

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)

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 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.

VI. 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.

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, April 20, 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  
John Prush  
Derek Melot  
Doug Lecato  
Mark Grebner  
Robin Lewis

**CALL TO ORDER:**

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

**ABSENT:** Jack Schmitt

**LATE:** Phil Deschaine and Jennie Gies

**ROLL CALL:** Shanna Draheim, Dusty Fancher, Mark Grebner, Doug Lecato, Robin Lewis, Derek Melot, John Prush and Nathan Triplett were all present.

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.

Jennie Gies arrived at 4:02 p.m.

**PUBLIC COMMENTS:**

Deb Parrish commented on the amount of time that CATA and the Union have been without a contract. She also expressed her appreciation for the mask mandate being lifted.

**CHAIR'S COMMENTS:**

**MOTION:**

Jennie Gies motioned to excuse Jack Schmitt and Dusty Fancher supported the motion.

**VOTE:** The motion carried unanimously.

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

### **Mask Update**

Bradley Funkhouser stated that on Monday, April 18, 2022, a U.S. District judge in Florida overturned the mask mandate set by the Centers for Disease Control and Prevention (CDC). In reply, the White House stated that they would not oppose the verdict and the Transportation Security Administration (TSA) would no longer enforce the mask mandate on public transportation. Mr. Funkhouser noted that throughout the pandemic, CATA has followed both the TSA and CDC regulations. Due to the mask mandate being lifted, CATA will no longer enforce wearing masks; instead, CATA will recommend wearing masks on public transit. CATA's Human Resources Department posted and issued a memo last night to all employees about the mask mandate being lifted.

### **Job Fair**

Bradley Funkhouser reported that yesterday, April 19, CATA hosted their third job fair. CATA received 114 applications for the positions of operators, customer experience representatives, utility, and mechanics. Mr. Funkhouser acknowledged the job fair's success and confirmed that CATA will continue to have regular job fairs in the future.

### **MSU Ridership**

Bradley Funkhouser stated he has been in constant communication with Board member John Prush from MSU since the release of the last bid board. Mr. Funkhouser noted that CATA has added two (2) buses to the MSU bus routes. He also explained that CATA has been able to maintain service levels and has noticed that there is an increase in ridership when the weather is rainy or cold and a decrease in service when the weather is warmer. CATA will continue to monitor service to MSU and plan accordingly.

### **Dr. Sally Ride**

Bradley Funkhouser shared a second coin in the American Women Quarters Program. Dr. Sally Ride was a physicist, educator and the youngest, first American female astronaut. Dr. Sally Ride had a Ph.D. in astrophysics and her research was focused on the interaction of X-rays and the radiation of interstellar medium. She was also known to be an avid tennis player and was friends with tennis pro Billie Jean King. Unfortunately, at the age of 61, Dr. Sally Ride lost her battle with pancreatic cancer and passed away on July 23, 2012.

Shanna Draheim inquired about promoting the job fair.

Bradley Funkhouser deferred to Lolo Robison, Director of Marketing and Customer Experience.

Lolo Robison stated that the job fair was promoted on CATA's website, social media, print, radio, billboards and a postcard mailer to marginalized population/neighborhoods.

Shanna Draheim inquired whether CATA has received any feedback on MSU ridership.

Bradley Funkhouser deferred to Board member John Prush.

John Prush stated that overall, MSU has received very positive feedback from their riders. There has been some concern over Route 32.

Bradley Funkhouser informed the Board that early on CATA created a feedback outlet for riders with Mr. Prush's office at MSU.

Robin Lewis inquired about CATA's status with the Lansing School District.

Bradley Funkhouser reported that CATA provided a large amount of bus passes to the Lansing School District and although, CATA could not alter any routes, we have worked closely to provide service for those in need.

Robin Lewis inquired whether CATA would share the applicants they received from the job fair with other transit agencies.

Bradley Funkhouser stated that details are being discussed and once CATA is able to process through all the applicants and hire enough drivers, we will look to assist other transit agencies as well.

Robin Lewis inquired about the incentives being offered to new hires.

Bradley Funkhouser stated that the incentive money that new hires will receive will be paid out in stages. He then deferred to Marshea Brown, Director of Human Resources for more details.

Marshea Brown, Director of Human Resources reported that new operators hired will receive a \$2,500 sign-on bonus in three (3) stages. The first payout of \$500 will be paid after successful completion of a 90 working day probation, \$500 after their sixth month anniversary and a final payout of \$1,500 following their one (1) year anniversary.

**ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF MARCH 16, 2022, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR FEBRUARY 2022
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation

C. ANNUAL REPORT TO GOVERNING BODIES OF PARTICIPATING MEMBERS OF CATA

**PROPOSED MOTION:** That the CATA Board of Directors approves the Fiscal 2021 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

**MOTION:**

Robin Lewis motioned to approve the Consent Agenda and Dusty Fancher supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEMS - DISCUSSION AGENDA**

A. CATA ZERO-EMISSION FLEET TRANSITION BY 2035

**PROPOSED MOTION:** That the CATA Board of Directors approves the zero-emission fleet initiative and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to implement the zero-emission fleet initiative to bring CATA's entire fleet of revenue and non-revenue service vehicles to zero-emission by 2035 in order to lower greenhouse gas emissions and decarbonize CATA's operation.

**MOTION:**

Dusty Fancher motioned to approve Discussion Item A, CATA ZERO-EMISSION FLEET TRANSITION BY 2035 and Shanna Draheim supported the motion.

**DISCUSSION:**

Policy Committee Chair Dusty Fancher stated that the Policy Committee met this month to discuss transitioning CATA's fleet over to zero-emissions. At the Policy Committee meeting, the committee decided that the language was broad enough to give CATA some flexibility as technology improves while offering a realistic timeline. Policy Committee Chair Fancher explained that this proposed motion will not be voted on as a new policy but rather as a recommendation from the Policy Committee. Policy Committee Chair Fancher noted that the Policy Committee offered their unanimous support for the proposed motion.

Bradley Funkhouser stated that this is a very historic moment in time. CATA has had their consultants review the proposed timeline. Mr. Funkhouser noted that transitioning CATA's fleet will not be instant. The process will take time and that the technology for batteries needs to improve. CATA was required and has already submitted their Electrification Plan. The Electrification Plan was necessary in order to apply for the Bus Facility Grants Program and the Low or No Emission Grant Program. Creating a fleet plan that aligns with FTA's regulations will allow CATA to apply for future grant funding opportunities. Mr. Funkhouser also shared that CATA has already been awarded grants to purchase up to three (3) 40-foot electric buses as well as

one (1) 40-foot electric autonomous bus grant from the State of Michigan.

Mark Grebner stated that CATA will eventually save money in the maintenance department.

Bradley Funkhouser noted that there is a lot of opportunities out there for public transit.

Doug Lecato inquired about the infrastructure associated with transitioning the fleet to zero-emissions.

Bradley Funkhouser explained that charging stations will be installed. He also stated that CATA will inform the Board throughout the transitioning process.

Jennie Gies inquired about the proposed motion being the first action item passed.

Bradley Funkhouser noted that CATA will have a new order of buses coming in at the end of the year. CATA will also work with the Operations Department to improve efficiencies. The Infrastructure Bill that passed presents a lot of opportunities for public transit and CATA will forward soon.

Dusty Fancher explained that during the Policy Committee meeting, it was agreed that CATA will provide regular updates at the Board meetings.

Chair Triplett further explained that the updates will take place about every six (6) months at the Board meetings. He also thanked the Policy Committee for their recommendation and Mr. Funkhouser, consultants and staff for the feasibility study. Chair Triplett closed with emphasizing the importance of making sure that CATA does not miss out on any current opportunities.

**VOTE:** The motion carried unanimously.

**B. POLICY NO. 200 – PURCHASING AND CONTRACTING – SECOND READING**

**PROPOSED MOTION:** That proposed revised Policy No. 200 – Purchasing and Contracting, be accepted for the second reading and adopted in accordance with Policy No. 402, Formulation of Policies and Administrative Procedures.

**MOTION:**

Dusty Fancher motioned to approve Discussion Item B, POLICY NO. 200 – PURCHASING AND CONTRACTING – SECOND READING and Doug Lecato supported the motion.

**DISCUSSION:** None

**VOTE:** The motion carried unanimously.

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

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

**MOTION:**

Doug Lecato motioned to approve Discussion Item C, POLICY NO. 204 – DISADVANTAGED BUSINESS ENTERPRISE – SECOND READING and Robin Lewis supported the motion.

**DISCUSSION:** None

**VOTE:** The motion carried unanimously.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENTS:**

Mark Grebner stated that he supports the current administration. He also commented on CATA providing service to Delta Township and how the township can raise funds to expand their public transit system.

Phil Deschaine arrived at 4:31 p.m.

Deb Parrish commented on a public speaker at the March Board meeting. She also inquired about the number of new operators that have stayed and received hiring incentive pay.

Dave Ellis inquired about CATA’s reasoning behind transitioning their fleet to zero-emissions. Mr. Ellis shared his opinion on battery electric buses and hydrogen electric buses. He also shared his views of saving money for CATA by increasing frequency with later bus trips and more routes in general along with considering in-motion-charging buses.

**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 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:** Phil Deschaine, Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, Robin Lewis, Derek Melot, John Prush and Nathan Triplett were all present.

Jack Schmitt was absent.

The Executive Session began at 4:45 p.m. and adjourned at 5:04 p.m.

**ADJOURNMENT:**

There was no further business Chair Triplett adjourned meeting at 5:04 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

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

	<u>March</u>	<u>March</u>	<u>Variance</u>	<u>%</u>		<u>FY 2022</u>	<u>FY 2022</u>	<u>Variance</u>	<u>%</u>	<u>FY 2022</u>	<u>% of Fiscal Year</u>
	<u>Actual</u>	<u>Budget</u>		<u>Variance</u>		<u>Actual YTD</u>	<u>Budget YTD</u>		<u>Variance</u>	<u>BUDGET</u>	<u>Completed</u>
											<u>50%</u>
											<u>% Annual Budget</u>
											<u>Revenues/Expense</u>
<b>REVENUES</b>											
Farebox	\$ 149,033	\$ 141,250	\$ 7,783	5.5%		\$ 1,015,000	\$ 847,500	\$ 167,500	19.8%	\$ 1,695,000	59.9%
Contracted Services	\$ 360,521	\$ 326,250	\$ 34,271	10.5%		\$ 2,077,186	\$ 1,957,500	\$ 119,686	6.1%	\$ 3,915,000	53.1%
Property Tax	\$ 1,284,447	\$ 1,975,626	\$ (691,179)	-35.0%		\$ 18,144,385	\$ 11,853,755	\$ 6,290,631	53.1%	\$ 23,707,509	76.5%
State Revenue	\$ 718,898	\$ 1,428,333	\$ (709,435)	-49.7%		\$ 7,445,716	\$ 8,570,000	\$ (1,124,284)	-13.1%	\$ 17,140,000	43.4%
Federal Revenue	\$ 161,929	\$ 723,333	\$ (561,404)	-77.6%		\$ 4,514,966	\$ 4,340,000	\$ 174,966	4.0%	\$ 8,680,000	52.0%
Other Revenue	\$ (221,388)	\$ 49,167	\$ (270,555)	-550.3%		\$ (298,357)	\$ 295,000	\$ (593,357)	-201.1%	\$ 590,000	-50.6%
<b>TOTAL REVENUES</b>	<b>\$ 2,453,440</b>	<b>\$ 4,643,959</b>	<b>\$ (2,190,519)</b>	<b>-47.2%</b>		<b>\$ 32,898,896</b>	<b>\$ 27,863,755</b>	<b>\$ 5,035,142</b>	<b>18.1%</b>	<b>\$ 55,727,509</b>	<b>59.0%</b>
<b>EXPENSES</b>											
Labor	\$ 1,651,157	\$ 1,821,000	\$ 169,843	9.3%		\$ 10,215,253	\$ 10,926,000	\$ 710,747	6.5%	\$ 21,852,000	46.7%
Fringe Benefits	\$ 813,912	\$ 1,105,475	\$ 291,563	26.4%		\$ 5,662,032	\$ 6,632,850	\$ 970,818	14.6%	\$ 13,265,700	42.7%
Services	\$ 316,878	\$ 313,650	\$ (3,228)	-1.0%		\$ 2,038,807	\$ 1,881,900	\$ (156,907)	-8.3%	\$ 3,763,800	54.2%
Materials & Supplies	\$ 462,798	\$ 361,100	\$ (101,698)	-28.2%		\$ 2,392,127	\$ 2,166,600	\$ (225,527)	-10.4%	\$ 4,333,200	55.2%
Utilities	\$ 62,377	\$ 72,517	\$ 10,140	14.0%		\$ 459,862	\$ 435,100	\$ (24,762)	-5.7%	\$ 870,200	52.8%
Casualty & Liability	\$ 161,679	\$ 86,667	\$ (75,012)	-86.6%		\$ 713,132	\$ 520,000	\$ (193,132)	-37.1%	\$ 1,040,000	68.6%
Purch. Transportation	\$ 588,244	\$ 742,250	\$ 154,006	20.7%		\$ 3,210,635	\$ 4,453,500	\$ 1,242,865	27.9%	\$ 8,907,000	36.0%
Miscellaneous	\$ 58,787	\$ 93,625	\$ 34,838	37.2%		\$ 348,662	\$ 561,750	\$ 213,088	37.9%	\$ 1,123,500	31.0%
Depreciation	\$ 231	\$ -	\$ (231)	0.0%		\$ 1,388	\$ -	\$ (1,388)	0.0%	\$ -	0.0%
<b>TOTAL EXPENSES</b>	<b>4,116,063</b>	<b>4,596,283</b>	<b>480,220</b>	<b>10.4%</b>		<b>25,041,898</b>	<b>27,577,700</b>	<b>2,535,802</b>	<b>9.2%</b>	<b>\$ 55,155,400</b>	<b>45.4%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (1,662,623)</b>	<b>\$ 47,676</b>	<b>\$ (1,710,299)</b>			<b>\$ 7,856,998</b>	<b>\$ 286,055</b>	<b>\$ 7,570,944</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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**03/01/2022 - 03/31/2022**

<b>Cash Balance - 03/01/2022</b>	<b>\$ 8,485,370</b>
Disbursements	\$ (14,021,566)
Receipts	\$ 8,617,467
Adjustments	\$ -
<b>Cash Balance - 03/31/2022</b>	<b><u>\$ 3,081,271</u></b>

**Disbursements:**

Cash Disbursements Register	\$ (2,362,312)
Payroll	\$ (2,163,074)
Healthcare (BlueCross Blue Shield)	\$ (454,329)
Transfers To the ASU Claims Account	\$ (41,851)
Transfers To the Investment Account	\$ (9,000,000)
<b>Total Cash Disbursements</b>	<b><u>\$ (14,021,566)</u></b>

**Receipts:**

Cash Receipt Register	\$ 8,617,467
Transfers From the Investment Account	-
<b>Total Cash Receipts</b>	<b><u>\$ 8,617,467</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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**03/01/2022 - 03/31/2022**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b>CASH &amp; CASH EQUIVALENTS</b>		
FIFTH THIRD BANK - General Account	3,081,271	8.92%
FIFTH THIRD BANK - ASU Claims Account	39,478	0.11%
<b>FIXED INCOME INVESTMENTS</b>		
FIFTH THIRD BANK	<u>31,417,048</u>	90.96%
<b>TOTAL</b>	<u>\$ 34,537,797</u>	100.00%

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ (6,379)
OTHER BANKS	<u>-</u>
<b>TOTAL</b>	<u>\$ (6,379)</u>
<b>Monthly Average Rate of Return</b>	-0.0185%
<b>Annual Average Rate of Return</b>	-0.222%

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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03/01/2022 - 03/31/2022

<b>Market Value at the Beginning of the Period - 03/01/2022</b>		\$ 22,680,405
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		9,000,000
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 22,151	
Accrued Interest Paid	(26,643)	
Administrative Expenditures	(1,887)	
<b>Total Net Income/Loss &amp; Expenditures</b>		(6,379)
<b><u>Realized Gains or (Loss) From Sales</u></b>		(1,465)
<b><u>Market Appreciation</u></b>		
End of Period	\$ (679,411)	
Beginning of Period	392,302	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		(287,109)
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (62,286)	
Current Accrued Income (+)	93,882	
<b>Net Change from Accrued Income</b>		31,596
<b>Market Value at the End of the Period - 03/31/2022</b>		<u>\$31,417,048</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 – ANNUAL FINANCIAL AUDIT SERVICES**

CATA issued a Request for Proposal (RFP), 2022-126, for Annual Financial Audit Services on March 2, 2022. Proposals were due by 2:00 p.m., on April 4, 2022. The RFP was distributed to five (5) vendors, posted online at Transit Talent and on CATA’s website.

The following firms submitted a proposal:

- Plante Moran, PLLC, Michigan
- Rehmann Robson LLC, Michigan

The committee met virtually on two (2) separate occasions through Zoom, April 7, 2022, and April 14, 2022, to discuss the evaluation criteria, as outlined in the RFP: 1) Qualification of the firm/organization and staff 2) Price/Cost 3) Project understanding and approach 4) Experience of the firm with similar projects and 5) Completeness and responsiveness of the proposal to the RFP.

CATA is seeking a vendor to perform an examination of the financial statements and records of CATA and issuance of a written audit. At a minimum, the examination shall include tests of accounting records, internal accounting controls, and compliance with laws, regulations, contracts, and policies in effect at that time. The examination will be made in compliance with Federal, State, and local auditing and reporting requirements, including but not limited to United States Office of Management and Budget Uniform Guidance 2 CFR Part 200, the U.S. General Accounting Office Standards for Audit of State and Local Governments, Federal Transit Administration (FTA) National Transit Database (NTD) regulations, FTA Circulars 5010.1 a and 9030.1, and the Michigan Department of Treasury Audit Guide for Transportation Authorities and Agencies in Michigan. The audits shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants and the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards (2018 Revision), and the Single Audit Act of 1984, and the Single Audit Act Amendments of 1996.

Plante Moran was the choice of the committee because they had superior credentials in governmental audits, and more specifically in transportation agency audits. Further, the Plante Moran team has knowledge of CATA’s operations and procedures that will prove beneficial as we transition to our new accounting system this year.

Plante Moran, PLLC

Fee Proposal	Year 1: 2022	\$70,075.00
	Year 2: 2023 (optional)	\$72,245.00
	Year 3: 2024 (optional)	\$74,500.00
	Year 4: 2025 (optional)	\$76,695.00
	Year 5: 2026 (optional)	\$78,890.00
	Five Year Total:	\$372,405.00

Rehmann Robson LLC

Fee Proposal	Year 1: 2022	\$59,000.00
	Year 2: 2023 (optional)	\$62,000.00
	Year 3: 2024 (optional)	\$65,100.00
	Year 4: 2025 (optional)	\$68,400.00
	Year 5: 2026 (optional)	\$71,900.00
	Five Year Total:	\$326,400.00

Staff recommends that the Board adopt the proposed motion set forth below.

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with 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.

## **ACTION ITEM – VOICE AND DATA SERVICE AGREEMENT**

In October of 2021, the CATA Board authorized a six (6) month extension of the ACD.net contract until May 2022. The intent of this extension period was to give CATA the necessary time needed to negotiate a contract with the new service provider MetroNet and allow for a smooth transition of services.

During contract negotiations, MetroNet expressed concern over contract requirements listed in the RFP. These concerns have caused a delay in CATA and MetroNet reaching a contractual agreement.

We are requesting that the Board approve an extension to the existing agreement with ACD.net for 12 months, from May 2022 through May 2023.

This will allow for time to resolve negotiations and any build-out with MetroNet or, if necessary, issue a new RFP, negotiate a contract and allow for a smooth transition of services with a new provider.

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 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.

**INFORMATION ITEMS**

**MAY 18, 2022**

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

**MARCH 2022 RIDERSHIP REPORT**

<u>Total system rides – March:</u>	<u>510,957</u>
Average weekday system ridership	19,950
Average weekday system ridership change 3/22 to 3/21	+7,650

	<u>3/22 v. 3/21</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+112.6%	+270,616
Monthly Urban Fixed-Route change	+45.0%	+84,283
Monthly MSU campus ridership change	+2178.3%	+150,236
Monthly Spec-Tran ridership change	+21.9%	+3,902
Monthly Total Paratransit ridership change	+28.5%	+6,277

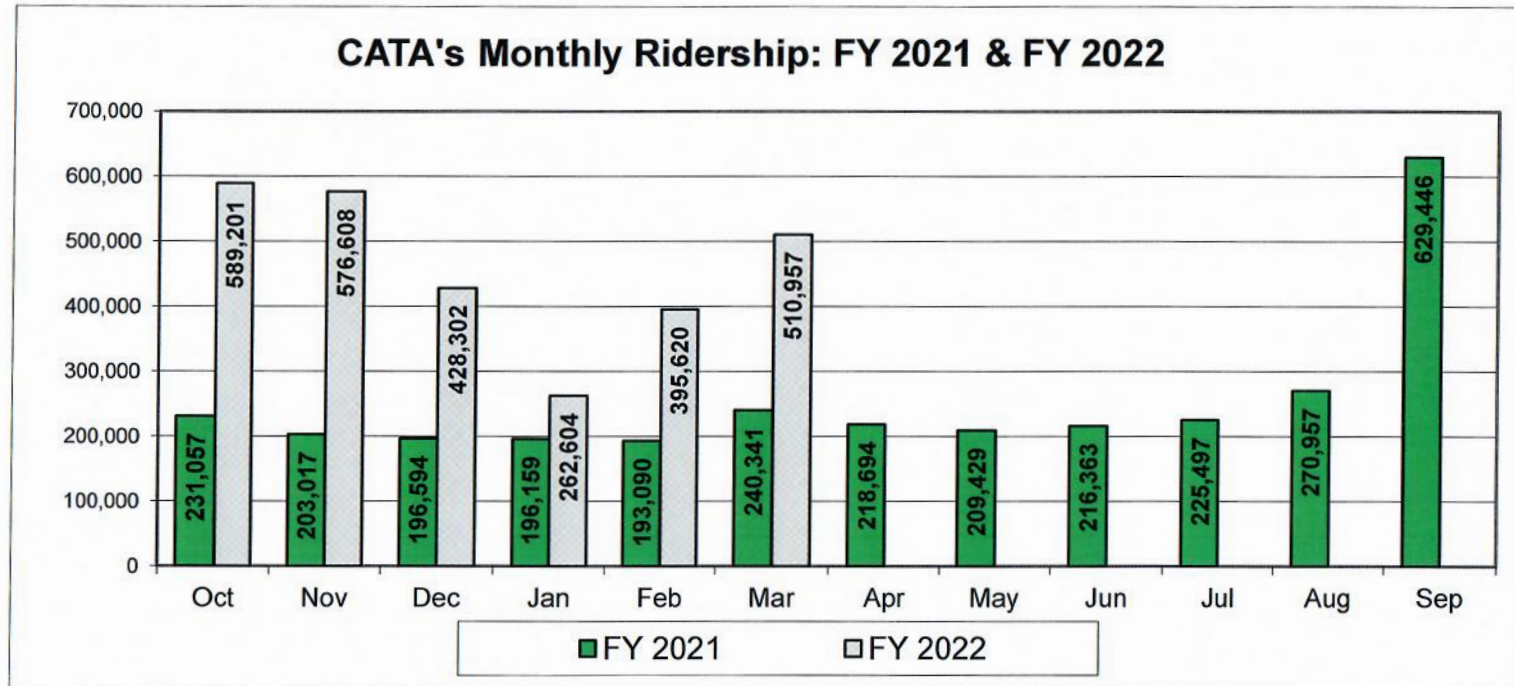
Note: Substantially reduced service was implemented on the MSU campus during the 2020-2021 Academic Year. Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Service levels for Spring Semester 2022 on the MSU campus has been reduced relative to Fall Semester 2021 service levels.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

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

<u>Total system rides – FY 2022:</u>	<u>2,763,292</u>
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	<u>FY 2022 vs. FY 2021</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+119.3%	+1,503,034
Year-to-Date Spec-Tran ridership change	+27.9%	+25,539
Year-to-Date Total Paratransit ridership change	+37.9%	+41,668

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 APRIL 2022**

The following lists our prices for diesel fuel for April 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
04/01/2022	\$3.5250
04/07/2022	\$3.4680
04/12/2022	\$3.3805
04/21/2022	\$3.7390
04/25/2022	\$3.8870
FY 2022 Current average per gallon fuel cost	\$3.60
FY 2022 Budget per gallon fuel cost	\$2.35

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
April 14, 2022**

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**Guest Speaker:**

In honor of Stress Awareness Month, Matt Oudsema, Senior Manager of Data Analytics prepared a presentation entitled Stress Reduction Ideas. Matt has been employed with CATA for over 15 years and has been an active member of the DEI Task Force Committee since it was formed in June 2020.

**Presentation Topics:**

- Stress and COVID-19
- Suggestions to Help Alleviate Stress
  - Interpersonal Suggestions – Lifestyle Choices
  - Corporate Suggestions

Margaret Stephens, Customer Experience Manager, also gave a presentation on activities employees could participate in at work to reduce stress. Margaret has been employed with CATA for four (4) years and has been a dedicated member of the Task Force Committee since its creation as well.

**Recommended Activities for April 18 -22:**

- Monday – Start your day listening to your favorite, motivating playlist on the way to work.
- Tuesday – Keep your office door open all day.
- Wednesday – Take a short walk and enjoy the many benefits.
- Thursday - Take an actual lunch break.
- Friday – Give someone a sincere compliment.

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

