

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

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

A. APPOINTMENT OF NOMINATING COMMITTEE

B. RECOGNITION OF LOLO ROBISON

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. FISCAL YEAR 2025-2026 BUDGET DISCUSSION

VI. 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.

I. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

II. OLD BUSINESS

III. NEW BUSINESS

IV. PUBLIC COMMENT

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

VII. CLOSED SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS

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

VIII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 21, 2025
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Vice Chair via Zoom
Phil Deschaine, Secretary/Treasurer
Mark Grebner
Steve Vagnozzi
Jack Schmitt
Eric Tans
John Prush
Chelsea Dowler
Ed Rodgers

CALL TO ORDER:

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

ROLL CALL: Chelsea Dowler, Mark Grebner, John Prush, Ed Rodgers, Jack Schmitt, Eric Tans, Nathan Triplett, and Steve Vagnozzi were all present.

ABSENT: Keith Barber, Kellie Blackwell and Derek Melot

LATE: Phil Deschaine

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:

Daniel Black expressed his appreciation for the acoustics and accessibility. He commented on the accessibility challenges he encountered on the north end of CATA's Transportation Center (CTC). Mr. Black also inquired on CATA's process for operators reporting repairs that need to be made on buses.

Phil Deschaine arrived at 4:04 p.m.

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse Kellie Blackwell and Derek Melot. He also stated that Vice Chair, Shanna Draheim is present via Zoom.

MOTION:

Phil Decschaine motioned to excuse Kellie Blackwell and Derek Melot. Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Loss of Two (2) Operators

Bradley Funkhouser shared the loss of two (2) operators. He stated that one (1) operator was from Transdev, and the other operator was a 21-year-old veteran from CATA. Mr. Funkhouser commended Simone Moore, General Manager at Transdev, for handling the loss. He also noted that CATA brought in grief counselors for anyone in need.

Juneteenth Celebrations

Bradley Funkhouser stated that the City of Lansing's African-American Parade will be on Saturday, June 21, at 11 a.m. CATA is an event sponsor of the parade which will feature a 40-foot Juneteenth-wrapped CATA bus at Sexton High School. Mr. Funkhouser also stated that CATA will also be participating in Juneteenth celebrations throughout the region, including Michigan State University, June 12; Meridian Township, June 20; and 517 Juneteenth Weekend, June 19-22; and Juneteenth Festival, June 21 in REO Town.

Survey in Delta Township

Bradley Funkhouser stated that CATA will be putting out a survey to gauge support in Delta Township. Mr. Funkhouser stated that he believes the survey will show how residents in Delta Township are in need of more transit in the area and they are willing to pay for it. He explained that both CATA and EATRAN have been meeting with Delta Township representatives in hopes that the Delta Township Board will approve placing a millage on the November 2025 ballot.

Budget

Bradley Funkhouser stated that Board members shall receive CATA's proposed budget by June 30, 2025. He explained that CATA will be holding off on new spending and Jim Frenndt, Director of Finance, has been preparing for a shortfall in the coming year. Mr. Funkhouser noted that without any clear source of revenue coming in, CATA may be facing a \$10 million shortfall which equates to a loss of approximately \$1 million per month. More to come.

Chelsea Dowler requested clarification on the loss that CATA may be facing.

Bradley Funkhouser confirmed that CATA may run a deficit of approximately \$1 million a month starting in September 2025.

Ed Rodgers inquired about whether the public safety millage in Eaton County failed countywide or in Delta Township.

Bradley Funkhouser stated that it is his understanding that the millage was a countywide failure.

Chelsea Dowler inquired whether CATA has been working with Lansing Economic Area Partnership (LEAP) to form a strategy with Delta Township.

Bradley Funkhouser stated that CATA has been working with Lansing Economic Area Partnership (LEAP), Lansing Regional Chamber of Commerce (LRCC), and Capital Region Airport Authority (CRAA) to assist with development in Delta Township.

Steve Vagnozzi stated that he attended a hearing on the appropriations subcommittee earlier in the day. He shared that Michigan Public Transportation Association (MPTA) gave a presentation and commented on Transportation Riders United (TRU) which has been effectively advocating for the statewide shortfalls that transit agencies may be facing very soon.

Phil Deschaine stated that he attended the Lansing Chamber Economic Summit yesterday where they presented their five-year report card on the area. He shared a few findings in the report and stated that some of the key indices that have been down previously have been reversed. He also noted that Gen-Z residents, who happen to be CATA riders, are staying in the area.

Chair Triplett stated that the public safety millage in Eaton County failed countywide but passed in Delta Township. He then asked Mr. Funkhouser to explain to the Board how this outcome may affect his arrangement with EATRAN and the work being done on regional coordination.

Bradley Funkhouser stated that in the fall of 2022, the CATA Board allowed him to sign a contract to serve as EATRAN's Executive Director for three (3) years. There was also an Interlocal Agreement with Eaton County. Mr. Funkhouser explained that Eaton County has authority over the EATRAN Board. He also stated that his contract will expire this September. Mr. Funkhouser stated that for the past couple of years, EATRAN has built a system by using CATA's regional coordination grant money to put Connectors into service. They also carried out a survey to prove that additional service is needed in the area and the public is willing to pay for it. Currently, Delta Township pays .25 mills to EATRAN which is not enough to keep the additional services operating thus EATRAN has been working with Delta Township to increase the millage. He noted that at the next Delta Township Board meeting on Monday, June 16, 2025, their Board will vote on placing a millage on the November 2025 ballot. After this meeting, he will know whether EATRAN will get the chance to take this proposal to the public.

Chair Triplett stated that the key takeaway is that CATA and the CATA Board have extended every opportunity to our friends in Eaton County; however, the services are not sustainable without a millage and there is a deadline.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF APRIL 2025, BOARD MEETING

B. TREASURER’S REPORT FOR MARCH 2025

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

C. PURCHASE OF UP TO NINE (9) LOW-FLOOR MINIVANS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to nine (9) accessible, low-floor minivans from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$630,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. MANAGEMENT NEGOTIATION TEAM

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser to approve the CATA Management Negotiation Team to include Andrew Brieschke, Deputy CEO, serving as Chief Negotiator; Dan Hodges, Director of Maintenance; Bill Frarey, Maintenance Superintendent; Todd Brooks, Director of Operations; Marshea Brown, Director of Human Resources; and Jim Frendt, Director of Finance.

E. SUBRECIPIENT AGREEMENTS WITH RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) AND LANSING HOUSING COMMISSION (LHC)

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 Retired and Senior Volunteer Program (RSVP) and Lansing Housing Commission (LHC) for one (1) ADA minivan valued at \$70,000 to each agency to offer free non-emergency transportation to area seniors and persons with disabilities through CATA’s 5310 subrecipient program, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Steve Vagnozzi motioned to approve the Consent Agenda and Eric Tans supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

- A. POLICY NO. 402 - FORMULATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES – SECOND READING

PROPOSED MOTION: That the proposed revised Policy No. 402 – Formulation of Board Policies and Administrative Procedures, be accepted for the second reading and adopted in accordance with existing Policy No. 402, Formulation of Policies and Administrative Procedures.

Policy Committee Chair, Shanna Draheim stated that Policy No. 402 was discussed at the last Board meeting. She explained that this policy has been revised so that there is only one (1) reading that needs to be accepted by the Board.

MOTION:

Phil Deschaine motioned to accept Discussion Item A, Policy No. 402 - Formulation of Board Policies and Administrative Procedures, second reading and Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

- B. POLICY NO. 203 – FISCAL YEAR AND ANNUAL REPORTS – FIRST READING

PROPOSED MOTION: That the proposed revised Policy No. 203 – Fiscal Year and Annual Reports, be accepted for the first reading and adopted in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

Policy Committee Chair, Shanna Draheim stated that Policy No. 203 was also discussed at the last Board meeting. She explained that the Policy Committee supported legal's revisions to this policy and is recommending that the Board approve the motion set forth.

Steve Vagnozzi requested confirmation that the revisions do not reflect any changes in procedure.

Policy Committee Chair, Shanna Draheim confirmed that the revisions do not affect any changes in procedure.

MOTION:

Steve Vagnozzi motioned to accept Discussion Item B, Policy No. 203 - Fiscal Year and Annual Reports, first reading and Mark Grebner supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett thanked the Board and Policy Committee members.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Krista Abdullah stated that she is a regular Spec-Tran rider. She also stated that in the newer buses, the automatic vehicle location (AVL) tablets are situated very low and wondered whether they could be mounted higher.

Mark Grebner stated that in the past, he has expressed his approval for the way CATA has been operating. He also expressed his belief that AI is the way of the future and suggested that CATA create a policy that pertains to AI before it becomes an issue.

Phil Deschaine stated that on behalf of the Meridian Township residents, he thanked CATA for their sponsorship at the Celebrate Meridian event.

CLOSED SESSION:

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

MOTION:

Phil Deschaine motioned that the CATA Board go into Closed Session and Jack Schmitt supported the motion.

ROLL CALL VOTE: Phil Deschaine, aye; Chelsea Dowler, aye; Mark Grebner, aye; John Prush, aye; Ed Rodgers, aye; Jack Schmitt, aye; Eric Tans, aye; Nathan Triplett, aye; and Steve Vagnozzi, aye.

The Closed Session began at 4:36 p.m. and adjourned at 5:11 p.m.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the Board meeting at 5:11 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, 2025**

									<i>% of Fiscal Year Completed</i>	
									<u>58%</u>	
	<u>April</u>	<u>April</u>	<u>Variance</u>	<u>%</u>	<u>FY 2025</u>	<u>FY 2025</u>	<u>Variance</u>	<u>%</u>	<u>FY 2025</u>	<u>% Annual Budget</u>
	<u>Actual</u>	<u>Budget</u>		<u>Variance</u>	<u>Actual YTD</u>	<u>Budget YTD</u>		<u>Variance</u>	<u>BUDGET</u>	<u>Revenues/Expense</u>
REVENUES										
Farebox	\$ 151,428	\$ 200,075	\$ (48,647)	-24.3%	\$ 1,455,007	\$ 1,400,525	\$ 54,482	3.9%	\$ 2,400,900	60.6%
Contracted Services	\$ 457,461	\$ 336,500	\$ 120,961	35.9%	\$ 3,557,746	\$ 2,355,500	\$ 1,202,246	51.0%	\$ 4,038,000	88.1%
Property Tax	\$ 498,953	\$ 2,199,000	\$(1,700,047)	-77.3%	\$ 21,103,160	\$ 15,393,000	\$ 5,710,160	37.1%	\$ 26,388,000	80.0%
State Revenue	\$ 1,713,570	\$ 1,807,000	\$ (93,430)	-5.2%	\$ 12,234,562	\$ 12,649,000	\$ (414,438)	-3.3%	\$ 21,684,000	56.4%
Federal Revenue	\$ 27,501	\$ 1,315,000	\$(1,287,499)	-97.9%	\$ 8,508,413	\$ 9,205,000	\$ (696,587)	-7.6%	\$ 15,780,000	53.9%
Other Revenue	\$ 309,595	\$ 140,542	\$ 169,053	120.3%	\$ 1,099,324	\$ 983,794	\$ 115,530	11.7%	\$ 1,686,500	65.2%
TOTAL REVENUES	\$ 3,158,508	\$ 5,998,117	\$(2,839,609)	-47.3%	\$ 47,958,212	\$ 41,986,819	\$ 5,971,393	14.2%	\$ 71,977,400	66.6%
EXPENSES										
Labor	\$ 2,249,589	\$ 2,147,633	\$ (101,956)	-4.7%	\$ 15,411,208	\$ 15,033,431	\$ (377,777)	-2.5%	\$ 25,771,600	59.8%
Fringe Benefits	\$ 1,268,883	\$ 1,337,468	\$ 68,585	5.1%	\$ 9,420,585	\$ 9,362,286	\$ (58,299)	-0.6%	\$ 16,049,640	58.7%
Services	\$ 598,976	\$ 434,783	\$ (164,193)	-37.8%	\$ 3,165,378	\$ 3,039,979	\$ (125,399)	-4.1%	\$ 5,210,400	60.8%
Materials & Supplies	\$ 468,790	\$ 490,895	\$ 22,105	4.5%	\$ 2,959,622	\$ 3,434,263	\$ 474,641	13.8%	\$ 5,888,240	50.3%
Utilities	\$ 97,989	\$ 76,725	\$ (21,264)	-27.7%	\$ 572,761	\$ 537,075	\$ (35,686)	-6.6%	\$ 920,700	62.2%
Casualty & Liability	\$ 111,287	\$ 114,000	\$ 2,713	2.4%	\$ 895,025	\$ 798,000	\$ (97,025)	-12.2%	\$ 1,368,000	65.4%
Purch. Transportation	\$ 1,102,576	\$ 1,077,775	\$ (24,801)	-2.3%	\$ 7,047,528	\$ 7,544,425	\$ 496,897	6.6%	\$ 12,933,300	54.5%
Miscellaneous	\$ 119,975	\$ 148,964	\$ 28,989	19.5%	\$ 848,627	\$ 1,042,790	\$ 194,163	18.6%	\$ 1,787,620	47.5%
TOTAL EXPENSES	6,018,065	5,828,243	(189,822)	-3.3%	40,320,734	40,792,249	471,515	1.2%	\$ 69,929,500	57.7%
NET INCOME (LOSS)	<u>\$ (2,859,557)</u>	<u>\$ 169,874</u>	<u>\$(3,029,431)</u>		<u>\$ 7,637,478</u>	<u>\$ 1,194,570</u>	<u>\$ 6,442,908</u>		<u>\$ 2,047,900</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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04/01/2025-04/30/2025

Cash Balance - 04/01/2025	\$ 3,251,340
Disbursements	\$ (6,354,243)
Receipts	\$ 6,905,847
Adjustments	\$ -
Cash Balance - 04/30/2025	\$ 3,802,944

Disbursements:

Cash Disbursements Register	\$ (2,946,033)
Payroll	\$ (2,829,494)
Healthcare (BlueCross Blue Shield)	\$ (516,687)
Transfers To the ASU Claims Account	\$ (62,029)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (6,354,243)

Receipts:

Cash Receipt Register	\$ 6,905,847
Transfers From the Investment Account	-
Total Cash Receipts	\$ 6,905,847

Adjustments:

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

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

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04/01/2025-04/30/2025

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	3,802,944	8.80%
FIFTH THIRD BANK - ASU Claims Account	39,112	0.09%
FIFTH THIRD BANK - Savings	548,148	1.27%
MSUFCU CD and Savings	273,428	0.63%
CASE Credit Union CD and Savings	274,972	0.64%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>38,276,014</u>	88.57%
TOTAL	<u>\$ 43,214,618</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 133,133
OTHER BANKS	<u>1,882</u>
TOTAL	<u>\$ 135,015</u>

Monthly Average Rate of Return	0.3124%
Annual Average Rate of Return	3.749%

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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04/01/2025-04/30/2025

Market Value at the Beginning of the Period - 04/01/2025 \$ 38,001,152

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 138,283	
Accrued Interest Paid	(2,609)	
Administrative Expenditures	(2,541)	
Total Net Income/Loss & Expenditures		133,133
<u>Realized Gains or (Loss) From Sales</u>		-
<u>Market Appreciation</u>		
End of Period	\$ 375,541	
Beginning of Period	(220,433)	
Unrealized Gain/(Loss) from Market Appreciation		155,108
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (359,377)	
Current Accrued Income (+)	345,998	
Net Change from Accrued Income		(13,379)

Market Value at the End of the Period - 04/30/2025 \$38,276,014

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, 2025**

	May Actual	May Budget	Variance	% Variance	FY 2025 Actual YTD	FY 2025 Budget YTD	Variance	% Variance	FY 2025 BUDGET	% of Fiscal Year Completed 67%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 201,654	\$ 200,075	\$ 1,579	0.8%	\$ 1,656,666	\$ 1,600,600	\$ 56,066	3.5%	\$ 2,400,900		69.0%
Contracted Services	\$ 460,309	\$ 336,500	\$ 123,809	36.8%	\$ 4,018,055	\$ 2,692,000	\$ 1,326,055	49.3%	\$ 4,038,000		99.5%
Property Tax	\$ 3,340,952	\$ 2,199,000	\$ 1,141,952	51.9%	\$ 24,444,112	\$ 17,592,000	\$ 6,852,112	39.0%	\$ 26,388,000		92.6%
State Revenue	\$ 1,643,164	\$ 1,807,000	\$ (163,836)	-9.1%	\$ 13,877,726	\$ 14,456,000	\$ (578,274)	-4.0%	\$ 21,684,000		64.0%
Federal Revenue	\$ 28,281	\$ 1,315,000	\$ (1,286,719)	-97.8%	\$ 8,536,694	\$ 10,520,000	\$ (1,983,306)	-18.9%	\$ 15,780,000		54.1%
Other Revenue	\$ 83,258	\$ 140,542	\$ (57,284)	-40.8%	\$ 1,182,582	\$ 1,124,336	\$ 58,246	5.2%	\$ 1,686,500		70.1%
TOTAL REVENUES	\$ 5,757,618	\$ 5,998,117	\$ (240,499)	-4.0%	\$ 53,715,835	\$ 47,984,936	\$ 5,730,899	11.9%	\$ 71,977,400		74.6%
EXPENSES											
Labor	\$ 2,169,699	\$ 2,147,633	\$ (22,066)	-1.0%	\$ 17,580,907	\$ 17,181,064	\$ (399,843)	-2.3%	\$ 25,771,600		68.2%
Fringe Benefits	\$ 928,347	\$ 1,337,468	\$ 409,121	30.6%	\$ 10,348,932	\$ 10,699,755	\$ 350,823	3.3%	\$ 16,049,640		64.5%
Services	\$ 342,251	\$ 434,783	\$ 92,532	21.3%	\$ 3,560,458	\$ 3,475,261	\$ (85,197)	-2.5%	\$ 5,210,400		68.3%
Materials & Supplies	\$ 424,468	\$ 490,895	\$ 66,427	13.5%	\$ 3,384,089	\$ 3,925,157	\$ 541,068	13.8%	\$ 5,888,240		57.5%
Utilities	\$ 81,345	\$ 76,725	\$ (4,620)	-6.0%	\$ 661,358	\$ 613,800	\$ (47,558)	-7.7%	\$ 920,700		71.8%
Casualty & Liability	\$ 118,262	\$ 114,000	\$ (4,262)	-3.7%	\$ 1,013,287	\$ 912,000	\$ (101,287)	-11.1%	\$ 1,368,000		74.1%
Purch. Transportation	\$ 1,059,339	\$ 1,077,775	\$ 18,436	1.7%	\$ 8,106,867	\$ 8,622,200	\$ 515,333	6.0%	\$ 12,933,300		62.7%
Miscellaneous	\$ 118,655	\$ 148,964	\$ 30,309	20.3%	\$ 967,282	\$ 1,191,755	\$ 224,473	18.8%	\$ 1,787,620		54.1%
TOTAL EXPENSES	5,242,366	5,828,243	585,877	10.1%	45,623,180	46,620,992	997,812	2.1%	\$ 69,929,500		65.2%
NET INCOME (LOSS)	\$ 515,252	\$ 169,874	\$ 345,378		\$ 8,092,655	\$ 1,363,944	\$ 6,728,711		\$ 2,047,900		

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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05/01/2025-05/31/2025

Cash Balance - 05/01/2025	\$ 3,802,944
Disbursements	\$ (8,866,538)
Receipts	\$ 8,049,909
Adjustments	\$ -
Cash Balance - 05/31/2025	\$ 2,986,315

Disbursements:

Cash Disbursements Register	\$ (3,113,610)
Payroll	\$ (2,295,749)
Healthcare (BlueCross Blue Shield)	\$ (450,546)
Transfers To the ASU Claims Account	\$ (6,633)
Transfers To the Investment Account	\$ (3,000,000)
Total Cash Disbursements	\$ (8,866,538)

Receipts:

Cash Receipt Register	\$ 5,049,909
Transfers From the Investment Account	3,000,000
Total Cash Receipts	\$ 8,049,909

Adjustments:

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

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

(Page 3 of 4)

05/01/2025-05/31/2025

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,986,315	7.05%
FIFTH THIRD BANK - ASU Claims Account	34,145	0.08%
FIFTH THIRD BANK - Savings	550,031	1.30%
MSUFCU CD and Savings	274,340	0.65%
CASE Credit Union CD and Savings	276,077	0.65%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>38,240,747</u>	90.27%
TOTAL	<u>\$ 42,361,655</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 66,271
OTHER BANKS	<u>3,054</u>
TOTAL	<u>\$ 69,325</u>

Monthly Average Rate of Return	0.1637%
Annual Average Rate of Return	1.964%

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)

05/01/2025-05/31/2025

Market Value at the Beginning of the Period - 05/01/2025 \$ 38,276,014

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 95,988	
Accrued Interest Paid	(27,236)	
Administrative Expenditures	(2,481)	
Total Net Income/Loss & Expenditures		66,271
<u>Realized Gains or (Loss) From Sales</u>		69,410
<u>Market Appreciation</u>		
End of Period	\$ 132,254	
Beginning of Period	(375,542)	
Unrealized Gain/(Loss) from Market Appreciation		(243,288)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (345,998)	
Current Accrued Income (+)	418,338	
Net Change from Accrued Income		72,340

Market Value at the End of the Period - 05/31/2025 \$38,240,747

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 – RENEWAL OF APPOINTMENT TO LOCAL ADVISORY COUNCIL

The Local Advisory Council ("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 2025 LAC meeting, Jeffrey Allshouse was unanimously approved for reappointment to the LAC for a three-year term.

Mr. Allshouse's current term expired in June 2025. Mr. Allshouse has resided in the greater Lansing area for over six (6) years, utilizes numerous CATA services, and previously served on the Clinton Area Transit System Board. He represents persons with disabilities and is a resident of Williamston.

CATA Board approval is sought to approve the reappointment of Jeffrey Allshouse as a member of the CATA LAC.

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

ACTION ITEM – EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 20)

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 19, was a one-year agreement and expires on July 31, 2025.

In preparation for Addendum 20 and in order to continue the Agreement for another year through July 31, 2026, 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 20 is projected to be \$449,880.95. 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 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.

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

CATA has worked on establishing a 5310 subrecipient program to utilize grant funds aimed at partnering with local governments and/or area non-profits to provide enhanced services to seniors and persons with disabilities within the urbanized area. A Call for Projects was released, and CATA received two (2) additional project submissions. CATA reviewed the submissions to determine if they met requirements for the Call as well as how the projects fit the overall needs of the community per the Coordinated Public Transit-Human Services Transportation Plan. CATA Staff has determined that the projects meet regional transportation needs and are selected in accordance with the current Section 5310 Program Management Plan.

Following the review of the applications, CATA Staff has selected Senior Community Care of Michigan which is a Program of All-Inclusive Care for the Elderly (PACE) and Ingham County Medical Care Facility - Dobie Road to enter into subrecipient agreements to fund their projects pending Board approval. PACE has submitted a request for up to four (4) cutaway vehicles valued at up to \$160,000 each to operate an initial one (1) year of their project with the opportunity to continue utilizing the cutaways for their project in future years. PACE looks to utilize these cutaways to upgrade their existing fleet and ensure individuals can continue accessing medical appointments and case management meetings. Ingham County Medical Care Facility – Dobie Road has submitted a request for one (1) cutaway vehicle valued at up to \$160,000 to operate an initial one (1) year of their project with the opportunity to continue utilizing the cutaway for their project in future years. Ingham County Medical Care Facility – Dobie Road looks to utilize their cutaway to connect their senior and persons with disabilities residents to opportunities allowing them to better engage with the world around them improving their mental health and wellness.

CATA Staff determined that all the requirements of the 5310 Call for Projects were met by PACE and Ingham County Medical Care Facility – Dobie Road and upon approval by the Board, Staff will move forward with establishing subrecipient agreements with them.

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 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.

ACTION ITEM - CONTRACT FOR SNOW AND ICE REMOVAL SERVICES

CATA facilities must be cleared of snow and ice as soon as possible during and after each snowfall or ice occurrence. Contracted services are secured to plow, shovel, salt and perform other necessary services to maintain ample passageway for buses, other vehicles, employees, and pedestrians on all service areas (entrances, interior roads, parking lots, sidewalks, etc.) at CATA's Administration Building, the Capital Area Multimodal Gateway (CAMG), the CATA Transportation Center (CTC) and the CATA Centennial Building.

CATA issued a Request for Proposal (RFP) 2025-159, for Snow and Ice Removal Services on March 24, 2025. Proposals were due by 11:00 a.m. on May 15, 2025. The RFP was distributed to twenty-one (21) vendors and made publicly available online through Transit Talent and CATA's website.

The following firms submitted proposals:

DJ's Landscape Management, Michigan
Outdoor Expressions Landscaping, Michigan
Snow Systems Nationwide, Illinois
RNA Facilities Management, Michigan

Following a comprehensive review of the proposals, staff selected DJ's Landscape Management, based on the evaluation criteria outlined in the RFP, which included: 1) Project Understanding and Approach; 2) Qualifications of Firm/Organization and Staff; 3) Price/Cost; 4) Experience of Firm with Similar Projects; 5) Completeness and responsiveness of proposal to RFP.

DJ's Landscape Management was chosen due to its understanding of the project's scope, its ability to meet CATA's requirements, and its extensive resources, including enough suitable heavy equipment to perform the tasks. The company has the capacity to assign separate crews to each facility. Furthermore, DJ's Landscape Management has a proven track record, having successfully managed snow and ice removal services in previous years for CATA. The proposal submitted by DJ's Landscape Management was detailed, organized, and met all submission requirements.

Below are the tables showing each bidder's cost:

DJ's Landscape Management

GENERAL SERVICES - Snow removal, shovel walks and entrance ways, de-icing materials.							
Location	Address	Price 2025-2026	Price 2026-2027	Price 2027-2028	Price 2028-2029	Price 2029-2030	5 YEAR TOTAL Per Location
CATA Administration Building	4615 Tranter St., Lansing	\$ 35,000.00	\$ 36,050.00	\$ 37,131.50	\$ 38,245.20	\$ 39,392.00	\$ 185,818.70
CATA Transportation Center ("CTC")	430 S. Grand Ave., Lansing	\$ 18,000.00	\$ 18,540.00	\$ 19,096.00	\$ 19,669.09	\$ 20,259.10	\$ 95,564.19
CATA Multi-Modal Gateway	1240 S. Harrison Rd., East Lansing	\$ 36,000.00	\$ 37,080.00	\$ 38,192.40	\$ 39,338.17	\$ 40,518.32	\$ 191,128.89
CATA Centennial Building	511 S. Washington Ave., Lansing	\$ 9,000.00	\$ 9,270.00	\$ 9,548.10	\$ 9,834.54	\$ 10,129.58	\$ 47,782.22
YEARLY TOTAL:		\$ 98,000.00	\$ 100,940.00	\$ 103,968.00	\$ 107,087.00	\$ 110,299.00	\$ 520,294.00

Service Based (Service Based on Price/Frequency only which are outside those listed in the Scope of Work – Flat Rates do not apply)											
ADDITIONAL SERVICES	Annual Estimat ed Hours	2025- 2026	Price 2025- 2026	2026- 2027	Price 2026- 2027	2027- 2028	Price 2027- 2028	2028- 2029	Price 2028- 2029	2029- 2030	Price 2029- 2030
Snow Hauling Equipment (5 Yard Loader) and Operator	20	Per Hour \$ 230.00	\$ 4,600.00	Per Hour \$ 230.00	\$ 4,600.00	Per Hour \$ 242.00	\$ 4,840.00	Per Hour \$ 242.00	\$ 4,840.00	Per Hour \$ 242.00	\$ 4,840.00
Snow Hauling Equipment (Skid Steer) and Operator	20	Per Hour \$ 185.00	\$ 3,700.00	Per Hour \$ 185.00	\$ 3,700.00	Per Hour \$ 194.00	\$ 3,880.00	Per Hour \$ 194.00	\$ 3,880.00	Per Hour \$ 194.00	\$ 3,880.00
Snow Hauling Equipment (20 Yard Loader) and Operator	20	Per Hour \$ 165.00	\$ 3,300.00	Per Hour \$ 165.00	\$ 3,300.00	Per Hour \$ 173.00	\$ 3,460.00	Per Hour \$ 173.00	\$ 3,460.00	Per Hour \$ 173.00	\$ 3,460.00
Snow Hauling Equipment (5 Yard Truck) and Operator	20	Per Hour \$ 125.00	\$ 2,500.00	Per Hour \$ 125.00	\$ 2,500.00	Per Hour \$ 131.00	\$ 2,620.00	Per Hour \$ 131.00	\$ 2,620.00	Per Hour \$ 131.00	\$ 2,620.00
YEARLY TOTAL:			\$ 14,100.00		\$ 14,100.00		\$ 14,800.00		\$ 14,800.00		\$ 14,800.00

GRAND TOTAL: (Yearly totals which include both General Services and Additional Services) (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)	\$	592,894.00
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Outdoor Expressions Landscaping

GENERAL SERVICES - Snow removal, shovel walks and entrance ways, de-icing materials.							
Location	Address	Price 2025-2026	Price 2026-2027	Price 2027-2028	Price 2028-2029	Price 2029-2030	5 YEAR TOTAL Per Location
CATA Administration Building	4615 Tranter St., Lansing	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00	\$ 52,500.00	\$ 262,500.00
CATA Transportation Center ("CTC")	430 S. Grand Ave., Lansing	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00	\$ 28,500.00	\$ 142,500.00
CATA Multi-Modal Gateway	1240 S. Harrison Rd., East Lansing	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 250,000.00
CATA Centennial Building	511 S. Washington Ave., Lansing	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 9,500.00	\$ 47,500.00
YEARLY TOTAL:		\$ 140,500.00	\$ 140,500.00	\$ 140,500.00	\$ 140,500.00	\$ 140,500.00	\$ 702,500.00

Service Based (Service Based on Price/Frequency only which are outside those listed in the Scope of Work – Flat Rates do not apply)											
ADDITIONAL SERVICES	Annual Estimat ed Hours	2025- 2026	Price 2025- 2026	2026- 2027	Price 2026- 2027	2027- 2028	Price 2027-2028	2028- 2029	Price 2028- 2029	2029- 2030	Price 2029- 2030
Snow Hauling Equipment (5 Yard Loader) and Operator	20	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00
Snow Hauling Equipment (Skid Steer) and Operator	20	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00
Snow Hauling Equipment (20 Yard Loader) and Operator	20	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00
Snow Hauling Equipment (5 Yard Truck) and Operator	20	Per Hour \$ 125.00	\$ 2,500.00	Per Hour \$ 125.00	\$ 2,500.00	Per Hour \$ 125.00	\$ 2,500.00	Per Hour \$ 125.00	\$ 2,500.00	Per Hour \$ 125.00	\$ 2,500.00
YEARLY TOTAL:			\$ 12,900.00		\$ 12,900.00		\$ 12,900.00		\$ 12,900.00		\$ 12,900.00

GRAND TOTAL: (Yearly totals which include both General Services and Additional Services) (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)	\$ 767,000.00
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Snow Systems Nationwide

GENERAL SERVICES - Snow removal, shovel walks and entrance ways, de-icing materials.							
Location	Address	Price 2025-2026	Price 2026-2027	Price 2027-2028	Price 2028-2029	Price 2029-2030	5 YEAR TOTAL Per Location
CATA Administration Building	4615 Tranter St., Lansing	\$ 74,990.00	\$ 74,990.00	\$ 74,990.00	\$ 74,990.00	\$ 74,990.00	\$ 374,950.00
CATA Transportation Center ("CTC")	430 S. Grand Ave., Lansing	\$ 83,490.00	\$ 83,490.00	\$ 83,490.00	\$ 83,490.00	\$ 83,490.00	\$ 417,450.00
CATA Multi-Modal Gateway	1240 S. Harrison Rd., East Lansing	\$ 87,490.00	\$ 87,490.00	\$ 87,490.00	\$ 87,490.00	\$ 87,490.00	\$ 437,450.00
CATA Centennial Building	511 S. Washington Ave., Lansing	\$ 15,490.00	\$ 15,490.00	\$ 15,490.00	\$ 15,490.00	\$ 15,490.00	\$ 77,450.00
YEARLY TOTAL:		\$ 260,960.00	\$ 260,960.00	\$ 260,960.00	\$ 260,960.00	\$ 260,960.00	\$ 1,304,800.00

Service Based (Service Based on Price/Frequency only which are outside those listed in the Scope of Work – Flat Rates do not apply)											
ADDITIONAL SERVICES	Annual Estimat ed Hours	2025- 2026	Price 2025- 2026	2026- 2027	Price 2026- 2027	2027- 2028	Price 2027- 2028	2028- 2029	Price 2028- 2029	2029- 2030	Price 2029-2030
Snow Hauling Equipment (5 Yard Loader) and Operator	20	Per Hour	\$ 3,500.00	Per Hour	\$ 3,500.00	Per Hour	\$ 3,500.00	Per Hour	\$ 3,500.00	Per Hour	\$ 3,500.00
		\$ 175.00		\$ 175.00		\$ 175.00		\$ 175.00		\$ 175.00	
Snow Hauling Equipment (Skid Steer) and Operator	20	Per Hour	\$ 3,000.00	Per Hour	\$ 3,000.00	Per Hour	\$ 3,000.00	Per Hour	\$ 3,000.00	Per Hour	\$ 3,000.00
		\$ 150.00		\$ 150.00		\$ 150.00		\$ 150.00		\$ 150.00	
Snow Hauling Equipment (20 Yard Loader) and Operator	20	Per Hour	\$ 2,500.00	Per Hour	\$ 2,500.00	Per Hour	\$ 2,500.00	Per Hour	\$ 2,500.00	Per Hour	\$ 2,500.00
		\$ 125.00		\$ 125.00		\$ 125.00		\$ 125.00		\$ 125.00	
Snow Hauling Equipment (5 Yard Truck) and Operator	20	Per Hour	\$ 2,400.00	Per Hour	\$ 2,400.00	Per Hour	\$ 2,400.00	Per Hour	\$ 2,400.00	Per Hour	\$ 2,400.00
		\$ 120.00		\$ 120.00		\$ 120.00		\$ 120.00		\$ 120.00	
YEARLY TOTAL:			\$ 11,400.00		\$ 11,400.00		\$ 11,400.00		\$ 11,400.00		\$ 11,400.00

GRAND TOTAL: (Yearly totals which include both General Services and Additional Services) (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)	\$	1,361,800.00
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RNA Facilities Management

GENERAL SERVICES - Snow removal, shovel walks and entrance ways, de-icing materials.							
Location	Address	Price 2025-2026	Price 2026-2027	Price 2027-2028	Price 2028-2029	Price 2029-2030	5 YEAR TOTAL Per Location
CATA Administration Building	4615 Tranter St., Lansing	\$ 42,220.00	\$ 43,400.00	\$ 44,400.00	\$ 44,400.00	\$ 44,400.00	\$ 218,820.00
CATA Transportation Center ("CTC")	430 S. Grand Ave., Lansing	\$ 11,800.00	\$ 12,200.00	\$ 12,600.00	\$ 13,000.00	\$ 13,000.00	\$ 62,600.00
CATA Multi-Modal Gateway	1240 S. Harrison Rd., East Lansing	\$ 30,600.00	\$ 31,000.00	\$ 31,400.00	\$ 31,800.00	\$ 32,200.00	\$ 157,000.00
CATA Centennial Building	511 S. Washington Ave., Lansing	\$ 5,400.00	\$ 5,600.00	\$ 5,800.00	\$ 6,000.00	\$ 6,200.00	\$ 29,000.00
YEARLY TOTAL:		\$ 90,020.00	\$ 92,200.00	\$ 94,200.00	\$ 95,200.00	\$ 95,800.00	\$ 467,420.00

Service Based (Service Based on Price/Frequency only which are outside those listed in the Scope of Work – Flat Rates do not apply)											
ADDITIONAL SERVICES	Annual Estimat ed Hours	2025- 2026	Price 2025-2026	2026- 2027	Price 2026-2027	2027- 2028	Price 2027-2028	2028- 2029	Price 2028-2029	2029- 2030	Price 2029- 2030
Snow Hauling Equipment (5 Yard Loader) and Operator	20	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00
Snow Hauling Equipment (Skid Steer) and Operator	20	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00
Snow Hauling Equipment (20 Yard Loader) and Operator	20	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00	Per Hour \$ 200.00	\$ 4,000.00
Snow Hauling Equipment (5 Yard Truck) and Operator	20	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00	Per Hour \$ 160.00	\$ 3,200.00
YEARLY TOTAL:			\$ 14,400.00		\$ 14,400.00		\$ 14,400.00		\$ 14,400.00		\$ 14,400.00

GRAND TOTAL: (Yearly totals which include both General Services and Additional Services) (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)	\$ 539,600.00
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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 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.

ACTION ITEM – AMERICANS WITH DISABILITY ACT (“ADA”) PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES

CATA’s Spec-Tran service, which complies with the Americans with Disabilities Act (ADA), is available for individuals who are unable to use CATA’s fixed route system. To qualify for this service, individuals must undergo certification in accordance with the ADA. For many years, CATA has partnered with an independent firm to carry out functional assessments and determine eligibility for the Spec-Tran service.

CATA issued a Request for Proposal (RFP) 2025-189, ADA Paratransit Eligibility assessment Services on March 18, 2025. Proposals were due by 11:00 a.m. on May 20, 2025. The RFP was distributed to four (4) vendors and made publicly available online through Transit Talent and CATA’s website.

The following firms submitted proposals:

Handicapper Advocacy Alliance Inc. dba Disability Network Capital Area, Michigan
Transdev Services, Inc., Illinois

Following a comprehensive review of the proposals, Staff selected Handicapper Advocacy Alliance Inc. dba Disability Network Capital Area based on the evaluation criteria outlined in the RFP, which included: 1) Project understanding and approach; 2) Qualifications of firm/organization and staff; 3) Price/Cost; 4) Experience of Firm with Similar Projects; and 5) Completeness and responsiveness of proposal to RFP.

The proposal submitted by Handicapper Advocacy Alliance Inc., doing business as Disability Network Capital Area, was detailed, well-structured, and easy to read and understand. As CATA’s current contractor, they bring extensive institutional knowledge of our system, which is a significant asset. Their staff demonstrates a strong understanding of ADA regulations, and reference checks confirmed their reliability and effectiveness.

In addition to the certification process, Disability Network Capital Area offers a range of valuable services to clients, enhancing the overall experience and support provided. Their monthly invoices are consistently submitted on time and are accurate, reflecting a high level of professionalism and operational efficiency.

Below are the tables showing each bidder's cost:

Handicapper Advocacy Alliance Inc. dba Disability Network Capital Area

DESCRIPTION	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total
Original permanent/temporary/emergency certification --Processed from submitted application and telephone conversations	1020	\$ 28.00	\$ 28,560.00	1030	\$ 28.75	\$ 29,612.50	1040	29.5	\$ 30,680.00	1050	30.25	\$ 31,762.50	1060	31	\$ 32,860.00
Original permanent/temporary/emergency certification --Requiring a face-to-face interview	10	\$ 51.00	\$ 510.00	10	\$ 51.75	\$ 517.50	10	52.5	\$ 525.00	10	53.25	\$ 532.50	10	54	\$ 540.00
Mobility status change	50	\$ 18.50	\$ 925.00	50	\$ 19.25	\$ 962.50	50	20	\$ 1,000.00	50	20.75	\$ 1,037.50	50	21.5	\$ 1,075.00
Application not requiring 100% data entry	110	\$ 20.00	\$ 2,200.00	120	\$ 20.75	\$ 2,490.00	130	21.5	\$ 2,795.00	140	22.25	\$ 3,115.00	150	23	\$ 3,450.00
Appeal Fee	5	\$ 120.00	\$ 600.00	5	\$ 120.00	\$ 600.00	5	120	\$ 600.00	5	120	\$ 600.00	5	120	\$ 600.00
No-Show	5		\$ -	5		\$ -	5		\$ -	5		\$ -	5		\$ -
YEARLY TOTALS:			\$ 32,795.00			\$ 34,182.50			\$ 35,600.00			\$ 37,047.50			\$ 38,525.00
GRAND TOTAL:			\$ 178,150.00												

Transdev Services, Inc.

DESCRIPTION	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5		
	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total	Estimated Applications	PRICE Per Application	Estimated Total
Original permanent/temporary/emergency certification --Processed from submitted application and telephone conversations	1020	\$ 142.18	\$ 145,024.00	1030	\$ 144.95	\$ 149,299.00	1040	\$ 148.47	\$ 154,409.00	1050	\$ 151.24	\$ 158,802.00	1060	\$ 155.05	\$ 164,353.00
Original permanent/temporary/emergency certification --Requiring a face-to-face interview	10	\$ 170.38	\$ 1,704.00	10	\$ 173.62	\$ 1,736.00	10	\$ 177.95	\$ 1,780.00	10	\$ 181.06	\$ 1,811.00	10	\$ 185.79	\$ 1,858.00
Mobility status change	50	\$ 20.00	\$ 1,000.00	50	\$ 20.00	\$ 1,000.00	50	\$ 20.00	\$ 1,000.00	50	\$ 20.00	\$ 1,000.00	50	\$ 20.00	\$ 1,000.00
Application not requiring 100% data entry	110	\$ 20.00	\$ 2,200.00	120	\$ 20.00	\$ 2,400.00	130	\$ 20.00	\$ 2,600.00	140	\$ 20.00	\$ 2,800.00	150	\$ 20.00	\$ 3,000.00
Appeal Fee	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00
No-Show	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00	5	\$ 20.00	\$ 100.00
YEARLY TOTALS:			\$ 150,127.00			\$ 154,635.00			\$ 159,988.00			\$ 164,613.00			\$ 170,411.00
GRAND TOTAL:			\$ 799,774.00												

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 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.

ACTION ITEM – COMPREHENSIVE OPERATIONAL ANALYSIS (COA)

Travel patterns across the Greater Lansing region have shifted significantly over the past decade. Considering these dynamics, this is an appropriate and timely moment for CATA to examine its service network with a focus on ensuring that public resources are allocated effectively. A Comprehensive Operational Analysis (COA) offers the opportunity to strengthen CATA's ability to deliver high-impact, efficient, and accessible service to the communities it serves. CATA issued a Request for Proposal (RFP), 2025-157, Comprehensive Operational Analysis (COA) on February 20, 2025. Proposals were due by 11:00 a.m., on April 24, 2025. The RFP was distributed to twelve (12) vendors, posted online at Transit Talent, and on CATA's website.

The following firms submitted a proposal:

AECOM Great Lakes, Inc., Michigan	Responsive
Nelson/Nygaard Consulting Associates, Inc., California	Responsive
Jarrett Walker and Associates, Oregon	Responsive
WSP Michigan Inc, Michigan	Responsive
Transportation Engineering Design, DPC – Toole Design Group LLC, Ohio	Responsive
Transportation Management & Design, Inc., California	Responsive
Alfred Benesh & Company, Michigan	Responsive
Transpo Group USA, LLC, Washington	Responsive
TYLin International Great Lakes, Inc., Illinois	Non-Responsive
Dioss LLC, Florida	Non-Responsive

Summarized below are the reasons that some proposals were marked non-responsive:

- Missing Amendment 1
- Missing Bidder List Data Form
- Proposal received after the deadline

The committee met to discuss the selection criteria, as outlined in the RFP: 1) Project understanding and approach; 2) Qualifications of the firm/organization and staff; 3) Price/Cost; 4) Experience of the firm with similar projects; and 5) Completeness and responsiveness of the proposal to the RFP.

AECOM submitted a proposal that was comprehensive, technically sound, and well aligned with CATA's operational needs. Their methodology effectively addressed key priorities such as phased implementation, regional coordination, and Title VI analysis. They were the only firm to propose direct engagement with CATA's frontline bus operators, showing a unique depth of internal stakeholder consideration. While the proposal leaned conservative, favoring proven methodologies over bold innovation, it was well-grounded and practical. AECOM's familiarity with Michigan transit systems further enhanced their readiness to begin work with minimal ramp-up time.

Below are the tables showing each bidder's cost:

AECOM Great Lakes, Inc.

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Project Management	\$ 159.91	294	\$ 47,014.45
2	Stakeholder Outreach and Engagement	\$ 134.92	914	\$ 123,312.92
3	Data Collection and Analysis	\$ 114.48	590	\$ 67,541.35
4	Service Evaluation and Recommendations	\$ 120.42	820	\$ 98,748.30
5	Organizational and Financial Analysis	\$ 140.43	492	\$ 69,092.70
6	Implementation Plans	\$ 146.08	244	\$ 35,644.60
7	Final Reporting and Presentation	\$ 123.94	213	\$ 26,399.68
Estimated Travel Expenses*		Quantity of In-Person Meetings	Cost Per Meeting (Including associated costs)	Total Cost of Expenses
		14	\$ 912.87	\$ 12,780.20
Estimated Total Price:				\$ 480,534.20

Firm including Subcontractors	Total
AECOM Great Lakes, Inc.	\$ 309,460.68
Cincar Consulting Group, LLC (C2G) – Subcontractor	\$ 99,714.52
Route Sprout, LLC – Subcontractor	\$ 71,360.00
GRAND TOTAL:	\$ 480,534.20

Nelson/Nygaard Consulting Associates, Inc.

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Project Management	\$ 171.12	100	\$ 17,112.00
2	Stakeholder Outreach and Engagement	\$ 155.66	262	\$ 40,783.00
3	Data Collection and Analysis	\$ 150.27	248	\$ 37,267.00
4	Service Evaluation and Recommendations	\$ 158.02	432	\$ 68,265.00
5	Organizational and Financial Analysis	\$ 163.78	274	\$ 44,876.00
6	Implementation Plans	\$ 159.77	100	\$ 15,977.00
7	Final Reporting and Presentation	\$ 159.28	104	\$ 16,565.00
Estimated Travel Expenses*		Quantity of In-Person Meetings	Cost Per Meeting (Including associated costs)	Total Cost of Expenses
		3	\$ 3,000.00	\$ 9,000.00
Estimated Total Price:				\$ 249,845.00

Firm including Subcontractors	Total
Nelson/Nygaard Consulting Associates, Inc.	\$ 209,891.00
Journey Mobility, LLC – Subcontractor	\$ 39,954.00
GRAND TOTAL:	\$ 249,845.00

Jarrett Walker & Associates, LLC

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Project Management	\$ 161.91	125	\$ 20,238.00
2	Stakeholder Outreach and Engagement	\$ 246.75	660.4	\$ 162,951.00
3	Data Collection and Analysis	\$ 153.61	584	\$ 89,708.00
4	Service Evaluation and Recommendations	\$ 164.21	840	\$ 137,938.00
5	Organizational and Financial Analysis	\$ 155.13	300	\$ 46,539.00
6	Implementation Plans	\$ 152.45	756	\$ 115,249.00
7	Final Reporting and Presentation	\$ 148.99	86	\$ 12,813.00
Estimated Travel Expenses*		Quantity of In-Person Meetings	Cost Per Meeting (Including associated costs)	Total Cost of Expenses
		123	\$ 249.88	\$ 30,735.00
Estimated Total Price:				\$ 616,171.00

Firm including Subcontractors	Total
Jarrett Walker & Associates, LLC	\$ 407,972.50
Compass Strategies, LLC – Subcontractor	\$ 109,498.50
Christian T. Kent, Transit Management Consulting, LLC – Subcontractor	\$ 47,754.00
LaBella Associates, D.P.C. - Subcontractor	\$ 50,946.00
GRAND TOTAL:	\$ 616,171.00

WSP Michigan Inc. (*WSP Michigan did not list any subcontractors.)

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Project Management	\$ 187.12	137	\$ 25,636.03
2	Stakeholder Outreach and Engagement	\$ 155.46	448	\$ 69,648.26
3	Data Collection and Analysis	\$ 150.40	230	\$ 34,591.34
4	Service Evaluation and Recommendations	\$ 166.91	384	\$ 64,095.10
5	Organizational and Financial Analysis	\$ 220.52	228	\$ 50,277.85
6	Implementation Plans	\$ 163.62	130	\$ 21,271.03
7	Final Reporting and Presentation	\$ 170.24	146	\$ 24,855.09
Estimated Travel Expenses*		Quantity of In-Person Meetings	Cost Per Meeting (Including associated costs)	Total Cost of Expenses
		7	\$ 7,001.82	\$ 9,580.00
Estimated Total Price:				\$ 299,954.70

Transportation Engineering Design, DPC – Toole Design Group LLC

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Project Management	\$ 235.36	91	\$ 21,418.00
2	Stakeholder Outreach and Engagement	\$ 142.25	802	\$ 114,018.00
3	Data Collection and Analysis	\$ 110.49	715	\$ 79,003.00
4	Service Evaluation and Recommendations	\$ 131.81	420	\$ 55,360.00
5	Organizational and Financial Analysis	\$ 138.88	222	\$ 30,831.00
6	Implementation Plans	\$ 147.29	237	\$ 34,908.00
7	Final Reporting and Presentation	\$ 167.25	80	\$ 13,380.00
Estimated Travel Expenses*		Quantity of In-Person Meetings	Cost Per Meeting (Including associated costs)	Total Cost of Expenses
		8	\$ 2,405.88	\$ 19,247.00
Estimated Total Price:				\$ 368,165.00

Firm including Subcontractors	Total
Transportation Engineering Design, DPC	\$ 244,385.00
Sidewalk Detroit – Subcontractor	\$ 91,253.00
InVerve Marketing, Inc. – Subcontractor	\$ 5,025.00
Urban Transportation Associates (UTA) - Subcontractor	\$ 27,502.00
GRAND TOTAL:	\$ 368,165.00

Transportation Management & Design, Inc. (*Transportation Management Design did not list any subcontractors.)

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Project Management	\$ 163.33	126	\$ 20,579.58
2	Stakeholder Outreach and Engagement	\$ 125.61	544	\$ 68,331.84
3	Data Collection and Analysis	\$ 124.26	584	\$ 72,567.84
4	Service Evaluation and Recommendations	\$ 142.40	584	\$ 83,161.60
5	Organizational and Financial Analysis	\$ 171.15	396	\$ 67,775.40
6	Implementation Plans	\$ 142.25	180	\$ 25,605.00
7	Final Reporting and Presentation	\$ 135.06	352	\$ 47,541.12
Estimated Travel Expenses*		Quantity of In-Person Meetings	Cost Per Meeting (Including associated costs)	Total Cost of Expenses
		22	\$ 585.90	\$ 12,889.80
Estimated Total Price:				\$ 398,452.18

Alfred Benesch & Company (*Alfred Benesch & Company did not list any subcontractors.)

Task #	Deliverable	Hourly Rate	Hours	Total Price
1	Project Management	\$ 157.12	80	\$ 12,570.00
2	Stakeholder Outreach and Engagement	\$ 157.12	370	\$ 58,134.00
3	Data Collection and Analysis	\$ 157.12	160	\$ 25,139.00
4	Service Evaluation and Recommendations	\$ 157.12	443	\$ 69,604.00
5	Organizational and Financial Analysis	\$ 157.12	183	\$ 28,753.00
6	Implementation Plans	\$ 157.12	120	\$ 18,854.00
7	Final Reporting and Presentation	\$ 157.12	64	\$ 10,056.00
Estimated Travel Expenses*		Quantity of In-Person Meetings	Cost Per Meeting (Including associated costs)	Total Cost of Expenses
		8	\$ 1,795.00	\$ 14,360.00
Estimated Total Price:				\$ 237,470.00

Transpo Group USA, Inc.

Task #	Deliverable	Hours	Total Price
1	Project Management	167	\$ 36,080.00
2	Stakeholder Outreach and Engagement	572	\$ 100,020.88
3	Data Collection and Analysis	739	\$ 138,103.68
4	Service Evaluation and Recommendations	882	\$ 127,824.78
5	Organizational and Financial Analysis	248	\$ 52,900.96
6	Implementation Plans	326	\$ 55,684.40
7	Final Reporting and Presentation	192	\$ 38,906.32
Estimated Travel Expenses*		Cost Per Meeting (Including associated travel costs)	Total Cost of Travel Expenses
			\$ 14,610.02
Estimated Total Price:			\$ 564,131.04

The hourly rates differ between firms. Additionally, the number of meetings included and associated travel costs also vary by firm.

Firm including Subcontractors	Total
Transpo Group USA, Inc.	\$ 302,390.92
Meade & Hunt, Inc. – Subcontractor	\$ 101,510.34
Truscott Rossman Group, LLC – Subcontractor	\$ 72,500.01
RouteSprout LLC - Subcontractor	\$ 75,201.77
Marlene Connor Associates - Subcontractor	\$ 12,528.00
GRAND TOTAL:	\$ 564,131.04

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.

INFORMATION ITEMS

JULY 16, 2025

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 2025
6. FUEL PURCHASE FOR JUNE 2025
7. DEI TASK FORCE UPDATE FOR MAY 2025
8. DEI TASK FORCE UPDATE FOR JUNE 2025
9. LAC MEETING MINUTES FOR APRIL 2025

APRIL 2025 RIDERSHIP REPORT

<u>Total system rides – April:</u>	<u>1,045,989</u>
Average weekday system ridership	44,050
Average weekday system ridership change April 2025 to April 2024	+9,700

	<u>April 2025 vs. April 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+26.0%	+215,857
Monthly Urban Fixed-Route change	+2.2%	+8,698
Monthly MSU campus ridership change	+56.8%	+176,462
Monthly Spec-Tran ridership change	+8.2%	+2,168
Monthly Total Paratransit ridership change	+5.4%	+1,835

Note: Service on Routes 1, 5, 8, 9, and 18 have been reduced as of 12/20/2021.

FY 2025 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>6,580,012</u>
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	<u>FY 2025 vs. FY 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+9.7%	+583,586
Year-to-Date Spec-Tran ridership change	+8.5%	+14,587
Year-to-Date Total Paratransit ridership change	+4.9%	+10,800

Note: Service on Routes 1, 5, 8, 9, and 18 have been reduced as of 12/20/2021.

MAY 2025 RIDERSHIP REPORT

<u>Total system rides – May:</u>	<u>495,505</u>
Average weekday system ridership	19,100
Average weekday system ridership change May 2025 to May 2024	+2,600

	<u>May 2025 vs. May 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+16.4%	+69,847
Monthly Urban Fixed-Route change	+1.0%	+3,384
Monthly MSU campus ridership change	+ 7342.0%	+ 53,376
Monthly Spec-Tran ridership change	+4.9%	+1,237
Monthly Total Paratransit ridership change	+2.4%	+776

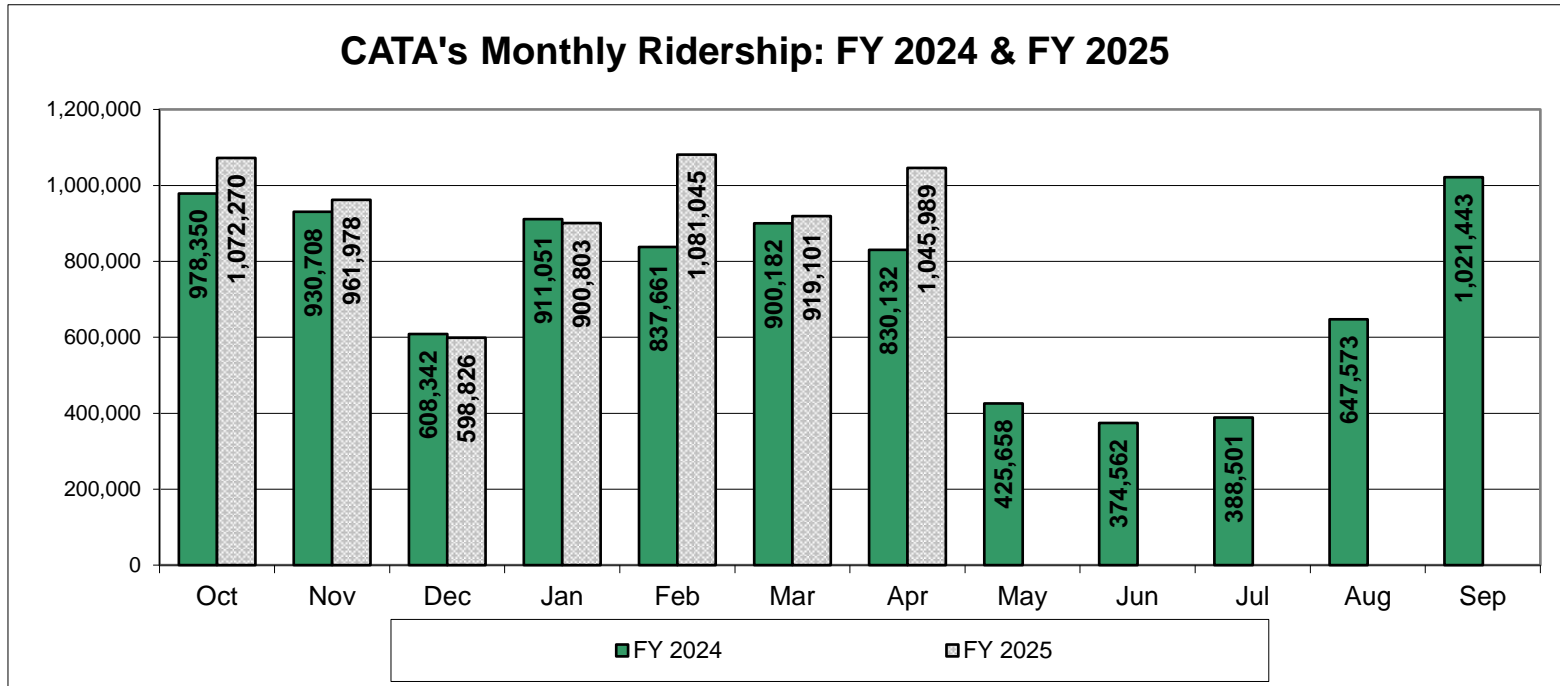
Notes: MSU Odyssey of the Mind Service in May 2025. Service on Routes 1, 5, 8, 9, and 18 have been reduced as of 12/20/2021.

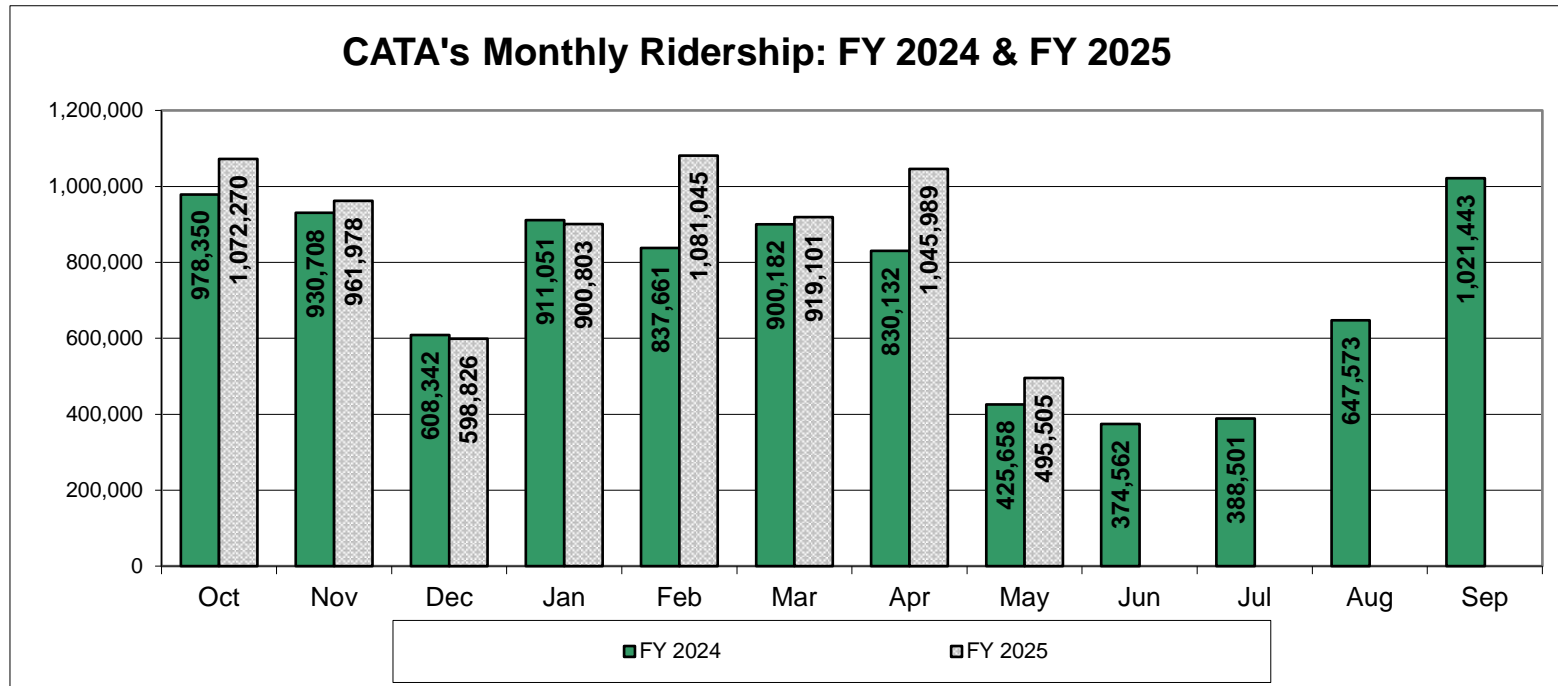
FY 2025 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>7,075,517</u>
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	<u>FY 2025 vs. FY 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change		
Year-to-Date Spec-Tran ridership change	+8.0%	+15,824
Year-to-Date Total Paratransit ridership change	+4.5%	+11,576

Note: Service on Routes 1, 5, 8, 9, and 18 have been reduced as of 12/20/2021.





INFORMATION ITEM - FUEL PURCHASE FOR MAY 2025

The following lists our prices for diesel fuel for May 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
05/02/2025	\$2.2095
05/06/2025	\$2.0945
05/13/2025	\$2.2095
05/20/2025	\$2.1380
05/27/2025	\$2.1130

FY 2025 Current average per gallon fuel cost	\$2.15
FY 2025 Budget per gallon fuel cost	\$2.35

INFORMATION ITEM - FUEL PURCHASE FOR JUNE 2025

The following lists our prices for diesel fuel for June 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
06/02/2025	\$2.0940
06/06/2025	\$2.1620
06/12/2025	\$2.2580
06/19/2025	\$2.6035
06/26/2025	\$2.3190

FY 2025 Current average per gallon fuel cost	\$2.29
FY 2025 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, AND INCLUSION TASK FORCE MEETING SUMMARY

Guest Speaker: Katreva Bisbee, M.A., Board President of National Alliance on Mental Illness (NAMI)

In recognition of Mental Health Awareness Month (May), the DEI Committee invited Katreva Bisbee, M.A., experienced community leader and Board President of NAMI Lansing, as our guest speaker. Ms. Bisbee delivered a thoughtful and engaging presentation on identifying and managing stress both personally and professionally. Her presentation included practical tools and insights that foster more inclusive, supportive environments.

Key highlights included:

- Understanding the sources and signs of stress, especially in the workplace
- Defining mental resilience and how it plays a role in recovery and well-being
- Actionable time management tips to reduce stress and increase focus and productivity

The DEI Committee extends its sincere thanks for her impactful presentation. Her guidance reinforces the need for mental health support and education in fostering an equitable and inclusive workplace.

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources



DIVERSITY, EQUITY, AND INCLUSION TASK FORCE MEETING SUMMARY

32nd Annual Lansing Juneteenth Celebration

In lieu of holding a formal DEI meeting this month, CATA invited employees to actively participate in several community events throughout the region. These events provided meaningful opportunities for community engagement, cultural education, and organizational representation.

Key events included:

- City of Lansing African-American Parade – Saturday, June 21 at 11:00 a.m. starting at Sexton High School
- Freedom Festival and Community Resource Fair – Saturday, June 21 from 11:00 a.m.-3:00 p.m. at St. Joseph Park
- 517 Juneteenth Weekend Festival in REO Town – June 19 through June 22

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

Respectfully submitted,

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



LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, APRIL 2, 2025
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
Gloria Johnson-Cannon
Gill Lemonde
J. Caleb Adams
Geneva Smith
Darrin Fowler

MEMBERS PRESENT VIA ZOOM: Erin Shannon, Vice Chair, Leah March-Pons, and Diana Paiz

MEMBER ABSENT: George Hanley, Doug Lecato, and Jeffrey Allshouse

CATA BOARD MEMBER: None

CATA PERSONNEL: Todd Brooks, Craig Frazier, Darren Horn, Jennifer Burgess, and Victoria Joseph

TRANSDEV PERSONNEL: Simone Moore

GUEST: None

CALL TO ORDER:
Chair Wiese called the meeting to order at 3:30 p.m.

PUBLIC COMMENTS:
None

APPROVAL OF APRIL AGENDA

MOTION:
A motion to approve April 2025 Agenda was moved by Gill Lemonde and supported by Geneva Smith.

VOTE: Motion passed unanimously.

APPROVAL OF FEBRUARY MINUTES

MOTION:
A motion to approve February 2025 minutes was moved by Gill Lemonde and supported by Geneva Smith.

VOTE: Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese
None

BOARD LIAISON REPORT – Kellie Blackwell

None.

CATA CEO REPORT – Bradley Funkhouser (Absent)

Todd Brooks presented a report on behalf of Mr. Funkhouser.

Delta Township

Todd Brooks commented on EATRAN's additional services in Delta Township and a possible millage that is being discussed.

New CATA Facility Downtown

Todd Brooks stated that CATA has begun developing a master plan for CATA's new facility downtown that used to be the old Greyhound building.

Darrin Fowler inquired about the different funding between fixed-route service versus Spec-Tran.

Todd Brooks stated the funding is the same between fixed-route service and Spec-Tran.

DIRECTOR OF OPERATIONS – Todd Brooks

Operations

Todd Brooks commended Staff for their efforts during the tornado warning. He noted that operators did a great job making sure that riders were sheltered until it was safe to be back on the road.

Holiday Service

Todd Brooks stated that riders needing transportation on Easter Sunday can book their trip starting on Sunday, April 6, through Wednesday, April 16.

East Lansing Art Festival 2025

Todd Brooks stated that the Operations Department has been working with the Planning and Development Department and the Marketing Department to get buses wrapped and organized in time for the East Lansing Art Festival which will take place on May 17 and 18.

Geneva Smith inquired about CATA's Easter service, and the trips scheduled.

Todd Brooks stated that the majority of trips booked on Easter Sunday are to places of worship, private residences and/or restaurants.

Diana Paiz inquired whether Transdev follows the same safety weather protocols as CATA.

Todd Brooks confirmed that Transdev follows the same safety weather protocols as CATA.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

Paratransit Update

Craig Frazier stated that the Paratransit Department has been busy and presented an update.

- Approximately 1,100 calls per day
- Over 1,500 Spec-Tran rides per day
- Updating and improving Trapeze software

All-Operator Training (AOT)

Craig Frazier stated that Paratransit Staff has been working on an agenda for AOT. He explained that wheelchair securement platforms have been ordered and will be included in the training as well as blindfolds for a “trust walk” that operators will take part in.

Diana Paiz inquired whether AOT training will include sighted guides.

Craig Frazier confirmed that AOT training will include sighted guides.

TRANSDEV – Simone Moore

Simone Moore stated that Transdev continues to focus on safety, customer service and increasing their work force.

Darrin Fowler inquired about Transdev’s operators, including their retention, longevity and contract negotiations.

Simone Moore stated that Transdev tracks operator retention and longevity. She also noted that contract negotiations are still ongoing.

Diana Paiz inquired about CATA’s vehicle collisions.

Craig Frazier stated that CATA’s incident statistics are available on the National Transportation Database (NTD) website.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

Erin Shannon reported that at the March SQS meeting, they focused on appropriate client behavior and the LAC’s support for letting CATA handle situations.

OLD BUSINESS:

None

NEW BUSINESS:

None

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

MOTION:

A motion to adjourn was moved by Geneva Smith and supported by Gill Lemonde.

VOTE: Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:04 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

Victoria Joseph
Operations Administrative Assistant