



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
June 14, 2021
Regular Meeting**

Electronic Meeting

Participate through this Zoom Link:
<https://us02web.zoom.us/j/82127776654>

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, July 12, 2021 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its Annual Meeting on Monday, June 14, 2021 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Request to Approve Agenda*	Roll Call	Roll Call
3.	Request to Approve CCTA/KCTA Minutes of May 10, 2021 *	Roll Call	Roll Call
4.	Downtown Kalamazoo Partnership Ambassadors Program Presentation*		
5.	Review KCTA Millage Discussion*		
6.	Offer for First Reading CCTA/KCTA Ethics and Values Policy*	Roll Call	Roll Call
7.	Renewal of ITS System with Avail Technologies*	Roll Call	Roll Call
8.	Report from Executive Director*		
	a. Service Updates		
	b. Monthly Ridership Reports*		
9.	Subcommittee Reports		
	a. Executive Committee - Joint		
	1. Future Meeting Format*		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee – Joint		
	1. Jurisdictional Outreach*		
	d. Millage Subcommittee - Joint		
	e. Pension Board		
	f. KATS		
	g. Local Advisory Committee (LAC)		



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	h. Policy Subcommittee		
	1. Update on Policy Revisions*		
8.	New Business		
9.	Chairperson's Report		
10.	Public Comment		
11.	Members' Time		
12.	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
May 10, 2021

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

*"A regular meeting of the Central County Transportation Authority and the Kalamazoo County Transportation Authority was held on Monday, May 10, 2021 at 11:30 a.m. This meeting was held as an electronic meeting under the authority of Senate Bill 1246 adopted December 15, 2020, Amending the Open Meetings Act for Participation in Public Meetings." *Please note in attendance that location in parenthesis is location where member was participating during meeting in compliance with Michigan requirements for remote attendance for a public meeting.*

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema (City of Portage), Jeff Breneman (City of Kalamazoo), Martin Janssen (City of Grand Rapids), Aditya Rama (City of Kalamazoo), Tim Sloan (Oshtemo Township), Sam Urban (City of Portage), Greg Rosine (City of Kalamazoo)*

KCTA Members Absent: Tafari Brown, Dusty Farmer

**Aditya Rama arrived at 11:34 am.*

1). CCTA ROLL CALL

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

CCTA Members Absent: Rob Bricker, Dusty Farmer, Randy Thompson

**Jim Pearson arrived at 11:38 am.*

A motion was made by CCTA to excuse the absence of Rob Bricker.

Motion: Pearson

Support: McCormick

Motion carried by roll call vote.

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

2.) REQUEST FOR APPROVAL OF AGENDA

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for May 10, 2021.

Motion: Sloan/McCormick

Support: Urban/Aardema

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

Nays: None

Absent: Bricker, Brown, Farmer, Thompson

3.) REQUEST FOR APPROVAL OF MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting minutes for April 12, 2021.

Motion: Sloan/Aardema

Urban Support: Urban/McCormick

Motion carried by roll call vote.

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

Nays: None

Absent: Bricker, Brown, Farmer, Thompson

4.) TRANSIT SERVICE AGREEMENT BETWEEN TEXAS TOWNSHIP, KVCC AND CCTA

Exec. Dir. McBride provided background information for the expiring service agreement with Texas Township and Kalamazoo Valley Community College (KVCC). He said the service was designed to continue fixed-route bus service to Texas Township and KVCC by utilizing Route 11-Stadium Drive to cover 9th Street. Exec. Dir. McBride stated because Texas Township is outside the CCTA Fixed-Route Bus Service Area it falls under the CCTA Policy 1.0.

Ex. Dir. McBride said the rate charged Texas Township and KVCC would be the approved CCTA 2021 tax levy of 0.75 mills.

Prior to the motion, Aardema asked for clarification concerning the CCTA policy regarding service contracts for institutions/jurisdictions outside the CCTA boundaries. He said he had the understanding that there could be no renewals to existing contracts. Discussion took place and Exec. Dir. McBride referred to the CCTA policy updated February 11, 2019 stating the section regarding contract renewal had been removed.

A motion was made by the CCTA to approve the Transit Service Agreement with Texas Township and Kalamazoo Valley Community College and the CCTA for the period July 1, 2021 through June 30, 2026 and authorize the Executive Director to execute all related documents.

Motion: McCormick

Second: Britigan

Motion carried by roll call vote.

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

Nays: None

Absent: Bricker, Farmer, Thompson

5.) WESTERN MICHIGAN UNIVERSITY SERVICE AGREEMENT

Planning/Development Manager Kathy Schultz said Metro had been providing bus service to the WMU campus since 1998 and the service agreement being presented for approval was for the 2021-2022 school year. She said the agreement included the same Covid-19 restrictions as well as service to Ring Road and Parkview campus. Schultz stated the agreement would be in effect from August 1, 2021 to July 31, 2022.

A motion was made to approve the extension of the 2020-2021 Service Agreement between Western Michigan University and the Central County Transportation Authority for a period of one year (August 1, 2021 to July 31, 2022) in the amount of \$1,150,000.

Motion: Sloan/Janssen Second: Aardema/Janssen

Motion carried by roll call vote.

Ayes: Aardema, Britigan, Burns, Janssen, McCormick, Moaiery, Pearson, Rama, Sloan, Urban, Rosine

Nays: None

Absent: Bricker, Brown, Farmer, Thompson

Abstention: Breneman

6). COMPREHENSIVE OPERATIONAL ANALYSIS

Planning/Development Manager Kathy Schultz said that a Comprehensive Operational Analysis is a study most transit agencies undertake to do a complete look at the existing public transportation system in place and identify service improvements. Schultz provided a PowerPoint explaining the study (A copy is filed with the meeting minutes and available on the Kmetro.com website). She said in 2009 and 2010 Perteet, a consultant firm, conducted a Comprehensive Operational Analysis (COA) of the Metro system and Metro Connect. Schultz explained that since the last study was done 10 years ago, it was time to seek the latest recommendations for cost-neutral, short-term, and long-term improvements to the system. Schultz stated that this analysis would provide input from stakeholders, the public as well as the Boards.

Discussion took place regarding the timeline and scope of the analysis.

Exec. Dir. McBride informed the Board this item was informational and a Request for Proposals (RFP) is in the process with plans to have public/business input and a Board retreat for feedback prior to finalizing the analysis report.

7). WHEELCHAIR RAMPS PURCHASE

Dep. Dir. Vlietstra provided information for the purchase of eight wheelchair ramps. He explained each fixed-route bus has wheelchair lift and they are nearing the end of their life expectancy He said the lifts being purchased would offer easier passenger boarding at several different levels. Dep. Dir. Vlietstra stated Gillig, LLC had submitted the lowest bid response, and Metro has been satisfied with their service, product and pricing in the past.

A motion was made by KCTA and CCTA to approve a contract with Gillig, LLC for the purchase of eight wheelchair ramps in the amount of \$56,137.12 and authorize the Executive Director to execute all related documents on behalf of Metro.

Motion: Sloan/McCormick Support Janssen/Janssen

Motion carried by roll call vote.

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

8) EXECUTIVE DIRECTOR REPORT

Exec. Dir. McBride informed the Boards that rural Boardmember Rob Bricker had officially resigned due to work constraints. He said a search would begin to find a replacement to submit to the County for approval.

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

- COVID-19 and Service Update
- Triennial Review
- Human Resources
- KTC Security Reports
- Ridership Report

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

9.) SUBCOMMITTEE REPORTS

Executive Committee – Chair Rosine reported the committee met to discuss the current agenda and the CCTA/KCTA Board Subcommittee recommendations.

9.a1. Assignments to Subcommittees

Chair Rosine provided a list of the 2021 CCTA/KCTA Subcommittee Appointments with the addition of a Policy Update Subcommittee:

Executive Subcommittee (Joint): Mr. Breneman (KCTA) and Mr. Britigan (CCTA), Ms. Farmer (CCTA/KCTA), Mr. Janssen (CCTA/KCTA), Mr. McCormick (CCTA), Mr. Rosine (CCTA/KCTA)

Finance Subcommittee (Joint): Mr. Breneman (KCTA), Mr. Burns (CCTA), Mr. Brown (KCTA), Mr. Pearson (CCTA), Mr. Rama (KCTA), Mr. Urban (KCTA)

Outreach Subcommittee (Joint): Mr. Aardema (CCTA/KCTA), Mr. Brown (KCTA), Mr. Janssen (CCTA/KCTA), Mr. Thompson (CCTA), Mr. Sloan (KCTA), Ms. Moaiery (CCTA).

Pension Board (CCTA): Mr. Burns (CCTA), Mr. McCormick (CCTA)

Millage Subcommittee (Joint): Mr. Aardema (CCTA/KCTA), Mr. Breneman (KCTA), Mr. Burns (CCTA), Mr. Urban (KCTA).

Policy Update Subcommittee (Joint): Mr. Aardema (CCTA/KCTA), Mr. Rama (KCTA), Mr. Urban (KCTA)

KATS Policy Committee: Mr. Aardema (CCTA/KCTA), Mr. Janssen (KCTA)

A motion was made by KCTA and CCTA to approve the recommendations for the 2021 CCTA/KCTA Subcommittees.

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

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

Finance Subcommittee (joint with KCTA) – No meeting.

Outreach Subcommittee (joint with KCTA) – No meeting.

Pension Board – No meeting.

Policy Update Subcommittee (Joint with KCTA) – Rama reported that the subcommittee proposed to remove several redundant policies and new policies are being rewritten to merge the two Boards' policies.

KATS Policy Committee – Aardema reported KATS updates on the TIP amendments and Portage Road construction.

Millage Subcommittee – No meeting.

Local Advisory Committee (LAC) –

A motion was made by KCTA and CCTA to approve a recommendation from the Local Advisory Committee to appoint Tim Sloan to the LAC for a three-year term.

Motion: McCormick/Aardema Support Breneman/Burns
Motion carried by roll call vote.

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

10.) CHAIRPERSON REPORT – Chair Rosine commented that he was looking forward to the Comprehensive Operational Analysis and the Board retreat. He said several of the subcommittees should be meeting within the next month.

11.) PUBLIC COMMENT – Earl Cox, Sr. asked that the Covid-19 premium pay continue as well as the backdoor entry on buses. He also asked for restroom facilities for drivers on Routes 3 and 16. He requested that public comments be allowed again at the beginning of each meeting.

12.) MEMBERS TIME

Britigan thanked Boardmember Rob Bricker for his service.

Janssen suggested the Outreach Subcommittee should begin its process soon for the upcoming millage

13.) ADJOURNMENT

*A motion was made by KCTA and CCTA to adjourn the CCTA/KCTA meeting.
Motion: Janssen/Aardema Support: McCormick/Rama
Motion carried by roll call vote.*

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

The meeting adjourned at 12:48 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



Connecting People Throughout
Kalamazoo County

Agenda Item # 4 Meeting Date 06/14/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: Downtown Kalamazoo Partnership Ambassadors Program
DATE: June 8, 2021

DISCUSSION

Andrew Haan, President, Kalamazoo Downtown Partnership, will be giving a short 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.



Connecting People Throughout
Kalamazoo County

Agenda Item: #5 Meeting Date 06/14/21
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TO: KCTA and CCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 9, 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. The Boards must determine three items related to each millage election:

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

DISCUSSION

Timing of the Election

The KCTA Board voted at the November 9, 2020 meeting to place the KCTA millage question on the November 2, 2021 ballot.

Duration of Millage

Per Public Act 196, under which the KCTA is created, the millage duration may not be longer than five years before going out to the voters for new authorization. The current KCTA millage was for a five-year duration as well as the current/future CCTA millage. It is recommended that the next millage duration be for the maximum five years.

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.

Millage Ballot Language

Attached is draft KCTA Resolution 21-01 – Transportation Millage Request for 2021. The language of this draft has been updated from what has been used in previous elections to be as informative but more concise/less wordy. This language has been suggested by Attorney Jeffery Ammon. Also attached for reference is the ballot language from the previous KCTA millage election in 2016.

Key Dates and Timeline

An Overview of key dates leading up to the November 2, 2021 election include the following:

- July 12, 2021. Board meeting at which KCTA approves ballot language
- August 9, 2021. Ballot language due to Kalamazoo County Clerk
- September 17, 2021. Absentee ballots to become available
- November 2, 2021. Election Day

Millage Outreach

The Outreach Committee met on May 26, 2021. They primarily discussed jurisdictional outreach. An update will be provided under Committee Reports later in the meeting. Staff has been meeting with Blaine Lam of Lam and Associates in developing informational materials to educate voters. Key items and timeline include the following:

- Early June – Metro Annual Report mailed to homes in Kalamazoo County
- Late July – Millage Frequently Asked Questions Brochure developed
- August through Election Day – Jurisdictional and other outreach presentations
- Mid-August – Community Special Report emailed to distribution list
- Early September – Informational millage postcard sent to all homes in Kalamazoo County

Materials will also be conveyed via electronic mail list and social media.

Previous KCTA Millage Election Results

	Amount	Yes %	No%	Turnout
May 3, 2016	0.315	58.1%	41.9%	11%
May 7, 2013	0.400	72.3%	27.7%	8.5%

Attachments

#	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 21-01 – 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

This item is for Board discussion and to provide direction to the Executive Director.

FY 21 through FY 26 Financial Projection

Version - June 7, 2021

	2018 Audited	2019 Audited	2020 Audited	2021 Projected	2022 Projected	2023 Projected	2024 Projected	2025 Projected	2026 Projected
	Oct 1, 2017 - Sep 30, 2018	Oct 1, 2018 - Sep 30, 2019	Oct 1, 2019 - Sep 30, 2020	Oct 1, 2020 - Sep 30, 2021	Oct 1, 2021 - Sep 30, 2022	Oct 1, 2022 - Sep 30, 2023	Oct 1 2023 - Sep 30, 2024	Oct 1 2024 - Sep 30, 2025	Oct 1 2025 - Sep 30, 2026
OPERATING REVENUES									
Fares	\$ 2,468,801	\$ 2,466,231	\$ 1,324,278	\$ 193,956	\$ 1,252,296	\$ 1,627,985	\$ 2,003,674	\$ 2,254,133	\$ 2,504,592
FTA									
CARES				\$ 4,500,000	\$ 3,000,000				
CARRSA									
ARPA					\$ 1,000,000	\$ 3,500,000	\$ 3,500,000	\$ 900,000	\$ 1,400,000
Other Operating	\$ 1,273,368	\$ 1,915,072	\$ 1,602,262	\$ 62,018	\$ 66,376	\$ 67,000	\$ 67,000	\$ 1,167,000	\$ 2,367,000
MDOIT	\$ 5,562,981	\$ 5,531,655	\$ 5,835,643	\$ 4,157,060	\$ 4,892,881	\$ 5,276,122	\$ 5,497,319	\$ 5,693,521	\$ 5,858,013
CCTA Millage	\$ 3,617,361	\$ 3,763,701	\$ 3,877,768	\$ 4,033,290	\$ 4,589,014	\$ 5,049,577	\$ 5,123,115	\$ 5,196,652	\$ 5,270,190
KCTA Millage	\$ 2,590,999	\$ 2,654,555	\$ 2,781,480	\$ 2,910,856	\$ 3,003,310	\$ 3,047,694	\$ 3,092,077	\$ 3,136,461	\$ 3,180,845
Other Service Contracts	\$ 786,701	\$ 808,944	\$ 1,061,519	\$ 1,204,314	\$ 1,255,914	\$ 1,292,532	\$ 1,330,228	\$ 1,369,033	\$ 1,408,980
Other	\$ 448,764	\$ 493,433	\$ 378,168	\$ 349,000	\$ 261,700	\$ 279,000	\$ 269,000	\$ 262,000	\$ 264,000
TOTAL OPERATING REVENUE	\$ 16,748,974	\$ 17,633,591	\$ 18,361,118	\$ 17,410,494	\$ 19,321,491	\$ 20,139,909	\$ 20,882,412	\$ 21,478,800	\$ 22,253,620
OPERATING EXPENSES									
Wages	\$ 5,349,138	\$ 5,568,627	\$ 5,682,192	\$ 6,118,514	\$ 6,438,854	\$ 6,632,020	\$ 6,830,980	\$ 7,035,910	\$ 7,246,987
Fringes	\$ 2,593,577	\$ 2,546,134	\$ 2,719,437	\$ 2,808,685	\$ 2,989,974	\$ 3,139,473	\$ 3,296,446	\$ 3,461,269	\$ 3,634,332
Purchased Transportation (Apple Bus)	\$ 3,716,952	\$ 3,848,222	\$ 4,215,591	\$ 4,489,434	\$ 4,679,830	\$ 4,820,225	\$ 4,964,832	\$ 5,113,777	\$ 5,267,190
Pension (Employer Contribution)					\$ 8,966	\$ 65,000	\$ 142,084	\$ 205,449	\$ 268,139
OPEB (Employer Contribution)	\$ 485,934	\$ 738,157	\$ 517,847	\$ 519,892	\$ 519,848	\$ 519,848	\$ 519,848	\$ 519,848	\$ 519,849
Legacy OPEB (addtl contribution)	\$ 100,000	\$ 100,000	\$ 150,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 150,000
Comprehensive Insurance	\$ 154,672	\$ 380,063	\$ 311,738	\$ 305,000	\$ 320,000	\$ 335,000	\$ 350,075	\$ 365,828	\$ 382,291
Bus Repairs	\$ 288,420	\$ 232,306	\$ 259,900	\$ 300,000	\$ 300,000	\$ 300,000	\$ 309,000	\$ 318,270	\$ 327,818
Repair Parts	\$ 632,367	\$ 806,052	\$ 572,423	\$ 632,400	\$ 632,400	\$ 651,372	\$ 670,913	\$ 691,041	\$ 711,772
Supplies/Services	\$ 3,382,702	\$ 3,400,569	\$ 3,214,802	\$ 3,132,321	\$ 4,373,467	\$ 4,578,495	\$ 4,694,576	\$ 4,821,374	\$ 4,922,694
TOTAL OPERATING EXPENSES	\$ 16,703,760	\$ 17,620,130	\$ 17,643,931	\$ 18,556,246	\$ 20,513,339	\$ 21,291,432	\$ 22,028,755	\$ 22,682,764	\$ 23,431,071
USE OF WORKING CAPITAL									
(Surplus) Deficit	\$ (45,213)	\$ (13,461)	\$ (717,187)	\$ 1,145,752	\$ 1,191,848	\$ 1,151,523	\$ 1,146,343	\$ 1,203,964	\$ 1,177,451

\$ 9,000,000

\$ 2,900,000

\$ 8,900,000

Draft – Working Paper

KCTA Millage Rate Calculation Version – June 1, 2021

Current 2021 Kalamazoo County Taxable Value - \$9,471,593,245
Projected 2022 x 1.5% = \$9,613,667,144

Current KCTA millage rate with Headlee applied is **0.3124** mills
-Projected to generate \$3,003,000 in 2022
-This is amount that would be considered a “renewal”

Original KCTA millage rate approved by voters in 2016 is **0.3150** mills
-Projected to generate \$3,028,000 in 2022

0.3200 mills
-Projected to generate \$3,076,000 in 2022

0.3500 mills
-Projected to generate \$3,365,000 in 2022

0.4000 mills
-Projected to generate \$3,845,000 in 2022

DRAFT

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

Resolution No. _____

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) 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.”

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

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

Resolution No. 16-01

Transportation Millage Request for 2016

Whereas, KCTA makes the following findings:

1. Public transportation is an essential service to the Kalamazoo County region. In 2015, there were 3 million rides provided on public transportation in Kalamazoo County; and
2. In 2015, there were approximately 155,00 rides provided on Metro County Connect and 60,000 rides provided as part of the Community Services Van Program; 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”) and currently levies one of the millages, which is a 0.4 county-wide millage set to expire at the end of 2016; and
6. The KCTA boundary includes all of Kalamazoo County;
7. The expiring KCTA millage levy is used to fund Metro County Connect (MCC) demand/response services and fixed-route bus service outside the boundaries of the City of Kalamazoo.
8. The future KCTA millage, if approved, will be utilized to fund the countywide MCC demand/response service and other specialized services like the Community Service Van program. The millage will be used fund the current level of MCC service as well as additional levels of service that include Sunday service and extended night service hours; and,
9. 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 0.75 that will begin to be levied in 2016 and expires in 2020; and
10. Jurisdictions within the boundaries of the CCTA includes the City of Kalamazoo, City of Parchment, City of Portage, Comstock Township, Kalamazoo Township and part of Oshtemo Township that includes the area of voting precincts 4, 5, 6, 7 and 8.

11. The CCTA millage levy will be used to fund the current level of urban fixed-route bus service as well as additional levels of service that include Sunday service, extended night service hours and some increased route frequencies.

12. The KCTA, CCTA, City of Kalamazoo and City of Kalamazoo Transportation Authority Board approved a Comprehensive Transition Agreement in October 2015 to transfer the public transportation system from the City of Kalamazoo to the CCTA on October 1, 2016; and

13. KCTA has evaluated the need for a millage, within its geographic boundary.

14. KCTA has determined that it is necessary to levy a millage within its geographic boundary given the expiring millage currently levied by the KCTA and the ongoing difficulty in funding the public transportation system through other sources.

Whereas, based upon these findings, KCTA resolves:

1. The recording officer of KCTA shall file a copy of this Resolution, calling for a May 3, 2016, election, with the Kalamazoo County Clerk and the Clerk of each assessing authority within KCTA's geographic boundary (City and Township) not less than 84 days before the election. 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 May 3, 2016 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 May 3, 2016, and, if approved, shall be collected on the July tax bill within each City and the December tax bill within each Township for 2017, 2018, 2019, 2020, and 2021. The form of the proposition shall be as follows:

“The Kalamazoo County Transportation Authority was formed to operate and provide demand-response public transportation services within its geographic boundary and seeks authorization from the electors to levy up to 0.315 mills. Shall the Kalamazoo County Transportation Authority levy a tax, for public transportation purposes, of up to 0.315 mills, being 31.5 cents (\$0.315) per thousand dollars (\$1000) of taxable value, on all taxable property within the geographic boundary of the Kalamazoo County Transportation Authority for a period of five (5) years, 2017, 2018, 2019, 2020 and 2021? It is estimated that 0.315 mills would raise \$2,508,188 in the first year.”

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 January 25, 2016

STATE OF MICHIGAN)
) SS
COUNTY OF KALAMAZOO)

Whereas, I, Sean P. McBride, 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 January 25, 2016.


_____, Clerk
Kalamazoo County Transportation Authority

KCTA: Possible Ballot Question Language

Original: (112 words)

The Kalamazoo County Transportations Authority (KCTA) was formed to provide public transportation services within Kalamazoo County. KCTA seeks authorization from the electors to continue to levy up to 0.3124 mills (0.3124 is a renewal of a millage that expired with the 2021 tax levy). Shall the KCTA continue to levy a tax, for public transportation purposes, of up to 0.3124 mills, being 31.24 cents (\$0.3124) per thousand dollars (\$1000) of taxable value, on all taxable property within the geographic boundary of the Kalamazoo County Transportation Authority for a period of five (5) years, 2022, 2023, 2024, 2025 and 2026? It is estimated that 0.3124 mills would raise \$3,003,000 in the first year.

Possible revised version: (82 words)

May the Kalamazoo County Transportation Authority (KCTA) levy a tax of 0.3124 mills for public transportation purposes? This millage would be a renewal of millage expiring with the 2021 levy. This millage would cover five years, beginning in the year 2022 and continuing through 2026. It would be levied at the rate of 31.24 cents per \$1,000 of taxable value on the taxable value of all taxable property within KCTA's geographic boundary. KCTA estimates that this millage would raise \$3,003,000 in its first year.

Or: (79 words)

May the Kalamazoo County Transportation Authority (KCTA) 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.*



Know the Facts

Voters asked to consider millage to support Metro bus system in Kalamazoo area

WHAT IS THE MILLAGE REQUEST?

Voters will be asked to consider a millage of up to .90 mills for five years beginning in 2021 to support the Metro public bus transportation system.

HOW IS PUBLIC TRANSPORTATION FUNDED?

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

HOW MUCH WILL THE MILLAGE COST A HOMEOWNER?

The cost of the 0.90 millage request for a homeowner whose home has a tax value of \$50,000 (\$100,000 market value) is approximately \$45 a year (\$0.12 per day).

HOW WILL THE COMMUNITY BENEFIT?

Both the economy and the quality of life for people in the greater Kalamazoo area depend on reliable public transportation. Metro operates seven days a week, providing an important mode of transportation for its customers and their employees, seniors and students, including those with disabilities. The county-wide Metro Connect system, gives everyone in Kalamazoo access to reliable year round.





www.kmetro.com
(269) 337-8087

WHY ASK FOR A MILLAGE?

Metro-provided surveys have shown that over 70% of Metro riders use the bus five or more days a week with 88% not having a vehicle available to access work, doctor appointments or shopping. The millage allows Metro to continue to provide a vital service to the entire community, making it so the service is here when needed. Rides were taken more than 2.8 million times last year. Even if you currently don't use public transportation, it will be there when you do need it. Improved services will help people working later night hours and provide access to Sunday activities.

WHO GETS TO VOTE?

Voters in the cities of Kalamazoo, Parchment and Portage; the townships of Kalamazoo and Comstock (Precincts 2, 3, 4, 5, 6 and 7), as well as the eastern portion of Oshtemo Township (Precincts 3, 4, 5, 6, 7, 8 and 9), will be asked to approve the millage request on March 10, 2020.

The millage, if approved, will replace the current 2015 millage which expires in 2020.

For more information,
visit kmetro.com or call
[\(269\) 337-8087](tel:2693378087)



A Strong Community Includes Reliable Public Transportation

Metro is improving and expanding services as part of a total community development effort.

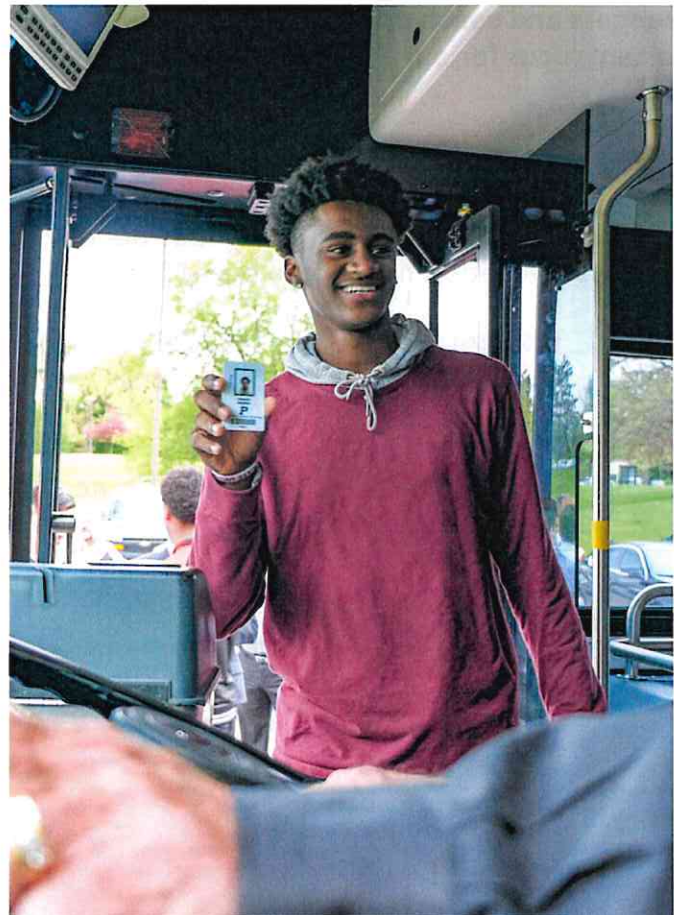
The Metro fixed route bus system, Metro Connect and Metro Share provided over 2.8 million rides throughout Kalamazoo County in 2019. In 2016, Metro began providing Sunday and later night service that runs until midnight to help individuals with late night shifts. Since that time, Sunday ridership has increased 25% for the fixed route system, and 32% on Metro Connect.

Metro provides fixed bus route service seven days a week traveling through the cities of Kalamazoo, Portage and Parchment, along with the townships of Kalamazoo, Oshtemo, Texas and Comstock. Our 19 routes give access to key destinations, including WMU, KVCC, Borgess and Bronson Hospitals and manufacturers such as Pfizer, Stryker, Summit Polymers and Fabri-Kal. Our buses also give neighborhoods access to groceries and community resources such as Michigan Works! and Goodwill Industries.

Public transportation is critical to those who can't drive.

Metro Connect provides direct service throughout Kalamazoo County as well as the VA Hospital in Battle Creek. Metro Connect alone had over 168,000 passengers in 2019, connecting them to doctor appointments, jobs, and community events. Of those, 2,035 rides were given to veterans traveling to the VA Hospital in Battle Creek. Ridership continues to grow, including 951 new registrations in 2019.

Metro continues to build partnerships with the community as we maintain our Metro Share van program and the existing Bus to Work Program provided to area employers. Our newest partnership is our largest yet. The Youth Mobility Fund partners include the City of Kalamazoo, the Foundation for Excellence, Kalamazoo Public Schools and Kalamazoo Public Library. This partnership provides free bus passes to high school students at Kalamazoo Public Schools allowing mobility for youth.



Public transportation is a quality of life issue.

Continued Public Support Sought

Local funds leverage state and federal dollars.

Current funding is sourced from millage rates, state grants, federal grants, fares and other miscellaneous sales. Many of these existing funds are contingent upon community support for public transportation. In March of 2020, the Central County Transportation Authority (CCTA) will seek public support of a .90 millage for five years beginning in 2021 that replaces an existing millage that expires after 2020. The existing millage has been used to extend daily service hours and added Sunday service on both fixed routes and Metro Connect.

New five-year millage proposal in Metro's service areas will replace the 2015 millage.

In addition to service expansion, Metro has been able to purchase new vehicles, provide new mobile apps and increase our bus stops and bus shelters. Metro has purchased, through Federal and State grants, twenty-three new Metro Connect vans along with ten new buses to maintain a high-quality fleet.

Metro's MyStop mobile app provides real time bus tracking data and trip planning, making it easier to find the closest stop and navigate throughout the community. Mobile ticketing through Token Transit allows riders to use a phone to pay for bus passes.

New bus stop improvements have been taking place with large road construction projects, updating stops to ADA compliance and providing an accessible, safe location to stand.

"We committed five years ago to utilize public tax support to expand and improve the system. It was important to deliver on that commitment. We remain committed to do the same for the next five years," says Greg Rosine, Chair of the CCTA.



New bus stop signs are being installed in the area.


METRO



METRO

2019 SPECIAL REPORT



LET US KNOW WHAT YOU THINK . . .

Metro- operated by two boards, the CCTA (Central County Transportation Authority) and the KCTA (Kalamazoo County Transportation Authority), are here to meet your community needs. To communicate with us:

- Website: www.kmetro.com
 - With feedback form under Contact
- Facebook: Metro Transit
- Email: ccta@kmetro.com
- Customer Service (269) 337 - 8222

Metro's joint CCTA and KCTA board meetings are open to the public. Dates and times are published at kmetro.com – under Our Team.



Connecting People Throughout
Kalamazoo County

Agenda Item # 6 Meeting Date 04/12/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 9, 2021
SUBJECT: CCTA/KCTA Board Ethics and Values Policy First Reading

BACKGROUND

At the April meeting of the KCTA/CCTA Boards a draft Board Ethics and Values Policy was distributed for review and comment. This 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 attached policy has been updated based on the review of CCTA/KCTA Attorney Jeffrey Ammon. Pending first reading, final adoption will occur after the second reading at the July Board meeting.

RECOMMENDATION

It is recommended the CCTA and KCTA Board offer the Board Code of Ethics and Values Policy for first reading.

Attachments

1. Draft Board Code of Ethics and Values Policy



**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 disinterested 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



Connecting People Throughout
Kalamazoo County

Agenda Item # 7
Meeting Date 06/14/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Deputy Director of Support Services
DATE: May 28, 2021
SUBJECT: Renewal of ITS System with Avail Technologies

BACKGROUND

Since 2012, Avail has provided Metro with the intelligent transportation systems (ITS) found in our fixed route buses. ITS provides the CCTA with up-to-date passenger information technologies in voice, data, and overall access, as well as cost effective data collection and reporting that is timely, accurate, and efficient.

DISCUSSION

Avail Technologies, headquartered in State College, PA, has been an industry leader in ITS technology for mid-sized transit agencies since 1999. Metro employees (particularly Operations, IT, and Planning) have invested countless hours the past nine years in training and troubleshooting the system.

This will be a sole-source purchase (not seeking other proposals or bids) as the technology platform is proprietary and was designed and acquired specifically for Metro Transit in 2012. The contract includes hardware and software support and warranty. Although there are competitors for similar types of technologies, it is not advisable to switch at this point after the 2012 design, acquisition, installation, and training. Transitioning to a new system would require a multi-year, multi-million-dollar investment.

The CCTA and KCTA boards approved a five-year renewal in September of 2017. Although there is one more year left on the current proposal, we have worked with Avail on a new five-year renewal one year early. The proposed renewal has two benefits. First, it combines a second Avail contract of their hosting of our ITS servers and cellular network (approved by the boards in April 2019). Secondly, it is a savings from the current year pricing of approximately \$24,486 (156,100 – 131,614) or 15.7%.

Below is the annual for a five-year contract.

8/1/21 – 7/31/22	\$131,614
8/1/22 – 7/31/23	\$135,562
8/1/23 – 7/31/24	\$139,629
8/1/24 – 7/31/25	\$143,818
8/1/25 – 7/31/26	<u>\$148,133</u>
TOTAL	\$698,759

We have planned for these expenditures and future increases in our FTA grant applications and annual budget process.

RECOMMENDATION

The recommendation is to allow the Executive Director to execute documents with Avail Technologies to maintain the ITS system in our bus fleet through July 31, 2026 at a total cost of \$698,759 – paid on an annual basis per the schedule above.



Agenda Item: #8
Meeting Date: 05/10/21

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 9, 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 18 full-time Coach Operators and 15 part-time Coach Operators. These challenges are not limited to Metro but the other large public transit systems in the State, and likely nationally, are having very similar staffing issues.

Currently, there are two new Coach Operators starting training on Monday, June 14th and 13 others that are in various phases of the hiring process. Other steps being taken to mitigate the staffing challenge include:

- Hiring Fair – A fair is scheduled for June 23 from 3 to 6 pm. Details are being finalized.
- Referral Bonus – A bonus for employees that refer a successful new employee.
- Retiree Rehiring Pilot Program – A new program is being vetted that would allow rehiring of retired Coach Operators on a part-time basis.
- In addition, staff is collaborating with other large transit agencies to develop other recruitment ideas.

Service Update

- Attached is a Press Release dated June 8th identifying service changes. The changes are necessary due to the staffing level challenges identified above. Please note the seating limitations are being lifted, enabling all seats to be occupied. Standing on the bus is still not allowed.
- On Tuesday July 6th, we are planning on allowing for front-door entry on the bus.
- Also, on July 6th we are going to allow full access to the Kalamazoo Transportation Center building. Currently, there are limitations on the number of people allowed to enter the building.
- On August 2, 2021 we are planning to begin collecting fares. 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 is developing plans to increase for multiple riders to utilize the vans at one time.

KTC Security Reports

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

Youth Mobility Pass Program

Metro staff members have been meeting weekly to advance the Youth Mobility Pass Program for the fall Kalamazoo Public School year. Meetings have also been held with the Sheriff Department and Security Plus to update both agencies on the program. Four hundred passes will be provided to the school for the upcoming year with the ability to turn passes off if necessary. KYDNet will be assisting with educating students about the bus pass and being responsible bus riders. The partners are reviewing the current service agreement with the agreement coming before the Boards at the July 12 meeting.

Mobility Device Securement on New Buses

Five new buses will be delivered this fall. On these buses will be a new system for securing passengers that use a mobility device. Currently, a mobility device needs to be strapped in by the driver which can be challenging with the wide variety of wheelchair types. The new system is mechanical and hand-free. Passengers with this new system will secure themselves in about 30 seconds. Please see below the mechanical arms that lock onto the wheels of the mobility device.



Attachments

1. June 8, 2021 Press Release
2. County Sheriff's May KTC Security Report
3. Metro's KTC May Security Report



530 North Rose Street
Kalamazoo, MI 49007
(269) 337-8222

Contact: Sean P. McBride, Executive Director (269) 337-8088 mcbrides@kmetro.com
Kathy Schultz, Planning and Development Manager (269) 337-8233 schultzk@kmetro.com

June 8, 2020

Metro Implementing Additional Service Adjustments Starting Monday, June 14

Kalamazoo, MI – Metro has adjusted service as a result of COVID-19 related reasons over the past fifteen months. Service changes beginning on Monday, June 14 include:

- Additional seating for passengers. Buses will have all seats available for passenger use.
- Hourly service on routes 1-Westnedge, 5-East Main and 15-Paterson.
- Saturday service hours from 8:15 am to 4:15 pm. The start and end times will impact Saturday service only.

“We appreciate the public’s patience while we continue to make service adjustments. Like many employers throughout the region and across the country, we are having to make service adjustments to accommodate our current staffing level. Metro plans to have service times and days back to pre-COVID levels as fast as we can while being mindful of the impacts COVID has had in our community,” stated Sean McBride, Executive Director for Metro.

Metro is hiring Coach Operators with an excellent benefit package as well as free Commercial Driver’s License (CDL) training. Applicants can apply online at kmetro.com/employment or contact Metro’s Senior Human Resources Generalist at (269) 337-8421 or deyoungc@kmetro.com.

Monday through Friday service hours remain 6:15 am to 10 pm. Federal law requires riders to continue to wear a mask that covers their nose and mouth on trains, airplanes, and buses. Rear door boarding and no fare collection continues until a future date to be announced later this summer.

Metro Connect service will remain unchanged. Rides can be scheduled up to seven days in advance by calling (269) 350-2970.

##

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

CASES:

1-FELONIOUS ASSAULT

BANS:

NO BANS WERE ISSUED

NOTABLE CASES:

On May 14, 2021 at 8pm while on my routine foot patrol I noticed a male near Bay 11 was screaming and yelling profanities. As I approached and began to investigate the incident I discovered that the male and his girlfriend were pepper sprayed by a female near Bay 7. I immediately dispatched an ambulance to the KTC to provide first aid to both. I tried to conduct interviews with both individuals but was unsuccessful. Both were very uncooperative and did not answer any of my questions. The male victim advised me that he was not talking to me and would handle the situation himself as he knew who did it. Several times I tried to gain cooperation but only received insults and profanity. Upon reviewing Metro cameras, I found that a black female in a black sweater and blue jeans walked by and pepper sprayed the two victims as they stood by Bay 7. The female suspect then walked to Bay 20 then back down the aisle to the Gull Rd bus. The female could not be identified as she was wearing a mask that covered her whole face. Due to the lack of cooperation from both victims a report was completed but no charges will be sought. Case # 21-106193.

ADDITIONAL INFORMATION:

From my monthly reports, I'm sure it's noticeable that the amount of fights/arguments have significantly decrease over the several months. The homeless activity on Metro property has been near nonexistent along with alcohol and substance use as well. I received several compliments from staff everyday how wonderful it is to be able to walk around and take laps during their breaks and feeling safe and secure. Again it's been very pleasurable working with Metro directors and staff while providing a safe and secure work environment. Thanks

DEPUTY MICHAEL STADEL

3951

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

Overview:

During the month of May, Metro reduced service on Saturdays to 5:30 am-6:15 pm and maintained limited occupancy opening of the Transportation Center. Security Plus presence was continued with two officers present from 8:00 am till 10:30 pm. The County Sheriff's onsite security presence continued from 10:00 am to 10:00 pm Monday through Saturday and 10:00 am to 6:00 pm on Sundays.

Activity Summary for May

KPS Calls-0

EMS Calls -1-unresponsive male in the bay.

Other Activities

Walked 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. This month continued with several reminders to customers to pull their masks up over their nose and mouth, even gave out mask so that customers could access the building. More customers just trying to access the building not necessarily to conduct business. Security continues to assist the Sheriff with disorderly passenger, so the calls to Public safety have decreased.

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

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



Agenda Item: # 8b Meeting Date: 06/14/21

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: May 25, 2021
SUBJECT: April 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	122,253	7,093	115	129,461
FY20	3,053	5,456	6	8,515
Difference	119,200	1,637	109	120,946
% Change	3904%	30%	1817%	1420%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 20-Sept 21 System Total
FY21	818,669	47,509	604	866,812
FY20	1,344,630	82,985	18,535	1,446,150
Difference	(525,961)	(35,476)	(17,931)	(579,338)
% Change	(39%)	(43%)	(97%)	(40%)

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – April 2021

No data for April

WMU STUDENT RIDERSHIP REPORT – April 2021

No data for April

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – April 2021

For the month of April 2021 there were 7,093 passenger trips on Metro Connect. This is a total of 47,509 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	-100%
May	5*	0	0				
June	4**	4,142	1,380				
July	4***	2,501	625				
August	5***	5,950	1,190				
September	4***	6,082	1,520				
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

April 2021

Updated 05/27/2021

Route #	Route	Month to Date				Year to Date								
		# of Rides		Rides per hour		# of Rides		Rides per hour		Increase / decrease				
		FY21	FY20	Increase / decrease	FY21	FY20	FY21	FY20						
01	Westnedge	19,499	459	4148.15%	26.25	0.53	4831.53%	181,347	28.37	37.03	-34.31%	28.37	37.03	-23.37%
02	Portage	7,569	203	3628.57%	17.98	0.31	5651.87%	82,828	20.99	22.37	-38.01%	20.99	22.37	-6.19%
03	West Michigan	4,622	121	3719.83%	10.93	0.24	4519.18%	38,472	11.84	13.00	-22.28%	11.84	13.00	-8.94%
04	Oakland	4,385	63	6860.32%	10.39	0.13	8006.85%	38,058	25.765	13.31	-32.30%	10.51	13.31	-21.00%
05	East Main	5,234	185	2729.19%	12.43	0.39	3083.00%	59,398	39.587	22.09	-33.35%	16.96	22.09	-23.25%
06	Parchment	4,720	170	2676.47%	11.38	0.35	3116.07%	47,546	34,909	17.10	-26.58%	14.48	17.10	-15.33%
07	Alamo	7,246	298	2331.54%	17.18	0.38	4450.68%	102,738	47,538	24.73	-53.73%	19.41	24.73	-21.53%
08	Egleston	5,944	81	7238.27%	14.09	0.14	9906.01%	50,113	35,840	15.12	-28.48%	14.63	15.12	-3.25%
09	Gull Road	12,376	441	2706.35%	16.08	0.51	3036.19%	110,002	87,910	22.53	-20.08%	20.86	22.53	-7.41%
10	Comstock	4,528	80	5560.00%	10.73	0.16	6427.05%	45,318	31,395	15.99	-30.72%	12.81	15.99	-19.86%
11	Stadium Drive	7,971	159	4913.21%	18.89	0.21	9007.53%	88,316	46,652	20.41	-47.18%	19.04	20.41	-6.70%
12	Duke	0	17	-100.00%	0.00	0.10	-100.00%	173	14,635	14.57	-98.82%	0.00	14.57	-100.00%
13	South Burdick	8,383	243	3349.79%	13.96	0.30	4553.01%	87,197	54,154	16.08	-37.89%	16.08	18.13	-11.29%
14	West Main	8,581	188	4464.36%	20.34	0.22	8956.60%	91,078	57,321	23.08	-37.06%	23.08	19.14	20.59%
15	Paterson	6,489	76	8438.16%	15.38	0.16	9449.99%	58,255	43,598	21.77	-25.16%	18.67	21.77	-14.28%
16	Lowell	8,565	161	5219.88%	14.27	0.17	8398.57%	150,987	53,428	15.78	-64.61%	15.78	27.80	-43.25%
20	East Comstock	0	0	0.00%	0.00	0.00	0.00%	446	-	0.00	-100.00%	0.00	0.00	0.00%
26	West Centre	3,335	61	5367.21%	8.27	0.13	6216.82%	21,058	20,061	7.79	-4.73%	8.65	7.79	11.00%
27	East Romence	2,478	47	5172.34%	6.08	0.10	5877.67%	17,321	15,844	6.45	-8.53%	6.72	6.45	4.22%
21	Solom/Kendall/Lafayette	0	0	0.00%	0.00	0.00	0.00%	59,517	9,725	33.44	-83.66%	9.14	33.44	-72.68%
19	Ring	0	0	0.00%	0.00	0.00	0.00%	5,736	5,736	0.00	0.00%	0.00	0.00	0.00%
25	Parkview	328	0	0.00%	0.00	0.00	0.00%	8,692	8,692	0.00	0.00%	0.00	0.00	0.00%
	Total Fixed Route	122,253	3,053	3904.36%	14.99	11.72	27.87%	1,344,630	818,699	20.44	-39.11%	16.08	20.44	-21.36%

Metro County Connect		Demand-Response		ADA Trips										
		7,093	5,456	30.00%	1.54	0.64	140.27%	82,985	47,509	1.48	-42.75%	1.48	1.56	-5.56%
		2,311	759	204.48%	1.54	0.22	606.34%	35,372	14,702	1.48	-58.44%	1.48	1.62	-8.12%

Specialized Service		Charters												
		115	6	1816.67%	3.81	0.01	25977.34%	18,535	604	4.02	-96.74%	4.02	8.35	-51.84%
		0	0	N/A	0	0	N/A	0	0	0	N/A	0	0	N/A

Total Services														
		129,461	8,515	1420.39%	10.13	0.47	2070.87%	1,446,150	866,812	10.41	-40.06%	10.41	11.94	-12.83%

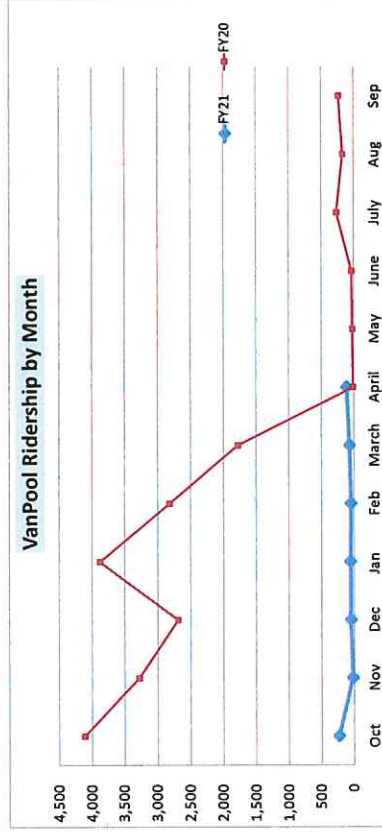
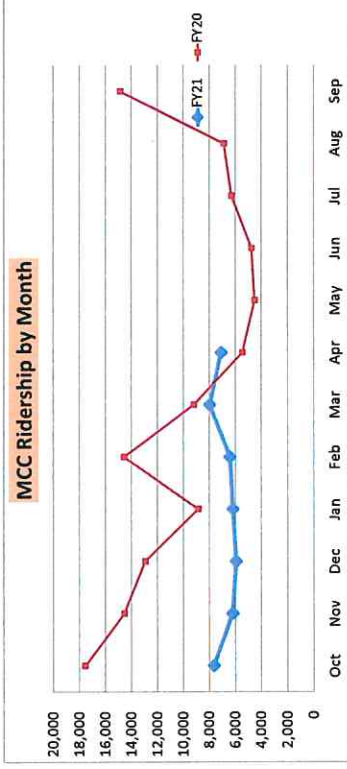
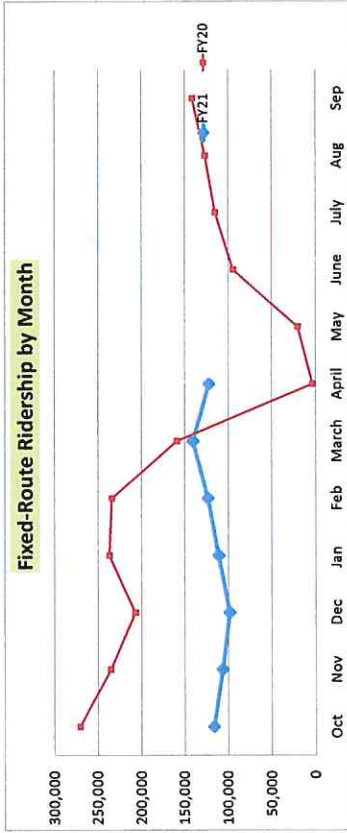
Line Haul Other Data	Month to Date				Year to Date				
	# of Rides		Increase / decrease		# of Rides		Increase / decrease		
	FY21	FY20	FY21	FY20	FY21	FY20	FY21	FY20	
WMU	-	7	-100.00%	-	242,691	-	-100.00%	-	-
KVCC	-	1	-100.00%	-	12,942	-	-100.00%	-	-
Transfers	-	1	-100.00%	-	308,367	-	-100.00%	-	-
Wheelchair	-	18	-100.00%	26	3,467	-	-99.25%	-	-
Bikes	1,352	62	2080.65%	7,317	10,238	-	-28.53%	-	-

April 2021
APC COUNTS DUE TO COVID-19

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	116,340	105,583	98,448	111,044	123,352	140,679	122,253	20,235	94,104	114,369	126,171	140,709
FY20	270,270	235,071	206,618	236,803	233,960	158,855	3,053					

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

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



April 2021
 APC COUNTS DUE TO COVID-19

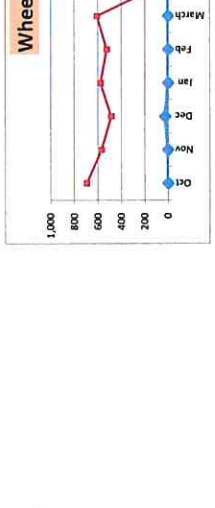
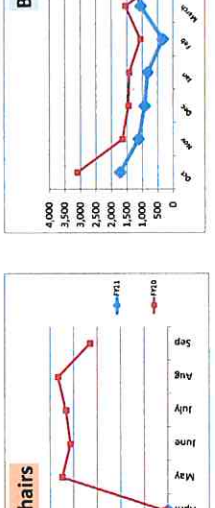
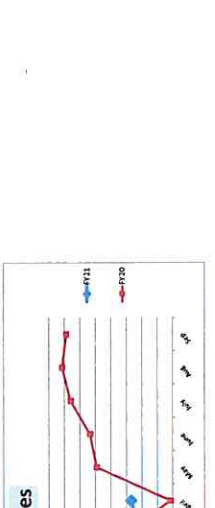
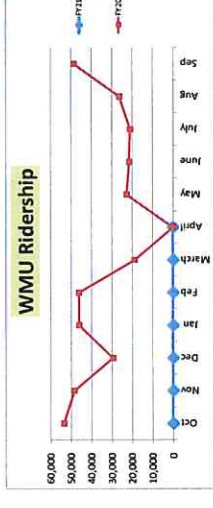
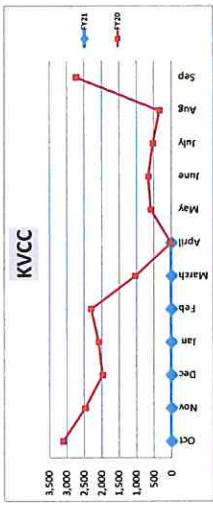
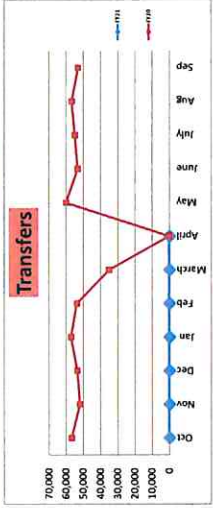
	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
WMU	0	0	0	0	0	0	0	0	0	0	0	0
FY21	53,611	48,388	29,500	46,080	46,220	18,875	7	22,710	21,372	21,016	26,213	48,558
FY20												

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
KVCC	0	0	0	0	0	0	0	0	0	0	0	0
FY21	3,098	2,487	1,969	2,081	2,298	1,030	1	577	649	519	334	2,722
FY20												

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Transfers	0	0	0	0	0	0	0	0	0	0	0	0
FY21	56,803	52,014	53,526	57,187	53,714	35,112	1	60,027	53,215	54,874	56,769	53,125
FY20												

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Wheelchairs	0	0	26	0	0	0	0	0	0	0	0	0
FY21	684	567	484	576	522	606	18	684	825	862	929	659
FY20												

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
Bikes	1,727	1,117	923	826	327	1,045	1,352	2,454	2,684	3,288	3,564	3,429
FY21	3,085	1,636	1,444	1,418	1,054	1,539	62					
FY20												

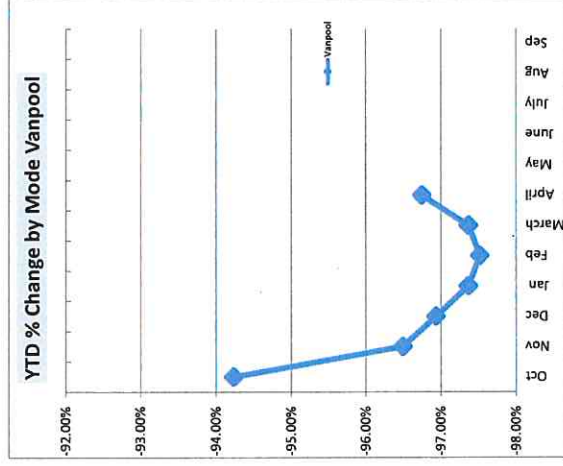
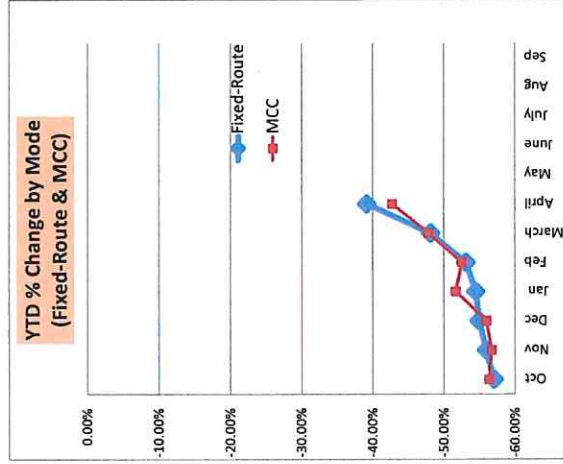
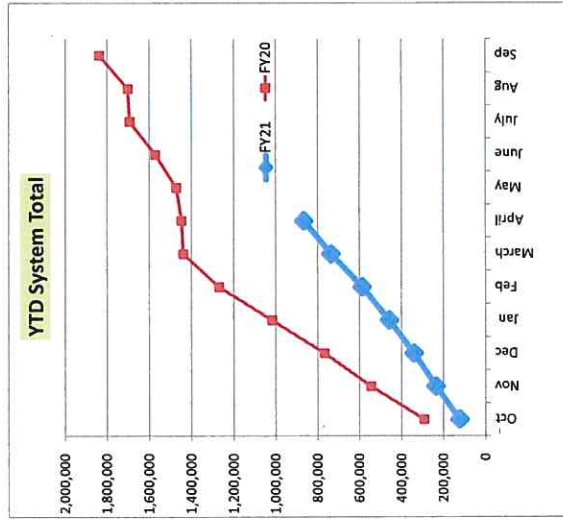


April 2021 APC COUNTS DUE TO COVID-19

YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY21	124,228	237,050	341,499	458,799	588,630	737,351	866,812					
FY20	291,905	544,765	767,010	1,016,529	1,267,838	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%	-55.89%	-54.86%	-54.42%	-53.01%	-48.09%	-38.11%					
MCC	-56.35%	-56.72%	-55.94%	-51.67%	-52.54%	-47.87%	-42.75%					

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%	-97.96%	-96.74%					





Connecting People Throughout
Kalamazoo County

Agenda Item # 9a1 Meeting Date 06/14/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: **Future Meeting Format**
DATE: June 10, 2021

DISUSSION

Since March of 2020 the CCTA and KCTA have been conducting Board meetings remotely. Chair Rosine will lead a discussion seeking input with regard to future Board meetings moving forward. The following options are to be considered and discussed:

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



Connecting People Throughout
Kalamazoo County

Agenda Item # 9c1
Meeting Date 06/14/21

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
SUBJECT: **Outreach Committee – Jurisdictional Outreach**
DATE: June 10, 2021

The Outreach Committee met on May 26, 2021. 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.

At the next meeting of the Outreach Committee they will be:

1. Reviewing a script for boardmember presentations
2. Finalizing jurisdictional assignments
3. Reviewing frequently asked questions that can be used as part of the presentations
4. Review outreach materials – millage mailer and community report

Attachments

1. Draft Jurisdictional Outreach Assignments

DRAFT - FOR DISCUSSION and INPUT

CCTA/KCTA Jurisdictional Outreach

2021 Board Liaison Assignments

Version - June 10, 2021

Jurisdiction/Contact	Meeting Day(s)	Time	Virtual/Person as of May 2021	CCTA/KCTA Member Assigned for 2020 CCTA Millage	CCTA/KCTA Member Potential Assignment for 2021 KCTA Millage
Kalamazoo County-Dina Sutton	1&3 Tuesdays	7:00 PM	V	Rosine/McBride	Rosine/McBride
City of Galesburg-Karen Bresson	1st Mondays	7:00 PM	V	Urban	Urban
City of Kalamazoo-Scott Borling	1&3 Mondays	7:00 PM	V	Rosine/McBride	Rosine/McBride
City of Parchment-Shannon Stutz	1&3 Mondays	7:00 PM	V	Brittigan/McBride	Brittigan/McBride
City of Portage-Erika Eklov	2&4 Tuesdays	7:00 PM	V	Pearson/Burns/McBride	Pearson/Burns/McBride
Alamo Township-Eric Cornell	2nd Monday	7:00 PM	V	Bricker	
Brady Township-Randy Smith	1st Tuesday	7:30 PM	V	Aardema	Aardema
Charleston Township-Jerry Vander Roest	4th Tuesday	4:00 PM	V	Aardema	
Climax Twonship-Don Schultz	2nd Tuesday	7:00 PM	V	Janssen	Janssen
Comstock Twonship- Randy Thompson	1&3 Mondays	7:00 PM	V	Thompson/McBride	Thompson/McBride
Cooper Township- Jeff Sorenson	2nd Monday	7:00 PM	V	Bricker	Brown
Kalamazoo Township-Don Martin	2&4 Mondays	7:30 PM	V	Leigh/McBride	Moatery/McBride
Oshtemo Township-Libby Heiny Cogswell	2&4 Tuesdays	7:00 PM	V	Farmer/Sloan/McBride	Farmer/Sloan/McBride
Pavilion Township-John Speeter	2nd Monday	7:00 PM	P	Breneman	Breneman
Prarie Ronde Township- Tom Swiat	2nd Tuesday	7:00 PM	P	Rama	Rama
Richland Township-Marslia Drouin	3rd Tuesday	7:00 PM	P	McCormick	
Ross Township- Jeff Bither	3rd Tuesday	7:00 PM	V	Urban	
Schoolcraft Township-Don Ulsh	2nd Tuesday	7:00 PM	V		
Texas Township- Julie Vanderwiere	2&4 Mondays	6:00 PM	V	Rosine	Rosine
Waukesima Township-Jason Gatlin	1st Monday	7:30 PM	P	Janssen	Janssen
Village of Augusta-John Thomas	1st Monday	7:00 PM	P	Urban	Urban
Village of Climax-Scott Torrance	1&3 Tuesdays	7:30 PM	P	Janssen	Janssen
Village of Richland-Rosemary Woodward	2nd Monday	7:00 PM	P	McCormick	McCormick
Village of Schoolcraft-Cheri Lutz	1&3 Mondays	7:00 PM	V		
Village of Vicksburg-Bill Adams	1&3 Mondays	7:00 PM	V	Rama	Rama
Kalamazoo Area Transportation Study	Last Wednesday	9:00 AM	V	Aardema/Janssen	Aardema/Janssen

ccta/comm outreach/2021 jurisdiction calendar/assignments



Connecting People Throughout
Kalamazoo County

Agenda Item # 9h1 Meeting Date 04/12/21
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: June 9, 2021
SUBJECT: Ad Hoc Board Policies Review Committee Update

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 CCTA and KCTA 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 three times and plan to meet again in the near future to review the recommended draft policies. Attached you will see the following:

1. Summary of existing KCTA and CCTA Board Policies and a summary of what is going to be recommended for that policy.
2. Summary list of new KCTA/CCTA Board Policies

At Monday's meeting, committee members will provide an overview of the two documents listed above. In July, the plan is to have the first reading of all policies and a second reading and adoption of the policies in August

RECOMMENDATION

This item is for information only.

Attachments

1. Summary of Existing KCTA and CCTA Board Policies
2. Summary of new KCTA/CCTA Board 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		Covered by Freedom of Information and new Board Ethics and
5	KCTA	1.04.00	Public Input on Service	2/25/2008		Rescind		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 program 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		
24	KCTA	3.07.00	Contracting	2/25/2008		Rescind		Use CCTA Purchasing Policy include as Board Approved Organizational Policies/Programs
25	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

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

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

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/82127776654) on any browser and entering this **Meeting ID**: <https://us02web.zoom.us/j/82127776654>

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.