

**CAPITAL AREA TRANSPORTATION AUTHORITY
LOCAL ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, December 4, 2019 - 3:30 p.m. CATA BOARD ROOM**

MEMBERS PRESENT	Deb Wiese (Chair) Pat Cannon J.J. Jackson	Kellie Blackwell Lillie Mae Flannery Diana Paiz Engle	
MEMBERS NOT PRESENT	Kevin Brown	George Hanley	Geneva Smith
CATA BOARD MEMBER	Doug Lecato		
CATA PERSONNEL	Brad Funkhouser Ericka Hartigan	Craig Frazier	Bethany Berdes
GUESTS	Tim Sparks (Transdev)	Deb Parrish	

CALL TO ORDER

Chair Wiese called the meeting to order at 3:34 p.m.

PUBLIC COMMENTS

Deb Parrish congratulated JJ. Jackson on his article in the City Pulse and expressed concerns about the timeliness of the Spec-Tran service.

APPROVAL OF DECEMBER AGENDA

Diana Paiz Engle motioned to approve the December agenda. J.J. Jackson seconded the motion. It passed unanimously.

APPROVAL OF OCTOBER MINUTES

J.J. Jackson motioned to approve the October minutes. Lillie Mae Flannery seconded the motion. It passed unanimously.

LAC CHAIR COMMENTS

None.

BOARD LIAISON REPORT – Doug Lecato

October 16, 2019 Board Meeting – CATA Admin Office

- I. Board approved the Free Rides for Veterans and Active Duty Military on Veterans Day.
- II. Board approved the Renewal of Appointments to the Local Advisory Committee:
Deb Wiese – Chair
Diana Paiz-Engle – Vice Chair
- III. Board approved the MDOT Resolution Of Intent for fiscal year 2021. This is an annual process.

- IV. Board approved the Millage Renewal ballot proposition language: Base millage of 3.007 mills for the years of 2021 through 2025.

November 20, 2019 Board Meeting – CATA Admin Office

- I. Board approved the following Insurance Renewals for coverage and services for the period from December 1, 2019 through and including November 30, 2020. See below chart:

Coverage	Carrier	2018 Premiums	2019 Estimated Premiums
Property	Fireman's Fund	\$73,908	\$81,300
General Liability	Safety National	\$57,399	\$57,399
Automobile Liability	Safety National	\$316,917	\$324,864
Public Officials & Employment Practices	Safety National	\$51,576	\$51,576
Umbrella	Safety National	\$65,633	\$65,643
Excess Liability	Hallmark E&S	\$72,903	569,614
Crime	Travelers	\$4,250	\$4,400
Cyber	Travelers	\$8,887	\$8,900
Terrorism & Sabotage Liability	Lloyds/Hiscox	\$28,993	\$28,993
TOTAL:		\$680,466	\$692,689

Additional Board Activity

Next Board Meeting: Wednesday December 18, 2019 at 4pm EST at CATA Admin Office.

CATA CEO REPORT – Brad Funkhouser

Ridership has broken 11 million. We are at historic levels and heading up.

We have almost doubled service on the MSU campus. We are putting out 135,000 rides per week on the fixed routes.

We have hired 50-60 new drivers to drive down over-time costs.

CATA inherited a 50 million dollar liability on the Post Employment Medical Benefit (OPEB) issue. The previous administration had left us with a 50 million hole and we went back and tried to repair it three times. The State has finally accepted our OPEB Corrective Action Plan.

CATA's On Time Performance (OTP) is very good. We are very happy with Transdev. We have a great relationship.

Brad Funkhouser will be able to provide an update on the LookingBus after his next meeting with MDOT.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT

Craig Frazier - CATA will be receiving at least 15 vans in late March or early April and 10 new buses late February or early March.

OLD BUSINESS

Service Quality Sub-Committee –Diana Paiz Engle

The Committee is scheduled to meet every other month for one hour and the first meeting was November 6, 2019 at CATA. Lillie Mae Flannery, Deb Wiese, Kevin Brown, Pat Cannon and Craig Frazier met to discuss trends in service at CATA and Transdev.

Diana Paiz Engle summarized the main points of the initial November subcommittee meeting, including the need to remind drivers of the proper protocol for greeting riders upon arrival; The negative impact of drivers using personal devices for GPS; The discretionary contacting of clients before a no-show is approved; Driver access to and review of trip notes; and The need for drivers to greet clients before doing paperwork. As the result of driver issues discussed, Craig agreed to write a memo which he indicated was sent the next day to CATA and Transdev drivers. LAC members present at the December meeting expressed mixed reviews regarding the impact the memo has had relative to these issues.

NEW BUSINESS

Grants

Ericka Hartigan, Grants Administrator, presented CATA's application for the MDOT Fiscal Year 2021 Application for Public Transit programs. Ericka Hartigan then reviewed the forms associated with this application including the FY 2021 Vehicle Accessibility Plan Update, the FY 2021 Coordination Plan for Specialized Services, and the FY 2020 Specialized Services Service Description. It was confirmed the current LAC membership is properly represented by seniors, persons with disabilities and representation from the Tri-County Office on Aging.

Although J.J. Jackson left before the vote, there remained a quorum of members to conduct business.

First motion to approve the FY 2021 MDOT Specialized Services Grant Application

Pat Cannon made the motion to accept the application and Diana Paiz Engle seconded the motion. It passed unanimously.

Second motion to approve Cost of Living increase for the FY 2020 MDOT Specialized Services Grant Application

Kellie Blackwell made the motion to approve the Cost of Living increase and Lillie Mae Flannery seconded the motion. It passed unanimously.

PASS Web Website

Ryan Larsen

It is in its early testing form, what we call an alpha stage. Then it will go to the beta stage and then live. There have been 10 dummy test accounts created for the LAC Board to use beginning in February 2020. Comments should be emailed to both Ryan Larsen and Craig Frazier.

Spec-Tran Brochure Comments

It will be added to the Sub-Committee agenda for the January 8, 2020 meeting.

PUBLIC COMMENTS

Deb Parrish would like to participate in the Pass Website training. She also commented that the circle mounts are still raised and people are tripping.

Vin, a volunteer with the Listening Ear Crisis Intervention Center, showed up during the meeting. He spoke with Pam Latka about advertising on buses and possible virtual advertising.

ADJOURNMENT

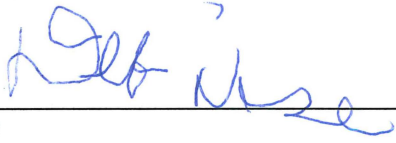
Lillie Mae Flannery motioned to adjourn and Kellie Blackwell seconded the motion. It passed unanimously.

Chair Wiese adjourned the meeting at 4:58 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese:

 1/27/20
Date

Deb Wiese
Chair