

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, DECEMBER 20, 2023  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS ON AGENDA ITEMS

*Members of the public are welcome to speak to the Board on any agenda subject. Anyone wishing to comment on any matter **not** on the agenda may do so immediately prior to adjournment.*

III. CHAIR'S COMMENTS

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF NOVEMBER 15, 2023, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2023

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

C. VEHICLE CAMERA PILOT PROJECT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a task order with SecurAlarm, LLC. to provide any software, hardware, support, and the necessary ancillaries to complete the Vehicle Camera Pilot Project for CATA with a cost of \$200,000.

D. MERIDIAN TOWNSHIP CORRIDOR IMPROVEMENT AUTHORITY  
DEVELOPMENT AND TAX INCREMENT FINANCING PLAN

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the Meridian Township CIA and allow for the partial capture of CATA's millage for a period of twenty years, through 2043, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary and are approved by legal counsel.

E. MSU CONTRACTED TRANSPORTATION SERVICES AGREEMENT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the MSU Contracted Transportation Services Agreement with Michigan State University for public transportation service beginning January 1, 2024, and continuing for five (5) academic years through the 2027-2028 Academic Year, with an extension option for up to a total of three (3) years, upon such service, fee, and other changes as may be mutually agreed upon.

VI. ACTION ITEM - DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 15, 2023  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

**PRESENT:** Dusty Fancher, Vice Chair  
Shanna Draheim, Secretary/Treasurer  
Mark Grebner  
Maggie Sanders

Phyllis Vaughn  
Phil Deschaine  
Doug Lecato

**CALL TO ORDER:**

Vice Chair Fancher called the meeting to order at 4:02 p.m.

**ROLL CALL:** Phil Deschaine, Shanna Draheim, Dusty Fancher, Mark Grebner, Doug Lecato, Maggie Sanders, and Phyllis Vaughn were all present.

**LATE:** Jack Schmitt and Terrance Augustine

**ABSENT:** Nathan Triplett, Chair, Derek Melot, Jennie Gies, and John Prush

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

**PUBLIC COMMENTS:**

Deb Parrish commented on the cost for CATA's recruiting services and inquired whether the services included recruiting new operators. She also expressed her enthusiasm for CATA's upcoming holiday campaign.

**VICE CHAIR'S COMMENTS:**

**MOTION:**

Shanna Draheim motioned to excuse Nathan Triplett, Derek Melot, Jennie Gies, and John Prush. Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

## **CHIEF EXECUTIVE OFFICER'S REPORT**

### **Silver Bells**

Bradley Funkhouser stated that Silver Bells will take place on Friday, November 17, and CATA will once again have the CATApillar bus and the LadyBug vehicle in this year's parade. Mr. Funkhouser noted that any Board member that wishes to take part in the parade and ride in the CATApillar bus may do so by contacting Lolo Robison, Director of Marketing, Customer Experience, and Public Information. He also remembered past Board member Robin Lewis and shared a story about how each year Ms. Lewis would bring her granddaughter to the parade. This year, in light of her passing, her husband will continue the tradition by accompanying his granddaughter to the parade.

### **Holiday Service**

Bradley Funkhouser stated that CATA will begin holiday service by offering rides this Thanksgiving, November 23, from 8:00 a.m. to 4:00 p.m. Mr. Funkhouser explained that CATA will take reservations in advance and the deadline to book a ride will be 5:00 p.m. on Monday, November 20. He also shared that CATA is tentatively looking at Christmas Day service running from 7:00 a.m. to 3:00 p.m. with advance reservations accepted from Sunday, December 10, through Wednesday, December 20.

Mark Grebner requested more information on CATA's holiday service.

Bradley Funkhouser explained that CATA's holiday service will be open to the public and run curb-to-curb using the same vehicles and defined service area as Spec-Tran.

Jack Schmitt arrived at 4:07 p.m.

### **Ridership**

Bradley Funkhouser commented on CATA's ridership for fiscal year 2022 at 7,633,877 rides. He noted that CATA is still down thirty percent from pre-pandemic levels, yet these numbers represent the biggest gain since the pandemic. Mr. Funkhouser also reported that both Clinton Transit and EATRAN have seen similar increases in their ridership.

Shanna Draheim requested a breakdown on CATA's ridership, specifically for East Lansing.

Bradley Funkhouser stated that he will have CATA's Planning Department provide the requested information to Ms. Draheim as soon as possible.

### **Ridership on Route 3**

Bradley Funkhouser stated that the ridership for the Route 3 extension from the last week in October was 1,160 rides. Mr. Funkhouser explained that he has a meeting on Monday, November 27, with the Delta Township Manager. The purpose of the meeting is to discuss EATRAN's plan to restart the Charlotte Connector, which will take riders from downtown Charlotte to the Marketplace in Delta Township where

they can connect to Route 3. He noted that this service will be added to the Transit App and riders will be able to go from downtown Charlotte to MSU. Mr. Funkhouser further noted that EATRAN will also be bringing back Saturday service which will start on Monday, January 15, 2024.

Doug Lecato inquired about Spec-Tran's ridership.

Bradley Funkhouser confirmed that Spec-Tran's ridership for fiscal year 2022 was 304,000 rides and for fiscal year 2023, it was 323,000 rides.

Phyllis Vaughn inquired about CATA's warming and cooling centers.

Bradley Funkhouser stated that he will have the requested information sent to Ms. Vaughn as soon as possible.

### **ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF OCTOBER 18, 2023, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2023
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- C. AWARD OF CONTRACT FOR HUMAN RESOURCES CONSULTANT 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 People Matters, LLC, for consulting services at a cost not to exceed \$397,000, plus additional fees for recruiting services as needed, using operating funds for an initial two-year contract and an option for a two-year extension on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

- D. "EXPERIENCE THE MAGIC OF THE SEASON" HOLIDAY FREE-FARE 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 "Experience the Magic of the Season" Holiday Free-Fare marketing campaign, effective November 24, 2023, through January 12, 2024, as proposed by Staff.

E. 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, 2023, through November 30, 2024.

**MOTION:**

Doug Lecato moved to approve the Consent Agenda and Shanna Draheim supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEMS – PROPOSED DISCUSSION AGENDA**

A. PURCHASE OF ONE (1) BATTERY ELECTRIC 40-FOOT BUS FROM NEW FLYER

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of one (1) battery-electric, 40-foot transit bus from New Flyer, a subsidiary of NFI Group, Inc., using the State of Washington, cooperative bus procurement contract #06719, at a price not to exceed \$1,300,000 of federal and state grant funds, including the aforementioned grant above, for the vehicle and accessories, pending successful completion of necessary FTA Buy America audits and inspections on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Doug Lecato motioned to approve Discussion Item A, Purchase of One (1) Battery Electric 40-Foot Bus from New Flyer and Maggie Sanders supported the motion.

**DISCUSSION:**

Bradley Funkhouser explained that since there are two (2) separate purchases, there are two (2) separate motions for the Board to approve. Mr. Funkhouser referenced the Board's approval for CATA switching from diesel buses to electric buses by year 2035. He stated that CATA is being cautious while following the Board's direction. He also shared that the Union has expressed safety concerns over implementing the new technology into CATA's fleet. Mr. Funkhouser noted that with the federal and state funding that CATA received, they are able to buy two (2) battery electric 40-foot buses. The Maintenance Department, along with the operators, will both be trained in servicing and operating the electric buses. He then introduced Andrew Brieschke, Deputy CEO, to answer any questions.

Jack Schmitt inquired about CATA needing additional infrastructure for their facility.

Andrew Brieschke confirmed that CATA will work with engineers and consultants to add additional infrastructure to the facility. He also explained that CATA has designated sites for the charging stations.

Phill Deschaine expressed his enthusiasm for CATA's purchase of two (2) battery electric 40-foot buses. He also inquired about the cost differentials and the life expectancy between diesel and electric buses.

Andrew Brieschke stated that a 40-foot diesel bus costs between \$485,000 to \$700,000 and a battery electric 40-foot bus costs between \$900,000 to \$1,500,000. He also noted that the life expectancy for both diesel and electric buses is the same at twelve years or 500,000 miles, whichever comes first.

Doug Lecato inquired whether both of the electric buses that will be purchased can use the same charging stations.

Andrew Brieschke confirmed that both of the electric buses can use the same charging stations.

Shanna Draheim inquired about whether Gillig and New Flyer will supply the charging stations for the electric buses.

Andrew Brieschke explained that although both Gillig and New Flyer do not supply the charging stations, there is a division within both companies that works with the supplier for the charging stations, thus the charging stations can be purchased off the same contract and with their support.

Shanna Draheim inquired whether CATA looked at any Michigan-based companies to purchase charging stations.

Bradley Funkhouser explained that the federal government has strict rules when using federal funds. He noted that the federal government is very specific on how and where the grant money can be spent.

Doug Lecato inquired about the life expectancy of a battery and the cost of replacing a battery.

Andrew Brieschke stated the manufacturers have assured him that the batteries are supposed to last as long as the electric bus's life expectancy which is twelve years or 500,000 miles. He also noted that the approximate cost to replace a battery pack is between \$150,000 to \$350,000.

Maggie Sanders acknowledged that CATA will be using both state and federal funds to purchase the electric buses and inquired whether the batteries could be purchased through a Michigan-based company.

Bradley Funkhouser explained that anytime federal funds are used, the federal government's rules take precedent over any state rules.

**VOTE:** The motion carried unanimously.

- B. PURCHASE OF ONE (1) BATTERY ELECTRIC 40-FOOT BUS FROM GILLIG, LLC

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of one (1) battery-electric, 40-foot transit bus from Gillig, LLC, of Livermore, CA, using the State of Washington, cooperative bus procurement master contract #06719, at a price not to exceed \$1,300,000 of federal and state grant funds, including the aforementioned grant above, for the vehicles and accessories, pending successful completion of necessary FTA Buy America audits and inspections on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Shanna Draheim motioned to approve Discussion Item B, Purchase of One (1) Battery Electric 40-Foot Bus from Gillig, LLC, and Phil Deschaine supported the motion.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS**

None

**NEW BUSINESS**

Presentation - Meridian Township Corridor Improvement Authority

Bradley Funkhouser expressed his appreciation for CATA's partnership with Meridian Township. He then deferred to CATA Board member Phil Deschaine, Meridian Township Treasurer, to introduce the following presentation from Meridian Township.

Phil Deschaine introduced Amber Clark, Neighborhoods and Economic Development Director from Meridian Township.

Amber Clark gave her report on Meridian Township's new developments.

Maggie Sanders inquired about Meridian Township's downtown project.

Amber Clark replied that due to the pandemic, Meridian Township had to put their plans on hold, but they are back to trying to develop that area.

Shanna Draheim inquired about the blue boxes on the map.

Amber Clark explained that the blue boxes are sites where Meridian Township intends to have affordable housing complexes.

Shanna Draheim inquired on how Meridian Township plans to incorporate CATA's services and possibly update CATA's Route 1 and/or their Bus Rapid Transit Project (BRT).

Amber Clark stated Meridian Township has been communicating with CATA to see where improvements and updates can be made to better serve their residents.

Maggie Sanders requested that Ms. Clark define what Meridian Township considers affordable housing.

Vice Chair Fancher echoed Ms. Sanders request and added affordable and attainable housing.

Amber Clark stated that Meridian Township will have to define what they consider to be affordable and/or attainable housing. Ms. Clark also noted that Meridian Township is looking at various state grants for creating housing programs to benefit low- and moderate-income households.

Phil Deschaine commented on how Meridian Township's residents reacted to the Bus Rapid Transit Project (BRT).

Doug Lecato inquired about the cost of Meridian Township's Downtown Development Authority (DDA) plan.

Amber Clark stated that she does not have that information, but she will find out and send it to Mr. Funkhouser.

Phil Deschaine stated that one (1) of Meridian Township's goals is to have affordable and attainable housing in their community.

Bradley Funkhouser thanked Ms. Clark for her presentation. He also stated that Ms. Clark understands the partnership between transit and the community.

Vice Chair Fancher thanked Ms. Clark for her presentation and congratulated Meridian Township on their plans for new development.

#### **PUBLIC COMMENT**

Deb Parrish thanked the Board and CATA for the services they provide. Ms. Parrish also expressed her appreciation for public transportation and CATA's holiday service schedule.

#### **ADJOURNMENT**

There being no further business, Vice Chair Fancher adjourned the meeting at 4:48 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, 2023**

|                          | <u>October<br/>Actual</u> | <u>October<br/>Budget</u> | <u>Variance</u>        | <u>%<br/>Variance</u> | <u>FY 2024<br/>Actual YTD</u> | <u>FY 2024<br/>Budget YTD</u> | <u>Variance</u>        | <u>%<br/>Variance</u> | <u>FY 2024<br/>BUDGET</u> | <u>% of Fiscal Year<br/>Completed</u><br>8% | <u>% Annual Budget<br/>Revenues/Expense</u> |
|--------------------------|---------------------------|---------------------------|------------------------|-----------------------|-------------------------------|-------------------------------|------------------------|-----------------------|---------------------------|---|---|
| <b>REVENUES</b>          |                           |                           |                        |                       |                               |                               |                        |                       |                           |   |   |
| Farebox                  | \$ 410,871                | \$ 190,150                | \$ 220,721             | 116.1%                | \$ 410,871                    | \$ 190,150                    | \$ 220,721             | 116.1%                | \$ 2,281,800              |   | 18.0%                                       |
| Contracted Services      | \$ 350,738                | \$ 291,000                | \$ 59,738              | 20.5%                 | \$ 350,738                    | \$ 291,000                    | \$ 59,738              | 20.5%                 | \$ 3,492,000              |   | 10.0%                                       |
| Property Tax             | \$ 440,229                | \$ 2,073,833              | \$( 1,633,604 )        | -78.8%                | \$ 440,229                    | \$ 2,073,833                  | \$( 1,633,604 )        | -78.8%                | \$ 24,882,000             |   | 1.8%  |
| State Revenue            | \$ 1,752,202              | \$ 1,341,250              | \$ 410,952             | 30.6%                 | \$ 1,752,202                  | \$ 1,341,250                  | \$ 410,952             | 30.6%                 | \$ 16,095,000             |   | 10.9%                                       |
| Federal Revenue          | \$ 93,333                 | \$ 1,210,333              | \$( 1,117,000 )        | -92.3%                | \$ 93,333                     | \$ 1,210,333                  | \$( 1,117,000 )        | -92.3%                | \$ 14,524,000             |   | 0.6%  |
| Other Revenue            | \$ 118,593                | \$ 91,467                 | \$ 27,126              | 29.7%                 | \$ 118,593                    | \$ 91,467                     | \$ 27,126              | 29.7%                 | \$ 1,097,600              |   | 10.8%                                       |
| <b>TOTAL REVENUES</b>    | <b>\$ 3,165,966</b>       | <b>\$ 5,198,033</b>       | <b>\$( 2,032,067 )</b> | <b>-39.1%</b>         | <b>\$ 3,165,966</b>           | <b>\$ 5,198,033</b>           | <b>\$( 2,032,067 )</b> | <b>-39.1%</b>         | <b>\$ 62,372,400</b>      |   | <b>5.1%</b>                                 |
| <b>EXPENSES</b>          |                           |                           |                        |                       |                               |                               |                        |                       |                           |   |   |
| Labor                    | \$ 1,659,002              | \$ 2,075,024              | \$ 416,022             | 20.0%                 | \$ 1,659,002                  | \$ 2,075,024                  | \$ 416,022             | 20.0%                 | \$ 24,900,200             |   | 6.7%  |
| Fringe Benefits          | \$ 1,047,680              | \$ 970,128                | \$ ( 77,552 )          | -8.0%                 | \$ 1,047,680                  | \$ 970,128                    | \$ ( 77,552 )          | -8.0%                 | \$ 11,589,300             |   | 9.0%  |
| Services                 | \$ 291,930                | \$ 388,516                | \$ 96,586              | 24.9%                 | \$ 291,930                    | \$ 388,516                    | \$ 96,586              | 24.9%                 | \$ 4,662,200              |   | 6.3%  |
| Materials & Supplies     | \$ 478,921                | \$ 443,105                | \$ ( 35,816 )          | -8.1%                 | \$ 478,921                    | \$ 443,105                    | \$ ( 35,816 )          | -8.1%                 | \$ 5,317,240              |   | 9.0%  |
| Utilities                | \$ 40,413                 | \$ 74,551                 | \$ 34,138              | 45.8%                 | \$ 40,413                     | \$ 74,551                     | \$ 34,138              | 45.8%                 | \$ 894,620                |   | 4.5%  |
| Casualty & Liability     | \$ 96,114                 | \$ 109,500                | \$ 13,386              | 12.2%                 | \$ 96,114                     | \$ 109,500                    | \$ 13,386              | 12.2%                 | \$ 1,314,000              |   | 7.3%  |
| Purch. Transportation    | \$ 806,470                | \$ 815,000                | \$ 8,530               | 1.0%                  | \$ 806,470                    | \$ 815,000                    | \$ 8,530               | 1.0%                  | \$ 9,780,000              |   | 8.2%  |
| Miscellaneous            | \$ 81,178                 | \$ 130,690                | \$ 49,512              | 37.9%                 | \$ 81,178                     | \$ 130,690                    | \$ 49,512              | 37.9%                 | \$ 1,568,280              |   | 5.2%  |
| <b>TOTAL EXPENSES</b>    | <b>4,501,708</b>          | <b>5,006,514</b>          | <b>504,806</b>         | <b>10.1%</b>          | <b>4,501,708</b>              | <b>5,006,514</b>              | <b>504,806</b>         | <b>10.1%</b>          | <b>\$ 60,025,840</b>      |   | <b>7.5%</b>                                 |
| <b>NET INCOME (LOSS)</b> | <b>\$ ( 1,335,742 )</b>   | <b>\$ 191,519</b>         | <b>\$( 1,527,261 )</b> |                       | <b>\$( 1,335,742 )</b>        | <b>\$ 191,519</b>             | <b>\$( 1,527,261 )</b> |                       | <b>\$ 2,346,560</b>       |   |   |

Interim statements are subject to adjustments and year-end audit

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

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**10/01/2023 - 10/31/2023**

|                                  |                            |
|----------------------------------|----------------------------|
| <b>Cash Balance - 10/01/2023</b> | <b>\$ 2,437,620</b>        |
| Disbursements                    | \$ (4,582,702)             |
| Receipts                         | \$ 4,301,059               |
| Adjustments                      | \$ -                       |
| <b>Cash Balance - 10/31/2023</b> | <b><u>\$ 2,155,977</u></b> |

**Disbursements:**

|                                     |                              |
|-------------------------------------|------------------------------|
| Cash Disbursements Register         | \$ (2,050,799)               |
| Payroll                             | \$ (1,851,379)               |
| Healthcare (BlueCross Blue Shield)  | \$ (667,726)                 |
| Transfers To the ASU Claims Account | \$ (12,798)                  |
| Transfers To the Investment Account | \$ -                         |
| <b>Total Cash Disbursements</b>     | <b><u>\$ (4,582,702)</u></b> |

**Receipts:**

|                                       |                            |
|---------------------------------------|----------------------------|
| Cash Receipt Register                 | \$ 2,301,059               |
| Transfers From the Investment Account | <u>2,000,000</u>           |
| <b>Total Cash Receipts</b>            | <b><u>\$ 4,301,059</u></b> |

