

**CAPITAL AREA TRANSPORTATION AUTHORITY
LOCAL ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, October 9, 2019 - 3:30 p.m. CATA BOARD ROOM**

MEMBERS PRESENT Deb Wiese (Chair) Kellie Blackwell
 Pat Cannon Lillie Mae Flannery
 George Hanley Diana Paiz Engle
 Geneva Smith Kevin Brown

ABSENT MEMBERS J.J. Jackson

ABSENT CATA BOARD MEMBER Doug Lecato

CATA PERSONNEL Craig Frazier Bethany Berdes

GUESTS Tim Sparks (Transdev), Deb Parrish, Gloria Banks, Marilyn Ebaugh

CALL TO ORDER

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

PUBLIC COMMENTS

Deb Parish commented on previous minutes and Transdev's on-time performance.

Marilyn Ebaugh represented her daughter, Jennifer Maguire, who is a new rider with Transdev and has cerebral palsy. She expressed some concerns and Deb Wiese asked Craig Frazier to follow up with her after the meeting.

APPROVAL OF AUGUST AGENDA

Geneva Smith motioned to approve the October agenda. George Hanley seconded the motion. It passed unanimously.

APPROVAL OF JUNE MINUTES

Geneva Smith motioned to approve the August minutes. Kevin Brown seconded the motion. It passed unanimously.

LAC CHAIR COMMENTS

Chair, Wiese would like to add the establishment of a Service Quality Committee to new business.

BOARD LIAISON REPORT – Craig Frazier on behalf of Doug Lecato

August 21, 2019 Board Meeting – CATA Admin Office

I. Board approved the termination of existing insurance brokerage agreement with Arthur J. Gallagher, due to poor performance.

II. Board approved four-year insurance brokerage agreement with Van Wyk Risk Solutions, in the amount of \$39,500 per year from October 1, 2019 through September 30, 2022.

III. Board approved the authorization of the ad valorem property tax levy for fiscal year 2019 of 3.007 mills and requests staff to file the required Form L-4029 with the appropriate jurisdictions.

IV. Board approved Operating and Capital Budget for Fiscal Year 2020 in the amount of \$53.8 million.

V. Board approved the adoption of the revised OPEB, Corrective Action Plan dated August 21, 2019 and the filing of it with the state of Michigan prior to August 25, 2019.

VI. Board approved the continuation of the free-fare pilot program for the Grab and Go through November 3, 2019. Original service began on August 27, 2018.

September 18, 2019 Board Meeting – CATA Admin Office

I. Board approved the following law firms to represent CATA during fiscal year 2019-2020:

Board Policy #405 states that the Board of Directors shall approve, at the annual organization meeting, a recommended list of law firms that will provide legal counsel to CATA in the coming fiscal year. Here is the list of firms being recommended for FY 2019-2020:

Bleakley, Cypher, Parent, Warren & Quinn, P.C., is the firm working on CATA's Worker's Compensation and Self-Insured Fund cases.

George Brookover, P.C., is the firm who has been advising us on millage election requirements, as needed. We recommend this firm as a resource for millage related questions.

Dickinson Wright, P.L.L.C., is the firm working on the IRS and State of Michigan payroll tax penalty and interest issues and other litigation matters.

Murphy & Spagnuolo, P.C., is the firm working on several issues of insurance litigation and environmental issues. This firm has also worked on litigation related to security issues and has been very effective. Recently, this firm has also begun assisting with other legal matters including labor relations, disciplinary matters, FTA, and MDOT-related work.

Miller Johnson Attorneys, is the firm that has worked on procurement, FTA, MDOT and other contracting matters.

Clark Hill, P.L.C., is the firm is assisting with various legal matters including labor relations, disciplinary matters, FTA, and MDOT-related work.

I strongly recommend that the Board approve CATA's continued relationship with all six law firms. I have been very impressed with the quality of work they have done for us over the years which has been the key to preventing further litigation. Each firm has done their part to make sure we cover all our bases.

- II. Board approved the meeting schedule for Fiscal Year 2020. See website or Board Agenda for dates.
- III. Board approved the Fifth Amendment Service Agreement with Ingham County to provide funding for CATA Rural and Spec-Tran Services for October 1, 2019 through September 30, 2020.
- IV. Board approved the updated Meridian Redi-Ride Service Agreement through December 31, 2024.
- V. Board approved the purchase of a 29-foot Gillig heavy-duty transit bus to replace the current Shopping Bus that is at the end of its useful life.
- VI. Board approved the contract to purchase a sign and shelter vehicle from Jorgensen Ford Sales Inc. in the amount of \$104,004.04.
- VII. Board approved the Management negotiation team made up of: Andrew Brieschke, Deputy CEO, serving as Chief Negotiator; Dan Hodges, Director of Maintenance; Roger Garza, Director of Operations; Melanie Trowbridge, Director of Human Resources; and Todd Brooks, Operations Manager. The team will negotiate the contract with Amalgamated Transit Union (ATU) Contract expires on November 30, 2019.
- VIII. Board approved the recommendation of the Nominating Committee and elects the following Board members to their respective offices: Nathan Triplett, Chairperson; Douglas Lecato, Vice-Chairperson; Dusty Fancher, Secretary/Treasurer.

Additional Board Activity

Next Board Meeting: Wednesday October 16, 2019 at 4pm EST at CATA Admin Office.

CATA CEO REPORT

None

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT

There are 10 new cutaways, 10 new vans, and there is an order for additional Nova buses. The new class of 16 students began on September 23, 2019.

Sean Gleason will be leaving CATA on Friday, October 11, 2019. CATA will continue moving forward with all the current projects and expects no delays. Ryan Larsen is currently the manager until a new IT Director is found.

LAC will begin participating with the training of CATA and Transdev drivers.

The next CATA operator's class will begin in January 2020. Transdev began a new class just one week prior.

CATA will do an All Operator Training (AOT) in the summer of 2020 which will include the LAC.

Transdev does monthly meetings regarding training for operators and requires 40 hours of re-training for operators every year.

OLD BUSINESS

???? IVR System Recording – the Board requested that the IVR “Be Ready Window” should be changed back to its previous recording. Craig Frazier will look into details.

NEW BUSINESS

1. Officer Elections – Pat Cannon
Deb Wiese for Chair
Diana Paiz Engle for Vice-Chair.

Pat Cannon nominated Geneva Smith seconded.

Pat Cannon nominated Kevin Brown seconded.

Deb Wiese was elected as Chair by acclamation.

Diana Paiz Engle was elected as Vice-Chair by acclamation.

2. Establishment of Service Quality Committee
Purpose: to establish certain months from LAC meetings to discuss patterns/issues in service.

The Service Quality Committee will meet in November 2019 – Deb Wiese would like Diana Paiz Engle to be the Chair of this meeting identify issues and solutions and report back to the LAC at the next meeting to identify issues, find solutions, and report back to the LAC at the next meeting.

PUBLIC COMMENTS

Gloria Banks asked if the Spec-Tran pamphlet could be put online. Craig Frazier replied that it is already available online.

Deb Parrish commented on Brad Funkhouser, Doug Lecato and Roger Garza not being able to attend the meeting. She also expressed sympathy with Marilyn Ebaugh.

Marilyn Ebaugh noted that Justin from Forester Woods intended to speak but was pressed for time and had to leave. He will contact Craig Frazier directly.

ADJOURNMENT

George Hanley motioned to adjourn and Geneva Smith seconded the motion. It passed unanimously.

Chair Wiese adjourned the meeting at 5:03 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary