

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, OCTOBER 21, 2020; 4:00 P.M.

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD
- III. CHAIR'S COMMENTS
 - Policy Committee Report
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF SEPTEMBER 16, 2020, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - C. YEAR-ROUND FREE RIDES FOR U.S. MILITARY VETERANS

PROPOSED MOTION: That the CATA Board of Directors approves system-wide, year-round free rides aboard all fixed-route, paratransit and special services for U.S. military veterans, effective Wednesday, November 11, 2020, and that Chief Executive Officer, Bradley T. Funkhouser is duly authorized to implement this program on such other terms and conditions that he deems appropriate.

- D. 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 2021:

Deb Wiese Chair
Diana Paiz-Engle... Vice Chair

E. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Janiele Cannon to a three-year term through December 2023.

F. CONTRACT FOR SNOW AND ICE REMOVAL 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 HTA Companies Inc. to provide snow and ice removal services at an estimated cost of \$739,375.00 based on quoted rates, for a five-year term as the Board Chair and Chief Executive Officer deem necessary.

G. CONTRACT FOR BUS DISINFECTING 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 Boling Janitorial for the purposes of disinfecting CATA vehicles on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. SIXTH AMENDMENT TO THE MSU CONTRACTED TRANSPORTATION SERVICES AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Sixth Amendment to the MSU Contracted Transportation Services Agreement, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

I. MDOT RESOLUTION OF INTENT

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

FISCAL YEAR 2022 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2022 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 2022 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 2022 are estimated to include the following: federal funds of \$1,400,000, state funds of \$19,000,000, local funds of \$23,500,000, farebox funds of \$3,500,000, and other funds of \$4,400,000. Total expenses are estimated to be \$54,000,000. THE APPLICANT'S budget for its local transportation program for FY 2022 reflects a shortfall of \$2,200,000 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 2022.

VI. DISCUSSION AGENDA

A. POLICY NO. 205 – DISPLAY OF ITEMS ON CATA PROPERTY AND VEHICLES – FIRST READING

PROPOSED MOTION: That the Board of Directors approves the Policy Committee's recommended amendments to Policy No. 205, regarding the display of items on CATA Property and Vehicles to allow for transit advertising and advertising revenue to help fund the operation of the system, and authorizes Chief Executive Officer, Bradley T. Funkhouser, to implement this program on such other terms and conditions that he deems appropriate.

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT
NEGOTIATIONS

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

XI. ADJOURNMENT

CORRESPONDENCE TO THE BOARD

OCTOBER 21, 2020

1. Email from Kaylie Connors

October 13, 2020

Tina Orlando

From: info@cata.org
Sent: Tuesday, October 13, 2020 11:36 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

A new message from the Contact CATA Board form has been submitted.

Name: Kaylie Connors
Email: kconnors@lsj.com
Message:
Hello,

My name is Kaylie Connors and I am with Lansing State Journal. I am doing a story on transportation to the polls and was wondering if you have any initiatives going on with getting people to the polls. If so, would I be able to talk to anyone about that?

Thank you so much,

Kaylie Connors

MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING via ZOOM

WEDNESDAY, SEPTEMBER 16, 2020; 4:00 P.M.

PRESENT: Nathan Triplett, Chair
Douglas Lecato, Vice Chair
Dusty Fancher, Secretary/Treasurer
Derek Melot
Mark Grebner
Jennie Gies
Donna Rose
Shanna Draheim
John Prush
Dion'trae Hayes

ABSENT: Dan Opsommer and Jack Schmitt

CALL TO ORDER:

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

ROLL CALL: All present except for Dan Opsommer and Jack Schmitt.

Chair Triplett instructed all participants on the Zoom meeting format in accordance with Governor Whitmer's Executive Order.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted the email that was sent to the Board.

Public Comments

James Beech expressed his concern over CATA's safety guidelines for COVID-19.

CHAIR'S COMMENTS:

Chair Triplett thanked Mr. Beech for sharing his public comment and requested that Bradley Funkhouser share information in his CEO Report on CATA's COVID-19 guidelines for wearing masks inside CATA facilities and on buses.

CHIEF EXECUTIVE OFFICER'S REPORT

COVID-19 - Safety & Cleaning Protocols

Bradley Funkhouser reported on the COVID-19 safety and cleaning protocols from June 6, 2020. CATA has been working closely with Linda Vail from the Ingham County Health Department throughout this pandemic. They have been overseeing CATA's buses and given CATA all positive remarks. CATA has been performing

routine daily cleanings, including; wiping down all buses. CATA runs approximately 8,000 trips a day and has had only two (2) known positive cases which were both contained. The COVID-19 safety and cleaning protocols in place are working. CATA will keep talking to the Union and operators to make sure everyone is as comfortable as possible. Mr. Funkhouser reminded the Board and the public that during this pandemic there were no layoffs and CATA employees were allowed to stay at home while receiving their pay. CATA is now faced with handling decreased service to MSU, yet remains strong and able to preserve jobs, benefits and avoid layoffs.

CATA Tranter Security

CATA has increased security around the building in various ways including employee badges and a new glass enclosure around lobby. Visitors are checked-in at the front desk which allows us to keep track of anyone entering and exiting the building.

Diversity, Equity & Inclusion Update

Bradley Funkhouser deferred to Marshea Brown, Director of Human Resources.

Marshea Brown reported that the main goal of the committee is to design a diversity and inclusion strategy that supports our employees and communities in which CATA serves. The Committee is committed to hiring a diverse staff and increasing employee engagement. In July, the committee looked at raising wages among customer service and paratransit employees. In August, HR compiled information related to CATA's workforce demographics. Ms. Brown stated the findings. The committee is currently in the process of developing a survey to aid in creating a diversity and inclusion strategy.

Dion'trae Hayes thanked Marshea for the update and expressed her excitement for future resolutions.

PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF AUGUST 19, 2020, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR JULY 2020
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. CATA BOARD MEETING SCHEDULE FOR FY 2020-2021

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for FY 2020-2021 be adopted as presented.

D. SIXTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 6 to the Agreement between County of Ingham and Capital Area Transportation Authority for October 1, 2020, through September 30, 2021, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

E. CONTRACT FOR CUSTODIAL 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 Professional Maintenance Cleaning Company for a five-year term to provide Custodial Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

F. LEGAL COUNSEL RECOMMENDATION

PROPOSED MOTION: That the CATA Board of Directors approve the following law firms to represent CATA during FY 2020-2021: Bleakley, Cypher, Parent, Warren & Quinn, P.C.; George Brookover, P.C.; Dickinson Wright, P.L.L.C.; Murphy & Spagnuolo, P.C.; Miller Johnson Attorneys; and Barnes & Thornburg, L.L.P..

Shanna Draheim requested to have Action Item D to be removed for discussion.

Jennie Gies requested to have Action Item E to be removed for discussion.

Mark Grebner requested to have Action Item F to be removed for discussion.

MOTION: Doug Lecato motioned to have Consent Agenda approved with Action Item D, SIXTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES, Action Item E, CONTRACT FOR CUSTODIAL SERVICES and Action Item F, LEGAL COUNSEL RECOMMENDATION, removed for discussion and Jennie Gies supported the motion.

ROLL CALL VOTE: The Board unanimously approved the Consent Agenda with Action Items D, E and F removed for discussion.

DISCUSSION AGENDA

A. SIXTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 6 to the Agreement between County of Ingham and Capital Area Transportation Authority for October 1, 2020, through September 30, 2021, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Doug Lecato motioned to approve Discussion Agenda Item A, SIXTH AMENDMENT OF AGREEMENT WITH INGHAM COUNTY TO PROVIDE FUNDING FOR CATA RURAL AND SPEC-TRAN SERVICES and Shanna Draheim supported the motion.

DISCUSSION:

Shanna Draheim inquired on signing an amendment related to a scope of service that goes beyond the dates of a contract.

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

Andrew Brieschke stated that he spoke with Jared Cypher from Ingham County, about the current contract which goes through December 2020 and an amendment to the Scope of Service was agreed to be the best solution.

Shanna Draheim inquired about an [opt-] out clause to the contract.

Andrew Brieschke stated there are many such provisions to the contract. The Scope of Service amendment merely dictates the dollar amount for each service provided by CATA for the upcoming fiscal year.

Mark Grebner explained the history of past contracts between CATA and the County.

ROLL CALL VOTE: The motion carried unanimously.

B. CONTRACT FOR CUSTODIAL 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 Professional Maintenance Cleaning Company for a five-year term to provide Custodial Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Doug Lecato motioned to approve Discussion Agenda Item B, CONTRACT FOR CUSTODIAL SERVICES and Mark Grebner supported the motion.

DISCUSSION:

Jennie Gies inquired on the determining factor between external and internal custodial services and the hours of service.

Bradley Funkhouser stated that the internal custodial services that take place at Tranter are light cleaning which consist mainly of vacuuming and trash pick-up. The Multi-Modal Gateway and CTC use an outside cleaning service that provides window cleaning and trash pick-up on a larger scale. Seeking an outside cleaning service for the other locations has proven to be cost efficient. Both services operate on a daily basis and comply with CATA's hours.

Doug Lecato inquired on the five-year contract total dollar amount.

Bradley Funkhouser confirmed the five-year contract total dollar amount.

ROLL CALL VOTE: The motion carried unanimously.

C. LEGAL COUNSEL RECOMMENDATION

PROPOSED MOTION: That the CATA Board of Directors approve the following law firms to represent CATA during FY 2020-2021: Bleakley, Cypher, Parent, Warren & Quinn, P.C.; George Brookover, P.C.; Dickinson Wright, P.L.L.C.; Murphy & Spagnuolo, P.C.; Miller Johnson Attorneys; and Barnes & Thornburg, L.L.P..

MOTION:

Mark Grebner motioned to approve Discussion Agenda Item C, LEGAL COUNSEL RECOMMENDATION and Shanna Draheim supported the motion.

DISCUSSION:

Mark Grebner disclosed that George Brookover, P.C. is his personal attorney, however; it does not have any relation to CATA.

Doug Lecato expressed his appreciation for the legal counsel recommendations.

ROLL CALL VOTE: The motion carried unanimously.

OLD BUSINESS:

There was no old business.

NEW BUSINESS:

ELECTION OF OFFICERS

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Nominating Committee and elects the following Board members to the offices set opposite their names, effective October 1, 2020, for a

one-year term expiring September 30, 2021, pursuant to Board Policy #400, Section 1.03:

Nathan Triplett - Chairperson
Dusty Fancher - Vice Chairperson
Shanna Draheim - Secretary/Treasurer

MOTION:

A motion was made by Jennie Gies and supported by Dion'trae Hayes to approve the recommendation from the Nominating Committee for the election of Executive Officers as follows: Nathan Triplett, Chair; Dusty Fancher, Vice Chair; and Shanna Draheim, Secretary/Treasurer for the Fiscal Year 2020-2021.

DISSCUSSION:

Jennie Gies reported on behalf of the Nominating Committee.

Donna Rose thanked Doug Lecato for his past service as Vice Chairperson.

ROLL CALL VOTE: The motion carried unanimously.

PUBLIC COMMENTS:

Steve Clem, Union Vice President, Local 1039, expressed his disappointment in CATA working conditions and a recent unpleasant interaction with a Director.

Bradley Funkhouser stated that the Union has had time to respond to the fall work board. The goal is to not have built-in overtime during this fall board especially when CATA has drivers available.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT
NEGOTIATIONS**

PROPOSED MOTION: That this Board meeting go into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

MOTION:

A motion was made by Doug Lecato and supported by Jennie Gies 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.

The Executive Session began at 4:57 p.m. and adjourned at 5:24 p.m.

ADJOURNMENT:

There was no further business Chair Triplett adjourned meeting at 5:26 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary

Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending August 31, 2020

% of Fiscal Year
Completed
83.3%

	August Actual	August Budget	Variance	% Variance	FY 2020 Actual YTD	FY 2020 Budget YTD	Variance	% Variance	FY 2020 BUDGET	% Annual Budget Revenues/Expense
REVENUES										
Farebox	\$ 127,239	\$ 293,542	\$ (166,303)	-56.7%	\$ 1,862,941	\$ 3,228,958	\$ (1,366,017)	-42.3%	\$ 3,522,500	52.9%
Contracted Services	74,645	480,971	(406,326)	-84.5%	2,366,467	3,924,015	(1,557,549)	-39.7%	4,405,000	53.7%
Property Tax	1,855,336	1,871,333	(15,997)	-0.9%	20,511,474	20,584,667	(73,193)	-0.4%	22,456,000	91.3%
State Revenue	1,367,951	1,505,833	(137,882)	-9.2%	15,922,869	16,564,167	(641,298)	-3.9%	18,070,000	88.1%
Federal Revenue	106,181	129,741	(23,560)	-18.2%	1,167,991	1,427,147	(259,156)	-18.2%	1,556,888	75.0%
Other Revenue	34,037	74,528	(40,491)	-54.3%	928,032	786,472	141,560	18.0%	861,000	107.8%
TOTAL REVENUES	\$ 3,565,389	\$ 4,355,947	\$ (790,558)	-18.1%	\$ 42,759,774	\$ 46,515,426	\$ (3,755,652)	-8.1%	\$ 50,871,388	84.1%
EXPENSES										
Labor	\$ 1,486,316	\$ 1,781,091	\$ 294,774	16.6%	\$ 18,528,838	\$ 19,591,996	\$ 1,063,159	5.4%	\$21,373,087	86.7%
Fringe Benefits	1,078,049	1,051,041	(27,008)	-2.6%	11,400,876	11,577,950	177,074	1.5%	12,628,791	90.3%
Services	254,460	265,733	11,274	4.2%	3,260,138	2,923,067	(337,071)	-11.5%	3,188,800	102.2%
Materials & Supplies	321,648	399,225	77,577	19.4%	3,332,867	4,391,475	1,058,608	24.1%	4,790,700	69.6%
Utilities	43,677	66,050	22,373	33.9%	668,705	726,550	57,845	8.0%	792,600	84.4%
Casualty & Liability	66,623	83,333	16,710	20.1%	931,357	916,667	(14,691)	-1.6%	1,000,000	93.1%
Purch. Transportation	1,302,903	743,833	(559,069)	-75.2%	8,244,525	8,182,167	(62,359)	-0.8%	8,926,000	92.4%
Miscellaneous	39,043	80,733	41,690	51.6%	650,831	865,567	214,736	24.8%	953,800	68.2%
Interest Expense	140	292	152	52.1%	2,054	3,208	1,155	36.0%	3,500	58.7%
Depreciation	232	-	(232)	0.0%	2,562	-	(2,562)	0.0%	0	0.0%
TOTAL EXPENSES	4,593,089	4,471,332	(121,757)	-2.7%	47,022,752	49,178,647	2,155,895	4.4%	\$ 53,657,278	87.6%
NET INCOME (LOSS)	<u>\$(1,027,700)</u>	<u>\$(115,384)</u>	<u>\$(912,316)</u>		<u>\$(4,262,978)</u>	<u>\$(2,663,221)</u>	<u>\$(1,599,757)</u>		<u>\$(2,785,890)</u>	

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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08/01/2020 - 08/31/2020

Cash Balance - 08/01/2020	\$ 3,817,014
Disbursements	(4,602,195)
Receipts	3,208,433
Adjustments	-
Cash Balance - 08/31/2020	\$ 2,423,251

Disbursements:

Cash Disbursements Register	\$ (2,473,038)
Payroll	\$ (1,586,251.74)
Healthcare (BlueCross Blue Shield)	\$ (527,871.23)
Transfers To the ASU Claims Account	(15,035)
Transfers To the Investment Account	-
Total Cash Disbursements	\$ (4,602,195)

Receipts:

Cash Receipt Register	\$ 3,208,433
Transfers From the Investment Account	-
Total Cash Receipts	\$ 3,208,433

Adjustments:

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

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

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08/01/2020 - 08/31/2020

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,423,251	9.54%
FIFTH THIRD BANK - ASU Claims Account	25,147	0.10%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>22,942,137</u>	90.36%
TOTAL	<u><u>\$ 25,390,536</u></u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 2,084
OTHER BANKS	<u>-</u>
TOTAL	<u><u>\$ 2,084</u></u>
Monthly Average Rate of Return	0.0082%
Annual Average Rate of Return	0.099%

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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08/01/2020 - 08/31/2020

Market Value at the Beginning of the Period - 08/01/2020 \$ 22,941,368

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 12,739	
Accrued Interest Paid	(8,890)	
Administrative Expenditures	(1,765)	
Total Net Income/Loss & Expenditures		2,084
<u>Realized Gains or (Loss) From Sales</u>		(3,665)
<u>Market Appreciation</u>		
End of Period	\$ 26,849	
Beginning of Period	(51,133)	
Unrealized Gain/(Loss) from Market Appreciation		(24,283)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (56,932)	
Current Accrued Income (+)	83,564	
Net Change from Accrued Income		26,633

Market Value at the End of the Period - 08/31/2020 \$ 22,942,137

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

In honor of the men and women of the armed forces, Staff proposes year-round free rides for U.S. military veterans, effective Wednesday, November 11, 2020, which is Veterans Day. Free rides would be available to veterans system-wide aboard all CATA services.

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

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. The population of veterans in our region has gradually declined and is projected to continue its downward trend through 2025.

While fare waivers are expected to be minimal at the outset of this program, there is 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.

Staff recommends adoption of the proposed motion set forth below.

PROPOSED MOTION: That the CATA Board of Directors approves system-wide, year-round free rides aboard all fixed-route, paratransit and special services for U.S. military veterans, effective Wednesday, November 11, 2020, and that Chief Executive Officer, Bradley T. Funkhouser, is duly authorized to implement this program on such other terms and conditions that he deems appropriate.

**ACTION ITEM – APPOINTMENTS TO LOCAL ADVISORY COMMITTEE
LEADERSHIP**

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 PA 51, 50% of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

CATA Board approval is sought to update the leadership of the LAC. At the meeting held October 7, 2020, the members voted on the following: Deb Wiese as LAC Chair and Diana Paiz-Engle as LAC Vice Chair.

Deb Wiese has been Chair of the LAC for the past several years and is a resident of East Lansing. She is very active in volunteering now that she is retired from the State of Michigan. She is a visually impaired person and is a user of Spec-Tran services.

Diana Paiz-Engle is a resident of Meridian Township and an employee of the Michigan Historical Museum and frequents all CATA services. She is an active member of the community and a supporter of CATA.

Staff recommends adoption of the proposed motion set forth below.

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 2021:

Deb Wiese Chair
Diana Paiz-Engle... Vice Chair

ACTION ITEM – APPOINTMENT TO LOCAL ADVISORY COMMITTEE

The Local Advisory Committee ("LAC") is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 PA 51, 50% of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the October 2020 LAC meeting, Janiele Cannon was unanimously approved for appointment to the LAC for a three-year term. Ms. Cannon has previously served on the LAC and has utilized CATA services for 35 years. She represents persons with disabilities and is a resident of East Lansing.

CATA Board approval is sought to approve the appointment of Janiele Cannon as a member of the CATA LAC.

PROPOSED MOTION: The CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Janiele Cannon to a three-year term through December 2023.

ACTION ITEM - CONTRACT FOR SNOW AND ICE REMOVAL SERVICES

CATA facilities must be cleared of snow and ice as soon as possible during and after each snowfall or ice occurrence. Contracted services are secured to plow, shovel, salt, and perform other necessary services to maintain ample passageway for buses, other vehicles, employees, and pedestrians on all service areas (entrances, interior roads, parking lots, sidewalks, etc.) at CATA’s Administrative offices, the CATA Transportation Center, and the Multi-Modal Gateway.

CATA issued a Request for Proposal (RFP) 2020-109, for Snow and Ice Removal Service on August 21, 2020. Proposals were due by 2:00 p.m. on September 9, 2020. The RFP was distributed to fourteen (14) vendors, and posted online at Transit Talent and on CATA’s website.

The following firms submitted proposals:

- HTA Companies Inc., Michigan
- Outdoor Expressions, Michigan
- Land Visions Inc., Michigan
- Lansing Real Green Lawn Care Inc. , Michigan
- RNA Facilities Management, Michigan
- Tovar Snow Professionals, LLC, Illinois

Following a comprehensive review of the proposals, staff selected HTA Companies Inc., based on the evaluation criteria as outlined in the RFP: 1) Qualifications of Firm 2) Price/Cost 3) Experience of Firm with Similar Projects 4) Completeness and responsiveness of proposal to RFP.

Time is of the essence for snow and ice removal for CATA’s public facilities; plowing is to begin at one inch of snow or ice per the scope of work. Therefore, the equipment list is a key piece of this proposal in helping staff’s ability to quantify which vendor can do the work per the scope.

Staff determined that HTA Companies Inc. understands the scope and project demands, and has enough suitable heavy equipment to perform to CATA’s standards. HTA Companies Inc. has enough resources to have a separate crew assigned to each facility (three crews in all), and have performed well on past projects, including Snow & Ice Removal during winter of 2018-2019. HTA Companies Inc. proposal was well written, organized and met all submittal requirements.

The following shows the pricing from each firm, including the hourly rate for extra services:

HTA Companies Inc.	\$739,375.00
Outdoor Expressions	\$565,648.00
Land Visions Inc., Michigan	\$634,375.00
Lansing Real Green Lawn Care Inc.	\$788,275.00

RNA Facilities Management.....	\$639,000.00
Tovar Snow Professionals, LLC.....	\$856,893.00

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 HTA Companies Inc. to provide snow and ice removal services at an estimated cost of \$739,375.00 based on quoted rates, for a five-year term as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – CONTRACT FOR BUS DISINFECTING SERVICES

CATA has been cleaning and disinfecting our vehicles in accordance with a protocol that has been approved by the Ingham County Health Department. In the interest of keeping our vehicles safe for customers and employees, CATA wishes to continue on-street disinfecting of our vehicles throughout the service day.

On September 25, 2020, CATA issued a Request for Quotes (“RFQ”) to vendors who could disinfect our vehicles and wipe down high-touch surfaces throughout the day. Specifically, the scope of work included the following locations and approximate number of vehicles per day:

- CATA Transportation Center (CTC) – 410 vehicle cleanings
- MSU (Ramp 1, Ramp 5 and Shaw/Farm Boarding Area) – 115 vehicle cleanings
- CATA Tranter Facility (Mid-Day Cleaning) – 10 vehicle cleanings
- CATA Tranter Facility (Overnight) – 230 vehicle cleanings

Three vendors responded to our RFQ with an individual cost per bus:

- Boling Janitorial - Lansing, MI
 - \$2.35 per bus
- Marvel Earth Management – Detroit, MI
 - \$25 per bus at Tranter Facility during mid-day cleaning
 - \$16 per bus all other locations
- Professional Maintenance Cleaning Company - Lansing, MI
 - \$8 per bus

Boling Janitorial had the lowest price per bus and total daily cost, and thus, will be offered the award pending Board approval.

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 Boling Janitorial for the purposes of disinfecting CATA vehicles on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – APPROVAL OF THE SIXTH AMENDMENT TO MICHIGAN STATE UNIVERSITY CONTRACTED TRANSPORTATION SERVICES AGREEMENT

CATA began dedicated service on the campus of Michigan State University (“MSU”) in August of 1999 and continues to do so in accordance with the MSU Contracted Transportation Services Agreement (“Agreement”). The most recent full Agreement was signed on December 2, 2010. Subsequently, there have been five amendments which were agreed upon; one in 2012, two in 2015, one in 2018 and one in 2019. Due to the COVID-19 pandemic and alterations to on-campus learning for the 2020-2021 academic year that greatly reduce the need for CATA bus service, a Sixth Amendment is proposed.

Both MSU and CATA participated in numerous discussions prior to the start of the Fall 2020 semester and have reached an agreement on service levels that establish a foundation for the current academic year. Specifically, CATA will continue to operate routes 32, 34, 35, 36, Night Owl and Lot Link Monday through Friday. Saturday and Sunday service levels will be the same as in previous years, with all of the aforementioned routes (save for route 32) operating both days, albeit at reduced, weekend frequencies. These routes began on Monday, August 31, 2020. Spec-Tran and Supplemental Services remain unchanged.

This Sixth Amendment requires MSU to notify CATA in writing on or before November 25, 2020 of their desire to continue service at this reduced level during its Spring 2021 semester. Should MSU not provide such notice, CATA will provide services for the duration of MSU’s Spring 2021 semester in accordance with the terms of the Agreement in effect as of the beginning of the Spring 2020 semester.

CATA and MSU agree to have on-going conversations about any changing conditions, parameters, and/or circumstances that impact either CATA’s ability to provide transportation service or MSU’s desired service levels.

All remaining details reflected in prior amendments to the Agreement shall remain in effect.

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 the Sixth Amendment to the MSU Contracted Transportation Services Agreement, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

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 2022 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2022 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 2022 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 2022 are estimated to include the following: federal funds of \$1,400,000, state funds of \$19,000,000, local funds of \$23,500,000, farebox funds of \$3,500,000, and other funds of \$4,400,000. Total expenses are estimated to be \$54,000,000. THE APPLICANT'S budget for its local transportation program for FY 2022 reflects a shortfall of \$2,200,000 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 2022.

CATA Board Policy No. 205

DISPLAY OF ITEMS ON CATA PROPERTY AND VEHICLES

The Capital Area Transportation Authority (CATA) is a transportation system formed in 1972 under Michigan Public Act 55 of 1963. CATA owns and operates buses, bus shelters, bus storage and maintenance facilities, and other properties, including digital-outreach solutions (websites, social media, computer/phone apps, etc.), in conjunction with the operation of its system, collectively referred to herein as "CATA Properties." CATA has determined that it is in the public interest that advertising be made available on certain designated CATA Properties for the purpose of generating revenue to help fund the operation of the system.

I. PURPOSE

1.01 Nonpublic Forum; Commercial/Proprietary Functions. CATA will make available certain designated spaces on CATA Properties from time to time to permitted third parties for only limited types of Permitted Advertising (defined in Section 2.02 below) in accordance with the policies and standards contained herein (this "Policy"), only with CATA's permission and if the Permitted Advertising is approved by CATA. By allowing Permitted Advertising on or within its designated CATA Properties, CATA does not intend to create a public forum for public discourse or expressive activity, or to provide a forum for all types of advertisements. The display of Permitted Advertising on designated CATA Properties is intended only to supplement fare revenue, tax proceeds, and other income that funds the transportation system, while still permitting CATA to efficiently operate its public transportation functions.

1.02 Intent of Limits on Advertising. By placing reasonable limits on Permitted Advertising displayed on or within CATA Properties, and by not accepting Excluded Advertising (defined in Section 2.01 below), CATA's intent is to:

- a) Maintain an image of professionalism and decorum;
- b) Maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of its transportation system;
- c) Maintain and portray an image of neutrality on political matters and other noncommercial issues that may be the subject of public debate and concern;
- d) Foster a safe and secure environment on or within CATA Properties;
- e) Avoid subjecting its passengers and other members of the public to material that may discourage them from using CATA services or public transportation, and avoid any decrease in ridership;
- f) Avoid displaying content that is not suitable for minors; and
- g) Preserve and augment revenues by attracting and maintaining the patronage of passengers.

- 1.03 Definition of Advertising.** For purposes of this policy, Advertisement(s) or Advertising include any notices, postings, announcements, displays, communications, or similar by parties other than CATA that promote, support or oppose any product, good, sale, service, event, occurrence, issue or position. This definition further does not apply to advertisements or postings by CATA on CATA property.
- 1.04 Space Availability.** CATA limits the amount of space on or within its Properties available for advertising space and does not represent that it can accommodate all requests for advertising space. Advertising space will be made available only on CATA Properties as and when designated by CATA. No advertising, signs and other types of postings or messages may otherwise be played, displayed, posted or placed on or within any other CATA Property. Space will be offered for Permitted Advertising on a first-come, first-served basis under the procedures articulated herein.
- 1.05 Prohibitions on Literature or Product Distribution and Leafleting.** CATA's purpose in operating a transportation system is to meet the public's need for efficient, effective and safe public transportation. CATA Properties are not intended to be public forums for public discourse or expressive activity. Literature or product distributions, leafleting and similar activities can disrupt or delay passengers who are boarding and exiting buses, and other CATA and/or transportation vehicles; distract passengers, distract bus operators, cause maintenance issues and otherwise create safety issues for passengers, operators and surrounding traffic. Accordingly, all campaign activities, distribution of literature, leafleting and other informational or campaign activities are prohibited on or within CATA Properties. Notwithstanding the provisions of this Policy that allow Permitted Advertising on designated CATA Properties, nothing in this Policy authorizes or permits any third party to distribute literature, leaflets, coupons, products, samples or other items on or within CATA Properties.

II. ADVERTISING POLICIES, STANDARDS AND RESTRICTIONS

- 2.01 Excluded Advertising.** For the purposes of this policy, the advertising described in this Section 2.01 is "Excluded Advertising." CATA will not accept the following Excluded Advertising for display, posting or placement on or within CATA Properties:
- a) **Alcoholic Beverages.** Advertising, soliciting or promoting the direct sale or use of alcoholic beverages, with the exception of images of alcoholic beverages (including logos), which may be displayed within advertising that primarily promotes eating establishments, grocery or convenience stores, or specific events, festivals or attractions, provided that any such advertising shall be accompanied by a message discouraging the purchase or use of alcohol by those under the age of 21.

- b) **Tobacco & Marijuana Products.** Advertising, soliciting or promoting the sale, use or distribution of tobacco or marijuana (legal or otherwise) products, including but not limited to cigarettes, e-cigarettes, cigars and smokeless tobacco.
- c) **Messages with Disparaging or Defamatory Content.** Advertising that includes content that would be determined by a reasonable person to be disparaging or defamatory toward another person or entity, including but not limited to Advertising that threatens or disparages CATA. For purposes of determining whether an advertisement contains such material, CATA will determine whether a reasonably prudent person, knowledgeable of CATA's ridership and using prevailing community standards, would believe that the advertisement contains material that is abusive to, or debases the dignity of, an individual or group individuals.
- d) **CATA's Business Operations.** Advertising that is directly adverse to any commercial, administrative or operational operations of CATA.
- e) **Religious Advertising.** Advertising that promotes or opposes any religion, religious practice, religious belief or lack of religious beliefs.
- f) **False, Misleading, Deceptive or Disrespectful Advertising.** Advertising or any material or information in the advertising that is false, misleading or deceptive, or that is intended to be (or reasonably could be interpreted as being) disparaging, disreputable or disrespectful to persons, groups, businesses or organizations, including but not limited to advertising that portrays individuals as inferior, evil or contemptible because of their race, color, creed, gender, pregnancy, age, religion, ancestry, national origin, marital status, disability, affectional or sexual orientation, or any other characteristic protected under federal, state or local law.
- g) **Unauthorized Endorsement.** Advertising that implies, declares or otherwise reasonably appears to represent that CATA endorses a product, service, point of view, event or program. The prohibition against endorsement does not apply to advertising for a service, event or program for which CATA is an official sponsor, co-sponsor or participant, provided CATA's Chief Executive Officer or other designated representative gives prior written approval of the endorsement.
- h) **Obscene or Offensive Material.** Advertising that contains obscene or offensive materials. For the purposes of this Policy, Obscene Materials are described as material(s) that display information that, taken as a whole, appeals to the prurient interest in sex and depicts or describes, in a patently offensive manner, sexual conduct and which, taken as a whole, does not have serious literary, artistic, political or scientific value or otherwise qualifies as "obscene material." This specifically includes but is not limited to any Advertising that contains an image of a person who appears to be a minor in sexually suggestive dress, pose or context. "Offensive Materials" for the purposes of this Policy, is the display or provision of information that would be offensive to a reasonably prudent

person of average sensitivity in the community, including but not limited to advertising that contains derisive, distorted, immoral, profane or disreputable language or impressions.

- i) **Unlawful Goods or Services.** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage the use or possession of unlawful or illegal goods or services.
- j) **Unlawful Conduct.** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage unlawful or illegal behavior or conduct, including but not limited to unlawful behavior of a violent or antisocial nature; is libelous or an infringement of copyright; is otherwise unlawful or illegal; or is likely to subject CATA to liability.
- k) **Adult Entertainment.** Advertising that promotes or displays content associated with adult bookstores, adult video stores, nude dance clubs and other adult-entertainment establishments, adult telephone services, adult Internet sites or escort services.
- l) **Firearms and Weapons.** Advertising that contains images or depictions of firearms or other weapons, or the use of firearms or other weapons.
- m) **Internet Addresses and Telephone Numbers.** Advertising that directs viewers to Internet addresses or telephone numbers that contain materials, images or information that would violate this Policy if the materials, images or information were contained in an advertising displayed or posted on or within CATA Properties.
- n) **Distractions and Interferences.** Advertising that incorporates or displays any rotating, revolving or flashing devices or other moving parts or any word, phrase, symbol or character, any of which are likely to interfere with, mislead or distract traffic or conflict with any traffic-control device or motor-vehicle regulation.
- o) **Dangerous Items and Unsafe Behavior.** Advertising that promotes or depicts any item, service or position that a reasonable person would find able or likely to cause harm or injury or which reasonably could incite or provoke violence or a breach of the peace or that encourages or depicts unsafe behavior with respect to CATA's transportation operations, or which would harm, disrupt or interfere with the safe, efficient and orderly execution of public transit operations, such as failure to comply with CATA's Safety Rules and Courtesy Tips and/or normal safety precautions in awaiting, boarding, riding upon or debarking from CATA vehicles.
- p) **Violent Material.** Advertising which is so violent, frightening or otherwise disturbing in image or content so as to reasonably be deemed harmful to minors.
- q) **Advertising that Violates any Law, Ordinance or Regulation.** Advertising which violates any law, ordinance or regulation applicable to advertising or signage.
- r) **Political or "Issues" Advertising.** Political or issues advertising of any kind is strictly prohibited, including but not limited to:

- 1) **Public/Political Candidates.** Advertisements that support, oppose, promote, endorse or otherwise reference a candidate for any public or political office, his/her campaign, his/her party affiliation, his/her stance on any public or political issue, or his/her campaign committee, regardless of who pays for the advertisement or any disclaimers thereon.
- 2) **Public/Political Issue or Other Noncommercial Issue Advertisements.** Any advertisement that supports, opposes, promotes, endorses or otherwise references a matter which is reasonably subject to political debate, including but not limited to political, moral, religious or social issues, ballot issues or proposals, any political party, political message, issue, position, opinion or viewpoint, or any disputed issue or cause, regardless of who pays for the advertisement or any disclaimers thereon.
- 3) **Advertisements Regarding a Political Entity.** Any advertisement that is directed or addressed to the action, inaction, prospective action or inaction, or policies of any governmental entity, political party or candidate.

2.02 Permitted Advertising. Subject to the viewpoint-neutral standards in this Policy, CATA will only accept Permitted Advertising for play, display or placement on or within designated CATA Properties. For the purposes of this Policy, Permitted Advertising is advertising that:

- a) Does not qualify as Excluded Advertising under Section 2.01;
- b) Is commercial advertising, meaning it directly relates to the economic interests of the person or entity purchasing the Advertisement and is for the purpose of attracting public attention to a product, good, business, service or event of or for some other commercial transaction or activity with the person or entity purchasing the Advertisement.
- c) Is paid advertising or in-kind advertising as permitted below; and
- d) Is delivered through electronic audio and printed media.

2.03 In-kind Trade and Partnership Advertising. In-kind trade and partnership advertising resulting in an equal exchange of value from a third party may be executed at the discretion of CATA's Chief Executive Officer, Project Manager or designee. The Project Manager or designee is authorized to grant use of the CATA logo for in-kind and partnership-advertising purposes.

2.04 Reservation of Rights. This Policy may be reviewed by the CATA Policy Committee as deemed necessary. CATA reserves the right to change, amend or revoke this Policy at any time. Subject to any then-existing contractual obligations, CATA reserves the right to discontinue any or all advertising on or within CATA Properties at any time. Subject to any then-existing contractual obligations, CATA reserves the right to limit the availability of advertising space on or within its Properties and remove advertising that does not comply with this Policy.

III. ADVERTISING PROGRAMS AND ADMINISTRATION

- 3.01 CATA Approval/Permission Procedure.** CATA must approve all Advertisement(s) including the style and manner of presentation, prior to the placement of any Advertisement on CATA Property. Third parties seeking to place an advertisement must submit an application for advertising for CATA's approval. This application shall include a copy of the advertisement so CATA can properly consider whether the advertisement complies with this Policy. This application must be submitted at least 30 days prior to the first date of anticipated advertising.
- 3.02 Advertising Contractor.** CATA may, from time to time, select an Advertising Contractor who shall be responsible for the administration of all or part of CATA's advertising program, in a manner consistent with this Policy and the terms of its agreement with and as approved by CATA. The advertising program may include but not be limited to promotion, solicitation, sales, accounting, billing, collection, fabrication, posting of advertising displays and playing of audio advertisements on or within CATA Properties.
- a) In such an instance, CATA will designate the Contract/Project Manager as the primary contact for the Advertising Contractor. Questions regarding the terms, provisions and requirements of this Policy shall be addressed by the Project Manager or designee.
 - b) The Advertising Contractor shall comply with this Policy and shall review all proposed advertising with reference to the standards set forth herein.

IV. APPEAL OF ADVERTISING DECISIONS

- 4.01 Advertising Committee.** CATA may establish an Advertising Committee whose responsibility is to evaluate submissions for any conflict with this Policy. The purpose of the Advertising Committee is to decide, as objectively as possible, whether to accept or reject a submission based on the Policy. The Advertising Committee may comprise a minimum of three and a maximum of five individual members. All members shall be familiar with this Policy. When necessary, the Advertising Committee will work with General Counsel or outside counsel for legal guidance. The Advertising Committee will meet at least monthly to evaluate submissions, define and update internal procedures.
- 4.02 Appeals.** An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with CATA's Project Manager or designee (whose name and address will be provided on the rejection or removal decision) within ten (10) business days after the rejection or removal decision. The advertiser's request must state why the advertiser disagrees with the decision in light of this Policy. CATA's

Project Manager(s)* may work with General Counsel or outside counsel for legal guidance and will review the basis for the rejected or removed advertisement, taking into consideration the advertiser's reasons for filing the request. CATA's Project Manager will make a decision regarding the request and will notify the advertiser of this decision in writing within fifteen (15) business days of receipt of the advertiser's request. The decision of the Project Manager may be appealed by filing a written request with CATA's Executive Director within ten (10) business days after the Project Manager's decision. The advertiser's request must state why the advertiser disagrees with the decision in light of this Policy. The Executive Director may work with General Counsel or outside counsel for legal guidance and will review the basis for the rejected or removed advertisement, taking into consideration the advertiser's reasons for filing the request. CATA's Executive Director will make a decision regarding the request and will notify the advertiser of this decision in writing within fifteen (15) business days of receipt of the advertiser's request. This decision is the final position of CATA and is not subject to appeal.

V. COMPLAINTS

- 5.01** Complaints regarding any advertisement shall be directed to the Project Manager or designee.

VI. SEVERABILITY

- 6.01** If any section, subsection, sentence, clause, phrase or portion of this Policy is, for any reason, declared legally invalid, in whole or in part, by any court of competent jurisdiction, such portion of this policy shall be deemed severable, and such invalidity shall not affect the validity of the remaining portions of this Policy, which shall continue in full force and effect, unless doing so would frustrate the purpose of this Policy.

Adopted: 6/27/1984
Amended: 5/15/1991
10/19/2005
_____/2020

INFORMATION ITEMS

OCTOBER 21, 2020

1. AUGUST RIDERSHIP REPORT
2. AUGUST RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR SEPTEMBER 2020
4. LAC MINUTES FOR AUGUST 2020

AUGUST 2020 RIDERSHIP REPORT

<u>Total system rides – August:</u>	<u>208,847</u>
Average weekday system ridership	8,000
Average weekday system ridership change 8/20 to 8/19	-16,950

	<u>8/20 v. 8/19</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	-66.8%	-419,450
Monthly Urban Fixed-Route change	-58.9%	-244,799
Monthly MSU campus ridership change	-99.9%	-100,773
Monthly Spec-Tran ridership change	-54.5%	-16,687
Monthly Total Paratransit ridership change	-57.7%	-22,771

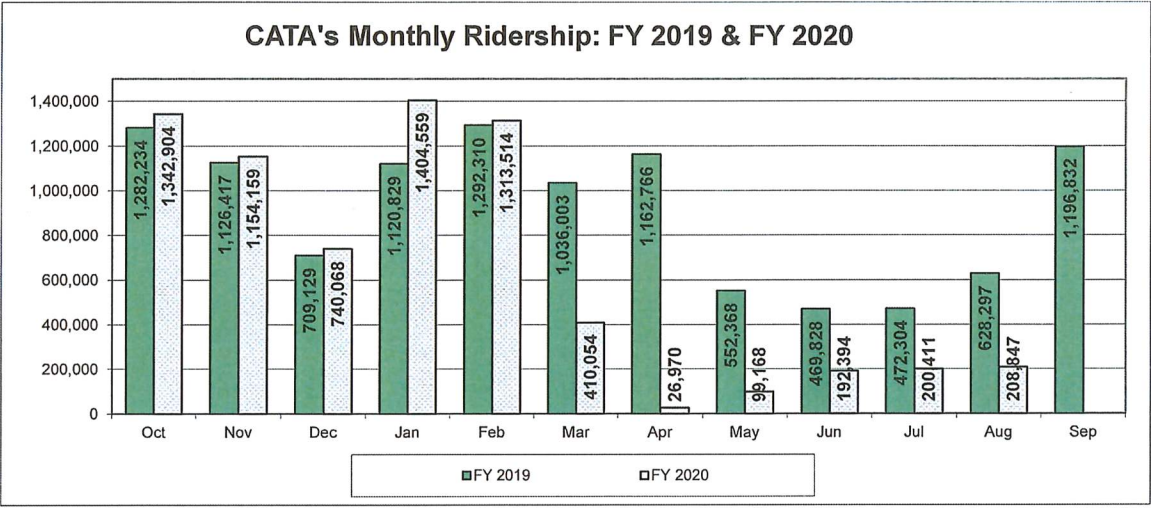
Note: On August 31, CATA implemented a reduced regular fixed route fall service. Alterations were made to Routes 12 and 26, while service was suspended on Routes 17 (Grab and Go) and MSU Routes 30,31,33,38, and 39. In place of regular weekday service on the MSU campus, weekend Routes 34, 35, and 36 were used.

FY 2020 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2020:</u>	<u>7,093,048</u>
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	<u>FY 2020 vs. FY 2019</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	-28.0%	-2,759,437
Year-to-Date Spec-Tran ridership change	-35.7%	-119,629
Year-to-Date Total Paratransit ridership change	-31.2%	-142,058

Note: CATA began reducing fixed route service on March 18. On March 23, 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 SEPTEMBER 2020

The following lists our prices for diesel fuel for September 2020:

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
09/02/2020	\$1.3276
09/05/2020	\$1.2840
09/14/2020	\$1.2120
09/23/2020	\$1.2425
09/26/2020	\$1.6746

FY 2020 Current average per gallon fuel cost	\$1.35
FY 2021 Budget per gallon fuel cost	\$2.35

**CAPITAL AREA TRANSPORTATION AUTHORITY
LOCAL ADVISORY COMMITTEE
MEETING MINUTES
WEDNESDAY, AUGUST 5, 2020; 3:30 P.M. via ZOOM**

MEMBERS PRESENT: Deb Wiese (Chair) Kellie Blackwell
Lillie Mae Flannery George Hanley
J.J. Jackson Diana Paiz-Engle
Pat Cannon

MEMBERS NOT PRESENT: Kevin Brown and Geneva Smith

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Brad Funkhouser, Craig Frazier, Bethany Berdes, Dan Goodemoot and Roger Garza

GUESTS: Tim Sparks (Transdev), Michael Klein (Transdev) and Deb Parrish

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:39 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF AUGUST AGENDA

A motion to approve the August 2020 agenda was moved by George Hanley and supported by Lillie Mae Flannery. Motion passed unanimously.

APPROVAL OF JUNE MINUTES

A motion to approve the June 2020 minutes was moved by Pat Cannon and supported by Lillie Mae Flannery. Motion passed unanimously.

LAC CHAIR COMMENTS

None

BOARD LIAISON REPORT – Doug Lecato

See attachment.

Discussion ensued regarding the "Smart Card" and fare boxes.

The new contract between Disability Network Capital Area and CATA includes "travel training" which has previously been in the contract yet, will be promoted on a larger scale. Discussion ensued.

CATA CEO REPORT – Brad Funkhouser

CATA reported on two (2) COVID-19 positive riders. With the help of the Ingham County Health Department, CATA was able to obtain all the necessary information and put out a press release. Fortunately, the exposure did not spread any further.

The next Board Meeting is on August 19, 2020 and will include a public hearing on the Fiscal Year 2021 budget.

CATA has been in contact with MSU regarding fall service. CATA will be providing regular service this fall to MSU in order to help with social distancing.

Clinton County tripled their millage. CATA will be working with Clinton County Transit in order to improve regional service. CATA plans on meeting with Eaton County in the near future.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza

CATA returned to regular service on May 4, 2020.

CATA and Transdev collectively have provided over 41,600 rides between May 4, 2020 and August 5, 2020.

The call center at Tranter has taken over 34,000 calls.

The on-time performance for Transdev and CATA are as follows:

Transdev Paratransit OTP: 96.3%

CATA Spec-Tran OTP: 97%

Craig Frazier has been promoted to Operations Manager; Paratransit.

CATA's COVID-19 policies were discussed, including: the number of passengers allowed on a bus at one time and riders wearing masks. Discussion ensued.

SERVICE QUALITY COMMITTEE – Diana Paiz-Engle

July 29, 2020 – phone meeting

Wait-Trip Trial - July

Each LAC member reported on their experiences with Wait-Trips. Those who participated in the July pilot phase indicated their trips for banking, shopping and grocery pickups went well. All members present expressed the significant positive impact that a Wait-Trip has on their lives especially for people with disabilities that are unable to drive.

There was a discussion on whether the ten (10) minute wait time was sufficient for some clients who had mobility issues. Craig Frazier stated that clients who have mobility issues and feel they might need additional time can utilize the extra five (5) minutes of the fifteen minute window, however; they must notify the call taker that additional time is needed.

There was a question about which paratransit services could be used for Wait-Trips. Craig Frazier clarified that Wait-Trips can be booked only on the Spec-Tran service.

Craig Frazier reported on the July pilot period for Wait-Trips. Total number of trips was 17; on-time percentage (OTP) was above 95% for Transdev and 97% for CATA. The impact of COVID-19 has reduced overall ridership by as much as 50% or more, so the impact of Wait-Trips on OTP is somewhat skewed. CATA would extend the pilot period through September 30, 2020 to collect more data.

LAC members suggested that in order to acquire more data, eligibility to participate in the Wait-Trip pilot should be extended to the following:

- Spec-Tran eligible CATA staff
- Spec-Tran eligible members of the CATA board
- Spec-Tran eligible staff of Disability Network – Capital Area

The next CATA LAC Service Quality subcommittee meeting will move from September 2, 2020 to September 30, 2020 in order to receive the most complete reports from CATA staff and clients about Wait-Trips during the extended period.

Diana Paiz-Engle, Service Quality Committee Chair, proposed that the Wait-Trip Pilot Program will be extended through September 30, 2020 and the groups stated above will be included in the program. Day care runs will not be included in the pilot program.

Diana Paiz-Engle motioned to approve the motion and George Hanley supported the motion. Motion passed unanimously.

OLD BUSINESS

CATA is waiting on a response from MDOT regarding The Looking Bus project.

Trapeze / PASS Version 19 and PASSweb are moving forward through testing and toward implementation which is expected in late December.

NEW BUSINESS

Renewal of LAC Members terms

Craig Frazier stated that some of the LAC member's terms are about to expire; two (2) in August, one (1) in October and two (2) more in December.

Pat Cannon declined nomination.

Kelly Blackwell motioned to approve Deb Wiese, Diana Paiz-Engle, J.J. Jackson and George Hanley for another three-year term on the LAC and Lillie Mae Flannery supported the motion. Motion passed unanimously. George Hanley abstained.

MEMBER COMMENTS

Bylaws of the CATA Local Advisory Committee were discussed regarding attendance.

PUBLIC COMMENTS

Deb Parish commented on the bid board and the cessation of linehaul-only drivers and Spec-Tran-only drivers.

ADJOURNMENT

Pat Cannon motioned to adjourn and Diana Paiz-Engle supported the motion. Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:53 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese