

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 16, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Phyllis Vaughn
Phil Deschaine
Doug Lecato
Maggie Sanders
Jennie Gies
John Prush

CALL TO ORDER:

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

ROLL CALL: Phil Deschaine, Shanna Draheim, Dusty Fancher, Jennie Gies, Doug Lecato, John Prush, Maggie Sanders, Nathan Triplett, and Phyllis Vaughn were all present.

ABSENT: Derek Melot

LATE: Terrance Augustine, Mark Grebner, and Jack Schmitt

Mark Grebner arrived at 4:02 p.m.

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.

Jack Schmitt arrived at 4:03 p.m.

PUBLIC COMMENTS:

Karla Hudson thanked the Board for the opportunity to speak via Zoom. She asked that the information on how to request reasonable accommodation be included on the Board meeting agenda. Ms. Hudson also expressed her wish to see CATA's Local Advisory Committee (LAC) be more involved with CATA's Board. She further commented on CATA's advertising policy and reminded CATA that children do ride the bus; therefore, CATA needs to be conscious of what they advertise on their buses.

PUBLIC HEARING

On August 16, 2023, at 4:06 p.m., Chair Triplett opened the public hearing regarding CATA's proposed Fiscal Year 2024 Budget and proposed 2023 Property Tax Levy.

Notice of this hearing was published on the CATA website on July 14, 2023; posted at CATA's Administrative Building, the downtown CATA Transportation Center (CTC), MSU-CTC and the Capital Area Multimodal Gateway on July 14, 2023; distributed to CATA's social-media networks on Facebook, Instagram, LinkedIn and Twitter @rideCATA on July 14, July 21, July 25, July 31, August 9, and August 16, 2023, at various times; emailed to 35 private agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 21, 2023; mailed via United States Postal Service to 228 private transit agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 21, 2023; emailed on July 26, 2023, to the Cities of Lansing and East Lansing; and the Townships of Delhi, Lansing and Meridian; emailed to the Ingham County Board of Commissioners and Michigan State University on July 26, 2023; emailed to the EATRAN Board of Directors and Eaton County Board of Commissioners on July 26, 2023; published in The Chronicle in its July 16 through July 31, 2023, and August 1 through August 15, 2023, issues as well as online chronicle news dot com July 16, through August 15, 2023; published in the Lansing State Journal on July 23, 2023, and July 30, 2023, as well as the Lansing State Journal online at l-s-j dotcom on July 23 through August 5, 2023; published in the Lansing City Pulse on July 19, 2023 and July 26, 2023, as well as online at Lansing city pulse dot com July 19, 2023, through July 26, 2023.

Chair Triplett stated that the proposed Fiscal Year 2024 Budget would establish an operating budget of \$62,372,400. The proposed 2023 Property Tax Levy of 3.007 mills is to support the Operating Budget.

Chair Triplett asked if Chief Executive Officer, Bradley T. Funkhouser and/or staff had received any comments.

Chief Executive Officer, Bradley T. Funkhouser reported that no comments were received; however, one (1) individual requested that the budget be mailed to them prior to the August Board meeting which was completed.

Terrance Augustine arrived at 4:09 p.m.

Chair Triplett then opened the meeting for public comment regarding the proposed Fiscal Year 2024 Budget or the proposed 2023 Property Tax Levy. He stated he would call on those who wish to make comments and asked them to state their name and address for the record. Comments would be limited to five (5) minutes.

PUBLIC COMMENT:

Deb Parrish commented on the Multi-Modal Gateway (MMG) budget, security budget increases and the number of operators employed by CATA.

Chair Triplett closed the Public Hearing on CATA's proposed Fiscal Year 2024 Budget and 2023 Property Tax Levy at 4:11 p.m.

CHAIR'S COMMENTS:

MOTION:

Jennie Gies motioned to excuse Derek Melot and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett welcomed Clinton Transit and introduced Gail Watkins, Clinton Transit's Board Chair.

Gail Watkins thanked Chair Triplett and CATA for their partnership. He then introduced Clinton Transit's Board of Directors Jodi Smith, Deb Shaughnessy, and Dan Skorich, along with MaLissa Schutt, Executive Director. Mr. Watkins also shared that Clinton Transit's Board meetings are scheduled on the fourth Thursday of each month at 6:00 p.m. and encouraged attendance by anyone who is interested.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser took a moment to express his deepest sympathy for CATA's lead mechanic, Brian Gould, who passed away last week. Mr. Funkhouser asked everyone to keep Mr. Gould's family in their thoughts and prayers during this difficult time.

Guests from Clinton Transit

Bradley Funkhouser welcomed Board of Directors from Clinton Transit and Ms. Schutt. He also recognized Terrance Augustine, who is a non-voting CATA Board member that represents Eaton County and Chairman of EATRAN's Board of Directors.

Job Fair

Bradley Funkhouser stated that CATA, along with EATRAN, will be hosting another job fair that will take place on Thursday, August 17, 2023. Mr. Funkhouser noted that CATA's job fair will take place at the Lansing Center while EATRAN's job fair will be at the Lansing Mall.

Sustainability Award

Bradley Funkhouser reported that CATA received a gold sustainability award from the American Public Transportation Association (APTA). The award acknowledged CATA's work related to environmental sustainability. Mr. Funkhouser stated that CATA's Planning and Development Department along with the Board played a big part in CATA receiving this award. He then asked Dustin Hagfors, Director of Planning and Development, to come forward and display the award for all to see.

Dustin Hagfors presented the award.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF JULY 19, 2023, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JUNE 2023

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

C. TENTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 10 to the Agreement between the County of Ingham and Capital Area Transportation Authority for October 1, 2023, through September 30, 2024, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

D. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2024 TARGETS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2024 Safety Performance Targets to meet compliance with the FTA.

E. RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint George Hanley to a three-year term through August 2026 and Deb Wiese to a three-year term through October 2026.

F. NINTH AMENDMENT TO MICHIGAN STATE UNIVERSITY CONTRACTED TRANSPORTATION SERVICES AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Ninth Amendment to the MSU Contracted Transportation Services Agreement, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Mark Grebner requested that Action Item F, be moved to discussion.

MOTION:

Shanna Draheim motioned to approve the Consent Agenda, with Action Item F, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement, moved to Discussion and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. NINTH AMENDMENT TO MICHIGAN STATE UNIVERSITY CONTRACTED TRANSPORTATION SERVICES AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Ninth Amendment to the MSU Contracted Transportation Services Agreement, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Mark Grebner motioned to approve Discussion Item A, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement, and Shanna Draheim supported the motion.

DISCUSSION:

Mark Grebner shared some history between CATA and Ingham County. He also explained how CATA's relationship with Ingham County is very similar to the relationship that CATA has with MSU. Mr. Grebner noted that in 1990, CATA's service included three (3) townships and two (2) cities. These areas created artificial boundaries. It was then decided that the best solution would be to have a county-wide millage. Mr. Grebner continued by sharing the history of Ingham County's millage. He further expressed his desire to see more efficiency, seamless transit, and continued respect for Ingham County while also improving service for Veterans including seamless service between Veteran facilities.

Chair Triplett noted that Mr. Grebner's comments were related to Action Item C, Tenth Amendment of Agreement with Ingham County to Provide Funding for CATA Rual And Spec-Tran Services; however, he requested to have Action Item F, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement moved to discussion.

Mark Grebner apologized for his error.

Chair Triplett clarified to the Board that Action Item C, Tenth Amendment of Agreement with Ingham County to Provide Funding for CATA Rual And Spec-Tran Services, was approved as part of the Consent Agenda and that Board members will be voting to approve Discussion Item A, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement.

VOTE: The motion carried unanimously.

B. 2023 PROPERTY TAX LEVY

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2023 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

MOTION:

Maggie Sanders motioned to approve Discussion Item B, 2023 Property Tax Levy and Doug Lecato supported the motion.

DISCUSSION:

Mark Grebner noted that CATA has a sixty-million-dollar budget and receives a very high millage with overwhelming support from the public. Mr. Grebner reminded CATA and the Board that they need to continue to find more ways to improve service, such as looking at various routes and determining whether they are truly needed or need to be rearranged.

Shanna Draheim stated that CATA is still dealing with the effects from the pandemic. She also expressed her belief that CATA and the Board have been responsive in looking at investments pertaining to CATA's fleet and infrastructure. Ms. Draheim also recognized the incredible public support and looks forward to more progress over the next few years.

Dusty Fancher echoed Ms. Draheim's remarks. She also expressed her belief that late night services including the Night Owl are very important. Ms. Fancher noted that many new businesses are coming to the area with various needs and they need to know that CATA provides a twenty-four-hour transportation service for their employees. She also commented on the rising monthly ridership numbers which are close to pre-pandemic levels.

Phil Deschaine stated that as the Meridian Township Treasurer, he has seen a shift in the public and they believe they are being overtaxed. Mr. Deschaine expressed his appreciation for Mr. Grebner's remarks and believes that CATA and the Board need to be aware of the service that is provided and the money that is collected. He also cautioned that providing the same service may not be as efficient in the long run.

Chair Triplett stated that although CATA's service may seem routine, it is important to acknowledge CATA's public support. He also recognized what other transit agencies have been able to accomplish with less resources. Chair Triplett stressed that the goal is and always has been to provide more service and improve efficiency. He further noted that the millage passed in the midst of the pandemic and that progress will continue.

VOTE: The motion carried unanimously.

C. FISCAL YEAR 2024 BUDGET APPROVAL

PROPOSED MOTION: That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for Fiscal Year 2024, upon which public hearing was held at a regular meeting of the Board on August 16, 2023, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities of the Authority for its Fiscal Year 2024 (October 1, 2023, through and including September 30, 2024).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2023 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 16, 2023, are for the purpose of defraying the expenditures and meeting the liabilities of the Authority in providing public transportation.
3. The CEO/Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.
4. The annual goals and objectives and the organization charts as presented with the budget for Fiscal Year 2024 are approved.

MOTION:

Shanna Draheim motioned to approve Discussion Item C, Fiscal Year 2024 Budget Approval and Jennie Gies supported the motion.

DISCUSSION:

Jennie Gies commended Staff and the public for their support. Ms. Gies also recognized the tremendous opportunity that CATA has and expressed her appreciation for being on the CATA Board.

Doug Lecato echoed Ms. Gies' remarks. He also explained that the reason that the Board does not have a lot of questions is due to CATA's thoroughness and transparency on all levels.

Shanna Draheim agreed with Ms. Gies and Mr. Lecato's remarks. She also thanked everyone for attending and expressed her appreciation for the public's input.

Chair Triplett also thanked the Board for past discussions and CATA staff for their work on the budget.

VOTE: The motion carried unanimously.

D. ADDENDUM TO THE CROSS-BOUNDARY AGREEMENT BETWEEN CLINTON TRANSIT AND CATA

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum D to the September 2002 Cross Boundary Agreement between Clinton Transit and CATA to remain in effect for a one (1) year term expiring September 30, 2024, which will automatically renew for one (1) additional year unless either party submits written notice not to renew at least sixty (60) days prior to expiration of the term.

MOTION:

Dusty Fancher motioned to approve Discussion Item C, Addendum to the Cross-Boundary Agreement Between Clinton Transit and CATA and Jennie Gies supported the motion.

DISCUSSION:

Bradley Funkhouser stated that chairs from all three (3) counties are present at today's meeting which is a testament to all the work that has been done over the past year. Mr. Funkhouser shared that the only change in this new agreement is that there is a one (1) year automatic renewal. He will continue to share details with the Board and looks forward to continual growth in service.

Mark Grebner stated that he does not believe that the agreement is symmetrical between CATA and Clinton Transit.

Bradley Funkhouser explained that due to CATA's driver shortage, CATA has not been able to provide service back into Clinton Township. Currently, CATA has a contract with Clinton Transit to provide rides northward. Mr. Funkhouser further noted that although CATA is not advertising rides into Clinton County, they are not denying anyone that may need a ride into the area. He also reported that CATA is working on a regional grant with the state to help fund seamless transportation within the tri-county.

Phyllis Vaughn inquired about CATA providing service north of Clark Road.

Bradley Funkhouser stated that CATA can coordinate a ride north of Clark Road with Clinton Transit. He also explained that CATA will look at the region to see what areas are in need and what types of service they require, including looking at microtransit to fill in the gaps.

Jennie Gies inquired whether the grant funds will be enough to cover the one (1) year additional renewal with Clinton Transit.

Bradley Funkhouser explained that the current grant funds will not be enough to cover the additional one (1) year renewal with Clinton Transit; however, CATA will work on a new state grant.

Doug Lecato stated that he appreciates all the work being done to provide seamless transportation.

Mark Grebner expressed his belief that the best way to have seamless transportation is to have one transit system.

Bradley Funkhouser appreciated Mr. Grebner's remarks. He also stated that providing seamless transportation can be tricky; however, it can be done by not repeating mistakes and working through issues that have separated the agencies in the past.

Chair Triplett thanked Clinton Transit for attending CATA's Board meeting and MDOT for their financial support of regional transportation. Chair Triplett recognized the difficulties in providing regional transportation yet believes that riders should not have to concern themselves with how they will get somewhere. He also noted that having members from both EATRAN and Clinton Transit present is a big step forward.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

Chair Triplett introduced the Nominating Committee Report. Chair Triplett stated that Policy 411 requires the Board of Directors to appoint the committee in July with recommendations presented in August, hold an election in September and for new officers to take seats in October. Chair Triplett thanked Derek Melot, Jennie Gies and Jack Schmitt for serving on the committee.

On behalf of Nominating Committee Chair Melot, Chair Triplett gave the Committee Report. Chair Triplett reported that committee members discussed nominations. They received requests from Nathan Triplett, Dusty Fancher and Shanna Draheim. The Committee recommended that Nathan Triplett serve as Chair, Dusty Fancher as Vice Chair, and Shanna Draheim as Secretary/Treasurer.

Chair Triplett thanked the Nominating Committee for their report and appreciated their recommendations.

Chair Triplett also stated that per Policy 411, the Board will consider the nominations at the next Board Meeting in September.

PUBLIC COMMENT

Deb Parrish stated that she is very passionate about the services that CATA provides and stressed how many people depend on CATA to get to work and their medical appointments. She also inquired about operators' background checks and the importance of providing more safety training for new operators.

Phyllis Vaughn commended CATA's paratransit's call-takers for their great service.

Karla Hudson commented on cross-boundary and expanding Meridian Township's Redi-Ride service. She also stated that she has been a paratransit rider for over thirty-one years and while she appreciates the current discussion, she believes that more can be done compared to other transit agencies in the state.

ADJOURNMENT

Chair Triplett adjourned the meeting at 5:01 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary