

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

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

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. CHAIR'S COMMENTS
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF SEPTEMBER 15, 2021, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2021

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

C. APPOINTMENTS TO LOCAL ADVISORY COMMITTEE LEADERSHIP

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

Deb Wiese Chair
Kellie Blackwell.... Vice Chair

D. PURCHASE OF LARGE BUSES

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

E. VOICE AND DATA SERVICE CONTRACT EXTENSION FOR ACD

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

F. VOICE AND DATA NETWORK CONTRACT AWARD FOR METRONET

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with MetroNet of Michigan for Voice and Data Network services for a three (3) year period and an option for one (1) additional, two (2) year extension on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

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

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

H. MDOT RESOLUTION OF INTENT

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

FISCAL YEAR 2023 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2023 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended ("Act 51"), it is necessary for Capital Area Transportation Authority (hereby known as THE APPLICANT), established under 1963 PA 55, to provide a local transportation program for the state fiscal year of 2023 and, therefore, apply for state financial assistance under provisions of Act 51; and

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

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

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

WHEREAS, THE APPLICANT has reviewed and approved the proposed balance budget, and funding sources for FY 2023 are estimated to include the following: federal funds of \$8,900,000, state funds of \$17,600,000, local funds of \$24,300,000, farebox funds of \$1,800,000, and other funds of \$4,400,000. Total expenses are estimated to be \$57,200,000. THE APPLICANT'S budget for its local transportation program for FY 2023 reflects a shortfall of \$200,000 that will be bridged through the use of assets (cash) supplied from its existing surplus net position.

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

HEREBY, appoints THE APPLICANT'S, Chief Executive Officer, Bradley T. Funkhouser or his designee, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2023.

I. MDOT MASTER AGREEMENT RESOLUTION AND PROJECT AUTHORIZATION RESOLUTION

PROPOSED MOTION: Staff recommends that the Board approve the Resolutions set forth below.

MASTER AGREEMENT RESOLUTION

WHEREAS, the Capital Area Transportation Authority ("CATA") has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and,

WHEREAS, CATA does hereby approve Master Agreement No. 2022-0027 (the "Agreement").

NOW, THEREFORE, be it resolved that the Chief Executive Officer of CATA be authorized and directed to execute the Agreement for and on behalf of CATA.

PROJECT AUTHORIZATION AGREEMENT

WHEREAS, this resolution shall also approve execution of project authorizations for any programs designated by CATA and/or project authorizations for any amount determined by CATA with the Michigan Department of Transportation which are issued under Master Agreement No. 2022-0027.

NOW, THEREFORE, be it resolved that the Chief Executive Officer of CATA, or his or her designee, are authorized to enter into and execute on behalf of CATA all such project authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

VI. DISCUSSION AGENDA

A. MPSCS RADIO PROJECT UPGRADE

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

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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

XI. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, SEPTEMBER 15, 2021
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

PRESENT: Nathan Triplett, Chair
Shanna Draheim, Secretary/Treasurer
Dion’trae Hayes
Mark Grebner
Jack Schmitt
Doug Lecato
Robin Lewis

CALL TO ORDER:

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

ABSENT: Derek Melot and Phil Deschaine

LATE: Dusty Fancher, Vice Chair, Jennie Gies and John Prush

ROLL CALL: All present, Derek Melot and Phil Deschaine were absent.

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

PUBLIC COMMENTS

None

CHAIR’S COMMENTS:

MOTION:

Robin Lewis motioned to excuse Derek Melot and Phil Deschaine and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER’S REPORT

School Transportation

Bradley Funkhouser reported that the Lansing School District (LSD) students have had a smooth transition. He praised CATA’s drivers, mechanics and administration for working alongside the school district to make this happen. CATA has implemented multiple safety nets to ensure students reach their destination safely and we will continue to assist as needed.

Bradley Funkhouser also stated that he received an email from East Lansing Public Schools (ELPS) requesting CATA's assistance. He expects ELPS has the same problem as LSD and he will meet with them tomorrow to find out more details.

Operator Shortage

Bradley Funkhouser stated that transit systems everywhere, both private and public, are suffering from a driver shortage. He noted that Indian Trails stated that they are no longer able to serve The Lodges at MSU. MSU has requested a meeting next week to see how CATA is able to assist.

Donated Bus

Bradley Funkhouser commended Andrew Brieschke, Deputy CEO on facilitating the donation of one (1) large bus to the City of Lansing Fire Department. The bus will be used by the department for fire safety training.

New Operator Class

Bradley Funkhouser reported that 24 new operators started training this past Monday. This is CATA's biggest class yet and another class of 20 will be starting training soon. Mr. Funkhouser also stated that he authorized Andrew Brieschke, Deputy CEO to send out a memo to continue with the hiring process.

Vaccines

Bradley Funkhouser reported that CATA met with the Union and legal counsel to discuss vaccine incentives, however; they were not able to come to an agreement before President Biden issued a vaccine mandate. Mr. Funkhouser stated that Michigan Occupational Safety & Health Administration (MIOSHA) will be issuing mandating protocols which CATA intends to follow.

Doug Lecato inquired on the number of students CATA has been able to help.

Bradley Funkhouser reported that the Lansing School District distributed approximately 225 bus passes to students.

Doug Lecato inquired about more negotiations between CATA and the Union now that vaccines have been mandated by President Biden.

Bradley Funkhouser stated that it is important that CATA first understand what is required from MIOSHA before moving forward.

Shanna Draheim commented on the great opportunity that CATA has been given by providing service to the Lansing School District. She expressed her hope that CATA will continue to explore these opportunities in order to expand service.

Robin Lewis echoed Ms. Draheim's remarks. She also inquired whether the new hires will be required to be vaccinated and what stage the new operators are at in their training process.

Bradley Funkhouser explained that the new operators are at approximately day 70 and must complete a 90-day probation period before they can become Union members. CATA has not yet mandated vaccines and is awaiting further instructions from MIOSHA.

Mark Grebner commented on transit agencies from other states and how they share services with private companies.

Robin Lewis shared a story about the driver shortage and how it has affected students getting to school in other states.

Bradley Funkhouser addressed the nationwide driver shortage and noted that in many areas ridership is down due to the driver shortage, therefore; transit agencies all over have not been able to put out full service. CATA has been fortunate in adding Route 18 which has about 100 rides per day. Mr. Funkhouser stated that CATA has received over 200 applications and is sharing them with Transdev, CATA's paratransit partner. He then acknowledged Nancy Lohr from Transdev who was in attendance.

Chair Triplett expressed his frustration over the vaccine issue and would like to see CATA react sooner rather than later in addressing vaccine requirements starting with the administrative staff. He requested that Mr. Funkhouser explain his comfort level and ability within the Authority to get the maximum number of employees vaccinated within the shortest amount of time.

Bradley Funkhouser stated that he is comfortable in presenting a vaccine mandate for administrative employees as early as tomorrow. He also noted that most agencies, businesses and employers will be going this route and believes this is the best direction for CATA as well. Mr. Funkhouser recognized that there will be some employees who will refuse the vaccine and may even resign. He also stated that in CATA's vaccine requirement package there will be exceptions for religious purposes and/or health related issues.

Dion'trae Hayes stated that she likes the idea that CATA is cooperating with other agencies. She also hopes that CATA is taking precautions with the LSD to ensure that students are staying safe while riding the bus and would like to see the students choosing to ride CATA rather than having to do so.

Dion'trae Hayes also expressed that she believes people should have the right to govern over their own bodies and prefers incentives for vaccines rather than a mandate.

Doug Lecato shared his personal experience with mandating the vaccine.

Robin Lewis inquired about those exempted from receiving the vaccine and options for those that refuse to take the vaccine.

Bradley Funkhouser explained that CATA will seek legal counsel on exemptions and

they will be reviewed case by case. He also stated that weekly testing may be offered as an alternative to getting the vaccine.

Robin Lewis inquired about the number of CATA employees that still need to be vaccinated.

Bradley Funkhouser replied that CATA has not been tracking its employees and therefore he does not know the number of employees that still need to be vaccinated.

Chair Triplett recommended that the Board move forward with first implementing a vaccine proposal for the administration staff and then ATU to follow once MIOSHA regulations are received.

MOTION:

A motion was made by Chair Triplet and supported by Shanna Draheim.

PROPOSED MOTION: That the Board direct our Chief Executive Officer, Bradley T. Funkhouser, to put into effect a COVID-19 vaccination requirement for all CATA employees in alignment with forthcoming federal and state rules at the earliest practical opportunity.

DISCUSSION:

Chair Triplett stated that this policy gives Mr. Funkhouser the ability to go to the administration workforce first and implement a vaccine mandate for reasons of public health and from the direction of the Board.

Mark Grebner recommended that the motion be amended from using the word "direct".

Shanna Draheim suggested the motion be amended to state, "It is the wish or desire of the Board."

Chair Triplett stated that the motion should be amended to reflect the Board members' recommendations.

MOTION:

The motion was amended by Chair Triplet and supported by Shanna Draheim.

PROPOSED MOTION: It is the desire of the CATA Board of Directors that the Chief Executive Officer, Bradley T. Funkhouser, explore and put into effect a COVID-19 vaccination requirement for all CATA employees in alignment with forthcoming federal and state rules at the earliest practical opportunity.

DISCUSSION:

Robin Lewis inquired whether exemptions and weekly testing for those refusing to take the vaccine will be included once the mandate is implemented.

Chair Triplet explained that exemptions and weekly testing for those that refuse the vaccine will follow once MIOSHA releases their vaccination mandate policy.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF AUGUST 19, 2021, BOARD MEETING
- B. APPROVAL OF TREASURER’S REPORT FOR JULY 2021
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. CATA BOARD MEETING SCHEDULE FOR FY 2021-2022

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for FY 2021-2022 be adopted as presented.

- D. EIGHTH 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. 8 to the Agreement between County of Ingham and Capital Area Transportation Authority for October 1, 2021, through September 30, 2022, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

- E. LEGAL COUNSEL RECOMMENDATION

PROPOSED MOTION: That the CATA Board of Directors approve the following law firms to represent CATA during FY 2021-2022: 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..

F. ACCOUNTING SOFTWARE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute an agreement with Maner Costerisan, Lansing, MI, to provide Sage Intacct software licensing and technical support in the amount of \$72,009 per year and one-time implementation services of \$101,998 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. TRANSIT ADVERTISING SALES AND MANAGEMENT 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 Outfront Media Group LLC, for transit advertising sales and management services for a pilot period of one (1) year, plus the option to renew the contract for two (2) additional two-year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

H. PURCHASE OF HYBRID BATTERY REPLACEMENTS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser to approve the purchase of three (3) Allison Hybrid electric bus battery storage units in the amount not to exceed a total purchase price of \$120,000 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

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

Dion'trae Hayes requested that Action Item G be moved to discussion.

Dion'trae Hayes disclosed that she has worked with Outfront Media Group, LLC, however; it does not have any relation to CATA.

MOTION:

Robin Lewis motioned to approve the Consent Agenda with Action Item G, TRANSIT ADVERTISTNG SALES AND MANAGEMENT SERVICES moved to discussion and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

DISSCUSSION AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

Chair Triplett stated that Action Item G, TRANSIT ADVERTISTNG SALES AND MANAGEMENT SERVICES will be moved to New Business.

A. TRANSIT ADVERTISING SALES AND MANAGEMENT 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 Outfront Media Group LLC, for transit advertising sales and management services for a pilot period of one (1) year, plus the option to renew the contract for two (2) additional two-year extensions on such other terms as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Dion'trae Hayes motioned to approve Discussion Item A, TRANSIT ADVERTISTNG SALES AND MANAGEMENT SERVICES and Dusty Fancher supported the motion.

DISCUSSION:

Dion'trae Hayes expressed her enthusiasm for CATA selecting Outfront Media Group, LLC and would like to know more details.

Bradley Funkhouser deferred to Lolo Robison, Director of Marketing and Customer Experience for more details.

Lolo Robison explained that there were three (3) firms that bid on the Request for Proposal (RFP) and Outfront Media Group's financial offer gave CATA the greatest minimum annual guarantee. Their bid along with 135 years of combined experience gave CATA the confidence to choose Outfront Media Group, LLC.

Dion'trae Hayes inquired about the projected revenue from Outfront and their strategy.

Lolo Robison explained that Outfront will use a combination of billboards and vehicle advertising. She also stated that although the COVID-19 pandemic has affected the market, the projected revenue is based on what Outfront can potentially achieve.

Mark Grebner inquired about Outfront being aware of the advertising challenges in MSU and East Lansing.

Lolo Robison replied that Outfront is aware of the challenges in East Lansing. She also confirmed that the restrictions in East Lansing are on fixed assets such as billboards and are not carried over to advertising on vehicles.

Robin Lewis inquired about whether Outfront is aware of CATA's advertising policy.

Bradley Funkhouser confirmed that they are aware of CATA's advertising policy and the pilot will be watched very closely for the next year.

VOTE: The motion carried unanimously.

- 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, 2021, for a one (1) year term expiring September 30, 2022, 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 Robin Lewis and supported by Jennie Gies 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 2021-2022.

DISCUSSION:

Dion'trae Hayes complimented the officers on their leadership and expressed her support for another term.

Board members echoed Dion'trae's remarks.

Chair Triplett thanked the Nominating Committee for their service.

VOTE: The motion carried unanimously.

PUBLIC COMMENT

Dion'trae Hayes commented on the correspondence sent by Mr. Yanz and appreciated his suggestion on using reloadable bus passes.

Bradley Funkhouser stated that the new fare boxes will accept smart cards which can be used to reload funds. These new fare boxes will be installed into all the buses soon.

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

ROLL CALL VOTE: The motion carried unanimously.

ADJOURNMENT

There was no further business Chair Triplett adjourned meeting at 5:33 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

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**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending August 31, 2021**

	August Actual	August Budget	Variance	% Variance	FY 2021 Actual YTD	FY 2021 Budget YTD	Variance	% Variance	FY 2021 BUDGET	% Annual Budget Revenues/Expense
<i>% of Fiscal Year Completed</i> 92%										
REVENUES										
Farebox	\$ 181,350	\$ 208,333	\$ (26,983)	-13.0%	\$ 1,341,689	\$ 2,291,667	\$ (949,978)	-41.5%	\$ 2,500,000	53.7%
Contracted Services	\$ 77,070	\$ 291,667	\$ (214,597)	-73.6%	\$ 1,187,191	\$ 3,208,333	\$ (2,021,142)	-63.0%	\$ 3,500,000	33.9%
Property Tax	\$ 421,833	\$ 1,918,083	\$ (1,496,250)	-78.0%	\$ 23,068,716	\$ 21,098,917	\$ 1,969,799	9.3%	\$ 23,017,000	100.2%
State Revenue	\$ 3,378,210	\$ 1,618,333	\$ 1,759,877	108.7%	\$ 15,864,121	\$ 17,801,667	\$ (1,937,546)	-10.9%	\$ 19,420,000	81.7%
Federal Revenue	\$ 113,481	\$ 318,772	\$ (205,291)	-64.4%	\$ 1,464,912	\$ 3,506,497	\$ (2,041,585)	-58.2%	\$ 3,825,269	38.3%
Other Revenue	\$ 48,851	\$ 71,750	\$ (22,899)	-31.9%	\$ 315,489	\$ 789,250	\$ (473,761)	-60.0%	\$ 861,000	36.6%
TOTAL REVENUES	\$ 4,220,795	\$ 4,426,939	\$ (206,144)	-4.7%	\$ 43,242,118	\$ 48,696,330	\$ (5,454,212)	-11.2%	\$ 53,123,269	81.4%
EXPENSES										
Labor	\$ 1,589,120	\$ 1,791,583	\$ 202,463	11.3%	\$ 16,711,906	\$ 20,211,583	\$ 3,499,677	17.3%	\$ 22,049,000	75.8%
Fringe Benefits	\$ 1,188,720	\$ 1,042,097	\$ (146,623)	-14.1%	\$ 10,602,375	\$ 10,969,905	\$ 367,530	3.4%	\$ 11,967,169	88.6%
Services	\$ 266,215	\$ 259,042	\$ (7,173)	-2.8%	\$ 3,307,963	\$ 3,186,883	\$ (121,080)	-3.8%	\$ 3,476,600	95.1%
Materials & Supplies	\$ 452,134	\$ 360,108	\$ (92,026)	-25.6%	\$ 3,602,450	\$ 3,960,275	\$ 357,825	9.0%	\$ 4,320,300	83.4%
Utilities	\$ 57,867	\$ 69,975	\$ 12,108	17.3%	\$ 682,022	\$ 769,725	\$ 87,703	11.4%	\$ 839,700	81.2%
Casualty & Liability	\$ 87,952	\$ 83,333	\$ (4,619)	-5.5%	\$ 868,053	\$ 916,667	\$ 48,614	5.3%	\$ 1,000,000	86.8%
Purch. Transportation	\$ 687,788	\$ 751,667	\$ 63,879	8.5%	\$ 7,565,560	\$ 8,268,333	\$ 702,773	8.5%	\$ 9,020,000	83.9%
Miscellaneous	\$ 478,809	\$ 68,883	\$ (409,926)	-595.1%	\$ 928,382	\$ 412,958	\$ (515,424)	-124.8%	\$ 450,500	206.1%
Interest Expense	\$ 21	\$ 250	\$ 229	91.6%	\$ 781	\$ -	\$ (781)	0.0%	\$ -	0.0%
Depreciation	\$ 231	\$ -	\$ (231)	0.0%	\$ 2,549	\$ -	\$ (2,549)	0.0%	\$ -	0.0%
TOTAL EXPENSES	\$ 4,808,857	\$ 4,426,939	\$ (381,918)	-8.6%	\$ 44,272,041	\$ 48,696,330	\$ 4,424,289	9.1%	\$ 53,123,269	83.3%
NET INCOME (LOSS)	\$ (588,062)	\$ 0	\$ (588,062)		\$ (1,029,923)	\$ -	\$ (1,029,923)		\$ -	

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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08/01/2021 - 08/31/2021

Cash Balance -08/01/2021	\$	1,797,083
Disbursements	\$	(3,757,532)
Receipts	\$	3,465,770
Adjustments	\$	-
Cash Balance - 08/31/2021	\$	1,505,321

Disbursements:

Cash Disbursements Register	\$	(1,775,888)
Payroll		(1,389,498.00)
Healthcare (BlueCross Blue Shield)		(588,327.00)
Transfers To the ASU Claims Account	\$	(3,819)
Transfers To the Investment Account	\$	-
Total Cash Disbursements	\$	(3,757,532)

Receipts:

Cash Receipt Register	\$	3,648,191
Transfers From the Investment Account		-
Total Cash Receipts	\$	3,648,191

Adjustments:

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

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

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08/01/2021 - 08/31/2021

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	1,505,321	9.72%
FIFTH THIRD BANK - ASU Claims Account	24,566	0.16%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>13,958,754</u>	90.12%
TOTAL	<u>\$ 15,488,641</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 8,582
OTHER BANKS	<u>-</u>
TOTAL	<u>\$ 8,582</u>
Monthly Average Rate of Return	0.0554%
Annual Average Rate of Return	0.665%

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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08/01/2021 - 08/31/2021

Market Value at the Beginning of the Period - 08/01/2021		\$ 15,961,482
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(2,000,000)
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 10,201	
Accrued Interest Paid	\$ (144)	
Administrative Expenditures	\$ (1,475)	
Total Net Income/Loss & Expenditures		\$ 8,582
<u>Realized Gains or (Loss) From Sales</u>		\$ (8,209)
<u>Market Appreciation</u>		
End of Period	\$ (35,492)	
Beginning of Period	\$ 30,418	
Unrealized Gain/(Loss) from Market Appreciation		\$ (5,074)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (29,586)	
Current Accrued Income (+)	\$ 31,559	
Net Change from Accrued Income		<u>1,973</u>
Market Value at the End of the Period - 08/31/2021		<u><u>\$13,958,754</u></u>

Interim statements are subject to adjustments and year-end audit

NOTE:

The Fifth Third Bank Investment Account includes investments in the Federated Government Obligations Fund, Institutional Shares, considered as cash equivalents with a stable market value, and short term fixed income investments in federal and Michigan municipal securities that have market values that may fluctuate prior to redemption or early call dates.

ACTION ITEM – 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 6, 2021, the members voted on the following: Deb Wiese as LAC Chair and Kellie Blackwell 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.

Kellie Blackwell is a resident of Lansing and an employee of the Michigan Disability Rights Coalition and utilizes numerous 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 2022:

Deb Wiese Chair
Kellie Blackwell.... Vice Chair

ACTION ITEM – PURCHASE OF LARGE BUSES

CATA currently has a contract with Nova Bus to purchase both 40-foot and articulated clean diesel buses over a five-year period through August 15, 2023. Additional buses are requested to replace our aging fleet.

Staff is requesting approval to initiate a third order with Nova Bus. Based on current replacement needs and available federal and state grant funding, this order will include a total of nine (9) buses of which seven (7) will be 40-foot models and two (2) will be articulated models. Currently, the per-bus price based on our contract with Nova Bus stands at \$532,317.78 and \$833,856.19 for 40-foot and articulated buses, respectively.

In addition to Board approval, the purchase of these vehicles is pending a successful completion of both a Buy America Pre-Award audit and a Buy America Post-Delivery audit, as required by the FTA.

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

**ACTION ITEM – VOICE AND DATA SERVICE CONTRACT EXTENSION FOR
ACD**

In November of 2016, CATA entered into an agreement with ACD.net, Inc. to provide voice and data services for CATA. That agreement is set to expire in November 2021. As part of the normal RFP process, CATA is selecting a new provider for voice and data services. To allow for a smooth transition of services by allowing the new provider time to build the infrastructure necessary to provide services, CATA plans to extend the existing contract with ACD.net, Inc. by six (6) months, from November 2021 through May 2021.

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 an agreement with ACD.net, Inc. to provide voice and data services in the amount of \$30,000 for the period of November 2021 through May 2021 on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – VOICE AND DATA NETWORK CONTRACT AWARD FOR METRONET

CATA issued a Request for Proposal (RFP), 2021-120, for Voice and Data Network on September 1, 2021. Proposals were due by 2:00 p.m., on September 15, 2021. The RFP was distributed to seven (7) vendors, posted online at Transit Talent and on CATA's website.

The following firms submitted a proposal:

MetroNet, Michigan	Responsive
ACD.net, Michigan	Responsive
Evans Consulting Services / 123.Net, Michigan	Responsive
TelNet Group Inc. / 123.Net, Michigan	Responsive
AT&T Business, California	Non-Responsive

AT&T Business was marked non-responsive because their proposal was incomplete. The agency did not follow the instructions in the RFP and they did not have the required forms in the proposal.

The committee met virtually on two (2) separate occasions through Zoom, September 17, 2021, and September 23, 2021, to discuss the evaluation criteria, as outlined in the RFP: 1) Price/Cost 2) Ability of company to deliver product on time 3) Qualifications of the firm/organization and staff 4) Experience of the firm with similar projects and 5) Completeness and responsiveness of the proposal to the RFP.

MetroNet was selected as the vendor based on the selection criteria, foremost of which was pricing. However, MetroNet also did an excellent job representing their past experience with large and governmental organizations, their responsiveness and real-time network monitoring, and their positive customer feedback through their references.

MetroNet

CATA Administration Building (Tranter)	POTS Lines	\$ 167.60
	40 SIP lines, with unlimited DIDs (up to 120 DID's)	\$ 398.00
	1 toll free number	\$ 2.00
	1 GBPS Internet connection, with 32 Public IP addresses	\$ 900.00
	Conference bridge	\$ 15.95
	Included inbound and outbound minutes	\$ 300.00
CATA Transportation Center (CTC)	POTS lines	\$ 104.75
	Network connection back to Tranter (1Gbps)	\$ 350.00
	24 SIP lines, unlimited DIDs	\$ 238.80
Multimodal Gateway (MMG)	POTS lines	\$ 104.75
	Network connection back to Tranter (1Gbps)	\$ 350.00
Co-Location	24 rack with 1 Gbps WAN connection	\$ 699.95
Any additional costs (please describe)	Failover for SIP/Internet	\$ 192.00
(MONTHLY) GRAND TOTAL:		\$ 3,823.80

ACD.net

CATA Administration Building (Tranter)	POTS Lines	\$	319.60
	40 SIP lines, with unlimited DIDs	\$	600.00
	1 toll free number	\$	5.00
	1 GBPS Internet connection, with 32 Public IP addresses	\$	399.00
	Conference bridge	\$	14.95
	Included inbound and outbound minutes	\$	250.00
CATA Transportation Center (CTC)	POTS lines	\$	199.75
	Network connection back to Tranter (1Gbps)	\$	399.00
	24 SIP lines, unlimited DIDs	\$	360.00
Multimodal Gateway (MMG)	POTS lines	\$	199.75
	Network connection back to Tranter (1Gbps)	\$	399.00
Co-Location	24U Space, Shared, redundant 10A/120V Power Circuit, Dedicated 1 Gbps WAN connection to 4615	\$	749.95
Any additional costs (please describe)	Failover Internet connection with a 1 Gbps speed	\$	399.00
	Failover from Tranter SIP lines (20 SIP channels)	\$	300.00
GRAND TOTAL:		\$	4,595.00

Evans Consulting Services / 123.Net

CATA Administration Building (Tranter)	POTS Lines	\$ 385.00
	40 SIP lines, with unlimited DID's	\$ 150.00
	1 toll free number	\$ -
	1 GBPS Internet connection, with 32 Public IP addresses	\$ 1,379.00
	Conference bridge	\$ -
	Included inbound and outbound minutes	\$ 500.00
CATA Transportation Center (CTC)	POTS lines	\$ 250.00
	Network connection back to Tranter (1Gbps)	\$ 1,100.00
	24 SIP lines, unlimited DID's	\$ 150.00
Multimodal Gateway (MMG)	POTS lines	\$ 250.00
	Network connection back to Tranter (1Gbps)	\$ 2,019.00
Co-Location	42U Cabinet included at 21U rate for room for growth with 1 Gbps Internet Drop included	\$ 300.00
Any additional costs (please describe)	Primary and Secondary 20A/120V Power Feeds	\$ 400.00
	Failover SIP for Colo (40 call paths)	\$ 150.00
	Network Connection from Colo to Tranter (1 Gbps EPL)	\$ 450.00
	DID's (\$3 per block of 20 DID's)	\$ 6.00
	5 year term pricing = \$6899 monthly	
GRAND TOTAL:		\$ 7,489.00

TelNet Group Inc. / 123.Net

CATA Administration Building (Tranter)	POTS Lines	\$ 385.00
	40 SIP lines, with unlimited DID's	\$ 150.00
	1 toll free number	\$ -
	1 GBPS Internet connection, with 32 Public IP addresses	\$ 1,379.00
	Conference bridge	\$ -
	Included inbound and outbound minutes	\$ 500.00
CATA Transportation Center (CTC)	POTS lines	\$ 250.00
	Network connection back to Tranter (1Gbps)	\$ 1,100.00
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	DID's (\$3 per block of 20 DID's)	\$ 6.00
	5 year term pricing = \$6899 monthly	
GRAND TOTAL:		\$ 7,489.00

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

ACTION ITEM – LEASE, LICENSE AND TICKETING AGREEMENTS FOR INDIAN TRAILS

Following Greyhound's termination of its sublease agreements with CATA on September 30, 2020, along with the surrender of its leasehold interests in the I-96 corridor, the downtown Lansing CTC and the Capital Area Multimodal Gateway, CATA Staff negotiated and executed agreements with Indian Trails, a Michigan-based motor-coach company that offers bus charters and destination tickets, in an effort to continue critically needed, uninterrupted intercity bus service along the I-96 corridor through each transit center.

