

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

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

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 NOVEMBER 17, 2021, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2021 AND NOVEMBER 2021

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

C. INSURANCE BROKERAGE AND CONSULTING SERVICES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with EPIC Insurance Brokers and Consultants for Insurance Brokerage and Consulting services at a cost not to exceed \$212,370 based on the quoted rates, for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

D. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

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

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

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

F. REAL TIME DATA ANALYSIS SERVICE AGREEMENT

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

G. REAL TIME PREDICTION AND ANALYSIS

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Trapeze Software Group, Inc. for Real Time Prediction and Analysis at a cost not to exceed \$498,491 based on the quoted rates, for a one-year period and an option for four (4) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

H. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM

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

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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

XI. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 17, 2021  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Vice Chair  
Shanna Draheim, Secretary/Treasurer  
Dion'trae Hayes  
Mark Grebner  
Jennie Gies  
John Prush  
Phil Deschaine  
Doug Lecato  
Robin Lewis  
Derek Melot

**CALL TO ORDER:**

Nathan Triplett, Chair called meeting to order at 4:03 p.m.

**ABSENT:** Jack Schmitt

**ROLL CALL:** All present except for Jack Schmitt who was absent.

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

**PUBLIC COMMENTS:**

None

**CHAIR'S COMMENTS:**

Chair Triplett thanked Board members for participating in the vaccination survey.

**CHIEF EXECUTIVE OFFICER'S REPORT**

**Vaccine Mandate**

Bradley Funkhouser informed the Board that as soon as CATA receives guidance from MIOSHA, CATA will work with the Union to implement a vaccine mandate for all CATA employees. Mr. Funkhouser stated that he and Steve Soliz, President of ATU, Local 1039, both agree that they need to come together to do what's best for CATA's riders and employees.

**Veterans**

Bradley Funkhouser thanked the veterans for their service. He also stated that this year CATA recognized their veterans by awarding them with a CATA veteran's pin and a personalized letter that gives each CATA veteran an additional day off from work.

Phil Deschaine inquired about the number veterans at CATA.

Bradley Funkhouser replied that CATA has approximately 20 employees that have served in the military.

Dion'trae Hayes complimented CATA on the veteran pins.

Bradley Funkhouser thanked Ms. Hayes for her appreciation.

**ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF NOVEMBER 17, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2021
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

C. INSURANCE RENEWALS

**PROPOSED MOTION:** That the Board of Directors approves CATA's purchase of insurance policies at quoted contract rates with the indicated premiums and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to execute such applications, contracts, and other documents as are necessary and appropriate in the judgment of the Chief Executive Officer, to bind and perfect such insurance coverage and services for the period from December 1, 2021 through and including November 30, 2022.

D. HVAC ROOFTOP UNIT (RTU) REPLACEMENT PROJECT

**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 Advantage Mechanical Group of \$803,900.00, for the purchase of RTU Replacements, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. REGIONAL ADVOCACY FOR DISADVANTAGE POPULATIONS -  
COMMUNITY ADVOCACY PROGRAM

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve an agreement between CATA and Advent House Ministries in the amount not to exceed \$70,000 on such other terms and

conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Dusty Fancher motioned to approve the Consent Agenda and Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEMS - PROPOSED DISCUSSION AGENDA**

None

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENTS:**

Daniel Black commented on the speaker system not being loud enough for him to hear everyone.

Angela Glossop expressed her frustration with CATA's service which has caused her to be late on many occasions.

Jim Search stated he is a 24-year-old veteran and second-generation operator. He also shared a past conversation that he had with Mr. Funkhouser.

Steve Soliz, President of ATU, Local 1039, stated that he had a positive meeting with Mr. Funkhouser yesterday on the vaccine mandate. He also presented some of the results from a survey that the Union collected from CATA drivers.

Katie Kelley, a CATA operator and past Union President, expressed her frustration over the Trapeze experts that CATA brought in to create the bid board and the amount of money that it cost.

Dinah Diaz, a CATA operator, expressed her frustration over CATA's bid board and the little amount of free time she has with her family.

Julie Lugo, a retired CATA operator, stated that CATA's new bid board did not offer her the flexibility that she needed and was the main reason for her retirement.

Paul Ingraham, a CATA operator, expressed his frustration over CATA's new bid board and the environment it has created at CATA.

Colleen Whalen, a CATA operator, expressed her frustration with CATA and the little amount of overtime she is allowed to collect.

Jasmine Jones, a CATA operator, shared her experience with being mandated to work.

Angela Steinhauer, a CATA operator, commented on the number of CATA operators not able to work due to reduced overtime hours.

Dion'trae Hayes left the Board meeting at 4:31 p.m.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT**

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

**MOTION:**

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

**ADJOURNMENT:**

There was no further business Chair Triplett adjourned meeting at 5:32 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending October 31, 2021**

	October Actual	October Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	<i>% of Fiscal Year Completed</i> 8%	% Annual Budget Revenues/Expense
<b>REVENUES</b>											
Farebox	\$ 241,700	\$ 141,250	\$ 100,450	71.1%	\$ 241,700	\$ 141,250	\$ 100,450	71.1%	\$ 1,695,000		14.3%
Contracted Services	\$ 524,320	\$ 326,250	\$ 198,070	60.7%	\$ 524,320	\$ 326,250	\$ 198,070	60.7%	\$ 3,915,000		13.4%
Property Tax	\$ 416,046	\$ 1,975,626	\$ (1,559,580)	-78.9%	\$ 416,046	\$ 1,975,626	\$ (1,559,580)	-78.9%	\$ 23,707,509		1.8%
State Revenue	\$ 1,403,262	\$ 1,428,333	\$ (25,071)	-1.8%	\$ 1,403,262	\$ 1,428,333	\$ (25,071)	-1.8%	\$ 17,140,000		8.2%
Federal Revenue	\$ 140,000	\$ 723,333	\$ (583,333)	-80.6%	\$ 140,000	\$ 723,333	\$ (583,333)	-80.6%	\$ 8,680,000		1.6%
Other Revenue	\$ (15,071)	\$ 49,167	\$ (64,238)	-130.7%	\$ (15,071)	\$ 49,167	\$ (64,238)	-130.7%	\$ 590,000		-2.6%
<b>TOTAL REVENUES</b>	<b>\$ 2,710,257</b>	<b>\$ 4,643,959</b>	<b>\$ (1,933,702)</b>	<b>-41.6%</b>	<b>\$ 2,710,257</b>	<b>\$ 4,643,959</b>	<b>\$ (1,933,702)</b>	<b>-41.6%</b>	<b>\$ 55,727,509</b>		<b>4.9%</b>
<b>EXPENSES</b>											
Labor	\$ 1,863,541	\$ 1,821,000	\$ (42,541)	-2.3%	\$ 1,863,541	\$ 1,821,000	\$ (42,541)	-2.3%	\$ 21,852,000		8.5%
Fringe Benefits	\$ 816,291	\$ 1,105,475	\$ 289,184	26.2%	\$ 816,291	\$ 1,105,475	\$ 289,184	26.2%	\$ 13,265,700		6.2%
Services	\$ 204,626	\$ 313,650	\$ 109,024	34.8%	\$ 204,626	\$ 313,650	\$ 109,024	34.8%	\$ 3,763,800		5.4%
Materials & Supplies	\$ 359,106	\$ 361,100	\$ 1,994	0.6%	\$ 359,106	\$ 361,100	\$ 1,994	0.6%	\$ 4,333,200		8.3%
Utilities	\$ 35,974	\$ 72,517	\$ 36,543	50.4%	\$ 35,974	\$ 72,517	\$ 36,543	50.4%	\$ 870,200		4.1%
Casualty & Liability	\$ 18,525	\$ 86,667	\$ 68,142	78.6%	\$ 18,525	\$ 86,667	\$ 68,142	78.6%	\$ 1,040,000		1.8%
Purch. Transportation	\$ 658,350	\$ 742,250	\$ 83,900	11.3%	\$ 658,350	\$ 742,250	\$ 83,900	11.3%	\$ 8,907,000		7.4%
Miscellaneous	\$ 49,821	\$ 93,625	\$ 43,804	46.8%	\$ 49,821	\$ 93,625	\$ 43,804	46.8%	\$ 1,123,500		4.4%
Depreciation	\$ 231	\$ -	\$ (231)	0.0%	\$ 231	\$ -	\$ (231)	0.0%	\$ -		0.0%
<b>TOTAL EXPENSES</b>	<b>4,006,465</b>	<b>4,596,283</b>	<b>589,818</b>	<b>12.8%</b>	<b>4,006,465</b>	<b>4,596,283</b>	<b>589,818</b>	<b>12.8%</b>	<b>\$ 55,155,400</b>		<b>7.3%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (1,296,208)</b>	<b>\$ 47,676</b>	<b>\$ (1,343,884)</b>		<b>\$ (1,296,208)</b>	<b>\$ 47,676</b>	<b>\$ (1,343,884)</b>		<b>\$ 572,109</b>		

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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**10/01/2021 - 10/31/2021**

<b>Cash Balance - 10/01/2021</b>	<b>\$ 3,125,737</b>
Disbursements	\$ (4,443,374)
Receipts	\$ 4,238,183
Adjustments	\$ -
<b>Cash Balance - 10/31/2021</b>	<b>\$ 2,920,546</b>

**Disbursements:**

Cash Disbursements Register	\$ (1,867,599)
Payroll	\$ (2,007,191)
Healthcare (BlueCross Blue Shield)	\$ (555,640)
Transfers To the ASU Claims Account	\$ (12,944)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b>\$ (4,443,374)</b>

**Receipts:**

Cash Receipt Register	\$ 4,238,183
Transfers From the Investment Account	-
<b>Total Cash Receipts</b>	<b>\$ 4,238,183</b>

**Adjustments:**

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

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

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**10/01/2021 - 10/31/2021**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	2,920,546	11.29%
FIFTH THIRD BANK - ASU Claims Account	24,765	0.10%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>22,911,756</u>	88.61%
<b>TOTAL</b>	<b><u>\$ 25,857,067</u></b>	100.00%

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 2,732
OTHER BANKS	<u>-</u>
<b>TOTAL</b>	<b><u>\$ 2,732</u></b>

<b>Monthly Average Rate of Return</b>	0.0106%
<b>Annual Average Rate of Return</b>	0.127%

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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10/01/2021 - 10/31/2021

<b>Market Value at the Beginning of the Period - 10/01/2021</b>		\$ 22,947,341
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		-
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 4,785	
Accrued Interest Paid	(164)	
Administrative Expenditures	(1,889)	
<b>Total Net Income/Loss &amp; Expenditures</b>		2,732
<b><u>Realized Gains or (Loss) From Sales</u></b>		404
<b><u>Market Appreciation</u></b>		
End of Period	\$ (101,773)	
Beginning of Period	55,349	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		(46,424)
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (32,731)	
Current Accrued Income (+)	40,434	
<b>Net Change from Accrued Income</b>		7,703
<b>Market Value at the End of the Period - 10/31/2021</b>		<u><u>\$22,911,756</u></u>

Interim statements are subject to adjustments and year-end audit

**NOTE:**

*The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.*

**Capital Area Transportation Authority  
 INTERIM INCOME STATEMENT  
 For The Month Ending November 30, 2021**

*% of Fiscal Year  
 Completed*  
 17%

	November Actual	November Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	% Annual Budget Revenues/Expense
<b>REVENUES</b>										
Farebox	\$ 139,791	\$ 141,250	\$ ( 1,459 )	-1.0%	\$ 385,736	\$ 282,500	\$ 103,236	36.5%	\$ 1,695,000	22.8%
Contracted Services	\$ 517,722	\$ 326,250	\$ 191,472	58.7%	\$ 1,042,042	\$ 652,500	\$ 389,542	59.7%	\$ 3,915,000	26.6%
Property Tax	\$ 414,507	\$ 1,975,626	\$ ( 1,561,119 )	-79.0%	\$ 830,553	\$ 3,951,252	\$ ( 3,120,699 )	-79.0%	\$ 23,707,509	3.5%
State Revenue	\$ 1,403,262	\$ 1,428,333	\$ ( 25,071 )	-1.8%	\$ 2,806,524	\$ 2,856,667	\$ ( 50,143 )	-1.8%	\$ 17,140,000	16.4%
Federal Revenue	\$ 140,000	\$ 723,333	\$ ( 583,333 )	-80.6%	\$ 279,999	\$ 1,446,667	\$ ( 1,166,668 )	-80.6%	\$ 8,680,000	3.2%
Other Revenue	\$ 19,807	\$ 49,167	\$ ( 29,360 )	-59.7%	\$ 5,160	\$ 98,333	\$ ( 93,173 )	-94.8%	\$ 590,000	0.9%
<b>TOTAL REVENUES</b>	<b>\$ 2,635,089</b>	<b>\$ 4,643,959</b>	<b>\$ ( 2,008,870 )</b>	<b>-43.3%</b>	<b>\$ 5,350,014</b>	<b>\$ 9,287,918</b>	<b>\$ ( 3,937,904 )</b>	<b>-42.4%</b>	<b>\$ 55,727,509</b>	<b>9.6%</b>
<b>EXPENSES</b>										
Labor	\$ 1,384,480	\$ 1,821,000	\$ 436,520	24.0%	\$ 3,248,021	\$ 3,642,000	\$ 393,979	10.8%	\$ 21,852,000	14.9%
Fringe Benefits	\$ 841,840	\$ 1,105,475	\$ 263,635	23.8%	\$ 1,789,013	\$ 2,210,950	\$ 421,937	19.1%	\$ 13,265,700	13.5%
Services	\$ 399,571	\$ 313,650	\$ ( 85,921 )	-27.4%	\$ 699,865	\$ 627,300	\$ ( 72,565 )	-11.6%	\$ 3,763,800	18.6%
Materials & Supplies	\$ 399,990	\$ 361,100	\$ ( 38,890 )	-10.8%	\$ 759,096	\$ 722,200	\$ ( 36,896 )	-5.1%	\$ 4,333,200	17.5%
Utilities	\$ 104,486	\$ 72,517	\$ ( 31,969 )	-44.1%	\$ 140,460	\$ 145,033	\$ 4,573	3.2%	\$ 870,200	16.1%
Casualty & Liability	\$ 98,238	\$ 86,667	\$ ( 11,571 )	-13.4%	\$ 178,350	\$ 173,333	\$ ( 5,017 )	-2.9%	\$ 1,040,000	17.1%
Purch. Transportation	\$ 477,570	\$ 742,250	\$ 264,680	35.7%	\$ 1,135,920	\$ 1,484,500	\$ 348,580	23.5%	\$ 8,907,000	12.8%
Miscellaneous	\$ 49,098	\$ 93,625	\$ 44,527	47.6%	\$ 109,087	\$ 187,250	\$ 78,163	41.7%	\$ 1,123,500	9.7%
Depreciation	\$ 231	\$ -	\$ ( 231 )	0.0%	\$ 462	\$ -	\$ ( 462 )	0.0%	\$ -	0.0%
<b>TOTAL EXPENSES</b>	<b>3,755,504</b>	<b>4,596,283</b>	<b>840,779</b>	<b>18.3%</b>	<b>8,060,274</b>	<b>9,192,567</b>	<b>1,132,293</b>	<b>12.3%</b>	<b>\$ 55,155,400</b>	<b>14.6%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ ( 1,120,415 )</b>	<b>\$ 47,676</b>	<b>\$ ( 1,168,091 )</b>		<b>\$ ( 2,710,260 )</b>	<b>\$ 95,352</b>	<b>\$ ( 2,805,612 )</b>		<b>\$ 572,109</b>	

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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**11/01/2021 - 11/30/2021**

<b>Cash Balance - 11/01/2021</b>	<b>\$ 2,920,546</b>
Disbursements	\$ (4,710,631)
Receipts	\$ 4,827,716
Adjustments	\$ -
<b>Cash Balance - 11/30/2021</b>	<b><u>\$ 3,037,631</u></b>

**Disbursements:**

Cash Disbursements Register	\$ (2,510,092)
Payroll	\$ (1,666,378)
Healthcare (BlueCross Blue Shield)	\$ (503,509)
Transfers To the ASU Claims Account	\$ (30,652)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b><u>\$ (4,710,631)</u></b>

**Receipts:**

Cash Receipt Register	\$ 4,827,716
Transfers From the Investment Account	-
<b>Total Cash Receipts</b>	<b><u>\$ 4,827,716</u></b>

**Adjustments:**

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

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

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**11/01/2021 - 11/30/2021**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	3,037,631	11.69%
FIFTH THIRD BANK - ASU Claims Account	32,436	0.12%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>22,909,902</u>	88.18%
<b>TOTAL</b>	<u><u>\$ 25,979,969</u></u>	100.00%

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 6,921
OTHER BANKS	<u>-</u>
<b>TOTAL</b>	<u><u>\$ 6,921</u></u>

<b>Monthly Average Rate of Return</b>	0.0266%
<b>Annual Average Rate of Return</b>	0.320%

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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11/01/2021 - 11/30/2021

Market Value at the Beginning of the Period - 11/01/2021

\$ 22,911,756

Portfolio Activity:

Transfers (To) or From General Checking

-

Net Income/(Loss) & Expenditures

Interest Earned	\$ 8,961	
Accrued Interest Paid	(197)	
Administrative Expenditures	(1,843)	

**Total Net Income/Loss & Expenditures**

6,921

Realized Gains or (Loss) From Sales

59

Market Appreciation

End of Period	\$ (114,455)	
Beginning of Period	101,773	

**Unrealized Gain/(Loss) from Market Appreciation**

(12,682)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (40,434)	
Current Accrued Income (+)	44,282	

**Net Change from Accrued Income**

3,848

Market Value at the End of the Period - 11/30/2021

\$22,909,902

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 – INSURANCE BROKERAGE AND CONSULTING SERVICES**

CATA issued a Request for Proposal (RFP), 2021-119, for Insurance Brokerage and Consulting Services on October 13, 2021. Proposals were due by 2:00 p.m., on November 3, 2021. The RFP was distributed to six (6) vendors, posted online at Transit Talent and on CATA’s website.

The following firms submitted a proposal:

EPIC Insurance Brokers and Consultants, Michigan  
 Arthur J. Gallagher and Co., Michigan

The committee met virtually on two (2) separate occasions through Zoom, November 5, 2021, and November 11, 2021, to discuss the evaluation criteria, as outlined in the RFP: 1) Experience and Creativity of Solutions 2) Qualifications of the Firm/Organization including Access to Carriers 3) Price/Cost 4) Experience of the firm with similar projects and 5) Completeness and Responsiveness of the proposal to the RFP.

EPIC Insurance Brokers and Consultants proposal met all evaluation criteria. In addition, EPIC’s proposal was clear and concise, demonstrating a thorough understanding of our requirements and its ability to fulfill the scope of work. EPIC is currently performing these services in a satisfactory manner and has been a responsible contractor. The agent for EPIC has shown an extremely high degree of integrity and has been creative in seeking solutions to mitigate CATA’s risks.

**EPIC Insurance Brokers and Consultants**

Fee Proposal	Year 1:	\$	40,000.00
	Year 2:	\$	41,200.00
	Year 3:	\$	42,440.00
	Year 4 (optional):	\$	43,710.00
	Year 5 (optional):	\$	45,020.00

**Arthur J. Gallagher and Co.**

Fee Proposal	Year 1:	\$	29,900.00
	Year 2:	\$	29,900.00
	Year 3:	\$	25,900.00
	Year 4 (optional):	\$	25,000.00
	Year 5 (optional):	\$	25,000.00

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 EPIC Insurance Brokers and Consultants for Insurance Brokerage and Consulting services at a cost not to exceed \$212,370 based on the quoted rates, for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

**ACTION ITEM – APPOINTMENT TO LOCAL ADVISORY COMMITTEE**

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 PA 51, 50% of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the December 2021 LAC meeting, Ronald Marsh was unanimously approved for appointment to the LAC for a three-year term. Mr. Marsh has resided in the Lansing area for over 20 years and has served on several area boards and clubs. He is the founder and President of Trojan Aquatics. He represents persons with disabilities and is a resident of the city of Lansing.

CATA Board approval is sought to approve the appointment of Ronald Marsh as a member of the CATA LAC.

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

## **ACTION ITEM – PURCHASE OF UP TO TWELVE (12) SMALL BUSES**

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

CATA currently purchases two (2) different small bus floor plans, known as "A" and "B", for use on directly-operated and contracted (purchased) paratransit services. Floor plan "A" is designated for Spec-Tran service while floor plan "B" has additional fixed seating and is used for all other services including Redi-Rides, Connectors and Rural Service. Floor plan "B" models also include a two-place bike rack.

Several of our current vehicles have reached their useful life and are eligible for replacement. The most cost-effective way to procure new small buses with shorter delivery times is to purchase directly from the State of Michigan (MDOT) Small Bus Contract.

Based on current replacement needs and available federal and state grant funding, Staff is requesting the purchase of up to twelve (12) buses which would include six (6) floor plan "A" models and six (6) floor plan "B" models. As the options on each floor plan differ slightly, the total pricing for this entire order of twelve (12) buses shall not exceed the amount of \$1,200,000 based on pricing set forth by the State of Michigan procurement.

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

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

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

## **ACTION ITEM – REAL TIME DATA ANALYSIS SERVICE AGREEMENT**

CATA has an agreement with Swiftly, Inc. to provide real time data analysis services for CATA. That agreement is set to expire in January 2022. As part of the normal RFP process, CATA is selecting a new provider for these services. To allow for a smooth transition of services by allowing the new provider time to deploy the infrastructure necessary to provide services, CATA plans to extend the existing contract with Swiftly, Inc. by twelve (12) months, from January 2022 through December 2022.

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 an agreement with Swiftly, Inc. to provide real time data analysis services up to the amount of \$200,000 for the period of January 2022 through December 2022 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM – REAL TIME PREDICTION AND ANALYSIS**

CATA issued a Request for Proposal (RFP), 2021-119, for Insurance Brokerage and Consulting Services on November 23, 2021. Proposals were due by 2:00 p.m., on December 15, 2021. The RFP was distributed to three (3) vendors, posted online at Transit Talent and on CATA’s website.

The following firms submitted a proposal:

- Trapeze Software Group, Inc., Iowa
- Swiftly, Inc., California

The committee met virtually on two (2) separate occasions through Zoom, December 17, 2021, and December 23, 2021, to discuss the evaluation criteria, as outlined in the RFP: 1) Overall Product Functionality 2) Price/Cost 3) Qualifications of the Firm/Organization 4) Experience of the firm with similar projects and 5) Completeness and responsiveness of the proposal to the RFP.

CATA is seeking real time data prediction and analysis of its vehicle information. This includes being able to predict real time bus arrival estimates, track bus headway, store information for later review, generate reports detailing on time performance and play back historical information on a map for further review. Additionally, information regarding bus arrivals should be available not only internally to CATA staff, but externally to the public, through the Transit app and through CATA’s website. The ultimate purpose is to provide quality information for both CATA’s and the public’s use regarding predicted bus arrival times.

Trapeze Software Group, Inc. proposal met all evaluation criteria, including a list of transit references. In addition, Trapeze Software Group, Inc.’s proposal was clear and concise, demonstrating a thorough understanding of our requirements and its ability to fulfill the scope of work. Finally, the Trapeze Software Group proposal was significantly less expensive than the competing option.

Trapeze Software Group, Inc.

Fee Proposal	Initial Fee:	\$ 108,973.00
	Year 1:	\$ 24,787.00
	Year 2 (optional):	\$ 26,026.00
	Year 3 (optional):	\$ 27,327.00
	Year 4 (optional):	\$ 28,694.00
	Year 5 (optional):	\$ 30,129.00
GRAND TOTAL:		\$ 245,936.00

NOTE: Price includes ViewPoint for TransitMaster and real-time date integration.

Fee Proposal	Initial Fee:	\$	92,505.00
	Year 1:	\$	28,965.00
	Year 2 (optional):	\$	30,413.00
	Year 3 (optional):	\$	31,934.00
	Year 4 (optional):	\$	33,531.00
	Year 5 (optional):	\$	35,207.00
GRAND TOTAL:		\$	252,555.00
NOTE: Optional pricing includes ViewPoint integration for EAM, COM, PASS, OPS/FX & Plan			

Swiftly, Inc.

Fee Proposal	Initial Fee:	\$	0.00
	Year 1:	\$	150,150.00
	Year 2 (optional):	\$	157,657.50
	Year 3 (optional):	\$	165,540.38
	Year 4 (optional):	\$	173,817.39
	Year 5 (optional):	\$	182,508.26
GRAND TOTAL:		\$	829,673.53

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

## **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.

CATA is a recipient of federal funds from the DOT, Federal Transit Administration (FTA) and as a condition of receiving assistance, the program ensures DBEs will have an equal opportunity to receive and participate in DOT assisted contracts as follows:

- To ensure nondiscrimination in the award and administration of DOT-assisted contracts;
- To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
- To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
- To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
- To help remove barriers to the participation of DBEs in DOT-assisted contracts;
- To assist the development of firms that can compete successfully in the market place outside the DBE Program.

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 Report to the Federal Transit Administration.

**INFORMATION ITEMS**

**JANUARY 19, 2022**

1. OCTOBER RIDERSHIP REPORT
2. OCTOBER RIDERSHIP GRAPH YEAR-TO-DATE
3. NOVEMBER RIDERSHIP REPORT
4. NOVEMBER RIDERSHIP GRAPH YEAR-TO-DATE
5. FUEL PURCHASE FOR NOVEMBER 2021
6. FUEL PURCHASE FOR DECEMBER 2021
7. DEI TASK FORCE UPDATE FOR NOVEMBER 2021
8. DEI TASK FORCE UPDATE FOR DECEMBER 2021
9. LAC MINUTES FOR OCTOBER 2021
10. 2021 HOLIDAY ACTIVITIES

**OCTOBER 2021 RIDERSHIP REPORT**

<u>Total system rides – October:</u>	<u>589,201</u>
Average weekday system ridership	23,650
Average weekday system ridership change 10/21 to 10/20	+15,050

	<u>10/21 v. 10/20</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+155.0%	+358,144
Monthly Urban Fixed-Route change	+47.8%	+89,433
Monthly MSU campus ridership change	+11841.5%	+202,489
Monthly Spec-Tran ridership change	+33.3%	+5,120
Monthly Total Paratransit ridership change	+43.0%	+7,882

Note: Reduced service was implemented on the MSU campus during the 2020-2021 Academic Year.

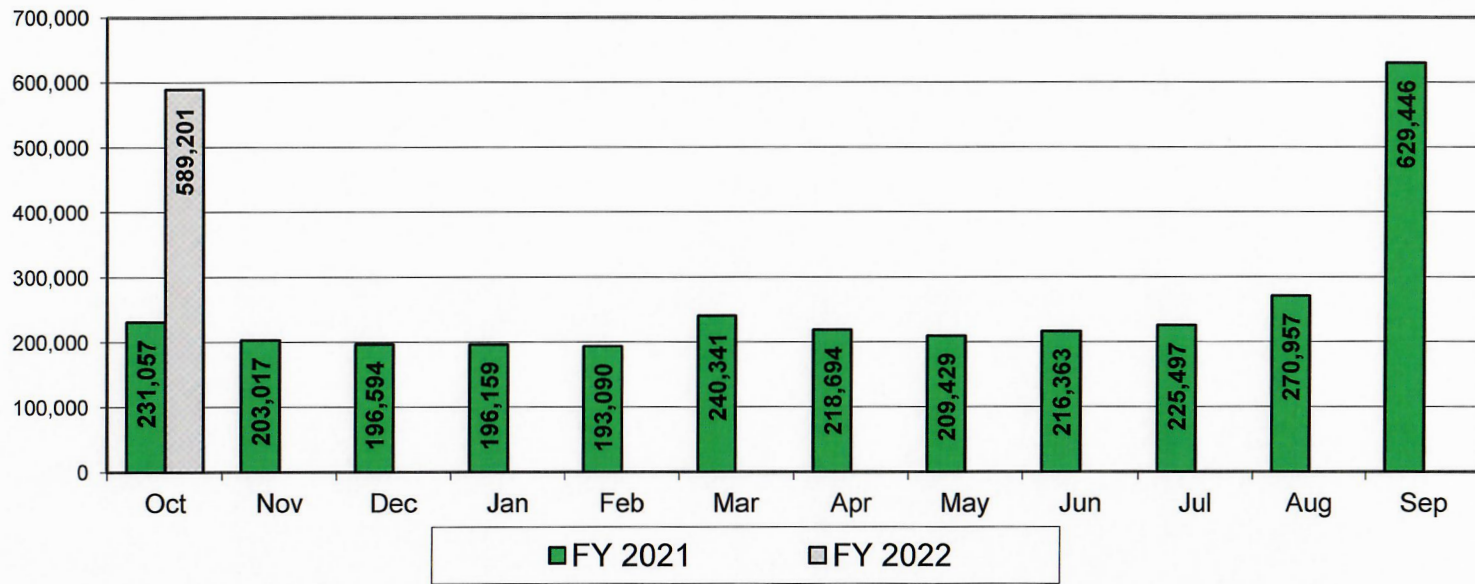
**FY 2022 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2022:</u>	<u>589,201</u>
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	<u>FY 2022 vs. FY 2021</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+155.0%	+358,144
Year-to-Date Spec-Tran ridership change	+33.3%	+5,120
Year-to-Date Total Paratransit ridership change	+43.0%	+7,882

Note: On August 30, 2021, CATA resumed full service on the MSU campus. Ridership has been substantially impacted by COVID-19 pandemic.

### CATA's Monthly Ridership: FY 2021 & FY 2022



**NOVEMBER 2021 RIDERSHIP REPORT**

<u>Total system rides – November:</u>	<u>576,608</u>
Average weekday system ridership	24,200
Average weekday system ridership change 11/21 to 11/20	+15,900

	<u>11/21 v. 11/20</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+184.0%	+373,600
Monthly Urban Fixed-Route change	+59.8%	+98,006
Monthly MSU campus ridership change	+13623.6%	+211,438
Monthly Spec-Tran ridership change	+36.0%	+5,095
Monthly Total Paratransit ridership change	+50.1%	+8,443

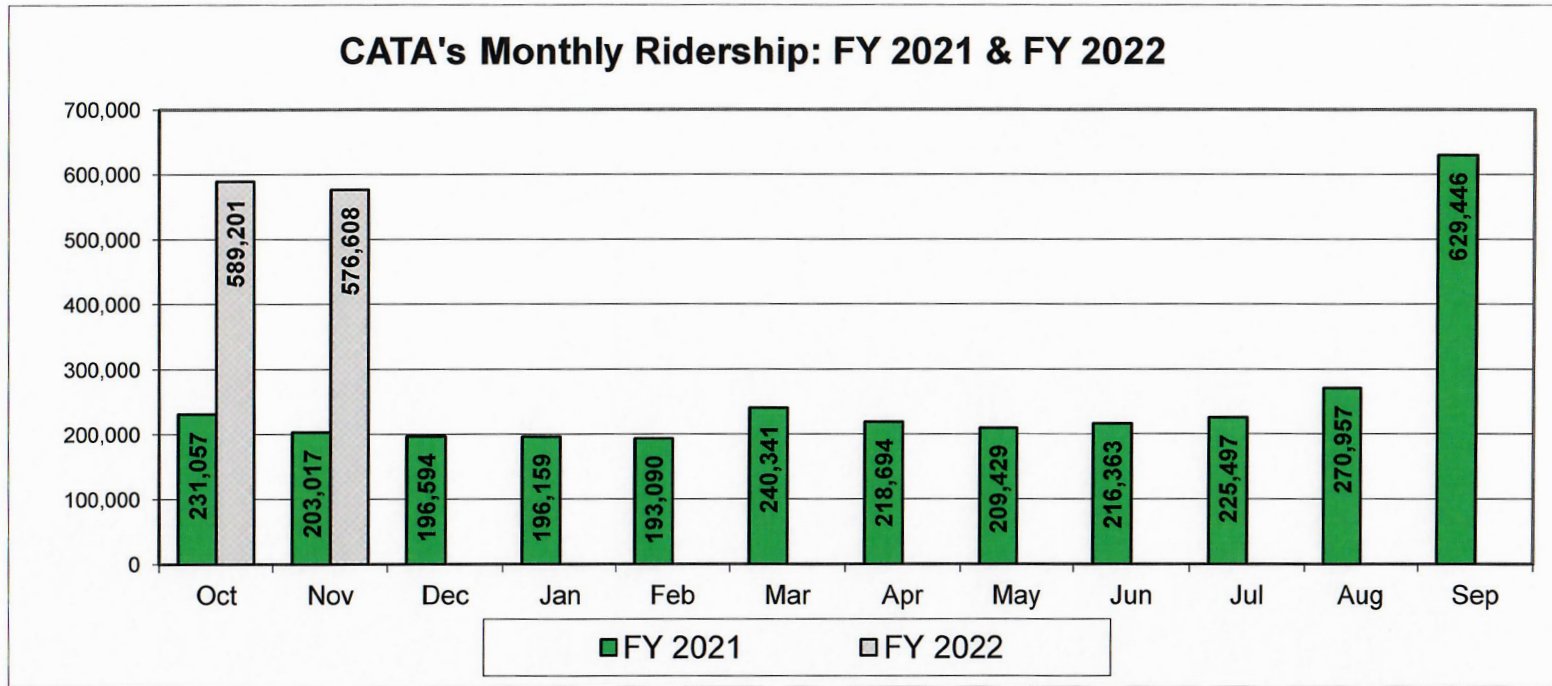
Note: Reduced service was implemented on the MSU campus during the 2020-2021 Academic Year.

**FY 2022 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2022:</u>	<u>1,165,809</u>
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	<u>FY 2022 vs. FY 2021</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+168.6%	+731,735
Year-to-Date Spec-Tran ridership change	+34.6%	+10,215
Year-to-Date Total Paratransit ridership change	+46.3%	+16,316

Note: On August 30, 2021, CATA resumed full service on the MSU campus. Ridership has been substantially impacted by COVID-19 pandemic.



**INFORMATION ITEM - FUEL PURCHASE FOR NOVEMBER 2021**

The following lists our prices for diesel fuel for November 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
11/04/2021	\$2.4420
11/11/2021	\$2.4890
11/15/2021	\$2.5175
11/19/2021	\$2.5100
11/24/2021	\$2.6005
11/30/2021	\$2.4715
FY 2021 Current average per gallon fuel cost	\$2.50
FY 2022 Budget per gallon fuel cost	\$2.35

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**INFORMATION ITEM - FUEL PURCHASE FOR DECEMBER 2021**

The following lists our prices for diesel fuel for December 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
12/08/2021	\$2.5225
12/14/2021	\$2.4390
12/15/2021	\$2.3755
12/20/2021	\$2.3415
12/20/2021	\$2.4290
FY 2021 Current average per gallon fuel cost	\$2.42
FY 2022 Budget per gallon fuel cost	\$2.35

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
November 8, 2021**

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**Guest Speaker:**

Our guest speaker was Ashley Suarez, Membership Advantage Officer on Fifth Third Bank's Financial Wellness Team. Ashley partners with companies in the Lansing area to provide financial resources information to their employees.

**Presentation Topics:**

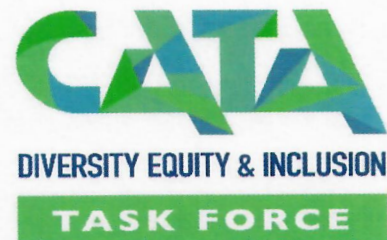
- Basic Estate Planning
- Budgeting and Savings

In closing, Co-Chair Brown thanked Ms. Suarez for her presentation.

Respectfully submitted,

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

Lolo Robison  
DEI Task Force Co-Chair  
Director of Marketing & Customer



**Diversity Equity & Inclusion Task Force  
Meeting Summary  
December 14, 2021**

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**Meeting Topic: Organizational Culture**

The final meeting of 2021 was intended to be very casual and informal. I utilized conversation starter cards, Convos & Coffee, created by the Society of Human Resource Management (SHRM). Attendees were invited to share their thoughts and opinions on the following questions:

- “What does the phrase ‘better workplace, better world’ mean to you?”
- “To what extent do you believe workplace issues impact the wider world and how can workplace change make a difference in society at large?”
- “Do you believe that workplace issues impact the wider world as a whole?”
- “Thirty percent of working Americans dread going to work. What do you think are the most common reasons people dread going to work?”
- “Depression alone is estimated to cost 200 million lost work days annually. Investing in mental health and wellness in the workplace increases retention and productivity. It reduces absenteeism and potential liability. What can I do today?”
- “How can we work to eliminate the stigma around employee’s mental health at my workplace?”
- “An overwhelming majority of people managers (94 percent) agree that a positive workplace culture creates a resilient team. What does resiliency mean to you?”
- “Name elements of your workplace culture that need improvement. Why?”

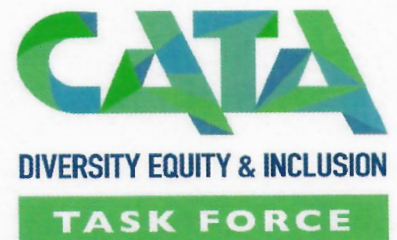
**Summary of Feedback from the Committee**

The attendees felt this was one of the best meetings that we have had this year. They felt the questions were very insightful and thought-provoking. One important takeaway that the group agreed would make our workplace culture stronger was that communication is key, as well as respect and diversity of thought.

Respectfully submitted,

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

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



LOCAL ADVISORY COMMITTEE  
MEETING via ZOOM

WEDNESDAY, OCTOBER 6, 2021; 3:30 P.M.

**MEMBERS PRESENT:** Deb Wiese, Chair      George Hanley  
Diana Paiz                                      Geneva Smith  
Lillie Mae Flannery

**MEMBERS NOT PRESENT:** Janeile Cannon, Erin Shannon, and Kellie Blackwell

**CATA BOARD MEMBER:** Doug Lecato

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

**GUESTS:** Tim Sparks (Transdev)

**CALL TO ORDER:**

Chair Wiese called the meeting to order at 3:37 p.m.

**PUBLIC COMMENTS:**

None

**APPROVAL OF OCTOBER AGENDA**

**MOTION:**

A motion to approve the October 2021 Agenda was moved by Lillie Mae Flannery and supported by Diana Paiz.

**DISCUSSION:**

Chair Wiese amended the October 2021 Agenda to include a report from Dan Goodemoot, Director of IT under Old Business.

**VOTE:**

Motion passed unanimously.

**APPROVAL OF AUGUST MINUTES**

**MOTION:**

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

**VOTE:**

Motion passed unanimously.

Diana Paiz requested that her comment from the August 2021 LAC meeting be amended.

Chair Wiese approved Ms. Paiz's request.

**MOTION:**

A motion to approve Diana Paiz's amendment request was moved by Diana Paiz and supported by George Hanley.

**VOTE:**

Motion passed unanimously.

**LAC CHAIR COMMENTS:**

None

**BOARD LIAISON REPORT – Doug Lecato**

See attachment for August and September 2021 notes.

**CATA CEO REPORT – Bradley Funkhouser**

**Driver Shortage**

Bradley Funkhouser stated that CATA has been able to provide full-service while other transit agencies in Michigan and throughout the U.S. have had declining service due to driver shortages. When the state went into lockdown due to COVID-19, CATA chose not to lay off any operators but instead allowed operators to choose whether or not to stay home. Mr. Funkhouser reported that many agencies are still having trouble getting their operators to return, yet CATA continues to recruit new operators each month. He stated that since June 2021, CATA has hired 45 new operators and will continue to do so until CATA can provide full service without having to rely on excessive overtime.

**Vaccine Mandate**

Bradley Funkhouser reported that President Biden has issued a vaccine mandate for all public transit authorities. Mr. Funkhouser stated that CATA will await guidance from the Michigan Occupational Safety & Health Administration (MIOSHA) before issuing any vaccine mandate. He stated that there will be exemptions in place and only unvaccinated employees will be required to get weekly testing. He also stated that although the vaccine mandate is complicated, CATA needs to maintain a safe environment for riders and employees to the best of our ability.

**Regional Coordination**

Bradley Funkhouser reported that he continues to meet with the other two (2) transit authorities (EATRAN and Clinton Transit) and Tri-County Regional Planning Commission every two (2) weeks to discuss regional coordination. He also recently met with the supervisors from both Meridian and Delta Townships to discuss ways to improve current service. Mr. Funkhouser stated that CATA will soon begin Pilot discussions to expand service into Clinton and Eaton Counties which will include one-seat rides. He also stated that Dan Goodemoot, Director of IT will be speaking about the launch of the PASS app during Old Business.

**CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza**

Roger Garza informed everyone that Operations will be implementing a new software called "BlockBuster." This software takes the compiled data (service hours, days of operation and number of operators) and calculates the work that has to be built-in along with the number of operators that will be needed to complete the piece of work. Mr. Garza stated that this software will enable CATA to be more efficient and productive on a daily basis. He also stated that this new development will be presented to the Union on Monday, October 11, 2021 and will go into effect on November 1, 2021.

Roger Garza reported on the number of COVID-19 testing and vaccine rides provided by CATA.

Testing - 90 round trips and 100 individuals tested  
Vaccines - 1,574 round trips and 1,830 individuals vaccinated

Craig Frazier reported that during the past 12 months, Paratransit has serviced 1,722 wait-rides including: 41/% groceries, 21% physicians, 21% veterinarians, and 17% pharmacies. Mr. Frazier stated that even though CATA is still under capacity restrictions, service has been rapidly approaching pre-COVID-19's average of 1,500-2,000 rides per day with approximately 1,100 rides reported over the last two (2) days.

**SERVICE QUALITY SUBCOMMITTEE (SQS) – Diana Paiz**

See attachment for the September 2021 Meeting notes.

**OLD BUSINESS:**

Dan Goodemoot, Director of IT reported that after an extensive amount of testing, the PASS app is now ready for the LAC members to begin using. Mr. Goodemoot stated that once he receives approval from the LAC members, CATA will then move on to schedule real trips before releasing the PASS app to the general public.

**NEW BUSINESS:**

Election of Officers – Janeile Cannon, Nominating Chair

Deb Wiese - Chair  
Kellie Blackwell - Vice-Chair

Deb Wiese was elected as Chair by acclamation.  
Kellie Blackwell was elected as Vice-Chair by acclamation.

**VOTE:**

Motion passed unanimously.

**MEMBER COMMENTS:**

Diana Paiz stated that the new Vice-Chair will take over the SQS committee.

**PUBLIC COMMENTS:**

Deb Parrish stated that she will no longer make comments at the LAC meetings since her words are being paraphrased. She also inquired about the LAC meetings being held in person versus Zoom.

Bradley Funkhouser stated per CATA's legal counsel, that the LAC is an advisory committee which is not covered under the Open Meetings Act, therefore; public comment is offered as a courtesy to those that wish to speak.

**ADJOURNMENT**

**MOTION:**

A motion to adjourn was made by George Hanley and supported by Geneva Smith.

**VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:01 p.m.

Respectfully submitted,

Bethany Berdes  
Operations Secretary

Reviewed by LAC Chair Deb Wiese

## **BOARD INFO ITEM – HOLIDAY ACTIVITIES**

Each year in December, CATA supports Operation Santa and hosts an All-Employee Holiday Celebration. A summary of these activities follows.

### **OPERATION SANTA**

CATA once again participated in Operation Santa – a community-based program that invites local businesses and their employees to purchase holiday gifts for children in need. For 20 years, CATA employees have donated time and treasure to make holiday wishes come true – this year for 32 Averill Elementary School students. On December 10, Facilities Manager Norm VanAlstine delivered a busload of gifts to Averill parents – just in time for holiday celebrations. Each student received up to eight (8) gifts. In addition to fulfilling requests for toys, craft supplies, electronics and equipment, CATA delivered wish-list items that included much-needed coats, boots, hats, gloves and other articles of clothing.

### **HOLIDAY PARTY**

CATA's holiday party took place on Thursday, December 16. CDC-recommended guidelines were strictly observed. Executive staff hosted a breakfast with third-shift Maintenance employees at 7 a.m. The all-employee holiday luncheon was hosted between 11 a.m. and 5:30 p.m. Caricature Artist Dennis Preston conducted drawings between 12:30 p.m. and 3:30 p.m.; Rhythm-and-Blues Artist Tony Thompson sang holiday and dance tunes from 1 p.m. – 3 p.m. Perfect-attendance awards were direct-deposited or hand-delivered.