

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 19, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS ON AGENDA ITEMS

*Members of the public are welcome to speak to the Board on any agenda subject. Anyone wishing to comment on any matter **not** on the agenda may do so immediately prior to adjournment.*

III. CHAIR'S COMMENTS

- Appointment of Nominating Committee

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF MAY 2023, BOARD MEETING

B. TREASURER'S REPORT FOR APRIL 2023 AND MAY 2023

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

C. ARCHITECTURAL AND ENGINEERING 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 Progressive AE to provide architectural and engineering services for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

D. APPOINTMENT TO THE LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint J. Caleb Adams to a three-year term through April 2026.

E. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 18)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 18 to the Student Housing Transit Services Agreement for the period from August 1, 2023, through July 31, 2024, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

- Presentation by Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer

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, MAY 17, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Jennie Gies
Jack Schmitt
Maggie Sanders

Derek Melot
Phyllis Vaughn
Phil Deschaine

CALL TO ORDER:

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

ROLL CALL: Phil Deschaine, Jennie Gies, Derek Melot, Maggie Sanders, Jack Schmitt, Nathan Triplett, and Phyllis Vaughn were all present.

ABSENT: Terrance Augustine

LATE: Dusty Fancher, Vice Chair, Shanna Draheim, Secretary/Treasurer, John Prush, Doug Lecato, and Mark Grebner

Dusty Fancher and Doug Lecato arrived at 4:01 p.m.

Shanna Draheim arrived at 4:02 p.m.

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

PUBLIC COMMENTS:

Deb Parrish thanked Mr. Funkhouser for speaking about the Holiday Service and its on-time performance over this past Easter Sunday. Ms. Parrish offered a suggestion of riders booking their rides by Thursday in order to make sure there are enough drivers to accommodate for Easter Sunday. She also commended Dan Goodmoot, Director of IT and the MyRide CATA app.

Karla Hudson, from Meridian Township, expressed her frustration at not being able to give her public comment via Zoom. She hopes that the CATA Board will give CATA the approval to improve their technology. Ms. Hudson would also like to see same day service provided by CATA.

Mark Grebner arrived at 4:04 p.m.

CHAIR'S COMMENTS:

MOTION:

Doug Lecato motioned to excuse Terrance Augustine and John Prush. Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Clinton Transit

Bradley Funkhouser reported that he and Chair Triplett met with MaLissa Schutt and Gail Watkins from Clinton Transit to outline the expectations for next year. Mr. Funkhouser stated that the Interlocal Agreement between CATA and Clinton Transit will be updated in September 2023. He also shared that Clinton Transit has been averaging approximately 1,000 rides per month.

Route 3

Bradley Funkhouser reported that on the first day of extending Route 3, ridership increased by ten percent. Mr. Funkhouser stated that he expects that ridership on Route 3 will continue to increase as more people become aware of the service.

Job Fair

Bradley Funkhouser reported that there were approximately 72 attendees at the job fair that took place on May 4. CATA gained eleven (11) new drivers and EATRAN gained nine (9). Currently, CATA has eleven (11) new drivers in training which brings CATA's total number of drivers to 250. The increase in the number of drivers will allow CATA to restore more service in the fall.

MyRide CATA App

Bradley Funkhouser stated that last month, CATA launched the MyRide CATA app for Meridian Township's Redi-Ride service. Mr. Funkhouser noted that overall, CATA has received positive feedback from users; however, there are still a few items that need to be improved.

John Prush arrived at 4:07 p.m.

Downtown Facility

Bradley Funkhouser stated that he and Chair Triplett have met with various city representatives and housing partners to discuss building a new CATA facility downtown. Mr. Funkhouser explained that CATA is waiting to see whether the state will invest in a downtown facility. More details to come.

Doug Lecato stated that the Redi-Ride service in Delhi Charter Township has also started.

Bradley Funkhouser thanked Mr. Lecato for the additional information.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF APRIL 2023, BOARD MEETING
- B. TREASURER’S REPORT FOR MARCH 2023
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. AMMENDMENT TO THE SECURITY SERVICES CONTRACT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an amendment to the security services contract with Charlesbrook Protection Services for the provision of security services at a cost not to exceed \$503,600, for a one-year term with additional options to extend the contract for one (1), one-year term, followed by one (1), three-year term, to expire in conjunction with RFP 2023-135, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Jennie Gies requested that Action Item C be moved to discussion.

Mark Grebner inquired about rescinding John Prush’s excused absence.

Chair Triplett stated that the minutes will reflect that Mr. Prush is in attendance.

MOTION:

Phil Deschaine motioned to approve the Consent Agenda with ACTION ITEM C, AMMENDMENT TO THE SECURITY SERVICES CONTRACT moved to discussion and Dusty Fancher supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS - DISCUSSION AGENDA

- A. AMMENDMENT TO THE SECURITY SERVICES CONTRACT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an amendment to the security services contract with Charlesbrook Protection Services for the provision of security services at a cost not to exceed \$503,600, for a one-year term with additional options to extend the contract for one (1), one-year term, followed by one (1), three-year term, to expire in conjunction with RFP

2023-135, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Jennie Gies inquired about CATA's plan for a new facility downtown and whether any of the funds for this project will be used for additional security services.

Bradley Funkhouser noted that the funding for the additional security services will be balanced over the years.

Jennie Gies inquired whether CATA will use the same amount of security.

Bradley Funkhouser explained that with the additional downtown facility, there will be more security. He also stated that CATA will discuss ways to create a safe place with our community leaders. Mr. Funkhouser further noted that CATA is not looking at armed security, but rather adding more social services for those in need.

Jennie Gies inquired about certain areas in which the city is willing to help.

Bradley Funkhouser stated that Mayor Schor and city leaders are trying to find solutions. The idea is to create space for the services that are needed in our community. Mr. Funkhouser reminded everyone that CATA is in the transportation business, yet is committed to the public and will continue to provide help where we can.

Mark Grebner inquired about the hours for additional security.

Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer, stated that the additional hours for security will be in the mornings and evenings.

John Prush inquired about this contract already being approved and the reason for the amendment.

Bradley Funkhouser stated that this contract is being amended for additional security.

Chair Triplett summarized that the reasoning behind the amendment and the request for additional security is to have a short-term contract based on current needs that can be reexamined at a later date.

Bradley Funkhouser agreed with Chair Triplett's summary.

Chair Triplett also noted that there have been many conversations regarding CATA interacting with the homeless. He further explained that the upcoming meeting with the mayor is to help solve this issue and CATA is engaged at every level.

Bradley Funkhouser concurred with Chair Triplett's remarks.

MOTION:

Dusty Fancher motioned to approve DISCUSSION ITEM A, AMMENDMENT TO THE SECURITY SERVICES CONTRACT and Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

Bradley Funkhouser introduced Dustin Hagfors, Director of Planning and Development.

Dustin Hagfors gave his presentation.

Phil Deschaine inquired about the microtransit project at Suburban Mobility Authority for Regional Transportation (SMART) and the areas that were served.

Dustin Hagfors went over the areas that SMART served.

Shanna Draheim requested further information regarding the connection between microtransit and fixed routes.

Dustin Hagfors stated that a trip can be built to fit anyone's specific needs and gave an example.

Shanna Draheim commented on the Dallas Area Rapid Transit (DART) example where they used Uber and Lyft. She inquired whether Via Transportation could compare as well. She also inquired about turnkey solutions being on-demand and how they address needing more drivers.

Dustin Hagfors explained that passengers would still need to pay for Uber or Lyft if the demand for rides increased; however, in Meridian Township and Delhi Township, riders would have Redi-Ride to assist with the high demands. He further explained that Via Transportation adjusts as the demand for rides increases and drivers will be sent where they are needed. Via Transportation also monitors rides in order to provide a consistent wait time.

Bradley Funkhouser stated that CATA has a contract with the ATU, Local 1039, and CATA's existing drivers and services will not be replaced by microtransit.

Doug Lecato inquired about the subsidized fares in Kalamazoo, Michigan.

Dustin Hagfors stated that he is not sure about the subsidized fares in Calhoun County. He also explained that CATA can determine the fare cost.

Doug Lecato shared an example about Denver, Colorado's fare cost program with transportation network companies (TNCs).

Dustin Hagfors stated that microtransit service will give customers a fare range to choose from with a max of \$15.00.

Dusty Fancher thanked Mr. Hagfors for his presentation. She also commented on the many types of paratransit that CATA provides and the driver training and background checks that are associated with CATA's hiring process. Ms. Fancher inquired whether Via Transportation performs driver training and background checks for their drivers.

Dustin Hagfors confirmed that CATA can be involved in driver training and background checks. He also stated that some of the transit agencies that use microtransit drivers have them wear the same uniforms as their Union drivers. Mr. Hagfors further noted that CATA can address any concerns in the contract.

Dusty Fancher inquired about CATA's same day service and whether microtransit would provide a faster option.

Dustin Hagfors confirmed that microtransit may well be a faster option for some same day service where riders can schedule their own trip through an app.

Chair Triplett stated that previously, background checks were required for TNCs.

Jennie Gies inquired whether CATA will use a combination of transportation options for riders.

Dustin Hagfors stated that CATA will offer various options for riders where they can customize their ride based on their specific needs.

Jennie Gies inquired whether microtransit service will have a different app than transit fixed routes.

Dustin Hagfors confirmed that microtransit will need a different app from Transit; however, as technology improves, they could possibly use the same app in the future.

Jennie Gies inquired about the impacts that microtransit has on fixed routes.

Dustin Hagfors stated that microtransit allows transportation to be more accessible which ultimately increases ridership. He also noted that there may be times when choosing a fixed route is a better option than using microtransit.

Jennie Gies inquired whether CATA will use state or federal funds.

Dustin Hagfors stated that CATA will use federal funds.

Jennie Gies inquired about microtransit being able to manage all the inputs from riders from the same area at the same time.

Dustin Hagfors explained that the microtransit app is built to handle the demands of increased ridership and it will bring in drivers from other areas to accommodate.

Phyllis Vaughn inquired whether a rider using microtransit would be the only rider being transported and whether the trip would be direct.

Dustin Hagfors explained that sometimes a rider may have to share the trip with other riders and the trips are not always direct. Riders will have options and they will have to determine which type of transportation will best fit their needs. He also noted that microtransit is not a private ride like using Uber and Lyft.

Jennie Gies inquired about the types of vehicles that will be used for microtransit.

Dustin Hagfors replied that CATA will most likely use ADA-accessible vans and/or cutaway buses.

Shanna Draheim inquired whether the microtransit app will provide a calculated estimated time for users.

Dustin Hagfors confirmed that the microtransit app will display estimated times for different routes so that a rider may decide which option is best suited for their schedule.

Maggie Sanders inquired about the cost of a ride if other riders are sharing a trip.

Dustin Hagfors replied that at SMART, there is a standard fare regardless of the number of riders that are sharing a ride.

Mark Grebner expressed his concern over having so many transportation options and the time associated with trying to find the best form of transportation to fit one's needs. He stated that finding transportation should be a simple process and not complicated.

Phyllis Vaughn stated that she is a frequent Spec-Tran and Redi-Ride user. She also shared that when scheduling a ride, she is often asked when she would like to be picked up, yet she prefers to give the time that she would like to arrive to her destination.

Doug Lecato shared that CATA is not the first transit agency looking at microtransit and that microtransit is already being used in Florida, Denver, and Seattle. He expressed his appreciation for the service and likes the progression.

Mark Grebner stated that CATA already provides six (6) paratransit services including, CATA's Rural Service, Redi-Rides in Meridian Township, Delhi Township, and Mason, Spec-Tran, and on Michigan State University's campus. He also shared the rules involved within each service and expressed his concern for setting up a system that is too complex for riders.

Dusty Fancher stated that CATA actually provides ten (10) options. She also expressed her opinion that having options is very beneficial to riders and trusts that CATA will figure out the best plan for using microtransit. Ms. Fancher further stated that while CATA will be responsible for the technical side of microtransit, it's the Board's job is to make sure things run smoothly.

Shanna Draheim echoed Dusty Fancher's remarks.

Phil Deschaine stated that four (4) years ago, CATA expanded the Redi-Ride service in Meridian Township and the riders adapted very well. Mr. Deschaine explained that the expansion was needed to accommodate students using the service. He also commended CATA and their partnership with Meridian Township and is very confident in CATA's ability to improve transportation.

Bradley Funkhouser commented on Mr. Grebner's remarks. He also noted that during the pandemic, CATA was able to adapt and offer solutions to accommodate restrictions that were placed on transit by the state and federal governments. Mr. Funkhouser stated that CATA will not just implement technology to solve an issue, but rather find solutions that will benefit both CATA's employees and riders.

Jack Schmitt left at 4:53 p.m.

Chair Triplett shared the idea of CATA providing a smooth process along with flexible options through technology. He also stated that the objective is to make things simpler. Chair Triplett noted that riders are already using microtransit, and he looks forward to exploring different options in order to improve service.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Fred Wurtzel thanked everyone for the opportunity to speak. He also expressed his opinion that microtransit solves a lot of issues. He inquired about the app being able to determine the pickup and drop-off order. Mr. Wurtzel stated that he has been asking for same day service for years and it is important to him to be able to schedule his own time.

Krista Abdallah inquired about submitting her public comment to the Board. She also stated that she has difficulty being able to see through the windows of wrapped buses.

Karla Hudson, from Meridian Township, stated that she serves on the Transportation Commission. She also mentioned that she has used many types of transportation services. Ms. Hudson hopes that the CATA Board will advocate for better technology

and same-day service.

Doug Lecato commented on the CATA Board's process for submitting public comment. He also expressed his belief that CATA needs to figure out a better way for the public to have access to the Board agenda and update the CATA website to accommodate.

Chair Triplett stated that CATA will look into the issue and make the necessary corrections.

Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer, stated that the cutoff time to submit public comments should be by 4:00 p.m. Wednesday.

Shanna Draheim inquired whether the timeframe for submitting public comment posted on CATA's website is referring to public comments made via Zoom.

Bradley Funkhouser stated that this issue is an oversight coming out of the pandemic and will be corrected. He also commented on CATA's paratransit. CATA is required by law to provide Spec-Tran service, a complimentary service that has a lot of federal regulations. Mr. Funkhouser explained that many transit agencies including CATA, require a twenty-four-hour notice to schedule rides. He further explained that CATA does not decline same day service in times of urgency; however, the times may be negotiated. CATA needs that flexibility to be able to provide rides in times of urgency while being able to service the rides already scheduled. He then noted the various types of same-day service that CATA already provides including Redi-Rides.

Phyllis Vaughn inquired about being able to ride CATA vehicles into Clinton Township.

Bradley Funkhouser stated that at this time, riders are not able to be transported into Clinton Township using CATA vehicles.

Chair Triplett summarized the jurisdictions surrounding Clinton Township and Eaton County. He then noted that Mr. Funkhouser has done a lot of work to quantify the service; however, there is still more to come.

ADJOURNMENT

Chair Triplett adjourned the meeting at 5:13 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending April 30, 2023**

									<i>% of Fiscal Year Completed</i>	
									58%	
	<u>April Actual</u>	<u>April Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 Actual YTD</u>	<u>FY 2023 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 BUDGET</u>	<u>% Annual Budget Revenues/Expense</u>
REVENUES										
Farebox	\$ 161,348	\$ 151,222	\$ 10,126	6.7%	\$ 1,470,992	\$ 1,068,633	\$ 402,359	37.7%	\$ 1,839,864	80.0%
Contracted Services	\$ 332,692	\$ 319,438	\$ 13,254	4.1%	\$ 2,638,674	\$ 2,257,362	\$ 381,312	16.9%	\$ 3,886,496	67.9%
Property Tax	\$ 3,075,776	\$ 2,010,657	\$ 1,065,119	53.0%	\$ 21,122,087	\$ 14,208,647	\$ 6,913,440	48.7%	\$ 24,463,000	86.3%
State Revenue	\$ 1,358,787	\$ 1,317,238	\$ 41,549	3.2%	\$ 9,822,383	\$ 9,308,482	\$ 513,901	5.5%	\$ 16,026,396	61.3%
Federal Revenue	\$ 133,333	\$ 1,125,699	\$ (992,366)	-88.2%	\$ 8,338,904	\$ 7,954,935	\$ 383,969	4.8%	\$ 13,695,996	60.9%
Other Revenue	\$ 60,651	\$ 39,731	\$ 20,920	52.7%	\$ 778,956	\$ 280,772	\$ 498,184	177.4%	\$ 483,405	161.1%
TOTAL REVENUES	\$ 5,122,587	\$ 4,963,985	\$ 158,602	3.2%	\$ 44,171,996	\$ 35,078,831	\$ 9,093,165	25.9%	\$ 60,395,157	73.1%
EXPENSES										
Labor	\$ 1,954,532	\$ 2,022,952	\$ 68,420	3.4%	\$ 13,315,248	\$ 14,295,527	\$ 980,279	6.9%	\$ 24,612,582	54.1%
Fringe Benefits	\$ 956,648	\$ 1,319,985	\$ 363,337	27.5%	\$ 7,273,051	\$ 9,327,894	\$ 2,054,843	22.0%	\$ 16,059,818	45.3%
Services	\$ 298,758	\$ 356,704	\$ 57,946	16.2%	\$ 2,570,770	\$ 2,520,709	\$ (50,061)	-2.0%	\$ 4,339,900	59.2%
Materials & Supplies	\$ 362,119	\$ 400,770	\$ 38,651	9.6%	\$ 3,158,723	\$ 2,832,106	\$ (326,617)	-11.5%	\$ 4,876,031	64.8%
Utilities	\$ 68,761	\$ 76,251	\$ 7,490	9.8%	\$ 518,516	\$ 538,840	\$ 20,324	3.8%	\$ 927,720	55.9%
Casualty & Liability	\$ 179,344	\$ 87,701	\$ (91,643)	-104.5%	\$ 909,004	\$ 620,318	\$ (288,686)	-46.5%	\$ 1,068,000	85.1%
Purch. Transportation	\$ 834,162	\$ 739,726	\$ (94,436)	-12.8%	\$ 5,154,842	\$ 5,227,397	\$ 72,555	1.4%	\$ 9,000,000	57.3%
Miscellaneous	\$ 112,334	\$ 99,043	\$ (13,291)	-13.4%	\$ 955,503	\$ 699,905	\$ (255,598)	-36.5%	\$ 1,205,024	79.3%
TOTAL EXPENSES	4,766,658	5,103,132	336,474	6.6%	33,855,657	36,062,696	2,207,039	6.1%	\$ 62,089,075	54.5%
NET INCOME (LOSS)	<u>\$ 355,929</u>	<u>\$ (139,147)</u>	<u>\$ 495,076</u>		<u>\$ 10,316,339</u>	<u>\$ (983,865)</u>	<u>\$ 11,300,204</u>		<u>\$ (1,693,918)</u>	

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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04/01/2023-04/30/2023

Cash Balance - 04/01/2023	\$ 3,498,112
Disbursements	\$ (5,473,330)
Receipts	\$ 6,145,471
Adjustments	\$ -
Cash Balance - 04/30/2023	<u>\$ 4,170,253</u>

Disbursements:

Cash Disbursements Register	\$ (2,817,034)
Payroll	\$ (2,110,326)
Healthcare (BlueCross Blue Shield)	\$ (449,942)
Transfers To the ASU Claims Account	\$ (96,028)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	<u>\$ (5,473,330)</u>

Receipts:

Cash Receipt Register	\$ 5,145,471
Transfers From the Investment Account	1,000,000
Total Cash Receipts	<u>\$ 6,145,471</u>

Adjustments:

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

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

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04/01/2023-04/30/2023

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	4,170,253	12.51%
FIFTH THIRD BANK - ASU Claims Account	113,473	0.34%
FIFTH THIRD BANK - Savings	0	0.00%
MSUFCU CD and Savings	251,109	0.75%
CASE Credit Union CD and Savings	250,287	0.75%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>28,558,484</u>	85.65%
TOTAL	<u>\$ 33,343,606</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 19,666
OTHER BANKS	-
TOTAL	<u>\$ 19,666</u>
Monthly Average Rate of Return	0.0590%
Annual Average Rate of Return	0.708%

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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04/01/2023-04/30/2023

Market Value at the Beginning of the Period - 04/01/2023		\$ 29,457,169
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(1,000,000)
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 21,806	
Accrued Interest Paid	-	
Administrative Expenditures	(2,140)	
Total Net Income/Loss & Expenditures	<u>19,666</u>	19,666
<u>Realized Gains or (Loss) From Sales</u>		-
<u>Market Appreciation</u>		
End of Period	\$ (553,410)	
Beginning of Period	582,781	
Unrealized Gain/(Loss) from Market Appreciation	<u>29,371</u>	29,371
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (132,846)	
Current Accrued Income (+)	185,124	
Net Change from Accrued Income	<u>52,278</u>	52,278
Market Value at the End of the Period - 04/30/2023		<u><u>\$28,558,484</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 May 31, 2023**

	May Actual	May Budget	Variance	% Variance	FY 2023 Actual YTD	FY 2023 Budget YTD	Variance	% Variance	FY 2023 BUDGET	% of Fiscal Year Completed <hr/> 67% <hr/> % Annual Budget Revenues/Expense
REVENUES										
Farebox	\$ 141,456	\$ 156,262	\$ (14,806)	-9.5%	\$ 1,612,448	\$ 1,224,896	\$ 387,552	31.6%	\$ 1,839,864	87.6%
Contracted Services	\$ 335,057	\$ 330,086	\$ 4,971	1.5%	\$ 2,973,730	\$ 2,587,448	\$ 386,282	14.9%	\$ 3,886,496	76.5%
Property Tax	\$ 447,783	\$ 2,077,680	\$ (1,629,897)	-78.4%	\$ 21,569,871	\$ 16,286,326	\$ 5,283,545	32.4%	\$ 24,463,000	88.2%
State Revenue	\$ 1,358,787	\$ 1,361,146	\$ (2,359)	-0.2%	\$ 11,181,169	\$ 10,669,628	\$ 511,541	4.8%	\$ 16,026,396	69.8%
Federal Revenue	\$ 135,150	\$ 1,163,221	\$ (1,028,071)	-88.4%	\$ 8,538,678	\$ 9,118,156	\$ (579,478)	-6.4%	\$ 13,695,996	62.3%
Other Revenue	\$ (42,305)	\$ 41,057	\$ (83,362)	-203.0%	\$ 842,453	\$ 321,829	\$ 520,624	161.8%	\$ 483,405	174.3%
TOTAL REVENUES	\$ 2,375,928	\$ 5,129,452	\$ (2,753,524)	-53.7%	\$ 46,718,349	\$ 40,208,283	\$ 6,510,066	16.2%	\$ 60,395,157	77.4%
EXPENSES										
Labor	\$ 1,994,998	\$ 2,090,384	\$ 95,386	4.6%	\$ 15,310,246	\$ 16,385,911	\$ 1,075,665	6.6%	\$ 24,612,582	62.2%
Fringe Benefits	\$ 1,493,457	\$ 1,363,984	\$ (129,473)	-9.5%	\$ 8,766,696	\$ 10,691,879	\$ 1,925,183	18.0%	\$ 16,059,818	54.6%
Services	\$ 383,997	\$ 368,594	\$ (15,403)	-4.2%	\$ 2,957,850	\$ 2,889,303	\$ (68,547)	-2.4%	\$ 4,339,900	68.2%
Materials & Supplies	\$ 405,566	\$ 414,129	\$ 8,563	2.1%	\$ 3,565,846	\$ 3,246,234	\$ (319,612)	-9.8%	\$ 4,876,031	73.1%
Utilities	\$ 53,799	\$ 78,793	\$ 24,994	31.7%	\$ 572,314	\$ 617,633	\$ 45,319	7.3%	\$ 927,720	61.7%
Casualty & Liability	\$ 96,569	\$ 90,707	\$ (5,862)	-6.5%	\$ 1,005,573	\$ 711,025	\$ (294,548)	-41.4%	\$ 1,068,000	94.2%
Purch. Transportation	\$ 846,166	\$ 764,383	\$ (81,783)	-10.7%	\$ 6,001,009	\$ 5,991,781	\$ (9,228)	-0.2%	\$ 9,000,000	66.7%
Miscellaneous	\$ 134,547	\$ 102,345	\$ (32,202)	-31.5%	\$ 1,102,267	\$ 802,248	\$ (300,019)	-37.4%	\$ 1,205,024	91.5%
TOTAL EXPENSES	5,409,099	5,273,319	(135,780)	-2.6%	39,281,801	41,336,014	2,054,213	5.0%	\$ 62,089,075	63.3%
NET INCOME (LOSS)	<u>\$ (3,033,171)</u>	<u>\$ (143,867)</u>	<u>\$ (2,889,304)</u>		<u>\$ 7,436,548</u>	<u>\$ (1,127,731)</u>	<u>\$ 8,564,279</u>		<u>\$ (1,693,918)</u>	

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

05/01/2023-05/31/2023

Cash Balance - 05/01/2023	\$ 4,170,253
Disbursements	\$ (8,489,760)
Receipts	\$ 8,333,033
Adjustments	\$ -
Cash Balance - 04/30/2023	\$ 4,013,526

Disbursements:

Cash Disbursements Register	\$ (2,161,994)
Payroll	\$ (2,530,254)
Healthcare (BlueCross Blue Shield)	\$ (784,379)
Transfers To the ASU Claims Account	\$ (13,133)
Transfers To Fifth Third Savings Account	\$ (1,000,000)
Transfers To the Investment Account	\$ (2,000,000)
Total Cash Disbursements	\$ (8,489,760)

Receipts:

Cash Receipt Register	\$ 8,333,033
Transfers From the Investment Account	-
Total Cash Receipts	\$ 8,333,033

Adjustments:

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

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

(Page 3 of 4)

05/01/2023-05/31/2023

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	4,013,526	11.13%
FIFTH THIRD BANK - ASU Claims Account	37,818	0.10%
FIFTH THIRD BANK - Savings	1,000,406	2.78%
MSUFCU CD and Savings	251,990	0.70%
CASE Credit Union CD and Savings	252,240	0.70%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	30,493,786	84.59%
TOTAL	\$ 36,049,766	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 33,777
OTHER BANKS	1,873
TOTAL	\$ 35,650
Monthly Average Rate of Return	0.0989%
Annual Average Rate of Return	1.187%

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)

05/01/2023-05/31/2023

Market Value at the Beginning of the Period - 05/01/2023 \$ 28,558,484

Portfolio Activity:

Transfers (To) or From General Checking 2,000,000

Net Income/(Loss) & Expenditures

Interest Earned	\$ 42,796	
Accrued Interest Paid	(6,994)	
Administrative Expenditures	(2,025)	

Total Net Income/Loss & Expenditures 33,777

Realized Gains or (Loss) From Sales (59,121)

Market Appreciation

End of Period	\$ (634,790)	
Beginning of Period	553,410	

Unrealized Gain/(Loss) from Market Appreciation (81,380)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (185,124)	
Current Accrued Income (+)	227,150	

Net Change from Accrued Income 42,026

Market Value at the End of the Period - 05/31/2023 \$30,493,786

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

CATA requires architectural and engineering services for planned improvements to our facilities. Potential projects that CATA may undertake in the future include: the CATA transportation center renovation, bus stop amenities improvements, blueprint updating, and short and long-term planning. Architectural and engineering services for all of these projects will be funded by state and federal capital grants.

Under federal law, CATA procures architectural and engineering services on a competitive proposal procedure under the Brooks Act. This is a two-step process under which CATA first solicits proposals from professional firms and selects the most qualified firm. CATA then evaluates (and may negotiate) the fees, rates, costs, and terms proposed by the selected firm.

CATA issued a Request for Qualifications (RFQ), 2023-144, for Architectural and Engineering Services on February 24, 2023. Proposals were due by 11:00 a.m., on April 17, 2023. The RFQ was distributed to nine (9) vendors, posted online at Transit Talent and on CATA's website.

The following firms submitted a proposal:

Progressive AE, Grand Rapids, Michigan	Responsive
Bergmann, Lansing, Michigan	Responsive
Forum Architects, LLC, Mishawaka, Indiana	Responsive
Senga Architects, Chicago, Illinois	Non-Responsive

Senga Architects was marked non-responsive because their proposal did not include any of the required forms. The agency did not follow the instructions outlined in the RFQ.

The committee met on April 21, 2023, to discuss the evaluation criteria, as outlined in the RFQ: 1) Capability and qualifications of the prime firm, firm staff and all subcontractors, 2) Method of Approach to the Scope of Work as described in the proposal, 3) Experience and Competency of the Firm with Similar Projects, 4) Responsible Contractor, 5) Completeness and Responsiveness of Proposal to RFQ, and 6) Geographic Location.

After selecting Progressive AE, the committee met again on May 1, 2023, to open and review the sealed cost proposal from Progressive AE. Discussions with Progressive AE were held to discuss prices. Upon completion of an in-depth cost analysis, the rates and costs over the five-year term of the contract submitted by Progressive AE were found to be fair and reasonable.

Class	Fully Loaded Rate
Principal	\$254.73/hr.
Project Manager	\$168.57/hr.
Planner/Architect	\$152.32/hr.
Civil Engineer	\$153.51/hr.
Electrical Engineer	\$161.18/hr.
Designer/Technician	\$75.41/hr.

Draftsperson	\$79.45/hr.
Clerical	\$72.88/hr.

Staff will move planned projects forward expeditiously, and request the issuance of task orders as appropriate, subject to submission of a scope of work and quote for services from Progressive AE, and approval of the same by the Chief Executive Officer for each specific architectural and engineering service.

Architectural and engineering fees and costs will be incurred on a project-by-project bases following the issuance of each task order. Grant dollars will be used to fund the 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 Progressive AE to provide architectural and engineering services for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms 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 Public Act 51, fifty percent of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the June 2023 LAC meeting, J. Caleb Adams was unanimously approved for appointment to the LAC for a three-year term.

Mr. Adams has resided in the Lansing area for over ten (10) years, and is employed by Peckham, Incorporated, as the Chief Human Services Officer. He represents persons with disabilities.

CATA Board approval is sought to approve the appointment of J. Caleb Adams as a member of the CATA LAC.

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint J. Caleb Adams to a three-year term through June 2026.

ACTION ITEM – EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 18)

Since 2002, CATA has extended Route 26 public transit service to apartment complexes (the "Facilities") located north of Lake Lansing Road in East Lansing and Bath Township. This service has been subsidized by the owners of the Facilities through the Student Housing Transit Services Agreement (the "Agreement"). The initial term of the Agreement expired in May 2007, with a provision for annual extensions, subject to mutual agreement on service hours and other specific terms. The current extension, Addendum 17, was a one-year agreement and expires on July 31, 2023.

In preparation for Addendum 18 and in order to continue the Agreement for another year through July 31, 2024, Staff has contacted management at the Facilities to confirm ownership and management status, their desire to continue the service, and the expected occupancy at each of the complexes.

Revenue under Addendum 18 is projected to be \$270,971.59. This amount is reduced from last year, as a direct result of modified service levels on Route 26.

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 Addendum 18 to the Student Housing Transit Services Agreement for the period from August 1, 2023, through July 31, 2024, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

INFORMATION ITEMS

JULY 19, 2023

1. APRIL RIDERSHIP REPORT
2. MAY RIDERSHIP REPORT
3. APRIL RIDERSHIP GRAPH YEAR-TO-DATE
4. MAY RIDERSHIP GRAPH YEAR-TO-DATE
5. FUEL PURCHASE FOR MAY 2023
6. FUEL PURCHASE FOR JUNE 2023
7. DEI TASK FORCE UPDATE FOR JUNE 2023
8. DEI TASK FORCE UPDATE FOR JULY 2023
9. LAC MEETING MINUTES FOR APRIL 2023

APRIL 2023 RIDERSHIP REPORT

<u>Total system rides – April:</u>	<u>767,887</u>
Average weekday system ridership	34,400
Average weekday system ridership change April 2023 to April 2022	+11,200

	<u>April 2023 v. April 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+39.5%	+217,333
Monthly Urban Fixed-Route change	+21.7%	+58,393
Monthly MSU campus ridership change	+69.2%	+136,301
Monthly Spec-Tran ridership change	-4.0%	-840
Monthly Total Paratransit ridership change	-2.2%	-612

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are increased for Spring 2023 compared with Spring 2022. Classes on the MSU campus were suspended from February 14, 2023 to February 17, 2023. Ridership has been substantially impacted by the COVID-19 pandemic.

FY 2023 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2023:</u>	<u>5,054,633</u>
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	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+52.5%	+1,740,787
Year-to-Date Spec-Tran ridership change	-1.5%	-2,005
Year-to-Date Total Paratransit ridership change	+0.1%	+211

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Classes on the MSU campus were suspended from February 14, 2023 to February 17, 2023. Ridership has been substantially impacted by the COVID-19 pandemic.

MAY 2023 RIDERSHIP REPORT

<u>Total system rides – May:</u>	<u>462,144</u>
Average weekday system ridership	18,000
Average weekday system ridership change May 2023 to May 2022	+4,850

	<u>May 2023 v. May 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+39.2%	+130,176
Monthly Urban Fixed-Route change	+25.7%	+63,317
Monthly MSU campus ridership change	+212.7%	+51,081
Monthly Spec-Tran ridership change	+7.7%	+1,548
Monthly Total Paratransit ridership change	+9.2%	+2,373

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are increased for Spring 2023 compared with Spring 2022. Ridership has been substantially impacted by the COVID-19 pandemic.

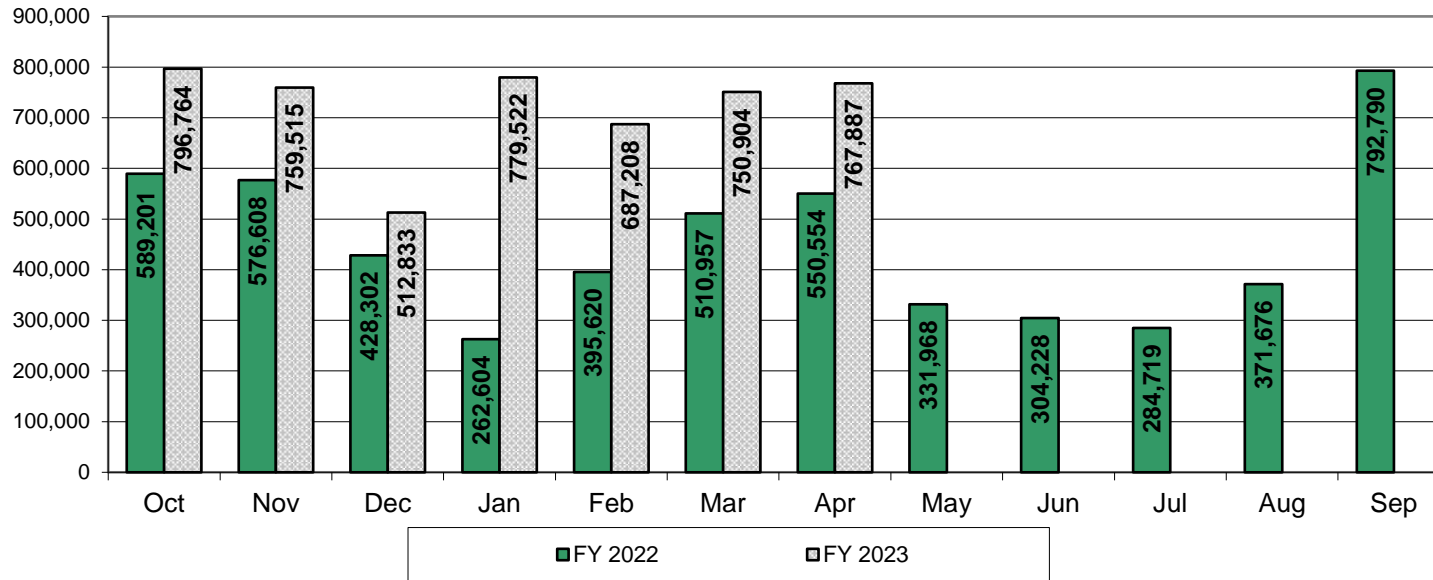
FY 2023 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2023:</u>	<u>5,516,777</u>
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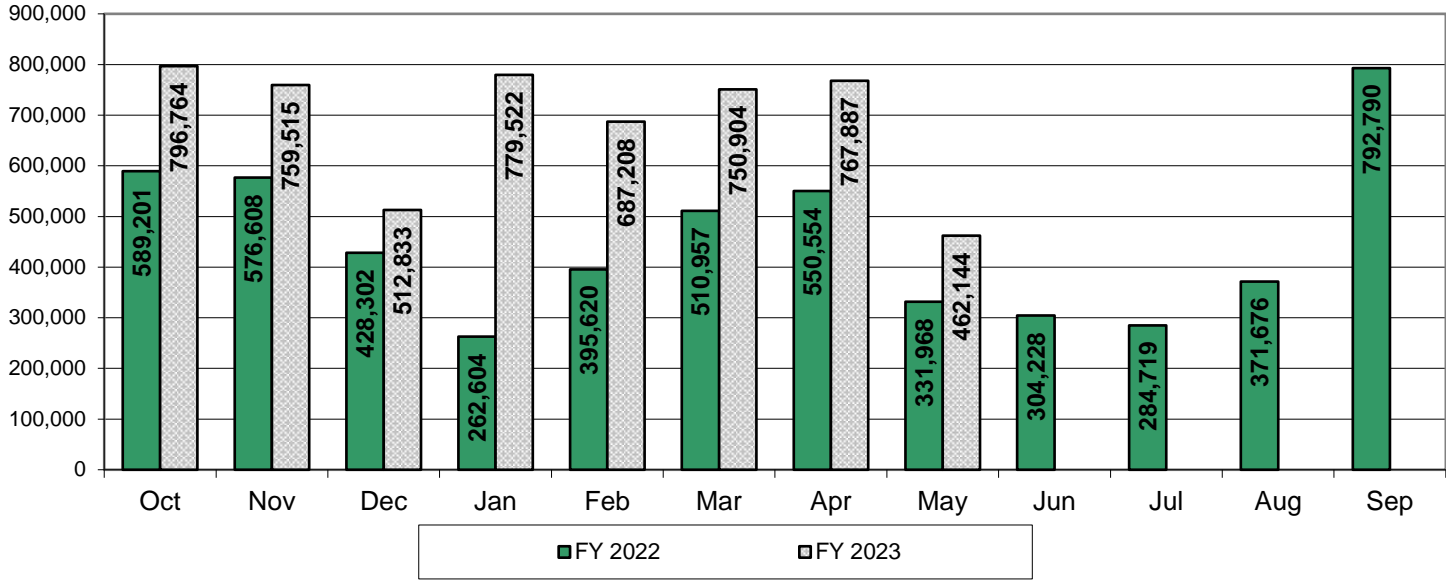
	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+51.3%	+1,870,963
Year-to-Date Spec-Tran ridership change	-0.3%	-457
Year-to-Date Total Paratransit ridership change	+1.3%	+2,584

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are increased for Spring 2023 compared with Spring 2022. Classes on the MSU campus were suspended from February 14, 2023 to February 17, 2023. Ridership has been substantially impacted by the COVID-19 pandemic.

CATA's Monthly Ridership: FY 2022 & FY 2023



CATA's Monthly Ridership: FY 2022 & FY 2023



INFORMATION ITEM - FUEL PURCHASE FOR MAY 2023

The following lists our prices for diesel fuel for May 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
05/03/2023	\$2.4865
05/08/2023	\$2.5300
05/15/2023	\$2.6295
05/19/2023	\$2.6980
05/26/2023	\$2.6400

FY 2023 Current average per gallon fuel cost	\$2.60
FY 2023 Budget per gallon fuel cost	\$2.35

INFORMATION ITEM - FUEL PURCHASE FOR JUNE 2023

The following lists our prices for diesel fuel for June 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
06/02/2023	\$2.5325
06/07/2023	\$2.5010
06/13/2023	\$2.5030
06/20/2023	\$2.6280
06/26/2023	\$2.3840

FY 2023 Current average per gallon fuel cost	\$2.50
FY 2023 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
May 17, 2023**

Guest Speaker: Hillary Tyranski

There are several awareness months celebrated in May. The Task Force Committee focused on the healthcare theme. We discussed three very critical issues:

- Mental Health Awareness
- High Blood Pressure Education
- Stroke Awareness

We invited Hillary Tyranski, Physician's Assistant at Sparrow Occupational Health Clinic, to enlighten us on these topics. Hillary is familiar with CATA's DOT requirements and was able to provide us with important information to help bring awareness to these issues.

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



Diversity Equity & Inclusion Task Force
Meeting Summary
June 12, 2023

Topic of Discussion: LGBTQ Pride Month

The month of June is dedicated to Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) Pride Month. Pride Month started in 1970, a year after the Stonewall Inn Riots took place, as a peaceful march where people could express themselves and their sexuality freely.

Dustin Hagfors, Director of Planning prepared a presentation to educate the DEI Task Force Committee on the history of LGBTQ. The presentation was a great conversation starter. Dustin provided a lot of information on the AIDS Crisis, the Pink Triangle, and the significance of a "Simple Brick."

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

WEDNESDAY, APRIL 5, 2023
3:30 P.M. - CATA BOARD ROOM

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

ABSENT: Geneva Smith, Darrin Fowler, and Jeffrey Allshouse

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Craig Frazier, Todd Brooks, Marshea Brown, and Renee Sumerix

TRANSDEV PERSONNEL: Nancy Lohr

GUESTS: Gloria Johnson-Cannon

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:43 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF APRIL AGENDA

MOTION:

A motion to approve the April 2023 Agenda was moved by Kellie Blackwell and supported by Ethan Devereaux.

VOTE:

Motion passed unanimously.

APPROVAL OF FEBRUARY MINUTES

MOTION:

A motion to approve the February 2023 Minutes was moved by Diana Paiz and supported by Kellie Blackwell.

VOTE: Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

None

BOARD LIAISON REPORT – Doug Lecato

See attached report.

Diana Paiz inquired about alternate payment options for bus fares.

Doug Lecato stated that CATA is looking at contactless payment options.

Chair Wiese reported that at CATA's January Board Retreat, CATA staff and Board members discussed contactless payment options and the necessary elements that will need to take place before implementing.

Doug Lecato further stated that Dan Goodemoot, Director of IT, and his team have provided transparency and timely feedback on this subject.

Todd Brooks, Director of Operations, stated that he serves on the committee that is reviewing vendors and farebox options. The committee is comparing products based on mobile apps and features such as one-scan capability and the ability to reduce boarding complications. The committee is also looking at possible start dates while allowing for testing and training to be completed. Mr. Brooks further noted that the LAC can look forward to more user-friendly features coming soon.

CATA CEO REPORT – Bradley Funkhouser

Bradley Funkhouser was absent from the meeting.

DIRECTOR OF OPERATIONS – Todd Brooks

Todd Brooks reported that employees from Operations and HR are planning to attend the MICareerQuest Capital Area Event scheduled for May 19. This event will inform ninth graders about future career opportunities at CATA.

Todd Brooks further reported that on Easter Sunday, April 9, CATA will offer Holiday Service. Mr. Brooks explained that rides may be scheduled until 5:00 p.m. on Saturday, April 8.

Todd Brooks stated that the Operations Department has two (2) vacant positions which include CATA's Street Supervisor and MSU Supervisor. Job descriptions are posted on CATA's website. Mr. Brooks further noted that internal candidates have applied for the positions that possess strong skills and knowledge pertaining to regional routes.

Todd Brooks reported that CATA is currently training 13 new operators and another class is scheduled to begin on May 8.

Todd Brooks reported on fixed-route ridership and compared pre-pandemic ridership with post-pandemic ridership. Mr. Brooks shared that CATA's ridership in December 2019, was 3,121,017 and in December 2022, it was 1,992,728 which is

approximately down by 36%. Paratransit's ridership in December 2019, was 116,114 and in December 2022, it was 76,384, which is down approximately 34%. Mr. Brooks further noted that CATA's ridership is consistently rising due to HR recruiting new operators, MSU students returning to campus, the extension of Route 3, and the reinstatement of late-night Route 1.

Chair Wiese thanked CATA's Operations Department for their quick response time to the shooting at MSU and requested Mr. Frazier and/or Mr. Brooks to report on the incident.

Todd Brooks stated that on the evening of this tragic event, multiple supervisors contacted him with preliminary information that was being reported. Staff focused on getting CATA buses to Ramp 1 as a staging location. Mr. Brooks reported that as more information became available, CATA decided to have drivers pick up as many students as possible and transport them to Lot 89, which was designated as a safe area. Many of CATA's drivers stepped-up and volunteered to be on standby. Some of the students indicated that they had no place to go; therefore, CATA buses provided a warm and safe place for them to stay while other students were transported to local convenience stores and gas stations in order to use restrooms. CATA staff also provided food for students and remained on duty until the threat was lifted.

Craig Frazier reported that CATA's sub-contractor, Transdev, under Nancy Lohr's direction, proved to be instrumental in transporting riders to the Lot Link. They also continued to serve Night Owl riders once the threat was lifted and Paratransit service was clear to resume. Mr. Frazier recognized how the combined efforts from CATA and Transdev proved to provide community support during this crisis.

Deb Wiese commended staff and operators for their support and continued dedication to serving our community, especially in times of crisis.

George Hanley echoed Chair Wiese's comments and reconfirmed that during the uninterrupted power supply (UPS) unit failure, every extra driver was on the road making sure that riders were not left stranded.

Todd Brooks confirmed that CATA's supervisors were dispatching vehicles to multiple locations where riders were believed to be waiting for their ride. Mr. Brooks recognized and gave credit to CATA's staff and the dedicated group of operators who made this possible.

Diana Paiz inquired whether the Holiday Service scheduled for this coming Easter Sunday is for Paratransit riders only.

Todd Brooks explained that CATA's Holiday Service will begin with a piloted project to provide limited service and is available to all riders. The service will be operated by the Paratransit fleet and run from 8:00 a.m. through 4:00 p.m.

Diana Paiz inquired whether the service is limited to ADA-certified riders.

Chair Wiese explained that the service is open to the public regardless of status.

Diana Paiz inquired about where the Holiday Service is being advertised other than the CATA website.

Todd Brooks stated that CATA's Marketing Department will issue a press release. He also stated that unfortunately, he is not aware of any other forms of advertising that CATA will use.

Kellie Blackwell stated that CATA will advertise through social media.

Chair Wiese indicated that the Holiday Service is already posted on CATA's website and on other social media outlets.

George Hanley stated that CATA's drivers are also promoting the Holiday Service.

Diana Paiz inquired about CATA installing cameras on buses and requested an update.

Todd Brooks stated that CATA's IT Department is looking at installing cameras on buses; however, at this time, they are only reviewing options.

PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier

Craig Frazier reported that the Paratransit Supervisor position was posted and interviews have been completed. He stated that an internal candidate will be presented with an offer soon. Mr. Frazier further noted that adding this position to the Paratransit Department will improve the day-to-day efficiencies.

Craig Frazier stated that he has reached out to CATA's Marketing Department in order to obtain additional passes that were requested at the last SQS meeting. Mr. Frazier noted that the passes will be available at local Meijer stores.

Craig Frazier addressed the inquiry that was made by Ms. Paiz concerning the Sparrow Health System building and the confusion over the various pick-up locations. Mr. Frazier has communicated with the operators and provided updated maps which have each entrance labeled to avoid confusion when scheduling a trip.

Craig Frazier stated that the Wait-Stop Program has been averaging 20 rides per week, and the process is improving day-by-day. He also thanked Chair Wiese for providing new language to help explain the limit of wait-stop trips per day to riders.

Craig Frazier reported that the Paratransit call volume has been averaging 800 calls per day.

Craig Frazier reported on the recent UPS unit failure that occurred at CATA while he was on vacation. He commended the Paratransit staff and all operators for the incredible job they did. He also stated that backup procedures are being built into CATA's systems and the Operations staff are holding weekly planning sessions for

disaster/service interruptions. Mr. Frazier further noted that these plans will be shared with Transdev to maintain secure and consistent service.

Craig Frazier spoke on behalf of Mr. Funkhouser and emphasized the need to recruit new members to EATRAN's LAC. Mr. Frazier also distributed EATRAN's LAC application to CATA's LAC members in hopes of spreading the word.

Craig Frazier also stated on behalf of Mr. Funkhouser that the extension of Route 3 into Delta Township may begin as early as May 2023. This extension will expand Spec-Tran service to Willow Highway in the north, Nixon Street to the west, and Mt. Hope Avenue in the south.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell

Chair Wiese stated that the concerns regarding punch cards are being addressed and the solution was to attach a hole puncher to the vehicles.

Craig Frazier confirmed that this solution is being implemented.

Chair Wiese commented on the proposed language that she offered to help explain the Wait-Stop Program to users. She also proposed that the LAC take a vote to approve the revised language.

Diana Paiz inquired whether the language includes information that will help explain that riders are only allowed one (1) wait-stop per trip.

Chair Wiese indicated that the additional language did not address allowing riders only one (1) wait-stop per trip. She then requested that Mr. Frazier please read the portion of the Wait-Stop Program that relates to the number of trips allowed per day.

Craig Frazier quoted, "How many wait-stop trips may be arranged per day? Only two (2) wait-stops trips may be arranged per day. Exceptions may be permitted on an as needed basis with paratransit supervisor approval."

A motion to approve the new proposed language for the Wait-Stop Program was moved by Erin Shannon and supported by George Hanley.

ROLL CALL VOTE: Kellie Blackwell, aye; Ethan Devereaux, aye; George Hanley, aye; Erin Shannon, aye; and Deb Wiese, aye.

Diana Paiz abstained.

Geneva Smith, Darrin Fowler, and Jeffrey Allshouse were absent.

Motion passed with five (5) votes in favor and one (1) abstention.

OLD BUSINESS:

None

NEW BUSINESS:

New Member Applications

Chair Wiese deferred to Mr. Frazier to announce the new LAC applications that were submitted.

Craig Frazier first introduced Gloria Johnson-Cannon who was present at the LAC meeting.

Gloria Johnson-Cannon stated that it is a big world and that she would like to piece together the inner workings of how this puzzle comes together.

MOTION:

A motion to approve Gloria Johnson-Cannon membership was moved by George Hanley and supported by Ethan Devereaux.

VOTE: Motion passed unanimously.

Chair Wiese stated that the application will be forwarded to the CATA Board for final approval.

Craig Frazier reported on Leah March-Pons' application.

MOTION:

A motion to approve Leah March-Pons membership was moved by Erin Shannon and supported by Kellie Blackwell.

Chair Wiese stated that the application will also be forwarded to the CATA Board for final approval.

VOTE: Motion passed unanimously.

Diana Paiz inquired whether accommodations have been given for virtual attendance.

Chair Wiese stated that she and Mr. Frazier will have a conversation with Ms. March-Pons about in-person attendance. She also noted that at the March SQS meeting, it was discussed and agreed that the LAC will meet in-person unless a situation arises that requires the meeting to be virtual.

MEMBER COMMENTS/ANNOUNCEMENTS:

Chair Wiese introduced her new service canine, Hops and explained that he is a cross between Golden Retriever and Labrador.

George Hanley welcomed the new LAC members and commented on how nice it is to meet in person.

PUBLIC COMMENT:

None

MOTION:

A motion to adjourn was moved by Diana Paiz and supported by George Hanley.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:00 p.m.

Respectfully submitted,

Renee Sumerix
Operations Administrative Coordinator