



Connecting People Throughout  
Kalamazoo County

**NOTICE AND AGENDA  
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)  
February 13, 2023  
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on  
Monday, March 13, 2023 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, February 13, 2023 at 11:30 a.m. for the purpose of:

	<b>Item</b>	<b>KCTA Action</b>	<b>CCTA Action</b>
1.	Roll Call		
2.	Consent Agenda	Voice Vote	Voice Vote
	a. Agenda for February 13, 2023*		
	b. Minutes for January 9, 2023*		
3.	Public Comment		
4.	Presentation on Employee Wellness Program*		
5.	Update on Inter-City Bus Service*		
6.	Consideration to Adopt Resolution of Intent to Apply for FY 2023 Grant Funding from MDOT*	Roll Call	Roll Call
7.	Enhancements to CCTA/KCTA Governance Structure and Policies*	Roll Call	Roll Call
	a. Consideration to Adopt Update to CCTA Bylaws*	Roll Call	Roll Call
	b. Consideration to Adopt Update to KCTA Bylaws*	Roll Call	Roll Call
	c. Consideration to Rescind CCTA/KCTA Policy No. 1.09 - Executive Committee*	Roll Call	Roll Call
	d. Consideration to Adopt CCTA/KCTA Policy No. 1.12 Create Board Operations Committee*	Roll Call	Roll Call
	e. Consideration to Adopt CCTA/KCTA Policy No. 1.13 Create Planning and Development Committee*	Roll Call	Roll Call
	f. Consideration to Adopt CCTA/KCTA Policy No. 1.14 Create Performance Monitoring Committee*	Roll Call	Roll Call
	g. Consideration to Adopt CCTA/KCTA Policy No. 1.15 External Relations Committee*	Roll Call	Roll Call
	h. CCTA/KCTA Chair Appointment of Governance Committee Chairs*		



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8.	Issuance of the Final Comprehensive Operational Analysis*		
9.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
	b. Monthly Finance Report*		
10.	Subcommittee Reports		
	a. Executive Subcommittee - Joint		
	1. Appoint CCTA/KCTA Nominating Committee*	Roll Call	Roll Call
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee - Joint		
	d. Pension Board		
	e. KATS		
	f. Local Advisory Committee (LAC)		
	1. Metro Connect Vehicle Accessibility Plan*	Roll Call	Roll Call
11.	Chairperson’s Report		
12.	Public Comment		
13.	Members’ Time		
14.	Adjournment	Voice Vote	Voice Vote

\*Indicates attachments included in agenda packet

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

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

**CENTRAL COUNTY TRANSPORTATION AUTHORITY  
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY**  
**Joint Regular Meeting**  
**January 9, 2023**

Place: Metro Administration Building, 530 N. Rose Street  
Time: 11:30 A.M.  
Staff Present: Sean McBride, Greg Vlietstra, Rob Branch, Kathy Schultz, Barbara Blissett  
Others Present: James Anderson, John Gisler, Bill Kozar, Karen Schmitt, David Horak, Ron Swanson, Mary Werme.

**1.) KCTA ROLL CALL**

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

*A motion was made by KCTA to excuse the absence of Tafari Brown.*

*Motion:* Janssen *Second:* Aardema

*Motion carried by voice vote.*

**1.) CCTA ROLL CALL**

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

*CCTA Members Absent:* None

**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 January 9, 2023 and for approval of the joint CCTA/KCTA meeting minutes for December 12, 2022.*

*Motion:* Burns

*Second:* Breneman

*Motion carried by voice vote.*

**3.) PUBLIC COMMENT**

John Gisler, Kalamazoo County Commissioner, spoke to the Boards and relayed that John Taylor had been elected as Chairperson to the Kalamazoo County Board of Commissioners. He said he was hoping when the agendas and appointments are finalized that he would still be able to be the liaison to the CCTA and KCTA Boards.

Ron Kozar and Karen Schmitt, Parkview Hills, urged Boardmembers to consider continuing bus service traveling into the Parkview development rather than only having a bus stop located at the entrance as recommended in the Comprehensive Operational Analysis.

**4.) GRS ACTUARIAL PENSION REPORTS AND OPEB**

James Anderson, GRS, presented the CCTA Pension Plan Annual Actuarial Valuation Report as of December 31, 2021 and the City of Kalamazoo Other Postretirement Welfare Benefits Plan (OPEB). (A copy of the report is on file with the meeting minutes.)

**5.) KTC ROOF INSULATION PROJECT**

Dir. of Support Services Vlietstra stated the project is to install the insulation between the ceiling and the roof at the Kalamazoo Transportation Center (KTC). Bids were solicited with Miller Davis being the only respondent. He said the added insulation along with the accompanying upgrades to the heating system would provide energy conservation, better heating and cooling and avoid frozen pipes.

*A motion was made by KCTA to approve the KTC attic insulation project with Miller Davis in the amount of \$198,142 and authorize the Executive Director to execute documents related to this action.*

*Motion: Aardema    Second: Janssen*

*Motion carried by a roll call vote.*

*Ayes:                      Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Rosine*

*Nays:                     None*

*Absent:                 Brown*

*A motion was made by CCTA to approve the KTC attic insulation project with Miller Davis in the amount of \$198,142 and authorize the Executive Director to execute documents related to this action.*

*Motion: Halcomb    Support: Janssen*

*Motion carried by a roll call vote.*

*Ayes:                     Aardema, Britigan, Burns, Farmer, Halcomb, Janssen, McCormick, Moaiery, Pearson, Thompson, Rosine*

*Nays:                     None*

*Absent:                 None*

Prior to the motion, Rob Branch, Dep. Dir. of Fleet & Facilities responded to questions from the Boards regarding the project.

**6.) DIESEL PARTICULATE FILTERS & DIESEL OXIDATION CATALYSTS**

Dir. of Support Services Vlietstra provided background information regarding the purchase of diesel particulate filters and diesel oxidation catalysts. He said that this purchase would help to maintain safe and more cost-effective vehicles for Metro because the current ones are aging and need to be replaced. Vlietstra said bids were solicited, and Kirk's Automotive, Inc. was the lowest responsive bidder.

*A motion was made by KCTA to approve the purchase of diesel particulate filters and diesel oxidation catalysts from Kirk's Automotive, Inc. in the amount of \$75,522 and authorize the Executive Director to execute documents related to this action.*

*Motion: Sloan    Support: Breneman*

*Motion carried by a roll call vote.*

*Ayes:                     Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Rosine*

*Nays:                     None*

*Absent:                 Brown*

*A motion was made by CCTA to approve the purchase of diesel particulate filters and diesel oxidation catalysts from Kirk's Automotive, Inc. in the amount of \$75,522.*

*Motion: Janssen    Support: McCormick*

*Motion carried by a roll call vote.*

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

**7.) LIFT-U WHEELCHAIR RAMPS**

Dir. of Support Services Vlietstra explained the wheelchair ramps that fold out from the floor of the front entrance of the buses are near the end of their useful life. He said replacement was needed and bids were solicited for 10 Lift-U Model LU18 wheelchair ramps. Gillig, LLC was the only responsive bidder due to a proprietary agreement between Gillig and the ramp manufacturer.

*Motion was made by the KCTA to approve the purchase of ten wheelchair ramps from Gillig, LLC in the amount of \$81,149.70 and authorize the Executive Director to execute documents related to this action.*

*Motion: Aardema Support: Janssen*

*Motion carried by a roll call vote.*

Ayes: Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Rosine  
Nays: None  
Absent: Brown

*Motion was made by the CCTA to approve the purchase of ten wheelchair ramps from Gillig, LLC in the amount of \$81,149.70 and authorize the Executive Director to execute documents related to this action.*

*Motion: Britigan Support: Aardema*

*Motion carried by a roll call vote.*

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

**8.) ENHANCEMENTS TO CCTA/KCTA GOVERNANCE STRUCTURE AND POLICIES**

Chair Rosine shared a history of how the Boards had put into motion the enhancement of overall governance process and experience. He said as a result of the Boards' retreat held in July and the review of the resolutions, bylaws, and applicable ordinances, new governing documents were introduced and the following actions took place:

At the December 12<sup>th</sup> meeting the following Resolutions were adopted:

- Resolution 22-004 – Creating a Metro Board Governing Role and Responsibility Description
- Resolution 22-005 – Creating Metro Board Standing Committee
- Resolution 22-006 – Metro Board Standing Committee Operating Guidelines

These Bylaws and Policies were offered for first reading with adoption requested in February:

- Update to CCTA Bylaws
- Update to KCTA Bylaws
- Rescind Policy No. 1.09 - Executive Committee
- Create Policy No. 1.12 - Board Operations Committee
- Create Policy No. 1.13 - Planning and Development Committee

- Create Policy No. 1.14 – Performance Monitoring Committee
- Create Policy No. 1.15 – External Relations Committee

*Motion was made by the KCTA to rescind Policy No. 1.09 and offer for first reading updates to KCTA Bylaws and Policies No. 1.12, No. 1.13, No. 1.14 and No. 1.15.*

*Motion: Janssen*

*Support: Breneman*

*Motion carried by a roll call vote.*

*Ayes: Aardema, Breneman, Farmer, Janssen, Rama, Sloan, Rosine*

*Nays: None*

*Absent: Brown*

*Motion was made by the CCTA to rescind Policy No. 1.09 and offer for first reading updates to CCTA Bylaws and Policies No. 1.12, No. 1.13, No. 1.14 and No. 1.15.*

*Motion: Britigan*

*Support: Janssen*

*Motion carried by a roll call vote.*

*Ayes: Aardema, Britigan, Burns, Farmer, Halcomb, Janssen, McCormick, Moaiery, Pearson, Thompson, Rosine*

*Nays: None*

*Absent: None*

Prior to the motion, discussion ensued that this governance fine-tuning was a good step forward for the Authorities.

In response to a question regarding the appointment process for area municipalities, Britigan noted that the City of Parchment was the only municipality that does not appoint its own representative to the CCTA.

Chair Rosine shared that the determination of the appointment process was addressed in the CCTA Articles of Incorporation which would have to be amended before the bylaws.

Other Boardmembers supported the change allowing Parchment and possibly other municipalities to recommend their own representatives.

A question was raised concerning the CCTA/KCTA Bylaws Section 3.9 "Committee decisions require approval..." The Boards concurred that it should read "Committee recommendations require approval..." Chair Rosine indicated the word change would be shown for the final adoption at the next meeting.

## **9.) EXECUTIVE DIRECTORS REPORT**

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

- Crossroads Mall
- Outreach
- Comprehensive Operational Analysis (COA)
- Western Michigan University Ridership
- KTC Security Reports

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

Exec. Dir. McBride shared that the Crossroads Mall had approached Metro with the proposal that Metro would have to pay \$50,000 annually to access the mall. The Boards discussed the impact of Crossroads Mall requiring payment. Exec. Dir. McBride stated Metro staff was looking into alternative solutions that would have the least impact on riders and their safety.

**10.) SUBCOMMITTEE REPORTS**

Executive Subcommittee - Chair Rosine reported the Steering Committee and Executive Committee met to discuss the current agenda.

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

Outreach Subcommittee – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee –Aardema reported the new urbanized area definitions were completed. He also reported that Randy Thompson had been appointed KATS Chairperson again.

Local Advisory Committee (LAC) – Did not meet.

**11.) CHAIRPERSON REPORT** – None

**12.) PUBLIC COMMENT** – None

**13.) MEMBERS TIME** – None

**14.) ADJOURNMENT**

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

*Motion: Janssen*

*Support: Brown*

*Motion carried by voice vote.*

The meeting adjourned at 1:45 P.M.

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Greg Rosine  
CCTA Chairperson

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Barbara Blissett  
CCTA Clerk

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Greg Rosine  
KCTA Chairperson

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Barbara Blissett  
KCTA Clerk



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Agenda Item: #4 Meeting Date 02/13/23
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Greg Vlietstra, Director of Support Services  
**DATE:** January 31, 2023  
**SUBJECT:** Employee Wellness Program

**BACKGROUND**

Holtyn has provided employee wellness services since 2017. Participation in the wellness program is voluntary. There were 45 participants at last count, or just under 40% participation approximately. The total annual spend with Holtyn is \$7,000 to \$10,000 and is based on participation numbers.

**DISCUSSION**

Mary Werme, a principal at the firm, will be at the February 13 meeting to provide background on Holtyn, services provided, and an overview of the initiatives for the upcoming year to best meet Metro needs.

**RECOMMENDATION**

None.





Agenda Item: #5 Meeting Date: 02/13/23
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** February 9, 2023  
**SUBJECT:** Intercity Transportation Services Update

**BACKGROUND**

Metro has a long history as an inter-modal transportation provider. Besides our fixed-route service the Kalamazoo Transportation Center (KTC) serves as a hub for Amtrak and for intercity bus services by Greyhound, Indian Trails, Miller Transportation and FlixBus.

Besides being the physical terminal for intercity services we also serve as a ticketing agent for most of these intercity bus companies. Pre-pandemic there were approximately 140 intercity buses coming through the KTC on a weekly basis. Metro, pre-pandemic, would receive about \$60,000 annually of ticket agent commission revenue. Historically, Greyhound has provided the ticketing system and process for all intercity bus companies in Michigan and beyond. This would allow coordination of the providers with routes, scheduling and terminal use.

**DISCUSSION**

In 2021, Greyhound was bought by FlixBus. At this point, FlixBus is ready to convert their operation from the Greyhound brand and ticketing platform to FlixBus. This change is shaking up the intercity bus market. Indian Trails has decided, for a variety of reasons, to not coordinate under the new FlixBus system.

At this point, Metro staff is working individually with each intercity service to reestablish Metro’s business relationship with that entity. We will likely have a “Ticketing Agent License” relationship with both Indian Trails and FlixBus. We will also have a “Facility Use License” relationship with Indian Trails, FlixBus, Miller Bus and possibly others moving forward. A Facility Use License will be new. Each of these agreements will generate well under \$50,000 and will be administratively approved. The agreements are all being reviewed by KCTA/CCTA Attorney Richard Cherry as well as our liability insurance provider Michigan Municipal Risk Management Association (MMRMA).

FlixBus has moved very quickly and quietly with this change. We were notified in early January that FlixBus was going to the new ticketing platform on February 23, 2023. We are working to accommodate this change while ensuring Metro’s business needs are met.

**RECOMMENDATION**

This item is for information only. Additional updates will be provided as service relationships are clarified. No Board action is requested.



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Agenda Item: # 6  
Meeting Date 02/13/23

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Greg Vlietstra, Director of Support Services  
**DATE:** January 31, 2023  
**SUBJECT:** Resolution of Intent to Apply for FY 2024 Grant Funding from MDOT

### **BACKGROUND**

State of Michigan Public Act 51 grants provide the largest single funding source at approximately twenty-six (26%) percent for the public transit system. Generated fares, local Millages, Federal operating assistance, and other sources comprise the approximate seventy-four (74%) percent of remaining operating revenue. MDOT and Central County Transportation Authority (CCTA) entered into the Master Agreement on September 21, 2016.

The recommended MDOT grant funds include:

- The Metro Share Program which provides the use of vehicles to non-profit agencies qualifies for funding from Michigan's Specialized Services.
- Ridesharing activities are eligible for reimbursements from the State's Congested Mitigated Air Quality (CMAQ) Funds.
- Mobility Management identified by the Public Transit/Human Services Transportation Committee.
- MDOT capital funding for purchases such as new buses, vans, equipment, building improvements, etc.

This grant application, which corresponds with the CCTA and KCTA Adopted Budget for Fiscal Year 2023 and 2024, will be filed with formal submission to MDOT and will occur upon completion of Board approval and the required 30-day public comment period. A notice will be published in the *Kalamazoo Gazette* that this application will be available for public review and comment.

### **RECOMMENDATION**

It is recommended that the CCTA and KCTA Boards approve a Resolution of Intent to apply for annual grant funding from the Michigan Department of Transportation (MDOT) for Fiscal Year (FY) 2024. The resolution also authorizes the Executive Director to execute documents pertaining to the 2024 Grant Application on behalf of the CCTA and KCTA Boards.

### **ATTACHMENTS**

1. Resolution of Intent

**FY 2024 RESOLUTION OF INTENT**

*The approved resolution of intent to apply for state formula operating assistance for fiscal year 2024 under Act 51 of the Public Acts of 1951, as amended.*

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Central County Transportation Authority (hereby known as THE APPLICANT) established under Act 196 to provide a local transportation program for the state fiscal year of 2024 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ 4,406,248 estimated state funds \$ 5,982,626 estimated local funds \$ 13,002,722 with total estimated expenses of \$ 23,391,596

(Note: Local funds include fare box and any other local revenue)

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Sean P. McBride as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2024

I, Barbara Blissett (Name) Clerk  
(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of February 13 , 2023 with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said CCTA , this 13 day of February A.D 2023

SIGNATURE



Agenda Item # 7  
Meeting Date 02/13/23

Connecting People Throughout  
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** February 9, 2023  
**SUBJECT:** Enhancements to CCTA/KCTA Governance Structure and Policies

### **BACKGROUND**

The KCTA and CCTA conducted a Board Retreat on July 11, 2022. The purpose of the retreat was to review and enhance the overall governance process and experience for the Boards. The Retreat was facilitated by Doug Eadie who specializes in working with public transit agencies on board governance.

Based on the exercise and discussion, Mr. Eadie and the Governance Review Steering Committee have continued to work on recommendations to enhance the Board governance structure and experience. The efforts of this group are summarized in the *Governance Fine-Tuning Initiative Action Report*, which was included in the November meeting packet. At the December board meeting, Resolutions were adopted to support the efforts identified in the Action Report.

### **DISCUSSION**

To move forward there is a change to the KCTA/CCTA Bylaws that needs to be made which would enable the Board Operations Committee to make assignments for committees rather than the entire Board. Several items were provided for first reading at the January meeting. During the first reading the Boards recommended in Section 3.9 of both CCTA and KCTA Bylaws to change “decisions” to “recommendations”.

In addition, the following changes to Board Policies will be offered for second reading and adoption:

1. Rescind Policy No. 1.09 – Executive Committee
2. Create Policy No. 1.12 – Board Operations Committee
3. Create Policy No. 1.13 – Planning and Development Committee
4. Create Policy No. 1.14 – Performance Monitoring Committee
5. Create Policy No. 1.15 – External Relations Committee

### **NEXT STEPS**

Attached is the *KCTA and CCTA Board Governance Implementation Timeline*, which provides an overview of governance implementation activities for the next few months.

Board Chair Rosine has selected Dusty Farmer <sup>to</sup> Chair the External Relations Committee, Chris Burns to Chair the Planning and Development Committee and Curtis Aardema to Chair the Performance Monitoring Committee.

The Board Operations Committee, consisting of the CCTA/KCTA Chair(s), KCTA Vice Chair (s), and three Committee Chairs will soon meet. One item of discussion will be to assign Committee membership.

At the March meeting we plan to have a Committee Orientation Session led by the Board Operations Committee and Committee meetings will kick-off soon after.

**RECOMMENDATION**

The Governance Review Steering Committee Consideration recommends the KCTA and CCTA Boards take the following actions:

1. CCTA Board adopt an update to CCTA Bylaws
2. KCTA Board adopt an update to KCTA Bylaws
3. CCTA/KCTA rescind Policy No. 1.09 – Executive Committee
4. CCTA/KCTA adopt Policy No. 1.12 – Board Operations Committee
5. CCTA/KCTA adopt Policy No. 1.13 – Planning and Development Committee
6. CCTA/KCTA adopt Policy No. 1.14 – Performance Monitoring Committee
7. CCTA/KCTA adopt Policy No. 1.15 – External Relations Committee

**Attachment**

1. *KCTA and CCTA Board Governance Implementation Timeline*

## Bylaws

### Central County Transportation Authority ("Authority")

Adopted by the Authority at a meeting held on February 13, 2023

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**B. Blissett, Clerk**

#### **Article I Introduction**

The Authority has the power to adopt bylaws under Act 196 (the Public Transportation Authority Act, PA 196 of 1986, as amended). The Authority's articles require its Board to adopt bylaws on internal governance promptly after the Authority's formation.

#### **Article II Board of Directors**

(Below Section 2.1 through 2.9 reflect CCTA Articles of Incorporation Section 5)

Section 2.1 Number; Initial Meeting. The Authority is governed by a Board of 11 Directors.

Section 2.2 Appointment. The County appoints each of the Directors. If the County receives a recommendation before the County makes the appointment, then the County will give great weight to that recommendation and may disregard that recommendation only for good cause. Recommendations may be made as follows:

Number	Recommendations
3	City of Kalamazoo
2	City of Portage
1	Comstock Township
1	Kalamazoo Township
1	Oshtemo Township
3	County; 2 be representative of rural County areas; 1 to be representative of Urban County areas

Section 2.3 Definitions. For purposes of this section, "rural" means an area outside the Authority's district and "urban" means an area inside the Authority's district.

Section 2.4 Term. The County will appoint the initial Board of Directors promptly after the articles are filed. Each Director serves a three-year term, except that the terms of the initial Board of Directors will be staggered as follows:

3 Directors	1-year terms
4 Directors	2-year terms
4 Directors	3-year terms

Section 2.5 Voting. Each Director has one vote. Board decisions require the approval of a majority of the Directors who attend a meeting that has a quorum. A meeting has a quorum if more than half of the Directors in office attend in person. A Director may participate in a meeting by telephone, but that Director does not count toward a quorum and has no right to vote.

Section 2.6 Compensation of Directors. Directors serve without compensation.

Section 2.7 Removal. The County may remove a Director for cause or upon the recommendation of the local unit that had previously recommended that the Director be appointed. The County must give great weight to a local unit's recommendation to remove a Director and may decline to follow that recommendation only for good reason. "Cause" includes conviction of a felony, gross dereliction of duty, a violation of the Authority's bylaws (such as requirements for attendance), and any other action by a Director that the County believes would harm either the County's or the Authority's reputation if that person continued to serve as a Director.

Section 2.8 Resignation. A Director may resign from office at any time, to be effective upon the Authority's receipt of written notice of resignation unless the resignation notice states a later time.

Section 2.9 Vacancies. Vacancies may be filled using the same process used for appointment.

Section 2.10 Expiration of Term, Continuation in Office and Filling of Vacancy. A Director, whose term of office has expired shall continue to hold office until that Director's successor has been appointed by the County Board. A Director may be reappointed. If a vacancy is caused by death, resignation or removal of a Director, a successor shall be appointed by the County Board to hold office for the remainder of the term so vacated.

Section 2.11 Conflict of Interest. 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 dealings. 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.

Section 2.12 Annual Meeting. The Board must meet in their first quarter of each calendar year to elect officers and transact other business as the Board determines.

Section 2.13 Regular Meetings. The Board may adopt a schedule of regular meetings. The Clerk must give written notice of that schedule to each Director before the first regular meeting. No other notice of regular meetings need be given to Directors.

Section 2.14 Special Meetings. The Chairperson or any two Directors may direct the Clerk to give notice of a special meeting. The Clerk must give written notice of that meeting to each Director at least 48 hours before the special meeting. The notice need not specify either the purpose or the business to be transacted at that special meeting. The notice may be given by telephone to a number indicated by each Director as the one to be used for that purpose, or by any other method of communication. The Clerk must keep a written record of the notification method used for each Director.

Section 2.15 Waiver of Meeting Notices. A Director may waive notice of any Board meeting in writing before or after the meeting. A Director's attendance at or participation in a meeting waives any required notice to that Director unless the Director:

- (a) Objects, either at the beginning of the meeting or upon arriving at the meeting, to the meeting or the transaction of business at the meeting, and
- (b) Does not vote on any action taken at the meeting.

Section 2.16 Conduct of Meetings. The Chairperson presides at each Board meeting. If the Chairperson is absent, the Vice-Chairperson presides. The meeting Chair decides all matters of procedure for conducting the meeting unless a majority of Directors present determine otherwise.

Section 2.17 Unexcused Absences. If during any 12-month period, a Director has three unexcused absences from Board meetings, then the Board by a two-thirds vote of all Directors may ask the County to remove that Director. An absence is considered excused only if the Board approves it.

Section 2.18 Open Meetings Act. The Board must conduct its meetings in compliance with Michigan's Open Meetings Act.

Section 2.19 Freedom of Information Act. The writing prepared, owned, used, in the possession of, or retained by the Authority in the performance of an official function shall be made available to the public in compliance with the Freedom of Information Act.

Section 2.20 Public Participation at Meetings. The Board must establish a time during each meeting for members of the public to address the Board. Each speaker is limited to four minutes unless the time is otherwise extended by the Chairperson or by a majority of Directors present. The Board must adopt rules and procedures as required by Michigan's Open Meetings Act for the purpose of providing public participation.



Section 2.21 Rules of Order. The rules contained in the most recently published edition of Robert's Rules of Order shall govern all meetings of the Board, except as modified by a majority of the Directors present at any meeting. Any disputes as to rules of order and procedures shall be decided by the Board Chairperson, whose decision shall be final.

### **Articles III** **Officers**

Section 3.1 Officers. The Board must appoint a Chairperson, Vice-Chairperson, and Clerk. The Chairperson and Vice-Chairperson must each be a Director. The Board may appoint other officers. Officers have the authority described in these bylaws and prescribed by the Board.

Section 3.2 Appointment and Term of Office. The Board must appoint Officers (by majority vote of the entire Board) at each annual meeting. If Officers are not appointed at the annual meeting, the Board must appoint them promptly thereafter.

Section 3.3 Removal. By a two-thirds vote of the entire Board, the Board may remove an Officer with or without cause.

Section 3.4 Vacancies. The Board may fill an office vacancy for the unexpired portion of the term.

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

Section 3.6 Vice-Chairperson. In the Chairperson's absence, or if the Chairperson is unable or unwilling to act, the Vice-Chairperson performs the Chairperson's duties. The Vice-Chairperson performs other duties as may be assigned by the Chairperson or by the Board.

Section 3.7 Clerk. The Clerk keeps the minutes of Board meetings, ensures that notices are given properly, keeps other Authority records, and performs other duties the Chairperson or the Board may assign. The Clerk must keep minutes and handle meeting notices in accordance with Michigan's Open Meetings Act.

Section 3.8 Executive Director. The Board may employ an Executive Director to serve as the Authority's Chief Executive Officer, be responsible for the Authority's day-to-day operations, have the authority to appoint, employ, hire, terminate, and discipline all other Authority employees, and perform other duties the Board may assign.

Section 3.9 Committees. The Board may create committees, but no committee may include a quorum of the Board. Committees have only advisory authority and have no power to make a final decision. Committee **recommendations**, unless the Board provides otherwise, require approval by a majority of the committee members present at a meeting at which a quorum is present.

**Article IV**  
**Additional Duties**

Section 4.1 Contracts, Banking, etc. The Board may authorize any person to sign documents on the Authority's behalf. Unless the Board provides otherwise, a document requiring signature on the Authority's behalf must be signed by the Chairperson and Vice-Chairperson. The Board will determine financial institutions to be used for deposits and other banking purposes.

Section 4.2 Fiscal Year. The fiscal year of the Authority shall begin on October 1 and shall end on September 30 of the following year.

Section 4.3 Audits, Budgets, and Appropriations. The Authority must provide all audits, budgets, and appropriations as Act 196 requires.

**Article V**  
**Bylaws Amendments**

Section 5.1 These bylaws may be amended only by a majority of all Directors. The proposed amendment shall be considered over a period of two meetings of the Directors. The proposed amendment will be introduced at the first meeting and may be considered for adoption at a second meeting.

# Bylaws

## Kalamazoo County Transportation Authority ("Authority")

Adopted by the Authority at a meeting held on February 13, 2023

---

**B. Blissett, Clerk**

### **Article I Introduction**

The Authority has the power to adopt bylaws under Act 196 (the Public Transportation Authority Act, PA 196 of 1986, as amended).

### **Article II Board of Directors**

(See chapter 4 of the Authority's Articles for Board composition, etc.)

Section 2.1 Appointment. The County appoints each of the Directors. Subsequent Directors shall be appointed in the same manner as the original appointment at the expiration of each Director's term of office. Directors shall be residents of Kalamazoo County and should be representative of public transportation interests, as they exist in the County.

Section 2.2 Voting. Each Director has one vote. Board decisions require the approval of a majority of the Directors who attend a meeting that has a quorum. Five Directors shall constitute a quorum for the transaction of business. A Director may participate in a meeting by telephone, but that Director does not count toward a quorum and has no right to vote.

Section 2.3 Term -Expiration of Term - Continuation in Office - Filling of Vacancy. Each Director serves a three-year term. A Director, whose term of office has expired shall continue to hold office until that Director's successor has been appointed by the County Board. A Director may be reappointed. If a vacancy is caused by death, resignation or removal of a Director, a successor shall be appointed by the County Board to hold office for the remained of the term so vacated.

Section 2.4 Compensation of Directors. Directors serve without compensation.

Section 2.5 Removal. The Kalamazoo County Board of Commissioners may, upon a 2/3rds vote of the elected and serving members of the Board of Commissioners, remove a Director prior to the expiration of the Director's term of office.

Section 2.6 Resignation. A Director may resign from office at any time, to be effective upon the Authority's receipt of written notice of resignation unless the resignation notice states a later time.

Section 2.7 Conflict of Interest. 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.

Section 2.8 Annual Meeting. The Board must meet in the first quarter of each calendar year to elect officers and transact other business as the Board determines.

Section 2.9 Regular Meetings. The Board may adopt a schedule of regular meetings. The secretary must give written notice of that schedule to each Director before the first regular meeting. No other notice of regular meetings need be given to Directors

Section 2.10 Special Meetings. The Chairperson or any two Directors may direct the Clerk to give notice of a special Director meeting. The Clerk must give written notice of that meeting to each Director at least 48 hours before the special meeting. The notice need not specify either the purpose or the business to be transacted at that special meeting. The notice may be given by telephone to a number indicated by each Director as the one to be used for that purpose, or by any other method of communication. The clerk must keep a written record of the notification method used for each Director.

Section 2.11 Waiver of Meeting Notices. A Director may waive notice of any Board meeting in writing before or after the meeting. A Director's attendance at or participation in a meeting waives any required notice to that Director unless the Director:

- (a) objects, either at the beginning of the meeting or upon arriving at the meeting, to the meeting or the transaction of business at the meeting, and
- (b) does not vote on any action taken at the meeting.

Section 2.12 Conduct of Meetings. The Chairperson presides at each Board meeting. If the Chairperson is absent, the Vice-Chairperson presides. The meeting chair decides all matters of procedure for conducting the meeting unless a majority of Directors present determine otherwise.

Section 2.13 Unexcused Absences. If during any 12-month period, a Director has three unexcused absences from Board meetings, then the Board by a two-thirds vote of all Directors may ask the County to remove that Director. An absence is considered excused only if the Board approves it.

Section 2.14 Open Meetings Act. The Board must conduct its meetings in compliance with Michigan's Open Meetings Act.

Section 2.15 Public Participation at Meetings. The Board must establish a time during each meeting for members of the public to address the Board. Each speaker is limited to four minutes, unless the time is otherwise extended by the Chairperson or by a majority of Directors present. The Board must adopt rules and procedures as required by Michigan's Open Meetings Act for the purpose of providing public participation.

Section 2.16 Rules of Order. The rules contained in the most recently published edition of Robert's Rule of Order shall govern all meetings of the Board, except as modified by a majority of the Directors present at any meeting. Any disputes as to rules of order and procedure shall be decided by the Board Chairperson, whose decision shall be final.

### **Article III Officers**

Section 3.1 Officers. The Board must appoint a Chairperson, Vice-Chairperson, and clerk. The Chairperson and vice Chairperson must each be a Director. The Board may appoint other officers. Officers have the authority described in these bylaws and as prescribed by the Board.

Section 3.2 Appointment and Term of Office. The Board must appoint officers (by majority vote of the entire Board) at each annual meeting. If officers are not appointed at the annual meeting, the Board must appoint them promptly thereafter.

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Section 3.4 Vacancies. The Board may fill an office vacancy for the unexpired portion of the term.

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

Section 3.6 Vice-Chairperson. In the Chairperson's absence, or if the Chairperson is unable or unwilling to act, the vice-Chairperson performs the Chairperson's duties. The vice-Chairperson performs other duties as may be assigned by the Chairperson or by the Board.

Section 3.7 Clerk. The Clerk keeps the minutes of Board meetings, ensures that notices are given properly, keeps other Authority records, and performs other duties the Chairperson or the Board may assign. The Clerk must keep minutes and handle meeting notices in accordance with Michigan's Open Meetings Act.

Section 3.8 Executive Director. The Board may employ an Executive Director to serve as the Authority's Chief Executive Officer, be responsible for the Authority's day-to-day operations, have the authority to appoint, employ, hire, terminate, and discipline all other Authority employees, and perform other duties the Board may assign.

Section 3.9 Committees. The Board may create committees, but no committee may include a quorum of the Board. Committees have only advisory authority and have no power to make a final decision. Committee **recommendations**, unless the Board provides otherwise, require approval by a majority of the committee members present at a meeting at which a quorum is present.

#### **Article IV Additional Duties**

Section 4.1 Contracts, Banking, etc. The Board may authorize any person to sign documents on the Authority's behalf. Unless the Board provides otherwise, a document requiring signature on the Authority's behalf must be signed by the Chairperson or vice Chairperson.

Section 4.2 Fiscal Year. The fiscal year of the Authority shall begin on October 1 and shall end on September 30 of the following year.

Section 4.3 Audits. The Authority must provide for audits, budgets and appropriations as Act 196 requires.

#### **Article V Bylaw Amendments**

Section 5.1 These bylaws may be amended only by a majority of all Directors. The proposed amendment shall be considered over a period of two meetings of the Directors. The proposed amendment will be introduced at the first meeting and may be considered for adoption at a second meeting.



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

**EXECUTIVE COMMITTEE**

**NO: 1.09**

**PURPOSE**

To define the roles and functions of the CCTA/KCTA Executive Committee.

**POLICY STATEMENT**

The Executive Committee shall consist of not more members than would create a quorum of the CCTA or KCTA boards. The Committee shall consist of at least the Chair and Vice-Chair of both the CCTA and KCTA and shall have the following responsibilities:

- Review agendas for monthly Board meetings.
- Assist, advise and act as a sounding board for the Executive Director.
- Recommend the Annual Evaluation process for the Executive Director.
- Determine the process for the hiring and termination of the Executive Director and bring the process to the full board for approval.
- Recommend to the full Boards the Subcommittee structure, subcommittee assignments and subcommittee responsibilities.

The Executive Committee will not have authority in reference to the following matters:

- Adopting, amending, or repealing CCTA/KCTA Bylaws.
- Acting to hire or terminate the Executive Director without the action of the CCTA Board.
- Executive Committee vacancies or changes in membership.
- Actions inconsistent with board Bylaws in particular Article III.

**APPROVAL**

\_\_\_\_\_  
KCTA/CCTA Board Chair      Date

\_\_\_\_\_  
KCTA/CCTA Board Clerk      Date



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

**BOARD OPERATIONS COMMITTEE**

**NO: 1.12**

**PURPOSE**

To define the roles and functions of the CCTA/KCTA Board Operations Committee.

**POLICY STATEMENT**

The Board Operations Committee shall consist of not more members than would create a quorum of the CCTA or KCTA Boards. The Committee shall consist of the Chair and Vice-Chair of both the CCTA and KCTA, the Chair of the Planning and Development Committee, the Chair of the Performance Monitoring Committee, and the Chair of the External Relations Committee. The Chair of the CCTA and/or KCTA will be the Chair of the Board Operations Committee. The Board Operations Committee shall have the following responsibilities:

1. Coordinating the functioning of the KCTA and CCTA Boards and the standing committees, keeping the Board Governing Role and Responsibilities Description updated, setting Board member performance targets and standards, and monitoring the performance of the Board as a whole and of individual Board members.
2. Advising the Board Chair on the appointments of standing committee chairs and members.
3. Approving the regular Board meeting agenda as recommended by the standing committee chairs and Executive Director.
4. Recommending revisions of the KCTA and CCTA Bylaws in the interest of stronger governance and management of the affairs of Metro.
5. Developing and keeping updated a profile of desirable Board member attributes and qualifications and fashioning and executing strategies to promote the appointment of qualified Board members by the Appointing Authority.
6. Developing and overseeing execution of a formal Board member capacity building program, including such elements as orientation of new members, continuing education and training, and a mentoring program pairing new with senior Board members.
7. Ensuring that the Executive Director employment contract and position description are updated as necessary to reflect the changing leadership needs, priorities, and circumstances of Metro.
8. Annually negotiating Executive Director performance targets, annually or semi-annually evaluating Executive Director progress in achieving these targets and determining the Executive Director's compensation.

**APPROVAL**

\_\_\_\_\_  
KCTA/CCTA Board Chair      Date

\_\_\_\_\_  
KCTA/CCTA Board Clerk      Date





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

**PLANNING AND DEVELOPMENT COMMITTEE**

**NO: 1.13**

**PURPOSE**

To define the roles and functions of the CCTA/KCTA Planning and Development Committee.

**POLICY STATEMENT**

The Planning and Development Committee shall consist of not more members than would create a quorum of the CCTA or KCTA Boards. The Committee shall be appointed by the Board Operations Committee. The Planning and Development Committee shall have the following responsibilities:

1. Reaching agreement with the Executive Director on the detailed design of the planning and budget development cycle. Ensuring that the Board participates fully and proactively in the planning process.
2. Overseeing preparation for, and hosting, any Board and Executive Management Team strategic work sessions that are held as part of the planning cycle.
3. Recommending to the Board the strategic issues that Metro strategic planning should focus. Reviewing and recommending to the Board such critical planning products as updated values, vision, and mission statements, operational planning priorities, the operating budget, and other strategic and policy-level products that merit Board attention. Note that the budget is a major operational planning product and, therefore, falls under the Planning and Development Committee.
4. Ensuring as part of the operational planning/budget preparation process, that program plans include both financial and programmatic performance targets that the Performance Monitoring Committee can use in monitoring the operational and financial performance of Metro operating units.

**APPROVAL**

\_\_\_\_\_  
KCTA/CCTA Board Chair      Date

\_\_\_\_\_  
KCTA/CCTA Board Clerk      Date



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

**PERFORMANCE MONITORING COMMITTEE**

**NO: 1.14**

**PURPOSE**

To define the roles and functions of the CCTA/KCTA Performance Monitoring Committee.

**POLICY STATEMENT**

The Performance Monitoring Committee shall consist of not more members than would create a quorum of the CCTA or KCTA Boards. The Committee shall be appointed by the Board Operations Committee. The Performance Monitoring Committee shall have the following responsibilities:

1. Reaching agreement with the Executive Director on the key elements of the operational and financial reporting process, including the content, format, and frequency of performance reports to the Board, and overseeing implementation of the process.
2. Reviewing performance reports in committee meetings and reporting operational and financial performance to the Board at its regular business meetings.
3. Reviewing operational policies meriting the Board's attention (dealing with, for example, procurement guidelines), identifying the need for revision, and recommending policy revisions to the full Board.
4. Presenting an overall assessment of the past fiscal year's financial and operational performance to the Board.
5. Providing input to the Executive Director on major internal administrative system upgrades involving significant costs.

**APPROVAL**

\_\_\_\_\_  
KCTA/CCTA Board Chair      Date

\_\_\_\_\_  
KCTA/CCTA Board Clerk      Date



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

**EXTERNAL RELATIONS COMMITTEE**

**NO: 1.15**

**PURPOSE**

To define the roles and functions of the CCTA/KCTA External Relations Committee.

**POLICY STATEMENT**

The External Relations Committee shall consist of not more members than would create a quorum of the CCTA or KCTA Boards. The Committee shall be appointed by the Board Operations Committee. The External Relations Committee shall have the following responsibilities:

1. Ensuring that the desired image of Metro is regularly updated.
2. Overseeing the development and implementation of strategies for Metro image building, marketing and public relations efforts and for maintaining close, positive relationships with key external stakeholders.
3. Building relationships with local, state, and federal elected officials.
4. Identifying opportunities for Board members to speak in appropriate forums on behalf of Metro.
5. Fashioning strategies and plans intended to enhance internal and external communication.
6. Fashioning strategies and plans to promote non-Board volunteer involvement in Metro advisory bodies.
7. Monitoring non-Board volunteer involvement, identifying opportunities for improvement, and ensuring that such opportunities are taken into consideration in the Metro planning process.

**APPROVAL**

\_\_\_\_\_  
KCTA/CCTA Board Chair      Date

\_\_\_\_\_  
KCTA/CCTA Board Clerk      Date

**KCTA and CCTA Board Governance Implementation Timeline**  
Version – January 5, 2023

Task/Activity	Target Date	Action Approval Body	Notes
Receive Action Report	11/14/22	KCTA/CCTA	Complete
First Reading Resolutions	11/14/22	KCTA/CCTA	Complete
Second Reading Resolution	12/12/22	KCTA/CCTA	Complete
Staff Meeting with Doug Eadie	12/15/22	Staff	Complete
Board Governance Steering Committee Meets	1/4/23	Steering Committee	Complete
Update to KCTA/CCTA Bylaws and Policies 1 <sup>st</sup> Reading	1/9/23	KCTA/CCTA	
Update to KCTA/CCTA Bylaws and Policies Adoption	2/13/23	KCTA/CCTA	
Establish Board Operations Committee Membership	2/13/23	KCTA/CCTA	
Board Operations Committee Meet	2/20/23	Board Operations Committee	
Board Operations Committee appoints Committee Membership	3/13/23	Board Operations Committee	
Board Orientation on Committee Process	3/13/23	KCTA/CCTA	
Committees Meet for First Time	Late March 2023	Committees	
Committees develop short-term workplans	By mid-April 2023	Committees	
Committee workplans are reviewed and approved by Board Operations Committee	By mid-May 2023	Board Operations Committee	



Agenda Item: # 8  
Meeting Date: 02/13/23

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Kathy Schultz, Planning and Development Manager  
**DATE:** February 7, 2023  
**SUBJECT:** Comprehensive Operational Analysis Update

### **BACKGROUND**

The Comprehensive Operational Analysis (COA) has been under development since October 2021 and is now being presented to the boards for review.

### **DISCUSSION**

The Comprehensive Operational Analysis is being brought before the Central County Transportation Authority and the Kalamazoo County Transportation Authority for final review as Metro wraps up the contract with Foursquare Integrated Transportation Services (Foursquare). The document provides the following:

- A review of existing services and assets
- Budget and funding review of current revenues and expenses for the system
- Peer comparison used to evaluate where the system is in comparison to other transit systems with similar ridership and community features. These peers were also used in the Ten Year Vision Plan developed in 2015.
- Market analysis of Kalamazoo County transit needs
- Public and stakeholder input detail from meetings during the analysis development process
- Service scenarios and stakeholder reactions
- Final recommendations

The full document is available online at [kmetro.com/COA](http://kmetro.com/COA).

A PowerPoint presentation will be provided at the February 13<sup>th</sup> meeting to highlight the document. We have invited Boris Palchik, the project manager for the analysis, to the April 10 board meeting to hear final comments on the document for closeout. Between now and the April 10 meeting, board members should review the document and provide any feedback to Kathy Schultz, Planning and Development Manager.

#### *Next Steps Update:*

Staff has been meeting with a number of vendors who provide microtransit services to gather input on how microtransit is implemented, future needs, and procuring a vendor. Several vendors are able to provide software solutions for scheduling rides as well as optimizing microtransit zones and number of vehicles being operated. Vendors will also be providing information on turn-key operations of the microtransit system including the hiring and management of drivers and customer service. A meeting with the Michigan Department of Transportation was held recently to discuss future funding for the microtransit system and studying the impacts of such a system in the community.

Discussion on fall bus route changes has started. It is anticipated that these changes would begin effective late August/early September with the return of WMU students. The recommended route changes will be provided to the board for discussion in the upcoming months.

### **RECOMMENDATION**

This item is being presented for information at this time.

### **ATTACHMENTS**

Comprehensive Operational Analysis Document (Available online at [kmetro.com/COA](http://kmetro.com/COA) or by request)



Agenda Item: # 9  
Meeting Date: 02/13/23

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**DATE:** February 7, 2023  
**SUBJECT:** Executive Director Update

**Human Resources**

Angelo Burnett, Service Lane Attendant started 12/12/22  
Jacaria Wilson, Full-Time Driver started 1/9/23  
Linda Williams, Full-Time Driver started 1/9/23  
Veronica Coleman, Full-Time Driver started 1/9/23  
David Rogers, Operations Supervisor started 2/6/23

The next training class for full-time drivers will start February 27<sup>th</sup>.

**Outreach**

- January 17, 18, and 19 - KVCC Big Chill Welcome Back Students Event (KVCC Campus, Arcadia, and Culinary)
- January 23 – Meeting with City of Portage staff from Community Development Department, Transportation Department and City Manager’s Office regarding Comprehensive Operational Analysis
- February 7 – Meeting with residents and Integrated Services of Kalamazoo to discuss Metro public transportation options in the community

**Bronson Bus2Work Program**

Metro finished another year of providing bus passes to Bronson Hospital as part of the Bronson Bus2Work program. Employees can request a pass from Bronson’s Human Resources Department and use the Metro Bus2Work pass (along with showing their Bronson ID) to ride Metro’s fixed route buses. Bronson then provides reimbursement back to Metro for rides taken by their employees. Due to COVID, the number of rides provided as a part of the program has dropped from 13,631 rides in 2018 to 7,300 rides in 2022. New staff are managing the program at Bronson and additional marketing will be done to encourage usage of the program by Bronson staff.

**Youth Mobility Program Update**

Metro has been providing Kalamazoo Public School students rides using the Youth Mobility pass since the beginning of the school year. From September through December, 2022, 197 cards have been distributed of the 400 cards available for the schools. Over 12,500 rides have been provided for the period to students attending Loy Norrix, Kalamazoo Central, Phoenix High School, and the Kalamazoo Innovative Learning Program (KILP).

**Crossroads Mall**

The Executive Director will provide an update at the meeting.

**Boardmember Use of Fixed-Route Buses**

It was requested that Boardmembers be issued a Metro ID badge to be able to ride the buses for free. Annette Arkush will be available after the February 13<sup>th</sup> Board meeting to take your picture for the badge or for your convenience you can stop by at another time to have it done.

**KTC Security Reports**

Attached is the January Security Report from Eric Davis, Safety and Security Manager.

Attachments:

1. Metro's KTC January Security Report

## January 2023 KTC Security Report

Prepared by: Eric Davis

Title: Safety & Security Manager

### Overview:

KDPS's presence at the KTC was consistent through the month of January. KDPS's presence typically lasts for a few minutes at a time.

One person was arrested at the KTC for continuously violating a trespassed order. Many of the security incidents this month were drug/alcohol related and required a large number of emergency service personnel to respond.

### Activity Summary:

**68 Total security incidents** occurred during January 2023 (Decreased from **121** incidents in December).

Due to the colder weather, problems in the bathrooms and lobby of the KTC remain high.

Incident Types	(Definitions)
○ <b>5</b> Trespasses	(Asked to leave due to refused to do so/Someone trespassed returned to site)
○ <b>8</b> Loitering	(Significantly overstayed their time on property, sleeping, blocking paths)
○ <b>1</b> Vandalism	(Damage to property)
○ <b>3</b> Active Fights	(Physical altercation between parties occurred)
○ <b>11</b> Disturbances	(Behavior is interrupting other people around them)
○ <b>6</b> Harassments	(Using threatening or degrading language)
○ <b>0</b> Assaults	(Someone physically attacked by another)
○ <b>2</b> Thefts	(Property stolen on KTC property)
○ <b>12</b> Medical	(Medical emergency situations)

Of the total 68 incident types:

**20** were Drug/Alcohol related.

**25** were calls to 9-1-1 made by security

**25** needed police to respond

**16** needed EMS/medical to respond

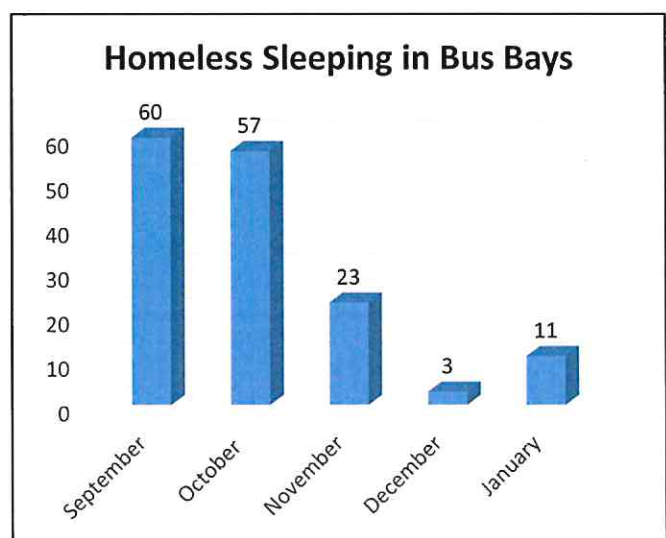
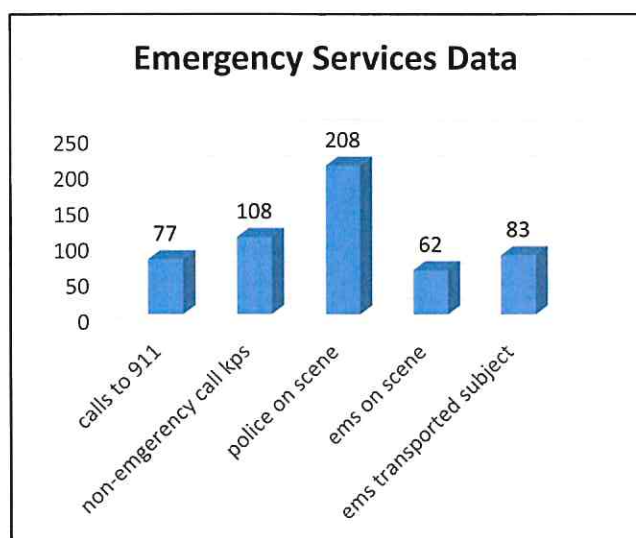
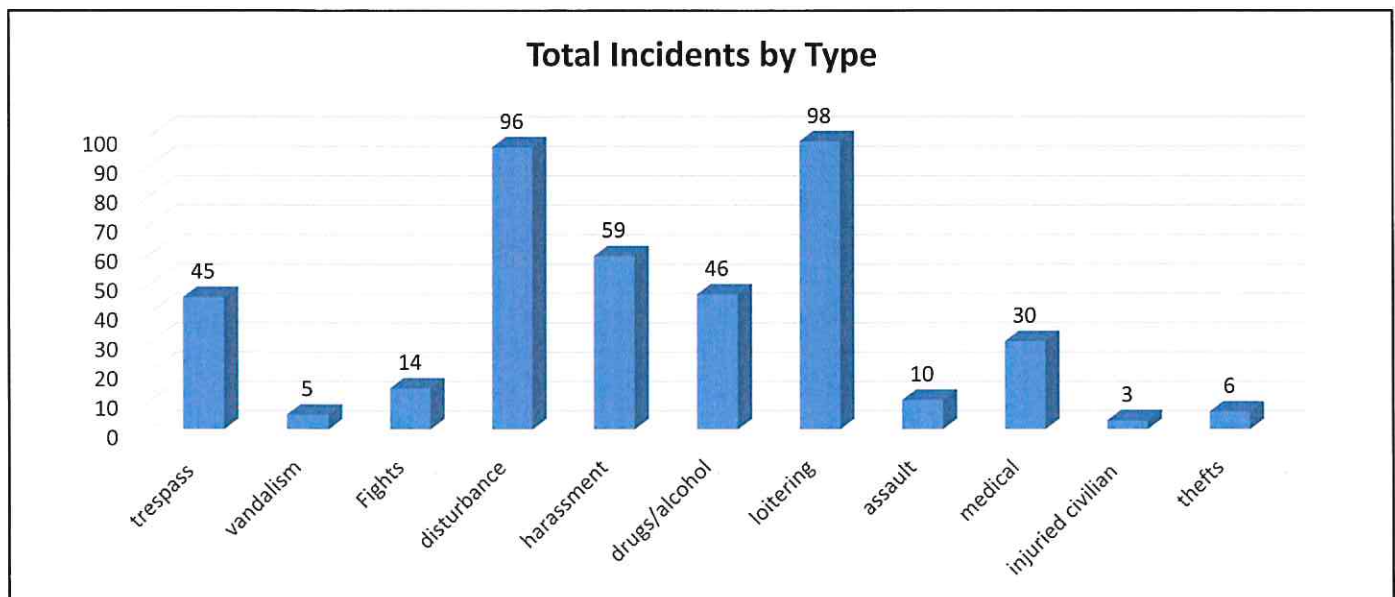
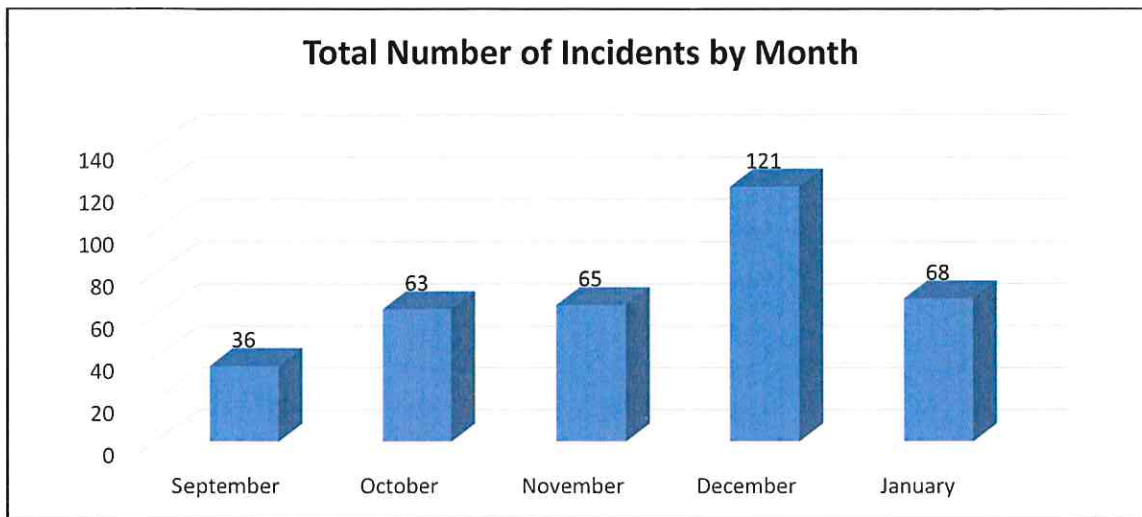
Of the 16 total EMS/medical incidents, **13** people were transported to the hospital

Consistent drug dealing still occurred on and around the edges of the KTC property throughout January.

**Please see next page for running total graphs for security related incidents:**



## Security Related Totals for Last 5 Months:





Connecting People Throughout  
Kalamazoo County

**TO:** Central County Transportation Authority and Kalamazoo County Transportation Authority  
**FROM:** Sean McBride, Executive Director  
 Prepared By: Kathy Schultz, Planning and Development Manager  
**DATE:** February 6, 2023  
**SUBJECT:** December 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
<b>FY23</b>	129,141	9,395	1,584	140,120
<b>FY22</b>	99,797	8,502	1,161	109,460
<b>Difference</b>	+29,344	+893	+423	+31,083
<b>% Change</b>	+29.40%	+10.50%	+36.43%	+28.01%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 22-Sept 23 System Total
<b>FY23</b>	432,702	29,672	5,394	467,768
<b>FY22</b>	321,814	25,781	4,226	341,499
<b>Difference</b>	+110,888	+3,891	+1,168	+126,269
<b>% Change</b>	+34.46%	+15.09%	+27.64%	+36.97%

**WHEELCHAIR LIFT/RAMP INCIDENT REPORT** – December 2022

Passengers in mobility devices for the month of December 2022 were 592. There were no incidents that involved a ramp/lift during this month.

**WMU STUDENT RIDERSHIP REPORT** – December 2022

For the month of December 2022 there were 24,238 passenger trips for WMU.

**DEMAND/RESPONSE MONTHLY SUMMARY REPORT** – December 2022

For the month of December 2022 there were 9,395 passenger trips on Metro Connect.



METRO  
RIDERSHIP ANALYSIS  
December 2022

Route #	Route	Month to Date				Year to Date				
		# of Rides		Rides per hour	Increase / decrease	# of Rides		Rides per hour	Increase / decrease	
		FY23	FY22			FY23	FY22			
01	Westhedge	16,185	14,497	23.43	43.65	50,738	38,470	24.37	31.29	-22.10%
02	Portage	7,410	5,134	17.82	18.27	21,718	14,185	16.73	16.28	2.75%
03	West Michigan	4,604	3,737	10.37	13.85	14,156	13,205	10.66	15.40	-30.80%
04	Oakland	5,264	3,349	12.86	11.60	16,521	11,055	12.77	12.31	3.75%
05	East Main	3,915	3,093	20.67	22.57	12,402	10,492	19.55	24.19	-19.20%
06	Parchment	6,197	4,784	14.57	16.90	18,685	15,200	14.57	17.18	-15.18%
07	Alamo	8,574	6,137	19.76	22.15	25,607	19,038	20.00	21.84	-8.41%
08	Eggleston	5,424	3,748	12.48	13.41	16,387	12,048	12.43	13.76	-9.67%
09	Gull Road	11,176	8,917	16.05	29.81	34,572	25,111	16.58	24.41	-32.06%
10	Comstock	3,812	3,552	9.04	12.40	11,643	9,818	8.92	11.00	-18.94%
11	Stadium Drive	6,588	5,442	15.00	18.99	21,742	19,068	16.45	21.34	-22.92%
12	Duke	1,157	755	8.32	7.13	3,834	2,302	9.80	7.28	34.67%
13	South Burdick	6,817	5,662	15.90	20.69	20,347	18,330	15.50	21.17	-26.78%
14	West Main	12,704	7,893	20.95	28.48	38,296	24,726	19.20	28.29	-32.12%
15	Paterson	2,863	1,972	11.58	14.86	8,462	6,061	12.25	14.76	-17.00%
16	Lovell	11,103	8,997	18.15	32.77	43,756	30,929	21.75	35.64	-38.98%
19	Ring	3,072	2,142	19.68	13.63	15,962	8,430	24.34	15.06	61.59%
21	Soloni/Kendall/Lafayette	2,801	2,623	19.06	13.54	13,435	11,066	15.61	14.74	5.89%
25	Parkview	5,220	4,133	18.95	14.20	30,043	18,925	25.31	18.52	36.67%
26	West Centre	2,260	2,039	5.96	7.36	7,283	7,409	6.05	8.55	-29.29%
27	East Romance	2,015	1,171	4.91	4.24	6,684	5,526	5.29	6.41	-17.55%
30/31	WMU Shuttle	0	20	0.00	4.62	429	420	2.11	26.82	-92.15%
	<b>Total Fixed Route</b>	<b>129,141</b>	<b>99,797</b>	<b>15.37</b>	<b>18.89</b>	<b>432,702</b>	<b>321,814</b>	<b>16.14</b>	<b>18.78</b>	<b>-14.04%</b>

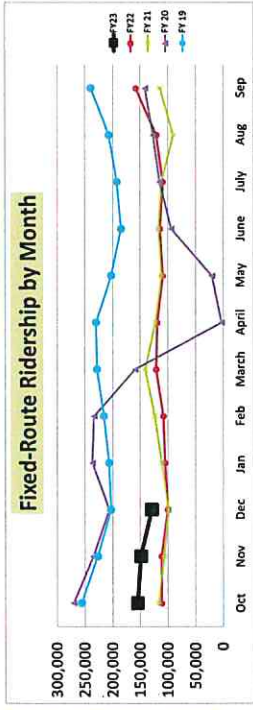
Metro County Connect	# of Rides		Rides per hour	Increase / decrease
	FY23	FY22		
Demand-Response	9,395	8,502	1.90	5.97%
ADA Trips	3,745	3,414	1.94	8.40%
<b>Specialized Service</b>	<b>1,584</b>	<b>1,161</b>	<b>10.00</b>	<b>293.83%</b>
Charters	0	0	0.00	N/A
<b>Total Services</b>	<b>140,120</b>	<b>109,460</b>	<b>10.37</b>	<b>-0.67%</b>
			<b>10.88</b>	<b>36.97%</b>
			<b>10.85</b>	<b>0.30%</b>

Specialized Service	# of Rides		Rides per hour	Increase / decrease
	FY23	FY22		
	1,584	1,161	10.00	293.83%
Charters	0	0	0.00	N/A
<b>Total Services</b>	<b>140,120</b>	<b>109,460</b>	<b>10.37</b>	<b>-0.67%</b>
			<b>10.88</b>	<b>36.97%</b>
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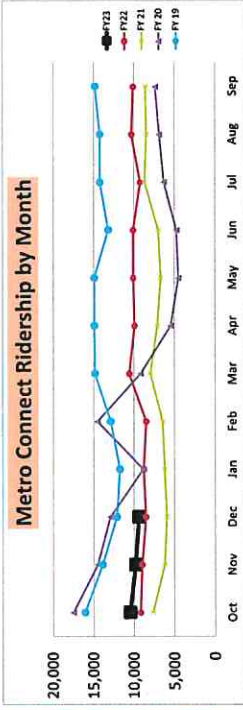
Other Data	Month to Date				Year to Date			
	# of Rides		Rides per hour	Increase / decrease	# of Rides		Rides per hour	Increase / decrease
	FY23	FY22			FY23	FY22		
WMU	24,238	18,218	111,382	77,591	43,555%			
KVCC	461	250	1,865	1,479	26.10%			
Transfers	45,089	35,282	137,933	126,720	8.85%			
Wheelchair	592	259	2,260	993	127.59%			
Bikes	652	762	3,089	3,655	-15.49%			
Youth Mobility	4,011	957	11,230	2,033	452.39%			

Metro FY 2023  
December, 2022

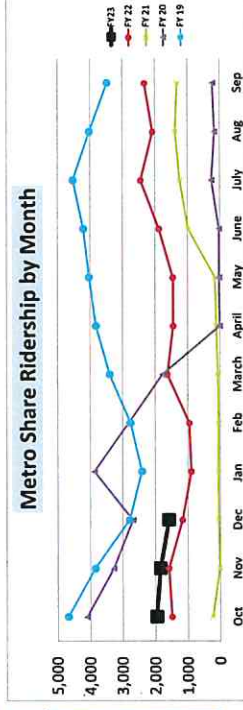
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	154,772	148,789	129,141									
FY22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	108,775	113,729	108,641	120,024	157,474
FY 21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	114,200
FY 20	270,270	235,017	206,618	236,803	233,960	158,855	3,053	20,235	94,104	114,359	126,171	140,709
FY 19	256,407	227,942	203,583	207,095	216,717	228,868	230,683	203,056	185,112	192,778	207,565	239,660



Metro Connect	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
FY23	10,482	9,795	9,395									
FY22	9,202	8,977	8,502	8,773	8,466	10,556	9,891	10,049	10,073	9,179	10,281	10,068
FY 21	7,651	6,217	5,951	6,197	6,430	7,970	7,093	6,678	6,976	8,669	8,433	8,557
FY 20	17,529	14,514	12,941	8,841	14,536	9,168	5,456	4,495	4,736	6,277	6,851	7,341
FY 19	16,106	13,923	12,153	11,781	12,918	14,857	14,935	14,934	13,191	14,231	14,231	14,837

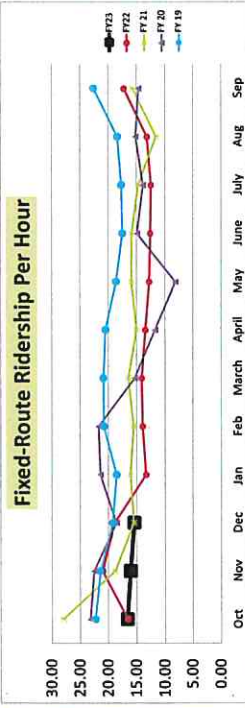


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,963	1,847	1,584									
FY 22	1,486	1,579	1,161	886	943	1,612	1,431	1,441	1,866	2,432	2,065	2,313
FY 21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317
FY 20	4,106	3,275	2,686	3,875	2,813	1,774	6	18	27	260	167	226
FY 19	4,684	3,856	2,793	2,419	2,765	3,410	3,829	4,036	4,213	4,531	4,027	3,476

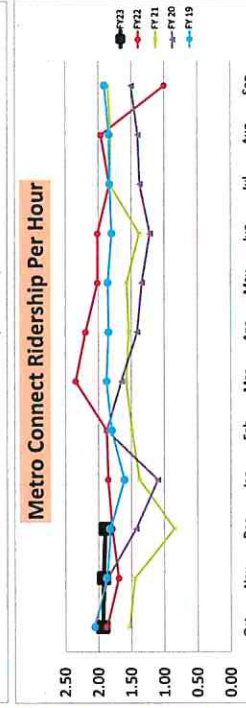


Metro FY 2023  
December, 2022

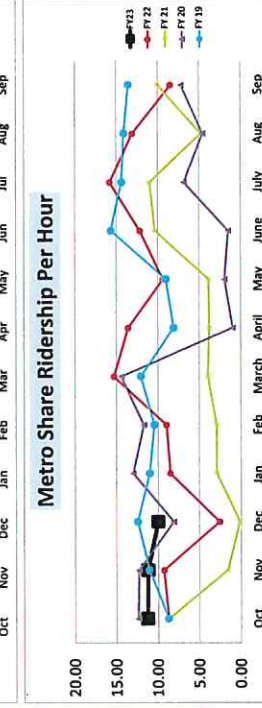
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	16.59	16.04	15.37									
FY22	16.51	20.95	18.86	13.27	13.85	14.04	13.38	12.72	12.51	12.41	13.10	17.19
FY 21	27.97	18.80	15.46	16.09	15.54	16.44	14.99	15.92	15.86	14.72	11.52	15.69
FY 20	23.17	22.50	18.53	21.38	21.68	15.30	11.72	8.16	14.88	13.82	15.15	14.63
FY 19	22.33	21.39	19.22	18.54	20.79	20.86	20.49	18.61	17.50	17.67	18.38	22.61



Metro Connect	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1.93	1.92	1.90									
FY22	1.87	1.69	1.79	1.85	1.87	2.34	2.19	2.01	2.01	1.83	1.96	1.00
FY 21	1.53	1.45	0.85	1.38	1.49	1.58	1.54	1.57	1.38	1.83	1.81	1.86
FY 20	2.07	1.86	1.43	1.10	1.87	1.65	1.41	1.34	1.22	1.37	1.40	1.50
FY 19	2.06	1.87	1.82	1.61	1.80	1.88	1.85	1.86	1.80	1.83	1.84	1.91



Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	11.28	11.24	10.00									
FY 22	8.70	9.26	2.54	8.47	8.93	15.26	13.55	9.34	12.10	15.76	13.04	8.43
FY 21	8.67	1.63	0.16	2.95	2.93	3.97	3.81	3.87	10.35	11.00	4.78	10.03
FY 20	12.37	12.31	8.09	12.97	11.69	14.41	0.97	1.95	1.50	6.81	4.55	7.14
FY 19	8.80	11.07	12.49	11.05	10.48	12.08	8.11	9.07	15.70	14.41	14.13	13.57



Metro FY 2023  
December 2022

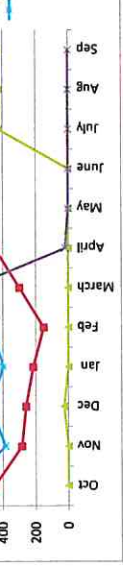
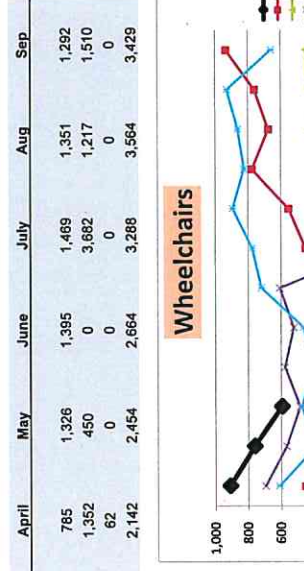
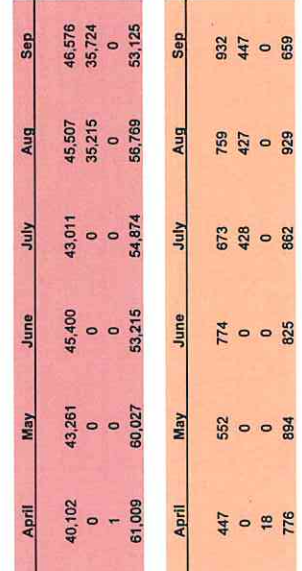
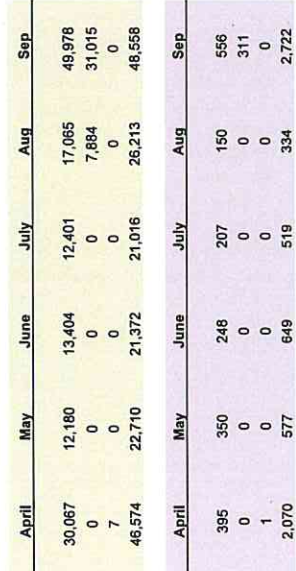
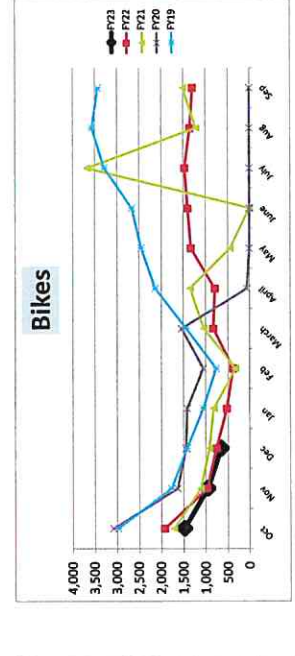
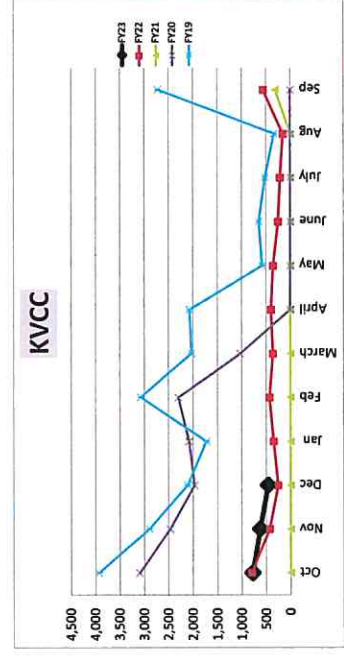
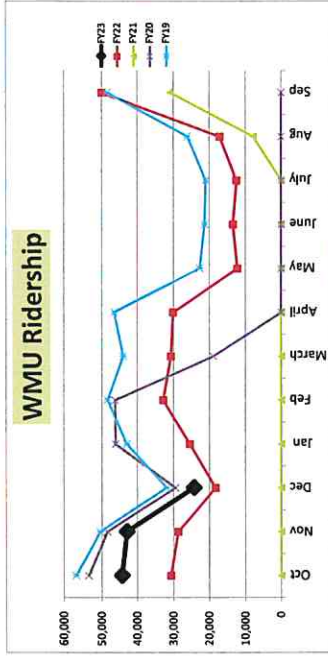
WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	44,276	42,868	24,238	25,443	32,823	30,670	30,067	12,180	13,404	12,401	17,065	49,978
FY22	30,701	28,672	18,218	0	0	0	0	0	0	0	7,884	31,015
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	53,611	48,398	29,500	46,080	46,220	18,875	7	0	0	0	0	0
FY19	56,916	50,544	31,930	43,036	48,461	44,029	46,574	22,710	21,372	21,016	26,213	48,558

KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	778	626	461	340	427	357	395	350	248	207	150	556
FY22	803	426	250	0	0	0	0	0	0	0	0	311
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	3,088	2,467	1,969	2,081	2,296	1,030	1	0	0	0	0	0
FY19	3,938	2,900	2,112	1,729	3,080	2,033	2,070	577	649	519	334	2,722

Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	47,931	44,913	45,089	33,321	33,854	39,559	40,102	43,261	45,400	43,011	45,507	46,576
FY22	57,199	34,239	35,282	0	0	0	0	0	0	0	35,215	35,724
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	56,803	52,014	53,526	57,197	53,714	35,112	1	0	0	0	0	0
FY19	65,958	59,137	59,174	55,735	56,924	61,623	61,009	60,027	53,215	54,874	56,769	53,125

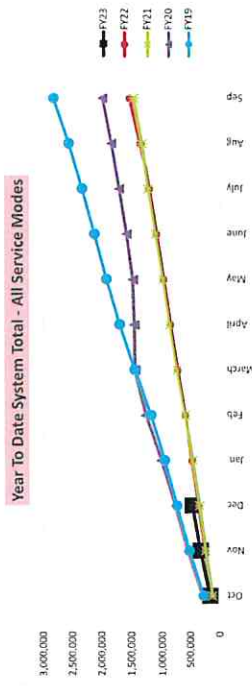
Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	909	759	582	214	150	298	447	552	774	673	759	932
FY22	450	284	259	0	0	0	0	0	0	428	427	447
FY21	0	0	26	0	0	0	0	0	0	0	0	0
FY20	694	567	484	576	522	606	18	0	0	0	0	0
FY19	611	386	474	399	463	719	776	894	825	862	929	659

Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,480	957	652	525	382	824	785	1,326	1,395	1,469	1,351	1,292
FY22	1,924	969	762	826	327	1,045	1,352	450	0	3,682	1,217	1,510
FY21	1,720	1,117	923	0	0	0	62	0	0	0	0	0
FY20	3,065	1,636	1,444	1,418	1,054	1,539	62	0	0	0	0	0
FY19	2,983	1,774	1,428	1,058	770	1,446	2,142	2,454	2,664	3,288	3,564	3,429

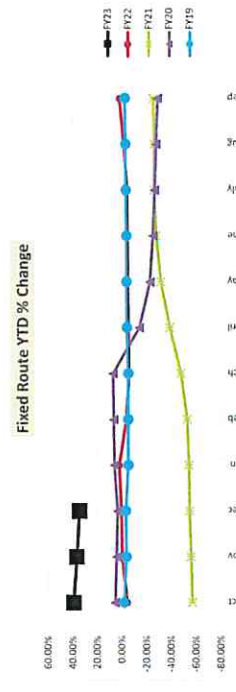


# Metro FY 2023 December 2022

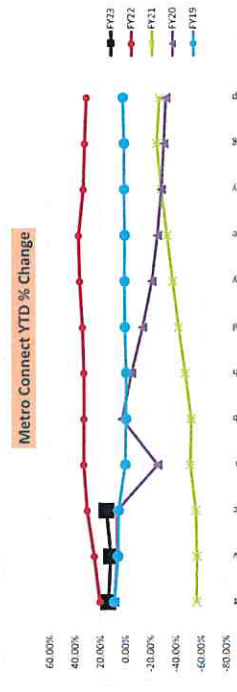
YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	167,217	327,648	467,768									
FY22	121,769	246,574	353,307	467,414	584,243	716,785	846,511	986,776	1,092,444	1,212,696	1,345,086	1,514,921
FY21	124,228	237,050	341,499	458,799	588,630	737,351	868,812	984,875	1,109,558	1,230,947	1,330,870	1,454,944
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	1,823,850	1,972,126
FY19	277,179	522,918	741,447	962,742	1,195,142	1,442,277	1,691,724	1,913,750	2,116,266	2,327,806	2,553,629	2,811,602



Fixed Route YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	39.33%	36.73%	34.46%									
FY22	-4.52%	-0.41%	0.14%	1.88%	-3.97%	-6.09%	-5.65%	-5.21%	-4.91%	-4.69%	-1.95%	1.39%
FY21	-56.95%	-65.90%	-54.86%	-54.42%	-53.01%	-48.09%	-39.11%	-31.87%	-28.26%	-26.39%	-26.55%	-25.80%
FY20	5.41%	4.33%	3.49%	6.00%	6.38%	7.00%	-14.43%	-23.08%	-25.54%	-26.90%	-27.98%	-29.36%
FY19	-1.81%	-3.49%	-3.16%	-5.24%	-5.19%	-5.26%	-4.28%	-3.91%	-3.87%	-3.38%	-3.13%	-2.64%



Metro Connect YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	13.91%	11.54%	15.09%									
FY22	20.27%	24.60%	30.08%	32.82%	32.59%	32.56%	33.59%	35.67%	36.67%	32.84%	31.67%	30.29%
FY21	-56.35%	-56.72%	-55.94%	-51.67%	-52.54%	-47.87%	-42.75%	-38.06%	-33.67%	-29.10%	-25.71%	-27.76%
FY20	8.84%	6.71%	6.64%	-26.00%	2.21%	-5.15%	-14.16%	-21.62%	-26.11%	-29.16%	-31.25%	-32.96%
FY19	8.99%	5.87%	5.48%	-0.10%	-0.62%	-0.86%	0.06%	0.31%	0.00%	0.52%	0.51%	1.36%



Metro Share YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	32.10%	24.31%	27.64%									
FY22	527.00%	1675.00%	1267.64%	1289.13%	1352.04%	1467.89%	1406.29%	1281.26%	610.89%	397.89%	288.02%	238.71%
FY21	-94.23%	-96.49%	-96.93%	-97.36%	-97.51%	-97.36%	-96.74%	-95.89%	-90.61%	-84.18%	-77.08%	-70.50%
FY20	-12.34%	-13.57%	-11.17%	1.38%	1.44%	-7.02%	-21.98%	-33.24%	-41.95%	-48.43%	-53.14%	-56.33%
FY19	NA	0.62%	-8.41%	-19.83%	-21.66%	-21.55%	-18.94%	-16.12%	-15.08%	-12.11%	-12.14%	-12.42%





Connecting People Throughout  
Kalamazoo County

Agenda Item: #9b Meeting Date: 02/13/23
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**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared By: Cheryl Pesti, Budget and Accounting Manager  
**DATE:** January 26, 2022  
**SUBJECT:** December 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 \$284,780 (3%) of the FY23 millage.
- We have collected \$413,268 (14% 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 \$6,000,000 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 December 2021 was \$2.39 and in December 2022, it was \$3.61. This is a 51% increase.
- Total operating expenditures for Metro year-to-date are 18% of the total budgeted amount.

Attachment:

1. December 2022 Income & Expense Statement





	FY2023 CCTA Board Recommended Budget	December 2022	Year to Date FY 2023	Year to Date % 25%	Monthly Funding %
<b>STATEMENT OF INCOME AND EXPENSE</b>					
<b>Operating Revenue</b>					
<b>Fare Revenue</b>					
Regular Route Cash	754,088	50,593	169,117	22%	7%
Metro County Connect Fares	452,656	28,266	109,311	24%	3%
WMU Fares	1,185,000	0	0	0%	
Tokens	323,310	28,971	72,335	22%	2%
Pass Sales	245,851	17,346	62,505	25%	2%
Texas Twp/KVCC Prepaid Fares	91,076	0	0	0%	0%
	<u>3,051,981</u>	<u>125,176</u>	<u>413,268</u>	14%	15%
<b>Other Revenue</b>					
Advertising	75,000	0	5,000	7%	0%
Intermodal Operations	182,157	1,800	2,700	1%	0%
Miscellaneous Revenue	19,850	946	4,584	23%	0%
Commission Revenue - (GH, IT, FlixBus)	19,200	4,138	6,453	34%	0%
Interest Income	9,550	17,262	38,452	403%	1%
	<u>305,757</u>	<u>24,146</u>	<u>57,190</u>	19%	2%
<b>Urban Millage (CCTA)</b>	<b>5,299,618</b>	<b>100,400</b>	<b>205,362</b>	<b>4%</b>	<b>5%</b>
<b>County-wide Millage (KCTA)</b>	<b>3,201,898</b>	<b>42,937</b>	<b>79,418</b>	<b>2%</b>	<b>2%</b>
<b>MDOT - Operating</b>	<b>7,226,670</b>	<b>507,804</b>	<b>1,521,308</b>	<b>21%</b>	<b>50%</b>
<b>FTA - Operating</b>	<b>2,703,977</b>	<b>992</b>	<b>992</b>	<b>0%</b>	<b>0%</b>
<b>Provision for Depreciation</b>	<b>3,255,200</b>	<b>272,151</b>	<b>817,264</b>	<b>25%</b>	<b>27%</b>
<b>TOTAL OPERATING REVENUE</b>	<b><u>25,045,101</u></b>	<b><u>1,073,606</u></b>	<b><u>2,624,344</u></b>	<b>10%</b>	<b>100%</b>
<b>Operating Expenses by Division</b>					
Administration/Overhead	7,245,608	437,726	1,536,403	21%	
Kalamazoo Transportation Center Operations	862,324	70,777	139,017	16%	
Maintenance	3,257,708	259,078	659,885	20%	
Operations	8,599,769	602,456	1,508,471	18%	
Metro Connect	5,377,481	405,236	814,207	15%	
Metro Share	68,837	3,766	10,456	15%	
<b>TOTAL OPERATING EXPENSE</b>	<b><u>25,411,727</u></b>	<b><u>1,779,040</u></b>	<b><u>4,668,437</u></b>	<b>18%</b>	
<b>NET (UNFUNDED) BALANCE for period</b>	<b><u>(366,626)</u></b>	<b><u>(705,434)</u></b>	<b><u>(2,044,094)</u></b>		



Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
**SUBJECT:** CCTA and KCTA Nominating Committee  
**DATE:** January 24, 2023

### DISCUSSION

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

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

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

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

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

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

Current CCTA and KCTA Officers are:

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

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

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

### RECOMMENDATION

1. The CCTA/KCTA Executive Committee recommends that CCTA appoint a Nominating Committee for the Purpose of recommending a Board Chair and Vice-Chair. The Executive Committee recommends the Nominating Committee shall consist of: Marty Janssen, Rob Britigan, Lisa Moaiery.
2. The CCTA/KCTA Executive Committee recommends that the KCTA appoint a Nominating Committee for the Purpose of recommending a Board Chair and Vice-Chair. The Executive Committee recommends the Nominating Committee shall consist of: Marty Janssen, Aditya Rama, Tim Sloan.



Agenda Item # 10f1  
Meeting Date 2/13/23

Connecting People Throughout  
Kalamazoo County

**TO:** CCTA and KCTA Boards  
**FROM:** Sean McBride, Executive Director  
Prepared by: Richard Congdon, Metro Connect Program Manager  
**DATE:** February 6, 2023  
**SUBJECT:** FY 2024 Vehicle Accessibility Plan

### **BACKGROUND**

The Michigan Department of Transportation requires that transit agencies who receive state funding under Michigan Public Act 51 submit Vehicle Accessibility Plan updates every year. The last Vehicle Accessibility Plan was written in 2005 so MDOT requires a new written plan in 2023. This plan has been reviewed by Metro's project manager at MDOT and approved by the Local Advisory Committee on January 18, 2023. Final approval by the Central County Transportation Authority and the Kalamazoo County Transportation Authority is required.

### **DISCUSSION**

The FY 2024 Vehicle Accessibility Plan ensures MDOT that the Metro System is in compliance with providing federally mandated ADA Paratransit service and documents any changes to the service. Metro confirms the type and number of vehicles used in service and the representatives of the Local Advisory Committee to document that Metro is in compliance with the percentage/number of representatives of the Disability and Senior Communities as outlined in Act 51.

Act 51 requires that a minimum of 50% of the LAC membership represents persons who are 65 years of age or older and individuals with a disability. The LAC currently has 70% representation by these groups. The Act also requires that at least one member, or 12%, be jointly approved with the Area Agency on Aging. The LAC has two members, or 20%, jointly approved. There is currently one vacancy for a Disability Community representative.

All 48 vehicles in the Metro Connect fleet are accessible. There are 13 F550 Eldorado buses, nine Ford E-250 vans and 26 Ford Transit vans. Older vehicles will be replaced but there are no plans to expand the fleet. There were no changes in service during 2022.

### **RECOMMENDATION**

It is recommended that the Central County Transportation Authority and the Kalamazoo County Transportation Authority approve the FY 2024 Vehicle Accessibility Plan.

### **ATTACHMENT**

1. FY 2024 Vehicle Accessibility Plan

**Accessibility Plan  
Metro  
530 North Rose Street  
Kalamazoo, Michigan 49007**

**1. Purpose**

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter “the Act”) and the official administrative rules for administration of Michigan’s Comprehensive Transportation Fund. The purpose of this accessibility plan is to describe the demand-response service provided by Metro to senior persons and individuals with a disability. This accessibility plan demonstrates it is the policy of Metro to comply with the following requirements of Section 10e(18):

- A. That demand-response service is provided to persons 65 years of age or older and individuals with a disability residing in Metro’s entire service area. See attached map defining the service area.
- B. That as a minimum, demand response service is provided to persons 65 years of age or older and individuals with a disability during the same hours as service is provided to all other persons in Metro’s service area.
- C. That the average time required for demand response service to persons 65 years and older and individuals with a disability, from the initiation of a service request to arrival at the destination, is equal to the average time period required for demand response service provided to all other persons in Metro’s service area.
- D. That Metro has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with a disability in Metro’s service area. At least one member, or 12 percent of membership has been appointed jointly with the Area Agency on Aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. The Local Advisory Council minutes are enclosed.

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

## **2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)**

As used in this Accessibility Plan defined as:

- (a) "individual with a disability" means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).
- (b) "senior" means an individual 62 years of age or older.

## **3. Number of Senior and Individuals with a Disability in Service Area - Rule 201(2) (c)**

Metro estimates that a total of 65,459 persons fitting the above definitions reside in Metro's defined service area.

## **4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)**

Metro developed this plan using the following process:

- (a) Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code
- (b) The draft plan content was reviewed at a meeting of the Metro Local Advisory Council, held on January 18, 2023, wherein the Local Advisory Council was given opportunity to review and comment on the content of the plan. In accordance with Sec.10e(18)(d) of the Act, all comments on the plan received at this meeting by Local Advisory Council members are contained in a separate section of this plan, below.
- (c) A final draft plan was submitted to and approved by Metro's governing body.

## **5. Local Advisory Council Composition - Rule 202**

Metro's Local Advisory Council is currently comprised of 10 members with three vacancies, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of Metro. Metro ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have a disability within Metro's defined service area. Metro further ensures that at least one member of its Local Advisory Council, or one of every eight members, whichever is larger, is approved jointly with the Area Agency on Aging. Metro further ensures that its Local Advisory Council membership will include people who have diverse disabilities and seniors who are users of public transportation.

Metro's Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

1. LAC Chairperson Name: Paul Ecklund

This Member is a:

- Person with a Disability
- Person 65 years and older
- Neither of above groups
- Represents one of the above

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**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
- Uses public transportation
- Neither of the above

2. Scott Bliss

**NAME**

This Member is a:

- Person with a Disability
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

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**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
- Uses public transportation
- Neither of the above

3. Frank Cody

**NAME**

This Member is a:

- Person with a Disability
- Person 65 years and older
- Neither of above groups
- Represents one of the above

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**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
- Uses public transportation
- Neither of the above

4. Sharon DeHaan

**NAME**

This Member is a:

- Person with a Disability
- Person 65 years and older
- Neither of above groups
- Represents one of the above

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**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging
- Uses public transportation
- Neither of the above

5. Sam Haywood

**NAME**

This Member is a:

- Person with a Disability  
 Person 65 years and older  
 Neither of the above groups  
 Represents one of the above

6. Ron Lambe

**NAME**

This Member is a:

- Person with a Disability  
 Person 65 years and older  
 Neither of above groups  
 Represents one of the above

7. Timothy Sloan

**NAME**

This Member is a:

- Person with a Disability  
 Person 65 years and older  
 Neither of above groups  
 Represents one of the above

8. Jerry Amos

**NAME**

This Member is a:

- Person with a Disability  
 Person 65 years and older  
 Neither of above groups  
 Represents one of the above

9. Dusty Farmer

**NAME**

This Member is a:

- Person with a Disability  
 Person 65 years and older  
 Neither of above groups  
 Represents one of the above

**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging  
 Uses public transportation  
 Neither of the above

Rural Kalamazoo County

**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging  
 Uses public transportation  
 Neither of the above

**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging  
 Uses public transportation  
 Neither of the above

Comstock Township

**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging  
 A user of public transportation  
 Neither of the above

Oshtemo Township

**AFFILIATION**

(name of organization if any)

This member is:

- Jointly appointed by the area agency on aging  
 A user of public transportation  
 Neither of the above

10. Ashley Glass  
**NAME**

Kalamazoo Township  
**AFFILIATION**

This Member is a:

(name of organization if any)

- Person with a Disability
- Person 65 years and older
- Neither of above groups
- Represents one of the above

- This member is:
- Jointly appointed by the area agency on aging
  - A user of public transportation
  - Neither of the above

**6. Present Vehicle Inventory – Rule 201 (2) (a)**

Metro's demand response vehicle inventory presently in service is as follows:

- (a) Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 48
- (b) Number of accessible demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 48

**7. Anticipated Vehicle Inventory – Rule 201 (2) (b)**

Metro's anticipated demand response vehicle inventory is as follows:

- (a) Number of demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 12
- (b) Number of accessible demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 12

**8. Narrative Summary of Vehicles Requested – Rule 201 (2) (I)**

As indicated above, the agency currently operates or plans to operate a total of 48 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with a disability is 48 vehicles. The reason for operating or planning to operate this number of accessible vehicles is to meet expected levels of demand.



**9. Fare Structure - Rule 201 (2) (d)**

Metro's fare structure that is in use for seniors, individuals with a disability and the general public for demand response and fixed route service is as follows:

	General Public	Seniors/Disabled Peak	Seniors/Disabled Non-Peak
Demand Response	\$12.00	\$3.00	\$3.00
Fixed Route	\$1.50	\$.75	\$.75

**10. Map and Narrative Description of Service Area – Rule 201 (2) (f)**

For fixed route and demand-response service, Metro's Service Area is:

The fixed route service operates in the City of Kalamazoo, City of Portage, City of Parchment, Comstock Township, Kalamazoo Township and Oshtemo Township. Metro Connect Demand/Response service operates in all of Kalamazoo County and the Veteran's Administration Hospital in Calhoun County. Metro Connect ADA service operates within ¼ of a mile of the fixed route system.

Refer to the attached map of Metro's service area, depicting Metro's service area and routes.

**11. Service Schedule – Rule 201 (2) (g)**

Metro's current service schedules, including hours and days per week for fixed route and demand response service is as follows:

Fixed Route: Monday – Friday: 6:00 am to 10:00 pm  
Saturday: 6:00 am to 10:00 pm  
Sunday: 9:00 am to 5:00 pm

Metro Connect: Monday – Friday: 6:00 am to 12:00 am  
Saturday: 6:00 am to 10:15 pm  
Sunday: 8:00 am to 6:00 pm

**12. Schedules in Alternative Formats – Rule 201 (2) (h)**

Metro has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities.

**13. Vehicle Availability On Other Than Regular Service Hours and Days – Rule 201 (2) (i)**

Metro does not make demand-response service vehicles available for use during hours or days other than regular service hours and days. Metro confirms that accessible transit vehicles are available for use by the senior and individuals with a disability to the same extent as the general public.

**14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)**

Metro does require that seniors, people with a disability and the general public make an advance request to obtain demand response service. The required advance request time period is up to seven days in advance and by 5:00 pm the day before the requested ride. There is same day service on a space available basis.

**15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)**

Metro provides service to all customers without constraints on capacity and there are no restrictions on trip purpose:

**16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)**

Metro's Local Advisory Council members made the following comments about this plan:

**17. Agency Response to Local Advisory Council Comments on the Plan-Rule 201 (2) (n)**

Metro made the following response to its Local Advisory Council regarding the above comments: