

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS' MEETING

WEDNESDAY, JANUARY 21, 2026  
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 19, 2025, BOARD MEETING

B. APPROVAL OF MINUTES OF NOVEMBER 19, 2025, CLOSED SESSION MEETING

C. APPROVAL OF MINUTES OF DECEMBER 10, 2025, SPECIAL BOARD MEETING

D. APPROVAL OF MINUTES OF DECEMBER 10, 2025, CLOSED SESSION MEETING

E. APPROVAL OF TREASURER'S REPORT FOR OCTOBER 2025

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

F. APPROVAL OF TREASURER'S REPORT FOR NOVEMBER 2025

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

G. PURCHASE OF FIVE (5) SMALL BUSES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from the State of Michigan (MDOT) Small Bus Contract for five (5) cutaway-style, small buses in an amount not to exceed \$750,000, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. ACTION ITEM - DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

X. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 19, 2025  
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA  
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

**PRESENT:** Nathan Triplett, Chair  
Shanna Draheim, Vice Chair  
Phil Deschaine, Secretary/Treasurer  
Mark Grebner  
Chelsea Dowler  
Jack Schmitt  
Eric Tans  
Kellie Blackwell  
Ed Rodgers  
Steven Vagnozzi

**CALL TO ORDER:**

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

**ROLL CALL:** Kellie Blackwell, Phil Deschaine, Chelsea Dowler, Shanna Draheim, Mark Grebner, Eric Tans, Nathan Triplett, and Steven Vagnozzi were all present.

**ABSENT:** Keith Barber, Derek Melot and John Prush

**LATE:** Ed Rodgers and Jack Schmitt

Chair Triplett welcomed everyone to the Board meeting. He also mentioned that the meeting is being held 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 Derek Melot and John Prush.

**MOTION:**

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

**VOTE:** The motion carried unanimously.

Chair Triplett announced that Keith Barber, Eaton County Commissioner, EATRAN Board member, and CATA non-voting Board member, will no longer be present as a non-voting CATA Board member representing Eaton County after the end of the year.

Ed Rodgers arrived at 4:03 p.m.

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

### **Delta Township/EATRAN**

Bradley Funkhouser thanked the CATA Board for their support and for allowing the pilot in Delta Township to happen. He stated that even though the Delta Township millage was voted down, he believes that there were still a lot of positives including how to coordinate regional service. Mr. Funkhouser also stated that EATRAN has been discussing how they will scale back service while continuing to take care of the most vulnerable. He explained that CATA's Route 3, along with associated Spec-Tran service, will be pulled back and end at the Lansing Mall on January 12, 2026, while EATRAN's service reductions will most likely go into effect starting January 13, 2026.

Jack Schmitt arrived at 4:05 p.m.

### **Electric Bus Ribbon Cutting Event**

Bradley Funkhouser stated that CATA's first, full-sized electric bus will be unveiled on Thursday, November 20 at 1:00 p.m. at the CATA facility. He extended the invite to all Board members. Mr. Funkhouser also shared that guest speakers will include representatives from Michigan Department of Transportation (MDOT), Lansing's Board of Water and Light (BWL), and Senator Slotkin's office. He noted that Senator Slotkin was instrumental in CATA receiving the grant to fund the electric bus.

### **Silver Bells**

Bradley Funkhouser stated that Silver Bells will take place on Friday, November 21, at 6:00 p.m. He noted that CATA will once again have the CATApillar bus in this year's parade. Mr. Funkhouser stated that any Board member that wishes to take part in the parade and ride in the CATApillar bus may do so by contacting Brandie Yates, Interim Director of Marketing.

Phil Deschaine stated that it was unfortunate that the transportation millage in Delta Township did not pass. He also stated that residents in Meridian Township voted down a senior center, while East Lansing failed to pass a parks millage. Mr. Deschaine noted that it was not the right year.

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

- A. APPROVAL OF MINUTES OF OCTOBER 15, 2025, BOARD MEETING
- B. APPROVAL OF MINUTES OF OCTOBER 15, 2025, CLOSED SESSION
- C. APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2025
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

D. “EXPERIENCE THE GIFT 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 “Experience the Gift of the Season” holiday free-fare campaign, effective December 1 through 31, 2025, as proposed by Staff.

E. INSURANCE RENEWALS

**PROPOSED MOTION:** That the CATA Board of Directors approve 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, 2025, through November 30, 2026.

F. AUTOMATED PASSENGER COUNTERS (APC) 2025

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to enter into a contract with Trapeze Software Group, Inc. dba Vontas, to provide hardware, software, support, installation and necessary ancillaries to replace CATA’s current APCs at a cost not to exceed \$998,300 of grant funds for a three (3) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Mark Grebner requested that Action Item F be moved to discussion.

**MOTION:**

Shanna Draheim moved to approve the Consent Agenda with Action Item F, Automated Passenger Counters (APC) 2025, moved to the Discussion Agenda. Steve Vagnozzi supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEM - DISCUSSION AGENDA**

A. AUTOMATED PASSENGER COUNTERS (APC) 2025

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to enter into a contract with Trapeze Software Group, Inc. dba Vontas, to provide hardware, software, support, installation and necessary ancillaries to replace CATA’s current APCs at a cost not to

exceed \$998,300 of grant funds for a three (3) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Mark Grebner moved to approve Discussion Agenda, Action Item A, Automated Passenger Counters (APC) 2025, and Ed Rodgers supported the motion.

**DISCUSSION:**

Mark Grebner commented on CATA's efficiency. He stated that since CATA does not collect fares on MSU Campus, riders should be allowed to board buses from both doors. Mr. Grebner noted that this would speed up the process and allow students to get to their destination quicker.

Bradley Funkhouser noted Mr. Grebner's comments and stated that CATA will look into his request.

Phil Dechaine inquired about the new technology.

Dan Goodemoot, Director of IT, explained that the APC's view movement from all areas in 3D. He noted that the upgrade in technology counts riders boarding and exiting. He also noted that this upgrade should take care of these issues.

Mark Grebner inquired whether CATA will need to change its policy.

Bradley Funkhouser stated that CATA will review its policy and get back to the Board with an answer.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS**

Todd Brooks, Director of Operations, gave an update on the security at the CTC and the types of incidents that the Lansing Police Department (LPD) have responded to. He stated that on Tuesday, November 12, CATA hosted the first meeting with local partners to discuss options for solving the issues that have affected those operating in downtown Lansing. Mr. Brooks stated that the meeting was very beneficial, and the entire group decided to meet quarterly. More updates to come.

Chair Triplett thanked Mr. Brooks for his update.

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

Steve Vagnozzi commented on CATA's ridership and budget data. He noted that CATA has performed well and ridership has increased from a year ago.

Mark Grebner commented on property taxes and CATA's cautious budgeting.

Bradley Funkhouser stated that CATA has taken a cautious approach to their budget.

**CLOSED SESSION:**

Chair Triplett requested a motion for the CATA Board to go into Closed Session.

**MOTION:**

Kellie Blackwell motioned that the CATA Board go into Closed Session and Ed Rodgers supported the motion.

**ROLL CALL VOTE:** Kellie Blackwell, aye; Phil Deschaine, aye; Chelsea Dowler, aye; Shanna Draheim, aye; Mark Grebner, aye; Ed Rodgers, aye; Jack Schmitt, aye; Eric Tans, aye; Nathan Triplett, aye; and Steven Vagnozzi, aye.

10 Ayes

0 Nays

Derek Melot and John Push were absent.

The Closed Session began at 4:25 p.m. and adjourned at 4:37 p.m.

**ADJOURNMENT**

There being no further business, Vice Chair Draheim adjourned the Board meeting at 4:37 p.m.

Respectfully Submitted,

Phil Deschaine  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS SPECIAL MEETING

WEDNESDAY, DECEMBER 10, 2025  
5:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

**PRESENT:** Nathan Triplett, Chair  
Shanna Draheim, Vice Chair  
Eric Tans  
Mark Grebner  
Kellie Blackwell  
John Prush  
Steve Vagnozzi  
Derek Melot  
Jack Schmitt  
Ed Rodgers  
Chelsea Dowler

**CALL TO ORDER:**

Chair Triplett called the meeting to order at 5:05 p.m., pursuant to notice given on December 8, 2025, for a special meeting to review and consider ratification of the Union Labor Agreement.

**ROLL CALL:** Kellie Blackwell, Chelsea Dowler, Shanna Draheim, Derek Melot, Mark Grebner, John Prush, Ed Rodgers, Jack Schmitt, Eric Tans, Nathan Triplett, and Steve Vagnozzi were all present.

**ABSENT:** Phil Deschaine, Secretary/Treasurer, and Keith Barber

**PUBLIC COMMENTS:**

None

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

**ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. THIRTEENTH AMENDMENT TO AGREEMENT BETWEEN COUNTY OF INGHAM AND CAPITAL AREA TRANSPORTATION AUTHORITY FOR RURAL AND SPEC-TRAN SERVICES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 13 to extend the base contract between the County of Ingham and Capital Area Transportation Authority for the period of January 1, 2026, through September 30, 2026, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

**MOTION:**

Steve Vagnozzi moved to approve the Consent Agenda and Shanna Draheim supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEMS – PROPOSED DISCUSSION AGENDA**

None

**CLOSED SESSION REGARDING UNION LABOR AGREEMENT**

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

**MOTION:**

Steve Vagnozzi motioned that the CATA Board go into Closed Session and Ed Rodgers supported the motion.

**ROLL CALL VOTE:** Kellie Blackwell, aye; Chelsea Dowler, aye; Shanna Draheim, aye; Derek Melot, aye; Mark Grebner, aye; John Prush, aye; Ed Rodgers, aye; Jack Schmitt, aye; Eric Tans, aye; Nathan Triplett, aye; and Steve Vagnozzi, aye.

11 Ayes

0 Nays

Phil Deschaine was absent.

The Closed Session began at 5:10 p.m. and adjourned at 5:29 p.m.

**RETURN TO OPEN SESSION: 5: 30 p.m.**

**PROPOSED MOTION:** That the CATA Board of Directors hereby ratify and authorize Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the three-year Labor Agreement, effective from December 10, 2025, through November 30, 2028, between CATA and ATU, Local 1039, as negotiated by their representatives.

**MOTION:**

Jack Schmitt motioned to approve the three-year Labor Agreement and Shanna Draheim supported the motion.

**DISCUSSION:**

Bradley Funkhouser stated that this is the first time in 38 years that the contract was completed before its expiration date. He thanked Andrew Brieschke, Steve Soliz, and everyone involved for their dedication and hard work.

Chair Triplett also thanked Andrew Brieschke, Steve Soliz, and all those involved for their hard work.

**VOTE:** The motion carried unanimously.

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

There was no further business, Chair Triplett adjourned meeting at 5:34 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, 2025**

	<u>October Actual</u>	<u>October Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2026 Actual YTD</u>	<u>FY 2026 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2026 BUDGET</u>	<u>% of Fiscal Year Completed</u> 8%	<u>% Annual Budget Revenues/Expense</u>
<b>REVENUES</b>											
Farebox	\$ 288,351	\$ 242,400	\$ 45,951	19.0%	\$ 288,351	\$ 242,400	\$ 45,951	19.0%	\$ 2,908,800		9.9%
Contracted Services	\$ 496,058	\$ 376,500	\$ 119,558	31.8%	\$ 496,058	\$ 376,500	\$ 119,558	31.8%	\$ 4,518,000		11.0%
Property Tax	\$ 1,082	\$ 2,345,500	\$( 2,344,418 )	-100.0%	\$ 1,082	\$ 2,345,500	\$( 2,344,418 )	-100.0%	\$ 28,146,000		0.0%
State Revenue	\$ 1,598,409	\$ 1,589,250	\$ 9,159	0.6%	\$ 1,598,409	\$ 1,589,250	\$ 9,159	0.6%	\$ 19,071,000		8.4%
Federal Revenue	\$ -	\$ 142,500	\$ ( 142,500 )	-100.0%	\$ -	\$ 142,500	\$ ( 142,500 )	-100.0%	\$ 1,710,000		0.0%
Other Revenue	\$ ( 36,541 )	\$ 164,700	\$ ( 201,241 )	-122.2%	\$ ( 36,541 )	\$ 164,700	\$ ( 201,241 )	-122.2%	\$ 1,976,400		-1.8%
<b>TOTAL REVENUES</b>	\$ 2,347,359	\$ 4,860,850	\$( 2,513,491 )	-51.7%	\$ 2,347,359	\$ 4,860,850	\$( 2,513,491 )	-51.7%	\$ 58,330,200		4.0%
<b>EXPENSES</b>											
Labor	\$ 2,355,235	\$ 2,165,816	\$ ( 189,419 )	-8.7%	\$ 2,355,235	\$ 2,165,816	\$ ( 189,419 )	-8.7%	\$ 25,989,800		9.1%
Fringe Benefits	\$ 1,154,616	\$ 1,202,101	\$ 47,485	4.0%	\$ 1,154,616	\$ 1,202,101	\$ 47,485	4.0%	\$ 14,424,990		8.0%
Services	\$ 435,396	\$ 503,183	\$ 67,787	13.5%	\$ 435,396	\$ 503,183	\$ 67,787	13.5%	\$ 6,035,200		7.2%
Materials & Supplies	\$ 452,247	\$ 495,461	\$ 43,214	8.7%	\$ 452,247	\$ 495,461	\$ 43,214	8.7%	\$ 5,955,040		7.6%
Utilities	\$ 65,803	\$ 85,555	\$ 19,752	23.1%	\$ 65,803	\$ 85,555	\$ 19,752	23.1%	\$ 1,026,660		6.4%
Casualty & Liability	\$ 112,393	\$ 120,000	\$ 7,607	6.3%	\$ 112,393	\$ 120,000	\$ 7,607	6.3%	\$ 1,440,000		7.8%
Purch. Transportation	\$ 1,099,090	\$ 1,152,666	\$ 53,576	4.6%	\$ 1,099,090	\$ 1,152,666	\$ 53,576	4.6%	\$ 13,832,000		7.9%
Miscellaneous	\$ 99,759	\$ 169,381	\$ 69,622	41.1%	\$ 99,759	\$ 169,381	\$ 69,622	41.1%	\$ 2,032,780		4.9%
<b>TOTAL EXPENSES</b>	5,774,539	5,894,163	119,624	2.0%	5,774,539	5,894,163	119,624	2.0%	\$ 70,736,470		8.2%
<b>NET INCOME (LOSS)</b>	<u>\$ ( 3,427,180 )</u>	<u>\$ ( 1,033,313 )</u>	<u>\$ ( 2,393,867 )</u>		<u>\$ ( 3,427,180 )</u>	<u>\$ ( 1,033,313 )</u>	<u>\$ ( 2,393,867 )</u>		<u>\$ ( 12,406,270 )</u>		

Interim statements are subject to adjustments and year-end audit

**Capital Area Transportation Authority  
 Treasurer's Report**

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**Cash Activity During the Month**

**10/01/2025 - 10/31/2025**

<b>Cash Balance - 10/01/2025</b>	<b>\$ 5,266,427</b>
Disbursements	\$ (5,841,200)
Receipts	\$ 2,349,562
Adjustments	\$ -
<b>Cash Balance - 10/31/2025</b>	<b><u>\$ 1,774,789</u></b>

**Disbursements:**

Cash Disbursements Register	\$ (1,956,269)
Payroll	\$ (2,296,324)
Healthcare (BlueCross Blue Shield)	\$ (581,882)
Transfers To the ASU Claims Account	\$ (6,725)
Transfers To the Investment Account	\$ (1,000,000)
<b>Total Cash Disbursements</b>	<b><u>\$ (5,841,200)</u></b>

**Receipts:**

Cash Receipt Register	\$ 349,562
Transfers From the Investment Account	<u>2,000,000</u>
<b>Total Cash Receipts</b>	<b><u>\$ 2,349,562</u></b>

**Adjustments:**

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

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

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**10/01/2025 - 10/31/2025**

<b>CASH &amp; INVESTMENT BALANCES</b>	<b>PORTFOLIO BALANCE</b>	<b>% OF TOTAL</b>
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	1,774,789	4.56%
FIFTH THIRD BANK - ASU Claims Account	120,995	0.31%
FIFTH THIRD BANK - Savings	542,449	1.39%
MSUFCU CD and Savings	267,660	0.69%
CASE Credit Union CD and Savings	268,364	0.69%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>35,936,257</u>	92.36%
<b>TOTAL</b>	<b><u>\$ 38,910,514</u></b>	<b>100.00%</b>

<b>INTEREST EARNED</b>	<b>INTEREST</b>
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 127,176
OTHER BANKS	<u>2,688</u>
<b>TOTAL</b>	<b><u>\$ 129,864</u></b>

<b>Monthly Average Rate of Return</b>	0.3338%
<b>Annual Average Rate of Return</b>	4.005%

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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**10/01/2025 - 10/31/2025**

<b>Market Value at the Beginning of the Period - 10/01/2025</b>		\$ 36,827,695
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		(1,000,000)
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 132,959	
Accrued Interest Paid	(3,269)	
Administrative Expenditures	(2,514)	
<b>Total Net Income/Loss &amp; Expenditures</b>		127,176
<b><u>Realized Gains or (Loss) From Sales</u></b>		18,253
<b><u>Market Appreciation</u></b>		
End of Period	\$ 253,588	
Beginning of Period	(255,557)	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		(1,969)
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (287,505)	
Current Accrued Income (+)	252,607	
<b>Net Change from Accrued Income</b>		(34,898)
<b>Market Value at the End of the Period - 10/31/2025</b>		<u><u>\$35,936,257</u></u>

Interim statements are subject to adjustments and year-end audit

**NOTE:**

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

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending November 30, 2025**

	November Actual	November Budget	Variance	% Variance	FY 2026 Actual YTD	FY 2026 Budget YTD	Variance	% Variance	FY 2026 BUDGET	% of Fiscal Year Completed 17%	% Annual Budget Revenues/Expense
<b>REVENUES</b>											
Farebox	\$ 181,089	\$ 242,400	\$ ( 61,311 )	-25.3%	\$ 469,441	\$ 484,800	\$ ( 15,359 )	-3.2%	\$ 2,908,800		16.1%
Contracted Services	\$ 481,816	\$ 376,500	\$ 105,316	28.0%	\$ 977,874	\$ 753,000	\$ 224,874	29.9%	\$ 4,518,000		21.6%
Property Tax	\$ ( 581 )	\$ 2,345,500	\$ ( 2,346,081 )	-100.0%	\$ 500	\$ 4,691,000	\$ ( 4,690,500 )	-100.0%	\$ 28,146,000		0.0%
State Revenue	\$ 1,761,222	\$ 1,589,250	\$ 171,972	10.8%	\$ 3,359,631	\$ 3,178,500	\$ 181,131	5.7%	\$ 19,071,000		17.6%
Federal Revenue	\$ 22,800	\$ 142,500	\$ ( 119,700 )	-84.0%	\$ 22,800	\$ 285,000	\$ ( 262,200 )	-92.0%	\$ 1,710,000		1.3%
Other Revenue	\$ 212,307	\$ 164,700	\$ 47,607	28.9%	\$ 175,765	\$ 329,400	\$ ( 153,635 )	-46.6%	\$ 1,976,400		8.9%
<b>TOTAL REVENUES</b>	\$ 2,658,653	\$ 4,860,850	\$ ( 2,202,197 )	-45.3%	\$ 5,006,011	\$ 9,721,700	\$ ( 4,715,689 )	-48.5%	\$ 58,330,200		8.6%
<b>EXPENSES</b>											
Labor	\$ 2,112,189	\$ 2,165,816	\$ 53,627	2.5%	\$ 4,467,424	\$ 4,331,632	\$ ( 135,792 )	-3.1%	\$ 25,989,800		17.2%
Fringe Benefits	\$ 1,257,877	\$ 1,202,101	\$ ( 55,776 )	-4.6%	\$ 2,412,492	\$ 2,404,202	\$ ( 8,290 )	-0.3%	\$ 14,424,990		16.7%
Services	\$ 383,774	\$ 502,683	\$ 118,909	23.7%	\$ 819,171	\$ 1,005,865	\$ 186,694	18.6%	\$ 6,035,200		13.6%
Materials & Supplies	\$ 421,578	\$ 496,461	\$ 74,883	15.1%	\$ 873,825	\$ 991,923	\$ 118,098	11.9%	\$ 5,955,040		14.7%
Utilities	\$ 86,037	\$ 85,555	\$ ( 482 )	-0.6%	\$ 151,841	\$ 171,110	\$ 19,269	11.3%	\$ 1,026,660		14.8%
Casualty & Liability	\$ 121,945	\$ 120,000	\$ ( 1,945 )	-1.6%	\$ 234,337	\$ 240,000	\$ 5,663	2.4%	\$ 1,440,000		16.3%
Purch. Transportation	\$ 1,228,816	\$ 1,152,666	\$ ( 76,150 )	-6.6%	\$ 2,327,906	\$ 2,305,332	\$ ( 22,574 )	-1.0%	\$ 13,832,000		16.8%
Miscellaneous	\$ 51,004	\$ 169,381	\$ 118,377	69.9%	\$ 150,763	\$ 338,761	\$ 187,998	55.5%	\$ 2,032,780		7.4%
<b>TOTAL EXPENSES</b>	5,663,220	5,894,663	231,443	3.9%	11,437,759	11,788,825	351,066	3.0%	\$ 70,736,470		16.2%
<b>NET INCOME (LOSS)</b>	<u>\$ ( 3,004,567 )</u>	<u>\$ ( 1,033,813 )</u>	<u>\$ ( 1,970,754 )</u>		<u>\$ ( 6,431,748 )</u>	<u>\$ ( 2,067,125 )</u>	<u>\$ ( 4,364,623 )</u>		<u>\$ ( 12,406,270 )</u>		

Interim statements are subject to adjustments and year-end audit

**Capital Area Transportation Authority  
 Treasurer's Report**

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**Cash Activity During the Month**

**11/01/2025 - 11/30/2025**

<b>Cash Balance - 11/01/2025</b>	<b>\$ 1,774,789</b>
Disbursements	\$ (5,717,012)
Receipts	\$ 11,156,675
Adjustments	\$ -
<b>Cash Balance - 11/30/2025</b>	<b>\$ 7,214,452</b>

**Disbursements:**

Cash Disbursements Register	\$ (2,630,225)
Payroll	\$ (2,422,786)
Healthcare (BlueCross Blue Shield)	\$ (651,953)
Transfers To the ASU Claims Account	\$ (12,048)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b>\$ (5,717,012)</b>

**Receipts:**

Cash Receipt Register	\$ 8,156,675
Transfers From the Investment Account	3,000,000
<b>Total Cash Receipts</b>	<b>\$ 11,156,675</b>

**Adjustments:**

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

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

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**11/01/2025 - 11/30/2025**

<b>CASH &amp; INVESTMENT BALANCES</b>	<b>PORTFOLIO BALANCE</b>	<b>% OF TOTAL</b>
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	7,214,452	17.38%
FIFTH THIRD BANK - ASU Claims Account	120,995	0.29%
FIFTH THIRD BANK - Savings	542,449	1.31%
MSUFCU CD and Savings	267,660	0.64%
CASE Credit Union CD and Savings	268,364	0.65%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>33,089,967</u>	79.73%
<b>TOTAL</b>	<b><u>\$ 41,503,887</u></b>	<b>100.00%</b>

<b>INTEREST EARNED</b>	<b>INTEREST</b>
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 64,836
OTHER BANKS	<u>2,557</u>
<b>TOTAL</b>	<b><u>\$ 67,393</u></b>

<b>Monthly Average Rate of Return</b>	0.1624%
<b>Annual Average Rate of Return</b>	1.949%

Interim statements are subject to adjustments and year-end audit

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

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**11/01/2025 - 11/30/2025**

<b>Market Value at the Beginning of the Period - 11/01/2025</b>		\$ 35,936,257
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		(3,000,000)
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 73,665	
Accrued Interest Paid	(6,393)	
Administrative Expenditures	(2,436)	
<b>Total Net Income/Loss &amp; Expenditures</b>		64,836
<b><u>Realized Gains or (Loss) From Sales</u></b>		37,215
<b><u>Market Appreciation</u></b>		
End of Period	\$ 273,345	
Beginning of Period	(253,588)	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		19,757
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (252,606)	
Current Accrued Income (+)	284,508	
<b>Net Change from Accrued Income</b>		31,902
<b>Market Value at the End of the Period - 11/30/2025</b>		<u><u>\$33,089,967</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.*

## **ACTION ITEM – PURCHASE OF FIVE (5) SMALL BUSES**

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

CATA has experience in purchasing small buses off this contract and we have been pleased with the products. CATA utilizes two (2) different small bus floor plans, known as "A" and "B." Floor plan "A" is designated for Spec-Tran service while floor plan "B" has additional fixed seating and is used for all other services. Floor plan "B" models also include a two-place bike rack.

Due to on-going fleet replacement needs, Staff recommends a purchase of five (5) small buses all of which are floor plan "A" models. Using federal and state grant funds, this order shall not exceed a purchase price of \$750,000, which includes the vehicles and any required accessories. All five (5) buses will be assigned to the fleet directly operated by CATA.

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

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

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from the State of Michigan (MDOT) Small Bus Contract for five (5) cutaway-style, small buses in an amount not to exceed \$750,000, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**INFORMATION ITEMS**

**JANUARY 21, 2026**

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 2025
6. FUEL PURCHASE FOR DECEMBER 2025
7. DEI TASK FORCE UPDATE FOR DECEMBER
8. LAC MINUTES FOR OCTOBER
9. COMPREHENSIVE OPERATIONS ANALYSIS (COA) UPDATE

**OCTOBER 2025 RIDERSHIP REPORT**

<u>Total system rides – October 2025</u>	<u>1,119,418</u>
Average weekday system ridership	44,000
Average weekday system ridership change October 2025 to October 2024	+ 3.3%

	<u>October 2025 vs. October 2024</u>	
	Percentage Change	Ridership Change
Monthly total system ridership	+4.4%	+47,148
Monthly Urban Fixed-Route change	+0.1%	+275
Monthly MSU campus ridership change	+0.2%	+974
Monthly Spec-Tran ridership change	+3.4%	+994
Monthly Total Paratransit ridership change	+3.4%	+1,245

**Notes:** *The ride-through rate was re-evaluated for the new fiscal year, generated from weekly NTD surveys. This combined with multiple MSU games are the largest contributors to the increased ridership from last year.*

**FY 2026 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2026:</u>	<u>1,119,418</u>
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	<u>FY 2025 vs. FY 2024</u>	
	Percentage Change	Ridership Change
Total system rides change	+4.4%	+47,148
Year-to-Date Spec-Tran ridership change	+3.4%	+994
Year-to-Date Total Paratransit ridership change	+3.4%	+1,245

**Notes:** None

**NOVEMBER 2025 RIDERSHIP REPORT**

<u>Total system rides – November 2025</u>	<u>936,847</u>
Average weekday system ridership	43,000
Average weekday system ridership change November 2025 to November 2024	+ 1.2%

	<u>November 2025 vs. November 2024</u>	
	Percentage Change	Ridership Change
Monthly total system ridership	-2.6%	-25,131
Monthly Urban Fixed-Route change	-3.7%	-14,574
Monthly MSU campus ridership change	-5.2%	-21,200
Monthly Spec-Tran ridership change	+4.3%	+1,050
Monthly Total Paratransit ridership change	+5.0%	+1,586

**Notes:** *November 2024 had significantly increased overall ridership due to MSU's sport schedule. This significant increase occurred on the weekend which is why we have decreased monthly total, but an increase in average weekday ridership year-to-year.*

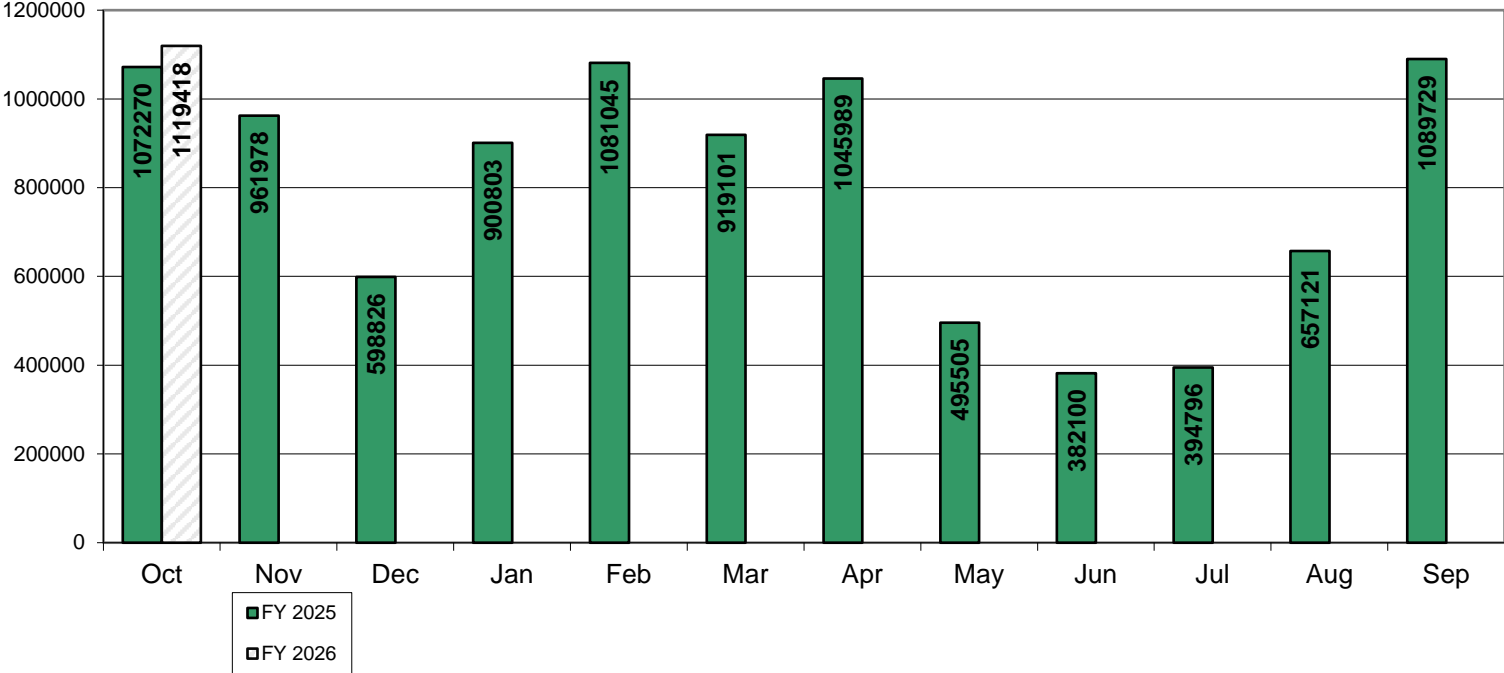
**FY 2026 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2026:</u>	<u>2,056,203</u>
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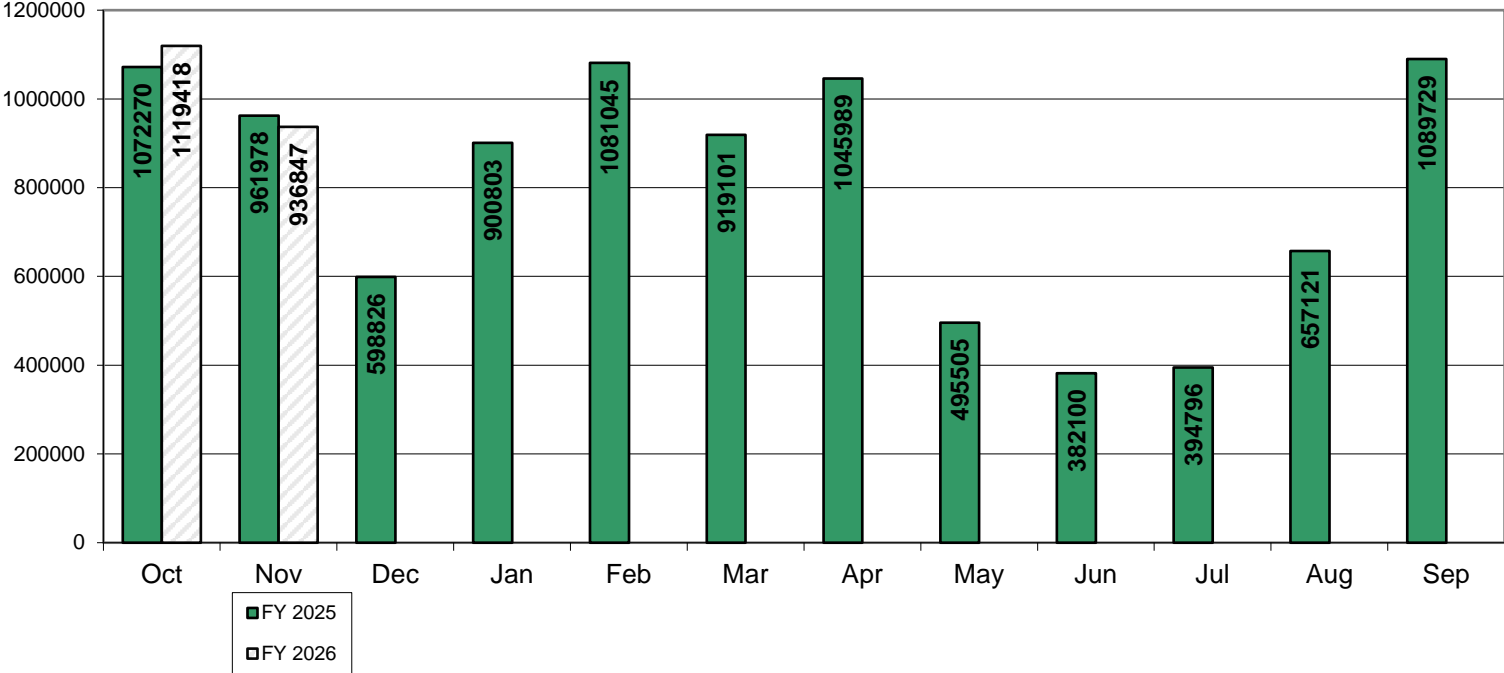
	<u>FY 2025 vs. FY 2024</u>	
	Percentage Change	Ridership Change
Total system rides change	+1.1%	+21,954
Year-to-Date Spec-Tran ridership change	+3.8%	+2,044
Year-to-Date Total Paratransit ridership change	+4.1%	+2,769

**Notes:** None

### CATA's Monthly Ridership: FY 2025 & FY 2026



### CATA's Monthly Ridership: FY 2025 & FY 2026



**INFORMATION ITEM - FUEL PURCHASE FOR NOVEMBER 2025**

The following lists our prices for diesel fuel for November 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
11/05/2025	\$2.6975
11/10/2025	\$2.6740
11/14/2025	\$2.7240
11/19/2025	\$2.7855
11/24/2025	\$2.2580

FY 2025 Current average per gallon fuel cost	\$2.63
FY 2025 Budget per gallon fuel cost	\$2.35

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**INFORMATION ITEM - FUEL PURCHASE FOR DECEMBER 2025**

The following lists our prices for diesel fuel for December 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
12/01/2025	\$2.0520
12/05/2025	\$2.1535
12/10/2025	\$2.1045
12/17/2025	\$1.9960
12/22/2025	\$1.9875

FY 2025 Current average per gallon fuel cost	\$2.06
FY 2026 Budget per gallon fuel cost	\$2.35

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## **DIVERSITY, EQUITY, AND INCLUSION TASK FORCE MEETING SUMMARY**

### **Holiday Celebration**

In lieu of holding a meeting, committee members dedicated their efforts to supporting the annual Holiday Celebration on December 11, 2025. The event theme was *Winter Wonderland*.

Employees were provided lunch catered by Krystal's Kitchen and El-Oasis and enjoyed an afternoon of fun and festive activities.

The event was well attended and employees expressed appreciation for the food and festive atmosphere. 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 - 6:45 a.m.
- Celebration in Garage – 11:00 a.m.–5:00 p.m.
  - Music and dancing with the Nordes
  - Canvas painting
  - Games: Cornhole and Jenga

Respectfully submitted,

Marshea Brown  
Chair, DEI Task Force  
Director of Human Resources



LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, OCTOBER 1, 2025  
3:30 P.M. - CATA BOARD ROOM

**MEMBERS PRESENT:** Deb Wiese, Chair  
J. Caleb Adams  
Gill Lemonde  
Geneva Smith  
Gloria Johnson-Cannon  
Doug Lecato  
Diana Paiz

**MEMBERS PRESENT VIA ZOOM:** Leah March-Pons

**MEMBERS ABSENT:** Erin Shannon, Vice Chair, Jeffrey Allshouse, Darrin Fowler and George Hanley

**CATA BOARD MEMBER:** Kellie Blackwell

**CATA PERSONNEL:** Bradley Funkhouser, Craig Frazier, Victoria Joseph, and Darren Horn

**TRANSDEV PERSONNEL:** Simone Moore

**GUESTS:** None

**CALL TO ORDER:**

Chair Wiese called the meeting to order at 3:40 p.m.

**PUBLIC COMMENTS:**

None

**APPROVAL OF OCTOBER AGENDA**

**MOTION:**

A motion to approve the October 2025 agenda was moved by Geneva Smith and supported by Gill Lemonde.

**VOTE:** Motion passed unanimously.

**APPROVAL OF AUGUST MINUTES**

**MOTION:**

A motion to approve August 2025 minutes was moved by Geneva Smith and supported by Gloria Johnson-Cannon.

**VOTE:** Motion passed unanimously.

**LAC CHAIR COMMENTS – Deb Wiese**

None

**BOARD LIAISON REPORT – Kellie Blackwell**

See attached report.

**CATA CEO REPORT – Bradley Funkhouser**

**Budget**

Bradley Funkhouser gave an update on the state budget. He stated that while there has been improvement, the state is considering requiring transit agencies to meet a 10% farebox recovery rate in the current budget language. Mr. Funkhouser noted that this is being opposed by transit agencies across the state.

**Delta Township**

Bradley Funkhouser stated that support for the Delta Township millage has been strong, and absentee ballots have been delivered. He also stated that there are three (3) Delta Township meetings scheduled before the public will be able to vote on the transit millage on November 4, 2025. Delta Township Board meetings will be held on October 6, October 20, and November 3.

**EATRAN**

Bradley Funkhouser stated that the CATA Board approved his employment contract extension with EATRAN through December 31, 2026.

Gloria Johnson-Cannon inquired about the average number of Lansing School District (LSD) students riding on CATA's buses.

Bradley Funkhouser stated that the LSD buys bus passes from CATA and hands them out to students in need. He noted that there are a couple hundred moving through the system.

Doug Lecato inquired about the expectations from the federal and state government over funding in the next three (3) years.

Bradley Funkhouser expressed his opinion that service is not sustainable at the current funding levels.

Chair Wiese inquired about the future of EATRAN once his contract ends this December.

Bradley Funkhouser stated that EATRAN's future will depend on whether the millage in Eaton County renews and the passing of the Delta Township's public transit millage.

Diana Paiz inquired whether CATA will raise fares on fixed-route and paratransit services.

Bradley Funkhouser stated that raising fares is a last resort.

Diana Paiz inquired whether the 10% farebox return rate is based on fixed-route and paratransit services.

Bradley Funkhouser stated the 10% farebox return will come from all services.

**DIRECTOR OF OPERATIONS – Todd Brooks**

Absent

**PARATRANSIT OPERATIONS MANAGER – Craig Frazier**

**New Website**

Craig Frazier stated CATA has been working on a new website. He noted that the first page has been reviewed and it is a huge improvement. Mr. Frazier explained that testing will begin in December and the marketing team will attend the next LAC meeting for input. The new website is anticipated to go live in January 2026. He further noted that the new “MySpecTran” website is active. He stated that it was a seamless transition and the old website will remain operational for only a short period of time.

**Ridership**

Craig Frazier stated that paratransit ridership is running strong and October and March are traditionally the busiest months. He also stated that CATA has received three (3) electric ADA vans, and they will be going into service once all the required equipment has been installed.

Diana Paiz inquired about visually-impaired clients being able to know when their electric vehicle ride has arrived.

Craig Frazier stated the operators will sound their horn during the 15-minute time window.

Diana Paiz inquired about October and March being Paratransit’s busiest months.

Simone Moore explained that October and March may be the busiest months for Paratransit due to longer months and no holidays.

Diana Paiz inquired about the Transdev scanners for contactless payment.

Craig Frazier stated he will check with IT and get back to her.

Chair Wiese inquired whether the 5310 Call for Projects has been issued.

Craig Frazier stated that the 5310 Call for Projects will be released after the first of the year.

**TRANSDEV – Simone Moore**

Simone Moore stated that safety at Transdev remains to be a top priority. She also stated that their recruitment efforts have been paying off. Ms. Moore shared that Transdev successfully completed the ratification of their ATU agreement last month. This outcome has positively impacted employee morale and is contributing to improved retention across the operations team.

Doug Lecato inquired about the length of the contract.

Simone Moore stated that the contract is for three (3) years.

**SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon**

See attached report.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

**Election of Officers**

Nominating Chair, Gloria Johnson-Cannon stated that she received nominations for Deb Wiese as Chair and Erin Shannon as Vice Chair.

Gloria Johnson-Cannon received Erin Shannon as the nominee for Vice-Chair and called for a vote to elect Erin Shannon as Vice Chair after there were no additional nominations from the floor.

Erin Shannon was elected unanimously.

Gloria Johnson-Cannon received Deb Wiese as the nominee for Chair and called for the vote to elect Deb Wiese after there were no additional nominations from the floor.

Deb Wiese was reelected unanimously.

**MEMBER COMMENTS/ANNOUNCEMENTS:**

Geneva Smith thanked Clark Milton, Transdev operator, who went above and beyond to help her.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**MOTION:**

A motion to adjourn was moved by Diana Paiz and seconded by Gloria Johnson-Cannon.

**VOTE:** Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:51 p.m.

Respectfully submitted,

Darren Horn  
Paratransit Operations Supervisor

Victoria Joseph  
Operations Administrative Assistant

## **INFORMATION ITEM – COMPREHENSIVE OPERATIONS ANALYSIS (COA) UPDATE**

CATA officially kicked off our Comprehensive Operations Analysis (COA) with AECOM in October 2025. During this process, AECOM will assess all CATA's services to find ways of streamlining operations and accessing new destinations not currently served. The plan that results from the COA will provide CATA with a framework for the future to further evolve the Authority. There will be extensive public feedback opportunities throughout the year-long process, as well as meetings with area stakeholders, to learn more about what public transit needs they have. Stakeholder meetings are planned to take place in late December 2025 through January 2026 with millage communities, community groups, and organizations that work closely with CATA.

As part of the COA process, AECOM will be coming before the Board on multiple occasions to obtain their insight, as well as provide updates on the progress of the project. AECOM is scheduled to present to the Board during the February 2026 Board Meeting. Board members are welcome to provide comments or feedback prior to February through stakeholder meetings or email communication.