

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JULY 17, 2024
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

- Appointment of Nominating Committee

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. FISCAL YEAR 2024-2025 BUDGET DISCUSSION

VI. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF MAY 2024, BOARD MEETING

B. TREASURER'S REPORT FOR APRIL 2024

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

C. TREASURER'S REPORT FOR MAY 2024

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

D. FLUID-APPLIED ROOF RESTORATION

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 Hoekstra Roofing Company for the fluid-applied roof restoration project. The contract includes a base bid of \$1,822,800, plus a performance assurance bond of \$12,500, and a 10% contingency reserve of \$183,530, bringing the total cost not to exceed \$2,018,830, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 19)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 19 to the Student Housing Transit Services Agreement for the period from August 1, 2024, through July 31, 2025, for extended public transit services, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. CONTINUATION OF CELLULAR SERVICES CONTRACT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the expenditure of up to \$150,000, to Verizon for cellular services and ancillaries during the 2024 budget period and to continue utilizing the existing NASPO contract, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. MILLAGE RENEWAL (ROLL CALL VOTE)

PROPOSED MOTION: That the CATA Board of Directors adopts the resolution set forth in the following Certificate of Resolution to submit the necessary ballot proposition language on the November 5, 2024, ballot to renew the CATA base millage of 3.007 (that being \$3.007 per thousand dollars of taxable value) reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026 through 2030.

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS
CERTIFICATE OF RESOLUTION

At a regular meeting of the Board of Directors of the Capital Area Transportation Authority held at 333 E. Michigan Avenue, Lansing, MI, on July 17, 2024, at 4:00 p.m., there were

Present:

Absent:

The following Resolution was offered by _____
and supported by _____.

The following ballot proposition shall be submitted to a vote of the qualified electors of the City of Lansing, the City of East Lansing, Meridian Township, Lansing Township, and Delhi Township at the general election on November 5, 2024.

Shall the previously voter approved millage established at 3.007 mills (that being \$3.007 per thousand dollars of taxable value) and reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution be renewed and authorized to be levied by the Capital Area Transportation Authority (CATA), for continued public transportation service, as provided for by Public Act 55 of 1963, as amended, on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026 through 2030 inclusive, which is a period of five years? (The current levy was approved by the voters in 2020 and is authorized through 2025.) Based on currently available taxable value data, if approved and levied, this millage is estimated to generate approximately \$24,139,928.06 in 2026.

In accordance with State law, portion(s) of the millage may also be captured by the Downtown Development Authorities, Brownfield Redevelopment Authorities, and other such Tax Increment Financing Districts as established by the City of Lansing, City of East Lansing, Charter Township of Meridian, Delhi Charter Township, and Lansing Charter Township.

YES: _____
NO: _____

The Board vote resulted in:

Yeas: _____

Nays: _____

The Resolution was declared adopted.

The undersigned, being the Secretary of the Board of Directors of the Capital Area Transportation Authority, hereby certifies that the foregoing is a true and complete copy of a Resolution duly adopted at a regular meeting of the Board at which meeting a quorum was present and remained throughout and that an original thereof is on file in the Minutes of said meeting, filed with the Capital Area Transportation Authority.

Date: _____

Phil Deschaine, Secretary
Board of Directors
Capital Area Transportation Authority

VII. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

VIII. OLD BUSINESS

IX. NEW BUSINESS

X. PUBLIC COMMENT

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

XI. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 15, 2024
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

PRESENT: Nathan Triplett, Chair
Doug Lecato
Derek Melot
John Prush

Mark Grebner
Jack Schmitt
Terrance Augustine

CALL TO ORDER:

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

ROLL CALL: Terrance Augustine, Mark Grebner, Doug Lecato, Derek Melot, John Prush, Jack Schmitt, and Nathan Triplett were all present.

ABSENT: Shanna Draheim, Vice Chair, and Maggie Sanders

LATE: Phil Deschaine Secretary/Treasurer

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 COMMENT:

None

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse Board members Shanna Draheim and Maggie Sanders.

MOTION:

Doug Lecato motioned to excuse Shanna Draheim and Maggie Sanders. Derek Melot supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser congratulated Lolo Robison, Director of Marketing, Customer Experience, and Public Information Officer, who has been selected to join the Dr. Martin Luther King, Jr. Commission of Mid-Michigan.

New City Hall Downtown

Bradley Funkhouser stated that CATA has been in discussions with Mayor Schor about the possibility of CATA being part of the plan to build a new city hall downtown on Lot 1. With this new partnership, CATA has revised their request from fifty million to five million. Mr. Funkhouser noted that CATA is focused on building a neighborhood and moving people between communities. He also extended his appreciation for Chair Triplett, Staff, and Steve Soliz, ATU President, Local 1039, for voicing their support.

Operators

Bradley Funkhouser stated that with MSU students off and Spartan Service concluded for the summer, CATA will begin all-operator training (AOT) next week at CATA's space located on Long Boulevard. Some of the topics that will be covered are new safety procedures in the industry and concerns from the operators. Mr. Funkhouser expressed his appreciation to all those who take part in the training.

Phil Deschaine arrived at 4:06 p.m.

EATRAN's Grand Ledge Connector

Bradley Funkhouser stated that EATRAN's Grand Ledge Connector ridership continues to grow. Mr. Funkhouser also noted that he has been discussing the future of EATRAN with its board members.

CATA's Millage

Bradley Funkhouser stated that CATA intends to bring the millage renewal election ballot language to the Board in July. Mr. Funkhouser explained that this will be one year ahead of the expiration date, yet he wants to make sure this is on the ballot.

Derek Melot inquired whether there is a timeline on the decision for the millage.

Bradley Funkhouser stated that CATA's proposal needs to be sent to the County Clerk's office approximately 30 days before November 5th to be placed on the ballot. He noted that CATA's millage numbers will not change.

Chair Triplett stated that the Board will be able to discuss this more at the July Board meeting.

Budget Update

Bradley Funkhouser introduced Jim Frenedt, Director of Finance, for an update on CATA's budget.

Jim Frenedt updated the Board on budget items such as microtransit, increases in Spec-Tran service, and projections for OPEB.

Bradley Funkhouser thanked Mr. Frenedt for giving an update on CATA's budget.

Phil Deschaine inquired about the additional expenses.

Jim Frenedt stated that CATA's new projected revenue is approximately \$72 million, and the projected operating expenses are between \$69 million and \$72 million.

Jack Schmitt inquired whether CATA considers microtransit service as revenue or only as an expense.

Jim Frendt stated that he considers microtransit somewhat as a revenue since CATA received funds for microtransit from MDOT.

Chair Triplett stated that he and Mr. Funkhouser have been very engaged in the LBO discussions, including at the legislative conference that took place last week.

Bradley Funkhouser stated that CATA and ATU, Local 1039, have been working well together since the contract was settled in 2022. He then introduced Todd Brooks, Director of Operations, to give his report.

Todd Brooks gave his report on some of the accomplishments that CATA has been able to achieve with the help from ATU, including creating two (2) bid boards, providing a more desirable work schedule, and updating some of CATA's fixed-routes. He thanked Kai Christiansen, Service Planning and Scheduling Manager, and Marissa Morris, Operations Applications Administrator, for their hard work along with Steve Soliz, ATU President; Steve Clem, ATU Vice President; and Mike Beech, ATU Representative, for their assistance.

Jack Schmitt thanked Mr. Brooks for his report. He also inquired how this information compares to other transit agencies.

Todd Brooks stated that he is not quite sure how it compares to other transit agencies.

Doug Lecato inquired about CATA's rosters and the differences from previous years.

Todd Brooks stated that CATA has 139 full-time rosters. He also noted that the rosters change from year-to-year and at one point CATA had 145 full-time rosters.

Bradley Funkhouser thanked ATU and Staff for their hard work.

Chair Triplett also thanked ATU and Staff for their hard work. He also expressed that it was nice to receive feedback from ATU.

Doug Lecato inquired about split-shifts.

Todd Brooks stated that they are always working on improving shifts and noted that currently, CATA has four (4) split-shifts.

Chair Triplett welcomed Steve Soliz, ATU President, Local 1039, to speak.

Steve Soliz stated that he is very proud of the achievements that CATA and ATU have been able to achieve. He noted that there is a big difference now from three (3) years ago and believes CATA is headed in the right direction.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF APRIL 2024, BOARD MEETING
- B. TREASURER’S REPORT FOR MARCH 2024
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. CATA AND EATRAN VENDING SERVICES AND MANAGEMENT

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 Continental Cafes, LLC, for vending services and management for a pilot period of one (1) year, plus the option to renew the contract for two (2) additional two-year extensions on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Jack Schmitt motioned to approve the Consent Agenda and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM – PROPOSED DISCUSSION AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Nicole Jackson shared some instances where she felt she was mistreated by CATA operators and staff. She also expressed her opinion that her service dog has been discriminated against by operators and staff because of its breed.

Chair Triplett thanked Ms. Jackson for her comments and acknowledged that Staff has already reached out to her and will continue to follow up.

ADJOURNMENT

Chair Triplett adjourned the meeting at 4:34 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending April 30, 2024**

	April Actual	April Budget	Variance	% Variance		FY 2024 Actual YTD	FY 2024 Budget YTD	Variance	% Variance	FY 2024 BUDGET	% of Fiscal Year Completed 58%	% Annual Budget Revenues/Expense
REVENUES												
Farebox	\$ 186,912	\$ 190,150	\$ (3,238)	-1.7%		\$ 1,550,431	\$ 1,331,050	\$ 219,381	16.5%	\$ 2,281,800		67.9%
Contracted Services	\$ 305,538	\$ 291,000	\$ 14,538	5.0%		\$ 2,363,859	\$ 2,037,000	\$ 326,859	16.0%	\$ 3,492,000		67.7%
Property Tax	\$ 3,994,235	\$ 2,073,833	\$ 1,920,402	92.6%		\$ 22,494,222	\$ 14,516,831	\$ 7,977,391	55.0%	\$ 24,882,000		90.4%
State Revenue	\$ 1,778,426	\$ 1,341,250	\$ 437,176	32.6%		\$ 12,344,504	\$ 9,402,750	\$ 2,941,754	31.3%	\$ 16,095,000		76.7%
Federal Revenue	\$ 198,231	\$ 1,210,333	\$ (1,012,102)	-83.6%		\$ 8,717,017	\$ 8,458,331	\$ 258,686	3.1%	\$ 14,524,000		60.0%
Other Revenue	\$ 13,726	\$ 91,467	\$ (77,741)	-85.0%		\$ 925,006	\$ 640,269	\$ 284,737	44.5%	\$ 1,097,600		84.3%
TOTAL REVENUES	\$ 6,477,068	\$ 5,198,033	\$ 1,279,035	24.6%		\$ 48,395,039	\$ 36,386,231	\$ 12,008,808	33.0%	\$ 62,372,400		77.6%
EXPENSES												
Labor	\$ 2,142,160	\$ 2,075,016	\$ (67,144)	-3.2%		\$ 14,567,634	\$ 14,525,118	\$ (42,516)	-0.3%	\$ 24,900,200		58.5%
Fringe Benefits	\$ 1,006,267	\$ 970,104	\$ (36,163)	-3.7%		\$ 8,148,257	\$ 6,739,752	\$ (1,408,505)	-20.9%	\$ 11,589,300		70.3%
Services	\$ 424,949	\$ 388,516	\$ (36,433)	-9.4%		\$ 2,998,989	\$ 2,719,612	\$ (279,377)	-10.3%	\$ 4,662,200		64.3%
Materials & Supplies	\$ 510,014	\$ 443,105	\$ (66,909)	-15.1%		\$ 3,176,414	\$ 3,101,735	\$ (74,679)	-2.4%	\$ 5,317,240		59.7%
Utilities	\$ 99,265	\$ 74,551	\$ (24,714)	-33.2%		\$ 497,922	\$ 521,857	\$ 23,935	4.6%	\$ 894,620		55.7%
Casualty & Liability	\$ 96,686	\$ 109,500	\$ 12,814	11.7%		\$ 728,989	\$ 766,500	\$ 37,511	4.9%	\$ 1,314,000		55.5%
Purch. Transportation	\$ 1,014,745	\$ 815,000	\$ (199,745)	-24.5%		\$ 6,089,545	\$ 5,705,000	\$ (384,545)	-6.7%	\$ 9,780,000		62.3%
Miscellaneous	\$ 141,572	\$ 130,690	\$ (10,882)	-8.3%		\$ 1,070,685	\$ 914,830	\$ (155,855)	-17.0%	\$ 1,568,280		68.3%
TOTAL EXPENSES	5,435,658	5,006,482	(429,176)	-8.6%		37,278,435	34,994,404	(2,284,031)	-6.5%	\$ 60,025,840		62.1%
NET INCOME (LOSS)	\$ 1,041,410	\$ 191,551	\$ 849,859			\$ 11,116,604	\$ 1,391,827	\$ 9,724,777		\$ 2,346,560		

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

04/01/2024 - 04/30/2024

Cash Balance - 04/01/2024	\$ 2,961,595
Disbursements	\$ (6,157,204)
Receipts	\$ 6,947,389
Adjustments	\$ -
Cash Balance - 04/30/2024	\$ 3,751,780

Disbursements:

Cash Disbursements Register	\$ (3,342,280)
Payroll	\$ (2,164,139)
Healthcare (BlueCross Blue Shield)	\$ (646,554)
Transfers To the ASU Claims Account	\$ (4,231)
Transfers To the Investment Account	\$ -

Total Cash Disbursements **\$ (6,157,204)**

Receipts:

Cash Receipt Register	\$ 6,947,389
Transfers From the Savings Account	\$ -
Transfers From the Investment Account	\$ -

Total Cash Receipts **\$ 6,947,389**

Adjustments:

Misc. Items	\$ -
-------------	------

Total Cash Adjustments **\$ -**

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

(Page 3 of 4)

04/01/2024 - 04/30/2024

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	3,751,780	8.92%
FIFTH THIRD BANK - ASU Claims Account	37,852	0.09%
FIFTH THIRD BANK - Savings	1,531,152	3.64%
MSUFCU CD and Savings	261,786	0.62%
CASE Credit Union CD and Savings	262,213	0.62%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>36,238,833</u>	86.11%
TOTAL	<u>\$ 42,083,616</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 24,422
OTHER BANKS	<u>5,455</u>
TOTAL	<u>\$ 29,877</u>
Monthly Average Rate of Return	0.0710%
Annual Average Rate of Return	0.852%

Interim statements are subject to adjustments and year-end audit

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

(Page 4 of 4)

04/01/2024 - 04/30/2024

Market Value at the Beginning of the Period - 04/01/2024 \$ 36,276,369

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 114,820	
Accrued Interest Paid	(88,013)	
Administrative Expenditures	(2,385)	
Total Net Income/Loss & Expenditures		24,422
<u>Realized Gains or (Loss) From Sales</u>		-
<u>Market Appreciation</u>		
End of Period	\$ (275,521)	
Beginning of Period	79,197	
Unrealized Gain/(Loss) from Market Appreciation		(196,324)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (209,949)	
Current Accrued Income (+)	344,315	
Net Change from Accrued Income		134,366

Market Value at the End of the Period - 04/30/2024 \$36,238,833

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 May 31, 2024**

	<u>May</u>	<u>May</u>			<u>FY 2024</u>	<u>FY 2024</u>			<u>FY 2024</u>	<u>% of Fiscal Year</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>%</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>Variance</u>	<u>BUDGET</u>	<u>Completed</u>
										<u>67%</u>
										<u>% Annual Budget</u>
										<u>Revenues/Expense</u>
REVENUES										
Farebox	\$ 186,235	\$ 190,150	\$ (3,915)	-2.1%	\$ 1,736,667	\$ 1,521,200	\$ 215,467	14.2%	\$ 2,281,800	76.1%
Contracted Services	\$ 303,733	\$ 291,000	\$ 12,733	4.4%	\$ 2,667,591	\$ 2,328,000	\$ 339,591	14.6%	\$ 3,492,000	76.4%
Property Tax	\$ 465,799	\$ 2,073,833	\$ (1,608,034)	-77.5%	\$ 22,960,021	\$ 16,590,664	\$ 6,369,357	38.4%	\$ 24,882,000	92.3%
State Revenue	\$ 1,754,322	\$ 1,341,250	\$ 413,072	30.8%	\$ 14,098,825	\$ 10,746,000	\$ 3,352,825	31.2%	\$ 16,095,000	87.6%
Federal Revenue	\$ 102,728	\$ 1,210,333	\$ (1,107,605)	-91.5%	\$ 8,819,746	\$ 9,666,664	\$ (846,918)	-8.8%	\$ 14,524,000	60.7%
Other Revenue	\$ 268,936	\$ 91,467	\$ 177,469	194.0%	\$ 1,193,942	\$ 731,736	\$ 462,206	63.2%	\$ 1,097,600	108.8%
TOTAL REVENUES	\$ 3,081,753	\$ 5,198,033	\$ (2,116,280)	-40.7%	\$ 51,476,792	\$ 41,584,264	\$ 9,892,528	23.8%	\$ 62,372,400	82.5%
EXPENSES										
Labor	\$ 1,976,200	\$ 2,075,016	\$ 98,816	4.8%	\$ 16,543,834	\$ 16,600,133	\$ 56,299	0.3%	\$ 24,900,200	66.4%
Fringe Benefits	\$ 1,624,331	\$ 970,104	\$ (654,227)	-67.4%	\$ 9,772,588	\$ 7,709,856	\$ (2,062,732)	-26.8%	\$ 11,589,300	84.3%
Services	\$ 399,721	\$ 388,516	\$ (11,205)	-2.9%	\$ 3,398,710	\$ 3,108,128	\$ (290,582)	-9.3%	\$ 4,662,200	72.9%
Materials & Supplies	\$ 483,736	\$ 443,105	\$ (40,631)	-9.2%	\$ 3,660,150	\$ 3,544,840	\$ (115,310)	-3.3%	\$ 5,317,240	68.8%
Utilities	\$ 79,253	\$ 74,551	\$ (4,702)	-6.3%	\$ 577,175	\$ 596,408	\$ 19,233	3.2%	\$ 894,620	64.5%
Casualty & Liability	\$ 101,403	\$ 109,500	\$ 8,097	7.4%	\$ 830,392	\$ 876,000	\$ 45,608	5.2%	\$ 1,314,000	63.2%
Purch. Transportation	\$ 965,933	\$ 815,000	\$ (150,933)	-18.5%	\$ 7,055,478	\$ 6,520,000	\$ (535,478)	-8.2%	\$ 9,780,000	72.1%
Miscellaneous	\$ 164,208	\$ 130,690	\$ (33,518)	-25.6%	\$ 1,234,893	\$ 1,045,520	\$ (189,373)	-18.1%	\$ 1,568,280	78.7%
TOTAL EXPENSES	5,794,785	5,006,482	(788,303)	-15.7%	43,073,220	40,000,885	(3,072,335)	-7.7%	\$ 60,025,840	71.8%
NET INCOME (LOSS)	<u>\$ (2,713,032)</u>	<u>\$ 191,551</u>	<u>\$ (2,904,583)</u>		<u>\$ 8,403,572</u>	<u>\$ 1,583,379</u>	<u>\$ 6,820,193</u>		<u>\$ 2,346,560</u>	

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

05/01/2024 - 05/31/2024

Cash Balance - 05/01/2024	\$ 3,751,780
Disbursements	\$ (10,322,248)
Receipts	\$ 9,358,868
Adjustments	\$ -
Cash Balance - 05/31/2024	<u>\$ 2,788,400</u>

Disbursements:

Cash Disbursements Register	\$ (3,793,848)
Payroll	\$ (2,727,048)
Healthcare (BlueCross Blue Shield)	\$ (792,667)
Transfers To the ASU Claims Account	\$ (8,685)
Transfers To the Investment Account	\$ (3,000,000)
Total Cash Disbursements	<u>\$ (10,322,248)</u>

Receipts:

Cash Receipt Register	\$ 6,358,868
Transfers From the Savings Account	\$ -
Transfers From the Investment Account	\$ 3,000,000
Total Cash Receipts	<u>\$ 9,358,868</u>

Adjustments:

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

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

(Page 3 of 4)

05/01/2024 - 05/31/2024

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,788,400	6.74%
FIFTH THIRD BANK - ASU Claims Account	38,729	0.09%
FIFTH THIRD BANK - Savings	1,534,768	3.71%
MSUFCU CD and Savings	262,767	0.64%
CASE Credit Union CD and Savings	263,215	0.64%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	36,480,345	88.18%
TOTAL	\$ 41,368,224	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 82,567
OTHER BANKS	5,821
TOTAL	\$ 88,388

Monthly Average Rate of Return	0.2137%
Annual Average Rate of Return	2.564%

Interim statements are subject to adjustments and year-end audit

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

(Page 4 of 4)

05/01/2024 - 05/31/2024

Market Value at the Beginning of the Period - 05/01/2024 \$ 36,238,833

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 114,830	
Accrued Interest Paid	(30,061)	
Administrative Expenditures	(2,202)	
Total Net Income/Loss & Expenditures		82,567
<u>Realized Gains or (Loss) From Sales</u>		(19,453)
<u>Market Appreciation</u>		
End of Period	\$ (142,317)	
Beginning of Period	275,521	
Unrealized Gain/(Loss) from Market Appreciation		133,204
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (344,315)	
Current Accrued Income (+)	389,509	
Net Change from Accrued Income		45,194

Market Value at the End of the Period - 05/31/2024 \$36,480,345

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 – FLUID-APPLIED ROOF RESTORATION

CATA is in need of partial roof restorations at the CATA Administration Building located at 4615 Tranter Street and the CATA Transportation Center (CTC) located at 420 S. Grand Avenue. Both roof sections being restored are past their useful life cycles. The roofing section being restored at the Administration Building's storage area was installed in 2001. The roofing located at the CATA Transportation Center (CTC) was installed in 1997.

Progressive AE and CATA issued Invitation for Bids (IFB) – CATA Fluid-Applied Roof Restoration on April 18, 2024. Bids were due at 2:00 p.m. on May 20, 2024. The IFB was distributed to nine (9) vendors and was posted online at Lansing Builders Exchange and on CATA's website. The following firms submitted a bid:

<u>Firm</u>	<u>Base Bid</u>
CEI Michigan, LLC (Non-Responsive)-Hamburg, MI	\$ 1,381,913.00
Hoekstra Roofing Company-Kalamazoo, MI	\$ 1,822,800.00
Schreiber Corporation-Wixom, MI	\$ 2,200,000.00
Lutz Roofing Company, Inc.-Shelby Township, MI	\$ 2,344,600.00
Modern Roofing, Inc.-Dorr, MI	\$ 2,717,000.00

Upon opening bids, CEI Michigan, LLC, was the apparent low bidder. However, after verifying the federal certifications, it was noted that CEI Michigan, LLC, Appendix C document - Build America Buy America Certification, had included signatures on both certificates and was determined a non-responsive bid and therefore, not accepted.

Hoekstra Roofing Company was read as the second lowest bid. In follow up to the bid opening, Progressive AE and CATA conducted a post-bid interview virtually with Hoekstra Roofing Company and they were deemed acceptable for the roof restoration project.

Based on the results, Hoekstra Roofing Company is the lowest qualified bidder that meets the specifications for the fluid-applied roof restoration project. Progressive AE recommends awarding the project to Hoekstra Roofing Company for \$1,822,800 plus performance assurance bonds of \$12,500, totaling \$1,835,300.

Additionally, Progressive AE suggests that CATA maintain a 10% reserve contingency of the total construction value (\$183,530) to cover replacement costs outlined by unit prices and other unforeseen expenses that may arise during the construction phase.

Hoekstra Roofing Company met all the requirements of the criteria and was deemed the lowest cost provider.

Grant funding will be utilized to support and finance the project.

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 Hoekstra Roofing Company for the fluid-applied roof restoration project. The contract includes a base bid of \$1,822,800, plus a performance assurance bond of \$12,500, and a 10% contingency reserve of \$183,530, bringing the total cost not to exceed \$2,018,830, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 19)

Since 2002, CATA has extended Route 26 public transit service to apartment complexes (the "Facilities") located north of Lake Lansing Road in East Lansing and Bath Township. This service has been subsidized by the owners of the Facilities through the Student Housing Transit Services Agreement (the "Agreement"). The initial term of the Agreement expired in May 2007, with a provision for annual extensions, subject to mutual agreement on service hours and other specific terms. The current extension, Addendum 18, was a one-year agreement and expires on July 31, 2024.

In preparation for Addendum 19 and in order to continue the Agreement for another year through July 31, 2025, Staff has contacted management at the Facilities to confirm ownership and management status, their desire to continue the service, and the expected occupancy at each of the complexes.

Revenue under Addendum 19 is projected to be \$431,319.06. This amount has increased from last year, as a direct result of modified service levels on Route 26.

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 Addendum 19 to the Student Housing Transit Services Agreement for the period from August 1, 2024, through July 31, 2025, for extended public transit services, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – CONTINUATION OF CELLULAR SERVICES CONTRACT

CATA has hundreds of devices that rely on cellular service, including smart phones used by Staff, on-board tablets for paratransit buses, and fixed-route modems. Our paratransit tablets and most of our fixed-route modems are currently incapable of using any cellular carrier other than Verizon. Staff is currently working to upgrade our paratransit tablets and fixed-route modems, which will allow us to use other cellular providers. However, until those can be updated, we are locked into Verizon. CATA has an existing agreement with Verizon utilizing the NASPO (National Association of State Procurement Officials) contract.

Staff had anticipated being able to replace devices that require only Verizon service before reaching the required Board approval threshold this year. However, we are at the point where Board approval is required for this expenditure of funds. CATA currently spends approximately \$150,000 per year on cellular service. For this expenditure, based on the dollar amount, we need the Board's approval to continue within this contract for this current fiscal year.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the expenditure of up to \$150,000, to Verizon for cellular services and ancillaries during the 2024 budget period and to continue utilizing the existing NASPO contract, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**ACTION ITEM – MILLAGE RENEWAL ELECTION AND BALLOT LANGUAGE
(ROLL CALL VOTE)**

You will see below the proposed ballot for the 2026 through 2030 millage renewal at CATA's base millage of 3.007 (that being \$3.007 per thousand dollars of taxable value) reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026-2030 inclusive. The estimated revenue on this millage in 2026, the first year, is approximately \$24,139,928, based on 2024 taxable values.

The proposed ballot for millage renewal is, as follows:

OFFICIAL BALLOT

INGHAM COUNTY, MICHIGAN
November 5, 2024

CAPITAL AREA TRANSPORTATION AUTHORITY (CATA)
MILLAGE RENEWAL PROPOSITION

CITY OF LANSING, CITY OF EAST LANSING, MERIDIAN TOWNSHIP,
LANSING TOWNSHIP and DELHI TOWNSHIP

The following ballot proposition shall be submitted to a vote of the qualified electors of the City of Lansing, the City of East Lansing, Meridian Township, Lansing Township, and Delhi Township at the general election on November 5, 2024.

Shall the previously voter approved millage established at 3.007 mills (that being \$3.007 per thousand dollars of taxable value) and reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution be renewed and authorized to be levied by the Capital Area Transportation Authority (CATA), for continued public transportation service, as provided for by Public Act 55 of 1963, as amended, on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026 through 2030 inclusive, which is a period of five years? (The current levy was approved by the voters in 2020 and is authorized through 2025.) Based on currently available taxable value data, if approved and levied, this millage is estimated to generate approximately \$24,139,928.06 in 2026.

In accordance with State law, portion(s) of the millage may also be captured by the Downtown Development Authorities, Brownfield Redevelopment Authorities, and other such Tax Increment Financing Districts as established by the City of Lansing, City of East Lansing, Charter Township of Meridian, Delhi Charter Township, and Lansing Charter Township.

YES: _____
NO: _____

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

PROPOSED MOTION: That the CATA Board of Directors adopts the resolution set forth in the following Certificate of Resolution to submit the necessary ballot proposition language on the November 5, 2024, ballot to renew the CATA base millage of 3.007 (that being \$3.007 per thousand dollars of taxable value) reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026 through 2030.

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS
CERTIFICATE OF RESOLUTION

At a regular meeting of the Board of Directors of the Capital Area Transportation Authority held at 333 E. Michigan Avenue, Lansing, MI, on July 17, 2024, at 4:00 p.m., there were

Present:

Absent:

The following Resolution was offered by _____
and supported by _____.

The following ballot proposition shall be submitted to a vote of the qualified electors of the City of Lansing, the City of East Lansing, Meridian Township, Lansing Township, and Delhi Township at the general election on November 5, 2024.

Shall the previously voter approved millage established at 3.007 mills (that being \$3.007 per thousand dollars of taxable value) and reduced to 2.9895 mills (that being \$2.9895 per thousand dollars of taxable value) by the millage rollbacks required under the Headlee Amendment to the Michigan Constitution be renewed and authorized to be levied by the Capital Area Transportation Authority (CATA), for continued public transportation service, as provided for by Public Act 55 of 1963, as amended, on real and personal property located within the City of Lansing, City of East Lansing, Meridian Township, Lansing Township, and Delhi Township for the years 2026 through 2030 inclusive, which is a period of five years? (The current levy was approved by the voters in 2020 and is authorized through 2025.) Based on currently available taxable value data, if approved and levied, this millage is estimated to generate approximately \$24,139,928.06 in 2026.

In accordance with State law, portion(s) of the millage may also be captured by the Downtown Development Authorities, Brownfield Redevelopment Authorities, and other such Tax Increment Financing Districts as established by the City of Lansing, City of East Lansing, Charter Township of Meridian, Delhi Charter Township, and Lansing Charter Township.

YES: _____
NO: _____

The Board vote resulted in:

Yeas: _____
Nays: _____

The Resolution was declared adopted.

The undersigned, being the Secretary of the Board of Directors of the Capital Area Transportation Authority, hereby certifies that the foregoing is a true and complete copy of a Resolution duly adopted at a regular meeting of the Board at which meeting a quorum was present and remained throughout and that an original thereof is on file in the Minutes of said meeting, filed with the Capital Area Transportation Authority.

Date: _____

Phil Deschaine, Secretary
Board of Directors
Capital Area Transportation Authority

INFORMATION ITEMS

JULY 17, 2024

1. APRIL RIDERSHIP REPORT
2. MAY RIDERSHIP REPORT
3. APRIL RIDERSHIP GRAPH YEAR-TO-DATE
4. MAY RIDERSHIP GRAPH YEAR-TO-DATE
5. FUEL PURCHASE FOR MAY 2024
6. FUEL PURCHASE FOR JUNE 2024
7. DEI TASK FORCE UPDATE FOR MAY 2024
8. DEI TASK FORCE UPDATE FOR JUNE 2024
9. LAC MEETING MINUTES FOR APRIL 2024
10. DOWNTOWN LANSING FACILITY UPDATE

APRIL 2024 RIDERSHIP REPORT

<u>Total system rides – April:</u>	<u>830,132</u>
Average weekday system ridership	34,350
Average weekday system ridership change April 2024 to April 2023	-50

	<u>April 2024 vs. April 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+8.1%	+62,245
Monthly Urban Fixed-Route change	+21.2%	+69,325
Monthly MSU campus ridership change	-6.8%	-22,571
Monthly Spec-Tran ridership change	+31.9%	+6,380
Monthly Total Paratransit ridership change	+27.5%	+7,316

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU campus service levels vary for Spring 2023 and 2024. MSU Spring Semester is one week shorter in 2024. April 2024 had two more weekdays than April 2023, which is how total ridership can increase, but average weekday ridership can decline.

FY 2024 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2024:</u>	<u>5,996,426</u>
--------------------------------------	------------------

	<u>FY 2024 vs. FY 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+18.6%	+941,793
Year-to-Date Spec-Tran ridership change	+26.8%	+36,406
Year-to-Date Total Paratransit ridership change	+24.2%	+43,328

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU classes were cancelled on February 13, 2024, and February 14-17, 2023.

MAY 2024 RIDERSHIP REPORT

<u>Total system rides – May:</u>	<u>425,658</u>
Average weekday system ridership	16,500
Average weekday system ridership change May 2024 to May 2023	-1,500

	<u>May 2024 vs. May 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	-7.9%	-36,486
Monthly Urban Fixed-Route change	+12.3%	+38,114
Monthly MSU campus ridership change	-99.0%	-74,373
Monthly Spec-Tran ridership change	+16.0%	+3,460
Monthly Total Paratransit ridership change	+14.5%	+4,087

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU campus service levels vary for Spring 2023 and 2024. MSU Spring Semester is one week shorter in 2024. Ridership in May 2023 includes Odyssey of the Mind, which accounted for over 35,000 rides.

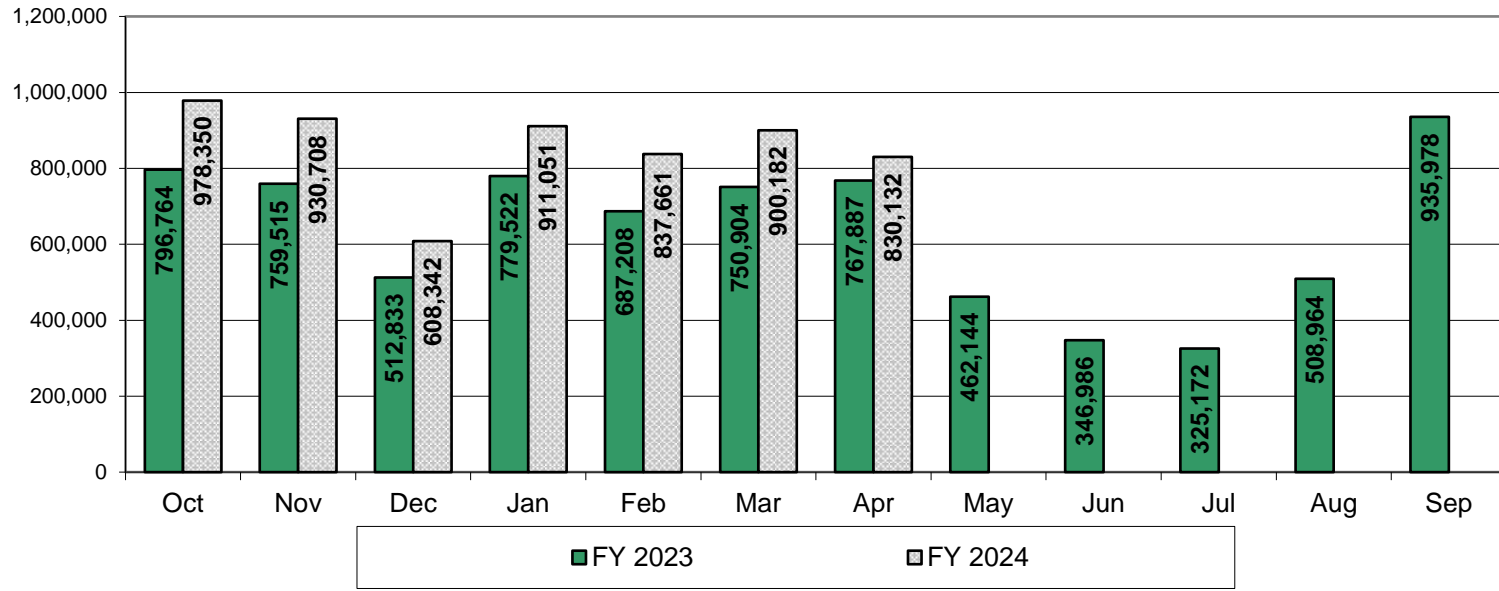
FY 2024 YEAR-TO-DATE RIDERSHIP

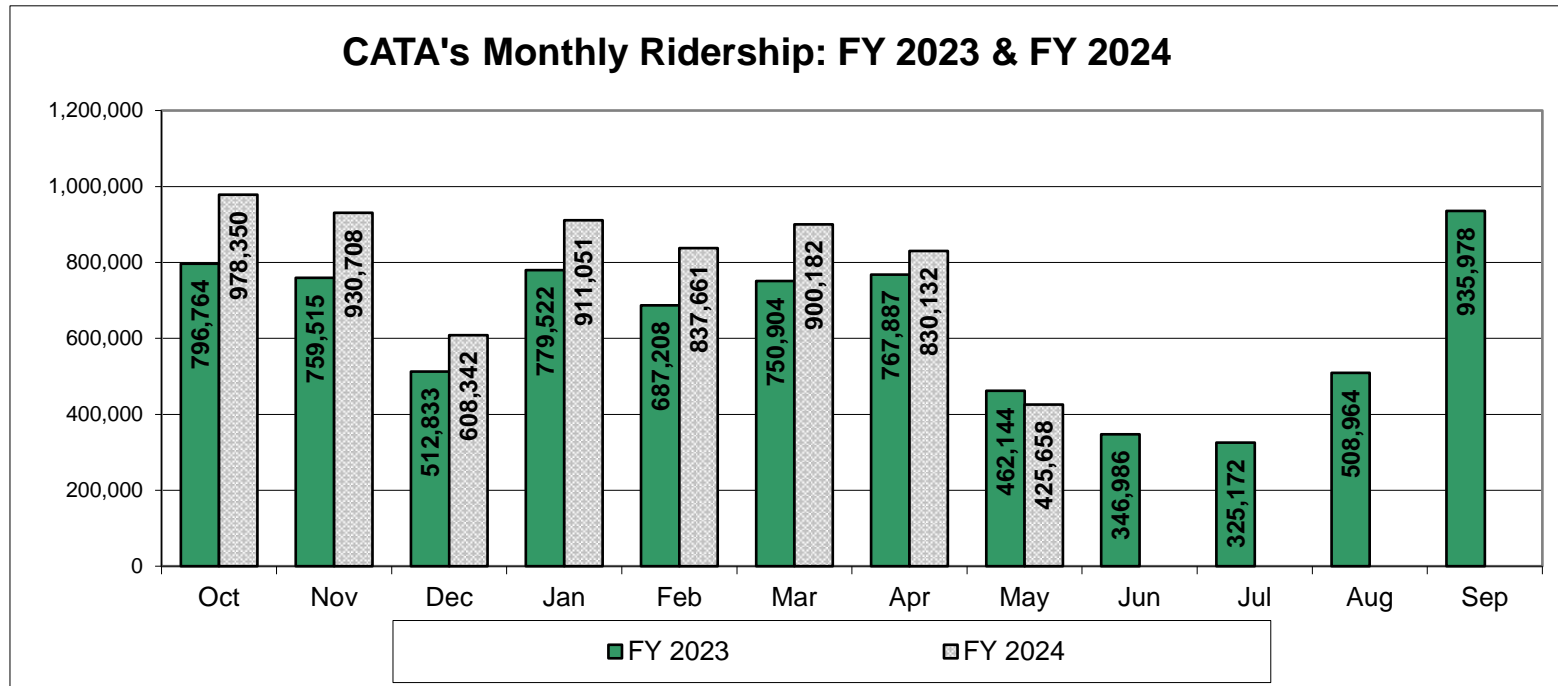
<u>Total system rides – FY 2024:</u>	<u>6,422,084</u>
--------------------------------------	------------------

	<u>FY 2024 vs. FY 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+16.4%	+905,307
Year-to-Date Spec-Tran ridership change	+25.3%	+39,866
Year-to-Date Total Paratransit ridership change	+22.9%	+47,415

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Spring Semester is one week shorter in 2024.

CATA's Monthly Ridership: FY 2023 & FY 2024





INFORMATION ITEM - FUEL PURCHASE FOR MAY 2024

The following lists our prices for diesel fuel for May 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
05/03/2024	\$2.4980
05/10/2024	\$2.4755
05/16/2024	\$2.3080
05/22/2024	\$2.4685
05/28/2024	\$2.3705

FY 2024 Current average per gallon fuel cost	\$2.42
FY 2024 Budget per gallon fuel cost	\$2.35

INFORMATION ITEM - FUEL PURCHASE FOR JUNE 2024

The following lists our prices for diesel fuel for June 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
06/04/2024	\$2.1975
06/11/2024	\$2.5426
06/18/2024	\$2.4790
06/24/2024	\$2.4525

FY 2024 Current average per gallon fuel cost	\$2.42
FY 2024 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

Mental Health and Meditation

May is Mental Health Awareness Month. It has been recognized since 1949 in the United States. The awareness month started off as a week that was launched by the founder, Clifford W. Beers, of Mental Health America.

The organization and awareness month aim to destigmatize mental health illnesses and raise awareness on suicide, while drawing attention to psychological disorders and the communities they affect nationwide.

Jay Harvey, HR Generalist, reviewed CATA's EAP Program resources with the Task Force Committee. COMPSYCH is available to employees and their family members 24/7 and provides the following support:

- Confidential Emotional Support
- Work-Life Solutions
- Legal Guidance
- Financial Resources
- Online Support
- Free Online Will Preparation

Dymon Wilson, Owner of BLK Yoga Collective, guided the committee through a yoga and sound bowls meditation session. She said meditation, yoga, and listening to music all contribute to a greater sense of ease and reduce stress.

Respectfully submitted,

Marshea Brown
Co-Chair, DEI Task Force
Director of Human Resources

Lolo Robison
Co-Chair, DEI Task Force
Director of Marketing, CX & PIO



DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

31st Annual Lansing Juneteenth Celebration

Juneteenth is a holiday commemorating the end of slavery in the United States that is observed annually on June 19th. It marks our country's second Independence Day. President Joe Biden signed the Juneteenth National Independence Day Act into law on June 17, 2021.

In lieu of a Task Force meeting, committee members were invited to participate in the African American Parade at Sexton High School on Saturday, June 15th.

Several committee members, retirees, employees and their family members, and the CEO came out to represent CATA in the parade. It was a wonderful celebration of African American culture, history, and achievements.

We would like to thank everyone who attended the event for their dedication and willingness to represent CATA. Their participation truly exemplifies the spirit of the organization and reflects our commitment to diversity and community engagement.

Respectfully submitted,

Marshea Brown
Co-Chair, DEI Task Force
Director of Human Resources

Lolo Robison
Co-Chair, DEI Task Force
Director of Marketing, CX & PIO



Diana Paiz stated that Erin Shannon's title should be recorded as "Vice Chair" and not "Co-Chair".

Craig Frazier stated that the minutes will be corrected to reflect Ms. Shannon's proper title.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

None.

BOARD LIAISON REPORT – Doug Lecato

Reports attached.

Doug reported on CATA's Board of Directors meetings from February and March.

Gloria Johnson-Cannon requested that Mr. Lecato define the term "cutaway bus".

Doug Lecato explained that a cutaway bus is a minibus that is ADA accessible and can hold anywhere from five to eighteen people.

CATA CEO REPORT – Bradley Funkhouser

Bradley Funkhouser welcomed Gill Lemonde, LAC member, and Simone Moore, General Manager from Transdev.

Microtransit

Bradley Funkhouser stated that CATA has contracted with Via Transportation, a private company for microtransit. He explained that CATA will be using two models, one will include a software package that will work with and improve CATA's existing Redi-Ride services and the second is a "turnkey" model where Via Transportation will bring in their own vehicles and employees to provide service. Mr. Funkhouser noted that CATA will oversee the service and take full responsibility for how the service will run. He further shared that CATA is looking at three (3) turnkey zones: Delta Township, downtown Lansing, and a collaboration with MSU and the Capital Region Airport Authority (CRAA). Before moving forward, a presentation will be given to the LAC where members will be able to provide their feedback.

Chair Wiese inquired whether microtransit will have same day service and additional hours of service beyond paratransit and/or fixed-route hours.

Bradley Funkhouser stated that microtransit will provide same day service with possibly longer hours.

Chair Wiese requested more information about using microtransit to get to the Capital Region Airport Authority (CRAA).

Bradley Funkhouser explained that microtransit will enable riders to use their mobile devices to schedule a ride that will bring them from their location to the CRAA or vice versa.

Diana Paiz inquired about the cost related to using microtransit.

Bradley Funkhouser stated that CATA will have the ability to establish a fare; however, the pricing has not been determined yet.

Easter Service

Bradley Funkhouser stated that CATA's Easter holiday service was a great success and thanked the LAC for their involvement. He also acknowledged CATA's Operations Department and Maintenance Department for their assistance.

Cameras and Contactless Fare Payment

Bradley Funkhouser stated that both projects continue to move forward, yet details are still being discussed with attorneys before testing can begin. Mr. Funkhouser explained that the intent is to start testing by this summer; however, CATA first needs to have policies in place that are approved by the Board and supported by the Union and LAC. He noted that once all the logistics are worked out, there will be presentations on both projects given to the LAC.

EATRAN

Bradley Funkhouser stated that EATRAN is still trying to hire more operators. Mr. Funkhouser also stated that he met with representatives from the city of Grand Ledge to discuss having a Grand Ledge Connector service. He explained that this second connector will mirror the Charlotte Connector service, which has been very successful, and launch by May 1, 2024. Riders will be able to take Route 3 out to the Walmart in Delta Township and then transfer to the Grand Ledge Connector.

Governor's Proposed Budget

Bradley Funkhouser stated that the governor's budget this year includes a decrease in Local Bus Operating (LBO) funding. He explained that CATA receives about thirty-four percent of their operating budget back from the State of Michigan for their urban service and although CATA was aware of a decrease, the recommendation from the House Appropriations Subcommittee on Transportation is as low as twenty-six percent on the urban side and thirty percent on the rural side. This will reduce LBO funds to public transit by forty million. Mr. Funkhouser further explained that these calculations have left many transit agencies in a panic. The current recommendation will present a lot of interesting challenges as transit agencies will be divided and left competing for a piece of the pie. He wanted LAC members to be aware, yet reassured that CATA is in a good position by having regionalized support money and he does not foresee any major concern.

George Hanley requested the full name for LBO.

Bradley Funkhouser stated that it is called Local Bus Operating (LBO), and it is part of the Comprehensive Transportation Fund.

George Hanley expressed his opinion that the government always seems to pull funding from transit and infrastructure to fund other budgets.

Darrin Fowler inquired whether the LBO supports paratransit.

Bradley Funkhouser stated that paratransit is part of CATA's operating budget which is federally regulated and funded based on population. He noted that CATA works with the Federal Transit Administration (FTA) on capital purchases and then the State of Michigan matches CATA's operating expenses. CATA also receives millage money and fares as part of their revenue; however, CATA and public transit in general, is very dependent on the funds they receive from the state and the federal government.

Chair Wiese inquired whether CATA receives an 80/20 match from the state and federal government.

Bradley Funkhouser confirmed that CATA typically receives an 80/20 match from the federal and state government; however, there are some exceptions especially during the pandemic.

Diana Paiz inquired whether the LBO includes funding for paratransit.

Bradley Funkhouser confirmed that the LBO includes funding for paratransit and stated that CATA uses its capital funds to purchase buses. He also noted that service on the street, wages and anything considered operational is an eligible expense that is reimbursed by the state.

Darrin Fowler inquired about CATA's operational expenses and the ratio between fixed-route versus paratransit.

Bradley Funkhouser stated that he is not sure of the ratio between CATA's fixed-route versus paratransit; however, he will find out and report back to Mr. Fowler.

DIRECTOR OF OPERATIONS – Todd Brooks

New Hires

Todd Brooks reported that CATA has filled the two (2) Operations Supervisor positions and both new employees are performing well.

Easter Holiday Service

Todd Brooks stated that Easter holiday service was a success and thanked Craig Frazier, Paratransit Operations Manager, staff, and CATA operators for their participation. Mr. Brooks reported that CATA received 165 reservations yet only serviced 119 trips due to some cancellations. He also noted that on-time performance was at one-hundred percent.

Training Sessions

Todd Brooks commented on the training sessions for supervisors that have been taking place off site and that they include employees from Operations, Maintenance, and Transdev. He stated that some of the topics covered include CATA's emergency

procedures, safety protocols, and ADA regulations. Mr. Brooks noted that the plan is to have these training sessions at least twice a year.

Diana Paiz inquired whether CATA will provide holiday service on Memorial Day.

Todd Brooks stated that currently, CATA's holiday service only includes Easter, July 4, Thanksgiving, and Christmas.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

Craig Frazier echoed Mr. Brooks' comments regarding CATA's Easter holiday service. He also added that the operators were very appreciative of how well the runs were put together. Mr. Frazier reported that Paratransit is averaging approximately 1,000 calls per day and about fifty rides scheduled through the MyRideCATA app making ridership approximately 1,500 per day. He further noted that Transdev has been consistent with over ninety percent on-time performance and expressed his appreciation to Ms. Moore and her team.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

Chair Wiese gave the SQS report on behalf of Ms. Shannon. She stated that CATA's Dan Goodmoot, Director of IT, presented an update on current projects including contactless fare payment and cameras on CATA vehicles. Chair Wiese shared that the MyRideCATA app was the main topic of discussion, specifically, real time vehicle arrival information. She further explained that Mr. Goodmoot stated that when users receive incorrect information on the app, it might be time to turn the tablets off so that the app can re-boot. He indicated that operators will be getting new tablets which will eliminate many of these issues.

In order to assist Ms. Paiz and Ms. March-Pons with their issues, they were asked to send screen shots to Mr. Goodmoot, Mr. Horn, or Mr. Frazier in real time.

Leah March-Pons stated that she has not had any issues with the MyRideCATA app.

Diana Paiz stated that she has not been able to email her screen shots but will try again next time.

OLD BUSINESS:

None

NEW BUSINESS:

- **Renewal of LAC appointment – Geneva Smith**

MOTION:

A motion to approve Geneva Smith's renewal of appointment to the LAC for a three-year term was moved by George Hanley and supported by Gloria Johnson-Cannon.

VOTE:

Motion passed unanimously.

- **Disability Rights, Michigan, Presentation - Kristen Milefchik, Vaccine Advocate**

See attached report.

Kellie Blackwell stated that the universal reduced fare card with participating agencies by county map that is online loads like a .pdf and is not accessible. Ms. Blackwell stated that she will be emailing the project manager to inform them of the issue and encourage others to do the same.

Diana Paiz stated that the Digital Accessibility Coordinator at the State of Michigan should be informed as well.

Gloria Johnson-Cannon inquired about non-disabled persons using the website.

Doug Lecato stated that the web page lists all the services including disability.

George Hanley inquired whether coach buses and rail services are listed on this website.

Kristen Milefchik stated that this website is only for bus transportation services. She further explained that having information about every type of transit would make it difficult for people to find what they're looking for; however, adding rail services would be appropriate.

Doug Lecato inquired about the funding and timeframe for this program.

Kristen Milefchik stated that the COVID grant has been extended until the end of September 2024.

Diana Paiz stated that the Michigan.gov/ADA website has a link with a list of all the ADA coordinators in the State of Michigan.

Chair Wiese inquired about whether Disability Rights, Michigan, will continue to maintain and update the universal reduced fare card map page once the grant period is over.

Kristen Milefchik stated that she will be devoting most of her time to transportation advocacy and the landing page will be a major part of her responsibility. She also noted that Disability Rights, Michigan's, Communications Department, and website team will be working on updating the information on a regular basis.

MEMBER COMMENTS/ANNOUNCEMENTS:

George Hanley stated that Michigan Senator, Sarah Anthony, would be the person to contact concerning transit's LBO issues.

Diana Paiz stated that she investigated Meridian Township's Redi-Ride service and whether it could bring her to Bath Township. She stated that the Meridian Township Transportation Commission seems like it is no longer an active or viable commission.

PUBLIC COMMENT:

None

MOTION:

A motion to adjourn was moved by Diana Paiz and supported by Kellie Blackwell.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 5:12 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

INFORMATION ITEM – DOWNTOWN LANSING FACILITY UPDATE

CATA has been considering the establishment of a downtown facility near the CATA Transportation Center (CTC) for several years. This facility would allow some customer facing departments to relocate downtown and establish a more centralized location for CATA Board meetings. The facility would also house a resource office where individuals in need could go to access guidance or the necessary help they are requesting. This one-stop shop would continue CATA's commitment to help those in our community and create a greater Lansing. The property that is being considered for this project is referred to as Lot #1, a City of Lansing owned parking lot that is currently under development for the new Lansing City Hall. It was proposed that CATA could become a development partner in that project pending acquiring funding for the project. CATA submitted a financial ask to the State of Michigan for necessary funding for this project.

On June 26, the State of Michigan announced that CATA was being awarded \$5 million as part of their annual budget for this project. CATA is currently in conversations with City of Lansing staff and the Boji Group, the developer of the Lansing City Hall project, on how to incorporate CATA's needs into the overall project that is already under development. Staff meet weekly to ensure that the development includes all components of the CATA project with importance on the ground floor resource center for the community. Staff will continue to bring updates to the Board as conversations continue and will plan on bringing the item to a future Board meeting for approval upon establishing a development plan to allocate the \$5 million to the project.