



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
AUGUST 12, 2024
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, September 9, 2024 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, August 12, 2024 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 August 12, 2024		
	b. Minutes for June 10, 2024		
3.	Public Comment		
4.	Board Operations Committee		
	a. Action Items		
	1. Consideration to Appoint CCTA/KCTA Chair*	Roll Call	Roll Call
	2. Consideration to Appoint KCTA Vice-Chair*	Roll Call	
	b. Informational Items		
	1. Board Operations Committee Notes of June 24, 2024 and August 1, 2024*		
5.	Planning & Development Committee		
	a. Action Items		
	1. Present CCTA FY 2025 and 2026 Budgets*		
	i. Request to Adopt Resolution 24-002 to Schedule a Public Hearing to Receive Comments Regarding CCTA FY 2025 and FY 2026*	Roll Call	Roll Call
	b. Informational Items		
	1. Receive CCTA Pension Valuation Report 12/31/23 and City of Kalamazoo OPEB Valuation Report 01/01/24*		
	2. Planning and Development Committee Notes of July 22, 2024*		
6.	Performance Monitoring Committee		
	a. Action Items		
	1. First Student /Metro Connect Contract Extension*	Roll Call	Roll Call
	b. Informational Items		
	1. Monthly Service Metrics Report*		



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	2. Performance Monitoring Committee Notes of July 25, 2024*		
7.	External Relations Committee		
	a. Action Items		
	b. Informational Items		
	1. Update to Jurisdictional Assignments*		
	2. External Relations Committee Notes of June 18, 2024*		
8.	Report from Executive Director*		
	1. Update re Metro Link*		
	2. Update on Detours and Road Construction*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
10.	Chairperson's Report		
11.	Public Comment		
12.	Members' Time		
13.	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
June 10, 2024**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Rob Branch, Kathy Schultz, Barbara Blissett
Others Present: None

1.) KCTA ROLL CALL

KCTA Members Present: James Ayers, Tafari Brown, Dusty Farmer, Aditya Rama, Gary Sigman*, Tim Sloan, Greg Rosine*
KCTA Members Absent: Curtis Aardema

A motion was made to excuse Curtis Aardema.
Motion: Sloan Second: Farmer
Motion carried by voice vote.

**Sigman and Brown arrived at 11:37 am and 11:47 am respectively.*

1.) CCTA ROLL CALL

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

A motion was made to excuse Curtis Aardema.
Motion: Farmer Second: McCormick
Motion carried by voice vote.

Chair Rosine announced he had received a letter of resignation from KCTA Boardmember Isaiah Williams. He said increased work responsibilities were the deciding factor.

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 June 10, 2024 and for approval of the joint CCTA/KCTA meeting minutes for May 13, 2024.
Motion: Thompson Second: Halcomb
Motion carried by voice vote.

3.) PUBLIC COMMENT – None

4.) PERFORMANCE MONITORING COMMITTEE

Rama reported the Committee had met and discussed the contract change order with Hoekstra Transportation for the purchase of 15 vans. He said the vans will be used to replace vans that are past their useful life.

Dir. of Support Services Vlietstra explained the financial impact in the cost per van would be from \$68,523 to \$80,734; a 17.9% increase. He said that was because of rising costs and challenges in the supply chain.

Dir. Vlietstra indicated that by purchasing these vehicles, it would ensure the adequate public transit service to County residents. He said Metro staff has been able to extend the life of this type of van to approximately four years past the normal four-year life expectancy which will benefit Metro in the future.

A motion was made by KCTA and CCTA to accept a recommendation from the Performance Monitoring Committee to approve the contract change order with Hoekstra Transportation for 15 vans at an additional cost not to exceed \$183,159 and authorize the Executive Director to sign all related documents.

Motion: Halcomb/Burns Second: Farmer/Sloan

Motion carried by a roll call vote.

Ayes: Ayers, Brown, Farmer, Rama, Sigman, Sloan, Rosine
Nays: None
Absent: Aardema

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

Dir. Vlietstra introduced the next item for approval was the purchase of six light-duty vans and a medium-duty truck. He said the purchase of these vehicles would be for the replacement of vehicles past their useful life and be use for Metro Connect and Van Buren Public Transit as a part of an FTA Subrecipient Agreement.

Dir. Vlietstra said the purchase of these vehicles would be from Hoekstra Transportation through the Michigan MiDeal Program.

A motion was made by KCTA and CCTA to accept a recommendation from the Performance Monitoring Committee to approve the purchase of six light-duty vans and a medium-duty truck from Hoekstra Transportation at a cost of \$486,519 and authorize the Executive Director to sign all related documents.

Motion: Sigman/Thompson Second: Sloan/McCormick

Motion carried by a roll call vote.

Ayes: Ayers, Brown, Farmer, Rama, Sigman, Sloan, Rosine
Nays: None
Absent: Aardema

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

5.) PLANNING AND DEVELOPMENT COMMITTEE

Chair Burns introduced Metro Connect Program Manager Richard Congdon who provided an update on the Metro Connect (First Student) contract and the proposed one-year extension. He said the contract is set to expire December 31, 2024 and the extension would be for one year

until December 31, 2025. Congdon stated the contract would be going out for bid after the one-year extension. He said the extension would be brought before the Boards for approval prior to the end date.

Discussion took place regarding that Metro Connect and Metro Link can complement each other.

Transit Planner Kathy Schultz apprised the Boards of the latest detour and construction changes and what information is provided to the public.

6.) EXTERNAL RELATIONS COMMITTEE

Chair Farmer stated the jurisdictional presentations were under way and asked Boardmembers to share some of their experiences during the visits.

7.) BOARD OPERATIONS COMMITTEE

Chair Rosine reported the Board Operations Committee met and reviewed the June 10th Board agenda and policy for Board appointments.

8.) EXECUTIVE DIRECTORS REPORT

Exec. Dir. McBride briefed the Boards on the following topics:

- Metro Link
- New Bus Wash Operation
- Safety and Security
- Ridership
- Union Negotiations

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

9.) SUBCOMMITTEE REPORTS

Pension Board – Did not meet.

KATS Policy Committee – Rama shared a summary of the meeting and stated there had been a presentation from the Federal Transit Administration (FTA).

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – Chair Rosine informed the Boards that after seven years serving as CCTA/KCTA Board Chair, he would be stepping down from the Chair position. He said he was looking forward to continuing to serve on the Boards but not in the leadership position.

Chair Rosine commented that he was grateful for all the support provided by Boardmembers including the restructuring to the new governance system. He shared that he felt the increased involvement of the Boardmembers to the operations of the CCTA and KCTA was a success.

Chair Rosine stated the Board Operations Committee would begin the process of filling the Chair position and bring nominations to the Boards for approval.

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME –

All Boardmembers thanked Chair Rosine for his dedication to the CCTA and KCTA over the years and noted that he had set the bar very high for someone to step into that role.

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

Motion: McCormick

Support: Aardema

Motion carried by voice vote.

The meeting adjourned at 12:35 PM.

Greg Rosine
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Greg Rosine
KCTA Chairperson

Barbara Blissett
KCTA Clerk



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TO: CCTA and KCTA Boards
FROM: Board Operations Committee
Prepared by: Sean McBride, Executive Director
SUBJECT: **CCTA and KCTA Board Officer Appointment**
DATE: July 8, 2024

BACKGROUND

The CCTA and KCTA Board Operations Committee appoints leadership positions in the event of a Board Officer Vacancy. At the June 10th meeting Chair Rosine submitted his resignation as CCTA/KCTA Board Chair. The below item is stated in the CCTA and KCTA Ordinance No. 1.16 Board Officer Appointment Process:

Should a Chair or Vice-Chair of the CCTA.KCTA become vacant midterm, the Board Operations Committee will recommend to the KCTA and CCTA an interim Chair or Vice-Chair for the duration of the vacated term. The period for which an individual is appointed midterm as interim shall not count toward the two-year term limit for a subsequent appointment. The interim position shall require KCTA and CCTA Board approval at a regular meeting.

DISCUSSION

The Board Operations Committee met on June 24th to recommend the appointment of Curtis Aardema as CCTA/KCTA Chair and Dusty Farmer as KCTA Vice-Chair for the positions until the annual meeting in March 2025.

In addition to this recommendation, The Committee made the following appointments: Aditya Rama, Performance Monitoring Committee Chair and assign new KCTA Boardmember Paul Eklund to the Performance Monitoring Committee and Greg Rosine to the Performance Monitoring Committee.

RECOMMENDATION

The CCTA/KCTA Board Operations Committee recommends the following:

1. CCTA/KCTA appoint Curtis Aardema as CCTA/KCTA Board Chair
2. KCTA appoint Dusty Farmer as KCTA Board Vice-Chair.

Attachments

1. CCTA/KCTA Office Committee Assignments

**KCTA/CCTA
Officer/Committee Assignments
Presented August 12, 2024
Assignments through March 2025**

Board Member	CCTA	KCTA	Board Operations	Planning and Development	Performance Monitoring	External & Relations
Britigan	X			X		
Burns	X		X	X (Chair)		
Halcomb	X				X	
McCormick	X(Vice-Chair)		X		X	
Mackie	X			X		
Pearson	X			X		
Thompson	X					X
Aardema	X(Chair)	X(Chair)	X (Chair)			
Farmer	X	X (Vice- Chair)	X			X (Chair)
Rosine	X	X			X	
Ayers		X				X
Brown		X		X		
Ecklund		X			X	
Rama		X	X		X (Chair)	
Sloan		X				X
Sigman		X				X
Metro Staff						
McBride			X			
Woodson-Sow					X	
Vlietstra				X		
Joshi						X
Arkush					X	X
Blissett			X	X		

Please note changes are in **bold**

K:\Metro\CCTA\Boardmembers\080724_25 Board Committees



AGENDA and MEETING NOTES

Board Operations Committee
June 24, 2024
2 pm
Via Teams Meeting

Members: Curtis Aardema, Chris Burns, Garrylee McCormick

Absent: Dusty Farmer

Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Discussion Regarding Filling CCTA/KCTA Chairperson and Related Leadership/Committee Position Assignments

Notes:

- Exec. Dir. McBride shared a listing of 2024 CCTA/KCTA Board committees and he said the shift in leadership would affect several of the Board committees
- Committee members discussed the reassignment of some Boardmembers to different committees due to the resignation from the Chair position by Greg Rosine
- The interim CCTA/KCTA Chair recommendation to the Boards would be Curt Aardema, the interim KCTA Vice-Chair would be Dusty Farmer
- The recommendation for Board committees would be to appoint Rama as Performance Monitoring Committee Chair
- A recommendation would be made to appoint new KCTA Boardmember Paul Ecklund to the Performance Monitoring Committee. Exec. Dir. McBride stated this would be to complete the two-year term according to Board policy

2. Future Meeting Dates

Notes:

- The Committee agreed to future meeting dates of Thursday, August 1st and Thursday August 29th

The meeting ended at 2:50 pm



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AGENDA and MEETING NOTES

Board Operations Committee
August 1, 2024
10:30 am
Via Teams Meeting

Members: Curtis Aardema, Chris Burns, Garrylee McCormick
Absent: Dusty Farmer

Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Review CCTA/KCTA August 12th Meeting Agenda

Notes:

- It was determined Burns would present the recommendation for new CCTA/KCTA Board Chair Curtis Aardema and KCTA Vice-Chair Dusty Farmer
- Aditya Rama will serve as Performance Monitoring Chair and add Paul Ecklund and Greg Rosine as committee members
- Exec. Dir. McBride announced that Rod Halcomb would not be reapplying for membership on the CCTA. His resignation would be effective as of September 1, 2024
- The CCTA/KCTA FY 2025-2026 Budget would be presented at the August 12th meeting and schedule a public hearing to take place on September 9th
- Small Group meetings would be held in late August to give Boardmembers an opportunity to ask questions regarding the budget
- Moved the construction and detour updates to the executive Director's Report
- Add jurisdictional outreach to External Relations Section

2. Review Committee Activities

Notes:

- The Committee reviewed the Board Governing Agenda Planning Timeline
- Moved the Purchasing Manual update to the September meeting
- Consider process for Executive Director yearly evaluation at next Committee meeting



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3. Discussion Regarding Kalamazoo County Appointment Process for CCTA/KCTA and Terms

Notes:

- Exec. Dir. McBride stated there were two CCTA Board openings for rural residents
- The Committee discussed the information presented to the County in 2023 for Boardmember roles, responsibilities and attributes and qualifications needed for the position

4. Future Meeting Dates

Notes:

- The Committee agreed to future meeting dates of Thursday, October 3rd and Tuesday, October 29th
- The next Committee meeting date is Thursday, August 29th

5. Other Items

Notes:

Exec. Dir. McBride updated the Committee on the status of current labor negotiations
Exec. Dir. McBride informed the Committee that there would be a hearing concerning the Crossroads lawsuit on August 26th

Discussed the downtown arena and how it affected Metro's operations and cost for services to Western Michigan University for possible shuttle service

The meeting ended at 10:40 am.



Agenda Item: # 5a1
Meeting Date 08/12/24

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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Greg Vlietstra, Director of Support Services
DATE: August 5, 2024
SUBJECT: CCTA Budget Calendar for Fiscal Year 2025 (October 1, 2024 - September 30, 2025) and Fiscal Year 2026 (October 1, 2025 - September 30, 2026)

BACKGROUND

The CCTA budget is two one-year cycles. A two-year budget cycle better allows the CCTA and KCTA Boards and staff to coordinate budgeting, planning, and grant administration.

DISCUSSION

The Planning & Development Committee has been reviewing budget related items since May of this year. Topics covered include five-year projections, covid relief funding, capital grants, microtransit, and millage revenue.

The Planning & Development Committee had a first comprehensive review of the budget at its meeting on July 22.

RECOMMENDATION

Adopt the Resolution to set a Public Hearing to Receive Comment on Fiscal Year 2024 and 2025 Budgets for the CCTA/KCTA meeting on September 9, 2024.

Attachments:

1. Proposed Fiscal Year 2025 and 2026 Budgets (Separate item on agenda website)
2. Resolution Setting a Public Hearing Regarding Fiscal Year 2025 and 2026 Budgets

CENTRAL COUNTY TRANSPORTATION AUTHORITY ("CCTA")
Resolution: 24-002

**Resolution Levying the Transit Millage for 2025 and Providing for Collection of the Transit Millage in July 2025 for
the Cities of Kalamazoo, Portage and Parchment and in
December 2025 for the Townships of Kalamazoo, Comstock, and Oshtemo in Kalamazoo County**

The CCTA makes the following findings:

1. The Kalamazoo County Board of Commissioners created the CCTA under Public Act 196 of 1986, as amended ("Act 196").
2. CCTA was created to operate a county-wide transit system in Kalamazoo County and to also determine if a millage is necessary in order to operate the public transportation system.
3. Act 196 authorizes CCTA to levy a tax to provide for public transportation services, if approved by the Voters.
4. The CCTA operates the fixed-route bus system within the urbanized areas of Kalamazoo County. The boundaries of the CCTA are included in the CCTA Articles of Incorporation. The Articles of Incorporation were updated by the Kalamazoo County Board of Commissioners on August 29, 2019. The Boundaries of the CCTA include the cities of Kalamazoo, Parchment and Portage. All areas of Kalamazoo Township. Precincts #02, #03, #04, #05, #06 and #07 in Comstock Township. Precincts #03, #04, #05, #06, #07, #08 and #09 in Oshtemo Township.
5. CCTA adopted a resolution, which submitted to Kalamazoo County voters the question of whether up to 0.90 mills should be levied during 2021, 2022, 2023, 2024 and 2025 for the purpose of providing public transportation services in Kalamazoo County.
6. The voters approved the millage request at the March 10, 2020 election.
7. CCTA is now adopting this resolution for the CCTA 2025 Transit Millage to levy **0.90 mills** on all taxable property located in the Central County Transportation Authority boundaries. This millage should be collected by tax assessing officials for the cities of Kalamazoo, Portage and Parchment located in Kalamazoo County as part of the July tax bill. Tax assessing officials for the townships of Kalamazoo, Comstock and Oshtemo located in Kalamazoo County should collect this millage as part of the December tax bill.

Based on these findings, the CCTA resolves:

1. Voters approved the millage request at the March 10, 2020, election. CCTA shall levy **0.8978 mills** up to the allowable amount after the Headlee Amendment is applied by the Kalamazoo County Equalization Director on all taxable property located in Kalamazoo County for 2025 Tax assessing officials for on all taxable property located within the Central County Transportation Authority Boundary for 2025. Tax assessing officials for the cities of Kalamazoo, Portage and Parchment in Kalamazoo County shall collect this millage as part of the July tax bill. Tax assessing officials for the townships of Kalamazoo, Comstock and Oshtemo in Kalamazoo County shall collect this millage as part of the December tax bill. Within Comstock Township the CCTA boundaries include Voting Precincts #02, #03, #04, #05, #06 and #07. Within Oshtemo Township CCTA boundaries include Voting Precincts #03, #04, #05, #06, #07, #08 and #09. All funds generated by this levy shall be appropriated to expenditures according to CCTA's budget.
2. A certified copy of this resolution shall be filed with the proper tax assessing officials no later than May 15, 2025.
3. The CCTA Board and its officers and agents are authorized and directed to take all other actions appropriate to carry out the intent of this resolution, including providing an L-4029.

The aforementioned resolution was offered by _____ and supported by _____.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN
)ss
COUNTY OF KALAMAZOO

I, Barbara A Blissett, Central County Transportation Authority Clerk, do hereby certify that the foregoing is a true copy of a Resolution adopted by the Central County Transportation Authority at a regular meeting held on -_____.

Barbara A Blissett, Clerk
Central County Transportation Authority



Agenda Item: # 5b1
Meeting Date 08/12/24

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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: August 7, 2024
SUBJECT: Pension and OPEB Annual Actuarial Valuation

DISCUSSION

Included in the packet is a PowerPoint presentation for the annual pension & OPEB valuations. 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).

Mike Kosciuk from GRS, the actuarial consulting firm for both the City of Kalamazoo and Metro, summarized findings and answered questions at the July 22 Planning & Development Committee Meeting.

Copies of the CCTA Pension Plan Annual Actuarial Valuation report as of December 31, 2023 and the City of Kalamazoo Postretirement Welfare Benefits Plan as of January 1, 2024 were provided to the Planning & Development Committee and are available to the full board upon request.

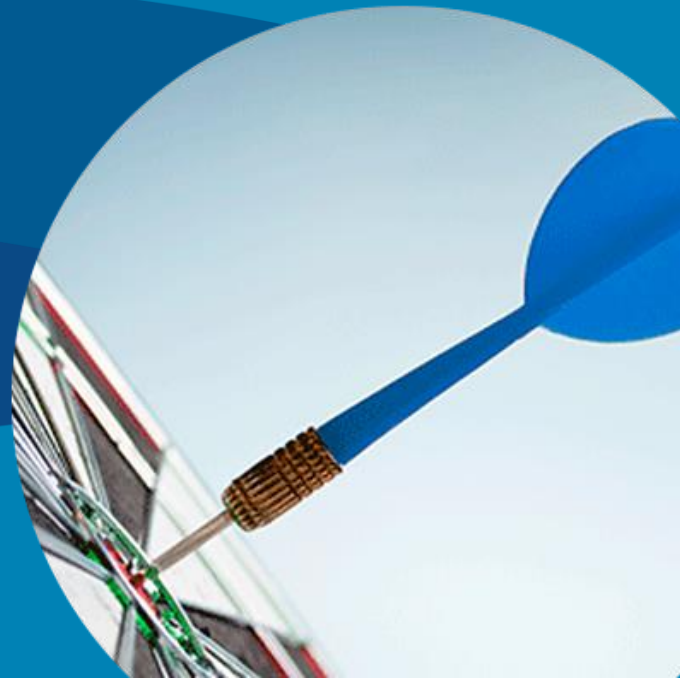
Attachments

1. CCTA Pension & OPEB Plan December 31, 2023 Actuarial Valuations Reports are available in the provided DropBox link.



CCTA Pension & OPEB Plan December 31, 2023 Actuarial Valuations

CCTA Board of Directors Meeting
July 22, 2024



Agenda

- Overview – Pension Plan, Retiree Health Plan
 - Actuarial Assumptions
 - Actuarial Valuation Process
 - Highlights of Most Recent CCTA Actuarial Valuations
- Questions

Overview

- CCTA pension and retiree health care plans are defined benefit plans
 - Benefits are defined and paid at some future point in time when certain age and service requirements are met
- Actuary calculates the value of these benefits as of the valuation date
- Actuary must make assumptions about future events impacting people and money

Overview – Actuarial Assumptions

Primary Risk Areas

Demographic

Retirement

Withdrawal

Mortality

Disability

Economic

Price Inflation

Wage Inflation

Investment Return

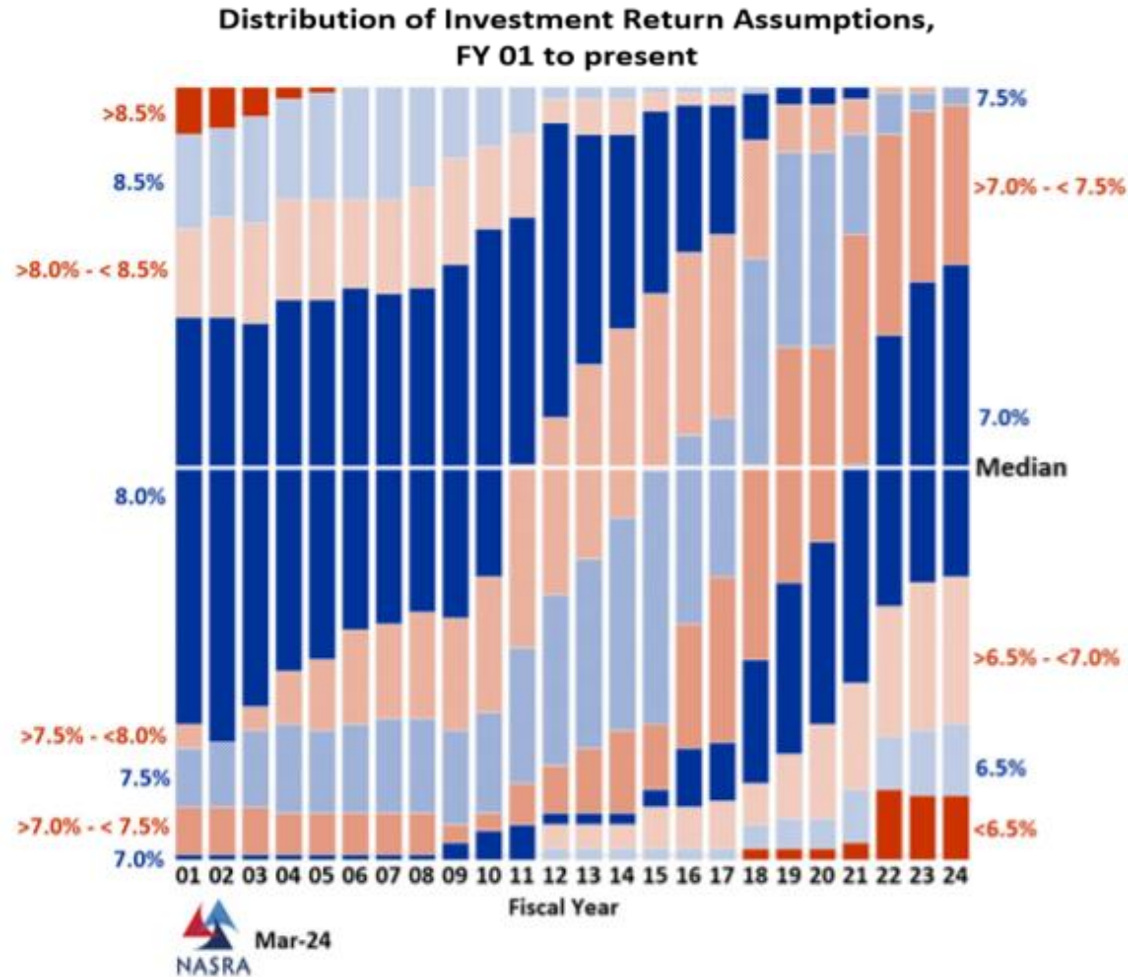
OPEB Trend Inflation

Merit and Longevity

Overview – Actuarial Assumptions

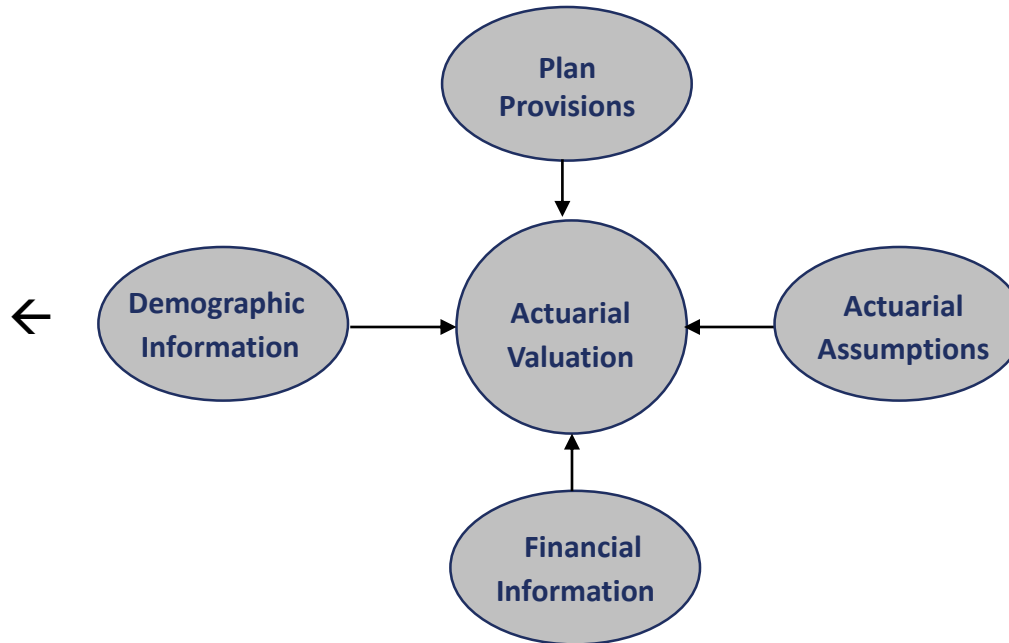
- The assumptions must be reasonable individually and in the aggregate
- The assumptions should be reviewed periodically in light of recent plan experience and economic environment
 - Next review will take place in late 2024
 - Will be based on Plan experience from 2019 – 2023
- Understated liabilities/costs can lead to:
 - Inability to pay benefits when due, or
 - Sharp increases in future required contributions

Public Pension Investment Return Assumptions: 2001-2024



Actuarial Valuation Process

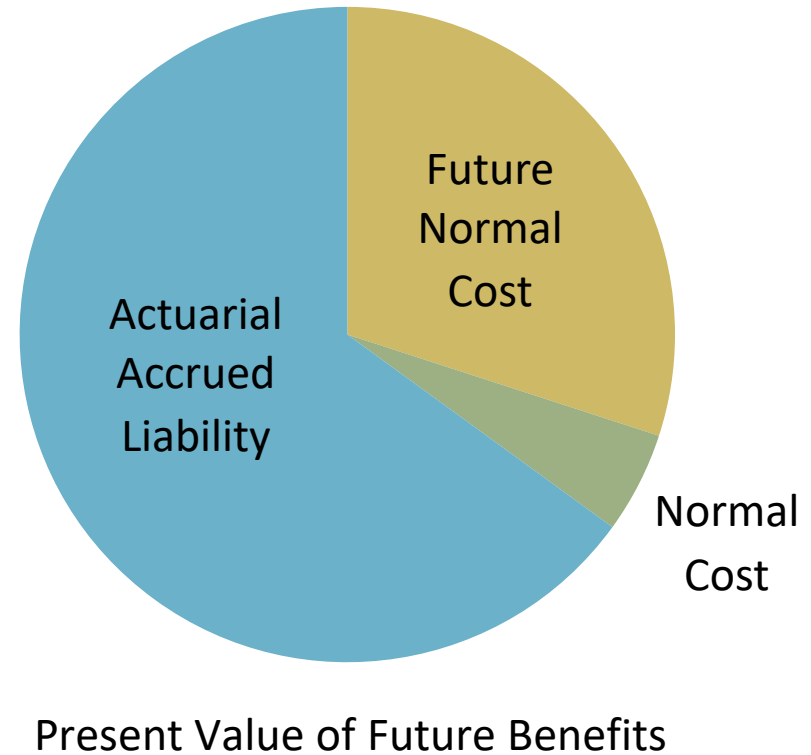
Pension
At 12.31.23
115 Active
80 Retired
13 Deferred



- Demographic Information, Financial Information, and Plan Provisions are provided by the plan sponsor.
- Actuarial Assumptions are recommended by the actuary and approved by the Board.
- The Actuarial Valuation is a mathematical process used to project future payments on account of specified benefit provisions. These projected payouts are converted to equivalent present value amounts and a corresponding level percent-of-payroll contribution is determined.

Actuarial Cost Method

- Present Value of Future Benefits (PVFB)
 - Present Value of all Future Benefits payable to current members (active, retired, terminated vested)
- Actuarial Accrued Liability (AAL)
 - Portion of PVFB allocated to prior years
- Normal Cost
 - Portion of PVFB allocated to current year
- Present Value of Future Normal Costs
 - Portion of PVFB allocated to future years



Basic Actuarial Funding Equation

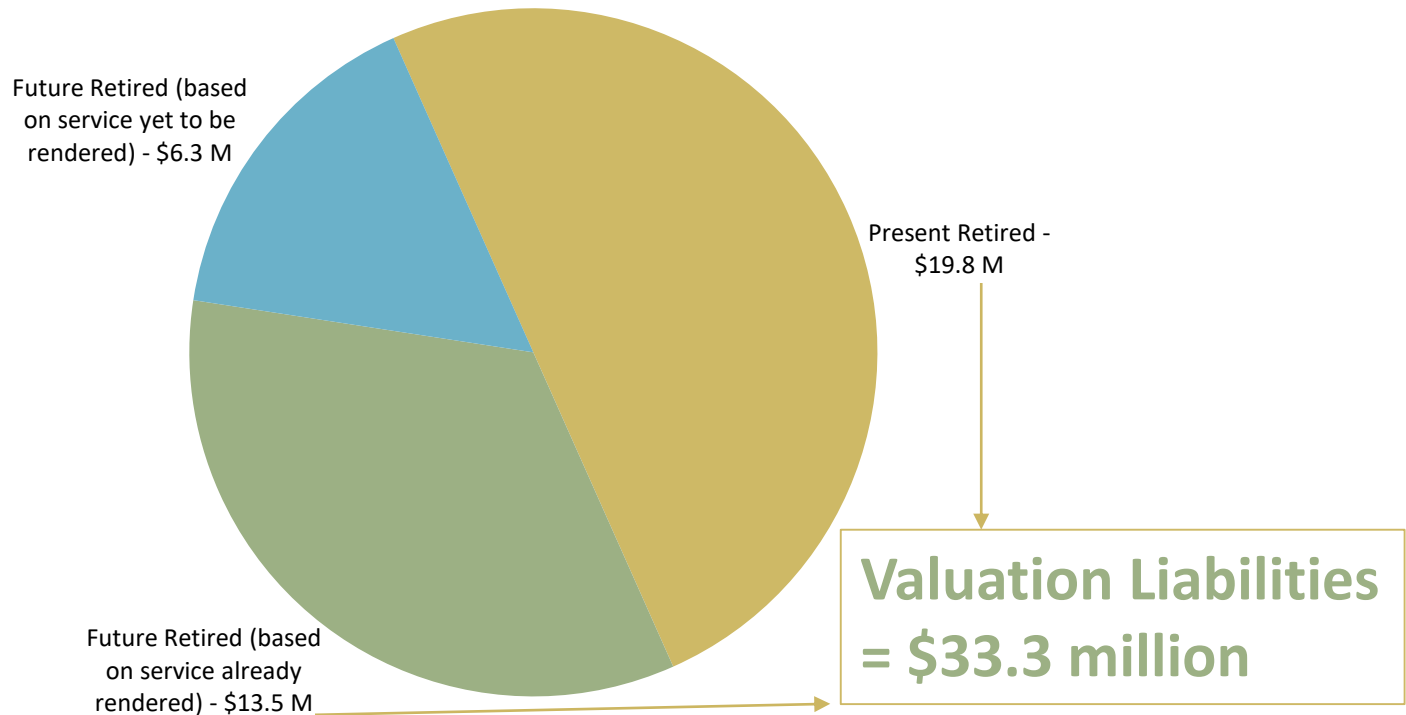
$$C + I = B + E$$

Where

- ▶ C is Contribution Income
- ▶ I is Investment Return
- ▶ B is Benefits Paid
- ▶ E is Expenses

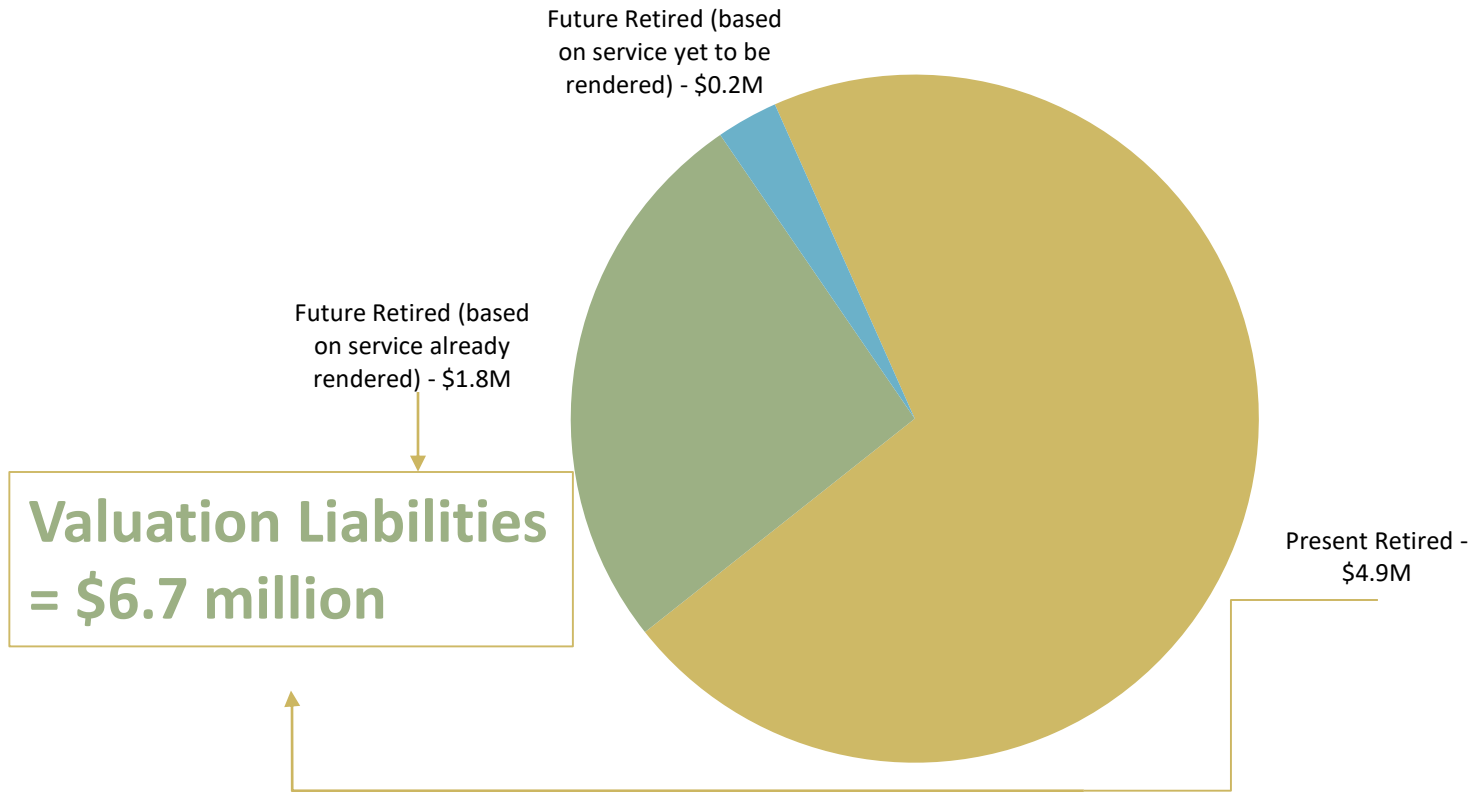
“Money In = Money Out”

CCTA Pension Has \$39.6 Million of Benefit Promises to Present Members at 12.31.23



Valuation Assets = \$37.1 million. Funded status = 111.3%.

CCTA OPEB Has \$6.9 Million of Benefit Promises to Present Members at 12.31.23



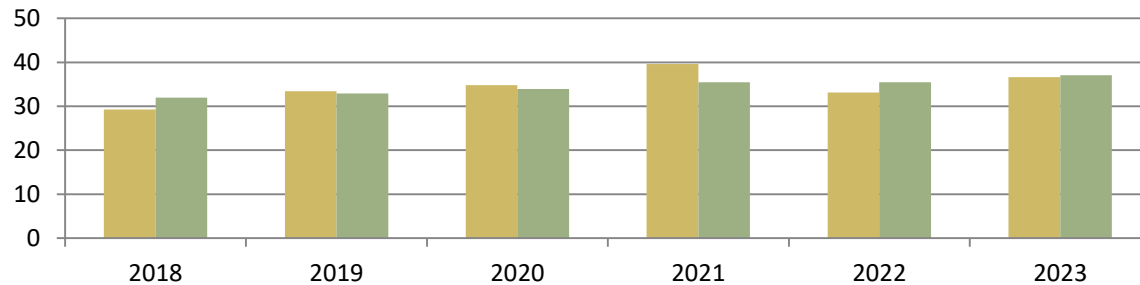
Valuation Assets* = \$6.9 million. Funded status = 102.1%.

* Excluding side fund containing additional market value assets of \$1,499,979.

Historical Pension Asset Performance

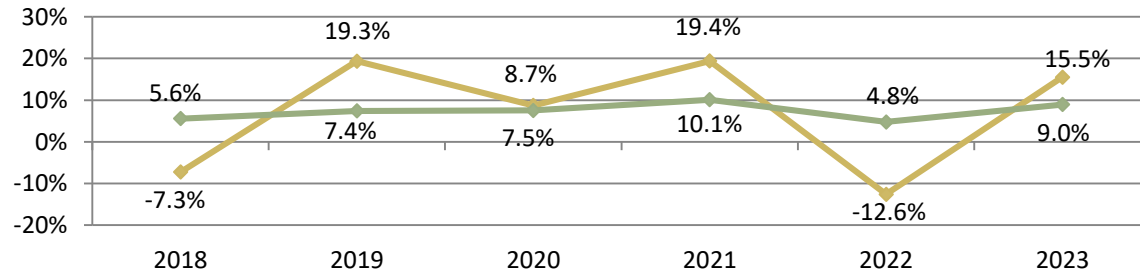
Asset Values (\$Millions): December 31,

■ Market Value ■ Actuarial Value



Annual Rate of Return

◆ Market Value ◆ Actuarial Value



Despite heavy volatility, smoothing method has held asset value steady.

Actuarial Valuation Process (\$Millions)

	Pension	OPEB
Actuarial Accrued Liability	\$33.3	\$6.7
- Actuarial Value of Assets	37.1	6.9
Unfunded Actuarial Liability*	(3.8)	(0.1)

* Totals may not add due to rounding.

Annual Contribution = Normal Cost Requirement + Amortization of the Unfunded Liability (UAL)

CCTA Contribution Results

	Pension	OPEB*
Total Normal Cost	\$930,200	\$44,461
Administrative Expense	52,973	5,922
Member Contribution	(103,120)	0
Employer Normal Cost	880,053	50,383
UAL Payment	(442,852)	(13,514)
ER Contribution	437,201	36,869

** From Valuation Results by Fund. ER contribution is developed on a Plan-wide basis.*

Note: Eventually, the employer contributions are expected to migrate to the normal cost.

Looking Ahead

- Asset smoothing helps reduce the volatility of the employer contributions
 - Pension funding value of assets is 101.4% of market value
 - Remaining phase-in of market gains/losses from previous valuations
 - OPEB funding value of assets is 101.8% of market value
 - Remaining phase-in of market gains/losses from previous valuations
- The Plans will mature over time
 - Shift in demographic make-up
 - Normal for a prefunded retirement system

Disclaimers

- This presentation is one of many documents comprising the December 31, 2023 actuarial valuation of the CCTA Pension Plan. This presentation should not be relied on for any purpose other than the purpose described in the valuation report.
- Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law.
- This presentation shall not be construed to provide tax advice, legal advice or investment advice.
- Michael D. Kosciuk and James D. Anderson are independent of the plan sponsor, are Members of the American Academy of Actuaries (MAAA), and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

Disclaimers

- This presentation shall not be construed to provide tax advice, legal advice or investment advice
- Readers are cautioned to examine original source materials and to consult with subject matter experts before making decisions related to the subject matter of this presentation



AGENDA and MEETING NOTES

Planning & Development Committee July 22, 2024 at 2 PM Microsoft Teams Virtual Meeting

Members: Chris Burns (Chair), Tafari Brown, Lisa Mackie, Jim Pearson
Absent: Rob Britigan
Staff: Greg Vlietstra, Sean McBride, Cheryl Pesti
Guests: Jim Anderson & Mike Kosciuk from GRS, the Metro actuarial firm

1. Five-Year Financial Projections

Notes:

- Mike Kosciuk and Jim Anderson shared a financial presentation. Also, Chair Chris Burns asked about employer contributions toward both pension and OPEB. The OPEB employer contributions will be reduced, but probably not reflected in the budget until next year as Metro coordinates with the City of Kalamazoo.

2. FY 2025 & 2026 Budgets

Notes:

- Sean McBride and Cheryl Pesti reviewed the FY 2025-2026 budget packet. Similar to past years, CCTA & KCTA Boardmembers are welcome to attend two optional small group meetings in the coming month.

3. Other Items

Notes:

- Greg Vlietstra mentioned that the tentative plan is to cancel the August Committee meeting. The planned September meeting agenda will include updates on the following: Employee Handbook update (Cindy DeYoung), Fare Study & Fare Policy Review (Sarah Joshi), and Millage Discussion (Sean McBride).

The meeting adjourned at 3:17 pm.



Agenda Item: #6a1
Meeting Date 08/12/24

Connecting People Throughout
Kalamazoo County

TO: Performance Monitoring Committee
FROM: Keshia Woodson-Sow, Director of Operations
Prepared by, Richard Congdon, Program Manager
DATE: July 15, 2024
SUBJECT: Metro Connect Contract Extension with First Student

BACKGROUND

First Student, Inc. has operated Metro Connect service since buying Apple Bus Company in 2023. They are in the second year of a two-year contract extension that expires on December 31, 2024. Metro and First Student have agreed to extend the contract for an additional year for an expiration of December 31, 2025. The contract will be put out to bid prior to the end of the contract extension.

DISCUSSION

An evaluation of the First Student contract showed that they have satisfactorily operated the Metro Connect contract since assuming it in 2023. The Federal Transit Administration and Metro purchasing policies allow for Metro to extend the contract for an additional year. The expiration of the contract would coincide with the expiration of the Metro Link contract with Via Transportation and would give Metro the option of using a single contractor for both services in order to get the best possible pricing. The single contract option will be evaluated as part of the overall Metro Connect Request for Proposals (RFP) that will be issued in 2025.

First Student has agreed to the additional contract year with no change or increase in pricing from the cost in 2024. The extension, from January 1, 2025, to December 31, 2025, will have a total cost of \$5,609,954. The contract cost will be paid to First Student on a monthly basis.

RECOMMENDATION

It is recommended that the Performance Monitoring Committee recommend Central County Transportation Authority and Kalamazoo County Transportation Authority approval of the Metro Connect contract extension with First Student from January 1, 2025, to December 31, 2025.

ATTACHMENT

None



Agenda Item: # 6b1
Meeting Date: 08/12/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: June 20, 2024
SUBJECT: May 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 \$3,973,248 (43%) of the FY24 millage.
- We have collected \$1,833,476 (54% 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 \$10,524,494 in COVID-19 relief funds (2020-\$1,500,000; 2021-\$4,500,000, 2022-\$2,000,000, 2023-\$2,524,494).
- The average price for a gallon of diesel fuel in May 2023 was \$2.65 and in May 2024, it was \$2.60. This is a 2% decrease.
- Total operating expenditures for Metro year-to-date are 52% of the total budgeted amount.

Attachment:

1. May 2024 Income & Expense Statement



	FY2024 CCTA Board Recommended Budget	May 2024	Year to Date FY 2024	Year to Date %	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	762,500	56,905	460,408	60%	5%
Metro County Connect Fares	504,176	25,951	311,466	62%	3%
Metro Link Fares	192,699	0	0	0%	
WMU Fares	1,250,000	0	592,500	47%	
Tokens	328,240	32,070	219,938	67%	2%
Pass Sales	285,175	22,920	200,422	70%	3%
Texas Twp/KVCC Prepaid Fares	95,685	0	48,743	51%	0%
	<u>3,418,475</u>	<u>137,846</u>	<u>1,833,476</u>	<u>54%</u>	<u>13%</u>
Other Revenue					
Advertising	75,000	4,167	31,250	42%	0%
Intermodal Operations	209,700	4,350	131,941	63%	1%
Miscellaneous Revenue	32,650	894	20,323	62%	0%
Commission Revenue - (GH, IT, FlixBus)	7,200	411	3,051	42%	0%
Interest Income	144,050	41,488	334,715	232%	4%
	<u>468,600</u>	<u>51,310</u>	<u>521,281</u>	<u>111%</u>	<u>4%</u>
Urban Millage (CCTA)	5,740,395	117,392	1,920,990	33%	4%
County-wide Millage (KCTA)	3,420,217	74,289	2,052,258	60%	3%
MDOT - Operating	6,988,911	644,874	4,538,544	65%	55%
FTA - Operating	4,558,905	5,915	1,405,152	31%	0%
Provision for Depreciation	3,255,200	227,856	1,880,406	58%	22%
TOTAL OPERATING REVENUE	<u>27,850,703</u>	<u>1,259,481</u>	<u>14,152,107</u>	<u>51%</u>	<u>100%</u>
Operating Expenses by Division					
Administration/Overhead	7,369,270	589,097	3,940,461	53%	
Kalamazoo Transportation Center Operations	1,038,122	87,331	606,495	58%	
Maintenance	3,567,798	227,594	1,864,601	52%	
Operations	8,667,952	569,302	4,561,574	53%	
Metro Connect	5,706,916	478,695	3,272,649	57%	
Metro Share	66,543	5,691	36,149	54%	
Microtransit	1,766,809	93,154	288,797	16%	
TOTAL OPERATING EXPENSE	<u>28,183,410</u>	<u>2,050,863</u>	<u>14,570,724</u>	<u>52%</u>	
NET (UNFUNDED) BALANCE for period	<u>(332,707)</u>	<u>(791,382)</u>	<u>(418,617)</u>		



Agenda Item: # 6b1
Meeting Date: 08/12/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: July 25, 2024
SUBJECT: June 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 \$3,977,291 (43%) of the FY24 millage.
- We have collected \$1,997,943 (58% 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 \$10,524,494 in COVID-19 relief funds (2020-\$1,500,000; 2021-\$4,500,000, 2022-\$2,000,000, 2023-\$2,524,494).
- The average price for a gallon of diesel fuel in June 2023 was \$2.57 and in June 2024, it was \$2.31. This is a 10% decrease.
- Total operating expenditures for Metro year-to-date are 61% of the total budgeted amount.

Attachment:

1. June 2024 Income & Expense Statement



	FY2024 CCTA Board Recommended Budget	June 2024	Year to Date FY 2024	Year to Date %	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	762,500	53,641	514,049	67%	5%
Metro County Connect Fares	504,176	61,409	372,875	74%	3%
Metro Link Fares	192,699	0	0	0%	
WMU Fares	1,250,000	0	592,500	47%	
Tokens	328,240	24,636	244,574	75%	2%
Pass Sales	285,175	24,781	225,203	79%	3%
Texas Twp/KVCC Prepaid Fares	95,685	0	48,743	51%	0%
	3,418,475	164,467	1,997,943	58%	13%
Other Revenue					
Advertising	75,000	0	31,250	42%	0%
Intermodal Operations	209,700	5,350	137,291	65%	1%
Miscellaneous Revenue	32,650	1,342	21,665	66%	0%
Commission Revenue - (GH, IT, FlixBus)	7,200	388	3,439	48%	0%
Interest Income	144,050	32,845	367,560	255%	4%
	468,600	39,925	561,206	120%	4%
Urban Millage (CCTA)	5,740,395	2,558	1,923,549	34%	4%
County-wide Millage (KCTA)	3,420,217	1,485	2,053,742	60%	3%
MDOT - Operating	6,988,911	647,452	5,185,996	74%	55%
FTA - Operating	4,558,905	29,740	1,434,892	31%	0%
Provision for Depreciation	3,255,200	227,039	2,107,445	65%	22%
TOTAL OPERATING REVENUE	27,850,703	1,112,667	15,264,774	55%	100%
Operating Expenses by Division					
Administration/Overhead	7,369,270	1,153,396	5,093,857	69%	
Kalamazoo Transportation Center Operations	1,038,122	80,966	687,460	66%	
Maintenance	3,567,798	246,838	2,111,439	59%	
Operations	8,667,952	554,863	5,116,437	59%	
Metro Connect	5,706,916	477,097	3,749,746	66%	
Metro Share	66,543	4,903	41,052	62%	
Microtransit	1,766,809	174,040	462,837	26%	
TOTAL OPERATING EXPENSE	28,183,410	2,692,104	17,262,828	61%	
NET (UNFUNDED) BALANCE for period	(332,707)	(1,579,437)	(1,998,054)		



Metrics

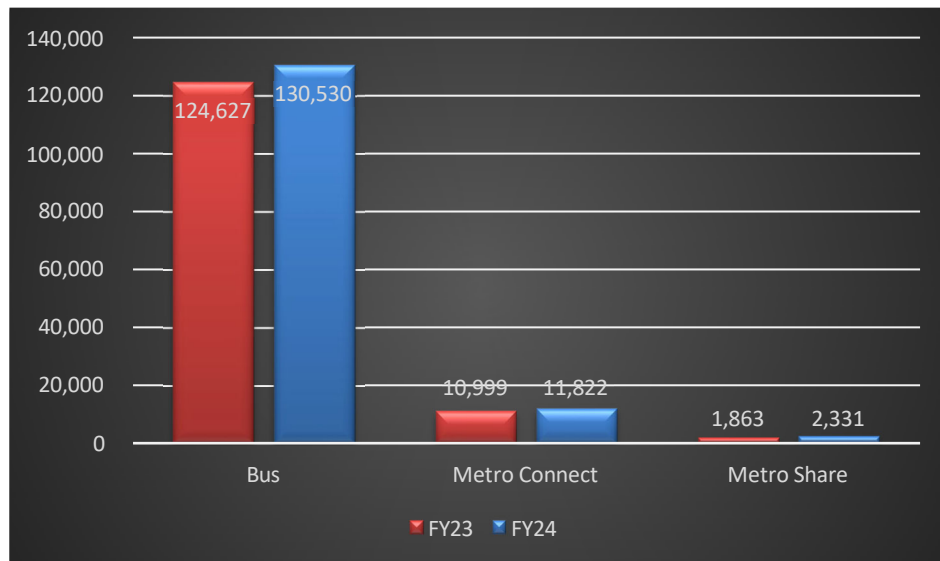
Monthly Report-
May 2024

The following information is being provided to the Central County Transportation Authority and Kalamazoo County Transportation Authority Boards as an informational item.

BACKGROUND

The information listed below shows the changes in ridership levels across all three of Metro's major services for the month of May 2023 and May 2024.

Monthly Ridership May 2024				
	Bus	Metro Connect	Metro Share	System Total
FY24	130,530	11,822	2,331	144,683
FY23	124,627	10,999	1,863	137,489
Difference	5,903	823	468	7,194
%Change	4.74%	7.48%	25.12%	5.23%



FIXED ROUTE BUS SERVICE

Metro fixed route bus service shows an increase in ridership of 4.75% or approximately 5,903 more rides in May 2024 than May 2023.

Route 2- Portage Road ridership increased from 6,589 to 9,578.

Route 11- Stadium Drive ridership increased from 7,178 to 9,301 rides.

Route 10- Comstock ridership increased from 2,972 to 4,564 rides.

May 2024 ridership compared to May 2023 ridership varied, twelve routes had an increase in ridership while eight routes ridership decreased when compared year to year. Ridership in May 2024, seen quite a few more fluctuations due to the large amount of construction throughout the city.

METRO CONNECT

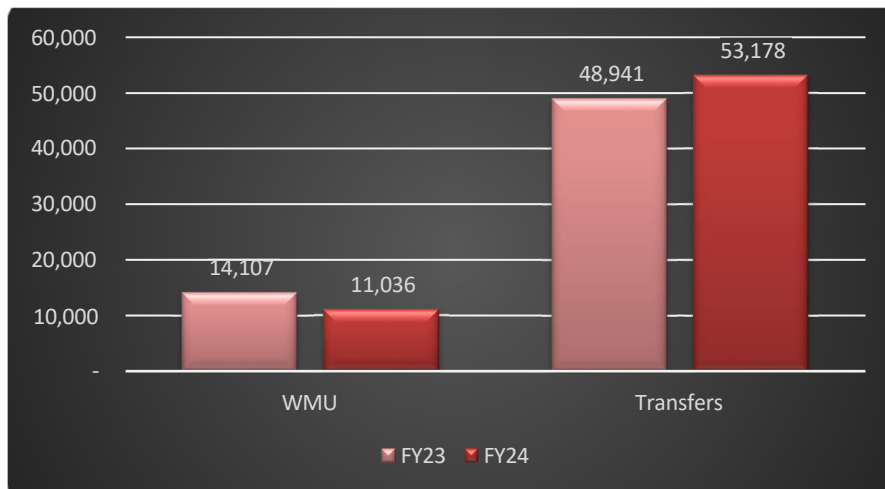
Metro Connect shows an increase in ridership of 7.48% or approximately 823 more rides in May 2024 than May 2023.

METRO SHARE

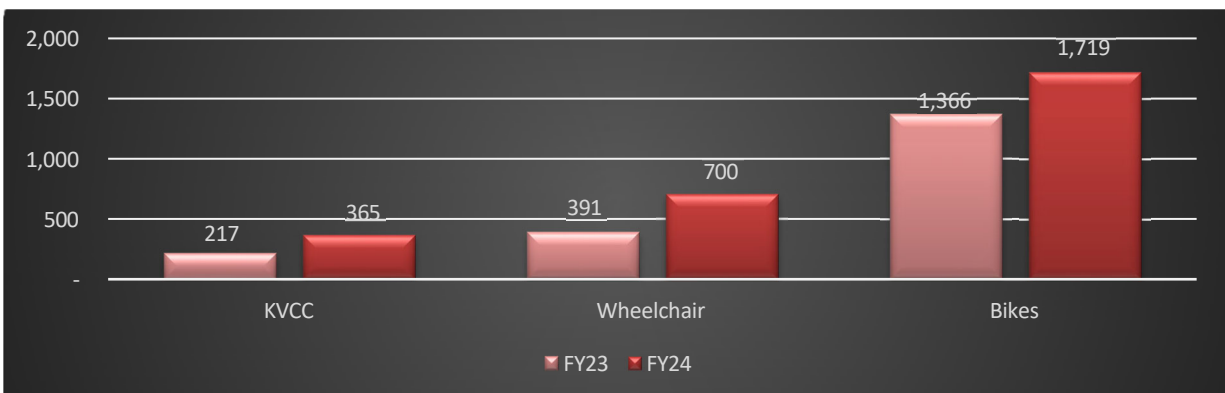
Metro Share shows a increase in ridership of 25.12% or approximately 468 more rides in May 2024 than May 2023. The high level of increase is due to many programs returning to pre-covid services and new companies joining the program.

OTHER DATA

The data for Western Michigan University shows a decrease of 21.77%. Whereas the number of people transferring from one bus to another bus is up 8.66%.



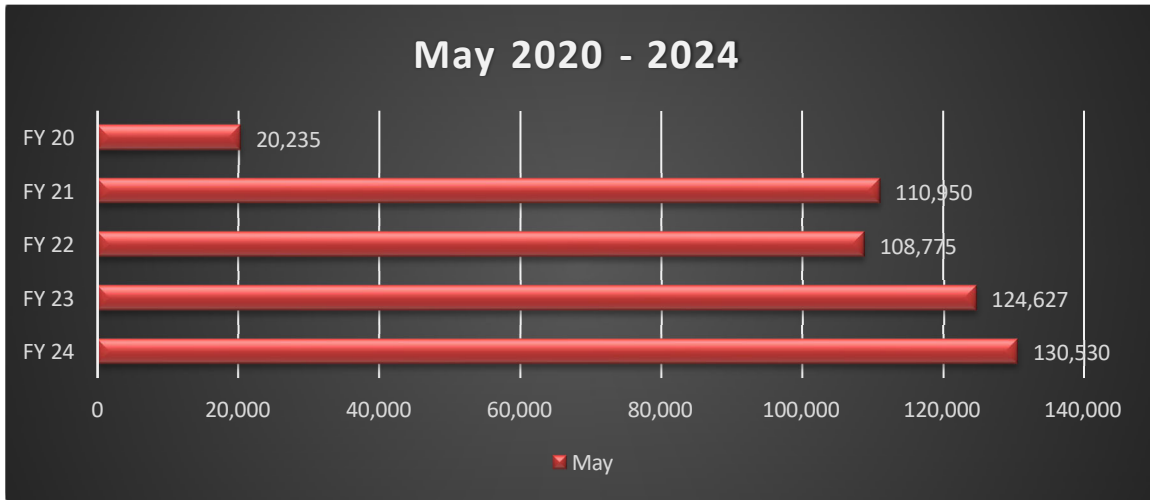
Other data types like KVCC, wheelchairs, and bikes show increases in ridership May 2024 to May 2023. The data for Youth Mobility in May 2024 is 2,967 as the program typically sees a decrease in riders towards the end of the school year and into the summer months.



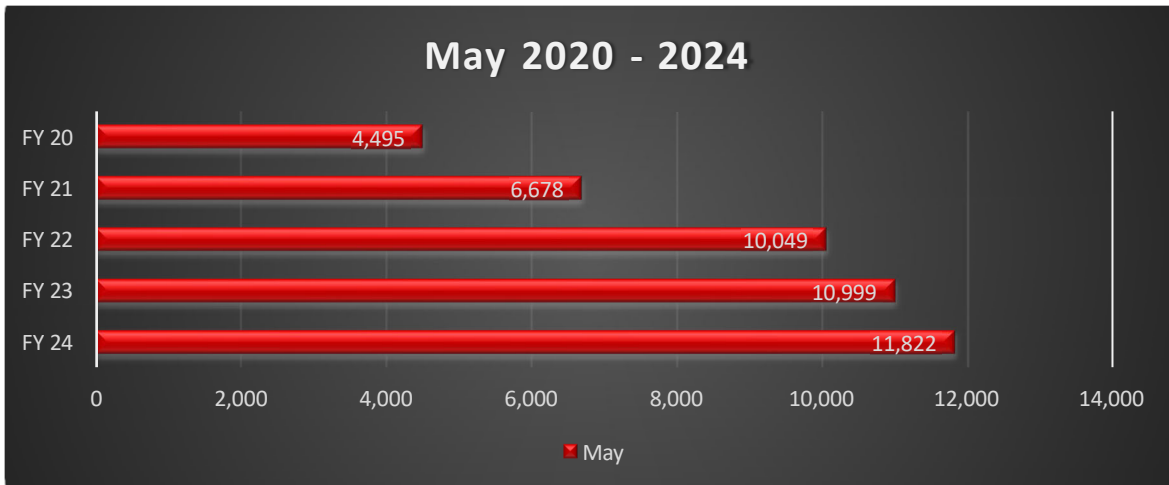
5 YEAR DATA TRENDS

Data trends for May 2020 to May 2024 show the effects of when Metro service was suspended on April 2, 2020. Fixed Route service returned on May 18, 2020, reporting only 20,235 fixed route rides in May 2020. Metro Share suspended service on April 2, 2020 reporting 18 rides for May 2020. While Metro Connect did not suspend service in 2020, rides were reduced due to social distancing and modified services due to COVID.

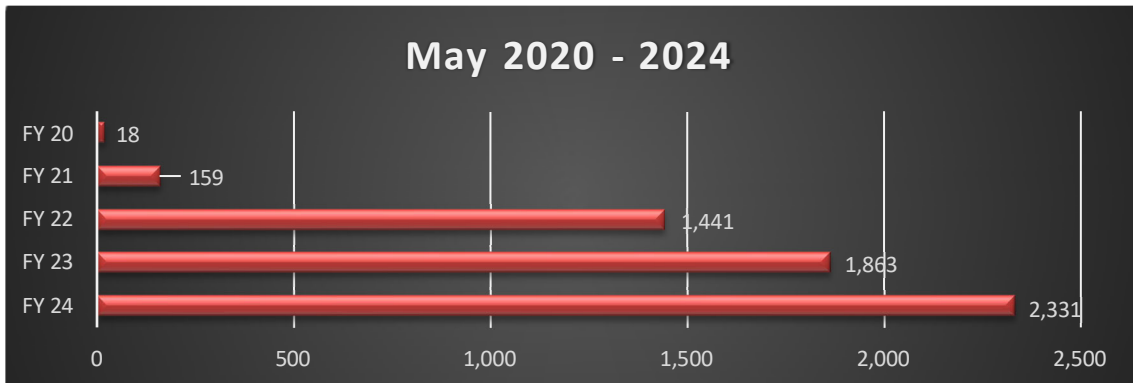
FIXED ROUTE



METRO CONNECT



METRO SHARE



May 2024 KTC Security Report

Prepared by: Jason Emig

Title: Safety Security Manager

Overview:

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

156 of the security incidents this month were regarding loitering, this number is down a bit from last month due to nicer weather. These loitering incidents were handled by security and required little police assistance. Additionally 93 people were asked to move along when found sleeping in the bus bays or under overhang in the

Activity Summary:

195 Total security incidents occurred during May 2024 (Decreased from 342 in April).

Incident Types	(Definitions)
0 Trespasses	(Asked to leave due to refused to do so/Someone trespassed returned to site)
156 Loitering	(Significantly overstayed their time on property, sleeping. Blocking paths)
0 Vandalism	(Damage to property)
1 Active Fights	(Physical Altercation between parties occurred)
27 Disturbances	(Behavior is interrupting other people around them)
0 Harassments	(Using threatening or degrading language)
1 Assaults	(Someone physically attacked by another)
0 Thefts	(Property Stolen on KTC Property)
6 Medical	(Medical emergency situations)

Of the total 195 incident types:

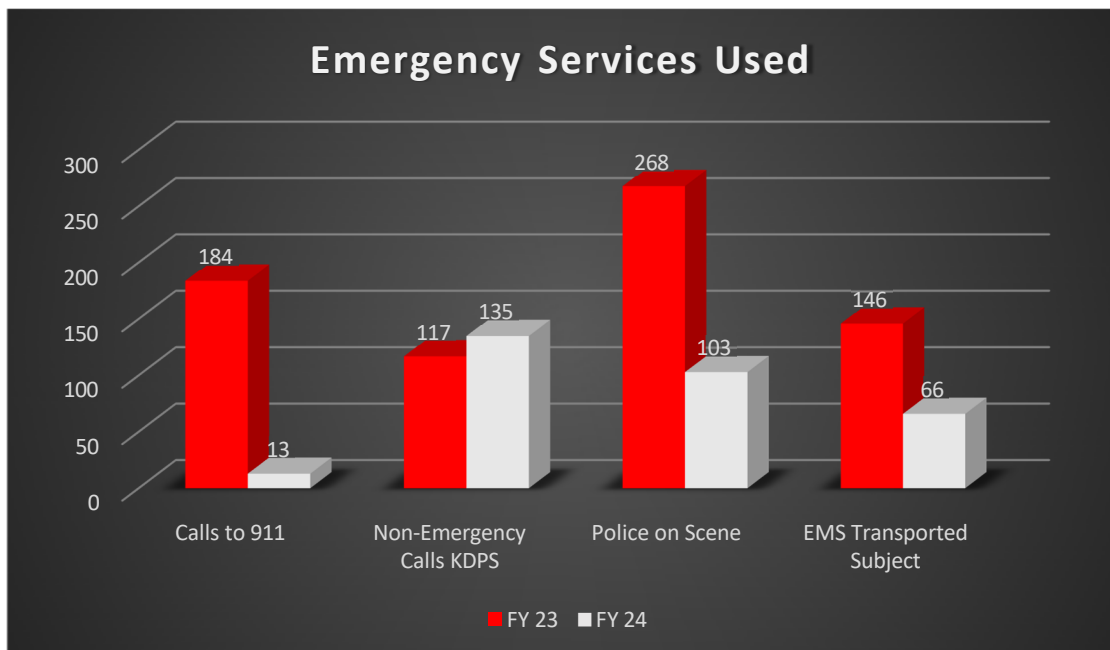
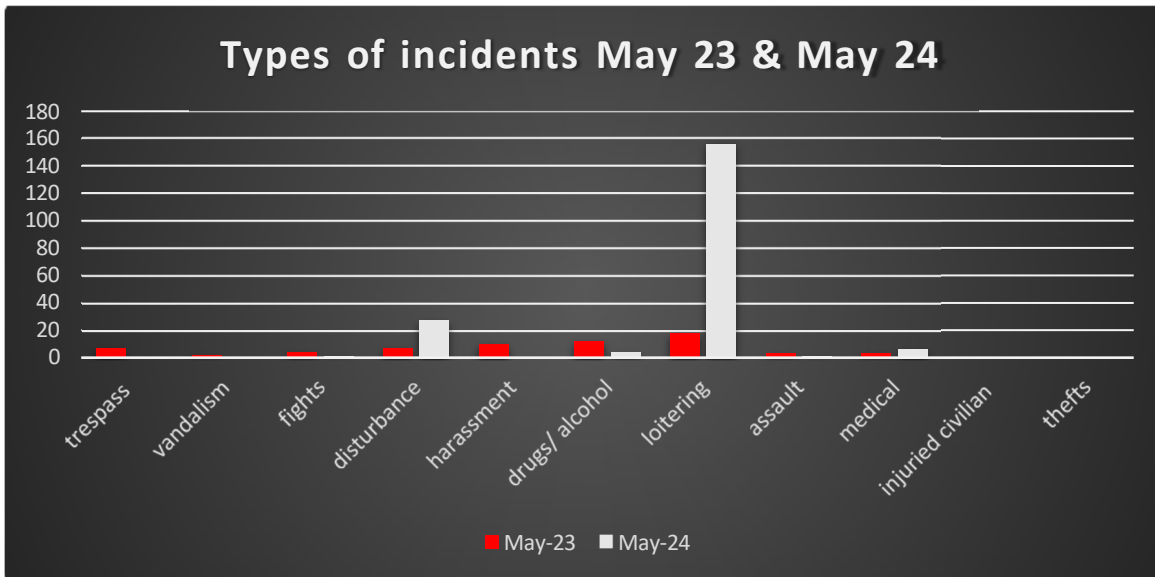
- 4 were Drug/Alcohol related.
- 1 were calls to 9-1-1 made by security.
- 9 needed police to respond.
- 6 needed EMS/medical to respond.

Of the 6 total EMS/medical incident 6 people were transported to the hospital.

Metro continues to work with KDPS and has seen a recent increase in foot patrols on the property. Drug dealing continues to decrease on and around the edges of the KTC property throughout May. Metro continues to monitor the cameras on the property for continuous improvements.

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

May 2024 KTC Security Report
Prepared by: Jason Emig
Title: Safety Security Manager





Metrics

Monthly Report-

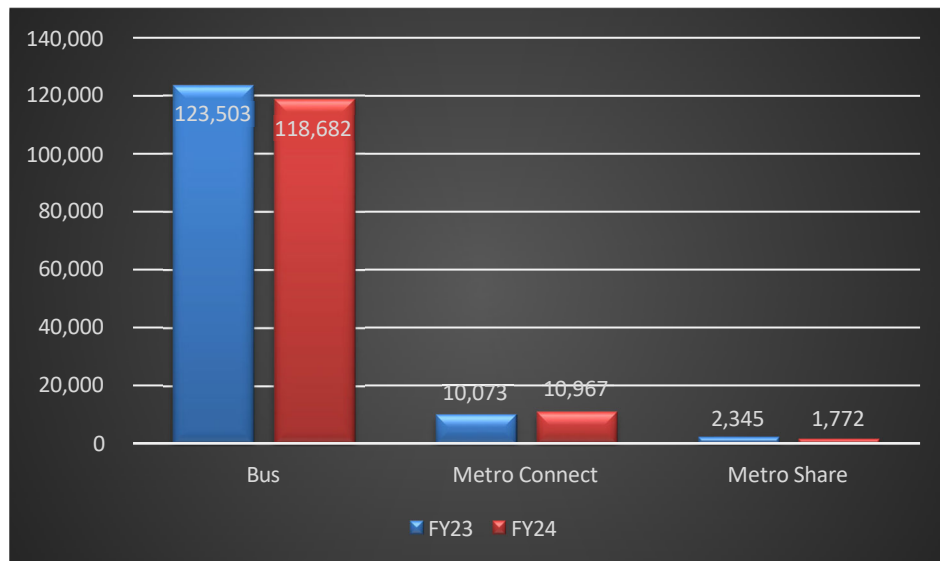
June 2024

The following information is being provided to the Central County Transportation Authority and Kalamazoo County Transportation Authority Boards as an informational item.

BACKGROUND

The information listed below shows the changes in ridership levels across all three of Metro's major services for the month of June 2023 and June 2024.

Monthly Ridership June 2024				
	Bus	Metro Connect	Metro Share	System Total
FY24	118,682	10,967	1,772	131,421
FY23	123,503	10,073	2,345	135,921
Difference	(4,821)	894	(573)	(4,500)
%Change	-3.90%	8.88%	-24.43%	-3.31%



FIXED ROUTE BUS SERVICE

Metro fixed route bus service shows an decrease in ridership of 3.90% or approximately 4,821 less rides in June 2024 than June 2023.

Route 1- Westnedge ridership decreased from 18,015 to 16,815.

Route 7- Alamo ridership decreased from 8,191 to 5,780 rides.

Route 10- Comstock ridership increased from 2,958 to 4,016 rides.

June 2024 ridership compared to June 2023 ridership varied, 8 routes had an increase in ridership while twelve routes ridership decreased when compared year to year. Ridership in June 2024, seen quite a few more fluctuations due to the large amount of construction throughout the city.

METRO CONNECT

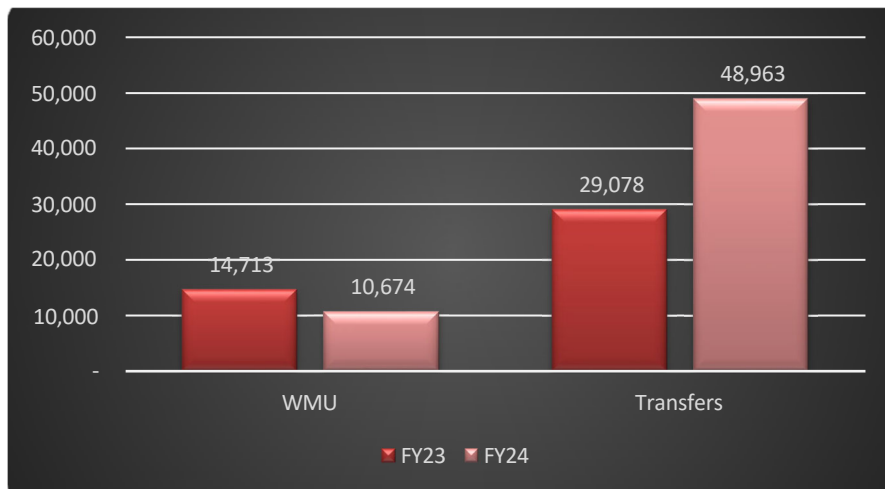
Metro Connect shows an increase in ridership of 8.88% or approximately 894 more rides in June 2024 than June 2023.

METRO SHARE

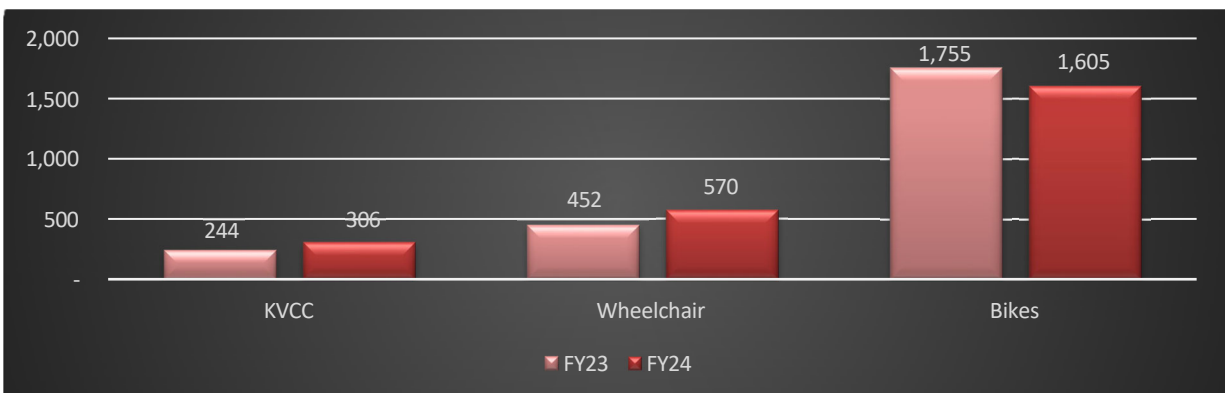
Metro Share shows a increase in ridership of 24.43% or approximately 573 less rides in June 2024 than June 2023.

OTHER DATA

The data for Western Michigan University shows a decrease of 27.45%. Whereas the number of people transferring from one bus to another bus is up 68.39%.



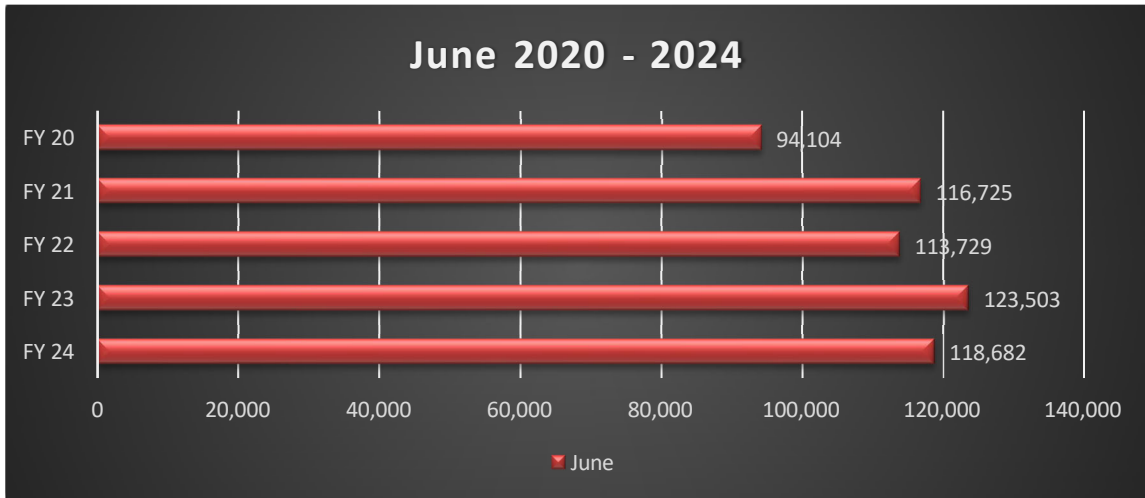
Other data types like KVCC and wheelchairs show increases in ridership but bikes show a decrease in ridership when comparing June 2024 to June 2023. The data for Youth Mobility in June 2024 is 1,571 as the program typically sees a decrease in riders towards the end of the school year and into the summer months.



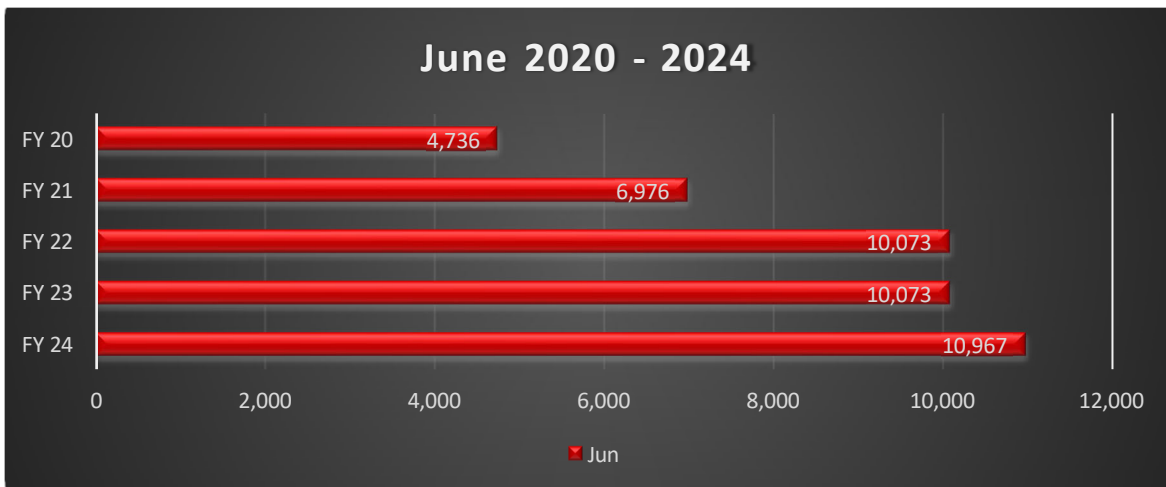
5 YEAR DATA TRENDS

Data trends for June 2020 to June 2024 show the effects of when Metro service was suspended on April 2, 2020. Fixed Route service returned on May 18, 2020, reporting only 94,104 fixed route rides in June 2020. Metro Share suspended service on April 2, 2020 and returning on May 18, 2020 reporting 27 rides for June 2020. While Metro Connect did not suspend service in 2020, rides were reduced due to social distancing and modified services due to COVID.

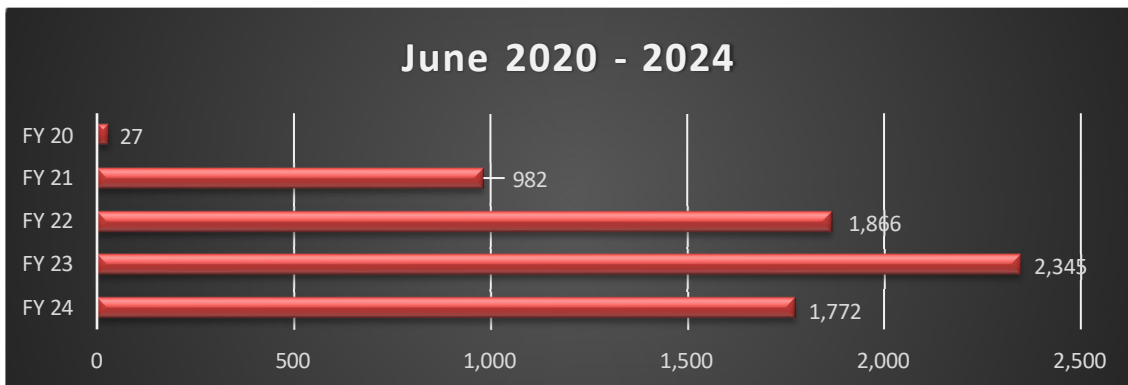
FIXED ROUTE



METRO CONNECT



METRO SHARE



June 2024 KTC Security Report

Prepared by: Jason Emig

Title: Safety Security Manager

Overview:

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

183 of the security incidents this month were regarding loitering. These loitering incidents were handled by security and required little police assistance. Additionally **116** people were asked to move along when found sleeping in the bus bays in the early morning.

Activity Summary:

211 Total security incidents occurred during June 2024 (Increased from **195** in May).

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

Of the total **211** incident types:

- 5** were Drug/Alcohol related.
- 0** were calls to 9-1-1 made by security.
- 11** needed police to respond.
- 8** needed EMS/medical to respond.

Of the **8** total EMS/medical incident **7** people were transported to the hospital.

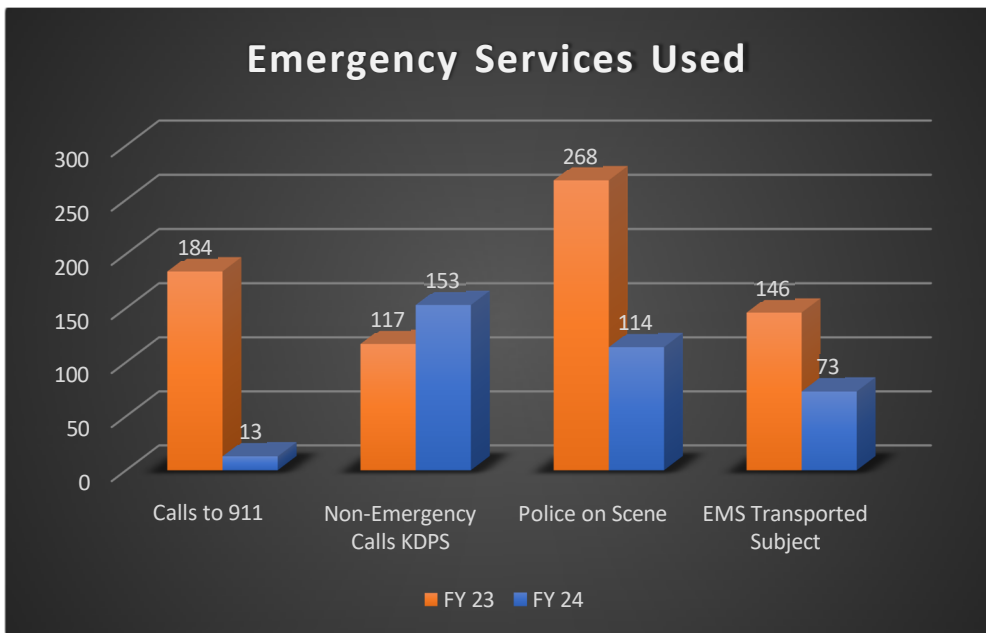
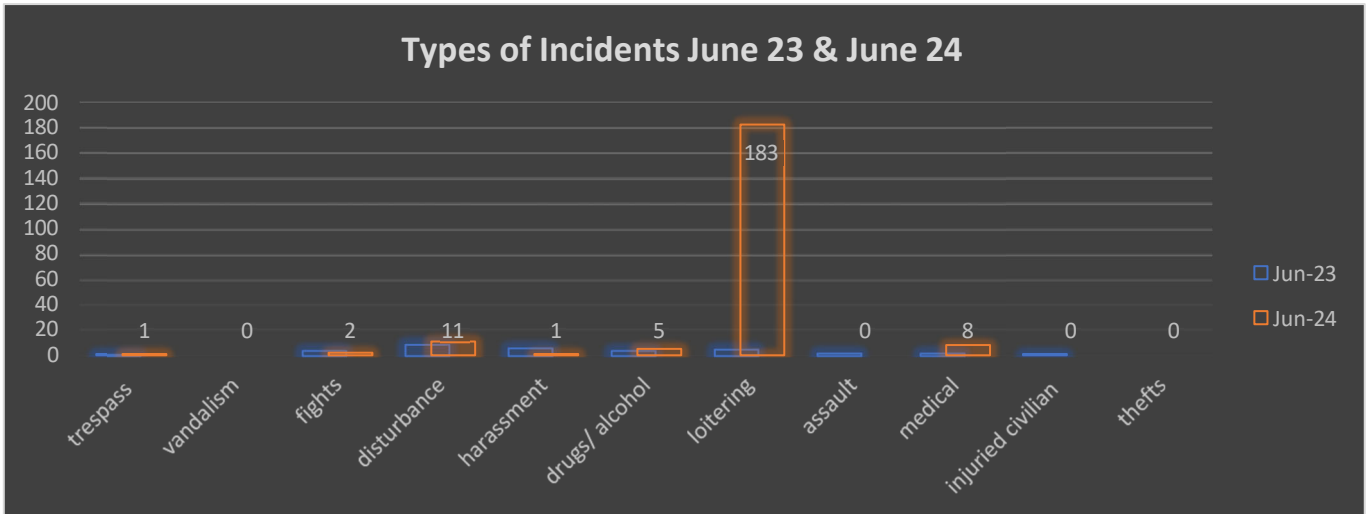
Sleeping on KTC property continues to be on the rise after service hours throughout June. These individuals are now being monitored by the night Maintenance Supervisor and will be asked to leave or trespassed by him. Metro continues to monitor the cameras on the property for continuous improvements.

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

June 2024 KTC Security Report

Prepared by: Jason Emig

Title: Safety Security Manager





Connecting People Throughout
Kalamazoo County

Agenda Item # 7b1 Meeting Date 08/12/24
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TO: CCTA and KCTA Boards
FROM: External Relations Committee
DATE: August 7, 2024
SUBJECT: Jurisdictional Outreach Update

Thank you for assisting in Metro's outreach efforts. Jurisdictional outreach is vital to ensure the communities that make up Kalamazoo County are educated and aware of what Metro can do for them.

Attached is the spreadsheet indicating status of outreach to each assigned jurisdiction. Please advise if the information is incorrect.

To help us build and maintain the rapport you are establishing with each assigned jurisdictions, we ask that you provide the following information whenever you present on Metro's behalf:

- Jurisdiction name
- Date of presentation
- Audience demographics (e.g. board members, private citizens etc.)
- Questions/comments received
- Additional information you believe would help us further develop the relationship you have established with this group

Please return this information to Sean McBride via email at mcbrides@kmetro.com each time you present to an outside organization. We appreciate your efforts to help Metro provide vital transportation to the people of Kalamazoo County.

JURISDICTION OUTREACH TRACKING



Jurisdiction	Assigned Members	Scheduled Events	Event Date	Completed	Notes
Kalamazoo County	Rosine/McBride	Board of Commissioners	5/20/24	<input checked="" type="checkbox"/> Completed	
City of Galesburg	Sigman			<input type="checkbox"/> Completed	Additional Outreach: Spoke at Kalamazoo Democratic Party Event (April 18th)
City of Kalamazoo	Rosine/McBride			<input type="checkbox"/> Completed	
City of Parchment	Britigan/McBride	Board meeting	5/6/24	<input checked="" type="checkbox"/> Completed	
City of Portage	Pearson/Burns/McBride			<input type="checkbox"/> Completed	
Alamo Township	Farmer	Meeting	6/10/24	<input checked="" type="checkbox"/> Completed	Attended by Farmer (per McBride email 6/18/24)
Brady Township	Aardema			<input type="checkbox"/> Completed	
Charleston Township	Aardema	Board Meeting	8/27/24	<input type="checkbox"/> Completed	Requested area ridership #'s
Climax Township	Halcomb	Township Board meeting	4/1/24	<input checked="" type="checkbox"/> Completed	Attended by Halcomb
Comstock Township	Thompson/McBride	Township Board meeting	5/20/24	<input checked="" type="checkbox"/> Completed	
Cooper Township	Brown/Britigan	Township Board meeting	6/10/24	<input type="checkbox"/> Completed	
Kalamazoo Township	Mackie/McBride	Work session meeting	5/13/24	<input checked="" type="checkbox"/> Completed	Metro presentation on agenda
Oshtemo Township	Farmer/Sloan/McBride	Township Board meeting	4/9/24	<input checked="" type="checkbox"/> Completed	Attended by Farmer & McBride
Pavilion Township	Halcomb	Township Board meeting	4/1/24	<input checked="" type="checkbox"/> Completed	Attend by Halcomb
Prairie Ronde Township	Rama			<input type="checkbox"/> Completed	
Richland Township	Brown/Vlietstra			<input type="checkbox"/> Completed	
Ross Township	Rama/Ayers		7/16/24	<input checked="" type="checkbox"/> Completed	Per Rama email, 25-30 ppl attended. **Trustee suggested Connect email blast**
Schoolcraft Township	Joshi/(Vacant)	Township Board meeting	5/14/24	<input checked="" type="checkbox"/> Completed	Approx. 30 attended. Good questions.
Texas Township	Rosine	Township Board meeting	8/26/24	<input type="checkbox"/> Completed	
Wakeshma Township	Mackie	Township Board Meeting	5/6/24	<input checked="" type="checkbox"/> Completed	
Village of Augusta	McCormick/Vlietstra	Village Meeting	6/3/24	<input checked="" type="checkbox"/> Completed	Attended by McCormick/Vlietstra
Village of Climax	Halcomb	Village Council meeting	4/1/24	<input checked="" type="checkbox"/> Completed	
Village of Richland	McCormick/Joshi	Village Council meeting	6/10/24	<input checked="" type="checkbox"/> Completed	Vlietstra filled in. Five residents attended.
Village of Schoolcraft	Mackie/Joshi	Village Council meeting	6/3/24	<input checked="" type="checkbox"/> Completed	7 residents attended. Well received.
Village of Vicksburg	Rama/McBride			<input type="checkbox"/> Completed	

REVISED 8/8/2024

KATS	Aardema/Rama			<input type="checkbox"/> Completed
Porage Rotary	McBride	Speaking engagement	8/18/24	<input type="checkbox"/> Completed per email 8/1/24
Portage Senior Center	McBride	Speaking engagement	9/27/24	<input type="checkbox"/> Completed per email 8/1/24
				<input type="checkbox"/> Completed
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Agenda Item: # 8
Meeting Date: 08/12/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: August 8, 2024
SUBJECT: Executive Director Update

Triennial Review

Every three years, the Federal Transportation Administration (FTA) conducts a review of transit agencies that receive federal grant funding. Metro is currently in this process of review, over the past several months Metro staff have provided the reviewers extensive information and documentation. The federal reviewer and FTA staff will be on site on August 13 and 14.

Construction Update and Future Planning

Kathy Schultz, Transit Planner, will provide an update on the status of construction impacts to bus routes at the upcoming meeting.

Attached is a memo from the City of Kalamazoo announcing assistance to residents to access businesses during road construction.

Metro staff have been working with project managers on future projects that have significant impact to Metro in future years. Projects that have been recently discussed include Michigan Avenue, the Downtown Event Center and the downtown parking garage. Michigan Avenue is anticipated to begin construction the summer of 2025. The section of Michigan Avenue in front of the KTC is targeted for the summer of 2026.

Community Outreach

Metro staff continues to dedicate significant effort to get the word out on Metro services. The early fall will be busy for these events. Please see the attached list of completed and anticipated events. A good event for Boardmembers to attend would be Bronco Bash on Tuesday, August 27th from 3 to 6pm. If interested, please let us know so we can provide further details.

Metro Link Update

Attached is a Metro Link Update. Deputy Director Joshi will present an update at the meeting.

Attachments:

1. Construction Rides Press Release
2. Community Outreach Events
3. Metro Link Update



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Metro Connect to help residents access businesses impacted by construction starts July 25

KALAMAZOO, Mich. – July 23, 2024 – Free Metro Connect rides will start this week to help residents access business impacted by major construction projects happening along S. Westnedge and Crosstown Parkway.

The businesses include Midtown Marketplace, Mid-Town Fresh, Ace Hardware, Oak Street Health, Everside Health, Happy’s Pizza, Paris Cleaners, PNC Bank, and Heilman’s Nuts & Confections. Rides to these establishments are free, and Metro Connect will do the driving for you for your next trip to the grocery store and to run errands. Metro Connect demand/response service covers all of Kalamazoo County and the VA Hospital in Battle Creek. Everyone in Kalamazoo County is eligible to ride.

Call (269) 350-2970 today to schedule a reservation. Scheduling a reservation is recommended up to seven days in advance and no later than the previous day by 5 p.m. The shuttle service will continue through Friday, Sept. 20, or until work is completed on Westnedge Ave and it can be reopened to traffic.

This service was established to help residents and customers navigate to businesses in this area, which are impacted by the Westnedge Ave utility project. This project has created closures on Crosstown and Westnedge within a location that is difficult to access with detours.

“We recognize that this area is especially hard hit during this construction season that is bringing major investments to every one of Kalamazoo’s utilities and street reconstruction all over the city,” explained

City of Kalamazoo Public Services Director James Baker. “This area and these businesses are at the center of a major utility project to improve water system reliability, so we are hoping that the Metro Connect service will help lessen some of the impact on them and their customers while these critical investments are completed.”

Local access is maintained in all construction areas in the city, and all businesses remain open and accessible. The City of Kalamazoo encourages residents to continue supporting the local businesses that our community depends on, even if it takes a few additional minutes or a short detour to get there. Stores within the Midtown Marketplace can still be accessed by driving Burdick St. to Maple St. to Park St., or via Stadium Dr. or Oakland Dr. to Howard St. to Midtown Marketplace.

Metro Connect is operated by Metro and supported the City of Kalamazoo.

More information is available about Metro Connect via the QR code below. Remember, all trips to businesses listed in this press release are FREE!



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METRO OUTREACH EVENTS 2024



June

- Metro Programs Presentation for Staff & Residents Evergreen North Apartments
- Travel Training for Students & Staff Loy Norrix High School
- Travel Training for Students & Staff Portage Northern High School
- Metro Connect Presentation Douglas Neighborhood Association

July

- Metro Programs Presentation for Staff Samaritas
- Transportation Symposium VA Hospital, Battle Creek/Veterans Affairs

August

- VBS Touch-A-Truck Bronson Park/Vacation Bible School
- National Night Out City of Kalamazoo
- Senior Services Presentation Milestones/Area Agency on Aging
- WMU Fall Welcome Events WMU - Student Transitions
- **Bronco Bash** WMU Campus *Tuesday, August 27*
3pm – 6pm

September

- Portage Rotary Presentation Portage Rotary Club
- Portage Senior Center Presentation Zhang Portage Community Senior Center
- KVCC Vibe Fest KVCC

October

- KRESA Transition Fair KRESA *West Campus - 4606 Croyden Ave*
Thursday, October 24
2:30pm – 5pm

November

- **Maple Hill Holiday Parade** Maple Hill Auto Group *Downtown Kalamazoo*
Saturday, November 23
11am – 12pm



Connecting People Throughout
Kalamazoo County

Agenda Item: 8.1
Meeting Date 08/12/24

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Sarah Joshi, Deputy Director of On-Demand Services & Planning
DATE: August 7, 2024
SUBJECT: Metro Link Update

BACKGROUND

The Metro Link microtransit pilot service launched in three zones on April 15, 2024. The pilot project will continue through December 2025. This memo will provide a summary of launch activities and results.

DISCUSSION

Metro Link educational outreach continues with free-round-trip voucher distribution to apartment complexes within zones as well as social media messaging. Bus shelter posters and onboard signage continue to be used in the zones and aboard all buses.

Below are ridership numbers noted since launch:

	3 weeks ending 5/5/24	7 weeks ending 6/2/24	16 weeks ending 8/4/24
App downloads	865	1,285	1,625
Rides	496	4,530	5,843
Miles	1,317	3,203	15,277
Riders taking one or more rides	563	886	1,335
Riders taking two or more rides	75	148	247
Riders taking five or more rides	29	79	145
Average rating	4.9	4.9	4.9
Average pickup time	11.1 minutes	10.3 minutes	10.1 minutes

Other notes and observations:

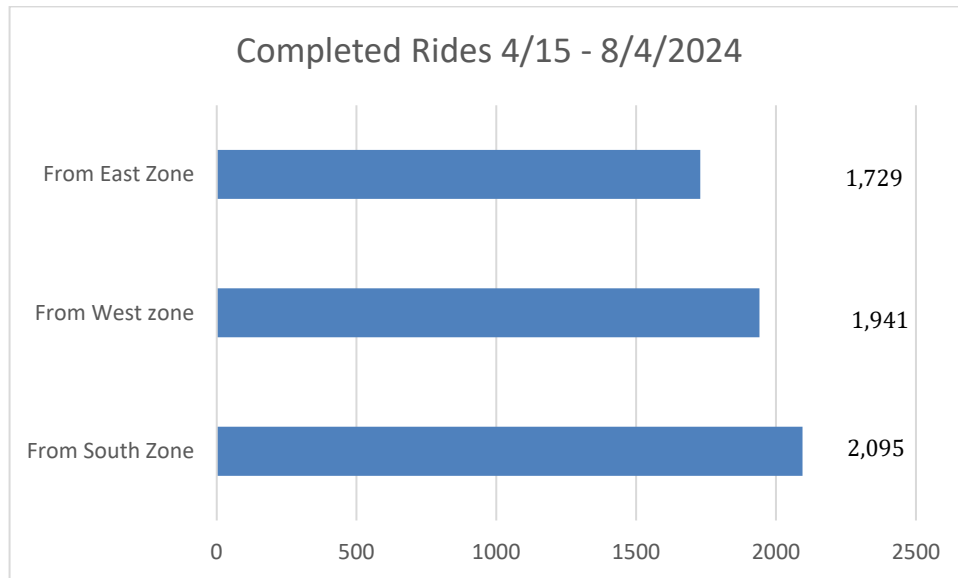
- 90% of ride proposals include at least one fixed-route option.
- 15% of proposals are for fixed-route only, despite the availability of microtransit or intermodal options
- Median fixed-route ETA is on average 23 minutes longer than the median microtransit/intermodal ETA.
- The existing service has the capacity to complete significantly more trips with the existing fleet and budget. Several promotions aimed at ridership growth are planned for the coming weeks:
 - Email and push notification will offer free rides for those who have created accounts but not taken a ride.
 - Dormant rider re-activation campaign will offer free rides to those who have taken at least one ride but have not ridden in the past 60 days.

Metro Link Update

August 12, 2024

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- Encourage positive app ratings in the App Store by reminding those who have given their ride a five-star rating in the app to leave a review.
- Referral incentive program.



RECOMMENDATION

This update is being provided for informational purposes, and no action is requested at this time.