

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

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS ON AGENDA ITEMS
*Members of the public are welcome to speak to the Board on any agenda subject. Anyone wishing to comment on any matter **not** on the agenda may do so immediately prior to adjournment.*
- III. PUBLIC HEARING ON FISCAL YEAR 2024 BUDGET AND 2023 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 19, 2023, BOARD MEETING
 - B. 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.

VII. ACTION ITEM - DISCUSSION AGENDA

A. 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.

B. 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.

C. 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.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- NOMINATING COMMITTEE REPORT

X. PUBLIC COMMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 19, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

<u>PRESENT:</u> Nathan Triplett, Chair	Derek Melot
Shanna Draheim, Secretary/Treasurer	Jennie Gies
Phyllis Vaughn	John Prush
Phil Deschaine	Terrance Augustine
Mark Grebner	Doug Lecato

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:03 p.m.

ROLL CALL: Terrance Augustine, Phil Deschaine, Shanna Draheim, Jennie Gies, Mark Grebner, Doug Lecato, Derek Melot, Nathan Triplett, and Phyllis Vaughn were all present.

ABSENT: Dusty Fancher, Vice Chair, Maggie Sanders, and Jack Schmitt

LATE: John Prush

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

PUBLIC COMMENTS:

Deb Parrish thanked CATA for their holiday service. She also commented on how Spec-Tran riders can ensure they get to work on-time.

John Prush arrived at 4:05 p.m.

CHAIR'S COMMENTS:

MOTION:

Shanna Draheim motioned to excuse Dusty Fancher, Maggie Sanders, and Jack Schmitt. Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett stated that under CATA's policy, in July 2023, 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 Jennie Gies and Jack Schmitt.

MOTION:

A motion to approve the appointment of Derek Melot, Jennie Gies, and Jack Schmitt to serve as the Nominating Committee in the upcoming year with Derek Melot chairing the committee was moved by Jennie Gies and supported by Phil Deschaine.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Community Report

Bradley Funkhouser stated that CATA just released the Community Report via postcard. Anyone interested in receiving a paper copy can request one. It is also posted on CATA's website. Mr. Funkhouser thanked Lolo Robison, Director of Marketing, Customer Experience, and Public Information Officer, and her team for putting this together.

New Operators

Bradley Funkhouser reported that CATA has fifteen new operators that started in July.

Nova Bus

Bradley Funkhouser reported that Nova Bus will be leaving the U.S. market; therefore, CATA will no longer be purchasing buses from them after we receive our last order later this year.

Microtransit

Bradley Funkhouser stated that CATA's Planning Department has applied for a new Service Development and New Technology Program (SDNT) grant funding from the Michigan Department of Transportation (MDOT). Mr. Funkhouser explained that CATA is seeking funding for a two-year pilot project to conduct microtransit service within the tri-county area. This funding is in addition to the cross-boundary funding that CATA has already received.

Budget

Bradley Funkhouser reported that CATA's efforts to request additional funding from the state's budget for a downtown facility was not successful. Mr. Funkhouser noted that he, Chair Triplett and Dustin Hagfors, Director of Planning, have had very promising conversations with the mayor and local developers. He further explained that CATA will reapply next year.

Phill Deschaine inquired about the dollar amount that CATA requested for the microtransit grant.

Bradley Funkhouser stated that CATA requested \$6 million in funding for microtransit. He also stated that CATA will seek another \$1.6 million from state and then look for additional funding from other areas to fund the rest of the project.

Phill Deschaine inquired about the dollar amount CATA saved by switching to a postcard for the Community Report.

Bradley Funkhouser deferred to Lolo Robison, Director of Marketing, Customer Experience, and Public Information Officer.

Lolo Robison stated that CATA saved approximately \$20,000.

Phyllis Vaughn requested more information on first and last mile pertaining to microtransit.

Bradley Funkhouser explained that first and last mile refers to the distance between point A and point B within an area. Microtransit is designed to travel within a radius and then uses first mile and last mile to pinpoint the trip for riders.

Chair Triplett commented on EATRAN's survey and encouraged everyone to go online, complete the survey and help spread the word. He also thanked CATA for their assistance in creating the survey and requested Mr. Funkhouser to share a few words on the topic.

Bradley Funkhouser stated that last month EATRAN launched a county-wide survey in order to find out the needs of Eaton County residents and whether they would be willing to invest more in transit. The survey was created with the assistance from AECOM, a leading consulting firm, and the participation has been going well. Mr. Funkhouser encouraged anyone that lives in Eaton County or rides into the area to fill out the survey. He also plans to share the results from the survey in about six weeks.

Doug Lecato inquired about the start date of the survey.

Bradley Funkhouser stated that he believes that the EATRAN survey was launched on June 28, 2023.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF MAY 2023, BOARD MEETING
- B. TREASURER'S REPORT FOR APRIL 2023 AND MAY 2023
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

C. ARCHITECTURAL AND ENGINEERING SERVICES

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 Progressive AE to provide architectural and engineering services for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

D. APPOINTMENT TO THE LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint J. Caleb Adams to a three-year term through April 2026.

E. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 18)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 18 to the Student Housing Transit Services Agreement for the period from August 1, 2023, through July 31, 2024, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Jennie Gies requested that Action Item C, be moved to discussion.

MOTION:

Jennie Gies motioned to approve the Consent Agenda with Action Item C, Architectural and Engineering Services, moved to Discussion and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS - DISCUSSION AGENDA

A. ARCHITECTURAL AND ENGINEERING SERVICES

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 Progressive AE to provide architectural and engineering services for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

Jennie Gies requested more details pertaining to projects that CATA plans to develop.

Bradley Funkhouser deferred to Norm VanAlstine, Facilities Manager.

Norm VanAlstine explained that that this procurement is a bit different since it is a request for qualifications. Mr. VanAlstine commented on some of the projects including roof repairs and HVAC service.

Bradley Funkhouser summarized by stating that CATA needs an on-call engineering firm.

Doug Lecato inquired about any issues with the procurement or projects. He also inquired about CATA's top priority projects.

Norm VanAlstine stated that he has not had any issues and that CATA's current projects include updating the CTC and bus shelters.

MOTION:

Shanna Draheim motioned to approve Discussion Item A, Architectural and Engineering Services, and Jennie Gies supported the motion.

OLD BUSINESS

None

NEW BUSINESS

Bradley Funkhouser introduced Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer.

Lolo Robison gave her presentation on Policy No. 205.

Derek Melot commented on CATA's minimum \$1.5 million return and the costs that CATA incurs.

Lolo Robison stated that costs to CATA are minimal and include staff and inventory. She also stated that CATA will extend an offer to someone to manage advertising contracts. Ms. Robison noted that there is a lot of potential.

Mark Grebner confirmed that the advertisements are only being displayed on buses and not shelters. He also suggested his belief that a lot of businesses would pay to have a route named after them to market their product or service.

Shanna Draheim inquired about CATA's buses being switched to different routes.

Bradley Funkhouser stated that due to Title VI, buses cannot be assigned to specific routes. Mr. Funkhouser further noted that this rule also applies to shelters and other federal assets. CATA will need to explore how other transit agencies have been able to sponsor certain routes and report back to the Board at a later date.

Shanna Draheim inquired about a motion for the Board's Policy Committee.

Chair Triplett stated that he cannot speak on behalf of Dusty Fancher, Board's Policy Committee Chair, but she will get back to the Policy Committee.

Jennie Gies inquired about other transit agencies allowing advertising for tobacco and alcohol.

Lolo Robison stated that other agencies usually do not allow advertising for tobacco, alcohol, firearms, etc.

Jennie Gies stated that CATA looks at each ad one by one.

Bradley Funkhouser stated that CATA's Board Policy Committee follows a very strict guideline and is on the conservative side of advertising.

Lolo Robison stated that CATA's exclusion list is broad and clearly defined in Policy No. 205.

Jennie Gies stated her belief that CATA and the Board should really think about their goals and where the profits from advertising are spent. She also hopes that the Policy Committee will keep this in mind.

Chair Triplett requested that the entire Board be sent a copy of Policy No. 205 via email. He also suggested that Board Committee Chairs make the information available so that other Board members who are interested can share their thoughts and perspectives.

Phil Deschaine concurred with Ms. Gies' remarks. He also noted that Meridian Township banned advertising for marijuana. Mr. Deschaine stated that the money comes from the taxpayers and not advertising. He also expressed his belief and that the Board should be sensitive about what CATA promotes.

John Prush inquired about the amount of time that it takes to wrap a 60-foot bus.

Lolo Robison stated that it can take three (3) days to a couple of weeks to complete a 60-foot bus and depends on the number of staff available.

Derek Melot stated that he would caution Board members for substituting their judgement for people of the state who voted for online gambling and marijuana to be legal.

Phyllis Vaughn inquired about the ultra-super king advertisements.

Lolo Robison explained that the ultra-super king is a type of bus ad that fits between the wheels.

Chair Triplett thanked Ms. Robison and her team for the Community Report.

PUBLIC COMMENT

Deb Parrish stated that she would like to see CATA’s budget before the August meeting. She also commented on CATA’s Board Policy regarding public comment and the instructions on CATA’s website.

Daniel Black commented on the APTA conferences and whether any CATA Board member and/or CATA staff has attended.

Krista Abdallah shared her experience of a paratransit ride that she believed took longer than it should have.

Timothy Bowman stated that he had a hard time hearing comments after the presentation.

Matt Howell shared that he is not disappointed that CATA will no longer be purchasing buses from Nova and would like to see more Gillig buses.

Mark Gerbner spoke on behalf of the Ingham Board of Commissioners and commented on the Bay Area Transit Authority’s same-day service that they recently started providing. He stated that his Board would like to know the fraction of paratransit rides from point A to point B that have more than one rider and the average length of trip.

ADJOURNMENT

Chair Triplett adjourned the meeting at 4:58 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, 2023**

									<i>% of Fiscal Year Completed</i>	
									75%	
	June Actual	June Budget	Variance	% Variance	FY 2023 Actual YTD	FY 2023 Budget YTD	Variance	% Variance	FY 2023 BUDGET	% Annual Budget Revenues/Expense
REVENUES										
Farebox	\$ 182,471	\$ 151,222	\$ 31,249	20.7%	\$ 1,794,919	\$ 1,376,117	\$ 418,802	30.4%	\$ 1,839,864	97.6%
Contracted Services	\$ 72,483	\$ 319,438	\$ (246,955)	-77.3%	\$ 3,046,213	\$ 2,906,887	\$ 139,326	4.8%	\$ 3,886,496	78.4%
Property Tax	\$ 1,193,977	\$ 2,010,657	\$ (816,680)	-40.6%	\$ 22,763,848	\$ 18,296,983	\$ 4,466,865	24.4%	\$ 24,463,000	93.1%
State Revenue	\$ 2,549,738	\$ 1,317,238	\$ 1,232,500	93.6%	\$ 13,730,907	\$ 11,986,866	\$ 1,744,041	14.5%	\$ 16,026,396	85.7%
Federal Revenue	\$ 3,443,426	\$ 1,125,699	\$ 2,317,727	205.9%	\$ 11,982,104	\$ 10,243,855	\$ 1,738,249	17.0%	\$ 13,695,996	87.5%
Other Revenue	\$ (45,795)	\$ 39,731	\$ (85,526)	-215.3%	\$ 796,659	\$ 361,560	\$ 435,099	120.3%	\$ 483,405	164.8%
TOTAL REVENUES	\$ 7,396,300	\$ 4,963,985	\$ 2,432,315	49.0%	\$ 54,114,650	\$ 45,172,268	\$ 8,942,382	19.8%	\$ 60,395,157	89.6%
EXPENSES										
Labor	\$ 1,873,093	\$ 2,022,952	\$ 149,859	7.4%	\$ 17,183,339	\$ 18,408,863	\$ 1,225,524	6.7%	\$ 24,612,582	69.8%
Fringe Benefits	\$ 877,476	\$ 1,319,985	\$ 442,509	33.5%	\$ 9,650,348	\$ 12,011,864	\$ 2,361,516	19.7%	\$ 16,059,818	60.1%
Services	\$ 323,968	\$ 356,704	\$ 32,736	9.2%	\$ 3,279,051	\$ 3,246,007	\$ (33,044)	-1.0%	\$ 4,339,900	75.6%
Materials & Supplies	\$ 387,676	\$ 400,770	\$ 13,094	3.3%	\$ 3,955,369	\$ 3,647,004	\$ (308,365)	-8.5%	\$ 4,876,031	81.1%
Utilities	\$ 22,675	\$ 76,251	\$ 53,576	70.3%	\$ 594,989	\$ 693,884	\$ 98,895	14.3%	\$ 927,720	64.1%
Casualty & Liability	\$ 92,400	\$ 87,781	\$ (4,619)	-5.3%	\$ 1,097,972	\$ 798,805	\$ (299,167)	-37.5%	\$ 1,068,000	102.8%
Purch. Transportation	\$ 779,299	\$ 739,726	\$ (39,573)	-5.3%	\$ 6,780,307	\$ 6,731,507	\$ (48,800)	-0.7%	\$ 9,000,000	75.3%
Miscellaneous	\$ 75,993	\$ 98,836	\$ 22,843	23.1%	\$ 1,190,002	\$ 901,292	\$ (288,710)	-32.0%	\$ 1,205,024	98.8%
TOTAL EXPENSES	4,432,580	5,103,005	670,425	13.1%	43,731,377	46,439,226	2,707,849	5.8%	\$ 62,089,075	70.4%
NET INCOME (LOSS)	<u>\$ 2,963,720</u>	<u>\$ (139,020)</u>	<u>\$ 3,102,740</u>		<u>\$ 10,383,273</u>	<u>\$ (1,266,958)</u>	<u>\$ 11,650,231</u>		<u>\$ (1,693,918)</u>	

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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06/01/2023-06/30/2023

Cash Balance - 06/01/2023	\$ 4,013,526
Disbursements	\$ (7,270,763)
Receipts	\$ 5,516,741
Adjustments	\$ -
Cash Balance - 06/30/2023	\$ 2,259,504

Disbursements:

Cash Disbursements Register	\$ (4,966,310)
Payroll	\$ (1,902,471)
Healthcare (BlueCross Blue Shield)	\$ (393,161)
Transfers To the ASU Claims Account	\$ (8,821)
Transfers To Fifth Third Savings Account	\$ -
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (7,270,763)

Receipts:

Cash Receipt Register	\$ 5,516,741
Transfers From the Investment Account	-
Total Cash Receipts	\$ 5,516,741

Adjustments:

Misc. Items	\$ -
Total Cash Adjustments	\$ -

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

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06/01/2023-06/30/2023

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,259,504	6.61%
FIFTH THIRD BANK - ASU Claims Account	37,690	0.11%
FIFTH THIRD BANK - Savings	1,002,778	2.93%
MSUFCU CD and Savings	252,845	0.74%
CASE Credit Union CD and Savings	252,240	0.74%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	30,398,833	88.88%
TOTAL	\$ 34,203,890	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 76,077
OTHER BANKS	3,389
TOTAL	\$ 79,466
Monthly Average Rate of Return	0.2323%
Annual Average Rate of Return	2.788%

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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06/01/2023-06/30/2023

Market Value at the Beginning of the Period - 06/01/2023		\$ 30,493,786
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 80,558	
Accrued Interest Paid	(2,254)	
Administrative Expenditures	(2,227)	
Total Net Income/Loss & Expenditures		<u>76,077</u>
<u>Realized Gains or (Loss) From Sales</u>		-
<u>Market Appreciation</u>		
End of Period	\$ (813,159)	
Beginning of Period	634,790	
Unrealized Gain/(Loss) from Market Appreciation		<u>(178,369)</u>
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (227,150)	
Current Accrued Income (+)	234,489	
Net Change from Accrued Income		<u>7,339</u>
Market Value at the End of the Period - 06/30/2023		<u><u>\$30,398,833</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 – TENTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES

CATA has been providing CATA Rural Services and county-wide paratransit service for seniors and persons with disabilities in Ingham County for decades. A major source of funding for these services has been a millage levied by the County of Ingham in the amount of 0.60 mills. To apply this funding, the County and CATA have entered into a series of base contracts with annual amendments for the scope of services. The current base contract term is January 1, 2021, through December 31, 2025.

Ingham County has proposed Amendment No. 10, Scope of Services for October 1, 2023, through September 30, 2024, which includes continued Spec-Tran service at a minimum level of what was in effect on October 1, 1988, and CATA Rural Service of at least 79 hours per day, which includes the Mason Redi-Ride, Mason Connector, and the Williamston-Webberville Connector. CATA's services will exceed the minimum contract levels for Spec-Tran and CATA Rural Service.

Ingham County is projecting tax revenue of \$5,257,051 in FY 2024 from the Special Transportation Millage which is allocated at \$1,216,443 for CATA Rural Services and \$4,040,608 for Spec-Tran services.

Amendment No. 10 was taken to the Ingham County Human Services Committee on August 14, 2023, and will be taken to the Finance Committee on August 16, 2023, before going to the full Board of Commissioners on August 22, 2023, for approval.

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 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.

ACTION ITEM – PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2024 TARGETS

In compliance with the Federal Transit Administration (FTA) PTASP, Safety Performance Targets (SPT's) must be provided to the Tri-County Regional Planning Commission by October 1, annually. These targets are based on a three-year rolling average of the four (4) measurements that CATA is required to report. The four (4) measurements are fatalities, injuries, safety events*, and system reliability*.

***Safety Event:** Any Accident, Incident, or Occurrence

***System Reliability:** A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

The four (4) targets are measured in Vehicle Revenue Miles (VRM's) and CATA uses 100,000 as the benchmark measurement of VRM's (see attached).

The data is compiled throughout the PTASP fiscal year (July through June) and is based on the reporting through the National Transit Database (NTD) as required by the FTA. The data indicates that we did not meet our target goals in four (4) out of the (6) categories; however, we can expect numbers to improve as numbers for 2020 were extremely low which decreased the last two years' averages. In fact, CATA achieved some positive progress as fixed-route saw a fifty percent reduction in safety events and a fourteen percent decrease in injuries. There was also an increase in injuries and safety events with Demand Response, Directly-Operated (DR DO). Ten (10) out of the twelve (12) injuries were a result of two (2) accidents (five (5) injuries in each) which were both non-chargeable to CATA operators and unavoidable. As far as CATA's system reliability targets are concerned, the mileage between mechanical failures has increased with both fixed-route (+2.95%) and Demand Response, Purchased Transportation (DR PT) (+68%). DR DO decreased by (-46%), but we can expect numbers to increase with new buses being added to the fleet.

Compliance with the plan means CATA will continue to be eligible to receive Section 5307 Urbanized Area Formula Grant Program funding, Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding, and Section 5311 Formula Grants for Rural Areas Program funding.

The 2024 SPT's have been established and agreed upon by CATA's PTASP Committee and are attached.

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.

2024 PTASP Performance Indicators and Targets for Tri-County							
Annual Revenue Mileage	Fixed Route (MB DO)		Demand Response - Directly Operated (DR DO)		Demand Response Contracted (DR PT) Transdev		
	3,430,000		665,754		1,724,779		
Indicators Reported July 1, 2022 - June 30, 2023 (based on performance measures)							
July 1, 2022 - June 30, 2023	Fatalities Reported to NTD		Injuries Reported to NTD		Safety Events Reports to NTD		Mean Distance Between Mechanical Failures
	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	
Fixed Route (MB DO)	0	0.00	6	0.17	7	0.20	10,652
Demand Response - Directly Operated (DR DO)	0	0.00	12	1.80	7	1.05	30,262
Demand Response - Contracted (DR PT)	1	0.06	1	0.06	6	0.34	63,881
Targets 2024 (based on 3 Year Rolling Average)							
July 1, 2023 - June 30, 2024	Fatalities Reported to NTD		Injuries Reported to NTD		Safety Events Reports to NTD		Mean Distance Between Mechanical Failures
	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	
Fixed Route (MB DO)	0	0.00	<6.33	<.19	<11	<.18	>11,842
Demand Response - Directly Operated (DR DO)	0	0.00	<4.66	<.75	<4	<.75	>57,222
Demand Response - Contracted (DR PT)	<1	<0.02	<1.7	<.29	<4	<.10	>276,871

ACTION ITEM – RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

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

At the August 2023 LAC meeting, George Hanley and Deb Wiese were unanimously approved for reappointment to the LAC for three-year terms. Mr. Hanley's current term expires in August 2023 and he has served on the LAC for a number of years. He represents persons with disabilities and is a resident of Delta Township. Ms. Wiese's term expires in October 2023. She has also served on the LAC for a number of years and has served as LAC Chair for the past eight (8) years. Ms. Wiese represents persons with disabilities and is a resident of East Lansing.

CATA Board approval is sought to renew the appointments of George Hanley and Deb Wiese as members of the CATA LAC.

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.

**ACTION ITEM – NINTH AMENDMENT TO THE MICHIGAN STATE UNIVERSITY
CONTRACTED TRANSPORTATION SERVICES AGREEMENT**

CATA began dedicated service on the campus of Michigan State University (“MSU”) in August of 1999 and continues to do so in accordance with the MSU Contracted Transportation Services Agreement (“Agreement”). The initial Agreement was signed on December 2, 2010. Subsequently, there have been eight amendments which were agreed upon, dated April 5, 2012, May 27, 2015, July 31, 2015, July 9, 2018, November 8, 2019, October 21, 2020, June 16, 2021, and July 20, 2022, respectively.

Staff requests approval of this Ninth Amendment to extend the term of our Agreement through December 31, 2023. This will allow both CATA and MSU to continue finalizing a new, multi-year Agreement that shall be executed not later than January 1, 2024.

All remaining details reflected in prior amendments to the Agreement shall remain in effect.

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 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.

ACTION ITEM - 2023 PROPERTY TAX LEVY

At the August 16, 2023, Board of Directors meeting, a public hearing was held on the Fiscal Year 2024 Budget and the 2023 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 2023 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 2024 BUDGET APPROVAL

At the August 16, 2023, Board of Directors meeting, a public hearing was held on the Fiscal Year 2024 Budget and the 2023 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 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 in 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.

ACTION ITEM – ADDENDUM TO THE CROSS-BOUNDARY AGREEMENT BETWEEN CLINTON TRANSIT AND CATA

Since 2002, CATA has had an agreement with the Clinton Area Transit System to provide public transit within a service area defined by boundaries within the State of Michigan, formally known as “September 2002 Cross Boundary Agreement” or “Agreement”. The Agreement included that both parties arrange the appropriate connections in order to service the community for work, business, and pleasure. The Agreement also provided variations in scheduled hours to service those with special needs or persons with disabilities.

In September 2022, another agreement was reached to provide greater cooperation between CATA and Clinton Transit to ensure ongoing access to employment and medical care within the region. The agreement remains in effect for as long as both parties wish to continue the cross-boundary service.

To continue improved cross-boundary service, CATA and Clinton Transit have participated in discussions with legal counsel and wish to amend the Agreement with Addendum D. Details of this addendum include the following:

- The Agreement will be for one (1) year.
- Agreement 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.
- After termination, parties will return to the original 2002 Cross Boundary Agreement.
- One (1) seat rides between counties will be provided for one-way and round trips.
- Clinton Transit agrees that all trips under this Agreement from Ingham County to Clinton County will be recorded for ridership purposes as CATA riders and expensed as a CATA operation expense billed to MDOT.
- CATA will reimburse Clinton Transit for any amounts received from MDOT for these trips utilizing funds from the Service Development and New Technology (SDNT) regional grant.
- Both counties will gather trip data and participate in monthly meetings to improve coordination of cross-boundary service and discuss plans for the future.

All remaining details reflected in prior amendments to the Agreement shall remain in effect.

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 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.

ADDENDUM D TO SEPTEMBER 2002 CROSS BOUNDARY AGREEMENT

This Addendum D to September 2002 Cross Boundary Agreement is made this ___ day of _____, 2023 between CAPITAL AREA TRANSPORTATION AUTHORITY (“CATA”) AND CLINTON AREA TRANSIT SYSTEM (“Clinton Transit”), (collectively “the parties”) as follows:

WHEREAS,

1. The parties entered into a Cross Boundary Agreement on September 11, 2002, Addendum A to which was signed on September 11, 2002, Addendum B which was signed on April 22, 2021, and Addendum C which was signed on September 22, 2022, all of which remain in effect, except as specifically modified by the parties, and which both parties at this time wish to continue (together referred to as the “Cross Boundary Agreement”); and
2. The Cross Boundary Agreement was modified by letters dated January 8, 2003, December 28, 2004 May 10, 2005, April 2, 2009, April 16, 2009 and May 4, 2009; and
3. The parties wish to further modify the 2002 Cross Boundary Agreement to allow further cooperation;

THEREFORE, the parties agree the 2002 Cross Boundary Agreement is hereby amended as follows:

1. **Term.** Addendums A through D to the 2002 Cross Boundary Agreement shall be extended and remain in effect, except as specifically modified herein, for one year from the date of the last signature on this Addendum D. The Cross Boundary Agreement and Addendums A through D shall automatically renew for one additional one-year term, unless either party submits written notice not to renew to the other at least sixty (60) days prior to the expiration of the term. Thereafter, the Addendums shall terminate.

2. In addition to the trips currently authorized by the Cross Boundary Agreement, CATA may request that Clinton Transit provide additional trips to Clinton County that originate in Ingham County subject to Clinton Transit's consent. This consent can be granted on a per trip basis or for recurring trips. To the extent CATA provides any trips into Clinton County, CATA will provide Clinton Transit with a ridership report of those trips on a monthly basis.
3. Paragraph 4 of Addendum C is deleted.¹
4. Clinton Transit agrees that all trips under this Agreement from Ingham County to Clinton County will be recorded for ridership purposes as CATA riders and expensed as a CATA operational expense billed to MDOT. Clinton Transit will not claim these trips. In exchange, CATA agrees to reimburse Clinton Transit for any amounts received from MDOT for these trips. Clinton Transit will provide reporting on a monthly basis of all Ingham County to Clinton County trips. This paragraph specifically deletes and replaces paragraph 5 of Addendum C and any other references to cost sharing or reimbursement in the Agreement or Addendums.
5. This Addendum is effective on the date of the last signature below, supersedes any prior contractual provision which is inconsistent, and may only be modified by a subsequent written agreement which is executed on behalf of CATA and Clinton Transit.
6. The Agreement shall be construed as being mutually drafted and shall be interpreted under the laws for the State of Michigan.
7. This Addendum may be signed in counter parts and/or electronically, both of which will have the same effect as an original signature.

¹ Reference Paragraph 4 of Addendum C is to paragraph 4 in the body of the agreement not paragraph 4 of the recitals.

By signing below each party agrees to amend the Cross Boundary Agreement to include the terms stated herein.

CLINTON AREA TRANSIT SYSTEM

CAPITAL AREA TRANSPORTATION
AUTHORITY

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Its: _____

Its: _____

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Its: _____

Its: _____

34999:00001:7278068-1

INFORMATION ITEMS

AUGUST 16, 2023

1. JUNE RIDERSHIP REPORT
2. JUNE RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JULY 2023
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR JUNE 2023
6. ANNUAL UPDATE ON JOB DESCRIPTIONS
7. SALARY RANGES FY 2023-2024

JUNE 2023 RIDERSHIP REPORT

<u>Total system rides – June:</u>	<u>346,986</u>
Average weekday system ridership	13,400
Average weekday system ridership change June 2023 to June 2022	+1,750

	<u>June 2023 v. June 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+14.1%	+42,758
Monthly Urban Fixed-Route change	+14.1%	+34,900
Monthly MSU campus ridership change	-35.5%	-326
Monthly Spec-Tran ridership change	+17.2%	+3,438
Monthly Total Paratransit ridership change	+16.7%	+4,174

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

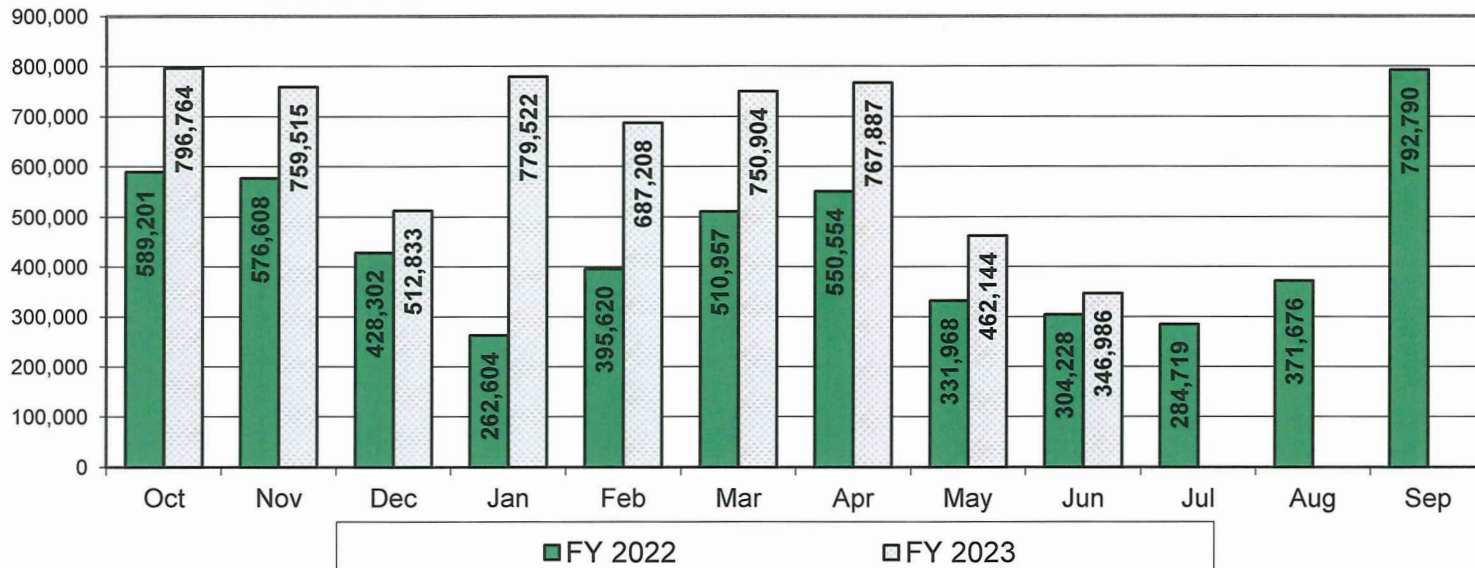
FY 2023 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2023:</u>	<u>5,863,763</u>
--------------------------------------	------------------

	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+48.4%	+1,913,721
Year-to-Date Spec-Tran ridership change	+1.7%	+2,981
Year-to-Date Total Paratransit ridership change	+2.9%	+6,758

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

CATA's Monthly Ridership: FY 2022 & FY 2023



INFORMATION ITEM - FUEL PURCHASE FOR JULY 2023

The following lists our prices for diesel fuel for July 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
07/05/2023	\$2.2850
07/11/2023	\$2.2000
07/17/2023	\$2.3460
07/24/2023	\$2.6200
07/28/2023	\$3.0240

FY 2023 Current average per gallon fuel cost	\$2.49
FY 2023 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
July 20, 2023**

Topic of Discussion: National Minority Mental Health Awareness Month

The month of July is dedicated to observing National Minority Mental Health Awareness. It is also called Black, Indigenous, and People of Color (BIPOC) mental health month. BIPOC promotes mental health awareness in all communities and among all races and cultures.

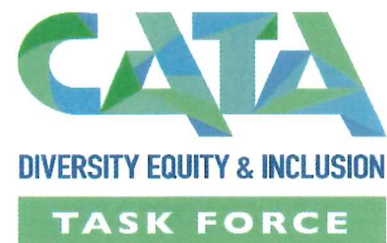
Monique Ellison, Recruitment Coordinator, and Judy Moreno Millington, Grants Administrator, prepared a presentation titled, *A Healthy Mind Has Ripple Effects*. The presentation covered the following topics:

- What is mental health?
- Common types of mental health conditions
- Mental health and heart disease
- Mental health and diabetes

Respectfully submitted,

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

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



LOCAL ADVISORY COMMITTEE
MEETING

WEDNESDAY, JUNE 7, 2023
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
Darrin Fowler
Gloria Johnson-Cannon
Geneva Smith
George Hanley
Darren Horn
Leah March-Pons

MEMBERS PRESENT VIA PHONE: Kellie Blackwell, Vice Chair, and Jeffrey Allshouse

ABSENT: Erin Shannon, Diana Paiz, and Ethan Devereaux

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Bradley Funkhouser, Todd Brooks, Craig Frazier, Brandie Yates, and Renee Sumerix

TRANSDEV PERSONNEL: Nancy Lohr

GUESTS: J. Caleb Adams

CALL TO ORDER:
Chair Wiese called the meeting to order at 3:55 p.m.

PUBLIC COMMENTS:
None

APPROVAL OF JUNE AGENDA
Chair Wiese proposed to add a presentation on the Listening Bus by Brandie Yates, Marketing Manager, to the June Agenda.

MOTION:
A motion to approve the June 2023 Agenda with the addition of the presentation on the Listening Bus by Ms. Yates was moved by Geneva Smith and supported by Darrin Fowler.

VOTE:
Motion passed unanimously.

APPROVAL OF APRIL MINUTES

MOTION:

A motion to approve the April 2023 Minutes was moved by Geneva Smith and supported by Gloria Johnson Cannon.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

Chair Wiese reported that she and Suzanne Eman-Jaehnig both submitted their applications to the Eaton County Transportation Authority (EATRAN) Local Advisory Council (LAC). Ms. Eman-Jaehnig lives in Eaton County and works for the Michigan State Housing Development Authority (MSHDA). Their applications were submitted for Board approval at EATRAN's June Board meeting. Chair Wiese further noted that she found EATRAN's LAC meeting very productive and looks forward to serving both at CATA and EATRAN.

Listening Bus Presentation – Brandie Yates, Marketing Manager

Brandie Yates gave her presentation on the Listening Bus.

Gloria Johnson-Cannon inquired whether the calendar includes dates and bus routes.

Brandie Yates confirmed that the public notice will include dates, routes, and time frames from July 2023 through December 2023.

Chair Wiese inquired about the public notice being published and the details being communicated to the public.

Brandie Yates replied that the notice will be posted on CATA's social media outlets including: CATA's website, Facebook, Twitter, Instagram, and LinkedIn. It was also published in the Lansing State Journal and the City Pulse and displayed in the lobby of CATA's Administrative Building, the downtown CATA Transportation Center (CTC), and the Capital Area Multimodal Gateway. In order to help further spread the word, CATA's marketing team will also send out an accessible form via email to both internal and external parties.

Chair Wiese inquired about the process when collecting feedback from riders.

Brandie Yates stated that members from Marketing, Customer Experience and the Planning and Development Departments have already started collecting data from online and in person. The next step would be to relay the details to CATA's internal and external parties. The collection process consists of utilizing a combination of paper forms, QR code and CATA's staff taking notes and/or assisting riders with completing the forms. Ms. Yates also noted that those collecting feedback explain that comments do not have to be exclusive to a specific ride. She further noted that feedback is collected frequently which is then documented in an Excel spreadsheet.

Chair Wiese inquired whether any reports have been generated and/or released.

Brandie Yates stated that no reports have been generated at this time. She explained that so far, CATA has completed four (4) sessions of collecting data and the sessions will continue through December 2023. After the sessions are complete, the information will be compiled and analyzed and sent to the appropriate departments to help improve CATA's overall performance and service. Ms. Yates further noted that the Marketing Department will evaluate the process and create a plan for future use which may include quarterly reports.

Gloria Johnson-Cannon inquired whether riders prefer filling out the form in person or scanning the QR code to complete the form online.

Brandie Yates stated that the data is still being collected on whether riders prefer filling out a form in person or online.

Doug Lecato inquired about the number of questions on the form and whether riders are answering all the questions.

Brandie Yates explained that the form is half a page and includes six (6) questions. There is also a section at the bottom for riders to add additional comments and a rating system on the back. Ms. Yates noted that any questions that are received are pulled and addressed in a timely matter.

Chair Wiese thanked Ms. Yates for her presentation and the information she has shared. She also inquired about paratransit.

Brandie Yates stated that part of the reason that the Marketing team hasn't expanded into the paratransit service is due to the lack of space on the ADA minivans and buses.

Chair Wiese suggested that the SQS address these concerns in order to find the best solution and process for paratransit riders. The SQS will then share their findings at the next LAC meeting.

BOARD LIAISON REPORT – Doug Lecato

See attached report.

Chair Wiese commented on CATA's increased security that will include the Multi-Modal Gateway.

Bradley Funkhouser and Mr. Lecato confirmed that the intent is to have increased security at the Multimodal Gateway per Board approval.

Chair Wiese thanked Mr. Funkhouser and Mr. Lecato for the additional security. She also inquired about the hours in which there is additional security.

Doug Lecato inquired whether the security runs 24 hours.

Bradley Funkhouser stated that he is unsure; however, he will find out and report back to the LAC.

Gloria Johnson-Cannon inquired about the number of buses that were approved for purchase.

Doug Lecato confirmed that there are nine (9) buses approved for purchase of which eight (8) will be 40-foot models and one (1) articulated model.

CATA CEO REPORT – Bradley Funkhouser

Route 3 Extension

Bradley Funkhouser reported that CATA's ridership is returning to pre-pandemic numbers with paratransit increasing faster than fixed-route. Last month, CATA launched the extension of Route 3 into Delta Township which increased ridership by 10%. Mr. Funkhouser shared that the LAFCU headquarters located along Route 3 has signs outside their facility welcoming CATA to the area. The president of LAFCU serves on the Lansing Chamber Board and has expressed the need to expand Route 3 for quite some time. Thus far, the pilot has proven to be successful and CATA will continue to improve regional coordination.

EATRAN'S Survey

Bradley Funkhouser reported that EATRAN plans on launching their survey very soon. The survey will help EATRAN find out the needs of their riders and the community in which they serve. Mr. Funkhouser will also make sure that a copy of the survey is available for LAC members.

Vehicle Disposal

Bradley Funkhouser reported that CATA has disposed of vehicles that have reached their useful life. Some of the vehicles were minivans which were rebranded and purchased by EATRAN. Mr. Funkhouser explained that CATA is looking at purchasing smaller vehicles to assist with the extension of Route 3 and provide direct service within Eaton County.

Downtown Facility

Bradley Funkhouser reported that he has been having meetings with various city representatives and housing partners to discuss building a new CATA facility downtown. Mr. Funkhouser explained that the proposed building would be for CATA's administration staff and provide additional meeting spaces to host Board and LAC meetings. More details to come.

Clinton Transit

Bradley Funkhouser stated that he and Chair Triplett met with MaLissa Schutt and Gail Watkins from Clinton Transit to outline the expectations for next year. Clinton Transit has been averaging approximately 1,000 rides per month. Mr. Funkhouser explained that the Interlocal Agreement between CATA and Clinton Transit will be updated in September 2023.

Meeting with the Ingham County Board of Commissioners

Bradley Funkhouser stated that he was invited to speak at the Ingham County Board of Commissioners meeting on May 25 to discuss CATA's many services they provide to the region. Mr. Funkhouser shared that it was a very good meeting where he was able to explain the differences between all the various Spec-Tran services. The Commissioners thanked Mr. Funkhouser for his presentation and the opportunity to learn more about CATA's services. It was noted by the Commissioners that CATA provides more service than any other transit authority in the state.

Chair Wiese inquired about the year CATA's facility located on Tranter Street was established. She also inquired about the timeline for funding the regional coordination plan with Delta Township.

Bradley Funkhouser stated that CATA's facility on Tranter Street was an existing building that was modified in 1991. He also stated that the funding for the regional coordination with Delta Township is from the Service Development New Technology grant which is a three-year grant that can be extended.

Chair Wiese commented on the service being provided within Eaton County. She also expressed her belief that the more people that utilize the service, the more people will be willing to support a millage.

DIRECTOR OF OPERATIONS – Todd Brooks

Todd Brooks reported that CATA has provided transportation services to the following events including the East Lansing Art Festival, MSU's Commencements, and Williamston's Touch a Truck.

Todd Brooks also stated that the Operations Department participated in the Safety Patrol Picnic, Avert Operations Training, and the Career Quest. In addition to all the special events and the day-to-day workload, the Operations staff met after work to enjoy a Lugnuts baseball game.

Todd Brooks reported that the Operations Department has a vacant position for an OPS Application Administrator and candidates have been selected for interviews. Mr. Brooks also noted that CATA has recently hired an MSU Supervisor and he is very excited to have them join the team.

Todd Brooks shared that a class of ten (10) new operators are in their fifth week of training. He also noted that a new group of operators will start class on July 10 and another class sometime in October.

PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier

Craig Frazier reported that in the first month, Paratransit service on the Route 3 extension into Eaton County, has serviced 156 rides to Walmart and approximately 200 rides overall. This partnership with EATRAN has made a big difference for those needing rides into Eaton County especially those with medical issues.

Craig Frazier noted that he has the presentation that Mr. Funkhouser gave during his meeting with the Ingham County Board of Commissioners and he will send it to any LAC member that would like a copy.

Chair Wiese requested that Mr. Frazier introduce Darren Horn.

Craig Frazier stated Mr. Horn is our new Paratransit Supervisor and he brings a wealth of knowledge to our department. Mr. Horn was a CATA operator before taking his new position in Paratransit and we are happy to have him.

Nancy Lohr stated that she doesn't have any ridership numbers to share from Transdev; however, she expressed that there is high demand for service to Delta Marketplace which continues to increase.

George Hanley expressed his belief that Route 3 may need to have some time adjustments made.

Bradley Funkhouser noted Mr. Hanley's remarks and explained that CATA will first evaluate the data before bus stops are placed along the extension.

Chair Wiese noted that Transdev is no longer using Big Star to help with their service.

Craig Frazier and Ms. Lohr confirmed that Transdev's subcontract with Big Star was suspended the week of May 8, 2023.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell-

See attached May notes.

Chair Wiese stated she will note that Kellie Blackwell, Vice Chair and Jeffrey Allshouse were present via phone and therefore not able to vote. She would also like to share that Ms. Paiz still has concerns over the following items including, operators recognizing the correct stop locations at the Michigan Athletic Club (MAC), Transdev drivers not introducing themselves, and CATA's MyRide app not updating the arrival time after the fifteen-minute window has expired.

Craig Frazier reported that all of Ms. Paiz's concerns have been addressed and corrected.

Bradley Funkhouser stated that IT is working on CATA's MyRide app's arrival time and plans to have it working more efficiently within the next sixty days.

OLD BUSINESS:

None

NEW BUSINESS:

New Member Application

Craig Frazier introduced J. Caleb Adams and noted that Mr. Adam's is employed by Peckham Incorporated.

MOTION:

A motion to approve J. Caleb Adams was moved by Geneva Smith and supported by George Hanley.

VOTE:

Motion passed unanimously.

Local Advisory Committee – First Reading

Chair Wiese stated that in order to amend the current LAC title from Local Advisory Committee to Local Advisory Council, the LAC Bylaws state that it is required to have two (2) readings at two (2) consecutive meetings with a two-thirds majority vote of approval. Once the readings are approved by the LAC, the amendment will be sent to the CATA Board of Directors for final approval.

MOTION:

A motion to approve the Local Advisory Committee to Local Advisory Council was moved by George Hanley and supported by Geneva Smith.

VOTE:

Motion passed unanimously.

A second reading will take place at the next LAC meeting.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

MOTION:

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

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:03 pm

Respectfully submitted,

Renee Sumerix
Operations Administrative Coordinator

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 the positions to be approved are in the organization charts that are included in the Operating and Capital Budget FY 2023-2024 that was submitted to the Board. The salary ranges for all positions, including new positions, are submitted in this Board packet as a separate information item. Changes to the salary ranges are recommended for fiscal year 2023-2024.

New positions include the following:

1. Human Resources Administrative Assistant
This position provides administrative support to the Human Resources Director and the Human Resources Department.
2. Human Resources Recruitment Coordinator
This position is responsible for administering the recruiting efforts for the organization and is the primary point of contact for applicants.
3. Maintenance Training Supervisor
This position is responsible for developing, coordinating, and facilitating all maintenance training activities.
4. Marketing and Media Relations Strategist
This position collaborates with the-out-of-home advertising agency to manage advertising for CATA.
5. Operations Supervisor - Paratransit
This position provides direct support to the Paratransit Manager and supervision for the Paratransit team.
6. Training Specialist
This position is responsible for assisting the Training Supervisor with training and training-related administrative tasks.

Revisions to the following positions are proposed:

1. First Class Mechanic – Updated duties and qualifications
2. Mechanic Helper – Updated duties and qualifications
3. Motor Coach Operator – Updated duties and qualifications
4. Utility – Updated duties and qualifications

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT

Job Summary – Essential Functions:

The Human Resources Assistant provides administrative support to the Human Resources Director and the human resources department by assisting with a variety of day-to-day HR functions to ensure the smooth operations of the human resources department and CATA.

- Provide clerical, scheduling, and administrative support to the Human Resources Director necessary to support effective and efficient operations of the human resources department and CATA.
- Serve as initial contact for the human resources department by responding to in-person questions, answering phones, processing incoming and outgoing mail, and directing questions to the appropriate team member.
- Maintain accurate and up-to-date employee records, including personal information, attendance, medical documentation, employment records, and other human resources files through accurate data entry in HRIS systems, collection of employee documents, and prompt filing of documents both electronic and physical while maintaining the confidentiality of sensitive information.
- Process for approval all monthly billings from insurance providers by reviewing for accuracy, resolving discrepancies with carriers, assigning GL codes, and monitoring costs.
- Assist in the preparation and support of employee appreciation programs and events.
- Manage new employee orientation ensuring new employees are properly welcomed to CATA and new hire paperwork is processed appropriately and timely in compliance with federal, state, local, and organization requirements.
- Assists with payroll processing by scanning documents and organizing information as required for the finance department.
- Provide timely, reliable, and effective reports, materials, and other requested communications, both written and oral necessary for the completion of tasks outlined in the annual HR calendar.
- Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Cross-train and provide backup for others in the Human Resources Department.
- Distribute employee bus passes and maintain the list of pass holders.
- Perform other HR duties as assigned.

Reports To:

Human Resources Director

Qualifications:

- Associate degree or a combination of experience and education that provides the required knowledge, abilities, and skills to effectively perform the responsibilities of this position.
- Three (3) years' experience in human resources administration or customer service
- Excellent clerical and organizational skills, with the ability to prioritize important projects.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Working knowledge of union contracts, HIPAA, COBRA, FMLA, and unemployment benefits.
- Proficient computer skills, including Microsoft Office and human resources systems, experience with ADP a plus.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Able to work flexible schedules as needed outside of regular business hours and more than 40 hours per week to meet responsibilities.
- Cooperative, willing to work with and learn from others, and able to respond productively to change.
- Able to perform essential functions and duties and to perform other tasks as assigned.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.
- Must possess a valid Michigan driver's license with eligible driving status.

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

Effective: June 28, 2023

HUMAN RESOURCES RECRUITMENT COORDINATOR

Job Summary – Essential Functions:

The Human Resources Recruiter is responsible for administering the recruiting efforts for the organization and is the primary point of contact for applicants.

The essential functions include the following:

- Posts position opportunities with applicant tracking system and internal and external job boards.
- Attends and participates in job fairs, community activities, and other public and departmental recruitment-related events.
- Represents and promotes organization to potential applicants by providing information and responding to questions.
- Coordinates availability with CATA leadership and candidates to schedule interviews.
- Administers assessments for applicable positions.
- Conducts reference/background screens and manages any red flags received in consultation with the Director of Human Resources and/or Human Resources Manager.
- Coordinates pre-employment screens and monitors for results.
- Point person for contracted services for any positions authorized to fill with temporary help.
- Onboards new employees, including new hire paperwork and presenting at new hire orientation.
- Arranges travel and lodging for applicants, if necessary.
- Keeps management advised of potential problem areas and recommends and implements solutions as appropriate.
- Provides backup and relief for others in the Human Resources Department.
- Maintains job file and retention according to company policy.
- Updates and maintains all job descriptions.
- Maintains confidentiality of applications and all other human resources records.
- Performs other duties as required by the Human Resources department.

Reports To:

Director of Human Resources

Qualifications:

- College Associate's degree in business or a related field OR two (2) years of directly related experience that provides the required knowledge, abilities, and skills to effectively perform the essential functions of this position.
- Two (2) years' experience in human resources administration with an emphasis on recruiting preferred.
- SHRM or PHR Certification a plus.
- Professional demeanor and attitude with a very neat and professional appearance.

- Demonstrated superior clerical and organizational skills.
- Ability to maintain confidentiality of sensitive information.
- Working knowledge of union contracts, and employment benefits.
- Must possess a valid Michigan driver's license with eligible driving status.
- Proficient computer skills, including Microsoft Office Suite.
- Previous experience with ADP a plus.
- Able to demonstrate effective communication, handle details, meet deadlines, and work both independently and under general direction.
- 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.

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

Effective: November 7, 2022

MAINTENANCE TRAINING SUPERVISOR

The Maintenance Training Supervisor is responsible for developing, coordinating, and facilitating all maintenance training activities. This position utilizes technical and leadership skills to advance the competence and skill level of the maintenance department employees.

Job Duties:

Maintenance Training (85%)

- Develop and deliver maintenance training programs to all new and existing maintenance employees.
- Serve as CATA ASE prep training and contact.
- Maintain the database of mechanic certifications.
- Stay up to date on new technology and make recommendations to leadership. Train employees in any new technology adopted by CATA.
- Teach and utilize the maintenance department computer software programs and filing systems.
- Create training curriculum and manuals.
- Score tests and maintain testing and training records. Administer maintenance testing as needed.
- Coordinate and conduct training on all CATA work shifts, including setting up the training area and utilizing shop time for hands-on-training.
- Ensure that all maintenance employees are well versed in their roles.

Administrative (15%)

- Serve as a shop supervisor (filling in on various shifts) as needed.
- Author technical standard operating procedures (SOPs) for the maintenance department.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Administer special projects as needed.
- Perform technical quality control audits as needed.
- Administer special projects (from conception to implementation) as assigned.
- Develop new preventative maintenance (PM) procedures and bulletins as needed.
- Coordinate technical findings and recommendations with CATA shop parts and warranty department.

Reports To:

Director of Maintenance and Maintenance Superintendent

Supervises:

Maintenance Department staff (when called upon to serve as the shop supervisor)

Qualifications:

- High school diploma or equivalent required.
- Associate degree or equivalent training experience and education preferred.
- ASE/State of Michigan Master certificates preferred.
- Must possess a valid Commercial Driver's license with BP endorsements with eligible driving status (not restricted) from the State of Michigan.
- Minimum five (5) years' training experience.
- Five (5) years' experience in the public transit industry preferred.
- Able to effectively train and motivate personnel to meet high mechanical procedure standards.
- Advanced computer skills, including Microsoft Office Suite.
- Must be familiar with creating work orders, ordering parts, and using computer systems to track maintenance requirements and adhere to PM schedules.
- Experience with transit software programs preferred.
- Able to communicate effectively, handle details, meet deadlines, and work both independently and under general direction.
- Some travel is required, approximately 10%.

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

Effective: October 7, 2022

MARKETING AND MEDIA RELATIONS STRATEGIST

Job Summary - Essential Functions:

The Marketing and Media Relations Strategist collaborates with out-of-home advertising agency to manage advertising for CATA. This position also tracks and analyzes performance indicators for advertising, including social media.

- Coordinate between all internal departments and out-of-home advertising agency for ad review and approval, fleet availability, ad installation and removal according to schedule and commitment, advertising-asset management, policy compliance.
- Work directly with out-of-home advertising agency on policy matters related to advertising, duration of advertisements in market and removal of expiring ads.
- Escalate any advertising issues, advertiser complaints and requests for appeal, in accordance with policy.
- Track and report advertising sales, revenues, and any shortfalls in our minimum annual guarantee.
- Analyze performance indicators.
- Streamline in-house advertising ad buy with out-of-home and external media, including production, installation, removal, and storage processes.
- Issue cease-and-desist letter to businesses and individuals who flyer CATA properties in violation of policy.
- Manage public postings and notices.
- Assist with sponsorship requests, including the creation of sponsorship selection criteria.
- Manage media-monitoring software.
- Manage social media analytics and report to department managers.
- 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 Director of Marketing and Customer Experience.

Reports To:

Director of Marketing and Customer Experience

Qualifications:

- Bachelor's degree in Communications or related field required.
- Previous experience in media relations strongly preferred.
- Must be flexible, self-motivated, have excellent problem-solving skills and follow-through.
- Must possess excellent skills in Microsoft Office Suite, including Word, Outlook, Excel and PowerPoint.
- Strong negotiation skills.

- Able to communicate effectively, handle details, meet deadlines, and work independently and under general direction.
- 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.

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

Effective: October 19, 2022

OPERATIONS SUPERVISOR – PARATRANSIT

Job Summary – Essential Functions:

The Paratransit Supervisor provides direct support to the Paratransit Manager and supervision for Paratransit Department personnel. The regular shift assignment and hours are subject to change and may exceed 40 hours per week.

These essential functions include the following:

- Direct the day-to-day operations in the paratransit office to insure efficient and effective delivery of services to customers.
- Develop and implement effective training programs, procedure manuals and oversight for the Paratransit Department to meet professional standards in accordance with CATA policies, and procedures.
- Coordinate paratransit services with other CATA services.
- Oversee the trip scheduling process to maximize efficiencies.
- Know and become proficient with the software used in the Paratransit Department.
- Analyze data available on the department's performance and implement procedures to address deficiencies.
- Complete all required reports and paperwork.
- Provide timely, reliable, and effective reports and communications, written and oral.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- Provide training to the Paratransit personnel to advance their work-related skills.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To:

Paratransit Manager

Supervises:

Paratransit Scheduler I and Scheduler II

Duties:

- Schedule and ensure that all paratransit office work shifts are sufficiently covered.
- Investigation documented customer concerns by working with other departments to determine appropriate resolution.
- Work proactively and maintain positive relationship with administrative and union personnel.

- Maintain consistent and effective supervisor/employee working relationships as well as liaison relationship with personnel and employees outside the Paratransit Department.
- Ensure that all paratransit runs are operated according to schedule and routing.
- Take paratransit check rides periodically.
- Monitor personnel's phone etiquette and provide training to address deficiencies.
- Follow high standards and practices at all times, including adherence to CATA's commitment to equal employment opportunity.
- As necessary, work hours and schedules in excess of 40 hours per week to perform functions and accomplish goals.
- 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 Paratransit Manager.

Qualifications:

- High School degree minimum: college associate degree or equivalent experience and education preferred.
- Minimum of one 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.
- Minimum two (2) years training experience.
- 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.
- Five (5) years' experience in the public transit industry preferred.
- Experience with transit software programs preferred.
- Able to communicate effectively, handle details, meet deadlines, and work both independently 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 be able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

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

Effective: December 2, 2022

TRAINING SPECIALIST

Job Summary - Essential Functions:

The Training Specialist provides support for training CATA personnel in the area of CDL and assists the Training Supervisor with training and training-related administrative tasks.

Job Duties:

- Maintain training manuals and courses for the Operations Department and Maintenance Department.
- Assist with conducting and coordinating driver training activities, including initial training, and retraining.
- Assist with training new and experienced operators, supervisors, and staff in all operational areas, including passenger relations, defensive driving, and new or modified equipment and procedures.
- Provide assistance to the Training Supervisor with classroom training and behind the wheel training.
- Help with coordinating training programs when training is managed externally.
- Perform periodic safety and training rides with Operators, as assigned by the Training Supervisor, to counsel on improved driving techniques and evaluate compliance with professional standards, policies, procedures, and requirements.
- Aid in coordinating employee retraining and return to work in collaboration with the Human Resource Department.
- Maintain records of training activities, attendance, and retraining requirements in collaboration with the Human Resources department.
- Work proactively and maintain positive relationship with administrative and union personnel.
- Counsel and provide corrective action as needed, in accordance with CATA rules and procedures.
- Provide required data, materials, and reports, both verbal and written.
- Know and apply the Labor Agreement, Work Rules, policies, and procedures.
- 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 more than 40 hours per week to meet responsibilities.
- Administer special projects as assigned from conception to implementation.
- 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.

Reports To:

Training Supervisor

Qualifications:

- High school degree minimum, college associate degree or equivalent experience and education preferred.
- Must possess a valid Commercial Driver's B license, with airbrake and passenger endorsements, with eligible driving status (not restricted) from the State of Michigan
- Previous training experience preferred.
- Two (2) years' experience in the public transit industry preferred.
- Able to effectively train and motivate personnel to meet high safety standards.
- Advanced computer skills, including Microsoft Office Suite and other current computer applications used at CATA.
- Experience with transit software programs preferred.
- 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.
- This is a safety-sensitive position subject to drug and alcohol screenings and DOT physical examination.

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

Effective: December 20, 2022

FIRST CLASS MECHANIC

Job Summary - Essential Functions:

Inspection, diagnosis, and repairs, both major and minor, to various types of equipment and their components, including the duties of a Mechanic Second Class, Mechanic Helper, Utility, and the following areas:

- Complete diesel tune-up, overhaul, and components
- Complete gas overhaul
- Complete light and heavy-duty transmission overhaul
- Machining – i.e., valve grinding
- Differential overhaul
- Suspension – air spring, hydraulic
- Pneumatic Systems – brakes, steering, accessories
- Hydraulic Systems – Brakes, Steering, Accessories
- Electrical Systems – starting and charging
- Ignition, Gas tune-up, Scope Analysis
- Chassis Wiring and Accessories
- Heating and Air Conditioning
- Installation and Removal of Fareboxes
- Welding – general knowledge and basic application
- Minor body work and panel replacement

Reports To:

Maintenance Supervisor

Qualifications:

- High school diploma or equivalent
- Possess and maintain a valid driver's license from the State of Michigan and submit a clean five (5) year driving record with application.
- Must possess a Michigan Chauffeur based "BP" temporary instruction CDL permit (T.I.P.) prior to hire date.
- Must possess a valid State of Michigan Group B Commercial Driver License with Passenger and Air Brake Endorsement within 90 days of hire.
- Must be able to obtain an Industrial Forklift permit within 30 days of employment.
- CATA does operate 7 days a week, and you are expected to be available to work any shift This is not seasonal or on-call work.
- Able to read and speak English with comprehension and follow procedures and policies.
- Very neat appearance.
- Exceptional attendance is required to meet ongoing service requirements for public transportation. Must be dependable.
- Consistently provide prompt, courteous, and appropriate service to the public.

- Must be able to pass a physical examination, vision screening, and drug screen administered by a physician designated by the Capital Area Transportation Authority.
- Must be able to pass the ASE test on Preventative Maintenance (PM), six (6) of the State of Michigan certification tests and pass a written qualification test administered by the Authority with a passing score of 70 percent (70%).
- Must provide a complete set of tools including a complete set of mechanics tools (excluding special tools) up through 1¼ inch size wrenches and sockets, including metric tools required to do the job up to 20 mm.
- Punctual and reliable attendance is necessary to meet ongoing service requirements for public transportation.

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

Updated: April 27, 2023

MECHANIC HELPER

Job Summary - Essential Functions:

The Mechanic Helper assists mechanics and performs a full range of general maintenance and servicing on all equipment and its components.

These essential functions include the following:

- Maintain service, quality, and safety standards
- Lube, oil, and filter service
- Chassis inspection and adjustments
- Tire balance
- Assisting first and second-class mechanics
- Rebuild non-mechanical component parts (e.g., mirrors, radius rods, and air dryers)
- Minor repair of light, sockets, bulbs/lens
- Re-bush torque (radius) rods
- Maintain and replace wiper arms and blades
- Install replacement batteries (for cars, trucks, and van only)
- Maintain and repair window latches (excluding emergency latches)
- Maintain and replace sun visors, light panels, mud flaps, mirrors and mirror arms, and tires
- Handle red box installation
- Schedule rack installation (for CATA flyer only)
- Manage vinyl/decal replacement (interior) and small repair (exterior)
- Stop request cables (does not include tape strips or stop request buttons)
- Maintain and repair seat cushions, A/C grills, and W/C restraints (belts only)
- Jump-start buses as needed
- Replace transfer cutters (in existing vehicles)
- Brake shoe tear down (not on bus without mechanic)
- Paint step wells
- Load test and charge batteries (bench test area only)

Reports To:

Maintenance Supervisor

Qualifications:

- High school diploma or equivalent
- Associate's degree in Diesel Service Technology a plus.
- Minimum three years of work experience preferred.
- Knowledge and experience in heavy-duty diesel equipment maintenance and repair preferred.
- Must possess and maintain a valid driver's license from the State of Michigan and submit a clean five (5) year driving record with application.

- The successful candidate must possess a Temporary Instruction Permit for a Commercial Driver License or possess a CDL with airbrake and passenger endorsements.
- Must possess a valid Commercial Driver's license with B with airbrake and passenger endorsements with eligible driving status (not restricted) from the State of Michigan within 90 days of hire.
- Must possess a Forklift Driving Certificate or obtain within 90 days of employment.
- Able to pass a basic mechanic knowledge test administered by CATA.
- ASE (T8 or H8) PM Certification is required.
- Must provide a complete set of tools up through 1¼ size wrenches and sockets, including metric tools required to do the job up to 20 mm.
- Able to lift and move parts and supplies, some more than fifty (50) pounds.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

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

Updated: April 27, 2023

MOTOR COACH OPERATOR

Job Summary - Essential Functions:

This position exists for the purpose of operating a transit motor coach for fixed route, paratransit service and other services.

- Must operate any Authority vehicle in a safe, legal, and efficient manner.
- Operators must successfully demonstrate good bus maneuvering skills, defensive driving skills and smooth operational techniques.
- Must demonstrate commitment to work schedule including bid run and any other shift responsibility.
- Must successfully perform all pre-trip responsibility.
- Responsible for treating all passengers with respect and courtesy.
- Operators must demonstrate positive passenger relation skills and a commitment to public service and safety.
- Perform other related duties as assigned by the Director of Operations.

Reports To:

Operations Supervisor

Qualifications:

- High school diploma or equivalent.
- Must submit a driving record from the State of Michigan for at least five (5) years prior to application and have no current points. Records with current points or suspensions or revocations of license within the past five years will not be considered.
- Must possess a Michigan Chauffeur based "BP" temporary instruction CDL Permit (T.I.P.) with airbrake and passenger endorsements prior to hire date.
- Must possess a valid State of Michigan vehicle Group B Commercial Driver License with Passenger and Air Brake Endorsement within three weeks of hire.
- Must be available to work any scheduled hours in a 24-hour day, Monday through Sunday. All work will be based on 5 days out of a 7-day week with split shifts possible. These are not seasonal or on call positions. Work schedules are assigned by seniority.
- Must be able to read with comprehension and follow procedures and policies.
- Very neat in appearance.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Must be able to pass a physical examination, vision screening, and drug and alcohol screen administered by a physician designated by the Capital Area Transportation Authority.

Mobility Requirements:

The essential functions of this position require limited walking, standing, pulling, pushing a minimum of 40 lbs., kneeling, and occasional reaching above shoulder height and below knee level.

Must physically be able to assist customers and secure mobility devices. Operators must have the ability to sit for long periods of time with limited breaks.

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

Updated: May 30, 2023

UTILITY

Job Summary – Essential Functions:

The Utility position is responsible for daily service, fueling, and cleaning of CATA vehicles, fare collection, and cleaning garage and storage areas. This position will work second shift (beginning on or after 4PM) and may include weekend work as part of the regular shift.

Duties Include:

Service and fuel vehicles
Clean all interior/exterior of vehicles
Clean garage and storage areas
Properly maintain fluid levels on all vehicles
Perform bus changes (non-safety related) and errands
Post all on-vehicle schedules and route change postings
Securely handle fare collection equipment

Reports To:

Maintenance Supervisor

Qualifications:

- High school diploma or equivalent
- Possess and maintain a valid driver's license from the State of Michigan and submit a clean five (5) year driving record with application.
- The successful candidate must possess a Temporary Instruction Permit for a Commercial Driver License or possess a CDL B with airbrake and passenger endorsements.
- The successful candidate must obtain their Class B Commercial Driver License with Air Brake and Passenger endorsements within 90 days of hire.
- Some experience in driving buses is preferred.
- Must be able to pass a physical examination and drug screen.
- The successful applicant must be able to obtain an Industrial Forklift permit within 90 days of employment.

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

Updated: May 30,2023

COMPENSATION RANGES - FISCAL YEAR 2023-2024			
FULL -TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
Deputy CEO	\$104,011	\$135,215	\$166,419
Director of Finance	\$87,254	\$113,431	\$143,795
Director of Information Technology Services	\$87,254	\$113,431	\$143,795
Director of Maintenance	\$87,254	\$113,431	\$143,795
Director of Marketing & Customer Experience	\$87,254	\$113,431	\$143,795
Director of Operations	\$87,254	\$113,431	\$143,795
Director of Human Resources	\$87,254	\$113,431	\$143,795
Director of Planning and Development	\$87,254	\$113,431	\$143,795
Acting Financial Compliance Manager	\$64,632	\$84,023	\$103,412
Customer Experience Manager	\$64,632	\$84,023	\$103,412
Facilities Manager	\$64,632	\$84,023	\$103,412
Finance Manager	\$64,632	\$84,023	\$103,412
Grants Manager	\$64,632	\$84,023	\$103,412
Information Technology Manager	\$64,632	\$84,023	\$103,412
Human Resources Manager	\$64,632	\$84,023	\$103,412
Marketing Manager	\$64,632	\$84,023	\$103,412
Maintenance Superintendent	\$64,632	\$84,023	\$103,412
Operations Manager	\$64,632	\$84,023	\$103,412
Operations Manager - Information Technology	\$64,632	\$84,023	\$103,412
Operations Manager - Paratransit	\$64,632	\$84,023	\$103,412
Purchasing and Contracts Manager	\$64,632	\$84,023	\$103,412
Safety Manager	\$64,632	\$84,023	\$103,412
Service Planning/Scheduling Manager	\$64,632	\$84,023	\$103,412
Senior Manager, Data Analytics	\$64,632	\$84,023	\$103,412
Assistant Marketing Manager	\$52,978	\$68,680	\$84,528
Customer Experience Supervisor	\$52,978	\$68,680	\$84,528
Executive Assistant	\$52,978	\$68,680	\$84,528
Grants Administrator	\$52,978	\$68,680	\$84,528
Human Resources Generalist	\$52,978	\$68,680	\$84,528
Human Resources Recruitment Coordinator	\$52,978	\$68,680	\$84,528
Maintenance Supervisor	\$52,978	\$68,680	\$84,528

Maintenance Supervisor - Service Parts Inventory	\$52,978	\$68,680	\$84,528
Maintenance Supervisor - Utility	\$52,978	\$68,680	\$84,528
Maintenance Training Supervisor	\$52,978	\$68,680	\$84,528
Operations Applications Administrator	\$52,978	\$68,680	\$84,528
Operations Supervisor - Lead	\$52,978	\$68,680	\$84,528
Operations Supervisor	\$52,978	\$68,680	\$84,528
Operations Supervisor - Ops Center	\$52,978	\$68,680	\$84,528
Operations Supervisor - MSU	\$52,978	\$68,680	\$84,528
Operations Supervisor - Street	\$52,978	\$68,680	\$84,528
Operations Supervisor - Paratransit	\$52,978	\$68,680	\$84,528
Procurement Specialist II	\$52,978	\$68,680	\$84,528
Purchasing Supervisor	\$52,978	\$68,680	\$84,528
Safety Supervisor	\$52,978	\$68,680	\$84,528
Senior Accountant/Accountant II	\$52,978	\$68,680	\$84,528
Training Supervisor	\$52,978	\$68,680	\$84,528
Accountant I	\$42,269	\$54,944	\$67,622
Clean Commute Options Specialist	\$42,269	\$54,944	\$67,622
Customer Experience Team Lead	\$42,269	\$54,944	\$67,622
Floating Administrative Assistant	\$42,269	\$54,944	\$67,622
Facilities Technician	\$42,269	\$54,944	\$67,622
General Accountant	\$42,269	\$54,944	\$67,622
Human Resources Assistant	\$42,269	\$54,944	\$67,622
Human Resources Administrative Assistant	\$42,269	\$54,944	\$67,622
Information Technology Services Technician	\$42,269	\$54,944	\$67,622
Information Technology Services Vehicle Tech Coordinator	\$42,269	\$54,944	\$67,622
Maintenance Materials Administrator	\$42,269	\$54,944	\$67,622
Marketing and Media Relations Strategist	\$42,269	\$54,944	\$67,622
Marketing Specialist	\$42,269	\$54,944	\$67,622
Marketing Executive Assistant	\$42,269	\$54,944	\$67,622
Operations Administrative Coordinator	\$42,269	\$54,944	\$67,622
Planning Analyst	\$42,269	\$54,944	\$67,622
Procurement Specialist	\$42,269	\$54,944	\$67,622
Shelter and Sign Technician	\$42,269	\$54,944	\$67,622
Server and Network Administrator	\$42,269	\$54,944	\$67,622
Training Specialist	\$42,269	\$54,944	\$67,622
Customer Experience Representative	\$30,434	\$39,528	\$50,835

Custodian	\$30,434	\$39,528	\$50,835
Facilities and Grounds Maintenance	\$30,434	\$39,528	\$50,835
Paratransit Representative	\$30,434	\$39,528	\$50,835
Paratransit Scheduler	\$30,434	\$39,528	\$50,835
Procurement Clerk	\$30,434	\$39,528	\$50,835
PART-TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
	Per Hour	Per Hour	Per Hour
Accounting Clerk	\$14	\$18	\$22
Customer Information Representative	\$14	\$18	\$22
Facilities and Grounds Maintenance	\$14	\$18	\$22
Information Technology Services Technician	\$14	\$18	\$22
Marketing/Digital Marketing/Human Resources/Planning Intern	\$14	\$18	\$22
Paratransit Representative	\$14	\$18	\$22
Ambassador	\$14	\$18	\$22
Ride Guide	\$14	\$18	\$22