

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

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

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

**CALL TO ORDER:**

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

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

**LATE:** Jack Schmitt

**ABSENT:** Phyllis Vaughn, Maggie Sanders, and Terrance Augustine

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

**PUBLIC COMMENTS:**

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

**CHAIR'S COMMENTS:**

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

**MOTION:**

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

**VOTE:** The motion carried unanimously.

Jack Schmitt arrived at 4:03 p.m.

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

**MOTION:**

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

**VOTE:** The motion carried unanimously.

Chair Triplett stated that CATA was notified earlier in the week that his appointed position as CATA's representative to the Tri-County Regional Planning Commission is about to expire. Chair Triplett requested that the Board approve to reinstate his position.

**PROPOSED MOTION:** That the CATA Board approve to reinstate Board Chair, Nathan Triplett as CATA's representative to the Tri-County Regional Planning Commission.

**MOTION:**

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

**VOTE:** The motion carried unanimously.

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

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

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

Board members applauded.

## **CHIEF EXECUTIVE OFFICER'S REPORT**

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

### **Cold Temperatures**

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

### **Christmas Day Service**

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

### **EATRAN's Charlotte Connector**

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

### **Job Fairs**

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

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

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

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

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

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

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

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

### **ACTION ITEMS – PROPOSED CONSENT AGENDA**

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

#### **MOTION:**

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

**VOTE:** The motion carried unanimously.

### **ACTION ITEMS – PROPOSED DISCUSSION AGENDA**

#### **OLD BUSINESS**

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

#### MSU CONTRACTED TRANSPORTATION SERVICES AGREEMENT

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

#### **MOTION:**

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

#### **DISCUSSION:**

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

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

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

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

**NEW BUSINESS**

None

**PUBLIC COMMENT**

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

**ADJOURNMENT**

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

Respectfully Submitted,

Shanna Draheim  
Vice Chair and Acting Secretary/Treasurer

Tina Orlando  
Recording Secretary