

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, DECEMBER 21, 2022
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. CHAIR'S COMMENTS
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF NOVEMBER 16, 2022, BOARD MEETING

B. TREASURER'S REPORT FOR OCTOBER 2022

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

C. INSURANCE RENEWALS

PROPOSED MOTION: That the CATA Board of Directors approves CATA's purchase of insurance policies at quoted contract rates with the indicated premiums and authorizes the Chief Executive Officer, Bradley T. Funkhouser, to execute such applications, contracts, and other documents as are necessary and appropriate to bind and perfect such insurance coverage and services for the period from December 1, 2022, through November 30, 2023.

D. CONTRACT FOR PARATRANSIT DEMAND RESPONSE 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 Transdev Services, Inc., for a three-year term with two (2), one-year options, to provide paratransit services on such other terms and conditions as the Board Chair and the

Chief Executive Officer deem necessary at the following rates and estimated cost:

<u>Year</u>	<u>Vehicle Service Hour Rate</u>		<u>Estimated Cost</u>
	<u>Spec-Tran</u>	<u>Supplemental</u>	
1	\$74.06	\$74.06	\$9,585,285.58
2	\$76.76	\$76.76	\$9,934,875.06
3	\$80.08	\$80.08	\$10,364,545.52
4	\$83.87	\$83.87	\$10,854,513.18
5	\$87.15	\$87.15	\$11,280,033.72
Total			<u>\$52,019,253.06</u>

E. SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser, to approve payments to the City of Lansing Police Department in the amount of \$63,630 for the period of January 1, 2023, through September 30, 2023; followed by a second payment in the amount of \$87,169, effective October 1, 2023, through September 30, 2024. The total cost of services through September 30, 2024, is projected at \$150,799, which will ensure continued police presence and support at the CATA Transportation Center, and public and internal meetings; aboard buses; and throughout the CATA system within LPD's jurisdiction.

VI. DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 16, 2022
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Mark Grebner
Derek Melot
Robin Lewis
Jennie Gies

CALL TO ORDER:

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

ROLL CALL: Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Robin Lewis, Derek Melot, and Nathan Triplett were all present.

ABSENT: Doug Lecato, John Prush, Maggie Sanders, Jack Schmitt, and Terrance Augustine.

LATE: Phil Deschaine

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 expressed her happiness over CATA and the ATU, Local 1039, having reached a contract. She also commented on the fare-free rides campaign during the holiday season and the MyRideCATA app.

Phil Deschaine arrived at 4:04 p.m.

CHAIR'S COMMENTS:

MOTION:

Robin Lewis motioned to excuse Doug Lecato, John Prush, Maggie Sanders, Jack Schmitt, and Terrance Augustine and Dusty Fancher supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett announced the Committee Appointments for 2022-2023.

MOTION:

Shanna Draheim motioned to approve the Committee Appointments for 2022-2023 and Robin Lewis supported the motion.

DISCUSSION:

Shanna Draheim inquired about receiving a meeting schedule in advance.

Chair Triplett explained that these meetings are scheduled on a need only basis.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Human Trafficking

Bradley Funkhouser explained that in 2020, CATA was awarded a grant for human trafficking awareness. He also stated that he was interviewed earlier this morning and Board members can expect to see a lot of activity on this topic including a press release. Mr. Funkhouser shared that CATA has a partnership with the Department of Homeland Security.

Silver Bells

Bradley Funkhouser stated that Silver Bells is on Friday, November 18th and CATA will be participating in the event. This year, the CATApillar will be on display as well as the LadyBug bus. Details to come for those interested in participating in the parade.

Vehicle Purchase

Bradley Funkhouser stated that CATA has received nine (9) buses from Nova Bus. CATA will also receive sixteen (16) minivans by the end of the month, twelve (12) cutaway buses delivered in about a year and four (4) hybrid SUVs delivered by spring.

Operation Santa

Bradley Funkhouser reported that every year CATA participates in Operation Santa which works with elementary schools in the area to provide Christmas gifts to children in need. This year CATA will be working with Averill Elementary School students.

Eaton County

Bradley Funkhouser reported that things are moving quickly at EATRAN. Currently, EATRAN is working on attaining a grant for microtransit. Dustin Hagfors, Director of Planning, has been assisting EATRAN in obtaining the grant, yet it will be managed by Eaton County. Mr. Funkhouser also noted that EATRAN has received a letter of support from Eaton County to help facilitate the grant and to show community support.

Shanna Draheim stated that she appreciated Mr. Funkhouser looking beyond traditional transit and requested more details pertaining to the types of microtransit.

Bradley Funkhouser clarified that his definition of microtransit is similar to a publicly run Uber or Lyft.

Jennie Gies inquired about Mr. Funkhouser's thoughts on Oakland County's new millage being passed.

Mark Grebner stated that Oakland County passed .95 mills.

Bradley Funkhouser stated that .95 mills is not as high as CATA. Mr. Funkhouser stated that he is not surprised that other counties are passing higher millages and hopes that more counties will follow.

Chair Triplett stated that other counties may feel pressured to follow in order to solve similar challenges pertaining to public transportation.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF OCTOBER 19, 2022, BOARD MEETING
- B. APPROVAL OF MINUTES OF OCTOBER 31, 2022, SPECIAL BOARD MEETING
- C. TREASURER'S REPORT FOR SEPTEMBER 2022
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- D. MDOT RESOLUTION OF INTENT

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

FISCAL YEAR 2024 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2024 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended ("Act 51"), it is necessary for Capital Area Transportation Authority (hereby known as THE APPLICANT), established under 1963 PA 55, to provide a local transportation program for the state fiscal year of 2024 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body; and

WHEREAS, THE APPLICANT has reviewed and approved the proposed balance budget, and funding sources for FY 2024 are estimated to include the following: federal funds of \$14,000,000, state funds of \$16,400,000, local funds of \$25,100,000, farebox funds of \$1,900,000, and other funds of \$4,400,000. Total expenses are estimated to be \$64,000,000. THE APPLICANT'S budget for its local transportation program for FY 2024 reflects a shortfall of \$2,000,000 that will be bridged through the use of assets (cash) supplied from its existing surplus net position.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints THE APPLICANT'S Chief Executive Officer, Bradley T. Funkhouser or his designee, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2024.

E. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2022 AMENDMENTS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2022 amendments to meet compliance with the FTA by December 31, 2022.

F. THIRD PARTY TECHNOLOGY CONSULTING

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 Vector Tech Group for IT Infrastructure Support and SQL Database Support at a cost not to exceed \$266,400 and a separate contract with Global Solutions Group, Inc. for Audit Services at a cost not to exceed \$23,497, based on the

quoted rates, for a three-year period and an option for one (1) additional, two (2) year extension on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

G. FARE-FREE RIDES FOR MARKETING CAMPAIGN

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve fare-free boardings for riders participating in the Dear Rider Postcard marketing campaign, effective December 1, 2022, through March 31, 2023, as proposed by Staff.

H. CONTRACT FOR SECURITY 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 Charlesbrook Protection Services at a cost not to exceed \$2,777,814, based on the quoted rates, for a one (1) year term with additional options to extend for one (1) year and three (3) year terms to provide Security Services on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

Jennie Gies requested that Action Item H, be moved to the Discussion Agenda.

Phil Deschaine requested that Action Item F, be moved to the Discussion Agenda.

MOTION:

Robin Lewis motioned to approve the Consent Agenda with ACTION ITEM F, THIRD PARTY TECHNOLOGY CONSULTING and ACTION ITEM H, CONTRACT FOR SECURITY SERVICES moved to discussion. Derek Melot supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. THIRD PARTY TECHNOLOGY CONSULTING

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 Vector Tech Group for IT Infrastructure Support and SQL Database Support at a cost not to exceed \$266,400 and a separate contract with Global Solutions Group, Inc. for Audit Services at a cost not to exceed \$23,497, based on the quoted rates, for a three-year period and an option for one (1) additional, two (2) year extension on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Phil Deschaine motioned to approve DISCUSSION ITEM A, THIRD PARTY TECHNOLOGY CONSULTING and Jennie Gies supported the motion.

DISCUSSION:

Phil Deschaine inquired about whether this is a new agreement and how the service will help CATA's auditing process.

Bradley Funkhouser stated that this is an on-going contract and deferred to Dan Goodemoot, Director of IT, for more details.

Dan Goodemoot explained that in order to have a more secure network, CATA is seeking a third party to help provide CATA with the necessary infrastructure support for items that are beyond the department's ability and expertise. Mr. Goodemoot further explained that by having a third party consulting service, CATA will gain another level of security which will contribute to CATA's auditing process.

Phil Deschaine inquired about CATA performing any network testing to find breaches in the system.

Dan Goodemoot confirmed that CATA performs a wide range of testing.

VOTE: The motion carried unanimously.

B. CONTRACT FOR SECURITY 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 Charlesbrook Protection Services at a cost not to exceed \$2,777,814, based on the quoted rates, for a one (1) year term with additional options to extend for one (1) year and three (3) year terms to provide Security Services on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Jennie Gies motioned to approve DISCUSSION ITEM B, CONTRACT FOR SECURITY SERVICES and Shanna Draheim supported the motion.

DISCUSSION:

Jennie Gies stated that she was at the CTC and was impressed to see the coat exchange taking place. She inquired about the security and whether they have received any special training. She also inquired about the social service agencies that were involved in the coat exchange.

Bradley Funkhouser deferred to Lolo Robison, Director of Marketing, CX and Public Information, for details.

Lolo Robison replied that the Charlesbrook officers are trained very well to address the homeless situation and use compassion and empathy while trying to find resolutions. Ms. Robison also stated that CATA is connected to the advocacy officers and they work together to try to find shelter and medical treatment for those in need.

Shanna Draheim inquired about the officer's training and whether there is joint training done with CATA's operators.

Lolo Robison stated that CATA is not involved with the officer's training, yet the officers are involved with all operator training and are also familiar on how to use the banned book.

Robin Lewis inquired about the number of officers and the number of hours they work.

Lolo Robison explained that she did not know the exact numbers off hand, but they are listed in the Board packet. She also noted that the coverage includes the Gateway which is new to this contract and therefore, requires additional officers.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish expressed her excitement for the CATApillar and the LadyBug buses being in this year's Silver Bells parade. She also commented on the improved sound system. Ms. Parrish further expressed her frustration with Spec-Tran and their reliability.

Matt Dickenson stated that this was his first time speaking at a CATA Board meeting and believes that it is a great opportunity. Mr. Dickenson also expressed how much he likes his job, yet he has questions related to the rapid pay increases and bonuses.

ADJOURNMENT

MOTION:

Derek Melot motioned to adjourn the meeting and Robin Lewis supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett adjourned the meeting at 4:31 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, 2022**

	<u>October Actual</u>	<u>October Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 Actual YTD</u>	<u>FY 2023 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 BUDGET</u>	<u>% of Fiscal Year Completed</u> 8%	<u>% Annual Budget Revenues/Expense</u>
REVENUES											
Farebox	\$ 387,596	\$ 156,262	\$ 231,334	148.0%	\$ 387,596	\$ 156,262	\$ 231,334	148.0%	\$ 1,839,864		21.1%
Contracted Services	\$ 429,087	\$ 330,086	\$ 99,001	30.0%	\$ 429,087	\$ 330,086	\$ 99,001	30.0%	\$ 3,886,496		11.0%
Property Tax	\$ 420,682	\$ 2,077,680	\$ (1,656,998)	-79.8%	\$ 420,682	\$ 2,077,680	\$ (1,656,998)	-79.8%	\$ 24,463,000		1.7%
State Revenue	\$ 1,358,787	\$ 1,361,146	\$ (2,359)	-0.2%	\$ 1,358,787	\$ 1,361,146	\$ (2,359)	-0.2%	\$ 16,026,396		8.5%
Federal Revenue	\$ 143,433	\$ 1,163,221	\$ (1,019,788)	-87.7%	\$ 143,433	\$ 1,163,221	\$ (1,019,788)	-87.7%	\$ 13,695,996		1.0%
Other Revenue	\$ 7,796	\$ 41,057	\$ (33,261)	-81.0%	\$ 7,796	\$ 41,057	\$ (33,261)	-81.0%	\$ 483,405		1.6%
TOTAL REVENUES	\$ 2,747,381	\$ 5,129,452	\$ (2,382,071)	-46.4%	\$ 2,747,381	\$ 5,129,452	\$ (2,382,071)	-46.4%	\$ 60,395,157		4.5%
EXPENSES											
Labor	\$ 1,620,879	\$ 2,090,384	\$ 469,505	22.5%	\$ 1,620,879	\$ 2,090,384	\$ 469,505	22.5%	\$ 24,612,582		6.6%
Fringe Benefits	\$ 1,022,622	\$ 1,363,984	\$ 341,362	25.0%	\$ 1,022,622	\$ 1,363,984	\$ 341,362	25.0%	\$ 16,059,818		6.4%
Services	\$ 423,386	\$ 368,594	\$ (54,792)	-14.9%	\$ 423,386	\$ 368,594	\$ (54,792)	-14.9%	\$ 4,339,900		9.8%
Materials & Supplies	\$ 486,556	\$ 414,129	\$ (72,427)	-17.5%	\$ 486,556	\$ 414,129	\$ (72,427)	-17.5%	\$ 4,876,031		10.0%
Utilities	\$ 83,792	\$ 78,793	\$ (4,999)	-6.3%	\$ 83,792	\$ 78,793	\$ (4,999)	-6.3%	\$ 927,720		9.0%
Casualty & Liability	\$ 93,265	\$ 90,707	\$ (2,558)	-2.8%	\$ 93,265	\$ 90,707	\$ (2,558)	-2.8%	\$ 1,068,000		8.7%
Purch. Transportation	\$ 643,481	\$ 764,383	\$ 120,902	15.8%	\$ 643,481	\$ 764,383	\$ 120,902	15.8%	\$ 9,000,000		7.1%
Miscellaneous	\$ 162,549	\$ 102,345	\$ (60,204)	-58.8%	\$ 162,549	\$ 102,345	\$ (60,204)	-58.8%	\$ 1,205,024		13.5%
TOTAL EXPENSES	4,536,530	5,273,319	736,789	14.0%	4,536,530	5,273,319	736,789	14.0%	\$ 62,089,075		7.3%
NET INCOME (LOSS)	\$ (1,789,149)	\$ (143,867)	\$ (1,645,282)		\$ (1,789,149)	\$ (143,867)	\$ (1,645,282)		\$ (1,693,918)		

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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10/01/2022 - 10/31/2022

Cash Balance - 10/01/2022	\$ 3,436,353
Disbursements	\$ (8,171,582)
Receipts	\$ 7,622,037
Adjustments	\$ -
Cash Balance - 10/31/2022	<u>\$ 2,886,808</u>

Disbursements:

Cash Disbursements Register	\$ (5,862,226)
Payroll	\$ (1,814,539)
Healthcare (BlueCross Blue Shield)	\$ (480,574)
Transfers To the ASU Claims Account	\$ (14,243)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	<u>\$ (8,171,582)</u>

Receipts:

Cash Receipt Register	\$ 3,622,037
Transfers From the Investment Account	4,000,000
Total Cash Receipts	<u>\$ 7,622,037</u>

Adjustments:

Misc. Items	\$ -
Total Cash Adjustments	<u>\$ -</u>

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

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10/01/2022 - 10/31/2022

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,886,808	12.09%
FIFTH THIRD BANK - ASU Claims Account	39,054	0.16%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>20,943,131</u>	87.74%
TOTAL	<u>\$ 23,868,993</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 40,536
OTHER BANKS	<u>-</u>
TOTAL	<u>\$ 40,536</u>

Monthly Average Rate of Return 0.1698%
Annual Average Rate of Return 2.038%

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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10/01/2022 - 10/31/2022

Market Value at the Beginning of the Period - 10/01/2022 \$ 24,951,700

Portfolio Activity:

Transfers (To) or From General Checking (4,000,000)

Net Income/(Loss) & Expenditures

Interest Earned	\$ 42,680	
Accrued Interest Paid	(175)	
Administrative Expenditures	(1,969)	

Total Net Income/Loss & Expenditures 40,536

Realized Gains or (Loss) From Sales (194,518)

Market Appreciation

End of Period	\$ (1,107,609)	
Beginning of Period	1,262,341	

Unrealized Gain/(Loss) from Market Appreciation 154,732

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (94,106)	
Current Accrued Income (+)	84,787	

Net Change from Accrued Income (9,319)

Market Value at the End of the Period - 10/31/2022 \$20,943,131

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 – INSURANCE RENEWALS

On March 1, 2022, CATA renewed its agreement with Epic Insurance Brokers (EPIC) for insurance brokerage and consulting services for the next three (3) years. As part of their obligations pursuant to the award, EPIC has sought quotes from various carriers for our insurance needs. The motion below is based upon EPIC’s recommendations for coverages for the coming year. You will note that we are adding Fiduciary Liability coverage this year. Fiduciary Liability insurance covers CATA in case of claims made under CATA’s pension and OPEB plans.

Line of Coverage	Effective	Carrier	2022 Expiring Premium	2023 Premium
Property	12/1/2022-2023	CNA	\$86,503	\$95,134
General Liability	12/1/2022-2023	Safety National	\$74,630	\$78,449
Automobile	12/1/2022-2023	Safety National	\$396,526	\$460,108
Public Officials & Employment Practices	12/1/2022-2023	Safety National	\$66,019	\$69,394
Excess Liability 1	12/1/2022-2023	Safety National	\$93,854	\$110,953
Excess Liability 2	12/1/2022-2023	Hallmark	\$106,641	\$126,793
Crime	12/1/2022-2023	Cincinnati	\$1,539	\$1,550
Cyber	12/1/2022-2023	Cincinnati	\$7,992	\$11,663
Fiduciary Liability	12/1/2022-2023	Travelers	N/A	\$5,701
TOTAL:			\$833,704	\$959,745

Additionally, EPIC recommends that CATA continue utilizing the services of ASU of Okemos, MI to act as CATA’s third-party administrator relative to vehicle liability claims. ASU’s proposal is based upon a pre-defined rate per claim. CATA’s financial staff estimates the payment for these services during fiscal 2023 to be approximately \$30,000.

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

PROPOSED MOTION: That the CATA Board of Directors approves CATA’s purchase of insurance policies at quoted contract rates with the indicated premiums and authorizes the Chief Executive Officer, Bradley T. Funkhouser, to execute such applications, contracts, and other documents as are necessary and appropriate to bind and perfect such insurance coverage and services for the period from December 1, 2022, through November 30, 2023.

ACTION ITEM – CONTRACT FOR PARATRANSIT DEMAND RESPONSE SERVICES

Much of CATA’s paratransit services are under a contract with Transdev Services, Inc., which will end on March 31, 2023. The contracted services include Spec-Tran, CATA Rural Service, Mason Connector, Williamston Connector, Mason Redi-Ride, Lot Link, Night Owl, and The Shopping Bus. This arrangement enables us to manage our capacity and is a very efficient supplement to our directly operated Spec-Tran service.

On August 9, 2022, CATA issued Request for Proposal #2022-133, Paratransit Demand Response Services (a) ADA Complementary Spec-Tran Services and (b) Supplemental Services for Rural Areas (the "RFP"). The RFP was distributed to nine (9) local and national firms, posted online at Transit Talent, and on CATA’s website. Proposals were due at 12:00 P.M. on October 6, 2022.

CATA held a pre-proposal meeting on August 23, 2022, at 10:30 a.m. Four (4) vendors were in attendance and three (3) vendors joined via conference call.

On September 13, 2022, CATA responded to over 190 service-related questions from the proposers.

CATA received proposals from two (2) vendors: Transdev Services, Inc., and National Express Transit.

Committee members reviewed the proposals based on a best value basis that considered costs and the following technical criteria: (1) Project Understanding and Approach; (2) Qualifications of the Firm/Organization and staff; (3) Price/Cost; (4) Experience of the Firm with Similar Projects; and (5) Completeness and Responsiveness of Proposals to RFP.

The committee determined Transdev Services, Inc. submitted a responsive proposal and they are able to provide the full scope of services set out in the RFP on a timely basis.

Transdev and National Express Transit submitted the following rates and estimated costs:

Transdev Services, Inc., Lombard, IL
Vehicle Service Hour Rate

<u>Year</u>	<u>Spec-Tran</u>	<u>Supplemental</u>	<u>Estimated Cost</u>
1	\$74.06	\$74.06	\$9,585,285.58
2	\$76.76	\$76.76	\$9,934,875.06
3	\$80.08	\$80.08	\$10,364,545.52
4	\$83.87	\$83.87	\$10,854,513.18
5	\$87.15	\$87.15	<u>\$11,280,033.72</u>

Total \$52,019,253.06

National Express Transit, Lisle, IL
Vehicle Service Hour Rate

<u>Year</u>	<u>Spec-Tran</u>	<u>Supplemental</u>	<u>Estimated Cost</u>
1	\$89.86	\$89.86	\$11,130,214.31
2	\$91.86	\$91.86	\$12,012,039.67
3	\$92.46	\$92.46	\$12,764,434.99
4	\$95.57	\$95.57	\$13,932,874.64
5	\$97.71	\$97.71	\$15,044,661.63
Total			<u>\$64,884,225.24</u>

Costs will vary depending on the level of service provided which will fluctuate per demand.

With regard to costs, services will be funded through operating funds and CATA will provide the vehicles as funded through federal and state grants. The vendor will maintain the vehicles and be responsible for administration, labor, fuel, insurance, and other costs. CATA will retain or be credited for all fares paid and all government subsidies, including state operating assistance related to the service.

Staff evaluated the Transdev Services, Inc. proposal as the best proposal. Transdev Services, Inc. clearly understands the scope of service and addressed all needs in the procurement process better than all the other vendors. They have a great deal of contracting experience with agencies similar to CATA in size and offer a high caliber of experience and an experienced management team to work with CATA. They are also the best able to perform this important Paratransit service at a cost that is reasonable and appropriate.

Staff believed that National Express Transit had a basic understanding of the scope but felt the staff training for medically fragile clients was not sufficient. They did not match the professional approach and depth of Transdev Services, Inc.'s organization. The local management team proposed by National Express Transit has less public paratransit experience; and they did not identify a local Human Resources employee as was required by the RFP. Their proposal was not as thorough and the proposed hourly rates were substantially more than Transdev Services, Inc.'s.

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 with Transdev Services, Inc., for a three-year term with two (2), one-year options, to provide paratransit services on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary at the following rates and estimated cost:

<u>Year</u>	<u>Vehicle Service Hour Rate</u>		<u>Estimated Cost</u>
	<u>Spec-Tran</u>	<u>Supplemental</u>	
1	\$74.06	\$74.06	\$9,585,285.58
2	\$76.76	\$76.76	\$9,934,875.06
3	\$80.08	\$80.08	\$10,364,545.52
4	\$83.87	\$83.87	\$10,854,513.18
5	\$87.15	\$87.15	\$11,280,033.72
Total			\$52,019,253.06

ACTION ITEM – SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE

Public safety and policing throughout CATA’s system is of the utmost importance.

In December 2011, CATA entered into a partnership with Lansing Police Department (LPD) for the provision of a highly visible police presence at the CATA Transportation Center in downtown Lansing and, periodically, aboard buses. The total annual cost of this service at the time was \$40,000, which allowed for approximately 800 hours of coverage per year. While LPD’s presence at the downtown CTC and aboard buses significantly improved public safety, CATA increased its community policing expense line item to \$68,000 in November 2019 to account for annual officer wage increases, allowing for 1,216.7 dedicated hours of coverage.

In subsequent years, CATA expanded LPD’s coverage to include key boarding points within the City of Lansing, primarily inner-city bus stops and transfer hubs within marginalized communities – where the most vulnerable members of our population regularly seek shelter and are exposed to inclement weather, assault, prostitution, drug- and human-trafficking, among other activities. These activities increased exponentially throughout the pandemic, and they continue to escalate. Additionally, CATA expanded its public-safety efforts in the fall of 2021 to include public meetings as deemed necessary, and a limited number of employee disciplinary/termination meetings.

Over the years, LPD officers and executives have worked diligently with Staff to respond to the evolving public safety and law-enforcement needs of our employees, leadership, riders and those whose lives intersect with CATA’s services. The number and nature of incidents that occur at the downtown CTC, aboard buses, at public meetings, and throughout the City of Lansing footprint justify a continued police presence and support. It is important to note, however, that in recent years, LPD has adopted a kinder, more compassionate and empathetic social services approach to the policing of CATA properties, which aligns with CATA’s mission, vision, values and strategic objectives.

In FY 2022, CATA’s Board of Directors approved an expense of \$80,000 for LPD to provide public safety and police services, compared to an actual cost of \$76,364.47 (or an average per-month cost of \$6,364). CATA’s FY 2023 budget was approved with a line-item expense of \$84,000/\$7,000 monthly average.

In July 2022, the Lansing Police Department settled its collective bargaining agreement, resulting in an annual 3 percent wage increase through June 30, 2024. LPD’s fiscal year is July 1 through June 30. The impact of LPD’s wage increase on CATA’s FY2023 budget is projected below:

PROJECTED FY2023 EXPENSE

- Monthly projected cost: \$7,000
 - Six months (January 1, 2023 – June 30, 2023): \$42,000
- Monthly projected cost with 3 percent increase: \$7,210
 - Three months (July 1, 2023 – September 30, 2023): \$21,630

REMAINING FY2023 EXPENSE SUBTOTAL: \$63,630

PROJECTED FY2024 EXPENSE

- Monthly projected cost: \$7,210
 - Nine months (October 1, 2023 – June 30, 2024): \$64,890
- Estimated cost with 3 percent increase: \$7,426
 - Three months (July 1, 2024 – September 30, 2024): \$22,279

ESTIMATED FY2024 EXPENSE SUBTOTAL: \$87,169

TOTAL \$150,799

Staff hereby 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 approve payments to the City of Lansing Police Department in the amount of \$63,630 for the period of January 1, 2023, through September 30, 2023; followed by a second payment in the amount of \$87,169, effective October 1, 2023, through September 30, 2024. The total cost of services through September 30, 2024, is projected at \$150,799, which will ensure continued police presence and support at the CATA Transportation Center, and public and internal meetings; aboard buses; and throughout the CATA system within LPD’s jurisdiction.

INFORMATION ITEMS

DECEMBER 21, 2022

1. OCTOBER RIDERSHIP REPORT
2. OCTOBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR NOVEMBER 2022
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR OCTOBER 2022

OCTOBER 2022 RIDERSHIP REPORT

<u>Total system rides – October:</u>	<u>796,764</u>
Average weekday system ridership	32,750
Average weekday system ridership change October 2022 to October 2021	+9,100

	<u>October 2022 v. October 2021</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+35.2%	+207,563
Monthly Urban Fixed-Route change	+26.3%	+72,712
Monthly MSU campus ridership change	+56.0%	+114,315
Monthly Spec-Tran ridership change	-1.2%	-244
Monthly Total Paratransit ridership change	+0.7%	+196

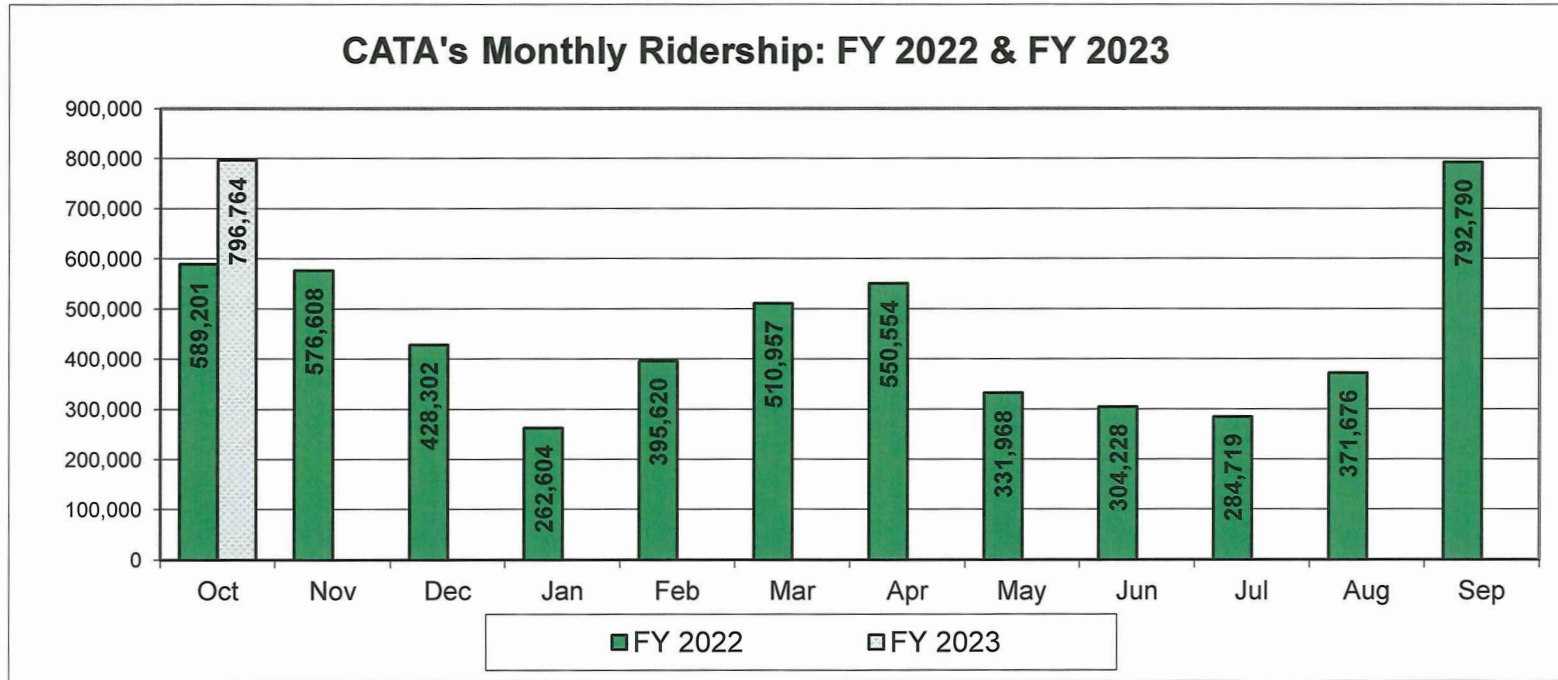
Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are reduced for Fall 2022 compared with Fall 2021. Ridership has been substantially impacted by the COVID-19 pandemic.

FY 2023 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2023:</u>	<u>796,764</u>
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	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+35.2%	+207,563
Year-to-Date Spec-Tran ridership change	-1.2%	-244
Year-to-Date Total Paratransit ridership change	+0.7%	+196

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.



INFORMATION ITEM - FUEL PURCHASE FOR NOVEMBER 2022

The following lists our prices for diesel fuel for November 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
11/03/2022	\$4.3465
11/08/2022	\$4.5045
11/10/2022	\$4.5234
11/16/2022	\$4.2125
11/25/2022	\$4.1160
11/25/2022	\$3.9760
11/29/2022	\$4.1360
FY 2022 Current average per gallon fuel cost	\$4.26
FY 2022 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
November 15, 2022**

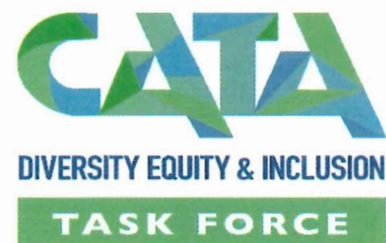
Topic of Discussion: Myers Briggs Personality Test

Prior to the meeting, all Task Force committee members were invited to take a free Myers-Briggs Personality Test. The Myers-Briggs Personality Type Indicator is a self-report inventory designed to identify a person's personality type, strengths and preferences. During the meeting, we discussed our personality types and how our personalities influence many areas of our lives.

Respectfully submitted,

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

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



LOCAL ADVISORY COMMITTEE
MEETING via ZOOM

WEDNESDAY, OCTOBER 5, 2022, 3:30 P.M.

MEMBERS PRESENT: Deb Wiese, Chair
Kellie Blackwell, Vice Chair
Jeffrey Allshouse
Erin Shannon
Diana Paiz
Geneva Smith

MEMBERS NOT PRESENT: George Hanley and Ronald Marsh

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Bradley Funkhouser, Craig Frazier, Todd Brooks, Dan Goodemoot, Jennifer Burgess, and Renee Sumerix

GUESTS: Darcie Williams (Transdev)

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:35 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF JUNE AGENDA

MOTION:

A motion to approve the October 2022 Agenda was moved by Geneva Smith and supported by Erin Shannon.

VOTE:

Motion passed unanimously.

MOTION:

A motion to approve the August 2022 Meeting Minutes was moved by Geneva Smith and supported by Kellie Blackwell.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

None.

BOARD LIAISON REPORT – Doug Lecato

See attached report

CATA CEO REPORT – Bradley Funkhouser

Regional Coordination

Bradley Funkhouser commented on his role as the Executive Director of EATRAN and announced that both EATRAN and Clinton Transit buses are now able to transport riders freely between county lines.

Frاندor Shelter & Benches

Bradley Funkhouser reported that the landlord of Frاندor has requested that CATA remove the shelter and benches located at the bus stop in Frاندor by October 17th. CATA has asked the owner to reconsider but was not successful. CATA will continue to try and work with the owner of Frاندor in hopes that he will agree to keep the bus stops.

Chair Wiese expressed her appreciation for the accomplishments in regional coordination and the partnerships between the counties. She also congratulated Mr. Funkhouser on being the new Executive Director at EATRAN.

Chair Wiese expressed her concerns with the removal of the shelter and benches at the Frاندor bus stop and the safety issues surrounding the area. She urged community members to also voice their concerns.

Kellie Blackwell and Diana Paiz both expressed their support for the shelter and benches remaining in Frاندor and inquired how else they could get involved.

Diana Paiz also congratulated Mr. Funkhouser on becoming the Executive Director at EATRAN. She also inquired whether the shelter and benches being removed at Frاندor could become a Diversity, Equity, and Inclusion (DEI) issue.

Bradley Funkhouser stated that this could become a DEI issue and he will continue to update the LAC of any new details and provide contacts to coordinate support opportunities in the future.

Chair Wiese inquired about the relationship between the tri-counties.

Bradley Funkhouser reported that CATA's Cross-Boundary Agreement made with Clinton Transit has been amended for a one-year trial pilot. During this time, Clinton Transit will meet with CATA monthly and provide their ridership data. He also reported that currently, EATRAN provides limited service into Ingham County and their agreement with CATA is in the process of being updated.

DIRECTOR OF OPERATIONS – Todd Brooks

MSU Service

Todd Brooks reported on the highlights of MSU service including service for the Moonlight Madness event, with service to both the Lake Lansing Road and Okemos Meijer stores on Sunday, August 28th and service for three (3) home football games.

Mr. Brooks further noted that boxed lunches were given to operators who provided service to show appreciation.

New Operator Class

Todd Brooks reported that a new operator class of eight (8) started on September 12th. The new hires will be able to bid and be on the road by October 24th, 2022. An additional class is scheduled for Monday, November 14th.

Operations Manager Fixed Routes

Todd Brooks reported that the position of Operation Manager of Fixed Routes has been filled with an internal candidate, Jennifer Burgess. Mr. Brooks stated that the Operations Department is very excited that Ms. Burgess has accepted the position and looks forward to her success in this new role. Ms. Burgess has been a CATA employee since 2012. She began as an operator before being promoted to a Supervisor, Street Supervisor, Lead Supervisor and now Operation Manager of Fixed Routes.

Bid Process

Todd Brooks reported that the next bid is on October 24th. CATA has worked closely with the ATU leadership on the last two (2) bids and have incorporated their suggestions to improve the system.

PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier

Ridership

Craig Frazier reported that paratransit ridership and calls continue to increase with over 900 calls on this past Monday.

Bid Process

Paratransit has also worked closely with the ATU leadership in order to improve the bid process while meeting ridership demands.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell

RECRUITING FOR LAC:

Kellie Blackwell reported that a few people have stepped forward to help recruit new members to the LAC. Ms. Blackwell has also reached out to the MSU Resource Center for Persons with Disabilities to see if there might be anyone interested and to help spread the word. This continues to be a work in progress.

Kellie Blackwell also requested a recap of the beginning of the meeting due to internet issues.

STRATEGIC PLANNING:

Chair Wiese reported that she and Ms. Blackwell have decided to put the strategic planning for the LAC on hold due to scheduling difficulties and implementation details. The process began in March of 2022 without much progress and therefore, it will be revisited at a later date.

OLD BUSINESS:

Chair Wiese discussed moving forward with the implementation of the Wait-Stop program.

Craig Frazier explained that CATA is bringing on new staff. Currently, the program averages five (5) to eight (8) wait-stops per day and about 100 wait-stop rides a month. Mr. Frazier also noted that he is cross training his staff to be able to take calls, work one-on-one with schedulers and work with Transdev. The priority remains on finding the right amount of staff to meet the demand in service. He continued by stating that CATA is adjusting the bid as we go and anticipates an increase in service over the holiday season. Furthermore, he suggested that the November SQS meeting would provide a good platform to discuss the parameters and restrictions under the wait-stop trips in order to be ready for implementation starting in January 2023.

Chair Wiese stated that the CATA staff should be well trained and ready to take on additional calls and fully understand the process without being overwhelmed. Chair Wiese also agreed with Mr. Frazier on the November SQS meeting being a good platform to review the parameters and service restrictions under the wait-stop trips.

Diana Paiz stated that scheduling customer service representatives have mentioned 20 minutes as the limit; however, she understood the limit to be 15 minutes. Ms. Paiz expressed her concern that 20 minutes is exceedingly long, yet she appreciates the ability to schedule wait-stops.

Chair Wiese confirmed that the correct limit is 15 minutes and explained that it is a training issue and not a policy issue.

NEW BUSINESS:

New Member Application

Chair Wiese reviewed the application of Ethan Devereaux and Craig Frazier summarized.

Diana Paiz indicated her support for the applicant yet questioned his ability to attend meetings.

Chair Wiese indicated that if approved, Mr. Devereaux would be made aware of the LAC by-laws and attendance requirements.

MOTION:

A motion to approve was moved by Kellie Blackwell and supported by Erin Shannon.

VOTE:

Motion passed unanimously.

Election of Officers

Erin Shannon reported that she has received nominations for Ronald Marsh and Deb Wiese for Chair and Kellie Blackwell for Vice Chair.

Chair Wiese indicated the need for nominations from the floor.

Erin Shannon noted that she received Kellie Blackwell’s nomination for Vice Chair via email and requested any more nominations for Vice Chair from the floor three (3) times.

No more nominations were heard from the floor.

Chair Wiese announced her congratulations to Ms. Blackwell.

Erin Shannon noted that she received Deb Wies’ and Ron Marsh’s nominations for Chair via email and requested any more nominations for Chair from the floor three (3) times.

No other nominations were heard from the floor.

Chair Wiese opened the voting for the Chair and recommended that members raise their hands either via zoom or landline for the candidate of their choice for Chair.

Erin Shannon asked for a show of support for Ron Marsh.

No support was given.

Erin Shannon asked for a show of support for Deb Wiese.

Diana Paiz, Deb Wiese, Jeff Allshouse, Kellie Blackwell, and Erin Shannon all gave their support for Chair Wiese.

Erin Shannon announced her congratulations to Deb Wiese.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

ADJOURNMENT

MOTION:

A motion to adjourn was made by Kellie Blackwell and supported by Erin Shannon.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:30 p.m.

Respectfully submitted,

Renee Sumerix
Operations Administrative Coordinator