**Adjustments:**

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

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

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**10/01/2023 - 10/31/2023**

| CASH & INVESTMENT BALANCES                | PORTFOLIO BALANCE           | % OF TOTAL     |
|---|-----------------------------|----------------|
| <b><u>CASH &amp; CASH EQUIVALENTS</u></b> |                             |                |
| FIFTH THIRD BANK - General Account        | 2,155,977                   | 7.86%          |
| FIFTH THIRD BANK - ASU Claims Account     | 38,851                      | 0.14%          |
| FIFTH THIRD BANK - Savings                | 1,015,450                   | 3.70%          |
| MSUFCU CD and Savings                     | 255,486                     | 0.93%          |
| CASE Credit Union CD and Savings          | 255,208                     | 0.93%          |
| <b><u>FIXED INCOME INVESTMENTS</u></b>    |                             |                |
| FIFTH THIRD BANK                          | <u>23,697,521</u>           | 86.43%         |
| <b>TOTAL</b>                              | <b><u>\$ 27,418,493</u></b> | <b>100.00%</b> |

| INTEREST EARNED                                     | INTEREST                |
|---|-------------------------|
| <b>INCOME EARNED ON INVESTMENTS:</b>                |                         |
| FIFTH THIRD BANK (Net of Expenses/Accrued Interest) | \$ 59,377               |
| OTHER BANKS   | <u>2,772</u>            |
| <b>TOTAL</b>  | <b><u>\$ 62,149</u></b> |

|                                       |         |
|---------------------------------------|---------|
| <b>Monthly Average Rate of Return</b> | 0.2267% |
| <b>Annual Average Rate of Return</b>  | 2.720%  |

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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**10/01/2023 - 10/31/2023**

|   |              |                            |
|---|--------------|----------------------------|
| <b>Market Value at the Beginning of the Period - 10/01/2023</b> |              | \$ 25,624,234              |
| <b>Portfolio Activity:</b>                                      |              |                            |
| <b><u>Transfers (To) or From General Checking</u></b>           |              | (2,000,000)                |
| <b><u>Net Income/(Loss) &amp; Expenditures</u></b>              |              |                            |
| Interest Earned   | \$ 62,241    |                            |
| Accrued Interest Paid   | (888)        |                            |
| Administrative Expenditures                                     | (1,976)      |                            |
| <b>Total Net Income/Loss &amp; Expenditures</b>                 |              | 59,377                     |
| <b><u>Realized Gains or (Loss) From Sales</u></b>               |              | (191,001)                  |
| <b><u>Market Appreciation</u></b>                               |              |                            |
| End of Period   | \$ (474,807) |                            |
| Beginning of Period   | 680,662      |                            |
| <b>Unrealized Gain/(Loss) from Market Appreciation</b>          |              | 205,855                    |
| <b><u>Change in Value From Accrued Income</u></b>               |              |                            |
| Previous Accrued Income (-)                                     | \$ (147,846) |                            |
| Current Accrued Income (+)                                      | 146,902      |                            |
| <b>Net Change from Accrued Income</b>                           |              | (944)                      |
| <b>Market Value at the End of the Period - 10/31/2023</b>       |              | <u><u>\$23,697,521</u></u> |

Interim statements are subject to adjustments and year-end audit

**NOTE:**

***The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.***

## **ACTION ITEM – VEHICLE CAMERA PILOT PROJECT**

CATA desires to begin exploring vehicle camera technology through a vehicle camera pilot project. This project includes equipping six (6) revenue vehicles and three (3) non-revenue vehicles with camera technology. Additionally, recording infrastructure will be included as part of the project to support the pilot vehicles.

CATA already has an existing security contract with SecurAlarm to provide camera technology. A proposal for the pilot has been submitted in the amount of \$200,000 with a projected timeline of 120 days starting once the agreement has been fully executed. Staff wishes to exercise a task order to initiate this camera pilot project with SecurAlarm.

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a task order with SecurAlarm, LLC. to provide any software, hardware, support, and the necessary ancillaries to complete the Vehicle Camera Pilot Project for CATA with a cost of \$200,000.

**ACTION ITEM – MERIDIAN TOWNSHIP CORRIDOR IMPROVEMENT AUTHORITY DEVELOPMENT AND TAX INCREMENT FINANCING PLAN**

At the CATA Board of Directors Meeting on November 15, 2023, a presentation was given by Amber Clark, Neighborhoods and Economic Development Director for Meridian Township, on the Township's Corridor Improvement Authority and Tax Increment Financing Plan (CIA) along Grand River Avenue. The CIA will be funded through tax increment financing (TIF) through property tax capture. The Township has requested that the Board consider CATA's participation in the CIA.

Taxing jurisdictions, including CATA, are being asked to allow the CIA to capture 100% of the **new taxes** collected each year (for a period of 20 years, through 2043, inclusive) that will pay for capital expenses within the CIA including construction of public infrastructure improvements, creation and enhancement of public spaces, site preparations, and associated environmental activities. The CIA TIF capture expects to generate approximately \$6,504,276 of new taxes during the 20 period, of which \$781,036 would come from CATA.

If participation in the CIA plan is approved, CATA would continue to capture the **existing taxes**. When the TIF ends in 2043, all taxes captured in the CIA area will be distributed to the taxing units.

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 approve the Meridian Township CIA and allow for the partial capture of CATA's millage for a period of twenty years, through 2043, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary and are approved by legal counsel.

## **ACTION ITEM – MSU CONTRACTED TRANSPORTATION SERVICES AGREEMENT**

The Michigan State University (“MSU”) Contracted Transportation Services Agreement (“Agreement”) was implemented on December 2, 2010. The term of the Agreement was extended by way of multiple amendments that were mutually agreed upon. The Ninth Amendment to the MSU Contracted Transportation Services Agreement, entered into on October 3, 2023, extended the term through December 31, 2023, in anticipation of an entirely updated new Agreement. CATA and MSU have been meeting on a regular basis to negotiate and we are pleased to announce that we have reached a new, five (5) year agreement, with an extension option for up to a total of three (3) years.

The contract allows for CATA to continue providing public transportation services to MSU, comparable to what is currently provided. The contract further describes how the service may be expanded and/or otherwise modified in future years through a cooperative decision-making process. The revenue formula, similar to the last agreement, is based on CATA’s actual cost for revenue hours provided to MSU, minus state operating assistance and any fares received by CATA for the service. A base service level for on-campus demand response (including paratransit) is provided at no cost to MSU, as it has been in past agreements. MSU will pay our full net costs on a revenue hour basis for all future increases in service, including demand response service over and above base service.

Staff recommends that the Board authorize the Board Chair and the Chief Executive Officer to approve the proposed motion set forth below.

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the MSU Contracted Transportation Services Agreement with Michigan State University for public transportation service beginning January 1, 2024, and continuing for five (5) academic years through the 2027-2028 Academic Year, with an extension option for up to a total of three (3) years, upon such service, fee, and other changes as may be mutually agreed upon.

**INFORMATION ITEMS**

**DECEMBER 20, 2023**

1. OCTOBER RIDERSHIP REPORT
2. OCTOBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR NOVEMBER 2023
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR OCTOBER 2023

**OCTOBER 2023 RIDERSHIP REPORT**

|  |                |
|--|----------------|
| <u>Total system rides – October:</u>                                 | <u>978,350</u> |
| Average weekday system ridership                                     | 39,500         |
| Average weekday system ridership change October 2023 to October 2022 | +6,750         |

|  | <u>October 2023 vs. October 2022</u> |                         |
|--|--------------------------------------|-------------------------|
|  | <u>Percentage Change</u>             | <u>Ridership Change</u> |
| Monthly total system ridership             | +22.8%                               | +181,586                |
| Monthly Urban Fixed-Route change           | +20.7%                               | +72,300                 |
| Monthly MSU campus ridership change        | +28.1%                               | +89,448                 |
| Monthly Spec-Tran ridership change         | +24.0%                               | +4,855                  |
| Monthly Total Paratransit ridership change | +23.9%                               | +6,313                  |

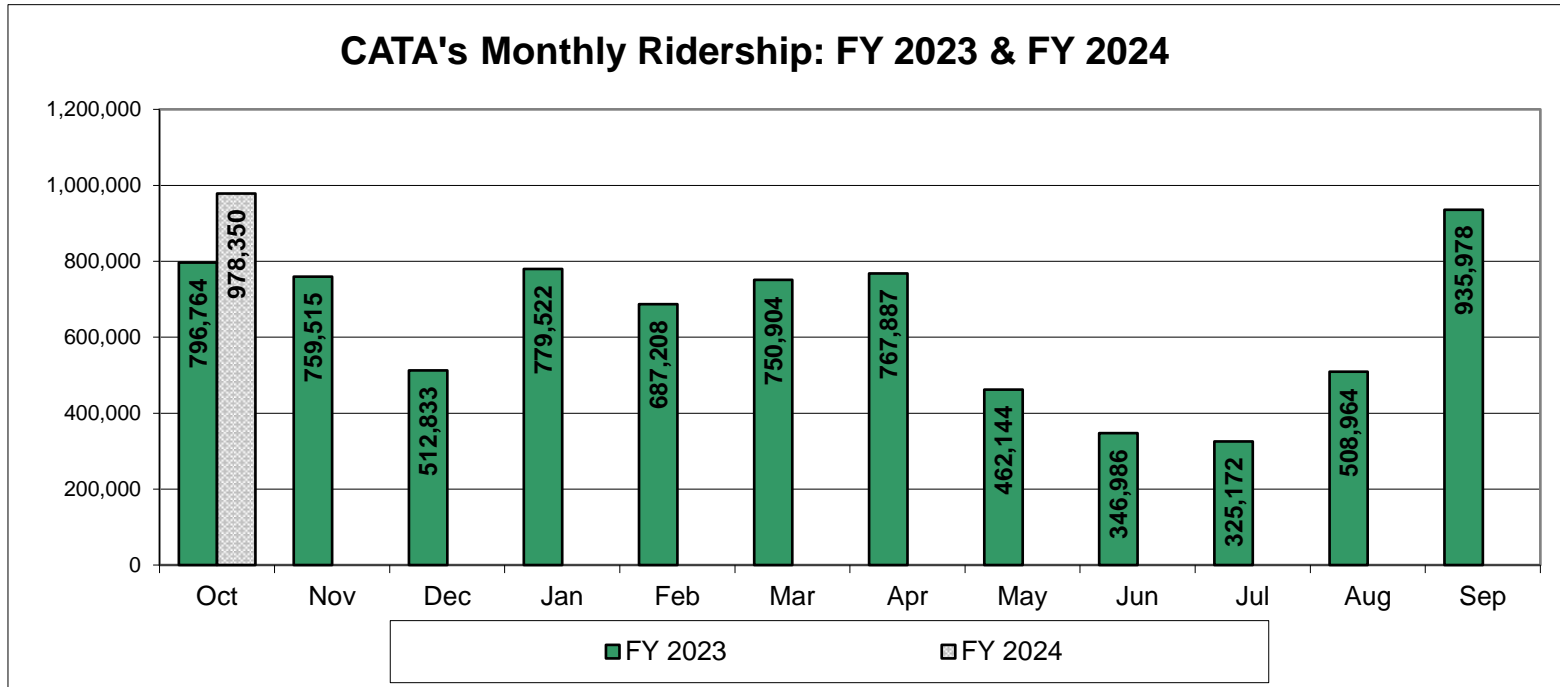
Note: Service on Routes 1, 3, 5, 8, 9, and 18 have been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.

**FY 2024 YEAR-TO-DATE RIDERSHIP**

|                                      |                |
|--------------------------------------|----------------|
| <u>Total system rides – FY 2024:</u> | <u>978,350</u> |
|--------------------------------------|----------------|

|   | <u>FY 2024 vs. FY 2023</u> |                         |
|---|----------------------------|-------------------------|
|   | <u>Percentage Change</u>   | <u>Ridership Change</u> |
| Total system rides change                       | +22.8%                     | +181,586                |
| Year-to-Date Spec-Tran ridership change         | +24.0%                     | +4,855                  |
| Year-to-Date Total Paratransit ridership change | +23.9%                     | +6,313                  |

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



**INFORMATION ITEM - FUEL PURCHASE FOR NOVEMBER 2023**

The following lists our prices for diesel fuel for November 2023

| <u>Date of Delivery</u>                      | <u>Price Per Gallon</u> |
|--|-------------------------|
| 11/01/2023                                   | \$2.9700                |
| 11/06/2023                                   | \$3.1270                |
| 11/10/2023                                   | \$3.1710                |
| 11/15/2023                                   | \$3.2520                |
| 11/20/2023                                   | \$2.7870                |
| 11/27/2023                                   | \$2.8510                |
| FY 2023 Current average per gallon fuel cost | \$3.03                  |
| FY 2023 Budget per gallon fuel cost          | \$2.35                  |

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
November 15, 2023**

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**Volunteerism**

November is the month of giving thanks and showing gratitude. In lieu of a Task Force meeting, the committee wanted to take the opportunity to volunteer in the community. On November 15<sup>th</sup>, several of the committee members volunteered at the Greater Lansing Food Bank.

We prepared Weekend Survival Kit (WSK) backpacks for local students who are experiencing food insecurities. The backpacks or children's emergency food kits are bags of food that slip discreetly into a child's backpack and are intended to meet the nutritional needs of children during non-school hours, specifically over the weekends or longer breaks. The program focuses on children who receive free or reduced-price meals during the school day. Each kit contains non-perishable food that is easy for a child to prepare. Common kit items include:

- Granola bars
- Shelf-stable milk
- Oatmeal
- Cereal
- Boxed noodle meals
- Canned fruit and vegetables
- Canned soup
- Crackers and peanut butter

Volunteering was a great opportunity for us to do something special for the children in our community.

Respectfully submitted,

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

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





**VOTE:**

Motion passed unanimously.

**LAC CHAIR COMMENTS – Deb Wiese**

Chair Wiese reported that she was pleased to hear a message from Spec-Tran on CATA's phone service while being on hold. The message included both the "See Something, Say Something" notice and also where the public can provide feedback on CATA's Listening Bus service.

**BOARD LIAISON REPORT – Doug Lecato**

See attached report.

Chair Wiese inquired about the location of CATA's Board meeting in October and whether they will still be held at the Lansing Center moving forward.

Doug Lecato responded that CATA's Board meeting in October will be held at the Lansing Center as well as the rest of the CATA Board meetings for fiscal year 2024 unless it is not available.

**CATA CEO REPORT**

**Microtransit**

Bradley Funkhouser reported that CATA has released a Request for Proposal (RFP) for microtransit and anticipates that the process will be completed by early 2024. Mr. Funkhouser stated that microtransit will allow CATA to expand their service and become more efficient. More details to come.

**Cameras on Buses**

Bradley Funkhouser stated that CATA is continuing to update technology and will soon have cameras on buses. He explained that having cameras on buses will provide more safety for CATA's operators and riders.

**Cross-Boundary Agreement**

Bradley Funkhouser stated that CATA has renewed its cross-boundary agreement with Clinton Transit. The agreement will continue for as long as both parties are in agreement. Mr. Funkhouser noted that CATA's Planning and Development Department tracks rides to and from Clinton County which have been mostly for work and medical appointments.

Geneva Smith inquired about whether CATA had cameras on the vehicles.

Bradley Funkhouser stated that currently, CATA does not have cameras on the buses; however, CATA intends to initiate a pilot program with a limited number of buses equipped with cameras. He also noted that Transdev does have cameras on their fleet.

George Hanley inquired whether riders would be aware that they were on camera.

Bradley Funkhouser stated that having cameras in public areas is very common nowadays.

George Hanley inquired about CATA receiving any feedback from the Route 3 extension, primarily from local businesses and/or politicians.

Bradley Funkhouser stated that CATA received feedback on the Route 3 extension through EATRAN's survey which included responses from consumers and business owners alike.

Diana Paiz inquired about CATA installing cameras on only a limited number of buses instead of the entire fleet all at once.

Bradley Funkhouser explained that all of CATA's IT upgrades are piloted to allow CATA's ATU to share their input and to work out any issues before including the whole fleet.

Chair Wiese inquired about CATA's holiday service and whether it will be offered for this coming Thanksgiving, Christmas, and New Years Day.

Bradley Funkhouser responded that CATA is looking at providing service on these holidays and there will be a schedule posted soon. He also noted that CATA will follow the same protocols as before.

Chair Wiese inquired about the vehicles CATA will be using for microtransit and how they will be utilized in addition to the other forms of transportation that CATA offers.

Bradley Funkhouser stated that microtransit will run similar to CATA's Redi-Ride service. He explained that trips can be scheduled for the same day according to origin and destination. Mr. Funkhouser also stated that the idea is to fill in the gaps that are in small areas that are underserved, and to provide direct service to Michigan State University (MSU) and to the Capital Region International Airport.

### **DIRECTOR OF OPERATIONS**

Todd Brooks stated that he will update the LAC at their next meeting on operator training and the new class of operators.

Chair Wiese inquired about the number of students in the new class and the number of operators that CATA would like to have overall.

Todd Brooks stated that there are 19 students in the new class of which nine (9) hold CDL's. Mr. Brooks also stated that CATA currently has 247 operators, yet the goal is to have 289.

Doug Lecato inquired about whether CATA has enough resources to meet ridership demand.

Todd Brooks stated that the Maintenance Department has been short-staffed, which affects CATA's resource availability. He noted that Marshea Brown, Director of Human Resources, has been instrumental in recruiting more employees.

George Hanley inquired whether CATA has reached out to Lansing Community College (LCC) for mechanics.

Todd Brooks stated that CATA has reached out to LCC, as well as other avenues.

## **PARATRANSIT**

### **Trips**

Darren Horn, Paratransit Supervisor, reported on behalf of Craig Frazier. Mr. Horn stated that Spec-Tran is averaging approximately 1,300 rides per day and 1,600 per day for all paratransit services, which equates to pre-pandemic levels.

### **New Vehicles**

Darren Horn stated that CATA has received eight (8) new buses, and Transdev has received four (4) new buses and six (6) new minivans. All vehicles are ADA compliant and will soon be in service. Mr. Horn also noted that CATA's wait-stop option continues to increase in popularity and is doing well.

### **Paratransit Staff**

Darren Horn stated that paratransit staff participated in the Lansing Board of Water and Light 5K and in the MSU Homecoming Parade. He also noted that two (2) new paratransit representatives will begin training on Wednesday, October 11. Mr. Horn explained that all paratransit employees are being trained on CATA's new radio system which is linked to the State of Michigan.

### **Optimization Program**

Darren Horn stated that he has been working with Transdev and Trapeze on implementing an Optimization Program. He explained that the program will flag scheduled rides in advance that are considered "bad" rides. This notification will enable staff to group rides together for maximum efficiency. Mr. Horn stated that the program will be tested before being activated live.

Discussion ensued.

### **SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell**

See attached Sept notes.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

#### **Election of Officers**

Chair Wiese stated that Nominating Chair Erin Shannon conducted the election of the LAC officers.

Nominating Chair Shannon stated that she received nominations from Deb Wiese as Chair and Erin Shannon as Vice Chair. She then asked for any additional nominations from the floor.

No more nominations were heard from the floor; therefore, members proceeded to vote.

Nominating Chair Shannon called for a vote for Deb Wiese as the LAC Chair.

**VOTE:**

Motion passed unanimously.

Nominating Chair Shannon called for a vote for Erin Shannon as the LAC Vice Chair.

**VOTE:**

Motion passed unanimously.

**MEMBER COMMENTS/ANNOUNCEMENTS:**

Kellie Blackwell announced that there is an AT3 Center Webinar on Assistive Technology & Accessible Transportation event scheduled on October 5, 2023, from 2:00 p.m. to 4:00 p.m. Ms. Blackwell stated that she will be presenting on how assistive technology is critical to allowing individuals with disabilities and seniors to maintain their independence especially through transportation. She also noted that she will email LAC members and CATA representatives with further details.

**PUBLIC COMMENT:**

None

**MOTION:**

A motion to adjourn was moved by Geneva Smith and supported by George Hanley.

**VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:02 p.m.

Respectfully submitted,

Renee Sumerix  
Operations Administrative Coordinator