

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 16, 2022
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Mark Grebner
Derek Melot
Robin Lewis
Jennie Gies

CALL TO ORDER:

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

ROLL CALL: Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Robin Lewis, Derek Melot, and Nathan Triplett were all present.

ABSENT: Doug Lecato, John Prush, Maggie Sanders, Jack Schmitt, and Terrance Augustine.

LATE: Phil Deschaine

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.

PUBLIC COMMENTS:

Deb Parrish expressed her happiness over CATA and the ATU, Local 1039, having reached a contract. She also commented on the fare-free rides campaign during the holiday season and the MyRideCATA app.

Phil Deschaine arrived at 4:04 p.m.

CHAIR'S COMMENTS:

MOTION:

Robin Lewis motioned to excuse Doug Lecato, John Prush, Maggie Sanders, and Jack Schmitt and Terrance Augustine and Dusty Fancher supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett announced the Committee Appointments for 2022-2023.

MOTION:

Shanna Draheim motioned to approve the Committee Appointments for 2022-2023 and Robin Lewis supported the motion.

DISCUSSION:

Shanna Draheim inquired about receiving a meeting schedule in advance.

Chair Triplett explained that these meetings are scheduled on a need only basis.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Human Trafficking

Bradley Funkhouser explained that in 2020, CATA was awarded a grant for human trafficking awareness. He also stated that he was interviewed earlier this morning and Board members can expect to see a lot of activity on this topic including a press release. Mr. Funkhouser shared that CATA has a partnership with the Department of Homeland Security.

Silver Bells

Bradley Funkhouser stated that Silver Bells is on Friday, November 18th and CATA will be participating in the event. This year, the CATApillar will be on display as well as the LadyBug bus. Details to come for those interested in participating in the parade.

Vehicle Purchase

Bradley Funkhouser stated that CATA has received nine (9) buses from Nova Bus. CATA will also receive sixteen (16) minivans by the end of the month, twelve (12) cutaway buses delivered in about a year and four (4) hybrid SUVs delivered by spring.

Operation Santa

Bradley Funkhouser reported that every year CATA participates in Operation Santa which works with elementary schools in the area to provide Christmas gifts to children in need. This year CATA will be working with Averill Elementary School students.

Eaton County

Bradley Funkhouser reported that things are moving quickly at EATRAN. Currently, EATRAN is working on attaining a grant for microtransit. Dustin Hagfors, Director of Planning, has been assisting EATRAN in obtaining the grant, yet it will be managed by Eaton County. Mr. Funkhouser also noted that EATRAN has received a letter of support from Eaton County to help facilitate the grant and to show community support.

Shanna Draheim stated that she appreciated Mr. Funkhouser looking beyond traditional transit and requested more details pertaining to the types of microtransit.

Bradley Funkhouser clarified that his definition of microtransit is similar to a publicly run Uber or Lyft.

Jennie Gies inquired about Mr. Funkhouser's thoughts on Oakland County's new millage being passed.

Mark Grebner stated that Oakland County passed .95 mills.

Bradley Funkhouser stated that .95 mills is not as high as CATA. Mr. Funkhouser stated that he is not surprised that other counties are passing higher millages and hopes that more counties will follow.

Chair Triplett stated that other counties may feel pressured to follow in order to solve similar challenges pertaining to public transportation.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF OCTOBER 19, 2022, BOARD MEETING
- B. APPROVAL OF MINUTES OF OCTOBER 31, 2022, SPECIAL BOARD MEETING
- C. TREASURER'S REPORT FOR SEPTEMBER 2022
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- D. MDOT RESOLUTION OF INTENT

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

FISCAL YEAR 2024 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2024 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended ("Act 51"), it is necessary for Capital Area Transportation Authority (hereby known as THE APPLICANT), established under 1963 PA 55, to provide a local transportation program for the state fiscal year of 2024 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body; and

WHEREAS, THE APPLICANT has reviewed and approved the proposed balance budget, and funding sources for FY 2024 are estimated to include the following: federal funds of \$14,000,000, state funds of \$16,400,000, local funds of \$25,100,000, farebox funds of \$1,900,000, and other funds of \$4,400,000. Total expenses are estimated to be \$64,000,000. THE APPLICANT'S budget for its local transportation program for FY 2024 reflects a shortfall of \$2,000,000 that will be bridged through the use of assets (cash) supplied from its existing surplus net position.

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints THE APPLICANT'S Chief Executive Officer, Bradley T. Funkhouser or his designee, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2024.

E. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2022 AMENDMENTS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2022 amendments to meet compliance with the FTA by December 31, 2022.

F. THIRD PARTY TECHNOLOGY CONSULTING

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 Vector Tech Group for IT Infrastructure Support and SQL Database Support at a cost not to exceed \$266,400 and a separate contract with Global Solutions Group, Inc. for Audit Services at a cost not to exceed \$23,497, based on the

quoted rates, for a three-year period and an option for one (1) additional, two (2) year extension on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

G. FARE-FREE RIDES FOR MARKETING CAMPAIGN

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve fare-free boardings for riders participating in the Dear Rider Postcard marketing campaign, effective December 1, 2022, through March 31, 2023, as proposed by Staff.

H. CONTRACT FOR SECURITY 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 Charlesbrook Protection Services at a cost not to exceed \$2,777,814, based on the quoted rates, for a one (1) year term with additional options to extend for one (1) year and three (3) year terms to provide Security Services on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

Jennie Gies requested that Action Item H, be moved to the Discussion Agenda.

Phil Deschaine requested that Action Item F, be moved to the Discussion Agenda.

MOTION:

Robin Lewis motioned to approve the Consent Agenda with ACTION ITEM F, THIRD PARTY TECHNOLOGY CONSULTING and ACTION ITEM H, CONTRACT FOR SECURITY SERVICES moved to discussion. Derek Melot supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. THIRD PARTY TECHNOLOGY CONSULTING

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MOTION:

Phil Deschaine motioned to approve DISCUSSION ITEM A, THIRD PARTY TECHNOLOGY CONSULTING and Jennie Gies supported the motion.

DISCUSSION:

Phil Deschaine inquired about whether this is a new agreement and how the service will help CATA's auditing process.

Bradley Funkhouser stated that this is an on-going contract and deferred to Dan Goodemoot, Director of IT, for more details.

Dan Goodemoot explained that in order to have a more secure network, CATA is seeking a third party to help provide CATA with the necessary infrastructure support for items that are beyond the department's ability and expertise. Mr. Goodemoot further explained that by having a third party consulting service, CATA will gain another level of security which will contribute to CATA's auditing process.

Phil Deschaine inquired about CATA performing any network testing to find breaches in the system.

Dan Goodemoot confirmed that CATA performs a wide range of testing.

VOTE: The motion carried unanimously.

B. CONTRACT FOR SECURITY 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 Charlesbrook Protection Services at a cost not to exceed \$2,777,814, based on the quoted rates, for a one (1) year term with additional options to extend for one (1) year and three (3) year terms to provide Security Services on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Jennie Gies motioned to approve DISCUSSION ITEM B, CONTRACT FOR SECURITY SERVICES and Shanna Draheim supported the motion.

DISCUSSION:

Jennie Gies stated that she was at the CTC and was impressed to see the coat exchange taking place. She inquired about the security and whether they have received any special training. She also inquired about the social service agencies that were involved in the coat exchange.

Bradley Funkhouser deferred to Lolo Robison, Director of Marketing, CX and Public Information, for details.

Lolo Robison replied that the Charlesbrook officers are trained very well to address the homeless situation and use compassion and empathy while trying to find resolutions. Ms. Robison also stated that CATA is connected to the advocacy officers and they work together to try to find shelter and medical treatment for those in need.

Shanna Draheim inquired about the officer's training and whether there is joint training done with CATA's operators.

Lolo Robison stated that CATA is not involved with the officer's training, yet the officers are involved with all operator training and are also familiar on how to use the banned book.

Robin Lewis inquired about the number of officers and the number of hours they work.

Lolo Robison explained that she did not know the exact numbers off hand, but they are listed in the Board packet. She also noted that the coverage includes the Gateway which is new to this contract and therefore, requires additional officers.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Deb Parrish expressed her excitement for the CATApillar and the LadyBug buses being in this year's Silver Bells parade. She also commented on the improved sound system. Ms. Parrish further expressed her frustration with Spec-Tran and their reliability.

Matt Dickenson stated that this was his first time speaking at a CATA Board meeting and believes that it is a great opportunity. Mr. Dickenson also expressed how much he likes his job, yet he has questions related to the rapid pay increases and bonuses.

ADJOURNMENT

MOTION:

Derek Melot motioned to adjourn the meeting and Robin Lewis supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett adjourned the meeting at 4:31 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary