

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 21, 2025
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 2025, BOARD MEETING

B. TREASURER'S REPORT FOR MARCH 2025

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

C. PURCHASE OF UP TO NINE (9) LOW-FLOOR MINIVANS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to nine (9) accessible, low-floor minivans from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$630,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. MANAGEMENT NEGOTIATION TEAM

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser to approve the CATA Management Negotiation Team to include Andrew Brieschke, Deputy CEO, serving as Chief Negotiator; Dan Hodges, Director of Maintenance; Bill Frarey, Maintenance Superintendent; Todd Brooks, Director of Operations; Marshea Brown, Director of Human Resources; and Jim Frendt, Director of Finance.

E. SUBRECIPIENT AGREEMENTS WITH RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) AND LANSING HOUSING COMMISSION (LHC)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to finalize subrecipient agreements with Retired and Senior Volunteer Program (RSVP) and Lansing Housing Commission (LHC) for one (1) ADA minivan valued at \$70,000 to each agency to offer free non-emergency transportation to area seniors and persons with disabilities through CATA's 5310 subrecipient program, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

A. POLICY NO. 402 - FORMULATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES – SECOND READING

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

B. POLICY NO. 203 – FISCAL YEAR AND ANNUAL REPORTS – FIRST READING

PROPOSED MOTION: That the proposed revised Policy No. 203 – Fiscal Year and Annual Reports, be accepted for the first reading and adopted 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. CLOSED SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS

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 16, 2025
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

PRESENT: Shanna Draheim, Vice Chair
Phil Deschaine, Secretary/Treasurer
Mark Grebner
Derek Melot
Kellie Blackwell
John Prush
Chelsea Dowler
Steve Vagnozzi

CALL TO ORDER:

Vice Chair Draheim, called the meeting to order at 4:02 p.m.

ROLL CALL: Kellie Blackwell, Phil Deschaine, Chelsea Dowler, Shanna Draheim, Mark Grebner, Derek Melot, John Prush, and Steve Vagnozzi were all present.

ABSENT: Nathan Triplett, Chair, Keith Barber, Ed Rodgers, Jack Schmitt, and Eric Tans

Vice Chair Draheim, welcomed everyone to the Board meeting. She also mentioned that the meeting is usually held on Zoom for those who wish to view the Board meeting virtually; however, due to a service outage, Zoom is not available.

PUBLIC COMMENTS:

Daniel Black expressed his appreciation for the acoustics and the door being fixed at the Disability Network Capital Area (DNCAP). Mr. Black requested that operators have consistency when loading scooters onto a bus with and without ramps. He also offered to participate in operator training.

VICE CHAIR'S COMMENTS:

Vice Chair Draheim, requested a motion to excuse Nathan Triplett, Ed Rodgers, Jack Schmitt, and Eric Tans.

MOTION:

Derek Melot motioned to excuse Nathan Triplett, Ed Rodgers, Jack Schmitt, and Eric Tans. Kellie Blackwell supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser reminded attendees that CATA's Board meetings are recorded by Zoom so that the public can view meetings virtually.

Downtown Parking

Bradley Funkhouser stated that CATA has been working with the mayor's office to create on-street, bus only parking on Lenawee Street.

New City Hall Groundbreaking Ceremony

Bradley Funkhouser stated that the new city hall groundbreaking ceremony will take place on Wednesday, April 23. He noted that representatives from CATA will be in attendance.

Downtown Facility

Bradley Funkhouser stated that CATA's master planning is underway for the former Greyhound building. He noted that Tri-County Regional Planning Commission has been invited to participate in the new development. More to come.

Electric Vehicle Grant

Bradley Funkhouser stated that the \$1 million community grant that CATA was awarded for a new electric bus has been retracted. Mr. Funkhouser explained that Senator Slotkin's office sent an email stating that new funding is being made available, and CATA will be able to reapply. He also noted that CATA does have two (2) battery-electric buses on order, one (1) from New Flyer and one (1) from Gillig, and the Gillig bus will be arriving sometime in June.

Phil Deschaine inquired about the price difference between electric and hybrid buses.

Bradley Funkhouser deferred to Andrew Brieschke, Deputy CEO, for details.

Andrew Brieschke stated that for the 40-foot hybrids from New Flyer, the base price is between \$850,000 and \$900,000, and with accessories and options it is approximately \$1.032 million. A 40-foot battery-electric has a base price of approximately \$1 million and with options it is \$1.3 million. He noted that charging stations are an additional cost of approximately \$150,000 to \$200,000 which does not include the construction cost of bringing power to the facility.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF MARCH 2025, BOARD MEETING
- B. APPROVAL OF MINUTES OF MARCH 2025, CLOSED SESSION

C. TREASURER’S REPORT FOR FEBRUARY 2025

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

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

PROPOSED MOTION: That the CATA Board of Directors approves the Fiscal Year 2024 Annual Report and directs staff to distribute it to the governing bodies of all participating members of CATA.

E. MDOT MASTER AGREEMENT AMENDMENT RESOLUTION AND PROJECT AUTHORIZATION RESOLUTION

PROPOSED MOTION: Staff recommends that the Board approve the Resolutions set forth below.

MASTER AGREEMENT RESOLUTION

WHEREAS, the Capital Area Transportation Authority ("CATA") has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and,

WHEREAS, CATA does hereby approve Master Agreement Amendment No. 2022-0027 A1 (the "Agreement").

NOW, THEREFORE, be it resolved that the Chief Executive Officer of CATA be authorized and directed to execute the Agreement for, and on behalf of CATA.

PROJECT AUTHORIZATION RESOLUTION

WHEREAS, this resolution shall also approve execution of project authorizations for any programs designated by CATA and/or project authorizations for any amount determined by CATA with the Michigan Department of Transportation which are issued under Master Agreement No. 2022-0027 A1.

NOW, THEREFORE, be it resolved that the Chief Executive Officer of CATA, or his or her designee, are authorized to enter into and execute on behalf of CATA all such project authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

MOTION:

Derek Melot motioned to approve the Consent Agenda and Kellie Blackwell supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

- A. POLICY COMMITTEE REPORT - POLICY NO. 402 FORMULATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES - FIRST READING

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

MOTION:

Derek Melot motioned to accept Discussion Item A, Policy No. 402 - Formulation of Board Policies and Administrative Procedures, first reading and Chelsea Dowler supported the motion.

DISCUSSION:

Vice Chair and Policy Committee Chair Draheim stated that the Policy Committee met on Friday, April 4, to discuss revisions proposed for Policy No. 402. She noted that the change is centered around having one (1) reading instead of two (2) readings. She further noted that the Policy Committee agreed, thus she is recommending that the Board accept the first reading of Policy No. 402.

Steve Vagnozzi requested confirmation on whether this revision eliminates a second reading.

Vice Chair Draheim confirmed that the main revision will be to eliminate a second reading.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS - POLICY COMMITTEE UPDATE ON POLICY NO. 205 – DISPLAY OF ITEMS ON CATA PROPERTY AND VEHICLES

Vice Chair and Policy Committee Chair Draheim stated that the Policy Committee met on Friday, April 4, to discuss Policy No. 205. She explained that due to FTA regulations pertaining to advertising on buses, the Policy Committee decided not to revise this policy. She then deferred to Lolo Robison, Director of Marketing and Public Information, for more details.

Lolo Robison stated that the Policy Committee reviewed transit agencies having exclusions compared to no exclusions along with comparing generated revenue. She explained that after reviewing the data and being informed on FTA regulations related to marijuana, gambling and tobacco advertising, it was determined that the possible revenue was not substantial enough to change the policy.

Bradley Funkhouser explained that the Policy Committee will continue to meet every other month through the end of the year to update a number of CATA policies. He explained that it was necessary to bring Policy No. 203 first, before bringing the rest of the policies for the Board to consider.

Vice Chair Draheim, thanked Ms. Robison for her report.

PUBLIC COMMENT

Annescia Dillard stated that she is a transit enthusiast. She has worked as a CATA Ambassador and encourages others to use CATA's services. Ms. Dillard requested that CATA allow public comments to be made via Zoom. She also expressed her appreciation for CATA's website outlining where the Board meetings will take place and what routes may be used to attend.

Daniel Black expressed his appreciation for Board members using their microphones. He reiterated that operators need to be more consistent and compliant with CATA's procedures. Mr. Black inquired whether operators had a flip chart that they could use so they would know what to do in certain situations that may occur. He also commented on operators being able to listen to their own music out loud while passengers are not allowed to.

Steve Vagnozzi stated that he has some ridership data that he would like to share. He reported that in February there were approximately 1.1 million rides, which is equivalent to approximately three (3) rides for every person in the service area. Year-to-date, ridership has increased to 8.2% in fiscal year 2024 with an actual number of an additional 350,000 rides. Mr. Vagnozzi stated that these figures represent the critical service that CATA is providing to the area, and they should be very proud.

Laura Breese expressed her appreciation for CATA's service. She also commented on Transdev and how operators are not always asking passengers if they want a seatbelt. She stated that she has been in three (3) accidents and expressed her belief that all passengers should be wearing a seatbelt.

ADJOURNMENT

There being no further business, Vice Chair Draheim adjourned the meeting at 4:33 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, 2025**

									<i>% of Fiscal Year Completed</i> <hr/> 50%	
	March	March		%	FY 2025	REVISED FY 2025		%	FY 2025	% Annual Budget
	Actual	Budget	Variance	Variance	Actual YTD	Budget YTD	Variance	Variance	BUDGET	Revenues/Expense
REVENUES										
Farebox	\$ 194,459	\$ 200,075	\$ (5,616)	-2.8%	\$ 1,303,580	\$ 1,200,450	\$ 103,130	8.6%	\$ 2,400,900	54.3%
Contracted Services	\$ 509,642	\$ 336,500	\$ 173,142	51.5%	\$ 3,100,284	\$ 2,019,000	\$ 1,081,284	53.6%	\$ 4,038,000	76.8%
Property Tax	\$ 3,413,737	\$ 2,199,000	\$ 1,214,737	55.2%	\$ 20,604,207	\$ 13,194,000	\$ 7,410,207	56.2%	\$ 26,388,000	78.1%
State Revenue	\$ 1,689,599	\$ 1,807,000	\$ (117,401)	-6.5%	\$ 10,203,573	\$ 10,842,000	\$ (638,427)	-5.9%	\$ 21,684,000	47.1%
Federal Revenue	\$ 3,931,346	\$ 1,315,000	\$ 2,616,346	199.0%	\$ 8,296,431	\$ 7,890,000	\$ 406,431	5.2%	\$ 15,780,000	52.6%
Other Revenue	\$ 244,952	\$ 140,542	\$ 104,410	74.3%	\$ 789,729	\$ 843,252	\$ (53,523)	-6.3%	\$ 1,686,500	46.8%
TOTAL REVENUES	\$ 9,983,735	\$ 5,998,117	\$ 3,985,618	66.4%	\$ 44,297,804	\$ 35,988,702	\$ 8,309,102	23.1%	\$ 71,977,400	61.5%
EXPENSES										
Labor	\$ 2,254,642	\$ 2,147,633	\$ (107,009)	-5.0%	\$ 13,161,619	\$ 12,885,798	\$ (275,821)	-2.1%	\$ 25,771,600	51.1%
Fringe Benefits	\$ 1,259,249	\$ 1,337,468	\$ 78,219	5.8%	\$ 8,151,702	\$ 8,024,818	\$ (126,884)	-1.6%	\$ 16,049,640	50.8%
Services	\$ 499,568	\$ 435,283	\$ (64,285)	-14.8%	\$ 2,533,298	\$ 2,605,196	\$ 71,898	2.8%	\$ 5,210,400	48.6%
Materials & Supplies	\$ 403,310	\$ 489,895	\$ 86,585	17.7%	\$ 2,490,832	\$ 2,943,368	\$ 452,536	15.4%	\$ 5,888,240	42.3%
Utilities	\$ 49,738	\$ 76,725	\$ 26,987	35.2%	\$ 474,772	\$ 460,350	\$ (14,422)	-3.1%	\$ 920,700	51.6%
Casualty & Liability	\$ 183,025	\$ 114,000	\$ (69,025)	-60.5%	\$ 783,738	\$ 684,000	\$ (99,738)	-14.6%	\$ 1,368,000	57.3%
Purch. Transportation	\$ 1,156,581	\$ 1,077,775	\$ (78,806)	-7.3%	\$ 5,944,953	\$ 6,466,650	\$ 521,697	8.1%	\$ 12,933,300	46.0%
Miscellaneous	\$ 78,804	\$ 148,964	\$ 70,160	47.1%	\$ 728,651	\$ 893,726	\$ 165,075	18.5%	\$ 1,787,620	40.8%
TOTAL EXPENSES	5,884,917	5,827,743	(57,174)	-1.0%	34,269,565	34,963,906	694,341	2.0%	\$ 69,929,500	49.0%
NET INCOME (LOSS)	<u>\$ 4,098,818</u>	<u>\$ 170,374</u>	<u>\$ 3,928,444</u>		<u>\$ 10,028,239</u>	<u>\$ 1,024,796</u>	<u>\$ 9,003,443</u>		<u>\$ 2,047,900</u>	

Interim statements are subject to adjustments and year-end audit

Revised to
reflect year-to-
date amounts
through March
2025

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

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03/01/2025-03/31/2025

Cash Balance - 03/01/2025	\$ 7,639,324
Disbursements	\$ (14,689,919)
Receipts	\$ 10,301,935
Adjustments	\$ -
Cash Balance - 03/31/2025	<u>\$ 3,251,340</u>

Disbursements:

Cash Disbursements Register	\$ (3,938,063)
Payroll	\$ (2,254,642)
Healthcare (BlueCross Blue Shield)	\$ (488,803)
Transfers To the ASU Claims Account	\$ (8,411)
Transfers To the Investment Account	\$ (8,000,000)
Total Cash Disbursements	<u>\$ (14,689,919)</u>

Receipts:

Cash Receipt Register	\$ 10,301,935
Transfers From the Investment Account	-
Total Cash Receipts	<u>\$ 10,301,935</u>

Adjustments:

Misc. Items	\$ -
Total Cash Adjustments	<u>\$ -</u>

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

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03/01/2025-03/31/2025

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	3,251,340	7.67%
FIFTH THIRD BANK - ASU Claims Account	39,112	0.09%
FIFTH THIRD BANK - Savings	548,148	1.29%
MSUFCU CD and Savings	272,548	0.64%
CASE Credit Union CD and Savings	273,835	0.65%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>38,001,152</u>	89.65%
TOTAL	<u><u>\$ 42,386,135</u></u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 97,087
OTHER BANKS	<u>3,042</u>
TOTAL	<u><u>\$ 100,129</u></u>
Monthly Average Rate of Return	0.2362%
Annual Average Rate of Return	2.835%

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)

03/01/2025-03/31/2025

Market Value at the Beginning of the Period - 03/01/2025 \$ 29,801,876

Portfolio Activity:

Transfers (To) or From General Checking 8,000,000

Net Income/(Loss) & Expenditures

Interest Earned	\$ 188,936
Accrued Interest Paid	(89,788)
Administrative Expenditures	(2,061)

Total Net Income/Loss & Expenditures 97,087

Realized Gains or (Loss) From Sales (3,252)

Market Appreciation

End of Period	\$ 220,433
Beginning of Period	(174,936)

Unrealized Gain/(Loss) from Market Appreciation 45,497

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (299,433)
Current Accrued Income (+)	359,377

Net Change from Accrued Income 59,944

Market Value at the End of the Period - 03/31/2025 \$38,001,152

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 – PURCHASE OF UP TO NINE (9) LOW-FLOOR MINIVANS

The State of Michigan, Office of Passenger Transportation, has a multi-year contract with Hoekstra Transportation, Inc., for the purchase of fully accessible, low-floor minivans. The vehicles are Chrysler Voyager/Pacifica models, modified by BraunAbility, and will be used to provide transportation on CATA's Spec-Tran service. The procurement process was completed by the State of Michigan and complies with the Americans with Disabilities Act (ADA) and Federal Transit Administration (FTA) requirements. Staff has confirmed that CATA is eligible to purchase vehicles off of this contract.

CATA currently has federal and state grant funds available to purchase up to nine (9) of these accessible low-floor minivans, which have a useful life of four (4) years or 100,000 miles, whichever comes first. These vehicles will replace older models of the same type that have met or exceeded their useful life. The base floor plan consists of a 3+2 passenger vehicle with a side ramp and fold away seats. The approximate, per unit price is \$68,000, plus necessary options and add-ons, as needed to perform the service and meet customer expectations. Should CATA purchase all nine (9) on this order, the total purchase price of the vehicles shall not exceed \$630,000.

In addition to Board approval, the purchase of these vehicles is pending successful completion of necessary Buy America audits, as required by the FTA.

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 of up to nine (9) accessible, low-floor minivans from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$630,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – MANAGEMENT NEGOTIATION TEAM

This year, CATA will renegotiate our contract with the Amalgamated Transit Union ("ATU"), Division 1039. The contract expires on November 30, 2025; and we plan to begin negotiations in the coming weeks. We will again be renting an off-site facility for negotiations.

Policy #500 calls for the Executive Director to recommend to the Board a negotiating team and to identify the Chief Negotiator.

The following team is being recommended for this year's negotiations:

- Andrew Brieschke, Deputy CEO, (Chief Negotiator)
- Dan Hodges, Director of Maintenance
- Bill Frarey, Maintenance Superintendent
- Todd Brooks, Director of Operations
- Marshea Brown, Director of Human Resources
- Jim Frenedt, Director of Finance

As the time gets closer, we will meet with in a Closed Session to present some of the parameters that are on our agenda.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser to approve the CATA Management Negotiation Team to include Andrew Brieschke, Deputy CEO, serving as Chief Negotiator; Dan Hodges, Director of Maintenance; Bill Frarey, Maintenance Superintendent; Todd Brooks, Director of Operations; Marshea Brown, Director of Human Resources; and Jim Frenedt, Director of Finance.

ACTION ITEM – SUBRECIPIENT AGREEMENTS WITH RETIRED AND SENIOR VOLUNTEER PROGRAM (RSVP) AND LANSING HOUSING COMMISSION (LHC)

CATA has worked on establishing a 5310 subrecipient program to utilize grant funds aimed at partnering with local governments and/or area non-profits to provide enhanced services to seniors and persons with disabilities. A Call for Projects was released and CATA received two additional project submissions. CATA reviewed the submissions to determine if they met requirements for the Call, as well as how the projects fit the overall needs of the community per the Coordinated Public Transit-Human Services Transportation Plan.

Following the review of the applications, CATA staff has selected Retired and Senior Volunteer Program (RSVP) and Lansing Housing Commission (LHC) to enter into subrecipient agreements to fund their projects pending Board approval. RSVP and LHC each submitted a request for one (1) ADA compliant minivan valued at \$70,000 to operate an initial one (1) year of their projects with the opportunity to continue utilizing the minivans for their projects in future years. RSVP looks to utilize their minivan to expand their free non-emergency transportation for seniors to medical appointments and local food banks. LHC looks to offer a similar service but specifically catered to the seniors and persons with disabilities that live within their affordable housing facilities of Capital City Apartments and Oliver Gardens on the south side of Lansing.

CATA Staff determined that all the requirements of the 5310 Call for Projects were met by RSVP and LHC and upon approval by the Board, Staff will move forward with establishing subrecipient agreements with RSVP and LHC.

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 finalize subrecipient agreements with Retired and Senior Volunteer Program (RSVP) and Lansing Housing Commission (LHC) for one (1) ADA minivan valued at \$70,000 to each agency to offer free non-emergency transportation to area seniors and persons with disabilities through CATA's 5310 subrecipient program, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

POLICY #402

FORMULATION OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Board Policies

The Board of Directors shall adopt policies for the general governance of CATA. Board policies shall reflect delegation of specific authority to the Executive Director of CATA and compliance with applicable State and Federal laws.

The Chairperson of the Board shall establish a Policy Committee of not less than three members of the Board to study, evaluate, and recommend changes in current policies or recommend the adoption of new policies.

Policies and revisions to policies may be proposed by either a Board member or the Executive Director. Compilations of current policies shall be available for reference by any CATA employee and the public. All proposed policies shall be sent to the Policy Committee for this review, except that if the Executive Director and the Chairmanperson of the Board both agree, a policy may be brought directly to the full Board without first going to the Policy Committee for review. If a policy is sent to the Policy Committee, ~~t~~The Committee will ~~then~~ report on the outcome of its review to the full Board. The Board will consider either the Committee report or the proposal by the Executive Director and may accept, revise or reject the proposed policy, or return it to the Committee for further review.

~~At least two readings of a proposed policy at regular Board meetings are required for the policy to become effective. If the proposed policy is accepted or accepted with revisions at the first reading, it shall then be considered for second reading at the next regular Board meeting. The proposed policy may be adopted upon the second reading, unless it is revised in that meeting. If the proposed policy is revised in the meeting on the second reading, then the second reading shall be repeated at the next regular Board meeting.~~ New policies and revisions to existing policies shall take effect immediately upon adoption, unless otherwise stated in the policy.

It is the responsibility of the Executive Director to ensure that all CATA employees are aware of all Board policies.

Administrative Procedures:

Administrative Procedures are those policy guidelines and procedures developed by the Executive Director to implement the policies of the Board, effectively administer the Authority, and maintain compliance with legal regulations.

Adopted: 04/18/84
Amended: 05/18/94
11/16/05

POLICY #203

FISCAL YEAR AND ANNUAL FINANCIAL REPORT WITH SUPPLEMENTARY INFORMATION

The fiscal year of the Authority shall commence on October 1 ~~in~~ each year and shall end on September 30 of the following year.

The Executive Director, or the Executive Director's designee, shall ~~make an annual financial report and~~ obtain a certified annual audit of the Authority's financial records, accounts, and procedures for each fiscal year. The Executive Director shall submit to the Board a formal response to any management letter ~~which is~~ issued in connection with the audit. The Board's Audit Committee will oversee the audit process. A copy of the ~~annual financial report and the~~ audit reports, with other required additional reports, as well as any management letter and the Executive Director's formal response to such letter, shall be given to each member of the Board. The ~~financial report and the~~ audit report, with other required ~~additional~~ reports, must be formally accepted by the Board and maintained with CATA's records. ~~Following Board acceptance, the Executive Director shall file these reports with the State Treasurer and such other state and federal departments and agencies as may be required for grants and government assistance, and made available to the public on request.~~

~~The Executive Director, or the Executive Director's designee, shall also provide for Board approval. Board shall also approve an annual report that details at a minimum:~~

- ~~— (a) The Authority's balance sheet;~~
- ~~— The audit;~~
- ~~(b) An abbreviated operating statement; and~~
- ~~(c) A short description of the operation of the Authority.~~

~~Once approved by the Board, this report a certified annual audit will~~ be furnished to the governing bodies of all participating members with respect to the operation, maintenance, and financial ~~health condition~~ of the Authority ~~and may, within the Executive Director's discretion, be distributed to any other members of the community.~~ ~~This, and said audit shall be report shall include as a minimum: posted to the CATA website within 90 days of Board approval.~~

- ~~(a) The Authority's balance sheet;~~
- ~~(b) An abbreviated operating statement; and~~
- ~~(c) A short description of the operation of the Authority.~~

Following Board acceptance, the Executive Director must file all required reports with the State Treasurer and such other state and federal departments and agencies as may be required for grants and/or government assistance, and any such reports shall be made available to the public on request.

Adopted: 2/9/84
Amended: 5/18/94
 10/19/05
 / /2025

INFORMATION ITEMS

MAY 21, 2025

1. MARCH RIDERSHIP REPORT
2. MARCH RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR APRIL 2025
4. DEI TASK FORCE UPDATE FOR APRIL

MARCH 2025 RIDERSHIP REPORT

<u>Total system rides – March:</u>	<u>919,101</u>
Average weekday system ridership	39,050
Average weekday system ridership change March 2025 to March 2024	+200

	<u>March 2025 vs. March 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+2.1%	+18,919
Monthly Urban Fixed-Route change	+0.3%	+1,060
Monthly MSU campus ridership change	+1.6%	+6,263
Monthly Spec-Tran ridership change	+10.8%	+2,730
Monthly Total Paratransit ridership change	+5.9%	+1,888

Note: Service on Routes 1, 5, 8, 9, and 18 have been reduced as of 12/20/2021.

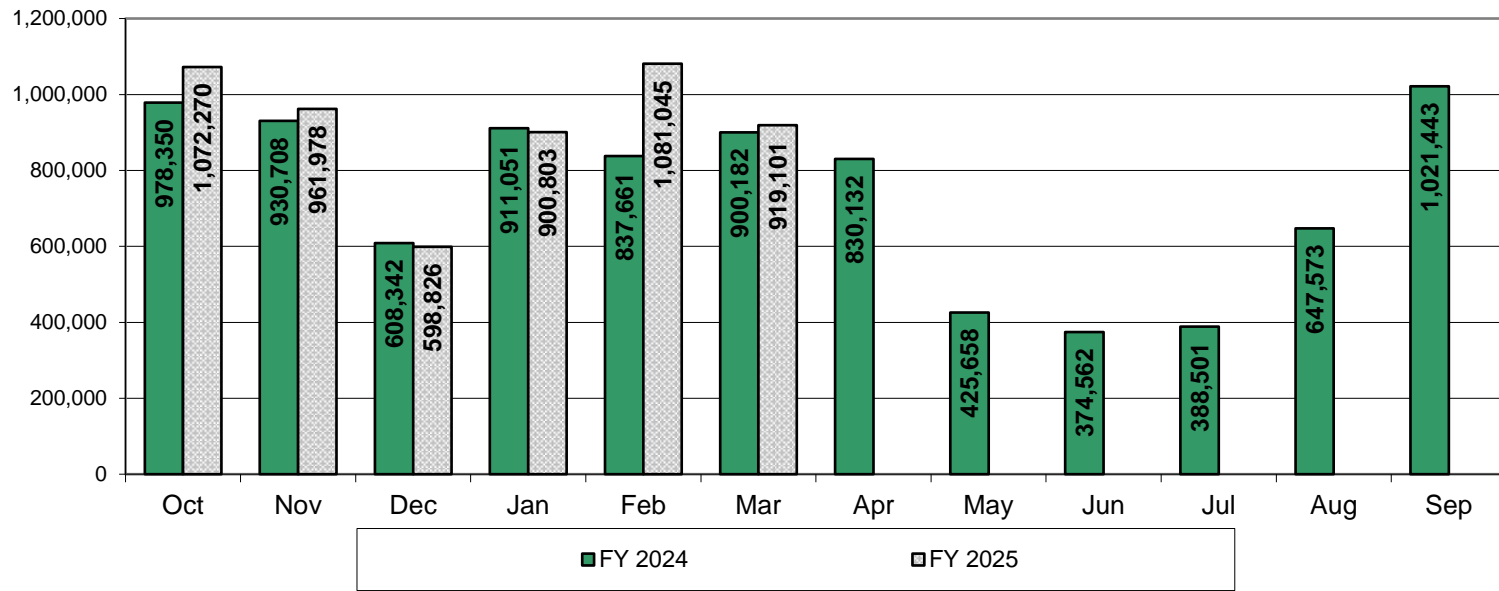
FY 2025 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>5,534,023</u>
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	<u>FY 2025 vs. FY 2024</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+7.1%	+367,729
Year-to-Date Spec-Tran ridership change	+8.5%	+12,419
Year-to-Date Total Paratransit ridership change	+4.8%	+8,965

Note: Service on Routes 1, 5, 8, 9, and 18 have been reduced as of 12/20/2021.

CATA's Monthly Ridership: FY 2024 & FY 2025



INFORMATION ITEM - FUEL PURCHASE FOR APRIL 2025

The following lists our prices for diesel fuel for April 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
04/02/2025	\$2.2785
04/07/2025	\$2.1110
04/11/2025	\$2.5467
04/16/2025	\$2.1360
04/21/2025	\$2.1950
04/30/2025	\$2.1460

FY 2025 Current average per gallon fuel cost	\$2.24
FY 2025 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, AND INCLUSION TASK FORCE MEETING SUMMARY

Volunteer: Habitat for Humanity Restore

In lieu of a meeting this month, the DEI Task Force Committee opted to volunteer at one of the local Habitat for Humanity ReStore locations. The stores are nonprofit home improvement and donation centers that support affordable housing efforts both locally and globally. Proceeds from store sales help build homes and revitalize communities that align closely with our DEI values of inclusivity and community investment.

April's activities included:

- Raking leaves and general landscaping
- Picking up litter and beautifying outdoor areas
- Disposing of unusable donations and debris

This hands-on effort was an opportunity for Task Force members to contribute “sweat equity” to a meaningful cause. The experience also helped foster team building while reinforcing our commitment to being an active, positive presence in the communities we serve.

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources

