

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 21, 2024
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

- Nominating Committee – Appointment of Board Secretary/Treasurer

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JANUARY 2024, BOARD MEETING

B. APPROVAL OF MINUTES OF JANUARY 2024, BOARD RETREAT

C. TREASURER'S REPORT FOR DECEMBER 2023

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 approve the recommendation of the Local Advisory Committee to appoint Diana Paiz to a three-year term through December 2026 and Erin Shannon to a three-year term through February 2027.

E. APPOINTMENT TO LOCAL ADVISORY APPOINTMENT

PROPOSED MOTION: That the CATA Board of Directors approve the recommendation of the Local Advisory Committee to appoint Gill Lemonde to a three-year term through February 2027.

F. MICROTRANSIT

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 Via Transportation/River North Transit LLC for Microtransit at a cost not to exceed \$4,106,000 using state and federal grant funds for an initial two (2) year contract and an option for a one (1) year extension. The MDOT Service Development and New Technologies (SDNT) Grant will be utilized for the software and bulk of the service with operating funds to cover additional service-related costs on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

G. PURCHASE OF UP TO SIX (6) LOW-FLOOR MINIVANS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to six (6) accessible, low-floor minivans from Hoekstra Transportation, Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$400,000, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. PURCHASE OF UP TO TEN (10) 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 ten (10) cutaway buses in an amount not to exceed \$1,476,000, 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

- Presentation from Jim Frenndt, Director of Finance

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 17, 2024
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Secretary/Treasurer
Phil Deschaine
Doug Lecato
Jennie Gies
John Prush
Mark Grebner
Derek Melot

CALL TO ORDER:

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

ROLL CALL: Phil Deschaine, Shanna Draheim, Jennie Gies, Mark Grebner, Doug Lecato, Derek Melot, John Prush, and Nathan Triplett were all present.

LATE: Jack Schmitt

ABSENT: Phyllis Vaughn, Maggie Sanders, and Terrance Augustine

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.

PUBLIC COMMENTS:

Deb Parrish thanked CATA for providing Christmas Day service. She shared that it made a lot of people happy.

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse Board members Phyllis Vaughn and Maggie Sanders.

MOTION:

Shanna Draheim motioned to excuse Phyllis Vaughn and Maggie Sanders. Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

Jack Schmitt arrived at 4:03 p.m.

Chair Triplett stated that Board Vice Chair Dusty Fancher, City of Lansing, has moved out of the Lansing jurisdiction and therefore has resigned from her position on the CATA Board of Directors. He noted that Policy 411 requires that CATA's Board Secretary/Treasurer be moved to Vice Chair. Chair Triplett explained that in order to fill the Secretary/ Treasurer position, CATA's Nominating Committee will need to meet and recommend a replacement to the Board. Chair Triplett appointed Shanna Draheim as the Nominating Committee Chair along with Doug Lecato and Derek Melot as Nominating Committee members.

MOTION:

A motion was made by Phil Deschaine and supported by Jennie Gies to appoint Shanna Draheim, Doug Lecato, and Derek Melot to the Nominating Committee. Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

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:

Shanna Draheim motioned to reinstate Chair Triplett as CATA's representative to the Tri-County Regional Planning Commission and Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett recognized Board member Jennie Gies, City of Lansing, who will be transitioning to a new job and will no longer be able to serve on the CATA Board of Directors.

Jennie Gies stated that it has been an honor to serve on the CATA Board of Directors on behalf of the citizens and taxpayers. She also commended CATA's Staff and the accomplishments that they have made over the past years. Ms. Gies shared that she will be working as the Deputy Director of the Executive Branch, House Liaison to the Governor.

Chair Triplett thanked Ms. Gies for her service. He also noted that the Board will formally recognize Ms. Fancher and Ms. Gies for their service at a later date.

Board members applauded.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser congratulated Ms. Gies on her new position and thanked her for serving on the CATA Board of Directors.

Cold Temperatures

Bradley Funkhouser commented on the cold temperatures over the past week. He explained that the weather has stressed CATA's system and a lot of buses.

Christmas Day Service

Bradley Funkhouser reported that CATA had fifty-one booked rides, twenty-two canceled trips, and three no shows, for a final count of twenty-six rides on Christmas Day. He noted that as CATA's holiday service becomes more popular, ridership will increase and service levels will be reviewed.

EATRAN's Charlotte Connector

Bradley Funkhouser stated that EATRAN's Charlotte Connector service launched on January 15, 2024. He reported that a woman from Eaton Rapids used the service and was very happy. Mr. Funkhouser stated that as more riders use the Charlotte Connector, EATRAN will be able to learn more about the needs of the community in which they serve.

Job Fairs

Bradley Funkhouser stated that CATA had its first job fair in East Lansing where approximately forty candidates attended. He noted that EATRAN and CATA are no longer scheduling their job fairs on the same day. EATRAN's next job fair will be on January 25, at the Michigan Works facility in Charlotte. Mr. Funkhouser also stated that both agencies are continuing to grow with CATA having a new class of six (6) students that started on January 15 and EATRAN had a new class of three (3) that started on January 17.

Doug Lecato inquired whether Transdev is still being included in the job fairs.

Bradley Funkhouser confirmed that Transdev is still included in the job fairs.

Derek Melot requested more information related to CATA's fringe benefits listed in the budget.

Bradley Funkhouser explained that it is an accounting function where CATA's revenue and expenses are budgeted over a twelve-month period. Mr. Funkhouser further noted that there are dips as CATA pays their expenses and revenue comes in. He then deferred to Jim Frenndt, Director of Finance.

Jim Frenndt, Director of Finance, explained that CATA's budget is based in part on cash expenses and non-cash expenses. When looking at CATA's non-cash expenses, it can seem that CATA is over budget; however, non-cash expenses are adjusted at the end of the year and will eventually balance out.

Phil Deschaine inquired whether CATA has any plans to add more holiday service.

Bradley Funkhouser stated that CATA offers holiday service on Easter, Thanksgiving, and Christmas Day and does not have any plans to add more holiday service at this time. *(Clarified in the Retreat minutes that the Fourth of July is included in CATA's Holiday Service)*

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF DECEMBER 20, 2023, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2023
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

MOTION:

Derek Melot motioned to approve the Consent Agenda and Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

OLD BUSINESS

Bradley Funkhouser stated that at the December 20, 2023, Board meeting, the MSU Contracted Transportation Services Agreement was voted on yet, there was no motion made. Therefore, he requested that a motion be made at this time.

MSU CONTRACTED TRANSPORTATION SERVICES AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the MSU Contracted Transportation Services Agreement with Michigan State University for public transportation service beginning January 1, 2024, and continuing for five (5) academic years through the 2027-2028 Academic Year, with an extension option for up to a total of three (3) years, upon such service, fee, and other changes as may be mutually agreed upon.

MOTION:

Doug Lecato motioned to approve the MSU Contracted Transportation Services Agreement and Derek Melot supported the motion.

DISCUSSION:

Mark Grebner confirmed that it is a good idea to officially motion to approve the MSU

Agreement in order to avoid any potential attacks on the legality of the payments from MSU to CATA.

VOTE: Phil Deschaine; aye, Shanna Draheim; aye, Jennie Gies; aye, Mark Grebner; aye, Doug Lecato; aye, Derek Melot; aye, John Prush; abstained, Jack Schmitt; aye, and Nathan Triplett; aye.

Motion passed with eight (8) ayes, and one (1) abstention.

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish wondered whether Easter would be replacing CATA's Fourth of July service . She also expressed her opinion that there was not much advertising related to CATA's additional holiday service besides being posted on CATA's Facebook page.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the meeting at 4:19 p.m.

Respectfully Submitted,

Shanna Draheim
Vice Chair and Acting Secretary/Treasurer

Tina Orlando
Recording Secretary

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD RETREAT MEETING

WEDNESDAY, JANUARY 17, 2024
LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:22 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. Mr. Funkhouser also clarified that CATA offers holiday service on Easter, Fourth of July, Thanksgiving, and Christmas Day. He then introduced the 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 promotion of two (2) operators to supervisory positions and hiring one (1) external candidate to a supervisory position. In 2023, CATA hired and trained five (5) new operator classes and the current headcount is 247 operators (full-time: 218, and part-time: 29).

Todd Brooks thanked Steve Soliz, Union President, Local 1039, for his assistance in updating the Union's Work Rules without any issues.

Some of the department's key accomplishments for 2023 included assisting the Lansing School District with transportation for their students, and providing shuttle service for Routes 1, 3, 8, 11, 12, 13, and 30 during construction projects and/or capacity concerns. Mr. Brooks also stated that all of CATA's employees completed an Active Violence Emergency Response Training class and his staff and members of the LAC participated in CATA's all-operator training sessions over the summer. He further noted that his staff took part in specialized training from Trapeze software and Transit Master. 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, Davies Project, RSVP Foster Grandparent Program, Lansing Jaycees - Stuff the Bus, Lansing for a Lifetime Committee, and parade participation within the surrounding areas.

Todd Brooks further shared the goals for 2024 including continuing quarterly training meetings, working on providing holiday service, working with LCC to

provide custom writing classes to staff members, continue with department cross-training, and review paratransit work to ensure maximum optimization.

Doug Lecato stated that he used to participate in the Lansing Jaycees - Stuff the Bus event and requested that the Board be notified once Mr. Brooks has the event date for 2024.

Todd Brooks stated that he will let the Board know the date for the 2024 Lansing Jaycees - Stuff the Bus event, once he has the information.

Shanna Draheim requested more information related to CATA having fewer full-time split-shifts.

Todd Brooks explained that the Union requested fewer full-time split-shifts. Upon hiring more operators, CATA was able to have fewer full-time split-shifts, which has made a big difference with the operators.

Jack Schmitt expressed his appreciation for CATA offering internal promotions.

Doug Lecato stated that he had received good feedback from the CATA operators.

Todd Brooks thanked Mr. Lecato for sharing his feedback.

MAINTENANCE: Dan Hodges, Director of Maintenance, gave an overview of his department including promoting one (1) Mechanic Helper to First Class Mechanic and two (2) Utility employees to Mechanic Helper. CATA also hired one (1) midnight supervisor, one (1) Mechanic Helper and four (4) Utility employees. Mr. Hodges also stated that CATA received six (6) new 40-foot and one (1) 60-foot Nova buses, eight (8) new Ford cutaway 25-foot buses, six (6) new Chrysler Voyager vans for Transdev, transferred six (6) used ADA Chrysler minivans to EATRAN and transferred two (2) used 27-foot cutaway buses to Marquette Transit. CATA also auctioned eight (8) used large buses and three (3) used trucks/SUVs/vans.

Some goals and challenges for 2024 will be to order up to three (3) large electric buses, cutaway buses, and one (1) new service truck. Mr. Hodges further noted that his department will expand the mechanic and new-hire training programs, complete a mock FTA Triennial audit and an annual parts inventory audit for Finance.

Doug Lecato stated that he thought Nova was out of business and no longer supplying buses.

Dan Hodges explained that Nova is still making buses; however, they will soon no longer operate in the U.S.

MARKETING: Lolo Robison, Director of Marketing and Customer Experience, gave her overview of the department's projects including the promotion on Meridian's Redi-Ride service extension to McLaren Greater Lansing Hospital, hosted EATRAN's

Next Stop press event, and promoted the expansion of Route 3. She also reported that Customer Experience has increased the number of Listening Bus sessions, supported various holiday services, completed a comprehensive website accessibility audit, and elevated accessibility standards across CATA's social media platforms. Ms. Robison continued by acknowledging CATA's community partnerships including promoting the Odyssey of the Mind event, Lansing's Community Connect "Coat Drive", Lansing School District, and the Refugee Development Center, continued human trafficking awareness and prevention campaign, and worked with MDOT to edit forms for better accessibility and compliance.

Lolo Robison commented on some of the goals in 2024 for the Marketing Department which will include having language translation services for ten plus languages including American Sign Language, having a digital trip planning map, promoting a mechanic job fair at Baker College, transitioning from PDF to web-based forms to enhance online accessibility, and redesigning CATA and EATRAN's websites.

Shanna Draheim expressed her appreciation for CATA's community partnerships and the Marketing Department's balance between recognizing riders of need and riders of choice. She also inquired whether CATA reaches out to new housing developments in the area to find out their transit needs and to promote CATA.

Lolo Robison stated that Mr. Funkhouser along with CATA's Planning Department work together to reach out to new developments in the area in order to fulfill their transit needs. She also stated that her department is always involved in the process of promoting CATA.

Jack Schmitt inquired about the contract CATA has with Outfront Media Group for advertising and wondered whether they had guaranteed CATA a certain amount of revenue.

Lolo Robison stated that Outfront Media Group did guarantee CATA a certain amount of revenue; however, due to the pandemic, the amount of guaranteed revenue was adjusted.

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, enhanced employee supplemental benefits, and updated CATA's Administrative Pension Plan summary program descriptions. Some of the future goals for the department included updating the Administrative Guidebook and CATA's Employee Benefits Plan, and conducting a salary survey. Ms. Brown further noted that the DEI Task Force will continue to provide education and training options for members and volunteering in the community.

Marshea Brown also noted CATA's demographics and stated that since she has been at CATA, the number of both African Americans and female employees have increased.

Doug Lecato inquired whether CATA tried volunteering at the food bank during December.

Marshea Brown stated that December is a very busy month and there were no open dates left to volunteer. She explained that April is volunteer month; therefore, CATA is scheduled to volunteer at that time. Ms. Brown also stated that anyone that is interested in volunteering can reach out to her.

Doug Lecato referenced Mr. Brooks comments made regarding CATA's Leadership Training Program and inquired about the candidate mentioned.

Marshea Brown stated that the candidate is a Maintenance Supervisor.

Doug Lecato inquired whether all employees at CATA have access to these learning programs offered by CATA.

Marshea Brown confirmed that all CATA employees have access to join any of these programs.

FACILITIES: Andrew Brieschke, Deputy CEO, reported on some of the improvements made by Facilities, included replacing CATA's air compressors, and continuing to update CATA's bus stops and security throughout CATA's facilities. Some future projects are installing electric bus charging stations, completing an updated TAM Plan, a Facility assessment for improving CATA's infrastructure including roof replacement, increasing the amount of accessible parking spots, and installing new controls and parts for CATA's bus washer.

Mark Grebner left at 5:16 p.m.

Doug Lecato extended his appreciation to Norm VanAlstine, Facilities Manager, and recognized him for his hard work and dedication to CATA. He also noted that Mr. VanAlstine saves CATA a lot of money by having a portion of work done in-house and appreciates the clean buses. He further commented on CATA's bus washer and how great it is to have in the facility.

Andrew Brieschke thanked Mr. Lecato for his comments and stated that he will relay Mr. Lecato's compliments to Mr. VanAlstine. He also stated that CATA is quite proud to have a bus washer on-site even though it is expensive to maintain. Mr. Brieschke noted that the updates to the bus washer will approximately cost \$1.1 million.

John Prush inquired about the twenty year old Facilities van that is used for delivering bus schedules.

Andrew Brieschke clarified that it is a full-sized van that has been upfitted in the back with shelves. He explained that it is used as CATA's scheduled delivery van and is used by Facilities. Mr. Brieschke noted that although it has few miles and few maintenance issues, it is beyond useful life and needs replacing.

John Prush inquired whether CATA has noticed an increase in the Transit app being used by their riders.

Andrew Brieschke stated that CATA has noticed an increase in the Transit app being used by its riders; however, there is still a large group of riders that rely on the paper maps that CATA provides. He also noted that CATA's Marketing Department works with Facilities to make sure that the maps are placed efficiently and not wasted.

INFORMATION TECHNOLOGY: Dan Goodemoot, Director of IT, outlined his department's accomplishments over the past year which included completing an IT Security Evaluation Project, implementing the first phase of a two-factor authentication security process, server and storage migrations to a new hardware platform, and Michigan Public Safety Communication radio system console training. Improvements and/or upgrades were made to the MyRide CATA app and to CATA's secondary network.

Dan Goodemoot further reported on some future projects for his department which included upgrading CATA's firewall, implementing the MPSCS radio system, and wireless network upgrades. He also noted that his department will be working on installing cameras on buses, improving CATA's Paratransit website, and launching CATA's contactless payment system on buses.

Shanna Draheim thanked Mr. Goodemoot for his department's overview. She also inquired whether CATA's contactless payment option will be available in all of CATA's buses.

Dan Goodemoot confirmed that all of CATA's fixed-route and paratransit buses that have fareboxes will have a contactless payment option. He also noted that buses without fareboxes will have handheld devices in them.

Doug Lecato inquired about paratransit buses having contactless payment options.

Dan Goodemoot confirmed that if the bus does not have a farebox, then the operators will use a handheld device for riders to use.

Chair Triplett mentioned that out of all CATA's accomplishments and goals for 2024, he is really excited to see CATA's continued regional coordination with Clinton Transit and EATRAN, having electric vehicles in CATA's fleet and providing contactless payment for riders.

PLANNING: Dustin Hagfors, Director of Planning and Development, provided an overview on his department and reported on some of CATA's achievements in 2023, including ridership increasing back to pre-pandemic levels, and updating and installing new shelters within the service area. Mr. Hagfors also commented on CATA achieving gold level status in receiving APTA's Sustainability Commitment certificate. He further acknowledged CATA's regional partnerships with EATRAN and Clinton Transit.

Dustin Hagfors stated that in 2024, CATA will continue to update and install new shelters, work towards implementing CATA's fleet electrification plan, and continue reducing our carbon footprint to reach platinum level of APTA's Sustainability Commitment. His department will also continue to research a CATA downtown facility, increase service levels, implement microtransit, and continue to expand service through regional coordination.

Bradley Funkhouser stated that Jim Frenedt, Director of Finance, will present CATA's financials at the February Board meeting. He also noted that the Board Retreat PowerPoint will be emailed to Board members by the end of the week. Mr. Funkhouser requested feedback from Board members to be sent to him by January 31, 2024.

DISCUSSION:

Shanna Draheim inquired whether Board members will have an opportunity for discussion after the finance report is presented.

Bradley Funkhouser confirmed that Board members will have an opportunity for discussion after the finance report.

Jack Schmitt thanked CATA Staff for their presentations.

Chair Triplett echoed Jack Schmitt's remarks. He also expressed his appreciation for the CATA Board of Directors and the public for attending the retreat.

PUBLIC COMMENT:

Daniel Black commented on Ms. Brown's report regarding CATA's DEI Task Force and wondered whether any disabled employees were included in her demographic report.

Deb Parrish commented on CATA's wait-stop pilot and expressed her appreciation that the program is being utilized. She also shared her enthusiasm for the MyRide CATA app, as well as CATA's projects for 2024.

Daniel Black shared a story about a CATA bus not arriving on time and his frustration when speaking with CATA's call center.

CLOSING REMARKS:

Bradley Funkhouser thanked Board members and the public for attending CATA's Board Retreat and enduring the cold weather outside. He also expressed his appreciation for the CATA Staff and their hard work.

Chair Triplett also thanked everyone for attending CATA's Board Retreat.

ADJOURNMENT:

Chair Triplett adjourned at 5:51. p.m.

Respectfully Submitted,

Shanna Draheim
Vice Chair and Acting Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending December 31, 2023**

| | December | December | | | FY 2024 | FY 2024 | | | FY 2024 | % of Fiscal Year |
|--------------------------|---------------------|-------------------|---------------------|--------|-------------------------|-------------------|-------------------------|--------|---------------------|------------------|
| | Actual | Budget | Variance | % | Actual YTD | Budget YTD | Variance | % | BUDGET | Completed |
| | | | | | | | | | | 25% |
| | | | | | | | | | | % Annual Budget |
| | | | | | | | | | | Revenues/Expense |
| REVENUES | | | | | | | | | | |
| Farebox | \$ 173,254 | \$ 190,150 | \$ (16,896) | -8.9% | \$ 752,994 | \$ 570,450 | \$ 182,544 | 32.0% | \$ 2,281,800 | 33.0% |
| Contracted Services | \$ 340,330 | \$ 291,000 | \$ 49,330 | 17.0% | \$ 1,041,768 | \$ 873,000 | \$ 168,768 | 19.3% | \$ 3,492,000 | 29.8% |
| Property Tax | \$ 1,635,203 | \$ 2,073,833 | \$ (438,630) | -21.2% | \$ 2,511,728 | \$ 6,221,499 | \$ (3,709,771) | -59.6% | \$ 24,882,000 | 10.1% |
| State Revenue | \$ 1,758,359 | \$ 1,341,250 | \$ 417,109 | 31.1% | \$ 5,090,948 | \$ 4,023,750 | \$ 1,067,198 | 26.5% | \$ 16,095,000 | 31.6% |
| Federal Revenue | \$ 3,012,556 | \$ 1,210,333 | \$ 1,802,223 | 148.9% | \$ 4,205,794 | \$ 3,630,999 | \$ 574,795 | 15.8% | \$ 14,524,000 | 29.0% |
| Other Revenue | \$ 244,895 | \$ 91,467 | \$ 153,428 | 167.7% | \$ 608,625 | \$ 274,401 | \$ 334,224 | 121.8% | \$ 1,097,600 | 55.5% |
| TOTAL REVENUES | \$ 7,164,597 | \$ 5,198,033 | \$ 1,966,564 | 37.8% | \$ 14,211,857 | \$ 15,594,099 | \$ (1,382,242) | -8.9% | \$ 62,372,400 | 22.8% |
| EXPENSES | | | | | | | | | | |
| Labor | \$ 1,988,771 | \$ 2,075,016 | \$ 86,245 | 4.2% | \$ 6,227,012 | \$ 6,225,055 | \$ (1,957) | 0.0% | \$ 24,900,200 | 25.0% |
| Fringe Benefits | \$ 1,124,038 | \$ 970,104 | \$ (153,934) | -15.9% | \$ 3,776,080 | \$ 2,909,836 | \$ (866,244) | -29.8% | \$ 11,589,300 | 32.6% |
| Services | \$ 396,559 | \$ 388,516 | \$ (8,043) | -2.1% | \$ 1,201,236 | \$ 1,165,548 | \$ (35,688) | -3.1% | \$ 4,662,200 | 25.8% |
| Materials & Supplies | \$ 288,155 | \$ 443,105 | \$ 154,950 | 35.0% | \$ 1,198,463 | \$ 1,329,315 | \$ 130,852 | 9.8% | \$ 5,317,240 | 22.5% |
| Utilities | \$ 34,838 | \$ 74,551 | \$ 39,713 | 53.3% | \$ 163,609 | \$ 223,653 | \$ 60,044 | 26.8% | \$ 894,620 | 18.3% |
| Casualty & Liability | \$ 102,636 | \$ 109,500 | \$ 6,864 | 6.3% | \$ 291,125 | \$ 328,500 | \$ 37,375 | 11.4% | \$ 1,314,000 | 22.2% |
| Purch. Transportation | \$ 856,805 | \$ 815,000 | \$ (41,805) | -5.1% | \$ 2,405,017 | \$ 2,445,000 | \$ 39,983 | 1.6% | \$ 9,780,000 | 24.6% |
| Miscellaneous | \$ 162,801 | \$ 130,690 | \$ (32,111) | -24.6% | \$ 344,820 | \$ 392,070 | \$ 47,250 | 12.1% | \$ 1,568,280 | 22.0% |
| TOTAL EXPENSES | 4,954,603 | 5,006,482 | 51,879 | 1.0% | 15,607,362 | 15,018,977 | (588,385) | -3.9% | \$ 60,025,840 | 26.0% |
| NET INCOME (LOSS) | <u>\$ 2,209,994</u> | <u>\$ 191,551</u> | <u>\$ 2,018,443</u> | | <u>\$ (1,395,505)</u> | <u>\$ 575,122</u> | <u>\$ (1,970,627)</u> | | <u>\$ 2,346,560</u> | |

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)

12/01/2023 - 12/31/2023

| | |
|----------------------------------|----------------------------|
| Cash Balance - 12/01/2023 | \$ 2,585,511 |
| Disbursements | \$ (8,552,923) |
| Receipts | \$ 10,263,337 |
| Adjustments | \$ - |
| Cash Balance - 12/31/2023 | <u>\$ 4,295,925</u> |

Disbursements:

| | |
|-------------------------------------|------------------------------|
| Cash Disbursements Register | \$ (5,310,886) |
| Payroll | \$ (2,866,369) |
| Healthcare (BlueCross Blue Shield) | \$ (365,384) |
| Transfers To the ASU Claims Account | \$ (10,284) |
| Transfers To the Investment Account | \$ - |
| Total Cash Disbursements | <u>\$ (8,552,923)</u> |

Receipts:

| | |
|---------------------------------------|-----------------------------|
| Cash Receipt Register | \$ 6,763,337 |
| Transfers From the Savings Account | \$ 500,000 |
| Transfers From the Investment Account | \$ 3,000,000 |
| Total Cash Receipts | <u>\$ 10,263,337</u> |

Adjustments:

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

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

(Page 3 of 4)

12/01/2023 - 12/31/2023

| CASH & INVESTMENT BALANCES | PORTFOLIO BALANCE | % OF TOTAL |
|---|-----------------------------|-------------------|
| <u>CASH & CASH EQUIVALENTS</u> | | |
| FIFTH THIRD BANK - General Account | 4,295,925 | 16.22% |
| FIFTH THIRD BANK - ASU Claims Account | 34,885 | 0.13% |
| FIFTH THIRD BANK - Savings | 519,578 | 1.96% |
| MSUFCU CD and Savings | 258,155 | 0.97% |
| CASE Credit Union CD and Savings | 258,178 | 0.98% |
| <u>FIXED INCOME INVESTMENTS</u> | | |
| FIFTH THIRD BANK | <u>21,112,120</u> | 79.73% |
| TOTAL | <u>\$ 26,478,841</u> | 100.00% |

| INTEREST EARNED | INTEREST |
|---|-------------------------|
| INCOME EARNED ON INVESTMENTS: | |
| FIFTH THIRD BANK (Net of Expenses/Accrued Interest) | \$ 79,884 |
| OTHER BANKS | <u>6,385</u> |
| TOTAL | <u>\$ 86,269</u> |

| | |
|---------------------------------------|---------|
| Monthly Average Rate of Return | 0.3258% |
| Annual Average Rate of Return | 3.910% |

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)

12/01/2023 - 12/31/2023

| | | |
|---|--------------|----------------------------|
| Market Value at the Beginning of the Period - 12/01/2023 | | \$ 23,912,509 |
| Portfolio Activity: | | |
| <u>Transfers (To) or From General Checking</u> | | (3,000,000) |
| <u>Net Income/(Loss) & Expenditures</u> | | |
| Interest Earned | \$ 100,177 | |
| Accrued Interest Paid | (18,422) | |
| Administrative Expenditures | (1,871) | |
| Total Net Income/Loss & Expenditures | | 79,884 |
| <u>Realized Gains or (Loss) From Sales</u> | | (155,608) |
| <u>Market Appreciation</u> | | |
| End of Period | \$ (6,042) | |
| Beginning of Period | 292,463 | |
| Unrealized Gain/(Loss) from Market Appreciation | | 286,421 |
| <u>Change in Value From Accrued Income</u> | | |
| Previous Accrued Income (-) | \$ (176,531) | |
| Current Accrued Income (+) | 165,445 | |
| Net Change from Accrued Income | | (11,086) |
| Market Value at the End of the Period - 12/31/2023 | | <u><u>\$21,112,120</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 – RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 Public Act 51, fifty percent of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates. Also the LAC Bylaws do not limit the number of terms.

At the February 2024 LAC meeting, Diana Paiz and Erin Shannon were unanimously approved for reappointment to the LAC for three-year terms.

Ms. Paiz's current term expired in December 2023. Ms. Paiz has served on the LAC for twelve years. She represents persons with disabilities and is a resident of East Lansing.

Ms. Shannon's term expires in February 2024. She has served on the LAC for three years and is currently serving as the LAC Vice Chair. She represents persons with disabilities and is a resident of East Lansing.

CATA Board approval is sought to renew the appointments of Diana Paiz and Erin Shannon as members of the CATA LAC.

PROPOSED MOTION: That the CATA Board of Directors approve the recommendation of the Local Advisory Committee to appoint Diana Paiz to a three-year term through December 2026 and Erin Shannon to a three-year term through February 2027.

ACTION ITEM – APPOINTMENT TO LOCAL ADVISORY COMMITTEE

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 Public Act 51, fifty percent 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 2024 LAC meeting, Gill Lemonde was unanimously approved for appointment to the LAC for a three-year term.

Mr. Lemonde has resided in the Lansing area for over twenty years and is employed by Disability Network Capital Area as the Spec-Tran Specialist. He represents persons with disabilities.

Mr. Lemonde does not currently utilize CATA services.

CATA Board approval is sought to approve the appointment of Gill Lemonde as a member of the CATA LAC.

PROPOSED MOTION: That the CATA Board of Directors approve the recommendation of the Local Advisory Committee to appoint Gill Lemonde to a three-year term through February 2027.

ACTION ITEM – MICROTRANSIT

CATA has a desire to continue providing better service to our customers through new and innovative approaches, such as microtransit. As a result, CATA issued Request for Proposal (RFP), 2023-149, for Microtransit on September 20, 2023. Proposals were due by 11:00 a.m. on November 20, 2023. The RFP was distributed to five (5) vendors, posted online at Transit Talent, and on CATA’s website.

The following four (4) firms submitted a proposal:

- Via Transportation/River North Transit LLC – New York
- Transdev Services, Inc. – Illinois
- SP+ Transportation/SP Plus Corporation – Illinois
- Ecolane USA Inc./SilverRide Inc. – Pennsylvania

The committee met to discuss the selection criteria, as outlined in the RFP: 1) Project understanding and approach; 2) Price/Cost; 3) Qualifications of the firm/organization and staff; 4) Experience of the firm with similar projects; and 5) Completeness and responsiveness of the proposal to the RFP.

Via Transportation/River North Transit LLC approached this RFP as an all-in-one solution where they could provide both the application technology as well as operating the turnkey zones. They submitted a very thorough response to the RFP and came in second lowest cost wise. As a leader in the microtransit industry, Via Transportation/River North Transit LLC has a plethora of references that can speak to their work from both the technology side and the operations side. Via Transportation/River North Transit LLC clearly did their homework for the RFP by ensuring their software was compatible with Masabi, which CATA is currently working with to update our fareboxes, and having their application readily translated into multiple different languages meeting CATA’s Title VI needs. Branding of the vehicles was discussed in the RFP response along with a strong marketing strategy that would compliment CATA’s in-house marketing department to ensure a stronger rollout of the service upon implementation. It was also discussed that the application can be formatted in such a way to ensure that the microtransit zone didn’t take rides away from fixed-route, but instead would compliment existing fixed-route services by connecting customers to fixed-route when available. Overall, the selection committee was really impressed with the submission by Via Transportation/River North Transit LLC and their ability to bring this new kind of service to the region.

Below are the tables showing each bidder’s cost:

Via Transportation / River North Transit LLC

A. Turnkey Service Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 18,529 | 18,529 | 18,529 |
| Days/Week of Operations | 7 | 7 | 7 |
| Average Service Hours/Day | 16 | 16 | 16 |
| Duration of Deployment (Months) | 12 | 12 | 12 |
| Wheelchair Accessible Vehicles in Fleet | 5 | 5 | 5 |
| Total Active Vehicles in Fleet | 5 | 5 | 5 |
| Additional Spare Vehicles in Fleet | 1 | 1 | 1 |

| | | | |
|--|----------------|----------------|----------------|
| Fixed Upfront Costs | \$115,000.00 | | |
| Ongoing Operational (Non-Upfront) Costs | \$1,240,702.00 | \$1,277,945.00 | \$1,316,300.00 |
| A. Sub Total Cost | \$1,355,702.00 | \$1,277,945.00 | \$1,316,300.00 |

B. Software for Redi-Ride Zone Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 37,200 | 37,200 | 37,200 |
| Total Active Vehicles in Fleet | 10 | 10 | 10 |
| Installation Fee (Covers developing, training, branding, and design consultation) | \$10,000.00 | | |
| Monthly Fee per Vehicle Hour | \$1.30 | \$1.30 | \$1.30 |
| B. Sub Total Cost | \$58,360.00 | \$48,360.00 | \$48,360.00 |

Grand Total Project Costs

| | Year 1 | Year 2 | Year 3 |
|--|----------------|----------------|----------------|
| A. Turnkey Service Total Cost | \$1,355,702.00 | \$1,277,945.00 | \$1,316,300.00 |
| B. Software for Redi-Ride Zone Total Cost | \$58,360.00 | \$48,360.00 | \$48,360.00 |
| Grand Total Cost (A+B) | \$1,414,062.00 | \$1,326,305.00 | \$1,364,660.00 |

Transdev Services, Inc.

A. Turnkey Service Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 18,529 | 18,529 | 18,529 |
| Days/Week of Operations | 7 | 7 | 7 |
| Average Service Hours/Day | 16 | 16 | 16 |
| Duration of Deployment (Months) | 12 | 12 | 12 |
| Wheelchair Accessible Vehicles in Fleet | 5 | 5 | 5 |
| Total Active Vehicles in Fleet | 5 | 5 | 5 |
| Additional Spare Vehicles in Fleet | 1 | 1 | 1 |

| | | | |
|--|----------------|----------------|----------------|
| Fixed Upfront Costs | \$228,749.57 | | |
| Ongoing Operational (Non-Upfront) Costs | \$128,842.08 | \$139,726.00 | \$145,285.12 |
| A. Sub Total Cost | \$1,774,854.47 | \$1,676,712.00 | \$1,743,421.40 |

B. Software for Redi-Ride Zone Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 37,200 | 37,200 | 37,200 |
| Total Active Vehicles in Fleet | 10 | 10 | 10 |
| Installation Fee (Covers developing, training, branding, and design consultation) | \$50,000.00 | | |
| Monthly Fee per Vehicle Hour | \$2.05 | \$2.05 | \$2.05 |
| B. Sub Total Cost | \$126,381.80 | \$76,381.80 | \$76,381.80 |

Grand Total Project Costs

| | Year 1 | Year 2 | Year 3 |
|--|----------------|----------------|----------------|
| A. Turnkey Service Total Cost | \$1,774,854.47 | \$1,676,712.00 | \$1,743,421.40 |
| B. Software for Redi-Ride Zone Total Cost | \$126,381.80 | \$76,381.80 | \$76,381.80 |
| Grand Total Cost (A+B) * | \$1,901,236.27 | \$1,753,093.79 | \$1,819,803.20 |

* Per submission "Should we be selected as your contractor for this important new service pilot, we respectfully request the ability to further discuss the benefits of a fixed and variable cost structure with you following the submission of this proposal."

SP+ Transportation / SP Plus Corporation

A. Turnkey Service Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 18,529 | 18,529 | 18,529 |
| Days/Week of Operations | 7 | 7 | 7 |
| Average Service Hours/Day | 16 | 16 | 16 |
| Duration of Deployment (Months) | 12 | 12 | 12 |
| Wheelchair Accessible Vehicles in Fleet | 5 | 5 | 5 |
| Total Active Vehicles in Fleet | 5 | 5 | 5 |
| Additional Spare Vehicles in Fleet | 1 | 1 | 1 |

| | | | |
|--|----------------|----------------|----------------|
| Fixed Upfront Costs | | | |
| Ongoing Operational (Non-Upfront) Costs | \$1,469,447.00 | \$1,507,375.00 | \$1,564,047.00 |
| A. Sub Total Cost | \$1,469,447.00 | \$1,507,375.00 | \$1,564,047.00 |

B. Software for Redi-Ride Zone Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 37,200 | 37,200 | 37,200 |
| Total Active Vehicles in Fleet | 10 | 10 | 10 |
| Installation Fee (Covers developing, training, branding, and design consultation) | \$40,000.00 | \$40,000.00 | \$40,000.00 |
| Monthly Fee per Vehicle Hour | \$1.06 | \$1.06 | \$1.06 |
| B. Sub Total Cost | \$40,000.00 | \$40,000.00 | \$40,000.00 |

Grand Total Project Costs

| | Year 1 | Year 2 | Year 3 |
|--|----------------|----------------|----------------|
| A. Turnkey Service Total Cost | \$1,469,447.00 | \$1,507,375.00 | \$1,564,047.00 |
| B. Software for Redi-Ride Zone Total Cost | \$40,000.00 | \$40,000.00 | \$40,000.00 |
| Grand Total Cost (A+B) | \$1,509,447.00 | \$1,547,375.00 | \$1,604,047.00 |

Ecolane USA Inc. / SilverRide Inc.

A. Turnkey Service Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 18,529 | 18,529 | 18,529 |
| Days/Week of Operations | 7 | 7 | 7 |
| Average Service Hours/Day | 16 | 16 | 16 |
| Duration of Deployment (Months) | 12 | 12 | 12 |
| Wheelchair Accessible Vehicles in Fleet | 5 | 5 | 5 |
| Total Active Vehicles in Fleet | 5 | 5 | 5 |
| Additional Spare Vehicles in Fleet | 1 | 1 | 1 |
| Fixed Upfront Costs | \$15,000.00 | \$15,000.00 | \$15,000.00 |
| Ongoing Operational (Non-Upfront) Costs | \$717,388.00 | \$724,014.00 | \$749,355.00 |
| A. Sub Total Cost | \$732,388.00 | \$739,014.00 | \$764,355.00 |

B. Software for Redi-Ride Zone Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| Estimated Total Number of Vehicle Hours | 37,200 | 37,200 | 37,200 |
| Total Active Vehicles in Fleet | 10 | 10 | 10 |
| Installation Fee (Covers developing, training, branding, design consultation) | \$179,368.00 | \$84,888.00 | \$84,888.00 |
| Monthly Fee per Vehicle Hour | | | |
| B. Sub Total Cost | \$179,368.00 | \$84,888.00 | \$84,888.00 |

Grand Total Project Costs

| | Year 1 | Year 2 | Year 3 |
|--|---------------|---------------|---------------|
| A. Turnkey Service Total Cost | \$732,388.00 | \$739,014.00 | \$764,355.00 |
| B. Software for Redi-Ride Zone Total Cost | \$179,368.00 | \$84,888.00 | \$84,888.00 |
| Grand Total Cost (A+B) | \$911,756.00 | \$823,902.00 | \$849,243.00 |

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 Via Transportation/River North Transit LLC for Microtransit at a cost not to exceed \$4,106,000 using state and federal grant funds for an initial two (2) year contract and an option for a one (1) year extension. The MDOT Service Development and New Technologies (SDNT) Grant will be utilized for the software and bulk of the service with operating funds to cover additional service-related costs on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM – PURCHASE OF UP TO SIX (6) LOW-FLOOR MINIVANS

The State of Michigan, Office of Passenger Transportation has a multiyear contract with Hoekstra Transportation, Inc. for the purchase of fully accessible, low-floor minivans. The vehicles are Chrysler Voyager/Pacifica models, modified by BraunAbility, and will be used to provide transportation on CATA's Spec-Tran service. The procurement process was completed by the State of Michigan and complies with the Americans with Disabilities Act (ADA) and Federal Transit Administration (FTA) requirements. The initial term of the contract expires April 30, 2024. Staff has confirmed that CATA is eligible to purchase vehicles off of this contract.

CATA currently has federal and state grant funds available to purchase up to six (6) of these accessible low-floor minivans, which have a useful life of four (4) years or 100,000 miles, whichever comes first. These new vans would replace 2019 models that have reached their useful life. The base vehicle floor plan is for a 3+2 passenger vehicle with a side ramp and fold away seats. The approximate, per unit price is \$66,000 and includes options and add-ons, as needed to perform the service and meet customer expectations. Should CATA purchase all six (6) in this order, the total purchase price of the vehicles shall not exceed \$400,000.

In addition to Board approval, the purchase of these vehicles is pending successful completion of necessary 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 of up to six (6) accessible, low-floor minivans from Hoekstra Transportation, Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$400,000, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – PURCHASE OF UP TO TEN (10) 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.

CATA has experience in purchasing small buses off of 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, Staff recommends a purchase of up to ten (10) small buses which would include seven (7) floor plan "A" models and three (3) floor plan "B" models. Buses with floor plan "A" are approximately \$144,000 each and buses with floor plan "B" are approximately \$156,000. This order shall not exceed the amount of \$1,476,000. All ten (10) buses will be assigned to the fleet directly operated by CATA.

In addition to Board approval, the purchase of these vehicles is pending 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 ten (10) cutaway buses in an amount not to exceed \$1,476,000, 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 21, 2024

1. DECEMBER RIDERSHIP REPORT
2. DECEMBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JANUARY 2024
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FROM DECEMBER 2023

DECEMBER 2023 RIDERSHIP REPORT

| | |
|--|----------------|
| <u>Total system rides – December:</u> | <u>608,342</u> |
| Average weekday system ridership | 26,050 |
| Average weekday system ridership change December 2023 to December 2022 | +5,500 |

December 2023 v. December 2022

| | <u>Percentage Change</u> | <u>Ridership Change</u> |
|--|------------------------------|-----------------------------|
| Monthly total system ridership | +18.6% | +95,509 |
| Monthly Urban Fixed-Route change | +21.0% | +56,846 |
| Monthly MSU campus ridership change | +13.5% | +21,765 |
| Monthly Spec-Tran ridership change | +26.7% | +4,885 |
| Monthly Total Paratransit ridership change | +24.0% | +5,790 |

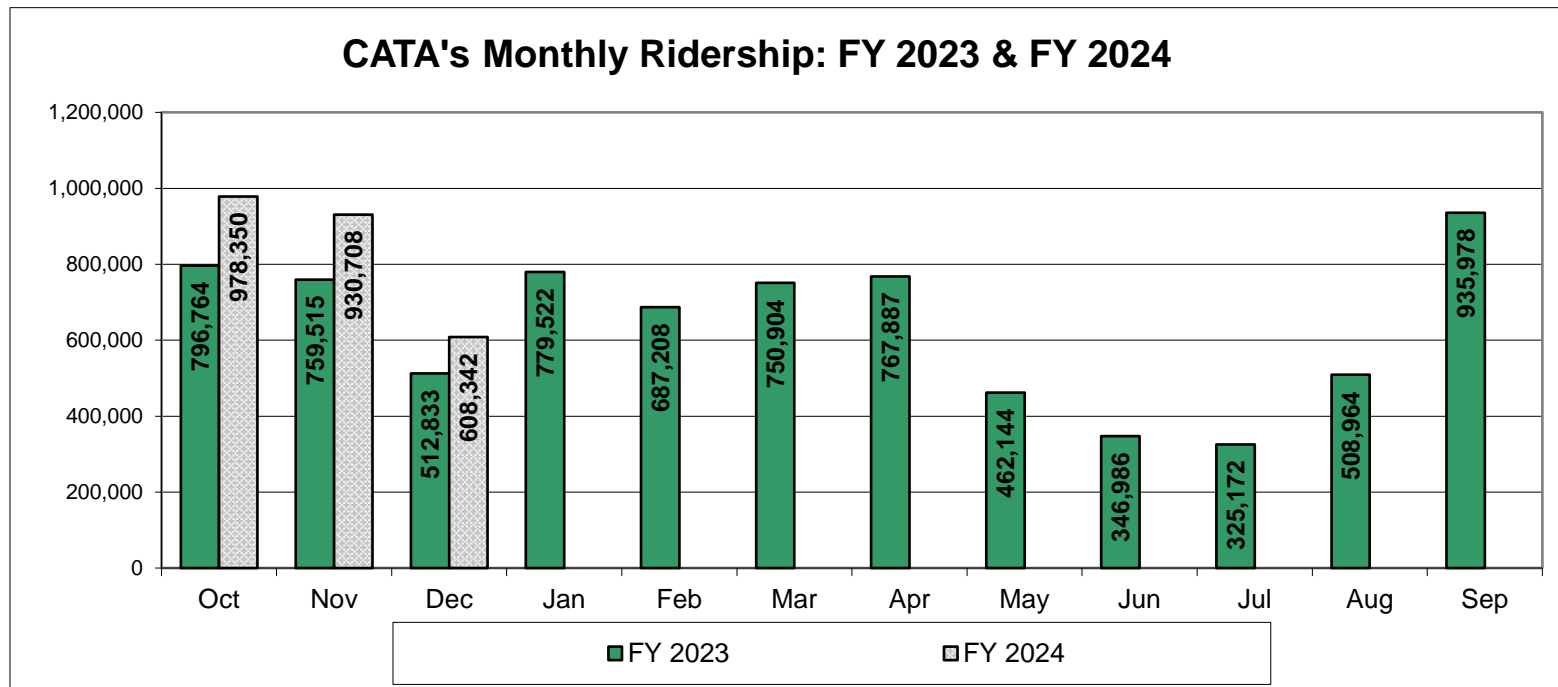
Note: Service on Routes 1, 3, 5, 8, 9, and 18 have been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.

FY 2024 YEAR-TO-DATE RIDERSHIP

| | |
|--------------------------------------|------------------|
| <u>Total system rides – FY 2024:</u> | <u>2,517,400</u> |
|--------------------------------------|------------------|

| | <u>FY 2024 vs. FY 2023</u> | |
|---|------------------------------|-----------------------------|
| | <u>Percentage Change</u> | <u>Ridership Change</u> |
| Total system rides change | +21.7% | +448,288 |
| Year-to-Date Spec-Tran ridership change | +24.0% | +13,938 |
| Year-to-Date Total Paratransit ridership change | +23.6% | +18,008 |

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



INFORMATION ITEM - FUEL PURCHASE FOR JANUARY 2024

The following lists our prices for diesel fuel for January 2024

| <u>Date of Delivery</u> | <u>Price Per Gallon</u> |
|--|-------------------------|
| 1/02/2024 | \$2.2940 |
| 1/08/2024 | \$2.3185 |
| 1/12/2024 | \$2.5230 |
| 1/17/2024 | \$2.4290 |
| 1/24/2024 | \$2.3405 |
| 1/29/2024 | \$2.7839 |
| FY 2024 Current average per gallon fuel cost | \$2.45 |
| FY 2024 Budget per gallon fuel cost | \$2.35 |

DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

Dr. Martin Luther King, Jr. Celebration – January 15, 2023

The DEI Task Force Committee attended the 39th Annual MLK Day of Celebration at the Lansing Center. The keynote speaker was Ruby Bridges, a prominent civil rights advocate, author, and speaker who made history in 1960 by becoming the first African American child to integrate into an all-white school in the south. Her bravery played a pivotal role in the subsequent desegregation of public education.

Ruby established the Ruby Bridges Foundation to provide leadership programs that inspire youth and community leaders to embrace and value the richness of diversity.

The committee was delighted to attend this event and was thrilled to have the opportunity to meet her in person.

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 COUNCIL
MEETING

WEDNESDAY, DECEMBER 6, 2023
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair Diana Paiz
George Hanley Erin Shannon
Gloria Johnson-Cannon Leah March-Pons
Geneva Smith Darrin Fowler
J. Caleb Adams

MEMBERS PRESENT VIA ZOOM: Leah March-Pons

ABSENT: Kellie Blackwell, Vice Chair, Jeffery Allshouse, and Ethan Devereaux

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Darren Horn, Todd Brooks, Craig Frazier, Ericka Hartigan and
Bradley Funkhouser

TRANSDEV PERSONNEL: Nancy Lohr, General Manager

GUESTS: None

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:38 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF DECEMBER AGENDA

MOTION:

A motion to approve the December 2023 Agenda was moved by Geneva Smith and supported by Darren Fowler.

VOTE:

Motion passed unanimously.

APPROVAL OF OCTOBER MINUTES

MOTION:

A motion to approve the October 2023 minutes was moved by Geneva Smith and supported by Diana Paiz.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

None.

BOARD LIAISON REPORT – Doug Lecato

None.

CATA CEO REPORT

EATRAN Update

Bradley Funkhouser stated that the EATRAN Board of Directors have approved bringing back the Charlotte Connector service and Saturday service. The Charlotte Connector will begin at the old courthouse in downtown Charlotte and stop at the new courthouse before traveling to the Delta Marketplace where riders can connect to Route 3. Mr. Funkhouser shared that the service will operate Monday through Friday and have regular service hours. He also stated that EATRAN will be connected to the Transit App so riders will be able to track EATRAN buses through their mobile devices. Mr. Funkhouser further noted that EATRAN just completed a survey report. The report is vital in gaining support through the surrounding jurisdictions for regional transportation and funding for additional services to Eaton County.

CATA's Ridership

Bradley Funkhouser stated that CATA's ridership continues to climb and there have been gains not only with MSU service, but with fixed-route as well. He also noted that paratransit has shown great increases in trips.

New Buses

Bradley Funkhouser stated that CATA has ordered new buses; however, there have been some production challenges. Mr. Funkhouser explained that Nova has decided not to produce any more buses in the United States; therefore, CATA will purchase two (2) new battery electric 40-foot buses from New Flyer and Gillig, LLC.

Chair Wiese requested an update regarding cameras on buses.

Bradley Funkhouser stated that CATA has put out a Request for Proposal (RFP) and is in the process of reviewing bids. He noted that cameras will be implemented sometime mid-summer 2024.

Darren Fowler inquired about issues with hiring new operators.

Bradley Funkhouser stated that some of the issues at EATRAN had to do with their starting wage; however, now that EATRAN has increased their wages to be more competitive, they have been able to hire more operators. He also noted that some of the new hires at CATA do not like driving the 40-foot buses and have opted to work at EATRAN instead where they only use smaller buses.

Diane Paiz inquired about CATA's and Transdev's wages.

Bradley Funkhouser stated that EATRAN's starting wage is \$18.00 per hour and CATA's starting wage is \$18.00 per hour while training and then increases to \$24.93 per hour after completing ninety days. He deferred to Ms. Lohr for Transdev's wages.

Nancy Lohr stated that operators who have their CDL earn \$17.98 per hour.

DIRECTOR OF OPERATIONS

Holiday Parades

Todd Brooks reported on CATA's parade participation for this holiday season. Mr. Brooks explained that again 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 9.

MSU Service

Todd Brooks reported that MSU Basketball season is upon us and CATA's MSU service is ready to assist those in need of transportation to and from the Breslin Center. Mr. Brooks also commented on MSU's football season and noted that this year, MSU did not provide any additional assistance; therefore, CATA had to recruit more staff to handle the football games. Mr. Brooks commended his staff for handling the extra work without issue.

Events

Todd Brooks reported that the Operations Staff, including Craig Frazier, attended the "Stuff the Bus" event last Saturday, December 2. The event was sponsored by JCI Lansing (Lansing Jaycees) which is part of the Michigan Junior Chamber and Junior Chamber International (JCI). They also attended the Tri-County Office on Aging (TCOA) dinner and auction that took place on November 16.

Holiday Service

Todd Brooks commented on CATA's Thanksgiving Day service. He noted that although CATA only had forty-nine trips, there were no issues reported. Mr. Brooks stated that CATA's Christmas Day service will run from 8:00 a.m. to 4:00 p.m. and rides can be booked from December 10, to 5:00 p.m. on December 20.

Operations Department Staffing

Todd Brooks reported that Operations is looking to fill two (2) vacancies: an Operations Center Supervisor and the Operations Administrative Coordinator.

New Operators

Todd Brooks reported that CATA currently has a class of eight (8) operators in training and another class scheduled to start on January 15. Mr. Brooks expressed that his department has spent a lot of time updating the training manual in hopes of improving the process.

Chair Wiese inquired whether CATA will be offering any New Year's Day service.

Todd Brooks stated that at this time, CATA will not be offering any service on New Year's Day.

PARATRANSIT

Craig Frazier stated that CATA's ridership has reached pre-pandemic levels and call-takers have been averaging over 850 calls per day. Mr. Frazier explained that he will be looking to hire more staff to assist with CATA's increased service.

Craig Frazier thanked Gloria Johnson-Cannon who invited him to attend the RSVP program where one (1) of Transdev's new vans was on display.

Chair Wiese requested an update on CATA's wait-stops.

Craig Frazier stated that CATA has been averaging approximately thirty wait-stops per day.

LAC members commended CATA's service and expressed that the wait-stop program has been very successful and will continue to improve.

Diana Paiz expressed her concern over CATA's public perception regarding late rides.

Chair Wiese stated that although CATA has had some late rides, their process works. Ms. Wiese noted that Mr. Frazier and his department have been very receptive to complaints and improving service.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

Erin Shannon shared that at the Service Quality Subcommittee meeting, some users stated that they are still having issues with the MyRideCATA app updating once they are outside of their window.

Craig Frazier stated that he will have CATA's IT Department look into this issue.

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)

Ericka Hartigan explained that CATA receives support from MDOT and each year, CATA applies for match 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 all three (3) forms are the same as in past years and asked for a motion to approve the annual grant application.

George Hanley inquired whether ridership has increased on CATA's Shopping Bus.

Craig Frazier responded that there has been a slight increase in CATA's Shopping Bus ridership.

Chair Wiese inquired whether the increases are documented in the grant application forms.

Ericka Hartigan stated that there is an estimated number of trips documented in the forms.

Diana Paiz inquired whether an "affiliation" indicates if that person is speaking on behalf of or serving as a representative of that organization.

Chair Wiese explained that in this case, an "affiliation" is not a person representing an organization.

MOTION:

A motion to approve the Service Grant Application forms was moved by George Hanley and supported by Geneva Smith.

VOTE:

Motion passed unanimously.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

Darren Fowler inquired whether CATA is involved in Transdev's Collective Bargaining Agreement (CBA).

Nancy Lohr stated that CATA is not involved in Transdev's CBA; however, they are involved in the process related to the service that Transdev provides to CATA riders.

Darren Fowler expressed his concern over Transdev's CBA and how Transdev does not reward their operators for their years of service nor provide any incentives for better service.

MOTION:

A motion to adjourn was moved by Diana Paiz and supported by Geneva Smith.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:52 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor