

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

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

AGENDA

- I. CALL TO ORDER
- II. PUBLIC COMMENTS
- III. CHAIR'S COMMENTS
 - Appointment of Committees
- IV. CHIEF EXECUTIVE OFFICER'S REPORT
- V. ACTION ITEMS – PROPOSED CONSENT AGENDA
 - A. APPROVAL OF MINUTES OF SEPTEMBER 21, 2022, BOARD MEETING
 - B. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2022
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
 - C. APPOINTMENTS TO LOCAL ADVISORY COMMITTEE LEADERSHIP

PROPOSED MOTION: That the CATA Board of Directors approves the appointment of the following to the LAC offices set forth next to their names for a one-year term ending in October 2023:

Deb Wiese Chair
Kellie Blackwell.... Vice Chair

- D. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

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

- VI. DISCUSSION AGENDA
- 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 21, 2022
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912
(FORMER SEARS BUILDING)

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Mark Grebner
Derek Melot
Jennie Gies
Jack Schmitt
Robin Lewis

CALL TO ORDER:

Nathan Triplett, Chair called meeting to order at 4:04 p.m.

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

ABSENT: Phil Deschaine, Doug Lecato, and Maggie Sanders

LATE: John Prush

Chair Triplett welcomed everyone to the Board meeting. He also mentioned that the meeting is being offered on Zoom for those who wish to view the Board meeting virtually. Chair Triplett noted that each Board member has their own microphone and to please use it when speaking.

PUBLIC COMMENTS:

Daniel Black thanked CATA for fulfilling his reasonable accommodation request and for providing the additional microphones. Mr. Black stated that the CATA bus he rode on today had a broken fare box. He also inquired about when the contract between CATA and the Union will be completed.

Katie Kelley, former Union President, Local 1039, and current operator, commented on EATRAN and CATA's proposed renewal of the Interlocal Agreement with Clinton Transit. She also commented on Mr. Funkhouser's contract with EATRAN and the support he received from Board members. She inquired about the compassion for the CATA operators and believes that CATA will never be able to provide service to Eaton and Clinton Counties without more operators at CATA.

CHAIR’S COMMENTS:

MOTION:

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

VOTE: The motion carried unanimously.

Chair Triplett acknowledged special guests Terrence Augustine, Eaton County Commissioner and EATRAN Board member; MaLissa Schutt, Executive Director of Clinton Area Transit System and Gail Watkins, Board Chairperson of Clinton Area Transit System.

Chair Triplett noted that he will be sending out an email to CATA Board members to fill the CATA Board of Directors 2022-2023 committee positions.

CHIEF EXECUTIVE OFFICER’S REPORT

Bradley Funkhouser welcomed and thanked Mr. Augustine, Ms. Schutt and Mr. Watkins for being at today’s Board meeting.

CATA’s 2022 Community Report

Bradley Funkhouser presented the 2022 CATA Community Report that was distributed to each Board member. Mr. Funkhouser explained that CATA is required to send out this report each year and this year, in honor of CATA’s 50th Anniversary, the report was upgraded from a newspaper to a booklet design. Postcards have been mailed for those that wish to request a copy of the report.

EATRAN Contract

Bradley Funkhouser reported that the EATRAN Board has approved his contract and it has been fully signed and executed. Mr. Funkhouser will start overseeing EATRAN starting on October 1, 2022.

John Prush arrived at 4:16 p.m.

Lansing School District (LSD)

Bradley Funkhouser expressed his appreciation for everyone who assisted CATA and the LSD with making sure that high school students were transported to their destination safely. Mr. Funkhouser stated that CATA operators are getting used to the new routes and things are going smoothly. He also reported that there will be a parent meeting on Wednesday, September 28th at 6 p.m. at Everett High School and CATA will have a representative present to answer any questions and/or concerns.

Job Fair

Bradley Funkhouser reported that CATA had a job fair on September 15th and received 70 applicants. Representatives from Transdev were also in attendance. He also stated that a new operator class began on September 12th.

Implementation Review

For review, Bradley Funkhouser stated that Implementation began in April 2021. As part of the Implementation Plan, all CATA operators received a 3% raise. Currently, 79%-80% of operators were hired before implementation.

Frاندor Bus Stop

Bradley Funkhouser stated that CATA's use agreement with Frاندor will not be renewed and the owner has given CATA a 60-day notice to remove the shelter and bus stop. CATA has asked the owner to reconsider but was not successful. CATA will continue to try and work with the owner of Frاندor in hopes that he will agree to keep the bus stops.

Shanna Draheim inquired about the bus stops on Clippert and their running time.

Bradley Funkhouser confirmed that CATA will be reviewing bus stops on Clippert and their running times.

Bradley Funkhouser acknowledged Steve Clem, Union Vice President, Local 1039, who was present. Mr. Funkhouser also thanked Steve Soliz, Union President, Local 1039, for working with the Planning and Operations Department.

Mark Grebner inquired about the number of students that CATA has added to their ridership.

Bradley Funkhouser stated that CATA planned for about 1,000 rides, but he believes that the number is in the hundreds.

Mark Grebner shared that CATA's current agreement with Frاندor dates back to 1998; however, CATA has run bus service through Frاندor since about 1974.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF AUGUST 17, 2022, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR JULY 2022
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. CATA BOARD MEETING SCHEDULE FOR FY 2023

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for FY 2023 be adopted as presented.

D. LEGAL COUNSEL RECOMMENDATION

PROPOSED MOTION: That the CATA Board of Directors approve the following law firms to represent CATA during FY 2023: Bleakley, Cypher, Parent, Warren & Quinn, P.C.; George Brookover, P.C.; Murphy & Spagnuolo, P.C.; Barnes & Thornburg, L.L.P.; and Butzel Long, P.C.

E. ON-CALL SCHEDULING AND PLANNING SUPPORT 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 Transportation Management and Design, Inc., for On-Call Scheduling and Planning Support Services at a cost not to exceed \$178,287.72 based on the quoted rates, for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

F. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2023 TARGETS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2023 Safety Performance Targets to meet compliance with the FTA.

G. ACCEPTANCE OF PRICE INCREASE FOR PURCHASE OF UP TO TWELVE (12) SMALL BUSES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve increased pricing for a purchase from the State of Michigan (MDOT) Small Bus Contract for up to twelve (12) small buses in an amount not to exceed an updated total price of \$1,750,000 using available federal and state grant funds and pending successful completion of necessary Buy America audits on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. 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 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.

Chair Triplett requested that the minutes from the August 2022 Board meeting be corrected to reflect that Robin Lewis was not able to vote, but she was present via Zoom.

Shanna Draheim inquired about the original price of Action Item G, ACCEPTANCE OF PRICE INCREASE FOR PURCHASE OF UP TO TWELVE (12) SMALL BUSES.

Andrew Brieschke, Deputy CEO, stated that the original price was a not to exceed price of \$1.2 million.

MOTION:

Shanna Draheim motioned to approve the Consent Agenda and Robin Lewis supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

- A. ADDENDUM TO THE CROSS BOUNDARY AGREEMENT BETWEEN CLINTON TRANSIT AND CATA

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum C to the September 2002 Cross Boundary Agreement between Clinton Transit and CATA to remain into effect for one (1) year term expiring September 30, 2023.

Bradley Funkhouser recalled that during the pandemic CATA worked with the adjacent counties to provide regional coordination. CATA and Clinton Transit have agreed to continue to provide service across county lines and have expanded the original agreement to a one (1) year pilot. CATA and Clinton Transit will meet monthly where Clinton Transit will report over the types of rides they are providing.

Dusty Fancher inquired about the monthly data that Clinton Transit will provide.

Bradley Funkhouser explained that Clinton Transit will provide monthly standard transit planning data such as origin, destination, trip type and duration. The data will be compiled and presented to the Board.

MOTION:

Shanna Draheim motioned to approve Discussion Agenda A, ADDENDUM TO THE CROSS BOUNDARY AGREEMENT BETWEEN CLINTON TRANSIT AND CATA and Derek Melot supported the motion.

DISCUSSION:

Dusty Fancher expressed her approval for a one (1) year agreement with Clinton Transit and she looks forward to seeing the data to make sure that it is equitable and serves both Ingham and Clinton County taxpayers responsibly.

Chair Triplett expressed his appreciation for CATA’s partnership with Clinton Transit and EATRAN and the progress that has been achieved.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

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, 2022, for a one (1) year term expiring September 30, 2023, pursuant to Board Policy #400, Section 1.03:

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

Derek Melot stated that the Nominating Committee has agreed to support the recommended Executive Officers.

MOTION:

A motion was made by Jack Schmit and supported by Robin Lewis 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 2023.

DISSCUSSION:

Jennie Gies thanked the current leadership for their hard work.

Robin Lewis and the rest of the Board echoed Ms. Gies’ remarks.

Chair Triplett thanked Board members for their support and working on items presented to the Board.

Chair Triplett thanked the Nominating Committee for their service.

VOTE: The motion carried unanimously.

PUBLIC COMMENT

Henry Austin, a CATA operator, commented on the number of drivers that CATA has hired and lost over the past four (4) years. He expressed his belief that with CATA’s current number of drivers, CATA will not be able to meet service demands. Mr. Austin also inquired about the cost related to the job fairs.

Daniel Black inquired about the status on the contract between CATA and the Union. He also thanked CATA for improving the sound system.

Mark Grebner spoke on regionalism. He stated that there should be contracts and agreements between transit agencies and not have different systems. Good coordination is when riders are not aware of where county borders lie. He also shared a past story about Ingham County and MSU.

Dave Ellis stated that as a rider, CATA needs to improve on route frequency. He also expressed his concern after hearing comments made about CATA's operator turnover and is worried about service since he heavily relies on CATA for transportation.

Steve Clem, Union Vice President, Local 1039, expressed his opinion that CATA is failing and needs to get back to providing good service. Mr. Clem stated that CATA has plenty of drivers; however, they are not being called to work due to the Impletation. He also believes that MSU students are not getting the service they deserve.

Chris Taylor, a CATA operator, thanked CATA for the opportunity to do this job. He has worked at CATA for three (3) years and loves his job. Mr. Taylor stated that he is at a crossroad and would like CATA to improve the schedules so that he may have more time to spend with his family. He hopes that CATA and the Union will reach an agreement soon in order to stabilize the system.

Pam Pierce stated she has been with CATA for over four (4) years and she loves her job. Ms. Pierce also supports regional coordination. The chopped runs have caused problems with her being able to see her family and riders blame operators for being late. She would like to be able to provide good service to her riders and hopes that things will get better.

Katie Kelley stated she has never been against regional coordination yet she is concerned that Ingham County riders will be left alone because CATA operators are transporting riders to Amazon. Ms. Kelley has worked at CATA for 30 years and will be retiring next month. She also spoke about CATA's routes and MSU students being stranded.

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.

MOTION:

A motion was made by Robin Lewis and supported by Dusty Fancher 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: Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Robin Lewis, Derek Melot, John Prush, Jack Schmitt and Nathan Triplett were all present.

ABSENT: Phil Deschaine, Maggie Sanders and Doug Lecato

The Executive Session began at 5:05 p.m. and adjourned at 5:32 p.m.

ADJOURNMENT

There was no further business Chair Triplett adjourned meeting at 5:32 p.m.

Respectfully Submitted,

Shanna Draheim
Secretary/Treasurer

Tina Orlando
Recording Secretary

**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending August 31, 2022**

	<u>August</u>	<u>August</u>	<u>Variance</u>	<u>%</u>		<u>FY 2022</u>	<u>FY 2022</u>	<u>Variance</u>	<u>%</u>	<u>FY 2022</u>	<u>% of Fiscal Year</u>
	<u>Actual</u>	<u>Budget</u>		<u>Variance</u>		<u>Actual YTD</u>	<u>Budget YTD</u>		<u>Variance</u>	<u>BUDGET</u>	<u>Completed</u>
											<u>92%</u>
											<u>% Annual Budget</u>
											<u>Revenues/Expense</u>
REVENUES											
Farebox	\$ 255,552	\$ 152,452	\$ 103,100	67.6%		\$ 1,969,435	\$ 1,647,466	\$ 321,969	19.5%	\$ 1,695,000	116.2%
Contracted Services	\$ 35,263	\$ 324,014	\$ (288,751)	-89.1%		\$ 2,435,233	\$ 3,501,438	\$ (1,066,205)	-30.5%	\$ 3,915,000	62.2%
Property Tax	\$ 800,547	\$ 2,013,514	\$ (1,212,967)	-60.2%		\$ 23,661,107	\$ 21,758,943	\$ 1,902,164	8.7%	\$ 23,707,509	99.8%
State Revenue	\$ 1,083,334	\$ 1,455,726	\$ (372,392)	-25.6%		\$ 15,150,134	\$ 15,731,233	\$ (581,099)	-3.7%	\$ 17,140,000	88.4%
Federal Revenue	\$ 761,194	\$ 737,205	\$ 23,989	3.3%		\$ 9,382,808	\$ 7,966,575	\$ 1,416,233	17.8%	\$ 8,680,000	108.1%
Other Revenue	\$ (147,495)	\$ 50,110	\$ (197,605)	-394.3%		\$ (188,485)	\$ 541,507	\$ (729,992)	-134.8%	\$ 590,000	-31.9%
TOTAL REVENUES	\$ 2,788,395	\$ 4,733,021	\$ (1,944,626)	-41.1%		\$ 52,410,232	\$ 51,147,162	\$ 1,263,070	2.5%	\$ 55,727,509	94.0%
EXPENSES											
Labor	\$ 1,641,887	\$ 1,855,923	\$ 214,036	11.5%		\$ 18,147,846	\$ 20,055,945	\$ 1,908,099	9.5%	\$ 21,852,000	83.0%
Fringe Benefits	\$ 933,201	\$ 1,126,676	\$ 193,475	17.2%		\$ 10,606,862	\$ 12,175,366	\$ 1,568,504	12.9%	\$ 13,265,700	80.0%
Services	\$ 320,309	\$ 319,665	\$ (644)	-0.2%		\$ 3,760,553	\$ 3,454,446	\$ (306,107)	-8.9%	\$ 3,763,800	99.9%
Materials & Supplies	\$ 474,868	\$ 368,025	\$ (106,843)	-29.0%		\$ 4,703,475	\$ 3,977,047	\$ (726,428)	-18.3%	\$ 4,333,200	108.5%
Utilities	\$ 45,715	\$ 73,908	\$ 28,193	38.1%		\$ 765,200	\$ 798,677	\$ 33,477	4.2%	\$ 870,200	87.9%
Casualty & Liability	\$ 173,408	\$ 88,329	\$ (85,079)	-96.3%		\$ 1,273,924	\$ 954,520	\$ (319,404)	-33.5%	\$ 1,040,000	122.5%
Purch. Transportation	\$ 658,449	\$ 756,485	\$ 98,036	13.0%		\$ 6,296,779	\$ 8,174,918	\$ 1,878,139	23.0%	\$ 8,907,000	70.7%
Miscellaneous	\$ 176,635	\$ 95,420	\$ (81,215)	-85.1%		\$ 1,094,231	\$ 1,031,158	\$ (63,073)	-6.1%	\$ 1,123,500	97.4%
TOTAL EXPENSES	4,424,472	4,684,431	259,959	5.5%		46,648,870	50,622,077	3,973,207	7.8%	\$ 55,155,400	84.6%
NET INCOME (LOSS)	\$ (1,636,077)	\$ 48,590	\$ (1,684,667)			\$ 5,761,362	\$ 525,085	\$ 5,236,277		\$ 572,109	

Interim statements are subject to adjustments and year-end audit

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

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08/01/2022 - 08/31/2022

Cash Balance - 08/01/2022	\$ 4,533,418
Disbursements	\$ (5,200,346)
Receipts	\$ 3,554,094
Adjustments	\$ -
Cash Balance - 08/31/2022	\$ 2,887,166

Disbursements:

Cash Disbursements Register	\$ (2,539,107)
Payroll	\$ (2,051,038)
Healthcare (BlueCross Blue Shield)	\$ (523,728)
Transfers To the ASU Claims Account	\$ (86,473)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (5,200,346)

Receipts:

Cash Receipt Register	\$ 3,554,094
Transfers From the Investment Account	-
Total Cash Receipts	\$ 3,554,094

Adjustments:

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

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

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08/01/2022 - 08/31/2022

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,887,166	8.98%
FIFTH THIRD BANK - ASU Claims Account	38,144	0.12%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>29,212,261</u>	90.90%
TOTAL	\$ <u>32,137,571</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 89,609
OTHER BANKS	<u>-</u>
TOTAL	\$ <u>89,609</u>

Monthly Average Rate of Return	0.2788%
Annual Average Rate of Return	3.346%

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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08/01/2022 - 08/31/2022

Market Value at the Beginning of the Period - 08/01/2022 \$ 29,406,121

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 97,180	
Accrued Interest Paid	(5,363)	
Administrative Expenditures	(2,208)	
Total Net Income/Loss & Expenditures		89,609
<u>Realized Gains or (Loss) From Sales</u>		(17,055)
<u>Market Appreciation</u>		
End of Period	\$ (1,029,163)	
Beginning of Period	813,928	
Unrealized Gain/(Loss) from Market Appreciation		(215,235)
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (146,619)	
Current Accrued Income (+)	95,440	
Net Change from Accrued Income		(51,179)

Market Value at the End of the Period - 08/31/2022 \$29,212,261

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 5, 2022, 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 Holt 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 2023:

Deb Wiese Chair
Kellie Blackwell.... 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 2022 LAC meeting, Ethan Devereaux was unanimously approved for appointment to the LAC for a three-year term. Mr. Devereaux has resided in the greater Lansing area for two (2) years, is a student at MSU, has worked with the United Way in Holland, MI and utilizes CATA fixed-route services. He represents consumers.

CATA Board approval is sought to approve the appointment of Ethan Devereaux as a member of the CATA LAC.

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

INFORMATION ITEMS

OCTOBER 19, 2022

1. AUGUST RIDERSHIP REPORT
2. AUGUST RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR SEPTEMBER 2022
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR AUGUST 2022
6. ANNUAL YEAR-ROUND FREE RIDES FOR U.S. MILITARY VETERANS

AUGUST 2022 RIDERSHIP REPORT

Total system rides – August: 371,676
 Average weekday system ridership 14,000

Average weekday system ridership change August 2022 to August 2021
+3,650

	<u>August 2022 v. August 2021</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+37.2%	+100,719
Monthly Urban Fixed-Route change	+31.1%	+63,388
Monthly MSU campus ridership change	+147.6%	+23,283
Monthly Spec-Tran ridership change	+6.5%	+1,256
Monthly Total Paratransit ridership change	+8.1%	+1,935

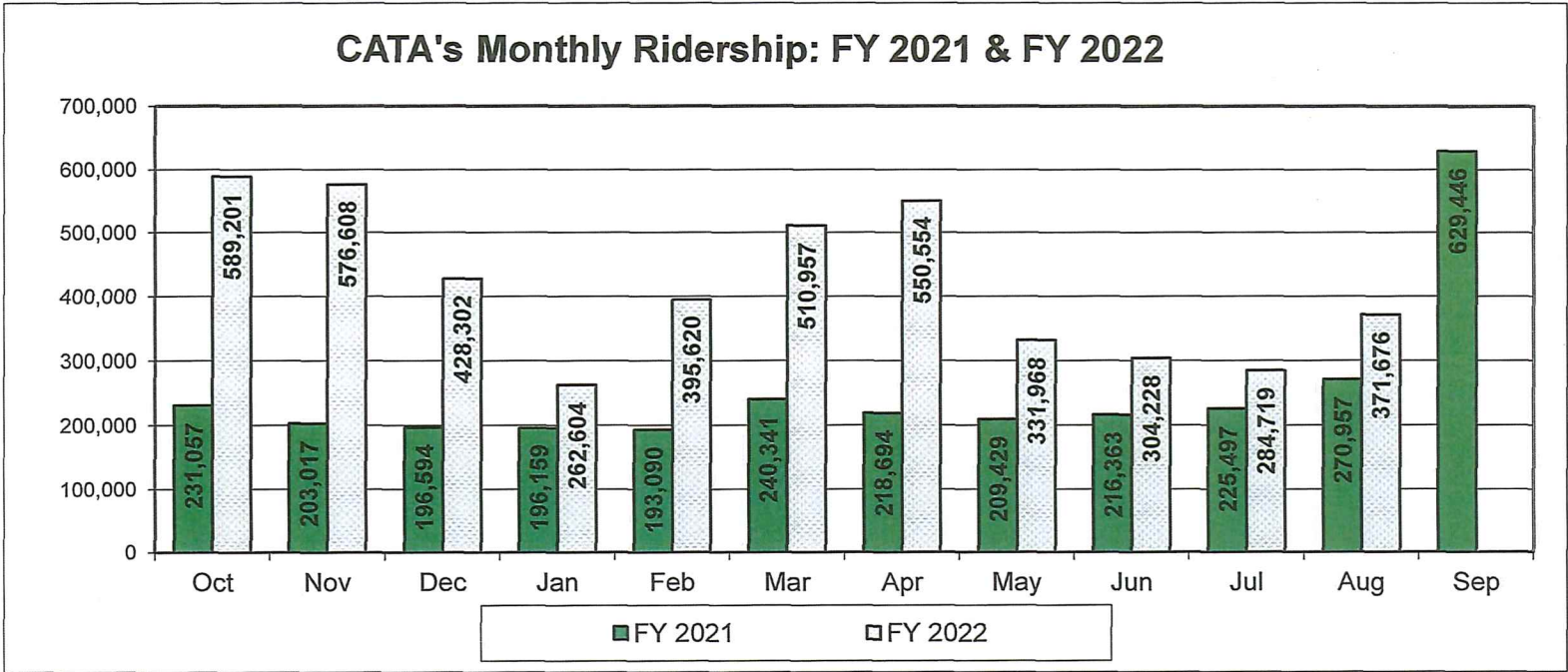
Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.

FY 2022 YEAR-TO-DATE RIDERSHIP

Total system rides – FY 2022: 4,606,437

	<u>FY 2022 vs. FY 2021</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Total system rides change	+91.8%	+2,205,239
Year-to-Date Spec-Tran ridership change	+20.3%	+36,691
Year-to-Date Total Paratransit ridership change	+27.1%	+59,445

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



INFORMATION ITEM - FUEL PURCHASE FOR SEPTEMBER 2022

The following lists our prices for diesel fuel for September 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
09/01/2022	\$4.2930
09/08/2022	\$4.0750
09/10/2022	\$3.9890
09/16/2022	\$3.5340
09/20/2022	\$3.3905
09/24/2022	\$3.5540
FY 2022 Current average per gallon fuel cost	\$3.80
FY 2022 Budget per gallon fuel cost	\$2.35

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

Guest Speaker:

In 2008, September was declared National Suicide Prevention Awareness Month. To raise awareness of suicide as a public health issue, CATA invited Tanisha Parker, a national trainer at Sources of Strength, to speak to the DEI Task Force about this topic. Parker completed her master of education at Grand Valley State University and has been an advocate in the suicide prevention community for over nine (9) years.

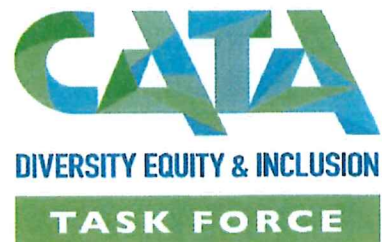
Presentation Topics:

- How to Prevent Stress
- Demonstrated Several Exercises (e.g., listening skills and positive reinforcement)

Respectfully submitted,

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

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



LOCAL ADVISORY COMMITTEE
MEETING via ZOOM

WEDNESDAY, AUGUST 3, 2022, 3:30 P.M.

MEMBERS PRESENT: Deb Wiese, Chair
Kellie Blackwell, Vice Chair
Jeffrey Allshouse
Erin Shannon
George Hanley

MEMBERS NOT PRESENT: Ronald Marsh

CATA BOARD MEMBER: Doug Lecato (Absent)

CATA PERSONNEL: Bradley Funkhouser, Craig Frazier, Todd Brooks, Dan Goodemoot, and Renee Sumerix

GUESTS: Nancy Lohr (Transdev)

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:32 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF AUGUST AGENDA

MOTION:

A motion to approve the August 2022 Agenda was moved by Kellie Blackwell and supported by George Hanley.

VOTE:

Motion passed unanimously.

APPROVAL OF JUNE MINUTES

MOTION:

A motion to approve the June Meeting Minutes was moved by Kellie Blackwell and supported by Erin Shannon.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

Chair Wiese introduced LAC members Kellie Blackwell, Erin Shannon, George Hanley. She also welcomed newest LAC member Jeffrey Allshouse.

BOARD LIAISON REPORT – Doug Lecato

See CATA CEO Report - Bradley Funkhouser

CATA CEO REPORT – Bradley Funkhouser

Regional Coordination

Bradley Funkhouser reported that CATA is moving forward with EATRAN and Clinton Transit to improve regional coordination. Currently, the EATRAN Board and the CATA Board are each putting together separate proposals that would allow Mr. Funkhouser to manage both transit agencies. Although a contract is still being negotiated, Mr. Funkhouser anticipates a completed contract soon.

Bradley Funkhouser also reported that CATA is working on amending the Interlocal Agreement with Clinton Transit. The agreement will be modified and updated to include plans that extend between counties and support regional coordination.

Both Delta Township and the Economic Development Corporation held meetings to lay out a three-year pilot plan for collaboration on seamless service to meet current and anticipated demand. This includes reviewing upcoming large developments such as the Altium Plant, the GM Plant and LCC West Campus as well as budgeting in FY 2023 for the extension of Route 3 into Delta Township and limited holiday service.

Deb Wiese expressed her enthusiasm for Mr. Funkhouser overseeing and managing both EATRAN and CATA. She inquired whether there will be an impact on Clinton Transit and applying for grant applications.

Bradley Funkhouser restated that a contract with EATRAN has not been signed and that details are still being discussed. Clinton County is also an equal partner in the regional effort. The Interlocal Agreement between CATA and Clinton Transit will include expansion plans towards a more collective regional system as demand increases. One-seat rides will be offered and if the agency can handle the demand, they will be allowed to do so. Mr. Funkhouser also stated that CATA has applied for both federal and state grants to undertake pilot projects across county lines. He believes that now it is the right time to launch these historic service changes. More to come as these projects develop.

Chair Wiese shared her enthusiasm for these new regional alliances and believes the plans that Mr. Funkhouser has shared are very innovative and exciting.

Jeffrey Allshouse expressed his belief that the new service levels will improve conditions for both Clinton County and CATA.

Fleet Vehicles

Bradley Funkhouser reported that the worker strike at Nova has come to an end and as a result the current large order of Nova buses is expected to be fulfilled sometime in September. He further reported that work on van production has also resumed.

Jeffrey Allshouse inquired on whether the vans being purchased are equipped with the side ramp to accommodate walkers and/or electric chairs.

Bradley Funkhouser replied that he believes CATA is exercising an option on the existing floorplan and deferred to Craig Frazier for clarification.

Craig Frazier confirmed that Mr. Funkhouser is correct and that CATA is exercising the MDOT contract option. The purchased vans will have the side ramp and are the same vans that CATA currently uses.

Job Fair

Bradley Funkhouser reported that there is an operator class currently underway and another class that will start mid-August. Additionally, he announced that CATA will be hosting a job fair scheduled in September. Mr. Funkhouser stated that the job fairs have proven to be successful and CATA will continue to have more until open positions are filled.

Chair Wiese inquired about the number of new hires CATA has hired since the job fair in May.

Bradley Funkhouser responded that CATA has hired approximately 40-50 new operators with an overall increase from last year of 10-12 operators.

Chair Wiese thanked Mr. Funkhouser for sharing the information.

Service to MSU

Bradley Funkhouser reported that service to MSU campus will be resume in August.

Budget and Holiday Service Initiative

Bradley Funkhouser reported that CATA is budgeting for an extension of Route 3 into Delta Township as well as providing limited holiday service for the first time.

Chair Wiese requested clarification on budgeting for FY 2023.

Bradley Funkhouser confirmed that CATA is budgeting for FY 2023 and that CATA's FY 2023 budget begins October 1, 2022.

Bradley Funkhouser stated that the goal is to have the holiday service begin in November as long as CATA can acquire the necessary staff to meet the demand.

DIRECTOR OF OPERATIONS – Todd Brooks

Planning Activities

Todd Brooks reported that the Operations Department is currently working with the Planning Department and the ATU runs and rostering regarding MSU's fall service.

Job Fair and Staffing

Todd Brooks stated that he was impressed with the turnout at CATA's recent job fair and looks forward to the new operator class scheduled for September 12th. He also shared that a previous employee has returned to CATA as an operator.

Cross-Training

Todd Brooks reported that cross-training continues within the Operations Department. One of the undertakings in progress is Craig Frazier working to cross-train the Operation Center Supervisors with the Paratransit office and vice-versa. This will provide flexibility and solutions for covering various shifts while offering additional opportunities for growth within CATA's staff. Mr. Brooks also noted that CATA has filled open positions in Paratransit which Craig Frazier will speak on in his report.

Chair Wiese congratulated Mr. Brooks on his new position as the Director of Operations at CATA.

Todd Brooks replied that he is very excited and looks forward to the changes on the horizon.

PARATRANSIT OPERATIONS MANAGER REPORT – Craig Frazier

Staffing

Craig Frazier reported that he was able to hire more staff to the department and change a part-time scheduler/dispatcher role into a full-time role. CATA interviewed approximately 15 candidates and added three (3) new employees to the paratransit office. The new hires will begin training within the next couple weeks and bring the paratransit office to a full staff for the first time in a long time.

Ridership

Craig Frazier reported that paratransit ridership is almost back to pre-pandemic levels. In FY 2018, Spec-Tran provided 17,741 rides and in June of 2022, Spec-Tran provided 13,558 rides with an overall total of 24,172 rides for Paratransit. Mr. Frazier noted that CATA is approximately 92% of pre-pandemic.

Disability Network ADA 32nd Anniversary Celebration

Craig Frazier reported that he and Renee Sumerix were invited to participate in the Disability Network (DNCAP) ADA Anniversary Celebration. Mr. Frazier really enjoyed the event and was proud to represent CATA in providing information on services.

Craig Frazier further announced that a meeting will be held this evening, August 1st, with the Brain Injury Association of Michigan to identify needs and discuss available services.

Meridian Township Senior Center Resource Fair

Craig Frazier stated that for the first time in four (4) years CATA was able to meet with senior residents at Meridian Township Senior Center and discuss Meridian Township's Redi-Ride on August 11th; a sign that things are getting back to normal.

George Hanley inquired about the Transdev vans being full and taking a longtime due to add-ons.

Craig Frazier responded that both CATA and Transdev are back to full capacity. He further reported that daily on-time reports are over 90%. Paratransit services have been able to respond to heavy demand and in doing so we have had a few hiccups but overall are running efficiently. Mr. Frazier asked Mr. Hanley to please continue to update him in order to prevent any systemic issues.

Chair Wiese stated that from her personal experience, paratransit seems to be back to full capacity. She also noted that most riders are wearing masks.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell

See attachment for notes for July Meeting.

The next SQS meeting is scheduled for September 1, 2022.

OLD BUSINESS:

None

NEW BUSINESS:

Chair Wiese stated that Erin Shannon has agreed to serve as the Nominating Chair for officer elections in October. Erin Shannon will send out an email to solicit interest for anyone wanting to serve as Chair and Vice Chair. Ms. Shannon will present the nominees at the LAC meeting in October.

MEMBER COMMENTS/ANNOUNCEMENTS:

Chair Wiese asked for any announcements.

Kellie Blackwell announced that the Assistive Technology Group ATP will be hosting an art event on September 9th, 10th, and 11th at the Gier Community Center in Lansing.

There were further discussions regarding postings at the CTC from other transportation providers such as Michigan Flyer and Indian Trails.

PUBLIC COMMENT:

No public in attendance

ADJOURNMENT

MOTION:

A motion to adjourn was made by Jeffrey Allshouse and supported by Kellie Blackwell.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:30 p.m.

Respectfully submitted,

Renee Sumerix
Operations Administrative Coordinator

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

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

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

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

At the outset of the program, fare waivers were expected to be minimal, with an opportunity for CATA to increase ridership by deploying a highly targeted, well-branded promotional campaign, in conjunction with local and state Veterans Affairs offices. As of October 31, 2021 – nearly one (1) year following implementation – CATA recorded more than 34,000 fixed-route trips for veterans, surpassing Staff's expectations. Between October 1, 2021, and September 30, 2022, CATA gave just under 93,000 veterans free rides – just under 2 percent of our total ridership.

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