

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 15, 2025
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

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 20, 2024, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2024

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

C. APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2024

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

VI. ACTION ITEM - DISCUSSION AGENDA

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

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 20, 2024
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Vice Chair
Phil Deschaine, Secretary/Treasurer
Mark Grebner
Steven Vagnozzi
Jack Schmitt
Eric Tans
Kellie Blackwell
Derek Melot

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:01 p.m.

ROLL CALL: Kellie Blackwell, Phil Deschaine, Shanna Draheim, Mark Grebner, Derek Melot, Jack Schmitt, Eric Tans, Nathan Triplett, and Steven Vagnozzi were all present.

ABSENT: John Prush, 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:

None

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse John Prush.

MOTION:

Derek Melot motioned to excuse John Prush and Phil Deschaine supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett noted that Eric Tans is present via Zoom.

Chair Triplett introduced and welcomed new Board member Steven Vagnozzi.

Steven Vagnozzi stated that he has lived in Meridian Township since 1976. He has been involved in transit for a long time and works with the volunteers as the Government Affairs Coordinator for the Michigan Association of Railroad Passengers. He also served on the Transportation Commission in Meridian Township where they

worked very effectively with CATA.

Chair Triplett stated that Mayor Schor has referred Chelsea Dowler, City of Lansing, to the CATA Board. He noted that Ms. Dowler's appointment should be finalized by CATA's December Board meeting.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser welcomed Mr. Vagnozzi to the CATA Board.

Millage

Bradley Funkhouser stated that CATA's millage renewal proposal passed by 69.4%. Mr. Funkhouser noted that CATA's millage proposal passed in every precinct and will span over the next five (5) years. He thanked CATA's workforce and their dedication to providing safe and reliable service to the community. He also thanked the CATA Board for their continued support.

Veterans

Bradley Funkhouser stated that CATA recognized 39 veteran employees for their military service and EATRAN recognized six. Mr. Funkhouser noted that employees were given a pin identifying their branch of service, along with an eight hour day off to be used at their leisure.

Silver Bells

Bradley Funkhouser stated that this Friday, November 22, Silver Bells in the City will kick off at 6:00 p.m. This year's parade will include CATA's CATApillar and LadyBus from previous years, along with EATRAN debuting their Gingerbread House entry. Mr. Funkhouser noted that in remembrance of past Board member Robin Lewis, her husband attends the parade with their granddaughter each year. He further noted that anyone wishing to participate in the parade will need to arrive at 500 South Washinton Square by 5:45 p.m.

CATA Mobile Pay App

Bradley Funkhouser stated that CATA issued a soft launch on the mobile pay app on October 17. Since the launch, CATA has had 3,400 sign-ins to set-up an account and tracked 1,400 transactions. Mr. Funkhouser expressed his excitement for the new technology and explained that a soft launch will enable CATA to work out any problems before promoting the new service on a larger scale.

CATA Rydz

Bradley Funkhouser stated that CATA also issued a soft launch of the CATA Rydz app on Tuesday, November 12, which works with microtransit and covers three (3) zones. Mr. Funkhouser explained that the service will be monitored and eventually tied into the Transit app. He noted that a larger launch will take place at a later date.

EATRAN

Bradley Funkhouser congratulated the EATRAN Board on approving their 2025 Regional Coordination Plan which took place last week. Mr. Funkhouser stated that the vote was unanimous, and Board members agreed that the next step for EATRAN

will be possibly going after a millage.

Phil Deschaine commented on CATA's millage renewal. He noted that the 69.4% approval, which included Meridian Township's support, reflects the public's confidence in CATA. Mr. Deschaine thanked Mr. Funkhouser for his leadership and reorganization of CATA. He also thanked Staff and the Board for the direction that CATA has taken over the past few years.

Bradley Funkhouser thanked Mr. Deschaine for his positive comments yet emphasized that it has been a group effort and recognized CATA employees and the public for their support. He also applauded the Board for their leadership within their respective jurisdictions.

Chair Triplett stated that not only did CATA's millage pass by 69.4%, but it also prevailed in all precincts and service areas.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF OCTOBER 16, 2024, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2024
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. "CELEBRATE THE TRADITIONS OF THE SEASON" — HOLIDAY FREE-FARE CAMPAIGN

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve fare-free boardings for riders participating in the "Celebrate the Traditions of the Season" holiday free-fare campaign, effective December 6, 2024, through January 12, 2025, as proposed by Staff.

- D. INSURANCE RENEWALS

PROPOSED MOTION: That the CATA 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, to execute such applications, contracts, and other documents as are necessary and appropriate to bind and perfect such insurance coverage and services for the period from December 1, 2024, through November 30, 2025.

E. PURCHASE OF LARGE BUSES FROM NEW FLYER

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to nine (9), 40-foot, hybrid-electric transit buses from New Flyer, a subsidiary of NFI Group, Inc., using the State of Washington, cooperative bus procurement contract #06719, at a total purchase price not to exceed \$10,000,000 of federal and state grant funds for the vehicles, training, and accessories, pending successful completion of necessary FTA Buy America audits and inspections on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. OVERHEAD DOOR PREVENTATIVE MAINTENANCE AND SERVICE

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 Overhead Door Company of Lansing, for a three-year term at an estimated cost of \$153,000 using operating funds to provide preventative maintenance and service for overhead doors, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. DRAIN CLEANING PREVENTATIVE MAINTENANCE AND SERVICE

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 Schultz, Inc., for a four-year term at an estimated cost of \$149,800 using operating funds to provide preventative maintenance and service for drain cleaning, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. CATA RYDZ FREE-FARE PROMOTION

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve a one-month free-fare offer for CATA Rydz users to take place during the 2024-2025 winter season as proposed by Staff.

Shanna Draheim requested that item E be moved to discussion.

MOTION:

Derek Melot motioned to approve the Consent Agenda with Action Item, E, Purchase of Large Buses from New Flyer, moved to the Discussion Agenda. Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. PURCHASE OF LARGE BUSES FROM NEW FLYER

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to nine (9), 40-foot, hybrid-electric transit buses from New Flyer, a subsidiary of NFI Group, Inc., using the State of Washington, cooperative bus procurement contract #06719, at a total purchase price not to exceed \$10,000,000 of federal and state grant funds for the vehicles, training, and accessories, pending successful completion of necessary FTA Buy America audits and inspections on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Derek Melot motioned to approve Discussion Item A, Purchase of Large Buses from New Flyer, and Shanna Draheim supported the motion.

DISCUSSION:

Shanna Draheim requested further explanation related to hybrid versus electric vehicles.

Bradley Funkhouser stated that Andrew Brieschke, Deputy CEO, gave a presentation last month related to CATA's electric vehicles and asked that he provide more details.

Andrew Brieschke stated the reasons for CATA purchasing hybrid vehicles and explained that because electric vehicles take longer to order and are considerably more expensive than hybrid vehicles, Staff determined that hybrid vehicles would be a better choice. Mr. Brieschke also stated that CATA is eager to purchase fully electric vehicles and noted that the Board approved the purchase of two (2) 40-foot fully electric buses, which CATA has on order now. CATA will continue to work responsibly towards turning over their fleet to zero-emissions by 2035.

Phil Deschaine inquired about the difference in miles per gallon between a standard diesel bus and a hybrid bus.

Andrew Brieschke stated that a straight diesel bus consumes about 4.5 to 5.5 miles per gallon compared to a hybrid that consumes 5.5 to 6.5 miles per gallon.

Phil Deschaine stated that there is approximately a 15% to 20% increase.

Chair Triplett inquired whether Staff sees cost and availability of electric vehicles being an issue with CATA fulfilling their commitment to the Board of having a zero-emission fleet by 2035.

Andrew Brieschke stated that CATA is aware of their commitment to having a zero-emission fleet by 2035 and are trying to achieve that goal in the most responsible way. Mr. Brieschke noted that the technology on the new hybrid buses is unique and capable of operating 40% of the day in electric mode. He also noted that CATA is still on track of achieving their goal, while looking at other options including hydrogen vehicles.

Chair Triplett inquired whether it would be feasibly possible to purchase nine (9) fully electric buses if cost and availability were not an issue.

Andrew Brieschke stated yes, but added that electric buses can take up to 16 months to be built and delivered. He also explained that since there are only two (2) vendors producing buses, it is difficult to order electric buses due to excessive costs and lead times.

Chair Triplett expressed his belief that although the Board would like to see CATA achieve a zero-emission fleet before 2035, due to market realities and CATA's budget, it may not be realistic. He commended Staff on looking at the longer goal while recognizing the Board's wishes.

Steven Vagnozzi inquired about the life cycle for CATA's existing diesel and hybrid buses.

Andrew Brieschke stated that CATA's large buses have a life cycle of 12 years or 500,000 miles, whichever comes first. He noted that CATA's current average age of a large bus is seven (7) to eight (8) years; however, there are some diesel and hybrid buses that are close to 18 years old.

Bradley Funkhouser stated that even if CATA was able to achieve a fully electric fleet at this time, CATA would not be able to offer the same service. He further explained that CATA continues to test the electric vehicles and their batteries in order to continue to provide the best service to the community.

Phil Deschaine stated that he appreciates CATA's zero-emission goal; however, there are a lot of other vehicle emissions being released besides buses. He expressed his belief that there needs to be more work related to climate change world-wide.

Steven Vagnozzi inquired about the nine (9) buses from New Flyer and the estimated fuel usage in miles per gallon compared to the ones CATA currently has in their fleet.

Andrew Brieschke stated that the nine (9) buses from New Flyer will use approximately the same or slightly better amount of fuel than our current hybrids. He noted that these new hybrid buses are capable of running the entire time on full electric.

Shanna Draheim expressed her appreciation for vehicles energy efficiencies while understanding that CATA will have to adapt as technology improves.

VOTE: The motion carried unanimously.

- B. APPROVAL OF REAL ESTATE SALES AGREEMENT FOR THE PURCHASE OF VACANT LAND (TAX PARCEL Nos. 33-01-01-16-455-003 and 33-01-01-16-455-102)

PROPOSED MOTION: That the CATA Board of Directors authorize Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the Real Estate Sales Agreement for the Purchase of Vacant Land, as written, in the amount of \$120,000, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Bradley Funkhouser stated that when he had toured the old Greyhound Station building, there were two (2) vacant parcels located on the north side of the property. He then deferred to Mr. Brieschke for more details.

Andrew Brieschke stated that real estate attorney, Norbert Madison, and local broker, Jeff Ridenour are both present. Mr. Brieschke explained that he worked with Mr. Madison and Mr. Ridenour to purchase the two (2) vacant parcels. He then shared a timeline and noted that the parcels are currently being appraised. He further shared his belief that both parcels will appraise at the listed price.

MOTION:

Shanna Draheim motioned to approve Discussion Item B, Approval of Real Estate Sales Agreement for the Purchase of Vacant Land (Tax Parcel Nos. 33-01-01-16-455-003 and 33-01-01-16-455-102) and Jack Schmitt supported the motion.

DISCUSSION:

Mark Grebner inquired whether the two (2) parcels could potentially be for a commercial business.

Jeff Ridenour and Andrew Brieschke confirmed that the two (2) parcels could be used for a commercial business.

Jeff Ridenour noted that the parcels could also be used for an apartment complex.

Andrew Brieschke stated that there are no height or setback restrictions on the two (2) parcels.

Chair Triplett stated that by CATA being able to purchase these two (2) parcels in addition to the South Washington property, they will be able to control the surrounding area and their future success. He also recognized the new downtown developments including the Ovation Center.

Mark Grebner expressed his hope that CATA will eventually relocate more than just administrative offices downtown.

Shanna Draheim stated that it will be nice for CATA to be able to control the space around the property.

Chair Triplett stated that CATA being able to control its own destiny is very important.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Wendy Veltman commented on her recent termination from CATA. She inquired about CATA's work rule and expressed her frustration with understanding the difference between a time sheet and run sheet.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the meeting at 4:38 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

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

	<u>October Actual</u>	<u>October Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 Actual YTD</u>	<u>FY 2025 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 BUDGET</u>	<u>% of Fiscal Year Completed</u> 8%	<u>% Annual Budget Revenues/Expense</u>
REVENUES											
Farebox	\$ 318,300	\$ 200,075	\$ 118,225	59.1%	\$ 318,300	\$ 200,075	\$ 118,225	59.1%	\$ 2,400,900		13.3%
Contracted Services	\$ 977,001	\$ 336,500	\$ 640,501	190.3%	\$ 977,001	\$ 336,500	\$ 640,501	190.3%	\$ 4,038,000		24.2%
Property Tax	\$ 813	\$ 2,199,000	\$ (2,198,187)	-100.0%	\$ 813	\$ 2,199,000	\$ (2,198,187)	-100.0%	\$ 26,388,000		0.0%
State Revenue	\$ 1,572,406	\$ 1,807,000	\$ (234,594)	-13.0%	\$ 1,572,406	\$ 1,807,000	\$ (234,594)	-13.0%	\$ 21,684,000		7.3%
Federal Revenue	\$ -	\$ 1,315,000	\$ (1,315,000)	-100.0%	\$ -	\$ 1,315,000	\$ (1,315,000)	-100.0%	\$ 15,780,000		0.0%
Other Revenue	\$ (264,809)	\$ 140,542	\$ (405,351)	-288.4%	\$ (264,809)	\$ 140,542	\$ (405,351)	-288.4%	\$ 1,686,500		-15.7%
TOTAL REVENUES	\$ 2,603,711	\$ 5,998,117	\$ (3,394,406)	-56.6%	\$ 2,603,711	\$ 5,998,117	\$ (3,394,406)	-56.6%	\$ 71,977,400		3.6%
EXPENSES											
Labor	\$ 2,320,531	\$ 2,147,633	\$ (172,898)	-8.1%	\$ 2,320,531	\$ 2,147,633	\$ (172,898)	-8.1%	\$ 25,771,600		9.0%
Fringe Benefits	\$ 1,233,469	\$ 1,337,476	\$ 104,007	7.8%	\$ 1,233,469	\$ 1,337,476	\$ 104,007	7.8%	\$ 16,049,640		7.7%
Services	\$ 321,198	\$ 435,283	\$ 114,085	26.2%	\$ 321,198	\$ 435,283	\$ 114,085	26.2%	\$ 5,210,400		6.2%
Materials & Supplies	\$ 474,874	\$ 489,895	\$ 15,021	3.1%	\$ 474,874	\$ 489,895	\$ 15,021	3.1%	\$ 5,888,240		8.1%
Utilities	\$ 55,727	\$ 76,725	\$ 20,998	27.4%	\$ 55,727	\$ 76,725	\$ 20,998	27.4%	\$ 920,700		6.1%
Casualty & Liability	\$ 106,412	\$ 114,000	\$ 7,588	6.7%	\$ 106,412	\$ 114,000	\$ 7,588	6.7%	\$ 1,368,000		7.8%
Purch. Transportation	\$ 997,204	\$ 1,077,775	\$ 80,571	7.5%	\$ 997,204	\$ 1,077,775	\$ 80,571	7.5%	\$ 12,933,300		7.7%
Miscellaneous	\$ 245,019	\$ 148,704	\$ (96,315)	-64.8%	\$ 245,019	\$ 148,704	\$ (96,315)	-64.8%	\$ 1,787,620		13.7%
TOTAL EXPENSES	5,754,434	5,827,491	73,057	1.3%	5,754,434	5,827,491	73,057	1.3%	\$ 69,929,500		8.2%
NET INCOME (LOSS)	\$ (3,150,723)	\$ 170,626	\$ (3,321,349)		\$ (3,150,723)	\$ 170,626	\$ (3,321,349)		\$ 2,047,900		

Interim statements are subject to adjustments and year-end audit

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

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10/01/2024 - 10/31/2024

Cash Balance - 10/01/2024	\$ 2,437,620
Disbursements	\$ (4,582,702)
Receipts	\$ 4,301,059
Adjustments	\$ -
Cash Balance - 10/31/2024	<u>\$ 2,155,977</u>

Disbursements:

Cash Disbursements Register	\$ (2,050,799)
Payroll	\$ (1,851,379)
Healthcare (BlueCross Blue Shield)	\$ (667,726)
Transfers To the ASU Claims Account	\$ (12,798)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	<u>\$ (4,582,702)</u>

Receipts:

Cash Receipt Register	\$ 2,301,059
Transfers From the Investment Account	<u>2,000,000</u>
Total Cash Receipts	<u>\$ 4,301,059</u>

Adjustments:

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

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

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10/01/2024 - 10/31/2024

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,155,977	5.72%
FIFTH THIRD BANK - ASU Claims Account	120,995	0.32%
FIFTH THIRD BANK - Savings	542,449	1.44%
MSUFCU CD and Savings	267,660	0.71%
CASE Credit Union CD and Savings	268,364	0.71%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	34,352,886	91.10%
TOTAL	\$ 37,708,331	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 121,599
OTHER BANKS	2,392
TOTAL	\$ 123,991
Monthly Average Rate of Return	0.3288%
Annual Average Rate of Return	3.946%

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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10/01/2024 - 10/31/2024

Market Value at the Beginning of the Period - 10/01/2024 \$ 34,517,351

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 125,437	
Accrued Interest Paid	(1,506)	
Administrative Expenditures	(2,332)	
Total Net Income/Loss & Expenditures		121,599
<u>Realized Gains or (Loss) From Sales</u>		8,588
<u>Market Appreciation</u>		
End of Period	\$ 205,026	
Beginning of Period	(471,463)	
Unrealized Gain/(Loss) from Market Appreciation		(266,437)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (301,748)	
Current Accrued Income (+)	273,533	
Net Change from Accrued Income		(28,215)

Market Value at the End of the Period - 10/31/2024 \$34,352,886

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, 2024**

	November Actual	November Budget	Variance	% Variance	FY 2025 Actual YTD	FY 2025 Budget YTD	Variance	% Variance	FY 2025 BUDGET	% of Fiscal Year Completed <u>17%</u> % Annual Budget Revenues/Expense
REVENUES										
Farebox	\$ 165,437	\$ 200,075	\$ (34,638)	-17.3%	\$ 483,738	\$ 400,150	\$ 83,588	20.9%	\$ 2,400,900	20.1%
Contracted Services	\$ 79,208	\$ 336,500	\$ (257,292)	-76.5%	\$ 1,056,209	\$ 673,000	\$ 383,209	56.9%	\$ 4,038,000	26.2%
Property Tax	\$ 38,461	\$ 2,199,000	\$ (2,160,539)	-98.3%	\$ 39,273	\$ 4,398,000	\$ (4,358,727)	-99.1%	\$ 26,388,000	0.1%
State Revenue	\$ 1,578,290	\$ 1,807,000	\$ (228,710)	-12.7%	\$ 3,150,696	\$ 3,614,000	\$ (463,304)	-12.8%	\$ 21,684,000	14.5%
Federal Revenue	\$ 23,536	\$ 1,315,000	\$ (1,291,464)	-98.2%	\$ 23,536	\$ 2,630,000	\$ (2,606,464)	-99.1%	\$ 15,780,000	0.1%
Other Revenue	\$ 132,348	\$ 140,542	\$ (8,194)	-5.8%	\$ (132,461)	\$ 281,084	\$ (413,545)	-147.1%	\$ 1,686,500	-7.9%
TOTAL REVENUES	\$ 2,017,280	\$ 5,998,117	\$ (3,980,837)	-66.4%	\$ 4,620,991	\$ 11,996,234	\$ (7,375,243)	-61.5%	\$ 71,977,400	6.4%
EXPENSES										
Labor	\$ 2,216,398	\$ 2,147,633	\$ (68,765)	-3.2%	\$ 4,536,929	\$ 4,295,266	\$ (241,663)	-5.6%	\$ 25,771,600	17.6%
Fringe Benefits	\$ 1,236,543	\$ 1,337,468	\$ 100,925	7.5%	\$ 2,488,105	\$ 2,674,945	\$ 186,840	7.0%	\$ 16,049,640	15.5%
Services	\$ 419,578	\$ 435,283	\$ 15,705	3.6%	\$ 748,421	\$ 870,065	\$ 121,644	14.0%	\$ 5,210,400	14.4%
Materials & Supplies	\$ 471,933	\$ 490,895	\$ 18,962	3.9%	\$ 947,367	\$ 980,789	\$ 33,422	3.4%	\$ 5,888,240	16.1%
Utilities	\$ 18,730	\$ 76,725	\$ 57,995	75.6%	\$ 74,708	\$ 153,450	\$ 78,742	51.3%	\$ 920,700	8.1%
Casualty & Liability	\$ 100,502	\$ 114,000	\$ 13,498	11.8%	\$ 206,913	\$ 228,000	\$ 21,087	9.2%	\$ 1,368,000	15.1%
Purch. Transportation	\$ 918,218	\$ 1,077,775	\$ 159,557	14.8%	\$ 1,915,423	\$ 2,155,550	\$ 240,127	11.1%	\$ 12,933,300	14.8%
Miscellaneous	\$ 71,472	\$ 148,964	\$ 77,492	52.0%	\$ 319,761	\$ 297,669	\$ (22,092)	-7.4%	\$ 1,787,620	17.9%
TOTAL EXPENSES	5,453,374	5,828,743	375,369	6.4%	11,237,627	11,655,734	418,107	3.6%	\$ 69,929,500	16.1%
NET INCOME (LOSS)	\$ (3,436,094)	\$ 169,374	\$ (3,605,468)		\$ (6,616,636)	\$ 340,500	\$ (6,957,136)		\$ 2,047,900	

Interim statements are subject to adjustments and year-end audit

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

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11/01/2024 - 11/30/2024

Cash Balance - 11/01/2024	\$ 2,582,572
Disbursements	\$ (4,888,407)
Receipts	\$ 6,492,816
Adjustments	\$ -
Cash Balance - 11/30/2024	<u>\$ 4,186,981</u>

Disbursements:

Cash Disbursements Register	\$ (2,910,732)
Payroll	\$ (1,244,416)
Healthcare (BlueCross Blue Shield)	\$ (703,277)
Transfers To the ASU Claims Account	\$ (29,982)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	<u>\$ (4,888,407)</u>

Receipts:

Cash Receipt Register	\$ 2,492,816
Transfers From the Investment Account	<u>4,000,000</u>
Total Cash Receipts	<u>\$ 6,492,816</u>

Adjustments:

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

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

(Page 3 of 4)

11/01/2024 - 11/30/2024

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	4,186,981	11.70%
FIFTH THIRD BANK - ASU Claims Account	59,910	0.17%
FIFTH THIRD BANK - Savings	543,468	1.52%
MSUFCU CD and Savings	268,631	0.75%
CASE Credit Union CD and Savings	269,478	0.75%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	30,446,332	85.11%
TOTAL	\$ 35,774,800	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 91,996
OTHER BANKS	3,181
TOTAL	\$ 95,177
Monthly Average Rate of Return	0.2660%
Annual Average Rate of Return	3.193%

Interim statements are subject to adjustments and year-end audit

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

(Page 4 of 4)

11/01/2024 - 11/30/2024

Market Value at the Beginning of the Period - 11/01/2024 \$ 34,352,886

Portfolio Activity:

Transfers (To) or From General Checking (4,000,000)

Net Income/(Loss) & Expenditures

Interest Earned	\$	96,325
Accrued Interest Paid		(1,991)
Administrative Expenditures		(2,338)

Total Net Income/Loss & Expenditures 91,996

Realized Gains or (Loss) From Sales 22,635

Market Appreciation

End of Period	\$	176,987
Beginning of Period		(205,026)

Unrealized Gain/(Loss) from Market Appreciation (28,039)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$	(273,533)
Current Accrued Income (+)		280,387

Net Change from Accrued Income 6,854

Market Value at the End of the Period - 11/30/2024 \$30,446,332

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.

POLICY # _____

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

Purpose

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

Placement of Camera

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

Monitoring and Inspections

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

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

Use of Recording

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

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

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

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

Retention and Release of Recording

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

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

Training

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

Compliance

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

Data Issues

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

Policy Review

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

Adopted:

INFORMATION ITEMS

JANUARY 15, 2025

1. OCTOBER RIDERSHIP REPORT
2. NOVEMBER RIDERSHIP REPORT
3. OCTOBER RIDERSHIP GRAPH YEAR-TO-DATE
4. NOVEMBER RIDERSHIP GRAPH YEAR-TO-DATE
5. FUEL PURCHASE FOR NOVEMBER 2024
6. FUEL PURCHASE FOR DECEMBER 2024
7. DEI TASK FORCE UPDATE FOR NOVEMBER
8. DEI TASK FORCE UPDATE FOR DECEMBER
9. LAC MINUTES FOR OCTOBER 2024
10. PERIOD PRODUCTS INSTALLED IN PUBLIC FACILITIES OWNED AND OPERATED BY CATA

OCTOBER 2024 RIDERSHIP REPORT

<u>Total system rides – October:</u>	<u>1,072,270</u>
Average weekday system ridership	42,600
Average weekday system ridership change October 2024 to October 2023	+3,100

	<u>October 2024 vs. October 2023</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+9.5%	+93,920
Monthly Urban Fixed-Route change	+8.3%	+34,830
Monthly MSU campus ridership change	+9.7%	+39,601
Monthly Spec-Tran ridership change	+17.9%	+4,496
Monthly Total Paratransit ridership change	+12.6%	+4,108

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Highest monthly ridership since February 2020.

FY 2025 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>1,072,270</u>
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	<u>FY 2025 vs. FY 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+9.6%	+93,920
Year-to-Date Spec-Tran ridership change	+17.9%	+4,496
Year-to-Date Total Paratransit ridership change	+12.6%	+4,108

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

NOVEMBER 2024 RIDERSHIP REPORT

<u>Total system rides – November:</u>	<u>961,978</u>
Average weekday system ridership	42,550
Average weekday system ridership change November 2024 to November 2023	+2,400

November 2024 vs. November 2023

	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+3.4%	+31,270
Monthly Urban Fixed-Route change	+1.9%	+7,431
Monthly MSU campus ridership change	+0.9%	+3,834
Monthly Spec-Tran ridership change	+3.5%	+834
Monthly Total Paratransit ridership change	-0.9%	-296

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

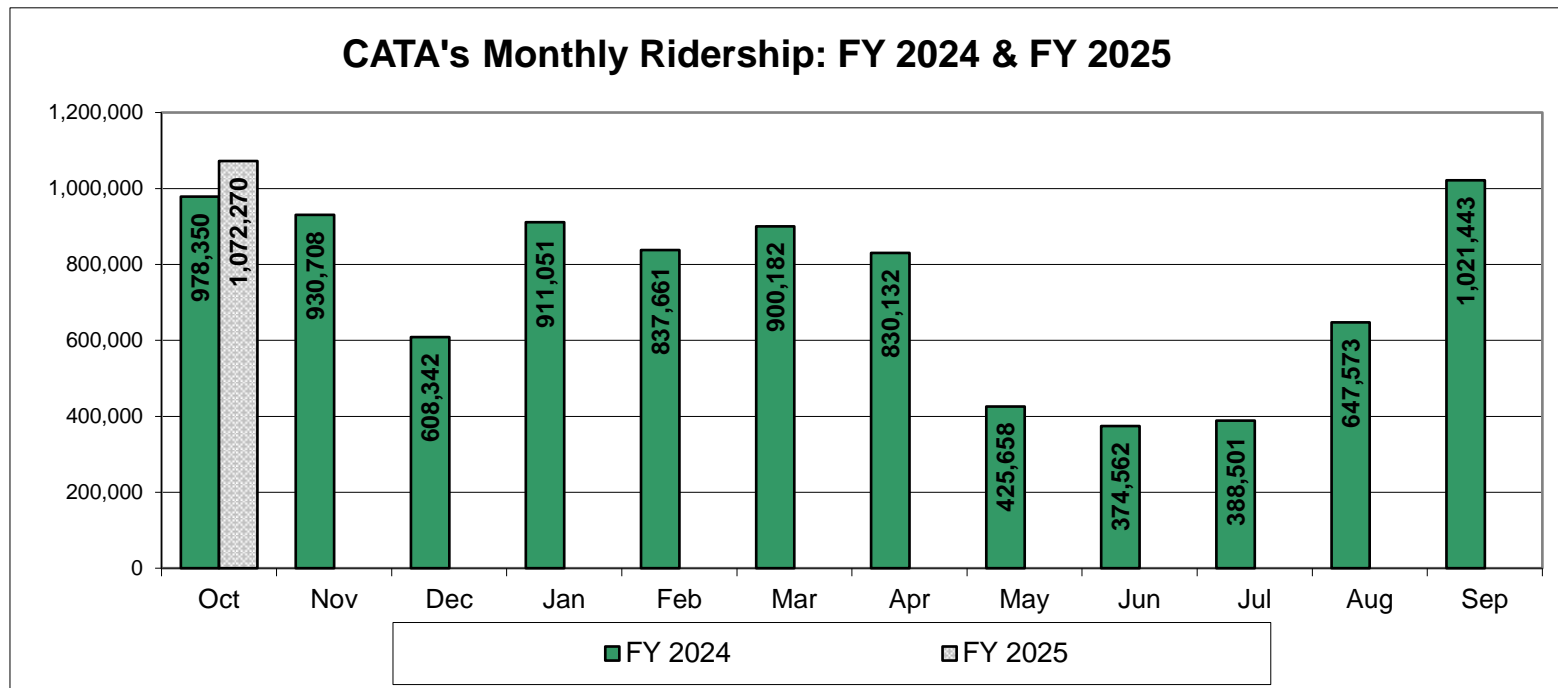
FY 2025 YEAR-TO-DATE RIDERSHIP

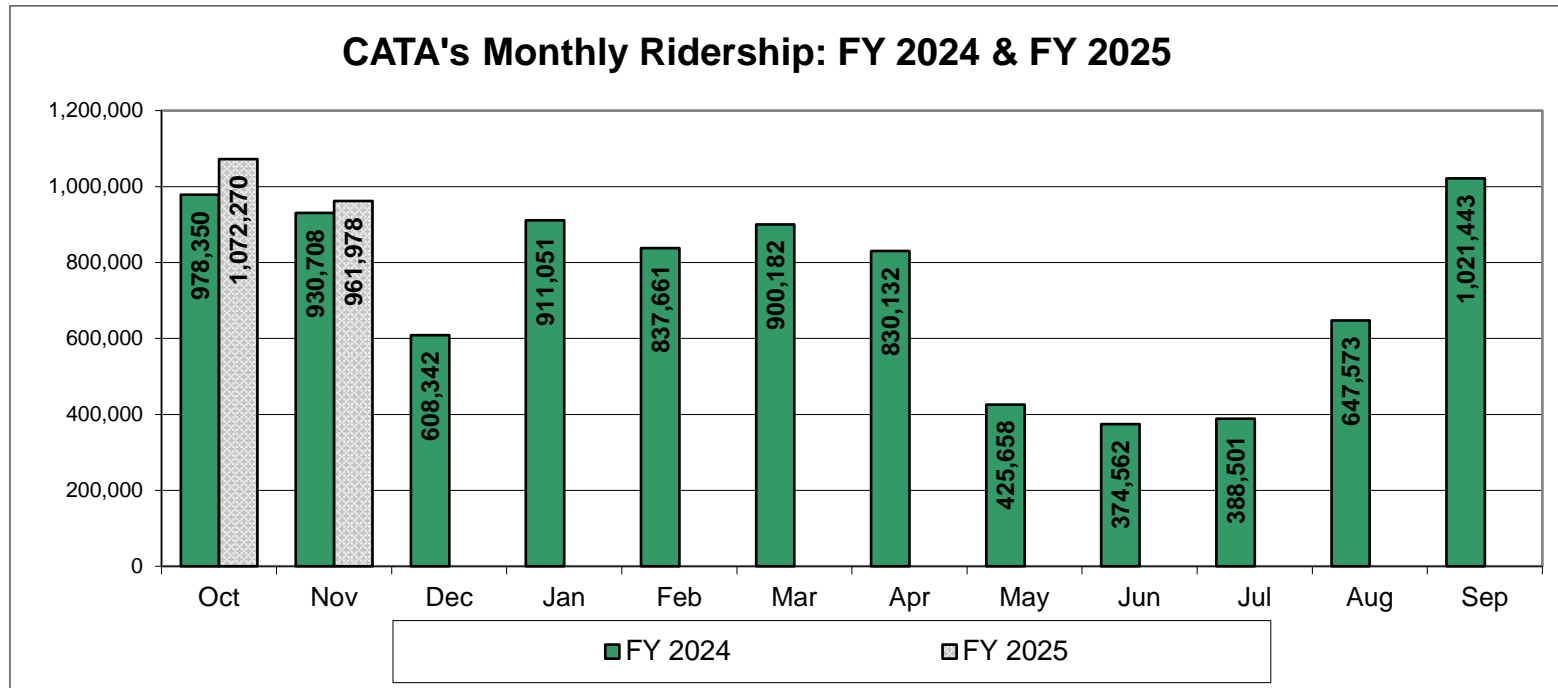
<u>Total system rides – FY 2025:</u>	<u>2,034,248</u>
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FY 2025 vs. FY 2024

	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+6.6%	+125,190
Year-to-Date Spec-Tran ridership change	+10.9%	+5,330
Year-to-Date Total Paratransit ridership change	+5.9%	+3,812

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





INFORMATION ITEM - FUEL PURCHASE FOR NOVEMBER 2024

The following lists our prices for diesel fuel for November 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
11/01/2024	\$2.4725
11/06/2024	\$2.4070
11/13/2024	\$2.2310
11/18/2024	\$2.1605
11/22/2024	\$2.4140
11/27/2024	\$2.1955

FY 2025 Current average per gallon fuel cost	\$2.31
FY 2025 Budget per gallon fuel cost	\$2.35

INFORMATION ITEM - FUEL PURCHASE FOR DECEMBER 2024

The following lists our prices for diesel fuel for December 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
12/04/2024	\$2.1815
12/09/2024	\$2.4031
12/13/2024	\$2.2135
12/19/2024	\$2.1795
12/26/2024	\$2.1615

FY 2025 Current average per gallon fuel cost	\$2.28
FY 2025 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

Volunteerism

In lieu of a Task Force meeting, the committee volunteered at the Greater Lansing Food Bank (GLFB). GLFB and its network of more than 140+ partner organizations, help any individual or family in need of food in Clare, Clinton, Eaton, Gratiot, Ingham, Isabella, and Shiawassee Counties.

Committee members prepared two (2) pallets of Weekend Survival Kits (WSK) for children in need. All kits contain food that is kid-friendly, non-perishable, and easy for a child to prepare or help prepare. Committee members prepared 576 kits, which equaled two (2) tons.

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources



DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

Holiday Celebration

The month of December is such a wonderful month of celebration. It marks the end of a year and the opportunity to plan for a new beginning. In lieu of a formal meeting, Task Force Committee members assisted with helping the Human Resources Department set up our all-staff Holiday Celebration. This year's event featured an "Ugly Sweater" theme, and we were pleasantly surprised by the high level of participation from our employees.

The event was a great success, with employees enjoying delicious food and engaging in a variety of fun activities. It provided an opportunity for our staff to come together, share some lighthearted fun, and celebrate the holiday season as a team.

Holiday Celebration Breakdown:

- Maintenance Breakfast with Executive Staff (7:00 a.m.-8:00 a.m.)
- Celebration in Garage (11:00 a.m.-5:00 p.m.)
 - Dancing with the Norde
 - Creative Wellness Massage Booths
 - 360 Camera
 - DJ Rodney Lamar
 - Games: Cornhole and Jenga

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources



LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, OCTOBER 9, 2024
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
Erin Shannon, Vice Chair
George Hanley
J. Caleb Adams
Diana Paiz
Gloria Johnson-Cannon

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

MEMBERS ABSENT: Geneva Smith, Gill Lemonde, and Darrin Fowler

CATA BOARD MEMBER: Kellie Blackwell

CATA PERSONNEL: Todd Brooks, Craig Frazier, Darren Horn, Eric Pryor, Jennifer Burgess and Victoria Joseph

TRANSDEV PERSONNEL: Simone Moore

GUEST: Doug Lecato

CALL TO ORDER:

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

PUBLIC COMMENTS:

None

APPROVAL OF OCTOBER AGENDA

Chair Wiese stated that Kellie Blackwell had been appointed to the CATA Board of Directors which created a vacancy in the LAC. Doug Lecato has submitted his application to be on the LAC which will be added under New Business.

MOTION:

A motion to approve the amended October 2024 agenda was moved by Diana Paiz and supported by George Hanley.

VOTE:

Motion passed unanimously.

APPROVAL OF AUGUST MINUTES

MOTION:

A motion to approve the August 2024 minutes was moved by George Hanley and supported by Diana Paiz.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

Chair Deb Wiese reported that she has been asked to participate in the CATA website Request for Purchase (RFP) process.

BOARD LIAISON REPORT – Doug Lecato

Report attached.

Diana Paiz inquired about the LAC being able to see the two (2) styles of cutaway buses before they are purchased.

Craig Frazier stated that the cutaway-style, small buses have the same floor plans as previously purchased. He also stated that the small buses are being purchased through the State of Michigan Small Bus Contract; therefore, CATA is not able to preview the buses before purchasing.

CATA CEO REPORT – Bradley Funkhouser

Not present

DIRECTOR OF OPERATIONS – Todd Brooks

Staffing

Todd Brooks stated that they are still in the process of filling the vacant Operations Supervisor position.

Holiday Service

Todd Brooks stated that CATA will be providing limited service on Thanksgiving and Christmas.

CATA Events

Todd Brooks stated that the Touch-A-Truck event that took place at the East Lansing Public Library went very well. He also stated that CATA provided a wrapped pink Barbie Bus for the Barbie event at Impression Five. The bus was a hit and is getting a lot of attention throughout the area especially at the MSU football games.

Fall Service Bids

Todd Brooks stated that the second fall bid will begin at the end of October and then CATA will begin working on the bids for Thanksgiving and Christmas holiday service.

MSU Football

Todd Brooks stated that CATA's Operations Department and ATU have teamed up to provide food for Staff and operators during MSU's home football games. Mr. Brooks expressed how proud he is of his department and the positive relationship that has developed with the ATU.

Chair Wiese stated that she hopes CATA will be able to provide food for the operators next year.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

MSU Football

Craig Frazier explained that Jacob Pena, MSU Supervisor, organizes the service for MSU home football games while Todd Brooks, Director of Operations, oversees the whole operation.

MyRideCATA App

Craig Frazier stated that there are approximately 60 to 70 clients who use the MyRideCATA mobile app daily to book their rides. He also stated that at the next LAC meeting, he will include in his report the numbers for those that use the online service to book their rides. Mr. Frazier further noted that some clients have been able to use the app to book trips after hours; however, this should not be allowed.

Diana Paiz stated that perhaps there is a problem with the app.

Craig Frazier stated that CATA's IT Department is looking into the scheduling issues with app. No reported issues with on-line booking.

Discussion ensued over wait stops being used for some medical appointments.

Diana Paiz stated that she is concerned that certain wait stops are being denied.

Chair Wiese stated that she will draft a memo to include the appropriate language which will be discussed at the next Service Quality Subcommittee (SQS) meeting in November.

TRANSDEV – Simone Moore

Simone Moore stated that currently, they are at an impasse with their ATU, and they are working with employees to stay professional during negotiations.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

Chair Wiese gave the SQS report on behalf of Ms. Shannon.

OLD BUSINESS:

None

NEW BUSINESS:

Election of Officers

Nominating Chair, Leah March-Pons, stated that she received nominations for Deb Wiese as Chair and Erin Shannon as Vice Chair.

VOTE:

Nominating Chair, Leah March-Pons, called for a vote to elect Deb Wiese as Chair after three calls for additional nominations from the floor. Deb Wiese was elected unanimously.

VOTE:

Nominating Chair, Leah March-Pons, called for a vote to elect Erin Shannon as Vice Chair after three calls for additional nominations from the floor. Erin Shannon was elected unanimously.

MOTION:

A motion to approve Doug Lecato's application as a LAC member was moved by George Hanley and supported by Gloria Johnson-Cannon.

VOTE:

Motion passed unanimously.

MEMBER COMMENTS/ANNOUNCEMENTS:

Gloria Johnson-Cannon thanked the entire CATA crew for doing such an awesome job at the MSU football games. She also expressed her appreciation to the Paratransit team for their quick response time when situations arise, and for providing service for those in need.

Diana Paiz stated that she was appointed to the East Lansing Seniors Commission.

Kellie Blackwell stated that Erin Shannon has been taking donations for winter wear and adaptive winter wear for the past 20 years. She noted that Ms. Shannon is currently taking donations for this year and to please contact her at the Michigan Disability Rights Coalition (MDRC) for more information.

PUBLIC COMMENT:

None

ADJOURNMENT:

MOTION:

A motion to adjourn was moved by Jeff Allshouse and supported by Gloria Johnson-Cannon.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:59 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

Victoria Joseph
Operations Administrative Assistant

PERIOD PRODUCTS INSTALLED IN PUBLIC FACILITIES OWNED AND OPERATED BY CATA

In December 2024, Staff addressed period poverty among CATA's ridership by installing feminine hygiene products, supplies and dispensers, thereby ensuring equitable access to period products among riders.

Period poverty refers to the inability to afford period supplies.

A June 12, 2023, article published by Harvard Public Health reported that "Period poverty affects as many as two in five people." Supplies are less affordable and the number of individuals who cannot afford them has increased since 2018. A study by U by Kotex indicated a 35% increase in people struggling to afford period supplies, and a State of Period study showed a 25% increase. A 2019 study of low-income women in St. Louis, Mo., indicated that 64% were unable to afford menstrual hygiene supplies the year prior. They used cloth, rags, tissues, toilet paper or children's diapers.¹

The ability to safely and affordably manage periods is necessary to provide women from all socioeconomic backgrounds with both freedom and agency. Yet, a 2020 University of Michigan report showed that "period products primarily impact low-income women. Period products are ineligible for coverage under food stamps and SNAP benefits, leaving people to choose between buying tampons or providing other necessities for their family, an effect that is amplified when inadequate menstrual management prevents menstruators from going to job interviews, attending schools, or taking their children to educational or social programming." The report further asserts, when talking about period poverty, that not all menstruators are women; not all women menstruate. Additionally, "women who cannot afford these products sometimes resort to unsafe alternatives such as rationing sanitary products or their overly prolonged use, leaving women vulnerable to harmful physical, mental and social outcomes, including urogenital infections, elevated anxiety, depression, and distress."²

Research also shows that "low-income households, homeless, college students, the incarcerated, and transgender or nonbinary individuals struggle the most from lack of access to menstrual products."³ Another study showed that Black and Hispanic women are more likely to experience period poverty than white women.⁴

Advocates of menstrual equity primarily focus on making feminine hygiene products more accessible and affordable for women. The November 2021 elimination of the "pink tax," which refers to sales taxes levied on necessary feminine hygiene products such as tampons and pads, was enacted in Michigan and is a concrete step toward menstrual equity by uniformly reducing consumer expenditures on menstrual products across all income brackets.

The Capital Area Transportation Authority finds that soap, toilet paper and menstrual products are instrumental to the general health and welfare of the public; that ensuring that such products are readily available in public restrooms will help prevent the spread of germs, reduce the transmission of bloodborne pathogens, and improve the public welfare. We can increase accessibility and help end period poverty, especially among individuals experiencing homelessness or income disparity, **by requiring that all public restrooms owned and operated by CATA provide menstrual products free of charge**, thus aligning with the Authority's mission to meet the mobility needs of our region by providing innovative solutions in partnership with the communities we serve. Our vision is to ensure public trust by re-imagining regional mobility challenges and how we better engage those we serve. Our goal is to advance customer experience excellence by employing best practices that lead to new and returning customers; to enhance our ability to engage customers by identifying what matters to them in order to provide excellence in service delivery. We acknowledge that addressing period poverty can lead to improved health for women and menstruators, ensuring that all people have access to basic period necessities to thrive.

CATA's Customer Experience Department is responsible for the management and maintenance of public restrooms at the CATA Transportation Center and the Capital Area Multimodal Gateway. A professional janitorial and cleaning service, contracted in compliance with the Authority's purchasing process, will provide all sanitation products at no cost to the user of those public restrooms. All sanitation products required will be placed within public restrooms and be openly accessible to users of public restrooms. The estimated cost of dual-dispenser units in each restroom; plastic, wall-mounted receptacles in each stall; the installation, replacement and provision of sanitary products and supplies, including menstrual pads, tampons, and waxed bags for the hygienic disposal of products will not exceed \$10,000 per year, with ongoing costs to be determined and adjusted based on usage and replacement trends. The cost for the installation, purchase, and ongoing maintenance of necessary equipment, products and supplies will be allocated against the department's Janitorial and Cleaning line item 5030410.

CATA continues to provide high-quality services in an efficient manner that embraces accessibility, equity, and inclusion.

Temporary restrooms such as porta-potties and port-a-johns are excluded.

¹ Burtka, A. T. (2024, June 5). "It's a dignity issue": Inside the movement tackling period poverty in the U.S. Harvard Public Health Magazine. <https://harvardpublichealth.org/reproductive-health/what-is-period-poverty-its-on-the-rise-in-the-us/>

²Kilpatrick, A. R. a. S. (2020, February 4). Changing the cycle: Period Poverty as a public health crisis. *Copyright 2022 the Regents of the University of Michigan*. <https://sph.umich.edu/pursuit/2020posts/period-poverty.html>

³ Abramson, K. (2024, March 12). Achieving menstrual equity in Michigan requires more than “Pink tax” repeal - Citizens Research Council of Michigan. Citizens Research Council of Michigan. <https://crcmich.org/achieving-menstrual-equity-in-michigan-requires-more-than-pink-tax-repeal>

⁴*U by Kotex Period Poverty Awareness Week – Survey Results* (By YouGov). (n.d.). https://cdn.b12.io/client_media/HJ1wIVtI/1d8564dc-bf10-11eb-9c7a-0242ac110002-U_by_Kotex_Period_Poverty_-_PPAW_Data_Set.pdf