



Connecting People Throughout
Kalamazoo County

**NOTICE AND AGENDA
CENTRAL COUNTY TRANSPORTATION AUTHORITY (CCTA)
KALAMAZOO COUNTY TRANSPORTATION AUTHORITY (KCTA)
JANUARY 13, 2025
Regular Meeting**

*The next joint CCTA/KCTA regular meeting will be held on
Monday, February 10, 2025 at 11:30 a.m.*

PLEASE BE ADVISED that the Central County Transportation Authority and Kalamazoo County Transportation Authority will meet for its meeting on Monday, January 13, 2025 at 11:30 a.m. for the purpose of:

	Item	KCTA Action	CCTA Action
1.	Roll Call		
2.	Consent Agenda	Voice Vote	Voice Vote
	a. Agenda for January 13, 2025*		
	b. Minutes for December 9, 2024*		
3.	Public Comment		
4.	Planning & Development Committee		
	a. Action Items		
	b. Informational Items		
5.	Performance Monitoring Committee		
	a. Action Items		
	b. Informational Items		
6.	External Relations Committee		
	a. Action Items		
	b. Informational Items		
	1. Jurisdictional Outreach Update and PowerPoint*		
	2. External Relations Committee Meeting Notes of December 17, 2024*		
7.	Board Operations Committee		
	a. Action Items		
	1. Consideration to Adopt Resolution 25-001 to Approve MDOT Contract No. 24-5179 for Bus Shelter Improvements*	Roll Call	Roll Call
	2. Consideration to Approve Intergovernmental Agreement with Kalamazoo County*	Roll Call	Roll Call
	b. Informational Items		
	1. Board Operations Committee Meeting Notes of December 19, 2024*		
8.	Report from Executive Director*		
	a. CCTA Millage Election Update*		
	b. Update Metro Link*		



Connecting People Throughout
Kalamazoo County

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
December 9, 2024**

Place: Metro Administration Building, Kalamazoo, MI
Time: 11:30 A.M.
Staff Present: Greg Vlietstra, Keshia Woodson-Sow, Sarah Joshi, Kathy Schultz, Jason Emig, Barbara Blissett
Others Present: Jim Ferner, Anthony Harp

1.) KCTA ROLL CALL

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

A motion was made to excuse Sloan.

Motion: Rosine

Second: Farmer

Motion carried by voice vote.

**Brown arrived at 11:50 am.*

1.) CCTA ROLL CALL

CCTA Members Present: Curtis Aardema, Chris Burns, Dusty Farmer, Christyn Johnson, Lisa Mackie, Garrylee McCormick, Jim Pearson, Greg Rosine
CCTA Members Absent: None

Chair Aardema introduced new CCTA Boardmember Christyn Johnson. He noted she would be filling the spot of Rob Britigan.

Christyn Johnson stated she was looking forward to serving on the CCTA Board. She provided some personal background including that she was currently working at KRESA as a coordinator for student transportation.

2.) REQUEST FOR APPROVAL OF AGENDA/MINUTES

A motion was made by KCTA and CCTA for approval of the joint CCTA/KCTA meeting agenda for December 9, 2024 with the removal of Item 3 Presentation regarding downtown Kalamazoo Street Construction Design and for approval of the joint CCTA/KCTA meeting minutes for November 11, 2024.

Motion: Sloan

Second: Farmer

Motion carried by voice vote.

4.) PUBLIC COMMENTS – Jim Ferner addressed the Boards regarding his interest in Metro's operations and requested to meet with staff to discuss various topics such as budget, farebox revenue and millages.

5.) PLANNING AND DEVELOPMENT COMMITTEE

Chair Burns reported the Committee met and discussed the current agenda, upcoming millages and reviewed the 2025 CCTA/KCTA Meeting Calendar.

Chair Burns reported the Committee met and discussed the current agenda, upcoming millages and reviewed the 2025 CCTA/KCTA Meeting Calendar.

Burns said the Committee, in accordance with the Governance guidelines, selected a Nominating Committee for CCTA/KCTA Board leadership. The selection included: Burns (Chair), Rosine, Sigman, Mackie and Brown.

6.) PERFORMANCE MONITORING COMMITTEE

Dir. of Operations Woodson-Sow explained the Public Transportation Agency Safety Plan (PTASP) and the requirements Metro provides to the Federal Transit Administration (FTA). She said the Agency Safety Plan had been updated to include the role of the Safety Committee. She reminded the Boards that the FTA had approved updates in April 2024, but the Board's role was approval for an annual update that included the Executive Director and Safety Committee's approval. Woodson-Sow stated the Performance Monitoring Committee was recommending approval by the Boards.

A motion was made by KCTA and CCTA to approve the annual update of the Public Transportation Safety Plan.

Motion: Sigman/Burns

Second: Rosine/Pearson

Motion carried by a roll call vote.

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

Nays: None

Absent: Sloan

Ayes: Aardema, Burns, Farmer, Johnson, Mackie, McCormick, Pearson, Rosine

Nays: None

Absent: None

The Boards discussed ridership and how construction had impacted the numbers.

7.) EXTERNAL RELATIONS COMMITTEE

External Relations Chair Farmer commented that there had been 26 presentations resulting in a good beginning for resuming outreach activities. She said the Committee would be looking forward to mapping out 2025 outreach activities with the upcoming millages. Farmer announced that there would be a photographer at the January 13th Board meeting to take headshots for the Metro website.

8.) BOARD OPERATIONS COMMITTEE

Chair Aardema reported the Committee met and reviewed the current agenda.

Dir. of Support Services Vlietstra shared that Metro had received a three-year \$2.1 million grant for the purpose of further testing of various aspects of the microtransit pilot project.

Deputy Dir. Joshi of On-Demand Services and Planning explained the need for a change order to the River North, LLC (subsidiary of Via Transportation, Inc.) for the microtransit pilot project scheduled to run through 2025. She indicated after testing the zone boundaries originally identified in April, 2024 it was recognized that expansion was needed to areas that are currently underserved, and the contract would extend microtransit through September 30, 2027 at the same hourly rate. Joshi said that it would be likely Pavilion Township would be joining the service area through a service agreement funded by Kalamazoo County.

A motion was made by KCTA and CCTA to approve a contract change order with River North, LLC to extend service through September, 2027 in an amount not to exceed \$2,216,105 and authorize the Executive Director to execute all documents related to the action on behalf of the CCTA.

Motion: Farmer/Pearson Second: Sigman/Rosine

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Brown, Farmer, Rama, Sigman, Rosine

Nays: None

Absent: Sloan

Ayes: Aardema, Burns, Farmer, Johnson, Mackie, McCormick, Pearson, Rosine

Nays: None

Absent: None

Chair Aardema presented to the Boards the Committee's discussion related to the upcoming millage elections: 1) when to conduct the election, 2) the amount of millage levy to request and 3) duration of the millage. He said at this time it would be prudent to choose an election date for 2025. He said the Committee was recommending November 4, 2025.

A motion was made by KCTA and CCTA to recommend the CCTA millage question be put before voters at the November 4, 2025 General Election.

Motion: Sigman/Farmer Second: McCormick/Farmer

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Brown, Farmer, Rama, Sigman, Rosine

Nays: None

Absent: Sloan

Ayes: Aardema, Burns, Farmer, Johnson, Mackie, McCormick, Pearson, Rosine

Nays: None

Absent: None

Chair Aardema presented to the Boards the 2025 CCTA/KCTA Joint Meeting Calendar.

A motion was made by KCTA and CCTA to approve the CCTA/KCTA Joint Meeting Calendar.

Motion: Rosine/Farmer Second: McCormick/Farmer

Motion carried by a roll call vote.

Ayes: Aardema, Ayers, Brown, Farmer, Rama, Sigman, Rosine

Nays: None

Absent: Sloan

Ayes: Aardema, Burns, Farmer, Johnson, Mackie, McCormick, Pearson, Rosine

Nays: None

Absent: None

Chair Aardema shared that the Committee had discussed and selected a Nominating Committee for the purpose of CCTA/KCTA Board Officer appointments. The following individuals were chosen to serve on the committee: Chris Burns (Chair), Greg Rosine, Gary Sigman, Lisa Mackie and Tafari Brown.

9.) EXECUTIVE DIRECTORS REPORT

Dir of Support Services Vlietstra provided an update on the following topics:

- New CCTA Boardmember Christyn Johnson
- Holiday Parade Participation
- Outreach Updates
- Winter Weather Updates
- Metro Link Update

Vlietstra thanked Keshia Woodson-Sow and Jason Emig for all their work on organizational safety and security.

10) SUBCOMMITTEE REPORTS

Pension Board – Did not meet.

KATS Policy Committee – Did not meet.

Local Advisory Committee (LAC) – Did not meet.

11.) CHAIRPERSON REPORT – No Report.

12.) PUBLIC COMMENT – Anthony Harp requested additional information on Metro Link and availability to the northside area.

13.) MEMBERS TIME – The Boards welcomed new CCTA Boardmember Christyn Johnson.

Mackie announced that with her recent election, she would continue as the Kalamazoo Township representative on the CCTA.

Ecklund shared that the City of Kalamazoo had adopted a new snow removal policy and will require property owners to be responsible for snow removal on their sidewalks or it would result in a fine.

14.) ADJOURNMENT

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

Motion: McCormick

Support: Sigman

Motion carried by voice vote.

The meeting adjourned at 12:27 PM.

Curtis Aardema
CCTA Chairperson

Barbara Blissett
CCTA Clerk

Curtis Aardema
KCTA Chairperson

Barbara Blissett
KCTA Clerk

JURISDICTIONAL OUTREACH ASSIGNMENTS

2024 - 2025

Jurisdiction	Address	Liaison	Phone	Email	Meeting Day(s)	Meeting Time	Assigned CCTA/KCTA Member
Kalamazoo County	201 W. Kalamazoo Ave	Dina Sutton	269-383-8650	dpsutton@kalcouny.com	1&3 Tuesdays	7:00 PM	Rosine/McBride
City of Galesburg	200 E. Michigan Ave	Lisa McNees	269-665-7000	clerk@galesburgcity.org	1st Mondays	6:00 PM	Sigman
City of Kalamazoo	241W. South St.	Scott Borling	269-337-8791	borlings@kalamazocity.org	1&3 Mondays	7:00 PM	Rosine/McBride
City of Parchment	650 S. Riverview Dr.	Shannon Stutz	269-349-3785	Finance@parchment.org	1&3 Mondays	7:00 PM	Britigan/McBride
City of Portage	7900 S. Westnedge Ave.	Erika Eklov	269-329-4511	eklove@portagemi.gov	2&4 Tuesdays	7:00 PM	Pearson/Burns/McBride
Alamo Township	7901 N. 6th St.	Barb Venema	269-382-3666	clerk@alamotownship.org	2nd Monday	7:00 PM	Farmer
Brady Township	13123 S. 24th St., Vicksburg	Reagan Hunter	269-649-1813	bradyclerk@comcast.net	1st Tuesday	7:30 PM	Aardema
Charleston Township	1439 S. 38th St., Galesburg	Alese LePert	269-665-7805	charclerk@charlestontownship.org	4th Tuesday	4:00 PM	Aardema
Climax Township	110 N. Main St.	Sarah DeBoer	269-746-4103	ctwpcclerk@ctsmail.net	2nd Tuesday	7:00 PM	Halcomb
Comstock Township	6138 King Highway	Nichole Beauchamp	269-381-2360	clerk@comstockmi.gov	1&3 Mondays	6:00 PM	McBride/(Vacant)
Cooper Township	1590 West D Ave.	Deanna Janssen	269-382-0223	clerk@coopertwp.org	2nd Monday	7:00 PM	Brown/Britigan
Kalamazoo Township	1720 Riverview Dr.	Lisa Mackie	269-381-8080	clerk@ktwp.org	2&4 Mondays	7:30 PM	Mackie/McBride
Oshtemo Township	7275 W. Main St.	Dusty Farmer	269-375-4260	clerk@oshtemo.org	2&4 Tuesdays	7:00 PM	Farmer/Sloan/McBride
Pavilion Township	7510 East Q Ave., Scotts	Karen Siegwart	269-327-0462	KARSBR@aol.com	2nd Monday	7:00 PM	
Prairie Ronde Township	8140 West W Ave., Schoolcraft	Dale Smith	269-267-4883	clerk@prairierondetwp.net	2nd Tuesday	7:00 PM	Rama
Richland Township	7401 N. 32nd St.	Art White	269-629-4921	awhite@richlandtwp.net	3rd Tuesday	7:00 PM	Brown/Vlietstra
Ross Township	12086 M-89, Richland	Mary Stage	269-731-4888	clerk@rosstownshipmi.gov	3rd Tuesday	7:00 PM	Rama/Ayers
Schoolcraft Township	50 East VW Ave., Vicksburg	Eska Brown	269-649-1276	ebrown@schoolcrafttownship.org	2nd Tuesday	7:00 PM	Joshi/(Vacant)
Texas Township	7110 West Q Ave.	Emily Beutel	269-375-1591	ebutel@TexasTownship.org	2&4 Mondays	6:00 PM	Rosine
Wakeshma Township	13998 South 424nd St.	Michael Fry	269-778-3728	clerk@wakeshmatownship.com	1st Monday	7:30 PM	Mackie
Village of Augusta	109 W. Clinton St., Augusta	Julie Glenn	269-731-5517	augusta@tds.net	1st Monday	7:00 PM	McCormick
Village of Climax	114 E. Maple, Climax	Linda Coburn	269-746-4174	climaxvillage@gmail.com	1&3 Tuesdays	7:30 PM	
Village of Richland	8985 Gull Rd.	Brooke Jamieson	269-629-9903	clerk@villageofrichland.org	2nd Monday	7:00 PM	McCormick
Village of Schoolcraft	442 N. Grand St., Schoolcraft	Theresa O'leary	269-679-4304	toleary@villageofschoolcraft.com	1&3 Mondays	7:00 PM	Mackie
Village of Vicksburg	13318 N. Boulevard St., Vicksburg	Jim Mallery	269-649-2476	villageofvicksburg1@gmail.com	1&3 Mondays	7:00 PM	Rama/McBride
KATS	5220 Lovers Lane	Steve Stepek	269-343-0766	sstepek@kastsmo.org	Last Wednesday	9:00 AM	Aardema/Rama

KCTA Outreach Presentation Outline

- 2025 -

INTRODUCTION

INTRODUCE YOURSELF

- **Thank the group** for hosting you
- **Introduce yourself**
- **Introduce the CCTA/KCTA:** independent government agencies providing transit throughout Kalamazoo County

INTRODUCE METRO

- **Metro's mission** is to improve quality of life in the community by providing mobility solutions that are dependable, convenient, safe, efficient, cost effective, and accessible for all
- **Metro connects people** to our community:
 - o People ride Metro to access employment, education, and essential services
 - o Passenger surveys show that many of Metro's riders are dependent on public transit
 - o Metro has developed mobility solutions to expand services for both dependent and non-dependent riders
- Provided more than 120 million public transit rides to community since 1967.
- Metro provides four distinct services
 - o **Metro bus:** Traditional public transportation with set routes throughout the urban areas of Kalamazoo County
 - o **Metro Link:** An app-based, on-demand ridesharing service operating within specific zones, provides rides within specific zones or to a bus stop to help extend the trip
 - o **Metro Connect:** The main service available in this area, which I'll discuss in a moment
 - o **Metro Share:** This is a van-lending service, which is available to nonprofits in Kalamazoo County

SERVICES AVAILABLE IN THIS AREA

METRO CONNECT

- Commonly known in other communities as dial-a-ride
- A **countywide** ridesharing service **available to all Kalamazoo County residents for any reason**. Registered riders can schedule trips up to seven days in advance.
- Provides transportation **anywhere in Kalamazoo County** and to the VA Hospital in Battle Creek
- All vehicles are ADA-compliant and can transport riders using mobility equipment such as wheelchairs
- **One-way fares:** Base fare is \$12; seniors 62+ and those with disabilities ride for \$4. Discount application info in brochure
- _____ (jurisdiction) makes up _____% of the county population and _____% of Metro Connect rides

METRO SHARE

- **Metro lends ADA-compliant vehicles to nonprofit organizations** serving individuals with disabilities and seniors
 - o Organization must apply and be approved through Metro
 - o Organizations provide drivers who are vetted, trained, and monitored by Metro staff
 - o **No charge to organizations** for fuel, maintenance, or insurance
 - o Vehicles are available seven days a week for transport within a 60-mile radius of Metro offices
 - o Vehicles must remain within the state of Michigan
- Examples of Metro Share at work in the community: South County Community Services, Portage Senior Center

CLOSING

- We encourage you to **explore Metro mobility solutions** and spread the word to your neighbors
- **Public transit is valuable:**
 - o We all deserve access to our community
 - o People use Metro to access work, education, appointments and events
 - o Metro keeps our community moving, and that benefits riders and non-riders alike!
- **Contact us** with questions, if you need materials, training, or a presentation to another group
- We appreciate your partnership and **thank you** for the opportunity to speak with you

The above presentation is specifically for KCTA jurisdictions. Metro Link operates only within CCTA boundaries and the small areas of Texas Township where service contracts exist. (A small area of Pavilion Township may soon be served by such a contract as well.) Some jurisdictions are partially in the CCTA boundaries, where Metro Link service is available (Oshtemo, Kalamazoo, Comstock, and Texas Townships). If you present to a jurisdiction that includes Metro Link zones, share the following information:

METRO LINK

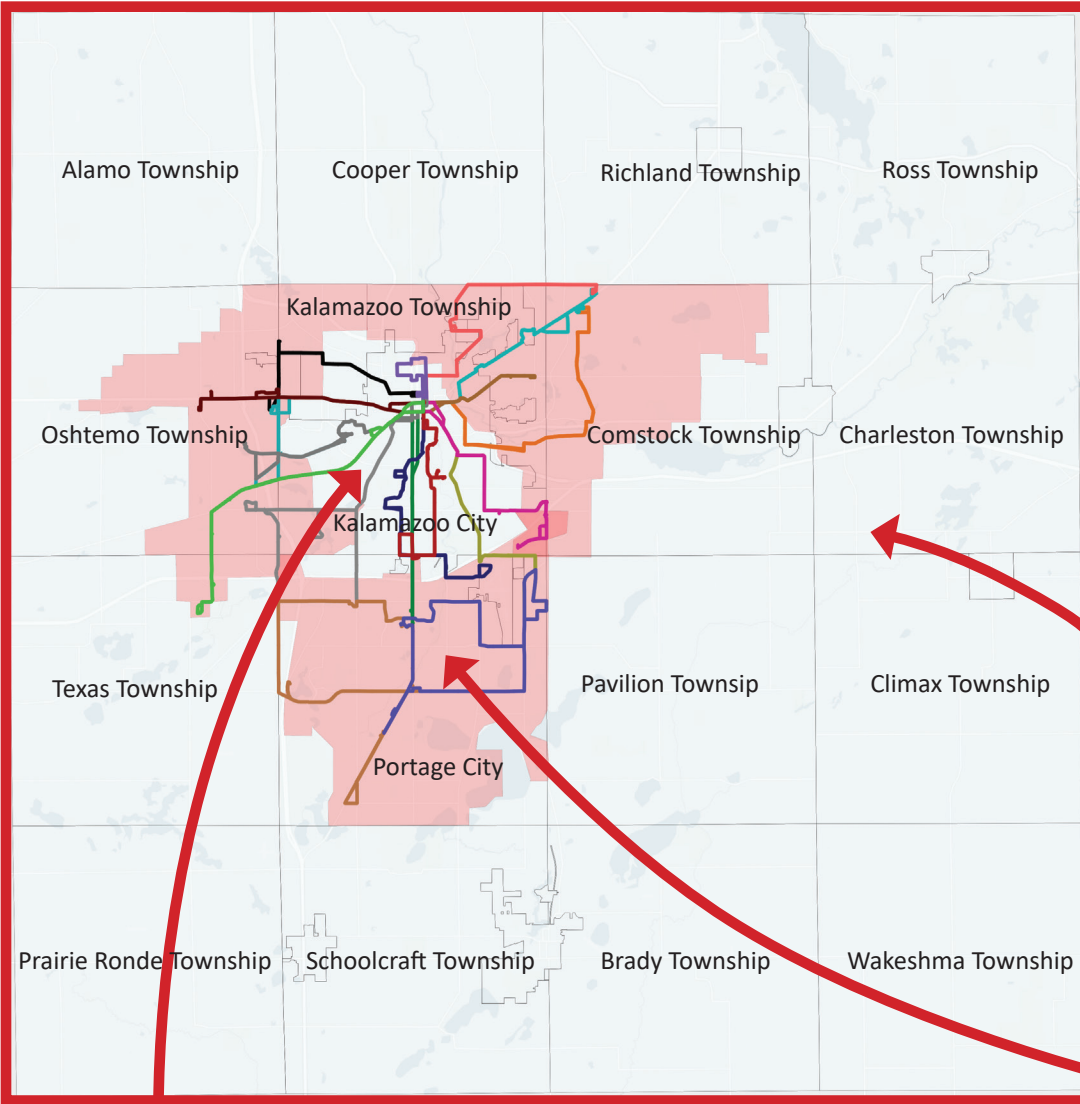
CCTA CONTENT

- **Pilot program:** Currently studying rider feedback, boundaries, hours, capacity
- Blending traditional and modern transportation models:
 - **App-based, on-demand ridesharing** similar to Uber and Lyft
 - **Drivers** are vetted and tested by the same standards of Metro Bus drivers
 - **Vehicles** are clearly marked and professionally maintained
 - Offers cost-efficient and predictable fares of just **\$1.50 per ride**
 - An extension of the bus system, zones serve less densely populated areas within the CCTA service area

METRO provides

Essential Connections to Kalamazoo County!

Find the right transportation option for your needs. No matter where your trip begins or ends within Kalamazoo County, there's a Metro option to help you get to work, school, appointments, shopping, and recreation. Use the map to find the ride that's right for you!



VA



Countywide rides for all

Metro Connect provides countywide transportation to all Kalamazoo County residents ages 13 and up for just \$12 each way. Take Metro Connect to any Kalamazoo County location like the auto shop, airport, events, or appointments. Metro Connect even provides rides to the VA Medical Center in Battle Creek. Call 350-2970 for reservations 2-7 days in advance. Apply for \$4 senior and ADA fares at kmetro.com.

Available Monday - Friday . . . 6 am- midnight
 Saturday 6 am- 10:15 pm
 Sunday 8 am- 6 pm



App-based, on-call rides

App-based, on-demand transportation within three zones. Take a ride within your zone or to a bus stop to extend your trip.

Fare is \$1.50, and if your trip includes a transfer to or from the bus, the Metro Link portion is free; pay the regular fare upon boarding the bus.

Standard discounts apply. Visit your account in the app, click 'special settings' to select the appropriate discount, then show proof of eligibility to your driver.

Available Monday - Saturday . . . 6 am- 10:15 pm
 Sunday 9 am- 5:15 pm



Metropolitan-area rides

Twenty-one bus routes are numbered and color-coded for ease of navigation. Plan your route, check real-time bus locations, find the nearest stop, and get helpful service alerts with the myStop Mobile app. Fare is \$1.50 and includes a free transfer.

Available Monday - Saturday . . . 6 am- 10:15 pm
 Sunday 9 am- 5:15 pm



Ways to pay

On the Bus

Pay onboard with

Cash | exact change only

Token | from Kalamazoo Transportation Center

Token Transit app | Android or iOS

Tap pass | refillable in any amount

Monthly pass | valid 31 days from date of purchase

Bronco ID | faculty, staff, students

Bronson Healthcare staff ID

On Metro Connect

Pay onboard with

Cash | exact change only

Check | payable to Metro

Token Transit app | Android or iOS

Coupons | from Kalamazoo Transportation Center

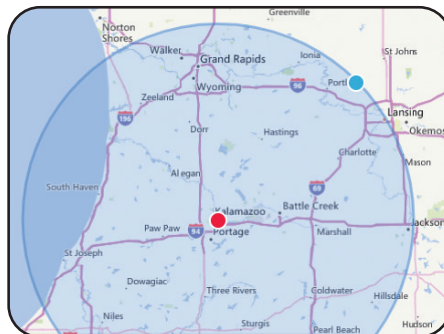
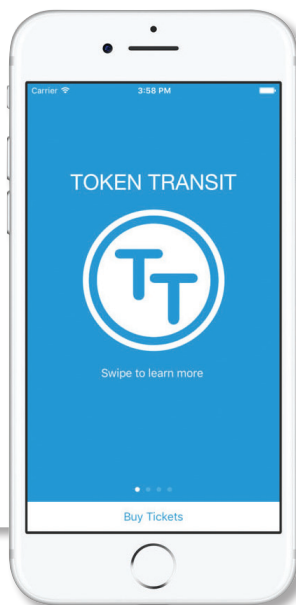
On Metro Link

Pay with your credit/debit method stored in the app

Pay onboard with the Token Transit app

One easy transit payment method

Download the Token Transit app and purchase passes on your phone for touchless payment convenience. Token Transit payment is accepted on the bus, Metro Connect, and Metro Link.



Vehicle lending

Registered nonprofit organizations serving seniors and those with disabilities can borrow ADA-compliant vehicles at no charge. Organization's driver(s) must be certified by Metro, and travel must be in-state within a 60-mile radius of Metro's offices.

Questions? Travel trainers are here to help!

Individuals and groups can learn to use all of Metro's mobility solutions at no cost. Trainings will be tailored to your needs and can include the following:

- Kalamazoo Transportation Center tour
- Fares and programs explanation
- Introduction to trip planning tools
- How to transfer
- Bus safety and etiquette
- Guided rides with the travel trainer

All services are aimed at increasing rider comfort and expanding access to the community. Call the Metro offices for more information.



Kalamazoo Transportation Center
459 North Burdick Street | Kalamazoo, MI 49007
(269) 337-8222 | kmetro.com

Serving destinations throughout Kalamazoo County,
Metro has a mobility solution for everyone!



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

External Relations Committee Meeting Notes

December 17, 2024 | 11:00 am

Present: Farmer, Ayres, Sigman, Sloan

Staff: Joshi, Lower

Absent: None

1. Refresh presentation for 2025 KCTA jurisdiction outreach

Outline: Committee read through the draft presentation and made some modifications. Joshi will make those changes to the outline and work with Lower, who gives many public presentations. Joshi will send a new draft to committee members for comment, and the outline will be presented at the January board meeting.

Brochure: Joshi presented a draft of the all-services brochure, which this committee recommended at the August meeting. The committee discussed reconfiguring it so that all services appear on a single map. Joshi will draft and update, send to committee members for input, and present at the January board meeting.

How-to presentation: Joshi will present this refresher at the January board meeting.

2. Consider changes or updates to 2025 work plan

At Executive Director McBride's request, his legislative review and overview of lobbying efforts was moved from the February agenda to January's. That schedule will pave the way for the committee to host a presentation by Michigan Public Transit Association Executive Director John Dulmes at the February board meeting.

3. Update e-news distribution list (used for semi-annual newsletter and major announcements such as COVID updates or Link launch)

Committee members reviewed the current e-news distribution list and suggested some additions. Committee members were asked to please be in touch with Lower as they thought of new individuals or organizations that should be added. E-news is used twice yearly for community updates as well as to disseminate important announcements such as COVID-related service changes or the launch of the Metro Link service.

Chair Farmer adjourned the meeting at 11:54 am.



Agenda Item: # 7a1
Meeting Date: 01/13/25

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by: Kathy Schultz, Transit Planner
DATE: January 6, 2025
SUBJECT: Contract Between MDOT and Metro for Bus Stop Improvements

BACKGROUND

The Michigan Department of Transportation (MDOT) is completing three pedestrian safety projects on West Main Street and Gull Road (M-343) in 2025. The projects will install pedestrian island crossings at Northampton and at Cherokee along West Main and at Elkerton along Gull Road. These three pedestrian crossings will include new bus stop pads due to the relocation of existing bus shelters on West Main and a new bus shelter stop on Gull Road near Big Bend Apartments. Once the shelter concrete pads and sidewalk leading to the bus stops have been completed, Metro will maintain the three stops (shelter pads only). Metro will not own the right-of-way where the shelters are installed. All three stops will be upgraded to ADA standards.

DISCUSSION

MDOT and Metro have worked cooperatively in the past to upgrade bus stops along MDOT road facilities within the right-of-way. A contract was not entered into as a part of recent improvements, but MDOT has updated their contract processes and now requires action and approval from partners on projects (Metro) as they enter into the contract with a vendor for construction.

The attached resolution (RESOLUTION No. 25-001) and contract outlines the project improvements and the transfer of the bus stop infrastructure to Metro once the project is finished in 2025. This contract has been reviewed by CCTA/KCTA legal representative, Richard Cherry, at Miller Johnson. Metro staff will work with MDOT during construction to minimize impacts to riders.

RECOMMENDATION

To approve Resolution No. 25-001 with the Michigan Department of Transportation (MDOT) and to authorize the Executive Director to execute all documents related to the action on behalf of the CCTA.

Attachments:

1. Resolution No. 25-001

RESOLUTION No. 25-001

Boardmember _____ offered the following resolution and moved for its adoption:

Be it resolved that,

CONTRACT No. 24-5179, Control Section VRU 13032, Job Number 2187884CON

by and between the

MICHIGAN DEPARTMENT OF TRANSPORTATION

and the

Central County Transportation Authority

is hereby accepted.

The following Official(s) is/are authorized to sign the said contract:

Sean McBride, EXECUTIVE DIRECTOR

Supported by Boardmember _____

ADOPTED: AYES:
NAYES:
ABSENT:

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted
at a regular meeting of the Central County Transportation Authority on the 13th day of
January, 2025.

Signed _____
B. Blissett, Clerk



Agenda Item: #7a2
Meeting Date: 01/13/25

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: January 6, 2025
SUBJECT: Intergovernmental Agreement with County of Kalamazoo

BACKGROUND

County Administrator Kevin Catlin contacted Metro about the possibility to provide enhanced public transit services to the Pavilion Estates in Pavilion Township. After the May 7, 2024 storm, several residents of Pavilion Estates had transportation issues due to the damage incurred as part of the storm. Metro offered for consideration a variety of alternatives that would provide temporary enhanced mobility.

DISCUSSION

Attached is the Intergovernmental Agreement for Provision of Disaster Relief Funds Following Tornado of May 7, 2024. The agreement identifies that Metro will provide enhanced public transit services to Pavilion Estates that will include Metro Link service as well as coverage of fares for Metro Connect trips. The County will provide \$72,500 for these enhanced services, which will use American Rescue Plan Act funds that were allocated to Kalamazoo County.

Pavilion Township is outside the CCTA boundaries. The provision of the Metro Link service will be conducted as 12-month pilot program, which complies with KCTA/CCTA Policy 3.01 – Fixed-Route Bus Services to Areas Outside CCTA boundaries.

The agreement amount of up to \$72,500 will fully cover the anticipated cost of providing the additional service. In addition, it is equivalent to the amount of property tax that would be generated in Pavilion Precinct 3 if it were included in the CCTA boundary.

The Intergovernmental Agreement was approved by the County Board of Commissioners at their December 17, 2024 meeting.

The Metro Link service is anticipated to begin in February. Metro Connect fare coverage will begin once the agreement is approved.

RECOMMENDATION

The Board Operations Committee and the Executive Director recommends the CCTA and KCTA Boards to authorize the Executive Director to execute the Intergovernmental Agreement for Provision of Disaster Relief Funds Following Tornado of May 7, 2024 between the County of Kalamazoo and the CCTA and to authorize a pilot program for services outside the CCTA boundaries.

Attachment

1. Intergovernmental Agreement for Provision of Disaster Relief Funds Following Tornado of May 7, 2024

**INTERGOVERNMENTAL AGREEMENT FOR PROVISION OF
DISASTER RELIEF FUNDS FOLLOWING TORNADO OF MAY 7, 2024**

**THIS INTERGOVERNMENTAL AGREEMENT FOR PROVISION OF
DISASTER RELIEF FUNDS FOLLOWING TORNADO OF MAY 7, 2024** (hereinafter referred to as the “Agreement”) made and entered into on this 17th day of December 2024, by and between the **COUNTY OF KALAMAZOO**, a municipal corporation and political subdivision of the State of Michigan, (hereinafter referred to as the “County”) and the **CENTRAL COUNTY TRANSPORTATION AUTHORITY** (hereinafter referred to as “Metro”).

WITNESSETH:

WHEREAS, the County and Metro desire to respond to the disaster of May 7, 2024, which had a substantial impact on reside of the County; and

WHEREAS, on that date, one or more tornados touched down in Kalamazoo County, causing substantial damage to property and peoples lives and livelihoods; and

WHEREAS, Metro will provide public transit services that will contribute towards the County’s disaster relief efforts; and

WHEREAS, the parties may enter this Agreement pursuant to MCL 124.501, et seq.; and

WHEREAS, the parties desire to enter in to this Agreement to memorialize the parties’ understanding of their financial and other obligations.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. Agreement Term. This Agreement shall go into effect, and performance thereon shall commence on complete execution. **All funds shall be obligated no later than December 31, 2024, and all funds shall be expended no later than December 31, 2026.**

2. County ARPA Funding. The County will provide up to **\$72,500** to Metro using “Revenue Replacement” funds provided under the American Rescue Plan Act (“ARPA”) categorized as Expenditure Category 6.1. Payment will be made as set forth in Section 4 herein.

In the event that the funds granted in this Agreement or any portion thereof are found to be unauthorized by the laws of the State or United States, the Uniform Guidance, or in any future audit of the County, the Contractor shall reimburse the County for all such funds found to be unauthorized.

3. Responsibility of the Unit of Local Government. Metro will be responsible for:

a. Administering the disaster relief funds;

b. Providing evidence of expenditures to the County. Such evidence **MUST** be for an eligible emergency relief purpose, as approved by the County Administrator/Controller, including the following:

- Debris removal
- Public infrastructure repair
- Increased operational costs
- Home repairs for primary residences not covered by insurance that have become uninhabitable
- **Transportation and pre-positioning equipment and resources**
- Firefighting
- Supplies and commodities
- Medical care and transport
- Demolition of structures
- Search and rescue to locate survivors, household pets and service animals
- Use or lease of temporary generators for facilities that provide essential community services
- Dissemination of information to the public to provide warnings and guidance about health and safety hazards
- Searching to locate and recover human remains
- Storage and interment of unidentified human remains
- Mass mortuary services
- Emergency repairs necessary to prevent further damages
- Buttressing, shoring or bracing facilities to stabilize them or prevent collapse
- Emergency slope stabilization
- Mold remediation
- Extracting water and clearing mud, silt, or other accumulated debris
- Taking actions to save the lives of animals

4. **Compensation.** Metro shall invoice the County and the County shall pay Metro those expenses it approves on a reimbursement basis. It is expressly understood and agreed that in no event will the total compensation to be paid by the County to Metro under this Agreement exceed the sum in Section 2 herein.

Payment of compensation for sums due Contractor shall be subject to the following:

- A. Metro submitting an invoice to the County's designee, unless otherwise advised, that is itemized, detailing the services rendered, dates of services, hourly rates, invoice number, and remittance address. The invoice should have supporting documentation, e.g., contracts or invoices paid by Metro.
- B. If approved, payment will be made within thirty (30) days following receipt of invoice.
- C. The County shall notify Metro of any adjustments that may be required to invoices.

- D. Invoices shall only be issued by Metro. Invoices by any parties other than Metro shall be rejected.
- E. Payments will only be issued to Metro.

Notwithstanding the above, Metro may request from the County, if it deems it expedient, some portion of the funds to be advanced prior to expenditure. Such a request shall be made directly to the County Administrator/Controller, who can approve or disapprove the request at their sole discretion. If payments are made in advance, the payment shall be made within thirty (30) days after the County receives the request. Supporting documentation, reports, and evidence of expenditure of Matching Funds will be provided to the County within thirty (30) days of the funds having been spent. Funds spent without support or for ineligible purposes must be remitted to the County upon request.

5. **Expenditure and Receipt Reports.** Metro shall prepare and submit expenditure and receipt reports as requested by the County. Time sheets, mileage records and all other documentation of expenditures pursuant to this Agreement shall be available for inspection by authorized representatives of the County. Information regarding the number of beneficiaries of assistance shall be included. This requirement may be waived by the County if it determines that it has already been provided adequate supporting documentation. In the event the County furnishes forms for any of the reports required under this Agreement, such forms shall be used by the Unit of Local Government.

6. **Maintenance of Records.** Metro shall keep and maintain records covering persons served, the services rendered and expenditures made pursuant to this Agreement for three (3) years after termination of this Agreement or until a final audit has been performed, whichever occurs later. In the event an audit has not been performed within said three (3) year period, Metro shall notify the County in writing and request such an audit or permission to dispose of the records.

7. **Liability.**

(a) All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by Metro in the performance of this Agreement shall be the responsibility of the Unit of Local Government, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the Unit of Local Government, anyone directly or indirectly employed by the Unit of Local Government, provided that nothing herein shall be construed as a waiver of any governmental immunity that has been provided to Metro or its employees by statutes or court decisions.

(b) All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of Metro if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.

(c) In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and Metro in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and Metro in relation to each party's responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County, Metro or their employees, respectively, as provided by statute or court decisions.

(d) Nothing herein will be construed as a waiver of any governmental immunity, as provided by statute or modified by court decisions, by either the County, its agencies, elected or appointed officers, and employees or the Unit of Local Government, and its agencies, elected or appointed officers and employees.

8. Nondiscrimination. The parties hereto, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs. Breach of this covenant shall be regarded as a material breach of this Agreement.

9. Compliance with the Law. The parties hereto mutually agree to comply with all applicable Federal, State and local laws, ordinances, rules and regulations in performing their obligations pursuant to the Agreement.

10. Venue. This Agreement is governed by Michigan Law. Any and all suits for any breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the State of Michigan pursuant to applicable statutes and court rules.

11. Waivers. No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereinunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege.

12. Modification of Agreement. Modifications, amendments, or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

13. Assignment or Subcontracting. The Parties to the Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement, except for

the County's existing contractual relationship with Cherryland Electric Cooperative for this Project.

14. Disregarding Titles. The titles of the sections set for this Agreement are inserted for the convenience of reference only and shall not be disregarded when construing or interpreting any of the provisions of this Agreement.

15. Complete Agreement. This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or binding any of the parties hereto.

16. Non-beneficiary Contract. Nothing in this Agreement is intended to nor shall be construed as creating a right for any third-party to the Agreement.

17. Invalid Provisions. If any provision of this Agreement is held to be invalid, it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of the Agreement, this Agreement shall be considered to have terminated as of the date on which the provision was declared invalid.

18. Certification of Authority to Sign Agreement. The person signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that said parties have authorized this Agreement.

[Signature page to follow]

IN WITNESS THEREOF, the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

**COUNTY OF KALAMAZOO
BOARD OF COMMISSIONERS**


Tami Rey, Chairperson

12.17.24
Date

CENTRAL COUNTY TRANSPORTATION AUTHORITY

Sean McBride, Executive Director

Date

N:\Client\Kalamazoo\Agris\American Rescue Plan\Disaster Relief\Intergovernmental Agreements\Kalamazoo Intergovernmental Agreement for Disaster Relief Funds Template.docx

APPROVED AS TO FORM FOR COUNTY OF
KALAMAZOO CORPORATION COUNSEL
By: Edward F Winkler, Asst. Corporation Counsel
Date: December 13, 2024 _CC_ Approved 12/13/2024



Connecting People Throughout
Kalamazoo County

AGENDA and MEETING NOTES

Board Operations Committee

December 19, 2024

2 pm

Via Teams Meeting

Members: Curtis Aardema, Chris Burns, Garrylee McCormick, Aditya Rama
Absent: Dusty Farmer
Staff: Sean McBride, Barbara Blissett

Items for Discussion:

1. Review CCTA/KCTA January 13th Meeting Agendas

Notes:

- The Committee reviewed the January 13th meeting agenda
- a. MDOT Contract for Bus Shelter Improvements
 - Aardema announced that MDOT was providing approximately \$1 million for bus shelter improvements on West Main and Gull Road. This would include relocation of some shelters to better locations
 - McBride indicated this contract was a new standard process for MDOT

2. Review Committee Activities

Notes:

- Burns indicated the Planning and Development meeting for December was canceled
- Chair Rama indicated the Performance Monitoring Committee for December was canceled
- Chair Aardema reminded the Committee at the last Board meeting a change order was approved for Via to provide Metro Link services to Pavilion Estates in Pavilion Township through an ARPA Fund Grant through Kalamazoo County specifically for tornado relief
- McBride added that Metro would be entering into a grant with the State of Michigan for the \$2 million to expand Metro Link boundaries
- The Board Operations Committee appointed new CCTA boardmember Christyn Johnson to the External Relations Committee

3. Millage Prep

Notes:

- McBride indicated the Planning and Development Committee would be delving into the information details related to determining the future millage rate to ask the voters. He said ideally it would be coming to the Boards for approval in late Spring

4. Other Items

Notes:

- McBride shared that 2 firms had been interviewed for the future fare study with one being selected, as well as two firms would be interviewed for the on-demand services study

The meeting adjourned at 2:35 pm



Agenda Item: #8
Meeting Date: 01/13/25

Connecting People Throughout
Kalamazoo County

TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
DATE: January 6, 2025
SUBJECT: Executive Director Update

Outreach

Outreach included:

- Dec. 7, 2024: Stuff the Bus with Big Brothers Big Sisters
- Dec. 12, 2024: Shop with a Senior with the Area Agency on Aging
- Jan. 6, 2025: Community Healing Staff Presentation
- Jan. 13, 2025: Kalamazoo Refugee Resource Collaborative Travel Training Video Shoot
- Jan. 14th & 15th, 2025: KVCC Big Chill (Anna Whitten Hall & KVCC Main Campus)

Operational Studies

On-Demand Services Study

The On-Demand Services Team evaluated proposals and selected Left Turn Right Turn, Ltd. to perform the on-demand services study. This firm was selected for its ability to identify opportunities for collaboration and coordination among transit systems and services as well as their knowledge of transit planning for less densely populated areas. Left Turn Right Turn is located in Toronto, Ontario and has performed similar assessments for services such as Flint MTA, BC Transit in British Columbia, North Greenville a suburban/rural area adjacent to Toronto. The firm will make recommendations related to options for commingling Metro Connect and Metro Link software, vehicles, personnel, and/or passengers to achieve greater operational efficiency and financial sustainability. The final report is expected this spring.

Fare Study

Members of the leadership team evaluated proposals and selected Four Nines Technologies to perform the fare study. This firm was selected for its knowledge of industry best practices and emerging trends. Four Nines Technologies also strives to ensure that proposed new fare structures balances operational needs with rider affordability and equity considerations. Four Nines is headquartered in San Francisco and has performed similar studies for services such as Jacksonville Transit Authority, Greater Portland Metro, and The Ride in Ann Arbor. The firm will provide scenarios and options for best paths forward on fare structure, fare collection hardware and software for all services, and provide a framework to guide future equitable adjustments. The final report is anticipated this summer.

Human Resources

- Shaquice Jackson started on January 6th as a FT Coach Operator
- Kathy Schultz will be leaving Metro to take a position with the Minnesota Department of Transportation

Metro Link Update

Attached



Agenda Item: 8b
Meeting Date 1/13/25

Connecting People Throughout
Kalamazoo County

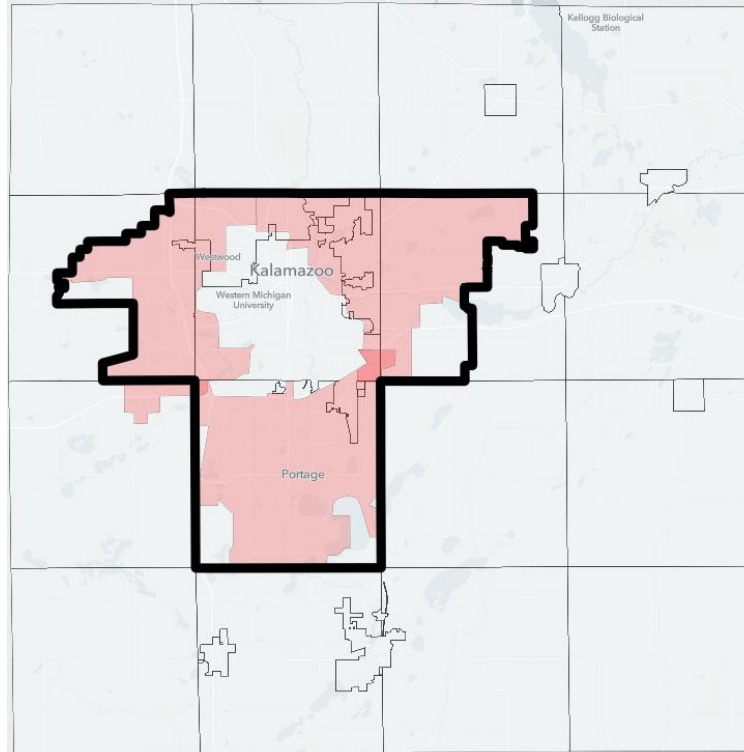
TO: CCTA and KCTA Boards
FROM: Sean McBride, Executive Director
Prepared by Sarah Joshi, Deputy Director of On-Demand Services & Planning
DATE: January 7, 2025
SUBJECT: Metro Link Update

BACKGROUND

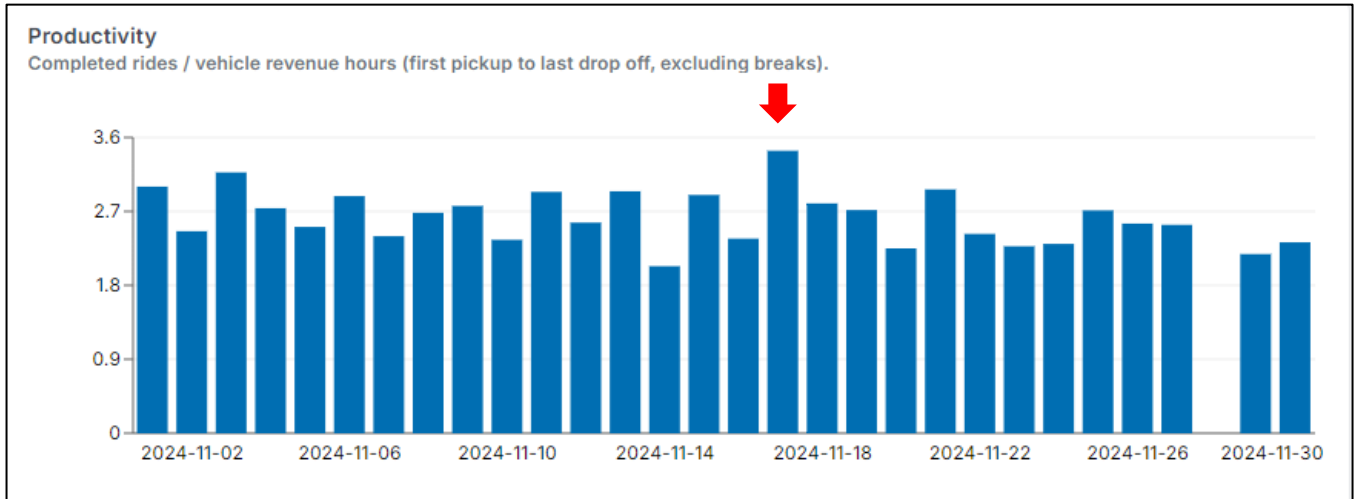
The Metro Link microtransit pilot service launched in three zones on April 15, 2024. The pilot project was originally slated to conclude at the end of 2025 and has been extended December 2026. This memo will provide an overview of performance through October, as presented at last month's Performance Monitoring Committee meeting.

CURRENT SERVICE DISCUSSION

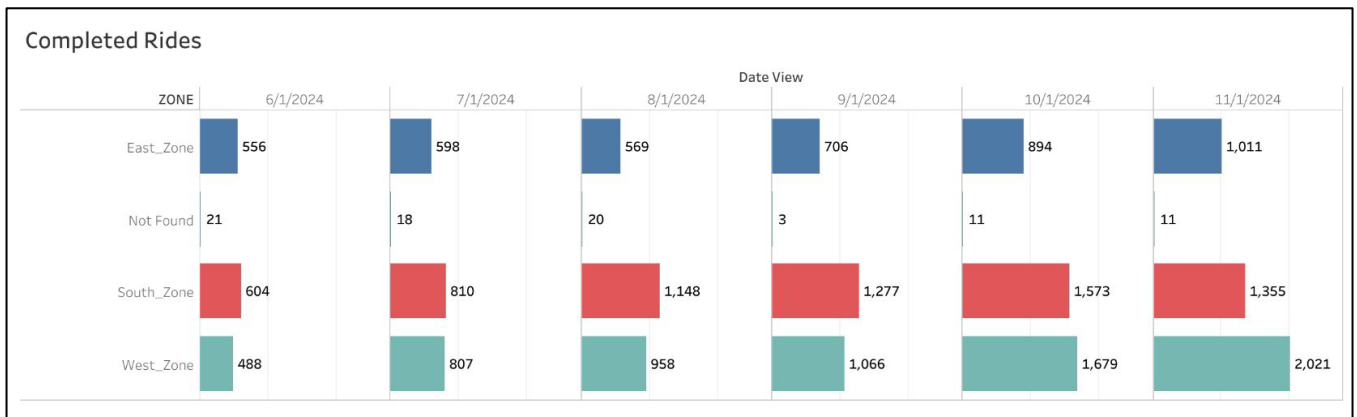
Award of the MDOT competitive Equitable Mobility Challenge grant of \$2.1 million has allowed Metro to test a boundary expansion to better serve the community, particularly those residents within CCTA boundaries who are under-served. A map of the amended boundaries (red) is below and features expansion to much of the CCTA border (dark grey) as well as expansion of the northern portions of the east and west zones. Service in the expanded zones will begin January 13.



Met demand in November was 92.9%, up 2.6% over the previous month. The average productivity rate (rides per driver hour from first pickup to last drop-off minus fueling and breaks) increased from 2.5 in October to 2.6 in November, with the highest productivity rate of 3.4 on November 17.



November saw a new daily ride record of 208, and the total number of rides increased 3% over the previous month. YTD completed rides at the end of November was 19,799 with met demand at 94%. Demand grew in the east and west zones, with a slight decrease in the south zone.



Regarding rider stories, a new rider is legally blind and uses Metro Link every day to get to his maintenance job. He also uses the service to run errands and loves it. A new rider from the Dominican Republic used the service for the first time this week. She was amazed at how well Link intersects with the bus so that she can get from her apartment to class efficiently.

For additional performance metrics, see the Performance Monitoring Committee’s December meeting notes.

RECOMMENDATION

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