

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 16, 2022
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS ON AGENDA ITEMS

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

III. CHAIR'S COMMENTS

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JANUARY 19, 2022, BOARD MEETING

B. APPROVAL OF MINUTES OF JANUARY 19, 2022, BOARD RETREAT

C. APPROVAL OF TREASURER'S REPORT FOR DECEMBER 2021

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

D. SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser, to approve payment by CATA to the City of Lansing Police Department of \$80,000 to ensure a continued police presence and support at the CATA Transportation Center; Board, public and internal meetings; aboard buses; and throughout the system within its jurisdiction year for approximately one (1) year.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

VII. OLD BUSINESS

- Board Retreat Presentations

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

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

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 19, 2022
3:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Secretary/Treasurer
Mark Grebner
Robin Lewis
Jack Schmitt
Doug Lecato
Derek Melot
Phil Deschaine

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 3:00 p.m.

LATE: Jennie Gies

ABSENT: Dusty Fancher, Vice Chair, Dion'trae Hayes and John Prush

ROLL CALL: All present except for Dusty Fancher, Dion'trae Hayes and John Prush who were absent and Jennie Gies who arrived late.

Jennie Gies arrived at 3:02 p.m.

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

PUBLIC COMMENTS:

Deb Parrish expressed her concern about the Union contract and whether split shifts, various routes, mandatory overtime, and seniority run options will be addressed.

CHAIR'S COMMENTS:

Chair Triplett thanked the Board and those in attendance for their patience as we work through COVID-19 and try to conduct these Board meetings in a safe environment.

Chair Triplett stated that CATA was notified earlier in the week that his appointed position as CATA's representative to the Tri-County Regional Planning Commission is about to expire. Chair Triplett requested that the Board approve to reinstate his position.

PROPOSED MOTION: That the CATA Board approve to reinstate Board Chair, Nathan Triplett as CATA’s representative to the Tri-County Regional Planning Commission.

MOTION:

Robin Lewis motioned to reinstate Chair Triplett as CATA’s representative to the Tri-County Regional Planning Commission and Shanna Draheim supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER’S REPORT

COVID-19

Bradley Funkhouser stated that in addition to CATA’s absentees there are about 18-20 employees out from COVID-19. Mr. Funkhouser requested a moment to pause to recognize those in the transit world and all over that have been lost to the virus including the lead mechanic from Kalamazoo Metro Transit here in Michigan.

Ridership

Bradley Funkhouser reported that due to high COVID-19 rates, MSU has been holding classes online and CATA has reduced their service by 60%-70%. Decreased service will continue through Spring Break.

CATA is also working with the Union to reduce service throughout the Lansing area and the bid board will need to be rebid. Mr. Funkhouser mentioned the number of routes that will be affected included Routes 1, 3, 5, 8, 9 and 18. He also stated that while all CATA service will continue, there will be reduction in frequency. This change will take the pressure off the operators and make service more manageable.

Mark Grebner inquired about Route 26 being included.

Bradley Funkhouser replied that Route 26 will also be included.

Bradley Funkhouser thanked Steve Soliz, President of ATU, Local 1039, for his cooperation on the bid board and getting operators back to work and signing up for overtime.

Nova Bus

Bradley Funkhouser recognized Ken Byford and John Obert from Nova Bus. Nova Bus is the New York manufacturing company of CATA’s new buses. Mr. Byford visits CATA about once a week and performs warranty work with our Maintenance Department to ensure that all the Nova buses are running properly.

Ken Byford thanked Mr. Funkhouser for the recognition.

Regional Transit

Bradley Funkhouser reported that in the efforts to improve ride sharing, CATA has been working with Eaton County, Clinton County and the Tri-County Regional Planning Commission to hire a regional mobility manager. To fund this pilot, the regions have all agreed to use CMAQ funds and share the same software which will enable the mobility manager to coordinate and facilitate schedules between all three (3) counties. Mr. Funkhouser expressed his enthusiasm for this pilot and will be updating the Board as new information develops.

Robin Lewis inquired about hiring new operators.

Bradley Funkhouser reported that a new class will start training in early February and be ready to bid on the March bid board.

Doug Lecato inquired whether the County Commissioners from the other counties were involved in the decision to hire a mobility manager.

Bradley Funkhouser confirmed that some of the County Commissioners have a seat on the Tri-County Regional Planning Commission and other transit agencies Boards have been involved with this pilot.

Chair Triplett thanked Ken Byford and John Obert from Nova Bus for their partnership and for attending the January 2022 Board meeting.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF NOVEMBER 17, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER’S REPORT FOR OCTOBER 2021 AND NOVEMBER 2021
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. INSURANCE BROKERAGE AND CONSULTING 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 EPIC Insurance Brokers and Consultants for Insurance Brokerage and Consulting services at a cost not to exceed \$212,370 based on the quoted rates, for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

D. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Ronald Marsh to a three-year term through December 2024.

E. PURCHASE OF UP TO TWELVE (12) SMALL BUSES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from the State of Michigan (MDOT) Small Bus Contract for up to twelve (12) gasoline engine cutaway buses of which there will be six (6) floor plan "A" models and six (6) floor plan "B" models in an amount not to exceed \$1,200,000 of federal and state grant funds and pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. REAL TIME DATA ANALYSIS SERVICE AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Swiftly, Inc. to provide real time data analysis services up to the amount of \$200,000 for the period of January 2022 through December 2022 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. REAL TIME PREDICTION AND ANALYSIS

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 Trapeze Software Group, Inc. for Real Time Prediction and Analysis at a cost not to exceed \$498,491 based on the quoted rates, for a one-year period and an option for four (4) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

H. 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 Report to the Federal Transit Administration.

Derek Melot requested that Action Items F and G be moved to discussion.

MOTION:

Shanna Draheim motioned to approve the Consent Agenda with Action Items F, REAL TIME DATA ANALYSIS SERVICE AGREEMENT and G, REAL TIME PREDICTION AND ANALYSIS moved to discussion and Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS - PROPOSED DISCUSSION AGENDA

A. REAL TIME DATA ANALYSIS SERVICE AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Swiftly, Inc. to provide real time data analysis services up to the amount of \$200,000 for the period of January 2022 through December 2022 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

B. REAL TIME PREDICTION AND ANALYSIS

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 Trapeze Software Group, Inc. for Real Time Prediction and Analysis at a cost not to exceed \$498,491 based on the quoted rates, for a one-year period and an option for four (4) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Derek Melot motioned to approve Discussion Item A, REAL TIME DATA ANALYSIS SERVICE AGREEMENT and Robin Lewis supported the motion.

MOTION:

Jennie Gies motioned to approve Discussion Item B, REAL TIME PREDICTION AND ANALYSIS and Doug Lecato supported the motion.

DISCUSSION:

Derek Melot requested more information on the transition from one vendor to the other and cost.

Bradley Funkhouser explained that in order to make sure there is no lapse in service, it is necessary for CATA to extend its contract with Swiftly for another year. Mr. Funkhouser also stated that there will not be any overlap in payment between the two companies and Trapeze fees are approximately half that of Swiftly.

Derek Melot inquired about the cost for one (1) year.

Dan Goodemoot, Director of IT stated that he does not know the exact cost for one (1) year. The amount listed in the Board packet was based on a five (5) year licensing with Trapeze. Mr. Goodemoot stated that overall, CATA will be paying approximately half of what it is paying now to Swiftly.

Mark Grebner inquired about the service performance and receiving texts.

Dan Goodemoot explained that the service Mr. Grebner is referring to is a separate issue from the real time prediction and analysis.

Jennie Gies stated she also has used the texting service and the responses have been fairly accurate.

Mark Grebner stated that he has had previous issues with finding out information related to Route 18.

Bradley Funkhouser explained that when there are quick changes to service, CATA's bid board has trouble following the real-time data. CATA's IT department has been trying to work through these issues which are part of the "CATA NOW" system. Mr. Funkhouser stated that he expects the next few weeks to be a bit rough as changes are frequently being made but appreciates the Board bringing these issues to his attention.

VOTE (ACTION ITEM A): The motion carried unanimously.

VOTE (ACTION ITEM B): The motion carried unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

None

PUBLIC COMMENTS:

Deb Parrish inquired about the CATA bylaws and the correspondences being on the Board agenda. She also inquired about CATA's absenteeism, split shifts and various changes that have occurred over the past years at CATA.

Nathan Bahn shared a new way for CATA to display their announcements on buses.

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.

MOTION:

A motion was made by Derek Melot and supported by Robin Lewis 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.

DISCUSSION:

Chair Triplett informed the public that they are welcome to stay for the Board Retreat which is a presentation only and there will not be any action items or motions taking place. The Board Retreat will immediately follow the closed session.

ROLL CALL VOTE: The motion was supported by Phil Deschaine, Shanna Draheim, Jennie Gies, Mark Grebner, Doug Lecato, Robin Lewis, Derek Melot, Jack Schmitt and Nathan Triplett.

Dusty Fancher, Dion'trae Hayes and John Prush were absent.

The Executive Session began at 3:43 p.m. and adjourned at 4:01 p.m.

Chair Triplett called the meeting back to order at 4:01 p.m.

RECESS

There was no further business Chair Triplett recessed the Board meeting until 4:10 p.m.

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD RETREAT MEETING

WEDNESDAY, JANUARY 19, 2022
3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:10 p.m. He thanked the Board for their time and the CATA staff for all their hard work in organizing the Board Retreat.

INTRODUCTION:

Bradley T. Funkhouser welcomed everyone and started off the retreat by explaining the purpose of the Board Retreat and a brief overview of the past year and year to come. He then introduced first speaker, Andrew Brieschke, Deputy CEO.

DEPARTMENT TRENDS AND UPDATES:

OPERATIONS: Andrew Brieschke, Deputy CEO, spoke on behalf of the Operations Department and gave an overview of this department including the promotion of three (3) operators to supervisor positions, reintroduction of four-day work week rosters for operators, 12-months of work-grouping and a reduction of overtime by \$1.7 million last year.

PARATRANSIT: Andrew Brieschke, Deputy CEO spoke on behalf of Craig Fraizer, Paratransit Manager. Mr. Brieschke stated that a majority of paratransit employees have been working from home which has worked out quite well for employees and management.

The department has provided 244,818 curb-to-curb rides, 1,960 COVID-19 related rides and 200,634 Spec-Tran (ADA service) rides. CATA's paratransit also partners with the Davies Project to provide medical rides for seriously ill children, pregnant women and their families.

In FY 2022, Operations and Paratransit will expand service by training more new operators, work with the other counties to provide intra-county coordination and continue to work with Transdev to provide exceptional service to clients.

Doug Lecato inquired about the potential to increase paratransit call-in hours.

Andrew Brieschke stated that increasing paratransit call-in hours has been discussed but nothing is definitive at this time.

Robin Lewis inquired about whether CATA is still assisting the Lansing School District with passes and rides for students.

Bradley Funkhouser confirmed that CATA is still assisting the Lansing School District.

Robin Lewis thanked CATA for assisting students in need of transportation.

MAINTENANCE: Dan Hodges, Director of Maintenance gave an overview of his department. He stated that due to COVID-19, 2021 presented many challenges for his department including delays in receiving parts and purchasing new vehicles. The pandemic also made it necessary to install new barriers on all buses and provide daily disinfecting to CATA's fleet. Mr. Hodges reported that each bus contains COVID-19 customer information place cards, decals and signage.

CATA has ordered nine (9) new Nova buses which will be delivered in May 2022.

The Maintenance Department has also worked with the Finance Department to complete a parts room inventory audit and participated in a mock federal triennial review audit with the Planning Department.

Dan Hodges reported that in FY 2022, his department plans on coordinating with OUTFRONT Media for advertising installations.

In addition to CATA receiving nine (9) new Nova buses, he also plans to order up to 14 new ADA accessible vans. The department will also participate in the procurement of up to three (3) large electric buses with CATA's Planning Department.

The Maintenance Department will also work with Human Resources to hire five (5) mechanics and one (1) supervisor.

Jennie Gies inquired about whether CATA offers free masks to riders.

Dan Hodges replied that CATA does not offer free masks, however; each bus contains hand sanitizing stations for riders.

Bradly Funkhouser explained that CATA has not been able to provide free masks to riders due to supply and demand issues.

Jennie Gies inquired about advertising placement on the buses and shelters.

Bradley Funkhouser stated that more details on advertising will be discussed during the Marketing Department's presentation.

Jack Schmitt requested more details on the electric buses.

Bradley Funkhouser stated that more detail on electric buses will be explained during the Planning Department's presentation.

Doug Lecato inquired about the Asset Management Program being included in the FTA Triennial.

Bradley Funkhouser confirmed that the Asset Management Program will be included in the FTA Triennial.

MARKETING: Lolo Robison, Director of Marketing and Customer Experience, gave her overview of the department's projects. Key accomplishments in customer experience include the 2020 Election Day campaign where CATA promoted early voting by supplying ballot boxes and free rides to the polls on Election Day; year-round free rides for veterans; installed Amazon lockers at the CTC and received a \$115,000 grant for human-trafficking awareness and prevention.

CATA's Marketing department continues to create partnerships within the community. In 2021, CATA partnered with the tri-county region to promote the Ride to Your Dose of Hope Campaign; worked with MSU and the MSU Migrant Student Services to include Spanish translations on campus; issued a Capital City Crosstown joint presser with the City of Lansing to promote Route 18; presented CATA guides for MSU and the Lansing School Districts; donated 38 unclaimed bicycles to Peckham's ROOTS Employment Resource Program; and 121 phones and tablets to 911 Cell Phone Bank.

In FY 2022, the Marketing Department and Customer Experience has many goals and will continue to give the community the most up-to-date rider information on detours and route changes. They will also provide social services at the CTC and improve public participation opportunities. The departments will continue to develop their partnerships with MSU and LSD, recruit new operators and promote CATA's internal DEI meetings every month.

Doug Lecato inquired about whether the reduction in service will create a loss in revenue for the advertising campaign.

Lolo Robison stated that CATA will keep track of details and inform the Board if there are any changes to the revenue.

Jenie Gies inquired about the CTC social service data that Bradley T. Funkhouser, Chief Executive Officer presented at the last Lansing City Council meeting.

Lolo Robison stated that at the moment, she does not have that information, however; she elaborated on some of the social service opportunities available at the CTC.

Bradley Funkhouser presented the CTC social service statistics that Lolo Robison had written for the Lansing City Council Meeting.

Shanna Draheim thanked CATA for their work with the community in providing social services at the CTC.

HUMAN RESOURCES: Marshea Brown, Director of Human Resources started with the year in review. Ms. Brown stated her departments key accomplishments included increase wages to both the ATU and the Administrative Staff. They also created new incentives for hiring more operators and held two (2) job fairs.

To protect employees and their families against COVID- 19, the HR department was able to host three (3) vaccination clinics and received over 260 participants.

In FY 2022, the HR department will update CATA's Administrative Employee Guidebook, complete a diversity survey and training for all employees and set up a lactation station for nursing mothers.

Doug Lecato inquired whether the lactation pods will be at the CTC and Tranter location.

Marshea Brown stated that at this time there will only be one (1) lactation pod at CATA's Tranter location.

INFORMATION TECHNOLOGY: Dan Goodemoot, Director of IT outlined his department's accomplishments over the past year which included upgrading to FastFare fareboxes, purchasing server/storage upgrades, migrating to Office365 and purchasing MPSCS radio systems.

In FY 2022, the IT department plans to complete upgrading the following: PASS App, two-factor identification, Transit Master, Zonar, server/storage, the bus AVL system and MPSCS. They also plan on installing cameras on buses and having contactless payment options for riders.

Jack Schmidt requested that Mr. Goodemoot define Zonar.

Dan Goodemoot stated that Zonar is used to perform pre-trip inspections on buses.

Jennie Gies expressed her enthusiasm for contactless payment being offered to riders.

Dan Goodemoot confirmed that his department is looking at different ways to offer contactless payment to riders.

Doug Lecato inquired whether the cameras on the buses will be able to identify banned riders with facial recognition.

Bradley Funkhouser stated that it will take a lot of high technology for facial recognition to be installed. Mr. Funkhouser explained that the goal is to keep riders safe. CATA has had conversations with the Union on installing cameras with video recording capabilities, yet it will take some time before they are installed on buses.

Dan Goodemoot echoed Mr. Funkhouser's remarks.

Robin Lewis expressed her enthusiasm for the new MPSCS radio systems that CATA will be using. She also commended CATA on all the improvements they have been making to better serve the community.

Dan Goodemoot thanked Ms. Lewis for her appreciation.

Jennie Gies stated that having cameras on buses presents two (2) issues, ridership privacy and mistaken identity.

Phil Deschaine stated that he is happy to see the PASS App being upgraded.

PLANNING & DEVELOPEMENT: Matt Oudsema, Director of Planning discussed his department's past years projects including new route development, downtown facility grant, bus stop shelters, electric vehicles and automated vehicles.

Matt Oudsema also commented on the Planning Departments many partnerships within the community. These partnerships have allowed residents to be included in the creative process making each bus shelter unique and personalized to their neighborhood.

Mr. Oudsema reported that in FY 2021 CATA provided nearly 3 million fixed-route rides which is a 60% decrease from FY 2020 and Paratransit provided approximately 240,000 rides which was a 26% decrease from FY 2020. He then provided various charts to compare how the pandemic has affected CATA's ridership over the last few

years along with the Planning Department's projected increase in ridership in FY 2022.

Chair Triplett noted that, having lost quorum at 5:06 p.m., the next two departments will be presented at the February Board meeting.

PUBLIC COMMENTS:

There were no public comments.

ADJOURNMENT:

Chair Triplett adjourned at 5:06 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, 2021**

	December Actual	December Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	% Annual Budget Revenues/Expense
<i>% of Fiscal Year Completed</i> 25%										
REVENUES										
Farebox	\$ 154,776	\$ 141,250	\$ 13,526	9.6%	\$ 540,697	\$ 423,750	\$ 116,947	27.6%	\$ 1,695,000	31.9%
Contracted Services	\$ (48,519)	\$ 326,250	\$ (374,769)	-114.9%	\$ 993,523	\$ 978,750	\$ 14,773	1.5%	\$ 3,915,000	25.4%
Property Tax	\$ 1,804,486	\$ 1,975,626	\$ (171,140)	-8.7%	\$ 2,635,039	\$ 5,926,877	\$ (3,291,838)	-55.5%	\$ 23,707,509	11.1%
State Revenue	\$ 1,382,087	\$ 1,428,333	\$ (46,246)	-3.2%	\$ 4,186,611	\$ 4,285,000	\$ (98,389)	-2.3%	\$ 17,140,000	24.4%
Federal Revenue	\$ 3,791,128	\$ 723,333	\$ 3,067,795	424.1%	\$ 4,071,128	\$ 2,170,000	\$ 1,901,128	87.6%	\$ 8,680,000	46.9%
Other Revenue	\$ 52,080	\$ 49,167	\$ 2,913	5.9%	\$ 59,702	\$ 147,500	\$ (87,798)	-59.5%	\$ 590,000	10.1%
TOTAL REVENUES	\$ 7,136,038	\$ 4,643,959	\$ 2,492,079	53.7%	\$ 12,486,700	\$ 13,931,877	\$ (1,445,177)	-10.4%	\$ 55,727,509	22.4%
EXPENSES										
Labor	\$ 2,132,633	\$ 1,821,000	\$ (311,633)	-17.1%	\$ 5,380,654	\$ 5,463,000	\$ 82,346	1.5%	\$ 21,852,000	24.6%
Fringe Benefits	\$ 1,188,809	\$ 1,105,475	\$ (83,334)	-7.5%	\$ 2,979,462	\$ 3,316,425	\$ 336,963	10.2%	\$ 13,265,700	22.5%
Services	\$ 350,230	\$ 313,650	\$ (36,580)	-11.7%	\$ 1,053,479	\$ 940,950	\$ (112,529)	-12.0%	\$ 3,763,800	28.0%
Materials & Supplies	\$ 438,692	\$ 361,100	\$ (77,592)	-21.5%	\$ 1,201,317	\$ 1,083,300	\$ (118,017)	-10.9%	\$ 4,333,200	27.7%
Utilities	\$ 79,465	\$ 72,517	\$ (6,948)	-9.6%	\$ 219,925	\$ 217,550	\$ (2,375)	-1.1%	\$ 870,200	25.3%
Casualty & Liability	\$ 103,972	\$ 86,667	\$ (17,305)	-20.0%	\$ 282,323	\$ 260,000	\$ (22,323)	-8.6%	\$ 1,040,000	27.1%
Purch. Transportation	\$ 585,000	\$ 742,250	\$ 157,250	21.2%	\$ 1,720,920	\$ 2,226,750	\$ 505,830	22.7%	\$ 8,907,000	19.3%
Miscellaneous	\$ 33,636	\$ 93,625	\$ 59,989	64.1%	\$ 160,304	\$ 280,875	\$ 120,571	42.9%	\$ 1,123,500	14.3%
Depreciation	\$ 231	\$ -	\$ (231)	0.0%	\$ 694	\$ -	\$ (694)	0.0%	\$ -	0.0%
TOTAL EXPENSES	4,912,668	4,596,283	(316,385)	-6.9%	12,999,078	13,788,850	789,772	5.7%	\$ 55,155,400	23.6%
NET INCOME (LOSS)	\$ 2,223,370	\$ 47,676	\$ 2,175,694		\$ (512,378)	\$ 143,027	\$ (655,405)		\$ 572,109	

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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12/01/2021 - 12/31/2021

Cash Balance - 12/01/2021	\$ 3,037,631
Disbursements	\$ (12,843,534)
Receipts	\$ 12,255,501
Adjustments	\$ -
Cash Balance - 12/31/2021	\$ 2,449,598

Disbursements:

Cash Disbursements Register	\$ (5,688,898)
Payroll	\$ (2,733,720)
Healthcare (BlueCross Blue Shield)	\$ (402,598)
Transfers To the ASU Claims Account	\$ (18,318)
Transfers To the Investment Account	\$ (4,000,000)
Total Cash Disbursements	\$ (12,843,534)

Receipts:

Cash Receipt Register	\$ 10,255,501
Transfers From the Investment Account	2,000,000
Total Cash Receipts	\$ 12,255,501

Adjustments:

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

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

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12/01/2021 - 12/31/2021

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,449,598	9.66%
FIFTH THIRD BANK - ASU Claims Account	28,202	0.11%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	22,886,714	90.23%
TOTAL	\$ 25,364,514	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 726
OTHER BANKS	-
TOTAL	\$ 726

Monthly Average Rate of Return	0.0029%
Annual Average Rate of Return	0.034%

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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12/01/2021 - 12/31/2021

Market Value at the Beginning of the Period - 11/01/2021 \$ 22,909,902

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 23,279	
Accrued Interest Paid	(20,913)	
Administrative Expenditures	(1,640)	
Total Net Income/Loss & Expenditures		726
<u>Realized Gains or (Loss) From Sales</u>		(5,791)
<u>Market Appreciation</u>		
End of Period	\$ (149,082)	
Beginning of Period	114,455	
Unrealized Gain/(Loss) from Market Appreciation		(34,627)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (44,282)	
Current Accrued Income (+)	60,786	
Net Change from Accrued Income		16,504

Market Value at the End of the Period - 11/30/2021 \$22,886,714

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 – SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE

Public safety and policing throughout CATA’s system is of utmost importance.

In December 2011, CATA entered into a partnership with Lansing Police Department (LPD) for the provision of a highly visible police presence at the CATA Transportation Center in downtown Lansing and, periodically, aboard buses. The total annual cost of this service at the time was \$40,000, which allowed for approximately 800 hours of coverage per year. While LPD’s presence at the downtown CTC and aboard buses significantly improved public safety, it wasn’t until November 2019 when CATA increased the LPD expense line item to \$68,000 to account for annual officer wage increases, which allowed for 1,216.7 dedicated hours of coverage.

In subsequent years, CATA expanded LPD’s coverage to include key boarding points within the City of Lansing, primarily inner-city bus stops and transfer hubs within marginalized communities – where the most vulnerable members of our population regularly seek shelter and are exposed to inclement weather, assault, prostitution, drug- and human-trafficking, among other activities. Additionally, CATA expanded its public-safety efforts in the fall of 2021 to include its monthly Board meetings and a limited number of employee disciplinary/termination meetings.

Over the years, LPD officers and executives have worked diligently with Staff to respond to the evolving public safety and law-enforcement needs of our employees, leadership, riders and those whose lives intersect with CATA’s services. Today, the number and nature of incidents that occur at the downtown CTC, aboard buses, at public and private public meetings, and throughout the City of Lansing footprint justify a continued police presence and support. It is important to note that, in recent years, LPD has adopted a kinder, more compassionate and empathetic social services approach to the policing of our properties, which aligns with CATA’s mission, vision, values and strategic objectives.

Staff hereby recommends the continuation of CATA’s partnership with LPD at the FY 2022 Board-approved budgeted amount of \$75,000, plus an additional \$5,000 per year to include police coverage at Board, public and internal meetings, for a total annual cost of \$80,000.

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 payment by CATA to the City of Lansing Police Department of \$80,000 to ensure a continued police presence and support at the CATA Transportation Center; Board, public and internal meetings; aboard buses; and throughout the system within its jurisdiction year for approximately one (1) year.

INFORMATION ITEMS

FEBRUARY 16, 2022

1. DECEMBER RIDERSHIP REPORT
2. DECEMBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JANUARY 2022
4. DEI TASK FORCE UPDATE FOR JANUARY 2022
5. LAC MINUTES FOR DECEMBER 2021

DECEMBER 2021 RIDERSHIP REPORT

<u>Total system rides – December:</u>	<u>428,302</u>
Average weekday system ridership	16,600
Average weekday system ridership change 12/21 to 12/20	+9,050

	<u>12/21 v. 12/20</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+117.9%	+231,708
Monthly Urban Fixed-Route change	+47.3%	+74,815
Monthly MSU campus ridership change	+11488.6%	+121,435
Monthly Spec-Tran ridership change	+31.1%	+4,516
Monthly Total Paratransit ridership change	+41.6%	+7,253

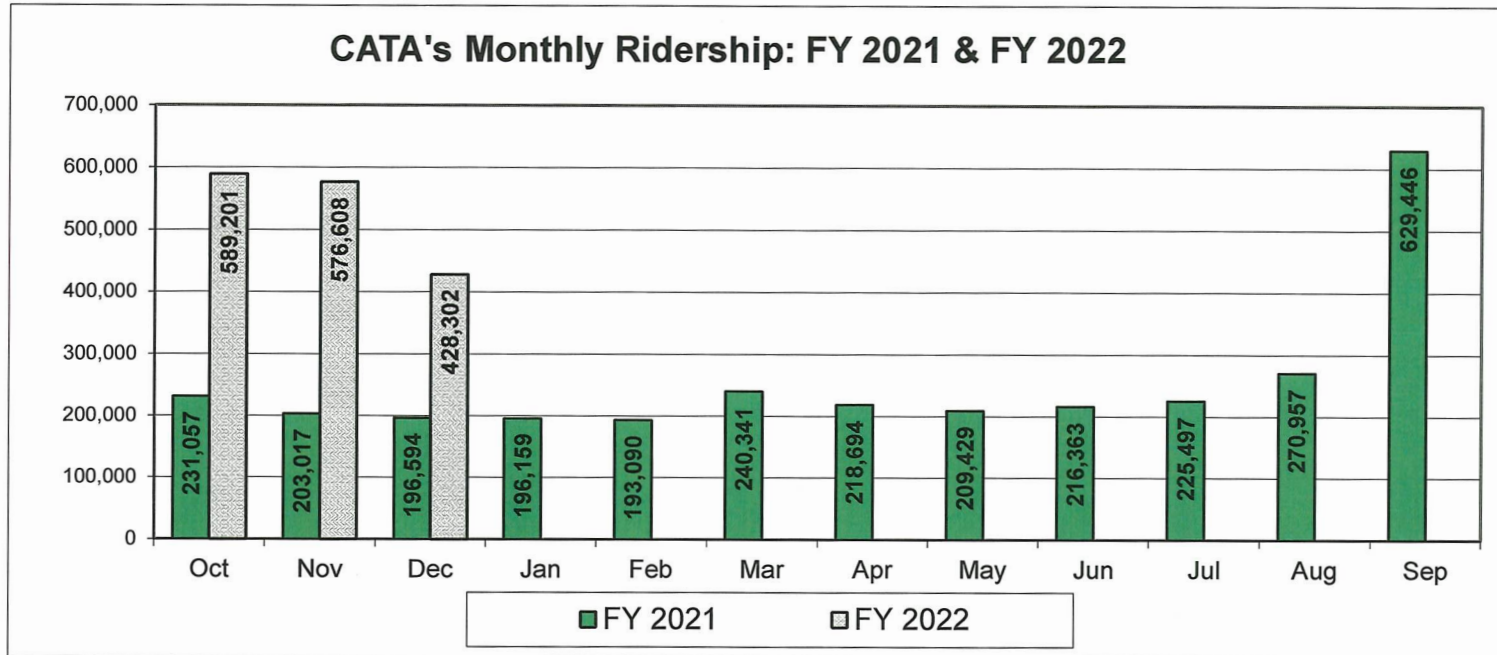
Note: Reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. On August 30, 2021, CATA resumed full service on the MSU campus. Ridership has been substantially impacted by COVID-19 pandemic.

FY 2022 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2022:</u>	<u>1,594,111</u>
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	<u>FY 2022 vs. FY 2021</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Total system rides change	+152.8%	+963,443
Year-to-Date Spec-Tran ridership change	+33.5%	+14,731
Year-to-Date Total Paratransit ridership change	+44.8%	+23,569

Note: Reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. On August 30, 2021, CATA resumed full service on the MSU campus. Ridership has been substantially impacted by COVID-19 pandemic.



INFORMATION ITEM - FUEL PURCHASE FOR JANUARY 2022

The following lists our prices for diesel fuel for January 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
01/06/2022	\$2.5105
01/14/2022	\$2.5535
01/20/2022	\$2.5930
01/29/2022	\$2.7050
FY 2022 Current average per gallon fuel cost	\$2.59
FY 2022 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
January 17, 2022**

Guest Speaker:

Bradley T. Funkhouser, Chief Executive Officer was the guest speaker. He stated his appreciation for the work that the Task Force has done since its inception and over the last year.

Mr. Funkhouser shared that he has been an avid coin collector since childhood – a hobby that was introduced to him by his grandfather. This year, the U.S. Mint’s American Women Quarters will feature five distinguished American women from diverse occupational fields on 2022-minted quarters, including Maya Angelou, a celebrated writer, performer and social activist; Dr. Sally Ride, a physicist, astronaut, educator and the first American woman in space; Wilma Mankiller, the first female principal chief of the Cherokee Nation; Nina Otero-Warren, a leader in New Mexico’s suffrage movement and the first female superintendent of Santa Fe public schools; and Anna May Wong, the first Chinese American film star in Hollywood. The first quarter to be minted and distributed will be Maya Angelou. Mr. Funkhouser shared his favorite quote by Ms. Angelou: *“When someone shows you who they are, believe them the first time.”* Ms. Angelou challenged all of us to pass her words of wisdom along.

Mr. Funkhouser encouraged the group to join him in a fun and inspiring pocket-change challenge: “When you find a Maya Angelou quarter among the change in your pocket, she will be coming to you with her words of wisdom. Take the quarter, do some research and find another person to pass it along to who can honor her. Ask, ‘Do you know what Maya and her poetry meant to this country?’”

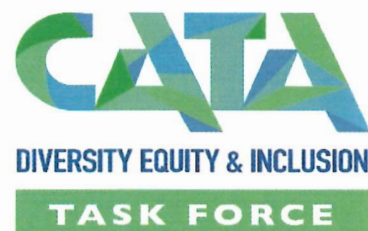
CATA will continue to honor all five individuals featured on the American Women Quarters in the same way. As we look at our daily lives and respond to Mr. Funkhouser’s challenge, we are invited to share our stories with him throughout the year as to how a Maya Angelou quarter came to them, how they passed it on, and honored her and others featured on these special quarters.

In closing, Co-Chair Brown thanked Mr. Funkhouser for his presentation.

Respectfully submitted,

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

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



LOCAL ADVISORY COMMITTEE
MEETING via ZOOM

WEDNESDAY, DECEMBER 1, 2021; 3:30 P.M.

MEMBERS PRESENT: Deb Wiese, Chair
Kellie Blackwell, Vice-Chair
Lillie Mae Flannery
George Hanley
Geneva Smith
Janeile Cannon
Erin Shannon
Diana Paiz

MEMBERS NOT PRESENT:

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Bradley Funkhouser, Craig Frazier, Bethany Berdes, Roger Garza, Ericka Hartigan and Dan Goodemoot.

GUESTS: Nancy Lohr and Tim Sparks (Transdev)

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:31 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF DECEMBER AGENDA

MOTION:

A motion to approve the December 2021 Agenda was moved by Janeile Cannon and supported by George Hanley.

DISCUSSION:

Chair Wiese adjusted the December 2021 Agenda to include The National Federation of the Blind (NFB) Resolution Discussion in the SQS Report.

VOTE:

Motion passed unanimously.

APPROVAL OF OCTOBER MINUTES

MOTION:

A motion to approve the October 2021 minutes was moved by George Hanley and supported by Lillie Mae Flannery.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS:

Chair Wiese reported that CATA's attorney has confirmed that the LAC meetings are a non-governmental, advisory entity, and have no legal obligation to have public comment, therefore; this meeting will be the last time for public comment being included in the Agenda.

BOARD LIAISON REPORT – Doug Lecato

See attachment for October and November 2021 notes.

George Hanley inquired about the state-wide radio system and the connection to the tri-county ridership plan.

Bradley Funkhouser stated that the state-wide radio system will allow CATA to connect with Eaton and Clinton Counties and bring CATA closer to regional and state-wide communication.

CATA CEO REPORT – Bradley Funkhouser

Downtown CTC

Bradley Funkhouser reported that CATA's partnership with Advent House is a program that was created to help serve the marginalized population in our community. He also stated that CATA set aside money in the budget to hire a full-time police officer and a full-time social worker to help those in need find the necessary resources at the CTC.

Bradley Funkhouser noted that CATA has applied for approximately \$14 million in funds to help acquire a large building adjacent to the CTC. This new building will bring the LAC and CATA Board meetings downtown and make it easier for residents to attend in person. The plan is to have a location that can be used for various services, such as social services on the ground floor to provide medical and daycare needs and the above floors for public housing. Mr. Funkhouser shared that this is just one of many future projects that CATA is working on that will help expand CATA's service.

COVID-19

Due to the current COVID-19 variant, CATA will continue to follow the Ingham County Health Department's protocols for public safety.

Emergency Operations Center (EOC)

Bradley Funkhouser stated that CATA has implemented the Emergency Operations Center (EOC) protocols to respond to and transport individuals away from dangerous situations that may occur. Mr. Funkhouser reported due to the 2nd Amendment, registered gun owners have the right to bear arms and open carry. He also stated that although, all CATA facilities have cameras in place, CATA's buses do not yet have cameras onboard. All fixed route buses have plexiglass barriers for additional protection, but they are not bullet proof. In the event of a shooting, Mr. Funkhouser confirmed that CATA is equipped to mobilize or evacuate large groups of people in a short period of time.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza
COVID-19

Roger Garza reported that while CATA and Transdev continue to provide free rides for COVID-19 vaccines and tests, it has been 16 weeks since the Ingham County Health Department (ICHHD) has contacted CATA to transport COVID-19 individuals to quarantine locations.

CATA and Transdev have provided 96 round trips to 108 individuals and 1,683 round trips to 1,958 individuals for COVID-19 vaccinations or tests.

Operator Update

Roger Garza stated that on October 25, 2021, there were three (3) full-time bus drivers that were promoted to supervisory positions. He also stated that three (3) new bus operators successfully completed their training and obtained their CDLs. Mr. Garza noted that currently, CATA has 252 operators which is about 10% below 2019/2020 staffing levels. He would like to see CATA reach 270 operators in order to meet all service demands.

Paratransit

Craig Frazier reported that even though CATA's Paratransit has been operating at limited capacity, ridership has been at its highest since March 2020. He also stated that late rides continue to be an issue yet he has been diligently working through these issues one client at a time.

Craig Frazier shared a story where CATA immediately responded to a 911 call and transported two (2) local citizens home safely after their vehicle caught on fire at Cristo Rey Community Center.

Craig Frazier stated that CATA will be returning to operator training this summer 2022. He also noted that Transdev has hired six (6) new operators but are still down about 20%. They will continue to bring in new operators for training in hopes of moving up to more comfortable service levels.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell

No meeting notes as Kellie Blackwell had to leave the meeting early.

- Next meeting scheduled for January 5, 2022

OLD BUSINESS:

- PASS app – Dan Goodemoot

Dan Goodemoot reported that the PASS app for mobile devices is in the testing phase. He also stated that this past Monday, CATA began testing the application internally and are now ready for LAC members to begin using the app. Mr. Goodemoot noted that once he receives feedback, CATA will move over to scheduling real trips.

NEW BUSINESS:

Ericka Hartigan, Grants Manager at CATA

- LAC approval needed for the following:
 - o Specialized Services Description -MDOT
 - o Coordination Plan for Specialized Services-MDOT
 - o Vehicle Accessibility Plan Update

Ericka Hartigan requested a motion for Specialized Services Description, Coordination Plan for Specialized Services and Vehicle Accessibility Plan Update.

MOTION:

A motion to move was made by George Hanley and supported by Lillie Mae Flannery.

VOTE:

Motion passed unanimously.

Membership Application – Ronald Marsh

MOTION:

A motion to approve Ronald Marsh’s application was moved by George Hanley and supported by Janeile Cannon.

VOTE:

Motion passed unanimously. Mr. Marsh’s application will be presented to the CATA Board for approval.

MEMBER ANNOUNCEMENTS:

Diana Paiz expressed her frustration over public comments being restricted and removed from the LAC meetings.

Chair Wiese clarified that the LAC meetings are not restricting comments and that public comment was initially meant to be announcements.

PUBLIC COMMENTS:

None

ADJOURNMENT

MOTION:

A motion to adjourn was made by Kellie Blackwell and supported by Lillie Mae Flannery.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:55 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese