

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 19, 2023
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

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

- IT Presentation

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF MARCH 2023, BOARD MEETING

B. TREASURER'S REPORT FOR FEBRUARY 2023

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

C. PURCHASE OF LARGE BUSES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase option on its contract with Nova Bus for nine (9) buses, of which eight (8) will be 40-foot models and one (1) will be an articulated model at a price not to exceed \$6,400,000 of federal and state grant funds for the vehicles and accessories, pending successful completion of necessary FTA Buy America audits on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. BUS SHELTERS AND AMENITIES

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 Tolar Manufacturing Company, California, for Bus Shelters and Amenities at a cost not to exceed \$987,000 for an initial three (3) year contract and an option for two (2), one (1) year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

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

PROPOSED MOTION: That the CATA Board of Directors approves the Fiscal 2022 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

F. APPOINTMENT TO THE LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Gloria Johnson-Cannon and Leah March-Pons to a three-year term through April 2026.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

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. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 15, 2023
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

PRESENT: Nathan Triplett, Chair
John Prush
Jack Schmitt
Phil Deschaine
Mark Grebner
Derek Melot (Zoom)
Doug Lecato
Phyllis Vaughn
Terrance Augustine

CALL TO ORDER:

Nathan Triplett, Chair called the meeting to order at 4:01 p.m.

ROLL CALL: Terrance Augustine, Phill Deschaine, Mark Grebner, Doug Lecato, Derek Melot, John Prush, Jack Schmitt, Phyllis Vaughn, and Nathan Triplett were all present.

ABSENT: Dusty Fancher, Vice Chair, Jennie Gies and Maggie Sanders

LATE: Shanna Draheim, Secretary/Treasurer

Chair Triplett welcomed everyone to the 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 stated that she is in favor of the six (6) vans on order and wondered whether CATA will be ordering new buses as well.

Daniel Black stated that he knows many of the drivers well and considers them family. He inquired about having an informal meeting with all the operators. He also inquired about CATA's policy regarding posting the locations of CATA's Board meetings.

Mary Katherine Hughes spoke on behalf of those not able to attend. She stated that she is a local resident that relies on Spec-Tran. Ms. Hughes shared her experience and frustration with Spec-Tran. Moving forward, she hopes that her comments will be addressed and that Spec-Tran's customer service improves.

CHAIR'S COMMENTS:

Chair Triplett thanked the Disability Network Capital Area (DNCAP) for allowing CATA to use their facility to hold the March 2023 Board meeting.

Chair Triplett also reminded Board members to complete and send back their Annual Disclosure Forms to Tina Orlando, Board Secretary, and to include their availability for the Board Visioning Session.

MOTION:

Doug Lecato motioned to excuse Dusty Fancher, Jennie Gies, and Maggie Sanders. Phill Deschaine supported the motion.

Derek Melot was present via Zoom.

VOTE: The motion carried unanimously.

Audit Committee Report

Audit Committee Chair, Derek Melot, stated that on Friday, February 24, 2023, the Audit Committee, Chair Triplett, and Mr. Funkhouser met with Plante Moran to discuss CATA's FY 2022 Audit and Financial Statements. Audit Committee Chair, Derek Melot, reported that CATA received a clean audit and it was the first year with no findings. He congratulated Mr. Funkhouser, Mr. Frendt and CATA's Finance Department along with fellow Audit Committee members for their hard work and support.

Bradley Funkhouser thanked Board members for their patience over the last couple years. He also expressed his appreciation for CATA's Finance Director, Jim Frendt and his predecessor, Pat Lemon, for their achievements this year related to CATA's clean audit and having no findings for the first time.

Shanna Draheim arrived at 4:18 p.m.

CHIEF EXECUTIVE OFFICER'S REPORT

UPS Outage

Bradley Funkhouser reported that on Tuesday, March 7, CATA's uninterrupted power supply (UPS) unit failed. Mr. Funkhouser explained the reason for the failure was due to the age of the UPS unit. When the UPS failed, it sent a current into the system which affected our phone system and Paratransit dispatching. Mr. Funkhouser continued explaining that the UPS was older and that CATA had eventually planned to replace the unit. He stated that while IT was working on solving the server issues, he was floating back and forth between Paratransit and IT and Deputy CEO, Andrew Brieschke, was dispatching vehicles to multiple locations where riders were believed to have been waiting for their ride. By approximately 10:00 p.m., IT was able to reset and stabilize CATA's system. Mr. Funkhouser stressed that CATA was not hacked. He also noted that in order to be better prepared, each night CATA will print out a list of scheduled rides and employees will learn to schedule rides manually. An independent analysis will also be performed and an electrician brought in to evaluate CATA's wiring. Mr. Funkhouser acknowledged CATA's IT department, CATA staff and the operators for their hard work and dedication to serving CATA's riders.

Job Fair

Bradley Funkhouser stated that on Friday, March 10, CATA hosted another job fair at the Lansing Center where they received 83 applications. Mr. Funkhouser thanked Steve Soliz, ATU President, Local 1039, for his time and assistance during the job fair. He believes that this was a great step forward and hopes that CATA and CATA's Union can continue to work together.

CATA's Holiday Service

Bradley Funkhouser announced that on Easter Sunday, April 9, CATA will begin a piloted project to provide limited Holiday Service. Mr. Funkhouser thanked Senator Sarah Anthony, and Board member Mark Grebner for their part in making this happen. He also acknowledged that people need to travel during the holidays, yet due to the driver shortage, CATA is taking this project slow.

Consultant for EATRAN

Bradley Funkhouser stated that EATRAN is very close to having a signed contract with a consultant.

Mark Grebner inquired about CATA's Holiday Service and whether it will only include Paratransit service and not line-haul buses.

Bradley Funkhouser stated that due to the driver shortage, CATA's Holiday Service will only include Paratransit service.

Mark Grebner inquired whether CATA will someday include line-haul buses.

Bradley Funkhouser explained that CATA's Holiday Service may include line-haul buses at some point; however, CATA is being cautious about expanding service too fast.

Phil Deschaine inquired about CATA's failed UPS and the amount of damage that may have affected other equipment.

Bradley Funkhouser stated that the UPS was already going to be replaced and there was no damage to any other equipment. The issue was that CATA was not able to obtain scheduling information for Paratransit.

Phil Deschaine inquired about the number of operator positions still available.

Bradley Funkhouser stated that CATA has approximately 40 open positions for operators and asked Andrew Brieschke, Deputy CEO, to confirm.

Andrew Brieschke confirmed that CATA has approximately 40 open positions for operators.

Jack Schmitt commented on CATA recognizing the fact that during the UPS failure some riders may have been left stranded. He inquired whether CATA needs to issue a formal apology or communicate anything further to reinforce CATA's continued commitment to their riders.

Bradley Funkhouser stated that CATA has monitored and communicated with riders that were inconvenienced including reimbursing a rider that had to use Uber. On that night, many rides were late; however, CATA did their best to make sure everyone was accounted for.

Doug Lecato inquired whether this situation has made CATA think more about using a service similar to Uber.

Bradley Funkhouser explained that CATA is exploring using microtransit rather than providing a service similar to Uber. Microtransit enables CATA to continue to work with the Union and stay in the service area.

Doug Lecato stated that a lot of people depend on rides for medical reasons and that microtransit would be a great idea.

Bradley Funkhouser noted that during CATA's UPS failure, the riders with regular rides to dialysis and chemotherapy were the first to be contacted.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF FEBRUARY 2023, BOARD MEETING
- B. TREASURER'S REPORT FOR JANUARY 2023
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. PURCHASE OF UP TO SIX (6) LOW-FLOOR ADA MINIVANS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to six (6) accessible low-floor minivans from Hoekstra Transportation, Grand Rapids, Michigan, through the State of Michigan contract for a total amount not to exceed \$405,000, pending successful completion of necessary Buy America audits and inspections, on terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

- D. REAL ESTATE LEASE – AUXILLIARY OFFICE/MEETING SPACE

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 Durga Properties Holdings, Cincinnati, Ohio, to provide a real estate lease at a cost not to exceed \$73,125 for a two (2) year contract on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. MARKETING AND SERVICE INFORMATION AGENCY

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 LKF Marketing for Marketing and Service Information agency at a cost not to exceed \$672,000 for an initial three (3) year contract and an option for one (1) two (2) year extension on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

F. CONTACTLESS FARE PAYMENT SYSTEM CONTRACT NEGOTIATION

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to enter into final negotiations to develop a contract with Masabi, LLC., New York, for the purpose of providing a contactless fare payment system for CATA on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

G. VEHICLE ACCESSIBILITY PLAN FY 2023

PROPOSED MOTION: That the CATA Board of Directors approves the FY 2023 Vehicle Accessibility Plan and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to implement the Vehicle Accessibility Plan in order to continue receiving State of Michigan funding under the Michigan Public Act 51.

MOTION:

Shanna Draheim motioned to approve the Consent Agenda and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM – PROPOSED DISCUSSION AGENDA

A. FISCAL YEAR 2022 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 2022 and the Communication to those Charged with Governance and Management of CATA.

MOTION:

Doug Lecato motioned to approve the Discussion Agenda and Jack Schmitt supported the motion.

DISCUSSION:

Jean Young from Plante Moran started off CATA's FY 2022 audit presentation by stating that CATA received a clean report that contained no findings. She then deferred to Chris Gilbert for the key highlights.

Chris Gilbert, Audit Manager from Plante Moran, went over CATA's FY 2022 audit report. He stated that CATA received an unmodified opinion which is the highest level of support that can be given. He also noted the new accounting standard, GASB 87, which relates to identifying and reporting lease agreements. Mr. Gilbert further commented on CATA's total operating revenue, which was very stable for the year. Lastly, he covered CATA's pension plans and stressed how the state really focuses on pension plans being funded. Mr. Gilbert reported that both CATA's Administrative Plan and Union Plan are well funded, while the OPEB plan is taking a phased approach and has almost completed phase one (1) of CATA's Corrective Action Plan.

Phil Deschaine inquired about CATA's investment income.

Jean Young stated that investments for FY 2022 were not as positive as FY 2021.

Doug Lecato inquired whether the OPEB liability had decreased due to the net loss.

Jean Young stated that as the discount rate increases the liability decreases. She also noted that the assumptions can impact the liability. Ms. Young further stressed that the State of Michigan really watches to make sure entities have a plan in place.

Chris Gilbert referenced CATA's Schedule of Expenditures of Federal and State Awards where CATA received no federal award findings and no internal control deficiencies. He reported that this is the first year that CATA has received no findings and they are one (1) year away from being labeled a "low risk entity."

Jean Young commented on the letter to the CATA Board of Directors from Plante Moran that was included in addition to CATA's audit report. Ms. Young stated that the letter is required and is the auditor's responsibility.

Doug Lecato thanked CATA's Finance Director, Jim Frenndt, and past Finance Director, Pat Lemon. He also inquired about "low risk."

Jean Young explained that "low risk" is two (2) years with a clean report. She also noted that if CATA becomes a "low risk" entity, they will still have to go through the same amount of testing due to the grants that they receive.

Mark Grebner summarized the audit process. He also reminded everyone of how bad things were for CATA just five (5) years ago and how many challenges CATA has since overcome.

Bradley Funkhouser requested that Mr. Grebner use six (6) years ago instead of five (5) years.

Jack Schmitt echoed Mr. Grebner's remarks regarding the Board's responsibility. He also recognized that CATA's FY 2022 audit report is a good sign that CATA is on the right track moving forward.

Chair Triplett thanked CATA and the finance team for the progress they have made over the last six (6) years.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish welcomed Mary Katherine Hughes and thanked her for coming to the Board meeting. She also thanked Steve Soliz, ATU President, Local 1039, and the drivers from last week for their service. Ms. Parrish further commented on CATA's My-Ride App and how her ride continues to be late. She expressed her belief that most of the issues are contributed to the lack of drivers and vehicles.

Daniel Black inquired about the DNCAP and wondered whether there were any members present to thank. He also commented on his bus ride to the Board meeting and requested that CATA include any construction and route issues when posting the location. Mr. Black further inquired about CATA purchasing any single wheelchair vans.

Deb Parrish stated that on CATA's Facebook, it shows the Board meeting location.

Chair Triplett indicated that Lolo Robison, Director of Marketing, Customer Experience and Public Information, makes sure that the Board meeting location and time are posted to CATA's social media outlets and website.

Phyllis Vaughn shared a story. She also expressed her opinion that CATA having an informal meeting between operators and riders would be a good idea.

ADJOURNMENT

Chair Triplett adjourned the meeting at 5:03 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, 2023**

	<u>February Actual</u>	<u>February Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 Actual YTD</u>	<u>FY 2023 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 BUDGET</u>	<u>% of Fiscal Year Completed</u> 42%	<u>% Annual Budget Revenues/Expense</u>
REVENUES											
Farebox	\$ 209,259	\$ 141,140	\$ 68,119	48.3%	\$ 1,136,749	\$ 761,149	\$ 375,600	49.3%	\$ 1,839,864		61.8%
Contracted Services	\$ 370,743	\$ 298,142	\$ 72,601	24.4%	\$ 1,936,437	\$ 1,607,838	\$ 328,599	20.4%	\$ 3,886,496		49.8%
Property Tax	\$ 5,808,228	\$ 1,876,614	\$ 3,931,614	209.5%	\$ 14,593,061	\$ 10,120,310	\$ 4,472,751	44.2%	\$ 24,463,000		59.7%
State Revenue	\$ 1,358,786	\$ 1,229,422	\$ 129,364	10.5%	\$ 6,689,146	\$ 6,630,098	\$ 59,048	0.9%	\$ 16,026,396		41.7%
Federal Revenue	\$ 148,976	\$ 1,050,652	\$ (901,676)	-85.8%	\$ 4,247,991	\$ 5,666,015	\$ (1,418,024)	-25.0%	\$ 13,695,996		31.0%
Other Revenue	\$ (104,947)	\$ 37,083	\$ (142,030)	-383.0%	\$ 317,011	\$ 199,984	\$ 117,027	58.5%	\$ 483,405		65.6%
TOTAL REVENUES	\$ 7,791,045	\$ 4,633,053	\$ 3,157,992	68.2%	\$ 28,920,395	\$ 24,985,394	\$ 3,935,001	15.7%	\$ 60,395,157		47.9%
EXPENSES											
Labor	\$ 1,798,284	\$ 1,888,088	\$ 89,804	4.8%	\$ 8,989,030	\$ 10,182,191	\$ 1,193,161	11.7%	\$ 24,612,582		36.5%
Fringe Benefits	\$ 865,202	\$ 1,231,986	\$ 366,784	29.8%	\$ 5,248,337	\$ 6,643,925	\$ 1,395,588	21.0%	\$ 16,059,818		32.7%
Services	\$ 432,037	\$ 332,924	\$ (99,113)	-29.8%	\$ 1,916,209	\$ 1,795,411	\$ (120,798)	-6.7%	\$ 4,339,900		44.2%
Materials & Supplies	\$ 473,654	\$ 374,052	\$ (99,602)	-26.6%	\$ 2,332,657	\$ 2,017,207	\$ (315,450)	-15.6%	\$ 4,876,031		47.8%
Utilities	\$ 73,388	\$ 71,168	\$ (2,220)	-3.1%	\$ 328,352	\$ 383,797	\$ 55,445	14.4%	\$ 927,720		35.4%
Casualty & Liability	\$ 110,498	\$ 81,928	\$ (28,570)	-34.9%	\$ 511,918	\$ 441,830	\$ (70,088)	-15.9%	\$ 1,068,000		47.9%
Purch. Transportation	\$ 710,171	\$ 690,411	\$ (19,760)	-2.9%	\$ 3,432,831	\$ 3,723,288	\$ 290,457	7.8%	\$ 9,000,000		38.1%
Miscellaneous	\$ 89,553	\$ 92,440	\$ 2,887	3.1%	\$ 720,843	\$ 498,516	\$ (222,327)	-44.6%	\$ 1,205,024		59.8%
TOTAL EXPENSES	4,552,787	4,762,997	210,210	4.4%	23,480,177	25,686,165	2,205,988	8.6%	\$ 62,089,075		37.8%
NET INCOME (LOSS)	\$ 3,238,258	\$ (129,944)	\$ 3,368,202		\$ 5,440,218	\$ (700,771)	\$ 6,140,989		\$ (1,693,918)		

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

01/01/2023-01/31/2023

Cash Balance - 01/01/2023	\$ 3,914,111
Disbursements	\$ (10,731,455)
Receipts	\$ 8,034,902
Adjustments	\$ -
Cash Balance - 01/31/2023	<u>\$ 1,217,558</u>

Disbursements:

Cash Disbursements Register	\$ (5,238,864)
Payroll	\$ (2,046,357)
Healthcare (BlueCross Blue Shield)	\$ (423,107)
Transfers To the ASU Claims Account	\$ (23,127)
Transfers To the Investment Account	\$ (3,000,000)
Total Cash Disbursements	<u>\$ (10,731,455)</u>

Receipts:

Cash Receipt Register	\$ 8,034,902
Transfers From the Investment Account	-
Total Cash Receipts	<u>\$ 8,034,902</u>

Adjustments:

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

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

(Page 3 of 4)

01/01/2023-01/31/2023

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	1,217,558	5.42%
FIFTH THIRD BANK - ASU Claims Account	38,331	0.17%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>21,223,067</u>	94.41%
TOTAL	<u>\$ 22,478,956</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 34,872
OTHER BANKS	<u>-</u>
TOTAL	<u>\$ 34,872</u>

Monthly Average Rate of Return	0.1551%
Annual Average Rate of Return	1.862%

Interim statements are subject to adjustments and year-end audit

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

(Page 4 of 4)

01/01/2023-01/31/2023

Market Value at the Beginning of the Period - 01/01/2023 \$ 18,094,842

Portfolio Activity:

Transfers (To) or From General Checking 3,000,000

Net Income/(Loss) & Expenditures

Interest Earned	\$ 36,823	
Accrued Interest Paid	(315)	
Administrative Expenditures	(1,636)	

Total Net Income/Loss & Expenditures 34,872

Realized Gains or (Loss) From Sales (10,656)

Market Appreciation

End of Period	\$ (791,251)	
Beginning of Period	902,704	

Unrealized Gain/(Loss) from Market Appreciation 111,453

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (92,485)	
Current Accrued Income (+)	85,041	

Net Change from Accrued Income (7,444)

Market Value at the End of the Period - 01/31/2023 \$21,223,067

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 – PURCHASE OF LARGE BUSES

CATA currently has a contract with Nova Bus to purchase both 40-foot and articulated clean diesel buses over a five-year period through August 15, 2023. Additional buses are requested to replace our ageing fleet.

Staff requests approval to initiate a fourth order with Nova Bus. Based on current replacement needs and available federal and state grant funding, this order will include a total of nine (9) buses of which eight (8) will be 40-foot models and one (1) will be an articulated model. Currently, the base, per-bus price stands at \$644,456.60 and \$1,004,269.03 for the 40-foot and articulated models, respectively, for a grand total of \$6,159,921.83.

In addition to the amount listed above, the requested amount in the Proposed Motion will support the purchase of additional required accessories.

Following Board approval, the purchase of these vehicles is pending successful completion of both Buy America Pre-Award and Post-Delivery audits as required by the FTA.

Staff recommends that the Board adopt the proposed motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase option on its contract with Nova Bus for nine (9) buses, of which eight (8) will be 40-foot models and one (1) will be an articulated model, at a price not to exceed \$6,400,000 of federal and state grant funds for the vehicles and accessories, pending successful completion of necessary FTA Buy America audits on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – BUS SHELTER AND AMENITIES

CATA is committed to improving the rider experience and one way to do so is through the expansion of bus shelters across the region. As a result, CATA issued a Request for Proposal (RFP), 2023-143, for Bus Shelters and Amenities on January 31, 2023. Proposals were due by 11:00 a.m. on February 27, 2023. The RFP was distributed to five (5) vendors, posted online at Transit Talent, and on CATA's website.

The following four (4) firms submitted a proposal:

- Tolar Manufacturing Company – California
- Brasco International – Michigan
- Columbia Equipment Company – New York
- Duo-Gard Industries – Michigan (Non-Responsive)

The committee met on two (2) separate occasions, March 2, 2023, and March 13, 2023, to discuss the evaluation criteria, as outlined in the RFP: 1) Project understanding and approach; 2) Price/Cost; 3) Qualifications of the firm/organization and staff; 4) Experience of the firm with similar projects; and 5) Completeness and responsiveness of the proposal to the RFP.

Tolar Manufacturing Company has proven experience with building bus shelters and amenities for bus agencies around the country, including previous projects for CATA. Their response was well received amongst the review panel as they were thorough with their response and provided a strong selection of references. Of the three (3) proposals received, they were also the most affordable option and, combined with the strong proposal, were the clear choice for this project.

Below are the tables showing each bidder’s cost:

Tolar Manufacturing Company, Inc.

YEAR 1

A. Shelter Kit - 6' X 10'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 10")	Tolar Model	10	\$ 7,120.00	\$ 71,200.00
Bench	Tolar Model 27001-121	10	\$ 560.00	\$ 5,600.00
Trash Receptacle	Tolar Model 35708-121	10	\$ 650.00	\$ 6,500.00
Bike Rack	Tolar Model 14814-121	10	\$ 155.00	\$ 1,550.00
Ad Box	Tolar Model 7639	10	\$ 1,930.00	\$ 19,300.00
Estimated Shipping Cost:				\$ 6,800.00 *
GRAND TOTAL:				\$ 110,950.00
Estimate Lead Time:				12 weeks from Order

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	10	\$ 1,620.00	\$ 16,200.00
Solar USB Port (Optional)	10	\$ 690.00	\$ 6,900.00

B. Shelter Kit - 6' X 12'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 12")	Tolar Model	10	\$ 8,665.00	\$ 86,650.00
Bench	Tolar Model 27001-121	10	\$ 560.00	\$ 5,600.00
Trash Receptacle	Tolar Model 35708-121	10	\$ 650.00	\$ 6,500.00
Bike Rack	Tolar Model 14814-121	10	\$ 155.00	\$ 1,550.00
Ad Box	Tolar Model 7639	10	\$ 1,930.00	\$ 19,300.00
Estimated Shipping Cost:				\$ 6,800.00 *
GRAND TOTAL:				\$ 126,400.00
Estimate Lead Time:				12 weeks from Order

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	10	\$ 1,620.00	\$ 16,200.00
Solar USB Port (Optional)	10	\$ 690.00	\$ 6,900.00

C. Shelter Kit - 6' X 15'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 15")	Tolar Model	5	\$ 10,540.00	\$ 52,700.00
Bench	Tolar Model 27001-121	5	\$ 560.00	\$ 2,800.00
Trash Receptacle	Tolar Model 35708-121	5	\$ 650.00	\$ 3,250.00
Bike Rack	Tolar Model 14814-121	5	\$ 155.00	\$ 775.00
Ad Box	Tolar Model 7639	5	\$ 1,930.00	\$ 9,650.00
Estimated Shipping Cost:				\$ 4,600.00 *
GRAND TOTAL:				\$ 73,775.00
Estimate Lead Time:				12 weeks from Order

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	5	\$ 1,620.00	\$ 8,100.00
Solar USB Port (Optional)	5	\$ 690.00	\$ 3,450.00

D. Shelter Kit - 6' X 20'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 20")	Tolar Model	5	\$ 13,025.00	\$ 65,125.00
Bench	Tolar Model 27001-121	5	\$ 560.00	\$ 2,800.00
Trash Receptacle	Tolar Model 35708-121	5	\$ 650.00	\$ 3,250.00
Bike Rack	Tolar Model 14814-121	5	\$ 155.00	\$ 775.00
Ad Box	Tolar Model 7639	5	\$ 1,930.00	\$ 9,650.00
Estimated Shipping Cost:				\$ 4,600.00 *
GRAND TOTAL:				\$ 86,200.00
Estimate Lead Time:				12 weeks from Order

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	5	\$ 1,620.00	\$ 8,100.00
Solar USB Port (Optional)	5	\$ 690.00	\$ 3,450.00

YEAR ONE (1) GRAND TOTAL:	\$	466,625.00
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* Estimated shipping cost is per order.

Brasco International Inc.

YEAR 1

A. Shelter Kit - 6' X 10'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 10")	Brasco Eclipse	10	\$ 8,900.00	\$ 89,000.00
Bench	Brasco Eclipse	10	\$ 750.00	\$ 7,500.00
Trash Receptacle	Brasco Eclipse	10	\$ 725.00	\$ 7,250.00
Bike Rack	Brasco Hoop	10	\$ 350.00	\$ 3,500.00
Ad Box	Brasco Ad Box	10	\$ 1,675.00	\$ 16,750.00
Estimated Shipping Cost:				\$ 750.00 **
GRAND TOTAL:				\$ 124,750.00
Estimate Lead Time:				24-28 weeks

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	10	\$ 1,575.00	\$ 15,750.00
Solar USB Port (Optional)	10	\$ 675.00	\$ 6,750.00

B. Shelter Kit - 6' X 12'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 12")	Brasco Eclipse	10	\$ 10,125.00	\$ 101,250.00
Bench	Brasco Eclipse	10	\$ 750.00	\$ 7,500.00
Trash Receptacle	Brasco Eclipse	10	\$ 725.00	\$ 7,250.00
Bike Rack	Brasco Hoop	10	\$ 350.00	\$ 3,500.00
Ad Box	Brasco Ad Box	10	\$ 1,675.00	\$ 16,750.00
Estimated Shipping Cost:				\$ 750.00 **
GRAND TOTAL:				\$ 137,000.00
Estimate Lead Time:				24-28 weeks

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	10	\$ 1,575.00	\$ 15,750.00
Solar USB Port (Optional)	10	\$ 675.00	\$ 6,750.00

C. Shelter Kit - 6' X 15'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 15")	Brasco Eclipse	5	\$ 15,775.00	\$ 78,875.00
Bench	Brasco Eclipse	5	\$ 750.00	\$ 3,750.00
Trash Receptacle	Brasco Eclipse	5	\$ 725.00	\$ 3,625.00
Bike Rack	Brasco Hoop	5	\$ 350.00	\$ 1,750.00
Ad Box	Brasco Ad Box	5	\$ 1,675.00	\$ 8,375.00
Estimated Shipping Cost:				\$ 1,250.00 **
GRAND TOTAL:				\$ 97,625.00
Estimate Lead Time:				24-28 weeks

Description	Est. Qty	Price/Ea.	Total
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Solar Light Kit (Optional)	5	\$ 1,575.00	\$ 7,875.00
Solar USB Port (Optional)	5	\$ 675.00	\$ 3,375.00

D. Shelter Kit - 6' X 20'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 20")	Brasco Eclipse	5	\$ 18,975.00	\$ 94,875.00
Bench	Brasco Eclipse	5	\$ 750.00	\$ 3,750.00
Trash Receptacle	Brasco Eclipse	5	\$ 725.00	\$ 3,625.00
Bike Rack	Brasco Hoop	5	\$ 350.00	\$ 1,750.00
Ad Box	Brasco Ad Box	5	\$ 1,675.00	\$ 8,375.00
			Estimated Shipping Cost:	\$ 1,500.00 **
			GRAND TOTAL:	\$ 113,875.00
			Estimate Lead Time:	24-28 weeks

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	5	\$ 1,575.00	\$ 7,875.00
Solar USB Port (Optional)	5	\$ 675.00	\$ 3,375.00

YEAR ONE (1) GRAND TOTAL:	\$	540,750.00
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** Estimated shipping cost is per order.

Columbia Equipment Co Inc.

YEAR 1

A. Shelter Kit - 6' X 10'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 10")	6X10BVPSP	10	\$ 15,690.00	\$ 156,900.00
Bench	CE-EASY ACCESS BENCH 001	10	\$ 954.00	\$ 9,540.00
Trash Receptacle	COLUMBIA EQUIPMENT 1704	10	\$ 847.00	\$ 8,470.00
Bike Rack	COL3012	10	\$ 299.00	\$ 2,990.00
Ad Box	CE-CUSTOM AD BOX	10	\$ 2,890.00	\$ 28,900.00
			Estimated Shipping Cost:	\$ 1,895.00
			GRAND TOTAL:	\$ 208,695.00
			Estimate Lead Time:	60 days per kit

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	10	\$ 1,877.00	\$ 18,770.00
Solar USB Port (Optional)	10	\$ 1,560.00	\$ 15,600.00

B. Shelter Kit - 6' X 12'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 12")	6X12BVPSP	10	\$ 18,828.00	\$ 188,280.00
Bench	CE-EASY ACCESS BENCH 001	10	\$ 954.00	\$ 9,540.00

Trash Receptacle	COLUMBIA EQUIPMENT 1704	10	\$ 847.00	\$ 8,470.00
Bike Rack	COL3012	10	\$ 299.00	\$ 2,990.00
Ad Box	CE-CUSTOM AD BOX	10	\$ 1,890.00	\$ 18,900.00
Estimated Shipping Cost:				\$ 1,895.00
GRAND TOTAL:				\$ 228,180.00
Estimate Lead Time:				60 days per kit

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	10	\$ 1,877.00	\$ 18,770.00
Solar USB Port (Optional)	10	\$ 1,560.00	\$ 15,600.00

C. Shelter Kit - 6' X 15'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 15")	6X15BVPSP	5	\$ 23,535.00	\$ 117,675.00
Bench	CE-EASY ACCESS BENCH 001	5	\$ 954.00	\$ 4,770.00
Trash Receptacle	COLUMBIA EQUIPMENT	5	\$ 847.00	\$ 4,235.00
Bike Rack	COL3012	5	\$ 299.00	\$ 1,495.00
Ad Box	CE-CUSTOM AD BOX	5	\$ 1,890.00	\$ 9,450.00
Estimated Shipping Cost:				\$ 1,875.00
GRAND TOTAL:				\$ 137,625.00
Estimate Lead Time:				60 days per kit

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	5	\$ 1,877.00	\$ 9,385.00
Solar USB Port (Optional)	5	\$ 1,560.00	\$ 7,800.00

D. Shelter Kit - 6' X 20'

Description	Name & Model No.	Est. Qty	Price/Ea.	Total
Shelter (6' X 20")	6X20BVPSP	5	\$ 31,380.00	\$ 156,900.00
Bench	CE-EASY ACCESS BENCH 001	5	\$ 954.00	\$ 4,770.00
Trash Receptacle	COLUMBIA EQUIPMENT 1704	5	\$ 847.00	\$ 4,235.00
Bike Rack	COL3012	5	\$ 299.00	\$ 1,495.00
Ad Box	CE-CUSTOM AD BOX	5	\$ 1,890.00	\$ 9,450.00
Estimated Shipping Cost:				\$ 1,875.00
GRAND TOTAL:				\$ 178,725.00
Estimate Lead Time:				60 days per kit

Description	Est. Qty	Price/Ea.	Total
Solar Light Kit (Optional)	5	\$ 1,877.00	\$ 9,385.00
Solar USB Port (Optional)	5	\$ 1,560.00	\$ 7,800.00

YEAR ONE (1) GRAND TOTAL:	\$ 856,335.00
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Staff recommends that the Board adopt the proposed motion set forth below.

Staff will use grant dollars (as shown below) to fund the contract.

Capital Grant Number	Grant Activity Line Item (Number & Description)	Fiscal Year Award	Grant Funding Available	Amount Requested
MI-2017-014D	11.92.02, Purchase Bus Shelters	2017	\$18,493	\$987,000
MI-90-X855		2020	\$43,143	
MI-90-X870		2021	\$200,000	
MI-34-0119		2022	\$102,423	
MI-90-X888		2022	\$750,000	

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 Tolar Manufacturing Company, California, for Bus Shelters and Amenities at a cost not to exceed \$987,000 for an initial three (3) year contract and an option for two (2) one (1) year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

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 2022 Annual Report for Board approval, as set forth below.

PROPOSED MOTION: That the CATA Board of Directors approves the Fiscal 2022 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

ACTION ITEM – APPOINTMENT TO LOCAL ADVISORY COMMITTEE

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 Public Act 51, fifty percent of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the April 2023 LAC meeting, Gloria Johnson-Cannon and Leah March-Pons were unanimously approved for appointment to the LAC for a three-year term.

Ms. Johnson-Cannon has resided in the Lansing area for over 52 years and is employed by the Retired and Senior Volunteer Programs (RSVP) of Ingham, Eaton, and Clinton Counties as the Foster Grandparent Program/Senior Companion Program Volunteer Coordinator. She represents persons with seniors and is a resident of Lansing.

Ms. March-Pons has resided in the Lansing area for 18 years and is employed at Disability Rights Michigan. She represents persons with disabilities and is a resident of Okemos. Ms. March-Pons utilizes Spec-Tran and Meridian Redi-Ride services.

CATA Board approval is sought to approve the appointment of Gloria Johnson-Cannon and Leah March-Pons as members of the CATA LAC.

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Gloria Johnson-Cannon and Leah March-Pons to a three-year term through April 2026.

INFORMATION ITEMS

APRIL 19, 2023

1. FEBRUARY RIDERSHIP REPORT
2. FEBRUARY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR MARCH 2023
4. DEI TASK FORCE UPDATE
5. LAC MEETING MINUTES FOR FEBRUARY 2023

FEBRUARY 2023 RIDERSHIP REPORT

<u>Total system rides – February:</u>	<u>687,208</u>
Average weekday system ridership	26,550
Average weekday system ridership change February 2023 to February 2022	+13,800

<u>2022</u>	<u>February 2023 v. February</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+73.7%	+291,588
Monthly Urban Fixed-Route change	+27.3%	+61,202
Monthly MSU campus ridership change	+194.2%	+200,710
Monthly Spec-Tran ridership change	-2.7%	-490
Monthly Total Paratransit ridership change	-1.0%	-227

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are increased for Spring 2023 compared with Spring 2022. Classes on the MSU campus were suspended from February 14, 2023, to February 17, 2023. Ridership has been substantially impacted by the COVID-19 pandemic.

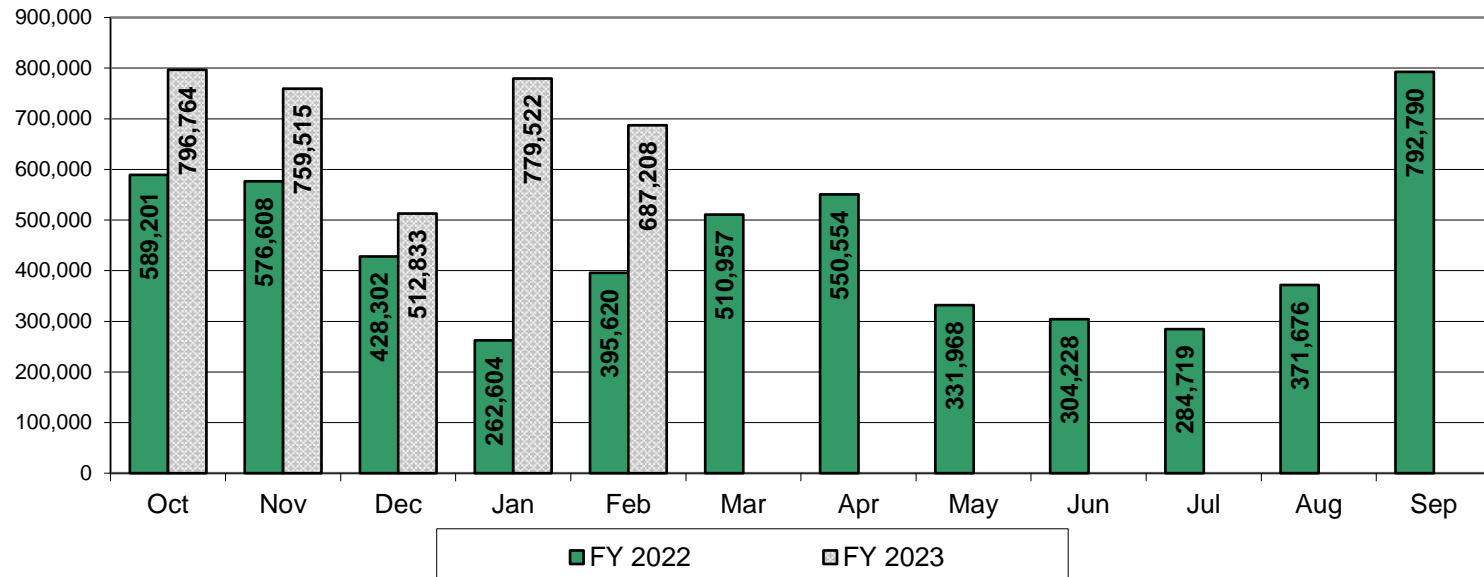
FY 2023 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2023:</u>	<u>3,535,842</u>
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	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+57.0%	+1,283,507
Year-to-Date Spec-Tran ridership change	-0.5%	-520
Year-to-Date Total Paratransit ridership change	+1.3%	+1,631

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Classes on the MSU campus were suspended from February 14, 2023, to February 17, 2023. Ridership has been substantially impacted by the COVID-19 pandemic.

CATA's Monthly Ridership: FY 2022 & FY 2023



INFORMATION ITEM - FUEL PURCHASE FOR MARCH 2023

The following lists our prices for diesel fuel for March 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
03/03/2023	\$2.9385
03/09/2023	\$2.8350
03/15/2023	\$2.8040
03/21/2023	\$2.8090
03/27/2023	\$2.7680
FY 2023 Current average per gallon fuel cost	\$2.83
FY 2023 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
March 16, 2023**

Women's History

The theme for Women's History Month was "Celebrating Women Who Tell Our Stories." The Task Force Committee recognized women's contributions throughout history, culture, and society.

We also provided information on Equal Pay Day, which is recognized on March 14. The day represents how far into the year women have to work to earn what men earned in the previous year.¹

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



¹<https://blog.soroptimist.org/blog/march-14-equal-pay-day#:~:text=Equal%20Pay%20Day%20falls%20on%20Tuesday%2C%20March%2014%2C,the%20gender%20pay%20gap%20is%20in%20our%20society>

LOCAL ADVISORY COMMITTEE
MEETING via ZOOM

WEDNESDAY, FEBRUARY 1, 2023, 3:30 P.M.

MEMBERS PRESENT: Deb Wiese, Chair
Kellie Blackwell, Vice Chair
Ethan Devereaux
Erin Shannon
Diana Paiz
George Hanley

MEMBERS NOT PRESENT: Geneva Smith and Jeffrey Allshouse

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Bradley Funkhouser, Craig Frazier, Todd Brooks, Ian Carr,
Ericka Hartigan, Judy Millington, and Renee Sumerix

TRANSDEV PERSONNEL: Nancy Lohr

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:31 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF FEBRUARY AGENDA

Chair Wiese indicated that we are working off an updated Agenda sent out on January 24, 2023. Chair Wiese additionally requested that a new item under New Business be added to the Agenda to discuss whether future meetings are to be held in person or to continue by Zoom.

MOTION:

A motion to approve the February 2023 Agenda with the addition of New Business Item, Future Meeting Platform, was moved by George Hanley and supported by Kellie Blackwell.

VOTE:

Motion passed unanimously.

APPROVAL OF DECEMBER MINUTES

MOTION:

A motion to approve the December 2022 Minutes was moved by Kellie Blackwell and supported by Erin Shannon.

VOTE: Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

Chair Wiese commented on attending the January CATA Board meeting where she spoke on the implementation of the Wait-Stop Program. CATA is one (1) of the first agencies to implement such an innovative service. Chair Wiese additionally commented on the CATA January Board Retreat which highlighted CATA's accomplishments, future planning, and challenges over the past year. A PowerPoint presentation will be shared via email.

BOARD LIAISON REPORT – Doug Lecato

See attached report.

CATA CEO REPORT – Bradley Funkhouser

Transdev

Bradley Funkhouser commented on the Transdev contract being the largest contract in CATA's history. The contract is for a three-year term with two (2), one-year options and includes a scope that allows for expansion of service.

Job Fair

Bradley Funkhouser reported on the successful job fairs that took place at the Lansing Center for CATA and Transdev and at the Lansing Mall for EATRAN. Mr. Funkhouser reported that EATRAN received 27 applications, with the possibility of hiring three (3) new drivers while CATA received 75 applications and has a new operator class starting on March 27th.

Holiday Service

Bradley Funkhouser noted that the Holiday Service that was reported on at the CATA January Board Retreat will be the first time in CATA history to launch a pilot service around Easter and will also cover as many holidays as possible throughout the year. This service will be limited yet will accommodate those who are in need of transportation.

Fleet Bus Order

Bradley Funkhouser reported that CATA will be receiving a large bus order soon.

Shelter Contract

Bradley Funkhouser reported that CATA is in the process of a multiyear contract for updating their shelters. The size of this contract is unprecedented and will exceed a cost of over \$1 million. Mr. Funkhouser stated that over the next couple of years, CATA will be increasing the number of shelters and replacing those that need to be updated.

Chair Wiese opened the floor to questions related to Mr. Funkhouser's report.

George Hanley inquired about CATA's emergency process and requested more details on CATA's Holiday Service.

Bradley Funkhouser stated that the Holiday Service schedule will be reported to Chair Wiese in plenty of time before the holidays. He further explained that CATA participates with the Emergency Operations Center and with the mayor's office. CATA also keeps in contact with other community members to share awareness. Mr. Funkhouser noted that in various emergency situations, CATA has offered to keep services running and provide warming centers for those in need.

Chair Wiese inquired about CATA's Holiday Service and whether the service would have limited hours with less available buses. She also inquired about Transdev's contract to expand service without issuing an additional RFP and the status of expanding EATRAN's LAC.

Bradley Funkhouser explained that CATA's Holiday Service will not affect Paratransit service in anyway. Buses will run similar to Sunday service where CATA does not utilize all of their fleet. He further noted that Transdev's contract with CATA includes expanding service into the Tri-County areas where demand has increased. Mr. Funkhouser also reaffirmed that EATRAN is still looking for any individuals that live and/or utilize services in Eaton County and would be interested in serving on EATRAN's LAC. Anyone interested can fill out the LAC application on EATRAN's website.

Discussion ensued regarding eligibility to serve on the LAC as it relates to residence and multiple boards. Neither Mr. Funkhouser nor Chair Wiese thought there are any restrictions to serving on more than one LAC nor are there any restrictions based on residency. The law establishing the LAC Councils has only a few specific requirements. These requirements are posted on the CATA website.

DIRECTOR OF OPERATIONS – Todd Brooks

Cross Training

Todd Brooks reported on continuing to cross-train employees within CATA's Operations department. He also praised Craig Frazier, Paratransit Manager, on being instrumental in expanding it to both paratransit and fixed routes. Other areas of cross training include payroll, work assignments, and Street Supervisors within the Operations Center.

First Annual Bowling Party

Todd Brooks reported on the first annual bowling party that was held on January 21, 2023, at City Limits Bowling Center in Mason, MI. All 22 department members participated in the event which included supervisors, schedulers, call takers, and department managers. Mr. Brooks stated that those who participated are looking forward to the next event in order to build a solid, cohesive department.

Staffing

Todd Brooks reported that CATA's Operations Center Supervisor position has been filled. Mr. Brooks announced that he is happy to report that the new supervisor will start Monday, February 6, 2023. CATA's new employee is from Florida and has a strong transit background with supervisor level experience.

Operator Class

Todd Brooks reported that currently, CATA has a small class of operators that are being trained.

Bid Schedule

Todd Brooks reported that the upcoming sign-up will begin on Monday, March 6, followed by the spring semester sign-up which begins on Monday, March 13, and runs through Sunday, May 7.

PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier

Staffing for Paratransit

Craig Frazier reported on the open supervisor position in Paratransit. There are currently two (2) possible candidates for the position. Mr. Frazier explained that once the position is filled, the Paratransit department will be able to return to having both a manager and a supervisor to provide necessary support.

New Vehicles

Craig Frazier reported that the Buy America Audit is now complete, and CATA has 16 new minivans on site. The minivans will have new equipment installed at the beginning of next week.

Ridership

Craig Frazier reported that the Wait-Stop ridership is between 75-80 trips since January 9th. Mr. Frazier stated that the program is going very well, and the items identified to improve services are being addressed and will be discussed with the SQS committee at its March meeting.

Craig Frazier further reported that Spec-Tran daily ridership is between 1100-1200 over the last couple weeks. Total paratransit daily ridership is between 1400-1500 compared to pre-pandemic which was between 1600-1700 and call volumes are at 700 compared to pre-pandemic of 800. Mr. Frazier noted that CATA is close to returning to pre-pandemic ridership.

Job Fair

Deb Wiese inquired on the number of Big Star vehicles that remain part of the subcontract with Transdev and how long Transdev plans to subcontract with Big Star.

Nancy Lohr, Transdev General Manager, reported that Transdev received six (6) applications from the job fair that CATA hosted.

Bradley Funkhouser commented on Mr. Frazier's report and clarified that CATA now uses minivans that contain the CATA logo and come in several colors besides white. He explained that CATA will give a detailed description to assist those trying to

identify CATA's vehicles. The decision to purchase minivans in various colors was made based on the lack of availability of white vehicles.

Nancy Lohr stated that Transdev started with two (2) Big Star drivers. Then they had 11 drivers at the peak of the driver shortage and now are down to nine (9) drivers. Chair Wiese asked Mr. Brooks about the fixed-routes ridership.

Todd Brooks responded that CATA is getting closer to pre-pandemic levels. He further noted that he will provide more accurate numbers for fixed route at future LAC meetings.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell

See attached report.

OLD BUSINESS:

None

NEW BUSINESS:

MDOT Vehicle Accessibility Plan

Chair Wiese referenced the updated Agenda that was sent out to the LAC members which included the review of the Vehicle Accessibility Plan that was presented by CATA's Ericka Hartigan back in December. Chair Wiese noted that the questions submitted along with their corresponding responses from Ms. Hartigan have been provided for review. Chair Wiese clarified that no action is required from the LAC at this time.

Ericka Hartigan stated that during her presentation back in December 2022, she explained that CATA receives support from MDOT and each year, CATA applies for matched dollars on the Annual Grant Application. As part of the application process, it is necessary for the LAC to be involved and their approval is required to move forward. At the last meeting, Ms. Hartigan pointed out the changes that occurred over the past year regarding the Vehicle Accessibility Plan and asked for LAC members to review and submit their questions and/or comments to her. Any comments and/or questions will be included the final Vehicle Accessibility Plan which will then be presented to the Board of Directors for approval.

Ericka Hartigan also noted that a full Vehicle Accessibility Plan has not been submitted since 2005; therefore, MDOT has required an updated submission of the plan in its entirety. Submission is required to receive funds under legislative mandate PA51. The plan has been completed in accordance with the laws utilizing MDOT's templates to include CATA's fares, schedules, days, and times of operation along with CATA's LAC's members and their associations defined.

Chair Wiese stated that any further questions and/or comments provided by LAC members need to be sent to Ms. Hartigan by February 15, 2023.

Discussion ensued and Ms. Hartigan confirmed that she has taken notes of the commentary made at today's meeting and will incorporate them into the final Vehicle Accessibility Plan before submitting to CATA's Board of Directors for approval in March 2023.

New Member Application

Chair Wiese asked that Mr. Frazier read the application submitted.

Craig Frazier stated that he has received a new application from Darren Fowler.

MOTION:

Diana Paiz moved that the LAC recommends approval of Darren Fowler's application for LAC membership and presentation to the Board for final approval.

Ethan Devereaux seconded the motion.

VOTE:

Motion passed unanimously.

Future Meeting Platform

Chair Wiese presented options for meeting via Zoom or in person. After taking a consensus, the preference to meet in person prevailed and will be the platform moving forward with exceptions when necessary.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

MOTION:

A motion to adjourn was made by Diana Paiz and supported by Ethan D. Devereaux.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Renee Sumerix
Operations Administrative Coordinator