

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 20, 2022  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS ON AGENDA ITEMS

*Members of the public are welcome to speak to the Board on any agenda subject. Anyone wishing to comment on any matter **not** on the agenda may do so immediately prior to adjournment.*

III. CHAIR'S COMMENTS

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF MARCH 16, 2022, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR FEBRUARY 2022

1. Interim Income Statement
2. Cash Summary
3. Investments
4. Fifth Third Investment Account Reconciliation

C. ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA

**PROPOSED MOTION:** That the CATA Board of Directors approves the Fiscal 2021 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. CATA ZERO-EMISSION FLEET TRANSITION BY 2035

**PROPOSED MOTION:** That the CATA Board of Directors approves the zero-emission fleet initiative and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to implement the zero-emission fleet initiative to bring CATA's entire fleet of revenue and

non-revenue service vehicles to zero-emission by 2035 in order to lower greenhouse gas emissions and decarbonize CATA's operation.

B. POLICY NO. 200 – PURCHASING AND CONTRACTING – SECOND READING

**PROPOSED MOTION:** That proposed revised Policy No. 200 – Purchasing and Contracting, be accepted for the second reading and adopted in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

C. POLICY NO. 204 – DISADVANTAGED BUSINESS ENTERPRISE - SECOND READING

**PROPOSED MOTION:** That proposed revised Policy No. 204 – Disadvantaged Business Enterprise, be accepted for the second reading and adopted in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

*Members of the public are welcome to speak to the Board on any CATA subject.*

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

**PROPOSED MOTION:** That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

XI. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 16, 2022  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Vice Chair  
Doug Lecato  
Jennie Gies  
Derek Melot  
John Prush  
Robin Lewis

**CALL TO ORDER:**

Nathan Triplett, Chair called meeting to order at 4:02 p.m.

**ABSENT:** Shanna Draheim, Secretary/Treasurer and Mark Grebner

**LATE:** Phil Deschaine and Jack Schmitt

Jack Schmitt arrived at 4:03 p.m.

**ROLL CALL:** Dusty Fancher, Jennie Gies, Doug Lecato, Robin Lewis, Derek Melot, John Prush, Jack Schmitt, and Nathan Triplett were all present.

Shanna Draheim, Secretary/Treasurer and Mark Grebner were absent.

Phil Deschaine arrived at 4:05 p.m.

Chair Triplett welcomed everyone to the March Board meeting. He also mentioned that the meeting is being offered on Zoom for those who wish to view the Board meeting virtually.

**PUBLIC COMMENTS:**

Deb Parrish commented on CATA's Bylaws, Section 1.09 and inquired about whether the contract with the Union will address split-shifts, mandatory overtime, and replacing and retaining employees in this current job market.

**CHAIR'S COMMENTS:**

Chair Triplett deferred to Derek Melot for the Audit Committee Report.

Audit Chair Melot stated that the Audit Committee, CATA staff, and Plante Moran met on March 2, 2022. He acknowledged fellow Audit Committee members Robin Lewis and Phil Deschaine. Chair Melot informed the Board that CATA received a

clean report and the highest assurance from the auditors. He also explained that it was a larger audit than usual due to new federal regulations on transit dollars. CATA received one (1) finding related to OPEB and the calculations on the Correction Action Plan.

Chair Triplett deferred to Dusty Fancher for the Policy Committee Report.

Policy Chair Fancher stated that the Policy Committee and CATA staff met on March 3, 2022. She explained that within CATA's Policy No. 200 - Purchasing and Contracting, the purchasing limits have not been updated in over twenty years and needed to be adjusted in accordance with the United States Department of Federal Regulations. Chair Fancher also explained that CATA's Policy No. 204 - Disadvantaged Business Enterprise Policy (DBE) was also outdated and needed to be adjusted.

Chair Triplett reminded Board members to fill out their Annual Disclosure Form – Policy #209 Code of Conduct and to send completed forms to Chair Triplett and Bradley T. Funkhouser, CEO.

Chair Triplett informed the Board that Dion'trae Hayes from Lansing Township has resigned from the CATA Board. He recognized Ms. Hayes for her service to the CATA Board and looks forward to the township sending a new Board member soon.

**MOTION:**

Doug Lecato motioned to excuse Shanna Draheim and Mark Grebner. Robin Lewis supported the motion.

**VOTE:** The motion carried unanimously.

Chair Triplett informed the Board that the Policy Committee will be meeting to discuss CATA transitioning to a zero-emission fleet followed by a recommendation to the Board at next month's Board meeting.

**CHIEF EXECUTIVE OFFICER'S REPORT**

**Transportation Security Administration (TSA) Mask Update**

Bradley Funkhouser reported that although the Transportation Security Administration (TSA) has extended the mask update for public transportation until April 18, 2022, CATA as an employer will be removing the mask update in the administration building.

**PASS App**

Bradley Funkhouser stated that the PASS App has been launched on Apple and Android. Riders can download My Ride-CATA to test the app. Mr. Funkhouser explained that CATA will monitor the app closely and make improvements over time.

### **Ridership**

Bradley Funkhouser stated that ridership has been slowly increasing. He believes this may be a result of the pandemic lessening and gas prices rising. The increase is not significant and it will take time to see any level of consistency.

### **Absenteeism**

Bradley Funkhouser reported that CATA's absenteeism has reached a new high. He has been working with Steve Soliz, Union President, Local 1039 to help solve this ongoing issue. Mr. Soliz has been very helpful and they will continue to work together until this issue is resolved.

### **Fuel Prices**

Bradley Funkhouser reported that due to the increase in fuel prices, CATA is already over budget for this year. Mr. Funkhouser hopes that prices will eventually come down over time and CATA will budget accordingly.

### **Local Advisory Committee (LAC)**

Bradley Funkhouser commended the LAC, Doug Lecato (Board liaison), and Nancy Ohle (Strategic Plan Consultant) for their work with the disabled community. Mr. Funkhouser noted that the Michigan Public Transportation Association (MPTA) is aware of the LAC's accomplishments and are interested in how their conversations may be used to improve ADA transportation statewide.

Doug Lecato stated that the LAC has been extremely helpful in communicating what they would like to see in the new ADA vans.

Bradley Funkhouser thanked Doug Lecato for his remarks.

### **ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF FEBRUARY 16, 2022, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR JANUARY 2022
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- C. CONTRACT FOR OPERATIONS UNIFORM SUPPLIER

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Lansing Uniform Company to provide required uniforms and shoes to CATA's bus operators, supervisors, managers, and customer experience representatives for a term of five (5) years, from March 1, 2022, through February 28,

2027, or five (5) successive annual terms, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. ADA LOW-FLOOR FULL-SIZE VANS EQUIPPED WITH SIDE-ENTRY MANUAL ADA RAMP

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from Creative Bus located in Elkhart, Indiana for up to fourteen (14) new ADA low-floor full-size vans equipped with side-entry manual ADA ramp in an amount not to exceed \$1,590,000 pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. TRANSIT MASTER AVL HARDWARE UPGRADE PROJECT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to enter into a contract with Trapeze Software Group, Inc. to provide hardware, software, support, installation and necessary ancillaries to replace or upgrade CATA's current fixed route bus AVL hardware to V8 AVL hardware with a cost not to exceed \$1,200,000.

F. EMERGENCY CONTRACT FOR CUSTODIAL SERVICES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an emergency contract with Clean Team USA, Lansing, Michigan to provide Custodial Services at the CATA Transportation Center (CTC) and Capital Area Multimodal Gateway (MMG) at a maximum amount of \$84,900 for a term of six (6) months, commencing February 21, 2022, through August 31, 2022, and not to exceed the approved annual Operating Budget for such services as the Board Chair and Chief Executive Officer deem necessary.

Bradley Funkhouser explained that the emergency contract is in accordance with Federal Transportation Authority (FTA) regulations, third party contracting. Federal rights and CATA's Purchasing Policy give the Chief Executive Officer the authority to make immediate decisions with the intent of releasing a Request for Proposal (RFP) and bringing the item back for Board approval.

Jennie Gies requested that Action Item D be moved to discussion.

**MOTION:**

Jennie Gies motioned to approve the Consent Agenda with ACTION ITEM D, ADA LOW-FLOOR FULL-SIZE VANS EQUIPPED WITH SIDE-ENTRY MANUAL ADA RAMP moved to discussion and Robin Lewis supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEMS - DISCUSSION AGENDA**

- A. ADA LOW-FLOOR FULL-SIZE VANS EQUIPPED WITH SIDE-ENTRY MANUAL ADA RAMP

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from Creative Bus located in Elkhart, Indiana for up to fourteen (14) new ADA low-floor full-size vans equipped with side-entry manual ADA ramp in an amount not to exceed \$1,590,000 pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Dusty Fancher motioned to approve Discussion Item A, ADA LOW-FLOOR FULL-SIZE VANS EQUIPPED WITH SIDE-ENTRY MANUAL ADA RAMP and Jennie Gies supported the motion.

**DISCUSSION:**

Jennie Gies inquired about whether CATA has reached out to ADA riders in order to meet their needs.

Bradley Funkhouser stated that the LAC was involved in the design of the new vans and they will be involved in the testing once the vans arrive. He also stated that currently, vehicles are scarce everywhere which has forced CATA to be creative.

Doug Lecato explained that the LAC helped communicate what they needed so that CATA could search for the right van. He also inquired about the other two (2) vendors and their proposals.

Bradley Funkhouser confirmed that the other two (2) vendors did not meet with CATA's specifications.

- B. FISCAL YEAR 2021 FINANCIAL STATEMENTS AND AUDIT REPORT

**PROPOSED MOTION:** That the CATA Board of Directors accepts CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2021 and the Communication to those Charged with Governance and Management of CATA.

**MOTION:**

Derek Melot motioned to approve Discussion Item B, FISCAL YEAR 2021 FINANCIAL STATEMENTS AND AUDIT REPORT and Phill Deschaine supported the motion.

**DISCUSSION:**

Bradley Funkhouser introduced Jim Frendt, Director of Finance; Pam Hill and Ashley Frase from Plante Moran to discuss CATA's financial statements and report on federal awards for FY 2021.

Jim Frendt thanked Mr. Funkhouser for the introduction and then deferred to Pam Hill from Plante Moran.

Pam Hill introduced herself and commended Mr. Frendt and his CATA team for their hard work. She then deferred to Ashley Frase to summarize CATA's 2021 financial statements and audit report.

Ashley Frase commented on CATA's audit financial statements. She confirmed that CATA received a clean report with highest level of assurance from the auditors. Ms. Frase discussed CATA's net position and their \$51.5 million in assets as of September 30, 2021. In FY 2021, CATA had a \$5.5 million net increase in changes in net position. Ms. Frase continued with CATA's legacy liability and reported that as of December 31, 2020, CATA's ATU pension plan is 110% funded and the administrative pension plan is 103% funded. OPEB's net liability as of September 30, 2021, had a \$73.3 million increase from 2020. Ms. Frase completed her report by stating that CATA has done a very good job at securing both pensions.

Pam Hill reported that the State of Michigan requires CATA's Corrective Action Plan for OPEB to be over a 30-year period to maintain a 40% funding level. She also stated that Plante Moran put in over 500 hours of auditing and thanked Mr. Frendt and his team for their cooperation.

Pam Hill also noted that CATA did receive one (1) finding with OPEB that was similar to last year's actuary report. She stated that Plante Moran was required to test 100% of CATA's federal dollars and found no findings.

Derek Melot pointed out that Plante Moran had to increase their testing due to new GASB regulations.

Doug Lecato thanked Plante Moran for their service. He also inquired about the reasons behind more testing.

Pam Hill explained that the COVID-19 related federal funds that CATA received required more testing.

Doug Lecato inquired whether Plante Moran found similarities between other transit agencies and how they handled receiving federal dollars related to COVID-19.

Pam Hill confirmed that Plante Moran has found similarities between other transit agencies.

Jennie Gies requested more details related to testing.

Pam Hill explained that Plante Hill has developed tools to help test office management recording including allowability, reporting, timing, and internal controls.

Jim Frendt commented on the audit process.

Board members thanked Jim Frendt and Plante Moran for their hard work.

Chair Triplett thanked Plante Moran and the Audit Committee.

Bradley Funkhouser thanked Plante Moran for their report.

Jim Frendt noted that this will be CATA's fifth year working with Plante Moran, and their contract will be up for bid.

Doug Lecato thanked Jim Frendt for his hard work and working with Plante Moran.

**VOTE:** The motion carried unanimously.

C. POLICY NO. 200 – PURCHASING AND CONTRACTING - FIRST READING

**PROPOSED MOTION:** That proposed revised Policy No. 200 – Purchasing and Contracting, be accepted for the first reading in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

**MOTION:**

Jack Schmitt motioned to approve Discussion Item C, POLICY NO. 200 – PURCHASING AND CONTRACTING - FIRST READING and Phil Deschaine supported the motion.

**DISCUSSION:**

Bradley Funkhouser explained Policy No. 200 – Purchasing and Contracting. Mr. Funkhouser also stated CATA's policy updating procedure and that each policy will have two (2) readings. He then deferred to Nicole Wilson, Purchasing Manager for any questions.

Doug Lecato pointed out that the word "renue" should be corrected to "revenue" in the updated Policy No. 200 – Purchasing and Contracting.

Jennie Gies inquired about the updates to purchasing costs.

Dusty Fancher replied that these policies haven't been updated in over twenty years and are updated in accordance with the federal regulations.

**VOTE:** The motion carried unanimously.

D. POLICY NO. 204 – DISADVANTAGED BUSINESS ENTERPRISE - FIRST READING

**PROPOSED MOTION:** That proposed revised Policy No. 204 – Disadvantaged Business Enterprise, be accepted for the first reading in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

**MOTION:**

Robin Lewis motioned to approve Discussion Item D, POLICY NO. 204 – DISADVANTAGED BUSINESS ENTERPRISE – FIRST READING and Doug Lecato supported the motion.

**DISCUSSION:**

Bradley Funkhouser explained that Nicole Wilson, Purchasing Manager also worked on updating Policy No. 204 – Disadvantaged Business Enterprise (DBE). He stated that the policy was outdated and therefore needed to be updated in accordance with federal regulations.

Dusty Fancher thanked Nicole Wilson for her work in updating the two (2) policies and appreciated the summary she provided to the Policy Committee.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENTS:**

Deb Parrish commented on changing the Local Advisory Committee (LAC) bylaws. She also expressed her frustration over being denied to speak at the LAC meetings and would like there to be more transparency between CATA and the public.

Allen Drouare, an East Lansing resident, and member of the East Lansing Board of Commissions spoke on behalf of his mother who is a Spec-Tran rider. Mr. Drouare commended CATA and Spec-Tran for their service in the past; however, he would like to share a recent issue that his mother experienced with Spec-Tran’s rules and scheduling. He hopes that CATA will correct this issue and Spec-Tran will provide better service to their riders moving forward.

Matt Howell stated that there is no dash in the MyRideCATA app.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT**

**PROPOSED MOTION:** That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

**MOTION:**

A motion was made by Robin Lewis and supported by Jennie Gies to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

**ROLL CALL VOTE:** The motion was supported by Phil Deschaine, Dusty Fancher, Jennie Gies, Doug Lecato, Robin Lewis, Derek Melot, John Prush, Jack Schmitt, and Nathan Triplett.

Shanna Draheim and Mark Grebner were absent.

The Executive Session began at 4:58 p.m. and adjourned at 5:12 p.m.

**ADJOURNMENT:**

There was no further business Chair Triplett adjourned meeting at 5:12 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending February 28, 2022**

					% of Fiscal Year Completed 42%					
	February Actual	February Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	% Annual Budget Revenues/Expense
<b>REVENUES</b>										
Farebox	\$ 171,575	\$ 141,250	\$ 30,325	21.5%	\$ 865,967	\$ 706,250	\$ 159,717	22.6%	\$ 1,695,000	51.1%
Contracted Services	\$ 361,820	\$ 326,250	\$ 35,570	10.9%	\$ 1,716,665	\$ 1,631,250	\$ 85,415	5.2%	\$ 3,915,000	43.8%
Property Tax	\$ 5,758,378	\$ 1,975,626	\$ 3,782,752	191.5%	\$ 16,859,938	\$ 9,878,129	\$ 6,981,809	70.7%	\$ 23,707,509	71.1%
State Revenue	\$ 1,403,262	\$ 1,428,333	\$ (25,071)	-1.8%	\$ 6,726,818	\$ 7,141,667	\$ (414,849)	-5.8%	\$ 17,140,000	39.2%
Federal Revenue	\$ 139,999	\$ 723,333	\$ (583,334)	-80.6%	\$ 4,353,037	\$ 3,616,667	\$ 736,370	20.4%	\$ 8,680,000	50.2%
Other Revenue	\$ (48,491)	\$ 49,167	\$ (97,658)	-198.6%	\$ (77,439)	\$ 245,833	\$ (323,272)	-131.5%	\$ 590,000	-13.1%
<b>TOTAL REVENUES</b>	<b>\$ 7,786,543</b>	<b>\$ 4,643,959</b>	<b>\$ 3,142,584</b>	<b>67.7%</b>	<b>\$ 30,444,986</b>	<b>\$ 23,219,795</b>	<b>\$ 7,225,191</b>	<b>31.1%</b>	<b>\$ 55,727,509</b>	<b>54.6%</b>
<b>EXPENSES</b>										
Labor	\$ 1,884,100	\$ 1,821,000	\$ (63,100)	-3.5%	\$ 8,564,097	\$ 9,105,000	\$ 540,903	5.9%	\$ 21,852,000	39.2%
Fringe Benefits	\$ 1,043,927	\$ 1,105,475	\$ 61,548	5.6%	\$ 4,848,120	\$ 5,527,375	\$ 679,255	12.3%	\$ 13,265,700	36.5%
Services	\$ 422,734	\$ 313,650	\$ (109,084)	-34.8%	\$ 1,797,622	\$ 1,568,250	\$ (229,372)	-14.6%	\$ 3,763,800	47.8%
Materials & Supplies	\$ 373,546	\$ 361,100	\$ (12,446)	-3.4%	\$ 1,929,329	\$ 1,805,500	\$ (123,829)	-6.9%	\$ 4,333,200	44.5%
Utilities	\$ 82,901	\$ 72,517	\$ (10,384)	-14.3%	\$ 397,485	\$ 362,583	\$ (34,902)	-9.6%	\$ 870,200	45.7%
Casualty & Liability	\$ 65,830	\$ 86,667	\$ 20,837	24.0%	\$ 475,745	\$ 433,333	\$ (42,412)	-9.8%	\$ 1,040,000	45.7%
Purch. Transportation	\$ 376,941	\$ 742,250	\$ 365,309	49.2%	\$ 2,622,391	\$ 3,711,250	\$ 1,088,859	29.3%	\$ 8,907,000	29.4%
Miscellaneous	\$ 71,277	\$ 93,625	\$ 22,348	23.9%	\$ 289,876	\$ 468,125	\$ 178,249	38.1%	\$ 1,123,500	25.8%
Depreciation	\$ 231	\$ -	\$ (231)	0.0%	\$ 1,156	\$ -	\$ (1,156)	0.0%	\$ -	0.0%
<b>TOTAL EXPENSES</b>	<b>4,321,487</b>	<b>4,596,283</b>	<b>274,796</b>	<b>6.0%</b>	<b>20,925,821</b>	<b>22,981,417</b>	<b>2,055,596</b>	<b>8.9%</b>	<b>\$ 55,155,400</b>	<b>37.9%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 3,465,056</b>	<b>\$ 47,676</b>	<b>\$ 3,417,380</b>		<b>\$ 9,519,165</b>	<b>\$ 238,379</b>	<b>\$ 9,280,786</b>		<b>\$ 572,109</b>	

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority  
Treasurer's Report  
Cash Activity During the Month

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02/01/2022 - 02/28/2022

Cash Balance - 02/01/2022	\$	6,244,295
Disbursements	\$	(6,959,980)
Receipts	\$	9,201,055
Adjustments	\$	-
Cash Balance - 02/28/2022	\$	<u>8,485,370</u>

Disbursements:

Cash Disbursements Register	\$	(4,577,224)
Payroll	\$	(1,740,078)
Healthcare (BlueCross Blue Shield)	\$	(576,847)
Transfers To the ASU Claims Account	\$	(65,831)
Transfers To the Investment Account	\$	-
Total Cash Disbursements	\$	<u>(6,959,980)</u>

Receipts:

Cash Receipt Register	\$	9,201,055
Transfers From the Investment Account		-
Total Cash Receipts	\$	<u>9,201,055</u>

Adjustments:

Misc. Items	\$	-
Total Cash Adjustments	\$	<u>-</u>

**Capital Area Transportation Authority  
 Treasurer's Report  
 Cash and Investment Balances & Interest Earned**

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**02/01/2022 - 02/28/2022**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	8,485,370	27.18%
FIFTH THIRD BANK - ASU Claims Account	56,758	0.18%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	22,680,405	72.64%
<b>TOTAL</b>	<b>\$ 31,222,533</b>	<b>100.00%</b>

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 14,726
OTHER BANKS	-
<b>TOTAL</b>	<b>\$ 14,726</b>
<b>Monthly Average Rate of Return</b>	<b>0.0472%</b>
<b>Annual Average Rate of Return</b>	<b>0.566%</b>

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority  
 Treasurer's Report  
 Fifth Third Bank Investment Account Reconciliation

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02/01/2022 - 02/28/2022

Market Value at the Beginning of the Period - 02/01/2022 \$ 22,758,669

Portfolio Activity:

Transfers (To) or From General Checking

-

Net Income/(Loss) & Expenditures

Interest Earned	\$ 16,783	
Accrued Interest Paid	(242)	
Administrative Expenditures	(1,815)	

**Total Net Income/Loss & Expenditures**

14,726

Realized Gains or (Loss) From Sales

(2,207)

Market Appreciation

End of Period	\$ (392,302)	
Beginning of Period	297,229	

**Unrealized Gain/(Loss) from Market Appreciation**

(95,073)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (57,996)	
Current Accrued Income (+)	62,286	

**Net Change from Accrued Income**

4,290

Market Value at the End of the Period - 02/28/2022

\$22,680,405

Interim statements are subject to adjustments and year-end audit

NOTE:

*The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.*

**ACTION ITEM - ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA**

Pursuant to Article IV, Section 11 of CATA's Articles of Incorporation and Board Policy No. 203, CATA furnishes an annual report to the governing bodies of all participating members with respect to the operation, maintenance, and financial condition of the Authority. At a minimum, this report shall include the following:

- (a) The Authority's balance sheet;
- (b) An abbreviated operating statement; and
- (c) A brief description of the operation of the Authority

We have prepared and attached CATA's Fiscal 2021 Annual Report for Board approval, as set forth below.

**PROPOSED MOTION:** That the CATA Board of Directors approves the Fiscal 2021 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.



# 2021 ANNUAL REPORT

OCTOBER 1, 2020 – SEPTEMBER 30, 2021

COVER PHOTO: In February 2021, CATA received 25 additional Nova buses, providing both passengers and operators an enhanced riding experience. They include amenities such as USB ports at each seat, rear windows for interior enhancement and a larger-capacity front door.



# CAPITAL AREA TRANSPORTATION AUTHORITY

NATHAN TRIPLETT, Chairperson    BRADLEY T. FUNKHOUSER, AICP, CEO/Executive Director

April 20, 2022

This year, beginning in January, the Capital Area Transportation Authority proudly celebrates its 50-year anniversary. It has been a tremendous honor over the past five decades to serve our community of riders. We are grateful for our partnership with service agencies, contractors and colleagues. We thank you for your trust in the Authority and its dedicated employees, for your support of our services and for your contributions to our success story.

At the conclusion of 1972 – our first year in service – we tracked 732,609 trips on seven established routes, compared to 11.4 million trips at the end of fiscal 2019 on 33 routes. Our operating fleet has also grown in number, in excess of 200 buses and minivans.

Over the past two years, however, as our industry adapted to evolving safety protocols and mandates related to the pandemic, transit ridership declined – not only within the capital city region, but globally. Still, our riders, especially those who rely on CATA to get to work and to access other essential services, remind us every day of the critical role we play in driving jobs, economy, community and, of course, you.

In this, our 50<sup>th</sup> year, CATA honors its past and looks forward to continuing to do what we've always done best: **driving mobility solutions** throughout Ingham County. Thanks to a shared vision with neighboring counties, there is also increasingly seamless collaboration with Eaton and Clinton counties. Updates in technology will allow CATA to improve onboard safety and security, allow for fleet electrification and enhance rider experience with our fareboxes.

In the pages that follow, we are pleased to present CATA's 2021 Annual Report, which reflects the Authority's strong financial health, due to increases in capital grant funds. These funds were awarded by the Federal Transit Administration and Michigan Department of Transportation. Additionally, CATA received operating grant revenues through the Coronavirus Aid, Relief and Economic Security (CARES) Act, offsetting reductions in farebox and contractual revenues related to the pandemic.

As we begin our journey into the next 50 years, we remain committed to stewarding taxpayer dollars, earning public trust and striving to provide exceptional public transportation services.

Sincerely,

Nathan Triplett  
Chairperson

Bradley T. Funkhouser, AICP  
CEO/Executive Director



# CATA LEADERSHIP

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## BOARD OF DIRECTORS

---



**Nathan Triplett**  
Chairperson  
*City of Lansing*



**Dusty Fancher**  
Vice Chairperson  
*City of Lansing*



**Shanna Draheim**  
Secretary/Treasurer  
*City of East Lansing*



**Douglas Lecato**  
Delhi Township



**Jennie Gies**  
City of Lansing



**Jack Schmitt**  
City of East Lansing



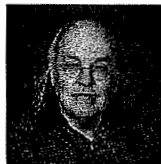
**Derek Melot**  
City of Lansing



**Phil Deschaine**  
Meridian Township



**Robin Lewis**  
Meridian Township



**Mark Grebner**  
Ingham County



**John Prush**  
Michigan State University

# CATA LEADERSHIP

## EXECUTIVE STAFF

**Bradley T. Funkhouser, AICP**  
*CEO/Executive Director*

**Andrew Brieschke**  
*Deputy CEO*

**Lolo Robison**  
*Director of Marketing,  
Customer Experience & Public  
Information*

**Marshea Brown, SHRM-CP**  
*Director of Human Resources*

**James Frendt**  
*Director of Finance*

**Dan Hodges**  
*Director of Maintenance*

**Dan Goodemoot**  
*Director of Information  
Technology Services*

## AMALGAMATED TRANSIT UNION LOCAL NO. 1039 LANSING, MICH.

### OFFICERS

**Steve Soliz**  
*President*

**Steve Clem**  
*Vice President*

**Kate Gardner**  
*Financial Secretary/Treasurer*

### COMMITTEE MEMBERS

**Donald Bean, Jr.**

**Michael Beech**

**Brian Gould**

**Greg Mayes**

**Randy Steinhauer**

## LOCAL ADVISORY COMMITTEE

**Douglas Lecato**  
*LAC Liaison  
CATA Board Member*

**Deb Wiese**  
*Chair*

**Kellie Blackwell**  
*Vice Chair*

**George Hanley**  
*Parliamentarian*

**Janeille Cannon**

**Ronald Marsh**

**Diana Paiz**

**Erin Shannon**

**Geneva Smith**

Title VI: CATA services are provided in accordance with Title VI (of the Civil Rights Act of 1964), without discrimination based on race, color, national origin or other prohibited bases.

**CAPITAL AREA TRANSPORTATION AUTHORITY  
STATEMENT OF NET POSITION**

	September 30	
ASSETS	2021	2020
CURRENT ASSETS:		
Cash	\$14,927,297	\$4,133,239
Investments	10,827,849	17,777,826
Accounts Receivable	1,142,673	332,816
Due From Government	11,225,461	7,874,903
Inventory	1,367,447	1,448,972
Prepaid Expenses	687,917	854,145
<b>TOTAL CURRENT ASSETS</b>	<b>40,178,644</b>	<b>32,421,901</b>
NONCURRENT ASSETS		
NET PENSION ASSET	4,903,409	1,043,043
CAPITAL ASSETS – NET	51,560,175	49,269,072
<b>TOTAL NONCURRENT ASSETS</b>	<b>56,463,584</b>	<b>50,312,115</b>
<b>TOTAL ASSETS</b>	<b>\$ 96,642,228</b>	<b>\$ 82,734,016</b>
DEFERRED OUTFLOWS RELATED TO PENSION AND HEALTH CARE	27,737,084	34,290,283
LIABILITIES		
CURRENT LIABILITIES:		
Accounts Payable	2,528,544	1,905,347
Accrued Vacation, Incentives and Sick Pay	1,675,934	1,177,741
Reserve For Workers' Compensation Claims	199,173	259,076
Reserve For Health Insurance Costs	385,000	552,000
Unearned Revenue	97,047	29,790
Other Current Liabilities	1,017,434	2,976,493
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,903,132</b>	<b>6,900,447</b>
LONG-TERM LIABILITIES		
Net Pension Liability	—	713,551
Other Post-Retirement Benefits	73,342,209	79,849,424
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>73,342,209</b>	<b>80,562,975</b>
<b>TOTAL LIABILITIES</b>	<b>79,245,341</b>	<b>87,463,422</b>
DEFERRED INFLOWS RELATED TO PENSION AND HEALTH CARE	15,894,543	5,889,196
NET POSITION		
Invested In Capital Assets	51,560,175	49,269,072
Restricted For Capital Purchases	59,215	73,864
Unrestricted	(22,379,962)	(25,671,255)
<b>TOTAL NET POSITION</b>	<b>\$ 29,239,428</b>	<b>\$ 23,671,681</b>

**CAPITAL AREA TRANSPORTATION AUTHORITY  
STATEMENTS OF REVENUES, EXPENSES & CHANGES IN  
NET POSITION**

	Year Ended September 30	
	<u>2021</u>	<u>2020</u>
OPERATING REVENUES	\$ 8,272,859	\$ 9,511,372
OPERATING EXPENSES	<u>62,680,554</u>	<u>65,963,288</u>
Operating Income (Loss)	(54,407,695)	(56,451,916)
Non-Operating Revenues (Expenses)	<u>49,766,494</u>	<u>37,058,861</u>
Net Income (Loss) Before Capital Contributions	(4,641,201)	(19,393,055)
CAPITAL CONTRIBUTIONS – GRANTS	10,208,948	2,655,935
Change in Net Position	<u>5,567,747</u>	<u>(16,737,120)</u>
NET POSITION, BEGINNING OF YEAR	<u>23,671,681</u>	<u>40,408,801</u>
NET POSITION, END OF YEAR	<u><b>\$ 29,239,428</b></u>	<u><b>\$23,671,681</b></u>

**CATA Mission Statement:**

To meet the mobility needs of our region by providing innovative solutions in partnership with the communities we serve.

8-31-20: Weekend Service Starts Earlier

# 1

## Downtown Lansing – Meridian Mall

Traveling between downtown Lansing and Meridian Mall via Michigan Avenue and Grand River Avenue



**CATA**  
DRIVES YOU

Printed 6-20

# 2

## S. Washington – Pleasant Grove

Traveling between the CFC, Washington Avenue, Waverly Road, and Holmes Road



**CATA**  
DRIVES YOU

# 3

## Lansing Mall



**CATA**

CATA has 33 fixed routes that serve the cities of Lansing and East Lansing; and Lansing, Meridian, Delta and Delhi townships. In total, fixed-route buses cover over 3.5 million miles of ground each year.



**CAPITAL AREA TRANSPORTATION AUTHORITY**

4615 Tranter Street, Lansing, Michigan 48910

[info@cata.org](mailto:info@cata.org) • [cata.org](http://cata.org)

Customer Experience: 517-394-1000 • Administrative Offices: 517-394-1100 • Fax: 517-394-3733



@RIDEcata



@RIDEcata



@RIDEcata

## **ACTION ITEM – CATA ZERO-EMISSION FLEET TRANSITION BY 2035**

Recognizing that the transportation sector is one of the largest sources of anthropogenic greenhouse gas (GHG) emissions in the United States, and that GHG emissions are the driving force behind the global climate crisis and desiring to decarbonize the operation of the Capital Area Transportation Authority, this year CATA began planning to introduce electric buses into the fleet with the goal of achieving zero-emissions for the entire fleet by 2035. This would include large and small buses, minivans, and support vehicles as well as related infrastructure.

CATA is now exploring the next steps for complete transition to a zero-emissions fleet. Included in this process are the following five (5) key areas:

- The environmental and cost benefits of moving toward a zero-emission fleet
- The rationale for making this transition
- Scenarios for accomplishing this goal
- A procurement plan for transitioning the fleet by 2035
- Potential funding opportunities available to CATA

The recently passed Bipartisan Infrastructure Law amended the requirements for the Section 5339b Buses and Bus Facilities Competitive Grants Program and the 5339c Low or No Emission Grants Program to include a provision that any application for projects related to zero-emission vehicles include a Zero-Emission Transition Plan. Solidifying a fleet plan that aligns with the FTA's regulations will allow CATA to apply for future discretionary grant funding opportunities.

Staff recommends that the Board of Directors adopt the following proposed motion.

**PROPOSED MOTION:** That the CATA Board of Directors approves the zero-emission fleet initiative and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to implement the zero-emission fleet initiative to bring CATA's entire fleet of revenue and non-revenue service vehicles to zero-emission by 2035 in order to lower greenhouse gas emissions and decarbonize CATA's operation.

## **CATA Board Policy No. 200**

### **PURCHASING AND CONTRACTING POLICY**

CATA shall purchase goods and services in a manner which is in compliance with CATA procedures and applicable state and federal procurement laws, regulations, and procedures as appropriate. CATA procedures for purchasing shall be formulated by staff with guidance from legal counsel and from publications of the Federal Transit Administration, other relevant federal regulatory agencies, and the Michigan Department of Transportation. CATA procedures may be reviewed by the Board Policy Committee at their request.

#### **Contracts and Contract Execution:**

Except as provided below, the following items shall require Board approval prior to execution and the signature of both the Chair of the Board of Directors and the CEO/Executive Director:

1. Any revenue producing contracts.
2. Bonds and notes issued by CATA.
3. Contracts for aggregate amounts exceeding \$50,000 when funded by operating funds, except fuel contracts as provided below.
4. Contracts for aggregate amounts exceeding \$100,000 when funded by capital funds, unless the items being purchased were obtained through a State of Michigan Extended Purchasing Agreement or through federal GSA pricing or other federal pricing arrangement.
5. Board approval is not required for contracts to purchase fuel for a term of 12 months or less. Fuel contracts longer than 12 months must be approved by the Board. In any event, the Board will be notified when CATA enters into a fuel contract.
6. Collective bargaining agreements.
7. Real estate leases with terms exceeding five years or which exceed \$25,000 over their life.
8. The Board may authorize execution of particular contracts and purchase orders by either the Board Chair or the CEO/Executive Director or their designees.

In an emergency situation, which is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action, the CEO/Executive Director may enter into any contract needed to address the situation. The Board Chair is to be informed of this action immediately and the Board shall approve the action at the next scheduled meeting.

#### **Disposal of Capital Items:**

Approval of the Board of Directors is required for the disposal of any item purchased with capital funds when the book value of the item exceeds \$10,000.

Adopted: 02/09/1984  
Amended: 07/20/1994  
10/17/2001  
02/15/2006  
05/20/2015

## CATA Board Policy No. 200

### PROPOSED PURCHASING AND CONTRACTING POLICY

CATA shall purchase goods and services in a manner which is in compliance with CATA procedures and applicable state and federal procurement laws, regulations, and procedures as appropriate. CATA procedures for purchasing shall be formulated by staff with guidance from legal counsel and from publications of the Federal Transit Administration, other relevant federal regulatory agencies, and the Michigan Department of Transportation. CATA procedures may be reviewed by the Board Policy Committee at their request.

#### Contracts and Contract Execution:

Except as provided below, the following items shall require Board approval prior to execution and the signature of both the Chair of the Board of Directors and the Chief Executive Officer: ~~CEO/Executive Director~~:

1. Any revenue producing contracts in which revenues are expected to exceed \$50,000 annually.
2. Bonds and notes issued by CATA.
3. Contracts for aggregate amounts exceeding ~~\$50,000~~ \$100,000 when funded by operating funds, except fuel contracts as provided below.
4. Contracts for aggregate amounts exceeding ~~\$100,000~~ \$150,000 when funded by one or more grant capital funds, ~~unless the items being purchased were obtained through a State of Michigan Extended Purchasing Agreement or through federal GSA pricing or other federal pricing arrangement.~~
5. Board approval is not required for contracts to purchase fuel for a term of 12 months or less. Fuel contracts longer than 12 months must be approved by the Board. In any event, the Board will be notified when CATA enters into a fuel contract.
6. Collective bargaining agreements.
7. Contracts to join or release any municipal entities, authorities, the State of Michigan, and/or political subdivisions of the State from or to membership of, with, or in the authority.
87. Real estate leases with terms exceeding five years or which exceed ~~\$25,000~~ \$50,000 over their life.
98. The Board may authorize execution of particular contracts and purchase orders by either the Board Chair or the Chief Executive Officer ~~CEO/Executive Director~~ or their designees.

In an emergency situation, which is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action, the Chief Executive Officer ~~CEO/Executive Director~~ may enter into any contract needed to address the situation. The Board Chair is to be informed of this action immediately and the Board shall approve the action at the next scheduled meeting.

Disposal of Capital Items:

Approval of the Board of Directors is required for the disposal of any item purchased with capital funds when the book value of the item exceeds ~~\$10,000~~ \$25,000.

Adopted: 02/09/1984  
Amended:[NW1] 07/20/1994  
10/17/2001  
02/15/2006  
05/20/2015

**CATA Board Policy No. 204**

**DISADVANTAGED BUSINESS ENTERPRISE POLICY**

The Capital Area Transportation Authority ("CATA") is committed to a policy of non-discrimination in the conduct of its business, including the procurement of goods and services. CATA will take affirmative action to assure maximum practical opportunity for participation of Disadvantaged Business Enterprise ("DBE") in the performance of contracts financed in whole or in part with funds from the United States Department of Transportation, the Federal Transit Administration ("FTA"), the Michigan Department of Transportation ("MDOT"), or other state and federal agencies with DBE programs.

The Executive Director of CATA will annually set an overall goal or goals as a "level playing field" for the amount of DBE participation that can reasonably be expected in the absence of discrimination. This goal will be based on demonstrable evidence of ready, willing, and able DBEs that are available to participate in government assisted contracts. Affirmative action shall be consistent with sound procurement principles and applicable law.

This Policy Statement will be executed by the Executive Director and the Board Chair of CATA, and then circulated to all Department Directors, and Department Managers within the organization and circulated to contracting organizations, the state offices which administer programs, and DBE organizations. The Executive Director will give public notice of DBE goals, how the goals were determined, and contact information for public comment.

CATA's Purchasing Manager shall be the DBE liaison for CATA and will be responsible for administering the program. The DBE liaison will report to the Assistant Executive Director and shall have direct access to the Executive Director, as necessary. The DBE liaison will work with all directors and department managers to insure the effective functioning of CATA's DBE program.

The efforts and results of the entire staff will be reported to the Board through the Development Report of the Executive Director.

Adopted: 02/09/84  
Amended: 06/27/84  
11/14/84  
03/15/89  
10/19/05

## **CATA Board Policy No. 204**

### **PROPOSED DISADVANTAGED BUSINESS ENTERPRISE POLICY**

The Capital Area Transportation Authority (CATA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. CATA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, CATA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of CATA to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT - assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT-assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Purchasing and Contracts Manager has been delegated as the DBE Liaison Officer. In that capacity, the Purchasing and Contracts Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by CATA in its financial assistance agreements with the Department of Transportation.

CATA has disseminated this policy statement to the Board of Directors and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. CATA will give public notice of DBE goals, how the goals were determined, and contact information for public comment.

Adopted:

**INFORMATION ITEMS**

**APRIL 20, 2022**

1. FEBRUARY RIDERSHIP REPORT
2. FEBRUARY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR MARCH 2022
4. DEI TASK FORCE UPDATE FOR MARCH 2022
5. LAC MINUTES FOR FEBRUARY 2022

**FEBRUARY 2022 RIDERSHIP REPORT**

<u>Total system rides – February:</u>	<u>395,620</u>
Average weekday system ridership	17,000
Average weekday system ridership change 2/22 to 2/21	+9,000

	<u>2/22 v. 2/21</u>	
	<u>Percentage</u> <u>Change</u>	<u>Ridership</u> <u>Change</u>
Monthly total system ridership	+104.9%	+202,530
Monthly Urban Fixed-Route change	+49.0%	+73,780
Monthly MSU campus ridership change	+1860.5%	+98,088
Monthly Spec-Tran ridership change	+22.9%	+3,416
Monthly Total Paratransit ridership change	+32.8%	+5,847

Note: Substantially reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Service levels for Spring Semester 2022 on the MSU campus has been reduced relative to Fall Semester 2021 service levels. Ridership has been substantially impacted by the COVID-19 pandemic.

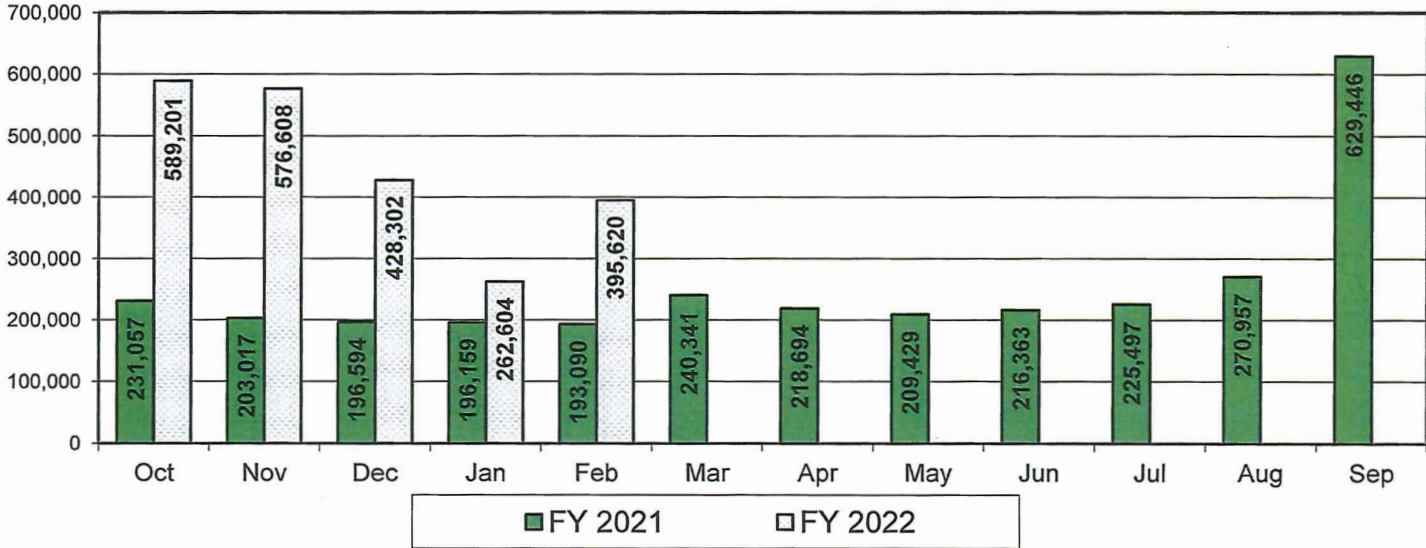
**FY 2022 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2022:</u>	<u>2,252,335</u>
--------------------------------------	------------------

	<u>FY 2022 vs. FY 2021</u>	
	<u>Percentage</u> <u>Change</u>	<u>Ridership</u> <u>Change</u>
Total system rides change	+120.8%	+1,029,888
Year-to-Date Spec-Tran ridership change	+29.4%	+21,637
Year-to-Date Total Paratransit ridership change	+40.2%	+35,391

Note: Substantially reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Service levels for Spring Semester 2022 on the MSU campus has been reduced relative to Fall Semester 2021 service levels. Ridership has been substantially impacted by the COVID-19 pandemic.

**CATA's Monthly Ridership: FY 2021 & FY 2022**



**INFORMATION ITEM - FUEL PURCHASE FOR MARCH 2022**

The following lists our prices for diesel fuel for March 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
03/01/2022	\$3.0345
03/04/2022	\$3.4475
03/12/2022	\$3.6510
03/18/2022	\$3.6115
03/24/2022	\$4.0075
FY 2022 Current average per gallon fuel cost	\$3.55
FY 2022 Budget per gallon fuel cost	\$2.35

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
March 28, 2022**

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**Guest Speaker:**

In honor of Women's History Month, Judy Moreno-Millington, Grants Administrator, prepared a presentation entitled #Break the Bias. Judy is a member of the DEI Task Force Committee and has been employed with CATA for three (3) years.

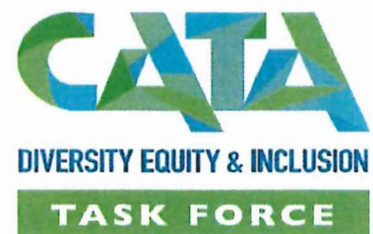
**Presentation Topics:**

- Origin of Women's History Month
- Why Recognize Women's History Month
- Women Trailblazers
- International Women's Day
- Breaking the Bias
- Call to Action

Respectfully submitted,

Marshea Brown  
Co-Chair, DEI Task Force  
Director of Human Resources

Lolo Robison  
Co-Chair, DEI Task Force  
Director of Marketing, CX & PIO



LOCAL ADVISORY COMMITTEE  
MEETING via ZOOM

WEDNESDAY, FEBRUARY 2, 2022; 3:30 P.M.

**MEMBERS PRESENT:** Deb Wiese, Chair  
Kellie Blackwell, Vice-Chair  
Ronald Marsh  
George Hanley  
Erin Shannon  
Diana Paiz  
Janeile Cannon  
Diana Paiz

**MEMBERS NOT PRESENT:** Geneva Smith (excused)

**CATA BOARD MEMBER:** Doug Lecato

**CATA PERSONNEL:** Bradley Funkhouser, Craig Frazier, Bethany Berdes, and Dan Goodemoot.

**GUESTS:** Nancy Lohr (Transdev)

**CALL TO ORDER:**

Chair Wiese called the meeting to order at 3:35 p.m.

**APPROVAL OF FEBRUARY AGENDA**

**MOTION:**

A motion to approve the February 2022 Agenda was moved by George Hanley and supported by Erin Shannon.

**VOTE:**

Motion passed unanimously.

**APPROVAL OF DECEMBER MINUTES**

**MOTION:**

A motion to approve the December 2021 minutes was moved by Kellie Blackwell and supported by Erin Shannon.

**VOTE:**

Motion passed unanimously.

**LAC CHAIR COMMENTS:**

Chair Wiese welcomed new LAC member Ronald Marsh. She also offered her condolences to the Transdev community for the loss of Tim Sparks and to CATA and the LAC for the loss of LAC member, Lillie Mae Flannery.

Chair Wiese reminded everyone that CATA's attorney has confirmed that the LAC is a non-governmental, advisory entity and is not legally bound to the Open Meetings

Act. Chair Wiese stated that this statement has been contested by saying it contradicts the LAC bylaws; therefore, she has appointed Kellie Blackwell to chair a revision committee that will work with legal counsel and a consultant to revise the LAC bylaws.

**BOARD LIAISON REPORT – Doug Lecato**

See attachment for January 2022 notes.

**CATA CEO REPORT – Bradley Funkhouser**

Bradley Funkhouser welcomed Ronald Marsh to the LAC Committee. He also offered his condolences to the families of Tim Sparks and Lillie Mae Flannery. Mr. Funkhouser informed the committee and those attending the meeting that Roger Garza is no longer with CATA and Andrew Brieschke, Deputy CEO will act as the Interim Director until the position is filled.

**Warming Station-CTC**

Bradley Funkhouser stated that with the recent cold temperatures outside, the mayor's office has asked to use CATA's Transportation Center (CTC) as a warming station and CATA was happy to oblige. In the past, CATA has provided free rides to homeless shelters, but this is the first time that the CTC will be used in this way. Mr. Funkhouser stated that CATA will stay in contact with the EOC (Emergency Operations Center) and continue to serve the public in any way we can.

**January 2022 Board Retreat**

Bradley Funkhouser reported that the CATA Board of Directors met on January 19, 2022, for CATA's annual Board Retreat. At the Board Retreat, CATA staff gave a PowerPoint presentation on their department's year in review and the year ahead.

**COVID-19**

Bradley Funkhouser reported that due to COVID-19 and high absenteeism, CATA is planning to have more flexible service. This will include scaling back on service at MSU and some fixed routes because of the operator shortage.

**Spec-Tran**

Bradley Funkhouser stated that many people choose Spec-Tran to provide transportation for their medical needs. CATA has also been requested to provide holiday service for the elderly, persons with disabilities and veterans that will extend into the other two (2) counties. Mr. Funkhouser stated that CATA will first operate holiday service on a pilot basis. Plans and operating costs are still being discussed and the LAC will have a chance to offer their input at a later date.

**CATA's 50<sup>th</sup> Anniversary**

Bradley Funkhouser stated that this is CATA's 50<sup>th</sup> anniversary year. He explained that there will not be a big party, but the celebrations will continue all year through some press releases and photos.

**CATA INTERIM DIRECTOR OF OPERATIONS REPORT - Andrew Brieschke**

No report this month.

**PARATRANSIT OPERATIONS MANAGER REPORT - Craig Frazier**

Craig Frazier extended a warm welcome to Ronald Marsh, LAC's new member and expressed his condolences by stating Tim Sparks and Lillie Mae Flannery will be missed.

Craig Frazier proposed adding more service in the mornings to help solve issues that have been reoccurring. Transdev will also send dispatchers over on Saturdays for intense training. Mr. Frazier stated that he is proud of the bus operators' performance during the recent winter storm. They have gone the extra mile and trips have been done flawlessly. He hopes that this streak will continue during normal service.

Craig Frazier reported that paratransit service has rebounded to around 21,000 rides per month. Prior to the pandemic and last month, paratransit service was at about 19,000 rides per month. Mr. Frazier also stated that he has been conversing with Andrew Brieschke, Interim Director of Operations, about operator summer training which will include all CATA and Transdev operators.

**SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell**

See attachment for January 2022 notes.

**OLD BUSINESS:**

- PASS App – Dan Goodemoot, Director of IT

Dan Goodemoot stated that the PASS App has been released for broader testing. He also confirmed that the PASS App developers have received feedback from both CATA and the LAC. The developers will continue to work on a few more items and anticipate being finished in a few days. Once completed, the PASS App will move from testing to production.

**NEW BUSINESS:**

None

**MEMBER ANNOUNCEMENTS:**

Kellie Blackwell mentioned that the MDRC Facebook page offers Tech Tuesday one (1) to two (2) times per month. Anyone interested can log in to register and all presentations are inclusive and offered via Zoom.

Diana Paiz requested clarification on what qualifies as open discussion in a meeting.

Chair Wiese responded:

1. Agenda items can be added prior to a meeting.
2. Agenda items can be added at the beginning of a meeting.
3. During the course of a meeting, when issues or items are raised, there is always an opportunity to discuss.

4. Editorializing or commenting on an issue that is not on the agenda is not appropriate.

Janiele Cannon commented on an article in the Lansing State Journal about Clinton Transit's Blue Bus. She also stated that the article is a good example of how regional transportation leaders are working together to meet the needs of their customers.

### **ADJOURNMENT**

#### **MOTION:**

A motion to adjourn was made by George Hanley and supported by Kellie Blackwell.

#### **VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:47 p.m.

Respectfully submitted,

Bethany Berdes  
Operations Secretary

Reviewed by LAC Chair Deb Wiese