

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, MAY 20, 2020; 4:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
 - Audit Committee Report
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF FEBRUARY 19, 2020, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR JANUARY, FEBRUARY, AND MARCH 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - C. FISCAL YEAR 2018-2019 FINANCIAL STATEMENTS AND AUDIT REPORT

PROPOSED MOTION: That the CATA Board of Directors accepts CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2018-2019 and the Communication to those Charged with Governance and Management of CATA.
 - D. DISPOSAL OF TOTALED SMALL CUTAWAY BUS VALUED OVER \$10K

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to allow staff to seek FTA and MDOT concurrence to dispose of one (1) small cutaway bus before the end of its useful life and once FTA and MDOT concurrence is granted, reinvest the proceeds into the purchase of a replacement small cutaway bus, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. INFORMATION TECHNOLOGY CONSULTING SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to shift existing funding in the amount of \$100,000 from the Global Solutions Group contract to the Exelos contract. This would put the total for the Exelos contract at \$206,560 and the total for the Global Solutions Group at \$64,650.

VI. DISCUSSION AGENDA

A. RESOLUTION OF SUPPORT TO SUSPEND SCHEDULED BUS SERVICE DURING THE COVID-19 PANDEMIC

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

RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, it is the responsibility of the Capital Area Transportation Authority ("the Authority") to provide public transportation in the Greater Lansing area in a safe and responsible manner and with respect to our commitment to serve as a first responder; and

WHEREAS, Chief Executive Officer, Bradley T. Funkhouser, AICP, in compliance with Board Policy #100 and with support of Staff, recommended temporary suspension and, subsequently, a partial restart of fixed route and paratransit bus service to reduce the spread of the novel COVID-19 coronavirus, during the period of March 23, 2020 through May 25, 2020, save for on-demand trips for critical infrastructure workers, necessary government activities, and those necessary to sustain or protect life (e.g. groceries and medically-necessary appointments), as defined and enacted by Governor Gretchen Whitmer and public health authorities; and

WHEREAS, CATA Staff and Amalgamated Transit Union, Local 1039, have engaged in multiple, mutual agreements with respect to ensuring the safety of our customers and employees; and

WHEREAS, the Executive Committee of the CATA Board of Directors signed resolutions of support for reduced service levels on March 23, 2020, April 9, 2020, April 28, 2020, and May 14, 2020; and

WHEREAS, CATA will resume regularly-scheduled service on Tuesday, May 26, 2020; and

WHEREAS, services will remain fare-free through May 31, 2020.

NOW THEREFORE, be it resolved that the Capital Area Transportation Authority Board of Directors hereby supports the aforementioned resolutions by the Executive Committee and the actions taken by Chief Executive Officer, Bradley T. Funkhouser, AICP, with respect to the suspension and subsequent restart of fare-free, regularly-scheduled service in conjunction with the guidance by the Governor of the State of Michigan.

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

MAY 20, 2020

1. Email from David McCarthy April 14, 2020
2. Email from Laurie Schrader April 28, 2020
3. Email from Laurie Schrader April 28, 2020

Tina Orlando

From: info@cata.org
Sent: Tuesday, April 14, 2020 10:03 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Follow up
Flag Status: Flagged

A new message from the Contact CATA Board form has been submitted.

Name: David McCarthy
Email: david.m.mccarthy@gmail.com

Message:

Dear CATA Board of Directors,

I hope you are all safe and healthy. I was very happy to see that the Google Doodle today thanked "all public transportation workers," part of a series for "coronavirus helpers." However, I was saddened because in my hometown, unlike in other great cities across the country, bus service has been suspended since March 22nd, even before non-essential businesses were closed. Although I am certain it is not CATA's intention, the message to CATA riders, low-income riders and vulnerable populations in particular, is that their "essential needs" are the lowest priority in the fight to preserve life during the coronavirus crisis.

In a city of 100,000, bus service is as essential as groceries. For many residents, they are one and the same thing. As CATA's bus service remains suspended, many residents are being forced to make risky decisions to secure basic necessities. The Governor's order to stay home can only remain effective if people can get where they need to go when it is essential for them to get there. CATA's on-demand service cannot possibly meet essential needs over the long term. Suspension of bus service was at best a provisional solution to an unforeseen emergency.

Of course riders understand that some disruption in service was inevitable. Even in Detroit, bus service had to be suspended for an entire day so that plans could be made for bus drivers to be able to wash their hands and use the bathroom during the shelter-in-place order. Gov. Whitmer's assistance was needed to restore service there. I imagine that CATA will require the same cooperation from state and local officials.

But solutions can and must be found. Contrary to existing prejudice, there is no evidence to suggest that a person is more likely to catch a respiratory illness such as coronavirus using public transit than they are waiting in line at a supermarket. In fact a study of the 1957–1958 flu pandemic published by the Journal of Urban Health in 2011 found that New York City residents were much safer riding the subway than at their destinations.

I am certain that creative people can devise adaptive solutions to this crisis. Perhaps a limited set of emergency routes running at high frequency could be established. Perhaps CATA could publish information about off-peak hours so that those with flexible schedules could leave the busiest times for those who need them. In the absolute worst-case scenario, perhaps some kind of rationing system would need to be established. Riders are already accustomed to waiting for the next bus when the first one is too crowded. They will adapt to new procedures and guidelines. Can CATA?

Please keep the public apprised of your progress in this matter. Lansing residents require bus service. They also need to see tangible proof that their essential needs are being recognized by people with power and responsibility, such as yourselves.

Thank you,

David McCarthy (Lansing resident, lifetime lover of public transit, and adjunct instructor at Michigan State)

Tina Orlando

From: info@cata.org
Sent: Tuesday, April 28, 2020 10:14 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Flag for follow up
Flag Status: Flagged

A new message from the Contact CATA Board form has been submitted.

Name: Laurie Schrader
Email: lauriejschrader@icloud.com

Message:

Having problems getting to see my provider, and he's been making calls to get me to him . He wants me to get tested. Whitmer stated on TV, that Cata will take people to medical, shopping and work and now banks, laundry, but she doesn't tell people everything. I've called whitmer's office and spoke my mind several times. She lies .

Tina Orlando

From: info@cata.org
Sent: Tuesday, April 28, 2020 10:22 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Follow up
Flag Status: Flagged

A new message from the Contact CATA Board form has been submitted.

Name: Laurie Schrader

Email: lauriejschrader@icloud.com

Message:

I'm having problems getting a ride to a medical appointment, one of my providers has been trying to get me transportation to get tested and he can't! Whitmer stated on the news that Cata will take people to medical, shopping and work and now bank and laundry. She's a liar, she doesn't say that Cata won't take people to get tested, when their providers wants me tested. I'm a high risk, I'm diabetic and asthmatic. I've already made calls to gov. Whitmer's office giving them a piece of my mind. Please help me get a ride! If something happens to me, it's because of Whitmer! 5178816764

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 19, 2020
4:00 PM – CATA BOARD ROOM
4615 TRANTER STREET, LANSING, MI 48910

PRESENT: Nathan Triplett, Chair
Douglas Lecato, Vice Chair
Derek Melot
Mark Grebner
Jennie Gies
Donna Rose
Dion'trae Hayes
Dan Opsommer

ABSENT: Dusty Fancher, Shanna Draheim and John Prush

CALL TO ORDER:

Nathan Triplett, Chair called the meeting to order at 4:06 p.m.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted emails that were sent to the Board.

Public Comments

Deb Parrish thanked the Board for posting the minutes on the CATA website. She also commented on how nice the new shelters looked. Ms. Parrish inquired about the money being saved by operators having split shifts and the need for a new contract with the Union to be completed.

Fred Wurtzel, from the National Federation of the Blind (NFB) of Michigan, expressed his concern over Paratransit's recorded message. Mr. Wurtzel stated that the message is confusing and would like a better system in place. He also commented on replacing the punch cards with a scan card and believes with better technology there will be more service opportunities and fewer errors.

Ody Norkin expressed his concern for riders especially people with disabilities having to wait outside during the winter months in Michigan. He complimented CATA on their ability to track buses yet believes there needs to be more communication with Paratransit and Spec-Tran. Paratransit and Spec-Tran riders would like to be notified within two minutes of their vehicle arriving, so they may avoid waiting outside in the cold for long periods of time.

Katie Kelley, President of ATU, Local 1039, was sorry to report that there will not be a completed contract by the end date of February 29, 2020. Ms. Kelley expressed her frustration with negotiations and management. She asked the Board to extend the bridge agreement for another 60 days in hopes of reaching an agreement.

Matt Howell inquired about the Grab and Go relaunch date.

CHAIR'S COMMENTS:

MOTION:

A motion to excuse Dusty Fancher, John Prush, and Shanna Draheim absence was made by Dion'trae Hayes and supported by Doug Lecato.

VOTE: The motion carried unanimously.

Mr. Funkhouser reported that the Policy Committee work is ongoing and upon completion will be presented for Board approval. Next Policy Committee meeting will be held in April 2020.

CHIEF EXECUTIVE OFFICER'S REPORT

Community Report

The 2019 Community Report is completed and is posted online. The report will also be delivered to CATA's service region this coming weekend. On the cover is the new Target shelter located on Grand River Avenue in East Lansing. Inside the report are CATA's 2019 successes and quotes from local residents, CATA staff and representatives from CATA's community partners.

Millage

Millage vote is scheduled for March 10, 2020.

State of the City

On February 5, 2020, Mr. Funkhouser, Lolo Robison and Nathan Triplett attended the State of the City where Mayor Schor highlighted his CATA ride along to the new south side shelters. The Mayor, along with other community representatives, has stated interest in other possible locations. This is a great partnership where neighborhoods have gone to the city for grants and even agreed to maintain the new shelters.

Census/Grab and GO

Within a five (5) day span, CATA will unveil four (4) wrapped buses. On March 4, 2020, there will be two (2) buses displaying the 2020 Census and on March 9, 2020, CATA will relaunch two (2) Grab and Go buses. To help promote this event, the Old Town Association will be handing out giveaways and incentives to ride the bus.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF JANUARY 15, 2020, BOARD MEETING
- B. APPROVAL OF MINUTES OF JANUARY 15, 2020, BOARD RETREAT MEETING

- C. APPROVAL OF TREASURER’S REPORT FOR DECEMBER 2019
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

- D. PUBLIC RELATIONS CONTRACT EXTENSION – MARTIN – WAYMIRE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the extension of CATA’s contract with Martin-Waymire through July 1, 2020, not to exceed \$49,500 for public relations services, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

Request to have Action Item D be removed for discussion.

MOTION:

Doug Lecato motioned to approve the Consent Agenda with Action Item D, PUBLIC RELATIONS CONTRACT EXTENSION – MARTIN – WAYMIRE, removed for discussion and Mark Grebner supported the motion.

VOTE: The Board unanimously approved the Consent Agenda with Action Item D removed for discussion.

DISCUSSION AGENDA

- A. PUBLIC RELATIONS CONTRACT EXTENSION – MARTIN – WAYMIRE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the extension of CATA’s contract with Martin-Waymire through July 1, 2020, not to exceed \$49,500 for public relations services, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Douglas Lecato motioned to approve the Discussion Agenda and Mark Grebner supported the motion.

DISCUSSION:

Dion'trae Hayes inquired about the contract being broken into two (2) parts and the reason for having two (2) Public Relations Consultant Firms.

Mr. Funkhouser explained that in order for Martin-Waymire to complete their Crisis Communication Plan, it was necessary to extend their contract for a second time. He also stated that when CATA issued a request for quote back in December of 2019, Martin-Waymire had declined to bid. Therefore, CATA awarded the contract to Serkaian Communications on a trial basis. Having two (2) consulting firms gives CATA the freedom to scope out work without being tied down to one firm.

VOTE: The motion carried unanimously except for Derek Melot who abstained.

OLD BUSINESS

None

NEW BUSINESS

Donna Rose informed the Board about the Local Advisory Committee (LAC) which allows seniors with disabilities to voice their opinions with CATA. Ms. Rose stated that many of the Paratransit and Spec-Tran riders would like to utilize the LAC more yet feel they are at a disadvantage with the minutes from the meeting being posted two months behind. Ms. Rose noted that it would benefit many of the riders to have the LAC minutes posted earlier and for riders to have a copy of a new rider guide in order to inform new Paratransit and Spec-Tran riders of CATA's rules and regulations.

Chair Triplett inquired about having the LAC minutes available earlier.

Mr. Funkhouser acknowledged Doug Lecato as the LAC representative to the Board and stated that both Federal and State laws mandate CATA's policies yet agrees having the minutes available earlier is a good idea.

Mark Grebner believes it is not a good idea to present a recap of another body (LAC) at the Board meetings however; getting information out as soon as possible is important.

Doug Lecato stated he is open to possibilities if LAC Chair, Deb Wiese and other LAC members can come up with a better format however; he doesn't believe having a full report is a good idea.

Doug Lecato requested a motion to approve his attendance and travel to two (2) APTA conferences.

MOTION:

Dion'trae Hayes motioned to approve Doug Lecato's attendance and travel to two (2) APTA conferences and Jennie Gies supported the motion.

VOTE: Motion carried unanimously.

PUBLIC COMMENT

Fred Wurtzel appreciated Donna Rose’s comments. He also expressed his belief that having a representative from the National Federation of the Blind (NFB) would be beneficial to the LAC.

Ody Norkin expressed his belief that a representative from the NFB would enhance CATA’s communication between both communities.

Deb Parrish commented on being aware of safety issues aboard the new buses.

Doug Lecato requested more information on the Human Trafficking grant that was awarded to CATA.

Mr. Funkhouser reported that a lot of the information is coming from riders and let Lolo Robison give more details.

Lolo Robison elaborated on the Human Trafficking grant.

Donna Rose echoed Fred Wurtzel’s comments.

**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:

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

ROLL CALL VOTE: The motion was supported by all except Dusty Fancher, John Prush, and Shanna Draheim who were absent.

The Executive Session began at 4:58 p.m. and adjourned at 5:33 p.m.

ADJOURNMENT:

There was no further business, Chair Triplett adjourned meeting at 5:34 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary

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

% of Fiscal Year
Completed
33.3%

	January Actual	January Budget	Variance	% Variance	FY 2020 Actual YTD	FY 2020 Budget YTD	Variance	% Variance	FY 2020 BUDGET	% Annual Budget Revenues/Expense
REVENUES										
Farebox	\$ 296,155	\$ 293,542	\$ 2,613	0.9%	\$ 1,157,890	\$ 1,174,167	\$ (16,277)	-1%	\$ 3,522,500	32.9%
Contracted Services	544,029	480,971	63,058	13.1%	2,179,121	1,923,883	255,238	13%	4,405,000	49.5%
Property Tax	1,855,072	1,871,333	(16,262)	-0.9%	7,395,793	7,485,333	(89,540)	-1%	22,456,000	32.9%
State Revenue	1,377,121	1,505,833	(128,712)	-8.5%	5,954,962	6,023,333	(68,371)	-1%	18,070,000	33.0%
Federal Revenue	106,181	129,741	(23,560)	-18.2%	424,724	518,963	(94,239)	-18%	1,556,888	27.3%
Other Revenue	106,203	74,528	31,675	42.5%	351,043	298,111	52,932	18%	861,000	40.8%
TOTAL REVENUES	\$ 4,284,760	\$ 4,355,947	\$ (71,187)	-1.6%	\$ 17,463,533	\$ 17,423,789	\$ 39,743	0%	\$ 50,871,388	34.3%
EXPENSES										
Labor	\$ 1,697,188	\$ 1,781,091	\$ 83,903	4.7%	\$ 6,760,334	\$ 7,124,362	\$ 364,028	5%	\$21,373,087	31.6%
Fringe Benefits	1,093,487	1,051,041	(42,446)	-4.0%	4,162,342	4,220,664	58,322	1%	12,628,791	33.0%
Services	317,474	265,733	(51,741)	-19.5%	1,148,058	1,062,933	(85,124)	-8%	3,188,800	36.0%
Materials & Supplies	393,807	399,225	5,418	1.4%	1,466,099	1,596,900	130,801	8%	4,790,700	30.6%
Utilities	68,885	66,050	(2,835)	-4.3%	262,510	264,200	1,690	1%	792,600	33.1%
Casualty & Liability	107,417	83,333	(24,084)	-28.9%	378,989	333,333	(45,656)	-14%	1,000,000	37.9%
Purch. Transportation	710,027	743,833	33,806	4.5%	2,876,825	2,975,333	98,509	3%	8,926,000	32.2%
Miscellaneous	59,811	78,233	18,422	23.5%	316,407	312,933	(3,474)	-1%	953,800	33.2%
Interest Expense	205	292	86	29.6%	876	1,167	290	25%	3,500	25.0%
Depreciation	232	-	(232)	-	938	-	(938)	-	0	-
TOTAL EXPENSES	4,448,534	4,468,832	20,297	0.5%	17,373,378	17,891,826	518,448	3%	\$ 53,657,278	32.4%
NET INCOME (LOSS)	\$ (163,774)	\$ (112,884)	\$ (50,890)		\$ 90,155	\$ (468,037)	\$ 558,191		\$ (2,785,890)	

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

01/01/2020 - 0/31/2020

Cash Balance - 01/01/2020	\$ 2,364,599
Disbursements	(7,908,003)
Receipts	11,279,468
Adjustments	-
Cash Balance - 01/31/2020	\$ 5,736,063

Disbursements:

Cash Disbursements Register	\$ (1,778,354)
Payroll	(1,610,772)
Healthcare (BlueCross Blue Shield)	(475,890)
Transfers To the ASU Claims Account	(42,986)
Transfers To the Investment Account	(4,000,000)
Total Cash Disbursements	\$ (7,908,003)

Receipts:

Cash Receipt Register	\$ 11,279,468
Transfers From the Investment Account	-
Total Cash Receipts	\$ 11,279,468

Adjustments:

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

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

(Page 3 of 4)

01/01/2020 - 01/31/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
CASH & CASH EQUIVALENTS		
FIFTH THIRD BANK - General Account	5,736,063	26.81%
FIFTH THIRD BANK - ASU Claims Account	27,030	0.13%
FIXED INCOME INVESTMENTS		
FIFTH THIRD BANK	15,631,438	73.06%
TOTAL	\$ 21,394,531	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 12,901
OTHER BANKS	-
TOTAL	\$ 12,901

Monthly Average Rate of Return	0.0603%
Annual Average Rate of Return	0.724%

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority
 Treasurer's Report
 Fifth Third Bank Investment Account Reconciliation

(Page 4 of 4)

01/01/2020 - 01/31/2020

Market Value at the Beginning of the Period - 01/01/2020		\$ 11,591,530
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		4,000,000
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 26,339	
Accrued Interest Paid	(12,514)	
Administrative Expenditures	(924)	
Total Net Income/Loss & Expenditures		12,901
<u>Realized Gains or (Loss) From Sales</u>		7,109
<u>Market Appreciation</u>		
End of Period	\$ 18,418	
Beginning of Period	(7,692)	
Unrealized Gain/(Loss) from Market Appreciation		10,726
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (59,651)	
Current Accrued Income (+)	68,822	
Net Change from Accrued Income		9,171
Market Value at the End of the Period - 01/31/2020		<u>\$ 15,631,438</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.

Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending February 29, 2020

	February Actual	February Budget	Variance	% Variance	FY 2020 Actual YTD	FY 2020 Budget YTD	Variance	% Variance	FY 2020 BUDGET	% of Fiscal Year Completed 41.7%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 236,096	\$ 293,542	\$ (57,446)	-19.6%	\$ 1,393,986	\$ 1,467,708	\$ (73,723)	-5%	\$ 3,522,500	41.7%	39.6%
Contracted Services	540,108	480,971	59,137	12.3%	2,719,229	2,404,853	314,376	13%	4,405,000	41.7%	61.7%
Property Tax	2,015,571	1,871,333	144,238	7.7%	9,411,364	9,356,667	54,697	1%	22,456,000	41.9%	41.9%
State Revenue	1,367,951	1,505,833	(137,882)	-9.2%	7,322,913	7,529,167	(206,254)	-3%	18,070,000	40.5%	40.5%
Federal Revenue	106,181	129,741	(23,560)	-18.2%	530,905	648,703	(117,798)	-18%	1,556,888	34.1%	34.1%
Other Revenue	128,969	74,528	54,441	73.0%	480,012	372,639	107,373	29%	861,000	55.8%	55.8%
TOTAL REVENUES	\$ 4,394,876	\$ 4,355,947	\$ 38,928	0.9%	\$ 21,858,408	\$ 21,779,737	\$ 78,672	0%	\$ 50,871,388		43.0%
EXPENSES											
Labor	\$ 1,665,321	\$ 1,781,091	\$ 115,769	6.5%	\$ 8,425,655	\$ 8,905,453	\$ 479,797	5%	\$21,373,087	39.4%	39.4%
Fringe Benefits	1,103,361	1,051,041	(52,320)	-5.0%	5,265,702	5,271,705	6,002	0%	12,628,791	41.7%	41.7%
Services	288,636	285,733	(2,903)	-0.8%	1,436,694	1,328,667	(108,027)	-8%	3,188,800	45.1%	45.1%
Materials & Supplies	356,504	399,225	42,721	10.7%	1,822,603	1,996,125	173,522	9%	4,790,700	38.0%	38.0%
Utilities	70,046	66,050	(3,996)	-6.1%	332,557	330,250	(2,307)	-1%	792,600	42.0%	42.0%
Casualty & Liability	114,404	83,333	(31,071)	-37.3%	493,393	416,667	(76,727)	-18%	1,000,000	49.3%	49.3%
Purch. Transportation	756,616	743,833	(12,783)	-1.7%	3,633,441	3,719,167	85,726	2%	8,926,000	40.7%	40.7%
Miscellaneous	76,687	78,233	1,547	2.0%	393,093	391,167	(1,927)	0%	953,800	41.2%	41.2%
Interest Expense	196	292	95	32.7%	1,073	1,458	386	26%	3,500	30.6%	30.6%
Depreciation	232	-	(232)	-	1,170	-	(1,170)	-	0	-	-
TOTAL EXPENSES	4,432,004	4,466,832	36,828	0.8%	21,805,382	22,360,658	555,276	2%	\$ 53,657,278		40.6%
NET INCOME (LOSS)	\$ (37,128)	\$ (112,884)	\$ 75,756		\$ 53,027	\$ (580,921)	\$ 633,947		\$ (2,785,890)		

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

02/01/2020 - 02/29/2020

Cash Balance - 02/01/2020	\$ 5,736,063
Disbursements	(15,100,116)
Receipts	14,253,107
Adjustments	-
Cash Balance - 02/29/2020	\$ 4,889,055

Disbursements:

Cash Disbursements Register	\$ (1,945,033)
Payroll	(1,608,756)
Healthcare (BlueCross Blue Shield)	(519,872)
Transfers To the ASU Claims Account	(26,455)
Transfers To the Investment Account	(11,000,000)
Total Cash Disbursements	\$ (15,100,116)

Receipts:

Cash Receipt Register	\$ 14,253,107
Transfers From the Investment Account	-
Total Cash Receipts	\$ 14,253,107

Adjustments:

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

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

(Page 3 of 4)

02/01/2020 - 02/29/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	4,889,055	15.45%
FIFTH THIRD BANK - ASU Claims Account	33,350	0.11%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	26,714,312	84.44%
TOTAL	\$ 31,636,716	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 37,696
OTHER BANKS	-
TOTAL	\$ 37,696
Monthly Average Rate of Return	0.1192%
Annual Average Rate of Return	1.430%

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority
 Treasurer's Report
 Fifth Third Bank Investment Account Reconciliation

(Page 4 of 4)

02/01/2020 - 02/29/2020

Market Value at the Beginning of the Period - 02/01/2020		\$	15,631,438
Portfolio Activity:			
<u>Transfers (To) or From General Checking</u>			11,000,000
<u>Net Income/(Loss) & Expenditures</u>			
Interest Earned	\$	41,168	
Accrued Interest Paid		(2,387)	
Administrative Expenditures		(1,085)	
Total Net Income/Loss & Expenditures			37,696
<u>Realized Gains or (Loss) From Sales</u>			(37,475)
<u>Market Appreciation</u>			
End of Period	\$	104,475	
Beginning of Period		(18,418)	
Unrealized Gain/(Loss) from Market Appreciation			86,056
<u>Change in Value From Accrued Income</u>			
Previous Accrued Income (-)	\$	(68,822)	
Current Accrued Income (+)		65,418	
Net Change from Accrued Income			(3,404)
Market Value at the End of the Period - 02/29/2020		\$	<u>26,714,312</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.

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

	March Actual	March Budget	Variance	% Variance	FY 2020 Actual YTD	FY 2020 Budget YTD	Variance	% Variance	FY 2020 BUDGET	% Annual Budget Revenues/Expense
<i>% of Fiscal Year Completed</i> 50.0%										
REVENUES										
Farebox	\$ 135,165	\$ 293,542	\$ (158,376)	-54.0%	\$ 1,529,151	\$ 1,761,250	\$ (232,099)	-13%	\$ 3,522,500	43.4%
Contracted Services	536,206	480,971	55,235	11.5%	3,255,435	2,885,824	369,611	13%	4,405,000	73.9%
Property Tax	1,855,336	1,871,333	(15,997)	-0.9%	11,266,700	11,228,000	38,700	0%	22,456,000	50.2%
State Revenue	1,367,951	1,505,833	(137,882)	-9.2%	8,690,864	9,035,000	(344,136)	-4%	18,070,000	48.1%
Federal Revenue	106,181	129,741	(23,560)	-18.2%	637,086	778,444	(141,358)	-18%	1,556,888	40.9%
Other Revenue	175,636	74,528	101,108	135.7%	655,648	447,166	208,481	47%	861,000	76.1%
TOTAL REVENUES	\$ 4,176,475	\$ 4,355,947	\$ (179,472)	-4.1%	\$ 26,034,884	\$ 26,135,684	\$ (100,801)	0%	\$ 50,871,388	51.2%
EXPENSES										
Labor	\$ 1,838,123	\$ 1,781,091	\$ (57,033)	-3.2%	\$ 10,263,779	\$ 10,686,543	\$ 422,765	4%	\$21,373,087	48.0%
Fringe Benefits	856,148	1,051,041	194,893	18.5%	6,121,850	6,322,745	200,895	3%	12,628,791	48.5%
Services	297,106	265,733	(31,372)	-11.8%	1,733,800	1,594,400	(139,400)	-9%	3,188,800	54.4%
Materials & Supplies	233,881	399,225	165,344	41.4%	2,056,484	2,395,350	338,866	14%	4,790,700	42.9%
Utilities	60,676	66,050	5,374	8.1%	393,232	396,300	3,068	1%	792,600	49.6%
Casualty & Liability	51,258	83,333	32,076	38.5%	544,651	500,000	(44,651)	-9%	1,000,000	54.5%
Purch. Transportation	791,026	743,833	(47,193)	-6.3%	4,424,467	4,463,000	38,533	1%	8,926,000	49.6%
Miscellaneous	62,665	80,733	18,068	22.4%	455,759	471,900	16,141	3%	953,800	47.8%
Interest Expense	187	292	105	35.9%	1,260	1,750	490	28%	3,500	36.0%
Depreciation	232	-	(232)	-	1,402	-	(1,402)	-	0	-
TOTAL EXPENSES	4,191,302	4,471,332	280,030	6.3%	25,996,683	26,831,989	835,306	3%	\$ 53,657,278	48.4%
NET INCOME (LOSS)	\$ (14,826)	\$ (115,384)	\$ 100,558		\$ 38,200	\$ (696,305)	\$ 734,505		\$ (2,785,890)	

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

03/01/2020 - 03/31/2020

Cash Balance - 03/01/2020	\$ 4,889,055
Disbursements	(3,514,881)
Receipts	4,673,118
Adjustments	-
Cash Balance - 03/31/2020	<u>\$ 6,047,292</u>

Disbursements:

Cash Disbursements Register	\$ (1,419,401)
Payroll	(1,634,272)
Healthcare (BlueCross Blue Shield)	(445,365)
Transfers To the ASU Claims Account	(15,843)
Transfers To the Investment Account	-
Total Cash Disbursements	<u>\$ (3,514,881)</u>

Receipts:

Cash Receipt Register	\$ 4,673,118
Transfers From the Investment Account	-
Total Cash Receipts	<u>\$ 4,673,118</u>

Adjustments:

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

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

03/01/2020 - 03/31/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
CASH & CASH EQUIVALENTS		
FIFTH THIRD BANK - General Account	6,047,292	18.37%
FIFTH THIRD BANK - ASU Claims Account	28,464	0.09%
FIXED INCOME INVESTMENTS		
FIFTH THIRD BANK	26,849,691	81.55%
TOTAL	\$ 32,925,447	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 13,404
OTHER BANKS	-
TOTAL	\$ 13,404
Monthly Average Rate of Return	0.0407%
Annual Average Rate of Return	0.489%

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority
 Treasurer's Report
 Fifth Third Bank Investment Account Reconciliation

(Page 4 of 4)

03/01/2020 - 03/31/2020

Market Value at the Beginning of the Period - 03/01/2020

\$ 26,714,312

Portfolio Activity:

Transfers (To) or From General Checking

-

Net Income/(Loss) & Expenditures

Interest Earned	\$ 52,444	
Accrued Interest Paid	(37,043)	
Administrative Expenditures	(1,998)	

Total Net Income/Loss & Expenditures

13,404

Realized Gains or (Loss) From Sales

66,972

Market Appreciation

End of Period	\$ 141,970	
Beginning of Period	(104,475)	

Unrealized Gain/(Loss) from Market Appreciation

37,495

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (65,418)	
Current Accrued Income (+)	82,926	

Net Change from Accrued Income

17,508

Market Value at the End of the Period - 03/31/2020

\$ 26,849,691

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 - FISCAL YEAR 2018-2019 FINANCIAL STATEMENTS
AND AUDIT REPORT**

The audit firm Plante Moran conducted an audit of CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2018-2019 and the Communication to those Charged with Governance and Management of CATA as of and for the Year Ended September 30, 2019.

On March 17, 2020, the Board Audit Committee met with Plante Moran to review the audit as provided in the description of duties for the Board Audit Committee.

The Board Audit Committee consisting of Chair Dan Opsommer, Doug Lecato, Nathan Triplett and Brad Funkhouser, Chief Executive Officer, recommend adoption of the motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors accepts CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2018-2019 and the Communication to those Charged with Governance and Management of CATA.

ACTION ITEM – DISPOSAL OF TOTALED SMALL CUTAWAY BUS VALUED OVER \$10K

In accordance with CATA Board Policy #200 Purchasing and Contracting, CATA requests permission to dispose of one (1) totaled small cutaway bus, which was purchased with Capital funds and has a current book value exceeding \$10,000.

The small cutaway bus is a 2014 Ford E450 Champion, VIN 1FDFE4FS4EDB17233, that was placed in service on July 31, 2014. This vehicle was operated by Transdev when it was totaled in an accident on September 14, 2019. No serious injuries resulted from this accident. The small cutaway bus had a useful life benchmark of seven (7) years or 200,000 miles. The book value was \$17,811.93 and it had 156,925 miles at the time of the accident. Based on mileage estimates, the vehicle would have likely reached its useful life threshold in early 2021.

Transdev provided two repair quotes (LaFontaine's quote of \$23,979.37 and Driven Collision's quote of \$28,918.60), both of which exceeded the book value of the small cutaway bus. Because the cost to repair the small cutaway bus exceeds the book value, we are requesting to proceed with obtaining FTA and MDOT concurrence to dispose the vehicle and reinvest the proceeds into the purchase of a replacement small cutaway bus.

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 allow staff to seek FTA and MDOT concurrence to dispose of one (1) small cutaway bus before the end of its useful life and once FTA and MDOT concurrence is granted, reinvest the proceeds into the purchase of a replacement small cutaway bus, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM—INFORMATION TECHNOLOGY CONSULTING SERVICES UPDATE

In November 2017, the Board authorized a three-year contract with Exelos for IT Infrastructure and SQL Database Support services in the amount of \$106,560. Another, three-year contract with Global Solutions Group in the amount of \$164,650 was issued for long-range technology planning and business intelligence.

After reviewing the priorities of the IT Department, additional consulting time is needed from Exelos. So far, we have spent only \$3,605 from the Global Solutions Group contract. We would like to shift \$100,000 of that contract from Global Solutions Group to Exelos.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and CEO/Executive Director, Brad T. Funkhouser to shift existing funding in the amount of \$100,000 from the Global Solutions Group contract to the Exelos contract. This would put the total for the Exelos contract at \$206,560 and the total for the Global Solutions Group at \$64,650.

DISCUSSION AGENDA - RESOLUTION OF SUPPORT TO SUSPEND SCHEDULED BUS SERVICE DURING THE COVID-19 PANDEMIC

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

RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, it is the responsibility of the Capital Area Transportation Authority (“the Authority”) to provide public transportation in the Greater Lansing area in a safe and responsible manner and with respect to our commitment to serve as a first responder; and

WHEREAS, Chief Executive Officer, Bradley T. Funkhouser, AICP, in compliance with Board Policy #100 and with support of Staff, recommended temporary suspension and, subsequently, a partial restart of fixed route and paratransit bus service to reduce the spread of the novel COVID-19 coronavirus, during the period of March 23, 2020 through May 25, 2020, save for on-demand trips for critical infrastructure workers, necessary government activities, and those necessary to sustain or protect life (e.g. groceries and medically-necessary appointments), as defined and enacted by Governor Gretchen Whitmer and public health authorities; and

WHEREAS, CATA Staff and Amalgamated Transit Union, Local 1039, have engaged in multiple, mutual agreements with respect to ensuring the safety of our customers and employees; and

WHEREAS, the Executive Committee of the CATA Board of Directors signed resolutions of support for reduced service levels on March 23, 2020, April 9, 2020, April 28, 2020, and May 14, 2020; and

WHEREAS, CATA will resume regularly-scheduled service on Tuesday, May 26, 2020; and

WHEREAS, services will remain fare-free through May 31, 2020.

NOW THEREFORE, be it resolved that the Capital Area Transportation Authority Board of Directors hereby supports the aforementioned resolutions by the Executive Committee and the actions taken by Chief Executive Officer, Bradley T. Funkhouser, AICP, with respect to the suspension and subsequent restart of fare-free, regularly-scheduled service in conjunction with the guidance by the Governor of the State of Michigan.

CERTIFICATE OF ADOPTION

The CATA Board of Directors does hereby support and certify this resolution for the temporary suspension and, later, a partial restart of service during the COVID-19 Pandemic on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Dated: May 20, 2020 By: _____
Nathan Triplett
Board Chair

Dated: May 20, 2020 By: _____
Bradley T. Funkhouser, AICP
Chief Executive Officer

INFORMATION ITEMS

MAY 20, 2020

1. FEBRUARY RIDERSHIP REPORT
2. FEBRUARY RIDERSHIP GRAPH YEAR-TO-DATE
3. MARCH RIDERSHIP REPORT
4. MARCH RIDERSHIP GRAPH YEAR-TO-DATE
5. FUEL PURCHASE FOR MARCH 2020
6. FUEL PURCHASE FOR APRIL 2020
7. LAC MINUTES FOR FEBRUARY 2020

FEBRUARY 2020 RIDERSHIP REPORT

<u>Total system rides - February:</u>	<u>1,313,514</u>
Average weekday system ridership	60,500
Average weekday system ridership change 2/20 to 2/19	+450

	<u>2/20 v. 2/19</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+1.6%	+21,204
Monthly Urban Fixed-Route change	+2.0%	+9,773
Monthly MSU campus ridership change	-0.2%	-1,452
Monthly Spec-Tran ridership change	-0.9%	-263
Monthly Total Paratransit ridership change	-4.3%	-1,713

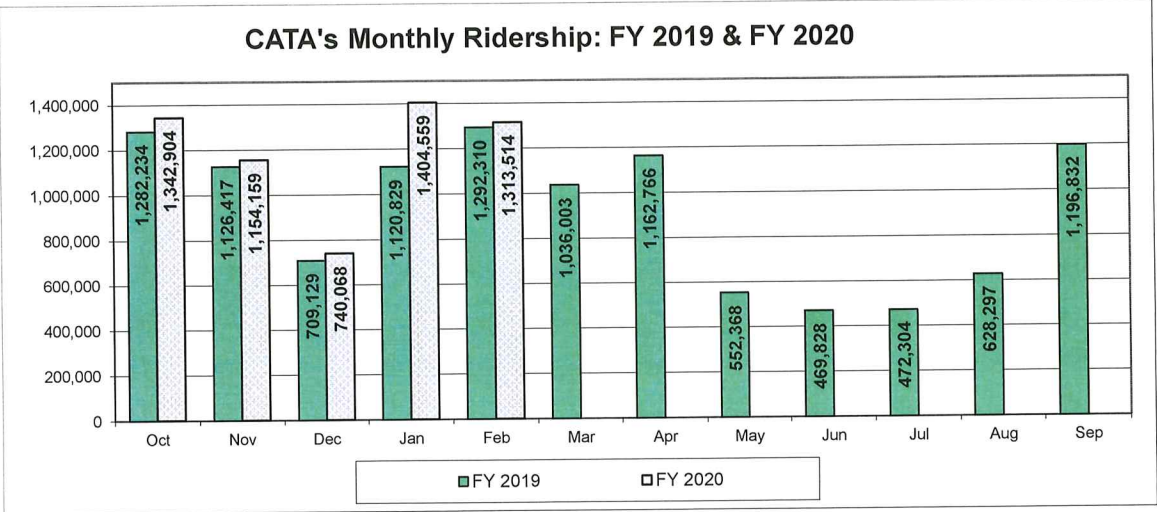
Note: One more Saturday in 2/20 compared with 2/19.

FY 2020 YEAR-TO-DATE RIDERSHIP

<u>Total system rides - FY 2020:</u>	<u>5,955,204</u>
--------------------------------------	------------------

	<u>FY 2020 vs. FY 2019</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+7.7%	+424,285
Year-to-Date Spec-Tran ridership change	-0.8%	-1,186
Year-to-Date Total Paratransit ridership change	-5.1%	-10,392

Note: One more Saturday in FY 2020 compared with FY 2019.



MARCH 2020 RIDERSHIP REPORT

<u>Total system rides – March:</u>	<u>410,054</u>
Average weekday system ridership	16,250
Average weekday system ridership change 3/20 to 3/19	-28,250
Total Demand Response ridership related to COVID-19	6,889

	<u>3/20 v. 3/19</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	-60.4%	-625,949
Monthly Urban Fixed-Route change	-48.5%	-234,818
Monthly MSU campus ridership change	-78.2%	-314,578
Monthly Spec-Tran ridership change	-47.8%	-15,725
Monthly Total Paratransit ridership change	-35.5%	-16,160

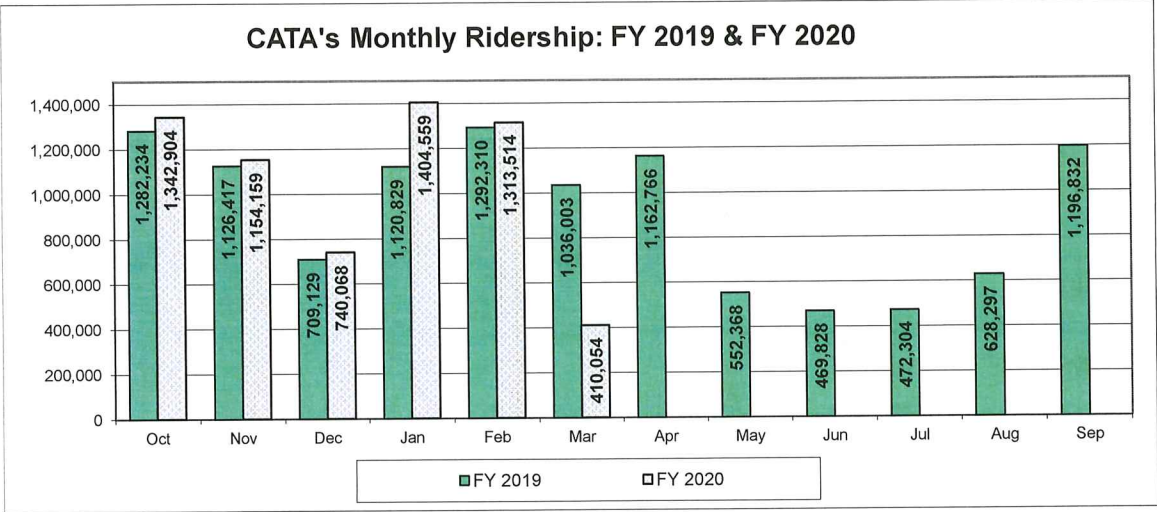
Note: CATA reduced service on fixed routes starting on March 18. CATA suspended all fixed route service on March 23 and went to demand response only service. Paratransit ridership includes rides related to COVID-19 response.

FY 2020 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2020:</u>	<u>6,365,258</u>
--------------------------------------	------------------

	<u>FY 2020 vs. FY 2019</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	-3.1%	-201,664
Year-to-Date Spec-Tran ridership change	-9.3%	-16,911
Year-to-Date Total Paratransit ridership change	-10.6%	-26,552

Note: One more weekday in FY 2020 compared with FY 2019. Ridership substantially impacted by COVID-19 pandemic.



INFORMATION ITEM - FUEL PURCHASE FOR March 2020

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

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
03/02/2020	\$1.5665
03/07/2020	\$1.5655
03/12/2020	\$1.3805
03/17/2020	\$1.2070
03/23/2020	\$.9700

FY 2020 Current average per gallon fuel cost	\$1.34
FY 2020 Budget per gallon fuel cost	\$2.50

INFORMATION ITEM - FUEL PURCHASE FOR April 2020

The following lists our prices for Gasoline fuel for April 2020:

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
04/02/2020	\$0.4720
04/06/2020	\$0.5010
04/07/2020	\$0.5045
04/09/2020	\$0.4695
04/13/2020	\$0.4760
04/14/2020	\$0.5110
04/16/2020	\$0.5435
04/20/2020	\$0.5460
04/21/2020	\$0.5410
04/23/2020	\$0.6430
04/27/2020	\$0.7150
04/28/2020	\$0.8800
04/30/2020	\$0.9050

CATA purchased 11,547.00 gallons of Gasoline in April 2020.
The average cost per gallon is 0.5928.
No Diesel Fuel was purchased for April 2020.

**CAPITAL AREA TRANSPORTATION AUTHORITY
LOCAL ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, February 5, 2020 - 3:30 p.m. CATA BOARD ROOM**

MEMBERS PRESENT	Deb Wiese (Chair) Pat Cannon J.J. Jackson Geneva Smith	Kellie Blackwell George Hanley Diana Paiz Engle
MEMBERS NOT PRESENT	Kevin Brown	Lillie Mae Flannery
CATA BOARD MEMBER	Doug Lecato	
CATA PERSONNEL	Brad Funkhouser Bethany Berdes Dan Goodemoot	Craig Frazier Ryan Larsen
GUESTS	Michael Klein (Transdev) Gloria Banks	Deb Parrish

CALL TO ORDER

Chair Wiese called the meeting to order at 3:37 p.m.

PUBLIC COMMENTS

Deb Parrish would like to receive copies of the new bus floor plans.

APPROVAL OF FEBRUARY AGENDA

J.J. Jackson motioned to approve the February 2020 agenda. Geneva Smith seconded the motion. It passed unanimously.

APPROVAL OF DECEMBER MINUTES

J.J. Jackson motioned to approve the December 2019 minutes. Kellie Blackwell seconded the motion. It passed, George Hanley abstained.

LAC CHAIR COMMENTS

None

BOARD LIAISON REPORT – Doug Lecato

See Attachment.

Brad Funkhouser will have layouts of the buses available for the Board.

Diana Paiz Engle inquired about the transit cards. CATA will provide the transit cards in large print and braille as well as any other format needed by the

community. Kellie Blackwell suggested that the transit cards have a QR code so that customers could use a QR reader on their phones.

CATA CEO REPORT – Brad Funkhouser

Brad introduced the new Director of IT, Dan Goodemoot.

The five-year renewal of operating millage is on the March 10th Presidential Primary ballot. CATA has done some indirect polling and things are looking favorable. CATA will provide free service on March 10, 2020 so that everyone may vote.

CATA rejoined the Michigan Transit Association. Brad Funkhouser will chair the MDOT Relations Committee which helps bridge gaps between communities and solve transit related issues such as; fixed routes, policies, and funding.

MPTA has a conference every summer which includes training workshops. Brad Funkhouser proposed to focus on the local advisory committee's roles and responsibilities in order to promote the importance and exposure of LAC's statewide.

CATA proposed to add additional Spec-Tran service on Sundays.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT - Craig Frazier

Bus and van orders are on target.

On Time Performance (OTP) for CATA in January is at 90.62 and Transdev is at 91.02.

SERVICE QUALITY COMMITTEE – Diana Paiz Engle

The SQC met on January 8, 2020 and the next meeting is Wednesday March 4, 2020 from 3:30 p.m.-4:30 p.m.

Recapped November's meeting and discussed how Operators from both CATA and Transdev should be greeting passengers.

Discussed concerns about outgoing messages on Spec-Tran line including; how long passengers have to board the vehicle before they are considered a no show.

The committee at the January meeting also discussed wait trips. They are currently called "day care runs," which means making a quick stop and then continuing on with the trip. A survey regarding this issue was sent to members but in light of a minimal response Diana Paiz Engle will send it out again subsequent to the Feb. LAC meeting.

OLD BUSINESS

1. Pass Website –

CATA has set up the LAC with dummy accounts to make sure everything is working properly and functioning. CATA is anticipating going live sometime this summer and expects to be up and running within 4 months foregoing

any issues. Testing will continue until the next meeting. CATA will make staff available for the LAC.

2. LookingBus –
An update will be given to the LAC at the next meeting.

NEW BUSINESS

None

MEMBER COMMENTS

Geneva Smith suggested that all buses should have seatbelt extenders. Michael Klein from Transdev commented that he will make sure each bus has seatbelt extenders and that Operators are being trained on how to better help visually impaired customers.

PUBLIC COMMENTS

Deb Parrish commented on the speakers, seatbelt extenders, and offered her services for the Pass Website training.

Deb Parrish and Gloria Bank commented on the tie downs create a hazard for those walking around them.

ADJOURNMENT

George Hanley motioned to adjourn and Diana Paiz Engle seconded the motion. It passed unanimously.

Chair Wiese adjourned the meeting at 5:07 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese