

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, JULY 15, 2020; 4:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
 - APPOINTMENT OF NOMINATING COMMITTEE
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF JUNE 17, 2020, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR MAY 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - C. PUBLIC RELATIONS 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 Martin Waymire for Public Relations Services, for a five-year term with an option to renew for an additional five-year period, for an amount not to exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

- D. CONTRACT EXTENSIONS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the contract extensions for Brinks Incorporated, Van Wyke Risk Solutions and Gravity Works, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Lillie Mae Flannery to a three-year term through June 2023.

F. FAREBOX UPGRADE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Director, Bradley T. Funkhouser to enter into a contract with SPX's division Genfare to replace the remaining 87 Odyssey fareboxes with FastFare fareboxes. To include an increase number of spare parts, have five (5) immediate replacement FastFare fareboxes on-hand, upgrade one probe for FastFare compatibility, provide three (3) units for our training room and provide supporting equipment at an anticipated cost of approximately \$1,800,000.

VI. DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. EXECUTIVE 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 return to open session for completion of the Agenda.

XI. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

JULY 15, 2020

1. Email from Patricia Holloway DeRose

July 09, 2020

Tina Orlando

From: info@cata.org
Sent: Thursday, July 09, 2020 12:18 PM
To: Cata Board
Subject: Contact CATA Board Form Submission

A new message from the Contact CATA Board form has been submitted.

Name: Nathan Triplett
Email: catagal@aol.com

Message:

Good Afternoon. My name is Patricia Holloway DeRose and I was the Human Resources Manager for CATA for 20 years. Sadly, I have learned from other retirees and former employees that we are no longer “allowed” to attend any on-site functions. I took the time to verify this amazing dictate with current employees, many who I personally hired over the years and know well.

Personally, it doesn't alter my life as a retiree, but many other retirees are very saddened that the organization they gave a big piece of their lives too has gone out of their way to close them off from the friendships and a place as close to calling home as any. They are angered and hurt, and as I am still in town, I have heard their disappointment. Closing them off from CATA is a sad way to treat those that helped it become what it is today, they, we, may be retirees but care about the future of CATA as well. I worked with Mr. Funkhouser during his first tenure with CATA and this strong stand is a surprise to many of us.

As Board Chairman, I felt strongly enough to bring this to your attention on behalf of former employees, retirees, and the current employees also unhappy with this mandate. Since I too am not welcome on the property, writing you in this fashion seems to be my best option. Thank you and I we feel we deserve to hear your comments on this issue.

Patricia Holloway DeRose

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, JUNE 17, 2020; 4:00 P.M.

PRESENT: Nathan Triplett, Chair
Douglas Lecato, Vice Chair
Dusty Fancher, Secretary/Treasurer
Derek Melot
Mark Grebner
Jennie Gies
Donna Rose
Shanna Draheim
John Prush
Dan Opsommer

ABSENT: None

LATE: Dion'trae Hayes

CALL TO ORDER:

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

ROLL CALL: All present except for Dion'trae Hayes, who arrived late.

CHAIR'S COMMENTS:

Chair Triplett instructed all participants on the meeting format and appreciated CATA's services during COVID-19. He also acknowledged George Floyd's death and the civil uprisings across the nation and here in Lansing. An update on CATA's new task force, Diversity, Equity and Inclusion will be included in the CEO's report. Lastly, Chair Triplett stated he will announce the recommendations for the Nominating Committee at July's Board Meeting.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted the email that was sent to the Board.

Public Comments

Matt Ryan Howell sent a greeting to members of the Board.

CHIEF EXECUTIVE OFFICER'S REPORT

Diversity, Equity and Inclusion

Mr. Funkhouser commented on the death of George Floyd and how it has sparked outrage across the country. Employees of CATA and the community had requested Mr. Funkhouser to address the issues related to the violence against black citizens everywhere. In response to their request, Mr. Funkhouser referenced his letter on Diversity, Equity and Inclusion which has been posted on the CATA website. He also commented on a new Committee that CATA has implemented in order to address these issues and take action with our partners to rid of us this violence against our

black citizens. Mr. Funkhouser expressed his belief that sometimes being a good leader involves listening, coordinating and finding common ground with the community.

COVID-19

CATA restored full service, with fares, on June 15, 2020. Mr. Funkhouser stated how while wearing a mask, he visited CATA's facilities and spoke to staff, security, and the public walking by. CATA has implemented all necessary safety measures per Governor Whitmer's Executive Order as well as coordinating with Ingham County Health Department to ensure safety for all CATA employees and community. CATA was able to implement these new guidelines without any lay-offs. Ridership is down to 7,000 rides per day, about a 45% decrease from CATA's usual 16,000 riders. Fares may have been a reason for the recent decrease; however, Mr. Funkhouser expects ridership to increase over time.

MSU Fall Service

CATA had a great conversation with John Prush at MSU. Mr. Funkhouser reported that CATA is working on ways to restore the same level of service back at MSU this fall. CATA will look at additional protocols set by MSU in hopes of solving these issues together.

New Minivans

CATA has 20 new minivans which have been modified per riders' requests. There were some delays since these vans required post-delivery audits by FTA and from factories being shut down due to COVID-19. CATA has 15 cutaway buses where the fourth "half" step has been removed. CATA will keep 11 of the cutaway buses and the other four (4) will go to Transdev.

Low-No Grant

CATA received the Low-No Grant. This grant specifically deals with alternate fuels for large 40-foot buses. CATA was awarded \$2.4 million to buy three (3), 40-foot buses and two (2) charging stations.

Budget

CATA spent about \$1.1 million in additional expenses during COVID-19 including; driver and mechanic's overtime pay, marking supplies, masks and food on the street. CATA reduced expenses by bringing the large bus service down and supplementing rides with smaller buses. CATA did not go into debt with COVID-19. Wages were still payed, there were no lay-offs and CATA reduced their overtime by \$600,000.

Mr. Funkhouser reported that the budget provided at the end of the month to Board members will include raises, new positions and services that the Board has requested to be implemented. On the operating side, it will be the first time that the budget has been reduced. Currently, CATA is at around \$53.7 million which is expected to decrease to about \$53.2 million. This data reflects a 1% decrease from the 2020 budget.

Director of Finance

Pat Lemon, Director of Finance is retiring at the end of July. Mr. Funkhouser informed the Board that in the June Budget Report, he will be adding a part-time Financial Compliance Officer position. Pat Lemon has agreed to help train the next leader in the financial department so, that CATA may stay on the same track moving forward.

Mark Grebner inquired about CATA's service changing in August.

Mr. Funkhouser stated that at this point, he has no intension of changing any service in August. CATA has watched ridership improve while maintaining social distancing therefore; there will be no reductions in service unless new information suggests otherwise.

Donna Rose thanked the LAC for recommending that CATA remove the fourth step in the cutaway buses. Ms. Rose also inquired about the fixed routes service returning back to normal.

Mr. Funkhouser replied that since Governor Whitmer's Executive Order has relaxed, CATA's fixed routes have been running Monday thru Friday, minus Spartan Service, which is fairly close to normal service.

Donna Rose inquired about managing social distancing once Spartan Service begins this fall.

Mr. Funkhouser stated that CATA's ability to manage social distancing with MSU will depend on the Universities suggestions. CATA may need to increase service in order to maintain social distancing and comply with ridership demands.

Dion'trae Hayes appreciated the Chair's and Mr. Funkhouser's remarks pertaining to what is happening in our country surrounding George Floyd's death and the need for change. Ms. Hayes also praised CATA for including equity and inclusion in their conversation. She also referenced the budget and inquired about any equity being included in the June 2020 report.

Mr. Funkhouser reported that raises will reflect a livable wage in the community. He then asked Marshea Brown, Director of Human Resources, to elaborate on the new Diversity, Equity and Inclusion Committee.

Marshea Brown, Director of Human Resources expressed her enthusiasm leading the Diversity, Equity and Inclusion Committee along with the help of Lolo Robison, Marketing Director. Ms. Brown reported that there has been a lot of positive feedback from employees who wish to be a part of the committee and attend the first meeting which will take place on June 25, 2020.

Dion'trae Hayes requested future updates from the committee including the financial component.

Shanna Draheim expressed the need to reflect on what we have learned from the COVID-19 pandemic and the uprisings in our country related to equity. She stated that public transit plays a big role in the equity of health care including access to health care and provision of services. She would like to see that the committee addresses both these issues in their meetings.

Doug Lecato thanked Brad Funkhouser and Marshea Brown for their fast response and getting the letter posted onto CATA's website. Mr. Lecato expressed the importance of staying pro-active and having regular updates to the Board. He suggested that a Board member be on the Diversity, Equity and Inclusion Committee and offered his assistance.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF MAY 20, 2020, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR APRIL 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. AMERICANS WITH DISABILITY 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 Disability Network Capital Area for a five-year term to provide ADA eligibility assessment services, and will not exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

- D. ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA

PROPOSED MOTION: That the CATA Board of Directors approves the Fiscal 2019 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

Donna Rose requested to have Action Item C to be removed for discussion.

MOTION:

Doug Lecato motioned to have Consent Agenda with Action Item C, AMERICANS WITH DISABILITY ACT ("ADA") PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES, removed for discussion and Dusty Fancher supported the motion.

ROLL CALL VOTE: The Board unanimously approved the Consent Agenda with

Action Item C removed for discussion.

DISCUSSION AGENDA

A. AMERICANS WITH DISABILITY 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 Disability Network Capital Area for a five-year term to provide ADA eligibility assessment services, and will not exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Doug Lecato motioned to approve Discussion Agenda Item C, AMERICANS WITH DISABILITY ACT (“ADA”) PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES and Shanna Draheim supported the motion.

DISCUSSION:

Donna Rose informed the Board about a travel-training program which she believes will be very beneficial to people with disabilities.

Mr. Funkhouser acknowledged Donna’s remarks and thanked her for bringing this new information to light. CATA can and will do better and getting the travel-training information out will improve our process.

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish thanked CATA for having the board meeting on ZOOM and allowing her to address the Board again. She wished to say thank you for all of the commitments CATA put in during the COVID-19 pandemic. Ms. Parrish pointed out that on the agenda is a contract for Disability Network Capital Area to provide ADA eligibility assessments. She inquired about the report being right and that CATA will pay them \$282,742.00 a year for 5 years and a total of \$1,413,710.00. She was also glad to see the ZOOM feature work.

Diana Paiz-Engle, from CATA LAC, stated that her words were her own and in no way represent the LAC. At the June 3, 2020 LAC meeting, Ms. Paiz-Engle commented that CATA had missed an opportunity to better inform paratransit

customers about the changes in CATA due to the COVID-19 crisis. Over the past three (3) months, Ms. Paiz-Engle’s mailbox has been full of emails from businesses and organizations, both large and small, with updates about changes in service and what they are going to do to keep their employees and customers safe from the coronavirus. During those months, it was so important to reach out to customers to provide information. Her comments at the LAC meeting were greeted with a shocking, angry, and belittling response that, if she did not get the information, it was her own fault for not getting out and looking for it. And today, she learned that there is a false narrative saying that she actually asked to not receive such emails. Ms. Paiz-Engle would like to point out two (2) values that are directly from CATA’s website: Value #2, CATA will approach community partners, customers and employees in the spirit of cooperation and Value #5, CATA’s professionalism and integrity drive CATA’s actions and decision. Ms. Paiz-Engle gave her thanks and wished everyone a peaceful day.

Matt Ryan Howell thanked CATA for bringing back the Grab and Go. He enjoyed seeing the wrapped buses.

EXECUTIVE 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 return to open session for completion of the Agenda.

MOTION:

A motion was made by Doug Lecato and supported by Dusty Fancher to approve going 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 return to open session for completion of the Agenda.

ROLL CALL VOTE: The motion carried unanimously.

The Executive Session began at 4:42 p.m. and adjourned at 5:03 p.m.

ADJOURNMENT

There was no further business, Chair Triplett adjourned meeting at 5:04 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending May 31, 2020**

*% of Fiscal Year
Completed*

66.7%

	<u>May Actual</u>	<u>May Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2020 Actual YTD</u>	<u>FY 2020 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2020 BUDGET</u>	<u>% Annual Budget Revenues/Expense</u>
REVENUES										
Farebox	\$ 8,660	\$ 293,542	\$ (284,881)	-97.0%	\$ 1,538,468	\$ 2,348,333	\$ (809,866)	-34%	\$ 3,522,500	43.7%
Contracted Services	(959,404)	25,417	(984,821)	-3874.7%	2,293,335	3,392,211	(1,098,877)	-32%	4,405,000	52.1%
Property Tax	1,855,321	1,871,333	(16,013)	-0.9%	14,977,354	14,970,667	6,688	0%	22,456,000	66.7%
State Revenue	1,749,684	1,505,833	243,851	16.2%	11,817,258	12,046,667	(229,409)	-2%	18,070,000	65.4%
Federal Revenue	106,181	129,741	(23,560)	-18.2%	849,448	1,037,925	(188,477)	-18%	1,556,888	54.6%
Other Revenue	61,552	63,417	(1,865)	-2.9%	797,422	585,111	212,311	36%	861,000	92.6%
TOTAL REVENUES	\$ 2,821,994	\$ 3,889,282	\$(1,067,289)	-27.4%	\$ 32,273,285	\$ 34,380,914	\$(2,107,629)	-6%	\$ 50,871,388	63.4%
EXPENSES										
Labor	\$ 1,953,617	\$ 1,781,091	\$ (172,526)	-9.7%	\$ 14,119,507	\$ 14,248,725	\$ 129,218	1%	\$21,373,087	66.1%
Fringe Benefits	985,240	1,051,041	65,801	6.3%	8,035,346	8,424,827	389,481	5%	12,628,791	63.6%
Services	346,273	265,733	(80,540)	-30.3%	2,442,519	2,125,867	(316,653)	-15%	3,188,800	76.6%
Materials & Supplies	179,139	399,225	220,086	55.1%	2,356,575	3,193,800	837,225	26%	4,790,700	49.2%
Utilities	58,759	66,050	7,291	11.0%	521,639	528,400	6,761	1%	792,600	65.8%
Casualty & Liability	54,238	83,333	29,095	34.9%	700,524	666,667	(33,858)	-5%	1,000,000	70.1%
Purch. Transportation	1,025,239	743,833	(281,406)	-37.8%	5,750,523	5,950,667	200,143	3%	8,926,000	64.4%
Miscellaneous	28,740	78,233	49,494	63.3%	527,262	628,367	101,104	16%	953,800	55.3%
Interest Expense	168	292	123	42.3%	1,606	2,333	728	31%	3,500	45.9%
Depreciation	232	-	(232)	--	1,866	-	(1,866)	--	0	--
TOTAL EXPENSES	4,631,646	4,468,832	(162,814)	-3.6%	34,457,368	35,769,652	1,312,284	4%	\$ 53,657,278	64.2%
NET INCOME (LOSS)	<u>\$(1,809,652)</u>	<u>\$ (579,549)</u>	<u>\$(1,230,103)</u>		<u>\$(2,184,083)</u>	<u>\$ (1,388,738)</u>	<u>\$ (795,345)</u>		<u>\$ (2,785,890)</u>	

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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05/01/2020 - 05/31/2020

Cash Balance - 05/01/2020	\$ 5,402,330
Disbursements	(4,613,922)
Receipts	2,968,903
Adjustments	-
Cash Balance - 05/31/2020	\$ 3,757,311

Disbursements:

Cash Disbursements Register	\$ (2,213,008)
Payroll	(1,888,508)
Healthcare (BlueCross Blue Shield)	(508,067)
Transfers To the ASU Claims Account	(4,340)
Transfers To the Investment Account	-
Total Cash Disbursements	\$ (4,613,922)

Receipts:

Cash Receipt Register	\$ 2,968,903
Transfers From the Investment Account	-
Total Cash Receipts	\$ 2,968,903

Adjustments:

Misc. Items	\$ -
Total Cash Adjustments	\$ -

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

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05/01/2020 - 05/31/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	3,757,311	12.24%
FIFTH THIRD BANK - ASU Claims Account	26,239	0.09%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	26,919,504	87.68%
TOTAL	\$ 30,703,054	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ (8,348)
OTHER BANKS	-
TOTAL	\$ (8,348)

Monthly Average Rate of Return -0.0272%
 Annual Average Rate of Return -0.326%

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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05/01/2020 - 05/31/2020

Market Value at the Beginning of the Period - 05/01/2020		\$ 26,890,627
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 5,227	
Accrued Interest Paid	(11,713)	
Administrative Expenditures	(1,862)	
Total Net Income/Loss & Expenditures		<u>(8,348)</u>
<u>Realized Gains or (Loss) From Sales</u>		-
<u>Market Appreciation</u>		
End of Period	\$ 92,525	
Beginning of Period	(97,478)	
Unrealized Gain/(Loss) from Market Appreciation		<u>(4,953)</u>
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (106,775)	
Current Accrued Income (+)	148,953	
Net Change from Accrued Income		<u>42,179</u>
Market Value at the End of the Period - 05/31/2020		<u>\$ 26,919,504</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 – PUBLIC RELATIONS SERVICES

On May 13, 2020, CATA issued a Request for Proposal (RFP), No. 2020-108, for Public Relations Services. The objective of the RFP is to secure a full-service public relations firm for broad-based strategic public relations planning and consultation services. Proposals were due to CATA by 2 p.m., June 8, 2020. The RFP was distributed to four (4) vendors, posted online at Transit Talent and on CATA’s website.

The following firms submitted a proposal:

Martin Waymire, Michigan	Responsive
Gatesman, Pennsylvania	Responsive
Lambert & Co., Michigan	Responsive
Mercury Public Affairs, LLC., Ohio	Responsive
PeRfect Plan Public Relations LLC., Texas	Responsive
Piper & Gold LLC., Michigan	Non-Responsive
Purple Group, Illinois	Non-Responsive

Two firms – Piper & Gold LLC. and Purple Group – were marked non-responsive because the proposals were received late.

Following a comprehensive review of proposals, staff recommended Martin Waymire as the contract awardee. The evaluation criteria, outlined in the RFP, follows: 1) Quality of submitted work samples; 2) Strategic approach; 3) Price; 4) Project experience; and 5) Completeness and responsiveness of proposal.

Martin Waymire’s proposal was well-written, organized and met all submittal requirements. Martin Waymire’s work sample outlined the results of in-depth formative research for a long-term campaign. The strategic approach for the campaign was well-articulated; the research and creative problem-solving demonstrated the firm’s strong understanding of public relations best practices and standards. The analysis and writing abilities conveyed throughout the document also showed the firm’s understanding of CATA’s requirement for a public relations partner.

The pricing schedule from responding firms is presented below:

	Martin Waymire	Mercury Public Affairs	PeRfect Plan Public Relations, LLC.	Lambert & Co.	Gatesman
Fixed-Hourly Rate	\$250 – Partner \$200 – Senior Account Executive \$150 – Account Executive \$100 – Student practitioner/support staff Based on Deliverables – Graphics design services	\$285	\$165	\$300 – President/Managing Partner \$250 – Managing Director \$205 – Director \$170 – Senior Associate \$135 – Associate \$135-\$165 – Digital & Creative Services	
Blended-Hourly Rate	\$189.67			\$160	\$155 Crisis Rate (\$190/hour)

Staff evaluated Martin Waymire’s proposal as the best among others competing for the contract, especially in the terms of its ability to perform Public Relations Services at a reasonable blended rate.

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 contract with Martin Waymire for Public Relations Services, for a five-year term with an option to renew for an additional five-year period, for an amount not to exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM – CONTRACT EXTENSIONS

Due to the circumstances related to the COVID19 pandemic and Governor Whitmer's Stay at Home Order, the following contracts listed below are set to expire. Given the state of the country at the time, it was felt the potential bidders might be deterred from responding. The extension will prevent a lapse in service and allow staff sufficient time to issue a Request for Proposal. All other terms and conditions will remain the same. Vendors will be selected after they are evaluated through the procurement process. The extension request applies to the following contracts:

- Armored Car Services
Brink's Incorporated
Six (6) month extension through January 31, 2021
- Insurance Consultant/Broker
Van Wyk Risk Solutions
One (1) year extension through August 31, 2021
- Website Optimization
Gravity Works
Six (6) month extension through March 31, 2021

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 approve the contract extensions for Brinks Incorporated, Van Wyke Risk Solutions, and Gravity Works, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM – RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 PA 51, 50% of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the June, 2020 LAC meeting, Lillie Mae Flannery was unanimously approved for reappointment to the LAC for another three year term. Her current term expired in June, 2020. Ms. Flannery has served on the LAC for a number of years. She represents senior consumers and is a resident of Delhi Township.

CATA Board approval is sought to renew the appointment of Lillie Mae Flannery as a member of the CATA LAC for a three year term.

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Lillie Mae Flannery to a three-year term through June 2023.

ACTION ITEM–FAREBOX UPGRADE

Beginning with the 2016 grant year, CATA began allocating Federal grant funding for the replacement of its aging fareboxes. Since then, over \$1.9 million has been set aside to replace these boxes. In the summer of 2019 and continuing into 2020, CATA began the replacement of its older Odyssey fareboxes with the updated FastFare model into our new Nova buses. Once this purchase is complete, there will be a total of 38 FastFare and 87 Odyssey fareboxes in CATA's fleet. We would like to replace the remaining fareboxes with newer FastFare model. Due to the percentage of the fleet already using FastFare fareboxes, the proprietary software used to manage the fareboxes, the proprietary vaults, probes and replacement parts, and the fact that SPX/Genfare is the only seller of these fareboxes that they manufacture, this will be a sole source purchase.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Director, Bradley T. Funkhouser to enter into a contract with SPX's division Genfare to replace the remaining 87 Odyssey fareboxes with FastFare fareboxes. To include an increase number of spare parts, have five (5) immediate replacement FastFare fareboxes on-hand, upgrade one probe for FastFare compatibility, provide three (3) units for our training room and provide supporting equipment at an anticipated cost of approximately \$1,800,000.

INFORMATION ITEMS

JULY 15, 2020

1. MAY RIDERSHIP REPORT
2. MAY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JUNE 2020

MAY 2020 RIDERSHIP REPORT

<u>Total system rides – May:</u>	<u>99,168</u>
Average weekday system ridership	4,100
Average weekday system ridership change 5/20 to 5/19	-17,600
Total Demand Response ridership related to COVID-19	2,167

	<u>5/20 v. 5/19</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	-82.0%	-453,200
Monthly Urban Fixed-Route change	-81.6%	-338,658
Monthly MSU campus ridership change	NA	-35,143
Monthly Spec-Tran ridership change	-70.9%	-22,940
Monthly Total Paratransit ridership change	-69.8%	-30,159

Note: On March 23, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning May 4. A more robust service began on May 26. Fare free service has continued since March 18. Paratransit ridership includes rides related to COVID-19 response.

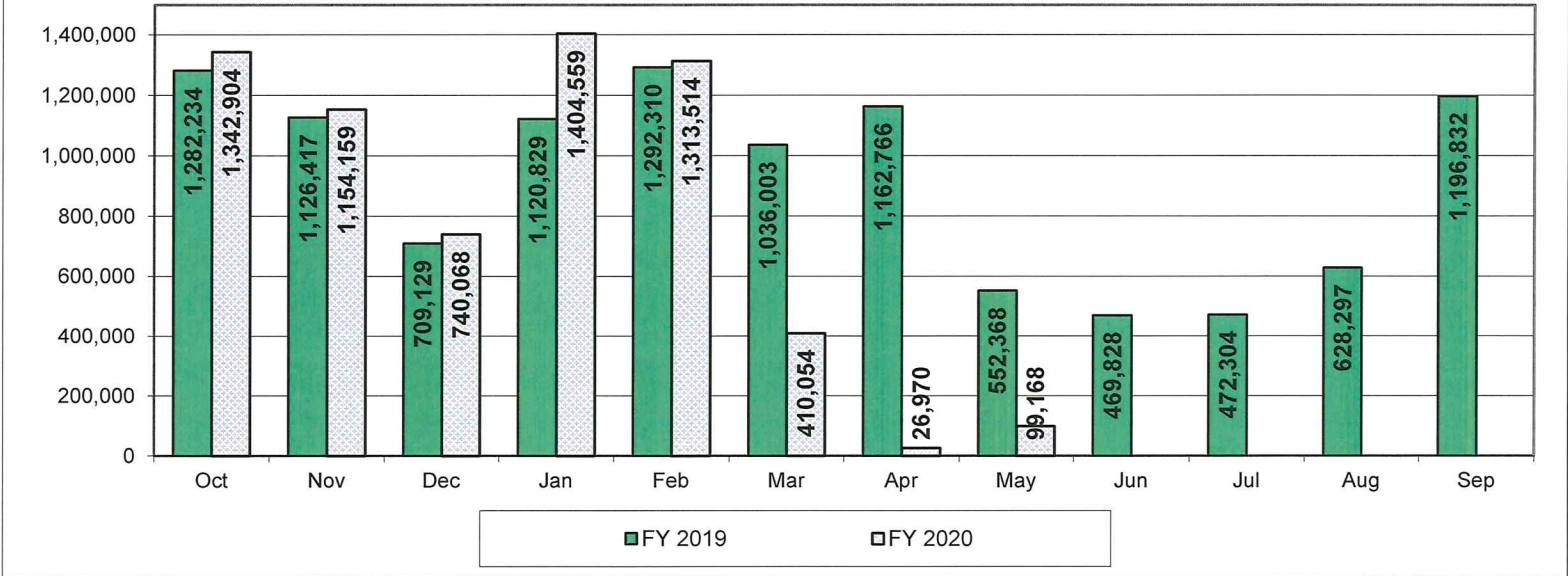
FY 2020 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2020:</u>	<u>6,491,396</u>
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	<u>FY 2020 vs. FY 2019</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Total system rides change	-21.6%	-1,790,660
Year-to-Date Spec-Tran ridership change	-29.3%	-71,888
Year-to-Date Total Paratransit ridership change	-21.8%	-73,741

Note: CATA began reducing fixed route service on March 18. On March 23, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning May 4. A more robust service began on May 26. Fare free service has continued since March 18. Ridership substantially impacted by COVID-19 pandemic.

CATA's Monthly Ridership: FY 2019 & FY 2020



INFORMATION ITEM - FUEL PURCHASE FOR JUNE 2020

The following lists our prices for diesel fuel for June 2020:

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
06/02/2020	\$1.1435
06/10/2020	\$1.2135
06/16/2020	\$1.1980
06/24/2020	\$1.3055
06/30/2020	\$1.3490
FY 2020 Current average per gallon fuel cost	\$1.24
FY 2020 Budget per gallon fuel cost	\$2.50
