

LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, DECEMBER 4, 2024
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
Erin Shannon, Vice Chair
George Hanley
Gill Lemonde
Gloria Johnson-Cannon
J. Caleb Adams
Diana Paiz
Geneva Smith
Doug Lecato

MEMBERS PRESENT VIA ZOOM: Leah March-Pons and Jeffrey Allshouse

MEMBERS ABSENT: Darrin Fowler

CATA BOARD MEMBER: Kellie Blackwell

CATA PERSONNEL: Jennifer Burgess, Craig Frazier, Darren Horn, Judy Moreno-Millington, and Victoria Joseph

TRANSDEV PERSONNEL: Simone Moore

GUEST: None

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:30 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF DECEMBER AGENDA

Chair Wiese requested that the Agenda be amended to include the following:

- Add the Transdev report from Simone Moore, Transdev General Manager to the Agenda moving forward.
- Move Wait Stop proposed motion from New Business to the SQS report.
- Under New Business; add Annual Grant Application presented by Judy Moreno-Milligan, Grants Administrator.

MOTION:

A motion to approve the amended December 2024 Agenda was moved by Gill Lemonde and supported by Geneva Smith.

VOTE:

Motion passed unanimously.

APPROVAL OF OCTOBER MINUTES

Diana Paiz asked that the minutes be amended to reflect her comments that the system is allowing the scheduling of rides after hours when prohibited. CATA IT is aware of the situation and is working with Trapeze to resolve the issue. Ms. Paiz further asked that the minutes also be amended to reflect that wait trips cannot be denied based on type of medical trips or location

MOTION:

A motion to approve the amended October 2024 minutes was moved by Geneva Smith and supported by Jeffrey Allshouse.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

None

BOARD LIAISON REPORT – Kellie Blackwell

Report attached.

CATA CEO REPORT – Bradley Funkhouser (Absent)

None

DIRECTOR OF OPERATIONS – Todd Brooks

Jennifer Burgess gave the report on behalf of Todd Brooks.

Holiday Service

Jennifer Burgess stated that CATA had 100% on-time performance for Thanksgiving holiday service. She also stated that reservations for Christmas holiday service will start on December 11, 2024.

CATA Events

Jennifer Burgess stated that CATA participated in many holiday parades in the surrounding area. She also stated that the Operations Department teamed up with Human Resources Department and attended the Career Quest at the Lansing Center, where students were able to tour CATA's wrapped Barbie bus.

New Operator Classes

Jennifer Burgess stated that CATA has two (2) new operator classes currently training while a third class will start in January 2025.

MSU Football

Jennifer Burgess stated that MSU's last home football game was on November 30, 2024. Ms. Burgess noted that the Operations Department provided meals for the operators during the entire season. She further noted that CATA was praised for transporting large number of fans to the games without complaint and in appreciation for their service, they were given the game ball following the MSU vs Indiana game.

Doug Lecato inquired about the status of CATA's split-shifts.

Jennifer Burgess stated that CATA will have a small number of split-shifts on the bid board starting on December 16, 2024, and only two (2) split-shifts will be on the bid board in January 2025.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

Ridership

Craig Frazier stated that paratransit ridership has surpassed pre-Covid numbers. Mr. Frazier noted that since the pandemic, ridership has consistently increased every month including Spec-Tran, 18%; Redi-Ride, 13%; and CATA, 9.6%.

New Cutaway Buses

Craig Frazier stated that CATA will receive six (6) new cutaway buses on December 9, 2024, which are expected to be on the road by the first of the year.

Lot Link and Night Owl Service

Craig Fraizer stated that it has been two (2) years since Transdev took over the Lot Link and Night Owl service and CATA has not received any complaints.

Diana Paiz inquired whether the increases in ridership were based on trips or passengers.

Craig Frazier confirmed that the increases in ridership were based on the number of trips.

TRANSDEV – Simone Moore

Simone Moore gave her report regarding Transdev's winter safety plan, staffing, and boosting employee morale.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

Erin Shannon gave the SQS report.

UPDATED CATA WEBSITE WAIT-STOP TRIP FAQ's

Chair Weise requested a motion to approve the updated language associated with

Current language:

Q: Are there types of wait-stop trips that are not allowed?

A: No drive thru wait-stop trips are allowed. The rider must exit the vehicle at the wait-stop location to conduct necessary business.

Proposed language:

Q: Are there types of wait-stop trips that are not allowed?

A: Yes. Spec-Tran vehicles are not permitted to take clients through drive thru service. Also, we encourage you not to arrange wait-stop trips for medical appointments or other situations where the duration of your business cannot be accurately anticipated to have you return to the vehicle within 15 minutes.

MOTION:

A motion to approve the updated wait-stop language associated with CATA's wait-

VOTE: Motion passed unanimously.

OLD BUSINESS:

None

NEW BUSINESS: Special Services Grant Application

Annual Specialized Services Grant Application

- FY 2026 Vehicle Accessibility Plan Update (Judy Moreno-Millington)
- FY 2026 Specialized Services Service Description (Judy Moreno-Millington)
- FY 2026 Coordination Plan for Specialized Services (Judy Moreno-Millington)

Judy Moreno-Millington explained that CATA receives support from MDOT and each year, CATA applies for match dollars on the application. As part of the application process, it is necessary for the LAC to be involved, and their approval is required in order to move forward. The three (3) forms have been provided to the LAC for review. This grant helps fund The Shopping Bus.

Additionally, Ms. Moreno-Millington informed the LAC of the open Call for Projects for Section 5310 funding. She explained that CATA is the local recipient of these FTA funds for the tri-county area. She further presented the timeline of the plan, which has also been posted on the CATA website.

- Call for Projects Released - Wednesday, October 30, 2024
- Questions/Technical Assistance Request Deadline - Wednesday, November 27, 2024
- Project Applications Due - Monday, January 13, 2025
- Project Selections - Monday, February 24, 2025
- CATA Board Approves Final Program of Projects - Wednesday, March 19, 2025

Chair Wiese requested a motion to approve all three (3) grant application forms as presented.

MOTION:

A motion to approve all three (3) grant application forms as presented was moved by George Hanley and supported by Jeffrey Allshouse.

DISCUSSION:

Doug Lecato inquired about whether the grant associated with CATA's Shopping Bus can be expanded to include trips to community centers as well as senior centers.

Craig Frazier stated that the grant has very specific guidelines which cannot be modified.

VOTE: Motion passed unanimously.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

MOTION:

A motion to adjourn was moved by Geneva Smith and supported by Jeffrey Allshouse.

VOTE: Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:57 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

Victoria Joseph
Operations Administrative Assistant