

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

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. CHAIR’S COMMENTS
 - Appointment of Committees
- IV. CHIEF EXECUTIVE OFFICER’S REPORT
- V. 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.

VI. DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 19, 2022
4:00 P.M. – LANSING CENTER GOVERNOR’S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Mark Grebner
Doug Lecato
Maggie Sanders

Phil Deschaine
Robin Lewis
Jennie Gies

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:02 p.m.

ROLL CALL: Phil Deschaine, Jennie Gies, Mark Grebner, Doug Lecato, Robin Lewis, Maggie Sanders and Nathan Triplett were all present.

ABSENT: Dusty Fancher, Vice Chair, Shanna Draheim, Secretary/Treasurer, Derek Melot and Jack Schmitt.

LATE: John Prush

Chair Triplett welcomed everyone to the Board meeting, including EATRAN representative Terrance Augustine. 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 hope that the Board meeting is being live streamed and that last month she had a hard time hearing while watching virtually. Ms. Parrish also inquired about the money CATA is saving by having split-shifts and her wish that CATA and the Union will have a contract soon.

CHAIR’S COMMENTS:

Chair Triplett noted that he has tried reaching Board members to discuss Committee Appointments. He asked that if Board members haven’t responded yet that they please do so soon.

MOTION:

Robin Lewis motioned to excuse Dusty Fancher, Shanna Draheim, Derek Melot, and Jack Schmitt and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER’S REPORT

Bradley Funkhouser welcomed everyone to the new location.

Honoring Veterans

Bradley Funkhouser explained that since CATA provides free rides to Veterans year-round, there no longer needs to be a motion. Mr. Funkhouser also thanked all the veterans for their service along with those that are currently serving in the military.

EATRAN

Bradley Funkhouser gave an overview of his first couple weeks working at EATRAN. He stated that he has had great conversations with Terrance Augustine from Eaton County and representatives from MDOT. Mr. Funkhouser also explained that he has been speaking with MDOT over the grant money that CATA has received and how to apply the funds to expand regional, cross-boundary transportation within the tri-counties.

Lansing Center

Bradley Funkhouser commented on the new location. He also stated that the new Board meeting location has been posted since September 21, 2022.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF SEPTEMBER 21, 2022, BOARD MEETING
- B. APPROVAL OF TREASURER’S REPORT FOR AUGUST 2022
 - 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 2023:

Deb Wiese Chair
Kellie Blackwell.... Vice Chair

- D. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Ethan Devereaux to a three-year term through October 2025.

MOTION:

Phil Deschaine motioned to approve the Consent Agenda and Jennie Gies supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

Paul Zamarron expressed his desire to have a bus stop near Capital Commons, 500 S. Pine Street.

Deb Parrish commented on Spec-Tran's service. She also shared a story of a rider being late to work due to poor service.

Mark Grebner commented on the former Sears location.

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, Local 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 Doug Lecato and supported by Robin Lewis to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Local 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

ROLL CALL: Phil Deschaine, Jennie Gies, Mark Grebner, Doug Lecato, Robin Lewis, John Prush, Maggie Sanders and Nathan Triplett were all present.

ABSENT: Dusty Fancher, Shanna Draheim, Derek Melot and Jack Schmitt

The Executive Session began at 4:22 p.m. and adjourned at 4:59 p.m.

ADJOURNMENT

There was no further business Chair Triplett adjourned meeting at 4:59 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS SPECIAL MEETING

MONDAY, OCTOBER 31, 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
Doug Lecato
Derek Melot
Jennie Gies
Jack Schmitt
Robin Lewis
John Prush

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:01 p.m., pursuant to notice given on October 30, 2022, for a special meeting to review and consider ratification of the Union Labor Agreement.

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

ABSENT: Phil Deschaine and Maggie Sanders

Chair Triplett welcomed everyone to the special Board meeting and explained that the Board will go into closed session and then reopen the meeting for a vote and public comment. He also mentioned that the meeting is being offered on Zoom for those who wish to view the Board meeting virtually.

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, Local 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 Jennie Gies and supported by Robin Lewis to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Local 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

ROLL CALL VOTE: Shanna Draheim, aye; Dusty Fancher, aye; Jennie Gies, aye; Mark Grebner, aye; Doug Lecato, aye; Robin Lewis, aye; Derek Melot, aye; John Prush, aye; Jack Schmitt, aye and Nathan Triplett, aye.

Phil Deschaine and Maggie Sanders were absent.

The Executive Session began at 4:04 p.m. and adjourned at 4:22 p.m.

RETURN TO OPEN SESSION: 4:24 p.m.

PROPOSED MOTION: That the CATA Board of Directors hereby ratify and authorize Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to execute the three-year Labor Agreement, effective from November 7, 2022, through November 30, 2025, between CATA and ATU, Local 1039, as negotiated by their representatives.

MOTION:

A motion was made by Jack Schmitt to approve the three-year Labor Agreement and Dusty Fancher supported the motion.

DISCUSSION:

Andrew Brieschke, Deputy CEO, asked Mr. Funkhouser if he would like to make any additional comments to the Board.

Bradley Funkhouser stated that he did not have any additional comments.

Andrew Brieschke thanked Chair Triplett and the Board for all their support and patience during negotiations. He also thanked Mr. Funkhouser for his support, leadership and guidance as well as CATA staff. Mr. Brieschke acknowledged Steve Soliz, Union President, ATU, Local 1039, who was not present and Steve Clem, Union Vice President, ATU, Local 1039, who was present, and stated that it has been an honor working alongside them and looks forward to working with the ATU, Local 1039, in the future.

Mark Grebner stated that for the past two (2) years while negotiations were taking place, he had suspended some of his items related to CATA modifying its service menu; however, now that a Labor Agreement has been completed, he will begin to bring those items back to the table. Mr. Grebner expressed his enthusiasm for closing the book on the previous administration and looks forward to strengthening our relationship with our drivers and community partners.

Doug Lecato thanked Mr. Brieschke and the Negotiation Team, Mr. Soliz and the operators. He also shared a pleasant experience that he had with an operator. He also looks forward to expanding regional transportation.

Chair Triplett thanked CATA staff, the Negotiation Team, Union officers and ATU, Local 1039, for their hard work. He also reflected on the past two (2) years at how much has changed and has been accomplished. Chair Triplett stated that he is looking forward to celebrating the Agreement and rebuilding CATA.

All present applauded.

VOTE: The motion carried unanimously.

MOTION:

Robin Lewis motioned to excuse Phil Deschaine and Maggie Sanders and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

PUBLIC COMMENTS:

None

ADJOURNMENT:

MOTION:

Shanna Draheim motioned to adjourn the October 31, 2022, special Board meeting and Robin Lewis supported the motion.

VOTE: The motion carried unanimously.

There was no further business Chair Triplett adjourned meeting at 4:34 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, 2022**

	September Actual	September Budget	Variance	% Variance	FY 2022 Actual YTD	FY 2022 Budget YTD	Variance	% Variance	FY 2022 BUDGET	% of Fiscal Year Completed 100%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 61,125	\$ 147,534	\$ (86,409)	-58.6%	\$ 2,030,564	\$ 1,695,000	\$ 335,564	19.8%	\$ 1,695,000		119.8%
Contracted Services	\$ 404,608	\$ 313,562	\$ 91,046	29.0%	\$ 2,839,841	\$ 3,915,000	\$ (1,075,159)	-27.5%	\$ 3,915,000		72.5%
Property Tax	\$ 414,597	\$ 1,948,562	\$ (1,533,965)	-78.7%	\$ 24,075,705	\$ 23,707,509	\$ 368,196	1.6%	\$ 23,707,509		101.6%
State Revenue	\$ 1,314,493	\$ 1,408,767	\$ (94,274)	-6.7%	\$ 16,464,627	\$ 17,140,000	\$ (675,373)	-3.9%	\$ 17,140,000		96.1%
Federal Revenue	\$ 110,566	\$ 713,425	\$ (602,859)	-84.5%	\$ 9,493,373	\$ 8,680,000	\$ 813,373	9.4%	\$ 8,680,000		109.4%
Other Revenue	\$ (15,638)	\$ 48,493	\$ (64,131)	-132.2%	\$ (204,123)	\$ 590,000	\$ (794,123)	-134.6%	\$ 590,000		-34.6%
TOTAL REVENUES	\$ 2,289,751	\$ 4,580,343	\$ (2,290,592)	-50.0%	\$ 54,699,987	\$ 55,727,509	\$ (1,027,522)	-1.8%	\$ 55,727,509		98.2%
EXPENSES											
Labor	\$ 1,687,280	\$ 1,796,055	\$ 108,775	6.1%	\$ 19,835,126	\$ 21,852,000	\$ 2,016,874	9.2%	\$ 21,852,000		90.8%
Fringe Benefits	\$ 2,392,343	\$ 1,090,331	\$ (1,302,012)	-119.4%	\$ 12,999,219	\$ 13,265,700	\$ 266,481	2.0%	\$ 13,265,700		98.0%
Services	\$ 441,140	\$ 309,354	\$ (131,786)	-42.6%	\$ 4,201,828	\$ 3,763,800	\$ (438,028)	-11.6%	\$ 3,763,800		111.6%
Materials & Supplies	\$ 777,395	\$ 356,153	\$ (421,242)	-118.3%	\$ 5,468,190	\$ 4,333,200	\$ (1,134,990)	-26.2%	\$ 4,333,200		126.2%
Utilities	\$ 73,362	\$ 71,523	\$ (1,839)	-2.6%	\$ 810,563	\$ 870,200	\$ 59,637	6.9%	\$ 870,200		93.1%
Casualty & Liability	\$ 196,472	\$ 85,480	\$ (110,992)	-129.8%	\$ 1,470,396	\$ 1,040,000	\$ (430,396)	-41.4%	\$ 1,040,000		141.4%
Purch. Transportation	\$ 619,052	\$ 732,082	\$ 113,030	15.4%	\$ 6,915,831	\$ 8,907,000	\$ 1,991,169	22.4%	\$ 8,907,000		77.6%
Miscellaneous	\$ 189,843	\$ 92,342	\$ (97,501)	-105.6%	\$ 1,284,074	\$ 1,123,500	\$ (160,574)	-14.3%	\$ 1,123,500		114.3%
TOTAL EXPENSES	6,376,887	4,533,320	(1,843,567)	-40.7%	52,985,227	55,155,400	2,170,173	3.9%	\$ 55,155,400		96.1%
NET INCOME (LOSS)	\$ (4,087,136)	\$ 47,023	\$ (4,134,159)		\$ 1,714,760	\$ 572,109	\$ 1,142,651		\$ 572,109		

Interim statements are subject to adjustments and year-end audit

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

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09/01/2022 - 09/30/2022

Cash Balance - 09/01/2022	\$ 2,987,166
Disbursements	\$ (7,888,067)
Receipts	\$ 8,337,253
Adjustments	\$ -
Cash Balance - 09/30/2022	\$ 3,436,352

Disbursements:

Cash Disbursements Register	\$ (5,569,886)
Payroll	\$ (1,896,342)
Healthcare (BlueCross Blue Shield)	\$ (370,050)
Transfers To the ASU Claims Account	\$ (51,789)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (7,888,067)

Receipts:

Cash Receipt Register	\$ 4,337,253
Transfers From the Investment Account	4,000,000
Total Cash Receipts	\$ 8,337,253

Adjustments:

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

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

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09/01/2022 - 09/30/2022

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	3,436,352	12.09%
FIFTH THIRD BANK - ASU Claims Account	45,286	0.16%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	24,951,700	87.76%
TOTAL	\$ 28,433,338	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 35,932
OTHER BANKS	-
TOTAL	\$ 35,932

Monthly Average Rate of Return	0.1264%
Annual Average Rate of Return	1.516%

Interim statements are subject to adjustments and year-end audit

Capital Area Transportation Authority
 Treasurer's Report
 Fifth Third Bank Investment Account Reconciliation

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09/01/2022 - 09/30/2022

Market Value at the Beginning of the Period - 09/01/2022		\$ 29,212,261
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(4,000,000)
<u>Net Income/(Loss) & Expenditures</u>		.
Interest Earned	\$ 38,130	
Accrued Interest Paid	-	
Administrative Expenditures	(2,198)	
Total Net Income/Loss & Expenditures	<u>35,932</u>	35,932
<u>Realized Gains or (Loss) From Sales</u>		(61,982)
<u>Market Appreciation</u>		
End of Period	\$ (1,262,341)	
Beginning of Period	1,029,164	
Unrealized Gain/(Loss) from Market Appreciation	<u>(233,177)</u>	(233,177)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (95,440)	
Current Accrued Income (+)	94,106	
Net Change from Accrued Income	<u>(1,334)</u>	(1,334)
Market Value at the End of the Period - 09/30/2022		<u><u>\$24,951,700</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 – MDOT RESOLUTION OF INTENT

CATA participates in the State's general transportation fund through Act 51 of Public Acts of 1951. Regulations issued under Act 51 require that CATA adopt an annual Resolution of Intent which declares our intention to provide transportation services, requests financial assistance, names an individual to serve as an official representative, and authorizes the official representative to provide information to Michigan's State Transportation Commission and Department of Transportation.

Staff recommends that the Board approve the annual Resolution of Intent, as set forth below.

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.

ACTION ITEM – PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2022 AMENDMENTS

Since the approval of the PTASP in December of 2020, there have been changes to the plan that need to be approved for compliance with the Federal Transit Administration (FTA). Compliance with the plan means CATA will continue to be eligible to receive Section 5307 Urbanized Area Formula Grant Program funding, Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding, and Section 5311 Formula Grants for Rural Areas Program funding.

Changes to CATA’s 2022 PTASP include:

Action taken	Comments	Date
Taiari Chambers – Added	Pg. 12	10/11/2022
Deb Kirby – Removed	Pg. 12	10/11/2022
Roger Garza – Removed	Pg. 14	10/11/2022
DR PT – Added to Section 4	Pg. 18 Safety starts on page 760 of contract.	10/11/2022
esrp@cata.org – Added	Pg. 19	10/11/2022
Skills Improvement Training - Added	Pg. 28 / Appendix 1	10/11/2022
Opt Out Letter to MDOT - Added	Appendix 1	10/11/2022
2023 Safety Performance Indicators & Target - Added	Appendix 1	10/11/2022
2023 Safety Performance Targets Action Plan, to Board, for Tri-County Regional Planning Commission - Added	Appendix 1	10/11/2022

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.

ACTION ITEM – THIRD PARTY TECHNOLOGY CONSULTING

CATA issued a Request for Proposal (RFP), 2022-130, for Third Party Technology Consulting on July 19, 2022. Proposals were due by 11:00 a.m. on August 17, 2022. The RFP was distributed to six (6) vendors, posted online at Transit Talent and on CATA's website.

The following firms submitted a proposal:

Vector Tech Group, Michigan
Global Solutions Group, Inc., Michigan
Statimate Systems, Inc. dba Exelos, Pennsylvania
I.T. Right – VC3, Michigan

The committee met virtually on two (2) separate occasions, August 22, 2022, and September 7, 2022, to discuss the evaluation criteria, as outlined in the RFP: 1) Qualifications of the Firm/Organization and Staff 2) Project Understanding and Approach 3) Price/Cost 4) Experience of the Firm with Similar Projects and 5) Completeness and responsiveness of the proposal to the RFP.

CATA is seeking a vendor to provide third party technology consulting services. The selected firm(s) will assist with information technology consulting services in three (3) distinct categories, as follows:

- A. IT Infrastructure Support
- B. SQL Database Support
- C. Audit Support

These categories highlight specific areas of need to ensure that CATA's infrastructure, both from a hardware and software perspective, are fully operational and to minimize potential outages. This plan also provides a long-term direction for CATA technology to be driven by data that is analyzed and reported through a future business intelligence solution.

The RFP stated in this contract could be awarded to one (1) or multiple vendors. Committee members selected to award two (2) categories to Vector Tech Group, A. IT Infrastructure Support and B. SQL Database Support. Global Solutions Group, Inc. was selected for the award of one (1) category C. Audit Support. Both Vector Tech and Global Solutions provided the best response to the RFP on the basis of the evaluation criteria, and both were the lowest price.

Vector Tech Group

	A. IT Infrastructure			B. SQL Database Support			C. Audit Support		
	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total
Year 1	\$140.00	180	\$25,200.00	\$140.00	180	\$25,200.00	\$140.00	35	\$4,900.00
Year 2	\$140.00	180	\$25,200.00	\$140.00	180	\$25,200.00	\$140.00	35	\$4,900.00
Year 3	\$150.00	180	\$27,000.00	\$150.00	180	\$27,000.00	\$150.00	35	\$5,250.00
Year 4	\$150.00	180	\$27,000.00	\$150.00	180	\$27,000.00	\$150.00	35	\$5,250.00
Year 5	\$160.00	180	\$28,800.00	\$160.00	180	\$28,800.00	\$160.00	35	\$5,600.00
	GRAND TOTAL: \$133,200.00			GRAND TOTAL: \$133,200.00			GRAND TOTAL: \$25,900.00		

Global Solutions Group, Inc.

	A. IT Infrastructure			B. SQL Database Support			C. Audit Support		
	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total
Year 1	N/A	180	N/A	N/A	180	N/A	\$129.00	35	\$4,515.00
Year 2	N/A	180	N/A	N/A	180	N/A	\$131.58	35	\$4,605.30
Year 3	N/A	180	N/A	N/A	180	N/A	\$134.21	35	\$4,697.41
Year 4	N/A	180	N/A	N/A	180	N/A	\$136.90	35	\$4,791.35
Year 5	N/A	180	N/A	N/A	180	N/A	\$139.63	35	\$4,887.18
	GRAND TOTAL: N/A			GRAND TOTAL: N/A			GRAND TOTAL: \$23,496.24		

Statimate Systems, Inc., dba Exelos

	A. IT Infrastructure			B. SQL Database Support			C. Audit Support		
	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total
Year 1	\$186.00	180	\$33,480.00	\$186.00	180	\$33,480.00	\$186.00	35	\$6,510.00
Year 2	\$191.00	180	\$34,380.00	\$191.00	180	\$34,380.00	\$191.00	35	\$6,685.00
Year 3	\$196.00	180	\$35,280.00	\$196.00	180	\$35,280.00	\$196.00	35	\$6,860.00
Year 4	\$201.00	180	\$36,180.00	\$201.00	180	\$36,180.00	\$201.00	35	\$7,035.00
Year 5	\$206.00	180	\$37,080.00	\$206.00	180	\$37,080.00	\$206.00	35	\$7,210.00
	GRAND TOTAL: \$176,400.00			GRAND TOTAL: \$176,400.00			GRAND TOTAL: \$34,300.00		

I.T. Right / VC3

	A. IT Infrastructure			B. SQL Database Support			C. Audit Support		
	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total	Hourly Rate	Est. Hours	Total
Year 1	N/A	180	\$87,080.00	N/A	180	INCLUDED	\$129.00	35	INCLUDED
Year 2	N/A	180	\$82,080.00	N/A	180	INCLUDED	\$131.58	35	INCLUDED
Year 3	N/A	180	\$82,080.00	N/A	180	INCLUDED	\$134.21	35	INCLUDED
Year 4	N/A	180	\$85,363.00	N/A	180	INCLUDED	\$136.90	35	INCLUDED
Year 5	N/A	180	\$88,777.00	N/A	180	INCLUDED	\$139.63	35	INCLUDED
	GRAND TOTAL: \$425,380.00			GRAND TOTAL: INCLUDED			GRAND TOTAL: INCLUDED		

Staff intends to use grant funds to fund the contracts.

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 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.

ACTION ITEM – FARE-FREE RIDES FOR MARKETING CAMPAIGN

To creatively celebrate the onset of the holiday season, Staff considered a variety of ridership concepts that would effectively spread seasonal cheer and delight riders while also demonstrating CATA's commitment to diversity, equity and inclusion. The *Dear Rider Postcard Campaign* is proposed to launch December 1, 2022, and remain in market through March 31, 2023.

The exterior of five (5) 40-foot and five (5) Spec-Tran buses would be wrapped, featuring a vintage postcard design that highlights key destinations in our funding jurisdictions. In classic vintage form, our message will be "Wish you were here." Our underlying promise: Wherever you need to go in our service region, we'll take you there. To transform the ride from ho-hum to amazing, bus interiors would be wrapped in an experience – watching a Michigan State University basketball game at the Breslin Center, driving a go-kart at High Caliber Karting, or walking under a canopy of trees at Hawk Island County Park, for example. These experiences would suggest that the rider has already arrived, thanks to CATA.

Buses would randomly serve various CATA routes throughout the campaign. When riders board a "postcard" bus, they'll receive a fare-free ride. QR codes will be included in the design, inviting riders to interact with CATA by scanning them to solve puzzles and riddles, and learning facts about the region we serve. Participants submit solved puzzles and riddles for a chance to win prizes, further enhancing their experience with CATA. One of our prizes would be a "key to your town" – a pass that unlocks a week's worth of unlimited rides, a stay at a local hotel, dinner for two at a local restaurant, and access to events hosted by LEPFA, Impression 5 Science Center, The Wharton Center or Lansing Symphony Orchestra, etc. Other prizes would be solicited in partnership with regional businesses. The more one plays, the better their chances of winning.

The campaign would also allow for public participation, regardless of an individual's ability to ride CATA. To ensure participation equity, a free entry form would be available at the campaign's online landing page (cata.org/postcard) or at CATA's bus pass points of sale to those who wish to participate without riding. To further inspire rider gratitude during the campaign, a limited number of fare media would be randomly available on a buy-one-get-one basis at CATA points of sale.

The campaign design would be timeless, showcasing CATA's advertising capabilities and effectiveness. At the conclusion of the campaign, the wrapped buses could remain in market, continuing to promote CATA as a viable mode of transportation to explore the many wonders of the Mid-Michigan region.

A November 8, 2022, fare analysis indicated that CATA would forego approximately \$25,200 in fixed-route and \$18,900 in paratransit fare revenue during the campaign period.

The proposed campaign supports CATA's strategic goals to achieve customer experience excellence, community partnership and regional mobility.

Staff recommends adoption of 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 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.

ACTION ITEM – CONTRACT FOR SECURITY SERVICES

In response to the challenges many organizations are facing post-pandemic, including workforce shortages, supply chain deficiencies, wage-equity demands and cost-of-living concerns, CATA released this RFP to ensure its ability to maintain security coverage at the downtown transportation center, by providing competitive pay and benefits for guards, while at the same time being able to cover overhead costs.

Additionally, incidents of homelessness in the Lansing and East Lansing areas have increased, requiring security and/or police intervention at both the CTC and the Capital Area Multimodal Gateway. These incidents include panhandling and the harassment of passengers who utilize CATA, Indian Trails and Amtrak; some vandalism, bike thefts and unsheltered individuals attempting to sleep and/or live in vestibules for extended periods of time. As a result, this RFP enables CATA to add daily security coverage at both locations.

The current security contract between CATA Marketing & Customer Experience and Charlesbrook Protection Services, LLC, RFP 2019-101, expired on June 30, 2022. The original contract was in effect for a one-year term, from July 1, 2019, through June 30, 2020. The contract includes four (4) one-year extension options, through June 30, 2024.

A recommendation that the contract be extended for the third of four (4) one-year options, to commence July 1, 2022, and to expire December 31, 2022, was approved. The terms of this contract are based on actual hours worked for each contracted position, at a total half-year budgeted cost not to exceed \$214,702.15 in Year 4 for professional services rendered by Charlesbrook Protection Services, LLC.

CATA issued a Request for Proposal (RFP), 2022-135, CTC Security Services on August 22, 2022. Proposals were due by 11:00 a.m. on September 26, 2022. The RFP was distributed to four (4) vendors, posted online at Transit Talent and on CATA's website.

The following firms submitted a proposal:

Charlesbrook Protection Services LLC, Michigan
American Guard Services, Inc., California

Committee members selected Charlesbrook Protection Services, as they provided the best response to the RFP on the bases of the evaluation criteria.

Charlesbrook Protection Services met all selection criteria as outlined in the RFP. They demonstrated a clear understanding of the scope of work and their ability to perform the required functions. This was evident in the staffing levels and pricing for each position as well as the detailed proposal they submitted outlining how they will meet

each qualification. They also provided a detailed transition plan with an adequate leadership team assigned to the CATA account.

Although Charlesbrook Protection Services was the highest bidder, the overall deciding factor between Charlesbrook Protection Services and American Guard Services, Inc. was the detailed proposal they submitted, including the staffing levels, competitive pay rates and the amount of coverage provided.

Charlesbrook Protection Services LLC

A - HOURLY RATE BY TASK							
TASK	RATE	Proposed Annual Hours	Year 1 Bill Rate	Year 2 Bill Rate	Year 3 Bill Rate	Year 4 Bill Rate	Year 5 Bill Rate
CTC Security Supervisor	Straight	2080	\$ 46.40	\$ 47.12	\$ 47.12	\$ 47.85	\$ 47.85
CTC Security Supervisor	Overtime	0	\$ 69.60	\$ 73.12	\$ 73.12	\$ 74.25	\$ 74.25
CTC Security Supervisor	Holiday	56	\$ 69.60	\$ 73.12	\$ 73.12	\$ 74.25	\$ 74.25
CTC Senior Security Officer	Straight	2080	\$ 39.15	\$ 39.87	\$ 39.87	\$ 40.60	\$ 40.60
CTC Senior Security Officer	Overtime	0	\$ 58.72	\$ 59.81	\$ 59.81	\$ 63.00	\$ 63.00
CTC Senior Security Officer	Holiday	39	\$ 58.72	\$ 59.81	\$ 59.81	\$ 63.00	\$ 63.00
CTC Security Officer	Straight	12428	\$ 27.55	\$ 28.27	\$ 28.27	\$ 29.00	\$ 29.00
CTC Security Officer	Overtime	0	\$ 41.32	\$ 42.41	\$ 42.41	\$ 45.00	\$ 45.00
CTC Security Officer	Holiday	189	\$ 41.32	\$ 42.41	\$ 42.41	\$ 45.00	\$ 45.00
CTC On-Board Security Officer	Straight	40	\$ 27.55	\$ 28.27	\$ 28.27	\$ 29.00	\$ 29.00
Investigation Rate	Straight	40	\$ 50.00	\$ 50.00	\$ 50.00	\$ 55.00	\$ 55.00
Consulting Rate	Straight	40	\$ 50.00	\$ 50.00	\$ 50.00	\$ 55.00	\$ 55.00
A. SUBTOTAL			\$539,931.56	\$551,862.76	\$551,862.76	\$565,068.00	\$565,068.00

B - CELL PHONE RATE						
	Cell Phone Per Shift Supervisor	Year 1 Yearly Rate	Year 2 Yearly Rate	Year 3 Yearly Rate	Year 4 Yearly Rate	Year 5 Yearly Rate
Cell Phone	1 QTY	\$ 780.00	\$ 800.00	\$ 800.00	\$ 820.00	\$ 820.00
B. SUBTOTAL		\$ 780.00	\$ 800.00	\$ 800.00	\$ 820.00	\$ 820.00

C - GRAND TOTAL COST PROJECTION - (Add Section A + Section B SUBTOTALS for YEARS 1 through 5, then compute the 5-Year Grand Total)						
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	GRAND TOTAL
C. GRAND TOTAL	\$540,711.56	\$552,662.76	\$552,662.76	\$565,888.00	\$565,888.00	\$2,777,813.08

American Guard Services, Inc.

A - HOURLY RATE BY TASK							
TASK	RATE	Proposed Annual Hours	Year 1 Bill Rate	Year 2 Bill Rate	Year 3 Bill Rate	Year 4 Bill Rate	Year 5 Bill Rate
CTC Security Supervisor	Straight	2080	\$ 50.36	\$ 51.59	\$ 52.85	\$ 54.15	\$ 55.47
CTC Security Supervisor	Overtime		\$ 73.01	\$ 75.86	\$ 78.82	\$ 81.90	\$ 85.09
CTC Security Supervisor	Holiday	80	\$ 73.01	\$ 75.86	\$ 78.82	\$ 81.90	\$ 85.09
CTC Senior Security Officer	Straight	2080	\$ 36.60	\$ 37.86	\$ 39.17	\$ 40.52	\$ 41.92
CTC Senior Security Officer	Overtime		\$ 53.07	\$ 55.14	\$ 57.29	\$ 59.52	\$ 61.84
CTC Senior Security Officer	Holiday	80	\$ 53.07	\$ 55.14	\$ 57.29	\$ 59.52	\$ 61.84
CTC Security Officer	Straight	10972	\$ 27.41	\$ 28.51	\$ 29.65	\$ 30.83	\$ 32.06
CTC Security Officer	Overtime		\$ 39.75	\$ 41.30	\$ 42.91	\$ 44.59	\$ 46.32
CTC Security Officer	Holiday	320	\$ 39.75	\$ 41.30	\$ 42.91	\$ 44.59	\$ 46.32
CTC On-Board Security Officer	Straight	40	\$ 27.41	\$ 28.48	\$ 29.59	\$ 30.75	\$ 31.95
Investigation Rate	Straight	40	\$ 95.00	\$ 95.00	\$ 100.00	\$ 105.00	\$ 105.00
Consulting Rate	Straight	40	\$ 170.00	\$ 175.00	\$ 180.00	\$ 185.00	\$ 185.00
A. SUBTOTAL			\$516,122.12	\$534,502.92	\$553,725.00	\$573,592.76	\$593,788.32

B - CELL PHONE RATE						
	Cell Phone Per Shift Supervisor	Year 1 Yearly Rate	Year 2 Yearly Rate	Year 3 Yearly Rate	Year 4 Yearly Rate	Year 5 Yearly Rate
Cell Phone	1 QTY	\$ 540.00	\$ 561.06	\$ 582.94	\$ 605.68	\$ 629.30
B. SUBTOTAL		\$ 540.00	\$ 561.06	\$ 582.94	\$ 605.68	\$ 629.30

C - GRAND TOTAL COST PROJECTION - (Add Section A + Section B SUBTOTALS for YEARS 1 through 5, then compute the 5-Year Grand Total)						
	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	GRAND TOTAL
C. GRAND TOTAL	\$516,662.12	\$535,063.98	\$554,307.94	\$574,198.44	\$594,417.62	\$ 2,774,650.10

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 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.

INFORMATION ITEMS

NOVEMBER 16, 2022

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

SEPTEMBER 2022 RIDERSHIP REPORT

Total system rides – September: 792,790
 Average weekday system ridership 33,600

Average weekday system ridership change September 2022 to September 2021 +7,150

September 2022 v. September 2021

	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+26.0%	+163,344
Monthly Urban Fixed-Route change	+20.8%	+60,034
Monthly MSU campus ridership change	+31.8%	+74,522
Monthly Spec-Tran ridership change	+0.0%	0
Monthly Total Paratransit ridership change	+0.1%	+19

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are reduced for Fall 2022 compared with Fall 2021. Ridership has been substantially impacted by the COVID-19 pandemic.

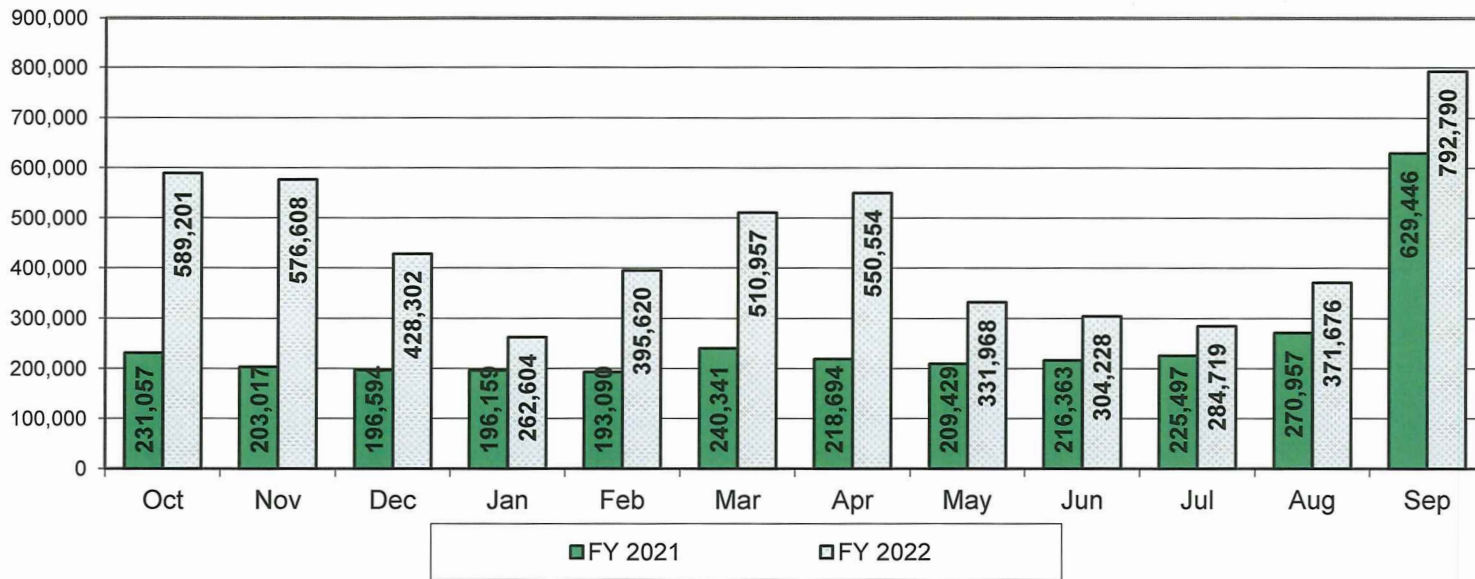
FY 2022 YEAR-TO-DATE RIDERSHIP

Total system rides – FY 2022: 5,399,227

	<u>FY 2022 vs. FY 2021</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+78.2%	+2,368,583
Year-to-Date Spec-Tran ridership change	+18.3%	+36,691
Year-to-Date Total Paratransit ridership change	+24.3%	+59,464

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.

CATA's Monthly Ridership: FY 2021 & FY 2022



INFORMATION ITEM - FUEL PURCHASE FOR OCTOBER 2022

The following lists our prices for diesel fuel for October 2022.

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
10/01/2022	\$3.6310
10/06/2022	\$4.2565
10/12/2022	\$4.3685
10/17/2022	\$4.2665
10/21/2022	\$3.8465
10/28/2022	\$4.0080
FY 2022 Current average per gallon fuel cost	\$4.06
FY 2022 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
October 20, 2022**

Topic of Discussion: Inclusive Conversations by author Mary Frances Winters

Mary Frances Winters is the author of *Inclusive Conversations: Fostering Equity, Empathy, and Belonging*. The Task Force facilitated conversations about the importance of inclusive conversations in the workplace. We also discussed the conditions that are necessary within the organization to inspire conversations and how to create a psychologically safe space for people to speak their truths.

Respectfully submitted,

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

Lolo Robison
Co-Chair, DEI Task Force
Director of Marketing, CX & Public Information

