

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 19, 2025
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Phil Deschaine, Secretary/Treasurer
Mark Grebner
John Prush
Steve Vagnozzi
Kellie Blackwell
Eric Tans
Chelsea Dowler
Ed Rodgers
Keith Barber

CALL TO ORDER:

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

ROLL CALL: Keith Barber, Kellie Blackwell, Phil Deschaine, Chelsea Dowler, Mark Grebner, John Prush, Ed Rodgers, Eric Tans, Nathan Triplett, and Steve Vagnozzi were all present.

ABSENT: Shanna Draheim, Vice Chair, Derek Melot, and Jack Schmitt

Chair Triplett welcomed everyone to the Board meeting. He also mentioned that the meeting is being held on Zoom for those who wish to view the Board meeting virtually.

PUBLIC COMMENTS:

Deb Parrish stated that she is looking forward to the finance presentation and expressed her interest in knowing where CATA intends to place its cameras on buses.

Jeff McWherter, Chief Operating Officer at Gravity Works, commented on their work with CATA over the past ten (10) years. He also commented on CATA's decision to award a new contract to another vendor outside of the state.

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse Shanna Draheim, Derek Melot, and Jack Schmitt.

MOTION:

Steve Vagnozzi motioned to excuse Shanna Draheim, Derek Melot, and Jack Schmitt. Eric Tans supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett welcomed new Board member Ed Rodgers from Lansing Township. He then asked Ms. Sanders, past Lansing Township representative, to introduce Mr. Rodgers.

Maggie Sanders introduced Ed Rodgers. Mr. Rodgers is a former schoolteacher, Ingham County Prosecutor, Administrative Law Judge and former Director of the Bureau of Services for Blind Persons for the State of Michigan.

Chair Triplett welcomed Mr. Rodgers and thanked Ms. Sanders for her service to the CATA Board.

Ed Rodgers stated he looks forward to being on the CATA Board of Directors.

Chair Triplett noted that with Ms. Sanders stepping down, there is a need to appoint someone to the Audit Committee. He recommended appointing Chelsea Dowler to the Audit Committee.

MOTION:

Phil Deschaine motioned to approve the appointment of Chelsea Dowler to the Audit Committee and Kellie Blackwell supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser welcomed Ed Rodgers to the CATA Board.

Code Blue Shuttle

Bradley Funkhouser stated that with extremely low temperatures outside, CATA has operated a shuttle to help transport those in need during Lansing's "Code Blue". He noted that from Tuesday, February 11 to Tuesday, February 18, CATA transported approximately 460 passengers back and forth between the Letts Community Center and Advent House Ministries. Mr. Funkhouser stated that he has communicated to Mayor Schor about how important this service is to the community and CATA's commitment to improving the service.

Earned Sick Time Act

Bradley Funkhouser commented on the Earned Sick Time Act that will go into effect on Friday, February 21. Mr. Funkhouser and Marshea Brown, Director of Human Resources, confirmed that CATA's policy is compliant with the Earned Sick Time Act as written. More to come.

Downtown Developments

Bradley Funkhouser stated that he met with Mayor Schor and Staff to discuss new developments downtown including future housing projects. Mr. Funkhouser explained that with all the new projects being built downtown, there will be an increase in traffic. He has been working with various partners to try to develop a neighborhood downtown that includes affordable housing and transportation. Next, he plans on meeting with Doug Fleming, Executive Director of the Lansing Housing Commission.

Delta Township Millage

Bradley Funkhouser stated that on Thursday, February 20, he will meet with Fonda Brewer, Delta Township Supervisor, and Mary Clark, Delta Township Clerk and EATRAN Board Chair, to discuss a potential millage in Delta Township that would support EATRAN's 2025 Regional Coordination Plan. More to come.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF JANUARY 15, 2025, BOARD MEETING
- B. APPROVAL OF MINUTES OF JANUARY 15, 2025, BOARD RETREAT
- C. TREASURER'S REPORT FOR DECEMBER 2024
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- D. ARCHITECTURAL AND ENGINEERING SERVICES AT 511 S. WASHINGTON AVENUE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve a proposal from Progressive AE, Grand Rapids, MI, for architectural and engineering services at 511 S. Washington Avenue, at a cost not to exceed \$351,500 of grant funds, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

- E. PURCHASE OF ONE (1), 29-FOOT SHOPPING BUS FROM GILLIG

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), 29-foot, heavy duty 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 \$675,000 of federal and state grant funds, 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.

- F. ARMORED COURIER SERVICE AND CASH HANDLING/PROCESSING EQUIPMENT

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 Fifth Third Bank, to provide

integrated cash handling and armored car services, at a cost not to exceed \$300,000 for a five (5) year term on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

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

H. AWARD OF CONTRACT FOR NEW WEBSITE DEVELOPMENT, DESIGN, AND MAINTENANCE

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 Exemplifai, LLC, dba Exemplifi, LLC, beginning April 1, 2025, for the development, design, and maintenance of a new website, at a cost not to exceed \$335,025 funded through a combination of grant and operating funds for an initial three (3) year contract and an option for two (2), one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Mark Grebner motioned to approve the Consent Agenda and Steve Vagnozzi supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. POLICY - GUIDELINES FOR USE, VIEWING, AND STORAGE OF VIDEO AND AUDIO SURVEILLANCE - SECONDDREADING

PROPOSED MOTION: That the proposed policy for Guidelines for Use, Viewing, and Storage of Video and Audio Surveillance be accepted for the second reading in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

MOTION:

Phil Deschaine motioned to accept the second reading of Discussion Item A, Policy for Guidelines for Use, Viewing, and Storage of Video and Audio Surveillance – Second Reading. Kellie Blackwell supported the motion.

DISCUSSION:

Bradley Funkhouser expressed his appreciation for the Board's patience. He noted that the Policy Committee will meet next month to look over CATA's Formulation of Policies and Administration Procedures Policy to try and simplify the process.

Chair Triplett thanked Staff and the Policy Committee for their work related to creating this new policy. He noted that the Policy Committee will continue to meet to update other CATA Policies.

VOTE: The motion carried unanimously.

OLD BUSINESS

Presentation from Jim Frendt, Director of Finance

Bradley Funkhouser stated that there has been a lot of discussion over the decrease in federal funding pertaining to transit. He explained that at the EATRAN Board meeting that took place earlier today, Jim Koenig from Tri-County spoke about the amendments to the Transportation Improvement Programs (TIP). Mr. Funkhouser stated that although CATA has money saved and grants that are already funded, CATA will continue to remain cautious with expenses. He then deferred to Jim Frendt.

Jim Frendt gave his presentation and introduced his Staff. He also commented on the Board approved software that has made a big difference in the day-to-day operations. Mr. Frendt expressed his excitement to work with Fifth Third Bank, which will update CATA's cash handling process. He also commented on CATA's expenses including paratransit service, fuel, and vehicle supplies. Wages, along with healthcare for both active and retirees, continue to be a big expense. Mr. Frendt stated that CATA has completed open enrollment for this year and benefits will start on March 1, 2025. He noted that this year, the union took part in negotiating health benefits for their members as written in their contract. CATA and the union had a very lengthy and healthy discussion and agreed that one main goal is for employees to be more responsible with one's health. Lastly, Mr. Frendt spoke about CATA's audit report that will take place next month and the uncertainties with CATA's FY 2026 budget due to less Local Bus Operating funds from the government.

Phil Deschaine inquired about CATA's deficit to budgeted healthcare expenses.

Jim Frendt stated that the deficit was a result of a high number of claims from CATA's employees and their dependents.

Phil Deschaine inquired whether CATA is self-insured.

Jim Frendt stated that CATA is self-insured.

Bradley Funkhouser stated that CATA offers their employees one of the best healthcare plans available. He explained the generated savings for FY 2026 is partially

based on the incentive for employees to opt into having a health savings account (HSA). He noted that having the union help us make these decisions has been a great accomplishment.

Steve Vagnozzi inquired whether the projected costs were based on last year's plan.

Jim Frenndt confirmed that the estimated costs were based on last year's plan and explained that participation fees will reset on March 1, 2025.

Bradley Funkhouser gave a summary of CATA's process starting with the Board Retreat in January, finance presentation in February, completing CATA's FY 2026 budget by end of June, and Board approving CATA's FY 2026 budget in August. He reconfirmed CATA's position on maintaining service without having to make cuts and being cautious on spending until more funding becomes available.

Chair Triplett commented on the legislation and the lobbying for more federal funding for transit. He stated that it can be frightening with the uncertainties that may lay ahead for transit. Chair Triplett stated that CATA and the Board will continue to monitor the situation. He also thanked Staff for their reports.

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish expressed her appreciation for Mr. Frenndt's report. She also commented on CATA's paratransit service being under budget. Ms. Parrish reminded everyone about the memorial service for Gloria Banks which will take place on Saturday, February 22, at Pennway Church of God.

Daniel Black stated that this is the first time he used the auxiliary listening device during a Board meeting and expressed his appreciation to CATA. Mr. Black also commented on CATA's Route 3 providing seamless transportation. His only criticism was that EATRAN requires cash and encouraged them to include multiple forms of payment.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the meeting at 4:49 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary