

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

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

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

ABSENT: None

CALL TO ORDER:

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

ROLL CALL: All present

CHAIR'S COMMENTS:

Chair Triplett instructed all participants on the meeting format.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted emails that were sent to the Board.

Public Comments

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

Matt Ryan Howell sent his greetings.

Audit Committee Report

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

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

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

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

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

Chair Triplett thanked Plante Moran for their services.

CHIEF EXECUTIVE OFFICER'S REPORT

COVID-19

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

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

CATA worked with Peckham to begin a new ride service.

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

Millage

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

New Human Resources Director

Introduced Marshea Brown as Director of Human Resources.

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

Chair Triplett welcomed Marshea Brown.

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

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

Donna Rose inquired about Transdev's safety regulations.

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

Donna Rose asked about Transdev limiting riders and requiring masks.

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

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

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

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

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

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

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

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

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

PROPOSED CONSENT AGENDA

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

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

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

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

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

E. INFORMATION TECHNOLOGY CONSULTING SERVICES

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

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

MOTION:

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

ROLL CALL VOTE: The motion carried unanimously.

MOTION:

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

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

DISCUSSION AGENDA

A. INFORMATION TECHNOLOGY CONSULTING SERVICES

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

MOTION:

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

DISCUSSION:

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

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

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

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

Jennie Gies inquired about any penalties from Global Solutions.

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

ROLL CALL VOTE: The motion carried unanimously

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

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

RESOLUTION OF THE BOARD OF DIRECTORS

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

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

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

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

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

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

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

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

MOTION:

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

DISCUSSION:

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

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

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

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

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

PUBLIC COMMENT

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

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

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

ROLL CALL VOTE: The motion was supported by all.

ADJOURNMENT:

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

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary