

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 19, 2025
4:00 P.M. – DISABILITY NETWORK CAPITAL AREA
901 EAST MOUNT HOPE AVENUE, LANSING, MI 48910

AGENDA

I. CALL TO ORDER – ROLL CALL

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 15, 2025, BOARD MEETING
- B. APPROVAL OF MINUTES OF OCTOBER 15, 2025, CLOSED SESSION
- C. APPROVAL OF TREASURER'S REPORT FOR SEPTEMBER 2025
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- D. "EXPERIENCE THE GIFT OF THE SEASON" — HOLIDAY FREE-FARE 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 "Experience the Gift of the Season" holiday free-fare campaign, effective December 1 through 31, 2025, as proposed by Staff.

E. INSURANCE RENEWALS

PROPOSED MOTION: That the CATA 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, to execute such applications, contracts, and other documents as are necessary and appropriate to bind and perfect such insurance coverage and services for the period from December 1, 2025, through November 30, 2026.

F. AUTOMATED PASSENGER COUNTERS (APC) 2025

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 Trapeze Software Group, Inc. dba Vontas, to provide hardware, software, support, installation and necessary ancillaries to replace CATA's current APCs at a cost not to exceed \$998,300 of grant funds for a three (3) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VI. ACTION ITEMS – PROPOSED DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

Members of the public are welcome to speak to the Board on any CATA subject.

X. CLOSED SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS – ROLL CALL VOTE

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 returns to open session for completion of the Agenda.

XI. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 15, 2025
4:00 P.M. – LANSING CENTER, ROOM 201
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Vice Chair
Phil Deschaine, Secretary/Treasurer
Mark Grebner
Chelsea Dowler
Steven Vagnozzi
John Prush
Eric Tans
Kellie Blackwell
Ed Rodgers
Jack Schmitt
Keith Barber

CALL TO ORDER:

Chair Triplett called the meeting to order at 4:00 p.m.

ROLL CALL: Keith Barber, Kellie Blackwell, Phil Deschaine, Chelsea Dowler, Mark Grebner, John Prush, Ed Rodgers, Jack Schmitt, Eric Tans, Nathan Triplett, and Steven Vagnozzi were all present.

ABSENT: Derek Melot

LATE: Shanna Draheim

Chair Triplett welcomed everyone to the Board meeting. He also mentioned that the meeting is being held on Zoom for those who wish to view the Board meeting virtually.

PUBLIC COMMENTS:

None

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse Derek Melot.

MOTION:

Steve Vagnozzi motioned to excuse Derek Melot and Ed Rodgers supported the motion.

VOTE: The motion carried unanimously.

APPOINTMENT OF COMMITTEES:

Chair Triplett announced the annual committee appointments for FY 2026.

MOTION:

Phil Deschaine motioned to approve the appointment of committees for FY 2026 and Ed Rodgers supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Planning Session

Bradley Funkhouser stated that Chelsea Dowler, Projects Coordinator at Economic Development Corporation's (EDC) and CATA Board member, visited CATA on Monday, October 13, 2025, for a planning session with CATA's Planning Department. Mr. Funkhouser explained that the purpose of the meeting was to look at EDC's role in the city. He noted that CATA was able to find many common areas that CATA will explore and possibly partner with the EDC on future projects.

Shanna Draheim arrived at 4:04 p.m.

Eaton County

Bradley Funkhouser stated that on Friday, October 3, 2025, he met with Keith Barber, Eaton County Commissioner, EATRAN Board member, and non-voting CATA Board member, and Chair Triplett, to discuss the future of EATRAN.

Budget

Bradley Funkhouser stated that the state budget ended up slightly above what was projected. This will bring approximately \$2 million back into CATA's budget. Mr. Funkhouser noted that there is also talk about an additional \$35 million in supplemental funds and \$65 million in innovation funds for all modes of transportation. He stated that more details will be presented at the January 2026 Board Retreat.

Lansing Regional Chamber of Commerce (LRCC)

Bradley Funkhouser stated that he attended the LRCC meeting on Monday, September 15, 2025, along with Nathan Triplett, Board Chair, CATA and Mary Clark, Board Chair, EATRAN. Mr. Funkhouser explained that following the meeting, he received a letter of support from the LRCC for the Delta Township Transportation Millage proposal. He noted that ballots are out in Delta Township and voting will take place on November 4, 2025.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF SEPTEMBER 17, 2025, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2025

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

C. MDOT RESOLUTION OF INTENT

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

FY 2027 RESOLUTION OF INTENT

The approved Resolution of Intent to apply for state formula operating assistance for FY 2027 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 FY 2027 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 2027 are estimated to include the following: federal funds of \$1,752,750, state funds of \$19,547,775, local funds of \$28,849,650, farebox funds of \$2,981,520, and other funds of \$6,656,760. Total expenses are estimated to be \$73,649,045. THE APPLICANT'S budget for its local transportation program for FY 2027 reflects a deficit of \$13,860,590.

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 FY 2027.

D. SYSTEMWIDE POLICE AND PUBLIC SAFETY SERVICE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve payment by CATA to the City of Lansing Police Department, in the amount of \$137,700 for the period beginning October 1, 2025, through June 30, 2026; and \$47,480, for the period beginning July 1, 2026, through September 30, 2026. The total FY 2025 cost of Systemwide Police and Public Safety Service is projected at \$185,180, which will ensure a continued police presence at the CATA Transportation Center, aboard buses; and throughout the CATA system within LPD's jurisdiction.

Eric Tans requested that Action Item D be moved to discussion.

MOTION:

Shanna Draheim motioned to approve the Consent Agenda with Action Item D, Systemwide Police and Public Safety Service, moved to the Discussion Agenda. Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. SYSTEMWIDE POLICE AND PUBLIC SAFETY SERVICE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve payment by CATA to the City of Lansing Police Department, in the amount of \$137,700 for the period beginning October 1, 2025, through June 30, 2026; and \$47,480, for the period beginning July 1, 2026, through September 30, 2026. The total FY 2025 cost of Systemwide Police and Public Safety Service is projected at \$185,180, which will ensure a continued police presence at the CATA Transportation Center, aboard buses; and throughout the CATA system within LPD's jurisdiction.

Eric Tans commented on the statistics report and requested more details pertaining to the increase in incidents.

Bradley Funkhouser deferred to Todd Brooks, Director of Operations, for more details.

Todd Brooks explained that he has been meeting with the Lansing Police Department (LPD) on a regular basis and CATA's partners in the community to find alternate ways to address the issues.

Phil Deschaine inquired about the LPD hours.

Todd Brooks stated that the LPD hours vary.

Shanna Draheim inquired whether other downtown businesses have had similar issues.

Todd Brooks confirmed that other businesses have had similar issues. He stated that CATA has been working to get representatives from the Capital Area District Library (CADL), Lansing School District (LSD), and Child Family Services all together to find some solutions.

Shanna Draheim suggested that CATA reach out to housing advocates as well.

Todd Brooks stated that CATA is looking at all avenues for a better solution.

Bradley Funkhouser stated that this is not just a transit issue, but rather a city issue that keeps getting pushed around. Per the Board's request, CATA has taken a compassionate approach and will continue to work with our partners to find a solution. Mr. Funkhouser noted that safety is an issue everywhere and CATA will do its best to make sure that safety remains a priority.

Steve Vagnozzi surmised that the issues are not limited to CATA's downtown facility and inquired whether CATA has made comparisons with other transit agencies.

Bradley Funkhouser stated that CATA is not the only transit agency having these incidents. He explained that CATA has taken the approach that people will get the services they need.

Ed Rodgers stated that he worked in the prosecutor's office for years and there have always been "hot spots" downtown. He noted that you can try to control the "hot spots", but they will never be eliminated.

Discussion ensued.

Chair Triplett acknowledged the need for a vote.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENT

None

CLOSED SESSION:

Chair Triplett requested a motion for the CATA Board to go into Closed Session.

MOTION:

Ed Rodgers motioned that the CATA Board go into Closed Session and Eric Tans supported the motion.

ROLL CALL VOTE: Kellie Blackwell, aye; Phil Deschaine, aye; Chelsea Dowler, aye; Shanna Draheim, aye; Mark Grebner, aye; John Prush, aye; Ed Rodgers, aye; Jack Schmitt, aye; Eric Tans, aye; Nathan Triplett, aye; and Steven Vagnozzi, aye.

11 Ayes

0 Nays

Derek Melot was absent.

The Closed Session began at 4:51 p.m. and adjourned at 5:07 p.m.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the Board meeting at 5:07 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
 INTERIM INCOME STATEMENT
 For The Month Ending September 30, 2025**

									<i>% of Fiscal Year Completed</i>	
									100%	
	<u>September Actual</u>	<u>September Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 Actual YTD</u>	<u>FY 2025 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2025 BUDGET</u>	<u>% Annual Budget Revenues/Expense</u>
REVENUES										
Farebox	\$ 224,528	\$ 200,075	\$ 24,453	12.2%	\$ 2,586,781	\$ 2,400,900	\$ 185,881	7.7%	\$ 2,400,900	107.7%
Contracted Services	\$ 112,082	\$ 336,500	\$ (224,418)	-66.7%	\$ 4,452,821	\$ 4,038,000	\$ 414,821	10.3%	\$ 4,038,000	110.3%
Property Tax	\$ 529,749	\$ 2,199,000	\$ (1,669,251)	-75.9%	\$ 28,150,094	\$ 26,388,000	\$ 1,762,094	6.7%	\$ 26,388,000	106.7%
State Revenue	\$ 1,906,096	\$ 1,807,000	\$ 99,096	5.5%	\$ 20,842,281	\$ 21,684,000	\$ (841,719)	-3.9%	\$ 21,684,000	96.1%
Federal Revenue	\$ 844,518	\$ 1,315,000	\$ (470,482)	-35.8%	\$ 16,018,115	\$ 15,780,000	\$ 238,115	1.5%	\$ 15,780,000	101.5%
Other Revenue	\$ 312,156	\$ 140,538	\$ 171,618	122.1%	\$ 2,100,434	\$ 1,686,500	\$ 413,934	24.5%	\$ 1,686,500	124.5%
TOTAL REVENUES	\$ 3,929,129	\$ 5,998,113	\$ (2,068,984)	-34.5%	\$ 74,150,526	\$ 71,977,400	\$ 2,173,126	3.0%	\$ 71,977,400	103.0%
EXPENSES										
Labor	\$ 2,204,670	\$ 2,147,637	\$ (57,033)	-2.7%	\$ 26,158,468	\$ 25,771,600	\$ (386,868)	-1.5%	\$ 25,771,600	101.5%
Fringe Benefits	\$ (5,851,736)	\$ 1,337,480	\$ 7,189,216	537.5%	\$ 8,994,038	\$ 16,049,640	\$ 7,055,602	44.0%	\$ 16,049,640	56.0%
Services	\$ 342,817	\$ 435,291	\$ 92,474	21.2%	\$ 5,083,430	\$ 5,210,400	\$ 126,970	2.4%	\$ 5,210,400	97.6%
Materials & Supplies	\$ 537,314	\$ 490,399	\$ (46,915)	-9.6%	\$ 5,370,407	\$ 5,888,240	\$ 517,833	8.8%	\$ 5,888,240	91.2%
Utilities	\$ 61,297	\$ 76,725	\$ 15,428	20.1%	\$ 982,576	\$ 920,700	\$ (61,876)	-6.7%	\$ 920,700	106.7%
Casualty & Liability	\$ 122,700	\$ 114,000	\$ (8,700)	-7.6%	\$ 1,505,207	\$ 1,368,000	\$ (137,207)	-10.0%	\$ 1,368,000	110.0%
Purch. Transportation	\$ 1,543,499	\$ 1,077,775	\$ (465,724)	-43.2%	\$ 12,601,653	\$ 12,933,300	\$ 331,647	2.6%	\$ 12,933,300	97.4%
Miscellaneous	\$ 138,277	\$ 148,972	\$ 10,695	7.2%	\$ 1,499,438	\$ 1,787,620	\$ 288,182	16.1%	\$ 1,787,620	83.9%
TOTAL EXPENSES	(901,162)	5,828,279	6,729,441	115.5%	62,195,217	69,929,500	7,734,283	11.1%	\$ 69,929,500	88.9%
NET INCOME (LOSS)	<u>\$ 4,830,291</u>	<u>\$ 169,834</u>	<u>\$ 4,660,457</u>		<u>\$ 11,955,309</u>	<u>\$ 2,047,900</u>	<u>\$ 9,907,409</u>		<u>\$ 2,047,900</u>	

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)

09/01/2025-09/30/2025

Cash Balance - 09/01/2025	\$ 2,804,659
Disbursements	\$ (5,499,812)
Receipts	\$ 7,961,580
Adjustments	\$ -
Cash Balance - 09/30/2025	\$ 5,266,427

Disbursements:

Cash Disbursements Register	\$ (2,219,852)
Payroll	\$ (2,852,459)
Healthcare (BlueCross Blue Shield)	\$ (402,853)
Transfers To the ASU Claims Account	\$ (24,648)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (5,499,812)

Receipts:

Cash Receipt Register	\$ 7,961,580
Transfers From the Investment Account	\$ -
Total Cash Receipts	\$ 7,961,580

Adjustments:

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

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

(Page 3 of 4)

09/01/2025-09/30/2025

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	5,266,427	12.18%
FIFTH THIRD BANK - ASU Claims Account	39,217	0.09%
FIFTH THIRD BANK - Savings	552,845	1.28%
MSUFCU CD and Savings	277,959	0.64%
CASE Credit Union CD and Savings	279,964	0.65%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>36,827,695</u>	85.16%
TOTAL	<u>\$ 43,244,107</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 243,966
OTHER BANKS	<u>2,706</u>
TOTAL	<u>\$ 246,672</u>

Monthly Average Rate of Return	0.5704%
Annual Average Rate of Return	6.845%

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)

09/01/2025-09/30/2025

Market Value at the Beginning of the Period - 09/01/2025 \$ 36,752,587

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 255,345	
Accrued Interest Paid	(8,868)	
Administrative Expenditures	(2,511)	
Total Net Income/Loss & Expenditures		243,966
<u>Realized Gains or (Loss) From Sales</u>		33,101
<u>Market Appreciation</u>		
End of Period	\$ 255,557	
Beginning of Period	(278,538)	
Unrealized Gain/(Loss) from Market Appreciation		(22,981)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (466,483)	
Current Accrued Income (+)	287,505	
Net Change from Accrued Income		(178,978)

Market Value at the End of the Period - 09/30/2025 \$36,827,695

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 – “EXPERIENCE THE GIFT OF THE SEASON” — HOLIDAY FREE-FARE CAMPAIGN

Since 1986, it has been CATA’s tradition to celebrate the winter holidays by offering free rides aboard celebratory buses. The initial campaign, Santa Free Rides, treated passengers to a free ride and a candy cane when Santa was behind the wheel. This longstanding campaign ended in 2016 due to budget cuts.

After a six-year pause, driven largely by budget restraints and the pandemic, the holiday free-rides campaign resumed under a fresh new concept that embraced a greater level of inclusiveness to encompass the many traditions of the December holidays. Festively wrapped buses replaced Santa at the wheel.

“Experience the Magic of the Season” was in market Nov. 19, 2023, to Jan. 12, 2024. The campaign featured a winter wonderland theme with bus wraps on four (4) buses — two (2) 40-foot buses and two (2) cutaways, (one (1) for Spec-Tran; another for other paratransit services). Throughout the 55-day campaign, 18,816 free rides were generated on these four wrapped buses.

Last year, “Celebrate the Traditions of the Season” was in market Dec. 2, 2024, to Jan. 14, 2025. The campaign featured a peek into various holiday traditions via bus wraps on four (4) buses,-- two (2) 40-foot buses and two (2) cutaways. Over the 36-day period, 8,214 free rides were provided on participating buses.

This holiday season, staff is proposing to reduce the cost of wrapping buses by gift-wrapping fareboxes on multiple buses. We'll wrap the fareboxes of six (6) fixed-route buses and six (6) cutaways. These buses will randomly serve various CATA routes from Dec. 1–31, 2025. When riders board an "Experience the Gift of the Season" bus, they'll receive a free ride. Service will be scheduled to ensure that established routes in underserved neighborhoods within our service region are equitably included. During this 31-day ridership campaign, CATA may forgo approximately \$10,000-\$15,000 in fixed-route and paratransit fare revenue.

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

Staff recommends the 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 “Experience the Gift of the Season” holiday free-fare campaign, effective December 1 through 31, 2025, as proposed by Staff.

ACTION ITEM – INSURANCE RENEWALS

Effective December 1, 2025, a number of our insurance policies will be expiring and are in need of renewal or replacement. On March 1, 2022, CATA renewed its agreement with Epic Insurance Brokers (EPIC) for insurance brokerage and consulting services for the next three (3) years. 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.

Line of Coverage	Effective	Carrier	2025 Expiring Premium	2026 Premium
Property	12/1/2025-2026	CNA	\$101,483	\$108,440
Public Entity – Package 5M	12/1/2025-2026	Safety National	\$873,242	\$933,778
General Liability	12/1/2025-2026	Safety National	included	included
Automobile	12/1/2025-2026	Safety National	included	included
Public Officials & Employment Practices	12/1/2025-2026	Safety National	included	included
Excess Liability 5Mx5	12/1/2025-2026	StarStone	\$182,963	\$251,125
Pollution	12/1/2025-2026	Ironshore	\$15,594	\$14,776
Crime	12/1/2025-2026	Travelers	\$3,653	\$30,749
Cyber	12/1/2025-2026	Travelers	\$25,308	included
Fiduciary Liability	12/1/2025-2026	Travelers	\$6,946	included
Travel Accident	12/1/2025-2026	Chubb	\$1,250	\$1,250
TOTAL:			\$1,210,439	\$1,340,118

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 year 2026 to be approximately \$45,000.

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

PROPOSED MOTION: That the CATA 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, to execute such applications, contracts, and other documents as are necessary and appropriate to bind and perfect such insurance coverage and services for the period from December 1, 2025, through November 30, 2026.

ACTION ITEM – AUTOMATED PASSENGER COUNTERS (APC) 2025

CATA receives funding from both state and federal sources based on passenger counts. To help facilitate the passenger counting process, CATA utilizes several processes to ensure accurate passenger counts. Our primary source of passenger count data has been our automated passenger counters (APC). Our current APCs are aging and in need of replacement. Having examined the various technologies, a Request for Proposal (RFP) was issued for the replacement of the technology CATA seeks to acquire.

CATA issued a Request for Proposal (RFP), 2025-0161, Automated Passenger Counter (APC) replacement on July 15, 2025. Proposals were due by 11:00 a.m., on September 16, 2025. The RFP was distributed to eight (8) vendors and made publicly available online through Transit Talent and CATA’s website.

CATA received one (1) completed proposal from Trapeze Software Group Inc., dba Vontas.

Following a comprehensive review of the proposals, staff selected Trapeze Software Group Inc., dba Vontas, based on the evaluation criteria outlined in the RFP, which included: 1) Technical; 2) Experience and Qualifications; 3) Price/Cost; 4) Firms Experience with Similar Projects; 5) Proposal Quality.

The committee’s recommendation was to move forward with Trapeze Software Group Inc., dba Vontas’s proposal as they provided the best response to the RFP by providing a bid for the specified technology. They also have had successful experience in installing equipment on CATA vehicles, have qualified team members who will work on this project, have experience installing, configuring and supporting this product, and presented their proposal well.

Trapeze Software Group Inc., dba Vontas

Description – Current Fleet 111 Vehicles	Total Price
Hardware	\$ 414,364
Software & Licensing	\$ 44,400
Installation & Labor	\$ 390,773
Equipment Warranty Year 1	\$ Included
Equipment Warranty Year 2	\$ 11,690
Equipment Warranty Year 3	\$ 12,275
Software Maintenance Year 1	\$ 21,779
Software Maintenance Year 2	\$ 22,869
Software Maintenance Year 3	\$ 24,012
Training	\$ 43,419
3% Replacement Parts	\$ 12,660
Grand Total:	\$ 998,241

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 enter into a contract with Trapeze Software Group, Inc. dba Vontas, to provide hardware, software, support, installation and necessary ancillaries to replace CATA's current APCs at a cost not to exceed \$998,300 of grant funds for a three (3) year term, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

INFORMATION ITEMS

NOVEMBER 19, 2025

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

SEPTEMBER 2025 RIDERSHIP REPORT

<u>Total system rides – September</u>	<u>1,089,729</u>
Average weekday system ridership	46,900
Average weekday system ridership change September 2025 to September 2024	+ 3.8%

September 2025 vs. September 2024

	Percentage Change	Ridership Change
Monthly total system ridership	+6.7%	+68,286
Monthly Urban Fixed-Route change	+2.6%	+11,177
Monthly MSU campus ridership change	+10.3%	+45,059
Monthly Spec-Tran ridership change	+5.5%	+1,394
Monthly Total Paratransit ridership change	+2.2%	+695

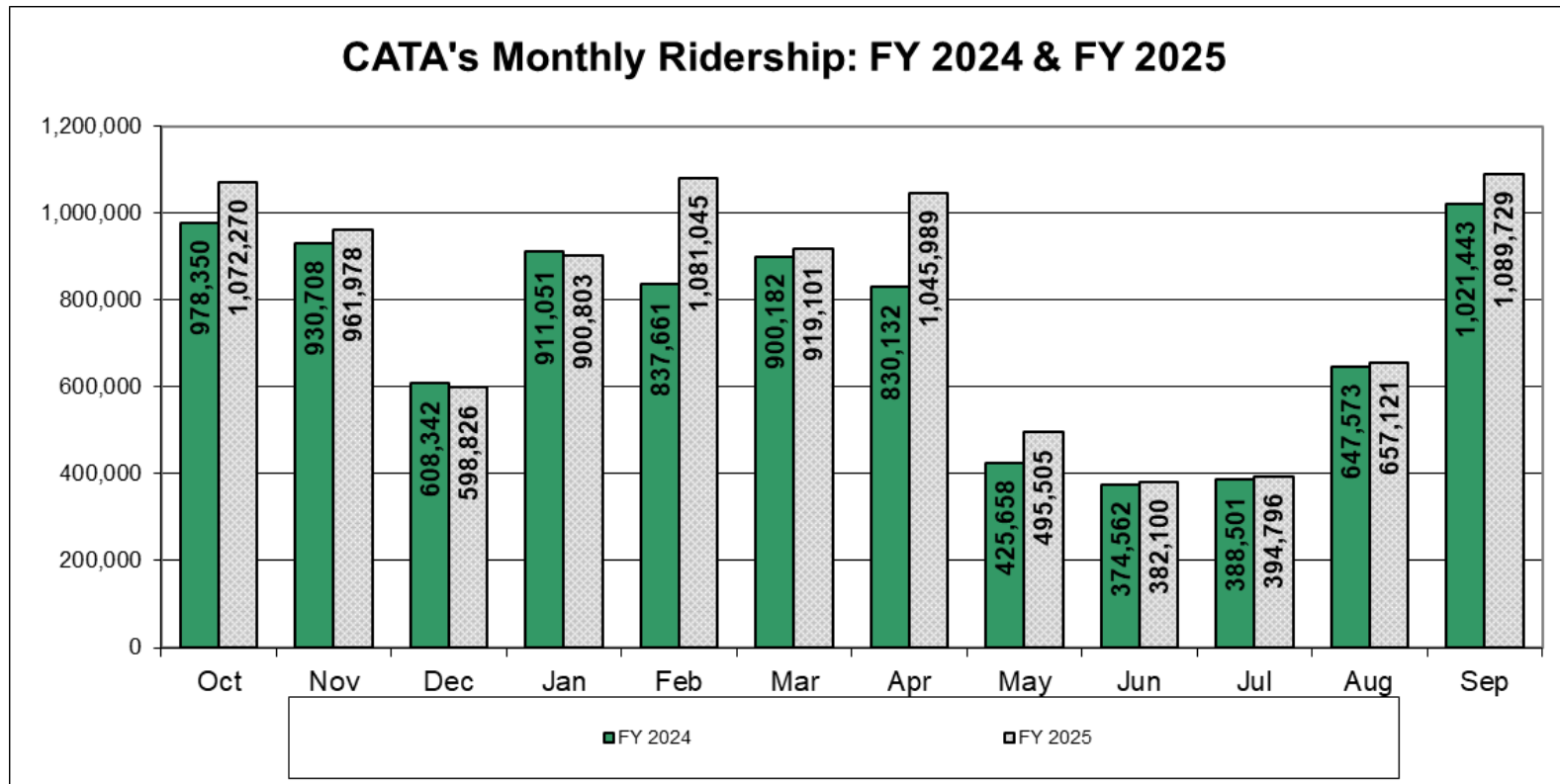
Notes: None

FY 2025 YEAR TO DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>9,599,173</u>
--------------------------------------	------------------

	<u>FY 2025</u> Percentage Change	<u>vs.</u>	<u>FY 2024</u> Ridership Change
Total system rides change	+8.4%		+745,010
Year-to-Date Spec-Tran ridership change	+7.7%		+22,935
Year-to-Date Total Paratransit ridership change	+3.9%		+14,925

Notes: None



INFORMATION ITEM - FUEL PURCHASE FOR OCTOBER 2025

The following lists our prices for diesel fuel for October 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
10/03/2025	\$2.3210
10/08/2025	\$2.3115
10/15/2025	\$2.2355
10/17/2025	\$2.2655
10/22/2025	\$2.3700
10/27/2025	\$2.4985
10/31/2025	\$2.5130

FY 2025 Current average per gallon fuel cost	\$2.36
FY 2025 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, AND INCLUSION TASK FORCE MEETING SUMMARY

Topic: Rebranding

The DEI Task Force Committee met to celebrate its 2025 accomplishments, discuss future direction, and plan its rebranding.

The Chair emphasized that this proactive change was not mandated by leadership but designed to preserve the group's mission and impact. The new structure will continue to promote belonging, engagement, and inclusion while aligning with organizational goals and maintaining visibility within the workplace.

Members began exploring ideas for a new mission statement and group name that reflects connection, growth, and inclusivity. Submissions will be collected by November 15, 2025, followed by a member vote in mid-December. The newly branded "Employee Affinity Group" will launch in January 2026.

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources

