



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
January 9, 2023
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, February 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, January 9, 2023 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Consent Agenda	Voice Vote	Voice Vote
	a. Agenda for January 9, 2023*		
	b. Minutes for December 12, 2022*		
3.	Public Comment		
4.	Presentation by GRS Regarding the Actuarial and Pension Reports and Pension and Other Post-Employment Benefits (OPEB)*		
5.	Approval of Bid Purchase for KTC Roof Insulation Project*	Roll Call	Roll Call
6.	Approval of Bid Purchase for Diesel Particulate Filters & Diesel Oxidation Catalysts*	Roll Call	Roll Call
7.	Approval of Bid Purchase for Lift-U Wheelchair Ramps*	Roll Call	Roll Call
8.	Enhancements to CCTA/KCTA Governance Structure and Policies*	Roll Call	Roll Call
	a. Offer for First Reading Update to CCTA Bylaws*		
	b. Offer for First Reading Update to KCTA Bylaws*		
	c. Offer for First Reading to Rescind CCTA Policy No. 1.09 - Executive Committee*		
	d. Offer for First Reading Policy No. 1.12 Create Board Operations Committee*		
	e. Offer for First Reading Policy No. 1.13. Planning and Development Committee*		
	f. Offer for First Reading Policy No. 1.14 Performance Monitoring Committee*		
	g. Offer for First Reading Policy No. 1.15 External Relations Committee*		
9.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
	b. Monthly Finance Report*		



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10.	Subcommittee Reports		
	a. Executive Subcommittee - Joint		
	b. Finance Subcommittee – Joint		
	c. Outreach Subcommittee - Joint		
	d. Pension Board		
	e. KATS		
	f. Local Advisory Committee (LAC)		
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
December 12, 2022**

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

1.) KCTA ROLL CALL

KCTA Members Present: Curtis Aardema, Jeff Breneman, Tafari Brown, Martin Janssen, Aditya Rama, Greg Rosine

KCTA Members Absent: Dusty Farmer, Tim Sloan, Sam Urban

*A motion was made by KCTA to excuse the absence of Dusty Farmer and Tim Sloan
Motion: Farmer Second: Britigan*

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Chris Burns, Rod Halcomb, Martin Janssen, Lisa Moalery, Jim Pearson, Greg Rosine

CCTA Members Absent: Dusty Farmer, Garrylee McCormick, Randy Thompson

*A motion was made by KCTA to excuse the absence of Dusty Farmer, Garrylee McCormick, Randy Thompson
Motion: Farmer Second: Britigan*

Motion carried by voice vote.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for December 12, 2022, and for approval of the joint CCTA/KCTA meeting minutes for November 14, 2022.

Motion: Burns Second: Breneman

Motion carried by voice vote.

3.) PUBLIC COMMENT – Cheryl Koop of Parkview Hills commented on the necessity for bus service in the Parkview Hills development. She said people rely on it and would have difficulty in traveling from within the development to Parkview Avenue for the bus stop.

John Gisler reported Kalamazoo County had approved to increase the salaries of the Kalamazoo County Road Commission which hadn't been done since 1992. He remarked that crime rate for Kalamazoo County was rated 9th in United States per capita.

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

8.) SUBCOMMITTEE REPORTS

Executive Subcommittee - Chair Rosine reported the committee met to discuss the current agenda.

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

Outreach Subcommittee – Did not meet.

Pension Board – Burns reported the City of Kalamazoo who oversees the CCTA Pension Plan has done an excellent job in this economy even with a negative 3rd quarter market.

KATS Policy Committee – Did not meet.

Local Advisory Committee (LAC) – Did not meet.

9.) CHAIRPERSON REPORT – None

10.) PUBLIC COMMENT – None

11.) MEMBERS TIME – None

At 12:00 P.M. the CCTA and KCTA Boards paused for a short break.

At 12:15 P.M. the CCTA and KCTA Boards returned to open session.

12.) PRESENTATION REGARDING COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Chair Rosine introduced Boris Palchik of Foursquare Integrated Transportation Planning (Foursquare) to provide a Comprehensive Operational Analysis (COA) update with recommendations.

Palchik provided a PowerPoint of the suggested recommendations for adjustments to the Metro route system. He said his firm has been working with Metro since October 2021 gathering information and meeting with the public and local stakeholders to see what improvements could be made to bus services. The recommendations were presented with cost neutral scenarios using Metro's existing resources and future recommendations including increased service frequency and additional bus routes. Palchik shared next steps, implementation planning, short and long-term recommendations and the inclusion of Microtransit to the community. (A copy of the PowerPoint is on file with the meeting minutes and a link to the report is available at kmetro.com/COA.)

Extensive discussion ensued and questions were asked about process, community involvement, time frame, and route adjustments.

13.) 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.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk

DRAFT



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Agenda Item # 4 Meeting Date 01/09/23
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: January 4, 2023
SUBJECT: Pension and OPEB Annual Actuarial Valuation

DISCUSSION

Attached is the CCTA Pension Plan Annual Actuarial Valuation report as of December 31, 2021 and the City of Kalamazoo Postretirement Welfare Benefits Plan as of January 1, 2022. As a reminder, the CCTA is a subcomponent unit of the City of Kalamazoo Postretirement Welfare Benefits Plan (often referred to as an OPEB plan).

Jim Anderson from GRS, the actuarial consulting firm for both the City of Kalamazoo and Metro, will summarize findings and answers questions at the January 9 board meeting.

Attachments

1. CCTA Pension Plan Annual Actuarial Valuation Report as of December 31, 2021
2. City of Kalamazoo Postretirement Welfare Benefits Plan as of January 1, 2022

(Attachments are provided on separate links on the CCTA agenda website.)



Agenda Item: 5
Meeting Date 01/09/23

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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: December 20, 2022
SUBJECT: KTC Attic Insulation

BACKGROUND

This proposed project at the Kalamazoo Transportation Center (KTC) would add insulation between the ceiling and the roof. Benefits of the project include energy conservation, better heating and cooling comfort for building customers and employees, and risk mitigation to avoid frozen pipes during extensive cold weather spells. This project is based on the most recent Metro facility assessment document and Transit Asset Management (TAM) Plan.

DISCUSSION

With support from the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on December 8, 2022. We are planning this project to begin in February and to be completed within 90 days after award. Wightman & Associates has been retained to assist with construction management.

Miller Davis (Kalamazoo, MI) was the only responsive and responsible bidder. There were no bid responses the first time it was advertised in November. Miller Davis has done work at Metro through the years, including the 2006 KTC renovation. Miller Davis has the capacity and expertise for a larger commercial project like this one.

Metro has secured federal funding under the FTA's capital discretionary Section 5307 program for the proposed purchase. This capital grant was planned through the KATS Transportation Improvement Program and will be provided to Metro through 80% federal (FTA) and 20% State (MDOT) funding. No Metro general fund dollars will be used for this purchase.

RECOMMENDATION

It is recommended that the CCTA Board approve the KTC attic insulation project at the KTC with Miller Davis in the amount \$198,142 and authorize the Executive Director to execute documents related to the action on behalf of CCTA.



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Agenda Item: #6 Meeting Date 01/09/23
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: December 30, 2022
SUBJECT: Diesel Particulate Filters & Diesel Oxidation Catalysts

BACKGROUND

To maintain a safe and cost-effective fleet of vehicles, Metro uses a large amount of diesel particulate filters & diesel oxidation catalysts (the two emission parts operate in conjunction together). The existing parts currently used are aging and need to be replaced more often as the units age. Replacing the parts all at once will reduce emission problems and save on downtime and repairs, especially on the hybrid buses.

DISCUSSION

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on December 27, 2022. Kirk's Automotive, Inc. (Detroit, MI) was the lowest responsive and responsible bidder. Metro has worked with Kirk's in the past and is satisfied with their parts and service.

The quantity bid for the pair of parts was 30 which results in a unit cost of \$2,517. The parts are to be delivered within 30 business days of contract award. Metro mechanics will be responsible for installing the new parts.

Metro has secured federal funding under the FTA's capital discretionary Section 5307 program for the proposed purchase. This capital grant was planned through the KATS Transportation Improvement Program and will be provided to Metro through 80% federal (FTA) and 20% State (MDOT) funding. No Metro general fund dollars will be used for this purchase.

RECOMMENDATION

It is recommended that the CCTA and KCTA Boards approve a contract with Kirk's Automotive, Inc. for the purchase of diesel particulate filters & diesel oxidation catalysts in the amount of \$75,522 and authorize the Executive Director to execute documents related to the action on behalf of Metro.

Attachments:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION AUTHORITY BID TAB**THIS IS NOT AN ORDER**

Bid Opening: December 27, 2022 @ 3:00 p.m.

Bid Ref #: 06000-002.0

Diesel Partic Diesel Oxidation Catalysts

Opened by: Gracia Mason

Attended By: None

Recorded by: Rob Branch

		Kirk's Automotive, Inc.	J. David White Associates, Inc./dba White Associates	Cummins Inc.
Item	Description			
1	Diesel Particulate Filters (DPF) and Diesel Oxidation Catalysts (DOC) as specified.	\$75,522.00	\$81,090.00	\$162,010.77

		W.W.Williams	Western Michigan Fleet Parts, Inc.	Ridge NAPA Auto Parts and Paint
Item	Description			
1	Diesel Particulate Filters (DPF) and Diesel Oxidation Catalysts (DOC) as specified.	\$93,135.99	\$95,870.00	\$202,485.45

		Diesel Injection Serv. Co
Item	Description	
1	Diesel Particulate Filters (DPF) and Diesel Oxidation Catalysts (DOC) as specified.	\$112,410.00



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Agenda Item: #7
Meeting Date 01/09/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: December 30, 2022
SUBJECT: Wheelchair Ramps Purchase

Each Metro fixed-route bus contains a wheelchair ramp that folds out from the floor of the front entrance and meets Americans with Disabilities Act (ADA) requirements. This requested purchase is for ten (10) Lift-U Model LU18 wheelchair ramps to replace existing ramps which are near the end of useful life.

DISCUSSION

The average life expectancy of the current style of wheelchair ramp is approximately six years. As well as an increasing likelihood of repairs needed for older models, some of the parts can also become structurally fatigued after years of use.

With the assistance of the City of Kalamazoo Purchasing Department, sealed bids were solicited and opened on December 20, 2022. Gillig, LLC (Livermore, CA) was the only responsive and responsible bidder due to a proprietary agreement between Gillig and the ramp manufacturer. Metro has been satisfied with the product, pricing, and service in the past.

The Model LU18 offers a two-position interior floor, that when deployed to most curbs maintains a level entrance into the bus; and when deployed to street level a portion of the interior floor automatically lowers on an incline to offer a 1:6 slope for easier passenger boarding. The LU18 facilitates a load capacity of 1,000 pounds, which exceeds ADA requirements. The LU18 is electrically operated and controlled. Hydraulics are not required for operation. All major ramp components including the ramp plate are manufactured out of stainless steel for corrosion resistance. Aluminum is not used to avoid galvanic corrosion (www.lift-u.com/products/transit/lu18).

Metro has secured federal funding under the FTA's capital discretionary Section 5307 program for the proposed purchase. This capital grant was planned through the KATS Transportation Improvement Program and will be provided to Metro through 80% federal (FTA) and 20% state (MDOT) funding. No Metro operating dollars will be used for this purchase.

RECOMMENDATION

It is recommended that the CCTA and KCTA Boards approve a contract with Gillig, LLC for the purchase of ten wheelchair ramps in the amount of \$81,149.70 and authorize the Executive Director to execute documents related to this action on behalf of Metro.

Attachments:

1. Bid Tabulation

CENTRAL COUNTY TRANSPORTATION AUTHORITY

Bid Opening: December 20, 2022 @ 3:30 PM
Bid Ref #: 95510-152.0; Lift U Wheelchair Ramps
Opened & Recorded by: Gracia Mason

THIS IS NOT AN ORDER

Attended by: Rob Branch

Gillig, LLC	
DESCRIPTION	TOTAL AMOUNT
Lift-U Model LU18 Ramps (Qty of 10 Total)	\$81,149.70



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Agenda Item: # 8
Meeting Date: 01/09/23

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: January 4, 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, 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 were adopted.

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. Please see the redlined version of the CCTA Bylaws for the change to Section 3.9.

In addition, the following changes to Board Policies need to be adopted by the Boards. These Policies at the upcoming meeting will be offered for First Reading with adoption requested in February.

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

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

RECOMMENDATION

The Governance Review Steering Committee Consideration recommends for first reading the following which are attached:

1. Update to CCTA Bylaws
2. Update to KCTA Bylaws
3. Rescind Policy No. 1.09 – Executive Committee
4. Create Policy No. 1.12 – Board Operations Committee
5. Create Policy No. 1.13 – Planning and Development Committee
6. Create Policy No. 1.14 – Performance Monitoring Committee
7. Create Policy No. 1.15 – External Relations Committee

KCTA and CCTA Board Governance Implementation Timeline
Version – November 21, 2022

Task/Activity	Target Date	Action Approval Body	Task Assignment
Receive Action Report	11/14/22	KCTA/CCTA	
First Reading Resolutions	11/14/22	KCTA/CCTA	
Second Reading Resolution	12/12/22	KCTA/CCTA	
Staff Meeting with Doug Eadie	12/15/22	Staff	
Board Governance Steering Committee Meets	1/05/22	Steering Committee	
Establish Transition Action Plan Transition Implementation Plan	1/05/22	Steering Committee	
Update to KCTA/CCTA Bylaws 1 st Reading	1/9/23	KCTA/CCTA	
Update to KCTA/CCTA Bylaws 2nd Reading	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	
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	

Bylaws

Central 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). 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., ~~The Board Determines the terms of office for committee members and may appoint a chair for each committee.~~ unless the Board provides otherwise. Committee decisions 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 remainder 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.

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. ~~The Board determines the terms of office for committee members and may appoint a chair for each committee.~~ Unless the Board provides otherwise, committee decisions 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



Agenda Item: # 9
Meeting Date: 01/09/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: January 4, 2023
SUBJECT: Executive Director Update

Crossroads Mall

The Executive Director has recently met with Crossroads Mall management and will provide an update at the meeting.

Outreach

Staff will be attending the Big Chill event for Kalamazoo Valley Community College on January 17, 18, and 19. The event will be held at the KVCC Main Campus, Arcadia Commons and the Culinary College and provides students with resources for the winter semester from various agencies and departments.

Staff also attended a kick-off meeting with the Kalamazoo Promise office regarding community engagement and how information can be shared throughout the community for students of Kalamazoo Public Schools and resources available as students enter college or into employment.

Comprehensive Operational Analysis Update

Foursquare is working on the final report with the document being available to the boards prior to the February 13th meeting. Staff is meeting with a number of jurisdictions to discuss the draft recommendations and answer questions about the development of the report and to provide additional information on microtransit. Work has started on identifying bus routes that could be adjusted as well as a phasing timeline for implementation of microtransit.

Western Michigan University Ridership

Ridership for the fall 2022 semester for Western Michigan University saw an increase over the 2021 school year. In 2021, Metro carried 107,108 students and in 2022, 159,702 students, a 49.1% increase. In the Fall 2019 prior to the start of the pandemic, Metro provided 184,688 rides. We are continuing to see strong ridership on the 25-Parkview route that serves main campus to the College of Engineering off Parkview (45,796 rides). Additional routes with strong ridership include 16-Lovell (39,692), 19-Ring (22,856) and 21-Solon Kendall (19,217). The WMU Bronco ID can be used throughout the system for students, faculty and staff all year.

KTC Security Reports

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

Attachments:

1. Metro's KTC December Security Report

December 2022 KTC Security Report

Prepared by: Eric Davis

Title: Safety & Security Manager

Overview:

KDPS presence at the KTC was not as consistent as previous months but was still present most days throughout the month.

With 7 exterior doors allowed to be open during operational hours at the KTC lobby, it made it extremely hard for security personnel to track the people coming and going from the building. It also makes it difficult for them to monitor people who abuse the facility, lobby, and restrooms. To combat these problems, Metro started December 1, 2022, to lock 4 of these doors (compliant with building codes) and posted signs so only the main lobby doors can be used to enter the KTC. This has made a positive impact and has allowed security to better monitor the amount of traffic coming and going from the KTC. This will continue to be monitored and tweaked as we move forward with implementing better security practices.

Activity Summary:

121 Total security incidents occurred during December 2022 (Increased from 63 incidents in November).

Problems typically occur in Bus Bays, the KTC bathrooms, and the KTC lobby. Due to the colder weather, problems in the bathrooms and lobby of the KTC remain high.

Incident Types	(Definitions)
o 21 Trespasses	(Asked to leave due to refused to do so/Someone trespassed returned to site)
o 53 Loitering	(Significantly overstayed their time on property, sleeping, blocking paths)
o 0 Vandalism	(Damage to property)
o 2 Active Fights	(Physical altercation between parties occurred)
o 13 Disturbances	(Behavior is interrupting other people around them)
o 17 Harassments	(Using threatening or degrading language)
o 9 Assaults	(Someone physically attacked by another)
o 2 Thefts	(Property stolen on KTC property)
o 15 Medical	(Medical emergency situations)

Of the total 121 incident types:

10 were Drug/Alcohol related.

12 were calls to 9-1-1 made by security

24 needed police to respond

15 needed EMS/medical to respond

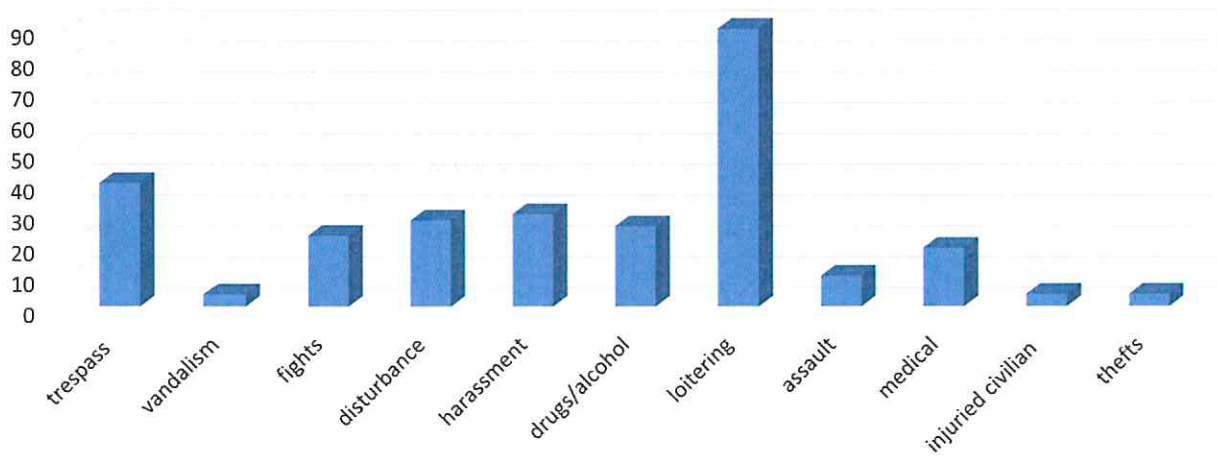
Of the 15 total EMS/medical incidents, 10 people were transported to the hospital

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

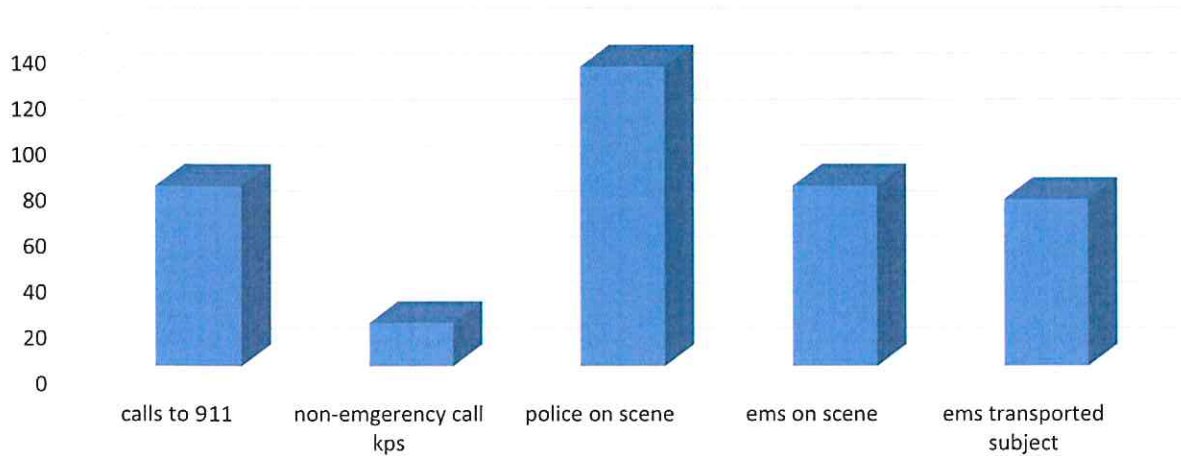
Please see next page for year end graphs for security related incidents:

Year End Graphs for Security Related Incidents:

224 Total Incidents for 2022 by Type

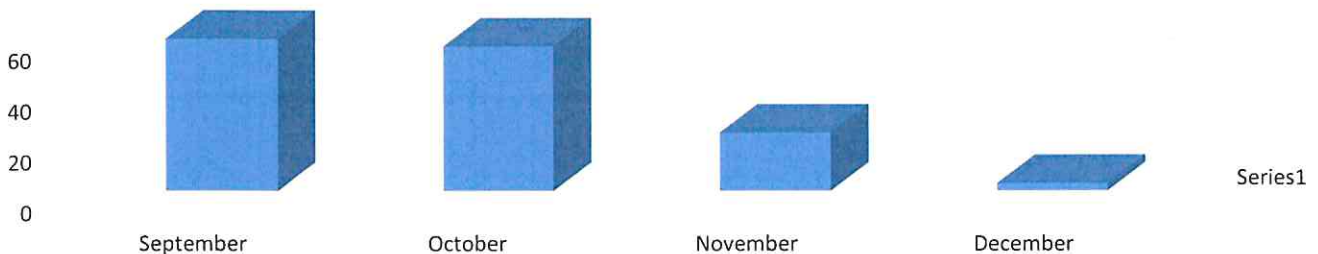


Total Emergency Services and Calls for 2022



Since changing security guard start time to 0530am starting in October 2022:

The Effect on Homeless Sleeping in Bays from Sep. to Dec. 2022





Connecting People Throughout
Kalamazoo County

Agenda Item: # 9a Meeting Date: 01/09/23

TO: Central County Transportation Authority and Kalamazoo County Transportation Authority
FROM: Sean McBride, Executive Director
 Prepared By: Kathy Schultz, Planning and Development Manager
DATE: January 3, 2023
SUBJECT: November 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
FY23	148,789	9,795	1,847	160,431
FY22	110,936	8,077	1,579	120,592
Difference	+37,853	+1,718	+268	+39,839
% Change	+34.12%	+21.27%	+16.97%	+33.04%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 22-Sept 23 System Total
FY23	303,561	20,277	3,810	327,648
FY22	222,017	17,279	3,065	242,361
Difference	+81,544	+2,998	+745	+85,287
% Change	+36.73%	+17.35%	+24.31%	+35.19%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – November 2022

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

WMU STUDENT RIDERSHIP REPORT – November 2022

For the month of November 2022 there were 42,868 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – November 2022

For the month of November 2022 there were 9,795 passenger trips on Metro Connect.



METRO
RIDERSHIP ANALYSIS
November 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	Westnedge	17,462	11,937	46.28%	25.58	30.62	-16.45%	34,553	23,973	44.13%	24.84	26.71	-6.99%
02	Portage	6,577	4,794	37.19%	15.34	22.11	-30.63%	14,308	9,051	58.08%	16.22	15.33	5.77%
03	West Michigan	4,948	4,750	4.17%	11.50	22.18	-48.15%	9,552	9,468	0.89%	10.80	16.11	-32.95%
04	Oakland	5,318	3,963	34.19%	12.37	16.85	-26.60%	11,257	7,706	46.08%	12.73	12.64	0.68%
05	East Main	4,196	3,654	14.83%	19.40	33.63	-42.31%	8,487	7,399	14.70%	19.07	24.94	-23.55%
06	Parchment	6,140	4,818	27.44%	14.70	20.92	-29.74%	12,488	10,416	19.89%	14.57	17.31	-15.82%
07	Alamo	8,240	6,384	29.07%	19.94	28.87	-30.93%	17,033	12,901	32.03%	20.13	21.70	-7.24%
08	Egleston	5,375	4,636	15.94%	12.51	20.74	-39.69%	10,963	8,300	32.08%	12.40	13.93	-10.93%
09	Gull Road	11,359	8,153	39.32%	16.65	22.95	-27.43%	23,396	16,194	44.47%	16.85	22.20	-24.08%
10	Comstock	3,583	3,510	2.08%	8.34	15.11	-44.83%	7,831	6,266	24.98%	8.86	10.33	-14.25%
11	Stadium Drive	7,417	6,740	10.04%	17.26	28.91	-40.30%	15,174	13,626	11.36%	17.17	22.46	-23.56%
12	Duke	1,221	801	52.43%	9.69	9.33	3.88%	2,677	1,547	73.04%	10.62	7.36	44.27%
13	South Burdick	6,688	6,191	8.03%	15.56	28.41	-45.23%	13,530	12,668	6.80%	15.30	21.40	-28.47%
14	West Main	2,812	2,026	53.02%	18.50	36.99	-49.97%	25,592	16,833	52.03%	18.44	28.20	-34.61%
15	Paterston	15,050	10,639	41.46%	13.04	22.07	-40.91%	5,599	4,089	36.93%	12.62	14.71	-14.16%
16	Lovell	6,950	3,087	125.14%	25.66	19.00	35.08%	32,653	21,932	48.88%	23.32	36.98	-36.93%
19	Ring	5,187	4,881	6.27%	14.54	24.38	-40.37%	10,634	8,443	25.95%	14.90	15.05	-1.01%
21	Solon/Kendall/Lafayette	12,661	6,634	90.85%	25.55	22.05	15.89%	24,823	14,792	67.81%	27.23	22.38	21.66%
25	Parkview	2,384	2,614	-8.80%	5.92	11.41	-48.10%	5,023	5,370	-6.46%	6.08	6.08	0.00%
26	West Centre	2,171	2,076	4.56%	5.23	9.19	-43.12%	4,669	4,355	7.21%	5.47	9.35	-41.51%
27	East Romance	429	400	7.25%	2.11	0.59	256.87%	429	400	7.25%	2.11	2.82	-25.25%
30/31	WMU Shuttle	148,789	110,936	34.12%	16.04	20.95	-23.43%	303,561	222,017	36.73%	16.31	17.59	-7.26%

Metro County Connect		Metro County Connect		Metro County Connect	
Demand-Response	9,795	8,077	21.27%	1.92	1.69
ADA Trips	4,090	3,543	15.44%	1.94	1.88

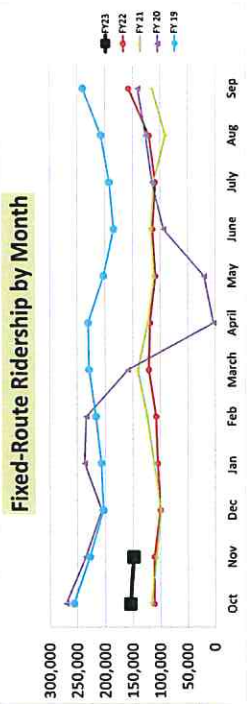
Specialized Service		Specialized Service		Specialized Service	
Charters	0	0	N/A	0	0.00

Total Services		Total Services		Total Services	
	160,431	120,592	33.04%	11.03	9.93

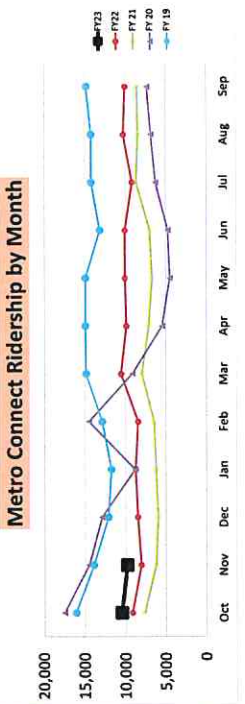
Other Data	Month to Date				Year to Date			
	# of Rides		Increase / decrease	# of Rides	Increase / decrease	# of Rides		Increase / decrease
	FY23	FY22				FY23	FY22	
WMU	42,868	28,672	49.51%	87,144	59,373	46.77%		
KVCC	626	426	46.95%	1,404	1,229	14.24%		
Transfers	44,913	34,239	31.17%	92,844	91,438	1.54%		
Wheelchair	759	284	167.25%	1,668	734	127.25%		
Bikes	957	969	-1.24%	2,437	2,893	-15.76%		
Youth Mobility	3,968	857	363.01%	7,219	1,076	570.91%		

Metro FY 2023
November, 2022

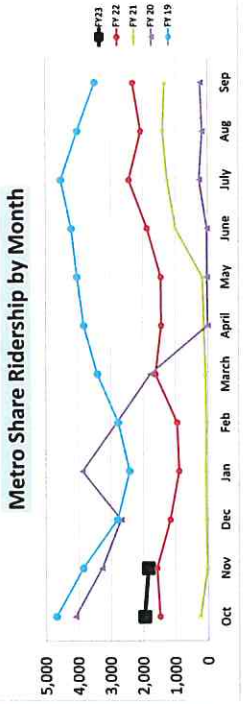
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	154,772	148,789										
FY22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	108,775	113,729	108,641	120,024	157,474
FY 21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	114,200
FY 20	270,270	235,017	206,618	236,803	233,960	156,855	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										
FY22	9,202	8,077	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										
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	2,886	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

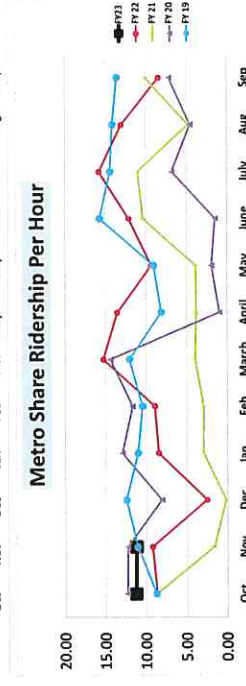
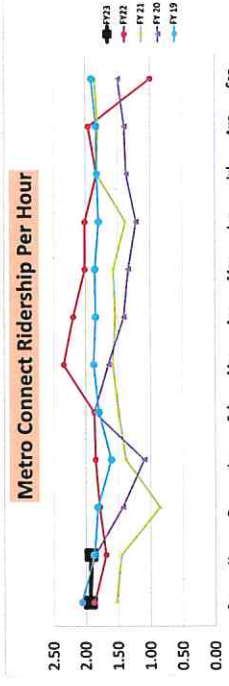
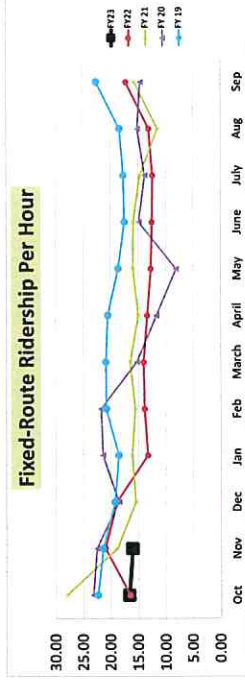


Metro FY 2023
November, 2022

Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	16.59	16.04	18.86	13.27	13.85	14.04	13.38	12.72	12.51	12.41	13.10	17.19
FY22	16.51	20.95	15.46	16.09	15.54	16.44	14.99	15.92	15.86	14.72	11.52	15.69
FY 21	27.97	18.80	18.53	21.38	21.68	15.30	11.72	8.16	14.88	13.82	15.15	14.63
FY 20	23.17	22.50	19.22	18.54	20.79	20.86	20.49	18.61	17.50	17.67	18.38	22.61
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	Mar	Apr	May	Jun	Jul	Aug	Sep
FY23	1.93	1.92	1.79	1.85	1.87	2.34	2.19	2.01	2.01	1.83	1.96	1.00
FY22	1.87	1.69	0.85	1.38	1.49	1.58	1.54	1.57	1.38	1.83	1.81	1.86
FY 21	1.53	1.45	1.43	1.10	1.87	1.65	1.41	1.34	1.22	1.37	1.40	1.50
FY 20	2.07	1.86	1.82	1.61	1.80	1.88	1.85	1.86	1.80	1.83	1.84	1.91
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	2.54	8.47	8.93	15.26	13.55	9.34	12.10	15.76	13.04	8.43
FY 22	8.70	9.26	0.16	2.95	2.93	3.97	3.81	3.87	10.35	11.00	4.78	10.03
FY 21	8.67	1.63	8.08	12.97	11.69	14.41	0.97	1.95	1.50	6.81	4.55	7.14
FY 20	12.37	12.31	12.49	11.05	10.48	12.08	8.11	9.07	15.70	14.41	14.13	13.57
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
November 2022

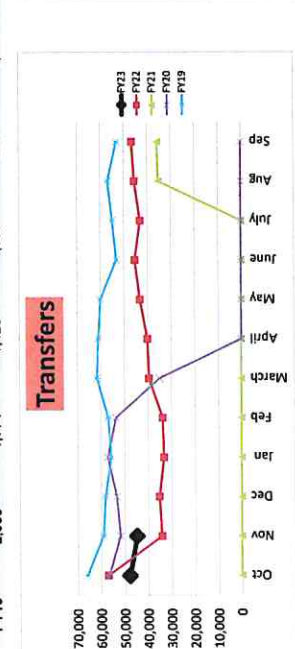
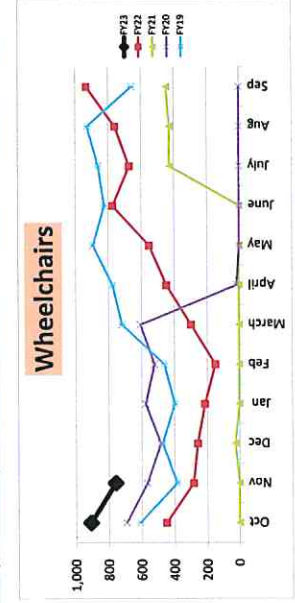
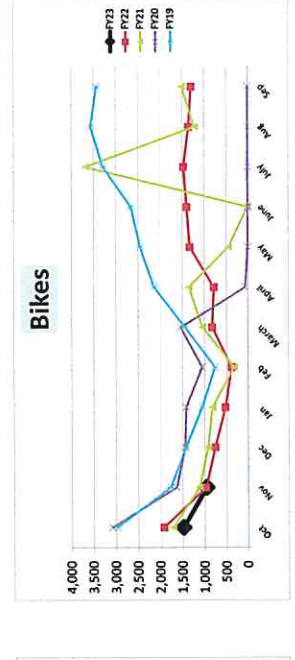
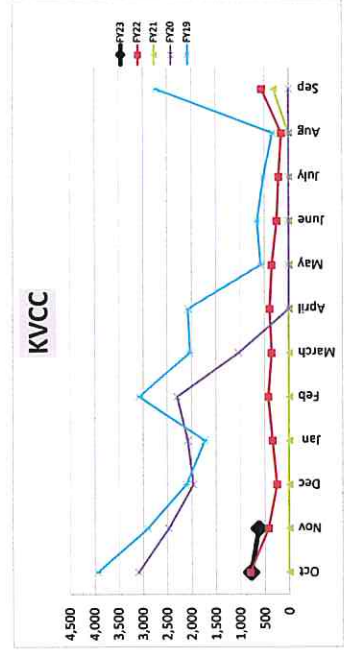
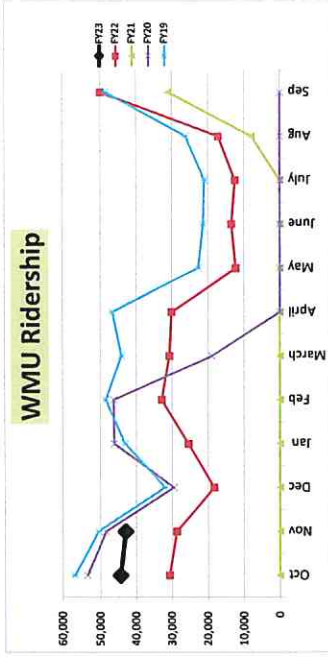
WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	44,276	42,868	18,218	25,443	32,823	30,870	30,067	12,180	13,404	12,401	17,085	49,978
FY22	30,701	28,672	0	0	0	0	0	0	0	0	7,864	31,015
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	53,611	48,398	29,500	46,080	46,220	18,875	7	0	0	0	0	0
FY19	56,916	50,544	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	250	340	427	357	395	350	248	207	150	556
FY22	803	426	0	0	0	0	0	0	0	0	0	311
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	3,098	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	35,282	33,321	33,854	39,559	40,102	43,261	45,400	43,011	45,507	46,576
FY22	57,199	34,239	0	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	58,174	55,735	56,924	61,623	61,009	60,027	53,215	54,874	56,789	53,125

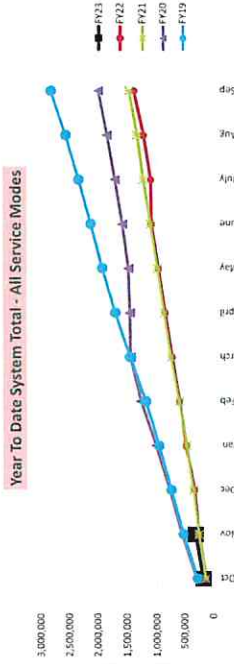
Wheelchairs	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	909	759	259	214	150	298	447	552	774	673	759	932
FY22	450	284	26	0	0	0	0	0	0	428	427	447
FY21	0	0	0	0	0	0	0	0	0	0	0	0
FY20	694	567	484	576	522	606	18	894	825	862	929	659
FY19	611	386	474	399	463	719	776	884	825	862	929	659

Bikes	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,480	957	762	525	382	824	785	1,326	1,395	1,489	1,351	1,292
FY22	1,924	989	923	826	327	1,045	1,352	450	0	3,682	1,217	1,510
FY21	1,720	1,117	1,444	1,418	1,054	1,539	62	0	0	0	0	0
FY20	3,085	1,636	1,444	1,058	770	1,446	2,142	2,454	2,664	3,286	3,564	3,429
FY19	2,983	1,774	1,428	1,058	770	1,446	2,142	2,454	2,664	3,286	3,564	3,429

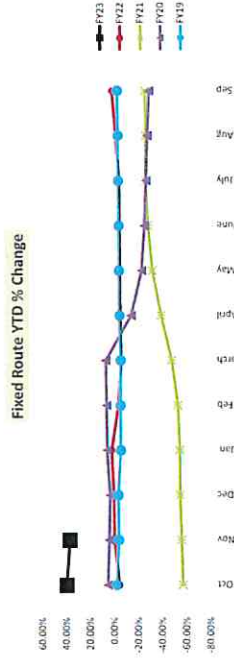


Metro FY 2023 November 2022

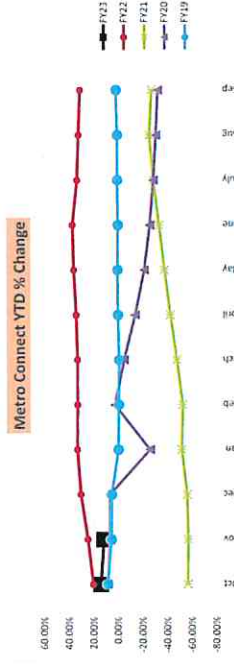
YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	167,217	303,561										
FY22	124,496	246,574	321,814	467,414	584,243	716,785	846,511	966,786	1,092,444	1,103,605	1,223,629	1,381,103
FY21	124,288	237,050	341,499	458,799	588,630	737,351	866,812	984,875	1,109,558	1,230,947	1,330,870	1,454,944
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



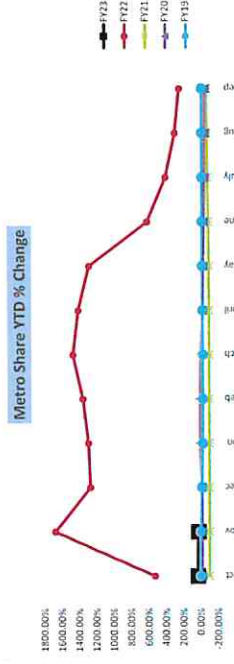
Fixed Route YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	39.33%	36.73%										
FY22	-4.52%	-0.41%	0.14%	1.88%	-3.97%	-6.09%	-5.65%	-5.21%	-4.91%	-4.69%	-1.95%	1.39%
FY21	-56.95%	-55.90%	-54.86%	-54.42%	-53.01%	-48.09%	-39.11%	-31.87%	-28.26%	-26.39%	-26.55%	-25.80%
FY20	5.41%	4.33%	3.49%	6.00%	6.36%	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%										
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%	-31.26%	-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%										
FY22	527.00%	1675.00%	1257.64%	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%





Agenda Item: # 9b
Meeting Date: 01/09/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: December 22, 2022
SUBJECT: November 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 \$141,444 (2%) of the FY23 millage.
- We have collected \$288,092 (9% 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 November 2021 was \$2.53 and in November 2022, it was \$4.10. This is a 62% increase.
- Total operating expenditures for Metro year-to-date are 11% of the total budgeted amount.

Attachment:

1. November 2022 Income & Expense Statement



	FY2023 CCTA Board Recommended Budget	November 2022	Year to Date FY 2023	Year to Date % 17%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	754,088	46,239	118,524	16%	7%
Metro County Connect Fares	452,656	50,483	81,045	18%	3%
WMU Fares	1,185,000	0	0	0%	
Tokens	323,310	19,552	43,364	13%	2%
Pass Sales	245,851	22,212	45,159	18%	2%
Texas Twp/KVCC Prepaid Fares	91,076	0	0	0%	0%
	3,051,981	138,487	288,092	9%	15%
Other Revenue					
Advertising	75,000	0	5,000	7%	0%
Intermodal Operations	182,157	0	900	0%	0%
Miscellaneous Revenue	19,850	661	3,638	18%	0%
Commission Revenue - (GH, IT, FlixBus)	19,200	0	2,316	12%	0%
Interest Income	9,550	13,227	21,190	222%	1%
	305,757	13,889	33,044	11%	2%
Urban Millage (CCTA)	5,299,618	58,687	104,962	2%	5%
County-wide Millage (KCTA)	3,201,898	20,327	36,481	1%	2%
MDOT - Operating	7,226,670	506,752	1,013,504	14%	50%
FTA - Operating	2,703,977	0	0	0%	0%
Provision for Depreciation	3,255,200	272,458	545,113	17%	27%
TOTAL OPERATING REVENUE	25,045,101	1,010,600	1,700,061	7%	100%
Operating Expenses by Division					
Administration/Overhead	7,245,608	750,926	1,098,677	15%	
Kalamazoo Transportation Center Operations	862,324	44,797	68,239	8%	
Maintenance	3,257,708	235,160	400,806	12%	
Operations	8,599,769	558,600	906,015	11%	
Metro Connect	5,377,481	404,264	408,971	8%	
Metro Share	68,837	4,083	6,690	10%	
TOTAL OPERATING EXPENSE	25,411,727	1,997,831	2,889,398	11%	
NET (UNFUNDED) BALANCE for period	(366,626)	(987,231)	(1,189,337)		