

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

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

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

CALL TO ORDER:

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

ROLL CALL: Terrance Augustine, Phil Deschaine, Shanna Draheim, Jennie Gies, Mark Grebner, Doug Lecato, Derek Melot, Nathan Triplett, and Phyllis Vaughn were all present.

ABSENT: Dusty Fancher, Vice Chair, Maggie Sanders, and Jack Schmitt

LATE: John Prush

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

PUBLIC COMMENTS:

Deb Parrish thanked CATA for their holiday service. She also commented on how Spec-Tran riders can ensure they get to work on-time.

John Prush arrived at 4:05 p.m.

CHAIR'S COMMENTS:

MOTION:

Shanna Draheim motioned to excuse Dusty Fancher, Maggie Sanders, and Jack Schmitt. Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett stated that under CATA's policy, in July 2023, the Board is required to appoint a Nominating Committee for the purpose of nominating members who wish

to serve as Chair, Vice Chair and Secretary/Treasurer of the Board. Chair Triplett announced that three (3) Board members have graciously agreed to serve in this capacity with Derek Melot chairing the committee along with Jennie Gies and Jack Schmitt.

MOTION:

A motion to approve the appointment of Derek Melot, Jennie Gies, and Jack Schmitt to serve as the Nominating Committee in the upcoming year with Derek Melot chairing the committee was moved by Jennie Gies and supported by Phil Deschaine.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Community Report

Bradley Funkhouser stated that CATA just released the Community Report via postcard. Anyone interested in receiving a paper copy can request one. It is also posted on CATA's website. Mr. Funkhouser thanked Lolo Robison, Director of Marketing, Customer Experience, and Public Information Officer, and her team for putting this together.

New Operators

Bradley Funkhouser reported that CATA has fifteen new operators that started in July.

Nova Bus

Bradley Funkhouser reported that Nova Bus will be leaving the U.S. market; therefore, CATA will no longer be purchasing buses from them after we receive our last order later this year.

Microtransit

Bradley Funkhouser stated that CATA's Planning Department has applied for a new Service Development and New Technology Program (SDNT) grant funding from the Michigan Department of Transportation (MDOT). Mr. Funkhouser explained that CATA is seeking funding for a two-year pilot project to conduct microtransit service within the tri-county area. This funding is in addition to the cross-boundary funding that CATA has already received.

Budget

Bradley Funkhouser reported that CATA's efforts to request additional funding from the state's budget for a downtown facility was not successful. Mr. Funkhouser noted that he, Chair Triplett and Dustin Hagfors, Director of Planning, have had very promising conversations with the mayor and local developers. He further explained that CATA will reapply next year.

Phill Deschaine inquired about the dollar amount that CATA requested for the microtransit grant.

Bradley Funkhouser stated that CATA requested \$6 million in funding for microtransit. He also stated that CATA will seek another \$1.6 million from state and then look for additional funding from other areas to fund the rest of the project.

Phill Deschaine inquired about the dollar amount CATA saved by switching to a postcard for the Community Report.

Bradley Funkhouser deferred to Lolo Robison, Director of Marketing, Customer Experience, and Public Information Officer.

Lolo Robison stated that CATA saved approximately \$20,000.

Phyllis Vaughn requested more information on first and last mile pertaining to microtransit.

Bradley Funkhouser explained that first and last mile refers to the distance between point A and point B within an area. Microtransit is designed to travel within a radius and then uses first mile and last mile to pinpoint the trip for riders.

Chair Triplett commented on EATRAN's survey and encouraged everyone to go online, complete the survey and help spread the word. He also thanked CATA for their assistance in creating the survey and requested Mr. Funkhouser to share a few words on the topic.

Bradley Funkhouser stated that last month EATRAN launched a county-wide survey in order to find out the needs of Eaton County residents and whether they would be willing to invest more in transit. The survey was created with the assistance from AECOM, a leading consulting firm, and the participation has been going well. Mr. Funkhouser encouraged anyone that lives in Eaton County or rides into the area to fill out the survey. He also plans to share the results from the survey in about six weeks.

Doug Lecato inquired about the start date of the survey.

Bradley Funkhouser stated that he believes that the EATRAN survey was launched on June 28, 2023.

ACTION ITEMS – PROPOSED CONSENT AGENDA

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

C. ARCHITECTURAL AND ENGINEERING SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Progressive AE to provide architectural and engineering services for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

D. APPOINTMENT TO THE LOCAL ADVISORY COMMITTEE

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

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

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

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

MOTION:

Jennie Gies motioned to approve the Consent Agenda with Action Item C, Architectural and Engineering Services, moved to Discussion and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS - DISCUSSION AGENDA

A. ARCHITECTURAL AND ENGINEERING SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Progressive AE to provide architectural and engineering services for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

Jennie Gies requested more details pertaining to projects that CATA plans to develop.

Bradley Funkhouser deferred to Norm VanAlstine, Facilities Manager.

Norm VanAlstine explained that that this procurement is a bit different since it is a request for qualifications. Mr. VanAlstine commented on some of the projects including roof repairs and HVAC service.

Bradley Funkhouser summarized by stating that CATA needs an on-call engineering firm.

Doug Lecato inquired about any issues with the procurement or projects. He also inquired about CATA's top priority projects.

Norm VanAlstine stated that he has not had any issues and that CATA's current projects include updating the CTC and bus shelters.

MOTION:

Shanna Draheim motioned to approve Discussion Item A, Architectural and Engineering Services, and Jennie Gies supported the motion.

OLD BUSINESS

None

NEW BUSINESS

Bradley Funkhouser introduced Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer.

Lolo Robison gave her presentation on Policy No. 205.

Derek Melot commented on CATA's minimum \$1.5 million return and the costs that CATA incurs.

Lolo Robison stated that costs to CATA are minimal and include staff and inventory. She also stated that CATA will extend an offer to someone to manage advertising contracts. Ms. Robison noted that there is a lot of potential.

Mark Grebner confirmed that the advertisements are only being displayed on buses and not shelters. He also suggested his belief that a lot of businesses would pay to have a route named after them to market their product or service.

Shanna Draheim inquired about CATA's buses being switched to different routes.

Bradley Funkhouser stated that due to Title VI, buses cannot be assigned to specific routes. Mr. Funkhouser further noted that this rule also applies to shelters and other federal assets. CATA will need to explore how other transit agencies have been able sponsor certain routes and report back to the Board at a later date.

Shanna Draheim inquired about a motion for the Board's Policy Committee.

Chair Triplett stated that he cannot speak on behalf of Dusty Fancher, Board's Policy Committee Chair, but she will get back to the Policy Committee.

Jennie Gies inquired about other transit agencies allowing advertising for tobacco and alcohol.

Lolo Robison stated that other agencies usually do not allow advertising for tobacco, alcohol, firearms, etc.

Jennie Gies stated that CATA looks at each ad one by one.

Bradley Funkhouser stated that CATA's Board Policy Committee follows a very strict guideline and is on the conservative side of advertising.

Lolo Robison stated that CATA's exclusion list is broad and clearly defined in Policy No. 205.

Jennie Gies stated her belief that CATA and the Board should really think about their goals and where the profits from advertising are spent. She also hopes that the Policy Committee will keep this in mind.

Chair Triplett requested that the entire Board be sent a copy of Policy No. 205 via email. He also suggested that Board Committee Chairs make the information available so that other Board members who are interested can share their thoughts and perspectives.

Phil Deschaine concurred with Ms. Gies' remarks. He also noted that Meridian Township banned advertising for marijuana. Mr. Deschaine stated that the money comes from the taxpayers and not advertising. He also expressed his belief and that the Board should be sensitive about what CATA promotes.

John Prush inquired about the amount of time that it takes to wrap a 60-foot bus.

Lolo Robison stated that it can take three (3) days to a couple of weeks to complete a 60-foot bus and depends on the number of staff available.

Derek Melot stated that he would caution Board members for substituting their judgement for people of the state who voted for online gambling and marijuana to be legal.

Phyllis Vaughn inquired about the ultra-super king advertisements.

Lolo Robison explained that the ultra-super king is a type of bus ad that fits between the wheels.

Chair Triplett thanked Ms. Robison and her team for the Community Report.

PUBLIC COMMENT

Deb Parrish stated that she would like to see CATA's budget before the August meeting. She also commented on CATA's Board Policy regarding public comment and the instructions on CATA's website.

Daniel Black commented on the APTA conferences and whether any CATA Board member and/or CATA staff has attended.

Krista Abdallah shared her experience of a paratransit ride that she believed took longer than it should have.

Timothy Bowman stated that he had a hard time hearing comments after the presentation.

Matt Howell shared that he is not disappointed that CATA will no longer be purchasing buses from Nova and would like to see more Gillig buses.

Mark Gerbner spoke on behalf of the Ingham Board of Commissioners and commented on the Bay Area Transit Authority's same-day service that they recently started providing. He stated that his Board would like to know the fraction of paratransit rides from point A to point B that have more than one rider and the average length of trip.

ADJOURNMENT

Chair Triplett adjourned the meeting at 4:58 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary