

Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
June 13, 2022
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, July 11, 2022 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, June 13, 2022 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve June 13, 2022 Agenda and CCTA/KCTA Minutes of May 9, 2022*	Voice Vote	Voice Vote
3.	Public Comment		
4.	Consideration to Approve Contract with Western Michigan University for Bus Service*	Roll Call	Roll Call
5.	Consideration to Approve Janitorial Contract*	Roll Call	Roll Call
6.	Update Regarding Comprehensive Operational Analysis (COA)*		
7.	Report from Executive Director*		
	a. Monthly Financial Reports*		
	b. Monthly Ridership Reports*		
8.	Subcommittee Reports		
	a. Executive Subcommittee - Joint		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee - Joint		
	d. Pension Board*		
	1. MAPERS Spring Conference*		
	e. KATS		
	f. Local Advisory Committee (LAC)		
9.	Chairperson's Report*		
10.	Public Comment		
11.	Members' Time		
12.	Adjournment	Voice Vote	Voice Vote

*Indicates attachments included in agenda packet

The meeting will be held in the Metro Linda Teeter Community Room, 530 N. Rose Street, Kalamazoo, MI. Questions regarding the meeting may be addressed to the Central County Transportation Authority, 530 N. Rose St., Kalamazoo, MI 49007, or by calling (269) 337-8087.

MEETINGS OF THE CENTRAL COUNTY TRANSPORTATION AUTHORITY AND KALAMAZOO COUNTY TRANSPORTATION AUTHORITY ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, SEXUAL ORIENTATION, OR GENDER IDENTITY. CENTRAL COUNTY TRANSPORTATION AUTHORITY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE CCTA/KCTA BY WRITING OR CALLING CENTRAL COUNTY TRANSPORTATION AUTHORITY 530 N. ROSE ST., KALAMAZOO, MICHIGAN 49007 (269) 337-8087; TDD PHONE: (269) 383-6464

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
May 9, 2022**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Rob Branch, Keshia Woodson-Sow, Richard Congdon, Kathy Schultz, Annette Arkush
Others Present: Dexter Mitchell, John Gisler, Laura Pennell, Jamie Turley, Stephanie Shaw, Boris Palchik (via Zoom)

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Jeff Breneman, Tafari Brown**, Dusty Farmer, Martin Janssen, Aditya Rama, Tim Sloan, Sam Urban, Greg Rosine*

KCTA Members Absent: None

**Boardmember Breneman left the meeting at 12:45 P.M.*

*** Boardmember Brown left the meeting at 2:05 P.M.*

1). CCTA ROLL CALL

*CCTA Members Present: Curtis Aardema, Rob Britigan, Chris Burns, Dusty Farmer, Martin Janssen, Garrylee McCormick, Jim Pearson**, Randy Thompson, Greg Rosine*

CCTA Members Absent: Lisa Moaiery

A motion was made by CCTA to excuse the absence of Lisa Moaiery.

Motion: Aardema Second: Urban

****Boardmember Pearson left the meeting at 2:00 P.M.*

Motion carried by voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for May 9, 2022, and for approval of the joint CCTA/KCTA regular meeting minutes for April 11, 2022, with no corrections.

Motion carried by voice vote.

A motion was made by KCTA and CCTA to approve the purchase of bus parts from Gillig Corporation in the amount not to exceed \$475,000 and authorize Exec. Dir. McBride to execute said documents related to the purchase.

Motion: Sloan/McCormick Support: Breneman/Burns

Motion carried by roll call vote.

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

Nays: None

Absent: Moaiery

6.) EXCEPTION TO PURCHASING MANUAL FOR DIESEL FUEL PURCHASES

Support Services Director Vlietstra provided information regarding the need to authorize an exception to the 2016 Purchasing Manual that would allow the purchase of diesel fuel to \$50,000 without authorization of the Board. The request would authorize Exec. Dir. McBride to go over the current limit due to inflation and the rise in oil and gas and not delay the receipt of fuel that would negatively impact service. Plans are in place to revise the Purchasing Manual for board review during the next few months.

A motion was made by KCTA and CCTA to authorize the Exec. Dir. to approve the purchase of diesel fuel over \$50,000.

Motion: Farmer Support: Janssen

Motion carried by roll call vote.

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

Nays: None

Absent: Moaiery

7.) EXECUTIVE DIRECTORS REPORT

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

- Expanded Fixed Route service
- Continuance of WMU service

8.) SUBCOMMITTEE REPORTS

Executive Subcommittee

Chair Rosine stated that the Executive Committee met and discussed Board governance and specific topics like succession planning and effective subcommittees. A one-day CCTA/KCTA Board retreat is being planned and an ad hoc committee with a combination of old and new members will move forward on this topic. Communication regarding possible dates for the retreat was recently sent by Exec. Dir. McBride.

A motion was made by CCTA and KCTA to create an Ad Hoc Board Governance Review Committee that would include Chair Rosine, Boardmembers Aardema, Brown, Breneman, Farmer and Rama.

Motion: Aardema Support: Sloan

Motion carried by voice vote.

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

Finance Subcommittee (joint with KCTA) – Did not meet.

Outreach Subcommittee – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee – Board member Aardema reported on current road projects including those that were affecting Metro routes including the two-way street conversions which will add more accessibility. Board member Janssen added that the manual on the KATS website is very helpful in understanding the road changes.

Local Advisory Committee (LAC) – Did not meet.

9.) CHAIRPERSON REPORT – No report.

10.) PUBLIC COMMENT – None

11.) MEMBERS TIME – None

12.) PRESENTATION REGARDING COMPREHENSIVE OPERATIONAL ANALYSIS

Kathy Schultz, Planning and Development Manager introduced Boris Palchik, representing FourSquare Integrated Transportation Planning, , who joined the meeting via Zoom. In January, FourSquare was on-site in Kalamazoo to talk with staff, drivers and the boards about the current system and future route adjustments. Mr. Palchik led a presentation and provided a visual presentation with suggested changes to each of the routes and provided rationale for the changes suggested.

Following the presentation, Chair Rosine asked about the impact of these changes and a cost determination to implement. He asked how people view Microtransit, especially the existing riders, and what other communities are using it. Mr. Palchik indicated that Traverse City and Muskegon are currently using Microtransit.

Board Member Thompson commented that he is concerned that we will lose people who really need the service. Foursquare will be offering public input on the scenarios presented to the board at today's meeting.

Mr. Palchik indicated that an on-line public survey will be available through the end of the month. Vice Chair McCormick asked how the community will know it is there. K. Schultz indicated that she is working on posting this through social media (Facebook) and on the website and using bus signage.

13.) ADJOURNMENT

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

Motion: Rosine

Support: McCormick

Motion carried by voice vote.

The meeting adjourned at 2:50 P.M.

Greg Rosine
CCTA Chairperson

Annette M. Arkush
CCTA Interim Clerk

Greg Rosine
KCTA Chairperson

Annette M. Arkush
KCTA Interim Clerk



Connecting People Throughout
Kalamazoo County

Agenda Item: 4 Meeting Date 06/13/22

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 9, 2022
SUBJECT: Service Agreement Extension with Western Michigan University (WMU)

BACKGROUND

Metro has been providing public transportation on Western Michigan University’s campus since 1998. A core component of this relationship with WMU is that all students, faculty and staff have unlimited access to the fixed-route bus system and good fixed-route connections from areas outside the campus to the campus. In 2020 the relationship expanded. WMU entered into a contract with the CCTA to be the public transportation provider of on-campus routes. Metro implemented additional bus service to the Parkview Campus off Drake Road and Parkview as well as Ring Road around WMU’s main campus. This service agreement was renewed for the 2021/22 academic year for an amount of \$1,150,000.

DISCUSSION

This past spring WMU issued a request for proposals for on-campus service at WMU. Metro submitted a proposal and was selected to be the vendor. There are two agreements for Board consideration:

1. Agreement Between WMU and CCTA for Community Public Transportation Services
 - a. Duration: Five years from August 1, 2022 through July 31, 2027.
 - b. Cost: \$667,000. Price to be adjusted annually with mutual agreement of both parties.
 - c. Service: Access to Metro fixed-route services by all WMU students, faculty and staff. This agreement replicates agreements for service prior to 2020.
2. Agreement Between WMU and CCTA for On-Campus Public Transportation Services
 - a. Duration: Five years from August 1, 2022 through July 31, 2027.
 - b. Cost: \$518,000. Price to be adjusted annually with mutual agreement of both parties.
 - c. Service: Access to Metro fixed-route services by all WMU students, faculty and staff to on-campus routes (Route 19-Ring Road, 25-Parkview).

The agreements have been reviewed by CCTA/KCTA Attorney Richard Cherry. The agreements still need final approvals from WMU legal and ultimately the Board of Trustees.

RECOMMENDATION

It is recommended that the CCTA Board approve an Agreement Between WMU and CCTA for Community Public Transportation Services for the period of August 1, 2022 through July 31, 2027 for an amount of \$667,000 for the first year of the agreement (August 1, 2021 to July 31, 2022).

It is recommended that the CCTA Board approve an Agreement Between WMU and CCTA for On-Campus Public Transportation Services for the period of August 1, 2022 through July 31, 2027 for an amount of \$518,000 for the first year of the agreement (August 1, 2021 to July 31, 2022).

Attachments

**AGREEMENT BETWEEN
WESTERN MICHIGAN UNIVERSITY
AND
CENTRAL COUNTY TRANSPORTATION AUTHORITY FOR
COMMUNITY PUBLIC TRANSPORTATION SERVICES**

THIS AGREEMENT made and entered into this _____ day _____, 2022, by and between the Board of Trustees of Western Michigan University ("University") and the Central County Transportation Authority ("Metro").

RECITALS

1. Metro provides regular fixed-route bus service during published hours and at published frequencies; and
2. Metro fixed-route bus service provides a satisfactory means of transporting many persons, including University students, faculty, and staff, to and from their places of residence and the University campus; and
3. The use of Metro fixed-route bus service by the University students, faculty and staff is advantageous to the University in terms of minimizing the needs for the University to construct costly parking facilities; and
4. The University wishes to encourage the use of Metro fixed-route bus service by University students, faculty and staff, and staff of other agencies subject to University parking regulations (hereinafter called "staff") by entering into this service agreement with Metro.

TERMS OF AGREEMENT

1. Metro shall make available its established and regularly publicized fixed-route bus service to University students, faculty and staff upon presentation by such person of a valid University identification card.
2. Upon presentation, Metro shall honor a valid WMU Bronco identification card and accept it as a Metro bus pass when presented by University students, faculty and staff to Metro fixed-route bus drivers and agents. The University shall identify duly enrolled students and employed faculty and staff at the University campus through the issuance of a photo on the WMU Bronco identification card, clearly identifying their status at the University.
3. Metro shall also operate ADA-required paratransit service in accordance with federal regulations for individuals who, because of a disability, are unable to use regular public transit services. ADA fares are not prepaid under this agreement; however, WMU may purchase Metro Connect coupons for distribution to individuals certified to use ADA paratransit services at the applicable fare. Passengers are responsible for depositing payment in the farebox at the time service is received using Metro Connect vehicles.
4. In providing and furnishing said bus service, Metro shall act solely in the capacity of and as an independent contractor and not as an agent or employee of the University. All

**AGREEMENT BETWEEN
WESTERN MICHIGAN UNIVERSITY AND CENTRAL COUNTY TRANSPORTATION AUTHORITY
FOR COMMUNITY PUBLIC TRANSPORTATION SERVICES**

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facilities and equipment used in said bus service shall be owned and retained by Metro, and all bus drivers shall be employees or agents of Metro, and not employees of the University. The University shall not exercise any control or supervision over the drivers of the buses used in said service, who shall be subject solely to Metro's supervision and control. The University will reserve the right to make recommendation and changes, but the final say will remain with Metro.

5. Metro will meet all ADA requirements on all buses including announcements for the visually impaired. Metro will also provide a GPS tracking system for all routes which will be accessible via Apple and Android phone applications. Trip planning is available through Google Maps/Transit as well as an online app and website managed by Metro.
6. At all times during which Metro provides public transit service as outlined herein, it shall carry a policy of auto fleet insurance conforming to the Michigan No-Fault statutes and providing liability limits of not less than \$10 million per occurrence for bodily injury and property damage liability. Metro shall carry general liability insurance of not less than \$2 million per occurrence, \$4 million aggregate. The policy shall be with a carrier acceptable to the University and shall name the University as additional insured as their interests may appear. University shall be notified not less than 30 days before cancellation or no-renewal of said policy.
7. The University and Metro shall mutually indemnify, defend, and hold the other harmless for any and all claims caused by the negligence or intentional misconduct of the other party or any of their employees, acting within the scope of their employment. However, University and Metro do not waive any legal defenses each party may have, including the defense of governmental immunity.
8. Metro shall specifically notify the University of significant changes in public transit fixed-route services and/or frequencies. These routes are to include:
 - a. Route 3: West Michigan
 - b. Route 16 Lovell
 - c. Route 21: Solon Kendall
 - d. Route 19. Ring Road
 - e. Parkview 25: Parkview

Changes to other routes will be communicated through routine notification procedures.

9. This agreement shall be in effect from August 1, 2022 through July 31, 2027.
10. In consideration for providing the above services to the University, Metro shall receive from the University the total amount of \$667,000 for the period August 1, 2022 through July 31, 2023. For subsequent years of the agreement price will be reviewed and adjusted annually with the mutual agreement and approval of both University and Metro.
11. The \$667,000 sum in section 10 shall be paid in two equal payments, (one at the beginning of the fall semester and one at the beginning of the spring semester). Each of the payments shall be preceded by the submitting of an invoice by Metro to the University, for which invoice shall be sent to WMU Director of Auxiliary Services, 4th Floor Moore Hall-Mail Drop 5215, 1903 W. Michigan Avenue, Kalamazoo, MI 49008. Payments shall be received by Metro within 30 days of the mailing date of the invoice.

12. Dispute Resolution.

- a. Informal Procedures. If at any time during this Agreement either Party fails to perform its obligations under this Agreement, The dissatisfied Party ("Complainant") may notify the other Party ("Respondent") of its dissatisfaction in writing, indicating in specific detail the nature and basis of its dissatisfaction (the "Notice of Complaint"). After receiving a written Notice of Complaint, the Respondent shall have forty-five (45) days to remedy the situation giving rise to the complaint.

If unable to resolve the dispute within the first fifteen (15) days, each Party must submit the dispute to a senior administrator or executive within that Party's organization who will attempt in good faith to resolve the dispute.

Unless the dispute precludes performance, while the dispute is being resolved, the Parties will continue performing their obligations under the Agreement during the fifteen (15) day period, and for thirty (30) additional days after the dispute's submission to the Parties' senior administrators and/or executives. A dispute involving only amounts due or payment thereof shall not be deemed to preclude performance.

- b. Formal Proceedings. The Parties agree not to institute litigation to resolve any dispute until (1) both Parties' senior executive or administrators determine they are unlikely to resolve the dispute, (2) a Party fails to respond to the Notice or other resolution request within fifteen (15) business days of receipt, or (3) after forty-five (45) days have passed since the Complainant's delivery of Notice to Respondent. A Party may institute formal proceedings before (1) or (2) occurs only if necessary: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party is seeking a temporary restraining order or other injunctive relief, having determined that is the only adequate remedy.
- c. Termination for Cause. If the Complaint is not resolved to the reasonable satisfaction of the Complainant within forty-five (45) days after Notice of Complaint is delivered, the Complainant may terminate this Agreement upon forty-five (45) days written notice.
- d. Notices. All notices to Metro may be directed to the Executive Director at 530 N. Rose Street, Kalamazoo, MI 49007. Notices to the University may be sent to the Director of Auxiliary Services, Western Michigan University, 4th Floor Moore Hall, Mail Drop 5215, 1903 W. Michigan Avenue, Kalamazoo MI 49008.

13. Subject to paragraph 18, the University specifically has the right to exercise the remedies in Paragraph #12, including termination rights, in the event that changes in schedules and/or frequencies in the fixed route system inhibits, in the good faith discretion of the University, the ability of University students, faculty and staff from using the bus system for travel to and from the University. In that event, the University may request a reconsideration of the contract rate, in addition to the rights outlined in Paragraph #12 above. In the event Metro and the University cannot agree to a revised contract rate, the Agreement shall be subject to termination based on 45 days' advance written notice supplied by either party to the addresses in Paragraph #12.d of this Agreement.

14. All accounts shall be settled on a prorated basis in the event of the termination of the Agreement prior to the full term.
15. Each party to this Agreement shall, through the various means available to each, publish mutually agreed upon information regarding the services provided pursuant to this Agreement. Each party to this Agreement shall bear its full cost of publishing such information on its own publications. Joint University/Metro information and marketing covering services provided pursuant to this Agreement will be given access to University communications channels.
16. Monthly ridership reports will be submitted to the University.
17. All cash fares and other revenue collected in the operation of said bus service shall be retained by Metro.
18. Metro will exercise due diligence to adhere to the published time schedules, but deviations due to variations in traffic, weather, road conditions, or mechanical breakdown shall not be deemed to be a violation of this Agreement as long as they do not result in material disruption of services. Metro shall not be held liable for its inability to provide service due to acts of God, acts of terrorism, labor strikes epidemic, pandemic or any other natural or man-made conditions beyond its control. The University also will be relieved of its financial obligation during this time period of Force Majeure.
19. This Agreement is made solely for the benefit of the above-named parties, and not for the benefit of any third person; no action or defense may be founded upon this Agreement except by the parties' signatory hereto.
20. This Agreement supersedes and replaces all former Agreements and Letters of Agreement or Understandings between Metro and the University regarding the provision of pre-paid fares for public transit services offered by Metro.

**AGREEMENT BETWEEN
WESTERN MICHIGAN UNIVERSITY AND CENTRAL COUNTY TRANSPORTATION AUTHORITY
FOR COMMUNITY PUBLIC TRANSPORTATION SERVICES**

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and behalf of the duly authorized officers and agents and their respective seals to be affixed, this _____ day of _____, 2022.

CENTRAL COUNTY TRANSPORTATION AUTHORITY

By: _____

Its: _____

Attest: _____

WESTERN MICHIGAN UNIVERSITY

Board of Trustees

By: _____

Its: _____

Attest: _____

**AGREEMENT BETWEEN
WESTERN MICHIGAN UNIVERSITY
AND
CENTRAL COUNTY TRANSPORTATION AUTHORITY FOR
ON-CAMPUS PUBLIC TRANSPORTATION SERVICES**

THIS AGREEMENT made and entered into this _____ day _____, 2022, by and between the Board of Trustees of Western Michigan University ("University") and the Central County Transportation Authority ("Metro").

RECITALS

1. Metro provides regular fixed-route bus service during published hours and at published frequencies; and
2. Metro fixed-route bus service provides a satisfactory means of transporting many persons, including University students, faculty, and staff, to and from their places of residence and the University campus; and
3. The use of Metro fixed-route bus service by the University students, faculty and staff is advantageous to the University in terms of minimizing the needs for the University to construct costly parking facilities; and
4. The University wishes to encourage the use of Metro fixed-route bus service by University students, faculty and staff, and staff of other agencies subject to University parking regulations (hereinafter called "staff") by entering into this service agreement with Metro.

TERMS OF AGREEMENT

1. Metro shall provide fixed-route bus service that serves on-campus at the University with connections to a loading zone for bus boarding and alighting. Specific routes identified to provide service to the University campus only when the University classes are in session will include:
 - a. Route 25: Parkview (Exhibit 1 and 2)
 - b. Route 19: Ring Road (Exhibit 3 and 4)

The identified on-campus routes will be open to students, faculty and staff of the University as well as the public. These routes will be advertised as limited service and noticed through various outlets, including bus schedules, bus stops, social media and University and Metro websites.

2. Upon presentation, Metro shall honor a valid WMU Bronco identification card and accept it as a Metro bus pass when presented by University students, faculty and staff to Metro fixed-route bus drivers and agents. The University shall identify duly enrolled students and employed faculty and staff at the University campus through the issuance of a photo on the WMU Bronco identification card, clearly identifying their status at the University.

**AGREEMENT BETWEEN
WESTERN MICHIGAN UNIVERSITY AND CENTRAL COUNTY TRANSPORTATION AUTHORITY
FOR ON-CAMPUS PUBLIC TRANSPORTATION SERVICES**

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3. Metro shall also operate ADA-required paratransit service in accordance with federal regulations for individuals who, because of a disability, are unable to use regular public transit services. ADA fares are not prepaid under this agreement; however, University may purchase Metro Connect coupons for distribution to individuals certified to use ADA paratransit services at the applicable fare. Passengers are responsible for depositing payment in the farebox at the time service is received using Metro Connect vehicles.
4. In providing and furnishing said bus service, Metro shall act solely in the capacity of and as an independent contractor and not as an agent or employee of the University. All facilities and equipment used in said bus service shall be owned and retained by Metro, and all bus drivers shall be employees or agents of Metro, and not employees of the University. The University shall not exercise any control or supervision over the drivers of the buses used in said service, who shall be subject solely to Metro's supervision and control. The University will reserve the right to make recommendation and changes, but the final say will remain with Metro.
5. Metro will meet all ADA requirements on all buses including announcements for the visually impaired. Metro will also provide a GPS tracking system for all routes which will be accessible via Apple and Android phone applications. Trip planning is available through Google Maps/Transit as well as an online app and website managed by Metro.
6. At all times during which Metro provides public transit service as outlined herein, it shall carry a policy of auto fleet insurance conforming to the Michigan No-Fault statutes and providing liability limits of not less than \$10 million per occurrence for bodily injury and property damage liability. Metro shall carry general liability insurance of not less than \$2 million per occurrence, \$4 million aggregate. The policy shall be with a carrier acceptable to the University and shall name the University as additional insured as their interests may appear. University shall be notified not less than 30 days before cancellation or no-renewal of said policy.
7. The University and Metro shall mutually indemnify, defend, and hold the other harmless for any and all claims caused by the negligence or intentional misconduct of the other party or any of their employees, acting within the scope of their employment. However, University and Metro do not waive any legal defenses each party may have, including the defense of governmental immunity.
8. Metro shall specifically notify the University of significant changes to in public transit fixed-route services and/or frequencies for Routes 19 – Ring Road and 25-Partkview.
9. This agreement shall be in effect from August 1, 2022 through July 31, 2027.
10. In consideration for providing the above services to the University, Metro shall receive from the University the total amount of \$518,000 for the period August 1, 2022 through July 31, 2023. For subsequent years of the agreement price will be reviewed and adjusted annually with the mutual agreement and approval of both University and Metro.
11. The \$518,000 sum in section 10 shall be paid in two equal payments, (one at the beginning of the fall semester and one at the beginning of the spring semester). Each of the payments shall be preceded by the submitting of an invoice by Metro to the University,

for which invoice shall be sent to WMU Director of Auxiliary Services, 4th Floor Moore Hall-Mail Drop 5215, 1903 W. Michigan Avenue, Kalamazoo, MI 49008. Payments shall be received by Metro within 30 days of the mailing date of the invoice.

12. Both the University and Metro must mutually agree, in writing, if additional service frequency and/or service capacity of routes are determined to be added to best serve the University. Metro will provide these routes if route demand supports such a need and that there are available resources to provide services. The additional service will be added as soon as feasibly possible with the understanding that there may be limiting factors like the availability of qualified and trained staff. The cost of additional service is \$75.00 per hour of service. The University reserves the right to reduce all routes that specially serves the University campus which include Route 25 and Route 19. This reduction in service will also reflect a reduction of cost at \$75.00 per hour of service.
13. Metro will brand seven buses that include the WMU logo. The bus branding is depicted in Exhibit 5. The five buses will be assigned to routes serving the WMU campus. There are times these buses will not be available due to maintenance, repairs and other reasons.
14. Dispute Resolution.
 - a. Informal Procedures. If at any time during this Agreement either Party fails to perform its obligations under this Agreement, The dissatisfied Party ("Complainant") may notify the other Party ("Respondent") of its dissatisfaction in writing, indicating in specific detail the nature and basis of its dissatisfaction (the "Notice of Complaint"). After receiving a written Notice of Complaint, the Respondent shall have forty-five (45) days to remedy the situation giving rise to the complaint.

If unable to resolve the dispute within the first fifteen (15) days, each Party must submit the dispute to a senior administrator or executive within that Party's organization who will attempt in good faith to resolve the dispute.

Unless the dispute precludes performance, while the dispute is being resolved, the Parties will continue performing their obligations under the Agreement during the fifteen (15) day period, and for thirty (30) additional days after the dispute's submission to the Parties' senior administrators and/or executives. A dispute involving only amounts due or payment thereof shall not be deemed to preclude performance.

- b. Formal Proceedings. The Parties agree not to institute litigation to resolve any dispute until (1) both Parties' senior executive or administrators determine they are unlikely to resolve the dispute, (2) a Party fails to respond to the Notice or other resolution request within fifteen (15) business days of receipt, or (3) after forty-five (45) days have passed since the Complainant's delivery of Notice to Respondent. A Party may institute formal proceedings before (1) or (2) occurs only if necessary: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party is seeking a temporary restraining order or other injunctive relief, having determined that is the only adequate remedy.
 - c. Termination for Cause. If the Complaint is not resolved to the reasonable

satisfaction of the Complainant within forty-five (45) days after Notice of Complaint is delivered, the Complainant may terminate this Agreement upon forty-five (45) days written notice.

- d. Notices. All notices to Metro may be directed to the Executive Director at 530 N. Rose Street, Kalamazoo, MI 49007. Notices to the University may be sent to the Director of Auxiliary Services, Western Michigan University, 4th Floor Moore Hall, Mail Drop 5215, 1903 W. Michigan Avenue, Kalamazoo MI 49008.
15. Subject to paragraph 20, the University specifically has the right to exercise the remedies in Paragraph #14, including termination rights, in the event that changes in schedules and/or frequencies in the fixed route system inhibits, in the good faith discretion of the University, the ability of University students, faculty and staff from using the bus system for travel to and from the University. In that event, the University may request a reconsideration of the contract rate, in addition to the rights outlined in Paragraph #14 above. In the event Metro and the University cannot agree to a revised contract rate, the Agreement shall be subject to termination based on 45 days advance written notice supplied by either party to the addresses in Paragraph #14.d of this Agreement.
 16. All accounts shall be settled on a prorated basis in the event of the termination of the Agreement prior to the full term.
 17. Each party to this Agreement shall, through the various means available to each, publish mutually agreed upon information regarding the services provided pursuant to this Agreement. Each party to this Agreement shall bear its full cost of publishing such information on its own publications. Joint University/Metro information and marketing covering services provided pursuant to this Agreement will be given access to University communications channels.
 18. Monthly ridership reports will be submitted to the University.
 19. All cash fares and other revenue collected in the operation of said bus service shall be retained by Metro.
 20. Metro will exercise due diligence to adhere to the published time schedules, but deviations due to variations in traffic, weather, road conditions, or mechanical breakdown shall not be deemed to be a violation of this Agreement as long as they do not result in material disruption of services. Metro shall not be held liable for its inability to provide service due to acts of God, acts of terrorism, labor strikes epidemic, pandemic or any other natural or man-made conditions beyond its control. The University also will be relieved of its financial obligation during this time period of Force Majeure.
 21. This Agreement is made solely for the benefit of the above-named parties, and not for the benefit of any third person; no action or defense may be founded upon this Agreement except by the parties' signatory hereto.
 22. This Agreement supersedes and replaces all former Agreements and Letters of Agreement or Understandings between Metro and the University regarding the provision of pre-paid fares for public transit services offered by Metro.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective names and behalf of the duly authorized officers and agents and their respective seals to be affixed, this _____ day of _____, 2022.

CENTRAL COUNTY TRANSPORTATION AUTHORITY

By: _____

Its: _____

Attest: _____

WESTERN MICHIGAN UNIVERSITY

Board of Trustees

By: _____

Its: _____

Attest: _____

Exhibit 2

Summary of University Routes and Operation by Semester

25-Parkview Campus

Fall and Winter Semesters (August 31-April 29, 2023)

Monday – Thursday when WMU Classes are in Session

Bus 1 6:45AM-10:00PM Arriving at Rood Hall and Parkview Campus every 40 minutes

Bus 2 7:05AM-6:20PM Arriving at Rood Hall and Parkview Campus every 40 minutes

Friday when WMU Classes are in Session

Bus 1 6:45AM-10:00PM Arriving at Rood Hall and Parkview Campus every 40 minutes

No service to Parkview Campus when WMU not in session 2022/2023

September 5

October 19, 20, 21

November 24, 25

December 19, 20, 21, 22, 23, 26, 27, 28, 29, 30

January 2, 3, 4, 5, 6, 16

March 6, 7, 8, 9, 10

No Saturday or Sunday Bus Service

Summer (May 8-August 18, 2023)

Monday – Thursday when WMU Classes are in Session

Bus 1 7:05AM-7:00 PM Arriving at Rood Hall and Parkview Campus every 40 minutes

Friday when WMU Classes are in Session

Bus 1 7:05AM-2:20PM Arriving at Rood Hall and Parkview Campus every 40 minutes

No service to Parkview Campus when WMU not in session 2023

May 1, 2, 3, 4, 5, 29

July 4

August 21, 22, 23, 24, 25, 28, 29

No Saturday or Sunday Bus Service

Exhibit 3
19-Ring Road Campus (as of August 1, 2022)

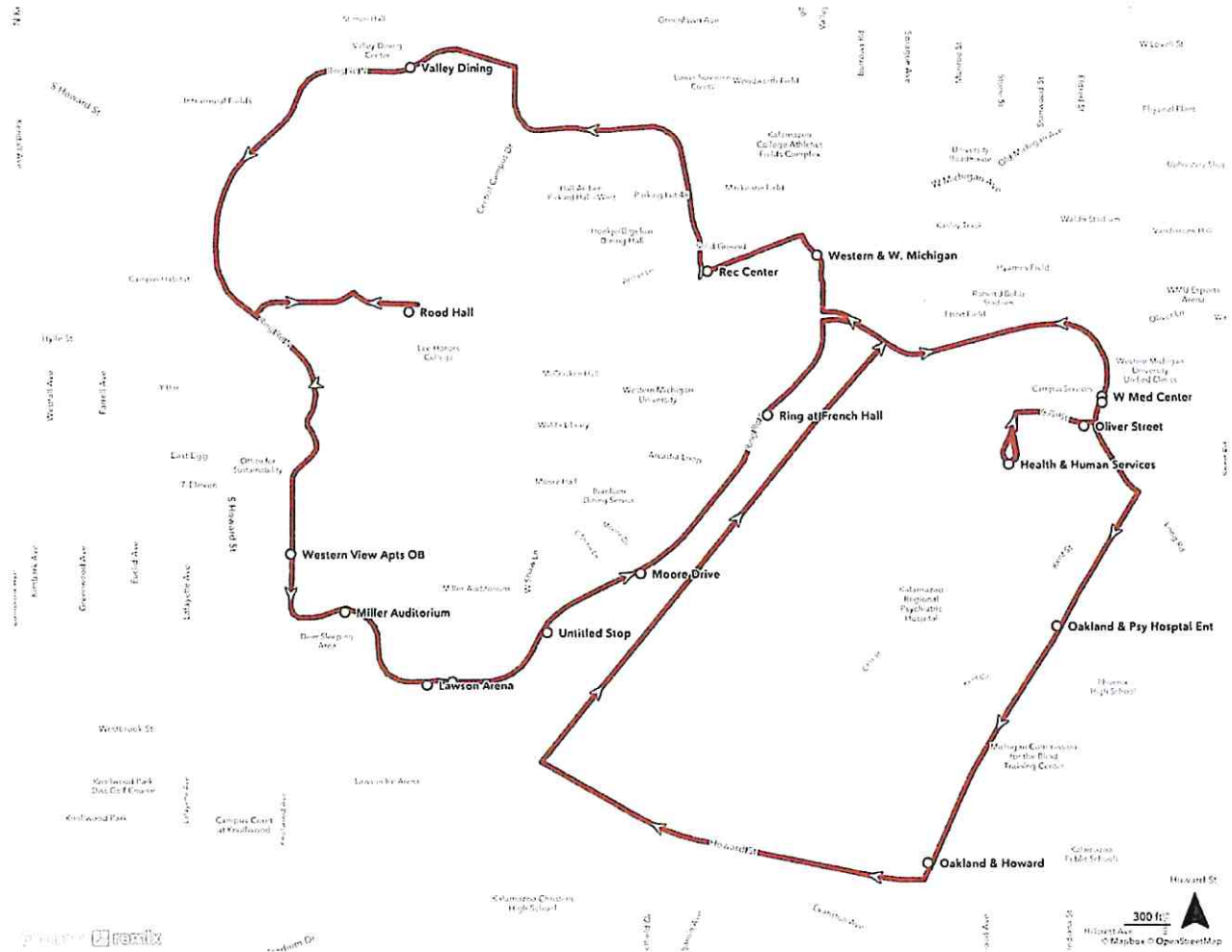


Exhibit 4

Summary of University Routes and Operation by Semester

19-Ring Road

Fall and Winter Semesters (August 31-April 29, 2023)

Monday – Thursday when WMU Classes are in Session

Bus 1 8:00AM-9:55PM Arriving at Rood Hall and East Campus every 30 minutes

Friday when WMU Classes are in Session

Bus 1 8:00AM-6:55PM Arriving at Rood Hall and East Campus every 30 minutes

No service to Parkview Campus when WMU not in session 2022/2023

September 5

October 19, 20, 21

November 24, 25

December 19, 20, 21, 22, 23, 26, 27, 28, 29, 30

January 2, 3, 4, 5, 6, 16

March 6, 7, 8, 9, 10

No Saturday or Sunday Bus Service

Summer (May 8-August 18, 2023)

Monday – Friday when WMU Classes are in Session

Bus 1 8:00AM-4:00 PM Arriving at Rood Hall and East Campus every 30 minutes

No service to Parkview Campus when WMU not in session 2023

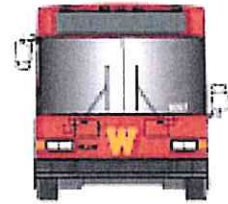
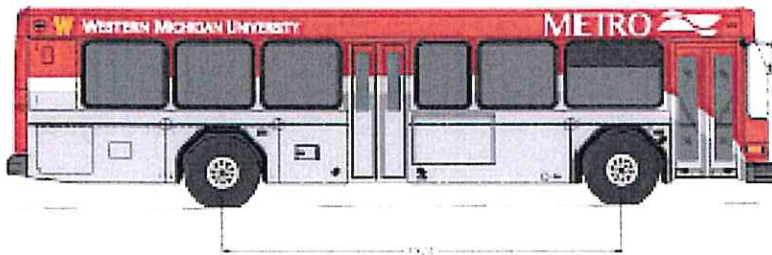
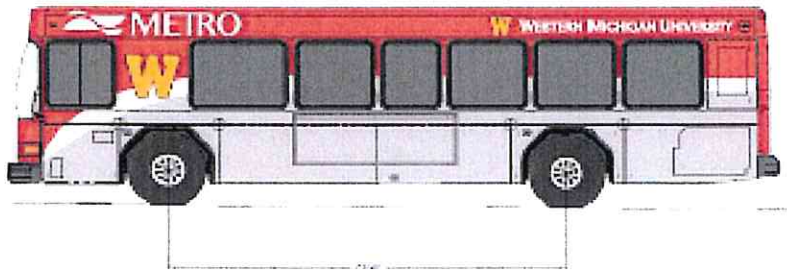
May 1, 2, 3, 4, 5, 29

July 4

August 21, 22, 23, 24, 25, 28, 29

No Saturday or Sunday Bus Service

Exhibit 5
Metro Branded Buses with Western Michigan University Logo





Connecting People Throughout
Kalamazoo County

Agenda Item: 5 Meeting Date 06/13/22

TO: CCTA Board
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: June 1, 2022
SUBJECT: Janitorial Services Award

BACKGROUND

To maintain a clean, safe, and inviting facility, Metro contracts with a local business to handle our janitorial services.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited with a mandatory pre-bid meeting on May 3 and a bid opening on May 19. Five vendors submitted a bid with the lowest responsive and responsible bidder being Mean Green Clean Team (Kalamazoo, MI). Metro staff met with the owner Candace Collier, checked references, reviewed a list of equipment and supplies, consulted with the City of Kalamazoo Purchasing Department, reviewed Better Business Bureau, and does not appear on the declined or suspended list on the sam.gov website.

The contract includes a standards of performance section and termination provisions. The contract period is for one year plus four optional one-year extensions if both parties agree.

RECOMMENDATION

It is recommended that the CCTA Board approve a one-year contract with Mean Green Clean Team at an estimated annual amount of \$141,700 and authorize the Executive Director to execute documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION THIS IS NOT AN ORDER

THIS IS NOT AN ORDER

Bid Opening: May 19, 2022 @ 3:00 p.m.

Bid Ref #: 91039-038.0

Opened by: Michelle Emig

Recorded by: Rob Branch/Gracia Mason

CCTA Janitorial Services

Attended By: Mean Green Clean Machine

Item	Description	Months	New Fresh Cleaning - NON-RESPONSIVE			Du-All Cleaning, Inc.			Mean Green Clean Team *		
			Price Per Month	Annual Price	Price Per Month	Annual Price	Price Per Month	Annual Price	Price Per Month	Annual Price	
1.1	One time "start-up" costs, if any:						0.00				\$ 7,000.00
1.2	One Year - monthly cost	12		\$		\$ 30,333.33	\$ 364,000.00	\$ 10,500.00	\$ 126,000.00		\$ 126,000.00
	TOTAL BASE BID		\$	-		\$	364,000.00	\$	133,000.00		
2.1	Strip and reseal tile floors at CCTA			\$			\$ 2,800.00		\$ 2,000.00		\$ 2,000.00
2.2	Carpet cleaning/ shampooing at CCTA			\$			\$ 2,800.00		\$ 500.00		\$ 500.00
2.3	Carpet cleaning (emergency) at CCTA			\$			\$ 1,000.00		\$ 500.00		\$ 500.00
2.4	Exterior window washing - All exterior windows of the CCTA			\$			\$ 980.00		\$ 400.00		\$ 400.00
2.5	Exterior window washing - All exterior windows of the KTC			\$			\$ 980.00		\$ 300.00		\$ 300.00
2.6	One Year - overtime rates		\$			\$ 48.00	\$ 4,800.00	\$ 21.00	\$ 2,100.00		\$ 2,100.00
2.7	Interior wall cleaning – CCTA			\$			\$ 1,900.00		\$ 2,100.00		\$ 2,100.00
2.8	Interior wall cleaning – KTC			\$			\$ 1,200.00		\$ 300.00		\$ 300.00
2.9	Ceiling cleaning – KTC			\$			\$ 1,600.00		\$ 500.00		\$ 500.00
2.10	Upholstered furniture cleaning			\$			\$ 1,100.00		\$ 250-\$1000		\$ 250-\$1000
	TOTAL WITH OPTIONAL EXTRAS		\$	-		\$	383,160.00	\$	141,700.00		\$ 141,700.00

* =Price differ from vendor amt of \$141,000.00

CENTRAL COUNTY TRANSPORTATION THIS IS NOT AN ORDER

THIS IS NOT AN ORDER

Bid Opening: May 19, 2022 @ 3:00 p.m.

Bid Ref #: 91039-038.0

Opened by: Michelle Emig

Recorded by: Rob Branch/Gracia Mason

CCTA Janitorial Services

Attended By: Mean Green Clean Machine

Item	Description	Months	Clean Complete Janitorial			Blu Perspective*		
			Price Per Month	Annual Price	Price Per Month	Annual Price		
1.1	One time "start-up" costs, if any:			\$ 4,800.00			\$ 2,000.00	
1.2	One Year - monthly cost	12	\$ 17,235.00	\$ 206,820.00	\$ 28,397.88	\$ 340,774.56		
	TOTAL BASE BID		\$	211,620.00	\$	342,774.56		
2.1	Strip and reseal tile floors at CCTA			\$ -		\$ 1,350.00		
2.2	Carpet cleaning/ shampooing at CCTA			\$ -		\$ 600.00		
2.3	Carpet cleaning (emergency) at CCTA			\$ -		\$ 65.00		
2.4	Exterior window washing - All exterior windows of the CCTA			\$ -		\$ 450.00		
2.5	Exterior window washing - All exterior windows of the KTC			\$ -		\$ 550.00		
2.6	One Year - overtime rates		\$ -	\$ -	\$ 34.00	\$ 3,400.00		
2.7	Interior wall cleaning – CCTA			\$ -		\$ 550.00		
2.8	Interior wall cleaning – KTC			\$ -		\$ 830.00		
2.9	Ceiling cleaning – KTC			\$ -		\$ 1,000.00		
2.10	Upholstered furniture cleaning			\$ -		\$ 250.00		
	TOTAL WITH OPTIONAL EXTRAS		\$	211,620.00	\$	351,819.56		

** =Price differ from vendor amt of \$351,819.67



Agenda Item # 6
Meeting Date: 06/13/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Planning and Development Manager
DATE: June 8, 2022
SUBJECT: Comprehensive Operational Analysis Update

BACKGROUND

The Comprehensive Operational Analysis (COA) continues to be developed with the consultant, Foursquare Integrated Transportation Planning (Foursquare), with scenarios presented in May to the Boards, community, and riders.

DISCUSSION

Outreach and Feedback

During the month of May, staff and the consultant collected comments from agencies, drivers, and the community on the two scenarios presented at the May 9 board meeting. Two public meetings were held on May 18 with 26 participants ranging from regular riders to Metro drivers. The consultant was able to take comments on specific routes and have discussions about microtransit and scenarios presented.

Additional meetings were held with the following groups during May:

- Disability Network
- Comstock Township
- City of Kalamazoo Planning
- City of Portage Planning
- Stryker
- Borgess Hospital

Upcoming meetings are scheduled with Parkview Hills and Oakwood neighborhoods and Stuart and West Main neighborhoods in the City of Kalamazoo. Meetings are being scheduled as well with Oshtemo Township and Western Michigan University

We received 95 online surveys from various individuals in the community. The consultant is working to compile the results and a report of those comments will be available in the upcoming weeks.

Microtransit Information

Due to the interest in microtransit by the board at the May meeting, attached is an information sheet on microtransit, what it is and examples of possible costs for the rider using a microtransit service in the surrounding areas such as Muskegon, Grand Rapids, and Detroit. I will also do a brief PowerPoint presentation on microtransit.

Microtransit FAQ

What is microtransit?

Microtransit is transportation service that uses new technology to provide on-demand trips. Customers reserve trips using a similar interface to the Uber/Lyft app (phone reservations are also possible) and can reserve trips right when they need them instead of hours or days in advance.



Rapid Connect in Grand Rapids, MI

Why microtransit? What are the advantages?

For lower-density areas, or areas with challenging pedestrian environments, microtransit can be a better solution than fixed-route transit because it can pick up and drop off passengers within a zone instead of along certain streets and can meet riders where they're at instead of requiring them to walk to a bus stop. This reduces wait times for areas that replace low-frequency fixed-route transit service with microtransit and enables transit service in new areas that currently can't support fixed-route transit.

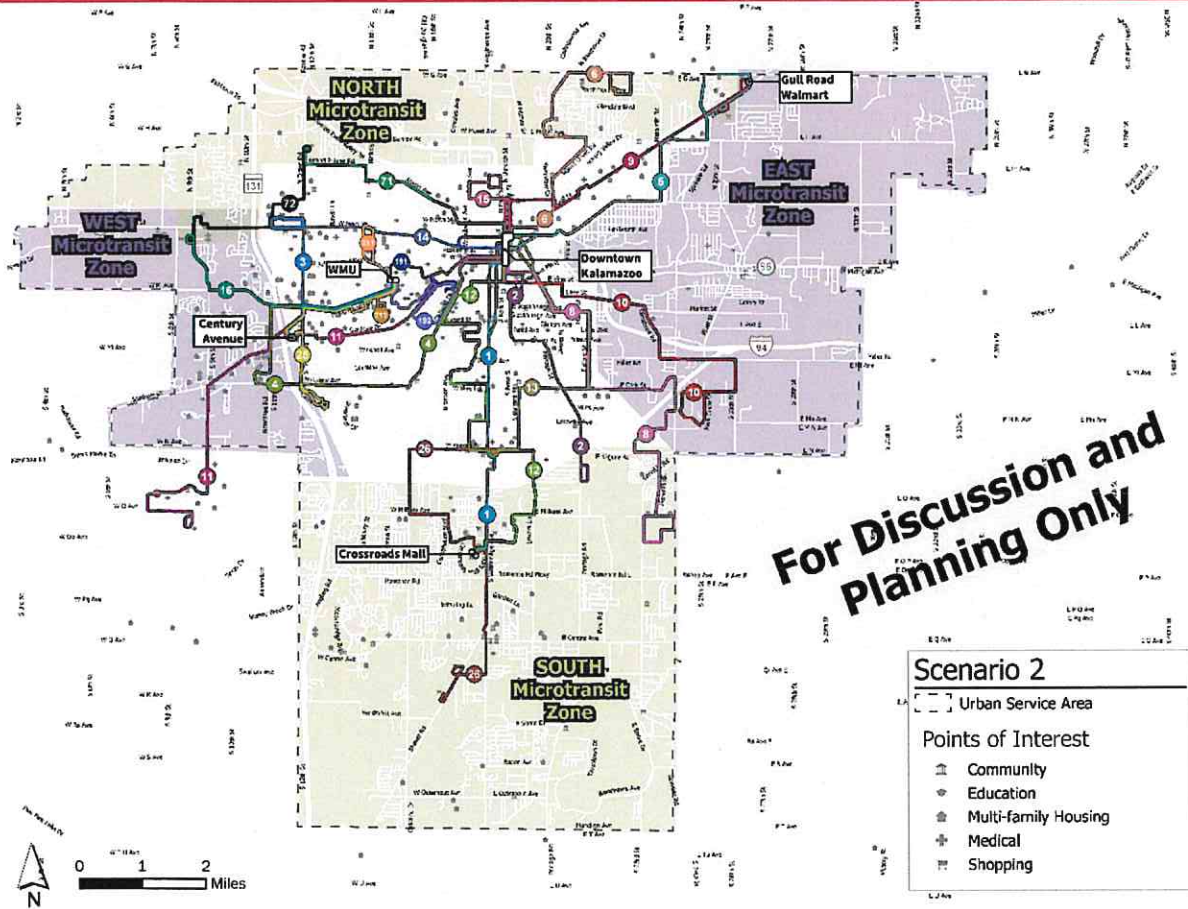
Microtransit can also bolster ridership on the fixed-route transit system by acting as a "first-mile/last-mile" solution that transports riders to and from fixed-route bus stops.

Microtransit also uses a data-rich platform that can be used to track and adjust service performance and that is useful for future planning.

Where would microtransit service be available?

Microtransit would only be available in defined geographic zones, such as those shown in the map. These zones would be limited to the area of the Kalamazoo region that pays the transit millage (the "urbanized area" shown in the map). Pick up and drop off locations would be within the defined microtransit zones only; customers would not be able to travel from other areas to the zones or vice versa using microtransit.

Microtransit zones are designed to be large enough to provide access to a variety of different destinations and support a variety of different trip purposes throughout the day, but small enough to maintain reasonable wait times for customers.



How would someone pay for microtransit and how much would it cost?

Exact fares for microtransit service have not yet been determined, but the aim is to ensure that the service is affordable for all riders. Microtransit fares for other communities in Michigan are shown in the table.

Community	Transit Agency	Microtransit Service	Microtransit Fare
Muskegon	MATS	Go2	\$4 standard \$2 senior/disabled
Grand Rapids	The Rapid	Rapid Connect	\$1.75
Suburban Detroit	SMART	SMART Flex	\$2 to \$8

There are multiple potential options for microtransit fare payment. Payments could be handled through the microtransit app (or over the phone if someone does not have access to the app), cash could be accepted on board, and/or fares could be integrated with Metro’s bus passes and tokens. Decisions about payment method would be made closer to the implementation of microtransit service.

How far an advance would someone need to book a trip on microtransit?

Microtransit is designed to work as an on-demand service, so customers would book a trip at the time it is needed. Decisions about maximum wait time would be made closer to the implementation of microtransit. In cities where microtransit has been implemented, typical wait times from the time of booking to the time a vehicle picks a customer up are between 15 and 30 minutes.

What kind of vehicles would microtransit use?

Microtransit usually uses small buses or vans. Depending on the microtransit service model decided upon, vehicles could be owned by a microtransit company or by Metro itself. Microtransit vehicles are usually branded so customers can easily identify them. ADA-accessible vehicles like the Metro Connect vehicles would be included in the fleet to accommodate customers with disabilities.



COTA//Plus in Columbus, OH

SmaRT Ride in Sacramento, CA

Via to Transit in Seattle, WA

How is microtransit different from Uber and Lyft?

Unlike Uber and Lyft, microtransit is a shared ride service where passengers are often pooled together onto one vehicle. It uses dedicated, purpose-specific vehicles owned by a microtransit company or transit agency instead of individual people. In addition, microtransit fares are more affordable than Uber/Lyft fees and do not typically change based on distance or time of day (do not have “surge pricing”).

How is microtransit different from Metro Connect (the current call-to-request-a-ride transportation option)?

Microtransit uses new technology to assign trips to vehicles in a more efficient way that allows customers to reserve a trip right when they need it instead of hours or days in advance.



Would Metro be in charge of providing microtransit service?

This depends on the microtransit service model, which would be decided upon closer to implementation. One option is for Metro to contract a microtransit company to hire drivers, own and operate vehicles, and provide the technology needed for microtransit service. Another option is for Metro to purchase only the technology needed for microtransit service and use its own drivers and vehicles to operate the service.



Agenda Item: # 7
Meeting Date: 06/13/22

Connecting People Throughout
Kalamazoo County

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

Human Resources

Staff is at various stages of recruitment for many positions that include Coach Operator, Operations Supervisor, Operations Support Specialist, Safety and Security Manager, Community Outreach Coordinator and Kalamazoo Transit Center Clerk. Finding qualified candidates and completing the hiring process has been challenging and laborious. Metro will be hosting an Employment Fair on June 22nd from 3 to 6 pm.

Staff throughout the organization are focused on a variety of training opportunities. These opportunities were minimal during the pandemic. Recent and upcoming training opportunities include:

- Coach Operator Quarterly Training
- Accident Investigations
- Michigan Public Transit Association Vehicle Maintenance Seminar
- Best Practices for Reducing Employment Liability Risks for Supervisors
- Avail User Conference – Avail is Metro’s operating software.

Diesel Fuel

The cost per gallon for the most recent purchase of 12,000 gallons was \$4.71511 for a total of \$56,581. Over the past five years the next two highest purchases per gallon were \$4.22 and \$3.85, both in the last couple months. Over the past 5-years, the highest one-year average was \$2.13 per gallon.

KTC Security Reports

Attached is the May Security Report from Terecita Potts, Senior Operations Supervisor.

Shelter Branding

New shelter branding is being piloted at Ransom and Park and will be extended to all shelters over the summer.



Competitive Grant Submittals

Metro administrative staff, primarily Greg Vlietstra, recently submitted two competitive grant applications to the Federal Transit Administration (FTA). The first funding opportunity was for a major roof replacement project with a solar energy component. A second funding opportunity was for three electric buses. The electric bus grant application project was part of consortium grant with other transit agencies led by the Michigan Department of Transportation (MDOT). The applications included letters of support from Senator Gary Peters, Congressman Fred Upton, Jim Ritsema from the City of Kalamazoo, and Steve Stepek from KATS.

Attachments

1. Metro's KTC May Security Report

May 2022 KTC Security Report
Prepared by: Terecita Potts & Nomi Jones
Senior Operations Supervisor and Operations Supervisor

Overview:

During the month of May, Sunday services has been added from 8:59a – 5:11p. Additional Security continued during the high traffic hours through the week. Security Plus presented a presence with continuous monitoring throughout the day in the bus bays and the facility. KDPS presence remained consistent for the month of May, making frequent trips through the facility.

Activity Summary for May

12 KPS Calls

- 1 - Weapons
- 2 - Fight/Assaults
- 7 - Loitering/Disturbance
- 1 - Wellness check
- 1 - Drug activity

EMS Calls

11- Calls were made for medical assistance:

- 5/5/22 – Woman with epilepsy passed out transported by EMT
- 5/6/22 – Intoxicated woman transported by EMT
- 5/6/22 – Suicide threat transported by EMT
- 5/6/22 - Woman sick transported by EMT
- 5/15/22 – Woman having problems breathing transported by EMT
- 5/18/22 – Intoxicated male transported by EMT
- 5/19/22 – Suicidal woman transported by EMT
- 5/22/22 – Lady w/ foot issues requested for EMT
- 5/21/22 - Male w/ broken knee transported by EMT
- 5/28/22 – Unknown caller 2 people were transported by EMT
- 5/31/22 – Male possible alcohol poisoning transported by EMT

Other Activities

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

Over site of passengers entering KTC building, boarding trains and inter-city bus arrivals & departures, directing passengers to the proper smoking areas making sure to enforce all rules of conduct.



Connecting People Throughout
Kalamazoo County

Agenda Item: #7a Meeting Date: 06/13/22
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: May 18, 2022
SUBJECT: April 2022 Income & Expense Statement

BACKGROUND

The Income and Expense Statement is an internal document which is used to measure the CCTA's financial performance. The budget is used as a comparison for perspective.

We are currently within budget.

Some areas to highlight:

- Both the urban millage (CCTA) and county-wide millage (KCTA) are due in February and September. At this point we have collected \$2,929,618 (39%) of the FY22 millage.
- We have collected \$1,348,945 (52% of the budgeted amount) in fares for this year
- The FTA operating assistance revenue is accrued at the end of the year (September). To date, we have requested \$8,000,000 in CARES funds (2020-\$1,500,000; 2021-\$4,500,000; 2022-\$2,000,000).
- The average price for a gallon of diesel fuel in April 2021 was \$1.98 and in April 2022, it was \$3.62. This is a 83% increase.
- Total operating expenditures for Metro year-to-date are 46% of the total budgeted amount.

Attachment:

1. April 2022 Income & Expense Statement



	FY2022 CCTA Board Recommended Budget	April 2022	Year to Date FY 2022	Year to Date % 58%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	566,500	40,555	287,696	51%	1%
Metro County Connect Fares	187,117	9,102	106,831	57%	0%
Specialized Services Fares					
Metro County Connect - Access Fares	147,686	16,328	112,723	76%	1%
Tokens	259,875	19,182	116,375	45%	1%
Pass Sales	200,310	14,885	106,108	53%	0%
WMU Prepaid Fares	1,150,000	0	575,000	50%	0%
Texas Twp/KVCC Prepaid Fares	87,565	22,106	44,212	50%	1%
	<u>2,599,053</u>	<u>122,158</u>	<u>1,348,945</u>	52%	4%
Other Revenue					
Advertising	120,200	5,000	46,295	39%	0%
Intermodal Operations	136,000	34,920	87,851	65%	1%
Miscellaneous Revenue	22,800	5,719	112,117	492%	0%
Commission Revenue - Ticket Sales	20,000	1,837	8,983	45%	0%
Interest Income	7,500	165	577	8%	0%
	<u>306,500</u>	<u>47,641</u>	<u>255,823</u>	83%	2%
Urban Millage (CCTA)	4,589,014	139,075	1,420,624	31%	5%
County-wide Millage (KCTA)	3,003,310	68,950	1,508,994	50%	2%
MDOT - Operating	5,013,610	430,883	2,981,404	59%	14%
FTA - Operating	4,147,774	2,003,243	2,016,315	49%	65%
Provision for Depreciation	3,200,000	250,521	1,787,549	56%	8%
TOTAL OPERATING REVENUE	<u>22,859,261</u>	<u>3,062,471</u>	<u>11,319,653</u>	50%	100%
Operating Expenses by Division					
Administration/Overhead	7,217,341	343,576	2,498,837	35%	
Kalamazoo Transportation Center Operations	783,839	54,560	386,702	49%	
Maintenance	3,188,711	263,099	1,781,561	56%	
Operations	7,467,798	675,006	3,650,957	49%	
Metro Connect	4,832,897	405,642	2,386,874	49%	
Metro Share	63,642	3,339	29,163	46%	
TOTAL OPERATING EXPENSE	<u>23,554,228</u>	<u>1,745,222</u>	<u>10,734,093</u>	46%	
NET (UNFUNDED) BALANCE for period	<u>(694,967)</u>	<u>1,317,249</u>	<u>585,560</u>		



Agenda Item: # 7b
Meeting Date: 06/13/22

Connecting People Throughout
Kalamazoo County

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Kathy Schultz, Planning and Development Manager
DATE: May 26, 2022
SUBJECT: April 2022 Information Summary Report

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

BACKGROUND

Monthly Ridership				
	Bus	Metro Connect	Metro Share	System Total
FY22	118,404	9,891	1,431	129,726
FY21	122,253	7,093	115	129,461
Difference	-3,849	+2,798	+1,316	265
% Change	-3.15%	+39.45%	+1,144.35%	+2.0%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 21-Sept 22 System Total
FY22	772,460	63,467	9,098	846,511
FY21	818,699	47,509	604	866,812
Difference	-46,239	+15,958	+8,494	-20,301
% Change	-2.34%	+33.59%	+1,406.29%	-2.34%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – April 2022

Passengers in mobility devices for the month of April 2022 were 447. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – April 2022

For the month of April 2022 there were 30,067 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – April 2022

For the month of April 2022 there were 9,891 passenger trips on Metro Connect. This is a total of 63,467 passenger trips for fiscal year 2022.



METRO
RIDERSHIP ANALYSIS
April, 2022

Route #	Route	Month to Date				Year to Date										
		# of Rides		Rides per hour		Increase / decrease		# of Rides		Increase / decrease		Rides per hour				
		FY22	FY21	FY22	FY21			FY22	FY21	FY22	FY21	FY22	FY21			
01	Westnedge	14,280	19,499	21.54	26.25	-26.77%	21.54	26.25	-17.96%	91,571	119,126	24.64	28.37	-23.13%	28.37	-13.16%
02	Portage	6,348	7,569	15.35	17.98	-16.13%	15.35	17.98	-14.63%	37,786	51,346	15.76	20.99	-26.41%	20.99	-24.91%
03	West Michigan	4,501	4,622	10.87	10.93	-2.62%	10.87	10.93	-0.59%	30,354	29,899	12.72	11.84	1.52%	11.84	7.43%
04	Oakland	3,710	4,385	8.96	10.39	-15.39%	8.96	10.39	-13.80%	24,839	25,765	10.24	10.51	-3.59%	10.51	-2.58%
05	East Main	3,332	5,234	16.02	12.43	-36.34%	16.02	12.43	28.88%	22,727	39,587	18.91	16.96	-42.59%	16.96	11.51%
06	Parchment	5,273	4,720	13.21	11.38	11.72%	13.21	11.38	16.06%	34,628	34,909	14.44	14.48	-0.80%	14.48	-0.29%
07	Alamo	6,881	7,246	16.61	17.18	-5.04%	16.61	17.18	-3.31%	44,788	47,538	18.66	19.41	-5.78%	19.41	-3.87%
08	Egleston	4,857	5,944	11.72	14.09	-18.29%	11.72	14.09	-16.79%	30,199	35,840	12.56	14.63	-15.74%	14.63	-14.15%
09	Gull Road	8,954	12,376	13.44	16.08	-27.65%	13.44	16.08	-16.42%	58,952	87,910	16.76	20.86	-32.94%	20.86	-19.66%
10	Comstock	3,497	4,528	8.44	10.73	-22.77%	8.44	10.73	-21.33%	23,085	31,395	9.53	12.81	-26.47%	12.81	-25.58%
11	Stadium Drive	5,958	7,971	14.38	18.89	-25.25%	14.38	18.89	-23.86%	42,812	46,652	17.67	19.04	-8.23%	19.04	-7.17%
12	Duke	1,072	0	8.51	0.00	-	8.51	0.00	-	6,288	173	7.61	0.00	3534.68%	0.00	-
13	South Burdick	5,863	8,383	14.15	13.96	-30.06%	14.15	13.96	1.38%	40,784	54,154	17.03	16.08	-24.69%	16.08	5.88%
14	West Main	9,310	8,581	13.97	20.34	8.50%	13.97	20.34	-31.30%	57,963	57,321	17.24	23.08	1.12%	23.08	-25.32%
15	Paterson	2,388	6,489	11.58	15.38	-63.20%	11.58	15.38	-24.72%	14,868	43,598	12.69	18.67	-65.90%	18.67	-32.03%
16	Lovell	11,318	8,565	16.99	14.27	32.14%	16.99	14.27	19.04%	74,047	53,428	22.06	15.78	38.59%	15.78	39.80%
19	Ring	4,655	0	16.68	0.00	-	16.68	0.00	-	26,685	5,736	16.44	0.00	136.06%	0.00	-
21	Solom/Kendall/Lafayette	4,399	0	12.32	0.00	-	12.32	0.00	-	28,724	9,725	13.72	9.14	67.54%	9.14	50.11%
25	Parkview	8,004	328	16.07	6.09	2340.24%	16.07	6.09	-	54,222	8,692	18.35	0.00	523.82%	0.00	-
26	West Centre	2,153	3,335	5.37	8.27	-35.44%	5.37	8.27	-34.78%	15,503	20,061	6.63	8.65	-22.72%	8.65	-23.38%
27	East Romance	1,651	2,478	4.11	6.08	-33.37%	4.11	6.08	-32.45%	11,207	15,844	4.79	6.72	-29.27%	6.72	-28.65%
30/31	WMU Shuttle	0	0	0.00	0.00	0.00%	0.00	0.00	-	428	-	9.44	0.00	-	0.00	-
	Total Fixed Route	118,404	122,253	13.38	14.99	-3.15%	13.38	14.99	-10.74%	772,460	818,699	15.40	16.08	-5.65%	16.08	-4.22%

Metro County Connect		Demand-Response		ADA Trips	
	9,891	7,093	2.19	1.54	42.16%
	4,058	2,311	2.17	1.54	41.06%

Specialized Service	1,431	115	1144.35%	13.55	3.81	255.57%	9,098	604	1406.29%	5.67	4.02	41.03%
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Charters	0	0	N/A	0	0.00	N/A	0	0	N/A	0	0	N/A
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Total Services	129,726	129,461	0.20%	10.48	10.13	3.45%	846,511	866,812	-2.34%	9.89	10.41	-4.99%
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Other Data	Month to Date				Year to Date			
	# of Rides		Increase / decrease		# of Rides		Increase / decrease	
	FY22	FY21	FY22	FY21	FY22	FY21	FY22	FY21
WMU	30,067	-	0.00%	196,594	-	0.00%	0.00%	0.00%
KVCC	395	-	0.00%	2,998	-	0.00%	0.00%	0.00%
Transfers	40,102	-	0.00%	273,556	-	0.00%	0.00%	0.00%
Wheelchair	447	-	0.00%	2,102	26	7984.62%	26	7984.62%
Bikes	785	1,352	-41.94%	6,171	7,317	-15.66%	15,566	-
Youth Mobility	2,793	-	0.00%	10,432	-	0.00%	0.00%	0.00%

Metro FY 2022
APRIL, 2022

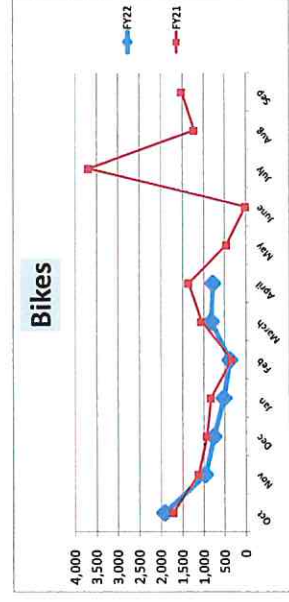
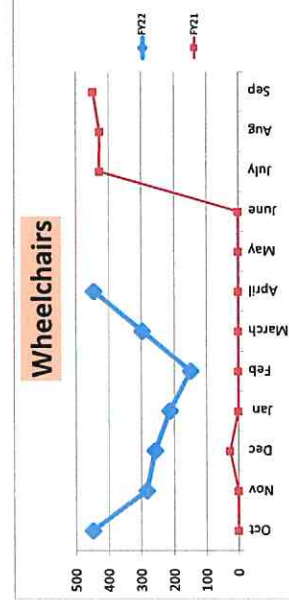
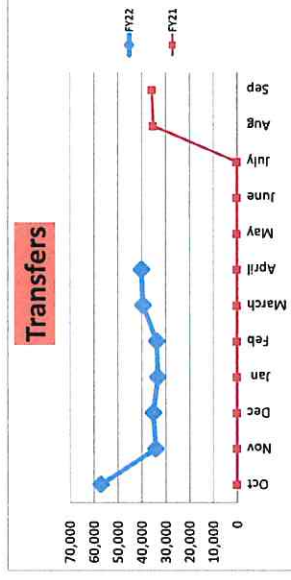
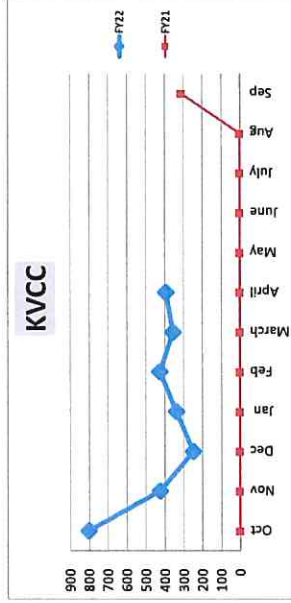
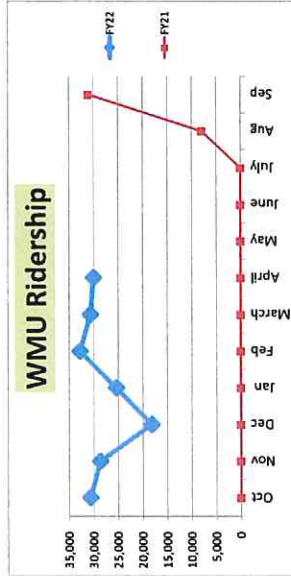
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
WMU												
FY22	30,701	28,672	18,218	25,443	32,823	30,670	30,067	0	0	0	7,884	31,015
FY21	0	0	0	0	0	0	0	0	0	0	0	0

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

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

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

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Bikes												
FY22	1,924	969	762	525	382	824	785	450	0	3,682	1,217	1,510
FY21	1,720	1,117	923	826	327	1,045	1,352	0	0	0	0	0

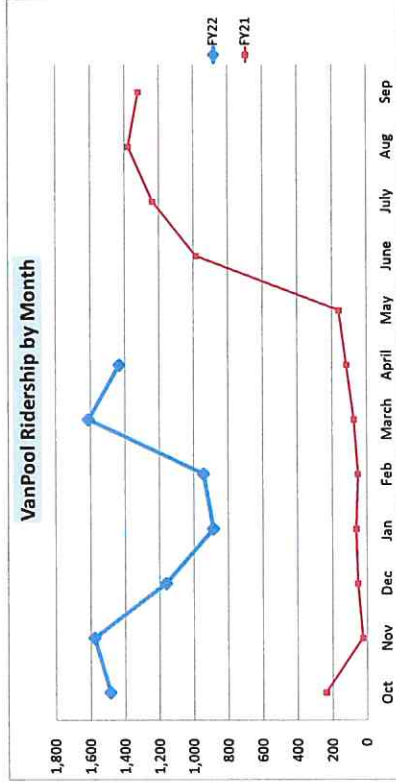
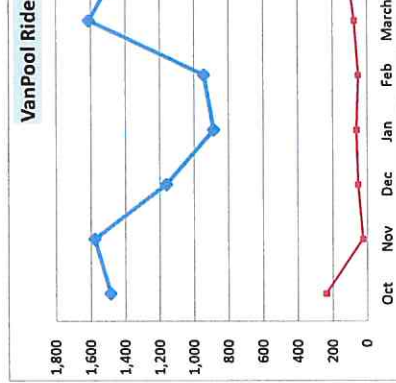
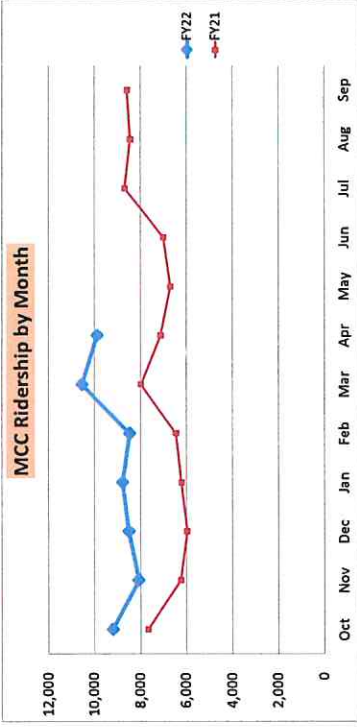
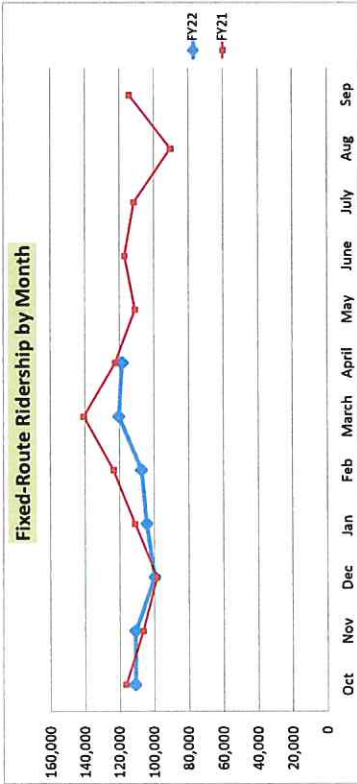


Metro FY 2022
APRIL, 2022

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

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

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

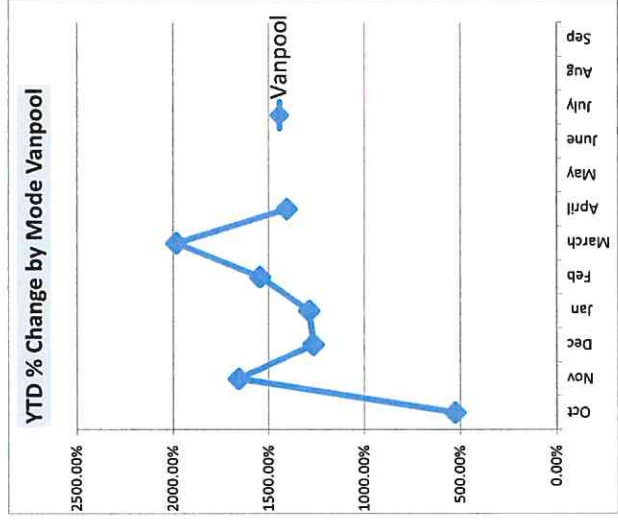
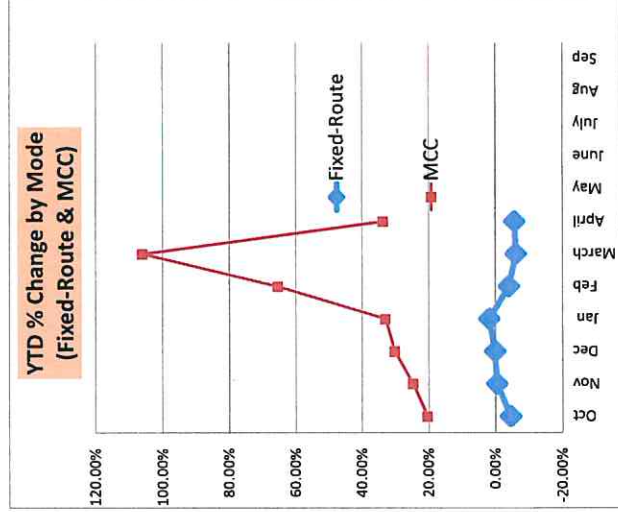
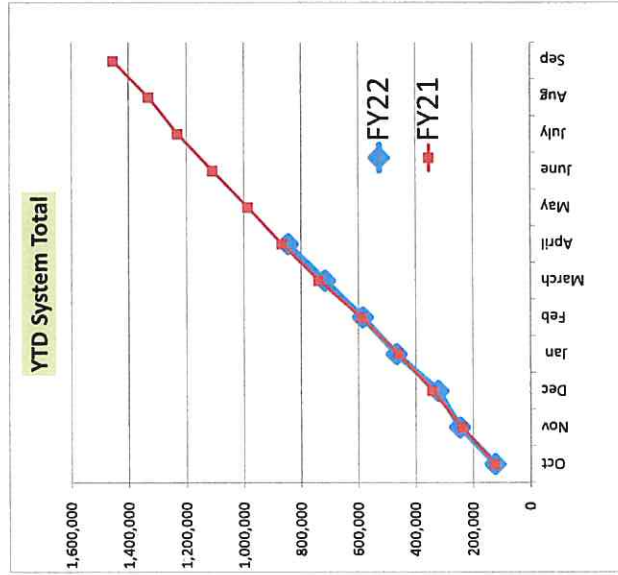


Metro FY 2022
April, 2022

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

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

YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Vanpool	527.00%	1657.14%	1267.64%	1288.13%	1545.38%	1983.42%	1406.29%					





Agenda Item: # 8d1
Meeting Date 06/13/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 1, 2022
SUBJECT: MAPERS Spring Conference – Information Only

The CCTA Pension Board periodically attends educational and training conferences by the Michigan Association of Public Employee Retirement Systems (MAPERS).

The spring conference was held at the Grand Traverse Resort in Acme, Michigan. Garrylee McCormick, Earl Cox, and Sean McBride attended this event on May 22 through 24.

Attachments

1. Conference Agenda



Conference Agenda

10:15 - 10:30 am Refreshment Break *Sponsored by: Nylhart*

10:30 - 11:30 am General Session Two: "Actuarial Best Practice Scorecard" **Governor's Hall CDEF**

Speakers: Derek Schmitt and Danielle Winegardner, Nyhart
MAP Level III: Benefits Administration

11:30 am - 12:00 pm MAPERS Business Meeting **Governor's Hall**

12:00 - 1:00 pm The 7th Inning Stretch Luncheon

Governor's Hall AB

Sponsored by: Seizert Capital Partners

1:00 - 1:45 pm CONCURRENT SESSIONS

A: "How Investors Can Benefit from Private Equity

Secondaries" **Governor's Hall CD**

Speaker: Joseph Marks, Capital Dynamics

MAP Level II: Institutional Investment

B: "Retiree Healthcare Update" **Governor's Hall EF**

Speaker: Steve Drobot and Christian Goodman,

Mercer HR Consulting

MAP Level III: Benefits Administration

C: "New Trustee Workshop" **Tower Ballroom**

Speakers: Thomas Michaud, MAPERS General Counsel and

Lauri Siskind, MAPERS Board Member

MAP Level III: Benefits Administration

1:45 - 2:00 pm Refreshment Break

Sponsored by: National Investment Services

2:00 - 2:45 pm CONCURRENT SESSIONS

D: "How to Run Effective and Efficient Meetings"

Tower Ballroom

Speaker: Alison Berman, Palisade Capital Management

MAP Level III: Benefits Administration

E: "A World of Opportunities - Understanding the New

Geography of International Investing" **Governor's Hall EF**

Speaker: Sue Walton, Capital Group

MAP Level II: Institutional Investment

F: "Why Fixed Income Still Has Value in an Inflationary

Environment" **Governor's Hall CD**

Speakers: David Siegel and Lirkton Gila, Sawgrass Asset Management

MAP Level II: Institutional Investment

2:45 - 3:00 pm Refreshment Break

Sponsored by: Sturbridge Capital

Saturday, May 21, 2022

9:00 pm - 12:00 am Batter Up! Welcome Reception

Director's Room (Lobby Level)

Sponsored by: VanOverbeke, Michaud & Timmony, PC

Sunday, May 22, 2022

11:00 am - 5:00 pm Registration **Tower Registration Desk**

11:30 am - 12:00 pm First Time Attendee/New Member Session

Peninsula Room

12:00 - 12:30 pm Mobile App Demonstration **Peninsula Room**

12:30 - 1:30 pm Actuary Hour: Seminar IV "Funding Policy"

Governor's Hall EF

Speaker: Larry Langer, Cavanaugh Macdonald Consulting

MAP Level III: Benefits Administration

1:30 - 2:00 pm Break **Governor's Hall EF**

Sponsored by: Cavanaugh Macdonald Consulting

2:00 - 5:00 pm Trustee Development Seminar Session I:

"Fiduciary Responsibility" **Governor's Hall EF**

Speaker: Michael VanOverbeke, MAPERS General Counsel

MAP Level I: Pension Fundamentals

5:00 - 6:00 pm MAP Test (Levels 1, 2, 3) **Governor's Hall EF**

8:30 - 10:30 pm Step Up to the Platel Networking Reception

Tower Ballroom *(registration open)*

Sponsored by: Youself Capital Management, LLC

Monday, May 23, 2022

7:30 am - 4:00 pm Registration **Tower Registration Desk**

7:30 - 8:45 am

Group Breakfast **Tower Ballroom**

Sponsored by: Clarkston Capital Partners LLC

Legislative Outreach Breakfast **Peninsula Room**

Administrator's Workshop Breakfast *(plan administrators only)*

Mackinac Room MAP Level III: Benefits Administration

9:00 - 10:15 am General Session One: "5 Lessons Learned in

the Face of Adversity" **Governor's Hall CDEF**

Speaker: Jeff Mueller, Polen Capital

MAP Level III: Benefits Administration

3:00 - 3:50 pm CONCURRENT SESSIONS

G: "Will 5G Be Enough?" **Governor's Hall CD**

Speaker: Kurt Wood, DePrince, Race & Zollo

MAP Level III: Benefits Administration

H: "Evolution of Emerging Market Economies and

Approaches to Accessing Investments" **Governor's Hall EF**

Speaker: Natascha Willans, ABS Global Investments

MAP Level II: Institutional Investment

I: "The Social Security Question: Where is it and Where is it

Going?" **Tower Ballroom**

Speakers: Jamal Adora and Casey Ahlbrandt-Rains,

Gabriel, Roeder, Smith & Company

MAP Level III: Benefits Administration

3:45 - 4:00 pm Refreshment Break

Sponsored by: Sturbridge Capital

4:00 - 5:00 pm

Corporate Member Advisory Meeting **Mackinac Room**

(open to all corporate members)

MAP Test (Levels 1, 2, 3) **Tower Ballroom**

6:30 - 10:30 pm Grand Slam Dinner **Governor's Hall**

Sponsored by: Astler Kelly, Bloomfield Capital Partners, CBIZ, Inc.,

DeRoy & Devenux, Gibriel, Roeder, Smith & Company, Graystone

Consulting - The Brice Group, Pennington Park Investment Advisors,

Railhart Partners, Inc.

Tuesday, May 24, 2022

7:30 - 11:30 am Registration **Tower Registration Desk**

7:30 - 8:45 am Group Breakfast **Governor's Hall CD**

Sponsored by: Allspring Global Investments

9:00 - 10:00 am General Session Three: "Markets and

Michigan, Navigating more Headwinds in 2022"

Governor's Hall EF

Speaker: David Sowerby, The Ancora Group

MAP Level II: Institutional Investment

10:00 - 10:15 am Refreshment Break

Sponsored by: American Realty Advisors

10:15 - 11:15 am General Session Four: "COVID 19 a Public

Health and Economic Crisis: Past, Present, and Future"

Governor's Hall EF

Speaker: Harish Aiyar, CS McKee Asset Management

MAP Level III: Benefits Administration