

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 15, 2022  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

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

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF MAY 18, 2022, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR APRIL 2022

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

C. RENEWAL OF APPOINTMENT TO LOCAL ADVISORY COMMITTEE

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Kellie Blackwell to a three-year term through May 2025.

D. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Jeffrey Allshouse to a three-year term through June 2025.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. PRELIMINARY EXECUTIVE COORDINATION PLAN BETWEEN CATA AND EATON COUNTY TRANSPORTATION AUTHORITY (EATRAN)

**PROPOSED MOTION:** That the CATA Board of Directors approves the Preliminary Executive Coordination Plan between CATA and the Eaton County Transportation Authority (EATRAN) and authorizes Chief Executive Officer Bradley T. Funkhouser, to enter into negotiations regarding a contract to serve as the EATRAN Executive Director on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

The CATA Board of Directors further authorizes the participation of a non-voting representative representing Eaton County on the CATA Board, as provided for in Section 1.11 of the CATA Bylaws, upon execution of the contract and during the term of such contract.

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

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

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 18, 2022  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Vice Chair  
Shanna Draheim, Secretary/Treasurer  
Phil Deschaine  
Jack Schmitt  
Derek Melot  
Doug Lecato  
Mark Grebner  
Jennie Gies

**CALL TO ORDER:**

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

**ABSENT:** Robin Lewis and Maggie Sanders

**LATE:** John Prush

**ROLL CALL:** Phil Deschaine, Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, Derek Melot, Jack Schmitt and Nathan Triplett were all present.

Robin Lewis and Maggie Sanders were absent.

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

**PUBLIC COMMENTS:**

None

**CHAIR'S COMMENTS:**

**MOTION:**

Shanna Draheim motioned to excuse Robin Lewis and Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

John Prush arrived at 4:03 p.m.

Chair Triplett informed everyone that the vacancy on the CATA Board has been filled with new Board member Maggie Sanders, Supervisor at Charter Township of Lansing.

Chair Triplett also stated that he and fellow Board members Dusty Fancher and Shanna Draheim had a very productive meeting this past week with representatives from EATRAN. The purpose of the meeting was to discuss regional transit coordination.

### **CHIEF EXECUTIVE OFFICER'S REPORT**

#### **Meeting with David Ellis**

Bradley Funkhouser recognized MSU student and CATA supporter, David Ellis who came to visit CATA this past week. Mr. Ellis is a lifetime resident and very interested in the transit industry.

#### **CATA's 50<sup>th</sup> Anniversary**

Bradley Funkhouser reported that CATA celebrated its 50<sup>th</sup> Anniversary press release on Thursday, May 12<sup>th</sup>. The event was a great success and highlights from the event can be seen on CATA's website.

#### **All Operating Training (AOT)**

Bradley Funkhouser noted that AOT training has returned after a four (4) year hiatus primarily due to COVID-19. The training has been very positive. Mr. Funkhouser also shared his appreciation for the Local Advisory Committee (LAC) and their workshops that were presented during the training. He then acknowledged Doug Lecato, CATA's Board liaison to the LAC.

Chair Triplett welcomed Mr. Ellis.

Doug Lecato stated that the LAC has been very instrumental in bringing items to his attention.

Bradley Funkhouser recognized and thanked LAC Chair, Deb Wiese for her partnership and work with the LAC.

### **ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF APRIL 20, 2022, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR MARCH 2022
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

C. ANNUAL FINANCIAL AUDIT 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 Plante Moran, PLLC for Annual Financial Audit Services at a cost not to exceed \$372,405 based on the quoted rates, for a one-year period and an option for four (4) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

**MOTION:**

Jack Schmitt motioned to approve the Consent Agenda and Phil Deschaine supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEMS – PROPOSED DISCUSSION AGENDA**

A. VOICE AND DATA SERVICE AGREEMENT

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an extension to the existing agreement with ACD.net, Inc. to provide voice and data services in the amount of \$65,000 for the period of May 2022 through May 2023 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Jennie Gies motioned to approve Discussion Item A, VOICE AND DATA SERVICE AGREEMENT and Doug Lecato supported the motion.

**DISCUSSION:**

Bradley Funkhouser stated that CATA through legal counsel has not been able to reach a mutual agreement with MetroNet; therefore, a new RFP will need to be released.

Derek Melot inquired about the issues with the contract.

Bradley Funkhouser stated that there were issues with the indemnification terms in the contract.

Dan Goodemoot confirmed that there were various issues with the terms in the contract.

Bradley Funkhouser noted that CATA will be very careful listing the terms and conditions in the new RFP.

Phil Deschaine stated that from his experience with MetroNet, he is not surprised that CATA is having issues with the vendor.

Mark Grebner inquired about the number of server locations.

Dan Goodemoot replied that there are three (3) locations plus a few co-location sites.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENTS:**

Deb Wiese, LAC Chair, thanked Chair Triplett, Mr. Funkhouser and the Board. Ms. Wiese reported that the LAC puts out many reports including their meeting minutes, the Service Quality Subcommittee (SQS) meeting notes and the Board liaison report from Doug Lecato. Ms. Wiese stated that she has been part of the LAC for 10-15 years and Chair for six (6) years. She also stated that the amount of communication between CATA and the LAC has increased tremendously since Mr. Funkhouser has been the CEO at CATA and she wanted to highlight some of the projects that the LAC has been working on.

Ms. Wiese informed everyone of the improvements the LAC has made over the past few years compared to past practices. The LAC and CATA now work together as partners and receive monthly reports from Mr. Funkhouser, CEO; Andrew Brieschke, Interim Director of Operations; and Craig Frazier, Paratransit Manager. The LAC had to be more forward thinking in its process and in 2019, the LAC established the SQS to meet in the off months. They have worked with Dan Goodemoot, Director of IT to establish a wait-trip process which should be implemented soon and we send our marketing strategies to Lolo Robison, Director of Marketing and Customer Experience. Currently, the LAC is now looking at creating LAC members as ambassadors to enhance the transit community and is seeking ways to recruit new members. Mr. Funkhouser has been very helpful in assisting the LAC with a strategic planning process. On behalf of the LAC and herself, Ms. Wiese applauded CATA for their services and looks forward to working with CATA on future endeavors.

Janeile Cannon, LAC member, stated that she and her husband Pat Cannon have been long-time riders of CATA and is proud of CATA. Ms. Cannon expressed the importance of protecting the Authority. She also commented on a pattern that she has noticed where it seems people are forming their opinions on emotion without having all the facts. Ms. Cannon wants to keep promoting the good news about CATA and would like others to follow. By 2035, there will be more people over 65 than children in the US and public transit will be at the front and center. Ms. Cannon thanked CATA for their work and service to the community. She welcomed any calls to the LAC and/or to Craig Frazier, Paratransit Manager who she praised as being the

best manager that the LAC has ever had.

Daniel Black shared CATA's Mission Statement at the Board meeting.

Deb Parrish thanked Ms. Cannon for calming her down after she arrived late to the Board meeting. She also commented on CATA's 50<sup>th</sup> Anniversary press conference and recognizing Ned Rudolph's 44 years of service at CATA. Ms. Parrish praised Dan Goodemoot, Director of IT on the success of CATA's MyRideCATA app which she loves and has been promoting to others.

### **EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT**

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

#### **MOTION:**

A motion was made by Shanna Draheim and supported by Doug Lecato to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

**ROLL CALL VOTE:** Phil Deschaine, Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, Derek Melot, John Prush, Jack Schmitt and Nathan Triplett were all present.

Robin Lewis and Maggie Sanders were absent.

The Executive Session began at 4:37 p.m. and adjourned at 5:09 p.m.

#### **ADJOURNMENT:**

There was no further business Chair Triplett adjourned meeting at 5:09 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending April 30, 2022**

	April Actual	April Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	% of Fiscal Year Completed 58%	% Annual Budget Revenues/Expense
<b>REVENUES</b>											
Farebox	\$ 160,685	\$ 139,315	\$ 21,370	15.3%	\$ 1,175,685	\$ 988,750	\$ 186,935	18.9%	\$ 1,695,000		69.4%
Contracted Services	\$ 351,409	\$ 321,781	\$ 29,628	9.2%	\$ 2,428,595	\$ 2,283,750	\$ 144,845	6.3%	\$ 3,915,000		62.0%
Property Tax	\$ 413,425	\$ 1,948,562	\$( 1,535,137 )	-78.8%	\$ 18,557,810	\$ 13,829,380	\$ 4,728,430	34.2%	\$ 23,707,509		78.3%
State Revenue	\$ 1,418,263	\$ 1,408,767	\$ 9,496	0.7%	\$ 8,863,979	\$ 9,998,333	\$( 1,134,354 )	-11.3%	\$ 17,140,000		51.7%
Federal Revenue	\$ 200,000	\$ 713,425	\$ ( 513,425 )	-72.0%	\$ 4,714,967	\$ 5,063,333	\$ ( 348,366 )	-6.9%	\$ 8,680,000		54.3%
Other Revenue	\$ ( 84,409 )	\$ 48,493	\$ ( 132,902 )	-274.1%	\$ ( 383,666 )	\$ 344,167	\$ ( 727,833 )	-211.5%	\$ 590,000		-65.0%
<b>TOTAL REVENUES</b>	<b>\$ 2,459,373</b>	<b>\$ 4,580,343</b>	<b>\$( 2,120,970 )</b>	<b>-46.3%</b>	<b>\$ 35,357,370</b>	<b>\$ 32,507,714</b>	<b>\$ 2,849,656</b>	<b>8.8%</b>	<b>\$ 55,727,509</b>		<b>63.4%</b>
<b>EXPENSES</b>											
Labor	\$ 1,537,999	\$ 1,796,055	\$ 258,056	14.4%	\$ 11,753,253	\$ 12,692,121	\$ 938,868	7.4%	\$ 21,852,000		53.8%
Fringe Benefits	\$ 778,478	\$ 1,090,331	\$ 311,853	28.6%	\$ 6,441,628	\$ 7,705,007	\$ 1,263,379	16.4%	\$ 13,265,700		48.6%
Services	\$ 265,349	\$ 309,354	\$ 44,005	14.2%	\$ 2,208,781	\$ 2,186,098	\$ ( 22,683 )	-1.0%	\$ 3,763,800		58.7%
Materials & Supplies	\$ 432,144	\$ 356,153	\$ ( 75,991 )	-21.3%	\$ 2,824,257	\$ 2,516,817	\$ ( 307,440 )	-12.2%	\$ 4,333,200		65.2%
Utilities	\$ 9,437	\$ 71,523	\$ 62,086	86.8%	\$ 469,299	\$ 505,431	\$ 36,132	7.1%	\$ 870,200		53.9%
Casualty & Liability	\$ 36,276	\$ 85,480	\$ 49,204	57.6%	\$ 749,408	\$ 604,055	\$ ( 145,353 )	-24.1%	\$ 1,040,000		72.1%
Purch. Transportation	\$ 166,183	\$ 732,082	\$ 565,899	77.3%	\$ 3,376,817	\$ 5,173,381	\$ 1,796,564	34.7%	\$ 8,907,000		37.9%
Miscellaneous	\$ 39,695	\$ 92,342	\$ 52,647	57.0%	\$ 483,734	\$ 652,553	\$ 168,819	25.9%	\$ 1,123,500		43.1%
Depreciation	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	\$ -	0.0%	\$ -		0.0%
<b>TOTAL EXPENSES</b>	<b>3,265,561</b>	<b>4,533,320</b>	<b>1,267,759</b>	<b>28.0%</b>	<b>28,307,177</b>	<b>32,035,463</b>	<b>3,728,286</b>	<b>11.6%</b>	<b>\$ 55,155,400</b>		<b>51.3%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ ( 806,188 )</b>	<b>\$ 47,023</b>	<b>\$ ( 853,211 )</b>		<b>\$ 7,050,193</b>	<b>\$ 472,251</b>	<b>\$ 6,577,942</b>		<b>\$ 572,109</b>		

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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**04/01/2022 - 04/30/2022**

<b>Cash Balance - 04/01/2022</b>	<b>\$ 3,081,271</b>
Disbursements	\$ (4,669,220)
Receipts	\$ 3,205,606
Adjustments	\$ -
<b>Cash Balance - 04/30/2022</b>	<b><u>\$ 1,617,657</u></b>

**Disbursements:**

Cash Disbursements Register	\$ (2,326,263)
Payroll	\$ (1,708,001)
Healthcare (BlueCross Blue Shield)	\$ (565,046)
Transfers To the ASU Claims Account	\$ (69,910)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b><u>\$ (4,669,220)</u></b>

**Receipts:**

Cash Receipt Register	\$ 3,205,606
Transfers From the Investment Account	-
<b>Total Cash Receipts</b>	<b><u>\$ 3,205,606</u></b>

**Adjustments:**

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

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

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**04/01/2022 - 04/30/2022**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	1,617,657	4.90%
FIFTH THIRD BANK - ASU Claims Account	73,892	0.22%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	31,296,718	94.87%
<b>TOTAL</b>	<b>\$ 32,988,267</b>	<b>100.00%</b>

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 5,358
OTHER BANKS	-
<b>TOTAL</b>	<b>\$ 5,358</b>

<b>Monthly Average Rate of Return</b>	0.0162%
<b>Annual Average Rate of Return</b>	0.195%

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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04/01/2022 - 04/30/2022

<b>Market Value at the Beginning of the Period - 03/01/2022</b>		\$ 31,417,048
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		-
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 7,849	
Accrued Interest Paid	(123)	
Administrative Expenditures	(2,368)	
<b>Total Net Income/Loss &amp; Expenditures</b>		5,358
<b><u>Realized Gains or (Loss) From Sales</u></b>		(5,547)
<b><u>Market Appreciation</u></b>		
End of Period	\$ (828,571)	
Beginning of Period	679,411	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		(149,160)
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (93,882)	
Current Accrued Income (+)	122,901	
<b>Net Change from Accrued Income</b>		29,019
<b>Market Value at the End of the Period - 03/31/2022</b>		<u>\$31,296,718</u>

Interim statements are subject to adjustments and year-end audit

**NOTE:**

*The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.*

**ACTION ITEM – RENEWAL OF APPOINTMENT TO LOCAL ADVISORY COMMITTEE**

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

At the June 2022 LAC meeting, Kellie Blackwell was unanimously approved for reappointment to the LAC for a three-year term.

Ms. Blackwell's current term expired in May 2022. Ms. Blackwell has served on the LAC for the past three (3) years. She is employed by Michigan Disability Rights Coalition and utilizes all CATA services. She represents persons with disabilities and is a resident of Holt.

CATA Board approval is sought to renew the appointment of Kellie Blackwell as a member of the CATA LAC.

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Kellie Blackwell to a three-year term through May 2025.

## **ACTION ITEM – APPOINTMENT TO LOCAL ADVISORY COMMITTEE**

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

At the June 2022 LAC meeting, Jeffrey Allshouse was unanimously approved for appointment to the LAC for a three-year term. Mr. Allshouse has resided in the greater Lansing area for over three (3) 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 appointment of Jeffrey Allshouse as a member of the CATA LAC.

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Jeffrey Allshouse to a three-year term through June 2025.

**ACTION ITEM – PRELIMINARY EXECUTIVE COORDINATION PLAN BETWEEN  
CATA AND EATON COUNTY TRANSPORTATION AUTHORITY (EATRAN)**

**PROPOSED MOTION:** That the CATA Board of Directors approves the Preliminary Executive Coordination Plan between CATA and the Eaton County Transportation Authority (EATRAN) and authorizes Chief Executive Officer Bradley T. Funkhouser, to enter into negotiations regarding a contract to serve as the EATRAN Executive Director on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

The CATA Board of Directors further authorizes the participation of a non-voting representative representing Eaton County on the CATA Board, as provided for in Section 1.11 of the CATA Bylaws, upon execution of the contract and during the term of such contract.

## **Preliminary Executive Coordination Plan Eaton County Transportation Authority (EATRAN)**

### Background

During the past year, EATRAN and CATA's leadership have met regularly to discuss coordination of services. Our goal is to provide regionally focused transportation options. While travel between counties has improved in the last couple of years, thanks to interagency agreements, coordinated efforts are still somewhat restrictive and can require multiple bus transfers, resulting in the investment of inordinate amounts of time.

The position of Executive Director has recently become vacant at EATRAN. Board members from both agencies have met to discuss the coordination of services between the two agencies by having CATA's CEO concurrently fill the Executive Director vacancy at EATRAN.

Following are the roles and responsibilities for the two executive positions that are needed, along with a proposed implementation schedule.

### **EATRAN Executive Director**

On a mutually agreed upon date, the position of Executive Director at EATRAN would be assumed by current CATA CEO Bradley T. Funkhouser. As the principal officer for EATRAN, Mr. Funkhouser would report directly to the EATRAN Board of Directors, primarily coordinating with the Board's Chair. The Executive Director would have the authority and duty to:

- Make the operational and business decisions for EATRAN, to the extent authorized by EATRAN's Board of Directors
- Attend Board and committee meetings
- Coordinate with other transit and regulatory agencies
- Serve as chief spokesperson for EATRAN
- Supervise management personnel
- Develop and implement regional operations objectives
- Approve fiscal activities and reporting
- Recommend policy positions to Board of Directors
- Facilitate and manage union contract provisions

### Planned Management Process

Understanding that Mr. Funkhouser's anticipated dual employment and duties to each entity, It is anticipated that he would meet with EATRAN management staff one day per week, on Wednesdays or another day as agreeable to all, to coordinate operational activities, set direction and resolve any residual issues. During the remaining days of the week, the Finance Director would serve as the immediate point of contact for EATRAN staff. The Executive Director and Finance Director would

coordinate via phone, email, or otherwise during the week regarding any other operational questions or matters.

### Schedule

If approved by both CATA's Board of Directors and EATRAN's Board of Directors, Mr. Funkhouser would assume the position of Executive Director for EATRAN on **Monday, August 1, 2022**. A contract, including compensation, would be drafted and executed directly between the EATRAN Board and Mr. Funkhouser for this role containing all the necessary and agreed upon terms and conditions.

### **Finance Director**

On a mutually agreed upon date, the position of Finance Director would be assumed by current EATRAN Executive Director Donna Webb. As the Finance Director for EATRAN, she would report directly to the new Executive Director and be responsible for all accounting and finance functions. In addition, given the anticipated dual employment of Mr. Funkhouser, the Finance Director will assist the Executive Director in the day-to-day operation of the agency. She would serve as an immediate point of contact while coordinating with the Executive Director. Ms. Webb's responsibilities are anticipated to include:

- Preparation and monitoring of annual financial reports, including comprehensive budget
- Completing quarterly and annual Operational Assistance Reports (OARs) to MDOT
- Performing all bank account reconciliations
- Managing accounts receivables and payables
- Processing payroll
- Serving as HR/benefits coordinator
- Performing all procurement activities
- Serving as point of contact for all union and management employees

### Management Process

With her experience as Executive Director, Ms. Webb is planned to serve as the operational point of contact during most of the week, meeting with the Executive Director in person on Wednesdays of each week (or a different day if agreed) to coordinate operational activities, set direction, and resolve any residual issues. The Executive Director and Finance Director will coordinate via the phone, email, or otherwise during the week on any other operational questions or issues.

The Finance Director would also be invited to join the CATA Executive Staff promoting coordination between the agencies and allowing EATRAN to access additional resources through CATA staff members to further the goal of efficiently providing public transportation to both jurisdictions.

## Schedule

If approved by both CATA's Board of Directors and EATRAN's Board of Directors, Ms. Webb would assume the position of Finance Director for EATRAN on **Monday, August 1, 2022**. Ms. Webb would continue as a EATRAN employee with her current benefits and salary, but a new contract is planned to be drafted detailing her new role and responsibilities.

**INFORMATION ITEMS**

**JUNE 15, 2022**

1. APRIL RIDERSHIP REPORT
2. APRIL RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR MAY 2022
4. DEI TASK FORCE UPDATE FOR MAY 2022
5. LAC MINUTES FOR APRIL 2022

**APRIL 2022 RIDERSHIP REPORT**

<u>Total system rides – April:</u>	<u>550,554</u>
Average weekday system ridership	23,200
Average weekday system ridership change 4/22 to 4/21	+8,000

	<u>4/22 v. 4/21</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+151.7%	+331,860
Monthly Urban Fixed-Route change	+58.3%	+99,016
Monthly MSU campus ridership change	+3157.3%	+190,796
Monthly Spec-Tran ridership change	+25.6%	+4,239
Monthly Total Paratransit ridership change	+31.5%	+6,526

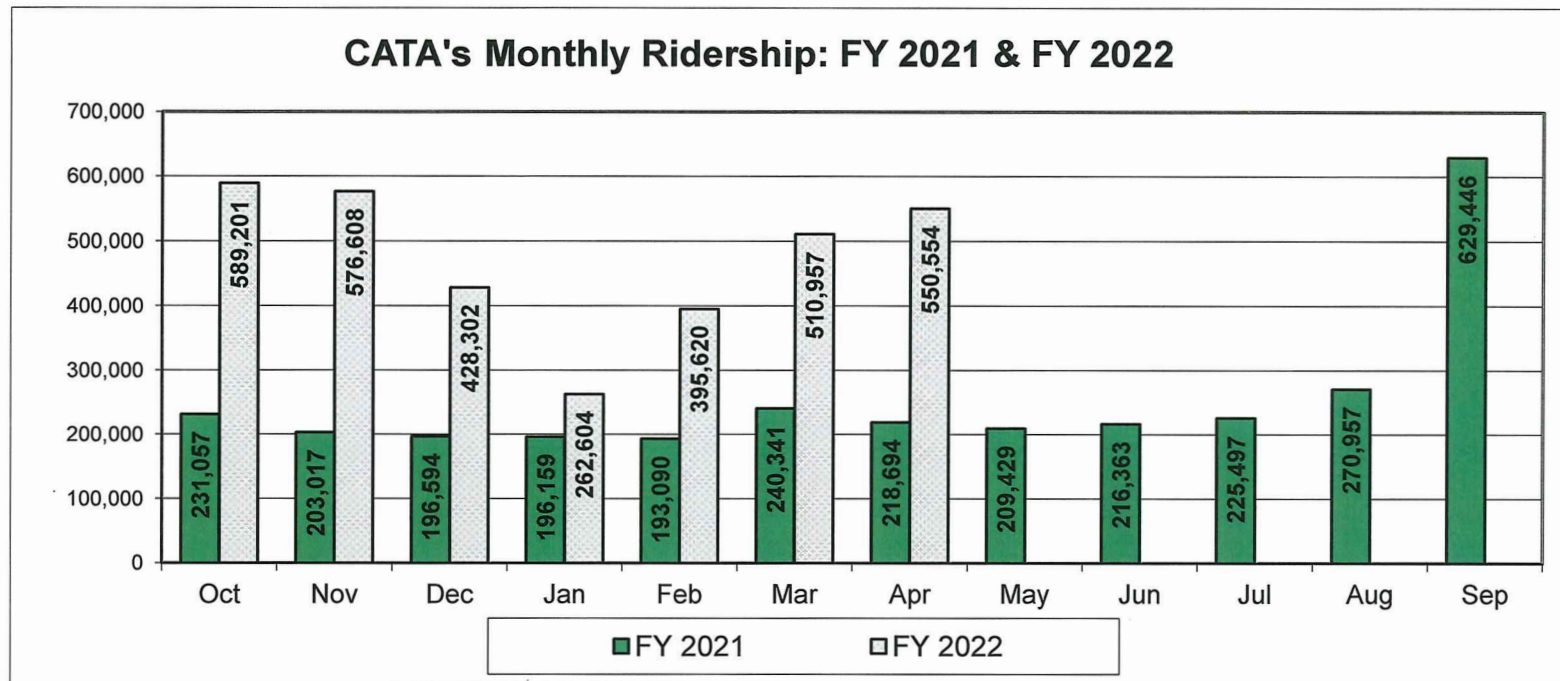
Note: Substantially reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Service levels for Spring Semester 2022 on the MSU campus has been reduced relative to Fall Semester 2021 service levels. Ridership has been substantially impacted by the COVID-19 pandemic.

**FY 2022 YEAR-TO-DATE RIDERSHIP**

<u>Total system rides – FY 2022:</u>	<u>3,313,846</u>
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	<u>FY 2022 vs. FY 2021</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+124.1%	+1,834,894
Year-to-Date Spec-Tran ridership change	+27.6%	+29,778
Year-to-Date Total Paratransit ridership change	+36.8%	+48,194

Note: Substantially reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Service levels for Spring Semester 2022 on the MSU campus has been reduced relative to Fall Semester 2021 service levels. Ridership has been substantially impacted by the COVID-19 pandemic.



**INFORMATION ITEM - FUEL PURCHASE FOR MAY 2022**

The following lists our prices for diesel fuel for May 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
05/02/2022	\$4.0565
05/06/2022	\$4.1150
05/13/2022	\$3.9590
05/21/2022	\$3.9310

FY 2022 Current average per gallon fuel cost	\$4.02
FY 2022 Budget per gallon fuel cost	\$2.35

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## **Diversity Equity & Inclusion Task Force Meeting Summary May 13, 2022**

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The May DEI Task Force meeting was the first in-person meeting that we had in over a year. It was held at Hawk Island Park in the Cooper's Cabana. The meeting was an opportunity for members to connect with and get to know one another. We invited members to join us for lunch before the meeting. At lunch, we did an icebreaker activity where each member was asked to share something about themselves.

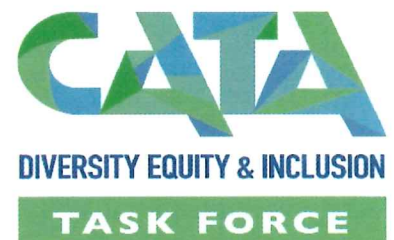
The meeting focused on the Society of Human Resources Management *Workplace Convo & Coffee Start a Conversation* cards. Some of the topics we discussed are listed below:

- Nearly 3 out of 4 (74 percent) of working Americans said their organizational values helped guide them through the pandemic. How does your organization address burnout?
- Depression alone is estimated to cause 200 million lost workdays annually. How do we work to eliminate the stigma around employees' mental health at my workplace?
- What does the phrase "Better Workplaces, Better World" mean to you?
- Can you explain the difference between diversity and inclusion?
- Nearly 3 out of 5 Americans (59 percent) leave work feeling exhausted. Women (64 percent) were more likely to leave work feeling exhausted compared to men (54 percent). What is the most important value your organization believes in? Why?
- Twenty-five percent of American workers say they gained respect for their co-workers based on their colleagues' response to protests against racial injustice. Are you and/or your coworkers comfortable talking about racial injustice?

Respectfully submitted,

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

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



LOCAL ADVISORY COMMITTEE  
MEETING via ZOOM

WEDNESDAY, APRIL 6, 2022, 3:30 P.M.

**MEMBERS PRESENT:** Deb Wiese, Chair  
Ronald Marsh  
George Hanley  
Erin Shannon  
Janeile Cannon  
Geneva Smith

**MEMBERS NOT PRESENT:** Kellie Blackwell and Diana Paiz

**CATA BOARD MEMBER:** Doug Lecato

**CATA PERSONNEL:** Andrew Brieschke, Craig Frazier, Todd Brooks and Dan Goodemoot

**GUESTS:** Nancy Lohr (Transdev)

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

**APPROVAL OF APRIL AGENDA**

**MOTION:**  
A motion to approve the April 2022 Agenda was moved by Geneva Smith and supported by Erin Shannon.

**VOTE:**  
Motion passed unanimously.

**APPROVAL OF FEBRUARY MINUTES**

**MOTION:**  
A motion to approve the February 2022 minutes was moved by Geneva Smith and supported by Janeile Cannon.

**VOTE:**  
Motion passed unanimously.

**BOARD LIAISON REPORT – Doug Lecato**  
See attachment for March 2022 notes.

**LAC CHAIR COMMENTS:**  
Chair Wiese thanked Nancy Lohr of Transdev for inviting LAC members to the monthly Safety Meeting last Thursday. There were five (5) sessions and LAC members had a half hour during each session to present any information and engage the drivers.

Chair Wiese also thanked LAC members Erin Shannon, Janeile Cannon, former LAC member Pat Cannon, George Hanley and herself for participating.

**CATA CEO REPORT – Bradley Funkhouser**

*Andrew Brieschke, Deputy CEO and Interim Operations Director reporting.*

*(Brad, via text): Hello and best wishes to all. Excited about the regional partnerships. We are still in the works with those to the north and to the west of us. CATA is actively seeking a lot of funding opportunities from state and federal levels to facilitate more regional coordination and better mobility in the Lansing area. LAC will be kept up to speed on the entire process.*

**CATA INTERIM DIRECTOR OF OPERATIONS/PARATRANSIT REPORT-  
Andrew Brieschke**

**Upgrading Fleet**

Andrew Brieschke reported that there are fourteen (14) ADA vans that are being purchased to replace the older ones. He also stated that there will be seven (7) 40-foot and two (2) 60-foot articulated buses ordered which will be available by mid to late June. Additionally, CATA will have twelve (12) new cutaway buses on order for the end of the year.

**Job Fair**

CATA's job fair has tentatively been scheduled for April 19, 2022, at the former Sears building. Currently, CATA has openings for bus operators, administrative staff, and maintenance staff. More details will be released soon.

**Operator Classes**

New operator classes will be held May 23<sup>rd</sup> and July 11<sup>th</sup>. These drivers will be folded into the next bid process, and CATA hopes to have a large influx of operators ready by fall this year to accommodate the return of MSU students on August 29, 2022.

**MSU Agreement**

The current MSU agreement expires June 30, 2022.

**Interim Director of Operations**

Andrew Brieschke introduced Todd Brooks as the Interim Director of Operations. Mr. Brooks has been with CATA since 2010 and has held a variety of positions.

**PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier**

Craig Frazier reported that there is a new link on the LAC portion of CATA's website. The link has been created for the public to submit complaints, concerns and comments via email. Mr. Frazier also thanked the LAC members who participated in the Transdev safety meeting. The meeting has received very positive feedback from everyone that attended.

Craig Frazier stated that paratransit on-time performances have gradually improved since some of the restrictions have been lifted. Currently, paratransit vehicles are operating at around 90% capacity. Mr. Frazier also reported on the Transit

Accessibility Working Group. This is a committee made up of agencies from all over the country in which CATA participates. During the meeting on Friday, April 1, 2022, the issue of on-time performance was discussed. Many large agencies utilize a half hour "be ready window" and are struggling with their on-time performances due to driver shortages and continued restrictions. CATA utilizes a fifteen (15) minute "be ready window" and has seen "on-time" performance improve faster than many of the larger agencies with a longer "be ready window."

**SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell**

Report will be submitted before final draft of minutes.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**MEMBER ANNOUNCEMENTS:**

Geneva Smith expressed several concerns regarding her negative experiences recently with operators. Chair Wiese encouraged Ms. Smith to share these issues with Craig Frazier and she agreed.

**PUBLIC COMMENT:**

Deb Parrish thanked the LAC for allowing public announcement at the meetings and extended her condolences for the passing of Lillie Mae Flannery.

**ADJOURNMENT**

**MOTION:**

A motion to adjourn was made by Geneva Smith and supported by George Hanley.

**VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:40 p.m.

Respectfully submitted,

Teresa Anderson  
Paratransit Scheduler