

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 19, 2025
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

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JANUARY 15, 2025, BOARD MEETING

B. APPROVAL OF MINUTES OF JANUARY 15, 2025, BOARD RETREAT

C. TREASURER'S REPORT FOR DECEMBER 2024

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

D. ARCHITECTURAL AND ENGINEERING SERVICES AT 511 S. WASHINGTON AVENUE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve a proposal from Progressive AE, Grand Rapids, MI, for architectural and engineering services at 511 S. Washington Avenue, at a cost not to exceed \$351,500 of grant funds, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. PURCHASE OF ONE (1), 29-FOOT SHOPPING BUS FROM GILLIG

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 one (1), 29-foot, heavy duty transit bus from Gillig, LLC, of Livermore, CA, using the State of Washington, cooperative bus procurement master contract #06719, at a price not to exceed \$675,000 of federal and state grant funds, pending successful completion of necessary FTA Buy America audits and inspections on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. ARMORED COURIER SERVICE AND CASH HANDLING/PROCESSING EQUIPMENT

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 Fifth Third Bank, to provide integrated cash handling and armored car services, at a cost not to exceed \$300,000 for a five (5) year term on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve and execute a Disadvantaged Business Enterprise (DBE) program in accordance with regulations set forth by the U.S Department of Transportation (DOT), 49 CFR Part 26, and authorize Staff to submit the program and report to the Federal Transit Administration.

H. AWARD OF CONTRACT FOR NEW WEBSITE DEVELOPMENT, DESIGN, AND MAINTENANCE

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 Exemplifai, LLC, dba Exemplifi, LLC, beginning April 1, 2025, for the development, design, and maintenance of a new website, at a cost not to exceed \$335,025 funded through a combination of grant and operating funds for an initial three (3) year contract and an option for two (2), one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

VI. DISCUSSION AGENDA

A. POLICY - GUIDELINES FOR USE, VIEWING, AND STORAGE OF VIDEO AND AUDIO SURVEILLANCE - SECONDDREADING

PROPOSED MOTION: That the proposed policy for Guidelines for Use, Viewing, and Storage of Video and Audio Surveillance be accepted for the second reading in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

VII. OLD BUSINESS

- Presentation from Jim Frenedt, 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 15, 2025
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Vice Chair
Phil Deschaine, Secretary/Treasurer
Mark Grebner
John Prush
Steven Vagnozzi
Jack Schmitt
Kellie Blackwell
Derek Melot via Zoom
Keith Barber
Chelsea Dowler

CALL TO ORDER:

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

ROLL CALL: Keith Barber, Kellie Blackwell, Phil Deschaine, Chelsea Dowler, Shanna Draheim, Mark Grebner, John Prush, Jack Schmitt, Nathan Triplett, and Steven Vagnozzi were all present.

ABSENT: Eric Tans and Maggie Sanders

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 noted that Derek Melot is present via Zoom.

PUBLIC COMMENTS:

None

CHAIR'S COMMENTS:

Chair Triplett introduced and welcomed new Board members Chelsea Dowler, City of Lansing, and Keith Barber, EATRAN.

Chair Triplett requested a motion to excuse Eric Tans and Maggie Sanders.

MOTION:

Shanna Draheim motioned to excuse Eric Tans and Maggie Sanders. Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser welcomed Ms. Dowler and Mr. Barber to the CATA Board.

Martin Luther King Jr. Celebration

Bradley Funkhouser stated that CATA will be attending the Martin Luther King Jr. Celebration at the Lansing Center on Monday, January 20. Mr. Funkhouser noted that once again, CATA will sponsor the event and a number of CATA employees will be in attendance. He also noted that Lolo Robison, Director of Marketing and Public Information Officer, completed her first year of service as a commissioner appointed to the Dr. Martin Luther King Jr. Commissioner of Mid-Michigan.

All applauded for Ms. Robison.

Purchase of Vacant Lots

Bradley Funkhouser stated that the two (2) parcels of vacant land that CATA is trying to purchase passed inspection and appraised at the purchase price. A closing has been scheduled for Friday, January 24. He noted that there is also a tour scheduled for Friday, January 17, at 2:00 p.m. and anyone wishing to attend or need additional dates can do so by contacting Tina Orlando, Executive Assistant and Board Secretary.

CATA Rydz

Bradley Funkhouser stated that a hard launch of CATA's microtransit service, CATA Rydz will take place on Monday, January 27. He noted that CATA Rydz will be integrated with the Transit app so that riders can book their trips.

Meeting with Delta Township

Bradley Funkhouser stated that he will be meeting with Delta Township representatives to discuss regional coordination and CATA's objectives to keep the collaboration going.

Phil Deschaine inquired about the inspection report and the firm that tested the soil.

Bradley Funkhouser stated that the inspection for the two (2) parcels was conducted by Soil and Materials Engineers Inc. (SME), a reputable firm that performed specialized ground testing.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF NOVEMBER 20, 2024, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2024
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

C. APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2024

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

MOTION:

Phil Deschaine motioned to approve the Consent Agenda and Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. POLICY COMMITTEE REPORT - POLICY FOR GUIDELINES FOR USE, VIEWING, AND STORAGE OF VIDEO AND AUDIO SURVEILLANCE - FIRST READING

PROPOSED MOTION: That the proposed policy for Guidelines for Use, Viewing, and Storage of Video and Audio Surveillance be accepted for the first reading in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

Policy Committee Chair, Shanna Draheim stated that the Policy Committee met to discuss the proposed policy. She stated that Staff answered all their questions including how videos will be used and saved. She also stated that the policy is clearly written and that the Policy Committee recommends accepting the first reading for Guidelines Use, Viewing, and Storage of Video and Audio Surveillance in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

Bradley Funkhouser explained the process for updating and creating CATA Board Policy to new Board members.

Chair Triplett asked for any additional comments.

Steven Vagnozzi stated that he is comfortable with the proposed policy and believes that it is well-balanced.

MOTION:

Shanna Draheim motioned to accept the first reading of Discussion Item A, Policy for Guidelines for Use, Viewing, and Storage of Video and Audio Surveillance – First Reading. Steven Vagnozzi supported the motion.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish commented on the passing of her friend Gloria Banks and thanked CATA for assisting her with her trips to visit Ms. Banks before she passed. Ms. Parrish also shared how appreciative Ms. Banks was of CATA's service and certain operators who came to see her in her final days.

Chair Triplett offered condolences on behalf of the Board and CATA.

Dr. Deborah Smith, Clinical Director and Owner/Operator of Wellness, InX, commented on her business that provides recovery services to individuals affected by drug addiction. Ms. Smith expressed her hope that CATA will consider having a Narcan dispenser at their transit center to reduce overdose incidents.

Bradley Funkhouser stated that CATA and ATU have been negotiating a new healthcare plan for all employees in the upcoming year and open enrollment will start in early February. He expressed his appreciation for Andrew Brieschke, Deputy CEO, and Steve Soliz, ATU President, Local 1039, who by their leadership have been able to reach an agreement.

Steve Soliz stated that through the agreement, they were able to decrease fees associated with maintaining healthcare for CATA employees, while providing the necessary information to promote a better lifestyle.

Chair Triplett thanked Mr. Funkhouser, Mr. Soliz, Mr. Brieschke and all those involved in negotiations.

Eduardo Gonzalez commented on the new large buses and looks forward to seeing CATA's electric buses.

Laura Breese stated that Ms. Banks was a dear friend, and she will be the main greeter for her memorial service at Pennway Church of God.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the meeting at 4:28 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD RETREAT MEETING

WEDNESDAY, JANUARY 15, 2025
LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:33 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 began by explaining that this is a required retreat per CATA Board policy, and the presentations will give a brief overview of the past year and year to come. 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 the Operations Department, including staff, training new operators, and the continued partnerships that CATA has with MSU, and the Lansing School District. Mr. Brooks also gave a report on the Paratransit Department and CATA being ADA compliant.

Steven Vagnozzi inquired whether CATA plans to include Disability Day in the upcoming year.

Todd Brooks expressed his hope that CATA will include having a Disability Day again this year.

Phil Deschaine inquired whether Operations keeps track of overdoses.

Todd Brooks stated that CATA's Safety Department keeps track of overdoses.

MAINTENANCE: Dan Hodges, Director of Maintenance, gave an overview of his department including CATA's fleet, Maintenance Department staff, and specialized training for his department.

Steven Vagnozzi inquired about the life cycle for CATA's cutaway buses.

Dan Hodges stated that the life cycle for CATA's 40-foot buses is twelve (12) years; cutaways, seven (7) years; and minivans, four (4) years.

Shanna Draheim inquired about the specialized electric vehicle training for employees.

Dan Hodges stated that the training is offered to employees and there is another electric vehicle training scheduled for February.

Jack Schmitt inquired about specialized training at other transit authorities.

Dan Hodges stated that usually transit authorities that are like CATA in size do not have a training department. Fortunately, CATA has been able to build training into their department, which has been very beneficial. He noted that CATA also tries to promote communication between authorities throughout the U.S. to work through issues within the system and share feedback.

MARKETING: Lolo Robison, Director of Marketing and Customer Experience, gave an overview of the department's projects including media launches for regional mobility connectors, CATA Rydz microtransit service, and Free Rides campaign. She also noted CATA's continued partnerships, outreach programs and improvements made to CATA's website for better usability.

Steven Vagnozzi inquired about items covered under Title VI.

Lolo Robinson stated that Title VI covers complaints and service issues related to race, color, and creed.

HUMAN RESOURCES: Marshea Brown, Director of Human Resources, introduced her staff. She noted that the HR Department's primary focus is to support CATA's workforce, which currently totals 390 active employees. Ms. Brown shared some of her department's accomplishments such as administrative wage increases, added more supplemental health insurance policies, updated CATA's Administrative Employee Guidebook, which is in its final review stage, and created a new policy for the Earned Sick Time Act, effective 2/21/2025. She also noted that CATA's DEI Task Force Committee will continue to have monthly meetings thanks to Mr. Funkhouser's strong leadership.

FACILITIES: Andrew Brieschke, Deputy CEO, introduced the Facilities Department staff including Norm VanAlstine, Facilities Manager with over 21 years of experience and Jeff Pearl, Lead Custodian with over 20 years of service. Mr. Brieschke stated that the Facilities Department not only maintains numerous bus stops within the CATA service network, they also have been instrumental in placing bus stops for EATRAN as well. He also stated that the department added more parking spaces at the Administrative Building and installed card access at the CTC for extra security. He further noted that Facilities will add electric vehicle charging stations for employees in the spring while continuing to ensure that CATA remains compliant with local, state, and federal guidelines.

Shanna Draheim inquired about CATA's bus shelters and possible sponsorships for the new year.

Andrew Brieschke stated that CATA's Planning and Development Department handles bus shelter sponsorships and Dustin Hagfors, Director of Planning and Development will include the information in his presentation.

Phil Deschaine inquired about the electric vehicle charging station's cost for CATA and employees.

Andrew Brieschke stated that he believes CATA will cover the cost of using the charging stations and it will be free for employees. He also stated that CATA is proud to be able to offer this service to its employees and recognizes the environmental benefits as well.

INFORMATION TECHNOLOGY: Dan Goodemoot, Director of IT, gave his presentation which included CATA's accomplishments in regional mobility and CATA's partnership with EATRAN. Mr. Goodemoot commented on CATA's IT improvements including replacing the PA system at the CTC, launching CATA Mobile Pay App and Transit App ticketing, upgrading CATA's fuel master software, laptops, wireless network and security by implementing two-factor authentication. He expressed how proud he is of his team and their fast response time in handling emergency situations.

FINANCE: Jim Frenndt gave a brief update of the Finance Department which included CATA's FY 2024 operating summary and their revenue, expenses and net operating income. Mr. Frenndt will provide a more in-depth presentation at the February Board meeting.

Chelsea Dowler inquired about the decrease in matched dollars from the Michigan Department of Transportation (MDOT).

Jim Frenndt stated that this is done every year through federal legislation.

Bradley Funkhouser stated that there are multiple public transit agencies competing for the same funds.

Steve Vagnozzi clarified that the 2026 budget has not been set and there are local agencies lobbying for less decreases.

Jim Frenndt stated that last year CATA was told that there would be a 26% decrease, and this year it is supposed to be the same.

Bradley Funkhouser confirmed Mr. Vagnozzi's remarks and stated that CATA and CATA's union have been involved in trying to lobby for less decreases. He also noted that CATA is in a good position financially and will be able to continue their service either way.

Chair Triplett appreciated Staff's cautious approach on CATA's finances. He noted that CATA is in a better position than other transit agencies due to the leadership of Mr. Funkhouser and his Staff.

Bradley Funkhouser stated that CATA is being transparent with all their challenges while continuing to follow future goals.

PLANNING: Dustin Hagfors, Director of Planning and Development, provided an overview on his department and reported on ridership including regional mobility, microtransit, fixed-route, and paratransit. Mr. Hagfors also commented on replacing old shelters and installing new shelters throughout the region. He further noted that his staff will continue to meet with partners in the community to better serve the public.

Shanna Draheim followed up from her previous inquiry about CATA's bus shelters and possible sponsorships for the new year.

Dustin Hagfors stated that CATA's Marketing Department has been partnering with local artists. He also stated that CATA is currently in the process of updating some of the shelters with art.

Bradley Funkhouser stated that one of the difficulties in placing shelters is getting environmental clearance from the federal government. Mr. Funkhouser noted that partnering with developers allows CATA to be more flexible and eases the process. He also noted that CATA is working on trying to change the legislation.

Steve Vagnozzi inquired whether microtransit could assist with CATA's Redi-Ride trips and generate more service hours.

Dustin Hagfors stated that CATA is working with the union to provide more on-demand types of service.

Steve Vagnozzi inquired whether the goal is to provide more flexibility in service.

Dustin Hagfors confirmed that CATA's goal is to provide more flexibility in service.

Chair Triplett reminded Board members that the January Board Retreat is designed as an informational meeting that leads into Mr. Frendt's budget report at the February Board meeting.

Steve Vagnozzi stated that as a new Board member, he is very impressed with the level of expertise that has been explained during the January Retreat. He expressed his opinion that CATA is more than a transit agency running buses, and as a Meridian Township member, he appreciates CATA's ingenuity as an organization.

Shanna Draheim expressed her love for CATA's Board Retreat. She also expressed how proud she is of CATA and the work that they have done in the community to make it better.

Phil Deschaine echoed Ms. Draheim's remarks. He also requested that Board members receive the slide presentations.

Chair Triplett commended Staff on their presentations. He also recognized how his comments from last year were mentioned in this year's Board Retreat. Chair Triplett expressed his appreciation for Mr. Funkhouser's leadership, especially in taking on a dual role, and hopes that the collaboration between CATA and EATRAN will become permanent. Lastly, he commented on CATA's new downtown facility and his excitement for the new building.

DISCUSSION:

None

PUBLIC COMMENT:

None

CLOSING REMARKS:

Bradley Funkhouser thanked Board members and the public for attending CATA's Board Retreat. He stated that Board members will receive a digital copy of the presentation and requested that any additional comments and/or questions be sent within the next couple of weeks for Staff to be prepared for the next Board meeting. Mr. Funkhouser also thanked Andrew Brieschke, Deputy CEO, for his leadership and overseeing the presentations.

Chair Triplett thanked Board members for their support and for setting up the foundation for future Boards.

ADJOURNMENT:

Chair Triplett adjourned Board Retreat at 5:59 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending December 31, 2024**

									<i>% of Fiscal Year Completed</i>	
	<u>December Actual</u>	<u>December Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 Actual YTD</u>	<u>FY 2025 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 BUDGET</u>	<u>% Annual Budget Revenues/Expense</u>
REVENUES										
Farebox	\$ 211,783	\$ 200,075	\$ 11,708	5.9%	\$ 695,047	\$ 600,225	\$ 94,822	15.8%	\$ 2,400,900	28.9%
Contracted Services	\$ 511,157	\$ 336,500	\$ 174,657	51.9%	\$ 1,567,366	\$ 1,009,500	\$ 557,866	55.3%	\$ 4,038,000	38.8%
Property Tax	\$ 2,554,802	\$ 2,199,000	\$ 355,802	16.2%	\$ 2,594,076	\$ 6,597,000	\$ (4,002,924)	-60.7%	\$ 26,388,000	9.8%
State Revenue	\$ 2,092,344	\$ 1,807,000	\$ 285,344	15.8%	\$ 5,243,040	\$ 5,421,000	\$ (177,960)	-3.3%	\$ 21,684,000	24.2%
Federal Revenue	\$ 4,257,179	\$ 1,315,000	\$ 2,942,179	223.7%	\$ 4,280,715	\$ 3,945,000	\$ 335,715	8.5%	\$ 15,780,000	27.1%
Other Revenue	\$ 59,347	\$ 140,542	\$ (81,195)	-57.8%	\$ (73,114)	\$ 421,626	\$ (494,740)	-117.3%	\$ 1,686,500	-4.3%
TOTAL REVENUES	\$ 9,686,612	\$ 5,998,117	\$ 3,688,495	61.5%	\$ 14,307,130	\$ 17,994,351	\$ (3,687,221)	-20.5%	\$ 71,977,400	19.9%
EXPENSES										
Labor	\$ 2,126,631	\$ 2,147,633	\$ 21,002	1.0%	\$ 6,663,560	\$ 6,442,899	\$ (220,661)	-3.4%	\$ 25,771,600	25.9%
Fringe Benefits	\$ 1,847,413	\$ 1,337,468	\$ (509,945)	-38.1%	\$ 4,336,904	\$ 4,012,413	\$ (324,491)	-8.1%	\$ 16,049,640	27.0%
Services	\$ 434,039	\$ 430,283	\$ (3,756)	-0.9%	\$ 1,219,544	\$ 1,300,348	\$ 80,804	6.2%	\$ 5,210,400	23.4%
Materials & Supplies	\$ 388,869	\$ 490,895	\$ 102,026	20.8%	\$ 1,344,759	\$ 1,471,684	\$ 126,925	8.6%	\$ 5,888,240	22.8%
Utilities	\$ 98,255	\$ 76,725	\$ (21,530)	-28.1%	\$ 222,795	\$ 230,175	\$ 7,380	3.2%	\$ 920,700	24.2%
Casualty & Liability	\$ 104,246	\$ 114,000	\$ 9,754	8.6%	\$ 311,160	\$ 342,000	\$ 30,840	9.0%	\$ 1,368,000	22.7%
Purch. Transportation	\$ 978,683	\$ 1,077,775	\$ 99,092	9.2%	\$ 2,894,110	\$ 3,233,325	\$ 339,215	10.5%	\$ 12,933,300	22.4%
Miscellaneous	\$ 101,118	\$ 148,964	\$ 47,846	32.1%	\$ 420,880	\$ 446,633	\$ 25,753	5.8%	\$ 1,787,620	23.5%
TOTAL EXPENSES	6,079,254	5,823,743	(255,511)	-4.4%	17,413,712	17,479,477	65,765	0.4%	\$ 69,929,500	24.9%
NET INCOME (LOSS)	\$ 3,607,358	\$ 174,374	\$ 3,432,984		\$ (3,106,582)	\$ 514,874	\$ (3,621,456)		\$ 2,047,900	

Interim statements are subject to adjustments and year-end audit

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

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12/01/2024 - 12/31/2024

Cash Balance - 12/01/2024	\$ 4,186,981
Disbursements	\$ (9,827,837)
Receipts	\$ 8,034,093
Adjustments	\$ -
Cash Balance - 12/31/2024	<u>\$ 2,393,237</u>

Disbursements:

Cash Disbursements Register	\$ (5,599,577)
Payroll	\$ (3,525,541)
Healthcare (BlueCross Blue Shield)	\$ (675,483)
Transfers To the ASU Claims Account	\$ (27,236)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	<u>\$ (9,827,837)</u>

Receipts:

Cash Receipt Register	\$ 3,034,093
Transfers From the Investment Account	<u>5,000,000</u>
Total Cash Receipts	<u>\$ 8,034,093</u>

Adjustments:

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

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

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12/01/2024 - 12/31/2024

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,393,237	8.24%
FIFTH THIRD BANK - ASU Claims Account	56,558	0.19%
FIFTH THIRD BANK - Savings	544,467	1.87%
MSUFCU CD and Savings	269,637	0.93%
CASE Credit Union CD and Savings	270,561	0.93%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>25,512,985</u>	87.83%
TOTAL	<u>\$ 29,047,445</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 169,438
OTHER BANKS	<u>3,088</u>
TOTAL	<u>\$ 172,526</u>

Monthly Average Rate of Return	0.5939%
Annual Average Rate of Return	7.127%

Interim statements are subject to adjustments and year-end audit

**Capital Area Transportation Authority
 Treasurer's Report
 Fifth Third Bank Investment Account Reconciliation**

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12/01/2024 - 12/31/2024

Market Value at the Beginning of the Period - 12/01/2024 \$ 30,446,332

Portfolio Activity:

Transfers (To) or From General Checking (5,000,000)

Net Income/(Loss) & Expenditures

Interest Earned	\$ 171,822	
Accrued Interest Paid	(266)	
Administrative Expenditures	(2,118)	

Total Net Income/Loss & Expenditures 169,438

Realized Gains or (Loss) From Sales 42,088

Market Appreciation

End of Period	\$ 113,052	
Beginning of Period	(176,987)	

Unrealized Gain/(Loss) from Market Appreciation (63,935)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (280,387)	
Current Accrued Income (+)	199,449	

Net Change from Accrued Income (80,938)

Market Value at the End of the Period - 12/31/2024 \$25,512,985

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 – ARCHITECTURAL AND ENGINEERING SERVICES AT 511 S. WASHINGTON AVENUE

CATA is in need of professional architecture and engineering services for the building renovation project at the CATA property, located at 511 S. Washington Avenue, Lansing. CATA is currently under contract with Progressive AE, Grand Rapids, Michigan for architectural and engineering services.

Grant dollars will be used to support and finance this project. The proposal includes the base bid of \$348,500 which will cover the creation of a building master plan, infrastructure upgrade requirements, architectural and design elements, and reimbursable expenses estimated at \$3,000, bringing the total to \$351,500. Billing will follow an established fee schedule.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve a proposal from Progressive AE, Grand Rapids, MI, for architectural and engineering services at 511 S. Washington Avenue, at a cost not to exceed \$351,500 of grant funds, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – PURCHASE OF ONE (1), 29-FOOT SHOPPING BUS FROM GILLIG

CATA currently operates a service known as the “Shopping Bus” to provide regularly scheduled transportation from senior housing complexes to various grocery stores and shopping centers Monday through Friday. The fare is \$2.00 round trip and reservations are not required. The desire to expand this service requires the purchase of another bus. Staff has determined that there is grant funding available.

CATA has an opportunity to procure one (1) new, 29-foot bus from the Gillig Corporation of Livermore, California. This bus would be purchased off of the State of Washington collaborative procurement contract, which has been vetted by the FTA as a contract that allows third parties, such as CATA, to purchase buses. Gillig was one of the vendors selected by the State of Washington through the formal procurement process. They are one of the few manufacturers to offer a smaller, heavy-duty bus that is suitable for this particular route. Funding is available through federal and state grants to purchase this bus in an amount not to exceed \$675,000.

Following Board approval, the purchase of this vehicle is also pending successful completion of both Buy America Pre-Award and Post-Delivery 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 one (1), 29-foot, heavy duty transit bus from Gillig, LLC, of Livermore, CA, using the State of Washington, cooperative bus procurement master contract #06719, at a price not to exceed \$675,000 of federal and state grant funds, pending successful completion of necessary FTA Buy America audits and inspections on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – ARMORED COURIER SERVICE AND CASH HANDLING/PROCESSING EQUIPMENT

CATA entered into an agreement with Brinks on March 18, 2021, to provide armored courier services between CATA's various transit facilities and its bank. That contract renewed annually with the option for either party to cancel with written notice of at least 60 days prior to the anniversary date. CATA has given notice to Brinks that it intends to not renew this contract as of April 30, 2025.

CATA's Finance Department has been evaluating our cash handling procedures, reviewing equipment currently in the marketplace, and had discussions with both Brinks and our banking partners at Fifth Third bank in an attempt to modernize and improve our cash handling.

We believe that the best path forward is an integrated solution through Fifth Third Bank, where they will assume the responsibility of providing armored car services, as part of a broader plan that includes adding new cash handling equipment at CATA's three staffed locations (Tranter, CTC and MMG.)

The new cash handling equipment, commonly known as a currency and coin recycler or "smart safe", will allow CATA's Customer Experience and Finance teams to improve their daily reconciliation process. In addition, deposits will be recorded at the bank sooner. Under the new contract, Fifth Third's monthly billings are expected to be approximately \$4,000, which does not include contractual increases in accordance with the Consumer Price Index and possible additional fees incurred from excess deposits. This price is comparable to what CATA has been paying Brinks under the current contract.

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

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Fifth Third Bank, to provide integrated cash handling and armored car services, at a cost not to exceed \$300,000 for a five (5) year term on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

CATA is required to establish a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U. S. Department of Transportation (DOT), 49 CFR Part 26.

The Federal Transit Administration (FTA) released new guidance in April 2024, to streamline and modernize 49CFR part 26. CATA updated the language in the DBE program to comply with the final rule issued.

Staff recommends that the Board of Directors adopt the following proposed motion.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve and execute a Disadvantaged Business Enterprise (DBE) program in accordance with regulations set forth by the U.S Department of Transportation (DOT), 49 CFR Part 26, and authorize Staff to submit the program and report to the Federal Transit Administration.

ACTION ITEM – AWARD OF CONTRACT FOR NEW WEBSITE DEVELOPMENT, DESIGN, AND MAINTENANCE

The current Website Maintenance and Development Contract, awarded to Gravity Works in April 2021, is scheduled to expire on March 31, 2025. As a result, a Request for Proposal (RFP), 2025-156, New Website Development, Design and Maintenance was issued on October 3, 2024, to obtain a contract for the development and design of a new website and maintenance services over a five-year term. The RFP was posted on CATA's website and Transit Talent, and was sent to nine (9) vendors, including the incumbent agency. Proposals were due by 11:00 a.m., on November 8, 2024.

CATA launched its original website at cata.org in 1995. At the time, the barebones site provided bus routes and maps, service descriptions, fare and pass prices, news, detour information and job postings. In 2002 the site was redesigned to include e-commerce functionality, allowing visitors to purchase fixed-route, Rural Service and Spec-Tran passes online. In the years that followed, CATA periodically conducted usability tests to enhance content, site design and user experience (2005). Trip-planning, Rider Alerts (2007), and route-detour and text-messaging features (2008) were added. In 2012, CATA's Title VI survey indicated that only 2% of riders used a mobile device, and only 3% believed mobile devices were the best way to obtain information about CATA's bus schedules, routes, maps and fares. By 2015, however, 80% of non-MSU riders and 99% of MSU riders owned a smart phone, prompting a website redesign that automatically formatted content on the user's preferred device — whether a desktop computer, laptop, notepad or mobile phone. CATA's 2022 Title VI survey indicated that 92% of all CATA riders owned a smart phone, including 89% of non-MSU riders and 99% of MSU riders.

Indeed, an analysis of CATA's website traffic between January 2024 and December 2024 indicates that 69.2% of CATA's web traffic originated from a mobile device.

Since the 2016 site redesign, CATA expanded service and its service area, undergone a handful of rebranding efforts, and redefined its mission, vision, values and strategic goals. In 2018, CATA implemented a live-chat feature, resulting in 2,483 online conversations in 2024 alone. More importantly, CATA's content management system (CMS) is outdated and no longer supported, and the need to transition site hosting from a physical to cloud-based platform will address the need for site redundancy and stability. Additionally, modern accessibility and usability standards necessitate a comprehensive rebuild to ensure improved search engine optimization (SEO), user experience, and equitable and inclusive access to service information. The current website contains over 3,000 indexed pages, and generates approximately 64,000 monthly page views, however, most of our website activity is concentrated within 40 web pages.

The new website development and design project is essential for CATA's digital presence to meet the needs of its riders and stakeholders. As technology and user expectations continue to advance, CATA recognizes the importance of a modern, accessible and user-friendly website that aligns with its mission to provide efficient

and inclusive transit services. The new website will enhance rider experience, improve accessibility, seamlessly integrate the CMS with third-party plug-ins, and ensure the platform's adaptability for future growth and trends, including regional mobility and rebranding efforts. Through this project, CATA seeks to partner with a vendor capable of delivering a high-quality solution while prioritizing usability, accessibility and sustainability.

The following firms submitted a proposal:

Exemplifai, LLC, dba Exemplifi, LLC, California	Responsive
Gravity Works, Michigan	Responsive
Beacon Systems Inc., Florida	Responsive
Planeteria Media, California	Responsive
Anthro-Tech, Inc., Washington	Responsive
ITWox Inc., Texas	Responsive
InVerve Marketing, Michigan	Responsive
Halo Media, LLC, New York	Responsive
Leap Agency, LLC dba (human)x, Kentucky	Responsive
Consultadd Inc., New York	Responsive
Acuta Digital, Inc., New York / Pennsylvania	Non-Responsive
AstraCloud, United Kingdom	Non-Responsive
Clique Studios, LLC, Illinois	Non-Responsive
CodeBright, LLC, Virginia	Non-Responsive
DTEC Software Solutions, India / Rwanda	Non-Responsive
Jeff Jimerson Design, Inc., dba Madison Ave Collective, Oregon	Non-Responsive
Rokit Science Agency, Inc., Louisiana	Non-Responsive
Station Four, Inc., Florida	Non-Responsive
TanDev, LLC, Michigan	Non-Responsive
vTech Solution, Inc., Washington DC	Non-Responsive
ATZ Solution, LLC, North Carolina	Non-Responsive
SDLC Corp/Transform Digital, LLC, California	Non-Responsive

Twelve of the 22 proposals received were marked non-responsive. Summarized below are the reasons that proposals were not accepted:

- Missing Amendment 1
- Missing certificate of insurance
- Missing federal forms
- Missing references
- Submitted the proposals in google docs — staff was not able to access the proposal
- Certification of Debarment and Suspension Lower-Tier Participants (Sub-Contractors) not filled out correctly
- Proposal received after the deadline

CATA's evaluation committee reviewed all 10 submitted responsive proposals against the RFP's selection criteria: 1) Technical Expertise 2) Design and Development Capabilities 3) Project Cost 4) Experience of Firm 5) Completeness and

Responsiveness of the Proposal to the RFP. For the procurement, this was a two-step process. The first phase was reviewing the proposals and narrowing down the vendor selection. The second phase was to hold oral vendor interviews for the three (3) firms that scored the highest. The three (3) vendors that were asked to participate in virtual Zoom presentations were Exemplifai, LLC, dba Exemplifi, LLC, Gravity Works, and Beacon Systems Inc.

Exemplifai, LLC, was considered one of the most qualified vendors for the project, meeting or exceeding most of the RFP requirements. Their proposal immediately stood out as a top contender, demonstrating a comprehensive understanding of the scope of work and clearly outlining their approach to addressing each component of the project. Their proposal was thorough, well-organized and easy to navigate, offering detailed case studies that highlighted their extensive experience, particularly in transit-related projects. The proposal excelled in articulating expertise in key areas such as SEO strategy, accessibility compliance and third-party integrations, showcasing a robust plan for ensuring the new website meets modern usability and accessibility standards. They also provided a clear implementation roadmap, complete with a comprehensive timeline and detailed plans for CMS migration, mobile-first design and SEO optimization. Their team’s qualifications were well-documented, highlighting relevant expertise in ADA compliance and WCAG 2.1, which is critical for accessible communications. Exemplifai’s submission demonstrated their capacity to deliver a high-quality solution. Although not the lowest bidder, the committee unanimously agreed that Exemplifai’s proposal excelled.

Below are the tables showing the cost of the three firms that scored the highest:

Exemplifai, LLC, dba Exemplifi, LLC

Upfront Costs			
Product/Service	Estimated Project Hours	Hourly Rate/Service Fees	Total Price
New Website Development & Design Project Base Costs (including content migration, associated hardware & software, etc.)	1,000	\$75.00	\$75,000.00
Custom Feature Add-Ons (Rider Alerts, Pass Purchasing)	80	\$75.00	\$6,000.00
WCAG AAA Compliance Specific Features	160	\$75.00	\$12,000.00
Sub-Site/3rd Party Integrations (Inclusions mentioned below)	947	\$75.00	\$71,025.00
Cloud Hosting Setup	40	\$75.00	\$3,000.00
Security Features Setup	40	\$75.00	\$3,000.00
Other Costs (please specify):			
HubSpot CMS Enterprise annual subscription	N/A	N/A	N/A
Upfront Costs Total:			\$170,025.00

Annual Costs				
Year	Product & Service	Estimated Hours (if applicable)	Hourly Rate/Service Fees (if applicable)	Total Price
Year 1	Upfront Costs of New Website (total identified above)	N/A	N/A	\$170,025.00
	Website Maintenance & Support	120	\$75.00	\$9,000.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 1 Total:				\$179,025.00
Year 2	Website Maintenance & Support	120	\$75.00	\$9,000.00
	WCAG AAA Compliance Specific Features	20	\$125.00	\$2,500.00
	Cloud Hosting	N/A	N/A	\$25,000.00
	Security Features	20	\$125.00	\$2,500.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 2 Total:				\$39,000.00
Year 3	Maintenance & Support	120	\$75.00	\$9,000.00
	WCAG AAA Compliance Specific Features	20	\$125.00	\$2,500.00
	Cloud Hosting	N/A	N/A	\$25,000.00
	Security Features	20	\$125.00	\$2,500.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 3 Total:				\$39,000.00
Year 4	Maintenance & Support	120	\$75.00	\$9,000.00
	WCAG AAA Compliance Specific Features	20	\$125.00	\$2,500.00
	Cloud Hosting	N/A	N/A	\$25,000.00
	Security Features	20	\$125.00	\$2,500.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 4 Total:				\$39,000.00
Year 5	Maintenance & Support	120	\$75.00	\$9,000.00
	WCAG AAA Compliance Specific Features	20	\$125.00	\$2,500.00
	Cloud Hosting	N/A	N/A	\$25,000.00
	Security Features	20	\$125.00	\$2,500.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 5 Total:				\$39,000.00
Annual Costs Grand Total: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)				\$335,025.00

PROJECT GRAND TOTAL: (Upfront Costs + Year 1 + Year 2 + Year 3 + Year 4 + Year 5)	\$335,025.00
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Gravity Works

Upfront Costs			
Product/Service	Estimated Project Hours (if applicable)	Hourly Rate/Service Fees	Total Price
New Website Development & Design Project Base Costs (including content migration, associated hardware & software, etc.)	890	\$150.00	\$133,500.00
Custom Feature Add-Ons	200	\$150.00	\$30,000.00
WCAG AAA Compliance Specific Features	110	\$150.00	\$16,500.00
Sub-Site/3rd Party Integrations	369	\$150.00	\$55,350.00
Cloud Hosting Setup	3	\$150.00	\$450.00
Security Features Setup	3	\$150.00	\$450.00
Other Costs (please specify):	N/A	N/A	N/A
Upfront Costs Total:			\$236,250.00

Annual Costs				
Year	Product & Service	Estimated Hours (if applicable)	Hourly Rate/Service Fees (if applicable)	Total Price
Year 1	Upfront Costs of New Website (total identified above)	N/A	N/A	\$236,250.00
	Website Maintenance & Support	N/A	\$22,000.00	\$22,000.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 1 Total:				\$258,250.00
Year 2	Website Maintenance & Support	126	\$150.00	\$18,900.00
	WCAG AAA Compliance Specific Features	53	\$150.00	\$7,950.00
	Cloud Hosting	N/A	N/A	\$9,600.00
	Security Features	20	\$150.00	\$3,000.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 2 Total:				\$ 39,450.00

Year 3	Maintenance & Support	126	\$160.00	\$20,160.00
	WCAG AAA Compliance Specific Features	53	\$160.00	\$8,480.00
	Cloud Hosting	N/A	N/A	\$10,272.00
	Security Features	20	\$160.00	\$3,200.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 3 Total:				\$ 42,112.00
Year 4	Maintenance & Support	126	\$170.00	\$21,420.00
	WCAG AAA Compliance Specific Features	53	\$170.00	\$9,010.00
	Cloud Hosting	N/A	N/A	\$10,991.00
	Security Features	20	\$170.00	\$3,400.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 4 Total:				\$ 44,821.00
Year 5	Maintenance & Support	126	\$180.00	\$22,680.00
	WCAG AAA Compliance Specific Features	53	\$180.00	\$9,540.00
	Cloud Hosting	N/A	N/A	\$11,760.00
	Security Features	20	\$180.00	\$3,600.00
	Other Costs (please specify):	N/A	N/A	N/A
Year 5 Total:				\$47,580.00
Annual Costs Grand Total: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)				\$195,963.00

PROJECT GRAND TOTAL: (Upfront Costs + Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$432,213.00
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Beacon Systems Inc.

Upfront Costs			
Product/Service	Estimated Project Hours (if applicable)	Hourly Rate/Service Fees	Total Price
New Website Development & Design Project Base Costs (including content migration, associated hardware & software, etc.)	2,088	\$25.00	\$52,200.00
Custom Feature Add-Ons	428	\$25.00	\$10,700.00
WCAG AAA Compliance Specific Features	200	\$25.00	\$5,000.00
Sub-Site/3rd Party Integrations	228	\$25.00	\$5,700.00
Cloud Hosting Setup	32	\$25.00	\$800.00
Security Features Setup	20	\$25.00	\$500.00
Other Costs (please specify):			
Documentation and Training	60	\$25.00	\$6,300.00
Project Management	248	\$40.00	\$9,920.00

Quality Assurance	640	\$25.00	\$16,000.00
Upfront Costs Total:			\$107,120.00

Annual Costs				
Year	Product & Service	Estimated Hours (if applicable)	Hourly Rate/Service Fees (if applicable)	Total Price
Year 1	Upfront Costs of New Website (total identified above)	N/A	\$107,120.00	\$107,120.00
	Website Maintenance & Support	N/A	\$5,200.00	\$5,200.00
	Other Costs (please specify): Hosting	N/A	\$15,000.00	\$15,000.00
Year 1 Total:				\$127,320.00
Year 2	Website Maintenance & Support	N/A	\$5,330.00	\$5,330.00
	WCAG AAA Compliance Specific Features	N/A	\$5,125.00	\$5,125.00
	Cloud Hosting	N/A	\$15,000.00	\$15,000.00
	Security Features	N/A	\$512.50	\$512.50
	Other Costs (please specify):	N/A	N/A	N/A
Year 2 Total:				\$ 25,967.50
Year 3	Maintenance & Support	N/A	\$5,463.25	\$5,463.25
	WCAG AAA Compliance Specific Features	N/A	\$5,253.13	\$5,253.13
	Cloud Hosting	N/A	\$15,000.00	\$15,000.00
	Security Features	N/A	\$525.31	\$525.31
	Other Costs (please specify):	N/A	N/A	N/A
Year 3 Total:				\$ 26,241.69
Year 4	Maintenance & Support	N/A	\$5,599.83	\$5,599.83
	WCAG AAA Compliance Specific Features	N/A	\$5,384.45	\$5,384.45
	Cloud Hosting	N/A	\$15,000.00	\$15,000.00
	Security Features	N/A	\$538.45	\$538.45
	Other Costs (please specify):	N/A	N/A	N/A
Year 4 Total:				\$26,522.73
Year 5	Maintenance & Support	N/A	\$5,739.83	\$5,739.83
	WCAG AAA Compliance Specific Features	N/A	\$5,519.06	\$5,519.06
	Cloud Hosting	N/A	\$15,000.00	\$15,000.00
	Security Features	N/A	\$551.91	\$551.91
	Other Costs (please specify):	N/A	N/A	N/A
Year 5 Total:				\$26,810.80

Annual Costs Grand Total: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)	\$232,862.72
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PROJECT GRAND TOTAL: (Upfront Costs + Year 1 + Year 2+Year 3 + Year 4 + Year 5)	\$232,862.72
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Staff recommends that the Board adopt the proposed motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Exemplifai, LLC, dba Exemplifi, LLC, beginning April 1, 2025, for the development, design, and maintenance of a new website, at a cost not to exceed \$335,025 funded through a combination of grant and operating funds for an initial three (3) year contract and an option for two (2), one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

POLICY # _____

ACTION ITEM - GUIDELINES FOR USE, VIEWING, AND STORAGE OF VIDEO AND AUDIO SURVEILLANCE

Purpose

In order to protect the health, welfare, and safety of customers, staff, visitors, and CATA vehicles and property, electronic video and audio surveillance systems may be used to monitor activity on CATA vehicles and on CATA property. The use of such surveillance systems is for the benefit of the public, fostering a safer environment for all occupants and visitors, preventing theft of and damage to publicly-funded property, avoiding frivolous lawsuits, improving workplace safety, and may also be used as an educational and/or quality improvement tool to enhance the services provided by CATA to the public. This policy is based on the presumption and belief that neither staff nor guests to CATA property or on CATA vehicles have a reasonable expectation of privacy in those public areas which would be subject to video and audio surveillance.

Placement of Camera

Any real property where CATA has any operations and any vehicles that are owned, leased, contracted, and/or operated by CATA and/or CATA's contractors may be equipped with electronic video and audio surveillance systems if and to the extent CATA deems appropriate. CATA shall notify staff, customers, and visitors that video and audio surveillance may occur on CATA property by posting it on CATA's website as well as visible and obvious signage posted at or near the entrance to each CATA vehicle and/or property where surveillance may occur. Video and audio surveillance cameras shall not be used in restrooms or locker rooms.

Monitoring and Inspections

CATA will have in place a procedure for regular maintenance, monitoring, and updates to mitigate potential risks and maintain system integrity of the video and audio surveillance systems. CATA may conduct periodic inspections and/or monitoring to ensure all cameras are working properly. This does not need to be on a regular schedule but will be as appropriate CATA personnel deem necessary.

While these video and audio surveillance systems are in place, it is not feasible nor practical for CATA to review and/or monitor all recordings. CATA has no duty to review any recording captured by a video and audio surveillance system. While CATA does not monitor recording, individuals are encouraged to report any suspicious or concerning activity or incidents to appropriate authorities including the filing of an incident report as required by CATA's Work Rules. Prompt reporting can facilitate timely response and intervention by security personnel, including preservation of video and/or audio.

Use of Recording

The video and/or audio captured from any such surveillance cameras may be viewed by any CATA employees as CATA deems reasonably necessary for a legitimate purpose related to employment or business functions and will only be viewed by those

employees who have such a legitimate purpose. A recording may be used by CATA as evidence in any administrative, disciplinary, civil, or criminal matter as CATA deems relevant. When appropriate, recording captured may be sent to or viewed by law enforcement agencies.

To the extent applicable according to CATA contractual obligations, CATA will comply with all applicable state and federal statutes regarding student data and privacy as well as student disciplinary procedures.

Disciplinary action may be taken based upon information contained on recording(s). An employee may also request that the appropriate union representative be permitted to view the recording(s) as part of any disciplinary action.

Retention and Release of Recording

CATA will comply with all applicable state and federal laws (including FOIA) related to the retention and release of public records. A recording will be retained by CATA for a period of thirty (30) days, or until the conclusion of disciplinary or legal proceedings if the recording is used for evidence in such a proceeding. All information other than saved incidents on files will be automatically overwritten after the thirty (30) days unless CATA is provided with notice in sufficient time to preserve such recording.

CATA will preserve recording of any incident report filed within forty-eight (48) hours of receipt of the incident report.

Training

All personnel responsible for operating, maintaining, or accessing video and audio surveillance systems shall receive comprehensive training on the proper implementation of this provision, including procedures for incident preservation and data security protocols. Additional training will be provided after any software upgrades and changes, or new personnel are hired in a position that warrants their use of the system.

Compliance

All personnel, visitors, and third parties are expected to comply with this policy regarding video and audio surveillance on CATA vehicles and property. Failure to comply may result in disciplinary action or legal consequences, as appropriate.

Data Issues

CATA acknowledges that no technology system is or can be error-free. Despite CATA's best efforts, errors or malfunctions may occur which could affect the proper functioning of the system or the preservation of data.

Policy Review

This policy will be periodically reviewed and updated as necessary to ensure alignment with best practices, technological advancements, and regulatory requirements.

Adopted:

INFORMATION ITEMS

FEBRUARY 19, 2025

1. DECEMBER RIDERSHIP REPORT
2. DECEMBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JANUARY 2025
4. DEI TASK FORCE UPDATE FOR JANUARY
5. LAC MINUTES FOR DECEMBER 2024
6. CATA FLEET UPDATE

DECEMBER 2024 RIDERSHIP REPORT

<u>Total system rides – December:</u>	<u>598,826</u>
Average weekday system ridership	25,000
Average weekday system ridership change December 2024 to December 2023	-1,050

December 2024 vs. December 2023

	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	-1.6%	-9,516
Monthly Urban Fixed-Route change	-3.4%	-11,067
Monthly MSU campus ridership change	-0.9%	-1,651
Monthly Spec-Tran ridership change	+5.1%	+1,175
Monthly Total Paratransit ridership change	+1.7%	+513

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021.

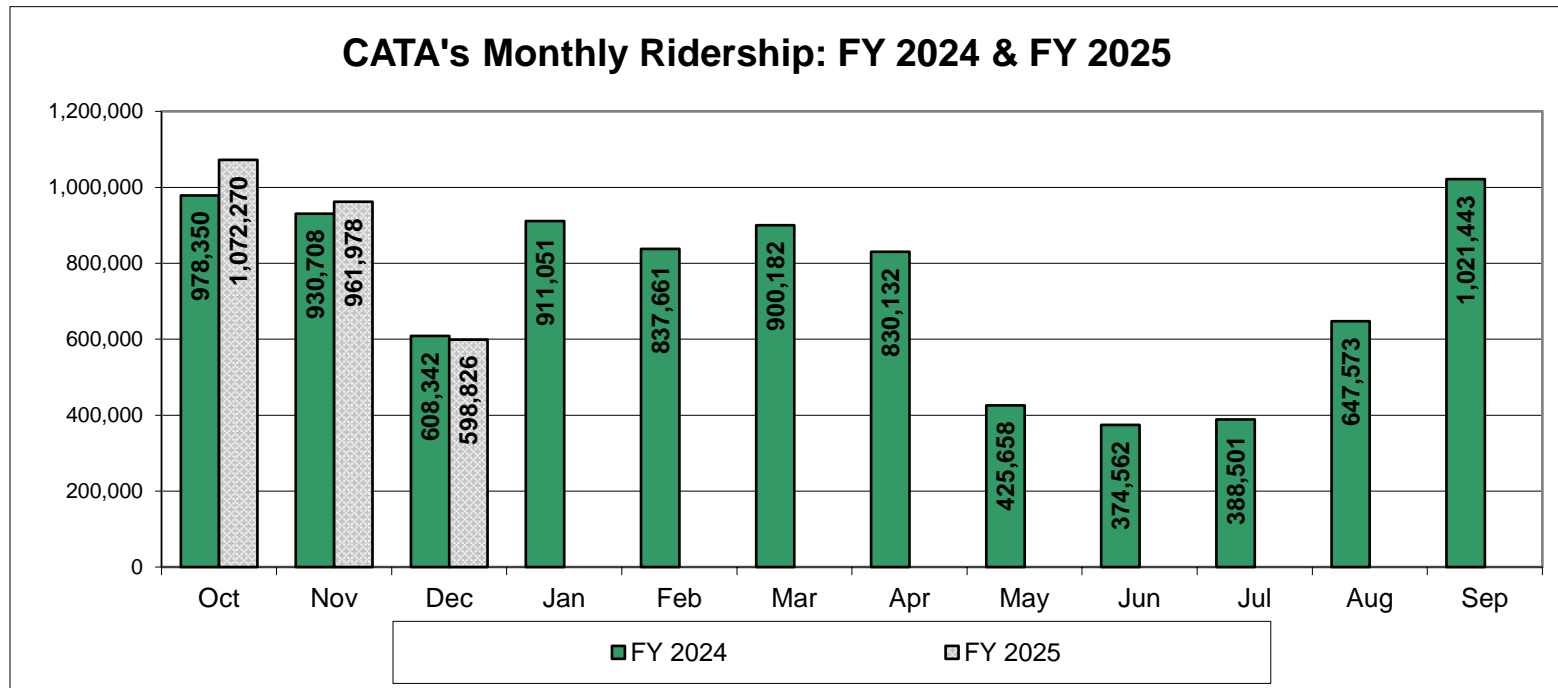
FY 2025 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>2,633,074</u>
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FY 2025 vs. FY 2024

	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+4.6%	+115,674
Year-to-Date Spec-Tran ridership change	+9.0%	+6,505
Year-to-Date Total Paratransit ridership change	+4.6%	+4,325

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021.



INFORMATION ITEM - FUEL PURCHASE FOR JANUARY 2025

The following lists our prices for diesel fuel for January 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
01/02/2025	\$2.3060
01/13/2025	\$2.3335
01/17/2025	\$2.4035
01/20/2025	\$2.4090
01/24/2025	\$2.2960

FY 2025 Current average per gallon fuel cost	\$2.35
FY 2025 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

Dr. Martin Luther King, Jr. Celebration

The DEI Task Force Committee attended the 40th Annual MLK Day of Celebration at the Lansing Center. The keynote speaker was Dr. Bernard Lafayette, a prominent civil rights advocate, activist, minister, educator, lecturer, and authority on the strategy of Nonviolent Social Change.

Dr. Lafayette was a co-founder of the Student Nonviolent Coordination Committee (SNCC) and leader of the Nashville Movement Lunch Counter Sit-ins in 1960 and the Freedom Rides in 1961. He is currently the Chairman of the Board of the Southern Christian Leadership Conference (SCLC), which was founded by Dr. Martin Luther King, Jr.

The Committee was deeply honored and privileged to have Dr. Lafayette share his experiences as a youth with us. His insights were invaluable and greatly appreciated by all.

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources



LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, DECEMBER 4, 2024
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
Erin Shannon, Vice Chair
George Hanley
Gill Lemonde
Gloria Johnson-Cannon
J. Caleb Adams
Diana Paiz
Geneva Smith
Doug Lecato

MEMBERS PRESENT VIA ZOOM: Leah March-Pons and Jeffrey Allshouse

MEMBERS ABSENT: Darrin Fowler

CATA BOARD MEMBER: Kellie Blackwell

CATA PERSONNEL: Jennifer Burgess, Craig Frazier, Darren Horn, Judy Moreno-Millington, and Victoria Joseph

TRANSDEV PERSONNEL: Simone Moore

GUEST: None

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:30 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF DECEMBER AGENDA

Chair Wiese requested that the Agenda be amended to include the following:

- Add the Transdev report from Simone Moore, Transdev General Manager to the Agenda moving forward.
- Move Wait Stop proposed motion from New Business to the SQS report.
- Under New Business; add Annual Grant Application presented by Judy Moreno-Milligan, Grants Administrator.

MOTION:

A motion to approve the amended December 2024 Agenda was moved by Gill Lemonde and supported by Geneva Smith.

VOTE:

Motion passed unanimously.

APPROVAL OF OCTOBER MINUTES

MOTION:

A motion to approve the October 2024 minutes was moved by Geneva Smith and supported by Jeffrey Allshouse.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

None

BOARD LIAISON REPORT – Kellie Blackwell

Report attached.

CATA CEO REPORT – Bradley Funkhouser (Absent)

None

DIRECTOR OF OPERATIONS – Todd Brooks

Jennifer Burgess gave the report on behalf of Todd Brooks.

Holiday Service

Jennifer Burgess stated that CATA had 100% on-time performance for Thanksgiving holiday service. She also stated that reservations for Christmas holiday service will start on December 11, 2024.

CATA Events

Jennifer Burgess stated that CATA participated in many holiday parades in the surrounding area. She also stated that the Operations Department teamed up with Human Resources Department and attended the Career Quest at the Lansing Center, where students were able to tour CATA's wrapped Barbie bus.

New Operator Classes

Jennifer Burgess stated that CATA has two (2) new operator classes currently training while a third class will start in January 2025.

MSU Football

Jennifer Burgess stated that MSU's last home football game was on November 30, 2024. Ms. Burgess noted that the Operations Department provided meals for the operators during the entire season. She further noted that CATA was praised for transporting a large number of fans to the games without complaint and in appreciation for their service, they were given the game ball following the MSU vs Indiana game.

Doug Lecato inquired about the status of CATA's split-shifts.

Jennifer Burgess stated that CATA will have a small number of split-shifts on the bid board starting on December 16, 2024, and only two (2) split-shifts will be on the bid board in January 2025.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

Ridership

Craig Frazier stated that paratransit ridership has surpassed pre-Covid numbers. Mr. Frazier noted that since the pandemic, ridership has consistently increased every month including Spec-Tran, 18%; Redi-Ride, 13%; and CATA, 9.6%.

New Cutaway Buses

Craig Frazier stated that CATA will receive six (6) new cutaway buses on December 9, 2024, which are expected to be on the road by the first of the year.

Lot Link and Night Owl Service

Craig Frazier stated that it has been two (2) years since Transdev took over the Lot Link and Night Owl service and CATA has not received any complaints.

Diana Paiz inquired whether the increases in ridership were based on trips or passengers.

Craig Frazier confirmed that the increases in ridership were based on the number of trips.

TRANSDEV – Simone Moore

Simone Moore gave her report.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

Erin Shannon gave the SQS report.

UPDATED CATA WEBSITE WAIT-STOP TRIP FAQ'S

Chair Weise requested a motion to approve the updated language associated with CATA's wait-stop trip FAQ's section on their website.

Current language:

***Q:** Are there types of wait-stop trips that are not allowed?*

***A:** No drive thru wait-stop trips are allowed. The rider must exit the vehicle at the wait-stop location to conduct necessary business.*

Proposed language:

***Q:** Are there types of wait-stop trips that are not allowed?*

***A:** Yes. Spec-Tran vehicles are not permitted to take clients through drive thru service. Also, we encourage you not to arrange wait-stop trips for medical appointments or other situations where the duration of your business cannot be accurately anticipated to have you return to the vehicle within 15 minutes.*

MOTION:

A motion to approve the updated wait-stop language associated with CATA's wait-stop trip FAQ's section on their website was moved by George Hanley and supported by Geneva Smith.

VOTE: Motion passed unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

Annual Grant Application

- FY 2026 Vehicle Accessibility Plan Update (Judy Moreno-Millington)
- FY 2026 Specialized Services Service Description (Judy Moreno-Millington)
- FY 2026 Coordination Plan for Specialized Services (Judy Moreno-Millington)

Judy Moreno-Millington 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.

Additionally, Ms. Moreno-Millington informed the LAC of the open Call for Projects for Section 5310 funding. She explained that CATA is the local recipient of these FTA funds for the tri-county area. She further presented the timeline of the plan, which has also been posted on the CATA website.

- Call for Projects Released - Wednesday, October 30, 2024
- Questions/Technical Assistance Request Deadline - Wednesday, November 27, 2024
- Project Applications Due - Monday, January 13, 2025
- Project Selections - Monday, February 24, 2025
- CATA Board Approves Final Program of Projects - Wednesday, March 19, 2025

Chair Wiese requested a motion to approve all three (3) grant application forms as presented.

MOTION:

A motion to approve all three (3) grant application forms as presented was moved by George Hanley and supported by Jeffrey Allshouse.

DISCUSSION:

Doug Lecato inquired about whether the grant associated with CATA's Shopping Bus can be expanded to include trips to community centers as well as senior centers.

Craig Frazier stated that the grant has very specific guidelines which cannot be modified.

VOTE: Motion passed unanimously.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

MOTION:

A motion to adjourn was moved by Geneva Smith and supported by Jeffrey Allshouse.

VOTE: Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:57 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

Victoria Joseph
Operations Administrative Assistant

INFORMATION ITEM – CATA FLEET UPDATE

CATA continues to update the fleet in accordance with Federal and State regulations. The following new vehicles have been delivered since August 2024:

- **Small Buses (14 total) – In Service**
Spec-Tran: 6 buses
Redi-Ride: 3 buses
- **Small Buses (14 total) – Not yet in service**
Spec-Tran (1): Awaiting graphics and Zonar pre-trip inspection kits.
Redi-Ride (4): Awaiting graphics and Zonar pre-trip inspection kits.
- **Accessible Minivans (13) – In Service:**
 - August/September 2024: Five (5)
 - January 2025: Eight (8)
- **Electric Support Vehicles (8) – In Service**
 - August 2024: Chevrolet Bolts (4)
 - January/February 2025: Chevrolet Equinox (4)

Useful Life Benchmarks:

<i>*Fixed-Route Buses:</i>	<i>12 years or 500,000 miles</i>
<i>*Small Buses (Paratransit):</i>	<i>7 years or 200,000 miles</i>
<i>*Support & Other Small Vehicles:</i>	<i>4 years or 100,000 miles</i>