

**CAPITAL AREA TRANSPORTATION AUTHORITY
LOCAL ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, February 5, 2020 - 3:30 p.m. CATA BOARD ROOM**

MEMBERS PRESENT	Deb Wiese (Chair) Pat Cannon J.J. Jackson	Kellie Blackwell George Hanley Diana Paiz Engle	Geneva Smith
MEMBERS NOT PRESENT	Kevin Brown	Lillie Mae Flannery	
CATA BOARD MEMBER	Doug Lecato		
CATA PERSONNEL	Brad Funkhouser Dan Goodemoot	Craig Frazier Ryan Larsen	Bethany Berdes
GUESTS	Michael Klein (Transdev)	Deb Parrish	Gloria Banks

CALL TO ORDER

Chair Wiese called the meeting to order at 3:37 p.m.

PUBLIC COMMENTS

Deb Parrish would like to receive copies of the new bus floor plans.

APPROVAL OF FEBRUARY AGENDA

J.J. Jackson motioned to approve the February 2020 agenda. Geneva Smith seconded the motion. It passed unanimously.

APPROVAL OF DECEMBER MINUTES

J.J. Jackson motioned to approve the December 2019 minutes. Kellie Blackwell seconded the motion. It passed, George Hanley abstained.

LAC CHAIR COMMENTS

None

BOARD LIAISON REPORT – Doug Lecato

See Attachment.

Brad Funkhouser will have layouts of the buses available for the Board.

Diana Paiz Engle asked about the formats that transit cards would be provided. CATA will provide the transit cards in large print and braille as well as any other format needed by the community. Kellie Blackwell suggested that the transit cards could have a QR code and customers could use a QR reader on their phones.

CATA CEO REPORT – Brad Funkhouser

Brad introduced the new Director of IT, Dan Goodemoot.

The five-year renewal of operating millage is on the March 10th Presidential Primary ballot. CATA has done some light and indirect polling and things are looking good. CATA will give free service on March 10, 2020 so everyone can vote.

CATA rejoined the Michigan Transit Association. Brad Funkhouser will chair the MDOT Relations Committee which includes communities that provide critical services to bridge rural curb to curb issues and fixed routes and policy and funding issues.

MPTA has a conference every summer including workshops and Brad Funkhouser is proposing to focus on local advisory committee roles and responsibilities in order to promote the importance and exposure of LAC's statewide.

CATA is proposing to add additional Spec-Tran service on Sundays.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT - Craig Frazier

Bus and van orders are on target.

On Time Performance (OTP) for CATA in January is at 90.62 and Transdev is at 91.02.

SERVICE QUALITY COMMITTEE – Diana Paiz Engle

The SQC met on January 8, 2020 and the next meeting is Wednesday March, 4, 2020 at 3:30-4:30pm.

Recapped what was discussed in November and discussed how Operators from both CATA and Transdev should be greeting passengers.

Discussed concerns about outgoing messages on Spec-Tran line including; how long passengers have to board the vehicle before they are considered a no show.

The committee at the January meeting also discussed wait trips. They are currently called "day care runs," which means making a quick stop and then continuing on with the trip. A survey regarding this issue was sent to members but in light of a minimal response Diana Paiz Engle will send it out again subsequent to the Feb. LAC meeting.

OLD BUSINESS

1. Pass Website –
CATA has set up the LAC with dummy accounts to make sure everything is working properly and functioning. CATA is anticipating going live sometime this summer. Testing will take place before we go fully live. We should be up within 4 months foregoing any issues. Testing will continue until the next meeting. CATA will make staff available for the LAC.
2. LookingBus –
An update will be given to the LAC at the next meeting.

NEW BUSINESS

None

MEMBER COMMENTS

Geneva Smith suggested that all buses should have seatbelt extenders.

Michael Klein from Transdev commented that he will make sure each bus has seatbelt extenders and that Operators are being trained on how to better help visually impaired customers.

PUBLIC COMMENTS

Deb Parrish commented on the speakers, seatbelt extenders, and offered her services for the Pass Website training.

Deb Parrish and Gloria Bank commented on the tie downs create a hazard for those walking around them.

ADJOURNMENT

George Hanley motioned to adjourn and Diana Paiz Engle seconded the motion. It passed unanimously.

Chair Wiese adjourned the meeting at 5:07 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese

LAC Meeting

Wednesday February 5, 2020 - Board Liaison Report

December 18, 2019 Board Meeting – CATA Admin Office

- I. Board approved the purchase of fifteen (15) small buses that will have gasoline engines from Hoekstra, who we have a 5-year contract with. Eight (8) of the buses will have floor plan “A” designed for Spec-Tran services with more wheelchair capacity and Seven (7) will have floor plan “B”, which is for other services including Redi-Ride and has seating capacity up to 18 seats. Plan “A” per bus cost is \$66,968.40 and Plan “B” per bus cost is \$71,062.64 with a total amount of \$1,033,185.68.
- II. Board approved the purchase of fifteen (15) large Nova clean diesel buses. These buses will assist in the replacement of the aging fleet. It will consist of Twelve (12) 40-foot and three (3) articulated buses. The current contract price per 40-Foot bus is \$480,926.80 and the articulated bus is \$764,352.75 for a total amount of \$8,064,179.85.

January 15, 2020 Board Meeting – CATA Admin Office & Retreat

- I. Board approved contract with TRC Engineering Services, LLC to conduct the Buy America Vehicle Audits and Inspection Services for the fifteen (15) 40-foot buses and three (3) articulated buses, the fifteen (15) 25-foot small buses, and twenty (20) modified low-floor minivans. The contract amount is \$58,445.00, plus any incurred costs for production delays.
- II. Board approved Staff’s proposed communication plan for the “Be Counted Michigan 2020” campaign. This will help ensure fair representation through legislative districting and funding for critical programs and services, such as public transportation and social services, which many of our riders depend on. This is a proactive action by CATA due to Michigan and other states of the Union being at risk of a significant undercount in the upcoming decennial U.S census, which could have a grave impact on political representation and federal funding of local communities. Plan includes the creation and installation of transit cards in all CATA Vehicles along with many other communication materials and platforms. The full plan is in development and CATA’s Marketing Department will update all platforms accordingly when completed. Production cost of the plan will not exceed \$35,000.
- III. Board approved the purchase of twenty (20) accessible low-floor Dodge Grand Caravan minivans from the State of Michigan contract with Hoekstra Transportation out of Grand Rapids, MI. The base vehicle floor plan is a 3+2 passenger vehicle with vinyl fold away seats. The addition of rear HVAC vents is an option and not part of the state contract and cannot be paid with grant funds. CATA will ensure the HVAC option is added and is included in the total amount of the contract \$735,100.
- IV. No Board actions were taken at the retreat. CATA Departmental updates and plans were shared

Additional Board Activity

Next Board Meeting: Wednesday February 19, 2020 at 4pm EST at CATA Admin Office.