

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

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

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF MAY 20, 2020, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR APRIL 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - C. AMERICANS WITH DISABILITY ACT ("ADA") PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Disability Network Capital Area for a five-year term to provide ADA eligibility assessment services, and will not exceed the approved annual Operating Budget for such services as the Board Chair and the Chief Executive Officer deem necessary.

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

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

- VI. DISCUSSION AGENDA
- VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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

XI. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

JUNE 17, 2020

1. Email from Leah Behnke

May 21, 2020

Tina Orlando

From: info@cata.org
Sent: Thursday, May 21, 2020 2:25 PM
To: Cata Board
Subject: Contact CATA Board Form Submission

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

Name: MERS - Leah Behnke
Email: lbehnke@mersofmich.com
Message:
Hello,

First, thank you, in advance, for your time! I know these days have been difficult and I hope that the topic I have for you can help CATA. Most importantly, I hope that this e-mail finds you, your family, and your co-workers well!

Due to other Municipalities rushing to find solutions to PA 202 we are reaching out to see if you have the same concerns. Do you have Other Post Employment Benefit (OPEB) unfunded liability questions that we can answer?

I'd like to share some details about MERS of Michigan Plans, that are providing solutions to OPEB unfunded liabilities and PA 202 concerns. Ultimately, these programs have provided solution to more than 300 Municipalities all across Michigan:

Retiree Health Funding Vehicle (RHFV) – The MERS Retiree Health Funding Vehicle offers an established qualified medical trust with pooled, cost-effective, diversified investments. Assets held in the trust are legally protected from creditors and may only be used for OPEB.

Health Care Savings Program (HCSP) – The MERS HCSP is an employer-sponsored program designed specifically for public sector employees. The program provides individual health care reimbursement accounts to employees, so they can cover the costs of health care after they leave employment. The program does not create unfunded liability for the employer.

Mercer Marketplace 365 – a new MERS partnership, offering a private health care exchange for MERS retirees. This provides a way to continue to offer coverage for eligible retirees while reducing liability.

I look forward to a call or e-mail that helps me understand CATA immediate needs.

Sincerely,

Leah Behnke
Benefit Plan Advisor
Municipal Employees' Retirement System of Michigan
1134 Municipal Way
Lansing, MI 48917
Phone: (517) 703-1203

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

WEDNESDAY, MAY 20, 2020; 4:00 P.M.

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

ABSENT: None

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:00 p.m.

ROLL CALL: All present

CHAIR'S COMMENTS:

Chair Triplett instructed all participants on the meeting format.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted emails that were sent to the Board.

Public Comments

Deb Parrish thanked CATA for helping her with her transportation needs during this pandemic crisis. As an essential federal employee, Ms. Parrish panicked when she first read that CATA would be suspending rides. Ms. Parrish relies on Spec-Tran for her rides to work and grocery shopping. The multiple plans that were put into effect worked well and she was glad that CATA and the Amalgamated Transit Union, Local 1039 were able to come to a mutual agreement with respect to ensure the safety for customers and employees. Ms. Parrish expressed her hope that this commitment of good faith will extend into union contract negotiations and she looks forward to attending the next board meeting.

Matt Ryan Howell sent his greetings.

Audit Committee Report

Dan Opsommer gave a report on the Audit Committee Meeting. He explained how the Audit Committee usually meets in March, however, it was postponed due to COVID-19 and Governor Whitmer's Executive Order to stay home. Mr. Opsommer then turned the floor over to Pamela Hill and Ashley Frase from Plante Moran to give an overview of the Audit Report.

Pamela Hill reported that the audit process went very smoothly this year. It was clear that the finance team had implemented last year's recommendations which made quite a difference in this year's process. Ms. Hill stated their team spent 450 hours auditing which included: CATA's financial books, financial statements, pensions, OPEB, and a single audit report. Everything was done on time and CATA received highest level marks.

Ashley Frase stated that the Authority's net position is at \$40 million. She also reported on the administration's pension fund and OPEB. In the 2019 Single Audit Report, CATA received two (2) notices; for management to segregate duties regarding physical cash and to track grant awards.

Pamela Hill commented on a few legislative changes including; cyber security, new emergency protocols, alternative fuels, and new requirements for GASB 84 and 87. She also recommended that CATA be on the lookout for fraudulent bus tickets, pay checks and to have regular scheduled meetings with an investment company.

Dan Opsommer stated that this has been the cleanest audit thus far.

Chair Triplett thanked Plante Moran for their services.

CHIEF EXECUTIVE OFFICER'S REPORT

COVID-19

Mr. Funkhouser expressed how our hearts and minds are with those affected with COVID-19. He thanked the frontline workers including: drivers, mechanics, and cleaning crews who carried on even before CATA had a plan. He also acknowledged the ATU, Local 1039 for their continued leadership and support. Prior to Governor Whitmer's order, Mr. Funkhouser met with the union where they were able to put aside their differences and come up with a plan.

Urban transportation companies from all over have been talking and sharing ideas. It became clear that closing down some routes was the best way to avoid filling buses and potentially spreading the virus. Mr. Funkhouser conversed with directors and the union to bring down fixed service to 1,200 rides per day. Volunteer operators were paid at a premium while those that chose to stay home would receive regular pay. A safety plan was also formed. CATA's representatives met with the sheriff's department and Linda Vail's team from the Ingham County Department to implement the safest way to provide rides.

CATA worked with Peckham to begin a new ride service.

On May 4, 2020, CATA resumed Saturday-level service. CATA required all riders to wear masks and hired two (2) healthcare professionals to check employees' temperatures before reporting to work. Family benefits were paid to part-time workers to cover testing fees and CATA added a life insurance pay out in the amount of \$250,000 for any employee who may pass away from COVID-19. CATA continues to have no fares and barriers have been installed between drivers and riders. A plastic sheet was placed to protect operators in small buses while in large buses the driver's area is roped off and riders enter and leave from the back door. CATA's buildings have remained closed to the public by the governor's order. There have been no lay-offs set thus far. CATA may be awarded up to \$18.3 million in grant money according to section 5303 and the CARES Act. This will be attributed from revenues and fare loss. We will maximize all grant money which may have to last for the next two (2) to three (3) years.

Millage

March 10, 2020, millage ballot passed for another five (5) years. Congratulations on a great process.

New Human Resources Director

Introduced Marshea Brown as Director of Human Resources.

Marshea Brown joined CATA on March 9, 2020. She has been a Human Resource professional for over 20 years and is a professor at Davenport University.

Chair Triplett welcomed Marshea Brown.

Donna Rose asked Mr. Funkhouser to speak on Transdev and CATA.

Mr. Funkhouser stated that CATA and Transdev worked together on concerns over safety and pay. Transdev added a hazard pay to employees and reported that one (1) employee had tested positive. Transdev has also helped with service during this time.

Donna Rose inquired about Transdev's safety regulations.

Mr. Funkhouser stated that he had shared CATA's COVID-19 safety protocols from the Ingham County Health Department with Transdev.

Donna Rose asked about Transdev limiting riders and requiring masks.

Mr. Funkhouser stated yes, Transdev has been limiting ridership and requiring all riders to wear masks.

Mark Grebner commented on how employees at the County have been able to collect full unemployment benefits even with one day off and asked about CATA's policy.

Mr. Funkhouser stated that he had explored unemployment options with legal and found that it was difficult to reinstate employees once lay-offs had been initiated. He therefore decided to avoid lay-offs.

Jennie Gies inquired about the number of operators on the road.

Mr. Funkhouser stated there are about 50-60 volunteer employee's that are being paid time-and-a-half while the rest of the operators are at 40 hours straight pay.

Jennie Gies inquired about a shutdown plan with the Ingham County Health Department in case of an outbreak.

Mr. Funkhouser stated there is no plan in case of an outbreak. CATA is to notify the Ingham County Health Department of any outbreaks. The health department will then assign a case manager to trace outbreak and offer advice on how to proceed.

Shanna Draheim inquired about tracking ridership around the MSU campus and expressed interest in the ridership data for MSU.

Mr. Funkhouser explained that the best data will occur once CATA is up and running. CATA will have a discussion with MSU on bus routes for the fall.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF FEBRUARY 19, 2020, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR JANUARY, FEBRUARY, AND MARCH 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. FISCAL YEAR 2018-2019 FINANCIAL STATEMENTS AND AUDIT REPORT

PROPOSED MOTION: That the CATA Board of Directors accepts CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2018-2019 and the Communication to those Charged with Governance and Management of CATA.

- D. DISPOSAL OF TOTALED SMALL CUTAWAY BUS VALUED OVER \$10K

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to allow staff to seek FTA and MDOT concurrence to dispose of one (1) small cutaway bus before the end of its useful life

and once FTA and MDOT concurrence is granted, reinvest the proceeds into the purchase of a replacement small cutaway bus, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. INFORMATION TECHNOLOGY CONSULTING SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to shift existing funding in the amount of \$100,000 from the Global Solutions Group contract to the Exelos contract. This would put the total for the Exelos contract at \$206,560 and the total for the Global Solutions Group at \$64,650.

Dion'trae Hayes requested to have Action Item E to be removed for discussion.

MOTION:

Mark Grebner motioned to reappoint Nathan Triplett to Board Chairman after switching from a representative of the City of East Lansing to a representative of the City of Lansing and Dusty Fancher supported the motion.

ROLL CALL VOTE: The motion carried unanimously.

MOTION:

Mark Grebner motioned to have Consent Agenda with Action Item E, INFORMATION TECHNOLOGY CONSULTING SERVICES, removed for discussion and Dion'trae Hayes supported the motion.

ROLL CALL VOTE: The Board unanimously approved the Consent Agenda with Action Item E removed for discussion.

DISCUSSION AGENDA

A. INFORMATION TECHNOLOGY CONSULTING SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to shift existing funding in the amount of \$100,000 from the Global Solutions Group contract to the Exelos contract. This would put the total for the Exelos contract at \$206,560 and the total for the Global Solutions Group at \$64,650.

MOTION:

Doug Lecato motioned to approve the Discussion Agenda Item A, INFORMATION TECHNOLOGY CONSULTING SERVICES and Jennie Gies supported the motion.

DISCUSSION:

Dion'trae Hayes inquired about the need for two (2) consulting companies.

Mr. Funkhouser explained that the new IT Director, Dan Goodemoot, had evaluated both consulting companies and found that there was a greater usage for Exelos over Global Solutions.

Doug Lecato inquired about a budget increase within the IT Department.

Mr. Funkhouser stated that he does not foresee an increase in funds at this time.

Jennie Gies inquired about any penalties from Global Solutions.

Mr. Funkhouser replied that there were no penalties from Global Solutions. CATA has merely transferred money originally spent from Global Solutions to Exelos.

ROLL CALL VOTE: The motion carried unanimously

- B. RESOLUTION OF SUPPORT TO SUSPEND SCHEDULED BUS SERVICE DURING THE COVID-19 PANDEMIC

PROPOSED MOTION: That the CATA Board of Directors adopts the Resolution of Support set forth below:

RESOLUTION OF THE BOARD OF DIRECTORS

WHEREAS, it is the responsibility of the Capital Area Transportation Authority (“the Authority”) to provide public transportation in the Greater Lansing area in a safe and responsible manner and with respect to our commitment to serve as a first responder; and

WHEREAS, Chief Executive Officer, Bradley T. Funkhouser, AICP, in compliance with Board Policy #100 and with support of Staff, recommended temporary suspension and, subsequently, a partial restart of fixed route and paratransit bus service to reduce the spread of the novel COVID-19 coronavirus, during the period of March 23, 2020 through May 25, 2020, save for on-demand trips for critical infrastructure workers, necessary government activities, and those necessary to sustain or protect life (e.g. groceries and medically-necessary appointments), as defined and enacted by Governor Gretchen Whitmer and public health authorities; and

WHEREAS, CATA Staff and Amalgamated Transit Union, Local 1039, have engaged in multiple, mutual agreements with respect to ensuring the safety of our customers and employees; and

WHEREAS, the Executive Committee of the CATA Board of Directors signed resolutions of support for reduced service levels on March 23,

2020, April 9, 2020, April 28, 2020, and May 14, 2020; and

WHEREAS, CATA will resume regularly-scheduled service on Tuesday, May 26, 2020; and

WHEREAS, services will remain fare-free through May 31, 2020.

NOW THEREFORE, be it resolved that the Capital Area Transportation Authority Board of Directors hereby supports the aforementioned resolutions by the Executive Committee and the actions taken by Chief Executive Officer, Bradley T. Funkhouser, AICP, with respect to the suspension and subsequent restart of fare-free, regularly-scheduled service in conjunction with the guidance by the Governor of the State of Michigan.

MOTION:

Dusty Fancher motioned to approve the Discussion Agenda Item B, RESOLUTION OF SUPPORT TO SUSPEND SCHEDULED BUS SERVICE DURING THE COVID-19 PANDEMIC and Jennie Gies supported the motion.

DISCUSSION:

Mr. Funkhouser stated that the Grab and Go will not operate during Governor Whitmer's stay at home executive order.

Mark Grebner shared his observation over CATA's past and future.

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

Donna Rose noted that the City of East Lansing has proposed road closings downtown. Ms. Rose suggested an alternate route so that the walk is easier.

Mr. Funkhouser stated CATA has been in touch with the City of East Lansing for dates and times.

PUBLIC COMMENT

Deb Parrish appreciated the new Zoom format. She also stated how this is a trying time for the nation and how CATA has made an impact on many of the riders lives. She has thanked every driver and employee in the call center for their help through this COVID-19 crisis and reminded everyone to complete the census.

Matt Ryan Howell greeted the Board. He also thanked CATA for bringing back the main routes and keeping the free-fare.

Katie Kelley thanked Brad Funkhouser and CATA's administrative staff in keeping the ATU involved with the changes and making sure the public was served and the operators and passengers were safe. Ms. Kelley hopes to keep moving forward with the same spirit.

ROLL CALL VOTE: The motion was supported by all.

ADJOURNMENT:

There was no further business, Chair Triplett adjourned meeting at 5:19 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary

Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending April 30, 2020

% of Fiscal Year
Completed
58.3%

| | April Actual | April Budget | Variance | % Variance | FY 2020 Actual YTD | FY 2020 Budget YTD | Variance | % Variance | FY 2020 BUDGET | % Annual Budget Revenues/Expense |
|--------------------------|---------------------|---------------------|---------------------|---------------|-----------------------|-----------------------|-----------------------|---------------|-----------------------|-------------------------------------|
| REVENUES | | | | | | | | | | |
| Farebox | \$ 656 | \$ 293,542 | \$ (292,885) | -99.8% | \$ 1,529,807 | \$ 2,054,792 | \$ (524,984) | -26% | \$ 3,522,500 | 43.4% |
| Contracted Services | (2,696) | 480,971 | (483,667) | -100.6% | 3,252,739 | 3,366,795 | (114,056) | -3% | 4,405,000 | 73.8% |
| Property Tax | 1,855,334 | 1,871,333 | (16,000) | -0.9% | 13,122,034 | 13,099,333 | 22,700 | 0% | 22,456,000 | 58.4% |
| Slate Revenue | 1,376,710 | 1,505,833 | (129,123) | -8.6% | 10,067,574 | 10,540,833 | (473,259) | -4% | 18,070,000 | 55.7% |
| Federal Revenue | 106,181 | 129,741 | (23,560) | -18.2% | 743,267 | 908,185 | (164,918) | -18% | 1,556,888 | 47.7% |
| Other Revenue | 80,223 | 74,528 | 5,695 | 7.6% | 735,870 | 521,694 | 214,176 | 41% | 861,000 | 85.5% |
| TOTAL REVENUES | \$ 3,416,407 | \$ 4,355,947 | \$ (939,540) | -21.6% | \$ 29,451,291 | \$ 30,491,632 | \$ (1,040,341) | -3% | \$ 50,871,388 | 57.9% |
| EXPENSES | | | | | | | | | | |
| Labor | \$ 1,902,111 | \$ 1,781,091 | \$ (121,021) | -6.8% | \$ 12,165,890 | \$ 12,467,634 | \$ 301,744 | 2% | \$21,373,087 | 56.9% |
| Fringe Benefits | 928,256 | 1,051,041 | 122,785 | 11.7% | 7,050,106 | 7,373,786 | 323,680 | 4% | 12,628,791 | 55.8% |
| Services | 362,446 | 265,733 | (96,713) | -36.4% | 2,096,246 | 1,860,133 | (236,113) | -13% | 3,188,800 | 65.7% |
| Materials & Supplies | 120,952 | 399,225 | 278,273 | 69.7% | 2,177,436 | 2,794,575 | 617,139 | 22% | 4,790,700 | 45.5% |
| Utilities | 69,647 | 66,050 | (3,597) | -5.4% | 462,880 | 462,350 | (530) | 0% | 792,600 | 58.4% |
| Casualty & Liability | 101,635 | 83,333 | (18,302) | -22.0% | 646,286 | 583,333 | (62,953) | -11% | 1,000,000 | 64.6% |
| Purch. Transportation | 300,817 | 743,833 | 443,016 | 59.6% | 4,725,284 | 5,206,833 | 481,549 | 9% | 8,926,000 | 52.9% |
| Miscellaneous | 42,764 | 78,233 | 35,469 | 45.3% | 498,523 | 550,133 | 51,611 | 9% | 953,800 | 52.3% |
| Interest Expense | 178 | 292 | 114 | 39.1% | 1,438 | 2,042 | 604 | 30% | 3,500 | 41.1% |
| Depreciation | 232 | - | (232) | - | 1,634 | - | (1,634) | - | 0 | - |
| TOTAL EXPENSES | 3,829,039 | 4,468,832 | 639,793 | 14.3% | 29,825,723 | 31,300,821 | 1,475,098 | 5% | \$ 53,657,278 | 55.6% |
| NET INCOME (LOSS) | \$ (412,631) | \$ (112,884) | \$ (299,747) | | \$ (374,432) | \$ (809,189) | \$ 434,757 | | \$ (2,785,890) | |

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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04/01/2020 - 04/30/2020

| | | |
|----------------------------------|-----------|------------------|
| Cash Balance - 04/01/2020 | \$ | 6,047,292 |
| Disbursements | | (4,293,633) |
| Receipts | | 3,648,670 |
| Adjustments | | - |
| Cash Balance - 04/30/2020 | \$ | 5,402,330 |

Disbursements:

| | | |
|-------------------------------------|-----------|--------------------|
| Cash Disbursements Register | \$ | (1,569,692) |
| Payroll | | (2,244,514) |
| Healthcare (BlueCross Blue Shield) | | (464,529) |
| Transfers To the ASU Claims Account | | (14,898) |
| Transfers To the Investment Account | | - |
| Total Cash Disbursements | \$ | (4,293,633) |

Receipts:

| | | |
|---------------------------------------|-----------|------------------|
| Cash Receipt Register | \$ | 3,648,670 |
| Transfers From the Investment Account | | - |
| Total Cash Receipts | \$ | 3,648,670 |

Adjustments:

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

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

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04/01/2020 - 04/30/2020

| CASH & INVESTMENT BALANCES | PORTFOLIO BALANCE | % OF TOTAL |
|---|-------------------|------------|
| <u>CASH & CASH EQUIVALENTS</u> | | |
| FIFTH THIRD BANK - General Account | 5,402,330 | 16.71% |
| FIFTH THIRD BANK - ASU Claims Account | 28,366 | 0.09% |
| <u>FIXED INCOME INVESTMENTS</u> | | |
| FIFTH THIRD BANK | 26,890,627 | 83.20% |
| TOTAL | \$ 32,321,323 | 100.00% |

| INTEREST EARNED | INTEREST |
|---|-----------|
| INCOME EARNED ON INVESTMENTS: | |
| FIFTH THIRD BANK (Net of Expenses/Accrued Interest) | \$ 10,261 |
| OTHER BANKS | - |
| TOTAL | \$ 10,261 |
| Monthly Average Rate of Return | 0.0317% |
| Annual Average Rate of Return | 0.381% |

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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04/01/2020 - 04/30/2020

Market Value at the Beginning of the Period - 04/01/2020 \$ 26,849,691

Portfolio Activity:

| | | |
|--|-------------|----------|
| <u>Transfers (To) or From General Checking</u> | | - |
| <u>Net Income/(Loss) & Expenditures</u> | | |
| Interest Earned | \$ 60,968 | |
| Accrued Interest Paid | (48,847) | |
| Administrative Expenditures | (1,860) | |
| Total Net Income/Loss & Expenditures | | 10,261 |
| <u>Realized Gains or (Loss) From Sales</u> | | 51,318 |
| <u>Market Appreciation</u> | | |
| End of Period | \$ 97,478 | |
| Beginning of Period | (141,970) | |
| Unrealized Gain/(Loss) from Market Appreciation | | (44,492) |
| <u>Change in Value From Accrued Income</u> | | |
| Previous Accrued Income (-) | \$ (82,926) | |
| Current Accrued Income (+) | 106,775 | |
| Net Change from Accrued Income | | 23,849 |

Market Value at the End of the Period - 04/30/2020 \$ 26,890,627

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 – AMERICANS WITH DISABILITY ACT ("ADA")
PARATRANSIT ELIGIBILITY ASSESSMENT SERVICES**

Spec-Tran is CATA's Americans with Disabilities Act ("ADA") complementary service for people unable to use CATA's fixed route system. Spec-Tran customers must be certified in accordance with the Americans with Disabilities Act (ADA). For many years, CATA has contracted with an independent firm to perform functional assessments and determine eligibility for CATA's Spec-Tran services.

CATA issued a Request for Proposal ("RFP") 2020-106 for ADA Paratransit Eligibility Assessment Services on February 25, 2020. The RFP was distributed to five (5) vendors, posted online at Transit Talent and on CATA's website. Proposals were due April 13, 2020 at 2 p.m.

The following firms submitted proposals:

- Disability Network Capital Area, Michigan
- ADARide.com, California

Following a comprehensive review of the submitted proposal, staff selected Disability Network Capital Area based on the evaluation criteria as outlined in the RFP: 1) Project Understanding and Approach 2) Qualifications of Proposed Staff 3) Price/Cost 4) Experience of Firm with Similar Projects 5) Completeness and Responsiveness of Proposal to RFP.

Disability Network Capital Area's proposal was detailed, very easy to read and understand. They are CATA's current contractor, with extensive knowledge of our system, their staff is knowledgeable with the ADA regulations, and the reference checks are solid. In addition to the certification process, Disability Network Capital Area also provides a variety of other services for clients. Their monthly invoices are always timely and accurate.

The following page shows the tables for the pricing schedule of both firms. Disability Network Capital Area has proposed a very modest increase for the next five years over their current pricing structure. The costs of certification service will vary by the type of certification and the number of certifications processed. For the purpose of evaluating price and cost, a calculation was used for an estimated annual application for Year 1 as shown below in the highlighted columns. The estimated total applications calculated show Disability Network Capital Area as the lowest cost over ADARide.com.

Disability Network Capital Area

| DESCRIPTION | Cost Year 1 Per Application | Year 1 Estimated Applications | Year 1 Estimated Total Cost | Cost Year 2 Per Application | Cost Year 3 Per Application | Cost Year 4 Per Application | Cost Year 5 Per Application |
|--|--|--|--|--|--|--|--|
| Original permanent/temporary/emergency certification --Processed from submitted application and telephone conversations | \$ 24.50 | 1,430 | \$ 35,035.00 | \$ 25.00 | \$ 25.50 | \$ 26.00 | \$ 26.50 |
| Original permanent/temporary/emergency certification --Requiring a face-to-face interview | \$ 47.50 | 1,025 | \$ 48,687.50 | \$ 48.00 | \$ 48.50 | \$ 49.00 | \$ 49.50 |
| Mobility status change | \$ 15.00 | 64 | \$ 960.00 | \$ 15.50 | \$ 16.00 | \$ 16.50 | \$ 17.00 |
| Application not requiring 100% data entry | \$ 16.25 | 264 | \$ 4,290.00 | \$ 16.75 | \$ 17.25 | \$ 17.75 | \$ 18.50 |
| Appeal Fee | \$ 100.00 | 3 | \$ 300.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 | \$ 100.00 |
| No-Show | \$ - | 0 | \$ - | \$ - | \$ - | \$ - | \$ - |

ADARide.com

| DESCRIPTION | Cost Year 1 Per Application | Year 1 Estimated Applications | Year 1 Estimated Total Cost | Cost Year 2 Per Application | Cost Year 3 Per Application | Cost Year 4 Per Application | Cost Year 5 Per Application |
|--|--|--|--|--|--|--|--|
| Original permanent/temporary/emergency certification --Processed from submitted application and telephone conversations | \$ 67.00 | 1,430 | \$ 95,810.00 | \$ 67.00 | \$ 68.00 | \$ 69.00 | \$ 70.00 |
| Original permanent/temporary/emergency certification --Requiring a face-to-face interview | \$ 95.00 | 1,025 | \$ 97,375.00 | \$ 95.00 | \$ 96.00 | \$ 97.00 | \$ 98.00 |
| Mobility status change | \$ - | 64 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Application not requiring 100% data entry | \$ - | 264 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Appeal Fee | \$ 95.00 | 3 | \$ 285.00 | \$ 95.00 | \$ 96.00 | \$ 97.00 | \$ 98.00 |
| No-Show | \$ 50.00 | 0 | \$ - | \$ 50.00 | \$ 50.00 | \$ 50.00 | \$ 50.00 |

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

ACTION ITEM - ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA

Pursuant to Article IV, Section 11 of CATA's Articles of Incorporation and Board Policy No. 203, CATA furnishes an annual report to the governing bodies of all participating members with respect to the operation, maintenance and financial condition of the Authority. At a minimum, this report shall include the following:

- (a) The Authority's balance sheet;
- (b) An abbreviated operating statement; and
- (c) A brief description of the operation of the Authority

We have prepared and attached CATA's Fiscal 2019 Annual Report for Board approval, as set forth below.

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



CATA

**DRIVES JOBS
DRIVES ECONOMY
DRIVES COMMUNITY
DRIVES YOU**

2019 ANNUAL REPORT

OCTOBER 1, 2018 – SEPTEMBER 30, 2019

Title VI: CATA services are provided in accordance with Title VI (of the Civil Rights Act of 1964),
without discrimination based on race, color, national origin or other prohibited bases.



CAPITAL AREA TRANSPORTATION AUTHORITY

Nathan Triplett, Board Chair • **Bradley T. Funkhouser**, AICP, Chief Executive Officer

June 17, 2020

On March 10 this year, as polling officials counted ballots – including the Capital Area Transportation Authority’s millage renewal – Michigan’s first two presumptive-positive cases of COVID-19 were identified. As we waited for the final ballot count in the early morning hours the following day, we learned that 73.94 percent of voters had passed another 5-year millage to fund CATA. We thank you for once again demonstrating that you recognize the value public transportation brings to the region.

For CATA, victory was bittersweet. The dark cloud of COVID-19 meant there would be no time for celebration. In its wake, Gov. Gretchen Whitmer declared a state of emergency. We rolled up our sleeves, ready to respond.

On March 16, CATA implemented a work-from-home directive and planned service reductions, followed by the closure of the CTC. In conjunction with the state’s shelter-in-place mandate, we suspended regular-route bus service and closed all of our public facilities. Soon after, the remaining bulk of our workforce was directed to work from home.

If every cloud has a silver lining, we found ours in a small contingent of CATA drivers who stepped up to provide fare-free, demand-response, curb-to-curb rides for essential workers and individuals who needed access to life-sustaining services such as cancer and dialysis treatments; and for groceries, cash and prescriptions. Our drivers also assisted the Capital Area Community Services with food-package deliveries to low-income households. A handful of Maintenance, Utilities, Facilities and administrative personnel provided much-needed behind-the-scenes support. These individuals comprised CATA’s Pandemic Response Team.

As we prepare our 2019 Annual Report, we do so against a backdrop of uncertainty; of a now-waning but virulent virus that has changed the way we live, the way we conduct business and the way we interact. We look forward to reopening – cautious and careful. Hopeful.

Terms such as social distancing and quarantine are now part of our daily vocabulary. New sanitization protocols and face masks are commonplace. We have grown accustomed to waiting in long lines, standing 6 feet apart, and paying for goods and services through Plexiglas barriers.

Throughout the pandemic, we recognize that the many measures we’ve taken to ensure the safety and well-being of our employees and riders have not always been convenient. We thank you for your patience and for your continued trust in CATA as we put safety above convenience.



In light of all that has transpired since COVID-19 first arrived in Michigan, fiscal 2019 seems all but a distant memory. It was, however, a year of outstanding progress, growth and stability. In partnership with Lansing and East Lansing neighborhoods, CATA installed several new high-tech bus shelters; recorded 11,049,317 trips – a 40.6 percent boost in campus trips and, system-wide, a 6.4 percent jump in ridership – our agency’s strongest growth in 12 years; we partnered with Lansing Board of Water & Light to ensure that 100 percent of our energy demand comes from renewable sources; we implemented a chat functionality on our website; created a series of how-to-ride videos and 360-degree virtual tours of our facilities and buses; procured a new security services contractor; finalized our strategic plan; partnered with the Capital Area District Libraries and the Capital Region Housing Coalition; provided our Customer Experience Representatives with training and an opportunity to earn a certificate in Service Skills; launched a Disadvantaged Populations initiative; applied for and was awarded a grant that will help raise awareness about human-trafficking and how to prevent it; sponsored and supported two career fairs; and procured and debuted 23 new Nova buses.

Whether it’s business as usual or a “new normal” at CATA, we are resilient and responsive; creative and compassionate, putting the safety of our employees, riders and the public above all else. Even on the darkest of days, we will find a silver lining.

Sincerely,



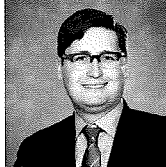
Nathan Triplett
Board Chair



Bradley T. Funkhouser, AICP
Chief Executive Officer

CATA LEADERSHIP

BOARD OF DIRECTORS



Nathan Triplett
Board Chair
City of Lansing



Douglas Lecato
Vice Chair
Delhi Township



Dusty Fancher
Secretary/Treasurer
City of Lansing



Shanna Draheim
City of East Lansing



Jennie Gies
City of Lansing



Dion'trae Hayes
Lansing Township



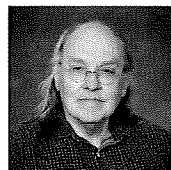
Derek Melot
City of Lansing



Dan Opsommer
Meridian Township



Donna Rose
Meridian Township



Mark Grebner
Ingham County



John Prush
Michigan State University

**City of East Lansing representative appointment pending.*

CATA LEADERSHIP

EXECUTIVE STAFF

Bradley T. Funkhouser, AICP
Chief Executive Officer

Andrew Brieschke
Deputy CEO

Lolo Robison
*Director of Marketing
& Customer Experience /PIO*

Marshea Brown, SHRM-CP
Director of Human Resources

Patrick Lemon
Director of Finance

Rogelio Garza
Director of Operations

Dan Hodges
Director of Maintenance

Dan Goodemoot
*Director of Information
Technology Services*

Matt Oudsema
Director of Planning & Development

AMALGAMATED TRANSIT UNION LOCAL NO. 1039 LANSING, MICH.

OFFICERS

Kathleen M. Kelley
President

Michael Beech
Vice President

Kimberley Thomson
*Recording Secretary &
Financial Secretary*

COMMITTEE MEMBERS

Donald Bean, Jr.

Michael Cramer

Brian Gould

Miranda Hinton

Greg Mayes

LOCAL ADVISORY COMMITTEE

Douglas Lecato
*LAC Liaison
CATA Board Member*

Deb Wiese
Chair

Diana Paiz Engle
Vice Chair

George Hanley
Parliamentarian

Kellie Blackwell

Kevin Brown

Patrick Cannon

Lillie Mae Flannery

JJ Jackson

Geneva Smith

CAPITAL AREA TRANSPORTATION AUTHORITY

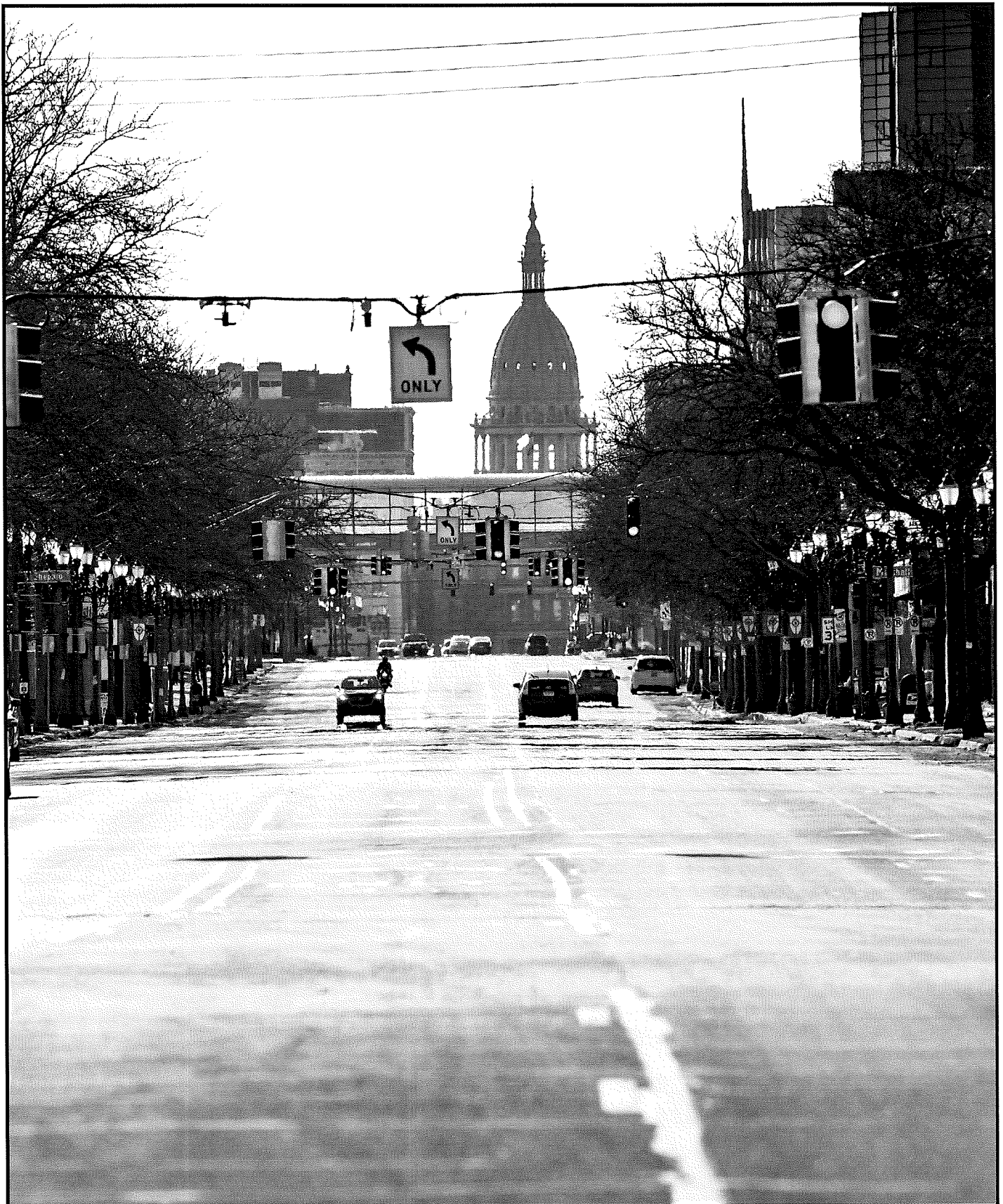
STATEMENT OF NET POSITION

Year ended September 30

| ASSETS | <u>2019</u> | <u>2018</u> |
|--|----------------------|----------------------|
| CURRENT ASSETS: | | |
| Cash | \$ 54,242 | \$ 1,956,827 |
| Investments | 15,220,426 | 30,447,359 |
| Accounts Receivable | 2,430,484 | 1,203,192 |
| Due From Government | 18,055,266 | 3,298,217 |
| Inventory | 1,475,660 | 1,345,462 |
| Prepaid Expenses | 727,396 | 459,387 |
| TOTAL CURRENT ASSETS | 37,963,474 | 38,710,444 |
| CAPITAL ASSETS – NET | 53,443,793 | 48,110,309 |
| TOTAL ASSETS | \$ 91,407,267 | \$ 86,820,753 |
| DEFERRED OUTFLOWS RELATED TO PENSION AND HEALTH CARE | 5,108,512 | 4,761,846 |
| LIABILITIES | | |
| CURRENT LIABILITIES: | | |
| Accounts Payable | 2,196,706 | 2,810,916 |
| Due to Government | - | 327,422 |
| Accrued Vacation, Incentives and Sick Pay | 1,093,250 | 1,026,579 |
| Reserve For Workers' Compensation Claims | 77,146 | 534,577 |
| Reserve For Health Insurance Costs | 400,000 | 332,000 |
| Unearned Revenue | 142,134 | 128,901 |
| Other Current Liabilities | 2,765,485 | 691,581 |
| TOTAL CURRENT LIABILITIES | 6,674,721 | 5,851,976 |
| LONG-TERM LIABILITIES | | |
| Net Pension Liability | 4,064,481 | 2,481,286 |
| Other Post-Retirement Benefits | 44,248,595 | 42,792,732 |
| TOTAL LONG-TERM LIABILITIES | 48,313,076 | 45,274,018 |
| TOTAL LIABILITIES | 54,987,797 | 51,125,994 |
| DEFERRED INFLOWS RELATED TO PENSION AND HEALTH CARE | 1,119,181 | 3,985,369 |
| Net Assets | | |
| Invested In Capital Assets | 53,443,793 | 45,318,973 |
| Restricted For Capital Purchases | 113,045 | - |
| Unrestricted | (13,148,037) | (8,847,737) |
| TOTAL NET POSITION | \$ 40,408,801 | \$ 36,471,236 |

**CAPITAL AREA TRANSPORTATION AUTHORITY
STATEMENTS OF REVENUES, EXPENSES & CHANGES IN
NET POSITION**

| | Year ended September 30 | |
|--|-------------------------|----------------------|
| | <u>2019</u> | <u>2018</u> |
| OPERATING REVENUES | \$ 14,362,822 | \$ 12,076,644 |
| OPERATING EXPENSES | <u>62,328,533</u> | <u>55,841,770</u> |
| Operating Income (Loss) | (47,965,711) | (43,765,126) |
| Non-Operating Revenues (Expenses) | <u>37,612,276</u> | <u>35,224,683</u> |
| Net Income (Loss) Before Capital Contributions | (10,353,435) | (8,540,443) |
| CAPITAL CONTRIBUTIONS – GRANTS | 14,291,000 | 1,043,659 |
| SPECIAL ITEM | <u>-</u> | <u>(3,762,410)</u> |
| Change in Net Position | 3,937,565 | (11,259,194) |
| NET POSITION, BEGINNING OF YEAR (as restated) | <u>36,471,236</u> | <u>47,730,430</u> |
| NET POSITION, END OF YEAR | \$ 40,408,801 | \$ 36,471,236 |



CATA Mission Statement:

To meet the mobility needs of our region by providing innovative solutions in partnership with the communities we serve.



CAPITAL AREA TRANSPORTATION AUTHORITY

4615 Tranter Street, Lansing, Michigan 48910

info@cata.org • cata.org

Customer Service: 517-394-1000 • Administrative Offices: 517-394-1100 • Fax: 517-394-3733



@RIDEcata



@RIDEcata



@RIDEcata

INFORMATION ITEMS

JUNE 17, 2020

1. APRIL RIDERSHIP REPORT
2. APRIL RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR MAY 2020
4. RECYCLING UPDATE

APRIL 2020 RIDERSHIP REPORT

| | |
|--|---------------|
| <u>Total system rides – April:</u> | <u>26,970</u> |
| Average weekday system ridership | 1,074 |
| Average weekday system ridership change 4/20 to 4/19 | -48,200 |
| Total Demand Response ridership related to COVID-19 | 26,970 |

| | <u>4/20 v. 4/19</u> | |
|--|-----------------------------|----------------------------|
| | Percentage <u>Change</u> | Ridership <u>Change</u> |
| Monthly total system ridership | -97.7% | -1,135,796 |
| Monthly Urban Fixed-Route change | NA | -513,755 |
| Monthly MSU campus ridership change | NA | -492,772 |
| Monthly Spec-Tran ridership change | NA | -32,037 |
| Monthly Total Paratransit ridership change | -38.7% | -17,030 |

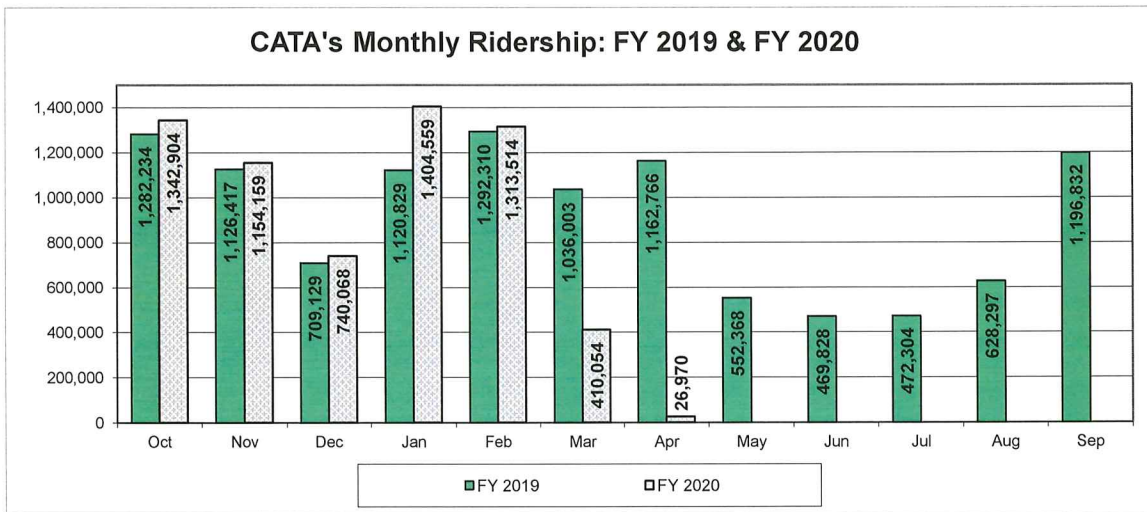
Note: CATA suspended all fixed route service on March 23 and went to demand response only service. Paratransit ridership includes rides related to COVID-19 response.

FY 2020 YEAR-TO-DATE RIDERSHIP

| | |
|--------------------------------------|------------------|
| <u>Total system rides – FY 2020:</u> | <u>6,392,228</u> |
|--------------------------------------|------------------|

| | <u>FY 2020 vs. FY 2019</u> | |
|---|-----------------------------|----------------------------|
| | Percentage <u>Change</u> | Ridership <u>Change</u> |
| Total system rides change | -17.3% | -1,337,460 |
| Year-to-Date Spec-Tran ridership change | -23.0% | -48,948 |
| Year-to-Date Total Paratransit ridership change | -14.8% | -43,582 |

Note: One more weekday in FY 2020 compared with FY 2019. Ridership substantially impacted by COVID-19 pandemic.



INFORMATION ITEM - FUEL PURCHASE FOR May 2020

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

| <u>Date of Delivery</u> | <u>Price Per Gallon</u> |
|--|-------------------------|
| 05/13/2020 | \$0.8555 |
| 05/27/2020 | \$1.0175 |
| FY 2020 Current average per gallon fuel cost | \$0.936 |
| FY 2020 Budget per gallon fuel cost | \$2.50 |

CATA Memorandum

To: All CATA Employees
 From: Norm VanAlstine, Facilities Manager
 Date: 5/26/2020
 Sub: Recycling Update / BWL rebate



Weight and Proceeds

To date we have successfully recycled over **308,000** total pounds of materials for a profit of \$17,474.35. The last time the items were picked up we turned in 8380 pounds of materials for a profit of \$97.32. There are recycling stations outside the driver's day room and in the storage area near the bulk storage tanks, all containers are clearly labeled. Please remember that used dry cell batteries go in the barrel near the bulk storage tanks along the east side of the storage area.

| SINCE | MATERIAL BEING RECYCLED | \$ | LBS |
|-------|-------------------------|-------------|---------|
| 2006 | CRUSHED OIL FILTERS | \$2,659.38 | 53,474 |
| 2010 | CARDBOARD | \$143.40 | 22210 |
| 2010 | WHITE LEDGER | \$2,502.60 | 61,800 |
| 2010 | MIXED PAPER | \$151.95 | 18555 |
| 2010 | #1 PLASTIC | \$3.10 | 920 |
| 2010 | #2 PLASTIC | \$6.20 | 1300 |
| 2010 | #3-7 PLASTIC | \$0.00 | |
| 2009 | WIRE | \$280.00 | 440 |
| 2011 | AUTO CAST | \$11,769.80 | 136,120 |
| 2011 | ALUMINUM (MISC&IRONY) | \$1,041.00 | 3950 |
| 2011 | MISC BRASS | \$251.20 | 314 |
| 2011 | BATTERIES | -\$1,145.40 | 1660 |
| 2009 | LIGHTING | -\$3,151.35 | |
| 2011 | POLYSTYRENE | \$0.00 | |
| 2011 | SHRINK WRAP | \$0.00 | 64 |
| 2011 | RADIATORS | \$2,770.75 | 4794 |
| 2013 | E SCRAP | \$191.72 | 2450 |
| | TOTALS | \$17,474.35 | 308051 |

BWL Hometown Energy Savers (no update)

CATA received a rebate check in the amount of \$1,062.00 from Lansing Board of Water and Light's Hometown Energy Savers Program. Facilities Department has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating costs.