



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
October 10, 2022
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, November 14, 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, October 10, 2022 at 11:30 a.m. for the purpose of:

| | Item | KCTA Action | CCTA Action |
|-----|---|------------------------|------------------------|
| 1. | Roll Call | | |
| 2. | Request to Approve Agenda and Minutes* | | |
| | a. Agenda for October 10, 2022 | Voice Vote | Voice Vote |
| | b. Minutes for September 12, 2022 | Voice Vote | Voice Vote |
| 3. | Public Comment | | |
| 4. | Consideration to Approve Support Services Agreement with the City of Kalamazoo* | Roll Call | Roll Call |
| 5. | Purchase of Cummins Bus Engine Parts from JX Enterprise, Inc.* | Roll Call | Roll Call |
| 6. | Consideration to Approve OPEB Underfunded Status Waiver* | Roll Call | Roll Call |
| 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 | | |
| | e. KATS | | |
| | f. Local Advisory Committee (LAC) | | |
| | 1. Appointment of Frank Cody* | Roll Call | Roll Call |
| 9. | Chairperson's Report | | |
| 10. | Public Comment | | |
| 11. | Members' Time | | |
| 12. | Closed Session – Motion to go into Closed Session to Discuss Executive Director's Evaluation and Contract | Voice Vote | Voice Vote |
| 13. | Adjournment | Voice Vote | Voice Vote |

*Indicates attachments included in agenda packet



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Kalamazoo County

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
September 12, 2022**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Cheryl Pesti, Rob Branch, Keshia Woodson-Sow, Kathy Schultz, Eric Davis, Barbara Blissett
Others Present: Earl Cox, Sr., John Gisler

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Tafari Brown, Dusty Farmer, Martin Janssen, Aditya Rama, Tim Sloan, Greg Rosine

KCTA Members Absent: Jeff Breneman, Sam Urban

*A motion was made by KCTA to excuse the absence of Breneman, Urban
Motion: Janssen Second: Aardema*

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Dusty Farmer, Martin Janssen, Garrylee McCormick, Lisa Moaiery, Jim Pearson, Greg Rosine*

CCTA Members Absent: Chris Burns, Randy Thompson

**Lisa Moaiery arrived at 11:35 a.m.*

*A motion was made by CCTA to excuse the absence of Burns, Thompson
Motion: Britigan Second: Pearson*

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 September 12, 2022, and for approval of the joint CCTA/KCTA special meeting minutes for July 11, 2022 and regular meeting of August 8, 2022.

Motion: McCormick Second: Aardema

Motion carried by voice vote.

3.) PUBLIC COMMENT – John Gisler commented that the new Justice Facility that was scheduled to be completed by May 2023 now has been pushed back to probably November 2023 due to supply chain delays.

4.) PRESENTATION OF PROPOSED CCTA FY 2023 AND FY 2024 BUDGETS

Exec. Dir. McBride reviewed the 2023-2024 CCTA Budgets. He presented a PowerPoint of budget highlights and said a Budget Small Group Meeting was held on July 18th to go over the budgets in detail and answer any questions from the boardmembers. (A copy of the PowerPoint is on file with the meeting minutes.)

A motion was made by KCTA and CCTA to open the public hearing to consider the Fiscal Year 2023 and 2024 CCTA Budgets.

Motion: Pearson

Second: Pearson

Motion carried by a roll call vote.

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

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

A motion was made by KCTA and CCTA to close the public hearing to consider the Fiscal Year 2023 and 2024 CCTA Budgets.

Motion: Pearson

Second: McCormick

Motion carried by a roll call vote.

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

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

A motion was made by KCTA and CCTA to approve the Fiscal Year 2023 and 2024 CCTA Budgets.

Motion: Janssen

Second: Pearson

Motion carried by a roll call vote.

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

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

Prior to the motion asked questions regarding future fare revenues, facility improvements, security, Pension and Other Post-Employment Benefits (OPEB).

5.) RENEWAL OF WORKERS COMPENSATION INSURANCE

Dir. of Support Services Greg Vlietstra provided a overview of the three-year past insurance coverage with Accident Fund. Vlietstra stated that due to reduced claims, better claims management and a light-duty program, it has resulted in lower rates. He said there was a significant increase of 35% but was still lower than what was paid out in 2018.

A motion was made by KCTA and CCTA to approve renewal of workers compensation coverage with Accident Fund Insurance Company of America at cost of \$177,918 and authorize the Executive Director to execute the necessary documents.

*Motion: Aardema
Motion carried by a roll call vote.*

Second: Janssen

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

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

6.) RENEWAL OF PROPERTY AND LIABILITY INSURANCE

Dir. of Support Services Greg Vlietstra provided a overview of the property and liability insurance Metro has used since transition from the City of Kalamazoo to CCTA. He said Metro has taken a more comprehensive review of insurance to make sure it is not underinsured. Vlietstra shared that Metro had asked for an increase in per occurrence limit because of the possibility of catastrophic events similar to the one in 2017 three-year past insurance coverage with Accident Fund

A motion was made by KCTA and CCTA to purchase the annual premium for property, auto and general liability insurance through September 30, 2023 in the amount of \$333,019 and authorize the Executive Director to execute the necessary documents.

*Motion: Sloan
Motion carried by a roll call vote.*

Support: Aardema

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

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

7.) PURCHASE OF HYBRID BUS BATTERY KITS

Dep. Dir. of Fleet & Facilities Rob Branch provided information regarding the purchase of three hybrid bus battery kits to replace the ones that have exceeded their useful life of six years. He said W.W. Williams was the lowest responsive bidder due to the specs required for the vehicles.

Prior to the motion, questions were answer about the efficiency of hybrid batteries or electric buses in the future and funding.

A motion was made by KCTA and CCTA to purchase three hybrid battery refresh kits with installation from W.W. Williams Company in the amount of \$178,603.38 and authorize the Executive Director to execute the necessary documents.

*Motion: Janssen Support: Brown
Motion carried by a roll call vote.*

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

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

8.) UPDATE ON DRUG AND ALCOHOL POLICY

Exec. Dir. McBride informed the Boards that Federal Transit Administration (FTA) request that Metro have a Drug and Alcohol Policy and Program in place to maintain a drug-free workplace because of federal funding. He said staff had attended training to review new requirements and update the policy.

Dep Dir of Operations Woodson-Sow responded to questions from the Boards and informed them that Metro safety and sensitive employees will undergo mandatory training to implement the updated policy.

A motion was made by KCTA and CCTA to approve the adoption of the Metro Safety Sensitive Employee Drug and Alcohol Policy.

*Motion: Aardema Support: Janssen
Motion carried by a roll call vote.*

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

Nays: None

Absent: Burns, Thompson

Ayes: Aardema, Brown, Farmer, Janssen, Rama, Sloan, Rosine

Nays: None

Absent: Breneman, Urban

9.) EXECUTIVE DIRECTORS REPORT

Exec. Dir. McBride introduced Eric Davis the new and Security Manager. McBride commented Eric relocated from Colorado where he worked as a sworn police officer.

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

- Human Resources
- Training
- Board Governance Retreat
- Comprehensive Operational Analysis (COA)
- KTC Security Reports

Included with the minutes is the summary memo and updates provided to the Boards.

10.) SUBCOMMITTEE REPORTS

Executive Subcommittee

Chair Rosine reported the committee met to discuss the current agenda. Chair Rosine commented that the Governance Steering Committee had been meeting with Mr. Doug Eadie since the retreat and would be forthcoming with an Action Report Outline.

Finance Subcommittee (joint with KCTA) – Met to discuss CCTA 2023 and 2024 Budgets.

Outreach Subcommittee – Did not meet.

Pension Board – Met to discuss current market valuations with the actuary. McCormick said that there had been a 12% interest loss last quarter. Pension Fund was still at 120%.based on the actuarial valuation.

KATS Policy Committee – Janssen reported on current road projects. Aardema commented that meeting opportunities were being offered to provide information on the two-way streets project proposed for downtown Kalamazoo.

Local Advisory Committee (LAC) – Did not meet.

9.) CHAIRPERSON REPORT – No Report.

10.) PUBLIC COMMENT – No comment.

11.) MEMBERS TIME

Aardema shared that, as a member of the Airport Board of Directors, he was excited about the new airline beginning service for Kalamazoo in October for direct flights to Orlando and Ft. Myers, Florida.

Janssen indicated the KATS website was a good tool to learn about the improvements going on in Kalamazoo.

The Boardmembers welcomed Eric Davis to the Metro staff.

12.) ADJOURNMENT

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

Motion: McCormick

Support: Janssen

Motion carried by voice vote.

The meeting adjourned at 12:57 P.M.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk

DRAFT



Agenda Item # 4
Meeting Date 10/10/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: October 3, 2022
SUBJECT: Support Services Agreement with the City of Kalamazoo

BACKGROUND

In 2015 the CCTA entered into a Support Services Agreement with the City of Kalamazoo (COK) to provide accounting and financial functions, benefits processing, treasury, information technologies, human resources, and purchasing/risk management, for CCTA. The original Agreement was extended for the period of October 1, 2019 through September 30, 2022.

DISCUSSION

Overall, the partnership with COK has remained very positive and steady.

Moving forward with an agreement extension, much of the structure of the original Support Services Agreement remains. As part of the previous extension, the CCTA reduced the role of COK in administering human resources. The role currently is limited to the use of specialized human resources software and the management of employee benefits.

It makes sense to maintain the partnership with the COK. In particular, many of the protocols in these areas are designed using software that has been carried over from the COK. To purchase proprietary software and redesign systems would be very expensive, time-consuming, and impactful to staff.

The cost of service reflects an 8.5% increase from the final year of the current Agreement. The City also conducted a stand-alone cost assessment looking at staff hourly costs, contract management and costs for software. This cost assessment was equivalent to the new contract cost with the inflationary adjustment. Funds are included in the proposed FY 2022 and 2023 budgets for this service.

RECOMMENDATION

Approve the three-year CCTA Support Services Agreement with the City of Kalamazoo beginning on October 1, 2022 and ending on September 30, 2025 and authorize the Executive Director to sign all related documents.

Attachment:

1. CCTA Administrative Services Agreement with the City of Kalamazoo

CCTA-City Support Services Agreement

| | |
|---|---|
| Central County Transportation Authority ("CCTA") 530 North Rose Street Kalamazoo, Michigan 49007 Attn: Executive Director | City of Kalamazoo ("City") 241 West South Street Kalamazoo, Michigan 49007 Attn: City Manager |
|---|---|

The City and CCTA agree:

1. Acknowledged Facts.

- a. CCTA has taken over the operation of the City's public transportation system known as Metro Transit. Before that transition, the City had been providing administrative services to Metro Transit. CCTA is requesting to continue receiving similar services from the City as described below.

2. Term of Agreement.

- a. It is agreed by the parties that the City shall perform certain accounting and financial functions, benefits processing, treasury, information technologies, human resources, and purchasing/risk management, for CCTA for a three-year period beginning on October 1, 2022, and ending on September 30, 2025. The term of this Agreement may be extended by the mutual agreement of the parties.

3. City Responsibilities.

The City shall perform the following accounting services and financial support functions for CCTA:

- a. Payroll Vendor Payments.
 - i. Provide full payroll services for CCTA employees including the preparation of payroll checks, direct deposits, processing and submission of tax withholding payments and tax reporting documents. CCTA will purchase its own paper stock for payroll checks and stubs. Payroll will be processed in accordance with the City's standard payroll procedures and timekeeping software.
 - ii. Process and pay CCTA invoices, including payments to vendors. CCTA will purchase its own check stock for payments to be made in accordance with the City's accounts payable procedures.
 - iii. Process annual information returns including unemployment taxes, W-2's and 1099's as needed.

- iv. Work with the Kalamazoo City Treasurer to use CCTA funds to finance payroll and vendor payments.
- b. Pension & Retiree Health Care Management
 - i. Calculate employee pension benefits, process pension checks, pay retiree health care claims and related expenses, and administer annual reporting and actuarial studies relative to CCTA retirees and active CCTA employees who are eligible to receive pension and/or defined retiree health care benefits.
 - ii. Administer the assets entrusted to pay CCTA employee and retiree defined benefit pension and retiree health care benefits, as well as related reporting, legal compliance, investments, cash management, payment of expenses, and related ministerial tasks.
 - iii. Administer retiree healthcare savings accounts for CCTA employees and retirees.
- c. Annual Reporting
 - i. Coordinate with independent auditors selected by CCTA, to the extent necessary, to assist in the completion of the annual financial statements and single audit of federal awards in accordance with generally accepted accounting practices and applicable statutes.
 - ii. Consult with CCTA on financial policies and procedures.
 - iii. Assist CCTA with preparation for triennial review by the Federal Transit Administration (FTA).
- d. General Ledger
 - i. Prepare and maintain a year-to-date general ledger and provide detailed information supporting financial statement numbers to CCTA, including recording financial activity in the City's financial enterprise resource program (Eden, or another system) and balancing the general ledger module with subsidiary systems.
 - 1. Bank account and balance sheet account reconciliations including inventory, and prepaid asset accounts.
 - 2. Update Chart of Accounts based upon input from CCTA.
 - 3. Complete F-60 report in compliance with National Transit Database requirements.

4. Regulatory changes such as new Governmental Accounting Standard Board (GASB) implementation may be billed separately from the amount listed in this contract. The City will provide CCTA a proposal for cost of implementation. Complex implementations may require external resources.

e. Treasury

- i. Receive CCTA tax collection funds from the County Treasurer, as well as other CCTA receipts. Deposit CCTA funds into a bank account which has been established solely for CCTA funds.
- ii. Process reimbursements from the CCTA to taxing units as required, identify, and process all eligible reimbursements and rebates from the State of Michigan or other entities to the CCTA (i.e., exempt personal property reimbursements, etc.).
 1. File all required property tax-related remiss to various entities including the State of Michigan.
- iii. Invest CCTA surplus cash in a manner consistent with applicable laws, CCTA and City policies. Manage CCTA funds to finance CCTA payroll, accounts payable and other CCTA needs. The City will not provide City funds to cover CCTA needs.

f. Information Technology

- i. Will provide the following solutions: Office 365 (0365), Exchange, Active Directory licensing; server availability; VoIP phone service; network devices; Antivirus software; current software maintenance; IT security and data.
- ii. Will provision and administer the accounts as necessary and respond to requests within 48 hours.
 1. CCTA agrees to abide by the IT security rules and policies enacted by City IT. Exceptions can be implemented where necessary by mutual agreement
 2. CCTA agrees to share all data from City supported systems with City IT.
- iii. Billing related to additional databases and proportionate use, or City software is included in the contracted price. Change in software resulting increased fees will be allocated to CCTA.

- iv. Migrations from currently supported software solutions to new city standard solutions will be supported by City IT.
 - v. Any additional accounts beyond those existing at time of contract signing that are needed will be paid for by CCTA via City IT process.
 - vi. New hardware as needed, will be purchased by CCTA through the City IT department. CCTA will abide by the city lifecycle management requirements for all hardware, including but not limited to, network hardware, laptops, and PCs.
- g. City Clerk
- i. The City Clerk will provide records maintenance according to the retention and destruction schedules established by the City and provide records to CCTA as requested by CCTA.
- h. Human Resources
- i. Provide benefit administration, affordable health care reporting, and EEO reporting in a manner consistent with CCTA policies.
- i. Purchasing & Risk Management
- i. Purchasing- including support, review and approval of purchase orders, requisitions, competitive bidding, contract management, and vendor qualification, excluding fuel bids.
 - ii. Risk management- including leased underground storage tanks and buildings.
 - 1. Notwithstanding termination rights under Section 9 of this Agreement, services under this section may be discontinued in whole or in part at the discretion of CCTA at any time upon notification to the City.
- j. Timeliness
- i. City staff shall be provided 48 business hours to respond to any information request from the CCTA; reasonable requests for expedition by the CCTA will be honored by the City.
- k. Planning Meetings
- i. The City's Chief Financial Officer and the CCTA's Executive Director and any appropriate staff and/or consultants will meet on

a regular basis to identify outstanding issues, their resolutions and the resources assigned to the same within the scope of this Agreement.

4. **CCTA Responsibilities.**

- a. CCTA agrees to do the following to assist the City in performing the services and functions being provided under this Agreement:
 - i. Provide general information on a timely basis to the City to allow the City to perform its tasks.
 - ii. Provide hourly and/or salary information for employees as needed to allow City to perform payroll: functions.
 - iii. Provide a tie out report from CCTA for quarterly OAR report to general ledger. Provide occasional fixed asset additions and deletions.
 - iv. Timely submission of approved accounts payable documents in a manner provided by the City.
 - v. Timely submission of approved payroll forms in a manner provided by the City.
 - vi. Assist independent auditors with the annual CCTA audit, with support from City.

- b. **Compensation.**
 - i. CCTA shall pay \$550,644 to the City in four equal installments of \$137,661 payable on October 1st, January 1st, April 1st and July 1st for first year of the Agreement increasing by three percent for year two of the Agreement and adjusted by the Consumer Price Index (CPI) for year three of the Agreement.
 - ii. In the event that CCTA requests that the City perform any additional services not enumerated in this Agreement, including any transition services and related costs. Such services shall be billed to CCTA at the cost of \$50.00 per hour plus the actual costs of materials and services and shall be payable within 30-days from receipt of an invoice. Additional services shall not be provided by the City without prior written approval from CCTA. The City can decline to provide any additional services requested by CCTA.

5. City as Independent Contractor.

- a. The City, in providing the services set forth in this Agreement, shall be acting as an independent contractor and not as an agent, partner, joint venture or employee of the CCTA. Neither City nor its employees are entitled to benefits provided by the CCTA to its employees. The CCTA is not responsible for any compensation, FICA, withholding taxes, employment compensation or any other similar payment for the City or the City's employees.

6. Non-Discrimination.

- a. City agrees not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or any other matter directly or indirectly related to employment, because of sex, color, age, national origin, religion, height, weight, marital status, disability, political affiliation, sexual orientation, or gender identity. City further agrees to require compliance with this paragraph of the Agreement by any of City's subcontractors providing services under this Agreement. Breach of this paragraph of the Agreement may be regarded as a material breach of the Agreement.

7. No Third-Party Rights

- a. This Agreement is made solely for the benefit of the parties who are signatories to it and is not for the benefit of any third party. No third party can enforce any obligations under this Agreement.

8. Termination Rights

- a. This Agreement may be terminated by either party at any time, either with or without cause, by providing the other party with the required written notice of the same. The right to terminate this Agreement is not an exclusive remedy.
- b. Termination for Cause. For purposes of this Agreement, "for cause" is deemed to be a material breach by either party of the terms of this Agreement.
 - i. For purposes of terminating this Agreement for cause, the terminating party shall provide the non-terminating party with written notice of the default and at least fifteen (15) days to cure the same. The fifteen (15) day period to cure the default shall begin to run when written notice of the default is deemed received by the non-terminating party as determined by paragraph 13 of this Agreement. If, at the end of this fifteen (15) day period, the non-terminating party has failed to cure the default, this Agreement will terminate.

- c. Termination Without Cause. Either party may terminate this Agreement at any time without cause by providing the other party with sixty (60) days advance written notice of the same. This Agreement shall be deemed to terminate sixty (60) days from the date that written notice is deemed received by the non-terminating party as determined by paragraph 12 of this Agreement.
- d. Compensation. If this Agreement is terminated by either party, CCTA shall have no obligation to pay the City for any work done by the City after the date the Agreement is deemed terminated.

9. Hold Harmless.

- a. City agrees to hold harmless CCTA and its employees, officers, directors, and representatives from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, including reasonable attorney fees arising from or relating to any proceedings, actions, demands, causes of action, liability and suits of any kind and nature, made upon CCTA directly or indirectly in any way arising out of or resulting from the willful acts or negligence of City, its agents, employees or contractors.
- b. CCTA agrees to hold harmless City and its employees, officers, directors, and representatives from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, including reasonable attorney fees arising from or relating to any proceedings, actions, demands, causes of action, liability and suits of any kind and nature, made upon City directly or indirectly in any way arising out of or resulting from the willful acts or negligence of CCTA, its agents, employees or contractors.

10. Severability.

- a. If any provision of this Agreement is determined to be invalid or unenforceable, the other provisions of the Agreement will remain valid and enforceable in accordance with their respective terms, and any such invalid or unenforceable provision will be deemed to be modified with retroactive effect to render such provision valid and enforceable.

11. CCTA Documents.

- a. During the course of this Agreement, the City will have access to information of CCTA. The City agrees that this information will not be used for any purpose other than to carry out the terms of this Agreement. In the event the City receives a Freedom of Information Act ("FOIA") request for any public record of CCTA in the City's possession, the City shall immediately advise CCTA of the FOIA request. The City agrees to work with CCTA in preparing a response to the FOIA request.

12. Notice.

- a. Any notice, consent or approval required or permitted to be given under this Agreement shall be:
 - i. in writing.
 - ii. addressed to the recipient at the address of the recipient set forth on this Agreement's first page, or to such other address as that party may hereafter designate in writing to the other party; and
 - iii. deemed to have been received upon (i) personal delivery, (ii) one business day after being deposited with Federal Express or another reliable, nationally- recognized overnight courier service for next day delivery or transmission, or (iii) two business days after being deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required.

13. Miscellaneous

- a. This Agreement shall be governed by the laws of the State of Michigan. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and assigns. This Agreement is personal to each of the parties and neither party may assign or delegate any of its rights or obligations under this Agreement without first obtaining the other party's written consent. This Agreement may not be amended, altered, or modified except by written agreement signed by both of the parties. The headings contained in this Agreement are for convenience only and shall not affect the interpretation or construction of this Agreement.

IN WITNESS WHEREOF, this Agreement has been duly executed and delivered by the parties hereto as of the date first above written.

The City of Kalamazoo

Central County Transportation Authority

By: _____
James K. Ritsema
City Manager

By: _____
Sean McBride
Executive Director

Date: _____

Date: _____



Connecting People Throughout
Kalamazoo County

| |
|---|
| Agenda Item: # 5 Meeting Date 10/10/2022 |
|---|

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Rob Branch, Deputy Director of Fleet & Facilities
DATE: September 29, 2022
SUBJECT: Purchase of Cummins Bus Engine Parts from JX Enterprise, Inc.

BACKGROUND

To maintain a safe and cost-effective fleet of vehicles, Metro uses a large amount of bus engine replacement parts such as overhaul kits, diesel particulate filters, gaskets, injectors, pumps, etc.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on September 22, 2022. The bid quantities used are considered a sample basket of goods for one year for pricing purposes. The total annual amount estimated to be spent for the next year is approximately \$290,000.

JX Enterprises, Inc. (also known as JX Truck Center in Kalamazoo, Michigan) was the lowest responsive and responsible bidder. As an authorized warranty dealer for our engines, Metro has been satisfied with the customer service provided in recent years. It is important to note that this contract is not exclusive. In other words, we still can buy parts from JX Enterprises competitors like Cummins, West Michigan International, etc.

The contract period is for one year plus four optional one-year extensions if both parties agree.

RECOMMENDATION

It is recommended that the CCTA and KCTA Boards approve a one-year contract and four one-year extension options with JX Enterprises, Inc. for the purchase of bus engine parts at a first-year amount not to exceed \$290,000 and authorize the Executive Director to execute all documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

KALAMAZO

Bid Opening: September 22, 2022 @ 3:00 p.m.
 Bid Ref #: 55733-015.0
 Opened By: Gracia Mason
 Recorded By: Scott Friedrich

THIS IS NOT AN ORDER

Term Contract Cummins Bus Engine Parts
 ATTENDED BY: Scott Friedrich

| Item | Description | ES T QT Y | JX Enterprises Inc. | | *Kirks Automotive | | **Cummins, Inc. | |
|---------------------------|-----------------------------------|--------------------|---------------------|-------------------|-------------------|------------------|-----------------|-------------------|
| | | | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| 2871453 | Gasket- Adapter | 25 | \$ 30.14 | \$ 753.50 | \$ 11.00 | \$ 275.00 | \$ 31.57 | \$ 789.25 |
| 5289380PX | Injector 1024-1029 | 12 | \$ 832.83 | \$ 9,993.96 | \$ 528.00 | \$ 6,336.00 | \$ 649.92 | \$ 7,799.04 |
| 5256034 | Injector 1016-1023 | 12 | \$ 748.93 | \$ 8,987.16 | \$ 360.00 | \$ 4,320.00 | \$ 803.77 | \$ 9,645.24 |
| 5316903 | Wiring Harness 1016-1020 | 2 | \$ 733.26 | \$ 1,466.52 | | \$ - | \$ 668.74 | \$ 1,337.48 |
| 5367847 | Gasket, Integrated Wiring | 6 | \$ 137.65 | \$ 825.90 | | \$ - | \$ 125.77 | \$ 754.62 |
| 5327172RX | Turbo 1024-1026 | 3 | \$ 3,365.01 | \$ 10,095.03 | | \$ - | \$ 3,074.50 | \$ 9,223.50 |
| 2881692RX | Cooler EGR 1016-1029 | 2 | \$ 756.88 | \$ 1,513.76 | | \$ - | \$ 690.29 | \$ 1,380.58 |
| 4089215 | Compressor Head Kit | 4 | \$ 2,032.01 | \$ 8,128.04 | \$ 675.00 | \$ 2,700.00 | \$ 1,916.99 | \$ 7,667.96 |
| 5262071 | Tube, CPR Water Outlet 1016-1029 | 8 | \$ 42.74 | \$ 341.92 | | \$ - | \$ 38.77 | \$ 310.16 |
| 5447591 | Gasket EGR | 8 | \$ 5.78 | \$ 46.24 | \$ 3.99 | \$ 31.92 | \$ 5.28 | \$ 42.24 |
| 5332302 | ECM Wiring harness 1024-1029 | 3 | \$ 761.99 | \$ 2,285.97 | | \$ - | \$ 711.76 | \$ 2,135.28 |
| 4936196 | Tube injector #6 1005-1015 | 6 | \$ 40.83 | \$ 244.98 | | \$ - | \$ 37.03 | \$ 222.18 |
| 2872127PX | Injector 1005-1015 | 18 | \$ 792.50 | \$ 14,265.00 | | \$ - | \$ 726.76 | \$ 13,081.68 |
| 4352524RX | Turbo 1005-1015 | 4 | \$ 3,632.69 | \$ 14,530.76 | | \$ - | \$ 3,319.06 | \$ 13,276.24 |
| 5496047RX | Turbo Actuator 1024-1029 24V | 4 | \$ 1,109.77 | \$ 4,439.08 | \$ 1,450.00 | \$ 5,800.00 | \$ 1,361.43 | \$ 5,445.72 |
| 4034315RX | Turbo Actuator 1016-1023 12V | 4 | \$ 1,089.04 | \$ 4,356.16 | \$ 1,450.00 | \$ 5,800.00 | \$ 992.23 | \$ 3,968.92 |
| 3973819 | Tensioner Water Pump Belt 09-15 | 10 | \$ 133.91 | \$ 1,339.10 | | \$ - | \$ 122.77 | \$ 1,227.70 |
| 3969058 | Tube oil dipstick 1005-1015 | 6 | \$ 129.56 | \$ 777.36 | | \$ - | \$ 122.23 | \$ 733.38 |
| 5361605RX | Cylinder Head 1016-1029 | 1 | \$ 2,170.52 | \$ 2,170.52 | | \$ - | \$ 1,983.14 | \$ 1,983.14 |
| 5347975RX | Cylinder Head 1013 | 2 | \$ 3,750.78 | \$ 7,501.56 | | \$ - | \$ 3,495.49 | \$ 6,990.98 |
| 4352253RX | EGR Cooler | 6 | \$ 1,148.78 | \$ 6,892.68 | | \$ - | \$ 1,076.69 | \$ 6,460.14 |
| 5256656 | Engine Harness 1005-1015 | 4 | \$ 759.76 | \$ 3,039.04 | | \$ - | \$ 692.91 | \$ 2,771.64 |
| 5261322 | Fan support 1016-1020 | 3 | \$ 373.00 | \$ 1,119.00 | | \$ - | \$ 340.18 | \$ 1,020.54 |
| 5273379 | thermostat 1005-1015 | 10 | \$ 46.42 | \$ 464.20 | \$ 32.00 | \$ 320.00 | \$ 42.44 | \$ 424.40 |
| 5284362 | cooler oil 1001-1015 | 5 | \$ 197.88 | \$ 989.40 | \$ 165.00 | \$ 825.00 | \$ 181.47 | \$ 907.35 |
| 4309416NX | EGR Valve 1024-1029 | 6 | \$ 660.94 | \$ 3,965.64 | | \$ - | \$ 621.74 | \$ 3,730.44 |
| 5322348RX | Turbo 1016-1023 | 4 | \$ 3,158.53 | \$ 12,634.12 | | \$ - | \$ 2,885.84 | \$ 11,543.36 |
| 4935460 | waterpump belt 1005-1015 | 12 | \$ 47.10 | \$ 565.20 | | \$ - | \$ 44.43 | \$ 533.16 |
| 4983588 | oil pump 1001-1015 | 3 | \$ 309.23 | \$ 927.69 | \$ 209.00 | \$ 627.00 | \$ 282.03 | \$ 846.09 |
| DR7701RX | Long Block for 1029 | 2 | \$ 13,770.99 | \$ 27,541.98 | | \$ - | \$ 11,548.56 | \$ 23,097.12 |
| 3945917 | bearing set main 1095-1015 | 2 | \$ 231.93 | \$ 463.86 | | \$ - | \$ 211.52 | \$ 423.04 |
| 2871453 | gasket -adaptor | 6 | \$ 30.14 | \$ 180.84 | | \$ - | \$ 31.57 | \$ 189.42 |
| 2871863 | clamp | 10 | \$ 75.70 | \$ 757.00 | \$ 29.00 | \$ 290.00 | \$ 77.76 | \$ 777.60 |
| 2872277 | sensor position cam | 10 | \$ 26.32 | \$ 263.20 | \$ 15.00 | \$ 150.00 | \$ 23.88 | \$ 238.80 |
| 4955643 | gasket set upper 1005-1015 | 3 | \$ 260.65 | \$ 781.95 | \$ 205.00 | \$ 615.00 | \$ 237.71 | \$ 713.13 |
| 4955530 | piston kit 1005-1015 | 12 | \$ 321.59 | \$ 3,859.08 | \$ 220.00 | \$ 2,640.00 | \$ 293.30 | \$ 3,519.60 |
| 4991240 | idler pulley 1005-1008 | 6 | \$ 134.92 | \$ 809.52 | | \$ - | \$ 137.85 | \$ 827.10 |
| 5263986 | Breather crankcase | 5 | \$ 312.78 | \$ 1,563.90 | | \$ - | \$ 288.05 | \$ 1,440.25 |
| cv52001 | Filter Hybrid | 12 | \$ 83.99 | \$ 1,007.88 | \$ 92.99 | \$ 1,115.88 | \$ 133.36 | \$ 1,600.32 |
| 3916048 | hose flexible | 6 | \$ 49.82 | \$ 298.92 | | \$ - | \$ 47.00 | \$ 282.00 |
| 3958112 | front cover 1005-1015 | 3 | \$ 125.67 | \$ 377.01 | | \$ - | \$ 114.83 | \$ 344.49 |
| 3288598 | belt serp/alt 1016-1020 | 15 | \$ 55.78 | \$ 836.70 | | \$ - | \$ 50.61 | \$ 759.15 |
| 4931563 | belt waterpump 1016-1020 | 15 | \$ 49.70 | \$ 745.50 | | \$ - | \$ 45.09 | \$ 676.35 |
| 5287191NX | Inlet catalyst DOC 1005-1015 | 3 | \$ 3,796.89 | \$ 11,390.67 | \$ 1,433.00 | \$ 4,299.00 | \$ 3,469.08 | \$ 10,407.24 |
| 4954315Rx | High pressure fuel pump 1005-1015 | 5 | \$ 2,665.51 | \$ 13,327.55 | | \$ - | \$ 2,435.38 | \$ 12,176.90 |
| 4955484NX | EGR valve 1005-1015 | 7 | \$ 691.48 | \$ 4,840.36 | | \$ - | \$ 630.62 | \$ 4,414.34 |
| TOTAL | | | \$ | 193,705.41 | \$ | 36,144.80 | \$ | 178,139.26 |
| % DISCOUNT Cummins | | | | 30% | | 0% | | 25% |
| Parts Not listed | | | | | | | | |

* Did not bid all items
 ** Nonresponsive – Did not meet Delivery Specification



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| Agenda Item: # 6 Meeting Date 10/10/22 |
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: September 30, 2022
SUBJECT: OPEB Underfunded Status Waiver

BACKGROUND

OPEB, or Other Post-Employment Benefits, are benefits, that employers provide to their retirees (not including pension). These benefits are usually composed of coverage for retiree health care, prescription drugs, and dental. For retirees hired before September 7, 2011, Metro offers traditional health insurance, this comprises Metro's OPEB obligation.

For retirees hired after September 7, 2011, Metro offers a retirement Health Care Savings Program (HCSP) administered by the Michigan Employees Retirement System (MERS). Metro contributes \$100 per pay period (\$2,600 per year) in the account. Upon retirement, employees have access to their account funds for qualified health care expenses.

The Metro retiree health care benefit and the associated assets and liabilities were not transferred to the CCTA in 2016 and remain a component of the City of Kalamazoo OPEB program. As part of the Transfer Agreement between the CCTA and the City of Kalamazoo, CCTA is responsible for funding the OPEB costs for former and current Metro employees.

DISCUSSION

The Metro funding ratio as of a required report to the State of Michigan using data as of September 30, 2021, was 33.3%. As part of Michigan Public Act 202 of 2017, a funding level below 40% for a non-primary government (primary governments are cities and counties) triggers a preliminary review of underfunded status and a required waiver (attached). The CCTA/KCTA Boards have previously approved the waiver in 2020 and 2021.

The City of Kalamazoo and Metro have taken three primary steps to address the funding shortfall. One action was the 30-year bonding of the OPEB debt in 2014 which has lessened the shortfall. A second measure to lower expenses is shifting retirees from traditional Blue Cross Blue Shield plans to a custom Medicare Advantage Plan. Third, and most recently, this board proactively approved creating a secondary OPEB trust fund with an initial seed funding of \$300,000 in July of 2019, \$150,000 in 2020, \$250,000 in 2021, and \$350,000 in 2022.

These efforts have made a difference improving the OPEB funding ratio. The most recent standard basis actuarial study, which considered the transition to a Blue Cross Blue Shield Medicare Advantage plan, showed an updated and improved 82.5% funding in the OPEB plan. The actuarial basis used in our financial reports and how the State of Michigan calculates the funding ratio percentage are different.

Jim Anderson from GRS is planning to present at the December 12th board meeting to provide further information of both Metro OPEB and pension valuations. This information was previously presented by Mr. Anderson at the Pension Board meeting on September 8th. Mr. Anderson will best be able to explain in detail the measurement techniques in developing the actuarial valuations.

Subject: OPEB Underfunded Status

Date: October 10, 2022

Page 2

RECOMMENDATION

It is recommended that the CCTA and KCTA Boards authorize the Executive Director to complete and submit the attached waiver application.

Attachment

Application for Waiver: Retirement Health Benefit Systems

Protecting Local Government Retirement and Benefits Act

Application for Waiver:

Retirement Health Benefit Systems

Issued under authority of Public Act 202 of 2017.

I. LOCAL GOVERNMENT INFORMATION

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

2. GENERAL INFORMATION

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

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

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

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

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

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

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

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

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

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

3. DESCRIPTION OF PRIOR ACTIONS

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

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

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

Category of Prior Actions:

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

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

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

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

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

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

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

The City of Kalamazoo and the CCTA have taken three primary steps to address the funding shortfall. One action was the 30-year bonding of the OPEB debt in 2014 which has lessened the shortfall. A second measure to lower expenses is shifting retirees from traditional Blue Cross Blue Shield plans to a custom Medicare Advantage Plan. Third, and most recently in June of 2019, the CCTA board proactively approved creating a secondary OPEB trust fund with an initial seed funding of \$300,000, \$150,000 contributed in 2020, and \$250,000 contributed in 2021, and \$350,000 contributed in 2022. The balance as of September 15 was approximately \$1,070,000.

4. DOCUMENTATION ATTACHED TO THIS WAIVER APPLICATION

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

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

Naming Convention:

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

Type of Document:

This waiver application (required);

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

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

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

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

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

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

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

Other documentation, not categorized above.

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

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

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

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

Signature: _____ Date: 09/30/2022



Agenda Item: # 7
Meeting Date: 10/10/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: October 3, 2022
SUBJECT: Executive Director Update

CCTA Board Appointment

At their October 4th meeting the Kalamazoo County Board of Commissioners appointed Rodney Halcomb to be the rural representative to the CCTA Board. Rodney is a retired businessman and has worked with the Postal Service as Transportation Supervisor. He fills the unexpired term of Rob Bricker

Human Resources

Three new Coach Operators started a training class on September 19, 2022. There are approximately 5 additional Coach Operators candidates that are planning to start the next training class on October 17th.

A new Service Lane Attendant is anticipated to start October 17th. Recruitment for an Outreach Coordinator, Operations Supervisor and KTC Customer Services Clerk are in progress.

Comprehensive Operational Analysis

Staff is working to complete information for Foursquare as we approach the week of December 12th where the consultant will be in Kalamazoo to present the recommendations for the Comprehensive Operational Analysis. Additional Public meetings will also be set-up that week.

Part of the detail work that is currently taking place includes field testing. Field testing includes driving a 40' bus along the new proposed bus routes to determine how long it takes to complete the route, whether a 40' bus can safely and efficiently navigate the area and identify any other driver concerns.

Outreach

| Date | Event |
|---------------------|--|
| 10/12/22 | Project Connect at Kalamazoo Expo Center |
| 10/31/22 | Charlie's Place Halloween Bus |
| 11/3/22 | Portage Senior Community Open House |
| 11/19/22 | Kalamazoo Holiday Parade |
| 9/25/22 - completed | Parkview Hills Block Party |
| 9/30/22 - completed | Veterans Stand Down at Salvation Army |

Inflation Impact

Staff continue to manage the cost and service impact that is being felt as part of the current inflationary environment. For example, Metro currently has a purchase order for the acquisition of four medium duty buses. These are approximately 30-foot buses used in our Metro Connect operation. The purchase order is for \$107,529. The buses will not be delivered unless we pay \$190,858. Staff is working on options for proceeding. Additionally, staff is being challenged with the management of service contracts.

Board Governance Retreat

Mr. Eadie, based on the exercises and discussion at the retreat, is finalizing the Report and Action Plan. The Governance Steering Committee is reviewing the document on October 14th. Key areas of action include: 1) Affirm commitment to high-impact governance; 2) Update governing structure; 3) Systematically and continuously develop capacity and accountability of Boards; 4) Strengthen boardmember engagement through standing committees; and, 5) Ensure a positive and productive Board-Executive Director Partnership. The report and action plan will be presented to Boards at the November meeting.

Youth Mobility

The Youth Mobility Bus Passes were distributed to the four high schools starting September 1 (400 bus passes in total). In the month of September, 1,399 rides were provided to the students with the majority using the 12-Duke route (Loy Norrix High School).

KTC Security Reports

Attached is the September Security Report from Eric Davis, Safety and Security Manager. Data tracking systems are in the process of being enhanced.

Attachments:

1. Metro's KTC September Security Report

September 2022 KTC Security Report

Prepared by: Eric Davis

Title: Safety & Security Manager

Overview:

During the month of September, though the calls to KDPS and EMT transports remain high they are down from August. Security Plus presented a presence with continuous monitoring throughout the day in the bus bays, Amtrak, and the facility. KDPS presence remained consistent for the month of September, making frequent trips through the facility.

Activity Summary for September

KPS Calls –

- 9/6/22 – disruptive man
- 9/9/22 – man throwing bricks at security
- 9/12/22- man was having a breakdown and started turning tables over
- 9/12/22- lady was causing trouble at the KTC and she was made to leave
- 9/15/22- lady was taking off her clothes in the bathroom
- 9/16/22- trespasser on premises
- 9/16/22- lady in the bathroom making loud noises
- 9/19/22- trespasser on premises
- 9/19/22- man going around saying he was going to kill people
- 9/20/22- lady laying on the ground refusing to get up
- 9/20/22- drug activity in the men bathroom
- 9/20/22- fight on Duke bus in Bay 20
- 9/21/22- At 05:30am Unknown male approached Metro employees in parking lot and asked them to buy something
- 9/23/22- man not following rules
- 9/25/22 – Man in lobby refused to leave and pushed security guard. One security guard did not handle the situation appropriately. An investigation was completed and Security Plus Owners made the decision to terminate that security guard.

EMS Calls –

- 9/2/22 – called for a man who had passed out, the guy regained consciousness and walked away before EMT arrived.
- 9/8/22 – Elderly woman with leg and chest pain, EMS came to assist but woman refused to go to the hospital
- 9/15/22- lady fell in bay 12 but refused to be transported by EMS
- 9/16/22- lady was not feeling good, she requested EMS but refused to go to the hospital
- 9/20/22- lady having a seizure
- 9/20/22- Lady passed out due to overdosed in bus bays, transported by EMS

Other Activities

All of September, almost every morning, security is waking up and asking homeless to leave the bus bays. Only two of the total incidents reported appeared to be drug related.

9/1/22 – Man and Woman fighting by railroad tracks KDPS was not called

9/9/22 – KDPS was present helping a lady that needed serious attention and they contacted EMS; Drug activity in the women's bathroom reported by another lady in the bathroom, security checked but found no activity

9/12/22 – young lady threatened a security guard; KDPS was on the premises and escorted a lady that was being threatened

9/22/22- it was discovered that we had a person impersonating our security, walking around in a Security Plus jacket



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| Agenda Item: #7a Meeting Date: 10/10/22 |
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: September 19, 2022
SUBJECT: August 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 \$4,782,752 (63%) of the FY22 millage.
- We have collected \$2,467,573 (95% 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 August 2021 was \$2.12 and in August 2022, it was \$3.54. This is a 67% increase.
- Total operating expenditures for Metro year-to-date are 74% of the total budgeted amount.

Attachment:

1. August 2022 Income & Expense Statement



| | FY2022 CCTA Board Recommended Budget | August 2022 | Year to Date FY 2022 | Year to Date % 92% | Monthly Funding % |
|--|---|------------------|-------------------------|-----------------------------|-------------------------|
| STATEMENT OF INCOME AND EXPENSE | | | | | |
| Operating Revenue | | | | | |
| Fare Revenue | | | | | |
| Regular Route Cash | 566,500 | 47,800 | 488,815 | 86% | 2% |
| Metro County Connect Fares | 187,117 | 9,275 | 191,863 | 103% | 0% |
| Specialized Services Fares | | | | | |
| Metro County Connect - Access Fares | 147,686 | 12,550 | 176,967 | 120% | 0% |
| Tokens | 259,875 | 18,863 | 190,957 | 73% | 1% |
| Pass Sales | 200,310 | 20,645 | 185,155 | 92% | 1% |
| WMU Prepaid Fares | 1,150,000 | 592,500 | 1,167,500 | 102% | 19% |
| Texas Twp/KVCC Prepaid Fares | 87,565 | 0 | 66,318 | 76% | 0% |
| | <u>2,599,053</u> | <u>701,633</u> | <u>2,467,573</u> | 95% | 22% |
| Other Revenue | | | | | |
| Advertising | 120,200 | 0 | 61,295 | 51% | 0% |
| Intermodal Operations | 136,000 | 900 | 137,733 | 101% | 0% |
| Miscellaneous Revenue | 22,800 | 73,606 | 188,696 | 828% | 2% |
| Commission Revenue - Ticket Sales | 20,000 | 0 | 17,320 | 87% | 0% |
| Interest Income | 7,500 | 855 | 5,893 | 79% | 0% |
| | <u>306,500</u> | <u>75,360</u> | <u>410,937</u> | 134% | 2% |
| Urban Millage (CCTA) | 4,589,014 | 1,251,418 | 2,765,945 | 60% | 40% |
| County-wide Millage (KCTA) | 3,003,310 | 437,359 | 2,016,807 | 67% | 14% |
| MDOT - Operating | 5,013,610 | 425,147 | 4,717,998 | 94% | 14% |
| FTA - Operating | 4,147,774 | 2,493 | 2,021,491 | 49% | 0% |
| Provision for Depreciation | 3,200,000 | 247,728 | 2,779,264 | 87% | 8% |
| TOTAL OPERATING REVENUE | <u>22,859,261</u> | <u>3,141,139</u> | <u>17,180,015</u> | 75% | 100% |
| Operating Expenses by Division | | | | | |
| Administration/Overhead | 7,217,341 | 560,792 | 4,435,724 | 61% | |
| Kalamazoo Transportation Center Operations | 783,839 | 72,711 | 653,985 | 83% | |
| Maintenance | 3,188,711 | 295,862 | 2,697,968 | 85% | |
| Operations | 7,467,798 | 722,747 | 5,972,203 | 80% | |
| Metro Connect | 4,832,897 | 13,687 | 3,610,090 | 75% | |
| Metro Share | 63,642 | 5,364 | 44,229 | 69% | |
| TOTAL OPERATING EXPENSE | <u>23,554,228</u> | <u>1,671,162</u> | <u>17,414,198</u> | 74% | |
| NET (UNFUNDED) BALANCE for period | <u>(694,967)</u> | <u>1,469,977</u> | <u>(234,184)</u> | | |



