

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 16, 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

- Audit Committee Report
- Policy Committee Report
- Annual Disclosure Form – Policy #209 Code of Conduct

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF FEBRUARY 16, 2022, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JANUARY 2022

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

C. CONTRACT FOR OPERATIONS UNIFORM SUPPLIER

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 Lansing Uniform Company to provide required uniforms and shoes to CATA's bus operators, supervisors, managers, and customer experience representatives for a term of five (5) years, from March 1, 2022, through February 28, 2027, or five (5) successive annual terms, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. ADA LOW-FLOOR FULL-SIZE VANS EQUIPPED WITH SIDE-ENTRY MANUAL ADA RAMP

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from Creative Bus located in Elkhart, Indiana for up to fourteen (14) new ADA low-floor full-size vans equipped with side-entry manual ADA ramp in an amount not to exceed \$1,590,000 pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. TRANSIT MASTER AVL HARDWARE UPGRADE PROJECT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to enter into a contract with Trapeze Software Group, Inc. to provide hardware, software, support, installation and necessary ancillaries to replace or upgrade CATA's current fixed route bus AVL hardware to V8 AVL hardware with a cost not to exceed \$1,200,000.

F. EMERGENCY CONTRACT FOR CUSTODIAL SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an emergency contract with Clean Team USA, Lansing, Michigan to provide Custodial Services at the CATA Transportation Center (CTC) and Capital Area Multimodal Gateway (MMG) at a maximum amount of \$84,900 for a term of six (6) months, commencing February 21, 2022, through August 31, 2022, and not to exceed the approved annual Operating Budget for such services as the Board Chair and Chief Executive Officer deem necessary.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. FISCAL YEAR 2021 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 2021 and the Communication to those Charged with Governance and Management of CATA.

B. POLICY NO. 200 – PURCHASING AND CONTRACTING - FIRST READING

PROPOSED MOTION: That proposed revised Policy No. 200 – Purchasing and Contracting, be accepted for the first reading in

accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

C. POLICY NO. 204 – DISADVANTAGED BUSINESS ENTERPRISE - FIRST READING

PROPOSED MOTION: That proposed revised Policy No. 204 – Disadvantaged Business Enterprise, be accepted for the first reading in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

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, FEBRUARY 16, 2022
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Jennie Gies
Mark Grebner
Robin Lewis
Dion'trae Hayes
John Prush
Phil Deschaine
Derek Melot

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:03 p.m.

ABSENT: Shanna Draheim, Secretary/Treasurer, Doug Lecato and Jack Schmitt

ROLL CALL: Phil Deschaine, Dusty Fancher, Dion'trae Hayes, Jennie Gies, Mark Grebner, Robin Lewis, Derek Melot, John Prush and Nathan Triplett were all present.

Shanna Draheim, Doug Lecato and Jack Schmitt were absent.

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

Chair Triplett requested a moment of silence to remember two (2) community leaders Dr. Joan Jackson-Johnson, City of Lansing and Ron Styka, Supervisor from Meridian Township who recently passed away.

PUBLIC COMMENTS:

Deb Parrish commented on the money CATA has spent for police protection down at the CTC and at the monthly Board meetings. She also inquired about the contract between CATA and the ATU and the issues separating the two (2) sides.

CHAIR'S COMMENTS:

MOTION:

Robin Lewis motioned to excuse Shanna Draheim, Doug Lecato and Jack Schmitt, and Dion'trae Hayes supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser offered his condolences to the families of Dr. Joan Jackson-Johnson and Ron Styka.

Black History Month

Bradley Funkhouser shared his love for coin collecting by bringing each Board member a US Mint 2022 quarter. He explained that the quarter is one (1) of five (5) coins created honoring a diverse group of American women that have made significant contributions throughout history. Mr. Funkhouser stated that the first coin features Maya Angelou, who is also the first African American woman to be featured on the US quarters. Maya Angelou was an author, poet and civil rights activist who became famous with the publication of the groundbreaking poem, "I Know Why the Caged Bird Sings." She was also a guest speaker at the inauguration of President Bill Clinton where she recited her poem. Mr. Funkhouser asked that we continue to share his story with others.

New Operators

Bradley Funkhouser stated that a class of eight (8) new operators started this past Monday, February 14, 2022 and another class will soon follow. Mr. Funkhouser expressed his enthusiasm for the new class and hiring more operators.

PASS App

Bradley Funkhouser informed the Board that the long-awaited PASS App has been approved by Apple. He also stated that the PASS App was tested by the LAC and will be ready to go live by the end of the month. Users will be able to schedule trips through their mobile device and the PASS App will be offered in both English and Spanish.

ATU

Bradley Funkhouser stated that he has been meeting regularly with Steve Soliz, Union President, Local 1039, to discuss and solve CATA's operator issues including ways to increase overtime. The meetings have proven to be successful and will continue as needed.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF JANUARY 19, 2022, BOARD MEETING
- B. APPROVAL OF MINUTES OF JANUARY 19, 2022, BOARD RETREAT
- C. APPROVAL OF TREASURER'S REPORT FOR DECEMBER 2021
 1. Interim Income Statement
 2. Cash Summary
 3. Investments
 4. Fifth Third Investment Account Reconciliation

D. SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser, to approve payment by CATA to the City of Lansing Police Department of \$80,000 to ensure a continued police presence and support at the CATA Transportation Center; Board, public and internal meetings; aboard buses; and throughout the system within its jurisdiction year for approximately one (1) year.

Jennie Gies requested that Action Item D be moved to discussion.

MOTION:

Robin Lewis motioned to approve the Consent Agenda with ACTION ITEM D, SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE moved to discussion and Dusty Fancher supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS - DISCUSSION AGENDA

A. SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser, to approve payment by CATA to the City of Lansing Police Department of \$80,000 to ensure a continued police presence and support at the CATA Transportation Center; Board, public and internal meetings; aboard buses; and throughout the system within its jurisdiction year for approximately one (1) year.

MOTION:

Jennie Gies motioned to approve Discussion Item A, SYSTEMWIDE PUBLIC SAFETY AND POLICE SERVICE and Robin Lewis supported the motion.

DISCUSSION:

Jennie Gies inquired about whether the dollar amount for police services was the same as previous years.

Bradley Funkhouser confirmed that the dollar amount for police services was the same as past years. Mr. Funkhouser also recognized Officer VandeVoorde, who was present at the February Board meeting, and thanked him for his service.

VOTE: The motion carried unanimously.

OLD BUSINESS:

- Board Retreat Presentations

SERVICE OPTIONS: Kai Christiansen, Service Planning and Scheduling Manager, reported on the service options for FY 2022. Mr. Christiansen presented a diagram for proposed service alteration for Route 12. He also shared the flexibility in service options to include optimizing system productivity, maximize system coverage, reduce frequency and/or the span of service and alter routing in areas with low productivity.

Mark Grebner commented on frequency reductions to CATA's service.

Kai Christiansen stated that reducing service at different levels on fixed routes is difficult to do without excluding certain populations.

Mark Grebner suggested that CATA provide 20-minute base service to certain routes such as Route 1 or Route 26 and then adjust as needed. He also inquired whether Delta Township will be funding any of the Route 12 expansion into their township.

Bradley Funkhouser stated that CATA has met with various businesses in Delta Township. He also mentioned that he met with Ken Fletcher, Supervisor of Delta Charter Township and confirmed that Delta Township plans to be more involved in the expansion of Route 12.

Mark Grebner stated that CATA has survived the pandemic and now needs to start implementing changes to allow for TNCs and providing better service at less expense.

Derek Melot echoed Mark Grebner's remarks.

Bradley Funkhouser stated that one of CATA's biggest challenges was providing service to Delta's Redi-Ride. There were a lot of Lansing residents working in Delta Township who needed transportation. With the new businesses coming to Delta Township, Mr. Funkhouser expects the need for transportation to increase. CATA will be ready to comply and when it's time to provide better service, Delta Township will need to invest.

Derek Melot expressed that timing is critical and securing an agreement with these new companies will be more flexible now than down the road.

Bradley Funkhouser stated that CATA has met with Amazon's real estate company and LEAP. He also referenced a demand-response study that was done in Arkansas. This study is based on how transit agencies can provide better service to their riders. CATA will not only need to provide a fixed Route to Delta Township but an on-demand service as well.

Robin Lewis inquired about the start date for the holiday service pilot.

Bradley Funkhouser confirmed that the start date for the holiday service pilot will be in the fall.

Robin Lewis expressed her appreciation for Mr. Funkhouser's hard work. She also stated that she likes that CATA will provide service to Delta Township riders first and then as demand and expenses increase, Delta Township will need to step in and do their part.

Phil Deschaine appreciated Mark Grebner and Derek Melot's comments. He also stated that Meridian pays almost 5 mills. He suggested that CATA set a three (3) month trial period before collecting payment from other counties and new businesses that will be using CATA's service.

Bradley Funkhouser stated that he doesn't want to repeat history. Instead, Mr. Funkhouser proposed that CATA present a proposal that will meet the needs of both entities. He also confirmed that CATA will not use millage money to put service outside of this area.

Mark Grebner stated that CATA may have to use millage money at first. He also proposed collecting double fares as we have done in the past.

Chair Triplett explained that the difference between now and then is that Mr. Funkhouser is working with Delta Township so that the service benefits both sides. He also commended Mr. Funkhouser for his work with the three (3) counties and promoting regional coordination.

Mark Grebner proposed that CATA form a contract with Delta Township.

Bradley Funkhouser made a point to confirm with the Board and the public that he plans to have CATA providing increased levels of service by this fall.

FINANCIAL PLANNING/PROJECTIONS: Jim Frenedt, Director of Finance reported on the department's accomplishments including a new accounting system which will be implemented on April 1, 2022, CATA's annual financial audit and the financials which will be presented at the March 2022 Board meeting. Mr. Frenedt reported that CATA did have one audit finding.

Jim Frenedt presented financial charts to compare historical performances compared over the last five (5) years.

Jim Frenedt stated that property taxes are estimated to increase to 2.5%-3% and federal and state revenues are estimated to increase by 2% through 2025.

Salaries and wages are projected to be between 3% and 3.5%, fringe benefits up by 7.5% and fuel expenses up by 3%. Some other expenses include increased inflation for 2023 then tapering off to 3% in 2024.

Jim Frenedt also stated that due to the stimulus money that CATA was awarded, CATA's revenue will continue to increase until the funds are depleted in 2025.

Mark Grebner stated that an expected 2.5% -3% increase in property taxes seems low.

Phil Deschaine stated that he believes that property taxes may increase closer to 5% in 2023.

Bradley Funkhouser thanked everyone for their patience. He also stated that he will work with Mr. Frendt so that a 4% increase is factored into CATA's operating budget with the intent that CATA will be back to operating at full service soon.

NEW BUSINESS:

None

PUBLIC COMMENTS:

Deb Parrish spoke as a Spec-Tran rider and shared a personal story. She then commented on the current service and the need for improvement.

Alex Gabbard commented on MSU's service restrictions and whether CATA is able to provide full Spartan Service. He also stated that he heard a rumor that it was MSU and not CATA that issued the request for reduce service.

David Ellis expressed his opinion that it is odd not to have better service to the multimodal center especially when it is a train station. He also commented on the fact that Delta Township doesn't pay for the service that CATA provides for them.

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 Jennie Gies and supported by Robin Lewis 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: The motion was supported by Phil Deschaine, Dusty Fancher, Dion'trae Hayes, Jennie Gies, Mark Grebner, Robin Lewis, Derek Melot, John Prush and Nathan Triplett.

Shanna Draheim, Doug Lecato and Jack Schmitt were absent.

The Executive Session began at 5:11 p.m. and adjourned at 5:28 p.m.

ADJOURNMENT:

There was no further business Chair Triplett adjourned meeting at 5:28 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending January 31, 2022**

	January Actual	January Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	% of Fiscal Year Completed 33%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 161,296	\$ 141,250	\$ 20,046	14.2%	\$ 694,391	\$ 565,000	\$ 129,391	22.9%	\$ 1,695,000		41.0%
Contracted Services	\$ 361,321	\$ 326,250	\$ 35,071	10.7%	\$ 1,354,845	\$ 1,305,000	\$ 49,845	3.8%	\$ 3,915,000		34.6%
Property Tax	\$ 8,466,521	\$ 1,975,626	\$ 6,490,895	328.5%	\$ 11,101,560	\$ 7,902,503	\$ 3,199,057	40.5%	\$ 23,707,509		46.8%
State Revenue	\$ 1,403,262	\$ 1,428,333	\$ (25,071)	-1.8%	\$ 5,323,556	\$ 5,713,333	\$ (389,777)	-6.8%	\$ 17,140,000		31.1%
Federal Revenue	\$ 139,999	\$ 723,333	\$ (583,334)	-80.6%	\$ 4,213,038	\$ 2,893,333	\$ 1,319,705	45.6%	\$ 8,680,000		48.5%
Other Revenue	\$ (86,975)	\$ 49,167	\$ (136,142)	-276.9%	\$ (28,947)	\$ 196,667	\$ (225,614)	-114.7%	\$ 590,000		-4.9%
TOTAL REVENUES	\$ 10,445,424	\$ 4,643,959	\$ 5,801,465	124.9%	\$ 22,658,443	\$ 18,575,836	\$ 4,082,607	22.0%	\$ 55,727,509		40.7%
EXPENSES											
Labor	\$ 1,299,343	\$ 1,821,000	\$ 521,657	28.6%	\$ 6,679,997	\$ 7,284,000	\$ 604,003	8.3%	\$ 21,852,000		30.6%
Fringe Benefits	\$ 840,732	\$ 1,105,475	\$ 264,743	23.9%	\$ 3,804,193	\$ 4,421,900	\$ 617,707	14.0%	\$ 13,265,700		28.7%
Services	\$ 321,409	\$ 313,650	\$ (7,759)	-2.5%	\$ 1,374,888	\$ 1,254,600	\$ (120,288)	-9.6%	\$ 3,763,800		36.5%
Materials & Supplies	\$ 352,844	\$ 361,100	\$ 8,256	2.3%	\$ 1,555,632	\$ 1,444,400	\$ (111,232)	-7.7%	\$ 4,333,200		35.9%
Utilities	\$ 94,659	\$ 72,517	\$ (22,142)	-30.5%	\$ 314,585	\$ 290,067	\$ (24,518)	-8.5%	\$ 870,200		36.2%
Casualty & Liability	\$ 127,591	\$ 86,667	\$ (40,924)	-47.2%	\$ 409,914	\$ 346,667	\$ (63,247)	-18.2%	\$ 1,040,000		39.4%
Purch. Transportation	\$ 524,530	\$ 742,250	\$ 217,720	29.3%	\$ 2,705,200	\$ 2,969,000	\$ 263,800	8.9%	\$ 8,907,000		30.4%
Miscellaneous	\$ 58,310	\$ 93,625	\$ 35,315	37.7%	\$ 218,598	\$ 374,500	\$ 155,902	41.6%	\$ 1,123,500		19.5%
Depreciation	\$ 231	\$ -	\$ (231)	0.0%	\$ 925	\$ -	\$ (925)	0.0%	\$ -		0.0%
TOTAL EXPENSES	3,619,649	4,596,283	976,634	21.2%	17,063,932	18,385,133	1,321,201	7.2%	\$ 55,155,400		30.9%
NET INCOME (LOSS)	\$ 6,825,775	\$ 47,676	\$ 6,778,099		\$ 5,594,511	\$ 190,703	\$ 5,403,808		\$ 572,109		

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

01/01/2022 - 01/31/2022

Cash Balance - 01/01/2022	\$ 2,449,598
Disbursements	\$ (3,355,945)
Receipts	\$ 7,150,642
Adjustments	\$ -
Cash Balance - 01/31/2022	\$ 6,244,295

Disbursements:

Cash Disbursements Register	\$ (1,354,564)
Payroll	\$ (1,591,927)
Healthcare (BlueCross Blue Shield)	\$ (392,793)
Transfers To the ASU Claims Account	\$ (16,661)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (3,355,945)

Receipts:

Cash Receipt Register	\$ 7,150,642
Transfers From the Investment Account	-
Total Cash Receipts	\$ 7,150,642

Adjustments:

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

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

(Page 3 of 4)

01/01/2022 - 01/31/2022

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	6,244,295	21.51%
FIFTH THIRD BANK - ASU Claims Account	29,375	0.10%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>22,758,669</u>	78.39%
TOTAL	<u>\$ 29,032,339</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 22,892
OTHER BANKS	<u>-</u>
TOTAL	<u>\$ 22,892</u>
Monthly Average Rate of Return	0.0789%
Annual Average Rate of Return	0.946%

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)

01/01/2022 - 01/31/2022

Market Value at the Beginning of the Period - 01/01/2022 \$ 22,886,714

Portfolio Activity:

Transfers (To) or From General Checking -

Net Income/(Loss) & Expenditures

Interest Earned	\$ 24,661	
Accrued Interest Paid	-	
Administrative Expenditures	(1,769)	

Total Net Income/Loss & Expenditures 22,892

Realized Gains or (Loss) From Sales -

Market Appreciation

End of Period	\$ (297,229)	
Beginning of Period	149,082	

Unrealized Gain/(Loss) from Market Appreciation (148,147)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (60,786)	
Current Accrued Income (+)	57,996	

Net Change from Accrued Income (2,790)

Market Value at the End of the Period - 01/01/2022 \$22,758,669

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 - CONTRACT FOR OPERATIONS UNIFORM SUPPLIER

CATA procures uniforms and shoes for some departments' personnel, including bus operators, supervisors, managers, and customer experience representatives, as needed. Lansing Uniform Company has fulfilled this procurement under successive contracts, the last of which expired on February 28, 2022. CATA has been very pleased with the quality of uniforms and the level of customer service provided by Lansing Uniform Company.

On January 18, 2022, CATA issued its Request for Proposal #2022-125, Operations Uniform Supplier, (the "RFP"). The RFP was distributed to three (3) vendors, advertised with *TransitTalent.com*, and posted on the CATA website. Lansing Uniform Company of Lansing, Michigan, submitted the only responsive proposal.

Lansing Uniform's proposal included responses to all proposal requirements, as well as a thorough description of their services.

Staff reviewed Lansing Uniform's proposal based on the RFP evaluation criteria, including ability to work with a diverse clientele, quality of workmanship, quality of reporting capabilities, quality of warranty, capability and qualifications of prime firm, key individuals, understanding of the problem and objectives, price, and overall evaluation. Their proposal was clear, comprehensive, and responsive to the RFP; and they understand the project requirements. Staff concluded that Lansing Uniform Company is a responsible firm with sufficient resources and qualified to complete the services on time and in a professional and satisfactory manner.

Annual expenses for uniforms and shoes vary based on the number of new employees and the need to replace worn items. The overall cost is managed through the Operating Budget process as approved by the CATA Board of Directors for the Operations Department. The proposal from Lansing Uniform will be within the Operating Budget for this year, 2022-2023, which is \$120,000, and the proposed Operating Budget for 2023-2024, which is under review currently.

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 Lansing Uniform Company to provide required uniforms and shoes to CATA's bus operators, supervisors, managers, and customer experience representatives for a term of five (5) years, from March 1, 2022, through February 28, 2027, or five (5) successive annual terms, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

CATA OPERATOR UNIFORMS

PRODUCT	DESCRIPTION	PRICING	PRICING	PRICING	MANUFACTURER
		3/2022-2/2024	3/2024 to 2/2026	3/2026-2/2027	
Alterations	Repair Seams or Pockets	\$10.00	\$10.50	\$11.00	
Alterations	Make L/S to S/S	\$12.50	\$13.00	\$13.50	
Alterations	Replacement Zippers	\$22.50	\$23.50	\$24.00	
Alterations	Taper Shirts 2"+	\$15.00	\$16.00	\$17.00	
Alterations	Sew on Safe Driving Years	\$3.00	\$3.00	\$3.00	
Alterations	Sew on Safe Driving ARC	\$3.50	\$3.50	\$3.50	
Alterations	Shorten Sleeves	\$15.00	\$15.75	\$16.50	
Hat Badge	S528-GOLD	\$89.95	\$94.50	\$98.95	SMITH & WARREN
Utility Bag	Equipment Bag	\$59.95	\$62.95	\$64.95	5.11
Belts	1001SS 28" to 44"	\$32.95	\$34.50	\$35.95	JAY PEE
Belts	1001SS 46" to 56"	\$37.95	\$39.95	\$41.95	JAY PEE
Boots	25730- Danner Scotch	\$134.95	\$139.95	\$145.95	DANNER
Boots	834-6888 Thorogood 8" Jumpboot	\$139.95	\$145.95	\$149.95	THOROGOOD
Boots	J45337- Merrell Moab Mid WP	\$139.95	\$145.95	\$152.95	MERRELL
Boots	E03162- Bates Tac Sport Mid WP SZ	\$114.95	\$119.95	\$124.95	BATES
Boots	E03182- Bates 8" Tac Sport WP SZ	\$124.95	\$129.95	\$134.95	BATES
Boots	E1044- Bates Rush Patrol Mid WP	\$124.95	\$129.95	\$134.95	BATES
Hat	Navy Pershing Dress	\$100.00	\$105.00	\$110.00	HANKIN
Hat	Knit Stocking Hat with CATA Embroidery	\$13.50	\$14.00	\$14.50	RICHARDSON
Headband	Fleece Headband with CATA Embroidery	\$13.00	\$13.50	\$14.00	RICHARDSON
Jacket	3440/6440 Sport Tek with Embroidery Size SM-2XL	\$46.95	\$48.95	\$50.95	EDWARDS
Jacket	3440/6440 Sport Tek with Embroidery Size 3XL+	\$49.95	\$51.95	\$53.95	EDWARDS
Jacket	Re-Issue Cata Inventory	\$10.00	\$10.00	\$10.00	
Jacket	S310 Spiewak Winter Coat ALL SIZES w/. CATA-	\$149.95	\$154.95	\$159.95	SPIEWAK
Jacket	1355 Hi Vis 6/1 w/. CATA	\$159.95	\$164.95	\$169.95	GAME
Jacket	1500-Navy Spring Jacket SM-2XL w/. CATA	\$49.95	\$51.95	\$53.95	Tri-Mountain
Jacket	1500-Navy Spring Jacket 3XL+ Talls w/. CATA	\$54.95	\$56.95	\$58.95	Tri-Mountain
Jacket	9900-Navy Winter Parka w/. CATA Size SM-2XL	\$84.95	\$88.95	\$92.95	Tri-Mountain
Jacket	9900-Navy Winter Parka w/. CATA Size 3XL+Talls	\$89.95	\$94.50	\$98.95	Tri-Mountain

Fleece	3455/6455 Full Zip Vest w/. CATA All Sizes	\$42.95	\$44.95	\$46.95	EDWARDS
Windshirt	J2612 Navy Vest with CATA Size SM-2XL	\$42.95	\$44.95	\$46.95	Tri-Mountain
Windshirt	J2612 Navy Vest with CATA Size 3XL+ Talls	\$46.95	\$48.95	\$51.50	Tri-Mountain
	All shirts embroidered per specs on file.				
L/S Shirt	Re-Issue Cata Inventory	\$6.50	\$6.50	\$6.50	
L/S Shirt	1262 Men's with CATA - SM-XL	\$36.95	\$38.50	\$39.95	EDWARDS
L/S Shirt	5262 Women's with CATA -SM-XL	\$36.95	\$38.50	\$39.95	EDWARDS
L/S Shirt	1262-001 Men's with CATA -2XL-6XL+ Talls	\$38.95	\$40.95	\$42.95	EDWARDS
L/S Shirt	5262-001 Women's with CATA -2XL-3XL	\$38.95	\$40.95	\$42.95	EDWARDS
	*No Oversize Charges for Pants-No Embroidery				
Pants	2640-007 Men's Pleated Poly-Wool All Sizes	\$59.95	\$62.95	\$65.95	EDWARDS
Pants	2740-007 Men's Flat Front Poly-Wool All Sizes	\$59.95	\$62.95	\$65.95	EDWARDS
Pants	8740-007 Women's Flat Front Poly-Wool All Sizes	\$59.95	\$62.95	\$65.95	EDWARDS
Pants	2534-007 Men's Flat Front Microfiber Dress Pant All Sizes	\$57.95	\$60.85	\$62.95	EDWARDS
Pants	2634-007 Men's Pleated Microfiber Dress Pant All Sizes	\$57.95	\$60.85	\$62.95	EDWARDS
Pants	8532-007 Women's Flat Front Microfiber Dress Pant All Size	\$57.95	\$60.85	\$62.95	EDWARDS
Pants	SU322-011 Spiewak 100% Poly All Sizes	\$59.95	\$62.95	\$64.95	SPIEWAK
Pants	E9314LC Women's 100% Poly All Sizes	\$59.95	\$62.95	\$64.95	ELBECO
Pants	32230 Men's Navy 100% Poly All Sizes	\$59.95	\$62.95	\$64.95	FECHHEIMER
Pants	TR07 Flex Waist 100% Poly All Sizes	\$59.95	\$62.95	\$64.95	FECHHEIMER
Pants	Re-Issue Cata Inventory	\$10.00	\$10.00	\$10.00	
Patches	Safe Driver Award Arc (price on min. 50 piece order) ea.	\$0.85	\$1.00	\$1.15	
Patches	Years of Service (price on min. 50 piece order) ea.	\$0.80	\$1.00	\$1.15	
Rain Cover	Hi-Vis Reversible Hat Cover	\$17.50	\$18.50	\$18.95	BLAUER
	All shirts embroidered per specs on file.				
S/S Shirt	Re-Issue Cata Inventory	\$6.50	\$6.50	\$6.50	
S/S Shirt	1212-001 Men's SM-XL with Embroidery	\$34.95	\$36.50	\$37.95	EDWARDS
S/S Shirt	5212-001 Women's XS-XL with Embroidery	\$34.95	\$36.50	\$37.95	EDWARDS
S/S Shirt	1212-001 Men's 2XL-6XL + Talls with Embroidery	\$36.95	\$38.50	\$39.95	EDWARDS
S/S Shirt	5212-001 Women's 2XL-3XL with Embroidery	\$36.95	\$38.50	\$39.95	EDWARDS

Shoes	RB-8105 Reebok	\$109.95	\$114.95	\$119.95	REEBOK
Shoes	J099501 Merrell Moab	\$124.95	\$129.95	\$134.95	MERRELL
Shoes	FW#034 Blauer Clash with BOA	\$134.95	\$139.95	\$144.95	BLAUER
Shoes	E01050 Bates Rush Patrol	\$109.95	\$114.95	\$119.95	BATES
Shoes	E022141 Bates Hi Gloss	\$74.95	\$77.95	\$81.50	BATES
Shoes	834-6133 Thoro-Slip On Oxford	\$119.95	\$122.95	\$124.95	THOROGOOD
Sweater	6500-Navy Knit V-Neck with Embroidery XS-XL	\$41.95	\$43.95	\$45.95	A+ APPARAL
Sweater	6500-Navy Knit V-Neck with Embroidery 2XL-6XL	\$44.95	\$46.95	\$48.95	A+ APPARAL
Sweater	Re-Issue Cata Inventory	\$6.50	\$6.50	\$6.50	
Vest	6600 Navy Knit V-Neck Vest with Embroidery XS-XL	\$35.95	\$37.75	\$38.95	A+ APPARAL
Vest	6600 Navy Knit V-Neck Vest with Embroidery 2XL-6XL	\$39.95	\$41.95	\$43.95	A+ APPARAL
Vest	Safety Hi Vis #I-85 with CATA Screenprint	\$25.95	\$27.25	\$28.95	Game Sportswear

CATA CUSTOMER EXPERIENCE UNIFORMS

PRODUCT	DESCRIPTION	PRICING	PRICING	PRICING	MANUFACTURER
		3/2022-2/2024	3/2024 to 2/2026	3/2026-2/2027	
Belts	1001SS 28" to 44"	\$32.95	\$34.50	\$35.95	JAY PEE
Belts	1001SS 46" to 56"	\$37.95	\$39.95	\$41.95	JAY PEE
Jacket	3440/6440 Sport Tek with Embroidery Size SM-2XL	\$46.95	\$48.95	\$50.95	EDWARDS
Jacket	3440/6440 Sport Tek with Embroidery Size 3XL+	\$49.95	\$51.95	\$53.95	EDWARDS
Jacket	9900-Navy Winter Parka w/. CATA Size SM-2XL	\$84.95	\$88.95	\$92.95	Tri-Mountain
Jacket	9900-Navy Winter Parka w/. CATA Size 3XL+Talls	\$89.95	\$94.50	\$98.95	Tri-Mountain
Fleece	3455/6455 Full Zip Vest w/. CATA All Sizes	\$42.95	\$44.95	\$46.95	EDWARDS
Sweater	4073-903 Men's Cardigan with Embroidery SM-2XL	\$49.95	\$52.45	\$54.95	
Sweater	4073-903 Men's Cardigan with Embroidery 3XL+	\$59.95	\$62.95	\$65.95	
Sweater	7056-056 HG Women's Cardigan with Embroidery SM-2XL	\$49.95	\$52.45	\$54.95	EDWARDS
Sweater	7056-056 HG Women's Cardigan with Embroidery 3XL+	\$59.95	\$62.95	\$65.95	EDWARDS
Sweater	7059-019 Char. Women's Cardigan with Embroidery SM-2XL	\$49.95	\$52.45	\$54.95	EDWARDS
Sweater	7059-019 Char. Women's Cardigan with Embroidery 3XL+	\$59.95	\$62.95	\$65.95	EDWARDS
Sweater	Re-Issue Cata Inventory	\$6.50	\$6.50	\$6.50	
Headband	Fleece Headband with CATA Embroidery	\$13.00	\$13.50	\$14.00	RICHARDSON
Vest	561-019 Charcoal Vest with Embroidery SM-2XL	\$34.95	\$36.70	\$38.53	EDWARDS
Vest	561-019 Charcoal Vest with Embroidery 3XL+	\$41.95	\$44.05	\$46.25	EDWARDS
	*No Embroidery on Pants per CATA Specs.				
Pants	2530-431 Redwood & Ross Men's Poly Wool Size 28-44	\$69.95	\$72.95	\$75.95	EDWARDS
Pants	8530-431 Redwood & Ross Women's Poly Wool Size 0-20W	\$69.95	\$72.95	\$75.95	EDWARDS
Pants	2530-431 Redwood & Ross Men's Poly Wool Size 46+	\$76.95	\$79.95	\$83.95	EDWARDS
Pants	8530-431 Redwood & Ross Women's Poly Wool Size 22W+	\$76.95	\$79.95	\$83.95	EDWARDS
	Polo Shirts Available in Royal, Marina and Steel Grey				
	Polo Shirts get CATA Embroidery per specs on file.				
S/S Pullover	1580-Any Color Men's Polo with Embroidery SM-2XL	\$32.95	\$34.50	\$35.95	EDWARDS
S/S Pullover	1580-Any Color Men's Polo with Embroidery 3XL+	\$38.95	\$39.95	\$41.95	EDWARDS
S/S Pullover	5580-Any Color Women's Polo with Embroidery XS-2XL	\$32.95	\$34.50	\$35.95	EDWARDS
S/S Pullover	5580-Any Color Women's Polo with Embroidery 3XL+	\$38.95	\$39.95	\$41.95	EDWARDS

CATA SUPERVISOR UNIFORMS

PRODUCT	DESCRIPTION	PRICING			MANUFACTURER
		3/2022-2/2024	3/2024 to 2/2026	3/2026-2/2027	
Alterations	Repair Seams or Pockets	\$10.00	\$10.50	\$11.00	
Alterations	Make L/S to S/S	\$12.50	\$13.00	\$13.50	
Alterations	Replacement Zippers	\$22.50	\$23.50	\$24.00	
Alterations	Taper Shirts 2"+	\$15.00	\$16.00	\$17.00	
Utility Bag	Equipment Bag	\$59.95	\$3.68	\$64.95	5.11
Belts	1001SS 28" to 44"	\$32.95	\$34.50	\$35.95	JAY PEE
Belts	1001SS 46" to 56"	\$37.95	\$39.95	\$41.95	JAY PEE
Blazer	3830-007 Men's Hopsack Blazer with CATA Embroidery (38-48)	\$139.95	\$146.95	\$149.95	EDWARDS
Blazer	3830-007 Men's Hopsack Blazer with CATA Embroidery (50-56)	\$169.95	\$177.95	\$179.95	EDWARDS
Blazer	6830-007 Women's Hopsack Blazer with CATA Embroidery (0-20)	\$139.95	\$146.95	\$149.95	EDWARDS
Blazer	6830-007 Women's Hopsack Blazer with CATA Embroidery (22-30)	\$169.95	\$177.95	\$179.95	EDWARDS
Boots	25730- Danner Scortch	\$134.95	\$139.95	\$145.95	DANNER
Boots	834-6888 Thorogood 8" Jumpboot	\$139.95	\$145.95	\$149.95	THOROGOOD
Boots	J45337- Merrell Moab Mid WP	\$139.95	\$145.95	\$152.95	MERRELL
Boots	E03162- Bates Tac Sport Mid WP SZ	\$114.95	\$119.95	\$124.95	BATES
Boots	E03182- Bates 8" Tac Sport WP SZ	\$124.95	\$129.95	\$134.95	BATES
Boots	E1044- Bates Rush Patrol Mid WP	\$124.95	\$129.95	\$134.95	BATES
Hat	Navy Pershing	\$100.00	\$105.00	\$110.00	Hankin
Jacket	1355 Hi Vis 6/1 w/. CATA	\$159.95	\$164.95	\$169.95	GAME
Jacket	3440/6440 Sport Tek with Embroidery Size SM-2XL	\$46.95	\$48.95	\$50.95	EDWARDS
Jacket	3440/6440 Sport Tek with Embroidery Size 3XL+	\$49.95	\$51.95	\$53.95	EDWARDS
Jacket	9900-Navy Winter Parka w/. CATA Size SM-2XL	\$84.95	\$88.95	\$92.95	Tri-Mountain
Jacket	9900-Navy Winter Parka w/. CATA Size 3XL+Talls	\$89.95	\$94.50	\$98.95	Tri-Mountain

	No Embroidery on Supervisor Shirts				
L/S Shirt	Re-Issue Cata Inventory	\$6.50	\$6.50	\$6.50	
L/S Shirt	1976-Any Color Supervisor L/S Mens	\$37.95	\$39.95	\$41.95	EDWARDS
L/S Shirt	5975-Any Color Supervisor L/S Women's	\$37.95	\$39.95	\$41.95	EDWARDS
L/S Shirt	D620-Devon Jones Men's (D630,D640,D645)	\$41.95	\$43.95	\$45.95	Devon Jones
L/S Shirt	D620W-Devon Jones Women's (D630W,D640W,D645W)	\$41.95	\$43.95	\$45.95	Devon Jones
L/S Shirt	DG510 & DG520 Men's Devon Jones	\$41.95	\$43.95	\$45.95	Devon Jones
L/S Shirt	DG510W and DG520W Women's Devon Jones	\$41.95	\$43.95	\$45.95	Devon Jones
Pants	*No Oversize Charges for Pants-No Embroidery				
Pants	2640-007 Men's Pleated Poly-Wool All Sizes	\$59.95	\$62.95	\$65.95	EDWARDS
Pants	2740-007 Men's Flat Front Poly-Wool All Sizes	\$59.95	\$62.95	\$65.95	EDWARDS
Pants	8740-007 Women's Flat Front Poly-Wool All Sizes	\$59.95	\$62.95	\$65.95	EDWARDS
Pants	2534-007 Men's Flat Front Microfiber Dress Pant All Sizes	\$57.95	\$62.95	\$62.95	EDWARDS
Pants	2634-007 Men's Pleated Microfiber Dress Pant All Sizes	\$57.95	\$62.95	\$62.95	EDWARDS
Pants	8532-007 Women's Flat Front Microfiber Dress Pant All Sizes	\$57.95	\$60.85	\$62.95	EDWARDS
Pants	SU322-011 Spiewak 100% Poly All Sizes	\$59.95	\$60.85	\$64.95	SPIEWAK
Pants	E9314LC Women's 100% Poly All Sizes	\$59.95	\$60.85	\$64.95	ELBECO
Pants	32230 Men's Navy 100% Poly All Sizes	\$59.95	\$62.95	\$64.95	FECHHEIMER
Pants	TR07 Flex Waist 100% Poly All Sizes	\$59.95	\$62.95	\$64.95	FECHHEIMER
Pants	Re-Issue Cata Inventory	\$10.00	\$10.00	\$10.00	
Shoes	RB-8105 Reebok	\$109.95	\$114.95	\$119.95	REEBOK
Shoes	J099501 Merrell Moab	\$124.95	\$129.95	\$134.95	MERRELL
Shoes	FW#034 Blauer Clash with BOA	\$134.95	\$139.95	\$144.95	BLAUER
Shoes	E01050 Bates Rush Patrol	\$109.95	\$114.95	\$119.95	BATES
Shoes	E022141 Bates Hi Gloss	\$74.95	\$77.95	\$81.50	BATES
Shoes	834-6133 Thoro-Slip On Oxford	\$119.95	\$122.95	\$124.95	THOROGOOD
Sweater	Navy Knit V-Neck with Embroidery XS-XL	\$41.95	\$43.95	\$45.95	A+ APPARAL
Sweater	Navy Knit V-Neck with Embroidery 2XL-6XL	\$44.95	\$46.95	\$48.95	A+ APPARAL
Sweater	Re-Issue Cata Inventory	\$6.50	\$6.50	\$6.50	

Vest	6600 Navy Knit V-Neck Vest with Embroidery XS-XL	\$35.95	\$37.75	\$38.95	A+ APPARAL
Vest	6600 Navy Knit V-Neck Vest with Embroidery 2XL-6XL	\$39.95	\$41.95	\$43.95	A+ APPARAL
Vest	Safety Vest I-90	\$30.00	\$31.50	\$32.95	Game Sportswear
Vest	Safety Hi Vis #I-85 with CATA Screenprint	\$25.95	\$27.25	\$28.95	Game Sportswear
Vest	4633-007 High Button Poly Wool with Embroidery	\$64.95	\$67.95	\$70.95	EDWARDS
vest	4490-007 Essential 100% Poly Vest	\$39.95	\$41.95	\$43.95	EDWARDS

ACTION ITEM – ADA LOW-FLOOR FULL-SIZE VANS EQUIPPED WITH SIDE-ENTRY MANUAL ADA RAMP

CATA has successfully advertised and evaluated RFP 2022-123 for the purchase of up to 14 new ADA low-floor full-size vans equipped with side-entry manual ADA ramp. On January 10, 2022 the RFP was distributed to six (6) vendors, posted online at Transit Talent and on CATA's website. Proposals were due by 2:00 p.m., on February 7, 2022.

The following firms submitted a proposal:

<u>Firm</u>	<u>Price</u>
Creative Bus Sales, Inc., Elkhart, Indiana	\$ 111,696.00 each
Prime-Time Specialty Vehicles, Inc., Elkhart, Indiana	\$ 88,450.00 each
Transportation Equipment Sales Corp. (Tesco), Oregon, Ohio	\$ 87,456.00 each

The committee met on two (2) separate occasions, February 15, 2022, and February 21, 2022, to discuss the evaluation criteria, as outlined in the RFP: 1) Compliance to the Specifications; 2) Price 3) Delivery; 4) Experience of the Firm with Similar Projects; and 5) Completeness and responsiveness of the proposal to the RFP.

Committee members selected Creative Bus Sales who provided the best response to the RFP based on the evaluation criteria.

The ADA low-floor van proposed by Creative Bus, while priced higher than the other bids, was chosen based on the following:

- The proposed vehicle meets or exceeds the specifications put forward in the RFP.
- The shorter delivery time offered by Creative Bus allows us to quickly restore our spare bus ratio and meet our immediate service needs.
- The design of the vehicle provides optimal comfort, safety, and accessibility for our clients.
- The reference provided gave very positive feedback regarding the quality of the vehicle, delivery timeline, and customer satisfaction.
- Onsite demonstration of the vehicle with CATA's Local Advisory Committee (LAC) resulted in extremely positive feedback.

The new ADA van configuration is similar in relation to our existing Transdev van fleet, but with some improvements. The customer seating layout options provide some additional space between seats and passenger stanchion design and placement for safer access and exits.

Based on current ADA van replacements needs and available state and federal grant funding, Staff is recommending the purchase of up to 14 ADA low-floor full-size vans equipped with side-entry manual ADA ramp for a total purchase price not to exceed \$1,590,000.

In addition to Board approval, the purchase of these vehicles is also pending successful completion of both Buy America Pre-Award and Post Delivery Audits, as required by the FTA, and approval from FTA and MDOT.

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 purchase from Creative Bus located in Elkhart, Indiana for up to fourteen (14) new ADA low-floor full-size vans equipped with side-entry manual ADA ramp in an amount not to exceed \$1,590,000 pending successful completion of necessary Buy America audits on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – TRANSIT MASTER AVL HARDWARE UPGRADE PROJECT

CATA utilizes Transit Master AVL hardware to handle communications between fixed route buses and the Transit Master software we currently use. This is a vital link as we communicate with our buses and gather data from them. Without functioning AVL hardware on each bus, there is no communication between our main computer systems and the bus. While we have taken steps to upgrade the AVL hardware on new buses purchased in the last five (5) years, there is still a significant portion of our fleet that utilizes end of life hardware. This request will replace the oldest AVL hardware in our fleet (OBSs) and will upgrade our newer hardware (VIs) to the latest version of hardware supported (V8s). This hardware replacement and upgrade will position CATA to be able to take advantage of new features and prepare us to operate well into the future. The upgrade project will be paid by using grant funds with an overall cost that will not exceed \$1,200,000.

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 enter into a contract with Trapeze Software Group, Inc. to provide hardware, software, support, installation and necessary ancillaries to replace or upgrade CATA's current fixed route bus AVL hardware to V8 AVL hardware with a cost not to exceed \$1,200,000.

ACTION ITEM – EMERGENCY CONTRACT FOR CUSTODIAL SERVICES

Pursuant to CATA’s Articles of Incorporation and Board Policy #200, CATA Board approval is required prior to the execution and signature of contracts except as defined:

In an emergency situation, which is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action, the CEO/Executive Director may enter into any contract needed to address the situation.

On February 18, 2022, CATA’s Facilities Manager was informed that Professional Maintenance Cleaning Company would be closing their doors in about six (6) weeks. Professional Maintenance Cleaning Company was the custodial services vendor for cleaning services at CATA’s Transportation Center (CTC), Capital Area Multi-Modal Gateway (MMG), and the Administrative Building. The owner of Professional Maintenance Cleaning Company closed their business and their workers became unable to fulfill the remaining contract terms on February 21, 2022.

CATA’s Facilities Manager was made aware of the situation and contacted Clean Team USA’s Vice President of Operations from Lansing, Michigan, to begin emergency cleaning services.

The emergency procurement is to temporarily secure services for Custodial Services for the following facilities listed below until CATA can formally release a procurement.

In the interest of public health and safety these services are essential to the well-being of the sites, employees, and patrons.

As set forth in the quote below, the maximum cost for custodial services will not exceed the amount of \$84,900 over a six (6) month contract period.

Months	CTC Custodial Services	Total
6	\$12,039.66	\$72,237.96

Months	MMG Custodial Services	Total
6	\$2,110.33	\$12,661.98

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 an emergency contract with Clean Team USA, Lansing, Michigan to provide Custodial Services at the CTC and MMG at a maximum amount of \$84,900 for a term of six (6) months, commencing February 21, 2022, through August 31, 2022, and not to exceed the approved annual Operating Budget for such services as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM - FISCAL YEAR 2021 FINANCIAL STATEMENTS AND AUDIT REPORT

The audit firm Plante Moran conducted an audit of CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2021 and the Communication to those Charged with Governance and Management of CATA as of and for the Year Ended September 30, 2021.

On March 2, 2022, the Board Audit Committee met with Plante Moran to review the audit as provided in the description of duties for the Board Audit Committee.

The Board Audit Committee consisting of Chair Derek Melot, Robin Lewis, Phil Deschaine, Nathan Triplett and Bradley Funkhouser, Chief Executive Officer, recommend adoption of the motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors accepts CATA's Financial Statements and Report on Federal Awards for Fiscal Year 2021 and the Communication to those Charged with Governance and Management of CATA.

CATA Board Policy No. 200

PURCHASING AND CONTRACTING

CATA shall purchase goods and services in a manner which is in compliance with CATA procedures and applicable state and federal procurement laws, regulations, and procedures as appropriate. CATA procedures for purchasing shall be formulated by staff with guidance from legal counsel and from publications of the Federal Transit Administration, other relevant federal regulatory agencies, and the Michigan Department of Transportation. CATA procedures may be reviewed by the Board Policy Committee at their request.

Contracts and Contract Execution:

Except as provided below, the following items shall require Board approval prior to execution and the signature of both the Chair of the Board of Directors and the CEO/Executive Director:

1. Any revenue producing contracts.
2. Bonds and notes issued by CATA.
3. Contracts for aggregate amounts exceeding \$50,000 when funded by operating funds, except fuel contracts as provided below.
4. Contracts for aggregate amounts exceeding \$100,000 when funded by capital funds, unless the items being purchased were obtained through a State of Michigan Extended Purchasing Agreement or through federal GSA pricing or other federal pricing arrangement.
5. Board approval is not required for contracts to purchase fuel for a term of 12 months or less. Fuel contracts longer than 12 months must be approved by the Board. In any event, the Board will be notified when CATA enters into a fuel contract.
6. Collective bargaining agreements.
7. Real estate leases with terms exceeding five years or which exceed \$25,000 over their life.
8. The Board may authorize execution of particular contracts and purchase orders by either the Board Chair or the CEO/Executive Director or their designees.

In an emergency situation, which is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action, the CEO/Executive Director may enter into any contract needed to address the situation. The Board Chair is to be informed of this action immediately and the Board shall approve the action at the next scheduled meeting.

Disposal of Capital Items:

Approval of the Board of Directors is required for the disposal of any item purchased with capital funds when the book value of the item exceeds \$10,000.

Adopted: 02/09/1984
Amended: 07/20/1994
10/17/2001
02/15/2006
05/20/2015

CATA Board Policy No. 200

PROPOSED PURCHASING AND CONTRACTING POLICY

CATA shall purchase goods and services in a manner which is in compliance with CATA procedures and applicable state and federal procurement laws, regulations, and procedures as appropriate. CATA procedures for purchasing shall be formulated by staff with guidance from legal counsel and from publications of the Federal Transit Administration, other relevant federal regulatory agencies, and the Michigan Department of Transportation. CATA procedures may be reviewed by the Board Policy Committee at their request.

Contracts and Contract Execution:

Except as provided below, the following items shall require Board approval prior to execution and the signature of both the Chair of the Board of Directors and the Chief Executive Officer; ~~CEO/Executive Director~~:

1. Any revenue producing contracts in which revues are expected to exceed \$50,000 annually.
2. Bonds and notes issued by CATA.
3. Contracts for aggregate amounts exceeding ~~\$50,000~~ \$100,000 when funded by operating funds, except fuel contracts as provided below.
4. Contracts for aggregate amounts exceeding ~~\$100,000~~ \$150,000 when funded by one or more grants capital funds., ~~unless the items being purchased were obtained through a State of Michigan Extended Purchasing Agreement or through federal GSA pricing or other federal pricing arrangement.~~
5. Board approval is not required for contracts to purchase fuel for a term of 12 months or less. Fuel contracts longer than 12 months must be approved by the Board. In any event, the Board will be notified when CATA enters into a fuel contract.
6. Collective bargaining agreements.
7. Contracts to join or release any municipal entities, authorities, the State of Michigan, and/or political subdivisions of the State from or to membership of, with, or in the authority.
- ~~87.~~ Real estate leases with terms exceeding five years or which exceed ~~\$25,000~~ \$50,000 over their life.
- ~~98.~~ The Board may authorize execution of particular contracts and purchase orders by either the Board Chair or the Chief Executive Officer ~~CEO/Executive Director~~ or their designees.

In an emergency situation, which is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action, the Chief Executive Officer ~~CEO/Executive Director~~ may enter into any contract needed to address the situation. The Board Chair is to be informed of this action immediately and the Board shall approve the action at the next scheduled meeting.

Disposal of Capital Items:

Approval of the Board of Directors is required for the disposal of any item purchased with capital funds when the book value of the item exceeds ~~\$10,000~~ \$25,000.

Adopted: 02/09/1984
Amended:[NW1] 07/20/1994
10/17/2001
02/15/2006
05/20/2015

CATA Board Policy No. 204

DISADVANTAGED BUSINESS ENTERPRISE POLICY

The Capital Area Transportation Authority ("CATA") is committed to a policy of non-discrimination in the conduct of its business, including the procurement of goods and services. CATA will take affirmative action to assure maximum practical opportunity for participation of Disadvantaged Business Enterprise ("DBE") in the performance of contracts financed in whole or in part with funds from the United States Department of Transportation, the Federal Transit Administration ("FTA"), the Michigan Department of Transportation ("MDOT"), or other state and federal agencies with DBE programs.

The Executive Director of CATA will annually set an overall goal or goals as a "level playing field" for the amount of DBE participation that can reasonably be expected in the absence of discrimination. This goal will be based on demonstrable evidence of ready, willing, and able DBEs that are available to participate in government assisted contracts. Affirmative action shall be consistent with sound procurement principles and applicable law.

This Policy Statement will be executed by the Executive Director and the Board Chair of CATA, and then circulated to all Department Directors, and Department Managers within the organization and circulated to contracting organizations, the state offices which administer programs, and DBE organizations. The Executive Director will give public notice of DBE goals, how the goals were determined, and contact information for public comment.

CATA's Purchasing Manager shall be the DBE liaison for CATA and will be responsible for administering the program. The DBE liaison will report to the Assistant Executive Director and shall have direct access to the Executive Director, as necessary. The DBE liaison will work with all directors and department managers to insure the effective functioning of CATA's DBE program.

The efforts and results of the entire staff will be reported to the Board through the Development Report of the Executive Director.

Adopted: 02/09/84
Amended: 06/27/84
11/14/84
03/15/89
10/19/05

CATA Board Policy No. 204

PROPOSED DISADVANTAGED BUSINESS ENTERPRISE POLICY

The Capital Area Transportation Authority (CATA) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. CATA has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, CATA has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of CATA to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT - assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To assist the development of firms that can compete successfully in the market place outside the DBE Program.

The Purchasing and Contracts Manager has been delegated as the DBE Liaison Officer. In that capacity, the Purchasing and Contracts Manager is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by CATA in its financial assistance agreements with the Department of Transportation.

CATA has disseminated this policy statement to the Board of Directors and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT assisted contracts. CATA will give public notice of DBE goals how the goals were determined, and contact information for public comment.

Adopted:

INFORMATION ITEMS

MARCH 16, 2022

1. JANUARY RIDERSHIP REPORT
2. JANUARY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR FEBRUARY 2022
4. DEI TASK FORCE UPDATE FOR FEBRUARY 2022

JANUARY 2022 RIDERSHIP REPORT

<u>Total system rides – January:</u>	<u>262,604</u>
Average weekday system ridership	10,350
Average weekday system ridership change 1/22 to 1/21	+2,550

	<u>1/22 v. 1/21</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Monthly total system ridership	+33.9%	+66,445
Monthly Urban Fixed-Route change	+25.3%	+38,997
Monthly MSU campus ridership change	+269.9%	+11,658
Monthly Spec-Tran ridership change	+23.8%	+3,490
Monthly Total Paratransit ridership change	+34.0%	+5,975

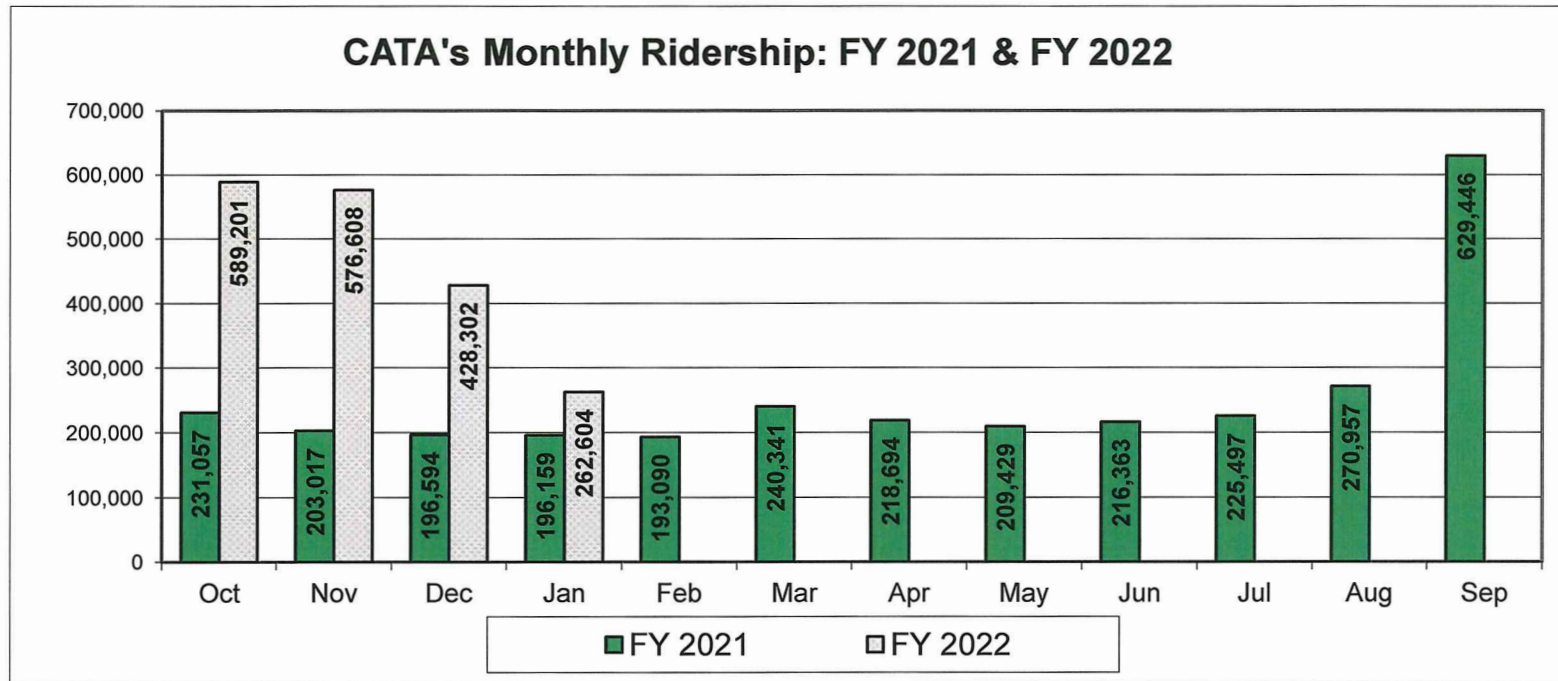
Note: Substantially reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Service levels for Spring Semester 2022 on the MSU campus has been reduced relative to Fall Semester 2021 service levels.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

FY 2022 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2022:</u>	<u>1,856,715</u>
--------------------------------------	------------------

	<u>FY 2022 vs. FY 2021</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Total system rides change	+124.6%	+1,029,888
Year-to-Date Spec-Tran ridership change	+31.1%	+18,221
Year-to-Date Total Paratransit ridership change	+42.1%	+29,544

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 FEBRUARY 2022

The following lists our prices for diesel fuel for February 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
02/02/2022	\$2.7375
02/10/2022	\$2.7920
02/16/2022	\$2.8090
02/22/2022	\$2.8005
FY 2022 Current average per gallon fuel cost	\$2.78
FY 2022 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
February 15, 2022**

Guest Speaker:

In honor of National Black History Month's theme for 2022, Black Health and Wellness, JD Alexander Kemp was our invited guest speaker. JD is currently a contracted, Customer Experience Representative for CATA's CXR Department. He is also a Computer Science major, that considers himself a healthy foods connoisseur. JD practices the Alkaline Diet, which he feels has been beneficial to his mental and physical health.

Presentation Topics:

- Pros and Cons of Healthy Eating
- Different Types of Diets
- Your Diet and Mental Health
- Making the Best Choice for You

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