- The initial term of the agreement was for one (1) year, commencing November 1, 2020, and concluding October 31, 2021.
- CATA proposes renewing its agreements with Indian Trails for an additional year, commencing November 1, 2021, and concluding October 31, 2022.
- The monthly lease at the CTC would remain unchanged at \$1,500, for annual revenues totaling \$18,000.
- The monthly lease at the Capital Area Multimodal Gateway would remain unchanged at \$500, for annual revenues totaling \$6,000.
- A new ticketing agreement will allow CATA's Customer Experience Representatives to serve as ticket agents for Indian Trails at the downtown CTC. CATA will receive a 10 percent commission on select saleable items.
- For the past year, a CATA Customer Experience Representative has facilitated ticketing services on behalf of Indian Trails at the Capital Area Multimodal Gateway, for which CATA receives a 10 percent commission on select saleable items.
- Renewal options will commence no less than 90 days prior to contract expiration (August 1, 2022), based on each party's evaluation of service performance and delivery.

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 lease, license and ticketing agreements between CATA and Indian Trails, as outlined above, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

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 2023 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2023 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended ("Act 51"), it is necessary for Capital Area Transportation Authority (hereby known as THE APPLICANT), established under 1963 PA 55, to provide a local transportation program for the state fiscal year of 2023 and, therefore, apply for state financial assistance under provisions of Act 51; and

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

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

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

WHEREAS, THE APPLICANT has reviewed and approved the proposed balance budget, and funding sources for FY 2023 are estimated to include the following: federal funds of \$8,900,000, state funds of \$17,600,000, local funds of \$24,300,000, farebox funds of \$1,800,000, and other funds of \$4,400,000. Total expenses are estimated to be \$57,200,000. THE APPLICANT'S budget for its local transportation program for FY 2023 reflects a shortfall of \$200,000 that will be bridged through the use of assets (cash) supplied from its existing surplus net position.

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

HEREBY, appoints THE APPLICANT'S, Chief Executive Officer, Bradley T. Funkhouser or his designee, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2023.

ACTION ITEM – MDOT MASTER AGREEMENT RESOLUTION AND PROJECT AUTHORIZATION RESOLUTION

MDOT has sent a new Master Agreement for governance of capital and operating assistance from or passed through the State for agencies and authorities such as CATA. MDOT develops a new Master Agreement every five (5) years. In order to receive State assistance and pass-through federal assistance, the Board must approve giving the Chief Executive Officer of CATA authorization and direction to execute the new Master Agreement and provide project authorization for assistance from MDOT.

PROPOSED MOTION: Staff recommends that the Board approve the Resolutions set forth below.

MASTER AGREEMENT RESOLUTION

WHEREAS, the Capital Area Transportation Authority ("CATA") has the authority to contract with the Michigan Department of Transportation for state and/or federal funds for passenger transportation related services; and,

WHEREAS, CATA does hereby approve Master Agreement No. 2022-0027 (the "Agreement").

NOW, THEREFORE, be it resolved that the Chief Executive Officer of CATA be authorized and directed to execute the Agreement for and on behalf of CATA.

PROJECT AUTHORIZATION AGREEMENT

WHEREAS, this resolution shall also approve execution of project authorizations for any programs designated by CATA and/or project authorizations for any amount determined by CATA with the Michigan Department of Transportation which are issued under Master Agreement No. 2022-0027.

NOW, THEREFORE, be it resolved that the Chief Executive Officer of CATA, or his or her designee, are authorized to enter into and execute on behalf of CATA all such project authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

ACTION ITEM – MPSCS RADIO PROJECT UPGRADE

CATA currently utilizes a company specific radio system that requires resources to maintain and operate. This system covers most CATA's current area of operations, with some gaps at the edges of our service area.

The State of Michigan, in contract with Motorola, operates the Michigan Public Safety Communication System. From the State's website:

"MPSCS provides a stable, secure framework for interoperable communications among local, state, federal, tribal and private first responders. This standards-based public safety communication system supports first responders in their service to citizens. Through its employees, MPSCS handles the second-largest trunked communication system in the world, including administration of a statewide 800/700 MHz digital trunked radio communication network. As of March 2020 the system spans 59,415 square miles, has 279 radio towers and includes more than 108,000 radios.

The system is at the forefront of public safety communications. It provides rapid response and facilitates cooperation of emergency personnel through statewide coverage and advanced technology. It is a reliable, easy-to-use system that adheres to national standards. System operation is monitored 24 hours a day to ensure its readiness to assist Michigan's first responders."

It is our desire to replace CATA's existing radio system with one that will connect with the State of Michigan's MPSCS. There are several advantages to this, including a significantly greater range of service, the ability to better connect with other first responders and regional transportation organizations, a highly monitored and maintained operations center dedicated to ensuring radio uptime and reduced maintenance costs.

This project will include replacing all mobile and handheld radios in all CATA and TransDev vehicles, all dispatch consoles, and establishing the connection from CATA and TransDev to the MPSCS.

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

INFORMATION ITEMS

OCTOBER 20, 2021

1. AUGUST RIDERSHIP REPORT
2. AUGUST RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR SEPTEMBER 2021
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR AUGUST 2021
6. RECYCLE UPDATE

AUGUST 2021 RIDERSHIP REPORT

<u>Total system rides – August:</u>	<u>270,957</u>
Average weekday system ridership	10,350
Average weekday system ridership change 8/21 to 8/20	+2.350

	<u>8/21 v. 8/20</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+29.7%	+62,110
Monthly Urban Fixed-Route change	+19.4%	+33,112
Monthly MSU campus ridership change	+92670.6%	+15,754
Monthly Spec-Tran ridership change	+39.5%	+5,496
Monthly Total Paratransit ridership change	+42.8%	+7,137

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

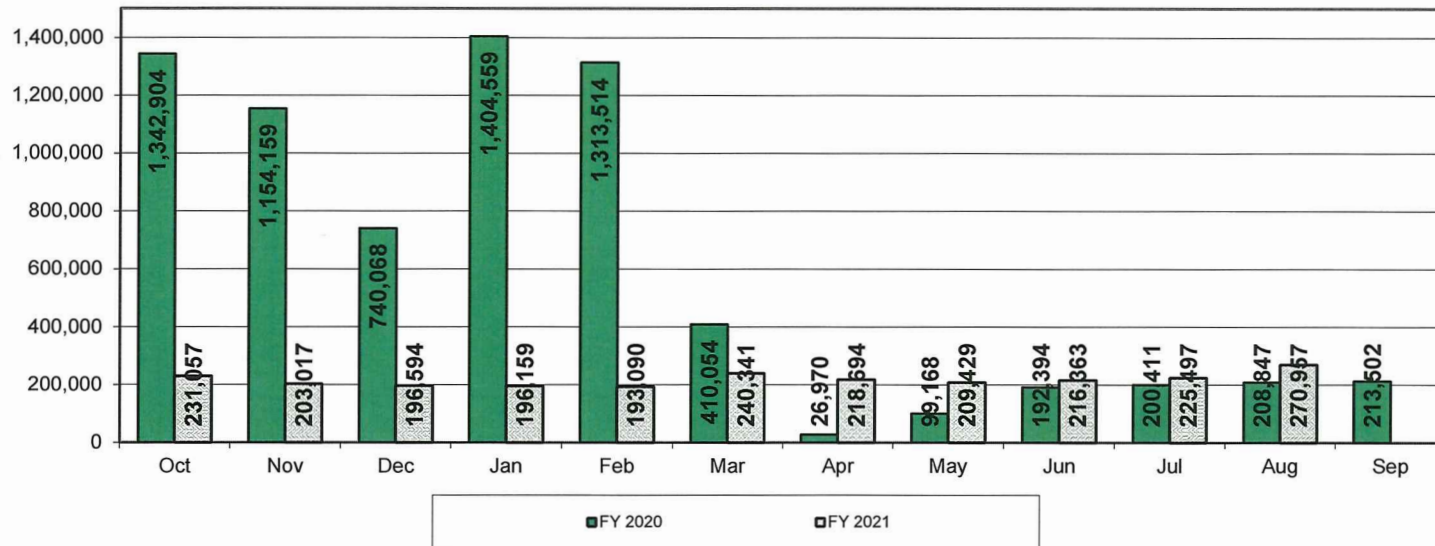
FY 2021 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2021:</u>	<u>2,401,198</u>
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	<u>FY 2021 vs. FY 2020</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Total system rides change	-66.1%	-4,691,850
Year-to-Date Spec-Tran ridership change	-16.0%	-34,528
Year-to-Date Total Paratransit ridership change	-30.1%	-94,593

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

CATA's Monthly Ridership: FY 2020 & FY 2021



INFORMATION ITEM - FUEL PURCHASE FOR SEPTEMBER 2021

The following lists our prices for diesel fuel for September 2021

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
09/07/2021	\$2.2590
09/10/2021	\$2.2295
09/14/2021	\$2.2525
09/19/2021	\$2.3260
09/23/2021	\$2.3110
09/28/2021	\$2.4205

FY 2021 Current average per gallon fuel cost	\$2.30
FY 2021 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
September 16, 2021**

Guest Speaker

Our guest speaker was Ashley Suarez, Membership Advantage Officer on Fifth Third Bank's Financial Wellness team. Ashley partners with companies in the Lansing area to provide financial resources information to their employees. The program includes exclusive banking benefits at Fifth Third Bank for all CATA employees. Fifth Third has a financial education program that can be delivered virtually or in person, as well as a digital platform site that employees can access from their mobile phones. The financial wellness program is free and can help our employees create a path to financial freedom. This program adds value to employer's current benefit and wellness programs and can also help with employee retention, which many employers are focusing on right now.

Financial literacy is critical for minorities because they do not receive the same educational resources in comparison to those who are Caucasian.

Presentation Topics

- Protecting Your Identity
- Boosting Your Credit Score

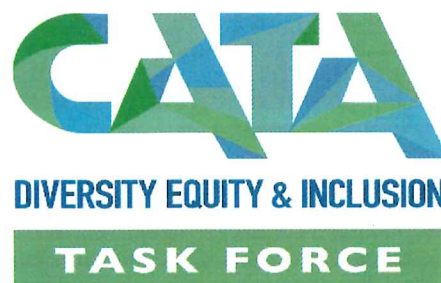
Hispanic Heritage Month

September 15 marks the beginning of Hispanic Heritage Month. Each year Americans observe National Hispanic Heritage month between September 15 and October 15 by celebrating the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. The observation started in 1968 as Hispanic Heritage week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period beginning September 15.

Respectfully submitted,

Marshea Brown
Co-Chair
Diversity Equity & Inclusion Task Force

Lolo Robison
Co-Chair
Diversity Equity & Inclusion Task Force



LOCAL ADVISORY COMMITTEE
MEETING via ZOOM

WEDNESDAY, AUGUST 4, 2021; 3:30 P.M.

MEMBERS PRESENT: Deb Wiese, Chair George Hanley
Diana Paiz Erin Shannon
Janeile Cannon Geneva Smith

MEMBERS NOT PRESENT: Lillie Mae Flannery and Kellie Blackwell

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Bradley Funkhouser, Craig Frazier, Bethany Berdes, Roger Garza, Dan Goodmoot and Teresa Anderson

GUESTS: Tim Sparks (Transdev)

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:33 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF AUGUST AGENDA

MOTION:

A motion to approve the August 2021 agenda was moved by Geneva Smith and supported by George Hanley.

VOTE:

Motion passed unanimously.

APPROVAL OF JUNE MINUTES

MOTION:

A motion to approve the June 2021 minutes was moved by Geneva Smith and supported by Diana Paiz.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS:

None

BOARD LIAISON REPORT – Doug Lecato

See attachment for June and July 2021 notes.

CATA CEO REPORT – Bradley Funkhouser

MSU

Bradley Funkhouser reported that MSU will be returning to full service this fall and there will be plenty of buses on campus to accommodate riders while following social distancing guidelines. Safety will continue to be CATA's first priority.

Regional Planning

Bradley Funkhouser stated that he continues to meet bi-weekly with the other transit agencies to expand regional boundaries including more specialized medical trips. These medical trips would be similar to the rides organized for COVID-19 testing sites. The plan is to streamline a ride to a single trip that will be handled by a mobility coordinator. The mobility manager will aid transit agencies when scheduling trips for their clients, reduce wait times and provide better communication in real time with riders and care givers.

Bradley Funkhouser also met with Nicole Noll-Williams, Director of Capital Regional Airport Authority (CRAA) to discuss making the airport a central regional point for all services across the three counties. CATA's capital funding will be shared with Clinton Transit which is a small agency that does not receive capital funding. Mr. Funkhouser expressed his enthusiasm for the next phase in regional expansion and bringing new opportunities to the area.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT – Roger Garza

MSU

Roger Garza expanded on CATA's return to fall service at MSU by adding they are expecting to provide about 8,000 trips per day.

New Operator Class

Roger Garza reported that CATA currently has a class of 14 new operators and expects approximately 20-25 new operators in the next class beginning September 13, 2021. CATA's drivers are trained for both paratransit and line-haul. Mr. Garza also stated that all drivers, including Transdev drivers, should be on the same level of training as directly-operated and refresher courses will be available to all operators.

Bradley Funkhouser suggested that Transdev be notified via letter stating that all future training and refresher courses will be given to their drivers effective January 2022.

New Buses

Roger Garza confirmed that fourteen new minivans and two (2) high-capacity buses will be ordered for Transdev and Spec-Tran (directly-operated) will receive six (6) new buses.

LAC members requested that the new vans be equipped with hand straps and airflow to the third seat area.

Craig Frazier reported that ridership has increased for all paratransit services. He also stated that CATA's call center has been receiving approximately 650-700 calls per day whereas pre-COVID-19 calls were at 800-1000 per day.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Diana Paiz

See attachment for the July 2021 Meeting notes.

OLD BUSINESS:

Member Expirations: Geneva Smith's membership expired in April 2021.

Geneva Smith accepted to serve another three (3) years.

MOTION:

A motion to approve Geneva Smith to a three (3) year term was made by George Hanley and supported by Janeile Cannon.

VOTE:

Motion passed unanimously.

NEW BUSINESS:

Janeile Cannon has agreed to serve as Nominating Chair for officer elections in October.

MEMBER COMMENTS:

Diana Paiz stated that in open meetings, LAC members or public attendees do not have to identify themselves if they are not making any comments.

PUBLIC COMMENTS:

Deb Parrish thanked everyone for allowing her to speak and inquired about "wait-stops" being available to customers using the Redi-Ride service.

Craig Frazier stated that the wait-stop program option is only available to Spec-Tran clients.

ADJOURNMENT

MOTION:

A motion to adjourn was made by Janeile Cannon and supported by George Hanley.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:43 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese

CATA Memorandum

To: All CATA Employees
 From: Norm VanAlstine, Facilities Manager
 Date: 10/6/2021
 Sub: Recycling Update / BWL rebate



Weight and Proceeds

To date we have successfully recycled over **326,000** total pounds of materials for a profit of \$17,923.47. The last time the items were picked up we turned in 2,960 pounds of materials for a profit of \$48.50. There are recycling stations outside the driver's day room and in the storage area near the bulk storage tanks, all containers are clearly labeled. Please remember that used dry cell batteries go in the barrel near the bulk storage tanks along the east side of the storage area.

SINCE	MATERIAL BEING RECYCLED	\$	LBS
2006	CRUSHED OIL FILTERS	\$2,912.15	61,254
2010	CARDBOARD	\$143.40	27,400
2010	WHITE LEDGER	\$2,551.10	64,270
2010	MIXED PAPER	\$151.95	19,665
2010	#1 PLASTIC	\$3.10	990
2010	#2 PLASTIC	\$6.20	1300
2010	#3-7 PLASTIC	\$0.00	
2009	WIRE	\$280.00	440
2011	AUTO CAST	\$11,883.65	137,140
2011	ALUMINUM (MISC&IRONY)	\$1,075.00	4290
2011	MISC BRASS	\$251.20	314
2011	BATTERIES	-\$1,145.40	1660
2009	LIGHTING	-\$3,151.35	
2011	POLYSTYRENE	\$0.00	
2011	SHRINK WRAP	\$0.00	64
2011	RADIATORS	\$2,770.75	4794
2013	E SCRAP	\$191.72	2450
	TOTALS	\$17,923.47	326031

BWL Hometown Energy Savers (no update)

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