

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 15, 2024
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

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 2024, BOARD MEETING

B. TREASURER'S REPORT FOR MARCH 2024

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

C. CATA AND EATRAN VENDING SERVICES AND MANAGEMENT

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 Continental Cafes, LLC, for vending services and management for a pilot period of one (1) year, plus the option to renew the contract for two (2) additional two-year extensions on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

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. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 17, 2024
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Vice Chair
Phil Deschaine Secretary/Treasurer
Mark Grebner
John Prush
Doug Lecato

CALL TO ORDER:

Nathan Triplett, Chair called the meeting to order at 4:07 p.m.

ROLL CALL: Phill Deschaine, Shanna Draheim, Mark Grebner, Doug Lecato, John Prush, and Nathan Triplett were all present.

ABSENT: Derek Melot, Maggie Sanders, Jack Schmitt, and Terrance Augustine

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.

Chair Triplett also deferred the first opportunity for public comment to later in the meeting so that guests arriving late, due to weather conditions, would have a chance to speak.

Bradley Funkhouser commented on the emergency procedures at the Lansing Center in the event of a tornado warning.

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse Board members Jack Schmitt, Derek Melot, Maggie Sanders, and Terrance Augustine.

MOTION:

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

VOTE: The motion carried unanimously.

Chair Triplett stated that he has been in communication with Meridian Township and the City of Lansing regarding CATA's Board vacancies.

CHIEF EXECUTIVE OFFICER'S REPORT

Tornado Warning

Bradley Funkhouser commented on the tornado warning today in both Eaton and Ingham Counties. He explained that once the warning was received, CATA enacted its emergency protocols and service was stopped for approximately thirty-five minutes. Mr. Funkhouser thanked CATA Staff for managing service during this event.

Governor's Budget and Local Bus Operating (LBO)

Bradley Funkhouser stated that he has been talking to the CATA Board regarding the LBO from the Governor's budget. He stated that CATA was notified last month that the state match will drop significantly next year. Typically, CATA receives approximately thirty-four percent match dollars for urban service and approximately thirty-eight percent match dollars for rural service from the State of Michigan. The recommendation from the Transportation Subcommittee was twenty-six-point three percent. Mr. Funkhouser stated that he is working with Chair Triplett to write a support letter to the state to voice our concerns.

New Operator Training Classes

Bradley Funkhouser stated that CATA has decided to temporarily stop having job fairs and instead have regular on-site interviews at the CATA facility. Mr. Funkhouser explained that once operators have completed the hiring process, they will be able to roll right into training classes. Currently, CATA has four (4) new operators in training.

EATRAN Update

Bradley Funkhouser stated that EATRAN has three (3) new operators. He also stated that at the April EATRAN Board meeting, the Board unanimously approved the Grand Ledge Connector service that will start on May 1, 2024. Riders will be able to go from Grand Ledge and transfer to Route 3 in Delta Township.

Housing Commission

Bradley Funkhouser stated that Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer; Dustin Hagfors, Director of Planning and Development; and himself met with representatives from the Lansing Housing Commission regarding new developments in the area. Mr. Funkhouser noted that the meeting went well and CATA will continue to be involved in future discussions.

Chair Triplett commented on the LBO notice. He also stated that CATA was very well represented by their ATU members from Local 1039 who spoke at the transportation subcommittee hearing meeting that took place last week. Chair Triplett further noted that the appropriations committee chairs from both chambers are from this region and are trying to communicate the local impacts of these funding decisions.

PUBLIC COMMENT:

Daniel Black commented on some of the CATA bus stops that he believes are in poor condition.

Chair Triplett stated that if Mr. Black would like to share his pictures of the CATA bus stops with the Board, he may do so through email.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF MARCH 2024, BOARD MEETING
- B. TREASURER’S REPORT FOR FEBRUARY 2024
 - 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 2023 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

- D. APPOINTMENT TO THE LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to reappoint Geneva Smith to a three-year term through April 2027.

MOTION:

Phil Deschaine motioned to approve the Consent Agenda and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

Doug Lecato thanked Lolo Robison and her team for putting together the 2023 Annual Report.

ACTION ITEM – PROPOSED DISCUSSION AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Daniel Black stated that he spoke to Simone Moore, General Manager at Transdev, about the Transdev facility and their operations.

Krista Abdallah thanked CATA for providing service on Easter Sunday. Ms. Abdallah stated that her ride was on-time and wonderful.

Flesia McClurkin expressed her disappointment with Spec-Tran over her scheduled trip for a doctor's appointment that never arrived.

Chair Triplett apologized for the inconvenience and reassured Ms. McClurkin that someone from CATA Staff will follow-up with her.

ADJOURNMENT

Chair Triplett adjourned the meeting at 4:28 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending March 31, 2024**

	<u>March</u>	<u>March</u>		<u>%</u>		<u>FY 2024</u>	<u>FY 2024</u>		<u>%</u>	<u>FY 2024</u>	<u>% Annual Budget</u>
	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Variance</u>		<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Variance</u>	<u>Variance</u>	<u>BUDGET</u>	<u>Revenues/Expense</u>
REVENUES											
Farebox	\$ 177,691	\$ 190,150	\$ (12,459)	-6.6%		\$ 1,363,519	\$ 1,140,900	\$ 222,619	19.5%	\$ 2,281,800	59.8%
Contracted Services	\$ 335,456	\$ 291,000	\$ 44,456	15.3%		\$ 2,058,321	\$ 1,746,000	\$ 312,321	17.9%	\$ 3,492,000	58.9%
Property Tax	\$ 1,326,093	\$ 2,073,833	\$ (747,740)	-36.1%		\$ 18,499,987	\$ 12,442,998	\$ 6,056,989	48.7%	\$ 24,882,000	74.4%
State Revenue	\$ 1,878,690	\$ 1,341,250	\$ 537,440	40.1%		\$ 10,389,146	\$ 8,047,500	\$ 2,341,646	29.1%	\$ 16,095,000	64.5%
Federal Revenue	\$ 4,115,992	\$ 1,210,333	\$ 2,905,659	240.1%		\$ 8,695,717	\$ 7,261,998	\$ 1,433,719	19.7%	\$ 14,524,000	59.9%
Other Revenue	\$ 148,527	\$ 91,467	\$ 57,060	62.4%		\$ 911,281	\$ 548,802	\$ 362,479	66.0%	\$ 1,097,600	83.0%
TOTAL REVENUES	\$ 7,982,449	\$ 5,198,033	\$ 2,784,416	53.6%		\$ 41,917,971	\$ 31,188,198	\$ 10,729,773	34.4%	\$ 62,372,400	67.2%
EXPENSES											
Labor	\$ 2,119,999	\$ 2,075,016	\$ (44,983)	-2.2%		\$ 12,425,475	\$ 12,450,102	\$ 24,627	0.2%	\$ 24,900,200	49.9%
Fringe Benefits	\$ 1,068,302	\$ 969,604	\$ (98,698)	-10.2%		\$ 7,141,989	\$ 5,769,648	\$ (1,372,341)	-23.8%	\$ 11,589,300	61.6%
Services	\$ 449,693	\$ 388,516	\$ (61,177)	-15.7%		\$ 2,518,985	\$ 2,331,096	\$ (187,889)	-8.1%	\$ 4,662,200	54.0%
Materials & Supplies	\$ 455,138	\$ 443,105	\$ (12,033)	-2.7%		\$ 2,652,007	\$ 2,658,630	\$ 6,623	0.2%	\$ 5,317,240	49.9%
Utilities	\$ 62,955	\$ 74,551	\$ 11,596	15.6%		\$ 398,657	\$ 447,306	\$ 48,649	10.9%	\$ 894,620	44.6%
Casualty & Liability	\$ 98,549	\$ 109,500	\$ 10,951	10.0%		\$ 632,303	\$ 657,000	\$ 24,697	3.8%	\$ 1,314,000	48.1%
Purch. Transportation	\$ 1,076,456	\$ 815,000	\$ (261,456)	-32.1%		\$ 5,074,800	\$ 4,890,000	\$ (184,800)	-3.8%	\$ 9,780,000	51.9%
Miscellaneous	\$ 284,904	\$ 130,690	\$ (154,214)	-118.0%		\$ 929,113	\$ 784,140	\$ (144,973)	-18.5%	\$ 1,568,280	59.2%
TOTAL EXPENSES	5,615,996	5,005,982	(610,014)	-12.2%		31,773,329	29,987,922	(1,785,407)	-6.0%	\$ 60,025,840	52.9%
NET INCOME (LOSS)	<u>\$ 2,366,453</u>	<u>\$ 192,051</u>	<u>\$ 2,174,402</u>			<u>\$ 10,144,642</u>	<u>\$ 1,200,276</u>	<u>\$ 8,944,366</u>		<u>\$ 2,346,560</u>	

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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03/01/2024 - 03/31/2024

Cash Balance - 03/01/2024	\$ 3,138,605
Disbursements	\$ (11,502,503)
Receipts	\$ 11,325,493
Adjustments	\$ -
Cash Balance - 03/31/2024	\$ 2,961,595

Disbursements:

Cash Disbursements Register	\$ (3,123,865)
Payroll	\$ (2,132,196)
Healthcare (BlueCross Blue Shield)	\$ (240,348)
Transfers To the ASU Claims Account	\$ (6,094)
Transfers To the Investment Account	\$ (6,000,000)

Total Cash Disbursements **\$ (11,502,503)**

Receipts:

Cash Receipt Register	\$ 11,325,493
Transfers From the Savings Account	\$ -
Transfers From the Investment Account	\$ -

Total Cash Receipts **\$ 11,325,493**

Adjustments:

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

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

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03/01/2024 - 03/31/2024

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,961,595	7.17%
FIFTH THIRD BANK - ASU Claims Account	37,852	0.09%
FIFTH THIRD BANK - Savings	1,527,667	3.70%
MSUFCU CD and Savings	260,841	0.63%
CASE Credit Union CD and Savings	261,182	0.63%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>36,276,369</u>	87.78%
TOTAL	<u>\$ 41,325,506</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 112,054
OTHER BANKS	<u>5,711</u>
TOTAL	<u>\$ 117,765</u>
Monthly Average Rate of Return	0.2850%
Annual Average Rate of Return	3.420%

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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03/01/2024 - 03/31/2024

Market Value at the Beginning of the Period - 03/01/2024 \$ 30,162,959

Portfolio Activity:

Transfers (To) or From General Checking 6,000,000

Net Income/(Loss) & Expenditures

Interest Earned	\$ 116,027	
Accrued Interest Paid	(1,857)	
Administrative Expenditures	(2,116)	

Total Net Income/Loss & Expenditures 112,054

Realized Gains or (Loss) From Sales -

Market Appreciation

End of Period	\$ (79,197)	
Beginning of Period	82,845	

Unrealized Gain/(Loss) from Market Appreciation 3,648

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (212,241)	
Current Accrued Income (+)	209,949	

Net Change from Accrued Income (2,292)

Market Value at the End of the Period - 03/31/2024 \$36,276,369

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 – CATA AND EATRAN VENDING SERVICES AND MANAGEMENT

CATA issued a Request for Proposal (RFP), 2024-154, Vending/Cafeteria Services and Management on February 19, 2024. Proposals were due by 11:00 a.m., on April 3, 2024. The RFP was distributed to seven (7) vendors, posted online at Transit Talent and on CATA's website.

The following firms submitted a proposal:

Continental Cafes, LLC, Michigan
Great Lakes Vending Services, Michigan
State of Michigan, Bureau of Services for Blind Persons (BSBP), Michigan

The evaluation committee comprised the following individuals from CATA and Eaton County Transportation Authority, ("EATRAN"):

Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer
Margaret Stephens, Customer Experience Manager
Norm VanAlstine, Facilities Manager
Jennifer Burgess, Operations Manager
Anita Detwiler, Finance Manager
Donna Webb, Finance Director, (EATRAN)

The committee met virtually and in person on two (2) separate occasions, April 8, 2024 and April 22, 2024, to discuss the evaluation criteria, as outlined in the RFP: 1) Revenue; 2) Respondent demonstrates a complete understanding of the scope of work; 3) Respondent demonstrates competitiveness of committed percentage of gross operation revenue and/or profit-sharing percentage to be paid to CATA; 4) Experience of firm with similar projects; and 5) Completeness and responsiveness of the proposal to the RFP.

Committee members selected Continental Cafes, LLC, as they provided the best response to the RFP on the basis of the evaluation criteria. Continental Cafes' proposal met all the requirements in the scope of work. Their proposal demonstrated a clear understanding of the needs of our customers and their ability to meet those needs by providing state-of-the-art vending equipment and high-quality products that are fairly priced. In addition, Continental's proposed customer service program ensures a strong partnership with CATA and an efficient response to any customers needing refunds.

Finally, Continental's proposed pricing and commission structure demonstrates their ability to maximize profits throughout the duration of this agreement.

Below are the committee’s scores for each respondent’s proposal.

PROPOSAL EVALUATION POINTS	100 POINTS
Firm	Total
Continental Cafes, LLC	94.92 PTS
Great Lakes Vending Services	90.00 PTS
State of Michigan, Bureau of Services for Blind Persons (BSBP)	81.58 PTS

The following formula was used to determine maximized profit:

- Average cost of proposed product categories divided by the number of product categories = Average cost of products.
- Average cost of products multiplied by proposed commission = commission received per product sold.

Continental Cafes	Number of Product Categories Offered		Proposed Commission	Potential Commission per item sold
\$28.01	13	\$2.15	20%	\$0.43
Great Lakes Vending Average Cost of Products	Number of Product Categories Offered		Proposed Commission	Potential Commission per item sold
\$24.50	13	\$1.88	20%	\$0.38
State of Michigan Bureau of Services for Blind Persons (BSBP) Average Cost of Products	Number of Product Categories Offered		Proposed Commission	Potential Commission per item sold
\$33.50	13	\$2.58	10%	\$0.26

Continental Cafes, LLC

CONTINENTAL CAFES, LLC - PROPOSED REVENUE FORM					
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
CATA CTC 420 S. Grand Ave. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$35,000.00			
(2) Snack Machines	2 Snack Machines 5 Beverage Machines	Estimated 2024 Revenue: \$87,414	20%	20%	20%
(5) Beverage Machines					
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
CATA Administrative Building 4615 Tranter St. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$15,000.00			
(2) Snack Machines					
(3) Beverage Machines					
Revenue Based on the 5% commission structure pricing	2 Snack Machines 3 Beverage Machines	Estimated 2024 Revenue \$40,141	5%	5%	5%
Revenue Based on the 20% commission structure pricing	2 Snack Machines 3 Beverage Machines	Estimated 2024 Revenue \$40,874	20%	20%	20%
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
Capital Area Multimodal Gateway (CAMG) 1240 S. Harrison Rd. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$10,000.00			
(1) Snack Machine	1 Snack Machine 1 Beverage Machine	Estimated 2024 Revenue: \$8,000	20%	20%	20%
(1) Beverage Machines					
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
Eaton County Transportation Authority (EATRAN) 916 E. Packard Hwy. Charlotte, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		N/A			
N/A					
Revenue Based on the 5% commission structure pricing	1 Snack Machine 1 Beverage Machine	Estimated 2024 Revenue \$5,922	5%	5%	5%
Revenue Based on the 20% commission structure pricing	1 Snack Machine 1 Beverage Machine	Estimated 2024 Revenue \$6,371	20%	20%	20%

Great Lakes Vending Services

GREAT LAKES VENDING SERVICES - PROPOSED REVENUE FORM					
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
CATA CTC 420 S. Grand Ave. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$35,000.00			
(2) Snack Machines	2 Snack 4 Beverages 1 Coffee	\$100,000.00	\$20,000.00	\$20,000.00	\$20,000.00
(5) Beverage Machines	1 Merchandise 1 Fresh Food				
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
CATA Administrative Building 4615 Tranter St. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$15,000.00			
(2) Snack Machines	3 Beverage 2 Snack	\$20,000.00	\$4,000.00	\$4,000.00	\$4,000.00
(3) Beverage Machines	1 Cold Food Machine				
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
Capital Area Multimodal Gateway (CAMG) 1240 S. Harrison Rd. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$10,000.00			
(1) Snack Machine	2 Beverage	\$10,000.00	\$2,000.00	\$2,000.00	\$2,000.00
(1) Beverage Machines	1 Snack				
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
Eaton County Transportation Authority (EATRAN) 916 E. Packard Hwy. Charlotte, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		N/A			
N/A	Combo beverage and snack machine	\$5,000.00	None	None	None

State of Michigan Bureau of Services for Blind Persons (BSBP)

STATE OF MICHIGAN BSBP - PROPOSED REVENUE FORM					
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
CATA CTC 420 S. Grand Ave. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$35,000.00			
(2) Snack Machines	2 Snack Machines - Converted to hold cold food items		10% of net proceeds	10% of net proceeds	10% of net proceeds
(5) Beverage Machines					
	3 Beverage Machines		Net proceeds - amount remaining after removing operating costs from revenues.		
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
CATA Administrative Building 4615 Tranter St. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending	<u>Drivers Breakroom</u>	\$15,000.00			
(2) Snack Machines	1 Snack Machine - converted to hold cold food items		10% of net proceeds	10% of net proceeds	10% of net proceeds
(3) Beverage Machines	2 Beverage Machines				
	<u>Maintenance Breakroom</u>		Net proceeds - amount remaining after removing operating costs from revenues.		
	1 Snack Machine 1 Beverage Machine				
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
Capital Area Multimodal Gateway (CAMG) 1240 S. Harrison Rd. Lansing, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		\$10,000.00			
(1) Snack Machine	1 Snack Machine 1 Beverage Machine		10% of net proceeds	10% of net proceeds	10% of net proceeds
(1) Beverage Machines					
			Net proceeds-amount remaining after removing operating costs from revenues.		
Location/Address	Proposed Vending		Proposed Profit Share Percentage		
Eaton County Transportation Authority (EATRAN) 916 E. Packard Hwy. Charlotte, MI	Machine Type (Beverage / Snack / Combo, etc.)	2023 Estimated Vending Revenue	Year 1	Year 2-3	Year 4-5
Current Vending		N/A			
N/A	1 Combo Machine - holds both snack and beverages		10% of net proceeds	10% of net proceeds	10% of net proceeds
			Net proceeds - amount remaining after removing operating costs from revenues.		

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 Continental Cafes, LLC, for vending services and management for a period of one (1) year, plus the option to renew the contract for two (2) additional two-year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

INFORMATION ITEMS

MAY 15, 2024

1. MARCH RIDERSHIP REPORT
2. MARCH RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR APRIL 2024
4. DEI TASK FORCE UPDATE

MARCH 2024 RIDERSHIP REPORT

<u>Total system rides – March:</u>	<u>900,182</u>
Average weekday system ridership	38,850
Average weekday system ridership change March 2024 to March 2023	+8,800

	<u>March 2024 vs. March 2023</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+19.9%	+149,278
Monthly Urban Fixed-Route change	+18.3%	+59,518
Monthly MSU campus ridership change	+21.5%	+68,414
Monthly Spec-Tran ridership change	+19.9%	+4,190
Monthly Total Paratransit ridership change	+17.4%	+4,793

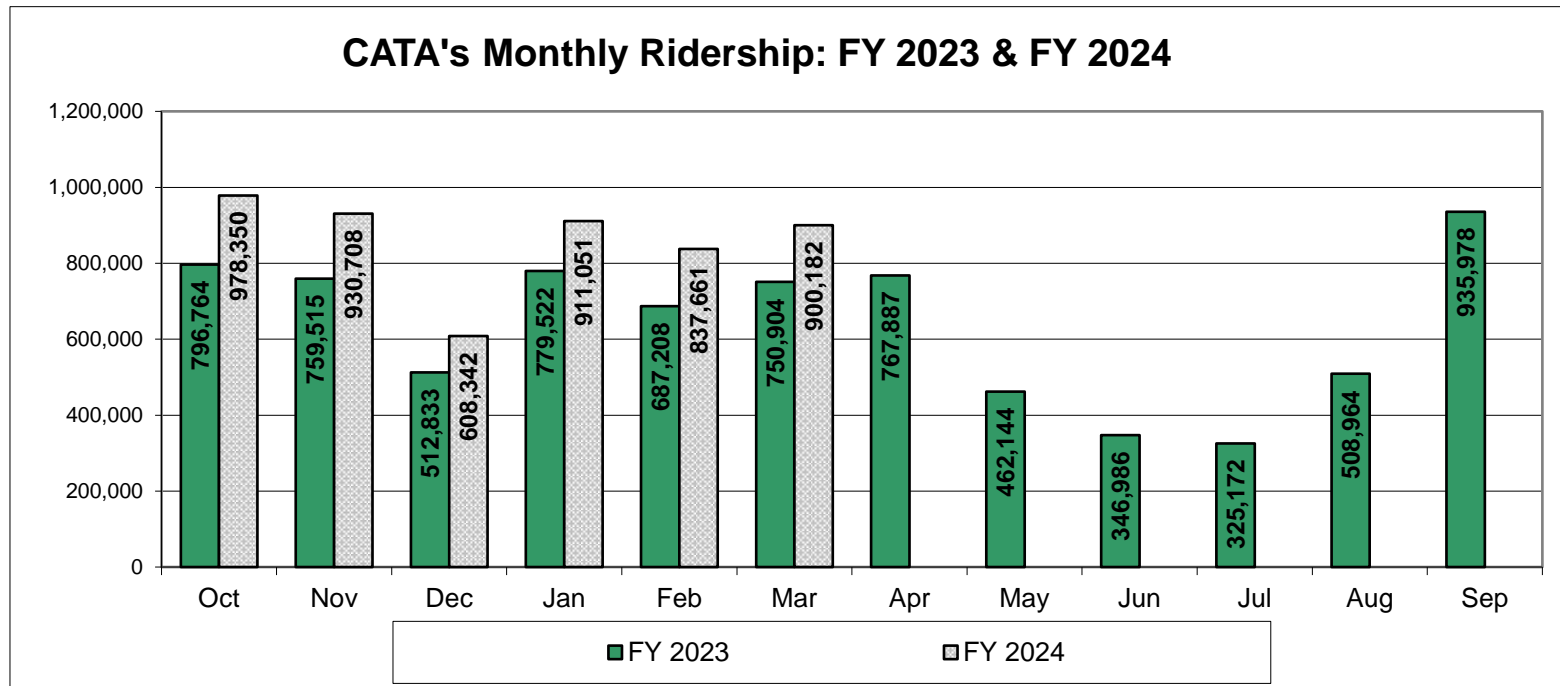
Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU campus service levels vary for Spring 2023 and 2024.

FY 2024 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2024:</u>	<u>5,166,294</u>
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	<u>FY 2024 vs. FY 2023</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+20.5%	+879,548
Year-to-Date Spec-Tran ridership change	+25.9%	+30,026
Year-to-Date Total Paratransit ridership change	+23.6%	+36,012

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU classes were cancelled on February 13, 2024, and February 13-17, 2023.



INFORMATION ITEM - FUEL PURCHASE FOR APRIL 2024

The following lists our prices for diesel fuel for April 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
04/03/2024	\$2.8565
04/08/2024	\$3.3101
04/12/2024	\$2.8290
04/17/2024	\$2.8045
04/22/2024	\$2.6595
04/26/2024	\$2.8616
FY 2024 Current average per gallon fuel cost	\$2.89
FY 2024 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

National Volunteer Month

In the United States, the month of April is designated as National Volunteer Month and serves as a reminder that even small acts of kindness can create a ripple effect of positivity. The Task Force Committee chose to celebrate by volunteering at the Greater Lansing Food Bank (GLFB) Distribution Center.

GLFB has led mid-Michigan's fight against hunger since 1981 to ensure families and neighbors in need have access to nutritious food to support their health and well-being.

Committee members prepared two pallets of Weekend Survival Kits (WSK) for local students who are experiencing food insecurities. Last year over 100,000 Weekend Kits were distributed to children in Clare, Clinton, Eaton, Gratiot, Ingham, Isabella, and Shiawassee counties.

We are proud to support GLFB in their fight against hunger. It takes all of us gathered around the table, bringing our time, talents, and resources to make a difference for people right here in our neighborhood.

Respectfully submitted,

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

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Co-Chair, DEI Task Force
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