.29%	442	22.9%	203	45.9%	239	54.1%
71 Ross #2	2004	374	18.66%	366	18.3%	165	45.1%	201	54.9%
72 Comstock #5A	1252	354	28.27%	347	27.7%	155	44.7%	192	55.3%
73 Brady #2	1443	157	10.95%	157	10.9%	70	44.6%	87	55.4%
74 Brady #1	1788	157	8.78%	156	8.7%	88	56.4%	68	43.6%
75 Oshkemo #1	1216	157	12.91%	153	12.6%	67	43.8%	86	56.2%
76 Texas #1&6	4212	285	6.77%	283	6.7%	122	43.1%	161	56.9%
77 Ross #1	2092	417	19.93%	413	19.7%	178	43.1%	235	56.9%
78 Oshkemo #10	816	89	10.91%	89	10.9%	38	42.7%	51	57.3%
79 Climax	1728	231	13.37%	230	13.3%	96	41.7%	134	58.3%
80 Pavilion #1	1962	212	10.81%	210	10.7%	86	41.0%	124	59.0%
81 Alamo	3055	407	13.32%	405	13.3%	144	35.6%	261	64.4%
82 Charleston	1460	455	31.16%	449	30.8%	159	35.4%	290	64.6%
83 Pavilion #2	1063	174	16.37%	172	16.2%	66	38.4%	106	61.6%
84 Wakarusa	952	99	10.39%	99	10.3%	28	28.3%	71	71.7%
85 Prairie Ronde	1773	200	11.28%	198	11.2%	51	25.8%	147	74.2%

188,367 20288

11,650
58.1%

8,417
41.9%

20,067 10.7%



Connecting People Throughout
Kalamazoo County

Agenda Item # 8 Meeting Date 07/12/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 29, 2021
SUBJECT: CCTA/KCTA Board Ethics and Values Policy Adoption

BACKGROUND

At the June meeting of the KCTA/CCTA Boards a draft Board Ethics and Values Policy was offered for first reading. The new policy was developed at the direction of the Boards. The draft is based on materials provided by the Michigan Municipal League and draft policies from organizations like the City of Portage.

The only change based on the comments from June meeting was to use the word “impartial:” rather than “disinterested” in the second line under the Purpose Section. The attached policy has been reviewed by CCTA/KCTA Attorney Jeffrey Ammon.

RECOMMENDATION

It is recommended the CCTA and KCTA Board adopt the Board Code of Ethics and Values Policy No. 1.04.

Attachments

1. Draft Board Code of Ethics and Values Policy No. 1.04



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

ETHICS AND VALUES POLICY

ADOPTED: May 29, 2021

NO: 1.04

PURPOSE

The Code of Ethics and Values Policy ("Policy") of the Boards is intended to establish standards of integrity, fair dealing, responsibility, accountability, and impartial conduct, which are an essential part of a fiduciary duty owed to the public. The Policy is intended to encourage all Boardmembers to place the public interest above self-interest and maintain independence, impartiality and fairness in their judgment, decisions, and conduct. It is the policy of the Boards to uphold, promote and demand high standards of ethics from all Boardmembers. All members of the Boards share a commitment to ethical conduct in the service to their community. This Policy has been established to provide guidance for Boardmembers so that the performance of their duties will be carried out in an ethical manner. In furtherance of this goal, the following general principles will apply:

- A. Boardmembers shall comply with the laws of the United States of America, the State of Michigan in the performance of their public duties.
- B. Boardmembers shall work for the common good of Kalamazoo County residents, Metro passengers and Metro employees and not be motivated by their own personal or financial interests.
- C. Boardmembers will endeavor to treat all members of the public and issues before them in a fair and equitable manner.
- D. Boardmembers shall be committed to the concepts of effective and democratic local government.
- E. Boardmembers shall encourage communication between residents, Board and the Metro staff and endeavor to keep the community informed on public transit matters, not otherwise made confidential.
- F. Boardmembers shall safeguard public confidence by being honest, fair, and respectful of all persons with whom they have official contact and will follow the rules and laws that govern the deliberation of public policy issues and meaningful involvement of the public.
- G. Boardmembers have an obligation to attend Board meetings and other meetings necessary for the performance of their official duties. Boardmembers should be prepared for meetings they attend, review materials, listen to the public discussions before them, keep comments and questions relevant to the business at hand, participate in discussions and make informed decisions based on the merits of each question.
- H. Boardmembers shall not divulge to an unauthorized person confidential information acquired by the Boardmember in the course of performing their duties as a Boardmember in advance of the time prescribed for its authorized release to the public, if it is to be released to the public.

- I. Boardmembers shall represent the official policies and positions of the Board to the best of their ability when representing Metro. When presenting their individual opinions and positions, a Boardmember may not represent, nor allow the inference of their opinion or position as that of the Board or Metro.

DEFINITIONS

- A. **Confidential information** means information, written or non-written, that has been obtained by a Boardmember in the course of acting as such, that is not available to members of the public pursuant to the Michigan Freedom of Information Act, being MCL 15.231 *et. seq.*, or pursuant to other law, regulation, policy, or procedure recognized by law, and that the Boardmember is unauthorized to disclose:
- B. **Immediate family** means:
 1. A Boardmembers spouse or domestic partner; or
 2. A Boardmembers relative by lineal descent, parent, brother, sister, or a person who resides in the Boardmembers household; or
 3. An individual claimed by a Boardmember or a Boardmembers spouse as a dependent under the United States Internal Revenue Code, being 26 USC 1 *et. seq.*
- C. **Personal Gain or Benefit** means any benefit which is accepted or received by a Boardmember or the Boardmembers immediate family, or is perceived by a reasonable person to be accepted or received by a Boardmember or the Boardmembers immediate family, as remuneration for the purpose of improperly influencing an official action in a specific manner or for refraining from the performance of an official action in a specific manner, or as inducement for the Boardmember to act in favor of some interest other than in the public interest.

CONFLICT OF INTEREST

Approved CCTA/KCTA Bylaws state:

No director, officer or employee of the Authority may have any financial interest, directly or indirectly, in any contract or other dealing with the Authority, unless all material facts relating to that interest are disclosed to the board and the board authorizes the contract or other dealing. That director's presence at a meeting where the vote is taken counts toward a quorum, but that director is not entitled to vote on the matter. The interested director, officer or employee must promptly inform the board or that person's supervisor, as the case may be, of a potential conflict of interest.

GIFTS

Boardmembers and their immediate family members shall not directly or indirectly solicit or accept a gift or loan of money, goods, services or other things of value which tend to influence the manner in which the Boardmember or other public officer or employee of the Metro performs their official duties.

Boardmembers are not prohibited from receiving money, goods, services, or other items of value if not given to influence the Boardmember in the performance of their official duties.

USE OF METRO PROPERTY

No Boardmember shall request, use, or permit the use of any Metro owned or supported property, vehicle, equipment, material, labor, or service for the personal convenience or the private advantage or personal gain of the Boardmember or any other person which is not available to the public at-large.

NEPOTISM

A Boardmember shall not influence or cause, directly or indirectly, the employment or any favorable employment action of an immediate family member or participate in any employment decision about such family member.

POLITICAL ACTIVITY

Boardmembers shall not use any Metro owned property, vehicle, equipment, material, labor or services for the Boardmembers own political benefit or for the political benefit of any other person seeking elective office, which is not available to the public at large on an equal basis. No political activity of the Boardmember shall interfere with the performance of the usual duties of any Metro officer or employee.

COMPLIANCE

This Policy is intended to encourage and promote the highest standards of ethical conduct and behavior by members of the Boards and is not intended to be a code of conduct enforceable by punitive measures. Violations of this Policy are not intended to subject Boardmembers to reprimand or censure by the Board. A violation of this Policy shall not be considered a basis for challenging the validity of a Boardmembers decision or position as a Boardmember.

It is not the intent of this policy to in any way limit the right or ability of any Boardmember to exercise his or her discretion in making legitimate policy decisions which are within their discretion so long as such action does not provide a special benefit to that person, relieve the Boardmember of a particular duty or treat that person differently than other similarly situated Kalamazoo County residents.

DELIVERY OF POLICY TO BOARDMEMBERS

The Clerk shall provide a copy of this Policy to each Boardmember as soon as practicable after the enactment of this Policy and to each new Boardmember at the time of taking office.

AMENDMENTS

This Policy may be amended to remain consistent with state law regarding the local code of ethics and the standards required therein.

ETHICS COMMITTEE

If a Boardmember requests an interpretation of this Policy, the Board Chair(s) shall select two (2) KCTA Boardmembers and two (2) CCTA Boardmembers to convene an Ethics Committee meeting and will provide its opinion to the Boardmember requesting the interpretation.

APPROVAL

KCTA/CCTA Board Chair

KCTA/CCTA Clerk



Agenda Item: #9
Meeting Date: 07/12/21

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 29, 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.

A hiring fair was held on June 23rd from 3 to 6 pm. The event was very successful, with 16 individuals attending and applying. With the job fair and other aggressive recruiting efforts we currently have 3 individuals with hire dates pending, 10 individuals in advanced stages of hiring and 8 individuals at beginnings stages of hiring. 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.

Retirements

- Yvonne Thrash, Deputy Director for Operations, 22 years of service.
- Thomas Thornton, Coach Operator, 20 years of service.
- Sharlene Devault, Coach Operator, 7 years of service.

Hires

- Nathan Carvey, Coach Operator
- Angela Blakely, Coach Operator

Service Update

- On Tuesday July 6, front-door entry on the bus and full access to the Kalamazoo Transportation Center building was implemented. Also, seating limitations have been lifted, enabling all seats to be occupied. Standing on the bus is still not allowed.
- On August 2, we are planning to begin collecting fares both on buses and with Metro Connect. The delay from the barriers being removed will allow for everyone to get acclimated to entering from the front, test the farebox technology and allow for passengers to purchase tokens, passes and other fare options.
- 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.

KTC Security Reports

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

Emergency Services

The Kalamazoo County Sheriff's Department requested a bus in response to a bomb threat at the West Main Target on Monday, June 21. A forty-foot bus was mobilized on the scene and provided shelter and rest for Target employees for approximately one hour.

Attachments

1. County Sheriff's June KTC Security Report
2. Metro's KTC June Security Report

**KALAMAZOO COUNTY SHERIFFS OFFICE
JUNE 2021 MONTHLY KTC REPORT
DEPUTY MICHAEL STADEL**

CASES:

3- TRESPASSED FROM PROPERTY

3-RESISTING/OBSTRUCTING

3-DISORDERLY CONDUCT

BANS:

3 INDIVIDUALS HAVE BEEN BANNED FROM KTC PROPERTY FOR 30 DAYS

NOTABLE CASES:

There has been an increase of activity at Metro for the month of June. Several homeless individuals have fought with me and had to be subdued with a taser. Here are some cases from this month.

Case 21-109955. On June 8, 2021 I had an individual crawling under an Indian Trails charter bus in Bay 18. Upon making contact with the male suspect, he advised he was trying to save a little girl. Upon further investigation it was obvious the male was under the influence of some type of substance. The male became agitated when asked more questions. I ordered the male off the property in which the male refused to leave. As he began to walk past me in defiance, the male pulled back his right hand and stated he was going to "Deck you". I immediately stepped back and deployed my taser and ordered the male to the ground. The male refused and the taser was activated. KDPS arrived and assisted with the arrest.

Case 21-110552. On June 12, 2021 around 10:00 am, I had a homeless individual near the concessions asking females as they walked by what type of sex toy he had while displaying it to them. I was made aware of this by a Metro driver. As I began to walk to the male, the male rode his bicycle to me while carrying behind him a republic garbage cart. I began to ask him what he was doing and in response I got laughter. During this interaction I got no cooperation and ordered the male off of Metro property. The male advised he was not leaving due to its public property. The male then began to ride his bike away from me. As he went by me, the male stuck the trash can out and struck me in my legs. I advised dispatch of the situation and began to detain the individual while on his bike. A short struggle ensued as I tried to get the male into custody. KDPS arrived on scene shortly after and assisted me placing the male into custody.

Case 21-111370. On June 17, 2021 around 5:00 pm, while on routine foot patrol I was notified by customers that an active fight was in progress near Bay 8. As I made my way to the bay, I could hear two males yelling. As I approached, I could see a black male back peddling from a white male in the bus parking lot. The black male was yelling "Get away from me". The white male was yelling "I'm going to fight you" with his arms up and fist clenched. I yelled several times for the two to stop but they refused.

To prevent a fight and to protect the black male, I deployed my taser and activated it on the white male. The white male refused several orders while lying on the ground and had to be tasered again. KDPS arrived on scene and assisted with placing him into custody.

ADDITIONAL INFORMATION:

Again, I see an increase of homeless individuals on KTC property causing issues. Some are handled by my presence, some by taking small action and are quickly resolved. I believe due to the City of Kalamazoo shutting down Arcadia Park, more homeless individuals are floating around KTC bringing more issues to deal with. There has been times I had to assist KDPS in two consecutive days for stabbings at Arcadia Park. I assisted KDPS with detaining individuals and searching for suspects in nearby area.

DEPUTY MICHAEL STADEL

3951

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

Overview:

During the month of June, Metro reduced service on Saturdays to 8:00am-4:30pm and maintained limited occupancy opening of the Transportation Center. Security Plus presence was continued with two officers present from 8am till 10:30pm. The County Sheriff's onsite security presence continued from 10 am to 10 pm Monday through Saturday and 10a to 6p on Sundays.

Activity Summary for June

KPS Calls-0

EMS Calls -2-unresponsive individual in the bay.

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. June was filled with more reminders to customers to pull their masks up over their nose and mouth, even gave out more mask so that customers could access the building. As the mask mandate lifted for many, for us it brought about even more reminders. We continued to monitor customers with or without business accessing the building also with assisting the Sheriff with disorderly passenger. 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

Agenda Item: # 9a
Meeting Date: 07/12/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: June 22, 2021
SUBJECT: May 2021 Income & Expense Statements

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 \$3,166,214 (44%) of the FY21 millage.
- Due to the Covid-19 pandemic, Metro's Fixed-Route and Metro Connect are not currently collecting fares. 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 \$0.89 and in May 2021, it was \$1.98. This is a 222% increase.
- Total operating expenditures for Metro year-to-date are 53% of the total budgeted amount.

Attachment:

1. May 2021 Income & Expense Statement



	FY 2021 CCTA Board Recommended Budget	May 2021	Year to Date FY 2021	Year to Date % 58%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	515,000	19.00	200.26	0%	0%
Metro County Connect Fares	193,498	0.00	0.00	0%	0%
Specialized Services Fares					
Metro County Connect - Access Fares	119,783	21.00	21.00	0%	0%
Tokens	236,250	500.50	19,830.50	8%	0%
Charters	0	0.00	0.00	0%	0%
Pass Sales	182,100	20.00	351.00	0%	0%
WMU Prepaid Fares	1,150,000	516,461.52	496,605.52	43%	34%
Texas Twp/KVCC Prepaid Fares	95,185	0.00	42,924.00	45%	0%
Oshtemo Twp Contract	34,129	0.00	33,896.06	99%	0%
	<u>2,525,945</u>	<u>517,022.02</u>	<u>593,628.34</u>	<u>24%</u>	<u>34%</u>
Other Revenue					
Advertising	54,000	3,539.95	47,997.30	89%	0%
Intermodal Operations	136,000	37,099.63	57,667.55	42%	2%
Miscellaneous Revenue	23,700	493.02	95,228.73	402%	0%
Commission Revenue - Ticket Sales	30,000	1,839.66	8,468.38	28%	0%
Interest Income	13,000	2,963.97	4,000.46	31%	0%
	<u>256,700</u>	<u>45,936.23</u>	<u>213,362.42</u>	<u>83%</u>	<u>3%</u>
Urban Millage (CCTA)	4,303,895	89,439.18	1,441,662.44	33%	6%
County-wide Millage (KCTA)	2,874,265	67,493.05	1,724,551.56	60%	4%
MDOT - Operating	5,140,727	525,119.00	4,249,648.00	83%	35%
FTA - Operating	1,462,018	9,701.00	32,158.00	2%	1%
Provision for Depreciation	2,900,000	259,932.09	2,099,130.58	72%	17%
TOTAL OPERATING REVENUE	<u>19,463,550</u>	<u>1,514,642.57</u>	<u>10,354,341.34</u>	<u>53%</u>	<u>100%</u>
Operating Expenses by Division					
Administration/Overhead	7,076,002	369,362.15	3,873,518.61	55%	
Kalamazoo Transportation Center Operations	821,717	49,988.92	527,773.48	64%	
Maintenance	3,032,139	236,561.87	2,050,677.79	68%	
Operations	7,769,924	447,018.88	3,929,219.68	51%	
Metro Connect	4,636,518	387,813.30	2,659,872.42	57%	
Metro Share	68,452	2,744.98	31,626.83	46%	
TOTAL OPERATING EXPENSE	<u>23,404,752</u>	<u>1,493,490.10</u>	<u>13,072,688.81</u>	<u>56%</u>	
NET (UNFUNDED) BALANCE for period	<u>(3,941,202)</u>	<u>21,152.47</u>	<u>(2,718,347.47)</u>		



Agenda Item: # 9b
Meeting Date: 07/12/21

Connecting People Throughout
Kalamazoo County

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: June 29, 2021
SUBJECT: May 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	111,226	6,678	159	118,063
FY20	20,235	4,495	18	24,748
Difference	90,991	2,183	141	93,315
% Change	450%	49%	783%	377%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 20-Sept 21 System Total
FY21	929,925	54,187	763	984,875
FY20	1,364,865	87,480	18,553	1,470,898
Difference	(434,940)	(33,293)	(17,790)	(486,023)
% Change	(32%)	(38%)	(96%)	(33%)

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – May 2021

No data for May

WMU STUDENT RIDERSHIP REPORT – May 2021

No data for April

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – May 2021

For the month of May 2021 there were 6,678 passenger trips on Metro Connect. This is a total of 54,187 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				
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
May 2021

Route #	Route	Month to Date				Year to Date							
		# of Rides		Rides per hour		# of Rides		Rides per hour		Increase / decrease			
		FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20				
01	Westnedge	16,804	2,761	508.62%	26.47	3.20	726.87%	135,930	184,108	-26.17%	28.12	35.91	-21.69%
02	Portage	7,696	1,836	319.17%	20.38	2.83	620.97%	59,042	84,664	-30.26%	20.91	21.56	-3.05%
03	West Michigan	4,453	603	638.47%	11.69	1.18	891.86%	34,352	39,075	-12.09%	11.82	12.64	-6.52%
04	Oakland	4,227	619	582.88%	11.17	1.26	786.99%	29,992	38,677	-22.46%	10.60	12.93	-18.02%
05	East Main	4,440	765	480.39%	11.76	1.62	628.25%	44,027	60,163	-26.82%	16.23	21.84	-25.67%
06	Parchment	5,545	909	510.01%	14.54	1.89	668.38%	40,454	48,455	-16.51%	14.49	16.64	-12.95%
07	Alamo	7,029	1,460	381.44%	18.58	1.85	904.66%	54,567	104,198	-47.63%	19.30	24.32	-20.64%
08	Egleston	4,981	1,096	354.47%	13.21	1.91	593.52%	40,821	51,209	-20.29%	14.44	14.86	-2.84%
09	Gull Road	10,048	2,701	272.01%	14.38	3.14	357.94%	97,958	112,703	-13.08%	19.94	22.04	-9.55%
10	Comstock	3,717	864	330.21%	9.82	1.78	453.26%	35,112	46,182	-23.97%	12.41	15.58	-20.29%
11	Stadium Drive	7,611	1,070	611.31%	20.12	1.40	1341.11%	54,263	89,386	-39.29%	19.18	20.05	-4.31%
12	Duke	0	0	0.00%	0.00	0.00	0.00%	173	14,635	-98.82%	0.00	14.57	-100.00%
13	South Burdick	7,049	1,190	492.35%	18.63	1.47	1168.47%	61,203	88,387	-30.76%	16.34	17.89	-8.66%
14	West Main	8,516	1,977	330.75%	22.51	2.36	853.16%	65,837	93,055	-29.25%	23.00	18.65	23.31%
15	Palerson	6,043	557	984.92%	15.99	1.18	1254.77%	49,641	58,812	-15.59%	18.29	21.46	-14.76%
16	Lovell	6,784	909	646.31%	17.93	0.95	1791.10%	60,212	151,896	-60.36%	15.99	27.31	-41.43%
20	East Comstock	276	0	0.00%	0.00	0.00	0.00%	276	446	-38.12%	0.00	0.00	0.00%
26	West Centre	3,044	348	774.71%	8.36	0.75	1019.34%	23,105	21,406	7.94%	8.61	7.55	14.01%
27	East Romence	2,053	570	260.18%	5.60	1.23	353.58%	17,897	17,891	0.03%	6.57	6.37	3.21%
21	Solon/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	276	0	0.00%	0.00	0.00	0.00%	6,012	-	0.00%	0.00	0.00	0.00%
25	Parkview	634	0	0.00%	0.00	0.00	0.00%	9,326	-	0.00%	0.00	0.00	0.00%
	Total Fixed Route	111,226	20,235	449.67%	15.92	8.16	95.15%	929,925	1,364,865	-31.87%	15.91	20.00	-20.46%
	Metro County Connect												
	Demand-Response	6,678	4,495	48.57%	1.57	0.53	195.98%	54,187	87,480	-38.06%	1.49	1.43	3.89%
	ADA Trips	2,213	820	169.88%	1.54	0.24	555.71%	16,915	36,192	-53.26%	1.49	1.44	3.96%
	Specialized Service	159	18	783.33%	3.87	0.04	8720.01%	763	18,553	-95.89%	3.99	6.96	-42.72%
	Charters	0	0	N/A	0	0	N/A	0	0	N/A	0	0	N/A
	Total Services	118,063	24,748	377.06%	10.46	1.36	671.30%	984,875	1,470,898	-33.04%	10.35	11.14	-7.03%

Other Data	# of Rides		Increase / decrease	# of Rides		Increase / decrease
	Month to Date			Year to Date		
	FY21	FY20		FY21	FY20	
WMU	-	22,710	-100.00%	-	265,401	-100.00%
KVCC	-	577	-100.00%	-	13,519	-100.00%
Transfers	-	60,027	-100.00%	-	368,394	-100.00%
Wheelchair	-	894	-100.00%	26	4,361	-99.40%
Bikes	-	2,454	-100.00%	7,317	12,692	-42.35%

May 2021
APC COUNTS DUE TO COVID-19

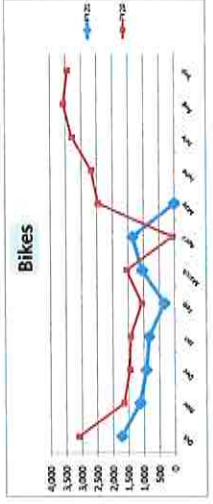
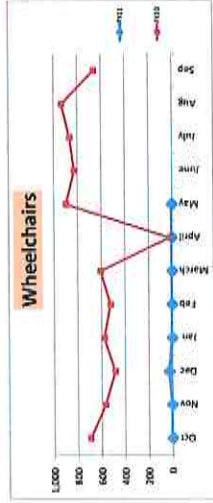
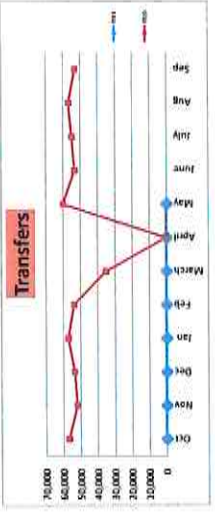
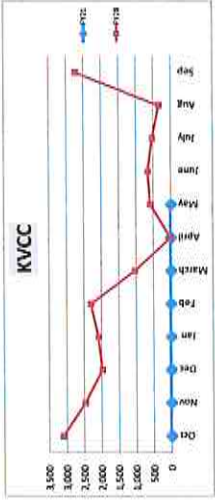
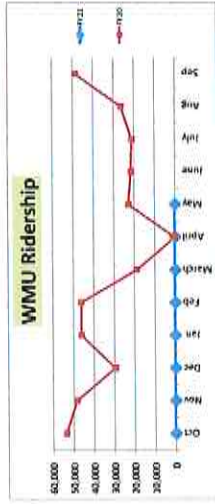
WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	53,611	45,356	29,900	46,660	46,220	18,875	7	22,710	21,372	21,016	26,213	45,555

KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	3,056	2,467	1,569	2,081	2,256	1,030	1	577	649	519	534	2,722

Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	59,893	52,014	53,528	57,197	51,714	36,112	1	60,027	53,216	54,674	56,769	53,325

Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	0	0	20	0	0	0	0	0	0	0	0	0
FY20	694	567	434	576	522	606	18	694	625	662	620	659

Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	1,727	1,117	923	826	327	1,045	1,352	0	0	0	0	0
FY20	3,085	1,636	1,444	1,418	1,054	1,539	62	2,454	2,694	3,288	3,654	3,429

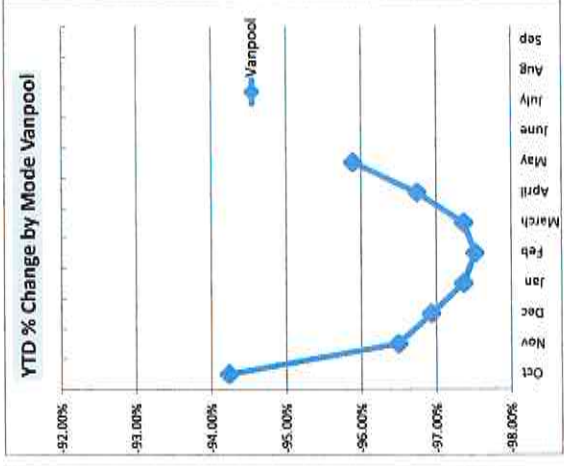
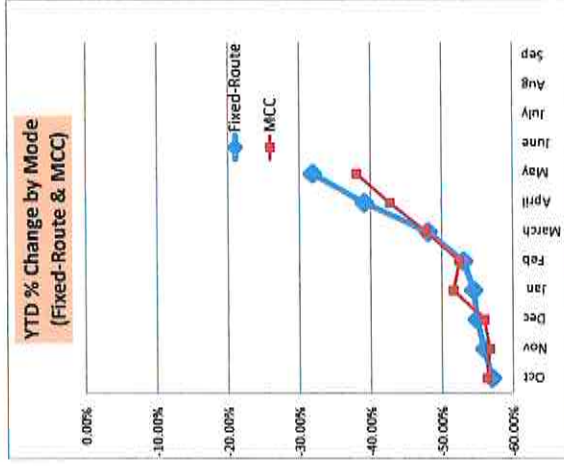
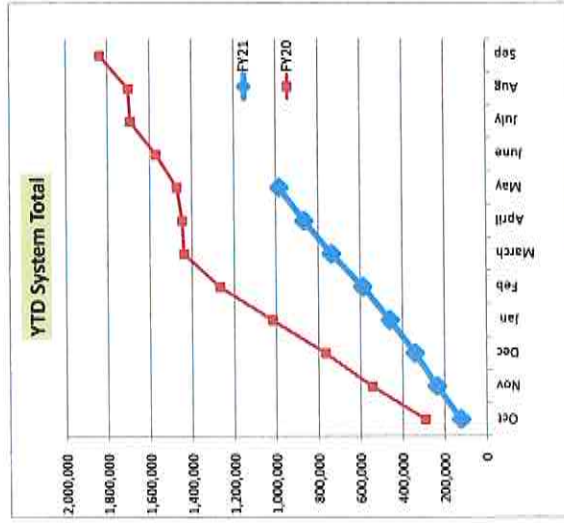


May 2021 APC COUNTS DUE TO COVID-19

YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	124,228	237,050	341,499	458,799	568,630	737,351	866,812	964,875				
FY20	291,905	544,765	767,010	1,016,529	1,267,638	1,437,635	1,446,150	1,470,898	1,569,765	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	-56.95%	-55.88%	-54.86%	-54.42%	-53.01%	-48.05%	-39.11%	-31.87%				
MCC	-56.35%	-56.72%	-55.94%	-51.67%	-52.54%	-47.87%	-42.75%	-38.06%				

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%	-95.89%				

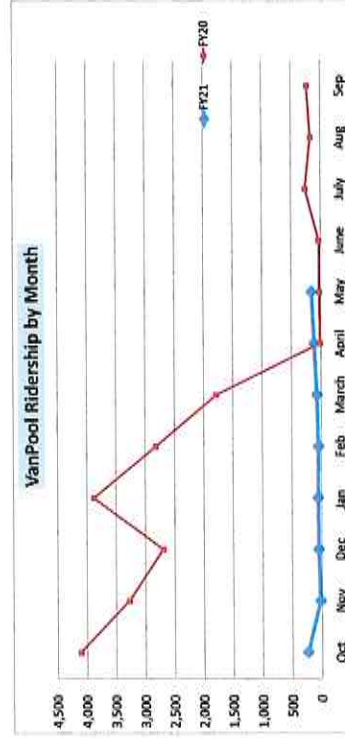
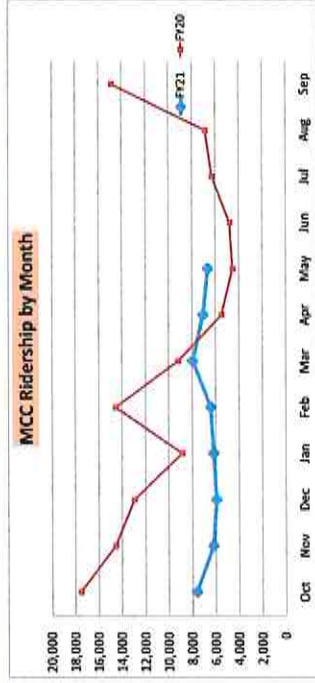
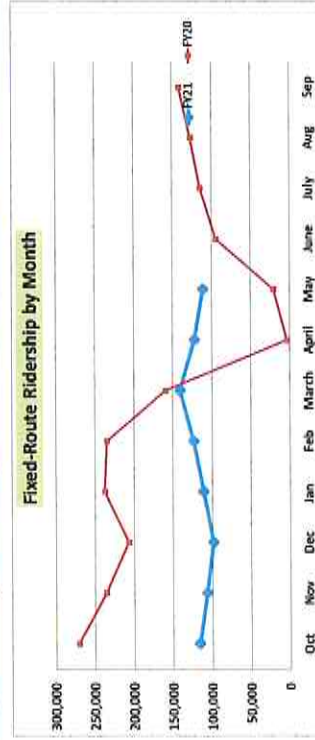


**May 2021
APC COUNTS DUE TO COVID-19**

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	116,340	106,593	98,448	111,044	123,352	140,679	122,253	111,226	94,104	114,359	126,171	140,709
FY20	270,270	235,071	206,616	236,803	233,960	158,655	3,053	20,235				

MCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	7,651	6,217	5,951	6,167	6,430	7,970	7,093	6,678	4,736	6,277	6,851	14,837
FY20	17,528	14,514	12,941	8,941	14,536	9,168	5,456	4,465				

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





Connecting People Throughout
Kalamazoo County

Agenda Item # 10c Meeting Date 07/12/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: **Outreach Committee – Jurisdictional Outreach**
DATE: July 8, 2021

The Outreach Committee has met on July 1 and May 26. The Committee focused on outreach and educational activities as it relates to the KCTA millage election on November 2, 2021.

One of the key activities of the CCTA and KCTA Boards is to visit each of the jurisdictions in Kalamazoo County and provide an update on public transit activity and the millage election. Attached is a list of each of the jurisdictions with a listing of the individuals that provided the presentations last in early 2020. The Committee is targeting August, September and October to provide the presentations. Please review the attachment and provide any feedback on which jurisdiction(s) you would like to present. Oftentimes, new boardmembers will accompany a veteran boardmember to learn the process.

Also attached is the following:

1. Draft script for boardmember presentations
2. Draft millage mailer to be sent out to all households in early September

DRAFT - FOR DISCUSSION and INPUT
CCTA/KCTA Jurisdictional Outreach
2021 Board Liaison Assignments
Version - July 1, 2021

Jurisdiction/Contact	Address	Phone	Email	Meeting Day	Time	Virtual/Person as of May 2021	CCTA/KCTA Member Assigned for 2020 CCTA Millage	CCTA/KCTA Member Potential	Scheduled Dates
Dina Sutton	Kalamazoo County 201 W. Kalamazoo Ave	269-383-8650	dsutton@kalamazoo.com	1&3 Tuesdays	7:00 PM	V	Rosina/McBride	Rosina/McBride	
Aun Goodsell	City of Galesburg 200 E. Michigan Ave	269-665-7000	agoodsell@galesburg.net	1st Mondays	7:00 PM	V	Urban	Urban	
Scott Borling	City of Kalamazoo 241 W. South St.	269-317-8791	borling@kalamazoo.net	1&3 Mondays	7:00 PM	V	Rosina/McBride	Rosina/McBride	
Shanice Striz	City of Parchment 610 S. Riverview Dr.	269-349-3785	shanice@parchment.net	1&3 Mondays	7:00 PM	V	Boniges/McBride	Boniges/McBride	
Erica Eklev	City of Portage 7900 S. Wisnedge Ave.	269-429-4511	eklev@portage.net	2&4 Tuesdays	7:00 PM	V	Pearson/Burns/McBride	Pearson/Burns/McBride	
Cindy Snyder	Albion Township 7901 N. 6th St.	269-382-3666	csnyder@albiontownship.net	2nd Monday	7:00 PM	V	Bricker	Farmer	
Michelle Crawford	Brook Township 13123 S. 24th St., Vicksburg	269-449-1813	michelle@brooktownship.net	1st Tuesday	7:30 PM	V	Aardema	Aardema	
Linda Kramer	Charlevoix Township 1439 S. 38th St., Galesburg	269-665-7805	linda@charlevoix.net	4th Tuesday	4:00 PM	V	Aardema	Aardema	
Don Schultz	Cimarron Township 110 N. Main St.	269-746-4103	dschultz@cimarron.net	2nd Tuesday	7:00 PM	V	Jaussen	Jaussen	
Nichole Besechamp	Comstock Township 6138 King Highway	269-381-2560	nichole@comstock.net	1&3 Mondays	6:00 PM	V	Thompson/McBride	Thompson/McBride	8/16/2021
Dreana Jaussen	Cooper Township 1590 West D Ave	269-382-0223	dreana@cooper.net	2nd Monday	7:00 PM	V	Bricker	Brown/Bringing	
Mark Miller	Kalamazoo Township 1720 Riverview Dr.	269-381-8080	mark@kalamazoo.net	2&4 Mondays	7:30 PM	V	Leigh/McBride	Mooney/McBride	8/9/2021
Dusty Farmer	Oakhtazo Township 7275 W. Main St.	269-375-4260	dusty@oakhtazo.net	2&4 Tuesdays	7:00 PM	V	Farmer/Sloan/McBride	Farmer/Sloan/McBride	
Karen Sigewant	Pavilion Township 7510 East Q Ave., Scotts	269-327-0462	karen@pavilion.net	2nd Monday	7:00 PM	P	Breneman	Breneman	
Dale Smith	Prarie Roads Township 8140 West W Ave., Schoolcraft	269-267-4883	dale@prarieroads.net	2nd Tuesday	7:00 PM	P	Rama	Rama	
Bear Priest	Richland Township 7401 N. 32nd St.	269-629-4921	bpriest@richland.net	3rd Tuesday	7:00 PM	P	McCormick	Brown/Vicetina	
Linda Wallies	Ross Township 12886 M-89, Richland	269-731-4888	linda@ross.net	3rd Tuesday	7:00 PM	V	Urban	Rama	
Virginia Mongreg	Schoolcraft Township 50 East VW Ave., Vicksburg	269-649-1276	vmongreg@schoolcraft.net	2nd Tuesday	7:00 PM	V	McBride	McBride	
Virginia Mongreg	Texas Township 7110 West Q Ave	269-375-1591	vmongreg@texas.net	2&4 Mondays	6:00 PM	V	Rosine	Rosine	
Shawna Frisz	Waukechma Township 13998 South 424nd St.	269-778-3728	shawna@waukechma.net	1st Monday	7:30 PM	P	Jaussen	Jaussen/Mooney	
Julie Glenn	Village of Augusta 109 W. Clinton St., Augusta	269-731-5317	jglenn@augusta.net	1st Monday	7:00 PM	P	Urban	Urban	
Linda Coburn	Village of Climax 114 E. Maple, Climax	269-746-4174	linda@climax.net	1&3 Tuesdays	7:30 PM	P	Jaussen	Jaussen	
Brooke Jamieson	Village of Richland 8985 Gull Rd	269-629-9903	brooke@richland.net	2nd Monday	7:00 PM	P	McCormick	McCormick	
Theresa O'Leary	Village of Schoolcraft 442 N. Grand St., Schoolcraft	269-679-4304	theresa@schoolcraft.net	1&3 Mondays	7:00 PM	V	Mooney	Mooney	
Jim Mallery, Manager	Village of Vicksburg 13318 N. Boulevard St., Vicksburg	269-649-2476	jmallery@vicksburg.net	1&3 Mondays	7:00 PM	V	Rama	Rama/McBride	
Steve Stiegl	KATS 5220 Lovers Lane	269-343-0766	stiegl@kats.net	Last Wednesday	9:00 AM	V	Aardema/Jaussen	Aardema/Jaussen	

jurisdictional_outreach/2021_jurisdictional_outreach/assignments

2021 Jurisdictional Talking Points

Metro has an essential role in our community because we are all connected. Digitally, yes, but most importantly physically. This past year alone highlighted how important it is to be physically connected with everyone in our community; And that is what Metro Services do. Metro connects people throughout Kalamazoo County.

It is evident that Metro services are essential to Kalamazoo County because:

- In thirty years, Metro has provided 63 Million rides
 - 1.4 million of those rides were in 2020 when COVID-19 began effecting ridership
 - Those rides were taken by:
 - Essential Medial and health care workers
 - Essential workers in food service and grocery stores
 - Community members needing access to
 - Healthcare/Medial appointments
 - Grocery stores
 - Pharmacies
- Passenger survey said that 88% of riders would not have had had a car available to them in vehicle centric Kalamazoo County

Metro adapted to provide the best transit service for COVID-19 giving attention to safety for our passengers and staff while providing over a million rides primarily for people who had no other form of transportation available to them. Adaptations to provide the best service to the public were:

- Metro retrofitted coaches with plexiglass barriers
- Stopped collecting bus fare
- Increase cleaning, and hiring of COVID-19 certified cleaning crews to keep coaches clean
- Metro was in weekly contact with the Emergency Operation Center for Kalamazoo County

Metro's role in the community also extends to providing service during catastrophic events. To add value to the community Metro:

- Transported COVID-19 positive individuals into isolation
- Helped the mission transport residents into better socially distant living situations
- Metro Fixed Route and Metro Connect Provide transportation to vaccine clinics

All throughout the whirlwind of pandemic changes in how public transportation operates in Kalamazoo County, Metro Connect service hours have remained reliable for our passengers that depend on public transportation.

- Metro Connect had to increase their staff levels to be able to manage calls.
 - Call monitoring is still occurring incase an increase will have to happen again.

Metro services are slowly returning to normal in 2021 and your public transportation has already provided about a half-million rides to community residents this year alone, without collecting fares (as a safety measure). These trips have helped individuals get to work, school, medical appointments as well as be a part of the community.

Metro provides three key services: Metro Connect demand response, Metro fixed route bus, and the Metro Share program.

Metro Connect: Demand Response

Metro Connect provides connections throughout the county as well as to surrounding counties, including Calhoun County's Battle Creek Veterans Hospital, St. Joseph, and Van Buren. The service is open to anyone in Kalamazoo County, with the service being ADA accessible and less expensive than independent rideshare companies (Uber, Lift). Users are charged a flat rate no matter how far they travel within the county. Metro Connect is available seven days a week, with individuals making reservations by calling or emailing with at least 24hrs notice and as early as seven days in advance.

Metro: Fixed Route Bus System

This is a hub and spoke system that operates out of the City of Kalamazoo. We service Kalamazoo, Parchment, and Portage, as well as the townships of Comstock, Kalamazoo and Oshtemo. Throughout 2020 Metro worked to make more bus stops ADA accessible with new bus stop pads being pour in Housing and Urban Development (HUD) neighborhoods and new bus stop signs that have braille brackets for Kalamazoo County's unique community. In 2021, Metro plans to improve more bus stops with shelters, benches, upgraded bus stop signs, and solar lighting. Metro is connected with many municipalities and a lot of our bus stops are being upgraded as part of road improvement projects. Recent Examples:

- Portage Road in the Edison Neighborhood
- Portage Road at I-94
- Oakland Dr

Metro Share: Vehicle Share Program

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

Metro's Governing Structure

Metro is governed by two boards the Central County Transportation Authority (CCTA) and the Kalamazoo County Transportation Authority (KCTA). CCTA boundary covers the cities of Kalamazoo, Portage and Parchment and the townships of Kalamazoo and parts of Comstock. The CCTA millage approved by the voters is used to fund fixed route bus service. The KCTA boundary covers all of Kalamazoo County and the voter-approved millage is used to fund Metro Connect and Metro Share.

Working Draft

New advancements for your public transportation system:

- Returning to a more normal way of operating as the risk of COVID-19 is reduced.
- New in-house Travel Trainer to help our county learn about Metro Services and how they can benefit from them.
- New route servicing Oshtemo Township
- Comprehensive Operations Analysis
 - Long range planning
 - Optimism current service
 - Guide to review our future service innovations
 - Best service
- New bus shelters and other stop amenities including solar lighting to improve safety.
- ADA accessible bus stops being added to the system.

More information on Metro's services is available at kmetro.com or by calling 337-8222 seven days a week.

Side 1



METRO

HOW MUCH WILL THE MILLAGE COST A HOMEOWNER?

The cost of the 0.3124 millage request for a homeowner whose home has a taxable value of \$50,000 (\$100,000 market value) is approximately \$15 a year.

HOW WILL THE COMMUNITY BENEFIT?

Both the economy and the quality of life for people in the greater Kalamazoo community benefit from reliable transportation. Metro operates seven days a week, providing an important mode of transportation for employers and their employees, seniors and students, including those with disabilities.

WHO GETS TO VOTE?

Voters throughout Kalamazoo County will be eligible to vote in the November 2 election.

For more information, visit kmetro.com or call (269) 337 - 8087



Side 2

Know the Facts About Renewal

Voter approval sought November 2 for millage to support Metro system in Kalamazoo County.

WHAT IS THE MILLAGE REQUEST?

Voters will be asked to approve a millage of up to .3124 mills for five years beginning in 2022 to support the Metro public transportation system, including Metro Connect and Metro Share.

IS THIS A TAX INCREASE?

No. This is the second renewal of this county-wide millage, lower than the .315 millage passed in 2016 and lower still than the 2009 millage of .40. It is not an increase in taxes.

HOW IS PUBLIC TRANSPORTATION FUNDED?

An important component of public transportation is voter approved millages which currently represent 36% of Metro's operating funds. Additional funds come from Federal Grants (10%), State Grants (34%), Fares (18%) and other sources (2%).

WHAT IS METRO CONNECT? WHAT IS METRO SHARE?

Metro Connect provides shared ride origin-to-destination service. Services like trips to medical appointments are provided through Metro Connect. Metro Share provides transportation services for agencies that serve elderly persons and individuals with disabilities.





Connecting People Throughout
Kalamazoo County

Agenda Item # 10h1
Meeting Date 07/12/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: July 8, 2021
SUBJECT: First Reading of KCTA/CCTA Board Policies

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 KCTA and CCTA draft policies for consideration. Attached you will see the following:

1. Summary of existing KCTA and CCTA Board Policies and a summary of what is recommended for that policy.
2. Index of recommended KCTA/CCTA Board Policies
3. Draft Policies

The policies are offered for first reading. Adoption of the policies is planned to be considered at the August meeting. With the adoption of the new set of policies the Boards will also take action to rescind the previously approved KCTA and CCTA policies.

RECOMMENDATION

It is recommended the Boards offer for first reading the attached KCTA and CCTA policies with final adoption to be take place at the August 9 Board meeting.

Attachments

1. Summary of existing KCTA and CCTA Board Policies and a summary of what is recommended for that policy.
2. Index of recommended KCTA/CCTA Board Policies
3. Draft Policies

DRAFT
Existing KCTA and CCTA Board Policies Summary
Version - June 9, 2021

	Board	Policy #	Policy	Original Adoption	Last Amendment	Action	Same or Similar Policy Both Boards	Notes
1	KCTA	1.00.00	KCTA Mission and Vision Statements	11/25/2013		Continue		
2	KCTA	1.01.00	Quality Improvement	2/25/2008		Rescind		Not specific and concepts covered through Mission and Vision Policy and Board Ethics and Values Policy
3	KCTA	1.02.00	Role of KCTA Board	2/25/2008		Continue		
4	KCTA	1.03.00	Transparency	2/25/2008		Rescind		
5	KCTA	1.04.00	Public Input on Service	2/25/2008		Rescind		Covered by Freedom of Information and new Board Ethics and Use Policy 1.05.00 which is specific
6	KCTA	1.05.00	Soliciting Public Comment Prior to Fare Increase or Service Decrease	10/13/2008		Continue		
7	KCTA	2.00.00	Formulation of KCTA Policies	1/14/2013		Continue	X	
8	KCTA	2.01.00	Board Agenda/Minutes Packet	2/25/2008		Continue		
9	KCTA	2.02.00	Meeting Remote Attendance Policy	6/8/2020		Continue	X	
10	KCTA	2.02.01	Executive Committee	11/22/2010		Continue		
11	KCTA	2.02.02	Budget Review Committee	7/29/2009		Rescind		New Financial Oversight Policy will cover concepts from this
12	KCTA	2.02.03	Reimbursement of Boardmember Expenses	4/14/2008		Rescind		Not Applicable
13	KCTA	2.02.04	Boardmember Qualifications	11/22/2010		Rescind		Not Applicable - County Board function
14	KCTA	2.02.05	Boardmember Job Description	11/22/2010		Rescind		Not Applicable - County Board function
15	KCTA	2.02.06	Boardmember Orientation	11/22/2010		Continue		
16	KCTA	2.02.07	Filling Vacancies on the Board	11/22/2010		Rescind		Not Applicable - County Board function
17	KCTA	2.02.08	Board Attendance	3/11/2013		Continue	X	
18	KCTA	3.01.00	Freedom of Information	2/25/2008	2/6/2016	Continue	X	
19	KCTA	3.02.00	Legal Counsel	9/14/2009		Continue		
20	KCTA	3.03.01	Disadvantaged Business Enterprise	11/24/2008		Reclassify		Use CCTA prgram include as Board Approved Organizational Policies/Programs
21	KCTA	3.04.01	Record Retention	2/25/2008		Continue		
22	KCTA	3.05.00	External Audit	2/25/2008		Rescind		New Financial Oversight Policy will cover concepts from this
23	KCTA	3.06.00	Communications with Media	2/25/2008		Continue		
	KCTA	3.07.00	Contracting	2/25/2008		Rescind		Use CCTA Purchasing Policy include as Board Approved Organizational Policies/Programs
24	KCTA	4.01.00	Administrative and Financial Oversight	11/22/2010		Revise		Revises and update to incorporate core financial oversight roles of the Board
26	KCTA	4.02.00	Budget	2/25/2008		Rescind		New Financial Oversight Policy will cover concepts from this
27	KCTA	4.02.01	Budget Adjustment	9/14/2009		Rescind		Not Applicable
28	KCTA	4.02.02	Budget Approval	11/22/2010		Rescind		New Financial Oversight Policy will cover concepts from this
29	KCTA	4.03.01	Fiscal Year and Annual Reports	9/14/2009		Rescind		Not Applicable
30	KCTA	4.04.01	Investment of KCTA Funds	11/22/2010		Rescind		Use CCTA Investment Policy
31	KCTA	4.05.00	Procurement and Bidding	2/25/2008		Reclassify		Use CCTA Purchasing Policy include as Board Approved Organizational Policies/Programs
32	KCTA	4.06.00	Policy Regarding Transportation System Reserves for KCTA	10/1/2008		Rescind		Use CCTA Working Capital Policy
33	KCTA	4.07.00	KCTA Expense Report	11/22/2010		Rescind		Include components in Administrative and Financial Oversight
34	KCTA	4.08.00	Petty Cash	4/11/2011		Rescind		Staff administrative policy
35	KCTA	4.09.300	Cellular/Wireless Device Policy	4/23/2012		Rescind		Staff administrative policy
36	KCTA	5.01.00	Equal Employment Opportunity	2/25/2008		Reclassify		Plan Approved 10/8/18, include as Board Approved Organizational Policies/Programs
37	KCTA	5.02.00	Social Security Number Privacy	5/9/2013		Rescind		Included in CCTA Employee Handbook, which will be included as Board Approved Organizational Policies/Programs
38	KCTA	5.03.00	Employee Handbook	2/8/2016		Reclassify		Use CCTA, include as Board Approved Organizational
39	CCTA	1.00.00	Fixed-Route Bus Service to Areas	02/11/09	12/9/2014	Continue		
40	CCTA	2.00.00	Attendance Policy	9/23/2015		Continue	X	
41	CCTA	2.01.00	Formulate Board Policies	3/14/2016		Continue	X	
42	CCTA	2.02.00	KCTA/CCTA Remote Attendance	6/8/2020		Continue	X	
43	CCTA	3.00.00	Freedom of Information (FOIA)	2/8/2016		Continue	X	
44	CCTA	4.00.00	Purchasing Policy	7/11/2016		Reclassify		Use Purchasing Manual and include as Board Approved Organizational Policies/Programs
45	CCTA	4.01.00	Working Capital Policy (Fund Balance)	8/8/2016		Continue		
46	CCTA	4.02.00	Investment of CCTA Funds	3/17/2017		Continue		
47	CCTA	4.03.00	Grant Administration Policy	6/12/2017		Reclassify		Include as Board Approved Organizational Policies/Programs
48	CCTA	4.04.00	Clearing House Policy	7/10/2017		Continue		
49	CCTA	5.00.00	Employee Handbook	8/8/2016		Reclassify		Include as Board Approved Organizational Policies/Programs



