

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 17, 2024  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

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 2024, BOARD MEETING

B. TREASURER'S REPORT FOR FEBRUARY 2024

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 2023 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

D. APPOINTMENT TO THE LOCAL ADVISORY COMMITTEE

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Geneva Smith to a three-year term through April 2027.

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 20, 2024  
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA  
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

**PRESENT:** Nathan Triplett, Chair  
Shanna Draheim, Vice Chair  
Phil Deschaine Secretary/Treasurer  
Derek Melot  
John Prush  
Doug Lecato

**CALL TO ORDER:**

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

**ROLL CALL:** Phill Deschaine, Shanna Draheim, Doug Lecato, Derek Melot, John Prush, and Nathan Triplett were all present.

**ABSENT:** Terrance Augustine, Jack Schmitt, Maggie Sanders, and Phyllis Vaughn

**LATE:** Mark Grebner

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 commented on microtransit and inquired whether it will be ADA accessible. She also commented on the Lansing City Council voting down the proposed building site downtown and wondered how it will affect CATA. Ms. Parrish further inquired about whether CATA's Board meetings will ever return to CATA's Tranter Street facility.

**CHAIR'S COMMENTS:**

Chair Triplett thanked the Disability Network Capital Area (DNCAP) for allowing CATA to use their facility to hold the March 2024 Board meeting. He also reminded Board members to complete and send back their Annual Disclosure Forms to Tina Orlando, Board Secretary.

**MOTION:**

Shanna Draheim motioned to excuse Terrance Augustine, Jack Schmitt, Maggie Sanders, and Phyllis Vaughn. Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

### **Audit Committee Report**

Audit Committee Chair, Derek Melot, stated that on Friday, March 15, 2024, the Audit Committee, Mr. Funkhouser, and Mr. Frendt met via Zoom with Plante Moran to discuss CATA's FY 2023 Audit and Financial Statements. He reported that CATA received an unmodified opinion with the highest level of assurance. He also stated that CATA's pension plans are well funded with ATU's pension funded at 100% and the Administrative's pension funded at 87%. CATA is also making progress with their OPEB plan filed with the State of Michigan. He further thanked Mr. Funkhouser, Mr. Frendt and CATA's Finance Department along with fellow Audit Committee members for their hard work and support.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

Bradley Funkhouser introduced Simone Moore, new General Manager at Transdev. He then deferred to Craig Frazier, Paratransit Manager, for more details.

Craig Frazier stated that Ms. Simone has been great to work with and she has already made a big difference as the new General Manager. He looks forward to their partnership and new things to come.

Bradley Funkhouser added that Ms. Moore has experience in Paratransit from working at Transdev locations in both Detroit and Grand Rapids.

Mark Grebner arrived at 4:06 p.m.

### **Holiday Service**

Bradley Funkhouser stated that CATA's Easter Holiday Service will run from 8:00 a.m. to 5:00 p.m. on Easter Sunday, March 31. So far, CATA has forty-five reserved trips scheduled. Mr. Funkhouser stated that CATA will continue to take reservations until 5:00 p.m. on Wednesday, March 27.

### **Job Fairs**

Bradley Funkhouser stated that CATA received thirty-eight applications at the last job fair and EATRAN received thirteen. Mr. Funkhouser explained that both agencies will be scaling back on scheduling any more job fairs and instead will be working with Michigan Public Works. He noted that CATA started training a new class of operators on March 18, and EATRAN has a new class of three (3) operators that have started training.

### **Operation Santa – Thank You Cards**

Bradley Funkhouser commented on the thank you cards that CATA received from the students that participated in Operation Santa this past December. He deferred to Lolo Robison, Director of Marketing, Customer Experience and Public Information, for more details.

Lolo Robison commented on the thank you cards that CATA received and pointed to the display for everyone to see.

### **CATA's Downtown Facility**

Bradley Funkhouser commented on the downtown facility and explained that the intent letter of agreement that was presented at last month's meeting was not executed. He noted that CATA will continue to work with the Lansing Housing Commission and other stakeholders on other opportunities for that parcel.

Chair Triplett commented on the letter of intent and explained that the partners were not in line with CATA's vision. He also noted that he looks forward to seeing what will develop in that area.

Shanna Draheim requested more details pertaining to the job fairs and the timeline involved in the hiring and training process.

Marshea Brown, Director of Human Resources, stated that after hosting a job fair, the training process and classes start very soon after.

Shanna Draheim then inquired about other possible real estate opportunities in the downtown area.

Bradley Funkhouser confirmed that CATA has relationships with major developments in the area. He also noted that Dustin Hagfors, Director of Planning and Development at CATA, reaches out to developers as new projects come to the area.

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

- A. APPROVAL OF MINUTES OF FEBRUARY 2024, BOARD MEETING
- B. TREASURER'S REPORT FOR JANUARY 2024
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

### **MOTION:**

Derek Melot 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 2023 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 2023 and the Communication to those Charged with Governance and Management of CATA.

**MOTION:**

Derek Melot motioned to approve Discussion Agenda Item A, Fiscal Year 2023 Financial Statements and Audit Report. Mark Grebner supported the motion.

**DISCUSSION:**

Bradley Funkhouser deferred to Jim Frenedt, Director of Finance.

Jim Frenedt introduced Christopher Gilbert and Jean Young from Plante Moran.

Christopher Gilbert thanked Mr. Funkhouser, Mr. Frenedt, and his team for their involvement in the audit.

Chris Gilbert, Audit Manager from Plante Moran, went over CATA's FY 2023 audit report. He stated that CATA received an unmodified opinion which is the highest level of support that can be given. He also referenced the new accounting standard, GASB 96, Subscription-Based Information Technology Arrangements (SBITAs), standard that was adopted; however, it did not have an impact on CATA's audit. Mr. Gilbert reported on CATA's operating revenue, expenses, and net position which by the end of 2023 was approximately \$35 million. 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, with the Union's pension funded at 100% and the administration's pension funded at 87%. He also noted that CATA's OPEB contribution plan is also progressing well.

Jean Young went over CATA's single audit testing related to federal grants. She stated that while CATA received a clean report with no findings in the single audit report, CATA did have one (1) finding related to their OPEB plan. Ms. Young explained that CATA made a change to the OPEB plan during the measurement phase and it was not recorded correctly. She further explained that there are no concerns over this finding and CATA's OPEB plan is securely in place.

Chair Triplett thanked the Audit Committee for their report and Plante Moran for their presentation.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Chair Triplett adjourned the meeting at 4:31 p.m.

Respectfully Submitted,

Phil Deschaine  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending February 29, 2024**

	February Actual	February Budget	Variance	% Variance		FY 2024 Actual YTD	FY 2024 Budget YTD	Variance	% Variance	FY 2024 BUDGET	% of Fiscal Year Completed 42%	% Annual Budget Revenues/Expense
<b>REVENUES</b>												
Farebox	\$ 191,323	\$ 190,150	\$ 1,173	0.6%		\$ 1,185,828	\$ 950,750	\$ 235,078	24.7%	\$ 2,281,800		52.0%
Contracted Services	\$ 340,337	\$ 291,000	\$ 49,337	17.0%		\$ 1,722,865	\$ 1,455,000	\$ 267,865	18.4%	\$ 3,492,000		49.3%
Property Tax	\$ 8,931,496	\$ 2,073,833	\$ 6,857,663	330.7%		\$ 17,173,895	\$ 10,369,165	\$ 6,804,730	65.6%	\$ 24,882,000		69.0%
State Revenue	\$ 1,752,202	\$ 1,341,250	\$ 410,952	30.6%		\$ 8,510,456	\$ 6,706,250	\$ 1,804,206	26.9%	\$ 16,095,000		52.9%
Federal Revenue	\$ 110,161	\$ 1,210,333	\$ ( 1,100,172 )	-90.9%		\$ 4,579,725	\$ 6,051,665	\$ ( 1,471,940 )	-24.3%	\$ 14,524,000		31.5%
Other Revenue	\$ 194,566	\$ 91,467	\$ 103,099	112.7%		\$ 759,575	\$ 457,335	\$ 302,240	66.1%	\$ 1,097,600		69.2%
<b>TOTAL REVENUES</b>	\$ 11,520,085	\$ 5,198,033	\$ 6,322,052	121.6%		\$ 33,932,344	\$ 25,990,165	\$ 7,942,179	30.6%	\$ 62,372,400		54.4%
<b>EXPENSES</b>												
Labor	\$ 1,950,113	\$ 2,075,016	\$ 124,903	6.0%		\$ 10,305,476	\$ 10,375,086	\$ 69,610	0.7%	\$ 24,900,200		41.4%
Fringe Benefits	\$ 1,021,168	\$ 920,104	\$ ( 101,064 )	-11.0%		\$ 6,073,687	\$ 4,800,044	\$ ( 1,273,643 )	-26.5%	\$ 11,589,300		52.4%
Services	\$ 376,111	\$ 388,516	\$ 12,405	3.2%		\$ 2,061,956	\$ 1,942,580	\$ ( 119,376 )	-6.1%	\$ 4,662,200		44.2%
Materials & Supplies	\$ 470,901	\$ 443,105	\$ ( 27,796 )	-6.3%		\$ 2,195,993	\$ 2,215,525	\$ 19,532	0.9%	\$ 5,317,240		41.3%
Utilities	\$ 57,586	\$ 74,551	\$ 16,965	22.8%		\$ 303,299	\$ 372,755	\$ 69,456	18.6%	\$ 894,620		33.9%
Casualty & Liability	\$ 120,607	\$ 109,500	\$ ( 11,107 )	-10.1%		\$ 533,754	\$ 547,500	\$ 13,746	2.5%	\$ 1,314,000		40.6%
Purch. Transportation	\$ 821,957	\$ 815,000	\$ ( 6,957 )	-0.9%		\$ 3,998,344	\$ 4,075,000	\$ 76,656	1.9%	\$ 9,780,000		40.9%
Miscellaneous	\$ 148,495	\$ 130,690	\$ ( 17,805 )	-13.6%		\$ 637,597	\$ 653,450	\$ 15,853	2.4%	\$ 1,568,280		40.7%
<b>TOTAL EXPENSES</b>	4,966,938	4,956,482	( 10,456 )	-0.2%		26,110,106	24,981,940	( 1,128,166 )	-4.5%	\$ 60,025,840		43.5%
<b>NET INCOME (LOSS)</b>	\$ 6,553,147	\$ 241,551	\$ 6,311,596			\$ 7,822,238	\$ 1,008,225	\$ 6,814,013		\$ 2,346,560		

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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**02/01/2024 - 02/29/2024**

<b>Cash Balance - 02/01/2024</b>	<b>\$ 6,027,873</b>
Disbursements	\$ (15,547,954)
Receipts	\$ 12,658,686
Adjustments	\$ -
<b>Cash Balance - 02/29/2024</b>	<b>\$ 3,138,605</b>

**Disbursements:**

Cash Disbursements Register	\$ (2,803,763)
Payroll	\$ (2,188,519)
Healthcare (BlueCross Blue Shield)	\$ (523,624)
Transfers To the ASU Claims Account	\$ (32,048)
Transfers To the Investment Account	\$ (10,000,000)
<b>Total Cash Disbursements</b>	<b>\$ (15,547,954)</b>

**Receipts:**

Cash Receipt Register	\$ 12,658,686
Transfers From the Savings Account	\$ -
Transfers From the Investment Account	\$ -
<b>Total Cash Receipts</b>	<b>\$ 12,658,686</b>

**Adjustments:**

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

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

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**02/01/2024 - 02/29/2024**

<b>CASH &amp; INVESTMENT BALANCES</b>	<b>PORTFOLIO BALANCE</b>	<b>% OF TOTAL</b>
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	3,138,605	8.87%
FIFTH THIRD BANK - ASU Claims Account	48,392	0.14%
FIFTH THIRD BANK - Savings	1,524,048	4.31%
MSUFCU CD and Savings	259,911	0.73%
CASE Credit Union CD and Savings	260,221	0.74%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>30,162,959</u>	85.22%
<b>TOTAL</b>	<b><u>\$ 35,394,136</u></b>	<b>100.00%</b>

<b>INTEREST EARNED</b>	<b>INTEREST</b>
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 36,467
OTHER BANKS	<u>5,116</u>
<b>TOTAL</b>	<b><u>\$ 41,583</u></b>

<b>Monthly Average Rate of Return</b>	0.1175%
<b>Annual Average Rate of Return</b>	1.410%

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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**02/01/2024 - 02/29/2024**

**Market Value at the Beginning of the Period - 02/01/2024** \$ 21,199,501

**Portfolio Activity:**

**Transfers (To) or From General Checking** 9,000,000

**Net Income/(Loss) & Expenditures**

Interest Earned	\$ 72,321
Accrued Interest Paid	(34,206)
Administrative Expenditures	(1,648)

**Total Net Income/Loss & Expenditures** 36,467

**Realized Gains or (Loss) From Sales** (988)

**Market Appreciation**

End of Period	\$ (82,845)
Beginning of Period	(33,572)

**Unrealized Gain/(Loss) from Market Appreciation** (116,417)

**Change in Value From Accrued Income**

Previous Accrued Income (-)	\$ (167,845)
Current Accrued Income (+)	212,241

**Net Change from Accrued Income** 44,396

**Market Value at the End of the Period - 02/29/2024** \$30,162,959

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, Fiscal Year and Annual Reports, 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 2023 Annual Report for Board approval, as set forth below.

**PROPOSED MOTION:** That the CATA Board of Directors approves the Fiscal 2023 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.



# 2023 ANNUAL REPORT

OCTOBER 1, 2022 – SEPTEMBER 30, 2023

**Cover Photo**

In May 2023, CATA announced the year-round Route 3 extension west of the Lansing Mall to Marketplace Boulevard in Delta Township.



April 17, 2024

It was a whirlwind, 2023; defined at times by moments that took our breath away.

Thousands of years ago, philosopher Epictetus said, “It’s not what happens to you but how you react that matters.” If history will judge us by our reaction and resilience to adversity, we take solace in the difference we know we have brought to the everyday lives of those we serve.

- On Feb. 13, CATA responded to the tragic shooting at Michigan State University — a senseless, heart-wrenching atrocity that took the lives of three promising young scholars and injured five. In coordination with first responders, we transported to safe, off-campus locations MSU students who sheltered in place. When the all-clear was issued, we reunited students and parents at the MSU Pavilion.
- On Aug. 24, a tornado with maximum wind speeds of 125 mph touched down in Ingham County, killing one man and critically injuring several others. It caused widespread damage that is evident even today. CATA deployed buses to Haven of Rest, an assisted-living facility in Williamston, to evacuate residents who were displaced when the tornado ripped the roof off the facility.
- Throughout 2023, CATA provided Active Violence Emergency Response Training for its employees, teaching proactive awareness, how to react to and protect oneself and others in an active-violence situation, as well as CPR and AED training and certification
- CATA’s advocacy efforts on behalf of our unhoused neighbors began in earnest in 2020 to address our region’s persistent housing challenges. We continue to work in partnership with the City of Lansing and various shelters by providing resources and administering coordinated assistance.
- Each year, CATA responds to calls for support from regional fire departments, law enforcement agencies and emergency management services to help evacuate residents from large-structure fires, disasters and other life-threatening situations. We provide warming and cooling buses in extreme weather.

CATA’s reaction, in times of tragedy and challenge, is to stare adversity in the face; to help our community rise above by always doing the right thing. Whether we’re breaking down barriers or giving voice to the voiceless, our true north — defined by our strategic goals — includes regional mobility, customer experience excellence, organizational strength, community partnership and dynamic workplace. Not only are we tuned in to the needs of our customers and our community, but we create and strengthen partnerships in our stewardship of public trust.

In the pages of this report, you’ll see that we ensured CATA’s financial health, while responding to catastrophic events that our community never expected to encounter.

We thank you, our valued community partners, for your continued support and confidence in CATA.

Sincerely,

**Nathan Triplett**  
Board Chair

**Bradley T. Funkhouser, AICP**  
Chief Executive Officer



# CATA LEADERSHIP

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## BOARD OF DIRECTORS

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



**Shanna Draheim**  
Vice Chairperson  
*City of East Lansing*



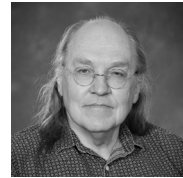
**Phil Deschaine**  
Secretary/Treasurer  
*Meridian Township*



**Douglas Lecato**  
*Delhi Township*



**Jack Schmitt**  
*City of East Lansing*



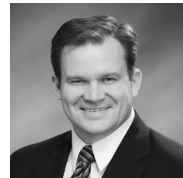
**Mark Grebner**  
*Ingham County*



**Derek Melot**  
*City of Lansing*



**Maggie Sanders**  
*Lansing Township*



**John Prush**  
*Michigan State University*



**Terrance Augustine\***  
EATRAN Representative

*Seats for City of Lansing and Meridian Township are pending appointment.*

*\* Non-voting member*

# CATA LEADERSHIP

## EXECUTIVE STAFF

**Bradley T. Funkhouser, AICP**  
*Chief Executive Officer*

**Andrew Brieschke**  
*Deputy CEO*

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

**James Frendt**  
*Director of Finance*

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

**Dan Hodges**  
*Director of Maintenance*

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

**Todd Brooks**  
*Director of Operations*

**Dustin Hagfors**  
*Director of Planning & Development*

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

### OFFICERS

**Steven Soliz**  
*President*

**Steven Clem**  
*Vice President*

**Caitlin Gardner**  
*Financial Secretary/Treasurer*

### COMMITTEE MEMBERS

#### OPERATIONS

**James M. Beech**

**Greg Mayes**

**Christopher Noble**

#### MAINTENANCE

**Donald Bean, Jr.**

**Brad Buzzard**

**Andrew Olson**

## LOCAL ADVISORY COUNCIL

**Deb Wiese**  
*Chair*

**Erin Shannon**  
*Vice Chair*

**George Hanley**  
*Parliamentarian*

**Doug Lecato**  
*CATA Board of Directors Representative*

**J. Caleb Adams**

**Jeffrey Allshouse**

**Kellie Blackwell**

**Gloria Johnson Cannon**

**Gill Lemonde**

**Darrin Fowler**

**Diana Paiz**

**Leah March-Pons**

**Geneva Smith**

#### Title VI

CATA services are provided in accordance with Title VI of the Civil Rights Act of 1964, without discrimination on the basis of race, color or national origin.

# CAPITAL AREA TRANSPORTATION AUTHORITY

## STATEMENT OF NET POSITION

	September 30	
ASSETS	2023	2022
CURRENT ASSETS:		
Cash	\$ 6,627,495	\$ 2,336,365
Investments	22,363,274	23,731,073
Accounts Receivable	2,035,569	974,517
Due From Government	10,636,919	8,923,443
Inventory	1,596,804	1,518,234
Prepaid Expenses	912,277	922,039
<b>TOTAL CURRENT ASSETS</b>	<b>44,172,338</b>	<b>38,405,671</b>
NONCURRENT ASSETS		
NET PENSION ASSET	2,959,486	14,211,629
CAPITAL ASSETS – NET	54,738,053	54,876,479
<b>TOTAL NONCURRENT ASSETS</b>	<b>57,697,539</b>	<b>69,088,108</b>
<b>TOTAL ASSETS</b>	<b>\$ 101,869,877</b>	<b>\$ 107,493,779</b>
<b>DEFERRED OUTFLOWS RELATED TO PENSION AND HEALTH CARE</b>	<b>23,243,260</b>	<b>23,998,543</b>
<b>LIABILITIES</b>		
CURRENT LIABILITIES:		
Accounts Payable	2,189,928	2,167,991
Accrued Vacation, Incentives and Sick Pay	1,871,952	1,681,912
Reserve For Workers' Compensation Claims	223,350	483,466
Reserve For Health Insurance Costs	572,100	517,000
Unearned Revenue	157,112	201,067
Other Current Liabilities	617,633	1,068,953
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,632,075</b>	<b>6,120,389</b>
LONG-TERM LIABILITIES		
Net Pension Liability	2,972,715	—
Other Post-Retirement Benefits	55,113,031	55,575,881
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>58,085,746</b>	<b>55,575,881</b>
<b>TOTAL LIABILITIES</b>	<b>63,717,821</b>	<b>61,696,270</b>
<b>DEFERRED INFLOWS RELATED TO PENSION AND HEALTH CARE</b>	<b>26,280,470</b>	<b>39,295,405</b>
<b>NET ASSETS</b>		
Invested In Capital Assets	54,738,053	54,876,479
Restricted For Capital Purchases	23,464	81,063
Unrestricted	(19,646,671)	(24,456,895)
<b>TOTAL NET POSITION</b>	<b>\$ 35,114,846</b>	<b>\$ 30,500,647</b>

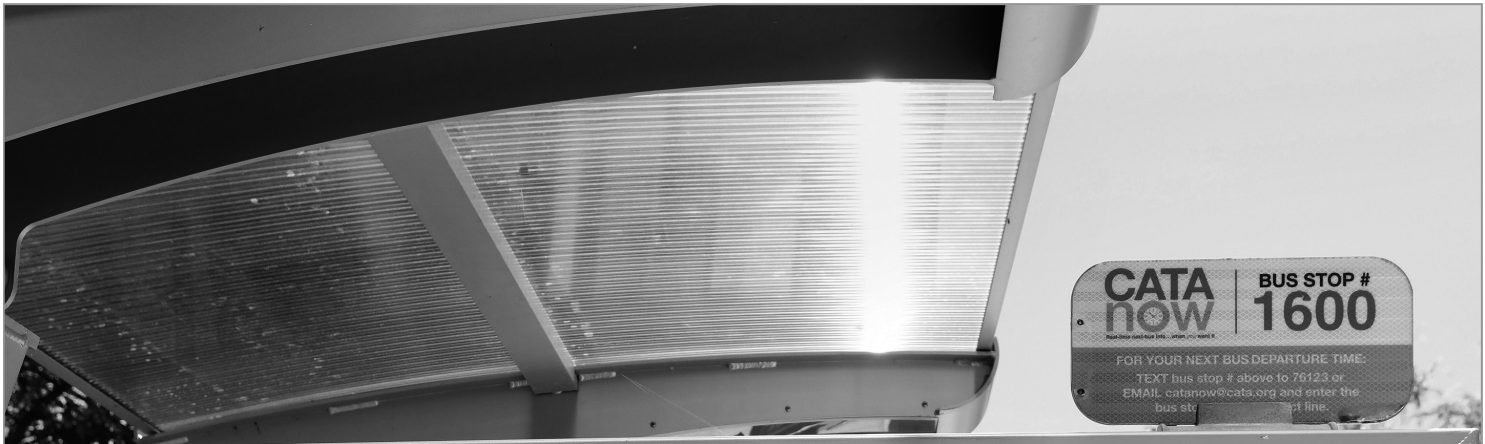
**CAPITAL AREA TRANSPORTATION AUTHORITY  
STATEMENTS OF REVENUES, EXPENSES & CHANGES IN  
NET POSITION**

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	Year Ended September 30	
	<u>2023</u>	<u>2022</u>
OPERATING REVENUES	\$ 11,480,676	\$ 10,891,427
OPERATING EXPENSES	68,747,247	59,839,227
Operating Income (Loss)	<u>(57,266,571)</u>	<u>(48,947,800)</u>
Non-Operating Revenues (Expenses)	55,229,975	44,408,339
Net Income (Loss) Before Capital Contributions	<u>(2,036,596)</u>	<u>(4,539,461)</u>
CAPITAL CONTRIBUTIONS – GRANTS	6,650,795	5,800,680
Change in Net Position	<u>4,614,199</u>	<u>1,261,219</u>
NET POSITION, BEGINNING OF YEAR	<u>30,500,647</u>	<u>29,239,428</u>
<b>NET POSITION, END OF YEAR</b>	<b><u><u>\$ 35,114,846</u></u></b>	<b><u><u>\$ 30,500,647</u></u></b>

**CATA Mission Statement**

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



**CATA**  
**now**  
Real-time information for bus, train, and light rail

**BUS STOP #**  
**1600**

FOR YOUR NEXT BUS DEPARTURE TIME:  
TEXT bus stop # above to 75123 or  
EMAIL [catanow@cata.org](mailto:catanow@cata.org) and enter the  
bus stop # above in the text line.





**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



## **ACTION ITEM – REAPPOINTMENT TO LOCAL ADVISORY COUNCIL**

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. Also, the LAC Bylaws do not limit the number of terms.

At the April 2024 LAC meeting, Geneva Smith was unanimously approved for reappointment to the LAC for a three-year term.

Ms. Smith has resided in the Lansing area for over fifty years, has served on several area boards, and is concluding her second three-year term on the LAC. She represents persons with disabilities and is a resident of the City of Lansing.

CATA Board approval is sought to approve the reappointment of Geneva Smith as a member of the CATA LAC.

**PROPOSED MOTION:** The CATA Board of Directors approves the recommendation of the Local Advisory Council to reappoint Geneva Smith to a three-year term through April 2027.

**INFORMATION ITEMS**

**APRIL 17, 2024**

1. FEBRUARY RIDERSHIP REPORT
2. FEBUARY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR MARCH 2024
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FROM FEBRUARY 2024

**FEBRUARY 2024 RIDERSHIP REPORT**

<u>Total system rides – February:</u>	<u>837,661</u>
Average weekday system ridership	36,050
Average weekday system ridership change February 2024 to February 2023	+5,250

February 2024 vs. February 2023

	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+21.9%	+150,453
Monthly Urban Fixed-Route change	+33.6%	+96,026
Monthly MSU campus ridership change	+9.0%	+27,294
Monthly Spec-Tran ridership change	+37.9%	+6,773
Monthly Total Paratransit ridership change	+34.6%	+8,104

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU campus service levels vary for Spring 2023 and 2024. MSU classes were cancelled on February 13, 2024, and February 14-17, 2023.

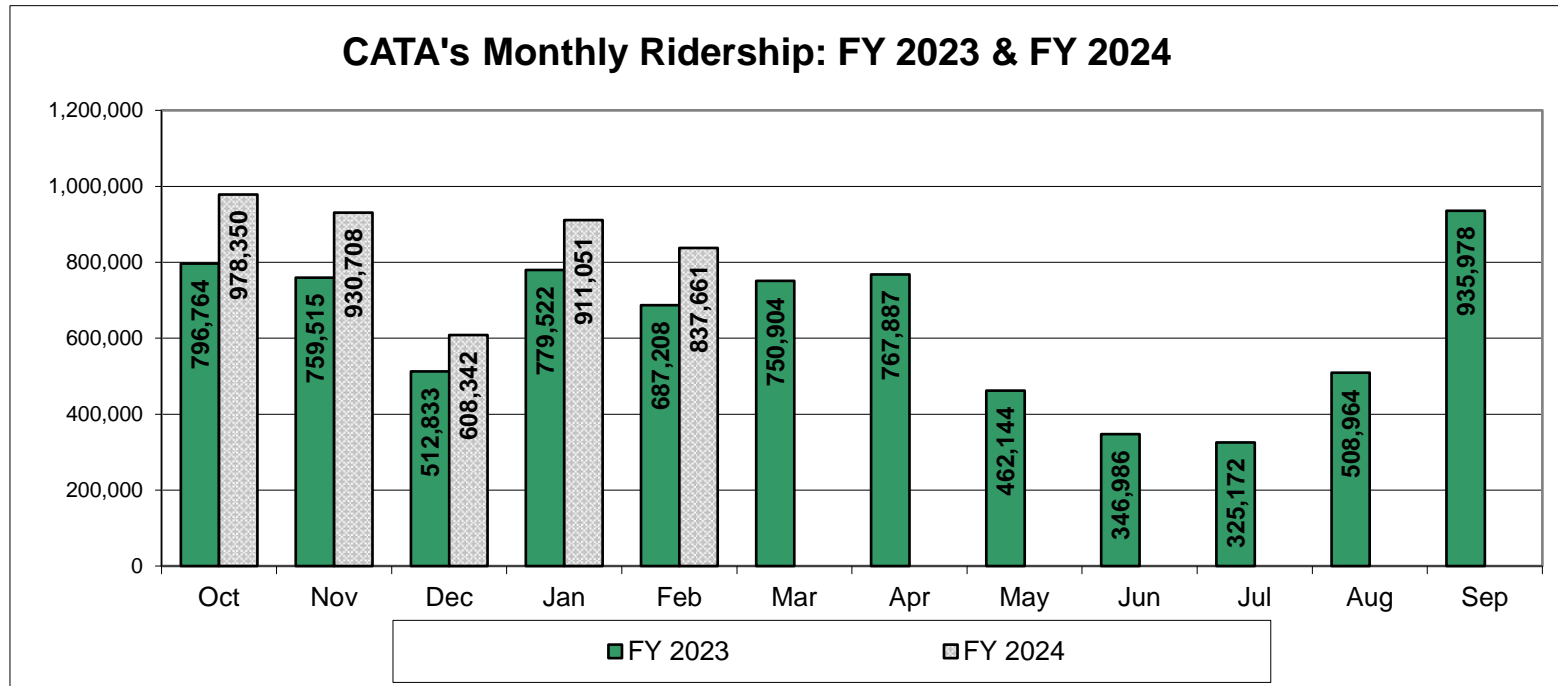
**FY 2024 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2024:</u>	<u>4,266,112</u>
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FY 2024 vs. FY 2023

	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+20.7%	+730,270
Year-to-Date Spec-Tran ridership change	+27.3%	+25,836
Year-to-Date Total Paratransit ridership change	+25.0%	+31,219

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021.



**INFORMATION ITEM - FUEL PURCHASE FOR MARCH 2024**

The following lists our prices for diesel fuel for March 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
03/04/2024	\$3.1371
03/08/2024	\$2.8385
03/13/2024	\$2.8095
03/18/2024	\$2.8960
03/22/2024	\$2.8500
03/28/2024	\$2.7245
FY 2024 Current average per gallon fuel cost	\$2.88
FY 2024 Budget per gallon fuel cost	\$2.35

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## DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

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### Society of Human Resources Management (SHRM)

The DEI Task Force Committee participated in the Society of Human Resources Management (SHRM) 1 Million Civil Conversations project. The purpose of this project is to create better workplaces and a better world by having discussions about civility in the workplace that begin with the intention to better understand each other.

We utilized the discussion cards, *Cards Against Humanity – How Civil Have You Been Today?* Committee members had a thoughtful discussion about our company culture and how we can improve it.

The goal of the project is to encourage inclusivity, bridge divides, and build understanding and trust one conversation at a time.

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





Craig Frazier stated that Transdev's hourly wage was corrected in the December minutes.

**MOTION:**

A motion to approve the amended December 2023 minutes was moved by Geneva Smith and supported by Kellie Blackwell.

**VOTE:**

Motion passed unanimously.

**LAC CHAIR COMMENTS – Deb Wiese**

Chair Wiese thanked CATA for the Christmas card.

**BOARD LIAISON REPORT – Doug Lecato**

See attached report.

Diana Paiz inquired about the Meridian Township's Corridor Improvement Authority (CIA) plan and whether it will work with transportation services within the area.

Bradley Funkhouser confirmed that Meridian Township's CIA plan will work with transportation services in the area.

Doug Lecato shared that the CIA plan would cost approximately \$600,000 over the course of twenty years, but the improvements are expected to increase property tax values by over \$6,000,000.

**CATA CEO REPORT – Bradley Funkhouser**

**Charlotte Connector**

Bradley Funkhouser stated that the Charlotte Connector is being used quite a bit and connects riders to Delta Marketplace and the Route 3 extension. He reported that over the last three (3) weeks, the Charlotte Connector has been servicing about fifty to sixty trips per day, while the Route 3 extension has been servicing approximately three thousand trips per month.

**Transit App**

Bradley Funkhouser stated that CATA's IT Department has been working to add the Transit app for EATRAN riders. The Transit app enables riders to track their ride and is very popular among transit users.

**CATA's January Board Retreat**

Bradley Funkhouser stated that a lot of the information that was presented at CATA's Board Retreat centered around regionalism, electric vehicles, and contactless payment. He also noted that both EATRAN and Clinton Transit are doing their own transit studies which will be beneficial to bridging the gap between counties while continuing to promote regional coordination. Mr. Funkhouser explained that the next step will be to do a comprehensive analysis of the whole region to understand the needs of the riders and eventually erase county lines.

## **Microtransit**

Bradley Funkhouser reported that MDOT has approved a \$1,664,000 grant to CATA so that regional coordination can continue to improve throughout the three counties. Mr. Funkhouser noted that CATA will use this funding to incorporate microtransit pilot program into the service. He explained that part of the plan will be to update CATA's Redi-Ride services with the necessary software to be able to book rides online. He also noted that CATA is looking at various routes including trips to and from the Capital Region International Airport and MSU campus and connecting Delta Township residents to LCC and MSU campuses.

Chair Wiese inquired whether the money will be used for microtransit specifically.

Bradley Funkhouser confirmed that a lot of the grant money will be used for microtransit.

Chair Wiese requested Mr. Funkhouser to confirm the three (3) counties included in regionalism coordination.

Bradley Funkhouser confirmed that the three (3) counties are Eaton County, Clinton County, and Ingham County. He also stated that Clinton Transit northbound trips have almost doubled since CATA and Clinton Transit signed a cross-boundary agreement. Mr. Funkhouser further explained that CATA has discussed the possibility of looking at fixed-route solutions with larger vehicles in certain high demand areas such as trips to and from Peckham.

Chair Wiese inquired whether CATA's Redi-Ride provides same day service for their riders.

Bradley Funkhouser confirmed that CATA's Redi-Ride is currently same-day service; however, the microtransit pilot will update the technology so that riders will be able to schedule their trips using a mobile app.

Geneva Smith requested more information on microtransit and CATA's Redi-Ride services.

Bradley Funkhouser explained that CATA's Redi-Ride services provide transportation within a geographic location. CATA provides Redi-Ride service in Delhi Township, Meridian Township, and Mason. He also noted that the trips stay within a certain area and go from point A to point B.

Geneva Smith inquired whether Redi-Ride trips are similar to Spec-Tran.

Bradley Funkhouser stated that Redi-Ride is similar to Spec-Tran with a few exceptions. He explained that Spec-Tran is federally required and there are very strict rules about fares and time frames. CATA has more freedom with Redi-Ride services and if a community wants to pay for transportation services, they can. Mr. Funkhouser further explained that in Delhi Township, there are fewer fixed-routes and more Redi-Ride service because it fits their community better.

George Hanley inquired about scheduling rides on Easter Sunday.

Craig Frazier stated that scheduling rides for this year's Easter Sunday can be made between Sunday, March 17, and Wednesday, March 27.

Bradley Funkhouser stated that CATA's holiday service includes Easter, July 4<sup>th</sup>, Thanksgiving, and Christmas.

Diana Paiz inquired about Spec-Tran rides to the public library in Bath, Michigan, for public meetings.

Bradley Funkhouser stated that anyone needing transportation to Bath or the surrounding area should first contact Meridian Township Transportation Commission and request that the trip be added to Meridian's Redi-Ride service or contact Craig Frazier at CATA.

Gloria Johnson-Cannon inquired about the fare cost difference between Spec-Tran and Redi-Ride.

Craig Frazier stated that the fare for Spec-Tran is \$2.50 each way and the fare for Redi-Rides are \$1.25 each way.

Bradley Funkhouser stated that he will update the LAC as more microtransit details unfold.

### **DIRECTOR OF OPERATIONS – Todd Brooks**

Todd Brooks commented on some of the items presented at CATA's January Board Retreat under the Operations Department including promoting some existing CATA employees to supervisor positions, participating in the Active Violence Emergency Response Training, providing transportation during MSU football season, and continuing to build a solid relationship with the Union by working with the ATU officers to update CATA's Work Rules. Mr. Brooks noted that his department is still trying to fill a couple vacant positions in the Ops Center and they have a few strong candidates to consider. He also stated that there is a new operator class of four (4) starting and two (2) of the students have their CDLs. Mr. Brooks explained that with the help of the Human Resources Department, training new operators will be a constant process that will continue until CATA has enough drivers.

Darrin Fowler inquired whether the training classes for CATA operators includes Transdev operators as well.

Todd Brooks stated that last year, Operations focused on training CATA operators; however, this year Transdev will be included. He also noted that training classes will be extended to supervisors, paratransit dispatchers, fixed-route dispatchers, and call takers for both CATA and Transdev.

Darrin Fowler inquired whether CATA offers holiday bonuses to operators.

Todd Brooks stated that CATA gives an attendance bonus to all eligible operators every year on the second pay period in December.

Darrin Fowler requested more details pertaining to the attendance bonus that CATA gives to their employees.

Todd Brooks stated that CATA operators receive \$125 a month for perfect attendance and if one (1) day is missed, then it drops down to \$75 for that month and if two (2) days or more are missed, nothing is given for that month. He further explained that if an operator has perfect attendance for all twelve months, then an additional \$500 is paid out to the operator at the end of the year in December, .

Darrin Fowler inquired whether Mr. Brooks was aware of any holiday bonuses paid to Transdev operators last year.

Craig Frazier stated that currently, Transdev is in the middle of negotiations and bonuses are one of the topics being discussed.

Diana Paiz inquired whether Transdev's ATU members were included in building their bid boards.

Todd Brooks stated that Transdev and Transdev's Union build their bid boards together and then send CATA a final copy to sign-off on.

### **PARATRANSIT OPERATIONS MANAGER – Craig Frazier**

Craig Frazier commented on the procurement of CATA's new vehicles and the testing of a new automatic wheelchair securement. He also reported on CATA's new radio system and the average daily call volumes in paratransit, which were around 975 calls per day. Mr. Frazier further noted that since December 2023, paratransit ridership continues to increase each day with an average of 1,400 Spec-Tran trips booked per day and a total of 1,800 paratransit trips overall.

### **SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon**

Erin Shannon provided her report and stated that one of the comments that keeps reoccurring is the need for operators to introduce themselves and provide clear instructions when getting on and off vehicles safely. There is also concern that not all of the buses are equipped to receive tokens as payment and LAC members are not being charged for non-LAC business when booking their rides. Ms. Shannon further shared ongoing issues with the MyRideCATA app regarding accurate bus arrival times and the LAC application that is posted on CATA's website is still not a fillable form. Lastly, she noted that the presentation from the KFH Group on Coordinated Public Transit – Human Services Transportation Plan would take place at the February LAC meeting.

Craig Frazier stated that he is handling each concern as they are brought to his attention.

Deb Wiese stated that Dan Goodemoot, Director of IT, will be present at the next SQS meeting in March to answer any questions.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

- **Renewal of LAC Members - Erin Shannon and Diana Paiz**

**MOTION:**

A motion to approve Erin Shannon and Diana Paiz renewal to the LAC for a three-year term was moved by Geneva Smith and supported by Darrin Fowler.

**VOTE:**

Motion passed unanimously.

- **New Member Application - Gill Lemonde, DNCAP**

**MOTION:**

A motion to approve Gill Lemonde, DNCAP, for LAC membership was moved by Diana Paiz and supported by George Hanley.

**VOTE:**

Motion passed unanimously.

- **Public Hearing – Ericka Hartigan, Grants Manager and KFH Group**

Coordinated Public Transit Human Services Transportation Plan

See attached report.

Chair Wiese inquired whether they had reached out to other organizations that serve seniors and/or persons with disabilities.

Judy Moreno-Millington, Grants Administrator, stated that about 30 individuals that serve seniors and/or persons with disabilities were reached out to.

Ericka Hartigan stated that the purpose of this presentation is to broaden CATA's outreach to other organizations in the area.

Leah March-Pons inquired about a way for an organization or individuals to submit their feedback online.

Will Sutton from the KFH Group stated that he will have the website link posted into the chat. He also noted that the information from today's presentation is available online at *michigancoordinatedplans.com*.

Chair Wiese stated that the LAC members are involved in a lot of organizations including Disability Rights, Michigan, Peckham, RSVP Senior Program, and Disability Network Capital Area, but she was not sure if they had been contacted.

Kellie Blackwell stated that the Michigan Disability Rights Coalition could assist in reaching out to other organizations.

Will Sutton expressed his appreciation for the comments made by LAC members. He also stated that the KFH Group's goal is to be as inclusive as possible and they would be happy to set up future meetings with anyone interested.

Ericka Hartigan inquired about their anticipated level of feedback.

Will Sutton stated that KFH is looking for any sort of feedback related to achieving greater access and mobility through transit.

**MEMBER COMMENTS/ANNOUNCEMENTS:**

None

**PUBLIC COMMENT:**

None

**MOTION:**

A motion to adjourn was moved by Gloria Johnson-Cannon and supported by Darren Fowler.

**VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:15 p.m.

Respectfully submitted,

Darren Horn  
Paratransit Operations Supervisor