



Connecting People Throughout
Kalamazoo County

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

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, April 10, 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, March 13, 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 March 13, 2023*		
	b. Minutes for February 13, 2023*		
3.	Resolution Recognizing Transit Worker Appreciation Day March 18, 2023*	Roll Call	Roll Call
4.	Public Comment		
5.	CCTA/KCTA Financial Statements – Presentations*		
	a. KCTA Financial Statement for Year Ending September 30, 2022	Voice Vote	
	b. CCTA Financial Statement for Year Ending September 30, 2022		Voice Vote
6.	CCTA/KCTA Annual Report*		
7.	Report from Nominating Committee re: Election of CCTA/KCTA Officers*	Roll Call	Roll Call
8.	Board Governance Committee Orientation*		
9.	Report from Executive Director*		
	a. Monthly Ridership Reports*		
	b. Monthly Financial Report*		
	c. Metro Connect Update*		
10.	Committee Reports		
	a. Board Operations Committee*		
	b. Pension Board		
	c. KATS		
	d. 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



Connecting People Throughout
Kalamazoo County

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

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

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
February 13, 2023**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Rob Branch, Kathy Schultz, Richard Congdon, Barbara Blissett
Others Present: Mary Werme, Earl Cox, Sr., Steve Stepek, Jordan Lyon, John Speeter

1.) KCTA ROLL CALL

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

A motion was made by KCTA to excuse the absence of Dusty Farmer, Greg Rosine
Motion: Janssen Second: Aardema

Motion carried by voice vote.

1). CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Rob Britigan, Rod Halcomb, Martin Janssen, Garrylee McCormick, Lisa Moaiery, Randy Thompson

CCTA Members Absent: Chris Burns, Dusty Farmer, Jim Pearson, Greg Rosine

A motion was made by KCTA to excuse the absence of Chris Burns, Dusty Farmer, Jim Pearson, Greg Rosine
Motion: Janssen Second: Aardema

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 February 13, 2023 and for approval of the joint CCTA/KCTA meeting minutes for January 9, 2023 with the correction of Tafari Brown as support for adjournment to Garrylee McCormick.

Motion: Sloan Second: Brown

Motion carried by voice vote.

3.) PUBLIC COMMENT - None

4.) EMPLOYEE WELLNESS PROGRAM

Greg Vlietstra, Dir. Support Services introduced Mary Werme, from Holtyn Wellness, who spoke to the group regarding the Wellness Program being conducted at Metro. She presented a PowerPoint showing all the benefits of proactively taking care of your health. Werme said Metro has seen a significant improvement in those who were actively engaged in the program. (A copy of the PowerPoint is included with the minutes.)

5.) INTER-CITY BUS AGREEMENTS

Exec. Dir. McBride provided background surrounding the use of the Kalamazoo Transportation Center (KTC) as a bus route location for passengers boarding and departing in Kalamazoo. He stated staff was currently engaged in talks with Flixbus (Greyhound), Indian Trails and Miller regarding use of the KTC. McBride stated the agreements would be through a "Facility Use License" and a "Ticketing Agent License." He said because the revenue generated from these agreements will be under \$50,000, they will be administratively approved.

Prior to the motion, Exec. Dir. McBride responded to questions from the Boards regarding the agreements.

6.) FY 2023 GRANT FUNDING FROM MDOT

Dir. of Support Services Vlietstra provided background information regarding the annual grant funding from the Michigan Department of Transportation.

A motion was made by KCTA to adopt a RESOLUTION OF INTENT to apply for annual grant funding from the Michigan Department of Transportation for Fiscal Year 2024 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, Brown, Janssen, Rama, Sloan

Nays: None

Absent: Farmer, Rosine

A motion was made by CCTA to adopt a RESOLUTION OF INTENT to apply for annual grant funding from the Michigan Department of Transportation for Fiscal Year 2024 and authorize the Executive Director to execute documents related to this action.

Motion: Janssen

Support: McCormick

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Halcomb, Janssen, McCormick, Moaiery, Thompson

Nays: None

Absent: Burns, Farmer, Pearson, Rosine

7.) ENHANCEMENTS TO CCTA/KCTA GOVERNANCE STRUCTURE AND POLICIES

Exec. Dir. McBride provided background information regarding the changes to the CCTA and KCTA Governance Structure.

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 adopt 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, Brown, Janssen, Rama, Sloan

Nays: None

Absent: Farmer, Rosine

Motion was made by the CCTA to rescind Policy No. 1.09 and adopt 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, Halcomb, Janssen, McCormick, Moaiery, Thompson

Nays: None

Absent: Burns, Farmer, Pearson, Rosine

Vice-Chair Janssen made sure to identify that Chairpersons to the three committees had been appointed as Aardema, Burns and Farmer by Chair Rosine.

8.) FINAL COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Planning and Development Director Kathy Schultz presented, for review and comment, the Comprehensive Operational Analysis (COA) Report prepared by Foursquare. She said Boris Palchik would be at the April meeting to respond to questions from the Boards. (A copy of the report is filed with the meeting minutes.)

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.

10.) SUBCOMMITTEE REPORTS

Executive Subcommittee – Vice-Chair Janssen reported the Executive Committee met to discuss the current agenda.

Motion was made by the KCTA to appoint the following Joint Nominating Committee for the purpose of recommending a Board Chair and Vice-Chair: Marty Janssen, Aditya Rama, Tim Sloan

Motion: Aardema Support: Janssen

Motion carried by a roll call vote.

Ayes: Aardema, Breneman, Brown, Janssen, Rama, Sloan

Nays: None

Absent: Farmer, Rosine

Motion was made by the CCTA to appoint the following Joint Nominating Committee for the purpose of recommending a Board Chair and Vice-Chair: Rob Britigan, Martin Janssen Lisa Moaiery.

Motion: McCormick Support: Halcomb
Motion carried by a roll call vote.

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

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

Outreach Subcommittee – Did not meet.

Pension Board – Did not meet.

KATS Policy Committee – Did not meet.

Local Advisory Committee (LAC) – Metro Connect Program Manager Richard Congdon shared that Michigan Department of Transportation (MDOT) requires that transit agencies who receive state funding submit Vehicle Accessibility Plan updates every year. He said the Plan ensures that the Metro System is in compliance with providing federally mandated ADA Paratransit service.

Motion was made by the KCTA to approve the FY 2024 Vehicle Accessibility Plan.

Motion: Sloan Support: Aardema
Motion carried by a roll call vote.

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

Motion was made by the CCTA to approve the FY 2024 Vehicle Accessibility Plan.

Motion: Britigan Support: McCormick
Motion carried by a roll call vote.

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

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: McCormick Support: Janssen
Motion carried by voice vote.

The meeting adjourned at 12:50 P.M.

Martin Janssen
CCTA Vice-Chairperson

Barbara Blissett
CCTA Clerk

Martin Janssen
KCTA Vice-Chairperson

Barbara Blissett
KCTA Clerk

DRAFT



Resolution Recognizing Transit Worker Appreciation Day

WHEREAS, March 18, 2023 marks 360 years since the first launch of public transportation in Paris, France; and

WHEREAS, for 55 years Kalamazoo public transportation employees have been on the front lines ensuring safe and dependable service for the traveling public; and

WHEREAS, in 55 years Metro has provided 118 million rides; and

WHEREAS, Metro transports passengers to jobs, school, medical appointments, and shopping; and

WHEREAS, during the COVID-19 pandemic, Metro and Metro Connect employees quickly adjusted their operations in order to meet current and future needs of the transportation system in Kalamazoo County; and

WHEREAS, Metro Coach Operators, Operations Department, Maintenance Department, Kalamazoo Transportation Center Staff and Administration Staff are essential employees to Metro; and

WHEREAS, since the start of COVID-19 in March, 2020, Metro employees have remained on the front lines of public transportation and supported each other; and

WHEREAS, Metro employees act as public servants, and at times have gone above and beyond their transit worker role to give acts of kindness and make their community a better place; and

WHEREAS, Kalamazoo County will remain connected with safe travel options with the continued dedication of Metro's transit workers.

NOW, THEREFORE BE IT RESOLVED that the Central County Transportation Authority (CCTA) and the Kalamazoo County Transportation Authority (KCTA) recognizes March 18, 2023 as "Transit Worker Appreciation Day."

Signed this 13th day of March, 2023.

Greg Rosine, Chair
Central County Transportation Authority
Kalamazoo County Transportation Authority

Sean McBride, Executive Director
Metro

Martin Janssen, Vice-Chair
Kalamazoo County Transportation Authority

Garrylee McCormick, Vice-Chair
Central County Transportation Authority



Connecting People Throughout
Kalamazoo County

Agenda Item: # 5 Meeting Date: 03/13/23
--

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: March 6, 2023
SUBJECT: 2022 CCTA and KCTA Financial Statements

BACKGROUND

The 2022 CCTA and KCTA Audited Financial Statements prepared by Maner Costerisan are attached for your review. Aaron Stevens, CPA and Principal at Maner Costerisan, will provide a presentation that provides an overview of the Financial Statements. The financial statements cover the period of October 1, 2021 through September 30, 2022.

REQUESTED ACTION

CCTA Action - The Executive Director recommends that the CCTA Board accept the FY 2022 CCTA Annual Audited Financial Statements prepared by Maner Costerisan.

KCTA Action - The Executive Director recommends that the KCTA Board accept the FY 2022 KCTA Annual Audited Financial Statements prepared by Maner Costerisan.

Attachments:

1. FY 2022 Financial Statements and Management Letter for the CCTA (Available on the Metro Website)
2. FY 2022 Financial Statements and Management Letter for the KCTA (Available on the Metro Website)



Connecting People Throughout
Kalamazoo County

Agenda Item: # 6 Meeting Date: 03/13/23
--

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: March 6, 2023
SUBJECT: 2021 Annual Report

Attached is the CCTA/KCTA Annual Report. The Annual Report will be mailed to the residents of Kalamazoo County. Chairperson Rosine and Executive Director McBride will present an Annual Report at the meeting.

Metro Gains Momentum

Public Transportation Builds on a Strong 2022

Bus ridership increased for a second straight year in Kalamazoo County as Metro, along with many transit systems nationwide, saw a steep decline in ridership due to COVID-19 and the reduction of public transportation service.

Coming out of the pandemic, the labor force returned to work and students returned to classes as ridership approached 1.6 million rides in 2022. Along with rider confidence in the system, a continual resurgence is expected.

Metro's demand-response system, Metro Connect, also posted strong results seeing an increase in ridership to over 10,000 rides in 2022.

"Our success was a tribute to our workforce," said Greg Rosine, chair of both governing boards that oversee Metro operations –

Kalamazoo County Transportation Authority and Central County Transportation Authority. "Team members remained committed to passenger needs. Safety. Clean vehicles. On-time performance."

The use of technology by riders also has increased dramatically over the past two years. Token Transit – the fare app - and myStop – the bus-tracking app – make trip planning and the passenger experience simpler than cash and token use. The Token Transit app provides convenience for both bus riders and Metro Connect users by not needing tokens or cash readily available to ride but instead a pre-paid pass using a debit or credit card. This method of purchasing bus passes has grown to over 63,000 passes in 2022.



Service Upgrades Continue

New Shelters, More Amenities

The rider experience at Metro continued to improve in 2022.

New health and safety protocols, introduced during COVID-19, established a new standard for passenger care at Metro and includes nightly sanitation of vehicles and protective gear for bus drivers. Metro added new bus shelters and replaced older shelters along the system's twenty-one routes. The new shelters have amenities that include solar lights, benches, and waste receptacles. State and federal grants made the new shelters possible. The addition of shelters and benches will continue into 2023 as Metro listens to passenger requests for safe, convenient bus stops.

Riders themselves were responsible for improving the overall system by downloading and using apps on their phones to purchase fares and track buses. More and more passengers use Token



Transit for contactless, cashless payment, both for the bus and Metro Connect.

Riders report that the myStop mobile app helps them reduce wait time and better plan their day by being able to see arrival times at their location and track buses along several routes at once to make connections.

"The pandemic made us keenly aware of the needs of our riders," says Metro Executive Director Sean McBride.

"COVID-19 made us analyze everything we did. The result was an internal understanding of our operations, with some insights on teamwork and efficiency."

Introduction of New Service to the Transit System

The recent completion of a Comprehensive Operational Analysis provided Metro a look at the future of public transportation in Kalamazoo County. This analysis was last updated in 2010 and included a look at how Metro evolves to provide public transportation differently as the needs of the community change. As Metro moves forward, the CCTA and KCTA boards will be looking at ways to implement the analysis, including the introduction of same day transit service – microtransit – to provide connections to those outside the fixed route system needing access to schools, medical facilities, and employment. More information on the analysis and future service improvements is available at kmetro.com.

Metro strives to have bus routes that are easy to use, intuitive to understand, and serve a robust mix of destinations including grocery stores, doctors, and jobs. Route adjustments will be rolled out to the community with rider input and funding driving the timelines for implementation.

Public Input Propels Change

Metro Responds to Formal, Informal Recommendations

Metro is a public entity with numerous funding and regulatory forces at work. Local, state and federal governments are involved. Community partnerships abound. Never lost in the complex of Metro, though, is public input.

Ridership studies and surveys result in route and schedule adjustments. Two governing boards oversee the operations of the public transportation system. Rider open houses and attendance at community events provide those using the system an opportunity to respond to what Metro does well and where improvements should be considered.

"We're constantly looking for ways to improve," says Timothy Sloan, a member of the Kalamazoo County Transportation Authority (KCTA). Sloan, who has been on the KCTA board for five years, uses both the Metro bus system and Metro Connect, the countywide system, to travel to appointments and shopping.

Sloan first got involved with Metro through transportation advocacy groups in Kalamazoo County. He remains a firm believer that speaking out results in positive change. He also keeps up

on public transportation issues, monitoring systems across the country.

The KCTA board meets monthly in joint session with the Central County Transportation Authority (CCTA). The meetings are open to the public, and time is set aside at each meeting for public comment.

"We work together in harmony so we have the big picture," says Sloan. In addition to monitoring the use patterns and needs of riders, the governing bodies navigate the regulatory and supportive roles of state and federal governments. State and federal funds account for about half of the annual budget.

"It's a complex setup," says Sloan. "My job, and I know other board members feel the same way, is to always keep the riders' interests in mind."

He adds, "I remind people that they have a say in how our system works."

The community is encouraged to email Metro at ccta@kmetro.com or call 337-8222 with questions and suggestions.

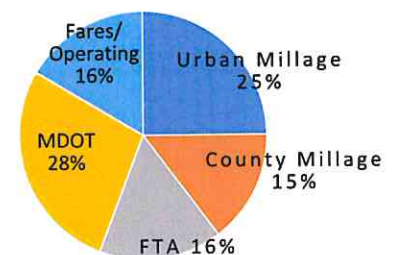
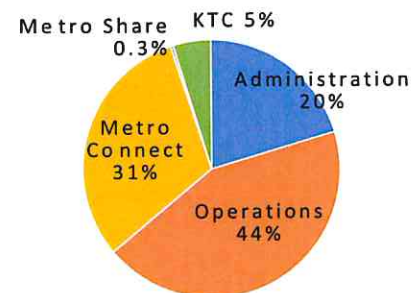
2022 Operating Revenue and Expenses as of 2/7/23

Operating Expenses - \$18,603,005

Administration	3,161,648
Maintenance	3,099,220
Operations	6,749,592
Metro Connect	4,806,352
Metro Share	49,215
Kalamazoo Transportation Center (KTC)	736,978

Operating Revenue - \$20,090,618

Michigan Department of Transportation (MDOT)	5,001,364
Urban Millage	2,975,879
Federal Transit Administration (FTA)	3,240,745
County Millage	5,555,732
Fares/Operating	3,316,898





2022 ANNUAL REPORT



Email: ccta@kmetro.com
 Customer Service (269) 337 - 8222
 Website: www.kmetro.com
 Facebook: www.facebook.com/metrotransit



530 N. Rose Street
 Kalamazoo, MI 49007



www.kmetro.com
 (269) 337 - 8222



Our Mission

To improve quality of life in the community by providing public transportation services that are dependable, convenient, safe, efficient, cost effective, and accessible for all.

Central County Transportation Authority Board

Greg Rosine, City of Kalamazoo - Chair
 Garrylee McCormick, City of Kalamazoo - Vice-Chair
 Curtis Aardema, City of Kalamazoo
 Robert D. Britigan III, Urban
 Chris Burns, City of Portage
 Dusty Farmer, Oshtemo Township
 Rodney Halcomb, Rural
 Martin Janssen, Rural
 Lisa Moaiery, Kalamazoo Township
 Jim Pearson, City of Portage
 Randy Thompson, Comstock Township

Kalamazoo County Transportation Authority Board

Greg Rosine, Chair
 Martin Janssen, Vice-Chair
 Curtis Aardema
 Jeffery Breneman
 Tafari Brown
 Dusty Farmer
 Aditya Rama
 Timothy Sloan
 Sam Urban

Metro Staff

Sean McBride, Executive Director
 Greg Vlietstra, Director of Support Services
 Keshia Woodson-Sow, Director of Operations
 Robert Branch, Fleet and Facilities Manager
 Richard Congdon, Program Manager
 Kathy Schultz, Planning and Development Manager



Connecting People Throughout
Kalamazoo County

Agenda Item # 7
Meeting Date 03/13/23

TO: CCTA and KCTA Boards
FROM: CCTA/KCTA Nominating Committee
Prepared by: Sean McBride, Executive Director
SUBJECT: CCTA and KCTA 2023 Election of Officers
DATE: March 6, 2023

UPDATED

DISCUSSION

Current CCTA and KCTA Officers are:

CCTA Chair - Greg Rosine
CCTA Vice-Chair Garrylee McCormick
KCTA Chair – Greg Rosine
KCTA Vice-Chair – Martin Janssen

The CCTA Bylaws and the new KCTA Bylaws (anticipated to be approved at the current meeting) state: “The board must appoint officers (by majority vote of the entire board) at each annual meeting.”

The Nominating Committees were appointed at the February 13th meeting. The members of the Nominating Committee for the are Rob Britigan, Martin Janssen, Lisa Moiaery, Aditya Rama, Tim Sloan.

The Nominating Committees has met 5 times.

RECOMMENDATIONS

The Nominating Committee recommends the following appointments as the CCTA and KCTA officers:

CCTA Chair- Greg Rosine
CCTA Vice-Chair – Garrylee McCormick
KCTA Chair – Greg Rosine
KCTA Vice-Chair – Curtis Aardema



Agenda Item # 8
Meeting Date 03/13/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: March 9, 2023
SUBJECT: Board Governance Committee Orientation

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. The implementation of the new Committee structure is now ready for full implementation.

DISCUSSION

Board Chair Rosine, Committee Chairs Aardema, Burns and Farmer and Executive Director McBride will present the attached PowerPoint at the meeting to orient Boardmembers to the new Committee structure.

Committee meetings will now begin a

RECOMMENDATION

This item is for information only.

Attachment

1. Governance Fine-Tuning Initiative Committee Orientation PowerPoint

Governance Fine-Tuning Initiative Committee Orientation

February 28, 2023



www.kmetro.com

1

Why Change Committee Structure?

- Ensure adequate attention to governing decisions and judgements
- Make Board meetings more productive
- Provide Board members with a more satisfying governing experience
- Provide forums for mapping out Board member engagement processes
- Capitalize more fully on Board members' experience, expertise, talents, and diverse perspectives



www.kmetro.com

2

Committee Structure Overview

The updated standing committees

- Are aligned with the Board's broad governing functions
- Transcend narrow-functional silos
- Make no final decisions – only recommend to the full board
- Will ensure that all functions being handled by the current committees and full Board are carried out in a full and timely manner



www.kmetro.com

3

Committee Operating Guidelines

- The Board Chair appoints the chairs and members of the Planning and Development, Performance Monitoring and External/Stakeholder Relations Committees with the advice and consent of the Board Operations Committee
- Each Board member will be assigned to only one standing committee
- Board members should be regularly rotated among the Planning and Development, Performance Monitoring, and External/Stakeholder Relations Committees



www.kmetro.com

4

Committee Operating Guidelines

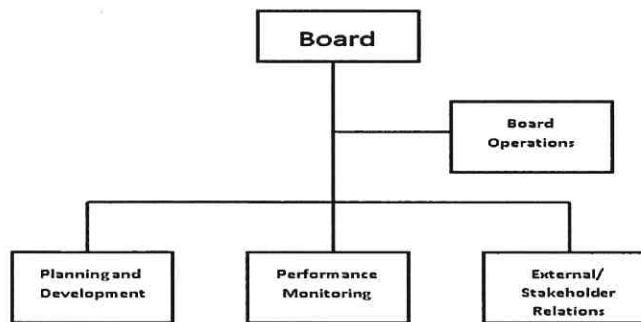
- With some exceptions, matters coming to the full Board for its regular business meeting should go through the appropriate standing committee
- Committee Chairs and members should take the lead in presenting reports and introducing action recommendations at Board meetings, with the assistance of the Executive Director and his Executive Team members as appropriate



www.kmetro.com

5

Committee Structure



www.kmetro.com

6

Board Operations Committee

Greg Rosine, Chair
Garrylee McCormick, CCTA Vice Chair
Marty Janssen, KCTA Vice Chair
Curtis Aardema, Committee Chair
Chris Burns, Committee Chair
Dusty Farmer, Committee Chair
Sean McBride, Staff Liaison
Barbara Blissett, Committee Support



www.kmetro.com

7

Board Operations Committee

The Board Operations Committee, which is headed by the Board Chair and consists of the Board Vice Chairs, the Chairs of the other three standing committees and the Executive Director (ex officio, non-voting) is responsible for:



www.kmetro.com

8

Board Operations Committee

- The overall coordination, management, development and evaluation of the Board
- Coordination of other standing committee operations
- Monitoring and evaluation of Board performance
- Updating the Board Governing Role and Responsibilities Description



www.kmetro.com

9

Board Operations Committee

- Overseeing ongoing Board capacity building
- Updating the profile of desirable Board member attributes and qualifications
- Approval of the Board meeting agenda
- Management of the Board of Directors – Executive Director working relationship, including annual evaluation of the Executive Director's performance



www.kmetro.com

10

Planning and Development Committee

Chris Burns, Chair
Rob Britigan
Lisa Moaiery
Jim Pearson
Tafari Brown
Greg Vlietstra, Staff Liaison
Barbara Blissett, Committee Support



www.kmetro.com

11

Planning and Development Committee

The Planning and Development Committee is responsible for:

- The design (working with the Executive Director) of the strategic and annual operational planning/budget development processes and coordination of Board members' participation in these processes



www.kmetro.com

12

Planning and Development Committee

- Oversight of implementation of METRO strategic planning, operational planning, and budget preparation processes, ensuring Board members are actively engaged at the appropriate points
- Recommendation to the full Board of Directors of updated METRO strategic goals and strategies, the annual operating plan, and the annual budget



www.kmetro.com

13

Performance Monitoring Committee

Curtis Aardema, Chair
Rodney Halcomb
Garrylee McCormick
Aditya Rama
Keshia Woodson-Sow, Staff Liaison
Annette Arkush, Committee Support



www.kmetro.com

14

Performance Monitoring Committee

The Performance Monitoring Committee is responsible for:

- The design (working with the Executive Director) of the operational and financial monitoring process in terms both of content and reporting formats
- Regular monitoring of operational and financial performance reports and presentation of such reports and the regular full Board Meeting



www.kmetro.com

15

Performance Monitoring Committee

- Review and recommendation to the full Board of updated operating policies that are proposed by the Executive Director
- Oversight of the external and internal audit functions, including review of audit reports and recommendation of actions to the full Board
- Advising the Executive Director on major internal administrative system upgrades involving significant cost



www.kmetro.com

16

External Relations Committee

Dusty Farmer, Chair

Randy Thompson

Marty Janssen

Tim Sloan

Kathy Schultz, Staff Liaison

Annette Arkush, Committee Support



www.kmetro.com

17

External Relations Committee

The External Relations Committee is responsible for:

- Ensuring that the desired image of METRO is regularly updated
- Overseeing the development and implementation of strategies for Metro image building, marketing and public relation efforts and for maintaining close, positive relationships with key external stakeholders



www.kmetro.com

18

External Relations Committee

- Building relationships with local, state, and federal elected officials
- Identifying opportunities for Board members to speak in appropriate forums on behalf of METRO
- Fashioning strategies and plans intended to enhance



www.kmetro.com

19

Committee Process Flow

Employ the Board standing committees as vehicles for preparing for regular Board business meetings and for mapping out processes for engaging Board members actively and meaningfully in governing processes in their respective functional areas

- Well-designed Board member engagement in preparing for the regular Board meetings will capitalize on Board members' expertise, knowledge, and experience



www.kmetro.com

20

Committee Process Flow

- Standing committees are an ideal forum for Board members, the Executive Director and Staff Governance Team to determine how Board members should be involved in such processes as budget preparation



www.kmetro.com

21

Committee Process Flow Staff Governance Team

Provide each standing committee with the support of a Staff Liaison from the Staff Governance Team responsible for:

- Developing future committee agendas
- Reviewing future committee agendas with the Staff Governance Team and Committee Chair



www.kmetro.com

22

Committee Process Flow Staff Liaison

- Ensuring that his or her committee chair is well prepared to lead committee deliberations
- Preparing for a regularly scheduled session of the Staff Governance Team dedicated to supporting the Board and its standing committees. The Staff Liaison is responsible for leading discussion of upcoming committee agendas at these meetings



www.kmetro.com

23

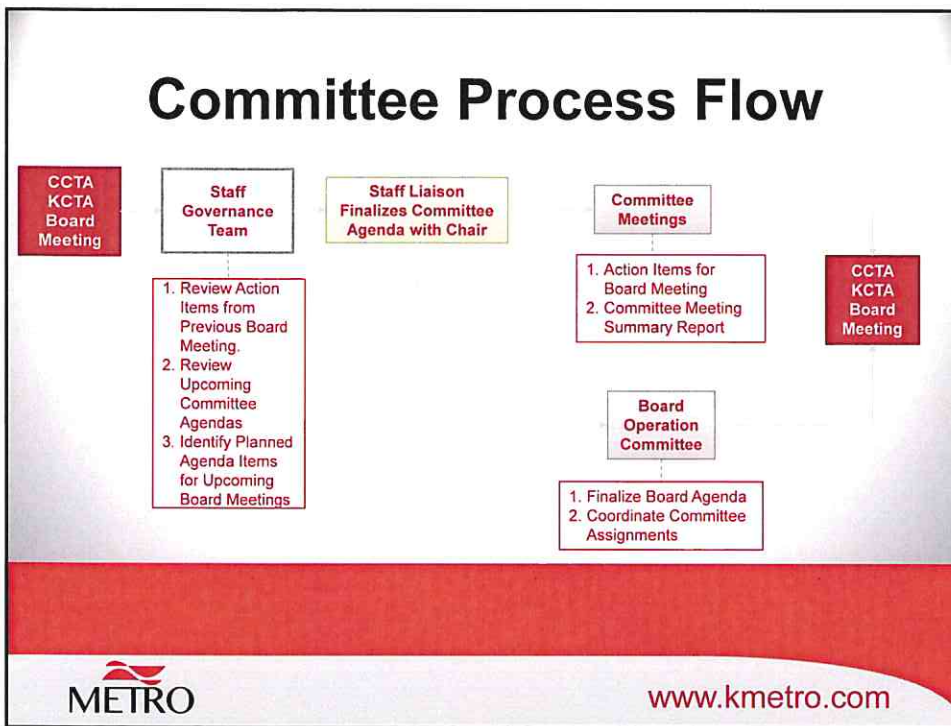
Committee Process Flow Staff Liaison

- Overseeing the preparation of written material and oral briefings for committee meetings, in this capacity exercising quality control and making sure that written materials are transmitted in advance of committee meetings
- Following up on committee meetings by preparing the standing committee report to the full Board, including for -information and action items



www.kmetro.com

24



25



26



Agenda Item: # 9
Meeting Date: 03/13/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: March 6, 2023
SUBJECT: Executive Director Update

Human Resources

New hires:

- Chetera Cox, part-time Coach Operator on 3/6/23. Chetera worked for Metro for 4-years and chose to return after about two years away.
- Ashley Swindle-Wright, full-time Coach Operator on 3/6/23. Ashley most recently drove for Kalamazoo Public Schools.
- Vera Younger, Operations Supervisor on 3/6/23.

The next driver training class will start on April 17th, with potentially 7 or more drivers.

Quarterly Driver Training was conducted this week. Incident de-escalation will be the topic of the next training. Staff is also working on the next series of training activities working conjunction with the Transit Safety Administration (TSA).

Outreach

Recent and upcoming outreach events include:

- March 1. Met with WMU staff to review survey results
- March 15 4-7: Connecting to the Culture - Kalamazoo Promise Office
- April 27 9-12: Bits of Business - Portage Senior Center
- April 27 9. Texas Township Downtown Development Authority
- May 13 10-3: Bicycle Show - Bronson Park
- May 19 4-6: Burdick Block Party - North Burdick Street at Kalamazoo Avenue
- June 3 10-2: Touch a Truck - Fair Grounds

Legislative Outreach

Board Chair Rosine and Executive Director met with Congressman Huizenga and provided a tour of Metro. Executive Director McBride and Deputy Director Vlietstra were in Lansing to meet with State Legislators on March 8th as part of the Michigan Public Transit Association Legislative Conference. Executive Director has also been invited to attend the Amalgamated Transit Union (ATU) State Meeting on March 10th to discuss shared legislative goals and objectives.

Intercity Bus Service

Agreements with Indian Trails for Ticketing Service and Facility Use have been executed. Agreements with Flix/Greyhound are under review by Flix. Miller Bus is not currently providing service through Kalamazoo.

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 March 13th 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 February Security Report from Eric Davis, Safety and Security Manager.

Attachments:

1. Metro's KTC February Security Report

February 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 February. KDPS's presence typically lasts for a few minutes at a time.

One person was arrested at the KTC, after KDPS located a wanted person. A female, after being asked to leave the KTC for loitering and not using transportation services, left the KTC and then came back with a rock, and threw it through one of the KTC lobby windows. Currently the investigation is under review, Metro has requested charges be pressed for this incident. Many of the security incidents this month were drug/alcohol related and required a large number of emergency service personnel to respond.

Activity Summary:

92 Total security incidents occurred during February 2023 (Increased from **68** incidents in January).

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

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

Of the total 92 incident types:

21 were Drug/Alcohol related.

14 were calls to 9-1-1 made by security.

26 needed police to respond.

13 needed EMS/medical to respond.

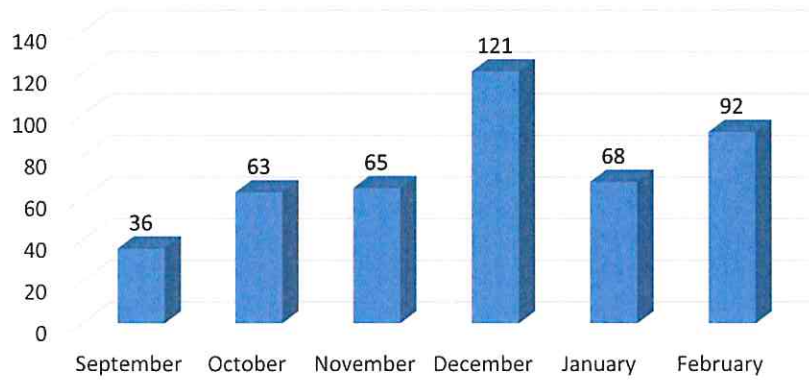
Of the 13 total EMS/medical incidents, **10** people were transported to the hospital.

Consistent drug dealing still occurred on and around the edges of the KTC property throughout February. Metro had a meeting with KDPS command staff to ask for assistance with drug dealing problems. KDPS agreed to help Metro look into this issue and offered some possible resources to assist with the issue.

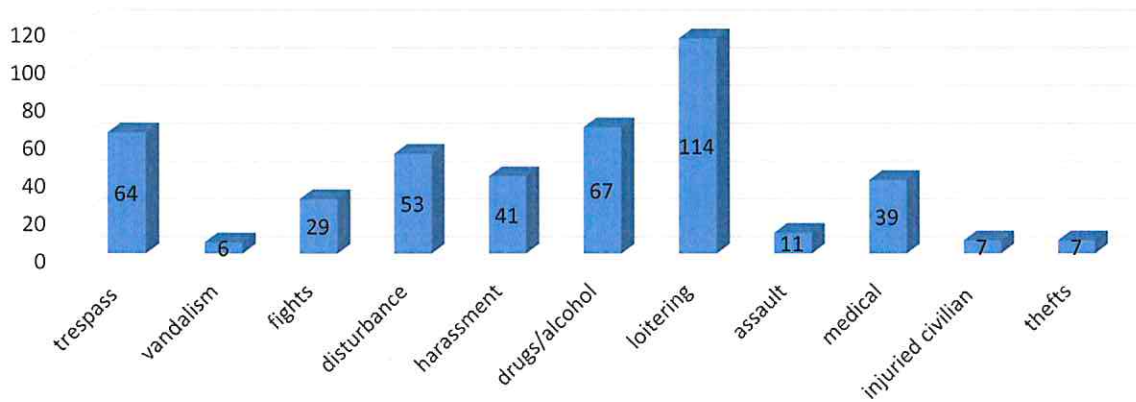
Please see next page for running total graphs for security related incidents:

Security Related Totals for Last 6 Months:

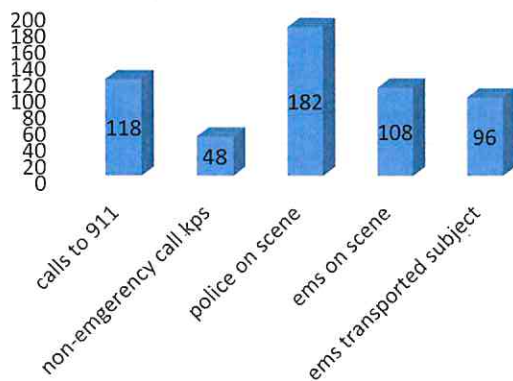
Total Number of Incidents by Month



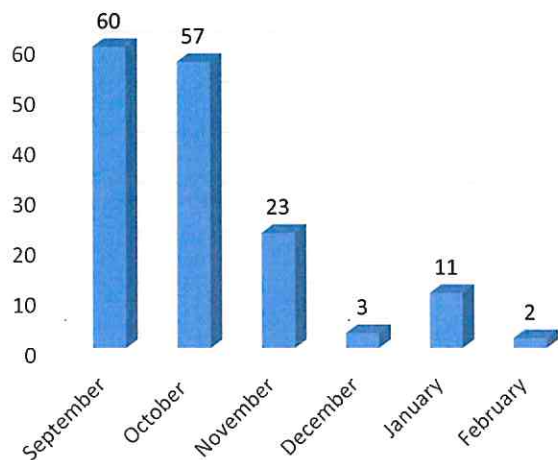
Types of Incidents for 2022



Emergency Services Data



Homeless Sleeping in Bus Bay





Agenda Item: # 9a. Meeting Date: 03/13/23
--

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: March 3, 2023
SUBJECT: January, 2023 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	146,676	10,460	1,810	158,946
FY22	104,448	8,773	886	114,107
Difference	+39,228	+1,687	+924	+44,839
% Change	+40.43%	+19.23%	+104.29%	+39.3%

Year-to-Date Ridership				
	Bus	Metro Connect	Metro Share	Oct 22-Sept 23 System Total
FY23	579,378	40,132	7,204	626,714
FY22	426,262	34,554	5,112	465,928
Difference	+153,116	+5,578	+2,092	+160,786
% Change	+35.92%	+16.14%	+40.92%	+34.51%

WHEELCHAIR LIFT/RAMP INCIDENT REPORT – January 2023

Passengers in mobility devices for the month of January 2023 were 632. There were no incidents that involved a ramp/lift during this month.

WMU STUDENT RIDERSHIP REPORT – January 2023

For the month of January 2023 there were 37,638 passenger trips for WMU.

DEMAND/RESPONSE MONTHLY SUMMARY REPORT – January 2023

For the month of January 2023 there were 10,460 passenger trips on Metro Connect.



METRO
RIDERSHIP ANALYSIS
January, 2023

Route #	Route	Month to Date				Year to Date						
		# of Rides		Rides per hour		Increase / decrease		# of Rides		Increase / decrease		
		FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	FY23	FY22	
01	Westhedge	19,250	13,351	27.08	23.54	44.18%	15.04%	69,988	51,821	35.06%	28.84	25.06%
02	Portage	7,542	5,219	16.93	14.28	44.51%	18.57%	29,260	19,404	50.79%	15.69	41.62%
03	West Michigan	4,005	3,887	8.98	10.61	3.04%	-15.40%	18,161	17,092	6.25%	13.97	-0.29%
04	Oakland	5,445	3,228	12.20	8.81	68.68%	38.52%	21,966	14,283	53.79%	11.30	44.61%
05	East Main	4,055	2,892	18.05	15.72	40.21%	14.82%	16,457	13,384	22.96%	21.67	15.35%
06	Parchment	6,324	4,475	14.57	12.22	41.32%	19.20%	25,009	19,675	27.11%	15.73	20.53%
07	Alamo	8,443	6,000	19.67	16.39	40.72%	20.03%	34,050	25,038	35.99%	20.23	29.39%
08	Eggleston	5,217	3,975	11.69	10.85	31.25%	7.77%	21,604	16,023	34.83%	16.35	26.71%
09	Gull Road	10,938	8,169	15.40	14.63	33.90%	5.28%	45,510	33,280	36.75%	20.97	24.81%
10	Comstock	3,501	2,978	7.85	8.14	17.56%	-3.60%	15,144	12,796	18.35%	11.31	11.31%
11	Stadium Drive	7,230	5,351	16.20	14.61	35.11%	10.92%	28,972	24,419	18.65%	21.63	11.54%
12	Duke	1,364	982	10.33	7.63	41.79%	35.43%	5,198	3,264	59.25%	7.38	57.22%
13	South Burdick	7,161	5,108	16.05	13.95	40.19%	15.05%	27,508	23,438	17.36%	20.97	10.24%
14	West Main	12,486	7,295	17.58	13.07	71.16%	34.52%	50,782	32,021	58.59%	32.06	43.36%
15	Paterson	3,054	1,965	13.66	10.78	55.42%	26.76%	11,516	8,026	43.48%	18.16	34.10%
16	Lovell	14,605	10,396	20.41	18.62	40.49%	9.63%	58,361	41,325	41.22%	36.86	27.20%
19	Ring	6,042	3,486	28.10	12.72	73.32%	120.93%	22,004	11,916	84.66%	28.41	98.79%
21	Soloni/Kendall/Lafayette	5,137	4,056	18.89	11.93	26.65%	58.31%	18,572	15,122	22.81%	18.16	31.02%
25	Parkview	10,373	8,523	26.64	16.76	21.71%	58.93%	40,416	27,448	47.25%	28.63	59.70%
26	West Centre	2,294	1,886	5.49	5.35	21.63%	2.65%	9,577	9,295	3.03%	7.62	-2.15%
27	East Romance	2,210	1,239	5.13	3.51	78.37%	46.20%	8,894	6,765	31.47%	6.88	23.51%
30/31	WMU Shuttle	0	7	0.00	0.40	-100.00%	-100.00%	429	427	0.47%	13.34	3.09%
	Total Fixed Route	146,676	104,448	16.02	13.27	40.43%	20.75%	579,378	426,262	35.92%	17.06	29.28%

Metro County Connect		Demand-Response		ADA Trips	
		10,460	8,773	1.94	1.85
		4,144	3,615	2.00	1.83
		1,810	886	12.97	8.47
		0	0	0.00	0.00
		158,946	114,107	10.83	8.98

Specialized Service		Charters	
		1,810	886
		0	0
		1,810	886
		0	0
		158,946	114,107

Total Services	
	158,946
	114,107
	10,83
	8,98
	626,714
	465,928
	34.51%
	13.27
	10.33
	28.42%

Other Data	Month to Date		Year to Date	
	# of Rides		# of Rides	
	FY23	FY22	FY23	FY22
WMU	37,638	25,443	149,020	103,034
KVCC	701	340	2,566	1,819
Transfers	45,385	33,321	183,318	160,041
Wheelchair	632	214	2,892	1,204
Bikes	592	525	3,681	4,180
Youth Mobility	4,144	1,143	15,374	3,176

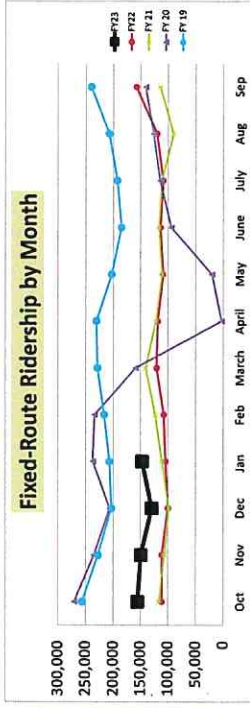
Metro County Connect		Demand-Response		ADA Trips	
		10,460	8,773	1.94	1.85
		4,144	3,615	2.00	1.83
		1,810	886	12.97	8.47
		0	0	0.00	0.00
		158,946	114,107	10.83	8.98

Specialized Service		Charters	
		1,810	886
		0	0
		1,810	886
		0	0
		158,946	114,107

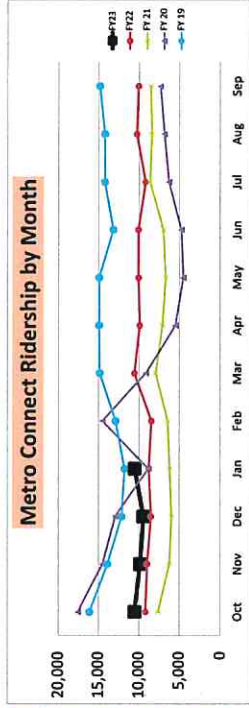
Total Services	
	158,946
	114,107
	10,83
	8,98
	626,714
	465,928
	34.51%
	13.27
	10.33
	28.42%

Metro FY 2023
January, 2023

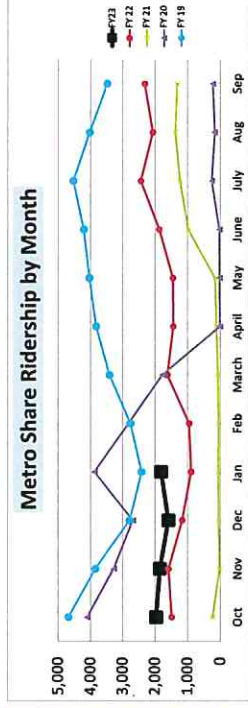
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	154,772	148,789	129,141	146,676								
FY22	111,081	110,936	99,797	104,448	107,420	120,374	118,404	108,775	113,729	108,641	120,024	157,474
FY 21	116,340	106,583	98,448	111,044	123,352	140,679	122,253	110,950	116,725	111,485	90,114	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	10,460								
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

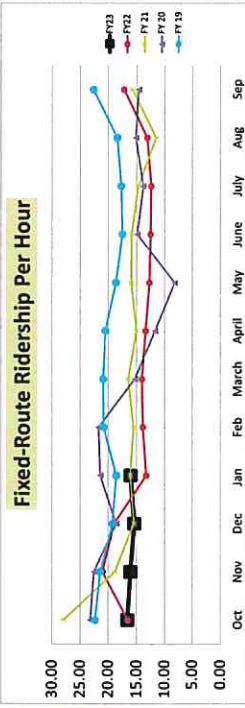


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	1,963	1,847	1,584	1,810								
FY 22	1,486	1,579	1,161	886	943	1,612	1,431	1,441	1,866	2,432	2,065	2,313
FY 21	237	22	50	59	49	72	115	159	982	1,235	1,376	1,317
FY 20	4,106	3,275	2,686	3,875	2,813	1,774	6	18	27	260	167	226
FY 19	4,684	3,856	2,793	2,419	2,765	3,410	3,829	4,036	4,213	4,531	4,027	3,476

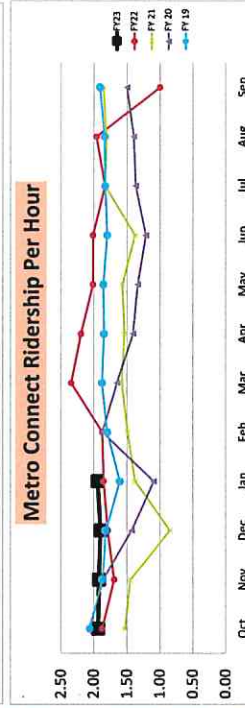


Metro FY 2023
January, 2023

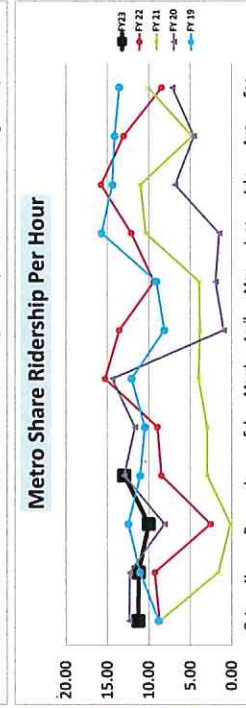
Fixed-Route	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	16.59	16.04	15.37	16.02	13.85	14.04	13.38	12.72	12.51	12.41	13.10	17.19
FY22	16.51	20.95	18.89	13.27	13.85	14.04	13.38	12.72	12.51	12.41	13.10	17.19
FY 21	27.97	18.80	15.46	16.09	15.54	16.44	14.99	15.92	15.86	14.72	11.52	15.69
FY 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	Mar	Apr	May	Jun	Jul	Aug	Sep
FY23	1.93	1.92	1.90	1.94	1.87	2.34	2.19	2.01	2.01	1.83	1.96	1.00
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

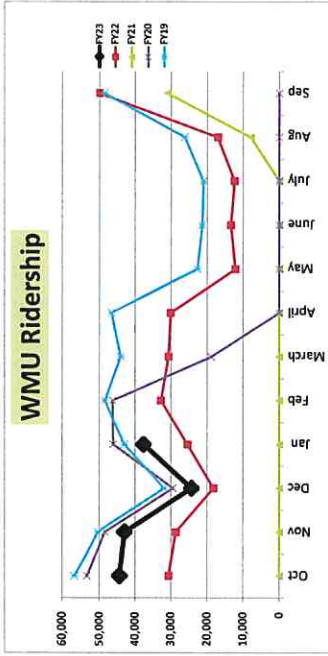


Metro Share	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	11.28	11.24	10.00	12.97	8.93	15.26	13.55	9.34	12.10	15.76	13.04	8.43
FY 22	8.70	9.26	2.54	8.47	8.93	15.26	13.55	9.34	12.10	15.76	13.04	8.43
FY 21	8.67	1.63	0.16	2.95	2.93	3.97	3.81	3.87	10.35	11.00	4.78	10.03
FY 20	12.37	12.31	8.09	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

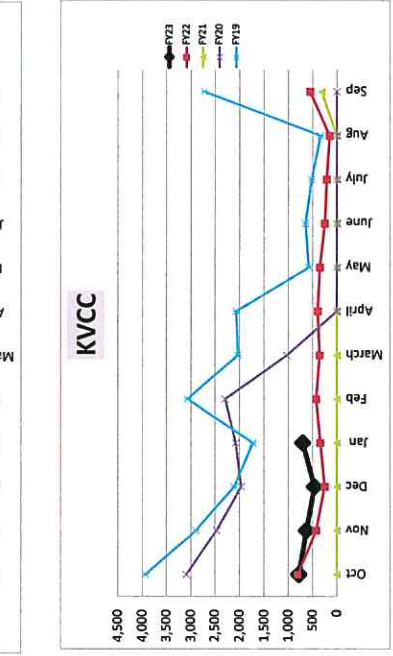


Metro FY 2023
January, 2023

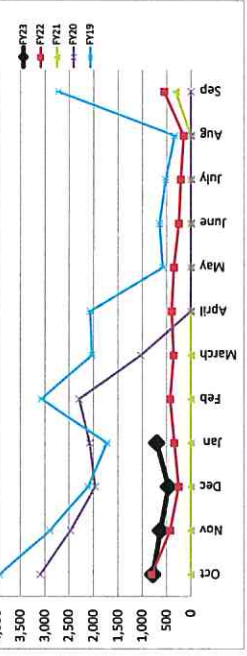
WMU	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	44,276	42,868	24,238	37,638	32,823	30,670	30,067	12,180	13,404	12,401	17,065	49,978
FY22	30,701	28,672	18,218	25,443	0	0	0	0	0	0	7,884	31,015
FY21	0	0	0	0	0	0	7	0	0	0	0	0
FY20	53,611	48,398	29,500	46,080	46,220	18,875	46,574	22,710	21,372	21,016	26,213	48,558
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



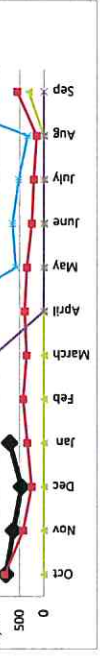
KVCC	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	778	626	461	701	427	357	395	350	248	207	150	556
FY22	803	426	250	340	0	0	0	0	0	0	0	311
FY21	0	0	0	0	0	1,030	1	0	0	0	0	0
FY20	3,088	2,467	1,969	2,081	2,296	1,030	2,070	577	649	519	334	2,722
FY19	3,938	2,900	2,112	1,729	3,080	2,033	2,070	577	649	519	334	2,722



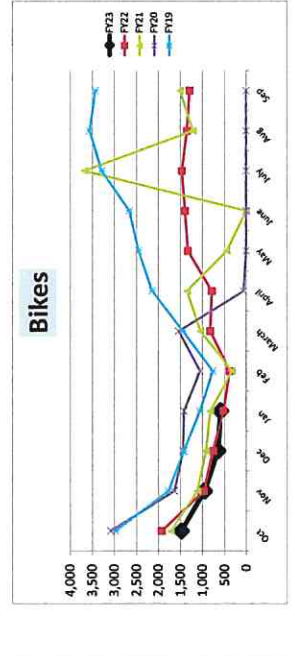
Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	47,931	44,913	45,089	45,385	33,854	39,559	40,102	43,261	45,400	43,011	45,507	46,576
FY22	57,199	34,239	35,282	33,321	0	0	0	0	0	0	35,215	35,724
FY21	0	0	0	0	0	0	1	0	0	0	0	0
FY20	56,803	52,014	53,526	57,197	53,714	35,112	61,009	60,027	53,215	54,874	56,769	53,125
FY19	65,958	59,137	58,174	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	592	632	150	298	447	552	774	673	759	932
FY22	450	284	259	214	0	0	0	0	0	428	427	447
FY21	0	0	26	0	522	606	18	0	0	0	0	0
FY20	694	567	484	576	483	719	776	894	825	862	929	659
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	592	382	824	785	1,326	1,395	1,469	1,351	1,292
FY22	1,924	969	762	525	327	1,045	1,352	450	0	3,682	1,217	1,510
FY21	1,720	1,117	923	826	1,054	1,539	62	0	0	0	0	0
FY20	3,065	1,636	1,444	1,418	1,054	1,539	62	2,454	2,664	3,288	3,564	3,429
FY19	2,983	1,774	1,428	1,058	770	1,446	2,142	2,454	2,664	3,288	3,564	3,429



Transfers	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	47,931	44,913	45,089	45,385	33,854	39,559	40,102	43,261	45,400	43,011	45,507	46,576
FY22	57,199	34,239	35,282	33,321	0	0	0	0	0	0	35,215	35,724
FY21	0	0	0	0	0	0	1	0	0	0	0	0
FY20	56,803	52,014	53,526	57,197	53,714	35,112	61,009	60,027	53,215	54,874	56,769	53,125
FY19	65,958	59,137	58,174	55,735	56,924	61,623	61,009	60,027	53,215	54,874	56,769	53,125

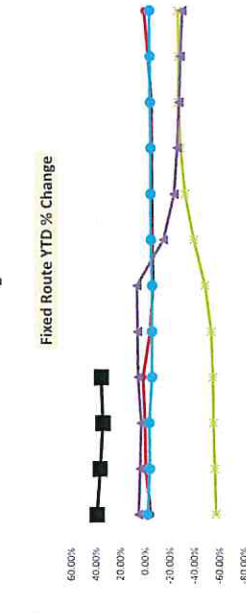


Metro FY 2023 January, 2023

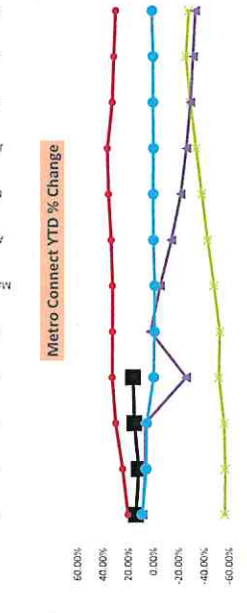
YTD System Total	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	167,217	327,648	467,768	626,714								
FY22	124,496	246,574	321,814	465,928	584,243	716,785	846,511	966,776	1,082,444	1,103,805	1,223,629	1,514,921
FY21	124,228	237,050	341,499	468,799	588,630	737,351	866,812	984,875	1,109,558	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%	34.46%	35.92%								
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%	-54.98%	-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%

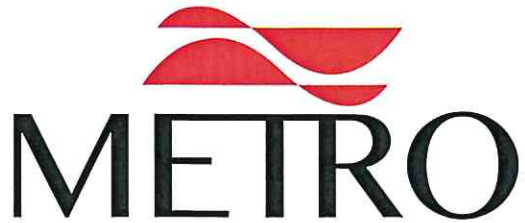


Metro Connect YTD % Change	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sep
FY23	13.91%	11.54%	15.09%	16.14%								
FY22	20.27%	24.60%	30.08%	32.82%	32.59%	32.56%	33.59%	35.67%	36.67%	32.84%	31.67%	30.29%
FY21	-58.35%	-56.72%	-55.94%	-51.67%	-52.54%	-47.87%	-42.75%	-38.05%	-33.67%	-29.10%	-25.71%	-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%	-0.82%	-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%	40.92%								
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%	-16.94%	-16.12%	-15.06%	-12.11%	-12.14%	-12.42%





Agenda Item: # 9b.
Meeting Date: 03/13/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: February 20, 2022
SUBJECT: January 2023 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 \$622,011 (7%) of the FY23 millage.
- We have collected \$759,833 (25% 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 January 2022 was \$2.30 and in January 2023, it was \$2.87. This is a 25% increase.
- Total operating expenditures for Metro year-to-date are 25% of the total budgeted amount.

Attachment:

1. January 2023 Income & Expense Statement



	FY2023 CCTA Board Recommended Budget	January 2023	Year to Date FY 2023	Year to Date % 33%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	754,088	49,719	218,837	29%	7%
Metro County Connect Fares	452,656	53,502	162,813	36%	3%
WMU Fares	1,185,000	592,500	592,500	50%	
Tokens	323,310	20,469	92,803	29%	2%
Pass Sales	245,851	20,432	82,937	34%	2%
Texas Twp/KVCC Prepaid Fares	91,076	23,211	23,211	25%	0%
	<u>3,051,981</u>	<u>759,833</u>	<u>1,173,101</u>	38%	15%
Other Revenue					
Advertising	75,000	0	5,000	7%	0%
Intermodal Operations	182,157	3,450	6,150	3%	0%
Miscellaneous Revenue	19,850	772	5,357	27%	0%
Commission Revenue - (GH, IT, FlixBus)	19,200	0	6,453	34%	0%
Interest Income	9,550	22,003	60,455	633%	1%
	<u>305,757</u>	<u>26,226</u>	<u>83,415</u>	27%	2%
Urban Millage (CCTA)	5,299,618	86,900	292,262	6%	5%
County-wide Millage (KCTA)	3,201,898	250,331	329,749	10%	2%
MDOT - Operating	7,226,670	(11,769)	1,509,539	21%	50%
FTA - Operating	2,703,977	0	992	0%	0%
Provision for Depreciation	3,255,200	270,156	1,087,420	33%	27%
TOTAL OPERATING REVENUE	<u>25,045,101</u>	<u>1,381,677</u>	<u>3,219,963</u>	13%	100%
Operating Expenses by Division					
Administration/Overhead	7,245,608	523,623	2,060,026	28%	
Kalamazoo Transportation Center Operations	862,324	47,695	186,712	22%	
Maintenance	3,257,708	233,657	893,542	27%	
Operations	8,599,769	579,927	2,088,398	24%	
Metro Connect	5,377,481	407,589	1,221,796	23%	
Metro Share	68,837	3,673	14,129	21%	
TOTAL OPERATING EXPENSE	<u>25,411,727</u>	<u>1,796,165</u>	<u>6,464,602</u>	25%	
NET (UNFUNDED) BALANCE for period	<u>(366,626)</u>	<u>(414,487)</u>	<u>(3,244,639)</u>		



Agenda Item # 9c
Meeting Date 03/13/23

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by, Richard Congdon, Program Manager
DATE: March 9, 2023
SUBJECT: Metro Connect Update

BACKGROUND

Metro Connect continues to operate regular days and hours of service while operating at full capacity. There have been no trip denials since returning to full capacity in December of 2021. The transition from Apple Bus Company to First Student has been seamless.

DISCUSSION

Metro Connect ridership has leveled off with many trips taken regularly for work, medical appointments and education. There has been an average of 9,833 trips taken monthly over the last six months. This is a 15% increase over the same period in 2021/22.

Metro Connect operated throughout the ice storm that hit Kalamazoo on February 21st, providing key rides to medical appointments such as dialysis. Some of the out-county trips were restricted due to road conditions but there were 1,034 ride cancellations during the storm when normally there is an average of 110 cancellations on a weekday. Metro Connect offered free rides to anyone needing to go to a warming center during the power outages.

Some of the Metro Connect statistics from 2022 compared to 2021 were:

- Ridership increased by 25%
- ADA trips increased by 42%
- Ride requests increased by 25%
- There were no denied trips
- Revenue miles increased by 29%
- The cost per trip decreased by 17%
- The cost per mile decreased by 20%
- Total certifications increased by 25%
- The cost of fuel increased by 55%

Metro Connect replaced 12 Ford E-250 and E-350 vans with new Ford Transit 350 vans, or 34% of the fleet of vans. The majority of the replaced vans were from the Metro Share fleet that were replaced last year and given to Metro Connect because they had low mileages. They will be saved for possible use in Metro's micro transit program when implemented.

Memo re: Metro Connect Update

Date: March 9, 2023

Page 2

First Student increased starting driver wages to \$20/hr. on the first of the year and increased the employee benefits package. They currently have 36 full-time drivers, 11 part-time drivers and nine scheduling staff. The two managers and two road supervisors can also do scheduling when needed. There are two more full-time drivers that are in training and once they are done, they will be at their goal but will continue to hire part-time drivers so there will be spare drivers available when needed.

RECOMMENDATION

This item is for informational purposes only.

ATTACHMENT

1. Metro Connect February Report

METRO CONNECT

February 2023

		February 2022	% Change
Individuals Certified:			
ADA Certified:	10	9	11.11%
MCC Certified with a Disability:	25	23	8.70%
MCC Certified Senior:	10	21	-52.38%
Total Certified:	45	53	-15.09%
Service Statistics:			
Total Trips:	9,759	8,278	17.89%
Total Passenger Trips:	9,922	8,466	17.20%
Saturday Trips-included in total:	468	438	6.85%
Sunday Trips-included in total:	327	256	27.73%
ADA Passengers:	3,950	3,498	12.92%
D/R w/ a Disability Passengers:	4,290	3,719	15.35%
D/R Senior Passengers:	1,519	1,061	43.17%
Ambulatory:	8,549	7,328	16.66%
Non-Ambulatory:	1,210	950	27.37%
PCA:	163	188	-13.30%
Companion Trips:	31	0	100.00%
Ten Minute Stops:	8	10	-20.00%
Requests:	13,543	11,265	20.22%
No Shows:	584	394	48.22%
ADA Denials:	0	0	0.00%
D/R Nothing to Offer:	0	0	0.00%
Non-Accommodated:	0	0	0.00%
Cancellations:	3,200	2,593	23.41%
Late Trips:	370	246	50.41%
On-Time Performance:	96%	97%	-0.84%
Service Days:	28	28	0.00%
Performance Measurements:			
Total Miles:	85,488	72,310	18.22%
Total Hours:	5,934	5,395	9.99%
Total Revenue Miles:	74,944	61,469	21.92%
Total Revenue Hours:	4,957	4,518	9.72%
Passenger Miles:	93,711	78,873	18.81%
Total Contract Cost:	\$441,071.75	\$393,772.08	12.01%
Cost per Trip:	\$45.20	\$47.57	-4.99%
Cost per Passenger:	\$44.45	\$46.51	-4.43%
Cost per Mile:	\$5.89	\$6.41	-8.13%
Cost per Hour:	\$88.98	\$87.16	2.09%
Passengers per Hour:	2.00	1.87	6.82%
Average Miles per Passenger:	9.44	9.32	1.38%
Gallons of Fuel Used:	8,423	7,787	8.17%
Cost of Fuel:	\$29,746.75	\$26,492.05	12.29%
Total Fares Collected:	\$30,375.00	\$32,655.00	-6.98%



Connecting People Throughout
Kalamazoo County

Agenda Item # 10a4 Meeting Date 03/13/23

AGENDA and MEETING NOTES

CCTA/KCTA Board Operations Committee
March 1, 2023
8:30 am – 10 am

Members: Curtis Aardema, Chris Burns, Dusty Farmer, Martin Janssen, Garrylee McCormick, Greg Rosine

Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Committee Assignments

Notes:

- The Committee reviewed and confirmed boardmember assignments

2. Board Committee Orientation at the March 13th meeting

Notes:

- Committee viewed the Board Orientation PowerPoint and agreed to have it presented at the March 13th meeting

3. March 13th Agenda

Notes:

- The Committee reviewed and agreed to the March 13th Draft CCTA/KCTA Board Agenda

4. Board Operations Committee

- a. Standing day, time for monthly Board Operations Committee Meeting
- b. Development of 6-month work plan for each committee

Notes:

- The Committee discussed and agreed upon the third Thursday of each month to meet at 9 am in person

5. Other Updates
 - a. Crossroads Mall
 - b. Inter-city Bus
 - c. Other

Notes:

- Janssen shared he is likely relocating to Indianapolis, IN and KCTA will need to appoint a representative to KATS

Attachments:

1. March 13, 2023 Agenda
2. CCTA/KCTA Boardmember Committees
3. Board Committee Reorientation PowerPoint
4. Future Board Agenda Draft

The next meeting will be held on March 16th at 9am