**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

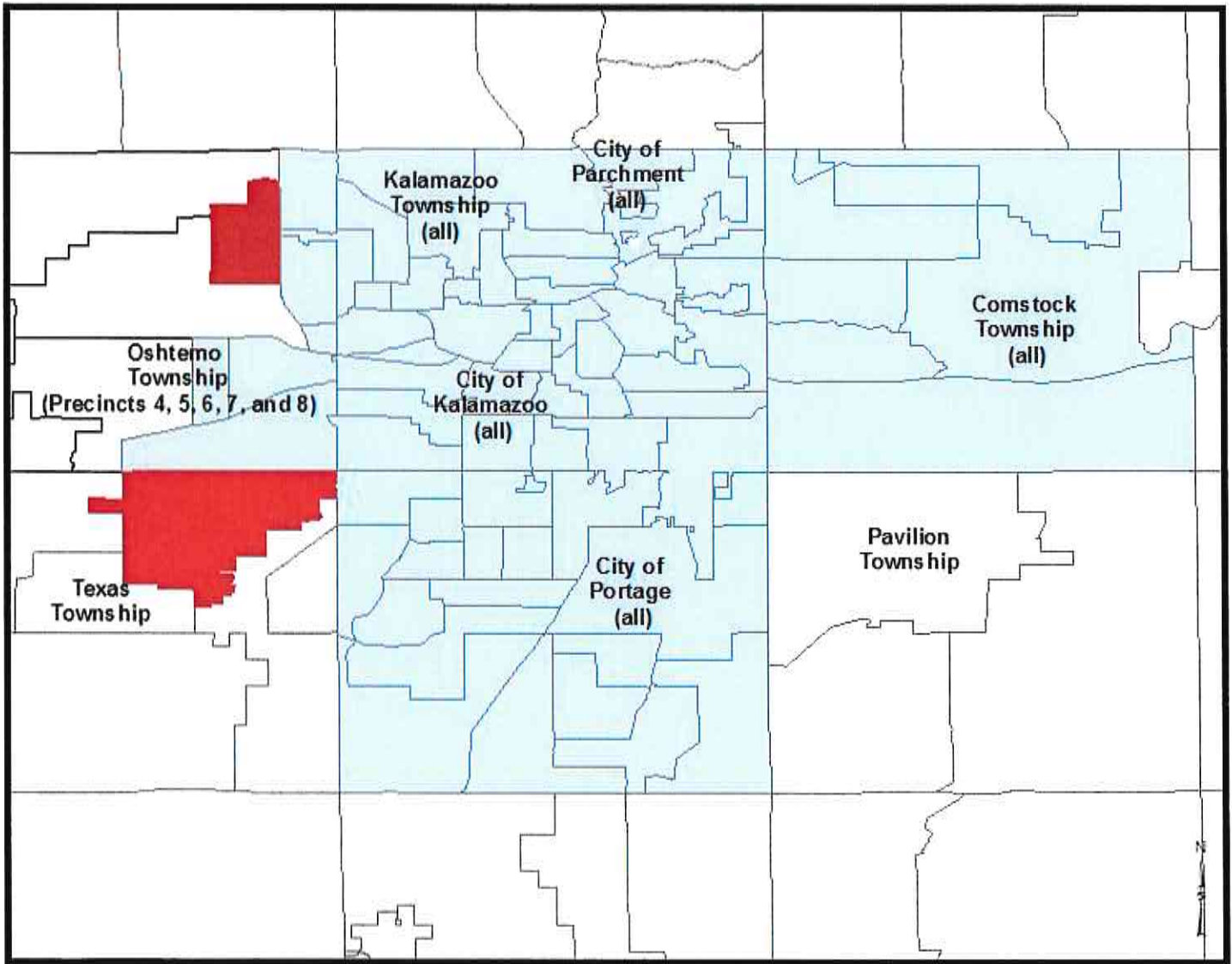
APPROVAL

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
 - >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
- Not Included in Vote

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.

ADVERTISING ON METRO BUSES AND FACILITIES

NO: 3.03

- 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 ON METRO BUSES AND FACILITIES

NO: 3.03

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

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/87966619955) on any browser and entering this **Meeting ID**: <https://us02web.zoom.us/j/87966619955>

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: **82127776654**

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.