

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 19, 2022
3:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

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| <u>PRESENT:</u> Nathan Triplett, Chair | Jack Schmitt |
| Shanna Draheim, Secretary/Treasurer | Doug Lecato |
| Mark Grebner | Derek Melot |
| Robin Lewis | Phil Deschaine |

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 3:00 p.m.

LATE: Jennie Gies

ABSENT: Dusty Fancher, Vice Chair, Dion'trae Hayes and John Prush

ROLL CALL: All present except for Dusty Fancher, Dion'trae Hayes and John Prush who were absent and Jennie Gies who arrived late.

Jennie Gies arrived at 3:02 p.m.

Chair Triplett welcomed everyone to the January 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 expressed her concern about the Union contract and whether split shifts, various routes, mandatory overtime, and seniority run options will be addressed.

CHAIR'S COMMENTS:

Chair Triplett thanked the Board and those in attendance for their patience as we work through COVID-19 and try to conduct these Board meetings in a safe environment.

Chair Triplett stated that CATA was notified earlier in the week that his appointed position as CATA's representative to the Tri-County Regional Planning Commission is about to expire. Chair Triplett requested that the Board approve to reinstate his position.

PROPOSED MOTION: That the CATA Board approve to reinstate Board Chair, Nathan Triplett as CATA's representative to the Tri-County Regional Planning Commission.

MOTION:

Robin Lewis motioned to reinstate Chair Triplett as CATA's representative to the Tri-County Regional Planning Commission and Shanna Draheim supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

COVID-19

Bradley Funkhouser stated that in addition to CATA's absentees there are about 18-20 employees out from COVID-19. Mr. Funkhouser requested a moment to pause to recognize those in the transit world and all over that have been lost to the virus including the lead mechanic from Kalamazoo Metro Transit here in Michigan.

Ridership

Bradley Funkhouser reported that due to high COVID-19 rates, MSU has been holding classes online and CATA has reduced their service by 60%-70%. Decreased service will continue through Spring Break.

CATA is also working with the Union to reduce service throughout the Lansing area and the bid board will need to be rebid. Mr. Funkhouser mentioned the number of routes that will be affected included Routes 1, 3, 5, 8, 9 and 18. He also stated that while all CATA service will continue, there will be reduction in frequency. This change will take the pressure off the operators and make service more manageable.

Mark Grebner inquired about Route 26 being included.

Bradley Funkhouser replied that Route 26 will also be included.

Bradley Funkhouser thanked Steve Soliz, President of ATU, Local 1039, for his cooperation on the bid board and getting operators back to work and signing up for overtime.

Nova Bus

Bradley Funkhouser recognized Ken Byford and John Obert from Nova Bus. Nova Bus is the New York manufacturing company of CATA's new buses. Mr. Byford visits CATA about once a week and performs warranty work with our Maintenance Department to ensure that all the Nova buses are running properly.

Ken Byford thanked Mr. Funkhouser for the recognition.

Regional Transit

Bradley Funkhouser reported that in the efforts to improve ride sharing, CATA has been working with Eaton County, Clinton County and the Tri-County Regional Planning Commission to hire a regional mobility manager. To fund this pilot, the regions have all agreed to use CMAQ funds and share the same software which will enable the mobility manager to coordinate and facilitate schedules between all three (3) counties. Mr. Funkhouser expressed his enthusiasm for this pilot and will be updating the Board as new information develops.

Robin Lewis inquired about hiring new operators.

Bradley Funkhouser reported that a new class will start training in early February and be ready to bid on the March bid board.

Doug Lecato inquired whether the County Commissioners from the other counties were involved in the decision to hire a mobility manager.

Bradley Funkhouser confirmed that some of the County Commissioners have a seat on the Tri-County Regional Planning Commission and other transit agencies Boards have been involved with this pilot.

Chair Triplett thanked Ken Byford and John Obert from Nova Bus for their partnership and for attending the January 2022 Board meeting.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF NOVEMBER 17, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2021 AND NOVEMBER 2021
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. INSURANCE BROKERAGE AND CONSULTING 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 EPIC Insurance Brokers and Consultants for Insurance Brokerage and Consulting services at a cost not to exceed \$212,370 based on the quoted rates, for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

D. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Ronald Marsh to a three-year term through December 2024.

E. PURCHASE OF UP TO TWELVE (12) SMALL BUSES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from the State of Michigan (MDOT) Small Bus Contract for up to twelve (12) gasoline engine cutaway buses of which there will be six (6) floor plan "A" models and six (6) floor plan "B" models in an amount not to exceed \$1,200,000 of federal and state grant funds and pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. REAL TIME DATA ANALYSIS SERVICE AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Swiftly, Inc. to provide real time data analysis services up to the amount of \$200,000 for the period of January 2022 through December 2022 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. REAL TIME PREDICTION AND ANALYSIS

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 Trapeze Software Group, Inc. for Real Time Prediction and Analysis at a cost not to exceed \$498,491 based on the quoted rates, for a one-year period and an option for four (4) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

H. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve and execute a Disadvantaged Business Enterprise (DBE) program in accordance with regulations set forth by the U.S Department of Transportation (DOT), 49 CFR Part 26, and authorize Staff to submit the Report to the Federal Transit Administration.

Derek Melot requested that Action Items F and G be moved to discussion.

MOTION:

Shanna Draheim motioned to approve the Consent Agenda with Action Items F, REAL TIME DATA ANALYSIS SERVICE AGREEMENT and G, REAL TIME PREDICTION AND ANALYSIS moved to discussion and Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS - PROPOSED DISCUSSION AGENDA

A. REAL TIME DATA ANALYSIS SERVICE AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Swiftly, Inc. to provide real time data analysis services up to the amount of \$200,000 for the period of January 2022 through December 2022 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

B. REAL TIME PREDICTION AND ANALYSIS

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 Trapeze Software Group, Inc. for Real Time Prediction and Analysis at a cost not to exceed \$498,491 based on the quoted rates, for a one-year period and an option for four (4) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Derek Melot motioned to approve Discussion Item A, REAL TIME DATA ANALYSIS SERVICE AGREEMENT and Robin Lewis supported the motion.

MOTION:

Jennie Gies motioned to approve Discussion Item B, REAL TIME PREDICTION AND ANALYSIS and Doug Lecato supported the motion.

DISCUSSION:

Derek Melot requested more information on the transition from one vendor to the other and cost.

Bradley Funkhouser explained that in order to make sure there is no lapse in service, it is necessary for CATA to extend its contract with Swiftly for another year. Mr. Funkhouser also stated that there will not be any overlap in payment between the two companies and Trapeze fees are approximately half that of Swiftly.

Derek Melot inquired about the cost for one (1) year.

Dan Goodemoot, Director of IT stated that he does not know the exact cost for one (1) year. The amount listed in the Board packet was based on a five (5) year licensing with Trapeze. Mr. Goodemoot stated that overall, CATA will be paying approximately half of what it is paying now to Swiftly.

Mark Grebner inquired about the service performance and receiving texts.

Dan Goodemoot explained that the service Mr. Grebner is referring to is a separate issue from the real time prediction and analysis.

Jennie Gies stated she also has used the texting service and the responses have been fairly accurate.

Mark Grebner stated that he has had previous issues with finding out information related to Route 18.

Bradley Funkhouser explained that when there are quick changes to service, CATA's bid board has trouble following the real-time data. CATA's IT department has been trying to work through these issues which are part of the "CATA NOW" system. Mr. Funkhouser stated that he expects the next few weeks to be a bit rough as changes are frequently being made but appreciates the Board bringing these issues to his attention.

VOTE (ACTION ITEM A): The motion carried unanimously.

VOTE (ACTION ITEM B): The motion carried unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENTS:

Deb Parrish inquired about the CATA bylaws and the correspondences being on the Board agenda. She also inquired about CATA's absenteeism, split shifts and various changes that have occurred over the past years at CATA.

Nathan Bahn shared a new way for CATA to display their announcements on buses.

EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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

meeting return to open session for completion of the Agenda.

MOTION:

A motion was made by Derek Melot and supported by Robin Lewis to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

DISCUSSION:

Chair Triplett informed the public that they are welcome to stay for the Board Retreat which is a presentation only and there will not be any action items or motions taking place. The Board Retreat will immediately follow the closed session.

ROLL CALL VOTE: The motion was supported by Phil Deschaine, Shanna Draheim, Jennie Gies, Mark Grebner, Doug Lecato, Robin Lewis, Derek Melot, Jack Schmitt and Nathan Triplett.

Dusty Fancher, Dion'trae Hayes and John Prush were absent.

The Executive Session began at 3:43 p.m. and adjourned at 4:01 p.m.

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

RECESS

There was no further business Chair Triplett recessed the Board meeting until 4:10 p.m.