

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 18, 2021  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. PUBLIC HEARING ON FISCAL YEAR 2022 BUDGET AND 2021 PROPERTY TAX LEVY
- IV. CHAIR'S COMMENTS
- V. CHIEF EXECUTIVE OFFICER'S REPORT
- VI. ACTION ITEMS – PROPOSED CONSENT AGENDA
  - A. APPROVAL OF MINUTES OF JULY 21, 2021, BOARD MEETING
  - B. APPROVAL OF TREASURER'S REPORT FOR JUNE 2021
    - 1. Interim Income Statement
    - 2. Cash Summary
    - 3. Investments
    - 4. Fifth Third Investment Account Reconciliation
  - C. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 16)

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 16 to the Student Housing Transit Services Agreement for the period from August 1, 2021, through July 31, 2022, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.
  - D. INSURANCE BROKERAGE AND CONSULTING SERVICE AGREEMENT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Epic Insurance Brokers, Grand Rapids, MI, to provide insurance brokerage and consulting

services in the amount of \$30,000 for the period from September 1, 2021 through February 28, 2022 on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. CONTRACT FOR HOIST PREVENTATIVE MAINTENANCE AND SERVICE

**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 State Installation and Service LLC to provide Preventative Maintenance & Service for in-ground vehicle hoists systems for a maximum amount of \$4,665, plus extra services as needed of \$51,040, for a term of three (3) years, commencing August 1, 2021, through July 31, 2024, and not to exceed the approved annual Operating Budget of \$55,705 for such services as the Board Chair and Chief Executive Officer deem necessary.

F. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Geneva Smith to a three-year term through April 2024.

VII. ACTION ITEM - DISCUSSION AGENDA

A. 2021 PROPERTY TAX LEVY

**PROPOSED MOTION:** That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2021 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

B. FISCAL YEAR 2022 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 2022, upon which public hearing was held at a regular meeting of the Board on August 18, 2021, 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 2022 (October 1, 2021, through and including September 30, 2022).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2021 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 18, 2021, 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 2022 are approved.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- NOMINATING COMMITTEE REPORT

X. PUBLIC COMMENT

XI. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 21, 2021  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Vice Chair  
Jennie Gies  
Doug Lecato  
Mark Grebner  
John Prush  
Phil Deschaine  
Dion'trae Hayes  
Robin Lewis  
Jack Schmitt

**CALL TO ORDER:**

Nathan Triplett, Chair called meeting to order at 4:00 p.m.

**LATE:** Dion'trae Hayes

**ABSENT:** Shanna Draheim and Derek Melot

**ROLL CALL:** All present, Shanna Draheim and Derek Melot were absent.

Chair Triplett welcomed everyone back to meeting in person and thanked the staff for working out the details at the new location. He also mentioned that the meeting is being offered on Zoom for those that wish to view the Board meeting virtually.

**PUBLIC COMMENTS**

None

**CHAIR'S COMMENTS:**

Chair Triplett thanked everyone involved in the recent press release for Route 18 especially Vice Chair, Dusty Fancher who not only spoke at the event but has been a driving force behind making this route come to fruition.

**MOTION:**

Dusty Fancher motioned to excuse Shanna Draheim and Derek Melot and Jennie Gies supported the motion.

**VOTE:** The motion carried unanimously.

Chair Triplett stated that under CATA's policy, in July 2021, the Board is required to appoint a Nominating Committee for the purpose of nominating members who wish to serve as Chair, Vice Chair and Secretary/Treasurer of the Board. Chair Triplett announced that three (3) board members have graciously agreed to serve in this capacity with Derek Melot chairing the committee along with Jack Schmitt and Robin Lewis.

**MOTION:**

A motion to approve the appointment of Derek Melot, Jack Schmitt and Robin Lewis to serve as the Nominating Committee in the upcoming year with Derek Melot chairing the committee was moved by Dusty Fancher and supported by Doug Lecato.

**VOTE:** The motion carried unanimously.

**CHIEF EXECUTIVE OFFICER'S REPORT**

Bradley Funkhouser welcomed everyone back in person while recognizing the fragile situation that COVID-19 had presented.

**Route 18**

Bradley Funkhouser stated that CATA is looking at the comments recorded from several public meetings. He also recognized Chair Triplett and Vice Chair, Dusty Fancher as being the driving force behind Route 18. This route is a prime example of how CATA is spending their money and will continue invest into projects to expand service.

**Ridership**

Bradley Funkhouser reported that ridership has been very steady over the past month bringing in about 8,000 rides per day. Mr. Funkhouser stated that once MSU students are back, he anticipates that ridership will improve.

**Safety and Mask Mandate**

The federal mask mandate is still in place for public transportation and CATA drivers have had a couple irritable riders. This situation is not only a local concern but a nationwide problem as well.

Jennie Gies inquired about the upset customers having to wear a mask.

Bradley Funkhouser replied that CATA operators have come across a few upset customers refusing to wear a mask. In fact, there was an assault a couple weeks ago on a driver. Having to work through COVID-19, CATA has become a more careful, cleaner and a safer place to work. Mr. Funkhouser stated that we will continue to work with the Safety Committee to implement these new additions, however; the operators are still working in a dangerous environment which we all hope will improve soon.

Doug Lecato referenced an APTA report which stated that safety among operators continues to be a struggle all over the world.

**Meetings**

Bradley Funkhouser stated that he had a great meeting with John Prush, Deputy Director at MSU Police Department and Luis Garcia, Director of Migrant Student Services and Co-Chair of DEI at MSU. There were a lot of great ideas that emerged from the meeting and CATA will continue to work with Mr. Garcia to help bridge the gap for new migrant families in the area. Mr. Funkhouser also reported that Marshea Brown, Director of Human Resources and Lolo Robison, Director of Marketing and

Customer Experience will be coordinating with MSU's Migrant Student Service representatives on future projects.

In another meeting, Bradley Funkhouser met with Dr. Rodriguez, and Guillermo Lopez, Lansing School District (LSD) Board member who introduced him to the new Superintendent, Ben Schuldiner. Their conversation included how to carry over the same partnership from MSU to the local school districts.

Lastly, Bradley Funkhouser met with Nicole Noll-Williams, Director of Capital Regional Airport Authority (CRAA) to discuss regional coordination, not only with other transit agencies, but with airports and intercounty travel. Mr. Funkhouser stated he is very excited to see the next phase of CATA.

Mark Grebner inquired about the new Board meeting location.

Bradley Funkhouser stated that a Board member recommended the former Sears building as an alternate location. This building works out exceptionally well. It is centrally located and accessible by fixed route. Mr. Funkhouser also reported that CATA has used this location for a job fair, public meetings and as a training center for the new operators.

Mark Grebner inquired about the cost of having the Board meetings at this new location.

Bradley Funkhouser referred to Lolo Robison, Director of Marketing and Customer Experience for the details.

Lolo Robison stated that, at this time, there is no cost to CATA for using this location.

Mark Grebner inquired about others being able to reserve space in the former Sears building.

Bradley Funkhouser reported that the space is not only for CATA and that others may inquire as well.

Mark Grebner inquired about Route 18 through MSU.

Bradley Funkhouser replied that Route 18 goes to MSU campus, meets Route 1 and travels back to the train station. It is a one-way loop that is very quick.

Dusty Fancher reported that she was amazed at how quick Route 18 goes from Colonial Village to the train station. The trip took approximately 15 minutes.

Doug Lecato inquired about coordinating with the other transit agencies.

Bradley Funkhouser replied that CATA and the other transit agencies have been meeting every two (2) weeks. There is an upcoming meeting with Board Chairs from

the other transit authorities to discuss greater coordination. There will also be talks on moving some CMAQ money and repurposing it for other endeavors. More information to come at the next Board meeting in August.

Doug Lecato inquired about having the transit agency representatives back for another meeting.

Bradley Funkhouser endorsed the idea of having the transit agencies meet again in person.

Chair Triplett stated that there have been conversations to get the other transit agencies and their Boards to all come together for a combined meeting.

Phil Deschaine explained that Meridian Township now has fulltime security guards present at their meetings. He also expressed the importance of having their employees and attendees feel safe. Mr. Deschaine also inquired about plans to increase ridership.

Bradley Funkhouser replied that there will be more details on increasing ridership at the next Board meeting in August. He also predicted that it will be a long time before ridership will increase due to ongoing COVID-19 fears.

#### **PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF JUNE 16, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR MAY 2021
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- C. RESOLUTION OF THE CATA BOARD OF DIRECTORS

**PROPOSED MOTION:** That the CATA Board of Directors adopts the Resolution of the CATA Board of Directors set forth below:

#### **RESOLUTION OF THE CATA BOARD OF DIRECTORS**

**WHEREAS**, CATA did not hold a regular Board of Directors Meeting in April 2020 and began holding virtual monthly meetings in May 2020; and

**WHEREAS**, the CATA Board of Directors elected to provide for safe public meetings that included procedures for virtual meetings of the public body, which included access for public participation at virtual meetings; and

**WHEREAS**, the virtual public meetings complied with the mandates of emergency orders issued to control the spread of COVID-19 by Governor Whitmer, MDHHS, and Mayor Schor; and

**WHEREAS**, the Open Meetings Act (OMA) was amended to allow a public body to hold virtual meetings for a period of time and in certain circumstances, including during a local declared state of emergency; and

**WHEREAS**, the state of emergency declarations have now ended, and each Board Member is choosing to ratify their vote on every action taken during the period of time when meetings were held virtually.

**NOW, THEREFORE BE IT RESOLVED**, that the CATA Board of Directors hereby ratifies *nunc pro tunc* each and every action and vote taken by the Board, without any change in an individual Board member's vote, at all Board meetings between May 20, 2020 and June 21, 2021.

**MOTION:**

Robin Lewis motioned to approve the Consent Agenda and Dion'trae Hayes supported the motion.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS**

None

**NEW BUSINESS**

Bradley Funkhouser reported that CATA received over 160 applications and training has already started for approximately 22 new hires. Some of the new trainees already have a CDL while others are in the process of obtaining their commercial license. CATA included various incentives to recruit new hires and for the first time, new operators will have the option to start out as full-time employees.

Jennie Gies inquired about existing part-time employees being offered full-time positions.

Bradley Funkhouser clarified that the offer was given to existing part-time workers first in addition to recruiting new operators.

Robin Lewis inquired about the new operator training.

Bradley Funkhouser deferred to Andrew Brieschke, Deputy CEO for the details.

Andrew Brieschke stated that the training for the new operators takes approximately six (6) weeks depending on whether or not they have already obtained their CDL.

Dion'trae Hayes inquired about the diversity among the new hires.

Bradley Funkhouser deferred to Marshea Brown, Director of Human Resources for the details.

Marshea Brown stated that the class is very diverse and there is a total of 15 in this class with nine (9) males and six (6) females all between 20-50 years old. She will send the Board a more detailed list following the Board meeting.

Robin Lewis inquired about the new operators being recognized.

Bradley Funkhouser reported that the new operators will be recognized at a later date.

**PUBLIC COMMENT**

None

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT  
NEGOTIATIONS**

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

**MOTION:**

Dusty Fancher motioned to go into closed session and Robin Lewis supported the motion.

**ROLL CALL VOTE:** The motion carried unanimously.

**ADJOURNMENT**

There was no further business Chair Triplett adjourned meeting at 4:56 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending June 30, 2021

	June Actual	June Budget	Variance	% Variance	FY 2021 Actual YTD	FY 2021 Budget YTD	Variance	% Variance	FY 2021 BUDGET	% of Fiscal Year Completed 75%	% Annual Budget Revenues/Expense
<b>REVENUES</b>											
Farebox	\$ 127,655	\$ 208,333	\$ ( 80,678 )	-38.7%	\$ 1,034,621	\$ 1,875,000	\$ ( 840,379 )	-44.8%	\$ 2,500,000		41.4%
Contracted Services	\$ 7,738	\$ 291,667	\$ ( 283,929 )	-97.3%	\$ 1,101,224	\$ 2,625,000	\$ ( 1,523,776 )	-58.0%	\$ 3,500,000		31.5%
Property Tax	\$ 419,351	\$ 1,918,083	\$ ( 1,498,732 )	-78.1%	\$ 21,884,018	\$ 17,262,750	\$ 4,621,268	26.8%	\$ 23,017,000		95.1%
State Revenue	\$ 1,262,301	\$ 1,618,333	\$ ( 356,032 )	-22.0%	\$ 11,178,696	\$ 14,565,000	\$ ( 3,386,304 )	-23.2%	\$ 19,420,000		57.6%
Federal Revenue	\$ 113,481	\$ 318,772	\$ ( 205,291 )	-64.4%	\$ 1,161,779	\$ 2,868,952	\$ ( 1,707,173 )	-59.5%	\$ 3,825,269		30.4%
Other Revenue	\$ 7,875	\$ 71,750	\$ ( 63,875 )	-89.0%	\$ 217,054	\$ 645,750	\$ ( 428,696 )	-66.4%	\$ 861,000		25.2%
<b>TOTAL REVENUES</b>	<b>\$ 1,938,401</b>	<b>\$ 4,426,939</b>	<b>\$ ( 2,488,538 )</b>	<b>-56.2%</b>	<b>\$ 36,577,392</b>	<b>\$ 39,842,452</b>	<b>\$ ( 3,265,060 )</b>	<b>-8.2%</b>	<b>\$ 53,123,269</b>		<b>68.9%</b>
<b>EXPENSES</b>											
Labor	\$ 1,432,008	\$ 1,791,583	\$ 359,575	20.1%	\$ 13,606,008	\$ 16,536,750	\$ 2,930,742	17.7%	\$ 22,049,000		61.7%
Fringe Benefits	\$ 1,079,194	\$ 1,042,097	\$ ( 37,097 )	-3.6%	\$ 8,388,057	\$ 8,975,377	\$ 587,320	6.5%	\$ 11,967,169		70.1%
Services	\$ 333,142	\$ 259,042	\$ ( 74,100 )	-28.6%	\$ 2,783,390	\$ 2,607,450	\$ ( 175,940 )	-6.7%	\$ 3,476,600		80.1%
Materials & Supplies	\$ 365,983	\$ 360,108	\$ ( 5,875 )	-1.6%	\$ 2,779,434	\$ 3,240,225	\$ 460,791	14.2%	\$ 4,320,300		64.3%
Utilities	\$ 51,072	\$ 69,975	\$ 18,903	27.0%	\$ 568,282	\$ 629,775	\$ 61,493	9.8%	\$ 839,700		67.7%
Casualty & Liability	\$ 96,723	\$ 83,333	\$ ( 13,390 )	-16.1%	\$ 718,907	\$ 750,000	\$ 31,093	4.1%	\$ 1,000,000		71.9%
Purch. Transportation	\$ 641,069	\$ 751,667	\$ 110,598	14.7%	\$ 6,164,489	\$ 6,765,000	\$ 600,511	8.9%	\$ 9,020,000		68.3%
Miscellaneous	\$ 51,619	\$ 68,883	\$ 17,264	25.1%	\$ 391,941	\$ 337,875	\$ ( 54,066 )	-16.0%	\$ 450,500		87.0%
Interest Expense	\$ 41	\$ 250	\$ 209	83.6%	\$ 730	\$ -	\$ ( 730 )	0.0%	\$ -		0.0%
Depreciation	\$ 232	\$ -	\$ ( 232 )	0.0%	\$ 2,087	\$ -	\$ ( 2,087 )	0.0%	\$ -		0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 4,051,083</b>	<b>\$ 4,426,939</b>	<b>\$ 375,856</b>	<b>8.5%</b>	<b>\$ 35,403,325</b>	<b>\$ 39,842,452</b>	<b>\$ 4,439,127</b>	<b>11.1%</b>	<b>\$ 53,123,269</b>		<b>66.6%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ ( 2,112,682 )</b>	<b>\$ 0</b>	<b>\$ ( 2,112,682 )</b>		<b>\$ 1,174,067</b>	<b>\$ -</b>	<b>\$ 1,174,067</b>		<b>\$ -</b>		

Interim statements are subject to adjustments and year-end audit

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

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**06/01/2021 - 06/30/2021**

<b>Cash Balance -06/01/2021</b>	<b>\$ 3,004,169</b>
Disbursements	\$ (4,164,187)
Receipts	\$ 3,648,191
Adjustments	\$ -
<b>Cash Balance - 06/30/2021</b>	<b>\$ 2,488,173</b>

**Disbursements:**

Cash Disbursements Register	\$ (1,598,579)
Payroll	(1,907,123.00)
Healthcare (BlueCross Blue Shield)	(636,172.00)
Transfers To the ASU Claims Account	\$ (22,313)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b>\$ (4,164,187)</b>

**Receipts:**

Cash Receipt Register	\$ 3,648,191
Transfers From the Investment Account	-
<b>Total Cash Receipts</b>	<b>\$ 3,648,191</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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**06/01/2021 - 06/30/2021**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	2,488,173	13.48%
FIFTH THIRD BANK - ASU Claims Account	23,877	0.13%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	15,944,340	86.39%
<b>TOTAL</b>	<b>\$ 18,456,390</b>	<b>100.00%</b>

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 20,520
OTHER BANKS	-
<b>TOTAL</b>	<b>\$ 20,520</b>
<b>Monthly Average Rate of Return</b>	<b>0.1112%</b>
<b>Annual Average Rate of Return</b>	<b>1.334%</b>

Interim statements are subject to adjustments and year-end audit

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

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06/01/2021 - 06/30/2021

<b>Market Value at the Beginning of the Period - 06/01/2021</b>			\$ 15,961,328
<b>Portfolio Activity:</b>			
<b><u>Transfers (To) or From General Checking</u></b>			-
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>			
Interest Earned	\$	21,810	
Accrued Interest Paid	\$	-	
Administrative Expenditures	\$	(1,290)	
<b>Total Net Income/Loss &amp; Expenditures</b>			\$ 20,520
<b><u>Realized Gains or (Loss) From Sales</u></b>			\$ -
<b><u>Market Appreciation</u></b>			
End of Period	\$	(37,671)	
Beginning of Period	\$	10,928	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>			\$ (26,743)
<b><u>Change in Value From Accrued Income</u></b>			
Previous Accrued Income (-)	\$	(43,492)	
Current Accrued Income (+)	\$	32,727	
<b>Net Change from Accrued Income</b>			<u>(10,765)</u>
<b>Market Value at the End of the Period - 06/30/2021</b>			<u><u>\$15,944,340</u></u>

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 – EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 16)**

Since 2002, CATA has extended Route 26 public transit service to apartment complexes (the "Facilities") located north of Lake Lansing Road in East Lansing and Bath Township. This service has been subsidized by the owners of the Facilities through the Student Housing Transit Services Agreement (the "Agreement"). The initial term of the Agreement expired in May 2007, with provision for annual extensions, subject to mutual agreement on service hours and other specific terms. The current extension, Addendum 15, was a one-year agreement and expired on July 31, 2021.

In preparation for Addendum 16 and in order to continue the Agreement for another year through July 31, 2022, Staff has contacted management at the facilities to confirm ownership and management status, their desire to continue the service, and the expected occupancy at each of the sites.

Staff expects to complete discussions with the owners soon and reach an agreement on Addendum 16. Revenue under Addendum 16 is projected to be \$685,000.

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 Addendum 16 to the Student Housing Transit Services Agreement for the period from August 1, 2021, through July 31, 2022, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM – INSURANCE BROKERAGE AND CONSULTING SERVICE AGREEMENT**

On September 1, 2019, CATA entered into an agreement with Van Wyk Risk Management for Van Wyk to provide insurance brokerage and consulting services for CATA. That agreement is set to expire on August 31, 2021. Within the past month, Van Wyk was acquired by Epic Insurance Brokers, a large multinational insurance brokerage firm with offices throughout the United States, including an office in Grand Rapids. Our agent, David Hop, has moved with the business to Epic and will be working from the Grand Rapids location.

CATA plans to extend the existing contract with Epic Insurance Brokers to six (6) months, September 1, 2021 through February 28, 2022 and then rebid prior to the end of the six (6) months.

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 an agreement with Epic Insurance Brokers, Grand Rapids, MI, to provide insurance brokerage and consulting services in the amount of \$30,000 for the period from September 1, 2021 through February 28, 2022 on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM - CONTRACT FOR HOIST PREVENTATIVE MAINTENANCE AND SERVICE**

CATA requires preventative maintenance and periodic service on its in-ground vehicle hoists systems. The current contract for these services has expired.

On June 29, 2021, CATA issued a Request for Quote (“RFQ”) #2021-538, to solicit quotes for the Hoist Preventative Maintenance & Service contract. The RFQ was distributed to eight (8) vendors and posted on the CATA website. Three (3) firms submitted quotes on or before the deadline as follows:

Firm

State Installation and Service, LLC.

<b>Year</b>	<b>Preventative Maintenance</b>	<b>Extra Services</b> (Estimated at 200 Annual Hours)	<b>Total</b>
Year 1	\$ 1,555.00	\$ 16,320.00	\$ 17,875.00
Year 2	\$ 1,555.00	\$ 17,360.00	\$ 18,915.00
Year 3	\$ 1,555.00	\$ 17,360.00	\$ 18,915.00
<b>Total</b>	<b>\$ 4,665.00</b>	<b>\$ 51,040.00</b>	<b>\$ 55,705.00</b>

Leak Petroleum Equipment, Inc.

<b>Year</b>	<b>Preventative Maintenance</b>	<b>Extra Services</b> (Estimated at 200 Annual Hours)	<b>Total</b>
Year 1	\$ 1,160.00	\$ 19,320.00	\$ 20,480.00
Year 2	\$ 1,160.00	\$ 20,320.00	\$ 21,480.00
Year 3	\$ 1,160.00	\$ 21,320.00	\$ 22,480.00
<b>Total</b>	<b>\$ 3,480.00</b>	<b>\$ 60,960.00</b>	<b>\$ 64,440.00</b>

Lansing Ice and Fuel, Co.

<b>Year</b>	<b>Preventative Maintenance</b>	<b>Extra Services</b> (Estimated at 200 Annual Hours)	<b>Total</b>
Year 1	\$ 1,690.00	\$ 17,340.00	\$ 19,030.00
Year 2	\$ 1,790.00	\$ 18,360.00	\$ 20,150.00
Year 3	\$ 1,890.00	\$ 19,376.00	\$ 21,266.00
<b>Total</b>	<b>\$ 5,370.00</b>	<b>\$ 55,076.00</b>	<b>\$ 60,446.00</b>

The lowest price quote was submitted by State Installation and Service LLC, and was found to be responsive to the requirements of the RFQ document. In addition, State Installation and Service LLC was determined to be a responsible contractor based on past performance.

As set forth in the quote, the maximum cost for preventative maintenance will not exceed the amount listed above, which would result in a total contract amount of \$4,665 over the possible three-year contract period. Additionally, State Installation and Service LLC will bill between \$80 and \$130 an hour for extra services as

needed. The overall cost is managed through the Operating Budget process as approved by the CATA Board of Directors for the Facilities Department.

Staff recommends that the Board adopt the proposed motion set forth below to award the contract for Hoist Preventative Maintenance & Service to State Installation and Service LLC.

**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 State Installation and Service LLC to provide Preventative Maintenance & Service for in-ground vehicle hoists systems for a maximum amount of \$4,665, plus extra services as needed of \$51,040, for a term of three (3) years, commencing August 1, 2021, through July 31, 2024, and not to exceed the approved annual Operating Budget of \$55,705 for such services as the Board Chair and Chief Executive Officer deem necessary.

**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 PA 51, 50% 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 August 2021 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 50 years, has served on several area boards and is concluding her first 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 appointment of Geneva Smith as a member of the CATA LAC.

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Geneva Smith to a three-year term through April 2024.

**ACTION ITEM - 2021 PROPERTY TAX LEVY**

At the August 18, 2021, Board of Directors meeting, a public hearing was held on the Fiscal Year 2022 Budget and the 2021 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

**PROPOSED MOTION:** That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2021 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

## **ACTION ITEM – FISCAL YEAR 2022 BUDGET APPROVAL**

At the August 18, 2021, Board of Directors meeting, a public hearing was held on the Fiscal Year 2022 Budget and the 2021 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

**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 2022, upon which public hearing was held at a regular meeting of the Board on August 18, 2021, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities in Fiscal Year 2022 (October 1, 2021, through and including September 30, 2022).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2021 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 18, 2021, 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 2022 are approved.

**INFORMATION ITEMS**

**AUGUST 18, 2021**

1. JUNE RIDERSHIP REPORT
2. JUNE RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JULY 2021
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR JUNE 2021
6. ANNUAL UPDATE ON JOB DESCRIPTIONS
7. SALARY RANGES FY 2021-2022
8. RECYCLE UPDATE

**JUNE 2021 RIDERSHIP REPORT**

<u>Total system rides – June:</u>	<u>216,363</u>
Average weekday system ridership	8,300
Average weekday system ridership change 6/21 to 6/20	+1,000

	<u>6/21 v. 6/20</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+12.5%	+23,969
Monthly Urban Fixed-Route change	+10.1%	+15,810
Monthly MSU campus ridership change	NA	NA

Monthly Spec-Tran ridership change	+33.3%	+4,543
Monthly Total Paratransit ridership change	+37.9%	+6,044

Note: Fixed route and regular paratransit service began on a limited basis beginning June 4, 2020. A more robust service began on June 26, 2020. Fare free service was in place from March 18, 2020 to June 14, 2020.

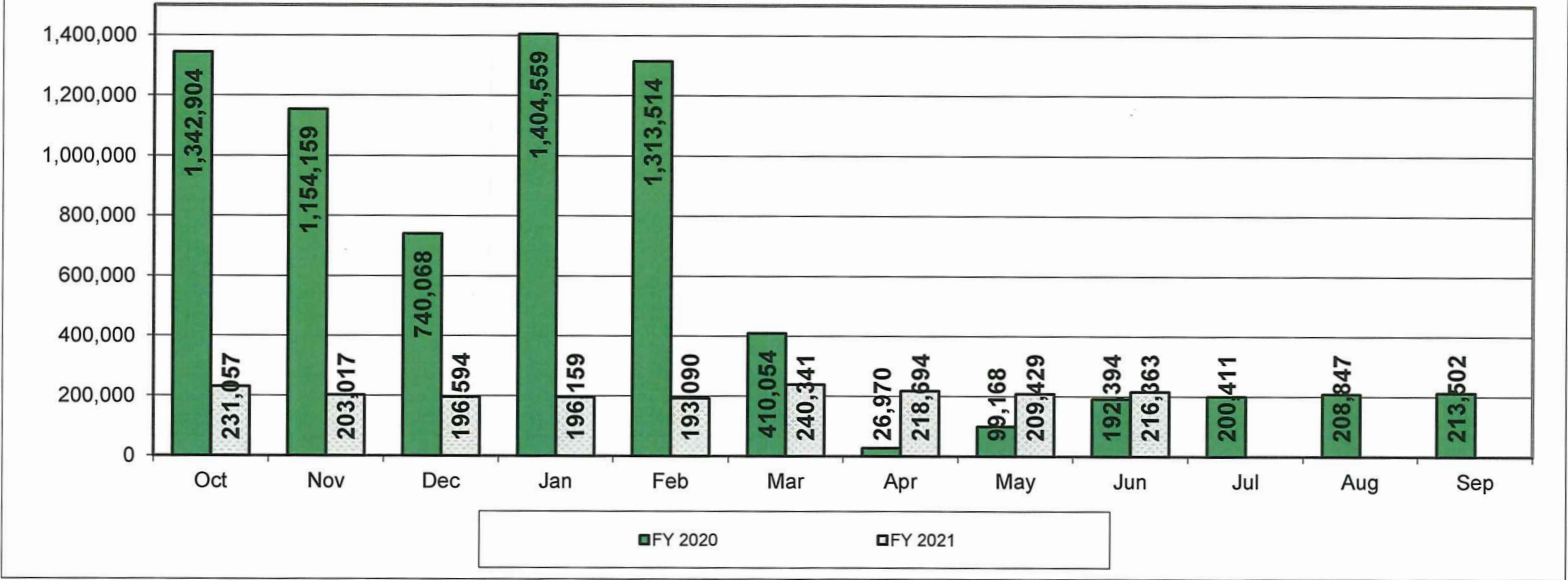
**FY 2021 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2021:</u>	<u>1,904,744</u>
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	<u>FY 2021 vs. FY 2020</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Total system rides change	-71.5%	-4,779,046
Year-to-Date Spec-Tran ridership change	-23.7%	-44,359
Year-to-Date Total Paratransit ridership change	-38.1%	-106,951

Note: CATA began reducing fixed route service on March 18, 2020. On March 23, 2020, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning June 4. A more robust service began on June 26. On June 15, CATA implemented regular fixed route summer service with the exception of Route 32. Fare free service was in place from April 18 to June 14. Fares were reinstated on June 15. On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used. Ridership substantially impacted by COVID-19 pandemic.

### CATA's Monthly Ridership: FY 2020 & FY 2021



**INFORMATION ITEM - FUEL PURCHASE FOR JULY 2021**

The following lists our prices for diesel fuel for July 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
07/09/2021	\$2.1700
07/15/2021	\$2.2045
07/22/2021	\$2.1780
07/29/2021	\$2.2550

FY 2021 Current average per gallon fuel cost	\$2.20
FY 2021 Budget per gallon fuel cost	\$2.35

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
July 13, 2021**

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**Guest Speaker:**

The month of June was Pride Month. Therefore, our invited guest speaker was Brian Tesler, M.D., a Faculty Physician in Obstetrics and Gynecology in Saginaw, Mich., for Central Michigan University Health Team. Dr. Tesler is also affectionately known as “Dr. Rainbow,” because he is a passionate advocate for women’s and LGBTQI health. He has two bachelor’s degrees, one in human biology and the other in nursing from University of Michigan. He completed his doctor of medicine at Michigan State University’s College of Human Medicine.

Dr. Tesler began his career in critical care nursing and then worked for Gift of Life Michigan in organ donation. He then continued to fulfill his passion for science and medicine, and returned to school to become a physician. It was during his career as a nurse and his journey through medicine that sparked his passion for helping to understand and create better care for marginalized groups in medicine.

Today he works with LGBTQI youth advocacy and focuses on health issues pertaining to women and the LGBTQI community. Projects and collaborations to advance diverse care include:

- Completed training in health inequality and LGBTQI health care through the Fenway Institute and other specialized courses.
- Completed and continues to pursue understanding and advancement of the subject through professional research.
- Working with Detroit Mercy School of Nursing to create a safe student environment for LGBTQI learners and advance concepts of LGBTQI medicine.
- Collaboration with the MSU Public Health/MD student program, creating the OUTstanding Medicine program, which is laying the framework for an LGBTQI community provider network.
- Collaboration with Wellness Health Services to advance LGBTQI quality of life and health care in Genesee County, Michigan.
- Working with Central Michigan University on grant projects focused on inclusive learning environments and community impact.

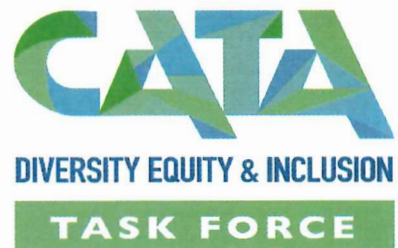
**Presentation Topic:**

- Pride – History
- What the acronym LGBTQIA stands for
- How to celebrate Pride Month

In closing, Chair Brown thanked Dr. Rainbow for his presentation.

Respectfully submitted,

Marshea Brown  
Chairperson  
Diversity Equity & Inclusion Task Force





more options. The LAC will continue to be involved in the pilot projects and they will be available to the public soon as CATA continues to coordinate with the Tri-Counties.

Bradley Funkhouser reported that CATA has provided free transportation to 2,200 individuals to receive their COVID-19 vaccines. He also attended the "Get Your Dose of Hope" event alongside Linda S. Vail, MPA, Ingham County Health Department's Health Officer. At the event, CATA's wrapped buses were unveiled to promote that transportation is not a barrier to getting vaccinated. Mr. Funkhouser stated that this service has proven to be successful, therefore; CATA will continue to work with other transit agencies to provide transportation for additional health care needs. This will also include transportation for veterans. By combining powers, CATA will become more efficient while creating more opportunities to the communities we serve.

Clinton Transit will now be able to provide Saturday services based on CATA's new agreement.

Bradley Funkhouser stated that CATA is eager to get everyone back to work.

**CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza**

Roger Garza stated that he has been in contact with George Hanley who has not been able to use Zoom. Mr. Hanley requested an email link to be sent so that he can listen to the LAC, June 2, 2021 meeting.

Roger Garza reported that CATA, Transdev and the Ingham County Health Department have all been cooperating very well together. Year to date, there have been 226 individuals transported to vaccine facilities.

Covid tests: 76 trips for 86 individuals  
Vaccinations: 1,397 round trips for 1,670 individuals

Roger Garza stated that he is proud of CATA and their neighboring transportation partners. He expressed his hope that everyone will continue to share this information to anyone in need of testing and/or vaccinating.

Craig Frazier reported that at the last Disability Network's meeting, they discussed more options to get everyone vaccinated such as, door to door options for persons unable to leave their homes. He also stated that Rite-Aid has expressed interest in helping coordinate this project.

**SERVICE QUALITY SUBCOMMITTEE (SQS) – Diana Paiz**

See attachment.

A motion to accept the Wait Stop Trip protocol as stated in the packet was presented.

It was moved by Janiele Cannon and supported by Kellie Blackwell.

Motion passes unanimously.

The Service Quality Subcommittee meeting for July 2021 has been moved from July 7<sup>th</sup> to July 14<sup>th</sup>.

**OLD BUSINESS**

None

**NEW BUSINESS**

Deb Wiese moved Geneva Smith's term expiration to the August agenda.

**MEMBER COMMENTS**

None

**PUBLIC COMMENTS**

Deb Parish stated that from now on she will only comment at the end of the meetings through email to Bethany Berdes.

Deb Wiese stated that everyone involved in Zoom meetings should identify themselves the same way as they do in face-to-face meetings.

**ADJOURNMENT**

Motioned to adjourn by Diana Piaz and supported by Janiele Cannon.

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:39 p.m.

Respectfully submitted,

Bethany Berdes  
Operations Secretary

Reviewed by LAC Chair Deb Wiese

**INFORMATION ITEM – ANNUAL UPDATE OF JOB DESCRIPTIONS**

Board Policy #102, administrative personnel policy, includes a provision for the CEO/Executive Director to present to the Board at the time of the budget approval, new job positions which are recommended and job descriptions that have been changed. All of the positions to be approved are in the organization charts that are included in the Operating and Capital Budget FY 2021-2022 that was submitted to the Board. The salary ranges for all positions, including new positions, is submitted in this Board packet as a separate information item. Changes to the salary ranges are recommended for fiscal year 2021-2022.

**New positions include the following:**

1. Operations – Lead Supervisor  
This position supervises the Operations supervisors and reports to the Director of Operations.
2. Server and Network Administrator  
This position manages CATA's server and network infrastructure and reports to the Director of Information Technology.
3. Procurement Specialist II  
This position provides direct support and back-up, as well as reports to the Purchasing and Contracts Manager.

**Revisions to the following positions are proposed:**

1. Senior Accountant/Accountant II – Revised job title and updated duties
2. Procurement Specialist – Updated duties
3. Purchasing and Contracts Manager – Updated duties
4. Shelter and Sign Technician – Revised job title and updated duties

## **LEAD OPERATIONS SUPERVISOR**

### Job Summary – Essential Functions

The Lead Operations Supervisor is responsible for operation of the Dispatch Center and all Street Supervisor's duties and responsibilities. This individual will be a results driven leader who will communicate to CATA Operators and Operation Supervisors to direct, assign, dispatch, and supervise them in providing public transportation services. They will also be responsible for providing guidance, instruction, training, and leadership skills to inspire employees to perform at their optimum level. The regular shift assignment and hours are subject to change and may exceed 40 hours per week. These essential functions include the following:

- Direct, assign, dispatch, and supervise Operators and Operation Supervisors.
- Ensure that all runs (linehaul and paratransit) operate according to the schedule and routing, and that all CATA vehicles are operated in a safe manner in accordance with CATA policies and State of Michigan vehicle and traffic laws.
- Ensure that sufficient Operators are on duty and vehicles are assigned to perform all scheduled runs.
- Assists in the scheduling of Operation Supervisors to provide sufficient coverage on all shifts and positions.
- Operate radio and phone systems and a variety of transit specific fleet management software applications, including Trapeze OPS, Zonar, and automatic vehicle location systems ("AVL").
- Perform payroll functions in ADP and other software for supervisors and operators.
- Serve as a "first responder" to service and safety issues and informs the appropriate Departments, both internal and external, of incidents, accidents or other emergency situations when necessary.
- Maintain professional, reliable, and effective communications with Operators, Operation Supervisor's, other CATA personnel, and the public.
- Prepare and perform all Work Assignment duties and functions on an as needed basis.
- Facilitate and coordinate operations with other CATA functions.
- Monitor and make corrections to ensure on-street service quality and safety.
- Counsel and discipline Operators, as needed.
- Provide guidance, correction and counseling for Operations Supervisors when required.
- Direct and assist with training and retraining of operators and supervisors.
- Advise Director of Operations, Operations Manager, and Supervisors on issues and concerns with service, vehicles, routes, and personnel.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Assist the Director of Operations and Operations Manager, as requested.
- Provide backup and relief for other Operations Supervisors.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

Operations Manager

Supervises:

Motor Coach Operators and Operation Supervisors

Duties:

- Provide direction to Operators with bus and routing questions and to resolve service issues.
- Distribute run assignments.
- Investigate and report complaints, incidents, and accidents.
- Assist Operators with on street and other job-related problems, including complaints, accidents, and incidents while directing supervisors to provide the same assistance.
- Facilitate resolution of customer comments in a professional manner.
- Communicate respectfully and effectively with customers, the public, other agencies, insurance carriers, and others.
- Provide information as needed to Operators, supervisors, customer experience representatives, managers, the public and service agencies.
- Answer Dispatch Center telephones and other communication devices promptly and professionally.
- Coordinate workforce needs with the Operations Manager.
- Complete reports such as missed trip reports, vehicle accident/incident reports, detour notices.
- Assist in planning, implementing and monitoring special event service provided by CATA.
- Ensure that successful community relations are maintained by all operators and supervisors.
- Promptly respond to investigations initiated by management.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Oversee the safety standards, quality, and maintaining of service.
- Follow and promote safe work practices and all CTA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as assigned by the Operations Manager.

Qualifications:

- Associates Degree preferred, High School degree required.

- Minimum of three-year dispatch and supervisory experience in a union environment in the public transit industry is preferred.
- Must obtain a valid Commercial Driver's license with BP endorsements with eligible driving status (not restricted) from the State of Michigan.
- Must be able to supervise, train, and motivate personnel.
- Able to effectively perform and adjust to multiple tasks and demands.
- Excellent communication, typing, data entry, and writing skills.
- Advanced computer skills, including Microsoft Office Suite and other computer application used at CATA.
- Ability to effectively organize and manage multiple CATA initiatives and encourage coworkers to do the same.
- Experience with transit software programs preferred.
- Ability to make quick and concise decisions under pressure.
- Able to communicate effectively, handle details, meet deadlines, and work both independently under general direction.
- Must be proficient in Microsoft Office.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and be able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

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THIS JOB DESCRIPTION IS STATED IN GENERAL TERMS  
AND DOES NOT DESCRIBE ALL DUTIES THAT MAY BE ASSIGNED OR REQUIRED

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Effective: June 1, 2021

## **SERVER AND NETWORK ADMINISTRATOR**

### Job Summary - Essential Functions:

The Server and Network Administrator is responsible for management of CATA's server and network infrastructure to ensure optimum reliability and efficiency of all systems. Responsibilities require flexibility in working outside of normal business hours. These essential functions include the following:

- Responsible for the implementation, maintenance, and support of all computer hardware and software applications.
- Maintain adequate documentation and back-up of all network computer systems.
- Responsible for secure storage of back-up media.
- Maintain and update the disaster recovery system and plan and conduct periodic tests of the disaster recovery system.
- Utilize CATA's IT Help Desk and ticketing system by keeping ticket status up-to-date and reporting detailed information in the ticket notes.
- Evaluate various resources, including new hardware and software applications and system upgrades, to ensure that all systems are integrated to the maximum extent possible and operating at peak efficiency within available resources.
- Maintain inventory and organization of network operating center to ensure speedy retrieval access to all equipment.
- Maintain inventory of all server and network equipment owned by CATA, including all required licenses.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Know and apply CATA policies and procedures.
- Assist the Information Technology Services Director and/or Manager, as requested.
- Provide backup and relief for other departments.
- Participate as an effective member of the CATA administrative team and perform all duties described.

### Reports To:

Information Technology Services Director

### Duties:

- Conduct day-to-day routine monitoring, maintenance, and upkeep of CATA's network and servers.
- Responsible for developing and managing server and network systems that provide staff with required management information and presentation materials that are both timely and accurate.
- Maintain adequate inventories of server and network supplies and materials.
- Perform daily and preventative maintenance and trouble shooting on all CATA printers, servers, and network equipment, including moving and replacing systems weighing 40 pounds or more.

- Work with ITS Technicians to ensure overall support of the CATA information system.
- Work proactively with both union and management staff.
- Maintain positive relationship with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Information Technology Services Director.

Qualifications:

- Bachelor's degree in Computer Science or Information Systems or related field, or equivalent combination of experience and education or training.
- Thorough knowledge of current Windows operating systems for server, networked printers, LANs, and WANs.
- Four years of IT Infrastructure experience.
- Experience with transit software programs preferred.
- Able to maintain, repair, and troubleshoot information technology systems, computer, printer, and network problems.
- Able to lift and move parts, some in excess of forty (40) pounds.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

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This job description is stated in general terms  
and does not describe all duties which may be assigned or required.

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Effective: October 1, 2020

## **PROCUREMENT SPECIALIST II**

### Job Summary - Essential Functions:

The Procurement Specialist II provides direct support and back-up to the Purchasing and Contracts Manager and is responsible for implementation of CATA, federal, and state standards, guidelines, and procedures for all procurements (*i.e.*, supplies, equipment, construction, services, etc.), timely, efficient, and cost-effective procurements, and development and maintenance of the DBE program. These essential functions include the following:

- Ensure CATA compliance with established state and federal procurement standards.
- Ensure all procurement processes and documentation are completed.
- Effectively assist other employees in their completion of the procurements process.
- Conduct procurements of all sizes as required in accordance with CATA's procurement guidelines and federal and state requirements.
- Know and follow procurement standards, guidelines, and procedures for CATA's purchasing activities (including DBE requirements).
- Maintain the Disadvantage Business Enterprise (DBE) goals and program.
- Coordinate procurements with grant schedules of the Federal Transit Administration, Michigan Department of Transportation, and other federal and state agencies.
- Oversee procurement activities to ensure that procurements are completed within authorized and contractual specifications and limits.
- Maintain complete and up to date CATA procurement files at all times.
- Develop and implement a training curriculum for staff related to applicable procurement guidelines.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Participate as an effective member of the CATA administrative team and perform all duties described.

### Reports To:

Purchasing and Contracts Manager

### Duties:

- Establish and maintain master procurement files that contain all required documents.
- Establish and maintain master contract files, and timely inform project managers of contractual deadlines.
- Establish consistency in all procurement files.

- Maintain and implement proper checklists to coordinate and control procurement activities.
- Maintain procurement files for all CATA procurements that contain appropriate forms and documents to meet federal and state requirements.
- Develops solicitation documents to include Request for Proposals (RFP), Request for Quotes (RFQ), and other solicitation documents as needed.
- Responds to questions, requests for clarifications, concerns and questions from potential proposers and other, writes and issues addenda and other material as necessary.
- Post procurement opportunities on the electronic procurement platforms.
- Coordinate and conduct pre-bid/site visit meetings.
- Ensure that procurements include appropriate contractual terms and conditions according to State and Federal requirements.
- Procure goods and services as required.
- Timely inform project managers, purchasing agents, and the Purchasing and Contracts Manager of compliance issues.
- Maintain current price lists on items purchased on a frequent basis.
- Provide back-up to Purchasing and Contracts Manager in approving purchase orders.
- Issue purchase orders, monitor open purchase orders and provide regular reports to departments. Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- As necessary, work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Chief Executive Officer.
- Arranges for disposal of surplus property, including posting on electronic platform.
- Enter Grant requisitions, manage and maintain required procurement documents.
- Assist Purchasing and Contract Manger to ensure that all required procurements are completed timely and at a fair and reasonable cost to the organization.
- Assist the Purchasing and Contracts Manager in conducting reviews of proposals and modifications for all procurements for feasibility, cost-effectiveness, comprehensiveness, accuracy, and compliance with applicable policies.

- Assist Purchasing and Contracts Manager in conducting evaluation process including (but not limited to) training/coaching evaluation team members for fair reviews of solicitations; evaluates proposals as necessary; compiles individual evaluation scores; schedules and conducts group evaluations as necessary; checks references.
- Assist the Purchasing and Contracts Manager in maintaining boilerplate documents, forms, certifications, and checklists in compliance with all regulations and changes as they occur.
- Assist the Purchasing and Contracts Manager in working with legal counsel to interpret contract provisions, review contracts for accuracy.
- Assist the Purchasing and Contracts Manager in reviewing and composing memos for Board action and/or approval, and present recommendations on purchases requiring management or Board approval.
- Conducting post award process including (but not limited to) creating and managing vendor contracts and contract change orders; assists as needed with debriefing with non-awarded vendors; advises project managers as necessary.
- Attend vendor outreach events to promote doing business with CATA. Work in partnership with internal/external business partners to increase diversity of vendor databases, bidders lists and qualified proposers/bidders.
- Assist the Purchasing and Contracts Manager in contract close out.
- Assist the Purchasing and Contracts Manager in preparation of the Purchasing Departments files for audits and Triennial Review audits.
- Assist the Purchasing and Contracts Manager in teaching staff purchasing/maintenance software and procurement process.
- Calculate the DBE goals.
- Prepare and amend the overall agency DBE Goal Methodology biannually and Transit Vehicle Manufacture (TVM) reports for submission to FTA. Develop and update the DBE program as required by FTA.
- Conduct research on state and federal procurement regulations/standards.
- Travel will be required to attend conferences, meetings, and training, including National Transit Institute (NTI) sessions.
- Performs other functions as required.

Qualifications:

- High school degree required; college associate degree or equivalent combination of experience and education preferred.
- Minimum of four (4) years procurement experience preferred.
- Public transit procurement experience preferred.
- Experience with maintaining large filing systems.
- Advanced computer skills and experience with Microsoft Office Suite software, including Word, Excel, Outlook, and Access.
- Excellent writing and organizational skills.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.

- Very neat and professional appearance.
  - Able to perform essential functions and duties and to perform other tasks as assigned.
  - Cooperative, willing to work with and learn from others, and able to respond productively to change.
  - Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.
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This job description is stated in general terms  
and does not describe all duties which may be assigned or required.

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Updated June 4, 2021

## **SENIOR ACCOUNTANT/ACCOUNTANT II**

### Job Summary-Essential Functions:

The Senior Accountant provides direct support to the Finance Manager and Director of Finance and is responsible for financial reporting, grants accounting, and other senior-level accounting duties. The regular shift assignment and hours are subject to change and may exceed 40 hours per week. These essential functions include the following:

- Prepare monthly financial statements for Director of Finance review.
- Reconcile and approve accounts payable.
- Reconcile and review general ledger account balances.
- Maintain grant reporting records and create timely billings for federal and state grants.
- Maintain grant records, including expenditures against each federal and state grant, grant budgets, and grant revisions.
- Monitor accounts receivable aging including monthly reconciliations of grant accounts.
- Know and follow all State, Federal, and local tax regulations, and CATA policies and procedures related to grants and accounting.
- Assist in preparation of annual National Transit Database (NTD) report.
- Assist in the design and preparation of budgets.
- Maintain and reconcile fixed assets schedules.
- Assist with external audits to ensure compliance.
- Support month-end and year-end close process.
- Prepare ad hoc reports for management, ensuring timeliness and reliability of information.
- Provide backup and relief for other Finance Department staff, including payroll.

### Reports To:

Finance Manager

### Duties:

- Assist the Finance Manager and Director of Finance, performing other duties as requested.
- Perform miscellaneous office work - filing, special projects, typing, and mailings.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Provide required data, materials, and reports, both oral and written.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Participate as an effective member of the CATA administrative and management team and perform all duties as described.
- Work proactively and maintain positive relationship with employees.

- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.

Qualifications:

- Bachelor's degree in accounting or related field.
- Minimum of three (3) years accounting work experience.
- Thorough understanding of Generally Accepted Accounting Principles.
- Strong analytical skills and ability to recognize problems and recommend solutions.
- Strong aptitude and attention to detail and accuracy.
- Proven ability to handle multiple projects simultaneously.
- Proficient computer skills, including accounting programs (Microsoft Dynamics), Microsoft Office Suite, and other computer applications used at CATA.
- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

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THIS JOB DESCRIPTION IS STATED IN GENERAL TERMS  
AND DOES NOT DESCRIBE ALL DUTIES WHICH MAY BE ASSIGNED OR REQUIRED.

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Effective: February 25, 2021

## **PROCUREMENT SPECIALIST**

### Job Summary - Essential Functions:

The Procurement Specialist provides direct support to the Purchasing and Contracts Manager and is responsible for implementation of CATA, federal, and state standards, guidelines, and procedures for all procurements (*i.e.*, supplies, equipment, construction, services, etc.) and timely, efficient, and cost-effective procurements. These essential functions include the following:

- Ensure CATA compliance with established state and federal procurement standards.
- Ensure all procurement processes and documentation are completed.
- Effectively assist other employees in their completion of the procurements process.
- Conduct procurements of all sizes as required in accordance with CATA's procurement guidelines and federal and state requirements.
- Know and follow procurement standards, guidelines, and procedures for CATA's purchasing activities (including DBE requirements).
- Coordinate procurements with grant schedules of the Federal Transit Administration, Michigan Department of Transportation, and other federal and state agencies.
- Oversee procurement activities to ensure that procurements are completed within authorized and contractual specifications and limits.
- Negotiate best price for purchases and work with legal counsel in preparing contracts.
- Maintain complete and up to date CATA procurement files at all times.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

### Reports To:

Purchasing and Contracts Manager

### Duties:

- Maintain and implement proper checklists to coordinate and control procurement activities.
- Maintain procurement files for all CATA procurements that contain appropriate forms and documents to meet federal and state requirements.
- Develops solicitation documents to include Request for Proposals (RFP), Request for Quotes (RFQ), and other solicitation documents as needed.
- Responds to questions, requests for clarifications, concerns and questions from potential proposers and other, writes and issues addenda and other material as necessary.

- Post procurement opportunities on the electronic procurement platforms.
- Coordinate and conduct pre-bid/site visit meetings.
- Ensure that procurements include appropriate contractual terms and conditions according to State and Federal requirements.
- Procure goods and services as required.
- Timely inform project managers, purchasing agents, and the Purchasing and Contracts Manager of compliance issues.
- Maintain current price lists on items purchased on a frequent basis.
- File all executed purchase orders in formal procurement files.
- Issue purchase orders, monitor open purchase orders and provide regular reports to departments. Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- As necessary, work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures, and contractual agreements.
- Perform other duties as required by the Chief Executive Officer.
- Arranges for disposal of surplus property, including posting on electronic platform.
- Maintain office supply inventory and place orders accordingly.
- Enter Grant requisitions, manage and maintain required procurement documents.
- Develop tools and documents to assist CATA project managers and purchasing agents in complying with all procurement procedures.
- Train employees on the use of the procurement software.
- Process purchase orders daily.
- Assist Purchasing and Contract Manger to ensure that all required procurements are completed timely and at a fair and reasonable cost to the organization.
- Assist the Purchasing and Contracts Manager in conducting reviews of proposals and modifications for all procurements for feasibility, cost-effectiveness, comprehensiveness, accuracy, and compliance with applicable policies.
- Assist Purchasing and Contracts Manager in conducting evaluation process including (but not limited to) training/coaching evaluation team members for fair reviews of solicitations; evaluates proposals as necessary; compiles individual evaluation scores; schedules and conducts group evaluations as necessary; checks references.

- Assist the Purchasing and Contracts Manager in maintaining boilerplate documents, forms, certifications, and checklists in compliance with all regulations and changes as they occur.
- Assist the Purchasing and Contracts Manager in working with legal counsel to interpret contract provisions, review contracts for accuracy.
- Assist the Purchasing and Contracts Manager in reviewing and composing memos for Board action and/or approval, and present recommendations on purchases requiring management or Board approval.
- Conducting post award process including (but not limited to) creating and managing vendor contracts and contract change orders; assists as needed with debriefing with non-awarded vendors; advises project managers as necessary.
- Assist the Purchasing and Contracts Manager in contract close out.
- Assist the Purchasing and Contracts Manager in preparation of the Purchasing Departments files for audits and Triennial Review audits.
- Assist the Purchasing and Contracts Manager in teaching staff purchasing/maintenance software and procurement process.
- Travel will be required to attend conferences, meetings, and training, including National Transit Institute (NTI) sessions.
- Performs other functions as required.

Qualifications:

- High school degree required: college associate degree or equivalent combination of experience and education preferred.
- Minimum of two (2) years procurement experience preferred.
- Public transit procurement experience preferred.
- Experience with maintaining large filing systems.
- Advanced computer skills and experience with Microsoft Office Suite software, including Word, Excel, Outlook, and Access.
- Excellent writing and organizational skills.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

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This job description is stated in general terms  
and does not describe all duties which may be assigned or required.

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Updated June 4, 2021

## **PURCHASING AND CONTRACTS MANAGER**

### Job Summary - Essential Functions:

The Purchasing and Contracts Manager provides direct support to the Chief Executive Officer (CEO) and is responsible for development and maintenance of CATA standards, guidelines, and procedures for the procurement of supplies, equipment, construction, and services; functions as the Disadvantaged Business Enterprise Liaison Officer (DBELO) and conducts the purchasing activities of the Authority and exercises contractual management of third-party agreements and projects as appropriate. Responsibilities require flexibility in working outside of normal business hours. These essential functions include the following:

- Develop procurement standards, guidelines, and procedures for CATA's purchasing activities
- Maintain the Disadvantage Business Enterprise (DBE) goals and program.
- In coordination with the Federal Transit Administration ("FTA") and State of Michigan, ensure that CATA procedures receive certification.
- In cooperation with project managers, develop appropriate project procurement specifications to be used in the issuance of CATA request for proposals ("RFP") and invitation for bids ("IFB").
- Supervises all activities of the Purchasing Department, purchasing personnel, and policies and procedures pertaining to purchasing functions and activities.
- Responsible for the disposal of assets in accordance with state and federal requirements.
- Responsible for financial audit and Triennial audits in areas related to procurement and DBE program. Oversee the organization office supply and inventory.
- Ensure that all procurement steps are followed and completed correctly by CATA project managers and purchasing agents for all procurements.
- Approve procurements for review and approval of the Executive Department and the Board of Directors.
- Oversee and direct complete procurement process: submit specifications to state and federal agencies; advertise for bids; examine procurement documents for full compliance; submit procurement documents to state and federal agencies for approval; update warranty, product performance information; etc.
- Responsible for administration of all contracts, including re-bid of projects in a timely manner.
- Ensure CATA compliance with state and federal procurement standards.
- Ensure that all master procurement files contain all required documentation.
- Function as DBE Liaison Officer in the recruitment, development, and interaction of and with DBE firms to ensure CATA compliance with

state and federal regulations.

- Develop and manage the Purchasing and Contracts Department budget, as approved by the CEO and the Board.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Assume effective management of the Purchasing and Contracts Department.
- Assist the CEO, as requested.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

Chief Executive Officer

Supervises:

Procurement Specialists

Duties:

- Timely inform project managers, purchasing agents, and the Executive Department of compliance issues.
- Update the purchasing terms and conditions to ensure compliance with all state and federal regulations.
- Establish consistent contract formats, clauses, and structure.
- Establish consistency in all RFP and ITB documents.
- Maintain master procurement files that contain the appropriate forms and documents to meet federal and state requirements.
- Respond to procurement protests.
- Work proactively and maintain positive relationships with administrative and union personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public and all employees.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures and contractual agreements.
- Conduct pre-bid/pre-proposal meetings and evaluation team meetings with public and staff.
- Post procurement opportunities on electronic procurement platform and

manage the electronic bidding process. Outreach to bidders and encourage the use of the system.

- Act as a liaison between vendors, contractors, and Agency department representatives.
- Work with legal counsel to interpret contract provisions, review contracts for accuracy, and assist with interpretation of regulations for compliance.
- Review and approve proposals and specifications prior to release for compliance and inclusion of all required elements.
- Write, develop, and edit contracts for CATA based the scope of work.
- Perform other duties as required by the CEO.

Qualifications:

- College Associate degree required; college bachelor's degree or equivalent experience and education preferred.
- A minimum of five years of procurement experience, including two years minimum preferred experience implementing public agency procurements.
- Master's degree a plus.
- Experience with maintaining large filing systems.
- Advanced computer skills and experience with Microsoft Office Suite software including Word, Excel, Outlook and Access.
- Excellent writing and organizational skills.
- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to react productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

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This job description is stated in general terms  
and does not describe all duties which may be assigned or required.

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Updated June 4, 2021

## **SHELTER AND SIGN TECHNICIAN**

### Job Summary - Essential Functions:

The Shelter and Sign Technician position provides direct support to the Facilities Manager and is responsible for signage, bus stop improvements, bus shelters and their amenities. The regular shift assignment and hours are subject to change and may exceed 40 hours per week. These essential functions include the following:

- Installation, maintenance, and repair of bus shelters and signs and other related duties.
- Assist with the procurement of bus stop improvements including signage, shelters, amenities, passenger walk ways and other
- Snow removal, upkeep of grounds, trash removal, and other general maintenance duties.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Assist the General Manager of Facilities and Grounds, as requested.
- Provide backup and relief for other facility and grounds personnel.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

### Reports To:

Facilities Manager

### Duties:

- Order and maintain inventory for all shelters, posts, signs and all related customer enhancement materials.
- Assist with shelter cleaning and trash removal.
- Assist in the general maintenance (facilities and grounds) of the CATA facility.
- Work proactively with both union and management staff.
- Maintain positive relationship with customers and other personnel.
- Provide required data, materials, and reports, both oral and written.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- Work flexible schedules as needed outside of regular business hours and in excess of 40 hours per week to meet responsibilities.
- Maintain service and quality standards.
- Follow and promote safe work practices and all CATA safety rules, policies, and procedures.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Know and perform all job duties within essential functions and as directed by CATA management, policies, procedures and contractual agreements.
- Perform other duties as required by the General Manager of Facilities and Grounds.

Qualifications:

- High school degree minimum, with college Associate degree or equivalent experience and education preferred.
- Must possess a valid Michigan driver's license with eligible driving status.
- Able to lift and move parts, some in excess of fifty (50) pounds.
- Able to perform substantial walking, standing, and bending.
- Proficient at basic maintenance skills and use of power tools.
- Must have good carpentry skills.
- Proficient computer skills including Microsoft Office Suite and other current computer applications used at CATA.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Very neat and professional appearance.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet on-going service requirements for public transportation.

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THIS JOB DESCRIPTION IS STATED IN GENERAL TERMS  
AND DOES NOT DESCRIBE ALL DUTIES WHICH MAY BE ASSIGNED OR REQUIRED.

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Updated July 7, 2021

COMPENSATION RANGES - FISCAL YEAR 2021-2022

<b>FULL -TIME POSITIONS</b>	<b>MINIMUM</b>	<b>MID RANGE</b>	<b>MAXIMUM</b>
Deputy CEO	\$ 98,041	\$ 127,453	\$ 156,866
Director of Finance	\$ 82,246	\$ 106,919	\$ 135,541
Director of Information Technology Services	\$ 82,246	\$ 106,919	\$ 135,541
Director of Maintenance	\$ 82,246	\$ 106,919	\$ 135,541
Director of Marketing & Customer Experience	\$ 82,246	\$ 106,919	\$ 135,541
Director of Operations	\$ 82,246	\$ 106,919	\$ 135,541
Director of Human Resources	\$ 82,246	\$ 106,919	\$ 135,541
Director of Planning and Development	\$ 82,246	\$ 106,919	\$ 135,541
Customer Experience Manager	\$ 60,922	\$ 79,200	\$ 97,476
Facilities Manager	\$ 60,922	\$ 79,200	\$ 97,476
Finance Manager	\$ 60,922	\$ 79,200	\$ 97,476
Grants Manager	\$ 60,922	\$ 79,200	\$ 97,476
Information Technology Manager	\$ 49,936	\$ 64,738	\$ 79,676
Marketing Manager	\$ 60,922	\$ 79,200	\$ 97,476
Maintenance Superintendent	\$ 60,922	\$ 79,200	\$ 97,476
Operations Manager	\$ 60,922	\$ 79,200	\$ 97,476
Operations Manager - Paratransit	\$ 60,922	\$ 79,200	\$ 97,476
Purchasing and Contracts Manager	\$ 60,922	\$ 79,200	\$ 97,476
Safety Manager	\$ 60,922	\$ 79,200	\$ 97,476
Service Planning/Scheduling Manager	\$ 60,922	\$ 79,200	\$ 97,476
Customer Experience Supervisor	\$ 49,936	\$ 64,738	\$ 79,676
Executive Assistant	\$ 49,936	\$ 64,738	\$ 79,676
Grants Administrator	\$ 49,936	\$ 64,738	\$ 79,676
Human Resources Generalist	\$ 49,936	\$ 64,738	\$ 79,676
Human Resources Recruiter	\$ 49,936	\$ 64,738	\$ 79,676
Maintenance Supervisor	\$ 49,936	\$ 64,738	\$ 79,676
Maintenance Supervisor - Service Parts Inventory	\$ 49,936	\$ 64,738	\$ 79,676
Maintenance Supervisor - Utility	\$ 49,936	\$ 64,738	\$ 79,676
Operations Applications Administrator	\$ 49,936	\$ 64,738	\$ 79,676
Operations Supervisor - Lead	\$ 49,936	\$ 64,738	\$ 79,676
Operations Supervisor	\$ 49,936	\$ 64,738	\$ 79,676
Operations Supervisor - Ops Center	\$ 49,936	\$ 64,738	\$ 79,676
Operations Supervisor - MSU	\$ 49,936	\$ 64,738	\$ 79,676
Operations Supervisor - Street	\$ 49,936	\$ 64,738	\$ 79,676
Procurement Specialist II	\$ 49,936	\$ 64,738	\$ 79,676
Safety Supervisor	\$ 49,936	\$ 64,738	\$ 79,676
Senior Accountant/Accountant II	\$ 49,936	\$ 64,738	\$ 79,676
Training Supervisor	\$ 49,936	\$ 64,738	\$ 79,676
Accountant I	\$ 39,842	\$ 51,790	\$ 63,741
General Accountant	\$ 39,842	\$ 51,790	\$ 63,741
Floating Administrative Assistant	\$ 39,842	\$ 51,790	\$ 63,741
Clean Commute Options Specialist	\$ 39,842	\$ 51,790	\$ 63,741
Facilities Technician	\$ 39,842	\$ 51,790	\$ 63,741
Human Resources Assistant	\$ 39,842	\$ 51,790	\$ 63,741
Information Technology Services Technician	\$ 39,842	\$ 51,790	\$ 63,741
Information Technology Services Vehicle Tech Coordinator	\$ 39,842	\$ 51,790	\$ 63,741
Maintenance Materials Administrator	\$ 39,842	\$ 51,790	\$ 63,741
Marketing Specialist	\$ 39,842	\$ 51,790	\$ 63,741
Operations Secretary	\$ 39,842	\$ 51,790	\$ 63,741
Planning Analyst	\$ 39,842	\$ 51,790	\$ 63,741
Procurement Specialist	\$ 39,842	\$ 51,790	\$ 63,741
Shelter and Sign Technician	\$ 39,842	\$ 51,790	\$ 63,741
Server and Network Administrator	\$ 39,842	\$ 51,790	\$ 63,741
Customer Experience Representative	\$ 28,687	\$ 37,259	\$ 47,917
Custodian	\$ 28,687	\$ 37,259	\$ 47,917
Facilities and Grounds Maintenance	\$ 28,687	\$ 37,259	\$ 47,917
Paratransit Representative	\$ 28,687	\$ 37,259	\$ 47,917
Paratransit Scheduler	\$ 28,687	\$ 37,259	\$ 47,917
<b>PART-TIME POSITIONS</b>	<b>MINIMUM</b>	<b>MID RANGE</b>	<b>MAXIMUM</b>
	Per Hour	Per Hour	Per Hour
Accounting Clerk	\$ 11.59	\$ 14.99	\$ 18.39
Customer Information Representative	\$ 11.59	\$ 14.99	\$ 18.39
Facilities and Grounds Maintenance	\$ 11.59	\$ 14.99	\$ 18.39
Information Technology Services Technician	\$ 11.59	\$ 14.99	\$ 18.39
Marketing Intern / Human Resources Intern	\$ 11.59	\$ 14.99	\$ 18.39
Paratransit Representative	\$ 11.59	\$ 14.99	\$ 18.39

# CATA Memorandum

To: All CATA Employees  
 From: Norm VanAlstine, Facilities Manager  
 Date: 8/3/2021  
 Sub: Recycling Update / BWL rebate



## Weight and Proceeds

To date we have successfully recycled over **323,000** total pounds of materials for a profit of \$17,874.97. The last time the items were picked up we turned in 3,340 pounds of materials for a profit of \$200.28. There are recycling stations outside the driver's day room and in the storage area near the bulk storage tanks, all containers are clearly labeled. Please remember that used dry cell batteries go in the barrel near the bulk storage tanks along the east side of the storage area.

SINCE	MATERIAL BEING RECYCLED	\$	LBS
2006	CRUSHED OIL FILTERS	\$2,912.15	61,254
2010	CARDBOARD	\$143.40	26,380
2010	WHITE LEDGER	\$2,502.60	62,330
2010	MIXED PAPER	\$151.95	19,665
2010	#1 PLASTIC	\$3.10	990
2010	#2 PLASTIC	\$6.20	1300
2010	#3-7 PLASTIC	\$0.00	
2009	WIRE	\$280.00	440
2011	AUTO CAST	\$11,883.65	137,140
2011	ALUMINUM (MISC&IRONY)	\$1,075.00	4290
2011	MISC BRASS	\$251.20	314
2011	BATTERIES	-\$1,145.40	1660
2009	LIGHTING	-\$3,151.35	
2011	POLYSTYRENE	\$0.00	
2011	SHRINK WRAP	\$0.00	64
2011	RADIATORS	\$2,770.75	4794
2013	E SCRAP	\$191.72	2450
	TOTALS	\$17,874.97	323071

## BWL Hometown Energy Savers (no update)

CATA received a rebate check in the amount of \$1,062.00 from Lansing Board of Water and Light's Hometown Energy Savers Program. Facilities Department has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating costs.