

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 20, 2024  
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA  
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

**PRESENT:** Nathan Triplett, Chair  
Shanna Draheim, Vice Chair  
Phil Deschaine Secretary/Treasurer  
Derek Melot  
John Prush  
Doug Lecato

**CALL TO ORDER:**

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

**ROLL CALL:** Phill Deschaine, Shanna Draheim, Doug Lecato, Derek Melot, John Prush, and Nathan Triplett were all present.

**ABSENT:** Terrance Augustine, Jack Schmitt, Maggie Sanders, and Phyllis Vaughn

**LATE:** Mark Grebner

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:**

Deb Parrish commented on microtransit and inquired whether it will be ADA accessible. She also commented on the Lansing City Council voting down the proposed building site downtown and wondered how it will affect CATA. Ms. Parrish further inquired about whether CATA's Board meetings will ever return to CATA's Tranter Street facility.

**CHAIR'S COMMENTS:**

Chair Triplett thanked the Disability Network Capital Area (DNCAP) for allowing CATA to use their facility to hold the March 2024 Board meeting. He also reminded Board members to complete and send back their Annual Disclosure Forms to Tina Orlando, Board Secretary.

**MOTION:**

Shanna Draheim motioned to excuse Terrance Augustine, Jack Schmitt, Maggie Sanders, and Phyllis Vaughn. Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

### **Audit Committee Report**

Audit Committee Chair, Derek Melot, stated that on Friday, March 15, 2024, the Audit Committee, Mr. Funkhouser, and Mr. Frendt met via Zoom with Plante Moran to discuss CATA's FY 2023 Audit and Financial Statements. He reported that CATA received an unmodified opinion with the highest level of assurance. He also stated that CATA's pension plans are well funded with ATU's pension funded at 100% and the Administrative's pension funded at 87%. CATA is also making progress with their OPEB plan filed with the State of Michigan. He further thanked Mr. Funkhouser, Mr. Frendt and CATA's Finance Department along with fellow Audit Committee members for their hard work and support.

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

Bradley Funkhouser introduced Simone Moore, new General Manager at Transdev. He then deferred to Craig Frazier, Paratransit Manager, for more details.

Craig Frazier stated that Ms. Simone has been great to work with and she has already made a big difference as the new General Manager. He looks forward to their partnership and new things to come.

Bradley Funkhouser added that Ms. Moore has experience in Paratransit from working at Transdev locations in both Detroit and Grand Rapids.

Mark Grebner arrived at 4:06 p.m.

### **Holiday Service**

Bradley Funkhouser stated that CATA's Easter Holiday Service will run from 8:00 a.m. to 5:00 p.m. on Easter Sunday, March 31. So far, CATA has forty-five reserved trips scheduled. Mr. Funkhouser stated that CATA will continue to take reservations until 5:00 p.m. on Wednesday, March 27.

### **Job Fairs**

Bradley Funkhouser stated that CATA received thirty-eight applications at the last job fair and EATRAN received thirteen. Mr. Funkhouser explained that both agencies will be scaling back on scheduling any more job fairs and instead will be working with Michigan Public Works. He noted that CATA started training a new class of operators on March 18, and EATRAN has a new class of three (3) operators that have started training.

### **Operation Santa – Thank You Cards**

Bradley Funkhouser commented on the thank you cards that CATA received from the students that participated in Operation Santa this past December. He deferred to Lolo Robison, Director of Marketing, Customer Experience and Public Information, for more details.

Lolo Robison commented on the thank you cards that CATA received and pointed to the display for everyone to see.

### **CATA's Downtown Facility**

Bradley Funkhouser commented on the downtown facility and explained that the intent letter of agreement that was presented at last month's meeting was not executed. He noted that CATA will continue to work with the Lansing Housing Commission and other stakeholders on other opportunities for that parcel.

Chair Triplett commented on the letter of intent and explained that the partners were not in line with CATA's vision. He also noted that he looks forward to seeing what will develop in that area.

Shanna Draheim requested more details pertaining to the job fairs and the timeline involved in the hiring and training process.

Marshea Brown, Director of Human Resources, stated that after hosting a job fair, the training process and classes start very soon after.

Shanna Draheim then inquired about other possible real estate opportunities in the downtown area.

Bradley Funkhouser confirmed that CATA has relationships with major developments in the area. He also noted that Dustin Hagfors, Director of Planning and Development at CATA, reaches out to developers as new projects come to the area.

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

- A. APPROVAL OF MINUTES OF FEBRUARY 2024, BOARD MEETING
- B. TREASURER'S REPORT FOR JANUARY 2024
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

### **MOTION:**

Derek Melot motioned to approve the Consent Agenda and Doug Lecato supported the motion.

**VOTE:** The motion carried unanimously.

### **ACTION ITEM – PROPOSED DISCUSSION AGENDA**

- A. FISCAL YEAR 2023 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 2023 and the Communication to those Charged with Governance and Management of CATA.

**MOTION:**

Derek Melot motioned to approve Discussion Agenda Item A, Fiscal Year 2023 Financial Statements and Audit Report. Mark Grebner supported the motion.

**DISCUSSION:**

Bradley Funkhouser deferred to Jim Frenedt, Director of Finance.

Jim Frenedt introduced Christopher Gilbert and Jean Young from Plante Moran.

Christopher Gilbert thanked Mr. Funkhouser, Mr. Frenedt, and his team for their involvement in the audit.

Chris Gilbert, Audit Manager from Plante Moran, went over CATA's FY 2023 audit report. He stated that CATA received an unmodified opinion which is the highest level of support that can be given. He also referenced the new accounting standard, GASB 96, Subscription-Based Information Technology Arrangements (SBITAs), standard that was adopted; however, it did not have an impact on CATA's audit. Mr. Gilbert reported on CATA's operating revenue, expenses, and net position which by the end of 2023 was approximately \$35 million. Lastly, he covered CATA's pension plans and stressed how the state really focuses on pension plans being funded. Mr. Gilbert reported that both CATA's Administrative Plan and Union Plan are well funded, with the Union's pension funded at 100% and the administration's pension funded at 87%. He also noted that CATA's OPEB contribution plan is also progressing well.

Jean Young went over CATA's single audit testing related to federal grants. She stated that while CATA received a clean report with no findings in the single audit report, CATA did have one (1) finding related to their OPEB plan. Ms. Young explained that CATA made a change to the OPEB plan during the measurement phase and it was not recorded correctly. She further explained that there are no concerns over this finding and CATA's OPEB plan is securely in place.

Chair Triplett thanked the Audit Committee for their report and Plante Moran for their presentation.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS**

None

**NEW BUSINESS**

None

**PUBLIC COMMENT**

None

**ADJOURNMENT**

Chair Triplett adjourned the meeting at 4:31 p.m.

Respectfully Submitted,



Phil Deschaine  
Secretary/Treasurer



Tina Orlando  
Recording Secretary