

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 15, 2023  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

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

- Presentation from the Director of Information and Technology, Dan Goodemoot on the MyRide CATA App

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JANUARY 2023, BOARD MEETING

B. APPROVAL OF MINUTES OF JANUARY 2023, BOARD RETREAT

C. TREASURER'S REPORT FOR DECEMBER 2022

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

D. APPOINTMENT TO LOCAL ADVISORY APPOINTMENT

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Darrin Fowler to a three-year term through February 2026.

E. CONTRACT FOR HEATING, VENTILATION, AND AIR CONDITIONING  
PREVENTATIVE MAINTENANCE AND SERVICE

**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 John E. Green Company, Michigan to provide Preventative Maintenance and Service for HVAC systems at an estimated cost of \$457,724, based on the quoted rates, for a five (5) year term as the Board Chair and Chief Executive Officer deem necessary.

F. PURCHASE OF UP TO FOUR (4) 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 four (4) cutaway buses in an amount not to exceed \$625,000 of federal and state grant funds and pending successful completion of necessary Buy America Audits on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

X. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 18, 2023  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Vice Chair  
Doug Lecato  
Jennie Gies

Derek Melot  
Phil Deschaine  
Jack Schmitt  
Terrance Augustine

**CALL TO ORDER:**

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

**ROLL CALL:** Terrance Augustine, Phil Deschaine, Dusty Fancher, Jennie Gies, Doug Lecato, Derek Melot, Jack Schmitt, and Nathan Triplett were all present.

**ABSENT:** Maggie Sanders

**LATE:** Shanna Draheim, Mark Grebner and John Prush

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

Chair Triplett deferred to Phil Deschaine to introduce his guest.

Phil Deschaine introduced Phyllis Vaughn and explained that Ms. Vaughn is an avid CATA rider who assists Meridian Township in offering their services to the community.

**PUBLIC COMMENTS:**

Deb Parrish wished everyone a Happy New Year and suggested that CATA have a New Year's resolution where they see through the eyes of the riders and operators. She also commented on Transdev's 93% on-time performance rating and believes that the high rating is partly due to Transdev having a sub-contractor. Ms. Parrish hopes that with Transdev's new contract, they will be able to handle their current issues.

**CHAIR'S COMMENTS:**

Chair Triplett welcomed Ms. Vaughn. He then expressed his anticipation for the Board Retreat's presentations and deferred to Mr. Funkhouser for his CEO report.

## **CHIEF EXECUTIVE OFFICER'S REPORT**

Bradley Funkhouser also welcomed Ms. Vaughn.

### **Job Fair**

Bradley Funkhouser announced that CATA will host two (2) job fairs tomorrow, January 19<sup>th</sup>. Representatives from Transdev will be on-site recruiting at both job fairs which will take place at the same time in two (2) different locations. EATRAN's job fair will take place at the Lansing Mall and CATA's job fair will be at the Lansing Center.

Mark Grebner arrived at 4:05 p.m.

### **EATRAN**

Bradley Funkhouser reported that EATRAN has released an RFP for a consultant. The consultant will assist EATRAN in a six-month study to reveal areas where EATRAN can grow and better meet the needs of their riders and the community they serve.

### **Executive Staff Meeting**

Bradley Funkhouser stated that last month, CATA's Executive Staff met at the Lansing Center to share their vision for CATA's future. Mr. Funkhouser stated that the meeting went very well and Board members will be able to see the results during the following Board Retreat.

## **ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF DECEMBER 21, 2022, BOARD MEETING
- B. TREASURER'S REPORT FOR NOVEMBER 2022
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

### **MOTION:**

Jennie Gies motioned to approve the Consent Agenda and Phil Deschaine supported the motion.

**VOTE:** The motion carried unanimously.

## **ACTION ITEM - DISCUSSION AGENDA**

None

## **OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

Deb Wiese reported that on January 9, CATA implemented the Wait-Stop Program which allows Spec-Tran riders to schedule a trip with a brief stop in between. Ms. Wiese explained that CATA and the LAC have been working on this project for the last two and one-half years. She further noted that the few transit agencies that have a Wait-Stop Program require additional fees on top of the regular fare. CATA and the LAC were able to do something groundbreaking and Ms. Wiese and the LAC are very proud of this project.

Shanna Draheim and John Prush arrived at 4:11 p.m.

Deb Parrish expressed her interest in the Board Retreat presentations. She also complimented Mr. Funkhouser on his picture on CATA's Facebook. Ms. Parrish stated that she speaks for those who are unable to speak. She also commented on the operators that CATA has lost over the last couple years and expressed her appreciation for the service that Transdev provides.

**ADJOURNMENT**

**MOTION:**

Derek Melot motioned to adjourn the meeting and Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

Chair Triplett adjourned the meeting at 4:13 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD RETREAT MEETING

WEDNESDAY, JANUARY 18, 2023  
LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

**CALL TO ORDER:**

Chair Triplett called the meeting to order at 4:16 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 Funkhouser welcomed everyone and started off the retreat by explaining the purpose of the Board Retreat is to give a brief overview of the past year and year to come. He then introduced first speaker, Todd Brooks, Director of Operations.

**DEPARTMENT TRENDS AND UPDATES:**

**OPERATIONS & PARATRANSIT:** Todd Brooks, Director of Operations, gave an overview of his staff including the hiring of an Operations Manager and the promotion of two (2) CATA operators to supervisors. In 2022, CATA hired and trained six (6) new operator classes and the current operator headcount is 235 (full-time-204; part-time-31), with Transdev included, CATA has 317 operators.

Todd Brooks also presented data on how the pandemic effected service over the past couple years including fixed-routes and Paratransit.

Some of the department's key accomplishments for 2022 included assisting the Lansing School District with transportation for their students, providing shuttle service for Route 8 during construction, and providing tripper buses throughout CATA's system when needed. Mr. Brooks continued his report by acknowledging CATA's community partnerships including MSU, East Lansing's Art Festival, Tri-County Office on Aging, Capital Area Disability Network, the Davies Project, Lansing for a Lifetime Committee, and parade participation within the surrounding areas.

Todd Brooks further shared the goals for 2023 including re-establishing quarterly training meetings, complete AVERT training for all Operations' employees, update CATA Work Rules and continue to work with Transdev to provide outstanding service to CATA's riders.

**MAINTENANCE:** Dan Hodges, Director of Maintenance, gave an overview of his department including the hiring of four (4) supervisors, one (1) mechanic and four (4) utility employees. He stated that CATA received seven (7) new, 40-foot and two (2) 60-foot Nova buses, 16 new ADA Chrysler minivans and ordered 12 new, 25-foot

ADA cutaway buses. The department also participated in discussions with Planning and Grants to fund the purchase of a large electric bus and completed and successfully passed Maintenance's FTA Triennial Review.

Goals for 2023 will include continuing to update CATA's fleet and educating and developing the Maintenance Department.

Doug Lecato inquired about vehicles purchased, but not yet in service.

Dan Hodges stated that CATA is in the final stages of completing the Buy America Audits and then they will be able to fulfill the ADA minivan order.

Jennie Gies inquired about the number of CATA buses and minivans that still need to be ordered.

Dan Hodges stated that his department is a little behind on CATA's Transit Asset Management plan, yet he believes that as long as the delivery process stays on track, CATA will soon be able to fully update the fleet and get caught up with the TAM plan.

Phil Deschaine inquired about the number of supervisors that were hired internally.

Dan Hodges stated that one (1) supervisor was hired from within.

Doug Lecato inquired whether there are any penalties for being behind on updating the buses that have reached their life expectancy and whether there is any concern for not being able to have replacements.

Dan Hodges stated that the Transit Asset Management (TAM) plan provides guidance and reduces costs. He also reported that the delay in buying new buses was due to the increase in price. Mr. Hodges further noted that he doesn't have any concerns from a safety point.

Shanna Draheim inquired about the TAM plan timeline for updating.

Dan Hodges stated that the TAM plan occurs every year and more details will be covered in the Planning Department's presentation.

**MARKETING:** Lolo Robison, Director of Marketing and Customer Experience, gave her overview of the department's projects including the promotion of CATA's 50<sup>th</sup> Anniversary year-round celebration and revamping CATA's Community Report. She also reported that Customer Experience initiated training for all operators and frontline employees on Title VI and provided de-escalating techniques. They also reviewed the Ban Book as well as CATA's customer complaint documentation and resolution process. Ms. Robison continued by acknowledging CATA's community partnerships including the Human Trafficking Awareness & Prevention Campaign, Community Connect "Coat Drive", Operation Santa, Lansing School District and Refugee Development Center, Migrant Student Workers, and Lansing Regional Chamber of Commerce's DEI Executive Roundtable.

Goals in 2023 for the Marketing Department will be to review Board Policy No. 205 regarding advertising on CATA properties, examine CATA and EATRAN regional rebranding and activate a DEI Strategic Plan and Task Force subcommittee. Goals for Customer Experience include the Listening Bus which will launch in late January, obtain CXR certification through the Institute of America, review Artificial Intelligence (AI) ChatGPT in order to improve communication to riders, introduce Pop up Art in Transit, and introduce GLCVB Certified Tourist Ambassadors for CXRs.

Doug Lecato inquired about the ridership survey and how it compares to past ratings.

Lolo Robison stated that the survey results were a couple points higher than in the past and the demographics were pretty consistent from the last survey done in 2015.

Derek Melot inquired about CATA's generated advertising revenue.

Lolo Robison reported that CATA's generated advertising revenue is approximately \$67,000. She also noted that CATA's initial minimum annual guaranteed revenue was \$300,000 which was adjusted to \$215,000 due to articulated buses not operating during the summer and holiday breaks. Outfront will continue to monitor in service vehicles and adjust our minimum annual guarantee accordingly.

Jack Schmitt requested more details on the AI ChatGPT.

Lolo Robison stated that the AI ChatGPT will help CXR's improve communication with riders.

Shanna Draheim commented on CATA's 50<sup>th</sup> Anniversary logo. She also inquired about future plans with CATA's logo and the possibility of rebranding.

Lolo Robison stated that CATA is still using the 50<sup>th</sup> Anniversary logo for now since we don't have anything else at the moment. She also stated that CATA is currently working on a regional logo.

Shanna Draheim inquired about a timeline for transitioning to a regional logo.

Lolo Robison reported that she will connect with the Board in April with more details.

John Prush stated that he thought the promotion of CATA's 50<sup>th</sup> Anniversary was just the right amount of celebration.

**HUMAN RESOURCES:** Marshea Brown, Director of Human Resources, started with the year in review. The Human Resources Department hosted four (4) job fairs, administered wage increases, implemented signing bonuses associated with the ATU contract ratification, and acquired a new employee benefits broker. Future goals for the department include updating the Administrative Guidebook and vacation policy for Administrative Staff and acquire a Learning Management System (LMS). Ms. Brown further noted that in addition to the DEI survey that was previously mentioned by Ms. Robison, a campaign will be created to promote employee participation.

Phil Deschaine inquired about CATA's efforts to boost employee morale and whether Ms. Brown can share any data.

Marshea Brown stated that she doesn't have any data related to the activities that CATA has used to boost employee morale, yet she explained that she has seen the positive results through employee engagement.

Jennie Gies thanked the DEI Task Force and expressed her appreciation for the DEI's success. She also commented on the lack of operator involvement and wondered whether the scheduled times had an effect on attendance.

Marshea Brown stated that since the Union contract was ratified, she has had one (1) operator attend. She also stated that the DEI meetings are scheduled at various times of the day to accommodate schedules.

Jennie Geis requested more details on the Learning Management System (LMS).

Marshea Brown explained that the LMS will enable employees to log in at any time to continue and/or complete their training. The system will save CATA both time and money.

Terrance Augustine inquired about the number of employees hired from the job fairs.

Marshea Brown stated that about 100 employees were hired from the job fairs.

Doug Lecato inquired about the tools that the DEI has used to measure what is needed.

Marshea Brown stated that the best tool is having employee engagement. The DEI survey will also help in figuring out CATA's strengths and weaknesses.

Doug Lecato inquired about who will be included in the DEI survey.

Marshea Brown stated that the DEI survey will include all employees.

**FACILITIES:** Andrew Brieschke, Deputy CEO, reported on some of the improvements made by Facilities including converting CATA's storage areas lighting to LED, replacing the rooftop HVAC units, continuing improvements to CATA's bus stops, and expanding the bus shelter program. Facilities also upgraded CATA's security by converting the camera system and expanding the number of card access doors. Some upcoming projects include continuing to improve bus stops, additional security upgrades, electric bus charging infrastructure, and new air compressors for the Maintenance Department.

Shanna Draheim inquired about the bus stop improvements.

Andrew Brieschke stated that Facilities has been working with local businesses to ensure that nearby shelters fit with their needs and wants.

Derek Melot inquired on the percentage of stops on CATA's five (5) busiest routes that have shelters or benches and the percentage of stops on all CATA routes that have shelters or benches.

Andrew Brieschke stated that he doesn't have the current percentages, but he will get back to Mr. Melot with his requested data.

Mark Grebner inquired about the status of CATA's Board Room.

Andrew Brieschke stated that CATA's Board Room serves as a meeting place for vendors and staff.

Jennie Gies thanked Facilities for their hard work and expressed her appreciation for the shelter at Frandor.

Andrew Brieschke stated that it is very important for Facilities to make sure the shelters are clean and accessible.

Phil Deschaine inquired about the number of electric buses CATA will have.

Andrew Brieschke replied that it will depend on the infrastructure plan. CATA will be procuring as many as three (3) 40-foot buses this year.

Jennie Gies inquired about the Board being notified before any electric buses are put into service.

Andrew Brieschke replied that the Board will be notified before any of the electric buses are put into service.

**INFORMATION TECHNOLOGY:** Dan Goodemoot, Director of IT, outlined his department's accomplishments over the past year which included the upgrades for Zonar, MyRide CATA App, and Transit Master server and hardware upgrade. Mr. Goodemoot explained that the hardware on the bus is the brain of the bus and it was aging and needed to be replaced. On October 31, 2022, the IT Department started to update CATA's fleet and replace the hardware. The conversion took three (3) weeks to complete.

Dan Goodemoot further reported on some future projects for his department including upgrading CATA's network, completing two-factor identification, MPSCS migration, contactless payment, and cameras on buses to ensure the safety of operators and the public.

Shanna Draheim requested more details on contactless payment.

Dan Goodemoot replied that CATA is looking at offering various options for contactless payment including a phone app, QR code, student IDs and CATA cards.

Shanna Draheim requested further explanation on the MyRide CATA App.

Dan Goodemoot explained that the MyRide CATA App is for Spec-Tran riders. The app provides Spec-Tran riders with the ability to schedule and/or cancel rides. It also has tracking capabilities through Google.

Shanna Draheim inquired whether the app screens riders to make sure they qualify for ADA.

Dan Goodemoot replied that the riders create a profile on the MyRide CATA App and CATA screens all the riders to make sure they are ADA certified.

Derek Melot inquired whether CATA could have a contactless payment station at their bus stops.

Dan Goodemoot explained that the biggest challenge with having a contactless payment station at a bus stop is having power. Running lines for power is very costly and it's more economical and efficient for CATA to have mobile apps and/or pre-paid cards.

Doug Lecato inquired whether Zonar can identify and report bus issues back to the Maintenance Department.

Dan Goodemoot explained that Zonar is used for pre-trip inspections only.

Dan Hodges, Director of Maintenance, confirmed Dan Goodemoot's remarks.

Jennie Gies inquired about the number of people that use the MyRide CATA App.

Dan Goodemoot stated that he has not tracked the number of users on the MyRide CATA App.

Jennie Gies commented on Transit Master and reported that she has noticed a difference since it was upgraded and inquired about the time delay in notifications.

Doug Goodemoot replied that the delay time is approximately 45 seconds.

Jennie Gies expressed her appreciation for Transit Master. She also inquired about the cameras on buses and shared her concern for privacy.

Dan Goodemoot stated that CATA's priority is safety first while also not invading someone's privacy. He also stated there will be a policy in place before implementing technology.

Chair Triplett shared that he also has some concerns for cameras being installed on buses with respect to protecting privacy.

Phil Deschaine inquired about the scope for the MyRide CATA App.

Dan Goodemoot stated that it is his understanding that the intent for the MyRide CATA App was to include only Spec-Tran and possibly Redi-Ride in the future but not fixed-routes.

Phil Deschaine inquired whether Redi-Ride will be included in the MyRide CATA App.

Dan Goodemoot stated that he will need to explore other features in the MyRide CATA App in order to branch out into other services.

Shanna Draheim inquired whether the Transit app allows riders to text.

Dan Goodemoot explained that Transit Master is responsible for offering real time data to the Transit app and the "CATA Now" function allows riders to text but not the Transit app.

Bradley Funkhouser elaborated on the difficulties and challenges related to the implementation of these services. He also shared that the Union has been invited to discuss any issues weekly. Mr. Funkhouser noted that CATA is taking a cautious approach to technical progress.

**PLANNING:** Matt Oudsema, Senior Manager, Data Analytics, provided data comparing ridership including fixed-route and paratransit from the last couple years. He also shared the department's accomplishments including having a perfect Triennial Review with zero (0) deficiencies in 23 areas and updating CATA's TAM plan which must be updated every four (4) years. Mr. Oudsema further commented on the grants that CATA was awarded such as a grant for regional transit service for cross-boundary transportation and Enhance Lansing Equity via Creative Transportation Solutions (ELECTS) which will pilot a fund for microtransit. The Planning Department also worked with Lansing Schools, EATRAN and Clinton Transit, McLaren Greater Lansing, LCC West and Route 12 and MSU.

Mark Grebner inquired about Route 12 to LCC.

Matt Oudsema stated that CATA wanted to be consistent and provide year-round service.

Doug Lecato commended CATA on receiving zero (0) deficiencies in the FTA Triennial Review. He also inquired what steps CATA took in preparing for the Triennial.

Matt Oudsema explained that CATA collaborated with other transit agencies to share ideas and information. He also recognized Andrew Brieschke and Ericka Hartigan for their contributions in the Triennial.

Brad Funkhouser shared that during the MPTA Conference over the summer, Kelly Brookins mentioned that only three (3) agencies in the state received a perfect Triennial. Mr. Funkhouser stated that CATA obtained a consultant to help with the Triennial and it took a lot of time and resources to prepare.

Kai Christiansen, Service Planning and Scheduling Manager, reported on the year ahead and the major projects that CATA will be working on. In 2023, the Planning Department will focus on expanding regionalism, service improvements, microtransit, electric vehicles, bus stop shelters, and research for a downtown facility.

Dusty Fancher expressed her excitement over CATA having a new location downtown. She also requested looking into having daycare for employees.

Mark Grebner inquired about the facility only having administrative staff.

Kai Christiansen stated that CATA is only looking at locations right now. More details to come.

Mark Grebner recommended finding a property that has room to expand.

Shanna Draheim recognized the pros and cons with having separate locations. She also mentioned the many possibilities with having a downtown location including partnering with local businesses and having a mobility hub. Ms. Draheim further noted that she looks forward to having future discussions about this project.

Kai Christiansen stated that CATA is looking at having a mobility hub that would have four (4) shelters on all four (4) sides of the street. This would be a nontraditional stop and provide easier transfers for riders.

Dusty Fancher left the Retreat at 5:49 p.m.

Jennie Gies stated that she was excited to hear more on microtransit.

Jack Schmitt inquired about the differences between microtransit and Redi-Ride.

Kai Christiansen stated that microtransit is similar to Redi-Ride, yet microtransit is more of an on-demand service and eliminates the four (4) hour call ahead requirement.

Doug Lecato inquired about the number of shelters that CATA plans to replace or add.

Kai Christiansen stated that approximately 165 shelters will be either replaced or added.

Jennie Gies inquired about the type of vehicles that will be used for microtransit and whether they will be ADA compliant.

Kai Christiansen explained that the vehicles will all be ADA compliant and most likely will be vans.

Jennie Gies inquired about microtransit usership.

Kai Christiansen stated that microtransit will serve the general public.

Doug Lecato inquired about the service area for microtransit.

Kai Christiansen explained that microtransit will fill in the gaps within a demographic area.

**FINANCIAL PLANNING/PROJECTIONS:** Jim Frenedt, Director of Finance reported on the department's accomplishments including the implementation of a new Accounting and Financial Management System (Sage Intacct) and nearing the completion of CATA's annual financial audit. He recognized Pat Lemon, Acting Financial Compliance Manager, who has been the driving force behind the implementation of Intacct and its success. Mr. Frenedt also shared CATA's historical financial performance data and CATA's projected revenue and expenses for the year ahead. Revenue assumptions included property taxes to increase by 1 percent to 2.5 percent, state operating revenues to increase by 2 percent, other federal and state revenues to increase by 2.5 percent, farebox and contract revenue to slightly improve, and investment income should be better as interest rates increase. Expense assumptions include salaries and wages, fringe benefits, and fuel expenses. Mr. Frenedt further noted that CATA will be adding approximately \$1.4 million to its bottom-line budget.

Terrance Augustine left at 6:00 p.m.

Mark Grebner left at 6:02 p.m.

Jim Frenedt stated that CATA's stimulus dollars will likely be depleted by the end of 2025.

Shanna Draheim suggested that the public be updated on CATA's expenditures and grants that are awarded and used in the future.

Jim Frenedt stated that the operator and maintenance employee wages have been paid through the CARES Act grant, including their recent increases.

Doug Lecato inquired whether Plante Moran assisted CATA with Mr. Frenedt's data.

Jim Frenedt stated all the data was compiled by the Finance Department and Plante Moran was not involved.

Doug Lecato inquired whether Sage Intacct is fulfilling all of CATA's needs.

Jim Frenedt confirmed that Sage Intacct is proving to be very efficient especially with grants and sending required information to the federal government.

Doug Lecato wondered whether Sage Intacct was linked to the farebox.

Jim Frenedt replied that Sage Intacct has provided better reporting regarding, but it is not linked to the fareboxes.

Doug Lecato also inquired about the decrease in property taxes that Mr. Frenedt predicted.

Jim Frenedt explained that his prediction was anecdotal based on his friend's mortgage business that has declined due to the lack of mortgages being processed.

Doug Lecato commended Pat Lemon for his work on the Sage Intacct project.

Bradley Funkhouser summarized Mr. Frendt's finance report by stating that the difference from last year's budget to this year's budget is approximately a 3% increase, for a total of approximately \$64.3 million. Mr. Funkhouser commended Mr. Frendt and the Finance Department for their work in managing CATA's budget.

Chair Triplett asked for any more questions from Board members.

**DISCUSSION:**

Jack Schmitt inquired whether the Board should be worried about CATA's financials after the stimulus money is depleted and whether the Finance Department has any accounting tools for assessing the future.

Jim Frendt stated that his budget is based on information that he is currently aware of and without future insight on potential new funding sources. He also stated that the Finance Department will keep a close watch and try to stretch funds for as long as possible.

Bradley Funkhouser explained that financially, CATA is in a much better cash position than other transit agencies. Mr. Funkhouser also stated that he is very optimistic that more funds will be available for transit in the years to come.

Chair Triplett explained that Mr. Frendt's data reflects a normal life-cycle for transit agencies and they are not intended to generate a profit.

Phil Deschaine commended CATA staff on an excellent Board Retreat. He also suggested that the meeting take place in the morning rather than later in the afternoon.

Chair Triplett explained that the Board Retreat is scheduled on a regular cycle; however, there will be time blocked off in the spring where Board members will have more time to speak about visioning for the agency.

Jennie Gies stated that she is proud to be on the CATA Board. She also commended CATA staff on their presentations.

**PUBLIC COMMENT:**

None

**CLOSING REMARKS:**

Bradley Funkhouser noted that the Board had earlier agreed to keep the same format for the Board Retreat. The meeting information was also posted for the public. Mr. Funkhouser explained that there will be another meeting scheduled in the spring. He

also commended his staff and believes that they are the best group of individuals to achieve CATA's goals for FY 2023. Mr. Funkhouser further thanked the operators, maintenance employees, customer experience representatives and all staff for their dedication and believes that CATA's best days are still to come.

Chair Triplett echoed Mr. Funkhouser's remarks. He also recognized the tasks and hard work that went into the Board Retreat's presentations.

**ADJOURNMENT:**

Chair Triplett adjourned at 6:28 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending December 30, 2022**

	December Actual	December Budget	Variance	% Variance	FY 2023 Actual YTD	FY 2023 Budget YTD	Variance	% Variance	FY 2023 BUDGET	% of Fiscal Year Completed <u>25%</u> % Annual Budget Revenues/Expense
<b>REVENUES</b>										
Farebox	\$ 184,895	\$ 156,262	\$ 28,633	18.3%	\$ 726,425	\$ 463,747	\$ 262,678	56.6%	\$ 1,839,864	39.5%
Contracted Services	\$ 374,111	\$ 330,086	\$ 44,025	13.3%	\$ 1,190,340	\$ 979,610	\$ 210,730	21.5%	\$ 3,886,496	30.6%
Property Tax	\$ 3,069,291	\$ 2,077,680	\$ 991,611	47.7%	\$ 3,908,012	\$ 6,166,016	\$ ( 2,258,004 )	-36.6%	\$ 24,463,000	16.0%
State Revenue	\$ 1,363,682	\$ 1,361,146	\$ 2,536	0.2%	\$ 4,081,255	\$ 4,039,530	\$ 41,725	1.0%	\$ 16,026,396	25.5%
Federal Revenue	\$ 3,514,807	\$ 1,163,221	\$ 2,351,586	202.2%	\$ 3,791,572	\$ 3,452,141	\$ 339,431	9.8%	\$ 13,695,996	27.7%
Other Revenue	\$ 302,087	\$ 41,057	\$ 261,030	635.8%	\$ 266,659	\$ 121,845	\$ 144,814	118.9%	\$ 483,405	55.2%
<b>TOTAL REVENUES</b>	<b>\$ 8,808,873</b>	<b>\$ 5,129,452</b>	<b>\$ 3,679,421</b>	<b>71.7%</b>	<b>\$ 13,964,263</b>	<b>\$ 15,222,889</b>	<b>\$ ( 1,258,626 )</b>	<b>-8.3%</b>	<b>\$ 60,395,157</b>	<b>23.1%</b>
<b>EXPENSES</b>										
Labor	\$ 1,704,347	\$ 2,090,384	\$ 386,037	18.5%	\$ 5,316,554	\$ 6,203,719	\$ 887,165	14.3%	\$ 24,612,582	21.6%
Fringe Benefits	\$ 952,527	\$ 1,363,984	\$ 411,457	30.2%	\$ 3,205,224	\$ 4,047,954	\$ 842,730	20.8%	\$ 16,059,818	20.0%
Services	\$ 349,932	\$ 368,594	\$ 18,662	5.1%	\$ 1,015,902	\$ 1,093,893	\$ 77,991	7.1%	\$ 4,339,900	23.4%
Materials & Supplies	\$ 429,425	\$ 414,129	\$ ( 15,296 )	-3.7%	\$ 1,321,995	\$ 1,229,027	\$ ( 92,968 )	-7.6%	\$ 4,876,031	27.1%
Utilities	\$ 100,608	\$ 78,793	\$ ( 21,815 )	-27.7%	\$ 176,174	\$ 233,836	\$ 57,662	24.7%	\$ 927,720	19.0%
Casualty & Liability	\$ 93,698	\$ 90,707	\$ ( 2,991 )	-3.3%	\$ 293,648	\$ 269,195	\$ ( 24,453 )	-9.1%	\$ 1,068,000	27.5%
Purch. Transportation	\$ 715,158	\$ 764,383	\$ 49,225	6.4%	\$ 1,957,393	\$ 2,268,493	\$ 311,100	13.7%	\$ 9,000,000	21.7%
Miscellaneous	\$ 128,277	\$ 102,345	\$ ( 25,932 )	-25.3%	\$ 440,840	\$ 303,732	\$ ( 137,108 )	-45.1%	\$ 1,205,024	36.6%
<b>TOTAL EXPENSES</b>	<b>4,473,972</b>	<b>5,273,319</b>	<b>799,347</b>	<b>15.2%</b>	<b>13,727,730</b>	<b>15,649,849</b>	<b>1,922,119</b>	<b>12.3%</b>	<b>\$ 62,089,075</b>	<b>22.1%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 4,334,901</b>	<b>\$ ( 143,867 )</b>	<b>\$ 4,478,768</b>		<b>\$ 236,533</b>	<b>\$ ( 426,960 )</b>	<b>\$ 663,493</b>		<b>\$ ( 1,693,918 )</b>	

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

**12/01/2022 - 12/31/2022**

<b>Cash Balance - 12/01/2022</b>	<b>\$ 867,492</b>
Disbursements	\$ (6,497,780)
Receipts	\$ 9,544,399
Adjustments	\$ -
<b>Cash Balance - 12/31/2022</b>	<b>\$ 3,914,111</b>

**Disbursements:**

Cash Disbursements Register	\$ (3,719,807)
Payroll	\$ (2,481,221)
Healthcare (BlueCross Blue Shield)	\$ (287,793)
Transfers To the ASU Claims Account	\$ (8,959)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b>\$ (6,497,780)</b>

**Receipts:**

Cash Receipt Register	\$ 8,544,399
Transfers From the Investment Account	1,000,000
<b>Total Cash Receipts</b>	<b>\$ 9,544,399</b>

**Adjustments:**

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

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

(Page 3 of 4)

**12/01/2022 - 12/31/2022**

<b>CASH &amp; INVESTMENT BALANCES</b>	<b>PORTFOLIO BALANCE</b>	<b>% OF TOTAL</b>
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	3,914,111	17.75%
FIFTH THIRD BANK - ASU Claims Account	38,671	0.18%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>18,094,842</u>	82.07%
<b>TOTAL</b>	<b><u>\$ 22,047,624</u></b>	<b>100.00%</b>

<b>INTEREST EARNED</b>	<b>INTEREST</b>
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 17,214
OTHER BANKS	<u>-</u>
<b>TOTAL</b>	<b><u>\$ 17,214</u></b>

<b>Monthly Average Rate of Return</b>	0.0781%
<b>Annual Average Rate of Return</b>	0.937%

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)

**12/01/2022 - 12/31/2022**

<b>Market Value at the Beginning of the Period - 12/01/2022</b>		\$ 20,066,619
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		(2,000,000)
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 19,528	
Accrued Interest Paid	(520)	
Administrative Expenditures	(1,794)	
<b>Total Net Income/Loss &amp; Expenditures</b>		17,214
<b><u>Realized Gains or (Loss) From Sales</u></b>		(107,819)
<b><u>Market Appreciation</u></b>		
End of Period	\$ (902,704)	
Beginning of Period	1,013,427	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		110,723
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (84,380)	
Current Accrued Income (+)	92,485	
<b>Net Change from Accrued Income</b>		8,105
<b>Market Value at the End of the Period - 12/31/2022</b>		<u><u>\$18,094,842</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 – 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 the 1951 Public Act 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 2023 LAC meeting, Darrin Fowler was unanimously approved for appointment to the LAC for a three-year term. Mr. Fowler has resided in the Lansing area for over 20 years, is employed by the Michigan Attorney General's office, and is on the board of the Riverwalk Theatre. He represents persons with disabilities and is a resident of Mason. Mr. Fowler utilizes CATA Rural Services and Spec-Tran.

CATA Board approval is sought to approve the appointment of Darrin Fowler 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 Darrin Fowler to a three-year term through February 2026.

**ACTION ITEM - CONTRACT FOR HEATING, VENTILATION, AND AIR CONDITIONING PREVENTATIVE MAINTENANCE AND SERVICE**

CATA requires preventative maintenance and periodic service on its Heating, Ventilation, and Air Conditioning (HVAC) systems at all three (3) facilities: CATA Transportation Center (CTC); Capital Area Multimodal Gateway and CATA Administrative Offices. The current contract for these services expires April 30, 2023.

On December 1, 2022, CATA issued a Request For Quote (“RFQ”) 2023-550, to solicit quotes for HVAC Preventative Maintenance and Service. The RFQ was distributed to nine (9) vendors, and posted online at Transit Talent, and on CATA’s Website. Quotes were due at 11:00 a.m. on January 3, 2023.

The following five (5) firms submitted quotes on or before the deadline:

John E. Green Company, Michigan	Responsive
Hopkins Mechanical Services LLC, Michigan	Responsive
Limbach Company LLC, Michigan	Responsive
J.E. Johnson Inc., Michigan	Responsive
Lyon Mechanical, Michigan	Non-Responsive

One firm, Lyon Mechanical, was marked non-responsive because their quote was missing a required form.

**John E. Green Company**

Preventative Maintenance					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
4615 Tranter St. Lansing, MI 48910	\$53,155.00	\$54,845.00	\$56,587.00	\$58,380.00	\$60,228.00
420 S. Grand Ave. Lansing, MI 48933	\$10,370.00	\$10,680.00	\$11,000.00	\$11,332.00	\$11,672.00
1240 S. Harrison Rd. East Lansing, MI 48823	\$5,100.00	\$5,253.00	\$5,410.00	\$5,573.00	\$5,740.00
<b>TOTAL YEARLY COST:</b>	\$68,625.00	\$70,778.00	\$72,997.00	\$75,285.00	\$77,640.00

Repair Services					
DESCRIPTION	RATES / CHARGES YEAR 1	RATES / CHARGES YEAR 2	RATES / CHARGES YEAR 3	RATES / CHARGES YEAR 4	RATES / CHARGES YEAR 5
Hourly Rate for Monday - Friday 8 A.M. – 5 P.M. --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$119.00	\$121.94	\$124.88	\$127.82	\$129.21
Annual Estimated Hours During Normal Business Hours	120	120	120	120	120

Hourly Rates Outside of Normal Business Hours --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$168.45	\$172.73	\$177.02	\$181.30	\$183.33
Annual Estimated Hours During Normal Business Hours	20	20	20	20	20
Qty Of Technicians Per Service Call	1	1	1	1	1
<b>TOTAL YEARLY COST:</b>	\$17,649.00	\$18,087.40	\$18,526.00	\$18,964.40	\$19,171.80

Material Costs					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Material Mark-up Percentage					
\$0 - \$999.00	30%	30%	30%	30%	30%
\$1,000 and above	20%	20%	20%	20%	20%

<b>GRAND TOTAL:</b> (A) Five (5) Year Totals + (B) Five (5) Year Totals	<b>\$457,723.60</b>
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**Hopkins Mechanical Services LLC**

Preventative Maintenance					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
4615 Tranter St. Lansing, MI 48910	\$51,500.00	\$54,075.00	\$56,778.00	\$59,616.00	\$62,596.00
420 S. Grand Ave. Lansing, MI 48933	\$11,000.00	\$11,550.00	\$12,128.00	\$12,734.00	\$13,370.00
1240 S. Harrison Rd. East Lansing, MI 48823	\$5,000.00	\$5,250.00	\$5,512.00	\$5,787.00	\$6,076.00
<b>TOTAL YEARLY COST:</b>	\$67,500.00	\$70,875.00	\$74,418.00	\$78,138.00	\$82,042.00

Repair Services					
DESCRIPTION	RATES / CHARGES YEAR 1	RATES / CHARGES YEAR 2	RATES / CHARGES YEAR 3	RATES / CHARGES YEAR 4	RATES / CHARGES YEAR 5
Hourly Rate for Monday - Friday 8 A.M. – 5 P.M. --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$105.00	\$110.00	\$115.00	\$120.00	\$125.00
Annual Estimated Hours During Normal Business Hours	120	120	120	120	120
Hourly Rates Outside of Normal Business Hours --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$157.50	\$165.00	\$172.50	\$180.00	\$187.50
Annual Estimated Hours During Normal Business Hours	20	20	20	20	20
Qty Of Technicians Per Service	1	1	1	1	1

Call					
<b>TOTAL YEARLY COST:</b>	\$15,750.00	\$16,500.00	\$17,250.00	\$18,000.00	\$18,750.00

Material Costs					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Material Mark-up Percentage	28%	28%	28%	28%	28%

<b>GRAND TOTAL:</b> (A) Five (5) Year Totals + (B) Five (5) Year Totals	<b>\$459,223.00</b>
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**Limbach Company LLC**

Preventative Maintenance					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
4615 Tranter St. Lansing, MI 48910	\$115,498.00	\$115,498.00	\$115,498.00	\$115,498.00	\$115,498.00
420 S. Grand Ave. Lansing, MI 48933	\$20,416.00	\$20,416.00	\$20,416.00	\$20,416.00	\$20,416.00
1240 S. Harrison Rd. East Lansing, MI 48823	\$8,910.00	\$8,910.00	\$8,910.00	\$8,910.00	\$8,910.00
<b>TOTAL YEARLY COST:</b>	\$144,824.00	\$144,824.00	\$144,824.00	\$144,824.00	\$144,824.00

Repair Services					
DESCRIPTION	RATES / CHARGES YEAR 1	RATES / CHARGES YEAR 2	RATES / CHARGES YEAR 3	RATES / CHARGES YEAR 4	RATES / CHARGES YEAR 5
Hourly Rate for Monday - Friday 8 A.M. – 5 P.M. --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$125.00	\$127.00	\$129.00	\$131.00	\$133.00
Annual Estimated Hours During Normal Business Hours	120	120	120	120	120
Hourly Rates Outside of Normal Business Hours --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$188.00	\$190.00	\$192.00	\$194.00	\$196.00
Annual Estimated Hours During Normal Business Hours	20	20	20	20	20
Qty Of Technicians Per Service Call	1	1	1	1	1
<b>TOTAL YEARLY COST:</b>	\$18,760.00	\$19,040.00	\$19,320.00	\$19,600.00	\$19,880.00

Material Costs
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DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Material Mark-up Percentage	15%	15%	15%	15%	15%

<b>GRAND TOTAL:</b> (A) Five (5) Year Totals + (B) Five (5) Year Totals)	<b>\$820,720.00</b>
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**J.E. Johnson Inc.**

Preventative Maintenance					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
4615 Tranter St. Lansing, MI 48910	\$188,977.03	\$173,858.37	\$179,074.12	\$184,446.34	\$189,979.73
420 S. Grand Ave. Lansing, MI 48933	\$49,169.51	\$50,644.59	\$52,163.93	\$53,728.85	\$55,340.72
1240 S. Harrison Rd. East Lansing, MI 48823	\$21,805.40	\$22,459.56	\$23,133.35	\$23,827.35	\$24,542.17
<b>TOTAL YEARLY COST:</b>	\$259,951.94	\$246,962.53	\$254,371.40	\$262,002.54	\$269,862.62

Repair Services					
DESCRIPTION	RATES / CHARGES YEAR 1	RATES / CHARGES YEAR 2	RATES / CHARGES YEAR 3	RATES / CHARGES YEAR 4	RATES / CHARGES YEAR 5
Hourly Rate for Monday - Friday 8 A.M. – 5 P.M. --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$150.00	\$150.00	\$155.00	\$155.00	\$160.00
Annual Estimated Hours During Normal Business Hours	120	120	120	120	120
Hourly Rates Outside of Normal Business Hours --Includes Fixed Fee Truck Charges, Fixed Fee Gas Surcharges, Fixed Fee Trip Charge	\$205.00	\$205.00	\$215.00	\$215.00	\$225.00
Annual Estimated Hours During Normal Business Hours	20	20	20	20	20
Qty Of Technicians Per Service Call	1	1	1	1	1
<b>TOTAL YEARLY COST:</b>	\$22,100.00	\$22,100.00	\$22,900.00	\$22,900.00	\$23,700.00

Material Costs					
DESCRIPTION	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Material Mark-up Percentage	35%	35%	35%	35%	35%

<b>GRAND TOTAL:</b> (A) Five (5) Year Totals + (B) Five (5) Year Totals)	<b>\$1,406,851.03</b>
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The lowest price quote was submitted by John E. Green Company and was found to be responsive to the requirements of the RFQ. In addition, John E. Green Company was determined to be a responsible contractor based on past performance, including the current contract.

Staff recommends that the Board adopt the proposed motion set forth below to award the contract for HVAC Preventative Maintenance and Service to John E. Green Company.

Staff will use operating dollars to fund the contract.

**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 John E. Green Company, Michigan to provide Preventative Maintenance and Service for HVAC systems at an estimated cost of \$457,724, based on the quoted rates, for a five (5) year term as the Board Chair and Chief Executive Officer deem necessary.

## **ACTION ITEM – PURCHASE OF UP TO FOUR (4) SMALL BUSES**

The State of Michigan (MDOT), Office of Passenger Transportation currently has a contract with vendors for the procurement of small buses. These buses are built on Ford E-450 chassis and are very similar to what CATA currently uses on Paratransit Services. The procurement complies with Federal Transit Administration (FTA) requirements and is open to all transit agencies in the state as of April 1, 2021, through March 31, 2023.

CATA has experience in purchasing small buses off this contract and we have been pleased with the products. CATA utilizes two (2) different small bus floor plans, known as "A" and "B", for use on directly-operated and contracted (purchased) paratransit services. Floor plan "A" is designated for Spec-Tran service while floor plan "B" has additional fixed seating and is used for all other services including Redi-Rides, Connectors and Rural Service. Floor plan "B" models also include a two-place bike rack.

Due to on-going fleet replacement needs, the availability of additional funding, continued difficulties in procuring vehicles due to supply chain issues and the upcoming expiration date of this contract, Staff recommends a purchase of up to four (4) small buses which would include two (2) floor plan "A" models and two (2) floor plan "B" models. As the options on each floor plan differ slightly, the total pricing for this order shall not exceed the amount of \$625,000 based on pricing set forth by the State of Michigan procurement.

In addition to Board approval, the purchase of these vehicles is also dependent on successful completion of Buy America Audits, as required by the FTA.

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 purchase from the State of Michigan (MDOT) Small Bus Contract for up to four (4) cutaway buses in an amount not to exceed \$625,000 of federal and state grant funds and pending successful completion of necessary Buy America Audits on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**INFORMATION ITEMS**

**FEBRUARY 15, 2023**

1. DECEMBER RIDERSHIP REPORT
2. DECEMBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JANUARY 2023
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR DECEMBER 2022

**DECEMBER 2022 RIDERSHIP REPORT**

<u>Total system rides – December:</u>	<u>512,833</u>
Average weekday system ridership	20,550
Average weekday system ridership change December 2022 to December 2021	+4,000

	<u>December 2022 v. December 2021</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+19.7%	+84,531
Monthly Urban Fixed-Route change	+16.1%	+37,478
Monthly MSU campus ridership change	+31.5%	+38,609
Monthly Spec-Tran ridership change	-3.9%	-733
Monthly Total Paratransit ridership change	-2.2%	-541

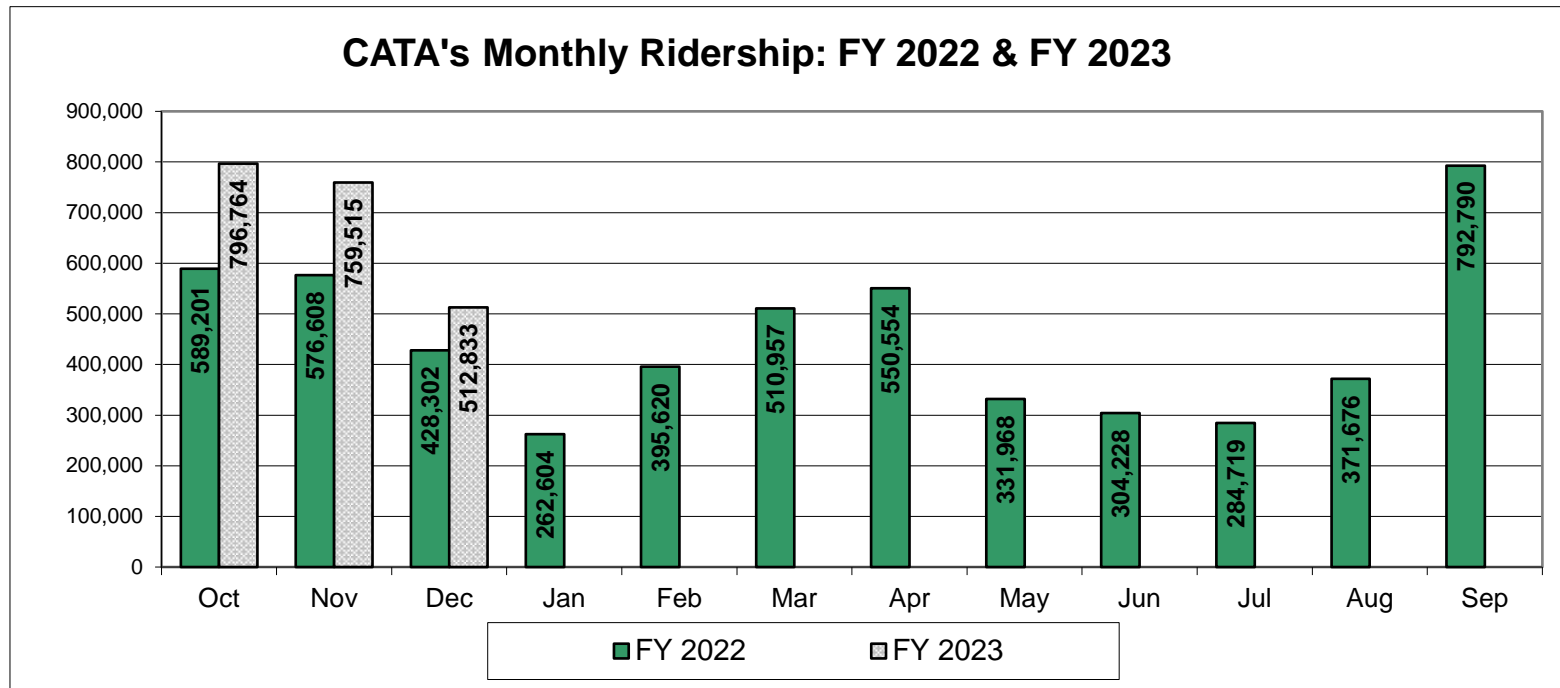
Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are reduced for Fall 2022 compared with Fall 2021. Ridership has been substantially impacted by the COVID-19 pandemic.

**FY 2023 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2023:</u>	<u>2,069,112</u>
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	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+29.8%	+475,001
Year-to-Date Spec-Tran ridership change	-1.0%	-559
Year-to-Date Total Paratransit ridership change	+0.2%	+154

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.



**INFORMATION ITEM - FUEL PURCHASE FOR JANUARY 2023**

The following lists our prices for diesel fuel for January 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
01/03/2023	\$2.9740
01/12/2023	\$3.1120
01/18/2023	\$3.2400
01/24/2023	\$3.5610
01/31/2023	\$3.1230
FY 2023 Current average per gallon fuel cost	\$3.20
FY 2023 Budget per gallon fuel cost	\$2.35

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
January 16, 2023**

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**Dr. Martin Luther King, Jr. Celebration**

The DEI Task Force Committee attended the 38<sup>th</sup> Annual MLK Day of Celebration at the Lansing Center. The keynote speaker was Mr. Fred Gray, a pioneer of the Civil Rights Movement and a native of Montgomery, Alabama. In 1955, he represented Ms. Rosa Parks after she refused to give up her seat on a bus to a white man. At 92 years old, he holds several Bar affiliations and continues to practice law. He specializes in civil rights litigation.

Mr. Gray's life mission has been to "stamp out discrimination," and he has a proven track record of being an instrumental part of the civil rights revolution. His story was heartwarming, sad and extraordinary!

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 7, 2022, 3:30 P.M.

**MEMBERS PRESENT:** Deb Wiese, Chair  
Kellie Blackwell, Vice Chair  
Jeffrey Allshouse  
Ethan Devereaux  
Erin Shannon  
Diana Paiz  
George Hanley

**MEMBERS NOT PRESENT:** Geneva Smith

**CATA BOARD MEMBER:** Doug Lecato

**CATA PERSONNEL:** Bradley Funkhouser, Craig Frazier, Todd Brooks, Ian Carr,  
Ericka Hartigan, Judy Millington, and Renee Sumerix

**TRANSDEV PERSONNEL:** Nancy Lohr

**CALL TO ORDER:**

Chair Wiese called the meeting to order at 3:33 p.m.

**PUBLIC COMMENTS:**

None

**APPROVAL OF DECEMBER AGENDA**

**MOTION:**

A motion to approve the December 2022 Agenda was moved by Kellie Blackwell and supported by Erin Shannon.

**VOTE:**

Motion passed unanimously.

**APPROVAL OF OCTOBER MINUTES**

Chair Weise proposed that Diana Paiz's comment below which was stated in the October 2022 Minutes be amended.

"Diana Paiz also inquired whether the shelter and benches being removed at Frandor could become a Diversity, Equity, and Inclusion (DEI) issue."

Chair Weise proposed that the October 2022 Minutes be amended to reflect Diana Paiz's actual comment below.

Diana Paiz stated that the shelter and benches being removed at Frandor are a Diversity, Equity, and Inclusion (DEI) issue.

**MOTION:**

A motion to approve the amended October 2022 Minutes was moved by Kellie Blackwell and supported by Erin Shannon.

**VOTE:** Motion passed unanimously.

**LAC CHAIR COMMENTS – Deb Wiese**

Chair Wiese welcomed new LAC member Ethan Devereaux. She also stated that she looks forward to hearing Mr. Devereaux’s perspective since he’s a student and a frequent fixed-route rider.

Ethan Devereaux thanked Chair Wiese and the LAC members. He also noted that he is currently enrolled in Environmental Studies and Sustainability and looks forward to sharing his knowledge and ideas.

Chair Wiese wished Ms. Paiz a Happy Birthday.

**BOARD LIAISON REPORT – Doug Lecato**

See attached report.

**CATA CEO REPORT – Bradley Funkhouser**

**Regional Coordination**

Bradley Funkhouser commented on the progress that has been made with MDOT and working on rural services. Mr. Funkhouser explained that EATRAN has undertaken a transit study in Eaton County to help define what is needed to implement regional coordination. The EATRAN Board is expected to approve the transit study next week at their December Board meeting and anticipates the process to be completed within six (6) months.

**ATU Labor Contract**

Bradley Funkhouser reported that the ATU, Local 1039, labor contract has been settled and includes significant wage increases as well as bonuses that are consistent with TheRide in Ann Arbor.

**Technology**

Bradley Funkhouser noted that CATA will be updating their technology to include the installation of cameras on buses and LAC members can expect to see a presentation prior to implementation very soon.

**Bus Shelters**

Bradley Funkhouser stated that CATA has issued a Request For Proposal (RFP) in the excess of \$1 million for new bus shelters.

Chair Wiese requested an update on the Holiday Service Grant and the shelter and benches that were removed from the Frandor location.

Bradley Funkhouser stated that he will be meeting with the owner of Frandor, City Council members and Mayor Schor in hopes of opening the lines of communication and finding a way back to providing full-service. This will include reinstalling the shelter and benches that were removed and speaking with the business owners that were impacted. Ultimately, this is private property and CATA and the owner of Frandor had agreed to wait six (6) months before trying to revisit the situation.

Chair Wiese stated that CATA has the LAC's full support and they will assist in whatever way possible.

Bradley Funkhouser further noted that the homeless situation is a driving concern. CATA was asked to house homeless individuals in the transit centers; however, this is not a solution. CATA will pledge money toward social services and assist where possible.

Bradley Funkhouser also stated that holiday services are not grant funded. They are included in the CATA budget and implementation is entirely a staffing issue. He then deferred to Todd Brooks, Director of Operations, for more details.

Todd Brooks explained that CATA plans to offer holiday services by this coming Easter.

Bradley Funkhouser echoed Mr. Brooks remarks and added that CATA anticipates launching by this spring.

George Hanley inquired about the process.

Bradley Funkhouser explained that CATA will use a planning consultant along with the LAC's input to create a timeline of goals.

Doug Lecato inquired whether Frandor is a DEI issue since it is private property.

Bradley Funkhouser stated that it can be a DEI issue no matter if the property is public or private.

Doug Lecato inquired whether it could be a Title IV issue.

Bradley Funkhouser deferred to Ms. Paiz to confirm whether the situation is a DEI community issue or a Title IV federal issue.

Diana Paiz confirmed that it is a DEI issue and not a Title IV issue.

Diana Paiz also inquired whether the shelter needs to be updated as well as adding or improving wheelchair accessibility.

Bradley Funkhouser replied that the shelter will need to be replaced. CATA will also look at new locations. Mr. Funkhouser noted that there are some challenges to finding new locations which require federal government environmental clearance and deferred to Ericka Hartigan, Grants Manager, for more details.

Ericka Hartigan explained that CATA cannot use grant funds for brand new shelter locations if we do not follow federally-mandated environmental requirements.

Bradley Funkhouser also noted that CATA will need to do further research, investigate desired locations, and review wheelchair accessibility.

George Hanley stated that he will investigate the locations and provide Mr. Funkhouser with the data. He also suggested that CATA and the LAC review the data together in order to find the best accessible locations.

Diana Paiz stated that the CATA holiday card that was emailed out did not read audibly for those that use a screen reader.

Bradley Funkhouser stated that he will have the Marketing Department review the email for the holiday e-card and include more details.

## **DIRECTOR OF OPERATIONS – Todd Brooks**

### **Community Involvement**

Todd Brooks reported that the Operations Staff, including Craig Frazier, attended the “Stuff the Bus” event last Saturday, December 3<sup>rd</sup>. The event was sponsored by the JCI Lansing (Lansing Jaycees) which is part of the Michigan Junior Chamber and Junior Chamber International (JCI). The event was a great success and received numerous donations for Gardner International Magnet School.

Todd Brooks also reported on CATA’s parade participation for this holiday season. Mr. Brooks explained that this year CATA used two (2) vehicles including a 60-foot CATApillar Bus and a Chevy Tahoe LadyBug. Both vehicles were decorated with lights and appeared in Lansing’s Silver Bells parade, Mason’s parade, and Williamston’s parade. They will also participate in the Leslie parade this coming Saturday, December 10<sup>th</sup>.

### **Operations Department’s Staffing**

Todd Brooks reported that there are currently two (2) open positions in the Operations Department. One of the positions will be filled with Josh Price, a previous operator. Mr. Brooks noted that Mr. Price will be a great addition to our team.

### **Operator Bidding**

Todd Brooks reported that the upcoming bid begins on December 19<sup>th</sup> and it will include drivers from the most recent operator’s class. Mr. Brooks further noted that the next bid will begin on January 9<sup>th</sup>.

## **PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier**

### **Ridership**

Craig Frazier reported that paratransit ridership is at 1,100 per day and Spec-Tran rides and call volumes are between 800-900 per day which is similar to data collected pre-pandemic.

### **Fleet**

Craig Frazier additionally stated that CATA has ordered new buses and vans.

Chair Wiese inquired about whether the Wait-Stop parameters have been posted.

Craig Frazier replied that the parameters for the Wait-Stop were posted at 11:00 a.m. today.

Chair Wiese inquired about the next steps before the Wait-Stop program is launched on January 9, 2023

Craig Frazier stated that more training will take place before execution.

Craig Frazier also reported that on Christmas Eve and New Year's Eve, all rides will have a cut-off time of 6:15 p.m. and vehicles must be returned to the garage by 7:00 p.m.

Jeffrey Allshouse applauded on the timely service from both Transdev and paratransit.

George Hanley applauded CATA's customer service and requested Transdev's contact information for Grand Rapids.

Nancy Lohr responded that she would email the contact information to Mr. Hanley.

## **SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell**

See attached report.

### **OLD BUSINESS:**

None

### **NEW BUSINESS:**

#### **Annual Grant Application**

- Specialized Services Service Description (Ericka Hartigan)
- Coordination Plan for Specialized Services (Ericka Hartigan)
- Vehicle Accessibility Plan Update (Ericka Hartigan)

Chair Wiese shared the grant application and requested that Ms. Hartigan please provide information on the annual process and forms for new attendees.

Ericka Hartigan explained that CATA receives support from MDOT and each year, CATA applies for matched dollars on the application. As part of the application process, it is necessary for the LAC to be involved and their approval is required in order to move forward. The three (3) forms have been provided to the LAC for review.

Chair Wiese confirmed that she has received the forms and they could be read but had some issues with screen reader accessibility; Chair Wiese further noted that the answer to the Vehicle Accessibility Plan, question number three, was not visible.

Ericka Hartigan stated that the answer to question number three is “no.” The agency has not made any changes to the number of vehicles and remains at 108 vehicles.

Chair Wiese noted that she is the LAC liaison to the Office on Aging.

Ericka Hartigan stated that she will update forms to indicate that Chair Wiese is the LAC liaison to the Office of Aging.

**MOTION:**

Chair Wiese moved that the LAC recommends approval for the specialized Service Grant Application forms that would include the Coordination Plan, the grant application, and the Vehicle Accessibility Plan.

Jeffrey Allshouse seconded the motion.

**VOTE:**

Motion passed unanimously.

**MEMBER COMMENTS/ANNOUNCEMENTS:**

Diana Paiz discussed the accessibility of the documentation under the Annual Grant agenda item and that this issue has arisen many times before. Chair Wiese deferred the issue to the next SQS Meeting.

George Hanley reported on two (2) studies that are currently underway at MSU. One study uses autonomous vehicles to assist in picking up and transporting persons with disabilities. They are looking for two (2) more people to survey and at least twenty more people to be able to run through simulations. Mr. Hanley stated that he has flyers for those that would like more information.

**PUBLIC COMMENT:**

Bradley Funkhouser stated that he is working on establishing an advisory committee for EATRAN. He expressed his appreciation for the LAC and their ability to accomplish goals and solve problems. Mr. Funkhouser requested any recommendations that the LAC may have for members in the Delta area.

Chair Wiese stated that Ms. Blackwell works for the Disability Rights Coalition and Ms. Shannon works for the Disability Network. They might know of some individuals in Eaton County that may be interested.

**MOTION:**

A motion to adjourn was made by George Hanley and supported by Jeffrey Allshouse.

**VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:10 p.m.

Respectfully submitted,

Renee Sumerix  
Operations Administrative Coordinator