

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 16, 2025
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
Kellie Blackwell
Jack Schmitt
Derek Melot
John Prush
Ed Rodgers

CALL TO ORDER:

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

ROLL CALL: Kellie Blackwell, Phil Deschaine, Shanna Draheim, Mark Grebner, Derek Melot, John Prush, Ed Rodgers, Jack Schmitt, and Nathan Triplett were all present.

ABSENT: Keith Barber, Chelsea Dowler, Eric Tans, and Steve Vagnozzi

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

PUBLIC COMMENTS:

None

CHAIR'S COMMENTS:

Chair Triplett stated that under CATA's policy, in July, 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 Jack Schmitt, and Kellie Blackwell.

MOTION:

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

VOTE: The motion carried unanimously.

Chair Triplett requested a motion to excuse Chelsea Dowler, Eric Tans, and Steve Vagnozzi.

MOTION:

Jack Schmitt motioned to excuse Chelsea Dowler, Eric Tans and Steve Vagnozzi. Shanna Draheim supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett stated that since our special guest has not arrived yet, the recognition of Lolo Robison will be moved to later in the Board meeting.

CHIEF EXECUTIVE OFFICER'S REPORT

Loss of CATA Supervisor

Bradley Funkhouser stated that he was notified last week that a CATA Operations Supervisor had passed away. Mr. Funkhouser stated that our hearts go out to his friends and family as they go through this difficult time. He shared that funeral arrangements have been made for Friday, July 18, and Saturday, July 19.

Delta Township

Bradley Funkhouser stated that he and Chair Triplett met with Delta Township representatives earlier today. He explained that on Monday, June 16, the Delta Township Board approved, by a vote of 7-0, to have a transportation millage placed on the November 2025 ballot. Mr. Funkhouser stated that with the help of Commissioner Grebner, the ballot language has been finalized and will be placed on the agenda for Board approval at the next Delta Township Board meeting on Monday, July 21, 2025.

40-Foot Electric Bus

Bradley Funkhouser stated that on Friday, June 20, CATA received one (1) 40-foot electric bus from Gillig. Mr. Funkhouser explained that there still needs to be additional training done before the bus is put into service. He also shared that there will be a ribbon cutting ceremony scheduled down the road.

Events in June

Bradley Funkhouser stated that last month CATA participated in the City of Lansing's African-American Parade to celebrate Juneteenth and the Pride Festival in Old Town.

Federal Transportation Authority (FTA) Triennial

Bradley Funkhouser stated that CATA completed its triennial review in June and received zero findings. Mr. Funkhouser shared that CATA also received zero findings at the last triennial which occurred three (3) years ago. He commended CATA's Planning Department and Staff for their hard work.

RECOGNITION OF LOLO ROBISON

Chair Triplett recognized Lolo Robison, Director of Marketing and Public Information Officer, for her 14 years at CATA. Chair Triplett expressed his appreciation for Ms. Robison's creativity, energy, and partnership. He stated that through her expertise, Ms. Robison made buses more attractive that people want to ride, including the

wrapped Barbie bus and the promotional bus for Scout Day at the Capitol, which would not have happened without her vision. Chair Triplett thanked Ms. Robison on behalf of the Board for her service and stated that she has left a mark at CATA that is indelible.

Bradley Funkhouser stated that he has worked with Ms. Robison since he was the Deputy CEO. He shared that Ms. Robison has many talents including being a professional artist and potter. He recognized how she made transit fun and appealing through her creativity and made the Authority better by creating a legacy that will stay with CATA. He then introduced Mayor Andy Schor.

Mayor Schor thanked Ms. Robison for her service. He stated that she has been a great ambassador by empowering people in the community. Mayor Schor issued a proclamation that July 16 will be known as “Lolo Robison Day.”

Chair Triplett presented Ms. Robison with an award for her service on behalf of CATA and the Board of Directors.

Bradley Funkhouser congratulated Ms. Robison.

Lolo Robison expressed her appreciation for the opportunity to serve the public. She also thanked Mr. Funkhouser, Staff, her Marketing team which she helped build, and the Board of Directors.

Everyone applauded.

FISCAL YEAR 2025-2026 BUDGET DISCUSSION

Bradley Funkhouser stated that CATA has sent their Fiscal Year 2025-2026 Budget Report to Board members. He explained that part of CATA Board Policy 202 requires that after the budget is sent to Board members, the first item in July is to have an open discussion placed on the agenda. Mr. Funkhouser deferred to Jim Frenndt, Director of Finance, for an update.

Jim Frenndt referenced the February Board meeting where he presented his budget review in continuation of CATA’s annual retreat. Mr. Frenndt explained that his charts from the retreat pointed out CATA’s cash reserves and identified the path moving forward in 2026. He noted that the graph depicted in CATA’s FY 2026 Operating Budget that the Board received today mirrors the graph from the retreat where \$1 million a month was added to cash reserves from the past 18 months and will now start to be subtracted moving forward.

Derek Melot inquired about the length of time that CATA’s reserves will last.

Jim Frenndt stated that CATA’s reserves will last through 2026.

Bradley Funkhouser stated that Mr. Frenndt will continue to give regular updates on CATA’s financials moving forward.

Jack Schmitt inquired whether there will be any impact from the Federal Reconciliation Bill.

Jim Frendt stated that there is not any impact that he can see at this time.

Phill Deschaine inquired whether CATA will have any Staff and/or departments impacted through attrition.

Jim Frendt stated that CATA's Staff and departments will not be affected at this time.

Bradley Funkhouser stated that CATA will look at service efficiencies and open positions will not be filled.

Derek Melot inquired about the last time CATA operated at \$50 million.

Jim Frendt stated that he believes that the last time CATA operated on \$50 million was back in 2020.

Bradley Funkhouser stated that it was between 2019 and 2020.

Jack Schmitt inquired whether CATA's budget will shift if the Delta Township transportation millage passes in November.

Bradley Funkhouser stated that if the Delta Township millage passes in November, he will bring a plan back to the Board. He also noted that CATA will have to cover the Route 3 extension service for a couple of months going into the fall.

Shanna Draheim inquired whether it is a fair assumption to say that besides securing additional funding in Delta Township through passing a millage, there are other factors that may impact costs and revenue associated with the Route 3 extension.

Bradley Funkhouser stated that Route 3 has been factored into the budget and there will not be any large costs associated with the service. He also stated that eventually there will be a bridge agreement in place.

Chair Triplett stated that all transit agencies are facing the same financial difficulties; however, CATA has been preparing for this shortfall and is in a better position than other agencies.

Bradley Funkhouser stated that it has been difficult trying to provide regional coordination and he has been working very hard with the state to make things better by merging resources and not duplicating service.

ACTION ITEMS – PROPOSED CONSENT AGENDA

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

- D. TREASURER’S REPORT FOR MAY 2025
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

- E. RENEWAL OF APPOINTMENT TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Jeffrey Allshouse to a three-year term through June 2028.

- F. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 20)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 20 to the Student Housing Transit Services Agreement for the period from August 1, 2025, through July 31, 2026, for extended public transit services, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

- G. SUBRECIPIENT AGREEMENTS WITH PROGRAM OF ALL-INCLUSIVE CARE FOR THE ELDERLY (PACE) AND INGHAM COUNTY MEDICAL CARE FACILITY

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to finalize subrecipient agreements with PACE for up to four (4) cutaway vehicles valued at up to \$160,000 each for a total of \$640,000 and Ingham County Medical Care Facility – Dobie Road for one (1) cutaway vehicle valued at up to \$160,000 to offer enhanced

transportation to area seniors and persons with disabilities through state contract utilizing federal 5310 funds and accompanying state match funding, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. CONTRACT FOR SNOW AND ICE REMOVAL 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 DJ's Landscape Management, Michigan, to provide snow and ice removal services at an estimated cost of \$592,894.00 of operating funds (more or less, depending on the weather) based on quoted rates for a five (5) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

I. AMERICANS WITH DISABILITIES ACT (ADA) PARATRANSIT ELIGIBILITY ASSESSMENT 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 Handicapper Advocacy Alliance Inc. dba Disability Network Capital Area, to provide ADA eligibility assessment services at a cost not to exceed \$178,150 using operating funds for a five (5) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

J. COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

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 AECOM Great Lakes, Inc., for a Comprehensive Operational Analysis at a cost not to exceed \$480,535 using state and federal grant funds for a one (1) year contract, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Shanna Draheim requested that item J be moved to discussion.

MOTION:

Mark Grebner motioned to approve the Consent Agenda with Action Item J, Comprehensive Operational Analysis (COA), moved to the Discussion Agenda. Derek Melot supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

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 AECOM Great Lakes, Inc., for a Comprehensive Operational Analysis at a cost not to exceed \$480,535 using state and federal grant funds for a one (1) year contract, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Shanna Draheim requested more details considering the cost of the project.

Bradley Funkhouser deferred to Dustin Hagfors, Director of Planning and Development.

Dustin Hagfors referred to his presentation given at CATA's Board Retreat earlier this year and explained how the COA is related to regionalism and how it will help streamline all services. He also stated that it is a good time to have an analysis done since it will save CATA money on inefficiencies and that it has been over a decade since the last COA was conducted.

Mark Grebner commented on how the world has changed and how private and public transit agencies should be working together.

Bradley Funkhouser acknowledged Mr. Grebner's comments. He also stated that CATA has been spending 5310 grant funds by partnering with non-profit agencies and other transit providers. He stated although it is not the same, it is a step in the right direction.

Shanna Draheim inquired whether the Board would play any role in the analysis portion of the COA.

Dustin Hagfors stated that the COA process includes gathering a lot of information where everyone will have a voice.

Ed Rodgers inquired about the procurement process and whether the project would exceed the dollar amount listed in the proposed motion.

Bradley Funkhouser and Dustin Hagfors both confirmed that the project will not go over the not to exceed dollar amount that is listed in the proposed motion.

MOTION:

Shanna Draheim motioned to approve Action Item J, Comprehensive Operational Analysis (COA), and Phil Deschaine supported the motion.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Daniel Guerero expressed his frustration with Spec-Tran service from CATA and Transdev. Mr. Guerero stated that his mother is elderly and cannot be left alone. He then shared some positive and negative incidents that occurred and requested that there be more consistent, improved service from both agencies.

Chair Triplett thanked Mr. Guerero for his comments and stated that someone from CATA will be in touch after the Board meeting.

CLOSED SESSION:

Chair Triplett stated that since there is not any news to report, the CATA Board will not need to go into Closed Session.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the Board meeting at 4:51 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary