

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 15, 2020
3:00 P.M. - CATA ADMINISTRATIVE OFFICE BUILDING

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF DECEMBER 18, 2019, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2019
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - C. CONTRACT FOR BUY AMERICA VEHICLE AUDITS AND INSPECTION SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with TRC Engineering Services, LLC in the amount of \$58,445.00, plus any incurred cost for production delays, for the Buy America Vehicle Audits and Inspection Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

- D. CENSUS 2020 COMPLETE COUNT INITIATIVE

PROPOSED MOTION: That the Board of Directors approves Staff's proposed *Be Counted Michigan 2020* communication plan, effective through April 1, 2020, at a cost not to exceed \$35,000, to ensure fair representation through legislative districting and funding for critical programs and services, and that Chief Executive Officer, Bradley T. Funkhouser is authorized to implement this program on such other terms and conditions he deems appropriate.

- VI. DISCUSSION AGENDA

VII. OLD BUSINESS

A. PURCHASE OF 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 with Hoekstra Transportation, Grand Rapids, Michigan, to purchase twenty (20) accessible low floor minivans from the State of Michigan contract for a total amount of \$735,100.00, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

XI. RECESS

CORRESPONDENCE TO THE BOARD

JANUARY 15, 2020

- | | | |
|----|-------------------------|-------------------|
| 1. | Email from Donna Kepler | December 14, 2019 |
| 2. | Email from Dennis Goff | December 14, 2019 |
| 3. | Email from Daniel Black | December 19, 2019 |

Tina Orlando

From: info@cata.org
Sent: Saturday, December 14, 2019 8:41 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

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

Name: Donna Kepler
Email: donna488@aol.com

Message:

I wanted to let you know about the bad customer service I have received from Samantha Soliz, On Aug 9 I sent a message that one of your drivers ran a stop sign and I had to hit my brakes so hard the lunch I had picked up for my coworker ended up spilled on the floorboard of my car. Her response was to have her supervisor contact me. A month later, when I hadn't heard I replied to her email, she said she was sorry and would have her contact me. I've heard nothing and now she won't even answer my emails.

Tina Orlando

From: info@cata.org
Sent: Saturday, December 14, 2019 8:48 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

Follow Up Flag: Follow up
Flag Status: Flagged

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

Name: Dennis Goff

Email: CZfan.traveller@gmail.com

Message:

December Board Meeting is NEXT WEEK- 5 days hence- NO minutes of Nov. posted as yet? Agenda? Issues? Operational Responses?

Thank you,

Tina Orlando

From: shortdwarf.com <shortdwarf.com@gmail.com>
Sent: Thursday, December 19, 2019 3:19 PM
To: Cata Board
Cc: Brad Funkhouser; Margaret Stephens; Lolo Robison; Craig Frazier
Subject: "what if" santa spreads cheer

#whatif...

santa brad donned a \$2.97 santa hat & with a sack full 3¢ candy canes, Quality Dairy coffee coupons, biggby coffee coupons, boxes of dunkin munchkins, krispy kreme donuts, bus tokens, 10 ride cards, 31 day cards & spread good holiday cheer for next 2-3 days?

how much good will, joy & holiday spirit would that create within the system?

PS i LOVE Craig Frazier's "what if" concept! ever thought of giving him some marketing & customer service duties?

thank you,

daniel black
601 S BUTLER BLVD APT 1 (a Capitol Commons property) LANSING, MI 48915-1685

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517-507-5552
shortdwarf.com@gmail.com
shortdwarf.com | where size meets reality <http://twitter.com/shortdwarfcom> <http://facebook.com/shortdwarfcom>

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, DECEMBER 18, 2019
4:00 PM – CATA BOARD ROOM
4615 TRANTER STREET, LANSING, MI 48910

PRESENT: Nathan Triplett, Chair
Douglas Lecato, Vice Chair
Dusty Fancher, Secretary/Treasurer
Mark Grebner
Dion'trae Hayes
Derek Melot
Donna Rose
John Prush
Jennie Gies
Peter Kuhnmuench
Shanna Draheim

ABSENT: Dan Opsommer

CALL TO ORDER:

Nathan Triplett, Chair called the meeting to order at 4:05 p.m.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted emails that were sent to the Board.

Public Comments

Katie Kelley, President of ATU, Local 1039, reported that negotiations are going well and they are making tremendous strides. Everyone is on the same page and Ms. Kelley feels confident moving forward and expects to have a contract soon.

Deb Parrish commented on the new buses layout and their lack of a clear path.

Donna Rose expressed that the emails received contained no real comments and needed to have more substantial details.

CHAIR'S COMMENTS:

MOTION:

A motion to excuse Dan Opsommer absence was made by Donna Rose and supported by Derek Melot.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Audit Committee

Mr. Funkhouser stated that each year CATA goes through an audit process. This was the first time the meeting was conducted over phone. Dan Opsommer, Chair hosted the meeting which lasted approximately thirty minutes. The premise of the meeting is to outline the audit process and to provide a chance for feedback between auditors and committee.

Operation Santa

This year, Operation Santa served 892 children in the Lansing area. Thirty-seven students and siblings received gifts. This was the largest giving Maintenance has ever done. Mr. Funkhouser expressed how proud he was of the staff's generosity and thanked Pam Latka for overseeing this project.

MPTA

Last year, CATA rejoined Michigan Public Transportation Association, (MPTA). Mr. Funkhouser reported that Matt Carpenter is the new Chair and has asked him to Chair the Michigan Department of Transportation, (MDOT) Relations Committee.

Millage

It's officially millage time. Mr. Funkhouser stated that the millage language was reviewed and confirmed by attorney George Brookover, P.C., and will be on the March 10, 2020 ballot.

Press Release

Mr. Funkhouser commented on the press release covering the Southside Community Center and Baker and Pennsylvania Park where Mayor Schor was pictured in front of a CATA bus shelter. The shelter program is going well and provides an artistic impression that is unique to each shelter.

January Retreat

The January Retreat is one month away and will take place after the regular scheduled Board meeting.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF NOVEMBER 20, 2019, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2019
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

C. PURCHASE OF 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 with Hoekstra Transportation, Grand Rapids, Michigan, to purchase twenty (20) accessible low floor minivans from the State of Michigan contract for a total amount of \$723,600.00, pending successful completion of necessary Buy America audits, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. PURCHASE OF 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 option on its contract with Hoekstra Transportation of Grand Rapids, MI for fifteen (15) gasoline engine cutaway buses of which there will be eight (8) floor plan "A" models and seven (7) floor plan "B" models at prices not to exceed \$1,033,185.68 and pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. PURCHASE OF LARGE 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 option on its contract with Nova Bus for fifteen (15) clean diesel buses at a price not to exceed \$8,064,179.85 and pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Donna Rose requested Action Item C and Action Item D be removed for discussion.

MOTION:

Pete Kuhnmuench motioned to approve the Consent Agenda with Action Item C, PURCHASE OF LOW-FLOOR MINIVANS and Action Item D, PURCHASE OF SMALL BUSES moved for discussion and Doug Lecato supported the motion.

VOTE: The Board unanimously approved the Consent Agenda with Action Item C, PURCHASE OF LOW-FLOOR MINIVANS and Action Item D, PURCHASE OF SMALL BUSES removed for discussion.

I. ACTION ITEMS – DISCUSSION AGENDA

A. PURCHASE OF 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 with Hoekstra Transportation, Grand Rapids, Michigan, to purchase twenty (20) accessible low floor minivans from the State of Michigan contract for a total amount of \$723,600.00, pending successful completion of necessary Buy America audits, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

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MOTION:

A motion was made by Shanna Draheim and supported by Donna Rose to table Discussion Item A, PURCHASE OF LOW-FLOOR MINIVANS to January 15, 2020 board meeting.

DISCUSSION:

Mr. Funkhouser explained what has transpired over the last few years. CATA has a fleet of 53 minivans of which ten (10) had been replaced. Donna Rose requested that CATA purchase new minivans. They were bought off a state contract. In the last 12 months, CATA has purchased a total of 30 of the 53 and plan to purchase another ten (10) in the next year. This will bring the total of new minivans purchased to 40 of the 53. Mr. Funkhouser noted there have been two issues; no rear HVAC and the rear seat bench has an armrest. CATA is working with vendor (contractor) to operate a single HVAC properly. The New Vans had a weight issue and therefore the rear bench seat needed to have a divider, however they are being removed.

Donna Rose expressed her concerns with the new minivans and listed many issues that she would like to be resolved. Ms. Rose requested that the metal reinforcements be removed, rear vents be added to circulate the air and that the fire extinguisher be secured.

Chair Triplett asked the Board for options.

Mr. Funkhouser suggested tabling Discussion Item A until January 15, 2020 Board meeting.

Shanna Draheim inquired on the number of minivans affected.

Mr. Funkhouser replied ten (10) minivans are affected.

Shanna Draheim expressed concerns over the delay.

VOTE: The motion carried unanimously.

MOTION:

A motion was made by Derek Melot and supported by Pete Kuhnmuensch to approve Discussion Item B, PURCHASE OF SMALL BUSES.

DISCUSSION:

Mr. Funkhouser noted that the fourth (4th) step has caused some issues and therefore CATA will be going back to having three (3) steps. CATA will also add two (2) poles.

Donna Rose stated that these small buses are supposed to be ADA accessible to everyone and is baffled that ADA had approved a fourth (4th) step.

Mr. Funkhouser confirmed that the buses are fully ADA certified.

Doug Lecato suggested that CATA identify a lane that is textured to help operators place wheelchairs.

Shanna Draheim requested clarification on bus being described.

VOTE:

Nathan Triplett, Douglas Lecato, Dusty Fancher, Mark Grebner, Dion'trae Hayes, Derek Melot, Jennie Gies, Peter Kuhnmuensch, Shanna Draheim, and John Prush voted "aye".

Donna Rose voted "nay".

Doug Lecato requested an excused leave for January 15, 2020 Board meeting and retreat.

Mr. Funkhouser noted that last year CATA and the Board spoke about sustainability. CATA has procured a consultant to begin work for under \$50,000. TRC did an inspection on CATA's vehicles and expects a six (6) month window to draft a Sustainability plan. There will be a facilities and vehicle assessment. CATA should be under contract shortly.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no New Business

PUBLIC COMMENTS:

Daniel Black shared a "What if" story with the Board and asked them to record their experience.

Donna Rose appreciated Mr. Black's comments.

Deb Parrish also complemented Mr. Black and expressed her hope for CATA in 2020.

Mark Grebner shared his philosophy and stated that this Board is faced with the need for change and that change is happening quickly. In the past, there were always delays. Now, the new administration is a bit overwhelmed. Mr. Grebner also stated the need to board MSU buses at all doors. He then asked Chair, Nathan Triplett if he was still representing East Lansing.

Chair Triplett replied yes, he is still representing East Lansing.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT
NEGOTIATIONS**

MOTION:

A motion was made by Jennie Gies and supported by Shanna Draheim to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

ROLL CALL VOTE: The motion was supported by all except Dan Opsommer who was absent.

The Executive Session began at 4:58 p.m. and adjourned at 5:32 p.m.

ADJOURNMENT:

There was no further business. Shanna Draheim moved to adjourn the meeting. The motion was supported by Dusty Fancher and carried unanimously. The meeting was adjourned at 5:32 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary

Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending November 30, 2019

% of Fiscal Year
Completed
16.7%

	November Actual	November Budget	Variance	% Variance	FY 2020 Actual YTD	FY 2020 Budget YTD	Variance	% Variance	FY 2020 BUDGET	% Annual Budget Revenues/Expense
REVENUES										
Farebox	\$ 266,276	\$ 293,542	\$ (27,266)	-9.3%	\$ 556,482	\$ 587,083	\$ (30,602)	-5%	\$ 3,522,500	15.8%
Contracted Services	547,668	367,083	180,584	49.2%	1,093,523	734,167	359,357	49%	4,405,000	24.8%
Property Tax	1,855,375	1,871,333	(15,959)	-0.9%	3,685,272	3,742,667	(57,395)	-2%	22,456,000	16.4%
State Revenue	1,367,951	1,505,833	(137,882)	-9.2%	2,735,902	3,011,667	(275,765)	-9%	18,070,000	15.1%
Federal Revenue	106,181	129,741	(23,560)	-18.2%	212,362	259,481	(47,119)	-18%	1,556,888	13.6%
Other Revenue	85,850	71,750	14,100	19.7%	171,502	143,500	28,002	20%	861,000	19.9%
TOTAL REVENUES	\$ 4,229,300	\$ 4,239,282	\$ (9,983)	-0.2%	\$ 8,455,042	\$ 8,478,565	\$ (23,522)	0%	\$ 50,871,388	16.6%
EXPENSES										
Labor	\$ 1,625,948	\$ 1,781,091	\$ 155,143	8.7%	\$ 3,493,430	\$ 3,562,181	\$ 68,751	2%	\$21,373,087	16.3%
Fringe Benefits	892,419	1,010,441	118,022	11.7%	2,055,008	2,004,382	(50,627)	-3%	12,628,791	16.3%
Services	312,527	265,733	(46,794)	-17.6%	587,122	531,467	(55,655)	-10%	3,188,800	18.4%
Materials & Supplies	369,029	399,225	30,196	7.6%	743,239	798,450	55,211	7%	4,790,700	15.5%
Utilities	67,507	66,050	(1,457)	-2.2%	115,124	132,100	16,976	13%	792,600	14.5%
Casualty & Liability	94,748	83,333	(11,415)	-13.7%	170,295	166,667	(3,629)	-2%	1,000,000	17.0%
Purch. Transportation	853,841	743,833	(110,008)	-14.8%	1,545,841	1,487,667	(58,175)	-4%	8,926,000	17.3%
Miscellaneous	50,864	78,233	27,369	35.0%	138,412	156,467	18,054	12%	953,800	14.5%
Interest Expense	224	292	68	23.3%	456	583	127	22%	3,500	13.0%
Depreciation	35	-	(35)	-	471	-	(471)	-	0	-
TOTAL EXPENSES	4,267,143	4,428,232	161,089	3.8%	8,849,400	8,839,963	(9,437)	0%	\$ 53,657,278	16.5%
NET INCOME (LOSS)	\$ (37,843)	\$ (188,949)	\$ 151,106		\$ (394,358)	\$ (361,398)	\$ (32,960)		\$ (2,785,890)	

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)

11/01/2019 - 11/30/2019

Cash Balance - 11/01/2019	\$ 5,362,870
Disbursements	(5,367,561)
Receipts	2,066,392
Adjustments	-
Cash Balance - 11/30/2019	\$ 2,061,701

Disbursements:

Cash Disbursements Register	\$ (3,304,520)
Payroll	(1,563,212)
Healthcare (BlueCross Blue Shield)	(440,968)
Transfers To the ASU Claims Account	(58,861)
Transfers To the Investment Account	-
Total Cash Disbursements	\$ (5,367,561)

Receipts:

Cash Receipt Register	\$ 2,066,392
Transfers From the Investment Account	-
Total Cash Receipts	\$ 2,066,392

Adjustments:

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

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

(Page 3 of 4)

11/01/2019 - 11/30/2019

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,061,701	17.64%
FIFTH THIRD BANK - ASU Claims Account	57,316	0.49%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	9,571,856	81.87%
TOTAL	\$ 11,690,873	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 4,074
OTHER BANKS	-
TOTAL	\$ 4,074
Monthly Average Rate of Return	0.0348%
Annual Average Rate of Return	0.418%

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)

11/01/2019 - 11/30/2019

Market Value at the Beginning of the Period - 11/01/2019		\$ 9,566,452
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 6,559	
Accrued Interest Paid	(1,537)	
Administrative Expenditures	(948)	
Total Net Income/Loss & Expenditures		4,074
<u>Realized Gains or (Loss) From Sales</u>		-
<u>Market Appreciation</u>		
End of Period	\$ 9,222	
Beginning of Period	(19,715)	
Unrealized Gain/(Loss) from Market Appreciation		(10,493)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (48,550)	
Current Accrued Income (+)	60,373	
Net Change from Accrued Income		11,823
Market Value at the End of the Period - 11/30/2019		<u>\$ 9,571,856</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 – CONTRACT FOR BUY AMERICA VEHICLE AUDITS AND INSPECTION SERVICES

On December 11, 2019, CATA issued a Request for Quote (“RFQ”) #2019-519, to solicit quotes for the Buy America Vehicle Audits and Inspection Services. These audits and inspections are required by the FTA for new vehicle purchases. The RFQ was distributed to five (5) vendors and posted on the CATA website. The quote requested vendors to complete Buy America Pre-Award and Post-Delivery Audits, and in-plant inspections for the following vehicle types: fifteen (15) 40-foot and articulated buses and fifteen (15) 25-foot buses. Additionally, quotes were obtained for Buy America Post-Delivery Audits and in-plant inspections for twenty (20) modified, low-floor minivans. The timing of vehicle purchases is not directly-linked to this award.

Quotes were due on December 20, 2019, and two (2) firms responded, as follows:

<u>Firm</u>	<u>Price</u>
TRC Engineering Services, LLC	\$58,445.00
First Transit, Inc	\$85,322.00

In addition to the inspection cost, CATA requested vendors to provide amounts for potential incurred costs as a result of any production delays. The amounts listed below are the cost per day which includes all expenses (airfare/travel fees, lodging, meals, etc.):

<u>Vehicle Manufacturer</u>	<u>Cost Per Day</u>
Champion Buses	\$326.00
Nova Buses (40 foot and Articulated)	\$610.00
Braun Modified Minivans	\$480.00

The services will mostly be funded by federal and state grants with a portion from our operating budget (\$2,984.33) as approved by the CATA Board of Directors.

TRC Engineering Services, LLC is deemed a responsive and responsible vendor capable in providing the best overall value as the lowest cost provider.

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 TRC Engineering Services, LLC in the amount of \$58,445.00, plus any incurred cost for production delays, for the Buy America Vehicle Audits and Inspection Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM – CENSUS 2020 COMPLETE COUNT INITIATIVE

The state of Michigan, like a number of other states in the Union, is at risk of a significant undercount in the upcoming decennial U.S. census, which could have grave impact on the political representation and federal funding of local communities. To assist with the statewide Census 2020 Complete Count Campaign – also referred to as *Be Counted Michigan 2020* – Staff proposes a communication plan that would help ensure fair representation through legislative districting and funding for critical programs and services, such as public transportation and social services, upon which many of our riders, specifically those who are underrepresented and difficult to access, heavily rely.

In addition to the creation and installation of transit cards in CATA vehicles, which is permitted by Policy No. 205, Display of Items on CATA Property and Vehicles, the communication plan entails the following:

- Access for census workers to customers and visitors at the downtown CATA Transportation Center for the purpose of distributing information and providing public education;
- A public service announcement in CATA's 2019 Community Report – scheduled for distribution by mid-February to approximately 140,000 households throughout Ingham County, and portions of Eaton and Clinton counties;
- Bus wrap production and installation on two 40-foot CATA buses, displaying the *Be Counted Michigan 2020 Census* logo and message, in accordance with U.S. Census Logo Standards;
- Production and display of posters and signage on/within all CATA facilities;
- Production and system-wide display of Census 2020 print brochures in schedule racks;
- Production of *Be Counted Michigan 2020 Census* buttons to all CATA frontline employees;
- Production of *Be Counted Michigan 2020 Census* logo and message on CATA transfer tickets; and
- Digital promotion of *Be Counted Michigan 2020 Census* initiative, including cata.org, social media accounts, telephone message-on-hold, overhead public announcement system at the downtown CTC and signature block for administrative employee emails.

The anticipated production cost will not exceed \$35,000, which will be funded through operating dollars.

Staff hereby recommends the adoption of the proposed motion set forth below.

PROPOSED MOTION: That the Board of Directors approves Staff's proposed *Be Counted Michigan 2020* communication plan, effective through April 1, 2020, at a cost not to exceed \$35,000, to ensure fair representation through legislative districting and funding for critical programs and services, and that Chief Executive

Officer, Bradley T. Funkhouser is authorized to implement this program on such other terms and conditions he deems appropriate.

ACTION ITEM – PURCHASE OF LOW-FLOOR MINIVANS

The State of Michigan, Office of Passenger Transportation has a five (5) year contract with Hoekstra Transportation (formally known as Mobility Transportation Services), for the purchase of fully accessible, low-floor minivans. The vehicles are Dodge Grand Caravans, modified by BraunAbility, and will be used to provide transportation for ambulatory passengers on Spec-Tran. 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 contract expires August 31, 2020. Staff has confirmed that CATA is eligible to purchase vehicles off of this contract.

CATA has federal and state grant funds available to purchase twenty (20) accessible Dodge Grand Caravan low-floor minivans. The base vehicle floor plan is for a 3+2 passenger vehicle with vinyl, fold away seats and lists for \$36,180.00 each. The addition of rear HVAC vents and controls is an option priced at \$575.00 per vehicle for a total of \$11,500.00 for the entire order. This option is not part of the specifications in the state contract and therefore cannot be purchased with grant funds. The total purchase price for the order will be \$735,100.00.

In addition to Board approval, the purchase of these vehicles is pending a 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 with Hoekstra Transportation, Grand Rapids, Michigan, to purchase twenty (20) accessible low-floor minivans from the State of Michigan contract for a total amount of \$735,100.00, 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

JANUARY 15, 2020

1. NOVEMBER RIDERSHIP REPORT
2. RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR DECEMBER 2019

NOVEMBER 2019 RIDERSHIP REPORT

<u>Total system rides – November:</u>	<u>1,154,159</u>
Average weekday system ridership	52,150
Average weekday system ridership change 11/19 to 11/18	+3,300

	<u>11/19 v. 11/18</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+2.5%	+27,742
Monthly Urban Fixed-Route change	-7.5%	-38,269
Monthly MSU campus ridership change	+13.1%	+58,912
Monthly Spec-Tran ridership change	-2.2%	-640
Monthly Total Paratransit ridership change	-6.6%	-2,738

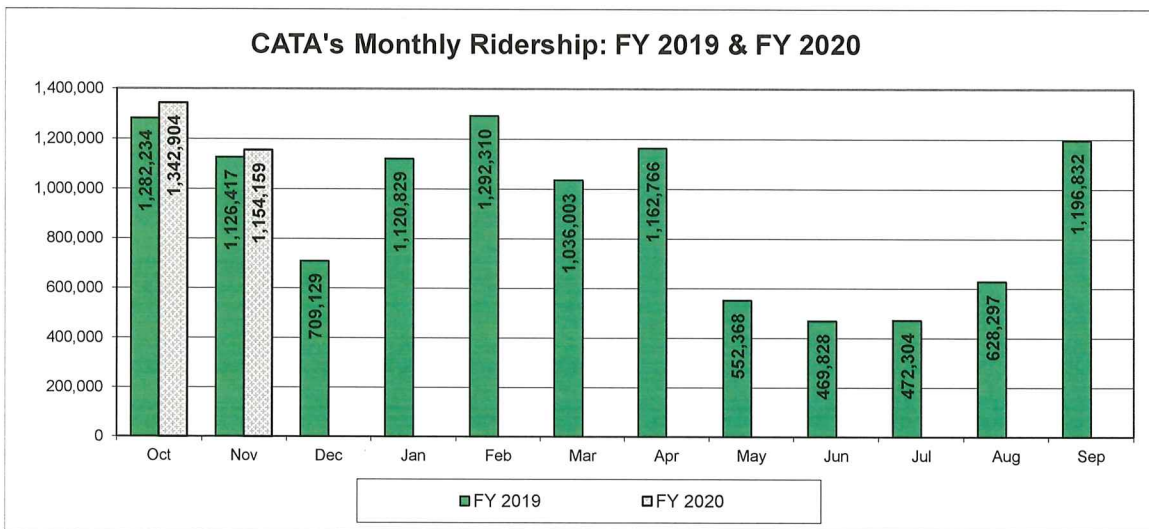
Note: One fewer weekday and one more Saturday in 11/19 compared with 11/18.

FY 2020 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2020:</u>	<u>2,497,063</u>
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	<u>FY 2020 vs. FY 2019</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+ 3.7%	+88,412
Year-to-Date Spec-Tran ridership change	-3.4%	-2,151
Year-to-Date Total Paratransit ridership change	-8.4%	-7,384

Note: One fewer weekday and one more Saturday in FY 2020 compared with FY 2019.



INFORMATION ITEM - FUEL PURCHASE FOR DECEMBER 2019

The following lists our prices for diesel fuel for December 2019:

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
12/04/2019	\$2.0195
12/07/2019	\$2.1395
12/12/2019	\$2.0615
12/17/2019	\$2.0900
12/26/2019	\$1.9950

FY 2020 Current average per gallon fuel cost	\$2.06
FY 2020 Budget per gallon fuel cost	\$2.50
