

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 19, 2020  
4:00 P.M. - CATA ADMINISTRATIVE OFFICE BUILDING

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
  - Policy Committee Report
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – 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.
- VI. DISCUSSION AGENDA
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. PUBLIC COMMENT

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

**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.

XI. ADJOURNMENT

**CORRESPONDENCE TO THE BOARD**

**FEBRUARY 19, 2020**

- |    |                         |                   |
|----|-------------------------|-------------------|
| 1. | Email from Del Peterson | January 21, 2020  |
| 2. | Email from Emma Johnson | January 22, 2020  |
| 3. | Email from Kevin Mahany | February 12, 2020 |

**Tina Orlando**

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**From:** Peterson, Del <del.peterson@ndsu.edu>  
**Sent:** Tuesday, January 21, 2020 3:29 PM  
**To:** Cata Board  
**Subject:** Your Input Needed! Intelligent Transportation Systems (ITS) Survey

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### **ITS Technology Usage and Feasibility in Small Urban, Rural, and Tribal Transit**

Dear Nathan Triplett,

Thank you to everyone who has already completed the survey. We appreciate your insight.

The Small Urban and Rural Transit Center (SURTC) at NDSU invites you to participate in this research study by completing an [Intelligent Transportation Systems \(ITS\) usage survey](#). The purpose of this study is to evaluate current and future ITS practices within small urban and rural transit agencies. **This research will help decision makers improve current ITS technology policies, so your input and expertise are greatly needed and appreciated.** All information shared will be completely confidential. We only ask for your location for specific research study purposes. The survey should take a total of 5-15 minutes to complete. Thank you for your time.

Survey Link Below:

[Intelligent Transportation Systems \(ITS\) usage survey](#)

Del Peterson  
Associate Research Fellow / Small Urban & Rural Transit Center  
Upper Great Plains Transportation Institute  
**NORTH DAKOTA STATE UNIVERSITY**

Dept. 2880, PO Box 6050 / Fargo, ND 58108-6050  
Ph: 701-231-5908 / Fax: 701-231-1945  
<http://www.ndsu.edu/> / <http://www.surtc.org/>



## Tina Orlando

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**From:** info@cata.org  
**Sent:** Wednesday, January 22, 2020 11:13 AM  
**To:** Cata Board  
**Subject:** Contact CATA Board Form Submission

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

**Name:** Emma Johnson  
**Email:** [emmacj4@gmail.com](mailto:emmacj4@gmail.com)

**Message:**

To Whom It May Concern:

I'm writing a fun article for Great Lakes Bay Magazine / Great Lakes Business Magazine about transportation in Lansing: Planes, Trains, and Automobiles.

I am hoping to do a phone interview with someone who could speak to automobiles for this 700-word article.

An interview via email would also work.

Generally weekdays between 8am to 11am work well for me. Let me know if there are dates/times that work or if there is a better time that would be most convenient for the person whom I will be interviewing.

My deadline is February 17, though I like to do things in as early in advance as I can so I have sufficient time for follow-up questions, if needed, and writing, etc.

I will email the interview questions in advance of the interview.

Thank you in advance for your help! :-)

Emma Johnson

## Tina Orlando

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**From:** info@cata.org  
**Sent:** Wednesday, February 12, 2020 10:25 PM  
**To:** Cata Board  
**Subject:** Contact CATA Board Form Submission

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

**Name:** kevin mahany

**Email:** [kevinmahany@hotmail.com](mailto:kevinmahany@hotmail.com)

**Message:**

i think the city of east lansing and cata and msu should help solidify a market for southwest airlines and frontier airlines and spirit airlines low cost carriers at lansing airport by providing a bus transport system from msu east lansing to the lansing airport so more students and people use the lansing airport because lansing airport helps regional economy

MINUTES OF THE  
CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 15, 2020  
3:00 PM – CATA BOARD ROOM  
4615 TRANTER STREET, LANSING, MI 48910

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Secretary/Treasurer  
Mark Grebner  
Dion'trae Hayes  
Donna Rose  
Jennie Gies  
Peter Kuhnmuench  
Derek Melot

**ABSENT:** Douglas Lecato, Vice Chair

**EXCUSED LATE:** Shanna Draheim, Dan Opsommer, and John Prush

**CALL TO ORDER:**

Nathan Triplett, Chair called the meeting to order at 3:04 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**

Katie Kelley reported that negotiations are making progress and is optimistic that there will be a contract soon. Ms. Kelley also expressed her appreciation for Andrew Brieschke, Chief Negotiator, and his team.

**CHAIR'S COMMENTS:**

**MOTION:**

A motion to excuse Doug Lecato absence was made by Peter Kuhnmuench and supported by Derek Melot.

**VOTE:** The motion carried unanimously.

**CHIEF EXECUTIVE OFFICER'S REPORT**

**New IT Director**

Mr. Funkhouser introduced CATA's new IT Director, Dan Goodemoot.

### **Millage**

The millage ballot language has been cleared by attorneys and is ready for March 10, 2020 ballot.

### **Lansing Community Partners**

Mr. Funkhouser reported on meeting with community partners in the area.

### **New Operator's Class**

A new operator's class of six (6) will begin on February 3, 2020.

### **Negotiation Team**

Mr. Funkhouser acknowledged Andrew Brieschke, Deputy CEO/Chief Negotiator along with his team.

Dion'trae Hayes inquired about seeing the millage language prior to being placed on the ballot.

Mr. Funkhouser replied yes, he will email a copy of the millage to the Board.

Dion'trae Hayes requested Dan Goodemoot share more of his background.

Dan Goodemoot discussed his past.

Chair Triplett welcomed Dan Goodemoot.

### **PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF DECEMBER 18, 2019, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2019
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- C. CONTRACT FOR BUY AMERICA VEHICLE AUDITS AND INSPECTION 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 TRC Engineering Services, LLC in the amount of \$58,445.00, plus any incurred cost for production delays, for the Buy America Vehicle Audits and Inspection Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

- D. CENSUS 2020 COMPLETE COUNT INITIATIVE

**PROPOSED MOTION:** That the Board of Directors approves Staff's proposed *Be Counted Michigan 2020* communication plan, effective through April 1, 2020, at a cost not to exceed \$35,000, to ensure fair representation through legislative districting and funding for critical programs and services, and that Chief Executive Officer, Bradley T. Funkhouser is authorized to implement this program on such other terms and conditions he deems appropriate.

**MOTION:**

Shanna Draheim motioned to approve the Consent Agenda and Jennie Gies supported the motion.

**VOTE:** The Board unanimously approved the Consent Agenda.

**DISCUSSION AGENDA**

None

**OLD BUSINESS**

A. PURCHASE OF LOW-FLOOR MINIVANS

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase with Hoekstra Transportation, Grand Rapids, Michigan, to purchase twenty (20) accessible low floor minivans from the State of Michigan contract for a total amount of \$735,100.00, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

A motion was made by Pete Kuhnmuench and supported by Shanna Draheim to approve Old Business A, PURCHASE OF LOW-FLOOR MINIVANS.

**DISCUSSION:**

Dusty Fancher inquired on the number of vans currently at CATA.

Andrew Brieschke replied CATA currently owns 53 vans.

Dusty Fancher inquired on the number of vans that need to be replaced.

Mr. Funkhouser stated twenty (20) vans need to be replaced.

Donna Rose thanked Mr. Funkhouser for his research.

Shanna Draheim echoed Donna Rose's comments.

**VOTE:** The motion carried unanimously except for Dusty Fancher who abstained.

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

**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 Dusty Fancher and supported by Donna Rose 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 Doug Lecato who was absent.

The Executive Session began at 3:20 p.m. and adjourned at 3:51 p.m.

**ADJOURNMENT:**

There was no further business, Chair Triplett adjourned meeting at 3:51 p.m.

Respectfully Submitted,

Dusty Fancher  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

MINUTES OF THE  
CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD RETREAT MEETING

WEDNESDAY, JANUARY 15, 2020 4:00 PM  
4615 TRANTER STREET  
LANSING, MI 48910

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Secretary/Treasurer  
Mark Grebner  
Dion'trae Hayes  
Derek Melot  
Donna Rose  
Dan Opsommer  
John Prush  
Shanna Draheim  
Jennie Gies  
Peter Kuhnmuench

**ABSENT:** Douglas Lecato, Vice Chair

**Others Present:** Brad Funkhouser, Andrew Brieschke, Lolo Robison, Pat Lemon, Dan Goodemoot, Dan Hodges, Matt Oudsema, Kai Christiansen, Todd Brooks, Bethany Berdes, and Tina Orlando

**CALL TO ORDER:**

Chairman Nathan Triplett called the meeting to order at 4:18 p.m. Chair Triplett thanked the Directors and Staff for all their hard work in preparing for this retreat.

**INTRODUCTION:**

Bradley T. Funkhouser welcomed everyone and started off the retreat by introducing the first speaker, Todd Brooks, Manager of Operations filling in for Director of Operations, Roger Garza who is away on medical leave.

**DEPARTMENT TRENDS AND UPDATES:**

**OPERATIONS:** Todd Brooks, Manager of Operations, gave an overview of his department. The three (3) main points discussed were CATA's work force, work assignments/training, and community partnerships.

**MAINTENANCE:** Dan Hodges, Director of Maintenance, presented his overview. Mr. Hodges reported on the new vehicles that had replaced many of the old buses in 2019 and the new purchases that will take place in 2020. There have also been new additions and promotions with in the maintenance personnel department including a new first-class mechanic.

Pete Kuhnmuench inquired on the difficulty finding a first-class mechanic.

Dan Hodges agreed and stated that it took almost a year to find someone.

Jennie Gies inquired about looking into other vehicle options.

Mr. Funkhouser reported that CATA is looking at alternate fuel as well as autonomous buses.

**MARKETING:** Lolo Robison, Director of Marketing and Customer Experience, gave her overview of the department's projects. In customer experience, Ms. Robison spoke about new ways CATA is improving their customer service including; 360 Virtual Tours and "How to Videos". She also acknowledged CATA's community partners and their commitment to improvement. CATA is a dynamic place to work where many of the employees have benefited from tuition reimbursement, certifications, and training programs.

Dion'trae Hayes complimented CATA on their community involvement and public service.

Derek Melot asked about the next Policy Committee meeting.

Mr. Funkhouser reported that the Policy Committee will meet in the next couple weeks.

Mark Grebner inquired about customers that are banned from buses.

Mr. Funkhouser stated some are banned for a year, however; it depends on the action. CATA continues to balance safety with community service meanwhile, technology will make this process easier so this information is available for everyone to access.

Jennie Gies inquired about the various levels of offenses and the action taken in response. Ms. Gies also asked which buses contain Wi-Fi.

Donna Rose inquired about restraining orders against any riders.

Mr. Funkhouser explained the process and how CATA continues to try and provide a safe environment for all. He then stated there are no buses currently with Wi-Fi but all the new buses have USB stations.

Shanna Draheim stated she is interested in the routes affected.

Dusty Fancher left retreat at 4:47 p.m.

**HUMAN RESOURCES:** Andrew Brieschke, Deputy CEO, gave the overview for the HR department since the HR director resigned in December 2019. People Matters has been assisting CATA in filling a few positions including a new HR Director while CATA is actively recruiting new employees through outreach programs such as: Invest Vets, Second Annual Job Fair and distributing "We're Hiring" cards.

Mr. Funkhouser noted that CATA has broadened their search for new employees and have accepted many applications from a variety of outreach programs.

Shanna Draheim commented on Michigan Works special services.

Derek Melot asked if medical marijuana has presented a challenge in hiring new employees.

**RECESS:** Chair Triplett called a recess at 4:58 p.m. for Mayor Andy Schor to recognize Pete Kuhnmuensch for his 20 years of service to CATA and the Board of Directors.

**RECONVENED:** Chair Triplett called the meeting back to order at 5:08 p.m.

Chair Triplett and Bradley T. Funkhouser thanked Pete Kuhnmuensch for his support.

**FACILITIES:** Andrew Brieschke, Deputy CEO, shared the updates to this department. CATA continues to save money thanks to an experienced new team. The Maintenance Break Room and Operator Day Room both received new safety and energy efficient improvements including; 100% renewable energy from BWL and LED upgrades that were installed for all CATA facilities. Mr. Brieschke also acknowledged the facilities crew for their rapid response in times of need.

Mr. Funkhouser stated that with 300 employees, CATA's security needs to be improved.

**IT:** Bradley T. Funkhouser, Chief Executive Officer along with Dan Goodemoot, Director of IT, gave an update to this department. Mr. Funkhouser stated the upgrades that took place in 2019 including; DriverMate tablets in the Paratransit fleet, SQL upgrade from 2008 to 2017, and the replacement of all workgroup printers. Mr. Goodemoot commented on looking forward and the new applications for CATA in 2020. These improvements will cover new software for LookingBus, enhancements to MySpecTran.org, and internal testing into the Paratransit mobile app.

Mr. Funkhouser noted the issues that CATA is having with LookingBus.

Shanna Draheim inquired about the use of My Spec-Tran app.

Donna Rose expressed the need for an app. that could tell a customer when their transportation vehicle had arrived.

Shanna Draheim stated that Lyft currently uses this technology.

**PLANNING:** Matt Oudsema, Director of Planning, discussed the projects that took place this year. The activities include procurements, sustainability, transit

management, partnerships, and bus shelters. Mr. Oudsema reported that there was a 6.4% increase in ridership. MSU ridership is a 24.2% increase but the Lansing service is down. There were service improvements to multiple routes including Meridian Redi-Ride, Grab & Go, and MSU.

Dion'trae Hayes inquired about the shelters and how she would like to see more shelters in municipalities that are well used but located in smaller communities.

Mr. Funkhouser commented on the shelters and gave his plan moving forward.

Derek Melot inquired on the cost of the new shelters.

Matt Oudsema described the amenities between shelters.

Dion'trae Hayes stated that the shelters are customized.

Matt Oudsema confirmed that the shelters are customized to meet the needs of the community.

Discussion included possible reasons why ridership is down which included stronger economy and lower gas prices.

Shanna Draheim requested reviewing routes to see which are more beneficial.

Donna Rose commented on the difficulty with fare boxes and suggested a card swipe.

**SERVICE IMPROVEMENTS:** Kai Christiansen, Service Scheduling and Planning Manager, presented an update on service improvements including service increases to routes 1, 5, 7, and Sunday service for Paratransit. Mr. Christiansen also stated that Grab & Go service will be seasonal only and no longer year-round. Overall, there was a .28% increase to CATA services.

Board appreciated the Venn diagram showcasing service increases.

**FINANCIAL PLANNING/PROJECTIONS:**

Patrick Lemon, Director of Finance, handed out a financial forecasting model which included a five (5) year budget projection.

Derek Melot inquired about a presentation once contract is completed.

**COMMENTS:**

Chair Triplett thanked the Board and staff for all the hard work.

**PUBLIC COMMENTS:**

There were no public comments.

**ADJOURNMENT:**

There was no further business. Chair Triplett adjourned at 6:22 p.m.

Respectfully Submitted,

Dusty Fancher  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending December 31, 2019**

	<u>December</u>	<u>December</u>			<u>FY 2020</u>	<u>FY 2020</u>			<u>FY 2020</u>	<u>% of Fiscal Year</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>Variance</u>	<u>BUDGET</u>	<u>Completed</u>
										<u>25.0%</u>
										<u>% Annual Budget</u>
										<u>Revenues/Expense</u>
<b>REVENUES</b>										
Farebox	\$ 305,253	\$ 293,542	\$ 11,712	4.0%	\$ 861,735	\$ 880,625	\$ ( 18,890 )	-2%	\$ 3,522,500	24.5%
Contracted Services	541,569	480,971	60,598	12.6%	1,635,092	1,442,912	192,180	13%	4,405,000	37.1%
Property Tax	1,855,450	1,871,333	( 15,884 )	-0.8%	5,540,721	5,614,000	( 73,279 )	-1%	22,456,000	24.7%
State Revenue	1,841,939	1,505,833	336,106	22.3%	4,577,841	4,517,500	60,341	1%	18,070,000	25.3%
Federal Revenue	106,181	129,741	( 23,560 )	-18.2%	318,543	389,222	( 70,679 )	-18%	1,556,888	20.5%
Other Revenue	73,338	74,528	( 1,189 )	-1.6%	244,840	223,583	21,257	10%	861,000	28.4%
<b>TOTAL REVENUES</b>	<b>\$ 4,723,730</b>	<b>\$ 4,355,947</b>	<b>\$ 367,783</b>	<b>8.4%</b>	<b>\$ 13,178,773</b>	<b>\$ 13,067,842</b>	<b>\$ 110,931</b>	<b>1%</b>	<b>\$ 50,871,388</b>	<b>25.9%</b>
<b>EXPENSES</b>										
Labor	\$ 1,569,716	\$ 1,781,091	\$ 211,374	11.9%	\$ 5,063,146	\$ 5,343,272	\$ 280,125	5%	\$21,373,087	23.7%
Fringe Benefits	1,013,846	1,051,041	37,195	3.5%	3,068,855	3,169,623	100,768	3%	12,628,791	24.3%
Services	243,462	265,733	22,272	8.4%	830,584	797,200	( 33,383 )	-4%	3,188,800	26.0%
Materials & Supplies	329,053	399,225	70,172	17.6%	1,072,292	1,197,675	125,383	10%	4,790,700	22.4%
Utilities	78,500	66,050	( 12,450 )	-18.9%	193,625	198,150	4,525	2%	792,600	24.4%
Casualty & Liability	101,277	83,333	( 17,943 )	-21.5%	271,572	250,000	( 21,572 )	-9%	1,000,000	27.2%
Purch. Transportation	620,956	743,833	122,877	16.5%	2,166,798	2,231,500	64,702	3%	8,926,000	24.3%
Miscellaneous	118,183	78,233	( 39,950 )	-51.1%	256,596	234,700	( 21,896 )	-9%	953,800	26.9%
Interest Expense	215	292	77	26.4%	671	875	204	23%	3,500	19.2%
Depreciation	235	-	( 235 )	--	706	-	( 706 )	--	0	--
<b>TOTAL EXPENSES</b>	<b>4,075,444</b>	<b>4,468,832</b>	<b>393,388</b>	<b>8.8%</b>	<b>12,924,844</b>	<b>13,422,995</b>	<b>498,150</b>	<b>4%</b>	<b>\$ 53,657,278</b>	<b>24.1%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 648,286</b>	<b>\$ ( 112,884 )</b>	<b>\$ 761,170</b>		<b>\$ 253,928</b>	<b>\$ ( 355,152 )</b>	<b>\$ 609,081</b>		<b>\$ ( 2,785,890 )</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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**12/01/2019 - 12/31/2019**

<b>Cash Balance - 12/01/2019</b>	<b>\$ 2,061,701</b>
Disbursements	(7,759,669)
Receipts	8,062,566
Adjustments	-
<b>Cash Balance - 12/31/2019</b>	<b><u>\$ 2,364,599</u></b>

**Disbursements:**

Cash Disbursements Register	\$ (2,850,728)
Payroll	(2,409,208)
Healthcare (BlueCross Blue Shield)	(382,185)
Transfers To the ASU Claims Account	(117,548)
Transfers To the Investment Account	(2,000,000)
<b>Total Cash Disbursements</b>	<b><u>\$ (7,759,669)</u></b>

**Receipts:**

Cash Receipt Register	\$ 8,062,566
Transfers From the Investment Account	-
<b>Total Cash Receipts</b>	<b><u>\$ 8,062,566</u></b>

**Adjustments:**

Misc. Items	\$ -
<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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**12/01/2019 - 12/31/2019**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	2,364,599	16.89%
FIFTH THIRD BANK - ASU Claims Account	45,227	0.32%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>11,591,530</u>	82.79%
<b>TOTAL</b>	<b><u>\$ 14,001,356</u></b>	100.00%

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 18,932
OTHER BANKS	<u>-</u>
<b>TOTAL</b>	<b><u>\$ 18,932</u></b>

<b>Monthly Average Rate of Return</b>	0.1352%
<b>Annual Average Rate of Return</b>	1.623%

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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12/01/2019 - 12/31/2019

Market Value at the Beginning of the Period - 12/01/2019		\$ 9,571,856
<b>Portfolio Activity:</b>		
<u>Transfers (To) or From General Checking</u>		2,000,000
<u>Net Income/(Loss) &amp; Expenditures</u>		
Interest Earned	\$ 21,973	
Accrued Interest Paid	(2,104)	
Administrative Expenditures	(937)	
<b>Total Net Income/Loss &amp; Expenditures</b>		18,932
<u>Realized Gains or (Loss) From Sales</u>		2,994
<u>Market Appreciation</u>		
End of Period	\$ 7,692	
Beginning of Period	(9,222)	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		(1,530)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (60,373)	
Current Accrued Income (+)	59,651	
<b>Net Change from Accrued Income</b>		(722)
Market Value at the End of the Period - 12/31/2019		<u>\$ 11,591,530</u>

Interim statements are subject to adjustments and year-end audit

**NOTE:**

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

**ACTION ITEM – PUBLIC RELATIONS CONTRACT EXTENSION – MARTIN-WAYMIRE**

On June 8, 2018, CATA issued a Request for Quote to address its public relations needs. The scope of work included a broad range of public relations services and solutions.

On July 9, 2018, CATA awarded a one-year contract to Martin-Waymire, not to exceed \$49,500, for the purpose of crafting a comprehensive crisis communication plan and strategy, and other projects or public relations support as assigned or warranted. The contract expired August 1, 2019, and was extended for a period of six months, which expired February 1, 2020.

Upon expiration, CATA extended the agreement through July 31, 2020, for an amount not to exceed \$49,500, thereby preventing a lapse in service. This second extension will allow sufficient time for CATA to issue a Request for Proposal for comprehensive public relations services, bringing the total award for the period between July 9, 2018, and July 1, 2020, to \$99,000.

A vendor is expected to be selected no later than July 1, 2020.

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 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.

**INFORMATION ITEMS**

**FEBRUARY 19, 2020**

1. DECEMBER RIDERSHIP REPORT
2. RIDERSHIP GRAPH YEAR-TO-DATE
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6. FTA HUMAN TRAFFICKING AWARENESS & PUBLIC SAFETY INITIATIVE GRANT AWARD
7. PUBLIC RELATIONS CONTRACT – SERKAIAN COMMUNICATIONS

**DECEMBER 2019 RIDERSHIP REPORT**

<u>Total system rides – December:</u>	<u>740,068</u>
Average weekday system ridership	32,750
Average weekday system ridership change 12/19 to 12/18	+2,100

	<u>12/19 v. 12/18</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+4.4%	+30,939
Monthly Urban Fixed-Route change	-2.8%	-11,419
Monthly MSU campus ridership change	+18.0%	+34,427
Monthly Spec-Tran ridership change	-2.1%	-578
Monthly Total Paratransit ridership change	-6.6%	-2,541

Note: One more weekday and one fewer Saturday in 12/19 compared with 12/18.

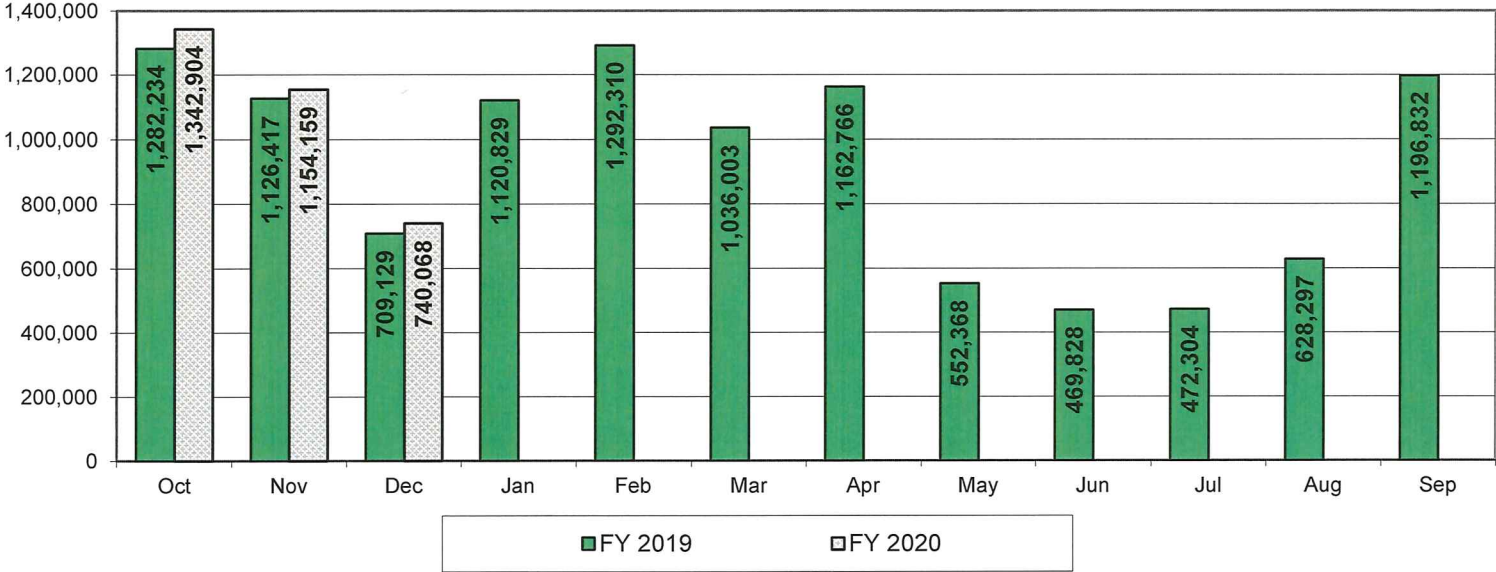
**FY 2020 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2020:</u>	<u>3,237,131</u>
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	<u>FY 2020 vs. FY 2019</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+ 3.8%	+119,351
Year-to-Date Spec-Tran ridership change	-3.0%	-2,729
Year-to-Date Total Paratransit ridership change	-7.9%	-9,925

Note: Same number of weekdays, Saturdays, and Sundays in FY 2020 compared with FY 2019.

### CATA's Monthly Ridership: FY 2019 & FY 2020



**INFORMATION ITEM - FUEL PURCHASE FOR JANUARY 2020**

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

<u>Date of Delivery</u>	<u>Price Per Gallon</u>	
01/03/2020	\$1.9340	
01/09/2020	\$1.9735	
01/14/2020	\$1.9220	
01/17/2020	\$1.9345	
01/23/2020	\$1.8310	
01/29/2020	\$1.7345	
FY 2020 Current average per gallon fuel cost		\$1.89
FY 2020 Budget per gallon fuel cost		\$2.50

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# CATA Memorandum

To: All CATA Employees  
 From: Norm VanAlstine, Facilities Manager  
 Date: 2/3/2020  
 Sub: Recycling Update / BWL rebate



## Weight and Proceeds

To date we have successfully recycled over **299,000** total pounds of materials for a profit of \$17,377.03. The last time the items were picked up we turned in 2,980 pounds of materials for a no profit as scrap metal prices are down. Additionally we recycled lighting materials at a cost of \$256.68. There are recycling stations outside the driver's day room and in the storage area near the bulk storage tanks, all containers are clearly labeled. Please remember that used dry cell batteries go in the barrel near the bulk storage tanks along the east side of the storage area.

SINCE	MATERIAL BEING RECYCLED	\$	LBS
2006	CRUSHED OIL FILTERS	\$2,659.38	53,474
2010	CARDBOARD	\$143.40	21920
2010	WHITE LEDGER	\$2,502.60	56,150
2010	MIXED PAPER	\$151.95	18555
2010	#1 PLASTIC	\$3.10	920
2010	#2 PLASTIC	\$6.20	1300
2010	#3-7 PLASTIC	\$0.00	
2009	WIRE	\$280.00	440
2011	AUTO CAST	\$11,691.23	134,520
2011	ALUMINUM (MISC&IRONY)	\$1,041.00	3950
2011	MISC BRASS	\$251.20	314
2011	BATTERIES	-\$1,145.40	1660
2009	LIGHTING	-\$3,151.35	
2011	POLYSTYRENE	\$0.00	
2011	SHRINK WRAP	\$0.00	64
2011	RADIATORS	\$2,752.00	3954
2013	E SCRAP	\$191.72	2450
	TOTALS	\$17,377.03	299671

## BWL Hometown Energy Savers (no update)

CATA received a rebate check in the amount of \$1,062.00 from Lansing Board of Water and Light's Hometown Energy Savers Program. Facilities Department has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating costs.

**CAPITAL AREA TRANSPORTATION AUTHORITY  
LOCAL ADVISORY COMMITTEE  
MEETING MINUTES  
WEDNESDAY, December 4, 2019 - 3:30 p.m. CATA BOARD ROOM**

<b>MEMBERS PRESENT</b>	Deb Wiese (Chair) Pat Cannon J.J. Jackson	Kellie Blackwell Lillie Mae Flannery Diana Paiz Engle	
<b>MEMBERS NOT PRESENT</b>	Kevin Brown	George Hanley	Geneva Smith
<b>CATA BOARD MEMBER</b>	Doug Lecato		
<b>CATA PERSONNEL</b>	Brad Funkhouser Ericka Hartigan	Craig Frazier	Bethany Berdes
<b>GUESTS</b>	Tim Sparks (Transdev)	Deb Parrish	

**CALL TO ORDER**

Chair Wiese called the meeting to order at 3:34 p.m.

**PUBLIC COMMENTS**

Deb Parrish congratulated JJ. Jackson on his article in the City Pulse and expressed concerns about the timeliness of the Spec-Tran service.

**APPROVAL OF DECEMBER AGENDA**

Diana Paiz Engle motioned to approve the December agenda. J.J. Jackson seconded the motion. It passed unanimously.

**APPROVAL OF OCTOBER MINUTES**

J.J. Jackson motioned to approve the October minutes. Lillie Mae Flannery seconded the motion. It passed unanimously.

**LAC CHAIR COMMENTS**

None.

**BOARD LIAISON REPORT – Doug Lecato**

**October 16, 2019 Board Meeting – CATA Admin Office**

- I. Board approved the Free Rides for Veterans and Active Duty Military on Veterans Day.
- II. Board approved the Renewal of Appointments to the Local Advisory Committee:  
Deb Wiese – Chair  
Diana Paiz-Engle – Vice Chair
- III. Board approved the MDOT Resolution Of Intent for fiscal year 2021. This is an annual process.

- IV. Board approved the Millage Renewal ballot proposition language: Base millage of 3.007 mills for the years of 2021 through 2025.

**November 20, 2019 Board Meeting – CATA Admin Office**

- I. Board approved the following Insurance Renewals for coverage and services for the period from December 1, 2019 through and including November 30, 2020. See below chart:

Coverage	Carrier	2018 Premiums	2019 Estimated Premiums
Property	Fireman's Fund	\$73,908	\$81,300
General Liability	Safety National	\$57,399	\$57,399
Automobile Liability	Safety National	\$316,917	\$324,864
Public Officials & Employment Practices	Safety National	\$51,576	\$51,576
Umbrella	Safety National	\$65,633	\$65,643
Excess Liability	Hallmark E&S	\$72,903	569,614
Crime	Travelers	\$4,250	\$4,400
Cyber	Travelers	\$8,887	\$8,900
Terrorism & Sabotage Liability	Lloyds/Hiscox	\$28,993	\$28,993
<b>TOTAL:</b>		<b>\$680,466</b>	<b>\$692,689</b>

**Additional Board Activity**

Next Board Meeting: Wednesday December 18, 2019 at 4pm EST at CATA Admin Office.

**CATA CEO REPORT – Brad Funkhouser**

Ridership has broken 11 million. We are at historic levels and heading up.

We have almost doubled service on the MSU campus. We are putting out 135,000 rides per week on the fixed routes.

We have hired 50-60 new drivers to drive down over-time costs.

CATA inherited a 50 million dollar liability on the Post Employment Medical Benefit (OPEB) issue. The previous administration had left us with a 50 million hole and we went back and tried to repair it three times. The State has finally accepted our OPEB Corrective Action Plan.

CATA's On Time Performance (OTP) is very good. We are very happy with Transdev. We have a great relationship.

Brad Funkhouser will be able to provide an update on the LookingBus after his next meeting with MDOT.

**CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT**

Craig Frazier - CATA will be receiving at least 15 vans in late March or early April and 10 new buses late February or early March.

**OLD BUSINESS**

#### Service Quality Sub-Committee –Diana Paiz Engle

The Committee is scheduled to meet every other month for one hour and the first meeting was November 6, 2019 at CATA. Lillie Mae Flannery, Deb Wiese, Kevin Brown, Pat Cannon and Craig Frazier met to discuss trends in service at CATA and Transdev.

Diana Paiz Engle summarized the main points of the initial November subcommittee meeting, including the need to remind drivers of the proper protocol for greeting riders upon arrival; The negative impact of drivers using personal devices for GPS; The discretionary contacting of clients before a no-show is approved; Driver access to and review of trip notes; and The need for drivers to greet clients before doing paperwork. As the result of driver issues discussed, Craig agreed to write a memo which he indicated was sent the next day to CATA and Transdev drivers. LAC members present at the December meeting expressed mixed reviews regarding the impact the memo has had relative to these issues.

#### **NEW BUSINESS**

##### **Grants**

Erica Hartigan, Grants Administrator, presented CATA's application for the MDOT Fiscal Year 2021 Application for Public Transit programs. Erica Hartigan then reviewed the forms associated with this application including the FY 2021 Vehicle Accessibility Plan Update, the FY 2021 Coordination Plan for Specialized Services, and the FY 2020 Specialized Services Service Description. It was confirmed the current LAC membership is properly represented by seniors, persons with disabilities and representation from the Tri-County Office on Aging.

Although J.J. Jackson left before the vote, there remained a quorum of members to conduct business.

First motion to approve the FY 2021 MDOT Specialized Services Grant Application

Pat Cannon made the motion to accept the application and Diana Paiz Engle seconded the motion. It passed unanimously.

Second motion to approve Cost of Living increase for the FY 2020 MDOT Specialized Services Grant Application

Kellie Blackwell made the motion to approve the Cost of Living increase and Lillie Mae Flannery seconded the motion. It passed unanimously.

##### **PASS Web Website**

Ryan Larsen

It is in its early testing form, what we call an alpha stage. Then it will go to the beta stage and then live. There have been 10 dummy test accounts created for the LAC Board to use beginning in February 2020. Comments should be emailed to both Ryan Larsen and Craig Frazier.

##### **Spec-Tran Brochure Comments**

It will be added to the Sub-Committee agenda for the January 8, 2020 meeting.

#### **PUBLIC COMMENTS**

Deb Parrish would like to participate in the Pass Website training. She also commented that the circle mounts are still raised and people are tripping.

Vin, a volunteer with the Listening Ear Crisis Intervention Center, showed up during the meeting. He spoke with Pam Latka about advertising on buses and possible virtual advertising.

**ADJOURNMENT**

Lillie Mae Flannery motioned to adjourn and Kellie Blackwell seconded the motion. It passed unanimously.

Chair Wiese adjourned the meeting at 4:58 p.m.

Respectfully submitted,

Bethany Berdes  
Operations Secretary

Reviewed by LAC Chair Deb Wiese:

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Deb Wiese \_\_\_\_\_ Date \_\_\_\_\_  
Chair

**BOARD INFO ITEM – FTA HUMAN TRAFFICKING AWARENESS & PUBLIC SAFETY INITIATIVE GRANT AWARD**

On January 28, 2020, U.S. Transportation Secretary Elaine L. Chao announced \$5.4 million in grant selections as part of FTA’s Human Trafficking Awareness and Public Safety Initiative. Twenty-four organizations across the United States were selected to receive funding for projects to help prevent human trafficking and other crimes on public transportation.

CATA was awarded federal funds in the amount of \$75,000 to implement ELERTS, an app that allows users to submit photos, videos and text messages to transit dispatchers, alerting them of suspected human-trafficking and other public-safety concerns. CATA will also conduct a public-education campaign to raise awareness and help combat transit-related human trafficking.

Human trafficking is a form of modern-day slavery, affecting millions of adults and children throughout the United States and worldwide. Traffickers move victims aboard all modes of transportation, often using public transit due to its low cost, greater degree of anonymity associated with purchasing fare media, and far fewer interactions with government or transit officials.

As project manager, CATA’s Director of Marketing & Customer Experience will oversee the timely implementation of this initiative.

## **BOARD INFO ITEM – PUBLIC RELATIONS CONTRACT – SERKAIAN COMMUNICATIONS**

On December 27, 2019, CATA issued a Request for Quote for public relations and consultation services. The following firms responded:

1. Serkaian Communications – Hourly rate of \$150
2. Truscott Rossman Group – Hourly rate of \$200 with \$4,000 monthly minimum retainer, and a maximum 240 hours per year
3. Martin-Waymire – Declined to bid

CATA awarded a five-year contract to Serkaian Communications, not to exceed \$49,500, for the provision of a broad range of public relations planning and consultation services, as deemed necessary. The contract will expire December 26, 2024, with one five-year renewal option.

CATA's Director of Marketing & Customer Experience will oversee the contract as project manager.