



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
OCTOBER 14, 2024
Regular Meeting**

*Note: The next joint CCTA/KCTA regular meeting will be held on
Monday, November 11, 2024, at 11:30 a.m.
at the Zhang Portage Senior Center*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, October 14, 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 October 14, 2024		
	b. Minutes from September 9, 2024		
3.	Public Comment		
4.	Planning & Development Committee		
	a. Action Items		
	1. Employee Handbook Update – Offer for First Reading*	Voice Vote	Voice Vote
	b. Informational Items		
	1. Planning and Development Committee Meeting Notes for September 16, 2024*		
5.	Performance Monitoring Committee		
	a. Action Items		
	1. Purchase of 40' Buses from Gillig Corporation*	Roll Call	Roll Call
	b. Informational Items		
	1. Monthly Service Metrics Report*		
	2. Performance Monitoring Committee Meeting Notes for September 26, 2024*		
6.	External Relations Committee		
	a. Action Items		
	b. Informational Items		
	1. Jurisdictional Outreach Update*		
	2. External Relations Committee Meeting Notes for September 17, 2024*		
7.	Board Operations Committee		
	a. Action Items		
	b. Informational Items		
	1. Board Operations Committee Notes for October 3, 2024*		
8.	Report from Executive Director*		



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	a. Update re Metro Link*		
9.	Other Reports		
	a. Pension Board		
	b. KATS		
	c. Local Advisory Committee (LAC)		
10.	Chairperson's Report		
11.	Public Comment		
12.	Members' Time		
13.	Closed Session - Motion to go into Closed Session*	Voice Vote	Voice Vote
	1. Discussion Regarding Labor Negotiations with Amalgamated Transit Union Contract		
	2. Motion to Return to Regular Meeting to Schedule Special Meeting on October 28th	Voice Vote	Voice Vote
14.	Adjournment	Voice Vote	Voice Vote

*Indicates attachments included in agenda packet

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

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

**CENTRAL COUNTY TRANSPORTATION AUTHORITY
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY
Joint Regular Meeting
September 9, 2024**

Place: Metro Administration Building, 530 N. Rose Street
Time: 11:30 A.M.
Staff Present: Sean McBride, Greg Vlietstra, Keshia Woodson-Sow, Sarah Joshi, Kathy Schultz, Cheryl Pesti, Rob Branch, Barbara Blissett
Others Present: Earl Cox, Sr., Anthony Harp, Ammerriel Cegers, Travis Kellum

1.) KCTA ROLL CALL

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

A motion was made to excuse Brown
Motion: Farmer Second: Ayers
Motion carried by voice vote.

1). CCTA ROLL CALL

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

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for September 9, 2024 and for approval of the joint CCTA/KCTA meeting minutes for August 12, 2024.
Motion Britigan Second: Thompson
Motion carried by voice vote.

3.) PUBLIC COMMENTS - None

4.) BOARD OPERATIONS COMMITTEE

Chair Aardema reported the Board Operations Committee met and discussed the process for the annual Executive Director performance evaluation. He said each Committee would have the opportunity to give comments and then report back to the Board Operations Committee for a final recommendation.

5.) PLANNING AND DEVELOPMENT COMMITTEE

Exec. Dir. McBride reviewed the 2025-2026 CCTA Budgets and said a Budget Small Group Meeting was held on August 22nd to go over the budgets in detail and answer any questions from the boardmembers.

He said in the near future, Boards would need to determine fare structure and any change to the KCTA and CCTA millage rates for 2025 and 2026.

A motion was made by CCTA and KCTA to open the public hearing to consider the Fiscal Year 2025 and 2026 CCTA Budgets.

Motion: Farmer

Second: Britigan

Motion carried by a voice vote.

No public comments were presented.

A motion was made by CCTA and KCTA to close the public hearing to consider the Fiscal Year 2025 and 2026 CCTA Budgets.

Motion: Britigan

Second: McCormick

Motion carried by a voice vote.

A motion was made by CCTA to approve the Fiscal Year 2025 and 2026 CCTA Budgets and adopt Resolution 24-003 levying the 2025 CCTA Transit Millage.

Motion: Farmer

Second: McCormick

Motion carried by a roll call vote.

Ayes: Aardema, Britigan, Farmer, Mackie, McCormick, Pearson, Rosine, Thompson

Nays: None

Absent: Burns

A motion was made by KCTA to approve the Fiscal Year 2025 and 2026 CCTA Budgets and adopt Resolution 24-001 levying the 2025 KCTA Transit Millage.

Motion: Farmer

Second: Sigman

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Ecklund, Farmer, Rama, Sigman, Sloan, Rosine

Nays: None

Absent: Brown

6.) PERFORMANCE MONITORING COMMITTEE

Chair Rama reported that the Performance Monitoring Committee was presenting to the Boards the renewal of Metro's workers compensation insurance with Accident Fund and renewal of property, auto and general liability insurance with Michigan Municipal Risk Management Authority (MMRMA).

A motion was made by KCTA and CCTA to approve renewal of workers compensation coverage with Accident Fund in the amount of \$257,790 for the term of October 1, 2024 through September 30, 2025 and authorize the Executive Director to execute all documents related to this purchase.

Motion: Farmer

Second: Rosine

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Ecklund, Farmer, Rama, Sloan, Sigman, Rosine

Nays: None

Absent: Brown

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

A motion was made by KCTA and CCTA to approve renewal of property, auto and general liability insurance with MMRMA in the amount of \$340,014 for the term of October 1, 2024 through September 30, 2025 and authorize the Executive Director to execute all documents related to this purchase.

Motion: Farmer Second: Rosine

Motion carried by a roll call vote.

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

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

A motion was made by KCTA and CCTA to approve renewal of property, auto and general liability insurance with MMRMA in the amount of \$340,014 for the term of October 1, 2024 through September 30, 2025 and authorize the Executive Director to execute all documents related to this purchase.

Motion: Farmer Second: Rosine

Motion carried by a roll call vote.

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

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

Chair Rama stated the Performance Monitoring Committee was presenting for Board approval the purchase of an In-Ground Bus Lift. He said the purchase was to replace the existing in-ground lift that Metro has had since 2001. Chair Rama said sealed bids had been solicited.

A motion was made by KCTA and CCTA to approve the purchase of an In-ground bus lift from American Hoist Air & Lube in the amount of \$101,210.67 and authorize the Executive Director to execute all documents related to this purchase.

Motion: Farmer Second: Rosine

Motion carried by a roll call vote.

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

Ayes: Aardema, Britigan, Farmer, Mackie, McCormick, Pearson, Rosine, Thompson,

Nays: None
Absent: Burns

7.) EXTERNAL RELATIONS COMMITTEE

Chair Farmer reported the Committee had met and reviewed the latest jurisdictional outreach spreadsheet and agreed to continue with the current presentation system. The Committee reviewed the Metro Link App Push Guidelines.

8.) EXECUTIVE DIRECTORS REPORT

Exec. Dir. McBride provided an update on following topics:

- Triennial Review
- Chaplain Marcus Mays
- Fixed-Route Service Update
- Construction Updates
- MMRMA Annual Meeting
- CCTA Articles of Incorporation – District Boundaries
- Community Outreach
- Metro Link Update

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 – Aardema reported KATS had discussed adjusting the ranking of projects and the number of points Complete Streets receives in the new TIP. A change was made to increase points.

Farmer commented that is was moving towards a cultural shift for outlying areas.

Local Advisory Committee (LAC) – Did not meet.

10.) CHAIRPERSON REPORT – Chair Aardema shared the City of Kalamazoo was introducing its 2035 Master Plan. He said Metro would be included in the discussion.

11.) PUBLIC COMMENT – None

12.) MEMBERS TIME – Ayers thanked staff for their comprehensive work and presentation of the budget.

Rosine congratulated Metro staff on the successful Triennial Review.

Mackie thanked staff for Metro's presence at the WMU Bronco Bash.

Sigman suggested informing business owners how to use the Metro apps, so they are able to assist their customers to have access to their businesses.

Britigan suggested that as the CCTA Articles of Incorporation are amended to allow every jurisdiction that is in the boundaries to include at-large members on the Board.

McCormick commended staff on the participation at Bronco Bash.

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

Motion: McCormick

Support: Mackie

Motion carried by voice vote.

The meeting adjourned at 12:40 PM.

Curt Aardema
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Curt Aardema
KCTA Chairperson

Barbara Blissett
KCTA Clerk



Connecting People Throughout
Kalamazoo County

TO: CCTA & KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Greg Vlietstra, Director of Support Services
DATE: October 1, 2024
SUBJECT: Employee Handbook Update

BACKGROUND

The Metro Employee Handbook was adopted in August of 2016 as Metro transitioned from a City of Kalamazoo department to Central County Transportation Authority (CCTA) effective October 1, 2016. The layout and content of the Metro Employee Handbook was heavily structured off the City of Kalamazoo Employee Handbook.

Metro staff has worked collaboratively with a consultant from Rose Street Advisors to review content and to propose recommendations for items to include in the revised handbook. This section-by-section review took course over several months. The finalized content was then submitted to legal counsel for review. Labor attorney Leigh Schultz of Miller Johnson conducted the review.

The result is a revised employee handbook that includes the following improvements:

- More concise, clear, and appropriate document language for the work environment;
- Easier for employees to use the handbook as a reference;
- Compliant with federal, state, and local regulations;
- More aligned with organizational philosophy and culture.

DISCUSSION

Although there were major formatting changes to make the document more readable for employees, below is a summary of some of the changes that were of more significance.

- The Michigan Crown Act which amended the definition of “race” in the Elliott-Larsen Civil Rights Act to clarify that it includes “traits historically associated with race.” These traits include hair texture and “protective hairstyles” like braids, locks, and twists.
- The Pregnant Workers Fairness Act (PWFA) which requires employers to provide a “reasonable accommodation” to a qualified employee’s or applicant’s known limitations related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions.
- A National Labor Relations Board August 2023 ruling that prohibits employers from adopting overbroad work rules that inhibit employees’ exercise of concerted activities. Concerted activities include talking with one or more co-workers about wages and benefits or other working conditions, circulating a petition asking for better hours, participating in a concerted refusal to work in unsafe conditions, openly talking about pay and benefits, and joining with co-workers to talk directly to the employer.

Memo re: 2024 Employee Handbook Update

Date: October 1, 2024

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RECOMMENDATION

This is a first reading review for the CCTA and KCTA Boards. The Planning & Development Committee had a first review at its September 16th meeting. Final approvals of the handbook are tentatively planned for the October 21st Planning & Development Committee meeting and the November 11th CCTA and KCTA Board meeting.

Attachment

1. Metro Employee Handbook (Draft Version September 5, 2024)



AGENDA and MEETING NOTES

Planning & Development Committee September 16, 2024 at 2 PM Microsoft Teams Virtual Meeting

Members: Chris Burns (Chair), Rob Britigan, Lisa Mackie, Jim Pearson
Absent: Tafari Brown
Staff: Greg Vlietstra, Sean McBride
Guests: Norman Frazier, Rose Street Advisors

1. Employee Handbook Update

Notes:

- Greg Vlietstra provided a brief overview of the background and process for the handbook update. Norman Frazier from Rose Street Advisors went over the document update highlights, many which were driven by federal and state legislation changes the past couple of years. The plan is to distribute the draft handbook at the October 14th CCTA & KCTA Board Meeting. Final approvals of the handbook are planned for October 21st Planning & Development Committee meeting and the November 11th Board meeting.

2. Status of CCTA Boundaries.

Notes:

- Sean McBride shared an update on discussions that have taken place with local jurisdictions regarding the CCTA millage boundaries. Cooper Township, Comstock Township, and Pavilion Township have each shown interest in some type of expanded public transportation services. More information will be provided in the coming months.

3. Executive Director Performance

Notes:

- Sean McBride and Greg Vlietstra were excused at 3:31 p.m. so the Committee could begin discussions on the annual Executive Director Performance Evaluation.

The meeting adjourned at 3:31 pm.



Agenda Item # 5a1
Meeting Date 10/14/24

Connecting People Throughout
Kalamazoo County

TO: Performance Monitoring Committee
FROM: Sean McBride, Executive Director
Prepared by: Keshia Woodson-Sow, Director of Operations and Greg Vlietstra,
Director of Support Services
DATE: September 18, 2024
SUBJECT: Purchase of New Buses from Gillig Corporation

BACKGROUND

The proposed purchase of three low floor clean-diesel buses would be replacements for older vehicles past their useful life and will be used for fixed-route bus service. All three of the buses would be 40-foot length. By acquiring these vehicles, we can better ensure adequate public transit services will be provided in Kalamazoo County.

The purchase would be made through an option available on a cooperative procurement contract awarded in June of 2021 called the Grand Rapids Interurban Transit Partnership (Project Number 2021-16). The Interurban Transit Partnership contract membership consists of the Grand Rapids Interurban Transit (The Rapid), Muskegon Area Transit, and Metro. The contract was competitively bid in accordance with Federal Transit Administration (FTA) regulations. Metro benefits through joint procurement not only from the reduced cost of goods through the joint purchasing power of the consortium, but also from indirect administrative savings related to writing specifications, processing invitations to bid, recruiting a diverse pool of potential suppliers, and making awards.

Gillig Corporation (Livermore, CA) was the lowest responsive and responsible bidder. CCTA uses Gillig buses now and is satisfied with the quality of the vehicles and the customer service of its people.

DISCUSSION

The buses would total a cost of \$2,167,866 or \$722,622 each. The busses would include newer enhancements including collision avoidance systems, permanent driver security barriers, 20% fresh air intake systems, Quantum wheelchair restraint systems, grocery cart and baby stroller storage, enhanced rear visibility lighting, and seating with bacteria barrier sealant.

On-going fleet replacement is part of the CCTA Capital Program as identified in the Kalamazoo Area Transportation Study's (KATS) Transportation Improvement Program (TIP). Funding is currently available through federal/state grants. No CCTA general fund dollars will be used for this purchase. This capital grant is provided to the CCTA through 80% federal (FTA) and 20% State (MDOT) funding.

The buses would be scheduled for delivery around January of 2026 replacing older diesel buses that have reached the end of their industry standard minimum useful life of 12 years or 500,000 miles, and which are experiencing higher maintenance expense. More specifically, the buses being replaced would each have over 600,000 miles logged.

The recommended purchase will be for ultra-low sulfur diesel buses that are designed to meet low emissions standards. The new buses will take advantage of new technologies including a collision avoidance system for the coach operator, which also includes an audible exterior warning system for pedestrians. The buses will also use advanced technologies such as electronic controls, common-rail fuel injection, variable injection timing, improved combustion chamber configuration and turbocharging which have made diesel engines cleaner, quieter and more powerful than past vehicles. The purchase of ultra-

Memo re: Gillig Bus Purchase

Date: September 18, 2024

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low sulfur diesel buses enables Metro to maximize limited Federal Grant funds to effectively manage the overall age and condition of the fleet.

Due to the Federal Transportation Administration (FTA) and State of Michigan strict procurement policies, partnering with The Rapid for this joint procurement proves to be the most effective use of staff time and resources, ensuring acquisitions follow best price compliance. While meeting FTA's requirements, there are no alternatives for this bus purchase.

RECOMMENDATION

It is recommended by staff and the Performance Monitoring Committee that the CCTA and KCTA Boards approve the purchase of three 40' buses from the Gillig Corporation in the total amount of \$2,167,866.



Metrics

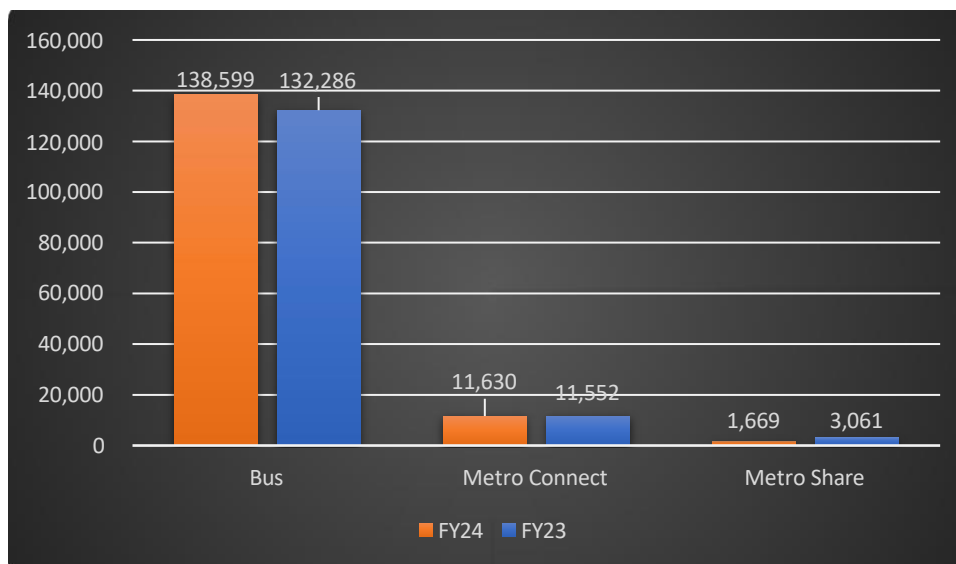
Monthly Report-

August 2024

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

BACKGROUND

Monthly Ridership August 2024				
	Bus	Metro Connect	Metro Share	System Total
FY24	138,599	11,630	1,669	151,898
FY23	132,286	11,552	3,061	146,899
Difference	6,313	78	(1,392)	4,999
%Change	4.77%	0.68%	-45.48%	3.40%



FIXED ROUTE BUS SERVICE

Metro fixed route bus service shows an increase in ridership of 4.77% or approximately 6,313 more rides in August 2024 than August 2023.

Route 10- Comstock ridership increased from 3,081 to 4,295.

Route 21- Solon/Kendall ridership decreased from 879 to 1,665 rides.

Route 13- South Burdick ridership increased from 6,436 to 8,497 rides.

August 2024 ridership compared to August 2023 ridership varied, 13 routes had an increase in ridership while 8 routes ridership decreased when compared year to year. Ridership in August 2023 was down due to reduced service hours after an unexpected driver shortage. Ridership in 2024 varies due to construction throughout the city and fluctuations in riders' choice of route. Construction continues to impact on-time performance and ridership on routes like Westnedge, Duke, and South Burdick.

METRO CONNECT

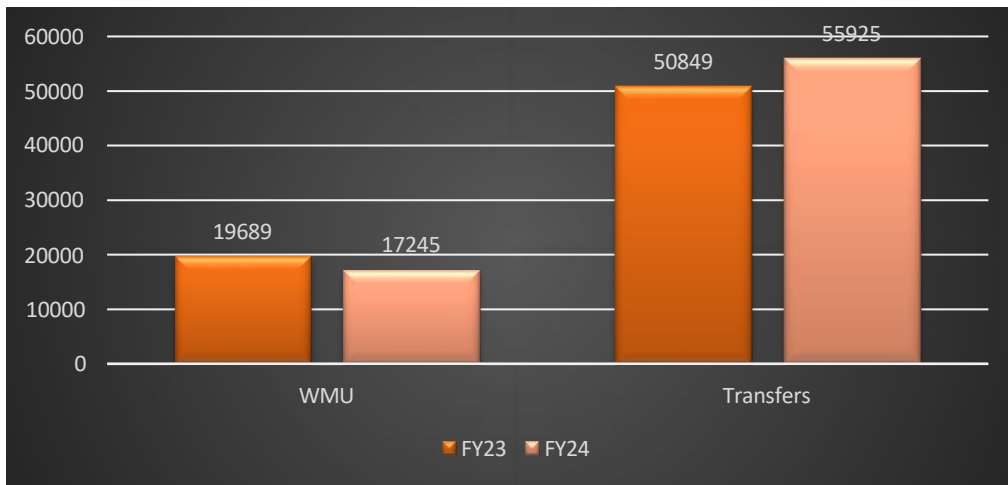
Metro Connect shows an increase in ridership of 0.68% or approximately 78 more rides in August 2024 than August 2023.

METRO SHARE

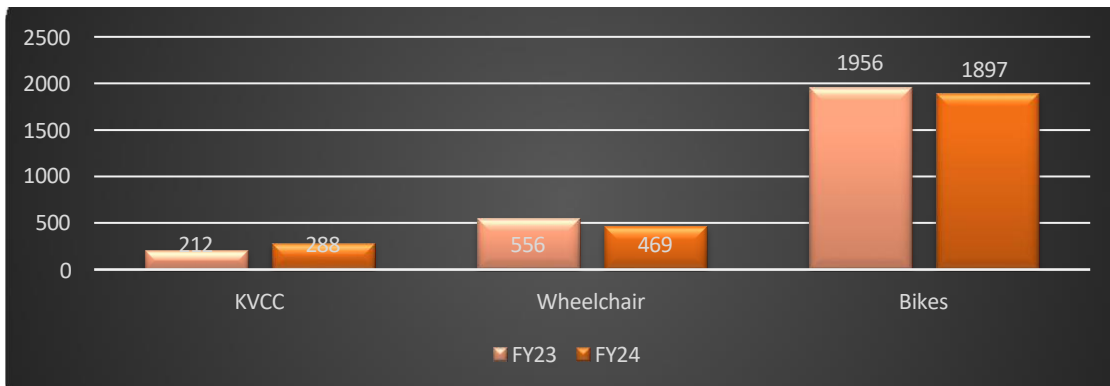
Metro Share shows a decrease in ridership of 45.48% or approximately 1,392 less rides in August 2024 than August 2023. This drop in ridership is due to the number of reservations being lower in August of 2024 and one van being out of service due to a collision.

OTHER DATA

The data for Western Michigan University shows a decrease of 12.41%. Whereas the number of people transferring from one bus to another bus is up 9.98%.



Other data types like KVCC and Bike passengers show an increase in ridership while Wheelchair passengers shows a 15% decrease in ridership when comparing August 2024 to August 2023. The data for Youth Mobility in August 2024 is 1,294 the program will typically see a decrease in ridership at this point in the summer but this year the



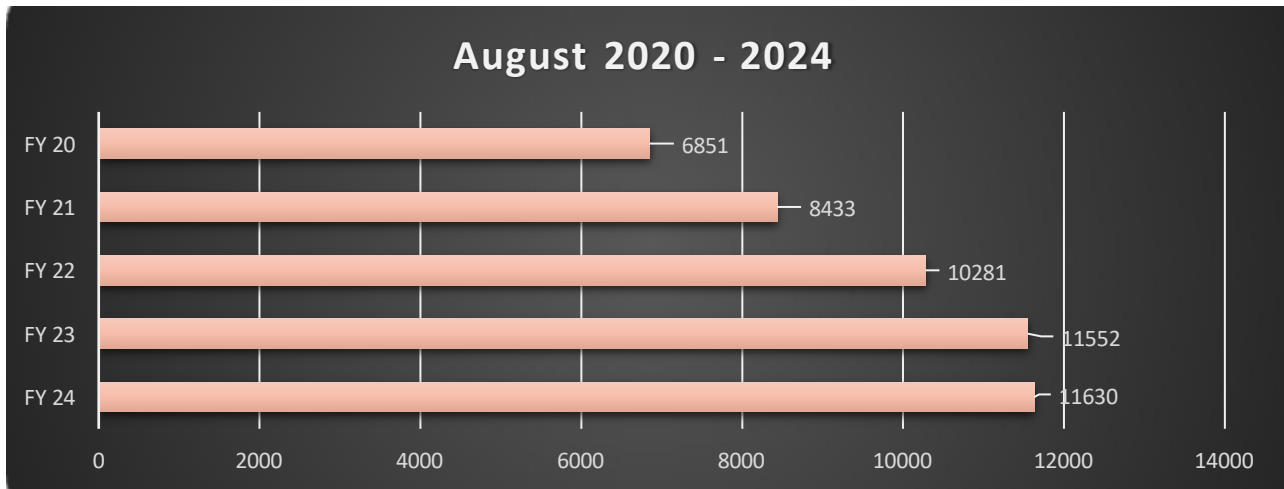
5 YEAR DATA TRENDS

Data trends for August 2020 to August 2024 show the effects of when Metro service was suspended on April 2, 2020. Fixed Route service returned on May 18, 2020, reporting only 126,171 fixed route rides in August 2020. Metro Share suspended service on April 2, 2020 and returning on May 18, 2020 reporting 167 rides for August 2020. While Metro Connect did not suspend service in 2020, rides were reduced due to social distancing and modified services.

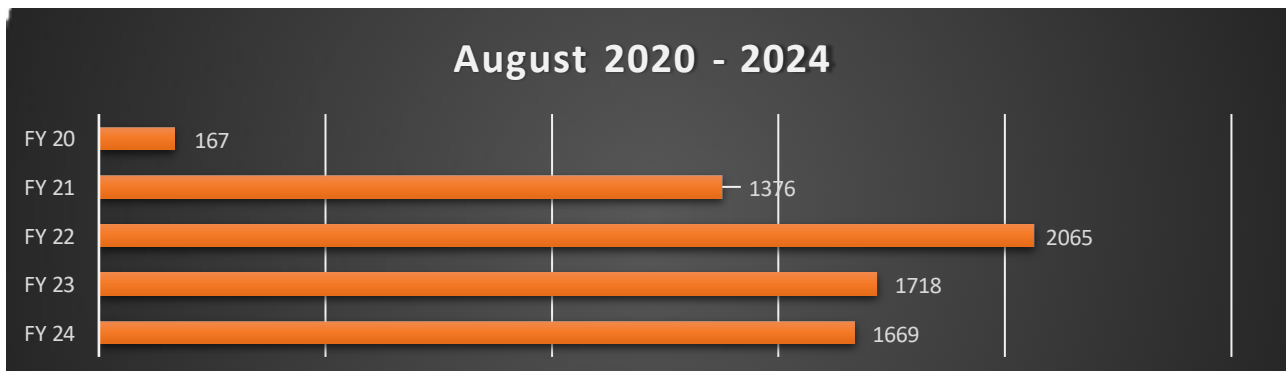
Fixed Route



METRO CONNECT



METRO SHARE



August 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 August. KDPS's presence typically last a few minutes at a time.

98 of the security incidents this month were regarding loitering. Loitering incidents were handled by security and required little police assistance. Additionally 174 people were asked to move along when found sleeping the bus bays in the early morning.

Activity Summary:

135 Total security incidents occurred during August 2024 (Decreased from **149** in July).

Incident Types	(Definitions)
3 Trespasses	(Asked to leave due to refused to do so/Someone trespassed returned to site)
98 Loitering	(Significantly overstayed their time on property, sleeping. Blocking paths)
0 Vandalism	(Damage to property)
0 Active Fights	(Physical Altercation between parties occurred)
13 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)
8 Medical	(Medical emergency situations)

Of the total **135** incident types:

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

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

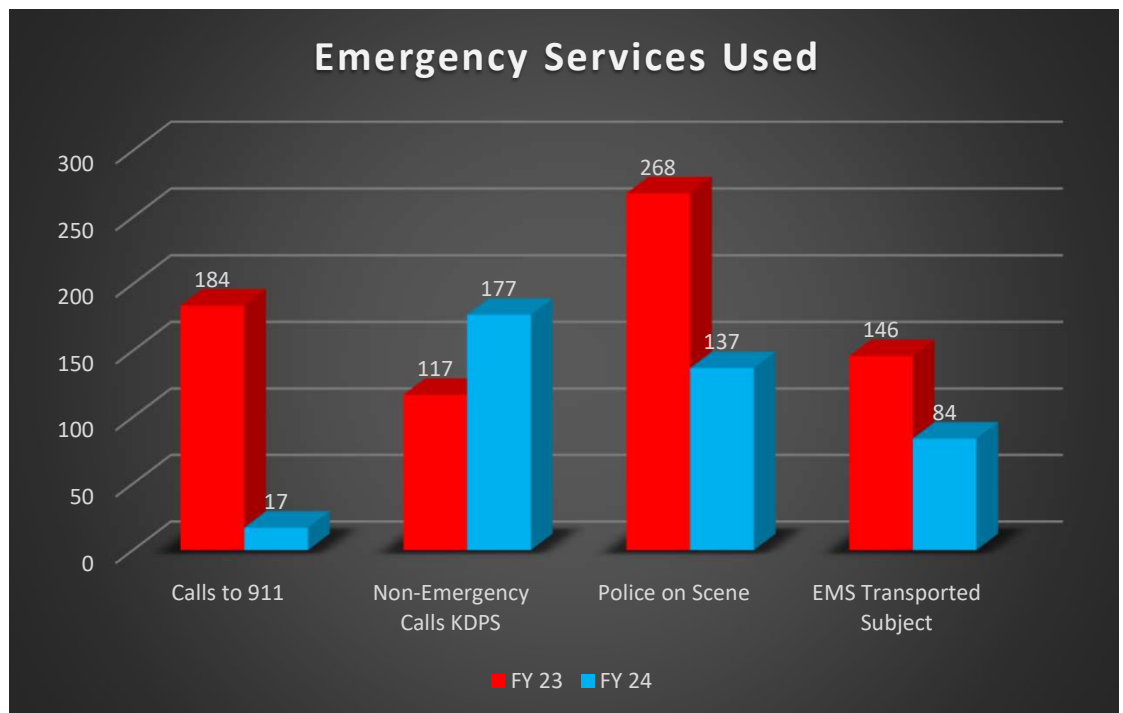
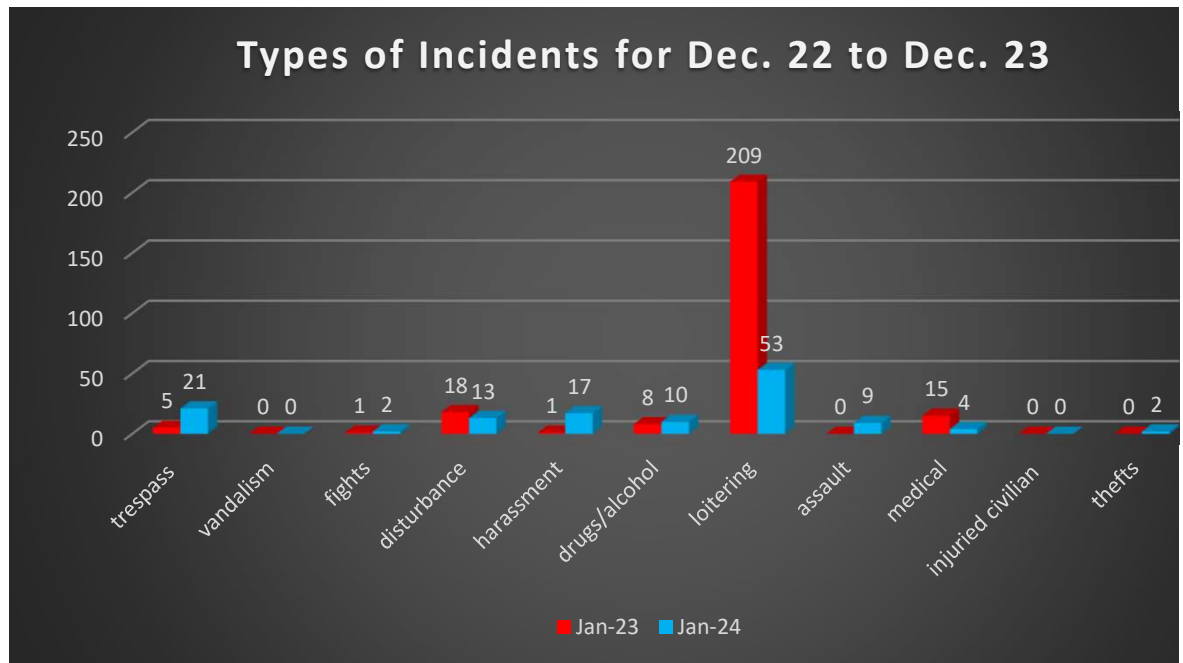
Drug dealing continued to decrease on and around the edges of the KTC property throughout August, but alcohol use was pretty steady and the guards are removing people as needed. Sleeping in the bays overnight is a huge issue, we are trying to curb this problem by having night supervisor monitor the situation. Metro continues to monitor the cameras on the property for continuous improvements.

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

August 2024 KTC Security Report

Prepared by: Jason Emig

Title: Safety Security Manager





Agenda Item: #5b1
Meeting Date: 10/14/24

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared By: Cheryl Pesti, Budget and Accounting Manager
DATE: September 19, 2024
SUBJECT: August 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 \$6,289,473 (69%) of the FY24 millage.
- We have collected \$2,979,947 (87% 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 August 2023 was \$2.74 and in August 2024, it was \$2.52. This is a 8% decrease.
- Total operating expenditures for Metro year-to-date are 72% of the total budgeted amount.

Attachment:

1. August 2024 Income & Expense Statement



	FY2024 CCTA Board Recommended Budget	August 2024	Year to Date FY 2024	Year to Date % 92%	Monthly Funding %
STATEMENT OF INCOME AND EXPENSE					
Operating Revenue					
Fare Revenue					
Regular Route Cash	762,500	59,161	638,558	84%	2%
Metro County Connect Fares	504,176	53,401	484,913	96%	2%
Metro Link Fares	192,699	389	558	0%	0%
WMU Fares	1,250,000	598,975	1,191,475	95%	19%
Tokens	328,240	44,439	313,593	96%	1%
Pass Sales	285,175	24,396	277,737	97%	1%
Texas Twp/KVCC Prepaid Fares	95,685	0	73,115	76%	0%
	3,418,475	780,760	2,979,947	87%	
Other Revenue					
Advertising	75,000	0	39,583	53%	0%
Intermodal Operations	209,700	4,369	200,393	96%	0%
Miscellaneous Revenue	32,650	452	65,019	199%	0%
Commission Revenue - (GH, IT, FlixBus)	7,200	476	4,306	60%	0%
Interest Income	144,050	27,253	453,480	315%	1%
	468,600	32,550	762,781	163%	
Urban Millage (CCTA)	5,740,395	1,578,254	3,638,348	63%	50%
County-wide Millage (KCTA)	3,420,217	549,242	2,651,125	78%	17%
MDOT - Operating	6,988,911	0	5,830,840	83%	0%
FTA - Operating	4,558,905	6,659	1,441,551	32%	0%
Provision for Depreciation	3,255,200	227,039	2,561,523	79%	7%
TOTAL OPERATING REVENUE	27,850,703	3,174,503	19,866,116	71%	100%
Operating Expenses by Division					
Administration/Overhead	7,369,270	540,931	4,873,186	66%	
Kalamazoo Transportation Center Operations	1,038,122	78,852	904,539	87%	
Maintenance	3,567,798	249,494	2,664,091	75%	
Operations	8,667,952	539,246	6,389,725	74%	
Metro Connect	5,706,916	478,995	4,713,439	83%	
Metro Share	66,543	4,680	52,612	79%	
Metro Link	1,766,809	175,085	815,764	46%	
TOTAL OPERATING EXPENSE	28,183,410	2,067,282	20,413,356	72%	
NET (UNFUNDED) BALANCE for period	(332,707)	1,107,220	(547,240)		



NOTES

Performance Monitoring Committee

Date: Thursday, September 26, 2024

Attending: Rama, Rosine, McCormick, McBride, Woodson-Sow

Absent: Eckland, Arkush

Guest: Joshi

a. September Items for Board Consideration

- Purchase of New Buses from Gillig Corporation

Committee Chair Rama started a brief overview of the purchase of three new Gillig buses. Director Woodson-Sow gave an overview of the purchase of three buses, the safety features being incorporated, and the buses from 2011 that will be retiring.

The committee agreed to move forward with the recommendation to the CCTA/KCTA boards on October 14, 2024, to approve the purchase of the three new buses from the Gillig Corporation.

b. Notes

- Metrics Report- Director Woodson-Sow presented the August Metrics report and discussed the effects of the detours, ridership fluctuations, and strain of the on-time performance for the fixed route system due to the construction across town.
- Metro Link- The committee reviewed and discussed data for the first four and a half months of data for the Metro Link Service. Deputy Director Joshi discussed new vehicles being on the street and how the transition from the defective vehicles is going.

The committee continued to brainstorm information around metrics reports and the other reports that will be the review process over the next month. Discussion to continue at the next meeting.

- Committees discussed Exec. Director McBride review without staff presence.

Next Meeting: October 24, 2024 @ 8:15AM

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	City Council	10/7/24	<input checked="" type="checkbox"/> Completed	Approx 12 attended, good interest from board
City of Kalamazoo	Ardema/McCormick/Rosine/McBride	City Commission	9/3/24	<input checked="" type="checkbox"/> Completed	
City of Parchment	Britigan/McBride	Board meeting	5/6/24	<input checked="" type="checkbox"/> Completed	
City of Portage	Pearson/Burns/McBride	City Council		<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 checked="" type="checkbox"/> Completed	
Charleston Township	Aardema	Board Meeting	8/27/24	<input checked="" 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	2nd 10/7 McBride
Cooper Township	Brown/Britigan	Township Board meeting	6/10/24	<input checked="" type="checkbox"/> Completed	Attended by Brown/Britigan. Some interest in further Link info.
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 /McBride	Township Board meeting	4/1/24	<input checked="" type="checkbox"/> Completed	Attend by Halcomb, 2nd McBride 10/14
Prairie Ronde Township	Rama	Township board meting	7/9/24	<input checked="" type="checkbox"/> Completed	Surprised that so many use Connect!
Richland Township	Brown/Joshi	Township board meeting	9/17/24	<input type="checkbox"/> Completed	
Ross Township	Rama/Ayers	Township board meeting	7/16/24	<input checked="" type="checkbox"/> Completed	Per Rama email, 25-30 ppl attended. Trustee suggested Connect email blast. Happy to hear Connect is used so much in Ross.
Schoolcraft Township	/Joshi	Township Board meeting	5/14/24	<input checked="" type="checkbox"/> Completed	Approx. 30 attended. Good questions.
Texas Township	McBride	Township Board meeting	9/9/24	<input checked="" 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			<input type="checkbox"/> Completed	
KATS	Aardema/Rama			<input checked="" type="checkbox"/> Completed	Monthly update
Gull Lake Rotarty	McBride	Speaking engagement	10/24/24	<input checked="" type="checkbox"/> Completed	
Portage Rotary	McBride	Speaking engagement	8/18/24		per email 8/1/24
Portage Senior Center		Speaking engagement	9/27/24	<input checked="" type="checkbox"/> Completed	per email 8/1/24
Kal Co Veterans Aff Cmtee		Speaking engagement		<input type="checkbox"/> Completed	
Kal Veterans Coalition	Lower	Speaking engagement	12//241	<input type="checkbox"/> Completed	
Kal Co Democratic Party	Sigman	Monthly meeting	4/18/2024	<input checked="" type="checkbox"/> Completed	Well attended



**Meeting Notes
External Relations Committee
September 17, 2024**

Members Present

Chair Dusty Farmer, Gary Sigman, James Ayres

Staff Present

Sarah Joshi, Annette Arkush

Members Absent

Randy Thompson, Tim Sloan

2024 Accomplishments & 2025 Goals

The committee's accomplishments this year included the following: Created and launched the board's jurisdictional outreach project, successfully proposed a revision to its charge to include board member recruitment, reviewed plans for the legislative breakfast, monitored lobbying efforts, evaluated the annual report, was briefed on the new website, reviewed the outreach plan, was appraised of microtransit launch plans, and recommended locations for off-site board meetings.

The committee read its charge and discussed items to be included in its 2025 work plan. Such topics included continuing to build jurisdictional relations, identifying two locations for off-site board meetings, and reviewing plans for millage education, annual report, legislative breakfast, and lobbying efforts.

Chair Farmer will request input from the absent committee members so that their suggestions can be included in the committee's 2025 work plan.

Jurisdictional Outreach Project

The second phase of the project will include visits similar to the first visits but will not include formal presentations; brief remarks during public comment time related to local service levels is sufficient. It is also a good time to deliver additional brochures and magnets.

Upcoming Events: Board Member Involvement

Board members were invited and encouraged to attend the 10/1 Senior Expo, the 11/11 board meeting at the Portage Senior Center, and the 11/23 Holiday Parade.

Executive Director Performance Discussion

Staff members excused themselves to allow for committee members' thoughtful discussion regarding their contribution to Executive Director McBride's performance review.



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AGENDA and MEETING NOTES

Board Operations Committee
October 3, 2024
9:30 am
Via Teams Meeting

Members: Curtis Aardema, Chris Burns, Dusty Farmer, Garrylee McCormick, Aditya Rama
Absent: None
Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Review CCTA/KCTA October 14th Meeting Agenda

Notes:

- The Committee reviewed the October 14th meeting agenda

2. Review Committee Activities

Notes:

- Chair Burns stated the Planning and Development Committee would be offering the Employee Handbook for its first reading at the October Board meeting
- Chair Rama reported the Performance Monitoring Committee met and would be presenting the purchase of three 40' buses from Gillig Corporation
- Chair Farmer said the External Relations met and discussed jurisdictional outreach along with future planning for 2025 millage education for voters

3. Discussion Regarding Executive Director's Evaluation Process

Notes:

- The Committee Chairs indicated they had discussed the Executive Director's Evaluation

4. Future Meeting Dates

Notes:

- The Committee agreed to future meeting dates of Friday, October 25th and Thursday, November 21st

5. Other Items

Notes:

- Exec. Dir. McBride updated the Committee on the status of current labor negotiations and the need for a Closed Session at the next Board meeting to discuss ATU negotiations.

Exec. Dir. McBride and Barbara Blissett left the meeting at 10:10 am.



Agenda Item: # 8
Meeting Date: 10/14/24

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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: October 9, 2024
SUBJECT: Executive Director Update

Planning Update

Metro staff is working on several projects.

Downtown Events Center – Staff has participated in multiple meetings to discuss public transit connections. These connections include daily use as well as discussing staging for larger events like a WMU hockey game.

Pavilion Estates – Staff is developing alternatives for enhanced transportation to Pavilion Estates. Pavilion Estates is outside the CCTA boundaries. However, the cost of enhanced services would be funded by pandemic relief funds through an agreement with Kalamazoo County.

WMU Master Plan – Discussion focused on need, potential location and amenities of future mobility hubs.

Construction Updates

Westnedge construction is nearing the end in the upcoming weeks. Once pavement has been completed and traffic shifts finished, Metro will return to regular routing. No date has been identified for the return of service, but we will message the return in advance to give passengers time to adjust their bus stops.

Michikal St. was recently opened, allowing Metro to return 11-Stadium and 4-Oakland back to regular routing.

CCTA Articles of Incorporation – District Boundaries

In preparation for the 2025 CCTA millage election, district boundaries can be adjusted. The Executive Director is meeting with representatives from areas outside the boundaries to see if there is interest in being included prior to the next millage election. Meetings have occurred with Pavilion Township, Cooper Township and Texas Township.

Letters have been sent to current CCTA members to see if they desire any adjustments (Cities of Kalamazoo, Parchment and Portage and Townships of Comstock, Kalamazoo and Oshtemo). Notice of possible adjustments are requested by November 1st. The City of Parchment has responded that they desire to remain within the boundaries.

Outreach Activities and Presentations

Staff has participated in the following:

- Comstock Township Presentation – October 7th
- Disability Network Breaking Barriers Breakfast, October 3rd
- Kalamazoo Senior Expo – October 1st
- Portage Senior Center, Professionals Forum on Aging Presentation – September 27th
- WMU Sustainability Celebration- September 27th
- Recovery Institute Presentation – September 25th

Memo: Executive Director Update

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- Leisure Time Condos Presentation – September 25th
- Imagine Kalamazoo – September 19th
- Gull Lake Sunrise Rotary Presentation – September 19th
- Portage Rotary Presentation – September 18th
- WMU First Year Experience (FYE) Class presentations – September 16th & 17th
- Kalamazoo County Veterans Stand Down (Information Table) – September 13th
- KVCC Vibe Fest (Information Tables) – September 10th & 11th
- Milestone Senior Services, Waiver Program Staff Presentation – September 10th
- Texas Township Presentation – September 9th
- Kalamazoo County Opioid Coalition Presentation – September 3rd

Metro Link Update

1. Attached is a Metro Link Update.



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Agenda Item: 8a Meeting Date 10/14/24
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TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning
DATE: October 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 an overview of activities and statistics through August, as discussed at last month's Performance Monitoring Committee meeting.

DISCUSSION

Ridership growth was consistent through the summer. Completed rides in August were 2,695, up 21% from the previous month. Drivers credit this to strong rider satisfaction and organic, word-of-mouth advertising. For example, employees at Mann + Hummel, Pfizer, McDonald's, and Walmart have developed loyalty to the service and spread the word to coworkers. YTD completed rides were 8,192.

August growth was strongest in the south and west zones, with ridership increasing there by 42% and 19% respectively over the previous month. Ridership in the east zone remained flat during the month.

The number of rides per driver hour showed improvement at 1.2, up from .8 in July.

Proposals that include a fixed-route option continue to increase along with demand. Of the 4,605 ride proposals given in August, 4,099 (89%) include a fixed-route option.

A challenge this month was operating with six borrowed vehicles rather than our own fleet of ten, seven of which often operated simultaneously. Predictably, unmet demand rose with fewer vehicles in service but remained in the single digits at 9.1%. The unmet demand rate is projected to decrease when the new fleet is in place.

The Performance Monitoring Committee is finalizing Performance Metrics Reports that will be included in future meeting packets.

RECOMMENDATION

This update is provided for informational purposes. No action is requested.



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Agenda Item: # 13 Meeting Date: 10/14/24

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: October 9, 2024
SUBJECT: Closed Session

A closed session is being held for the purpose of discussing the ATU bargaining agreement. After the Closed Session we will resume the regular meeting and consider scheduling a Special CCTA/KCTA Board meeting on Monday, October 28, 2024 at 11:30 am to consider approval of the ATU agreement.

[Note: vote must be approved by 2/3 roll call vote of members elected/appointed and serving to go into Closed Session. Both Boards must do 2/3 roll call vote to go into session.]