Connecting People Throughout
Kalamazoo County

| |
|---|
| Agenda Item: # 7b Meeting Date: 10/10/22 |
|---|

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Kathy Schultz, Planning and Development Manager
DATE: October 5, 2022
SUBJECT: August 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 | 120,024 | 10,281 | 2,065 | 132,370 |
| FY21 | 90,114 | 8,433 | 1,376 | 99,923 |
| Difference | +29,910 | +1,848 | 689 | +32,447 |
| % Change | +33.19% | +21.91% | +50.07% | +32.47 |

| Year-to-Date Ridership | | | | |
|------------------------|-----------|---------------|-------------|-----------------------------|
| | Bus | Metro Connect | Metro Share | Oct 21-Sept 22 System Total |
| FY22 | 1,223,629 | 103,049 | 16,902 | 1,345,066 |
| FY21 | 1,247,973 | 78,265 | 4,356 | 1,330,594 |
| Difference | -24,344 | +24,784 | +12,546 | +14,472 |
| % Change | -1.95% | +31.67% | +288.02% | +1.09% |

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – August 2022

Passengers in mobility devices for the month of August 2022 were 759. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – August 2022

For the month of August 2022 there were 17,065 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – August 2022

For the month of August 2022 there were 10,281 passenger trips on Metro Connect. This is a total of 103,049 passenger trips for fiscal year 2022.



METRO
RIDERSHIP ANALYSIS
August, 2022

| Route # | Route | Month to Date | | | | Year to Date | | | | | | | |
|---------|--------------------------|----------------|---------------|----------------|--------------|------------------|------------------|----------------|--------------|---------------|--------------|--------------|---------------|
| | | # of Rides | | Rides per hour | | # of Rides | | Rides per hour | | | | | |
| | | FY22 | FY21 | FY22 | FY21 | FY22 | FY21 | FY22 | FY21 | | | | |
| 01 | Westnedge | 16,931 | 13,900 | 22.92 | 20.43 | 155,966 | 182,923 | 23.89 | 26.56 | -14.74% | 23.89 | 26.56 | -10.06% |
| 02 | Portage | 7,385 | 5,019 | 16.01 | 12.63 | 67,536 | 78,302 | 16.19 | 19.44 | -13.75% | 16.19 | 19.44 | -16.71% |
| 03 | West Michigan | 4,702 | 3,912 | 10.18 | 9.78 | 47,737 | 47,305 | 11.47 | 11.48 | 0.91% | 11.47 | 11.48 | -0.12% |
| 04 | Oakland | 4,717 | 3,736 | 10.21 | 9.38 | 41,869 | 42,040 | 9.96 | 10.42 | -0.41% | 9.96 | 10.42 | -4.37% |
| 05 | East Main | 3,755 | 3,627 | 16.14 | 9.13 | 36,858 | 58,017 | 17.58 | 14.82 | -36.47% | 17.58 | 14.82 | 18.63% |
| 06 | Parchment | 5,906 | 4,845 | 13.12 | 12.06 | 57,429 | 57,338 | 13.93 | 14.30 | 0.16% | 13.93 | 14.30 | -2.59% |
| 07 | Alamo | 6,998 | 6,822 | 15.72 | 17.13 | 73,101 | 76,622 | 17.81 | 18.99 | -4.60% | 17.81 | 18.99 | -6.22% |
| 08 | Egleston | 5,551 | 3,294 | 12.01 | 8.27 | 51,434 | 55,488 | 12.30 | 13.76 | -7.31% | 12.30 | 13.76 | -10.60% |
| 09 | Gull Road | 11,587 | 8,023 | 15.70 | 10.96 | 101,545 | 127,795 | 16.05 | 17.91 | -20.54% | 16.05 | 17.91 | -10.38% |
| 10 | Comstock | 3,882 | 2,604 | 8.40 | 6.54 | 38,648 | 45,836 | 9.21 | 11.36 | -15.68% | 9.21 | 11.36 | -18.95% |
| 11 | Stadium Drive | 6,388 | 5,195 | 13.83 | 13.05 | 67,553 | 73,639 | 16.10 | 18.25 | -8.26% | 16.10 | 18.25 | -11.80% |
| 12 | Duke | 679 | 29 | 4.92 | 2.42 | 9,653 | 202 | 7.19 | 0.00 | 4678.71% | 7.19 | 0.00 | - |
| 13 | South Burdick | 7,070 | 6,359 | 15.30 | 16.00 | 67,620 | 84,149 | 16.21 | 16.99 | -19.64% | 16.21 | 16.99 | -4.60% |
| 14 | West Main | 12,703 | 7,587 | 17.21 | 19.05 | 104,666 | 91,687 | 16.96 | 22.53 | -14.16% | 16.96 | 22.53 | -24.72% |
| 15 | Paterston | 2,725 | 2,206 | 11.78 | 5.54 | 25,014 | 59,060 | 12.13 | 15.07 | -57.65% | 12.13 | 15.07 | -19.51% |
| 16 | Lovell | 11,002 | 6,735 | 14.80 | 16.92 | 114,570 | 81,077 | 18.51 | 16.31 | 41.31% | 18.51 | 16.31 | 13.52% |
| 19 | Ring | 1,096 | 325 | 4.94 | 2.93 | 29,716 | 10,100 | 11.34 | 0.00 | 136.06% | 11.34 | 0.00 | - |
| 21 | Solom/Kendall/Lafayette | 421 | 0 | 8.25 | 0.00 | 29,145 | 9,725 | 13.59 | 9.14 | 67.54% | 13.59 | 9.14 | 48.69% |
| 25 | Parkview | 2,255 | 579 | 6.97 | 1.89 | 59,725 | 13,330 | 12.77 | 0.00 | 348.05% | 12.77 | 0.00 | - |
| 26 | West Centre | 2,345 | 2,874 | 5.42 | 7.52 | 24,812 | 29,756 | 6.20 | 7.74 | -16.62% | 6.20 | 7.74 | -19.87% |
| 27 | East Romance | 1,926 | 2,433 | 4.32 | 5.86 | 18,604 | 23,582 | 4.59 | 6.01 | -21.11% | 4.59 | 6.01 | -23.61% |
| 30/31 | WMU Shuttle | 0.00 | 0 | #DIV/0! | 0.00 | 428 | - | 9.44 | 0.00 | - | 9.44 | 0.00 | - |
| | Total Fixed Route | 120,024 | 90,114 | 33.19% | 11.52 | 1,223,629 | 1,247,973 | 14.27 | 15.15 | -1.95% | 14.27 | 15.15 | -5.78% |

Metro County Connect

| | | | | | | | | | | | | | |
|-----------------|--------|-------|--------|------|------|---------|--------|------|------|--------|------|------|--------|
| Demand-Response | 10,281 | 8,433 | 21.91% | 1.96 | 1.81 | 103,049 | 78,255 | 1.92 | 1.54 | 31.67% | 1.92 | 1.54 | 24.83% |
| ADA Trips | 4,309 | 3,432 | 25.55% | 1.98 | 1.82 | 42,717 | 25,929 | 1.94 | 1.57 | 64.75% | 1.94 | 1.57 | 23.62% |

| | | | | | | | | | | | | | |
|---------------------|-------|-------|--------|-------|------|--------|-------|------|------|---------|------|------|--------|
| Specialized Service | 2,065 | 1,376 | 50.07% | 13.04 | 4.78 | 16,902 | 4,356 | 7.58 | 6.34 | 288.02% | 7.58 | 6.34 | 19.61% |
|---------------------|-------|-------|--------|-------|------|--------|-------|------|------|---------|------|------|--------|

| | | | | | | | | | | | | | |
|----------|---|---|-----|---|------|---|---|---|---|-----|---|---|-----|
| Charters | 0 | 0 | N/A | 0 | 0.00 | 0 | 0 | 0 | 0 | N/A | 0 | 0 | N/A |
|----------|---|---|-----|---|------|---|---|---|---|-----|---|---|-----|

| | | | | | | | | | | | | | |
|-----------------------|----------------|---------------|---------------|-------------|-------------|------------------|------------------|-------------|-------------|--------------|-------------|-------------|---------------|
| Total Services | 132,370 | 99,923 | 32.47% | 9.09 | 8.10 | 1,345,066 | 1,330,594 | 9.50 | 9.93 | 1.09% | 9.50 | 9.93 | -4.34% |
|-----------------------|----------------|---------------|---------------|-------------|-------------|------------------|------------------|-------------|-------------|--------------|-------------|-------------|---------------|

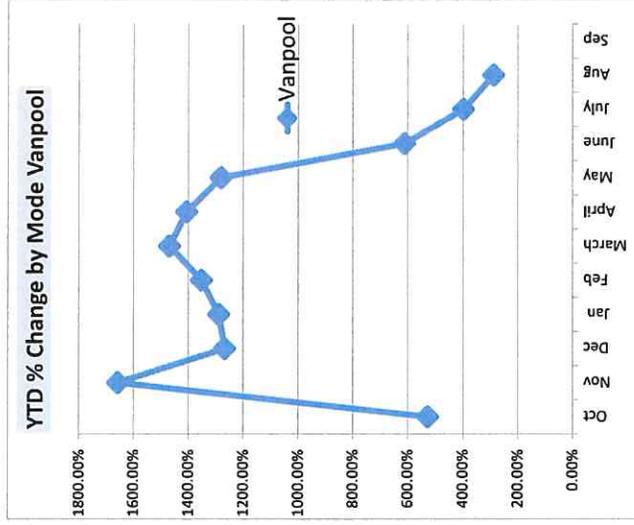
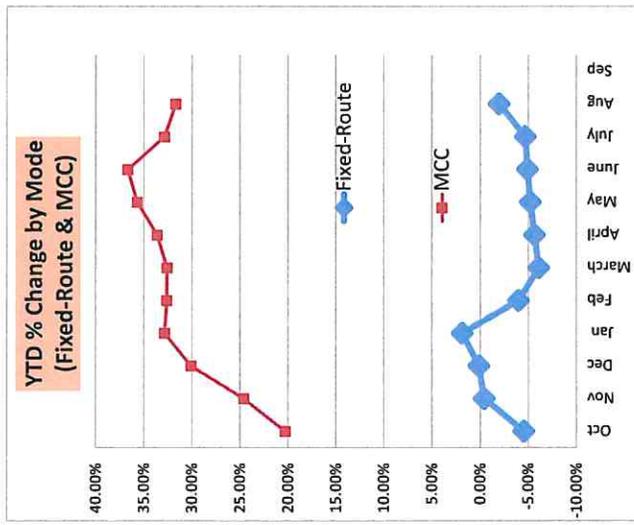
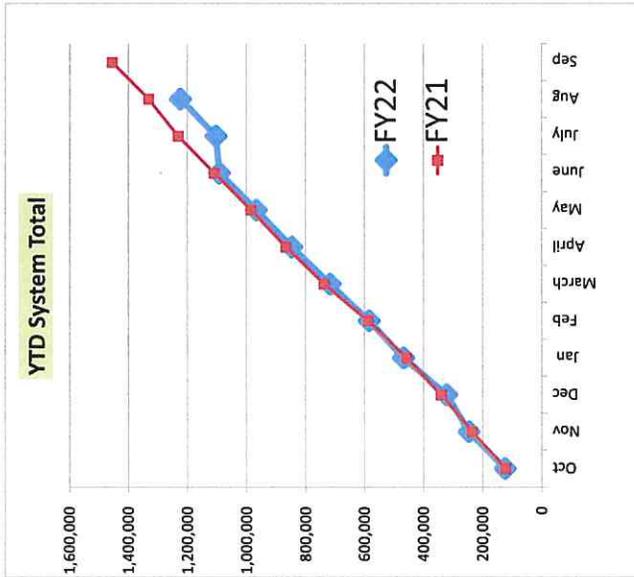
| Other Data | Month to Date | | | | Year to Date | | | |
|----------------|---------------|-------|---------------------|---------|--------------|-----------|---------------------|------|
| | # of Rides | | Increase / decrease | | # of Rides | | Increase / decrease | |
| | FY22 | FY21 | FY22 | FY21 | FY22 | FY21 | FY22 | FY21 |
| WMU | 17,065 | 7,884 | 116.45% | 251,644 | 7,884 | 3091,833% | | |
| KVCC | 150 | - | 0.00% | 3,953 | - | 0.00% | | |
| Transfers | 45,507 | - | 0.00% | 450,735 | - | 0.00% | | |
| Wheelchair | 759 | 427 | 77.75% | 4,860 | 881 | 451.65% | | |
| Bikes | 1,351 | 1,217 | 11.01% | 11,712 | 12,666 | -7.53% | | |
| Youth Mobility | 1,754 | - | 0.00% | 18,958 | - | 0.00% | | |

Metro FY 2022
August 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 | 966,776 | 1,092,444 | 1,103,605 | 1,223,629 | |
| FY21 | 124,228 | 237,050 | 341,499 | 458,799 | 588,630 | 737,351 | 868,812 | 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% | -5.21% | -4.91% | -4.69% | -1.95% | |
| MCC | 20.27% | 24.60% | 30.08% | 32.82% | 32.59% | 32.56% | 33.59% | 35.67% | 36.67% | 32.84% | 31.67% | |

| YTD % Change | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sep |
|--------------|---------|----------|----------|----------|----------|----------|----------|----------|---------|---------|---------|-----|
| Vanpool | 527.00% | 1657.14% | 1267.64% | 1289.13% | 1352.04% | 1467.89% | 1406.29% | 1281.26% | 610.89% | 397.89% | 288.02% | |



Metro FY 2022
August 2022

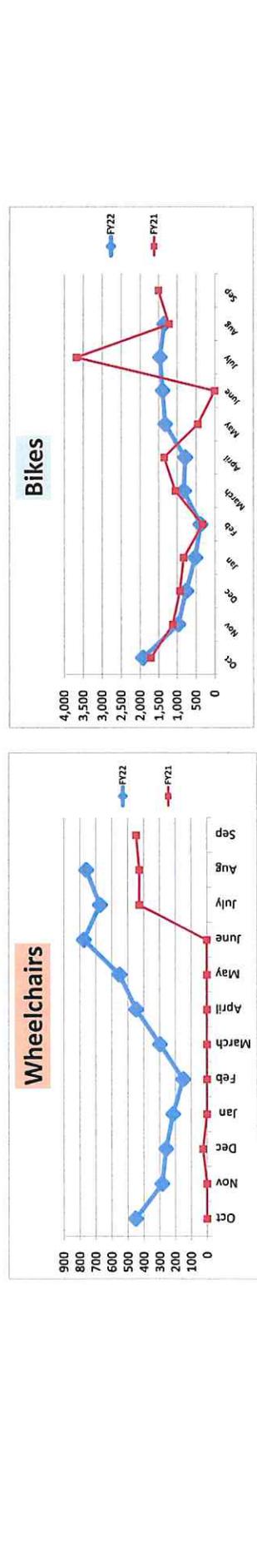
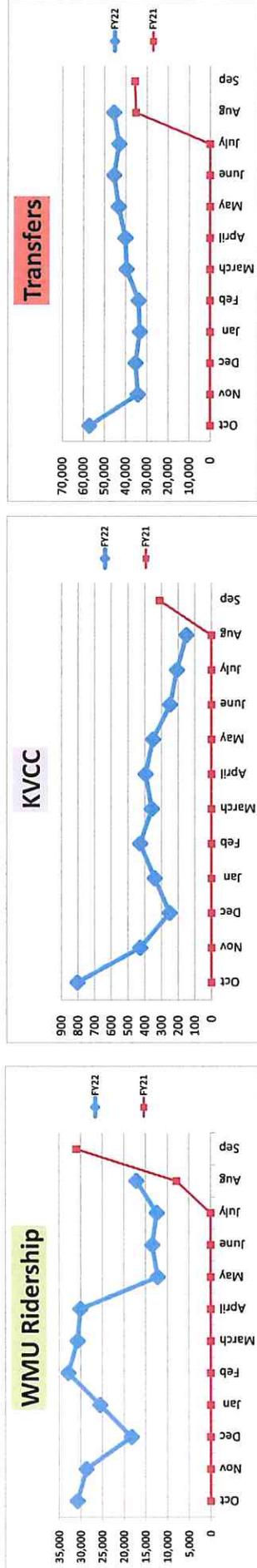
| | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sep |
|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| WMU | | | | | | | | | | | | |
| FY22 | 30,701 | 28,872 | 18,218 | 25,443 | 32,823 | 30,670 | 30,067 | 12,180 | 13,404 | 12,401 | 17,065 | |
| FY21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,884 | 31,015 |

| | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sep |
|------|-----|-----|-----|-----|-----|-------|-------|-----|------|------|-----|-----|
| KVCC | | | | | | | | | | | | |
| FY22 | 803 | 426 | 250 | 340 | 427 | 357 | 395 | 350 | 248 | 207 | 150 | |
| FY21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 311 |

| | 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 | 43,261 | 45,400 | 43,011 | 45,507 | |
| FY21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 35,215 | 35,724 |

| | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sep |
|-------------|-----|-----|-----|-----|-----|-------|-------|-----|------|------|-----|-----|
| Wheelchairs | | | | | | | | | | | | |
| FY22 | 450 | 284 | 259 | 214 | 150 | 298 | 447 | 552 | 774 | 673 | 759 | |
| FY21 | 0 | 0 | 26 | 0 | 0 | 0 | 0 | 0 | 0 | 428 | 427 | 447 |

| | Oct | Nov | Dec | Jan | Feb | March | April | May | June | July | Aug | Sep |
|-------|-------|-------|-----|-----|-----|-------|-------|-------|-------|-------|-------|-------|
| Bikes | | | | | | | | | | | | |
| FY22 | 1,924 | 989 | 762 | 525 | 382 | 824 | 785 | 1,326 | 1,395 | 1,469 | 1,351 | |
| FY21 | 1,720 | 1,117 | 923 | 826 | 327 | 1,045 | 1,352 | 450 | 0 | 3,682 | 1,217 | 1,510 |

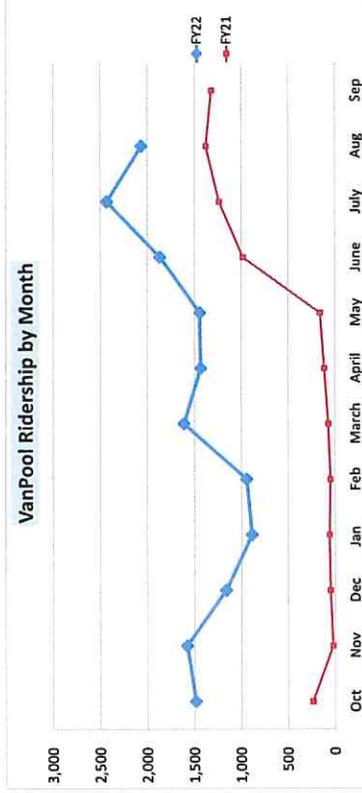
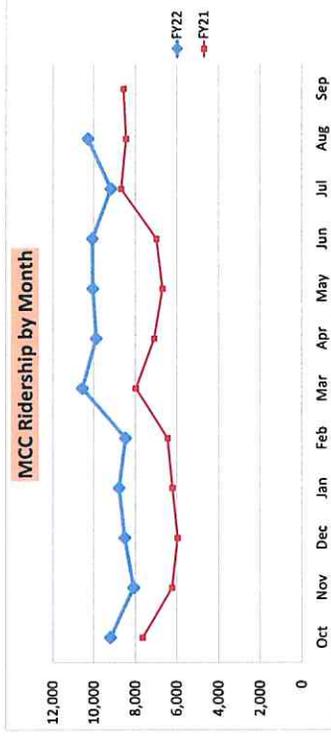
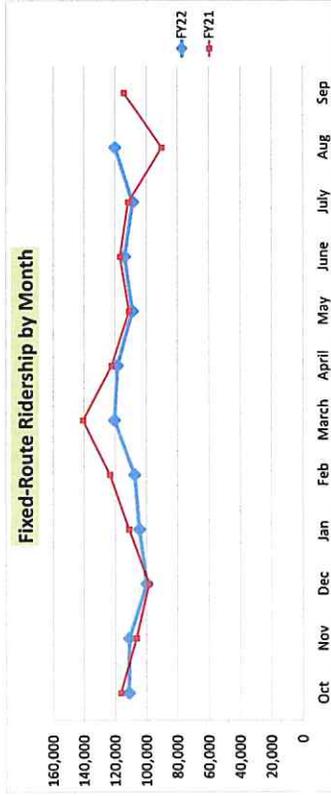


Metro FY 2022 August 2022

| 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 | 106,775 | 113,729 | 108,641 | 120,024 | |
| 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 | 10,049 | 10,073 | 9,179 | 10,281 | |
| 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 | 1,441 | 1,866 | 2,432 | 2,085 | |
| FY21 | 237 | 22 | 50 | 59 | 49 | 72 | 115 | 159 | 982 | 1,235 | 1,376 | 1,317 |





Agenda Item : # 8f
Meeting Date 10/10/22

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by, Richard Congdon, Program Manager
DATE: October 3, 2022
SUBJECT: Local Advisory Committee Senior Representative

BACKGROUND

The Local Advisory Committee (LAC) has a vacancy for a Senior Community Representative. The Nominating Subcommittee reviewed one application and made a recommendation to the Committee to nominate Frank Cody as a Senior Community Representative. The Committee agreed to recommend Mr. Cody for appointment by the CCTA and KCTA.

DISCUSSION

Frank Cody is currently the Chair of the Legislative Committee for the Kalamazoo County Advocates for Senior Issues. He is the chairperson of the Legislative Committee and is very familiar with the issues facing seniors today. He has also served on the Kalamazoo City Planning Commission. Mr. Cody has been a user of both Metro Connect and the fixed-route system. He would like to play a role to ensure that public transportation provides for the needs of all members of the Kalamazoo community.

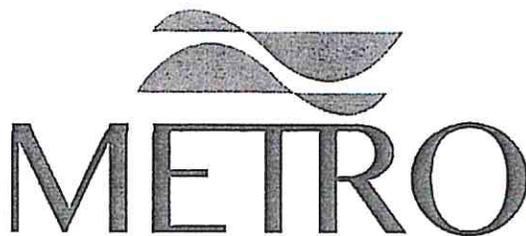
If appointed, he would be eligible to serve a three-year term with the option of two additional three-year terms.

RECOMMENDATION

It is recommended that the Central County Transportation Authority and the Kalamazoo County Transportation Authority approve the appointment of Frank Cody to the Local Advisory Committee as a Senior Community representative.

ATTACHMENT

1. Local Advisory Committee Application and Interview Questionnaire



APPLICATION FOR APPOINTMENT TO THE LOCAL ADVISORY COMMITTEE

Metro encourages citizen participation on its Local Advisory Committee. If you are interested in serving on this committee and are willing to commit the necessary time, please complete the form below and return it to the attention of the Metro Connect Coordinator at Metro, 530 North Rose Street, Kalamazoo, Michigan 49007.

Please print or type information.

NAME: FRANK J. CODY

ADDRESS: 71 W. SOUTH ST. #407 KALAMAZOO MI 49007

HOME PHONE: 269-250-0491 WORK PHONE: X EMAIL: BUFFCODY@AMERITECH.NET

EDUCATION: PH.D. OHIO STATE UN - EDUCATIONAL ADMIN

OCCUPATION: FORMER TEACHER, PROFESSOR, SCHOOL UNIV. ADMINISTRATION

QUALIFICATIONS AND BACKGROUND FOR APPOINTMENT TO LOCAL ADVISORY COMMITTEE: CITY PLANNING COMMISSION - 2004-2005

USER OF METRO CONNECT - 2013 THROUGH 2017 - NOW

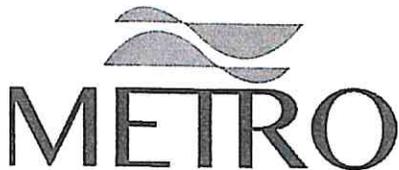
DISABLED BY CANCER + TREATMENT - OFFICER OF KALAMAZOO COUNTY ADVOCATE FOR SENIOR ISSUES

DO YOU CURRENTLY USE PUBLIC TRANSPORTATION? NO MODE: BUT AT 82 YES OR I WILL BE

TYPE OF REPRESENTATION: (check one)

- Individual Private business Disability Community/Agency Senior Community/Agency Other (please describe)

SIGNATURE: [Signature] DATE: 06/14/2012



530 North Rose Street
Kalamazoo, Michigan 49007
Telephone: 269-337-8446
Fax: 269-337-8211
www.kmetro.com

Local Advisory Committee Interview Questions

Name: FRANK J. COOY

Date: 06-17-22

1. Why do you want to serve on the Local Advisory Committee?

I AM DEDICATED TO SERVICE TO THE WHOLE COMMUNITY OF KALAMAZOO OF WHICH I AM A MEMBER. I BELIEVE BASED ON MY PAST AND FUTURE EXPERIENCE OF USING METRO CONNECT I

2. What experience do you bring that can assist the Local Advisory Committee?

WILL ADD TO FIRSTHAND KNOWLEDGE OF BOARD THAT IS THE DEAREST EXPERIENCE I BRING - 4 YEARS OF USE AND SIGNIFICANT INTERACTION WITH MEMBERSHIP OF KCASI AND THEIR CONCERNS

3. The Local Advisory Committee meets bi-monthly beginning in January; will you be available for the meetings?

YES

4. What do you expect as a Local Advisory Committee member?

TO PLAY A ROLE IN MAKING SURE THAT PUBLIC TRANSPORTATION PROVIDES FOR THE NEEDS OF ALL MEMBERS OF OUR COMMUNITY

5. Do you have any experience with Metro Connect or the Metro fixed-route service?

4 YEARS OF CTF TOW USAGE OF BOTH AS NECESSITATED BY CASH