

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, DECEMBER 16, 2020; 4:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
 - Audit Committee Meeting
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF NOVEMBER 18, 2020, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2020
 1. Interim Income Statement
 2. Cash Summary
 3. Investments
 4. Fifth Third Investment Account Reconciliation
 - C. AMENDMENT TO THE AGREEMENT WITH INGHAM COUNTY TO CONTINUE PROVIDING FUNDING FOR CATA RURAL SERVICES 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 an amendment to extend the Agreement with Ingham County for the period from January 1, 2021, through December 31, 2025 for funding CATA Rural Service and Spec-Tran services, on such other terms as the Board Chair and the Chief Executive Officer deem necessary.
 - D. CONTRACT FOR BUS DISINFECTING 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 for one (1) year term with an option to renew for an additional one (1) year period with Strength H20, LLC for the purposes of disinfecting CATA vehicles on such other terms and

conditions as the Board Chair and Chief Executive Officer deem necessary.

E. PROPOSAL TO CHANGE THE DATE OF CATA BOARD RETREAT MEETING

PROPOSED MOTION: That the CATA Board of Directors authorizes moving the CATA Board Retreat Meeting to March 17, 2021, immediately following the regularly-scheduled Board meeting for March.

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS

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

X. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

DECEMBER 16, 2020

None

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, NOVEMBER 18, 2020; 4:00 P.M.

<u>PRESENT:</u> Nathan Triplett, Chair	Jennie Gies
Dusty Fancher, Vice Chair	Jack Schmitt
Shanna Draheim, Secretary/Treasurer	Doug Lecato
Dan Opsommer	John Prush
Mark Grebner	Dion'trae Hayes
Robin Lewis	Derek Melot

CALL TO ORDER:

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

ROLL CALL: All present.

Chair Triplett instructed all participants on the Zoom meeting format in accordance with the authority of Public Act 228, 2020.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett stated that there were no emails sent to the Board.

Public Comments

Deb Parrish inquired about CATA's safety plan and the public being notified of any operator testing positive to COVID-19.

CHAIR'S COMMENTS:

Chair Triplett recognized all Board members being present.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser introduced legal counsel, Lindsay Dangl and new Finance Director, Jim Frenedt.

Lindsay Dangl greeted the Board.

Jim Frendt acknowledged working with Dion'trae Hayes as her auditor. He has been at CATA now for over two (2) weeks and is getting ready for CATA's yearly audit. Mr. Frendt looks forward to working at CATA.

Governor's Executive Order

Bradley Funkhouser commented on the Governor's Executive Order and MIOSHA requesting those able to work from home to do so effective Wednesday, November 18, 2020. A tentative agreement with employees has been implemented for those able to work from home. CATA has also met with the Union and buses will continue to operate.

Ingham County Health Department (ICHD)

The Ingham County Health Department visited CATA last week. Representatives from the ICHD, the Safety Committee and the Union inspected the buses and went over cleaning protocols. There have been new guidelines added to strengthen the check-in and check-out procedures. The ICHD is overwhelmed with contract tracing; therefore, contract tracing will now be entrusted to the employer. CATA will notify employees of any potential exposure to COVID-19. Thus far, CATA has had only one known positive rider which was reported to the ICHD. CATA plans to take the same approach if more cases are discovered. Flyers have been placed in all break rooms to notify the Union and administration employees of CATA's updated COVID-19 policy. CATA has done a remarkable job in keeping operators at a safe distance. Mr. Funkhouser will continue to update the Board as new developments unfold. Communication has been the key and if CATA finds itself in the red, there is a plan; however, we are bound to HIPPA rights and must protect the identity of anyone who tests positive for COVID-19.

New Nova Buses

There will be 15 new Nova buses arriving in coming days.

Diversity Equity & Inclusion (DEI)

Bradley Funkhouser referred to Director of Human Resources, Marshea Brown.

Marshea Brown stated that the DEI met in September to discuss respect, belonging, empowerment and progression. There was a good discussion among the group which provided CATA with vital information on issues that need to be addressed. The DEI task force will work on increasing attendance by developing a promotion campaign through CATA's marketing team and hopes to have a workplace survey completed by the first quarter 2021. This will give CATA an idea of where they stand on DEI issues. In October, Lori Adams Simon, manager of Diversity, Inclusion and Civil Rights at Sparrow Health Systems and owner of Simon Says was the guest speaker. She was very informative and those in attendance gave the committee very positive feedback. At the November meeting, the DEI will look at objectives and strategies for the FY 2021 strategic plan.

Shields on Buses

Operators have requested shields to be installed in all buses. Testing on the shields will continue and they will be installed as soon as possible. The total cost of the shields will be paid through the CARES Act grant.

Doug Lecato inquired about the shield barriers being installed in the buses.

Bradley Funkhouser stated that some of the shields tested were very flimsy; therefore, CATA is continuing to test until the best shield is found. Both large and small buses will be secured with protective shields.

Doug Lecato mentioned virus protected shelters.

Bradley Funkhouser stated he will look into virus protected shelters.

Dion'trae Hayes welcomed new Finance Director, Jim Fendt and congratulated him on his new position at CATA. She also appreciated the steps that CATA has taken with the ICHD to ensure everyone's safety during the COVID-19 pandemic. Ms. Hayes would like to know more about the DEI's future objectives.

Marshea Brown replied that the committee is in the process of creating a survey to gather vital information and form a baseline of what issues CATA needs to address. Some of the requests from employees have been mentorships in various departments, progression within a department and more minorities and women in leadership roles.

Dion'trae Hayes expressed her enthusiasm for the DEI's progress and looks forward to hearing more.

Shanna Draheim inquired about the shields being permanent.

Bradley Funkhouser replied that shield barriers being installed are a permanent fixture and will be included in all future bus orders.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF OCTOBER 21, 2020, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

C. CATA SERVICE MONITORING REPORT – FY 2020

PROPOSED MOTION: The CATA Board of Directors is aware of its Title VI responsibility to monitor and report on service and has considered and approves the CATA Service Monitoring Report-FY 2020 and authorizes staff to submit this Report with CATA's FY 2020 Title VI Program Update.

D. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)

PROPOSED MOTION: That CATA Board of Directors approves the Public Transportation Agency Safety Plan to meet compliance with the FTA by December 31, 2020.

E. INSURANCE RENEWALS

PROPOSED MOTION: That the Board of Directors approves CATA's purchase of insurance policies at quoted contract rates with the indicated premiums set forth below and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to execute such applications, contracts, and other documents as are necessary and appropriate in the judgment of the Chief Executive Officer, to bind and perfect such insurance coverage and services for the period from December 1, 2020 through and including November 30, 2021.

F. LEASE, LICENSE AND TICKETING AGREEMENTS FOR INDIAN TRAILS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser to execute lease, license and ticketing agreements between CATA and Indian Trails, as outlined above, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Doug Lecato motioned to have the Consent Agenda approved and Jennie Gies supported the motion.

DISCUSSION:

Doug Lecato inquired about the raise in insurance renewal fees.

Bradley Funkhouser stated that the hike in insurance premiums has been the result of CATA's insurance claims.

Pat Lemon, Compliance Officer concurred and stated that CATA had two (2) significant accident claims; one (1) in August 2019 and one (1) in September 2019 which potentially could cost millions.

ROLL CALL VOTE: The motion carried unanimously.

DISCUSSION AGENDA

- A. POLICY NO. 205 – DISPLAY OF ITEMS ON CATA PROPERTY AND VEHICLES – SECOND READING

PROPOSED MOTION: That the Board of Directors approves the Policy Committee’s recommended amendments to Policy No. 205, regarding the display of items on CATA Property and Vehicles to allow for transit advertising and advertising revenue to help fund the operation of the system, and authorizes Chief Executive Officer, Bradley T. Funkhouser, to implement this program on such other terms and conditions that he deems appropriate.

MOTION:

Dusty Fancher motioned to approve Discussion Agenda A, POLICY NO. 205 – DISPLAY OF ITEMS ON CATA PROPERTY AND VEHICLES – SECOND READING and Dan Opsommer supported the motion.

DISSCUSSION:

Chair Triplett explained that at the November Board meeting the Policy Committee recommended that the Board adopt Policy No. 205 with the one (1) revision to section 2.01 a) related to the alcoholic beverages. The motion presented to the Board is the second reading which includes the revision. The Board has two (2) options; one (1), to approve the policy on the second reading and policy will go into effect or two (2), to make more revisions and proceed into the next month for approval.

Bradley Funkhouser thanked legal counsel Lindsay Dangl, Lolo Robison and Board members for their patience.

Lolo Robison stated that the change to policy was requested from the October’s Board meeting.

Doug Lecato inquired about CATA’s federal funding being impacted from potential revenue generated from advertising sales.

Bradley Funkhouser stated the new advertising policy will open opportunities for CATA. He stated that advertising sales will allow CATA to use local funding outside of operating revenue or tax money to match other grants.

Doug Lecato inquired about the legal sales of medical marijuana in comparison to other pharmaceutical sales.

Bradley Funkhouser deferred to legal counsel, Lindsay Dangl.

Lindsay Dangl stated that medical marijuana will be treated like any other marijuana product which falls under the tobacco and marijuana substance provision of the policy which states "legal or otherwise".

Dusty Fancher elaborated on Doug Lecato's question regarding the advertising revenue being an operating expense. She stated that, if operating expenses are eligible, then CATA would use state dollars to match grants and not federal dollars. Either way, CATA would need to bring in a lot of revenue from advertising before for any grant money would be affected.

Bradley Funkhouser stated that CATA will look into the possibility of grants being affected by generated revenue.

Jennie Gies inquired about the classification of vaping under tobacco.

Lindsay Dangl replied that vaping is referenced under the tobacco policy.

Derek Melot voiced his concern that the advertising policy is too restrictive and therefore limits CATA's potential revenue. He stated that he will approve the motion as long as the Board agrees to come back within a year in order to review the collected data.

Mark Grebner inquired about the Board being included on any major advertising decisions including shelter advertising and rebranding routes.

Bradley Funkhouser stated that the advertising policy is a complex process which includes many steps. He will come back to Board as issues develop.

Shanna Draheim inquired about CATA sitting down with city officials in order to discuss advertising opportunities. She stated that she and Jack Schmitt have spoken to the mayor of East Lansing and the city is open to advertising.

Bradley Funkhouser stated there will be more communication between city leaders and CATA. CATA will continue to have direct involvement from the surrounding communities and city leaders.

Doug Lecato referenced Section 3.02 of the advertising policy to help answer Derek Melot's previous inquiry and inquired about a project manager.

Bradley Funkhouser stated that the project manager will be CATA's Director of Marketing and Customer Experience, Lolo Robison. He and Lolo will work together with contractors and vendors throughout the advertising process.

Dion'trae Hayes expressed her issue with the word "direct" in the alcohol advertising portion of the policy.

Lindsay Dangl stated that due to the open meeting format that her recommendations

are confidential. The current advertising policy allows for indirect photographs of alcoholic beverages; however, prohibits the direct sales of alcoholic beverages.

Dion'trae Hayes clarified that the policy's language prohibits the direct sales of alcohol yet, does not impact the imagery.

Lindsay Dangl confirmed Dion'trae Hayes's statement.

Robin Lewis stated that she approves the idea of advertising and will watch for more revisions within a year.

Dusty Fancher stated that the Policy Committee will bring the advertising policy back in one (1) year to review the pros and cons.

Mark Grebner stated that he was the first client to buy advertising from CATA years ago.

Derek Melot expressed his views concerning the one (1) year policy review.

Shanna Draheim stated that including a date for review in the motion will ensure that the advertising policy is, in fact, reviewed.

Dusty Fancher clarified that she would like two (2) separate motions.

Mark Grebner inquired about contracts being affected by the review in a year and supported Derek Melot's concerns.

Dion'trae Hayes stated that she cannot support the advertising policy as currently written. She then referenced an article from the John Hopkin's medical report stating the negative effects that alcohol has on the African-American youth.

Robin Lewis referenced line 2.01 a) and 2.01 b) where "direct sale" is included in alcohol but not in tobacco or marijuana products.

Lindsay Dangl stated that the language written was approved by the Policy Committee.

Robin Lewis inquired about the word "direct" being removed.

Shanna Draheim gave an explanation on behalf of the Policy Committee.

Jennie Gies gave an example of alcohol imagery in an advertising ad.

Lindsay Dangl stated that every ad is based on interpretation.

Mark Grebner voiced his concern for removing the word "direct" in that it would limit too many potential vendors. He also stated that the Board and CEO, Bradley

Funkhouser, have the power to reject any ad and/or can request for an ad to be edited.

Dion'trae Hayes stated that there is a reason for policies and procedures to be in place. It is important for the written advertising policy to reflect those policies.

Chair Triplett echoed Mark Grebner's suggestions to implement a review of the advertising policy within one (1) year.

ROLL CALL VOTE: The motion carried with Shanna Draheim, aye; Dusty Fancher, aye; Jennie Gies, nay; Mark Grebner, aye; Dion'trae Hayes, nay; Doug Lecato, aye; Robin Lewis, aye; Derek Melot, aye; Dan Opsommer, aye; John Prush, abstained; Jack Schmitt, aye and Nathan Triplett, aye.

MOTION:

Dusty Fancher motioned to review the effectiveness of POLICY NO. 205 – DISPLAY OF ITEMS ON CATA PROPERTY AND VEHICLES within one (1) year to the date of adoption and Dan Opsommer supported the motion.

DISCUSSION:

Shanna Draheim inquired about stating a specific date for review.

Lindsay Dangl stated that the motion should read, "within one year."

Robin Lewis suggested, "no later than November."

Chair Triplett stated, "no later than one year of today."

Dusty Fancher agreed with Char Triplett's recommendation.

Doug Lecato mentioned to review the various types of advertising submitted to CATA within a year.

Dusty Fancher stated that the Policy Committee and CATA will continue to track data and collect statistics in order to make the necessary edits at the one (1) year review.

Dion'trae Hayes requested an offline meeting to discuss metrics with Chairman Triplett, Dusty Fancher, Bradley Funkhouser and Lolo Robison.

Robin Lewis requested that the one (1) year review include issues with the advertising policy recorded by demographics. She expressed her concern that the advertising policy be handled correctly within the African-American community.

ROLL CALL VOTE: The motion carried unanimously.

Chair Triplett thanked everyone for enduring the challenges put forth. He looks forward on seeing progress with the advertising policy and the review in one (1) year.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

Deb Parrish thanked Bradley Funkhouser on the COVID-19 policy and hopes that the numbers will not increase.

Chair Triplett clarified that due to the ICHD being overwhelmed, they will not perform contact tracing. CATA will do their own contact tracing and will inform employees of potential exposures as cases occur.

Bradley Funkhouser confirmed and stated that CATA will continue to try and ensure everyone's safety.

Doug Lecato thanked everyone for their hard work on the safety plan.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT
NEGOTIATIONS**

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

MOTION:

Dusty Fancher motioned to go into closed session and Doug Lecato supported the motion.

ROLL CALL VOTE: The motion carried unanimously.

ADJOURNMENT

There was no further business Chair Triplett adjourned meeting at 5:49 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending October 31, 2020**

	<u>October Actual</u>	<u>October Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2021 Actual YTD</u>	<u>FY 2021 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2021 BUDGET</u>	<u>% Annual Budget Revenues/Expense</u>
<i>% of Fiscal Year Completed</i> <hr/> 8%										
REVENUES										
Farebox	\$ 124,065	\$ 208,333	\$ (84,268)	-40.4%	\$ 124,065	\$ 208,333	\$ (84,268)	-40.4%	\$ 2,500,000	5.0%
Contracted Services	\$ 137,011	\$ 291,667	\$ (154,656)	-53.0%	\$ 137,011	\$ 291,667	\$ (154,656)	-53.0%	\$ 3,500,000	3.9%
Property Tax	\$ 1,855,336	\$ 1,918,083	\$ (62,747)	-3.3%	\$ 1,855,336	\$ 1,918,083	\$ (62,747)	-3.3%	\$ 23,017,000	8.1%
State Revenue	\$ 1,283,834	\$ 1,618,333	\$ (334,499)	-20.7%	\$ 1,283,834	\$ 1,618,333	\$ (334,499)	-20.7%	\$ 19,420,000	6.6%
Federal Revenue	\$ 63,466	\$ 318,772	\$ (255,306)	-80.1%	\$ 63,466	\$ 318,772	\$ (255,306)	-80.1%	\$ 3,825,269	1.7%
Other Revenue	\$ 27,257	\$ 71,750	\$ (44,493)	-62.0%	\$ 27,257	\$ 71,750	\$ (44,493)	-62.0%	\$ 861,000	3.2%
TOTAL REVENUES	\$ 3,490,969	\$ 4,426,939	\$ (935,970)	-21.1%	\$ 3,490,969	\$ 4,426,939	\$ (935,970)	-21.1%	\$ 53,123,269	6.6%
EXPENSES										
Labor	\$ 1,549,210	\$ 1,837,417	\$ 288,207	15.7%	\$ 1,549,210	\$ 1,837,417	\$ 288,207	15.7%	\$ 22,049,000	7.0%
Fringe Benefits	\$ 902,478	\$ 997,264	\$ 94,786	9.5%	\$ 902,478	\$ 997,264	\$ 94,786	9.5%	\$ 11,967,169	7.5%
Services	\$ 253,897	\$ 289,717	\$ 35,820	12.4%	\$ 253,897	\$ 289,717	\$ 35,820	12.4%	\$ 3,476,600	7.3%
Materials & Supplies	\$ 288,859	\$ 360,025	\$ 71,166	19.8%	\$ 288,859	\$ 360,025	\$ 71,166	19.8%	\$ 4,320,300	6.7%
Utilities	\$ 52,799	\$ 69,975	\$ 17,176	24.5%	\$ 52,799	\$ 69,975	\$ 17,176	24.5%	\$ 839,700	6.3%
Casualty & Liability	\$ 65,424	\$ 83,333	\$ 17,909	21.5%	\$ 65,424	\$ 83,333	\$ 17,909	21.5%	\$ 1,000,000	6.5%
Purch. Transportation	\$ 695,874	\$ 751,667	\$ 55,793	7.4%	\$ 695,874	\$ 751,667	\$ 55,793	7.4%	\$ 9,020,000	7.7%
Miscellaneous	\$ 77,681	\$ 37,542	\$ (40,139)	-106.9%	\$ 77,681	\$ 37,542	\$ (40,139)	-106.9%	\$ 450,500	17.2%
Interest Expense	\$ 121	\$ -	\$ (121)	0.0%	\$ 121	\$ -	\$ (121)	0.0%	\$ -	0.0%
Depreciation	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -	0.0%
TOTAL EXPENSES	3,886,343	4,426,939	540,596	12.2%	3,886,343	4,426,939	540,596	12.2%	\$ 53,123,269	7.3%
NET INCOME (LOSS)	\$ (395,374)	\$ -	\$ (395,374)		\$ (395,374)	\$ -	\$ (395,374)		\$ -	

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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10/01/2020 - 10/31/2020

Cash Balance - 10/01/2020	\$ 2,745,196
Disbursements	\$ (3,976,789)
Receipts	\$ 4,133,318
Adjustments	\$ -
Cash Balance - 10/31/2020	\$ 2,901,725

Disbursements:

Cash Disbursements Register	\$ (1,929,979)
Payroll	\$ (1,547,784)
Healthcare (BlueCross Blue Shield)	\$ (493,217)
Transfers To the ASU Claims Account	\$ (5,809)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (3,976,789)

Receipts:

Cash Receipt Register	\$ 4,133,318
Transfers From the Investment Account	-
Total Cash Receipts	\$ 4,133,318

Adjustments:

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

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

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10/01/2020 - 10/31/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,901,725	13.90%
FIFTH THIRD BANK - ASU Claims Account	25,446	0.12%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>17,941,530</u>	85.97%
TOTAL	<u>\$ 20,868,702</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 38,717
OTHER BANKS	-
TOTAL	<u>\$ 38,717</u>

Monthly Average Rate of Return	0.1855%
Annual Average Rate of Return	2.226%

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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10/01/2020 - 10/31/2020

Market Value at the Beginning of the Period - 10/01/2020		\$ 19,944,870
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(2,000,000)
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 40,319	
Accrued Interest Paid	-	
Administrative Expenditures	(1,601)	
Total Net Income/Loss & Expenditures		38,717
<u>Realized Gains or (Loss) From Sales</u>		(19,966)
<u>Market Appreciation</u>		
End of Period	\$ (6,921)	
Beginning of Period	(999)	
Unrealized Gain/(Loss) from Market Appreciation		(7,920)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (93,512)	
Current Accrued Income (+)	79,340	
Net Change from Accrued Income		(14,172)
Market Value at the End of the Period - 09/30/2020		<u>\$17,941,530</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 – AMENDMENT TO THE AGREEMENT WITH INGHAM COUNTY TO CONTINUE PROVIDING FUNDING FOR CATA RURAL SERVICES AND SPEC-TRAN SERVICES

CATA and Ingham County have worked together for many years to provide county-wide transportation services through CATA Rural Service and Spec-Tran. The County has supported these services through a 0.60 millage under a series of five year agreements to provide for an annual Scope of Services to be agreed upon each year. The current five year agreement terminates on December 31, 2020.

At the September Board meeting, the Board approved an updated Scope of Services with the expectation that CATA and the County also enter into a new extension period for the master Agreement.

A proposed Amendment #7 serves the purpose of extending the current Agreement. The annual payments that CATA will receive for transportation services will not exceed the amounts that the County receives from its transportation millage, which is currently levied at 0.60 mills. The term of the proposed Amendment extends the existing Agreement by five (5) years, from January 1, 2021, through December 31, 2025.

Staff recommends that the Board adopt the proposed motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an amendment to extend the Agreement with Ingham County for the period from January 1, 2021, through December 31, 2025 for funding CATA Rural Service and Spec-Tran services, on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

Following a comprehensive review, Staff selected Strength H2O as the most qualified firm. Their proposal documented a comprehensive understanding of the project, listed numerous clients of various sizes, expressed an ability to start on time and proposed a fair price.

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 a contract for a one (1) year term with an option to renew for an additional one (1) year period with Strength H2O, LLC for the purposes of disinfecting CATA vehicles on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM – PROPOSAL TO CHANGE THE DATE OF CATA BOARD
RETREAT MEETING**

During the regular meeting of the CATA Board of Directors last month, the Board requested consideration for changing the date of the annual financial retreat. This meeting is typically held in January. The request comes in part due to the financial uncertainties presented by the on-going COVID-19 pandemic.

In light of this request, Staff is requesting Board approval to move the date of the annual retreat to March 2021, immediately following the regularly-scheduled Board meeting. If approved, this would amend the list of CATA Board Meeting times and locations that was approved in September 2020.

Staff recommends that the Board adopt the proposed motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes moving the CATA Board Retreat Meeting to March 17, 2021, immediately following the regularly-scheduled Board meeting for March.

INFORMATION ITEMS

DECEMBER 16, 2020

1. OCTOBER RIDERSHIP REPORT
2. OCTOBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR NOVEMBER 2020
4. LAC MINUTES FOR OCTOBER 2020
5. 2020 HOLIDAY ACTIVITIES & AWARDS

OCTOBER 2020 RIDERSHIP REPORT

<u>Total system rides – October:</u>	<u>231,057</u>
Average weekday system ridership	8,550
Average weekday system ridership change 10/20 to 10/19	-45,850

	<u>10/20 v. 10/19</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	-82.8%	-1,111,847
Monthly Urban Fixed-Route change	-65.2%	-350,252
Monthly MSU campus ridership change	-99.7%	-609,961
Monthly Spec-Tran ridership change	-51.8%	-16,531
Monthly Total Paratransit ridership change	-56.4%	-23,661

Note: On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used.

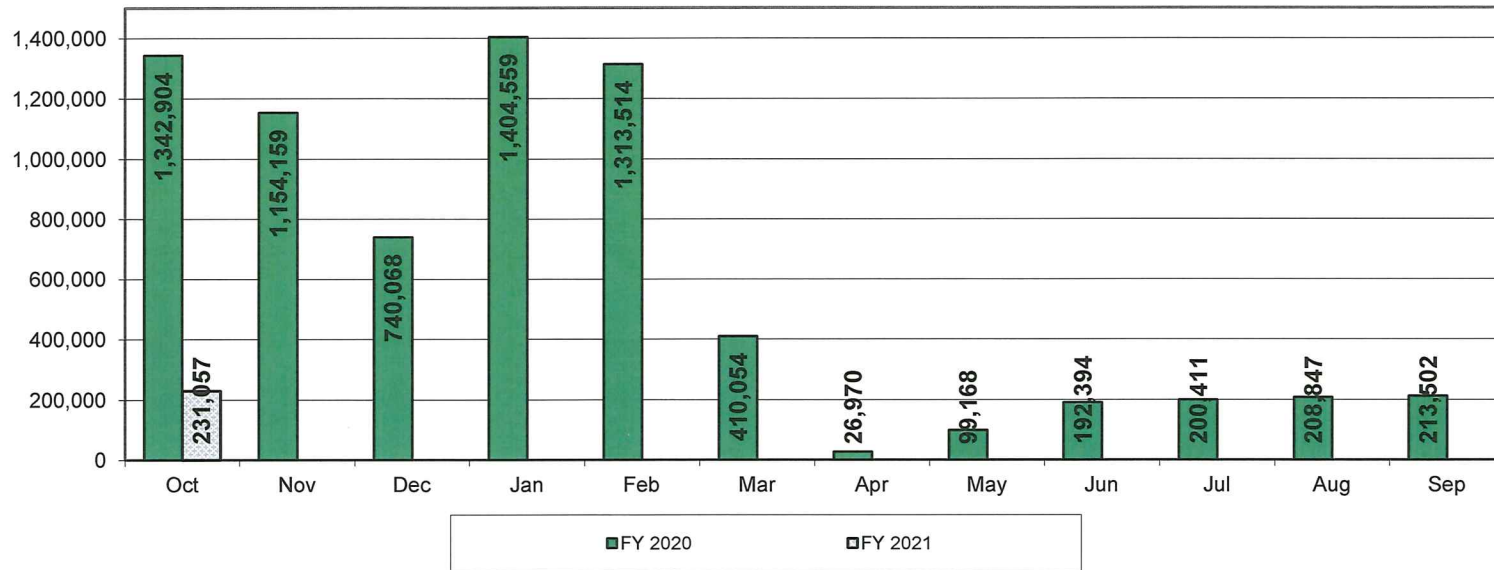
FY 2021 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2021:</u>	<u>231,057</u>
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	<u>FY 2021 vs. FY 2020</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Total system rides change	-82.8%	-1,111,847
Year-to-Date Spec-Tran ridership change	-51.8%	-16,531
Year-to-Date Total Paratransit ridership change	-56.4%	-23,661

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

CATA's Monthly Ridership: FY 2020 & FY 2021



INFORMATION ITEM - FUEL PURCHASE FOR NOVEMBER 2020

The following lists our prices for diesel fuel for November 2020:

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
11/06/2020	\$1.3555
11/13/2020	\$1.3490
11/18/2020	\$1.3650
11/25/2020	\$1.4715
FY 2020 Current average per gallon fuel cost	\$1.39
FY 2021 Budget per gallon fuel cost	\$2.35

company that performs a daily, deep cleaning on all vehicles multiple times per day. Operators have been given the right to decide how many riders are allowed on their bus while trying to keep numbers as low as possible. CATA has been working with the Ingham County Health Department to make sure that everybody's safety is a first priority. CATA has five (5) buses that have had a plexiglass barrier installed. Transdev is also following CATA's COVID-19 protocols and cleans their buses throughout the day with a deep cleaning overnight.

CATA may be installing cameras at a later date.

All of the new vans and cutaway buses that Transdev uses are maintained and parked at their location.

Mr. Garza reported that the wait stop pilot program is going very well.

CATA has been operating at about half capacity with call volumes at fifty percent.

Mike Klein, Transdev's Interim General Manager, has accepted a new position with Transdev in California. Transdev is currently interviewing new candidates for this vacancy and has placed Tim Sparks in this position until a new candidate is found.

A national meeting was held, including many paratransit companies from all over the U.S. The committee was formed before COVID-19 to discuss ways in which transit agencies can improve their daily operations. After hearing other transit agencies speak, it was apparent that CATA is far ahead of any other transit company.

"Full Bus" discussion – CATA leaves it up to line haul operator's discretion.

SERVICE QUALITY COMMITTEE (SQS) – Diana Paiz

The LAC Service Quality Subcommittee, (SQS) met via Zoom on September 30, 2020, from 3:30 to 4:30 p.m.

Present:

CATA: Craig Frazier, Bethany Berdes

LAC members: Pat Cannon, George Hanley, J. J. Jackson, LAC Chair Deb Wiese and SQS Chair Diana Paiz (no longer Paiz-Engle).

The SQS postponed the September 2, 2020, meeting to September 30, 2020 which is the last date of the Wait Stop pilot program.

Discussion:

A 10-minute max wait period for most participating passengers vs a 15-minute max wait period by request or by designation from the mobility device user.

Result:

CATA will authorize all wait stop pilot trips to have a maximum duration of 15 minutes for all clients, regardless of age, use of mobility device or any other characteristic.

Craig Frazier reported that the LAC members are making good use of Wait Stop Pilot Trip without any negative impact affecting on-time performance. Overall, passenger numbers are still low due to COVID-19.

Result:

CATA will continue Wait Stop Pilot Trip through end of 2020.

Craig Frazier confirmed that wait stop pilot trips cannot be denied based upon purpose or type of destination where wait stop pilot trips have occurred.

Craig Frazier confirmed that clients have an important role to play in laying the groundwork for a successful Wait Stop Pilot Trip program.

Result:

LAC Chair Wiese volunteered to draft a "best-practice" document for CATA to distribute to Spec-Tran riders if/when the Wait Stop Trip Pilot program is available for all Spec-Tran clients.

SQS, Chair Paiz requested once again for CATA to use additional channels of communication to provide information to Spec-Tran riders. She suggested a newsletter email, an option for information on the IVR, as well as on-hold messages.

Next SQS meeting is scheduled for Wednesday, November 4, 2020, at 3:30 p.m.

CATA will also have to make sure that the manifest reads that it is a wait stop pilot trip and there can be no denial for the intended trip.

Chair Wiese made a motion to continue the Wait Stop Pilot program with a 15 minute wait time included and adjust guidelines as new data develops.

It was moved by Diana Paiz and supported by Pat Cannon. Motion passed unanimously.

OLD BUSINESS

Trapeze PASS, version 19 and PASS-Web are moving forward through testing and towards implementation of Trapeze which is expected December 1, 2020. PASS App and PASS-Web will be added in about a month or two after CATA has finished the migration to Trapeze 19.

The original login information members received should still be used until the App is fully developed. The App will be compatible with android and I phones.

NEW BUSINESS

Application for Membership – Janeile Cannon

J.J. Jackson motioned to approve the application of Janeile Cannon and George Hanley seconded the motion. It passed unanimously.

Chair and Vice-Chair Elections – Kelly Blackwell, Nominating Chair

Deb Wiese for Chair - Kelly Blackwell nominated and J.J. Jackson seconded.
Diana Paiz for Vice-Chair - Kelly Blackwell nominated and Pat Cannon seconded.

Deb Wiese was elected as Chair by acclamation.

Diana Paiz was elected as Vice Chair by acclamation.

MEMBER COMMENTS

Pat Cannon thanked the LAC members for making him feel welcomed while he served on the committee.

Diana Paiz expressed her approval of the grab bars; however, she believes the operators need additional training.

PUBLIC COMMENTS

Deb Parrish thanked everyone for being able to speak at the LAC meeting. She stated that many riders have told her that they like the grab bars in the back of the new Spec-Tran buses. She expressed her appreciation to the riders and commented on how she fought for over a year to get the bars installed. Ms. Parrish stated that she has not seen any cleaning supplies on the buses; therefore, she brings her own hand sanitizer to wipe off her seat before and after her ride.

ADJOURNMENT

Pat Cannon motioned to adjourn and J.J. Jackson supported the motion. Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:51 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese

BOARD INFO ITEM – 2020 HOLIDAY ACTIVITIES & AWARDS

Each year in December, CATA supports Operation Santa and distributes its annual awards during the All-Employee Holiday Celebration. A summary of these activities follows.

OPERATION SANTA

December 2020 marks CATA’s 19th year sponsoring Operation Santa, a community-based program that recruits volunteers to purchase holiday gifts for our region’s children in need. This year, Operation Santa was spearheaded by Marketing Manager Kathleen Maher. Despite the Michigan Department of Health and Human Services’ three-week Pause to Save Lives, she recruited a total of 10 CATA employees who purchased gifts for 25 Averill Elementary School students. Each student will receive between six and eight gifts, including coats and other articles of clothing. A total of \$2,906.59 was raised. Facilities Manager Norm VanAlstine will deliver gifts to Averill in an articulated vehicle. Delivery is scheduled for 3 p.m. Friday, December 11.

EMPLOYEE AWARDS

To support the emergency epidemic order, Staff announced that the traditional holiday celebration could not feasibly take place without potentially putting employees at risk. However, safe-driving, years-of-service and perfect-attendance awards will be distributed to eligible employees by mail beginning December 17. The names of awardees will be posted in all employee break rooms.

• **Safe Driving**

CATA looks forward to recognizing 43 ATU employees for safe driving during the period January 1 to December 31, 2019. Safe driving is defined as a driving record with no chargeable accidents. Awardees featured on the list below will receive an embroidered patch to wear on their uniform.

<u>Employee Name – Year of Hire</u>	<u>Years of Safe Driving</u>
Sarah Austin – 2018	1
Bradly Buzzard – 2018	1
Eric Fickies – 2017	1
Ryan Fronckel – 2018	1
Ruthann Griffin – 2018	1
Curtis Jackson Sr. – 2018	1
Ronald Lachapelle – 2018	1
Korryn Love – 2018	1
Damyon Nicholson – 2018	1
Jeff Peterson – 2018	1
Chyrie Preston – 2018	1
Eric Pryor – 2018	1

Michael Shieberl – 2018	1
Chadwick Schwab – 2018	1
Connor Sergent – 2018	1
Michael Stahl – 2018	1
Tesra Thorn – 2018	1
Laura Walters – 2018	1
<hr/>	
Andrel Anthony – 2014	5
David Baumgartner – 2013	5
John Booher III – 2012	5
Carla Clough – 2011	5
Brenda Dugan – 2011	5
Eric Fox – 2012	5
Sam Krey – 2013	5
Elizabeth Rogers – 2014	5
Rhoshonda White – 2014	5
Allan Whitley – 2014	5
William Wood – 2013	5
Laura Stiles – 2014	5
<hr/>	
Alberto Barrientoz – 2009	10
Edwin Braggs – 2005	10
Kate Gardner – 2009	10
Jennifer Thomas – 2007	10
Tamara Wells – 2008	10
<hr/>	
Cleo Anderson – 2002	15
Ron DeLeon – 1998	15
Scott Spicer – 1998	15
Kurt Sweitzer – 2003	15
Randy Whalen – 2000	15
Debra Stratz – 1997	20
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Katie Kelley – 1992	25
Tammie Reeder – 1993	25

Years of Service

CATA is pleased to recognize employees for completed years of service, categorized below by work group.

<u>Administrative Employees</u>	<u>Completed Years of Service</u>
Craig Frazier	5
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Todd Brooks	10
Peter Brown	10
Cody Holley	10
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Valerie Campbell	15
Dematrus Johnson	15

<u>Operators</u>	<u>Completed Years of Service</u>
Ellan Ayles	5
Richard Coble	5
Alex Figueroa	5
Chad Shirey	5
Kevin Sobleskey	5
Kreg Baker	10
Steven Cox	10
Julie Ennes	10
Tim Frost	10
Eric Goodman	10
Stasha Littlejohn	10
Melvin Manning	10
Belinda Marvin	10
Heidi Beavers	15
Gene Davis	15
Jennifer Draher	15
Ashly Frayre	15
William Hardy	15
Theodore Johnson	15
Deshon Minor	15
Jessica Montry	15
Sergio Perez	15
Jerry Slear	15
Angela Steinhauer	15
Theresa Sweitzer	15
Kimberley Thomson	15
Richard Barrera	20
Kyle Blossey	20
Roger Donley	20
Carmela Duncan	20
Eric Isham	20
Darlene Jones-Minor	20
Janet Lee	20
Julie Lugo	20
Lois Lugo	20
Sharon Morris	20
Donald Slack	20
Jack Aleman	25
Allen McGrew	25
Jessie Brown	30
Richard Snodgrass	30
Steve Soliz	30
Cora McGhee	35
Paul Ingraham	40

<u>Maintenance/Facilities</u>	<u>Completed Years of Service</u>
Nick Whalen	5
Roxey Fronckel	15
Miranda Hinton	15
Walter Doerr	20
Brian Gould	30

- **Perfect Attendance**

To emphasize the importance of employee attendance, CATA offers a service incentive award to full-time employees.

Eighty-four ATU employees demonstrated perfect-attendance by covering all regularly scheduled work shifts between December 1, 2019, and November 30, 2020; 64 Administrative employees have a perfect-attendance record for the same period.