

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, FEBRUARY 17, 2021; 4:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
 - 2021 Board Committees
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF JANUARY 20, 2021, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR DECEMBER 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - C. WEBSITE MAINTENANCE AND DEVELOPMENT

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 Gravity Works Design for website maintenance and development services, to commence April 1, 2021, for a three-year (3-year) term through March 31, 2024, with the option to renew for one (1) additional two-year (2-year) term, not to exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

- D. PURCHASE OF SUPPORT VEHICLES

PROPOSED MOTION: That the CATA Board of Directors authorizes the Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the purchase of up to five (5) hybrid-electric support vehicles in an amount not to exceed a total purchase price of \$156,235.00, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. INFORMATION TECHNOLOGY MAINTENANCE SERVICES UPDATE

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 Infodev Electronic Designers International, to provide maintenance for APC equipment in an amount not to exceed a total price of \$30,000 for both years over the course of two (2) years.

F. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Erin Shannon to a three-year (3-year) term through February 2024.

VI. OLD BUSINESS

VII. NEW BUSINESS

VIII. PUBLIC COMMENT

IX. 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.

X. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

FEBRUARY 17, 2021

- | | | |
|----|---------------------------|-------------------|
| 1. | Email from Jodi Wiley | January 18, 2021 |
| 2. | Email from Jodi Wiley | January 20, 2021 |
| 3. | Email from Jeff Allshouse | January 31, 2021 |
| 4. | Email from Mark Nicholson | February 11, 2021 |

Tina Orlando

From: info@cata.org
Sent: Monday, January 18, 2021 4:04 PM
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: Jodi Wiley

Email: jodiwileymassage@gmail.com

Message:

Thank you for your service to such a vital resource for our community. I am contacting the board after communication with Craig Frazier regarding rural services for my son, Samuel Wiley. I will list our interactions below, but, in short, I am asking that the services that were promised be provided. Thank you for your time!

12/3/20 - I called to speak with SpecTran personnel to confirm that my son, who is a SpecTran approved rider, would be able to ride from our home in Williamston to a new job at Okemos Kroger for which he was applying. The staff person indicated that rural service would not go directly to Kroger but, in fact, could go directly to Kellie's Consignments which is 2 doors down on the same side of Marsh Road. He is able to walk that distance so we were glad to hear this.

12/4/20 - my son was interviewed at Kroger and offered a job as a bagger.

Dec 2020 - he used Spec Tran to ride from Kellie's consignments to home two separate times.

1/12/21 - I called to reserve a ride for my son and was told that he would have to be dropped at meridian mall and then catch a redi ride across the street to Kroger (He is not capable of walking across Marsh road on his own safely).

Soon after this, I received a letter from Mr. Frazier indicating that the previous rides were incorrectly given and that my son would need to transfer at Meridian Mall to get to Kroger.

I understand Mr. Frazier's point of correcting an error and moving forward. I also understand that SpecTran could transport him to his job if it includes a transfer.

However, I believe that we covered our bases when we called ahead to be sure that Sam could utilize a direct rural ride from SpecTran to get to or from work when needed.

Additionally, there is considerable added time and risk when a transfer is involved. He has difficulty with transfers and, as you can probably see in his ride history, finds the transfer process difficult. Is it possible to continue our previous service to and from Kellie's Consignments when he needs it?

Thank you for your timely response and consideration.

Jodi Wiley

Tina Orlando

From: info@cata.org
Sent: Wednesday, January 20, 2021 4:02 PM
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: Jodi Marie Wiley

Email: jodiwileymassage@gmail.com

Message:

This message is in reference to a note that I sent to the board earlier this week about my son Samuel, a SpecTran rider in Okemos.

I would like to thank the board and Mr. Frazier for a quick reply. It is good to know that the board is active and involved, especially during a work-from-home period like this.

I also want to extend my thanks for the flexibility and customer service that all members showed for my son's circumstances. CATA has shown that they do care for your riders and their well-being.

Thank you.

Jodi Wiley

Tina Orlando

From: info@cata.org
Sent: Sunday, January 31, 2021 1:52 PM
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: Jeff Allshouse
Email: jeffreysallshouse@gmail.com

Message:

I have a query.

I see that Lansing, Meridian & Delhi Township have board representatives.

My Question is :

1) Why isn't there a Board Representative for the LIMITED ROUTE 48 and the WILLIAMSTON/WEBBERVILLE CONNECTOR ?

I'm curious and would be interested in Serving for the CITY of WILLIAMSTON, if CITY COUNCIL would request/require nomination.

When you have a moment, will you let me know, please.
Thank you for your time.

Sincerely,

Jeff Allshouse

Tina Orlando

From: info@cata.org
Sent: Thursday, February 11, 2021 7:14 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

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

Name: Mark Nicholson

Email: mark.nicholson@lansingmi.gov

Message:

Good morning. I am a captain at the City of Lansing Fire Dept. On my particular shift, I'm the head of vehicle extrication. The reason for my contact with you is to see if there are any decommissioned buses that can be donated to the fire dept for extrication training purposes. In the past we have done training w/ CATA where we do a "walk-thru" of what to do if an extrication is to happen concern on of your buses. But a "walk-thru" and "hands-on" are two different things. There are certain aspects of training that we'd like to exercise on and to find out what our capabilities are and where we are lacking. Please feel free to contact me via email or my personal phone at (517)575-5843.

Regards,

Capt M. Nicholson

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, JANUARY 20, 2021; 4:00 P.M.

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Doug Lecato
Mark Grebner
Robin Lewis
Derek Melot
Jennie Gies
Jack Schmitt
Dion'trae Hayes
John Prush
Phil Deschaine

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:00 p.m.

ROLL CALL: All present.

Chair Triplett instructed all participants on the Zoom meeting format in accordance with the authority of Public Act 254, 2020.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett stated that there was one (1) email from Renee Richmond that was sent to the Board.

Public Comments

None

CHAIR'S COMMENTS:

Chair Triplett welcomed new Board member Phil Deschaine.

Phil Deschaine stated that he has been the Meridian Township Treasurer for the past four (4) years and worked with CATA on the Meridian Township Transportation Commission also known as the CATA Redi-Ride Committee. Mr. Deschaine is a frequent CATA bus rider and looks forward to being part of the CATA Board.

Each Board member introduced themselves and welcomed Phil Deschaine to the Board.

Chair Triplett announced the available 2021 Board Committee assignments.

Any Board member interested in being on a committee was instructed to contact Chair Triplett after the Board meeting.

Phil Deschaine inquired about the purpose of the Nominating Committee.

Chair Triplett stated that the Nominating Committee nominates officers to the Board.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser welcomed Phil Deschaine to the Board.

Coronavirus Response & Relief Supplemental Appropriations Act (CRRSAA)

This new 2021 grant consists of \$16.4 million in federal aid. One certification requirement is that no furloughs or layoffs have been implemented. CATA has been fortunate to have not had any furloughs or layoffs, therefore; were eligible for this grant right away. More information will be presented at the March retreat.

Bradley Funkhouser reported that the Board should expect a decline in operating assistance from the State of Michigan. CATA is preparing for the loss and taking precautions to preserve jobs.

Ingham County Health Department (ICHD)

CATA continues to meet on a regular basis with the ICHD to assist in vaccine distribution needs. Several weeks ago, CATA was able to provide assistance to the Veterans Affairs Office to ensure that veterans were able to have their service needs met. On Friday, CATA will meet with two (2) other transportation directors from Eaton and Clinton County along with three (3) health officials. This meeting is to bridge county lines and provide transportation service to vaccination facilities at all times. CATA is committed to help those in need and use the money received from the CARES and CRRSAA Act responsibly.

Union

The Family Medical Leave Act (FMLA) expired in December 2020. CATA, along with Union support, have decided to extend this policy on a monthly basis for all CATA employees.

Martin Luther King Jr. Holiday

Bradley Funkhouser recognized Martin Luther King Jr. Day. He then deferred to Director of Human Resources, Marshea Brown for a DEI Task Force report.

Diversity, Equity & Inclusion (DEI)

Marshea Brown stated that at both the November and December DEI meetings, participating members put together a strategic worksheet action plan identifying goals and objectives that will be recommended for CATA's FY 2021/2022 Strategic Plan. CATA directors were asked to discuss the DEI plan with their reporting managers, supervisors and employees. Everyone, including Union leadership, was given the opportunity to provide feedback which is due back by February 9, 2021.

In order to maximize attendance, the DEI committee has created a 12 month schedule with rotating days and times. The new schedule will enable employees working different shifts the opportunity to attend meetings. The next meeting will take place on Tuesday, February 9th at noon with guest speaker Lori Adams Simon, Manager of DEI and Civil Rights Officer at Sparrow Hospital. Also, in February, Marketing will post a newsletter and blog on CATA's website celebrating Black History Month. The site will be available for CATA employees as well as the general public.

Shanna Draheim inquired about mobile vaccinations sites and whether certain days/times can be set aside for the sole purpose of getting to and from vaccination facilities.

Bradley Funkhouser replied that both options have been explored. CATA is working with the ICHD and neighboring counties to provide transportation to vaccination sites. CATA has already transported various group homes to vaccination facilities and will continue to follow protocols in accordance with the ICHD.

Doug Lecato inquired about the DEI meetings being open to the public and sharing the strategic plan.

Marshea Brown stated that DEI meetings are offered to CATA employees and the schedule can be provided to Board members.

Bradley Funkhouser stated that the strategic plan will be available to Board members once it is completed.

Robin Lewis thanked Bradley Funkhouser and the Union for the protocols that have been implemented at CATA regarding COVID-19. She commended CATA on their caring attitude along with being fiscally responsible.

Phil Deschaine inquired about CATA employees receiving the vaccine.

Bradley Funkhouser stated that due to health privacy laws, CATA employees will not be tracked nor forced into receiving vaccines, however; he will be speaking to the Union about issuing incentives to receive the vaccine. CATA will also need to check with legal before any tracking or monitoring can be recorded.

Phil Deschaine stated that he understood the complexity of the vaccine situation and that Meridian Township shared a similar scenario.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF DECEMBER 16, 2020, BOARD MEETING

B. APPROVAL OF TREASURER’S REPORT FOR NOVEMBER 2020

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

C. INFORMATION TECHNOLOGY CONSULTING SERVICES UPDATE

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 Swiftly, to provide the Swiftly Insight and TransitTime modules in the total amount of \$435,400 over the course of three (3) years beginning in January 2019.

MOTION:

Doug Lecato motioned to approve the Consent Agenda and Jennie Gies supported the motion.

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENT:

Deb Parrish thanked the Board for letting her comment and looks forward to reading the CEO’s report in the minutes.

**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:

Dusty Fancher motioned to go into closed session and Robin Lewis supported the motion.

ROLL CALL VOTE: The motion carried unanimously.

ADJOURNMENT

There was no further business Chair Triplett adjourned meeting at 4:49 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

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

	December Actual	December Budget	Variance	% Variance	FY 2021 Actual YTD	FY 2021 Budget YTD	Variance	% Variance	FY 2021 BUDGET	% of Fiscal Year Completed 17%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 111,702	\$ 208,333	\$ (96,631)	-46.4%	\$ 339,737	\$ 625,000	\$ (285,263)	-45.6%	\$ 2,500,000		13.6%
Contracted Services	\$ 137,026	\$ 291,667	\$ (154,641)	-53.0%	\$ 407,039	\$ 875,000	\$ (467,961)	-53.5%	\$ 3,500,000		11.6%
Property Tax	\$ 1,919,207	\$ 1,918,083	\$ 1,124	0.1%	\$ 5,763,342	\$ 5,754,250	\$ 9,092	0.2%	\$ 23,017,000		25.0%
State Revenue	\$ 1,267,967	\$ 1,618,333	\$ (350,366)	-21.6%	\$ 3,803,901	\$ 4,855,000	\$ (1,051,099)	-21.6%	\$ 19,420,000		19.6%
Federal Revenue	\$ -	\$ 318,772	\$ (318,772)	-100.0%	\$ -	\$ 956,317	\$ (956,317)	-100.0%	\$ 3,825,269		0.0%
Other Revenue	\$ 57,370	\$ 71,750	\$ (14,380)	-20.0%	\$ 117,194	\$ 215,250	\$ (98,056)	-45.6%	\$ 861,000		13.6%
TOTAL REVENUES	\$ 3,493,272	\$ 4,426,939	\$ (933,667)	-21.1%	\$ 10,431,213	\$ 13,280,817	\$ (2,849,604)	-21.5%	\$ 53,123,269		19.6%
EXPENSES											
Labor	\$ 1,517,834	\$ 1,791,583	\$ 273,749	15.3%	\$ 4,574,333	\$ 5,374,750	\$ 800,417	14.9%	\$ 22,049,000		20.7%
Fringe Benefits	\$ 909,993	\$ 1,042,097	\$ 132,104	12.7%	\$ 2,832,476	\$ 3,126,292	\$ 293,816	9.4%	\$ 11,967,169		23.7%
Services	\$ 358,848	\$ 259,042	\$ (99,806)	-38.5%	\$ 980,254	\$ 777,125	\$ (203,129)	-26.1%	\$ 3,476,600		28.2%
Materials & Supplies	\$ 211,468	\$ 360,108	\$ 148,640	41.3%	\$ 777,037	\$ 1,080,325	\$ 303,288	28.1%	\$ 4,320,300		18.0%
Utilities	\$ 97,110	\$ 69,975	\$ (27,135)	-38.8%	\$ 185,585	\$ 209,925	\$ 24,340	11.6%	\$ 839,700		22.1%
Casualty & Liability	\$ 108,939	\$ 83,333	\$ (25,606)	-30.7%	\$ 244,185	\$ 250,000	\$ 5,815	2.3%	\$ 1,000,000		24.4%
Purch. Transportation	\$ 608,965	\$ 751,667	\$ 142,702	19.0%	\$ 2,014,859	\$ 2,255,000	\$ 240,141	10.6%	\$ 9,020,000		22.3%
Miscellaneous	\$ 59,334	\$ 68,883	\$ 9,549	13.9%	\$ 132,275	\$ 206,650	\$ 74,375	36.0%	\$ 450,500		29.4%
Interest Expense	\$ 101	\$ 250	\$ 149	59.6%	\$ 332	\$ 750	\$ 418	55.7%	\$ -		0.0%
Depreciation	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -		0.0%
TOTAL EXPENSES	\$ 3,872,593	\$ 4,426,939	\$ 554,346	12.5%	\$ 11,741,338	\$ 13,280,817	\$ 1,539,480	11.6%	\$ 53,123,269		22.1%
NET INCOME (LOSS)	\$ (379,321)	\$ 0	\$ (379,321)		\$ (1,310,125)	\$ 0	\$ (1,310,125)		\$ -		

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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12/01/2020 - 12/31/2020

Cash Balance - 12/01/2020	\$ 1,088,230
Disbursements	\$ (5,364,592)
Receipts	\$ 6,608,153
Adjustments	\$ -
Cash Balance - 12/31/2020	<u>\$ 2,331,791</u>

Disbursements:

Cash Disbursements Register	\$ (2,431,807)
Payroll	(2,625,950.33)
Healthcare (BlueCross Blue Shield)	(305,324.96)
Transfers To the ASU Claims Account	\$ (1,510)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	<u>\$ (5,364,592)</u>

Receipts:

Cash Receipt Register	\$ 3,608,153
Transfers From the Investment Account	<u>3,000,000</u>
Total Cash Receipts	<u>\$ 6,608,153</u>

Adjustments:

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

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

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12/01/2020 - 12/31/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,331,791	13.47%
FIFTH THIRD BANK - ASU Claims Account	24,329	0.14%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	14,956,964	86.39%
TOTAL	\$ 17,313,084	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 51,312
OTHER BANKS	-
TOTAL	\$ 51,312

Monthly Average Rate of Return	0.2964%
Annual Average Rate of Return	3.557%

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)

12/01/2020 - 12/31/2020

Market Value at the Beginning of the Period - 12/01/2020			\$ 17,947,172
Portfolio Activity:			
<u>Transfers (To) or From General Checking</u>			(3,000,000)
<u>Net Income/(Loss) & Expenditures</u>			
Interest Earned	\$	52,757	
Accrued Interest Paid	\$	-	
Administrative Expenditures	\$	(1,445)	
Total Net Income/Loss & Expenditures			\$ 51,312
<u>Realized Gains or (Loss) From Sales</u>			\$ (14,372)
<u>Market Appreciation</u>			
End of Period	\$	18,522	
Beginning of Period	\$	(14,177)	
Unrealized Gain/(Loss) from Market Appreciation			\$ 4,345
<u>Change in Value From Accrued Income</u>			
Previous Accrued Income (-)	\$	(99,622)	
Current Accrued Income (+)	\$	68,129	
Net Change from Accrued Income			<u>(31,493)</u>
Market Value at the End of the Period - 12/31/2020			<u><u>\$14,956,964</u></u>

Interim statements are subject to adjustments and year-end audit

NOTE:

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

ACTION ITEM – WEBSITE MAINTENANCE AND DEVELOPMENT

On November 6, 2020, CATA issued Request for Proposal (RFP) No. 2020-112, to support CATA’s Website Maintenance and Development initiatives. The purpose of the RFP is to secure a firm to assist staff with website maintenance and development projects. Proposals were due by 2 p.m., December 8, 2020. The RFP was distributed to five (5) vendors and posted online at Transit Talent and on CATA’s website.

The following firms submitted proposals:

Gravity Works Design, Michigan	Responsive
Closerlook Search Services d/b/a ZED Digital, Ohio	Responsive
KSM Consulting, Indiana	Responsive
Neumeric Technology Corporation, Ohio	Responsive
Intelliccept Corporation, New Jersey	Responsive
Cyfuture Inc., North Carolina	Responsive
The Horus Group, LLC, Texas	Responsive
Media Genesis, Michigan	Non-Responsive
Computer Consultants International Inc., Washington	Non-Responsive

Two (2) firms, Media Genesis and Computer Consultants International Inc., were marked non-responsive because their proposals were missing required forms.

Following a comprehensive review of proposals, staff selected Gravity Works Design, pursuant to evaluation criteria outlined in the RFP: 1) Technical abilities and experience of key personnel, particularly those assigned to CATA’s account; 2) Ability of the respondent to provide all aspects of the proposal; 3) Price/Cost; 4) Experience of the firm with similar projects/clients; and 5) Completeness and responsiveness of proposal to RFP.

The RFP requested a fixed blended hourly rate. In reviewing pricing for each proposal, rates were provided by year or by allocation of staff. To simplify the pricing structure, the committee split the firms into two (2) categories. The first category comprised three (3) finalists, which were awarded the highest aggregate scores by the committee, prior to factoring in pricing. They included Gravity Works Design, Closerlook Search Services and KSM Consulting. The remaining four (4) firms received the lowest aggregate scores and were awarded the same number of points.

The committee then requested a fixed hourly blended rate from each finalist. The pricing schedule is described below:

1) Gravity Works Design, Michigan—

Total Cost (Annual Year 1)	\$26,400
Hourly Fixed Blended Rate	\$120

2) Closerlook Search Services d/b/a ZED Digital, Ohio—

Project Plan/Schedule Kick off Meeting	\$4,250
Deliverable Task	<u>\$52,500</u>
Total Cost (Annual Year 1)	\$56,750*
Hourly Fixed Blended Rate	\$105

3) KSM Consulting, Indiana—

Project Onboarding	\$15,050
Ongoing Website Maintenance	<u>\$58,800</u>
Total Cost (Annual Year 1)	\$73,850*
Hourly Fixed Blended Rate	\$175

*For the purpose of evaluating cost, Staff calculated an annual cost for proposed services, based on the respondents' pricing structure, as submitted.

Gravity Works Design's proposal met all evaluation criteria, including an extensive list of transit references. Gravity Works' proposal was clear and concise, demonstrating a thorough understanding of our services and its ability to fulfill the scope of work. The firm is well-equipped to handle CATA's website maintenance requests in a timely manner and provided a roster of qualified employees for assignment to CATA. Gravity Works is a reliable organization with sufficient resources to address CATA's website maintenance and development needs at a reasonable cost.

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

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser to execute a contract with Gravity Works Design for website maintenance and development services, to commence April 1, 2021, for a three-year (3-year) term through March 31, 2024, with the option to renew for one (1) additional two-year (2-year) term, not to exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM – PURCHASE OF SUPPORT VEHICLES

In addition to our revenue fleet, CATA uses various types of vehicles including crossovers, minivans and SUVs to support daily operations. Currently, CATA has nine (9) of these vehicles that are beyond their useful life and eligible for replacement. As part of CATA's commitment to sustainability, Staff recommends replacement of these vehicles with hybrid-electric vehicles.

The support vehicles that see some of the most miles in a year are those assigned to our Operations Street Supervisors. These include three (3) 2013 Chevrolet Tahoe models that have eclipsed 100,000 miles. Based on researched availability and funding, hybrid-electrics are readily available to replace them. Estimated costs per unit would allow CATA to purchase up to five (5) such vehicles.

Currently, grant funding is available for alternative fuel vehicles through the Congestion Mitigation, Air Quality (CMAQ) program. The specific grant that would be used has \$156,235.00 available for such a purchase, pending approval of a grant amendment from the Tri-County Regional Planning Commission.

Upon approval by the CATA Board of Directors, a request for quotes (RFQ) would promptly be issued for either a small crossover or minivan-type vehicle with a hybrid powertrain. These vehicles, which are used daily, will greatly contribute to saving fuel while also lowering our carbon footprint. Estimated delivery of these vehicles, based on eligible models, current availability and a smooth procurement process, is Spring 2021.

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

PROPOSED MOTION: That the CATA Board of Directors authorizes the Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the purchase of up to five (5) hybrid-electric support vehicles in an amount not to exceed a total purchase price of \$156,235.00, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM–INFORMATION TECHNOLOGY MAINTENANCE SERVICES UPDATE

CATA utilizes APC (Automated Passenger Counting) provided by InfoDev. To maintain these systems in good working order, we have had a maintenance agreement with InfoDev for these systems. InfoDev is the sole source available for the maintenance of these devices.

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

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser to execute a contract with Infodev Electronic Designers International, to provide maintenance for APC equipment in an amount not to exceed a total price of \$30,000 for both years over the course of two (2) years.

ACTION ITEM – APPOINTMENT TO LOCAL ADVISORY COMMITTEE

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 PA 51, 50% of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the February 2021 LAC meeting, Erin Shannon was unanimously approved for appointment to the LAC for a three-year (3-year) term. Ms. Shannon has resided in the Greater Lansing area for over eight (8) years and works closely with CATA as the Information and Referral Specialist at Disability Network Capital Area (DNCAP). She represents persons with disabilities and is a resident of Meridian Township.

CATA Board approval is sought to approve the appointment of Erin Shannon as a member of the CATA LAC.

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Erin Shannon to a three-year (3-year) term through February 2024.

INFORMATION ITEMS

FEBRUARY 17, 2021

1. DECEMBER RIDERSHIP REPORT
2. DECEMBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JANUARY 2021
4. RECYCLING UPDATE
5. LAC MINUTES FOR DECEMBER 2020
6. DEI TASK FORCE MEETING FEBRUARY 2021

DECEMBER 2020 RIDERSHIP REPORT

<u>Total system rides – December:</u>	<u>196,594</u>
Average weekday system ridership	7,500
Average weekday system ridership change 12/20 to 12/19	-25,200

	<u>12/20 v. 12/19</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Monthly total system ridership	-73.4%	-543,474
Monthly Urban Fixed-Route change	-59.9%	-235,732
Monthly MSU campus ridership change	-99.5%	-224,565
Monthly Spec-Tran ridership change	-46.8%	-12,752
Monthly Total Paratransit ridership change	-51.1%	-18,235

Note: On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used.

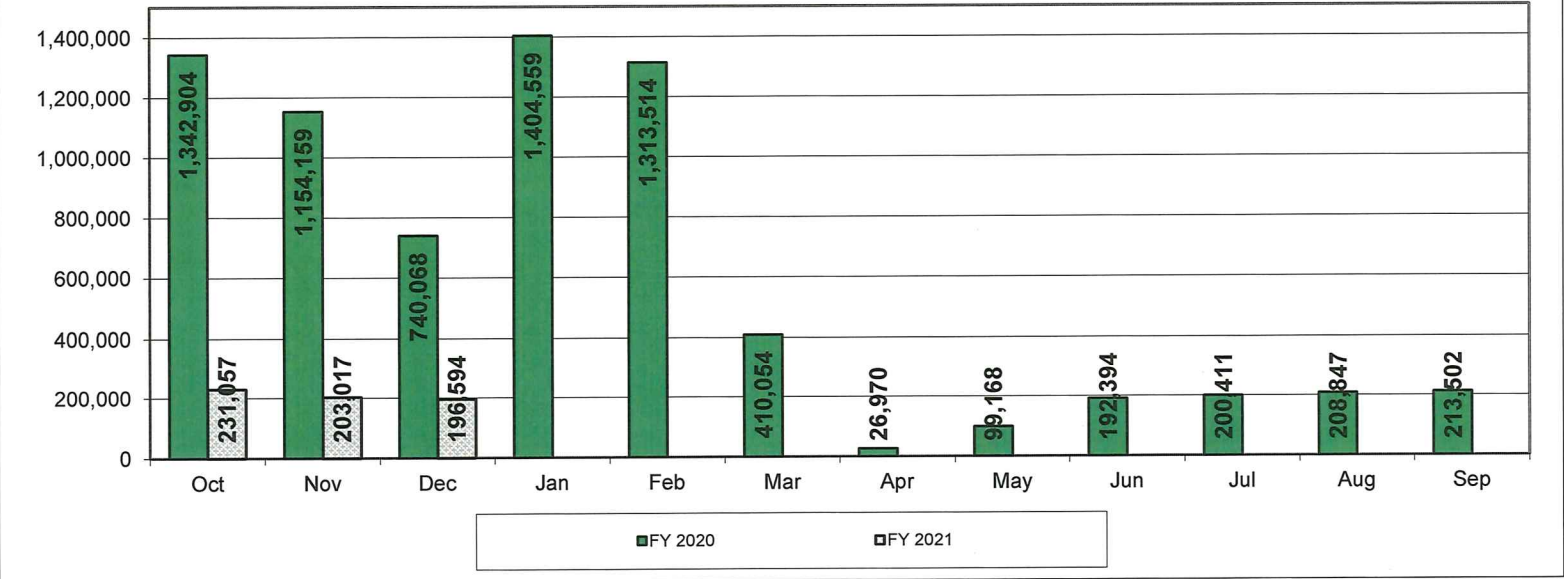
FY 2021 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2021:</u>	<u>630,668</u>
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	<u>FY 2021 vs. FY 2020</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Total system rides change	-80.5%	-2,606,463
Year-to-Date Spec-Tran ridership change	-50.0%	-44,013
Year-to-Date Total Paratransit ridership change	-54.6%	-63,453

Note: CATA began reducing fixed route service on March 18. On March 23, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning May 4. A more robust service began on May 26. On June 15, CATA implemented regular fixed route summer service with the exception of Route 32. Fare free service was in place from March 18 to June 14. Fares were reinstated on June 15. On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used. Ridership substantially impacted by COVID-19 pandemic.

CATA's Monthly Ridership: FY 2020 & FY 2021



INFORMATION ITEM - FUEL PURCHASE FOR JANUARY, 2021

The following lists our prices for diesel fuel for January 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
1/04/2021	\$1.5965
1/11/2021	\$1.6555
1/19/2021	\$1.6940
1/23/2021	\$1.6875

FY 2021 Current average per gallon fuel cost	\$1.66
FY 2021 Budget per gallon fuel cost	\$2.35

CATA Memorandum

To: All CATA Employees
 From: Norm VanAlstine, Facilities Manager
 Date: 2/4/2021
 Sub: Recycling Update / BWL Rebate



Weight and Proceeds

To date we have successfully recycled over **319,000** total pounds of materials for a profit of \$17,674.69. The last time the items were picked up we turned in 4,840 pounds of materials for a profit of \$115.70. 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	\$2,825.72	60,044
2010	CARDBOARD	\$143.40	26,380
2010	WHITE LEDGER	\$2,502.60	62,330
2010	MIXED PAPER	\$151.95	18555
2010	#1 PLASTIC	\$3.10	990
2010	#2 PLASTIC	\$6.20	1300
2010	#3-7 PLASTIC	\$0.00	
2009	WIRE	\$280.00	440
2011	AUTO CAST	\$11,769.80	136,120
2011	ALUMINUM (MISC&IRONY)	\$1,075.00	4290
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	\$2,770.75	4794
2013	E SCRAP	\$191.72	2450
	TOTALS	\$17,674.69	319731

BWL Hometown Energy Savers (Updated 2-4-21)

CATA received rebate checks in the amount of \$8,980.62 from Lansing Board of Water and Light's Hometown Energy Savers Program. Facilities staff has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating and maintenance costs. Total rebates are \$10,042.62.

2021 and the council would like to have a representative from CATA or the LAC to fill the vacancy.

Bradley Funkhouser and Craig Frazier recommended Deb Wiese to be the replacement.

The meetings take place the second Thursday of each month at 1:00 p.m.

Tri-County is also looking for a CATA representative for their Long-Term Care Council. Craig Frazier volunteered to take this position and will serve as the representative from CATA. The Long-Term Care Council meets every third Thursday of each month.

BOARD LIAISON REPORT – Doug Lecato

See attachment.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza

Roger Garza stated that the November Board meeting approved CATA's Safety Plan. CATA has also implemented a safety protocol for all employees and the public which includes the disinfecting of vehicles while in service and once they return at night.

CATA will be testing barriers installed in small buses and mini-vans used by Transdev. Operators will be able to provide feedback. Eventually, all CATA vehicles will have permanent barriers installed.

Lillie Mae Flannery expressed her concern regarding social distancing on the small buses.

Roger Garza stated that all CATA's procedures have been approved by the Ingham County Health Department (ICHHD). He also confirmed that there is a maximum of two (2) people allowed in the mini-vans at a time.

Craig Frazier stated that Tim Sparks was absent from today's meeting due to an issue at Transdev.

Roger Garza noted that CATA's ridership and call volume was on the rise, however; they have since lowered due to an increase in COVID-19 cases.

The Wait Stop Trip Pilot will continue until CATA is back operating at full service.

SERVICE QUALITY COMMITTEE (SQS) – Diana Paiz

CATA Local Advisory Committee

Service Quality Subcommittee

November 4, 2020

3:30 p.m.

Meeting Notes

Present:

LAC members: Kellie Blackwell, George Hanley, Diana Paiz and Chair Deb Wiese

CATA: Bethany Berdes and Craig Frazier

The meeting began recognizing the passing of friend and longtime colleague of the LAC, J. J. Jackson. He often attended the subcommittee meetings; adding helpful and insightful input.

Chair Wiese shared the subcommittee's proposed rules and best-practices for Spec-Tran wait trips.

The group offered suggestions for communicating information, including a Zoom session, new Spec-Tran rider packets, an option on the IVR to display information on the main menu (not the automated menu) and for information to be posted on CATA's website.

Subcommittee Chair Paiz raised the need for CATA to use electronic communication such as email, newsletters, bulletins or texts.

Discussion ensued.

There was an inquiry whether buses or minivans are more suitable for certain trips.

Craig Frazier mentioned that Spec-Tran riders have the ability to request a specific vehicle when booking a trip.

Wait Stop Trip Pilot will continue through December 31, 2020.

Meeting adjourned at 4:30 p.m.

Next SQS meeting will be held on Wednesday, January 6, 2021, at 3:30 p.m.

Chair Wiese suggested that the LAC wait to make a formal motion and continue with the pilot.

Bradley Funkhouser stated that when it is time to bring to the pilot to the Board, the LAC will have his full support.

OLD BUSINESS

None

NEW BUSINESS

Grants Administrator, Ericka Hartigan presented the MDOT Fiscal Year 2022 Application for Public Transit programs. Ms. Hartigan reviewed the following forms associated with the annual application.

- Specialized Services Service Description
- Coordination Plan for Specialized Services
- Vehicle Accessibility Plan Update

MEMBER COMMENTS

None

PUBLIC COMMENTS

Debbie Parrish thanked the LAC Board members for their year of service and prayed that 2021 will be a better year. She stated that as an essential worker, Spec-Tran has always been there for her and agreed with LAC Board member, Lillie Mae Flannery regarding social distancing on smaller buses. Ms. Parrish concluded by wishing everyone a safe New Year.

ADJOURNMENT

Diana Paiz motioned to adjourn and Lillie Mae Flannery supported the motion.

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:04 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Diversity Equity & Inclusion Task Force February 9, 2021 Meeting Summary

Guest Speaker:

Our invited guest speaker was Lori Adams Simon, Manager of Diversity, Equity and Inclusion, and Civil Rights Coordinator at Sparrow Health System. Ms. Simon is also the HR Liaison for Employee Resource Groups.

She is responsible for managing all diversity initiatives with a primary focus on cultural competency training and education, in addition to building and maintaining internal and external partnerships in support of caring for a diverse community. As an integral member of Sparrow's Diversity Team, Ms. Simon spearheaded extensive community outreach initiatives, leading to Sparrow's receipt of the 2016 Diversity Star Award from the Lansing Area Economic Partnership.

Ms. Simon currently serves on the City of Lansing Mayor's Diversity and Inclusion Advisory Council, The Board of Directors for the Michigan Diversity Education Center and Great Lakes Cyber Academy. She is also a consultant for the Lansing Community College Management and Leadership Program Advisory Committee (see attached biography).

Presentation Topic: Employee Resource Groups (ERGs) Creating a Culture of Inclusion (see attached presentation).

Additional Updates:

- **21-Day Equity Challenge** – CATA employees are participating in the Capital Area United Way 21-Day Equity Challenge, which commenced Monday, February 8. The challenge is a self-guided journey that helps participants learn about the history and impacts of racism, and how it's shaped our lived experiences, while providing resources and tools to build racial equity in our work and daily life. It promises to raise awareness, change our understanding and shift the way we behave. The challenge runs through Sunday, February 28. Learn more at <https://www.micauw.org/21-day-equity-challenge>.
- **DEI Task Force Logo** – To help CATA employees recognize messages related to CATA's Diversity Equity & Inclusion efforts, the Task Force will introduce a new logo, which will appear on all DEI communications. A multi-colored CATA word mark depicts diverse individuals coming together as unique parts of the whole of CATA. The absence of punctuation separating the words "diversity," "equity" and "inclusion," emphasizes their indivisibility but balanced and equal importance to CATA.

Respectfully submitted,

Marshea Brown
Chairperson
Diversity Equity & Inclusion Task Force

