

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 17, 2021
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 OCTOBER 20, 2021, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2021

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

C. INSURANCE RENEWALS

PROPOSED MOTION: That the Board of Directors approves CATA's purchase of insurance policies at quoted contract rates with the indicated premiums and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to execute such applications, contracts, and other documents as are necessary and appropriate in the judgment of the Chief Executive Officer, to bind and perfect such insurance coverage and services for the period from December 1, 2021 through and including November 30, 2022.

D. HVAC ROOFTOP UNIT (RTU) REPLACEMENT PROJECT

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 Advantage Mechanical Group of \$803,900, for the purchase of RTU Replacements, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. REGIONAL ADVOCACY FOR DISADVANTAGED POPULATIONS -
COMMUNITY ADVOCACY PROGRAM

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve an agreement between CATA and Advent House Ministries in an amount not to exceed \$70,000 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. 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. 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, OCTOBER 20, 2021
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

<u>PRESENT:</u> Nathan Triplett, Chair	John Prush
Dusty Fancher, Vice Chair	Phil Deschaine
Shanna Draheim, Secretary/Treasurer	Doug Lecato
Dion'trae Hayes	Robin Lewis
Mark Grebner	Derek Melot

CALL TO ORDER:

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

ABSENT: Jack Schmitt

LATE: Jennie Gies

ROLL CALL: All present except for Jack Schmitt who was absent.

Chair Triplett welcomed everyone and stated that the meeting is being offered on Zoom for those who wish to view the Board meeting virtually.

Jennie Gies arrived at 4:04 p.m.

PUBLIC COMMENTS:

Jim Search, a CATA operator, expressed his frustration over the current routes and shifts that drivers are having to choose from. He believes morale is low among the drivers and hopes that the proposed new bid schedule will be modified.

Deb Parrish inquired on the amount of money being saved by split shifts. She also expressed her hope that CATA and the Union will come together for a new contract soon. Ms. Parrish shared a story about her experience with Transdev.

Steve Soliz, President of ATU, Local 1039, expressed his concern over safety and the new operators being ready to start on November 1, 2021. He also shared his frustration over the new bid board and operators being scheduled to drive various services, including paratransit.

Fred Wurtzel, from the National Federation of the Blind (NFB) of Michigan, requested that CATA update their technology to better serve the ADA community and Transdev riders. He also asked for a meeting with Chief Executive Officer, Bradley T. Funkhouser to discuss implementing his ideas.

Ody Norkin, from the National Federation of the Blind (NFB) of Michigan, informed the Board about new technology that is readily available for paratransit. He also requested that a formal meeting be scheduled to discuss implementing the new technology at CATA and Transdev which would include: estimated time of arrivals, same day scheduling and tracking capabilities.

Karla Hudson, from the National Federation of the Blind (NFB) of Michigan, voiced her concerns with paratransit and requested that new technology be implemented at Transdev and CATA. She also commented on the drivers proposed bid schedule and her approval for keeping drivers in their usual vehicle rather than alternating between buses.

Mykail Gleason shared a story about her fiancée that was an operator at CATA for two (2) years. She also expressed her belief that the new shifts are unfair and need to be modified.

Manuel Lugo expressed his frustration with the new bid schedule and hopes that it will be modified.

CHAIR'S COMMENTS:

MOTION:

Robin Lewis motioned to excuse Jack Schmitt and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Vaccines

Bradley Funkhouser stated that Tina Orlando, Board Secretary sent out an email last week to all Board members encouraging them to complete a survey and upload their vaccination cards.

Bradley Funkhouser also reported that CATA is still waiting for vaccine mandate regulations from MIOSHA. He informed the Board that CATA's administrative staff has been voluntarily uploading their vaccination cards. So far, CATA has received approximately 25% of the administration staff's vaccination status which is being tracked through ADP. Mr. Funkhouser stated that once CATA receives guidance from MIOSHA, he will be ready to implement a vaccine mandate for all CATA employees.

Captain Katherine Diehl

Bradley Funkhouser introduced City of Lansing's Police Captain Katherine Diehl. She is one of the officer's hired to patrol at the CTC. Mr. Funkhouser recognized Captain Diehl and thanked her and the rest of the police force for their service especially since school started and helping the students at the CTC.

Captain Diehl spoke on behalf of her fellow officers and thanked Mr. Funkhouser for his appreciation.

Ridership

Bradley Funkhouser stated that ridership is at approximately 2,300 rides per day. Mr. Funkhouser also noted that compared to two (2) years ago (pre-COVID-19) both CATA and Transdev's service is down 50% while Spec-Tran is down about 40%. Most of CATA's ridership is attributed to MSU routes and the success of Route 18.

Regional Coordination

Bradley Funkhouser reported that he meets with the other two (2) transit authorities (Clinton Transit and EATRAN) and Tri-County Regional Planning Commission every two (2) weeks to discuss regional coordination. Mr. Funkhouser also recently met with Ken Fletcher, Supervisor of Delta Township. Their conversation included not only improving current routes but also the new possibility of Route 3 expanding further into Delta Township. Mr. Funkhouser expressed his enthusiasm for expansion and looks forward to working with Mr. Fletcher.

New Bid Board

Bradley Funkhouser announced that CATA has had historic absences. In response to the absenteeism issue, experts were brought in to assist CATA in creating a bid board through automatic run cutting. Mr. Funkhouser noted that the results have improved route efficiencies. Part-time operators will now have the opportunity to work Monday through Friday shifts which will decrease the number of vehicles needed on a daily basis.

Chair Triplett encouraged Board members to take part in the voluntary survey that was sent out last week in an email from Tina Orlando, Board Secretary and to upload their vaccination cards if they have not done so already.

Doug Lecato inquired about receiving a response after submitting the vaccination survey.

Chair Triplett stated that a response from staff should be issued after submitting the vaccination survey.

Phil Deschaine inquired about the absences being related to drivers out from COVID-19.

Bradley Funkhouser stated that there are only a few drivers out from COVID-19. The absences are a combination of FMLA, short and long-term disability and unexcused absences.

Shanna Draheim inquired about the bid board duration.

Andrew Brieschke, Deputy CEO stated that the new bid runs from November 1, 2021, through December 19, 2021.

Shanna Draheim inquired about the improvements being made with the new bid board and drivers being mandated to work.

Bradley Funkhouser stated that the new bid board will expand the Extra Board (which is paid at straight time) and reduces forced overtime. The bid board includes large and small buses. Mr. Funkhouser also verified that drivers have been trained on all buses and anyone wishing extra training will receive it.

Dion'trae Hayes inquired about the resolutions mentioned by the representatives from the NFB of Michigan and requested clarity on the appropriate process.

Bradley Funkhouser stated that over the years, the LAC has become very empowered and is an appropriate place for the NFB of Michigan to present their resolutions, however; if they wish to meet with him instead, he would be happy to oblige.

Robin Lewis inquired on whether the current bid is effective or ineffective.

Bradley Funkhouser stated that the current bid is inefficient and needs to be improved. He also stated that CATA cares about all its employees, but the reality is that we are not in a position where any driver can dictate when or what vehicle they wish to drive.

Robin Lewis appreciated Mr. Funkhouser's passion and thanked him for being transparent with his vision for CATA's future.

Shanna Draheim commented on the bid board and the best practices for CATA moving forward, particularly with Spec-Tran and customer service.

Dion'trae Hayes shared her experience in management and how being more efficient can sometimes affect the human component in service.

Dion'trae Hayes also suggested that CATA gather more feedback by sending out a survey to their drivers.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF SEPTEMBER 15, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2021
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

C. APPOINTMENTS TO LOCAL ADVISORY COMMITTEE LEADERSHIP

PROPOSED MOTION: That the CATA Board of Directors approves the appointment of the following to the LAC offices set forth next to their names for a one-year term ending in October 2022:

Deb Wiese Chair
Kellie Blackwell.... Vice Chair

D. PURCHASE OF LARGE BUSES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase option on its contract with Nova Bus for nine (9) buses of which seven (7) will be 40-foot models and two (2) will be articulated models at a price not to exceed \$5,400,000 for the vehicles and pending successful completion of necessary FTA Buy America audits on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. VOICE AND DATA SERVICE CONTRACT EXTENSION FOR ACD

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with ACD.net, Inc. to provide voice and data services in the amount of \$30,000 for the period of November 2021 through May 2021 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. VOICE AND DATA NETWORK CONTRACT AWARD FOR METRONET

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 MetroNet of Michigan for Voice and Data Network services for a three (3) year period and an option for one (1) additional, two (2) year extension on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

G. LEASE, LICENSE, AND TICKETING AGREEMENTS FOR INDIAN TRAILS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett and Chief Executive Officer Bradley T. Funkhouser, to execute a lease, license and ticketing agreements between CATA and Indian Trails, as outlined above, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. MDOT RESOLUTION OF INTENT

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

FISCAL YEAR 2023 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2023 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 2023 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.

WHEREAS, THE APPLICANT has reviewed and approved the proposed balance budget, and funding sources for FY 2023 are estimated to include the following: federal funds of \$8,900,000, state funds of \$17,600,000, local funds of \$24,300,000, farebox funds of \$1,800,000, and other funds of \$4,400,000. Total expenses are estimated to be \$57,200,000. THE APPLICANT'S budget for its local transportation program for FY 2023 reflects a shortfall of \$200,000 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 2023.

I. MDOT MASTER AGREEMENT 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 No. 2022-0027 (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 AGREEMENT

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.

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.

Shanna Draheim requested that Action Item E and F be moved to discussion.

Dion'trae Hayes noted a correction to the October 2021 Board meeting minutes on page eight (8).

MOTION:

Phil Deschaine motioned to approve the Consent Agenda and Robin Lewis supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS - PROPOSED DISCUSSION AGENDA

A. VOICE AND DATA SERVICE CONTRACT EXTENSION FOR ACD

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with ACD.net, Inc. to provide voice and data services in the amount of \$30,000 for the period of November 2021 through May 2021 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

B. VOICE AND DATA NETWORK CONTRACT AWARD FOR METRONET

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 MetroNet of Michigan for Voice and Data Network services for a three (3) year period and an option for one (1) additional, two (2) year extension on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Mark Grebner motioned to approve Discussion Agenda Item A, VOICE AND DATA SERVICE CONTRACT EXTENSION FOR ACD and Discussion Agenda Item B, VOICE AND DATA NETWORK CONTRACT AWARD FOR METRONET and Shanna Draheim supported the motion.

DISCUSSION:

Shanna Draheim inquired about the overlap in service between ACD and MetroNet.

Bradley Funkhouser deferred to Dan Goodemoot, Director of IT to give an explanation.

Dan Goodemoot explained that in order to give additional time to MetroNet to complete their implementation process, it was necessary to extend the contract with ACD for an additional six (6) months to ensure that CATA receives complete coverage at all times.

Shanna Draheim thanked Mr. Goodemoot for his explanation.

VOTE: The motions carried unanimously.

C. MPSCS RADIO PROJECT UPGRADE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to enter into a contract with Motorola to replace the existing CATA radio infrastructure with infrastructure to connect CATA to the State of Michigan MPSCS radio system. The estimated cost for the infrastructure portion of this project is \$5,100,000.

MOTION:

Derek Melot motioned to approve the Discussion Agenda Item C, MPSCS RADIO PROJECT UPGRADE and Jennie Gies supported the motion.

DISCUSSION:

Dan Goodemoot, Director of IT gave a PowerPoint presentation on the MPSCS Radio Project. Mr. Goodemoot went over CATA's current radio service and then shared the benefits of connecting to the Michigan Public Safety Communication System (MPSCS) which include being on the same service as MSU, second largest trunked communication system in the world and readily used among state and local first responders. Since March 2020, the system covers approximately 60,000 square miles, has 279 radio towers and connects over 108,000 radios.

Doug Lecato requested that Mr. Goodemoot explain the trunked radio system.

Dan Goodemoot stated that trunked radios use several channels or frequencies that can be shared by a large number of users without their conversations interfering with each other.

Jennies Gies requested to know what items are included in the price tag.

Dan Goodemoot stated that the price includes the Motorola radios, the technology and the dispatch councils to help with the flow of communication between towers.

Robin Lewis inquired about whether CATA will be able to connect with other existing systems and what funds will be used to pay for this project.

Dan Goodemoot confirmed that CATA will still be able to connect to other existing systems.

Bradley Funkhouser informed the Board that capital funds will be used.

John Prush inquired about the model of the portable radios that CATA will be using.

Dan Goodemoot replied that he is not sure and will get back to Mr. Prush with an answer soon.

Phil Deschaine inquired about the initial cost of connecting to the MPSCS radio system.

Dan Goodemoot replied that there is a one-time cost of \$250.00 per radio.

Doug Lecato inquired about maintaining the products and the entire system.

Dan Goodemoot replied that CATA will be responsible for any maintenance issues and maintaining warranties.

Robin Lewis requested a timeline for the radio project.

Dan Goodemoot stated that after the products arrive, it will take the next couple months to complete the transition and testing, therefore; he expects the radio project to be completed sometime in 2022.

Shanna Draheim was pleased to see the radio system update and stressed the importance of public safety.

Dion'trae Hayes echoed Shanna Draheim remarks.

Mark Grebner shared some history about radios and usage at CATA.

John Prush inquired on the number of radios being purchased.

Dan Goodemoot replied that between 300 and 350 Motorola radios will be purchased.

VOTE: The motion carried unanimously.

OLD BUSINESS:

None

NEW BUSINESS:

PROPOSED MOTION: That the CATA Board of Directors approve Doug Lecato's request to attend the APTA TRANSform Conference in November 2021.

MOTION:

Robin Lewis motioned to approve Doug Lecato's request to attend the APTA TRANSform Conference in November 2021 and Dion'trae Hayes supported the motion.

VOTE: The motion carried unanimously.

Robin Lewis inquired about CATA offering free rides during elections.

Bradley Funkhouser replied yes, CATA will offer free rides during elections.

PUBLIC COMMENTS:

Jim Search thanked the Board for the opportunity to speak and commented on the absences. He expressed his opinion that things will get worse before they get better.

Deb Parrish expressed her excitement for being able to attend the October 2021 Board meeting in person. She also commented on CATA's safety issues with Transdev.

Fred Wurtzel stated that public transportation is funded by the public because there is a need for transportation in their communities. He also expressed his opinion that the Trapeze software is part of the problem and not a solution and requested to meet with CATA before the contract with Transdev is renewed.

Ody Norkin stated his opinion that Trapeze is a conflict of interest and that every agency has fallen into the same trap by using Trapeze. He suggested that CATA raise their technology to a new level.

Karla Hudson stated that she has been a CATA rider for over 30 years. She also expressed her frustration with having to go back to the LAC and hopes that the NFB of Michigan and CATA can work together to improve the service at CATA and Transdev.

Nathan Barhn expressed his opinion about split shifts and suggested that CATA provide free childcare service for their operators.

Steve Soliz, President of ATU, Local 1039, stated that the issues that the CATA operators are facing are not monetary in nature but rather inconsistencies in service that he believes will have a negative impact on the quality of service.

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 Robin Lewis and supported by Shanna Draheim 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: The motion carried unanimously.

ADJOURNMENT:

There was no further business Chair Triplett adjourned meeting at 6:08 p.m.
Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending September 30, 2021**

	September		FY 2021		FY 2021		FY 2021		% Annual Budget Revenues/Expense
	Actual	Budget	Actual YTD	Budget YTD	Budget YTD	Budget	Variance	%	
REVENUES									
Farebox	\$ 159,312	\$ 208,333	\$ 1,501,001	\$ 2,500,000	\$ (998,999)	\$ 2,500,000	\$ 2,500,000	-40.0%	60.0%
Contracted Services	\$ 587,443	\$ 291,667	\$ 1,774,635	\$ 3,500,000	\$ (1,725,365)	\$ 3,500,000	\$ 3,500,000	-49.3%	50.7%
Property Tax	\$ 480,256	\$ 1,918,083	\$ 23,548,973	\$ 23,017,000	\$ 531,973	\$ 23,017,000	\$ 23,017,000	2.3%	102.3%
State Revenue	\$ 1,260,175	\$ 1,618,333	\$ 17,124,296	\$ 19,420,000	\$ (2,295,704)	\$ 19,420,000	\$ 19,420,000	-11.8%	88.2%
Federal Revenue	\$ 11,655,617	\$ 318,772	\$ 13,120,529	\$ 3,825,269	\$ 9,295,260	\$ 3,825,269	\$ 3,825,269	243.0%	343.0%
Other Revenue	\$ 36,623	\$ 71,750	\$ 352,111	\$ 861,000	\$ (508,889)	\$ 861,000	\$ 861,000	-59.1%	40.9%
TOTAL REVENUES	\$ 14,179,426	\$ 4,426,939	\$ 57,421,545	\$ 53,123,269	\$ 4,298,276	\$ 53,123,269	\$ 53,123,269	8.1%	108.1%
EXPENSES									
Labor	\$ 1,818,101	\$ 1,791,583	\$ 18,530,007	\$ 22,049,000	\$ 3,518,993	\$ 22,049,000	\$ 22,049,000	16.0%	84.0%
Fringe Benefits	\$ 1,464,104	\$ 1,042,097	\$ 12,066,479	\$ 11,967,169	\$ (99,310)	\$ 11,967,169	\$ 11,967,169	-0.8%	100.8%
Services	\$ 314,160	\$ 259,042	\$ 3,622,122	\$ 3,476,600	\$ (145,522)	\$ 3,476,600	\$ 3,476,600	-4.2%	104.2%
Materials & Supplies	\$ 604,502	\$ 360,108	\$ 4,206,952	\$ 4,320,300	\$ 113,348	\$ 4,320,300	\$ 4,320,300	2.6%	97.4%
Utilities	\$ 57,895	\$ 69,975	\$ 739,917	\$ 839,700	\$ 99,783	\$ 839,700	\$ 839,700	11.9%	88.1%
Casualty & Liability	\$ (202,989)	\$ 83,333	\$ 665,064	\$ 1,000,000	\$ 334,936	\$ 1,000,000	\$ 1,000,000	33.5%	66.5%
Purch. Transportation	\$ 577,861	\$ 751,667	\$ 8,143,422	\$ 9,020,000	\$ 876,578	\$ 9,020,000	\$ 9,020,000	9.7%	90.3%
Miscellaneous	\$ 96,728	\$ 68,883	\$ 1,025,110	\$ 450,500	\$ (574,610)	\$ 450,500	\$ 450,500	-127.5%	227.5%
Interest Expense	\$ 10	\$ 250	\$ 792	\$ -	\$ (792)	\$ -	\$ -	0.0%	0.0%
Depreciation	\$ 231	\$ -	\$ 2,780	\$ -	\$ (2,780)	\$ -	\$ -	0.0%	0.0%
TOTAL EXPENSES	\$ 4,730,603	\$ 4,426,939	\$ 49,002,645	\$ 53,123,269	\$ 4,120,624	\$ 53,123,269	\$ 53,123,269	7.8%	92.2%
NET INCOME (LOSS)	\$ 9,448,823	\$ 0	\$ 8,418,900	\$ -	\$ 8,418,900	\$ -	\$ -		

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

09/01/2021 - 09/30/2021

Cash Balance -09/01/2021	\$	1,505,321
Disbursements	\$	(13,716,508)
Receipts	\$	15,336,924
Adjustments	\$	-
Cash Balance - 09/30/2021	\$	3,125,737

Disbursements:

Cash Disbursements Register	\$	(2,190,819)
Payroll		(2,063,189.00)
Healthcare (BlueCross Blue Shield)		(446,898.00)
Transfers To the ASU Claims Account	\$	(15,602)
Transfers To the Investment Account	\$	(9,000,000)
Total Cash Disbursements	\$	(13,716,508)

Receipts:

Cash Receipt Register	\$	15,336,924
Transfers From the Investment Account		-
Total Cash Receipts	\$	15,336,924

Adjustments:

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

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

(Page 3 of 4)

09/01/2021 - 09/30/2021

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	3,125,737	11.98%
FIFTH THIRD BANK - ASU Claims Account	23,767	0.09%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>22,947,341</u>	87.93%
TOTAL	<u>\$ 26,096,845</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 9,254
OTHER BANKS	<u>-</u>
TOTAL	<u>\$ 9,254</u>
Monthly Average Rate of Return	0.0355%
Annual Average Rate of Return	0.426%

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)

09/01/2021 - 09/30/2021

Market Value at the Beginning of the Period - 09/01/2021			\$ 13,958,754
Portfolio Activity:			
<u>Transfers (To) or From General Checking</u>			9,000,000
<u>Net Income/(Loss) & Expenditures</u>			
Interest Earned	\$	10,852	
Accrued Interest Paid	\$	(370)	
Administrative Expenditures	\$	(1,228)	
Total Net Income/Loss & Expenditures			\$ 9,254
<u>Realized Gains or (Loss) From Sales</u>			\$ (1,982)
<u>Market Appreciation</u>			
End of Period	\$	(55,350)	
Beginning of Period	\$	35,492	
Unrealized Gain/(Loss) from Market Appreciation			\$ (19,858)
<u>Change in Value From Accrued Income</u>			
Previous Accrued Income (-)	\$	(31,559)	
Current Accrued Income (+)	\$	32,732	
Net Change from Accrued Income			<u>1,173</u>
Market Value at the End of the Period - 09/30/2021			<u><u>\$22,947,341</u></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 – INSURANCE RENEWALS

Effective December 1, 2021, a number of our insurance policies will be expiring and are in need of renewal or replacement. On September 1, 2021, CATA renewed its agreement with Epic Insurance Brokers (EPIC) for insurance brokerage and consulting services for the next six (6) months. As part of their obligations pursuant to the award, EPIC has sought quotes from various carriers for our insurance needs. The motion below is based upon EPIC’s recommendations for coverages for the coming year. However, it should be noted that several of the carriers have not yet provided final quotes, so the actual policies and premiums may differ from the schedule shown below.

Line of Coverage	Effective	Carrier	2021 Expiring Premium	2022 Premium
Property	12/1/2021-2022	CNA	\$80,587.65	\$90,660
General Liability	12/1/2021-2022	Safety National	\$66,342.00	\$74,634
Automobile	12/1/2021-2022	Safety National	\$342,913.00	\$385,777
Public Officials & Employment Practices	12/1/2021-2022	Safety National	\$59,054.35	\$66,435
Umbrella	12/1/2021-2022	Safety National	\$81,988.00	\$92,236
Excess Liability	12/1/2021-2022		\$88,867.50	\$99,086
Crime	12/1/2021-2022	Cincinnati	\$1,397.40	\$1,567
Cyber	12/1/2021-2022	Cincinnati	\$7,051.60	\$12,054
TOTAL:			\$728,201.50	\$822,449

Additionally, EPIC recommends that CATA continue utilizing the services of ASU of Okemos, MI to act as CATA’s third-party administrator relative to vehicle liability claims. ASU’s proposal is based upon a pre-defined rate per claim. CATA’s financial staff estimates the payment for these services during fiscal 2021 to be approximately \$30,000.

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

PROPOSED MOTION: That the Board of Directors approves CATA’s purchase of insurance policies at quoted contract rates with the indicated premiums and authorizes the Chief Executive Officer, Bradley T. Funkhouser, or his designee to execute such applications, contracts, and other documents as are necessary and appropriate in the judgment of the Chief Executive Officer, to bind and perfect such insurance coverage and services for the period from December 1, 2021 through and including November 30, 2022.

ACTION ITEM – HVAC ROOFTOP UNIT (RTU) REPLACEMENT PROJECT

CATA is in need of several rooftop unit replacements at the CATA Administration Building located at 4615 Tranter Street and at the CATA Transportation Center (CTC) located at 420 S. Grand Avenue. All units being replaced are past their useful life cycles. The units located at the Administration Building were installed in 2006, when the second floor was added. The units located at the CATA Transportation Center (CTC) were replaced in 2006.

Progressive AE and CATA issued Invitation for Bids (IFB) – CATA RTU Replacements on September 15, 2021. Proposals were due by 1:30 p.m. on October 6, 2021. The IFB was distributed to seven (7) vendors, posted online at Transit Talent, Lansing Builders Exchange and on CATA's website. The following firms submitted a proposal:

<u>Firm</u>	<u>Price</u>
John E. Green Company (Non-Responsive), East Lansing, Michigan	\$ 780,000.00
Advantage Mechanical Group, Flint, Michigan	\$ 803,900.00
Mall City Mechanical, Kalamazoo, Michigan	\$ 915,235.00
Limbach Company, Lansing, Michigan	\$ 931,145.00
Kalamazoo Mechanical, Kalamazoo, Michigan	\$ 939,555.00
Gunthorpe Plumbing and Heating, East Lansing, Michigan	\$ 1,090,900.00

Upon opening the bids, John E. Green Company was the apparent low bidder. Progressive AE and CATA conducted a post bid interview virtually with them on October 11, 2021. It was determined their bid did not meet the specifications provided during bidding. In their interview, they provided clarification that they did not use the specified manufacturer for rooftop units, nor did they seek an approval for an alternate supplier. In addition, they are not willing to hold their price and switch to the units that were specified. For these reasons stated, their bid was considered non-responsive.

Advantage Mechanical Group was read as the second low bid. Progressive AE and CATA conducted a post bid interview virtually with them on October 12, 2021, and found them to be the lowest, qualified, competent bidder that met the intent of the specifications. Their base bid amount of \$803,900 which included a performance and payment bond valued at \$15,000. Once that was removed from the base bid, the new bid amount was \$788,900.

It is the recommendation of Progressive AE to make an award to Advantage Mechanical Group with a base bid of \$788,900 as well as the performance and payment bond of \$15,000 for a total of \$803,900.

Advantage Mechanical Group met all the requirements of the evaluation criteria and was deemed the lowest cost 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 a contract with Advantage Mechanical Group of \$803,900, for the purchase of RTU Replacements, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM - REGIONAL ADVOCACY FOR DISADVANTAGED POPULATIONS – COMMUNITY ADVOCACY PROGRAM

As previously reported in December 2020, CATA recognizes the need to work collaboratively with the community to address our region’s homeless epidemic. This effort aligns with CATA’s mission, vision, values and strategic goals, which call for innovative solutions in partnership with the communities we serve and the re-imagination of regional mobility challenges.

Additionally, CATA is aware that homelessness is a challenge that our organization and community faces on a daily basis. And, while studies show that homelessness has decreased nationally and in Michigan in recent years, Ingham County’s data tells a different story: Homelessness has not declined since 2014–’15.

Together, CATA representatives, City of Lansing Director of Human Relations and Community Services Kim Coleman, and Executive Director of Advent House Ministries Susan Cancro discussed opportunities to work to better understand the needs of homeless individuals, available resources and how we can most effectively administer assistance.

In February 2021, we successfully onboarded a temporary Street Outreach Specialist – a trained and experienced social worker – to support our Community Advocacy Office at the downtown CTC. Shortly after, Liberty Quijas-Klebba came aboard as our permanent full-time Street Outreach Specialist. She compassionately and empathetically focuses on the needs of individuals and families who are disconnected from shelter and housing, as well as those who frequent locations associated with CATA (i.e., Capital Area Multimodal Gateway and numerous bus shelters throughout our service area). She works to build trust with those we serve to accurately assess individual needs.

Contact between the Community Advocacy Office and those in need increased substantially in July and August 2021 as word about the program spread. As an added benefit, Dr. Graham Atkin from MSU and a Street Medicine Team accompanies Advent House Ministries’ Street Outreach Specialist every other Saturday and operates telehealth clinics with local shelters during the week.

Following an initial purchase in 2021 of a mini-refrigerator, desk, chair, printer, food and beverages, below are the proposed budgeted costs for Year 2 of the advocacy program, which includes the Green Light Project in partnership with Lansing Police Department.

- 1 full-time street outreach specialist from Advent House Ministries.....\$48,048
- 12 kits of snacks and beverages @ \$200 per month.....\$2,400
- Cold weather garments.....\$3,300
- Internet service.....\$2,000
- Project Green Light Program.....\$12,000

ANNUAL COST ESTIMATE.....\$67,748

Additionally, tracking statistics between February 2021 and September 2021 demonstrates the value and impact of the program.

New Client Interactions:	306
Shelter Referrals:	53
Shelter Placements:	9
Transportation Assistance:	162 (CATA, Uber, Indian Trails, other)
EMS/911/Security Assistance:	16
Supplies:	537
PATH Enrollments*:	15

CATA’s Board-approved FY2022 budget allows for \$100,000 under Customer Experience’s Community Partnerships line item, which will fund this program.

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve an agreement between CATA and Advent House Ministries in an amount not to exceed \$70,000 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

INFORMATION ITEMS

NOVEMBER 17, 2021

1. SEPTEMBER RIDERSHIP REPORT
2. SEPTEMBER RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR OCTOBER 2021
4. DEI TASK FORCE UPDATE
5. RECYCLE UPDATE
6. ANNUAL YEAR-ROUND FREE RIDES FOR U.S. MILITARY VETERANS

SEPTEMBER 2021 RIDERSHIP REPORT

<u>Total system rides – September:</u>	629,446
Average weekday system ridership	26,400
Average weekday system ridership change 9/21 to 9/20	+17,950

	<u>9/21 v. 9/20</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Monthly total system ridership	+194.8%	+415,944
Monthly Urban Fixed-Route change	+66.1%	+114,558
Monthly MSU campus ridership change	+23748.7%	+233,212
Monthly Spec-Tran ridership change	+39.0%	+5,579
Monthly Total Paratransit ridership change	+49.4%	+8,486

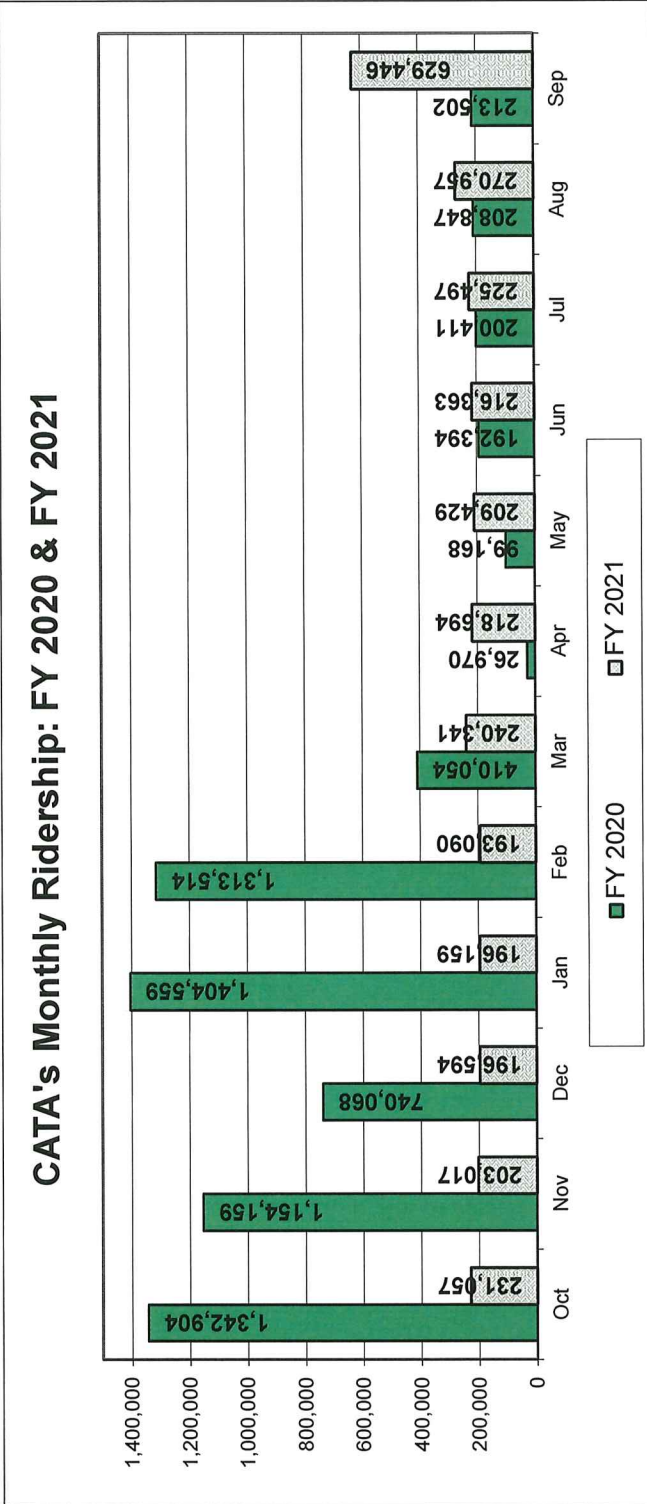
Note: Reduced service was implemented on the MSU campus during the 2020-2021 Academic Year.

FY 2021 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2021:</u>	<u>3,030,644</u>
--------------------------------------	------------------

	<u>FY 2021 vs. FY 2020</u>	
	Percentage <u>Change</u>	Ridership <u>Change</u>
Total system rides change	-58.5%	-4,275,906
Year-to-Date Spec-Tran ridership change	-12.6%	-28,949
Year-to-Date Total Paratransit ridership change	-26.0%	-86,107

Note: CATA began reducing fixed route service on March 18, 2020. On March 23, 2020, CATA suspended all fixed route service and went to demand response only service. Fixed route and regular paratransit service began on a limited basis beginning May 4. A more robust service began on May 26. On June 15, CATA implemented regular fixed route summer service with the exception of Route 32. Fare free service was in place from March 18 to June 14. Fares were reinstated on June 15. On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used. Ridership substantially impacted by COVID-19 pandemic.



INFORMATION ITEM - FUEL PURCHASE FOR OCTOBER 2021

The following lists our prices for diesel fuel for October 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
10/02/2021	\$2.5030
10/07/2021	\$2.5595
10/12/2021	\$2.5785
10/15/2021	\$2.5950
10/22/2021	\$2.4865
10/28/2021	\$2.4500
10/30/2021	\$2.4285

FY 2021 Current average per gallon fuel cost	\$2.51
FY 2022 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
October 15, 2021**

Presentation Topic:

- Review of CATA's Leadership Development Plan, which was approved by Bradley T. Funkhouser, AICP, Chief Executive Officer, October 4, 2021.

Purpose of establishing a Leadership Development Plan:

- Having a strong leadership team can ultimately determine the success of an organization. Lack of leadership development can harm an organization in many ways.
 - According to a recent survey, a lack of leadership development has a significant impact on the workforce, particularly among Millennials.
- Five reasons a leadership development plan is important:
 - Reduces employee turnover
 - Promotes accountability
 - Provides role clarity
 - Creates strategic problem solving
 - Closes the skills gap

Overview of Plan:

- Employees at CATA looking to increase their current compensation, receive personal coaching/mentoring or education in leadership development will be encouraged to apply.
- Program requirements:
 - Complete application and essay highlighting goals and accomplishments.
 - Mentorship – partner with a director and mentor to discuss goals.
 - Leadership Development – education, special projects, attending monthly meetings and one-on-one meetings with the CEO.
 - Timeline for completion of the plan will be determined by the department leader. Pay increases must be approved by the employee's Director/Manager/Supervisor, HR and CEO.

Respectfully submitted,

Marshea Brown
Co-Chair
DEI Task Force

Lolo Robison
Co-Chair
DEI Task Force



CATA Memorandum

To: All CATA Employees
 From: Norm VanAlstine, Facilities Manager
 Date: 10/25/2021
 Sub: Recycling Update / BWL rebate



Weight and Proceeds

To date we have successfully recycled over **328,000** total pounds of materials for a profit of \$18,006.87. The last time the items were picked up we turned in 2,760 pounds of materials for a profit of \$83.40. There are recycling stations outside the driver's day room and in the storage area near the bulk storage tanks, all containers are clearly labeled. Please remember that used dry cell batteries go in the barrel near the bulk storage tanks along the east side of the storage area.

SINCE	MATERIAL BEING RECYCLED	\$	LBS
2006	CRUSHED OIL FILTERS	\$2,987.15	62,934
2010	CARDBOARD	\$143.40	28,200
2010	WHITE LEDGER	\$2,559.50	64,550
2010	MIXED PAPER	\$151.95	19,665
2010	#1 PLASTIC	\$3.10	990
2010	#2 PLASTIC	\$6.20	1300
2010	#3-7 PLASTIC	\$0.00	
2009	WIRE	\$280.00	440
2011	AUTO CAST	\$11,883.65	137,140
2011	ALUMINUM (MISC&IRONY)	\$1,075.00	4290
2011	MISC BRASS	\$251.20	314
2011	BATTERIES	-\$1,145.40	1660
2009	LIGHTING	-\$3,151.35	
2011	POLYSTYRENE	\$0.00	
2011	SHRINK WRAP	\$0.00	64
2011	RADIATORS	\$2,770.75	4794
2013	E SCRAP	\$191.72	2450
	TOTALS	\$18,006.87	328791

BWL Hometown Energy Savers (no update)

CATA received a rebate check in the amount of \$1,062.00 from Lansing Board of Water and Light's Hometown Energy Savers Program. Facilities Department has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating costs.

ANNUAL YEAR-ROUND FREE RIDES FOR U.S. MILITARY VETERANS

To honor the men and women of the armed forces, CATA's Board of Directors approved annual year-round free rides for U.S. military veterans at its October 2020 meeting. Effective Wednesday, November 11, 2020, CATA began offering year-round free rides to veterans system-wide aboard all CATA services.

Eligible individuals are required to present valid proof of veteran status upon boarding a CATA vehicle, including a U.S. Department of Veterans Affairs identification card, a U.S. Department of Defense identification card or a driver's license with veteran designation.

According to the U.S. Department of Veterans Affairs, 24,695 veterans currently reside in Clinton (4,392), Eaton (7,444) and Ingham (12,859) counties. While the population of veterans in our region has gradually declined and is projected to continue its downward trend through 2025, CATA serves a large number of veteran riders. Currently, CATA proudly employs approximately 22 self-identified veterans.

At the outset of the program, fare waivers were expected to be minimal, with an opportunity for CATA to increase ridership by deploying a highly targeted, well-branded promotional campaign, in conjunction with local and state Veterans Affairs offices. As of October 31, 2021 – nearly one (1) year following implementation – CATA recorded more than 34,000 fixed-route trips for veterans, surpassing Staff's expectations. Ridership steadily increased during the program's initial year. Routes 1 and 5, respectively, are the most frequently used by veterans.

Staff will continue to promote year-round free rides to veterans each year and provide periodic ridership updates.