

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 18, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS ON AGENDA ITEMS

*Members of the public are welcome to speak to the Board on any agenda subject. Anyone wishing to comment on any matter **not** on the agenda may do so immediately prior to adjournment.*

III. CHAIR'S COMMENTS

- Appointment of Committees

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF SEPTEMBER 20, 2023, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2023

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

C. APPROVAL OF AMENDED LOCAL ADVISORY COMMITTEE (LAC) BYLAWS

PROPOSED MOTION: That the CATA Board of Directors approves the amended bylaws for the LAC which were approved by the LAC at their meeting held on August 2, 2023.

D. AWARD OF CONTRACT FOR TOWING SERVICES

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a three-year contract for towing services from December 1, 2023, through November 30, 2026, with Shroyer Towing of

Lansing, Michigan, based on its quote, and on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

E. AWARD OF CONTRACT FOR BUS TIRE LEASE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett and Chief Executive Officer, Bradley T. Funkhouser, to execute a five-year contract with Bridgestone Americas Tire Operations LLC, Nashville, TN for the purpose of leasing large bus tires based on the original and retread per tire mile as provided by Bridgestone, and will not exceed the approved annual Operating Budget on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. AWARD OF CONTRACT FOR MARKETING AND ADVERTISING SERVICES AGENCY

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 InVerve Marketing, Inc. for Marketing and Advertising Services at a cost not to exceed \$1,520,000 of operating funds for an initial three (3) year contract and an option for one (1) two (2) year extension on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

G. MDOT RESOLUTION OF INTENT

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

FISCAL YEAR 2025 RESOLUTION OF INTENT

The approved Resolution of Intent to apply for state formula operating assistance for fiscal year 2025 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 2025 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State

Transportation Commission or department for its administration of Act 51; and

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

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

WHEREAS, THE APPLICANT has reviewed and approved the proposed balance budget, and funding sources for FY 2025 are estimated to include the following: federal funds of \$14,887,000, state funds of \$16,497,000, local funds of \$25,500,000, farebox funds of \$1,900,000, and other funds of \$7,000,000. Total expenses are estimated to be \$62,300,000. THE APPLICANT'S budget for its local transportation program for FY 2025 reflects a surplus of \$1,587,000.

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 2025.

H. MICHIGAN PUBLIC SAFETY COMMUNICATION SYSTEM (MPSCS) INTEGRATION AND CO-LOCATION AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to enter into an integration agreement and co-location agreement with the MPSCS to connect CATA's radio system with the MPSCS.

VI. ACTION ITEM - DISCUSSION AGENDA

A. AWARD OF CONTRACT FOR CONTACTLESS FARE PAYMENT SYSTEM

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 Masabi, LLC to provide a contactless fare payment system for CATA at a cost not to exceed \$1,200,000 plus 3.75 percent of contactless fare revenue. The cost will be funded using state and federal funds for an initial three (3) year term and an option for one (1) two (2) year extension on such other terms

and conditions as the Board Chair and the Chief Executive Officer deem necessary.

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, SEPTEMBER 20, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Derek Melot
Phil Deschaine
Doug Lecato
Jack Schmitt
John Prush
Phyllis Vaughn
Terrance Augustine

CALL TO ORDER:

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

ROLL CALL: Terrance Augustine, Phil Deschaine, Shanna Draheim, Dusty Fancher, Doug Lecato, Derek Melot, John Prush, Jack Schmitt, Nathan Triplett, and Phyllis Vaughn were all present.

LATE: Mark Grebner

ABSENT: Jennie Gies and Maggie Sanders

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.

PUBLIC COMMENTS:

None

CHAIR'S COMMENTS:

MOTION:

Doug Lecato motioned to excuse Jennie Gies, and Maggie Sanders. Jack Schmitt supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

CATA's Storm Response

Bradley Funkhouser commented on the storms that went through the area on August 24, 2023. He stated that while both CATA and EATRAN were in contact with the Emergency Operation Center, neither facility had to be evacuated. Mr. Funkhouser

explained that on that night, Haven of Rest, an assisted living home in Williamston, suffered severe damage to their roof leaving residents trapped inside. Thankfully, CATA was able to use back roads to transport residents to another care facility in the county. Mr. Funkhouser expressed his gratitude for those who provided service that night, especially Andrew Brieschke, Deputy CEO, and operators Chris Jandron and Greg Mayes who went above and beyond to help.

Job Fair

Bradley Funkhouser stated that the last class of 15-20 drivers are close to finishing their training and will be on the road soon. He also noted that EATRAN will also have new drivers starting soon as well.

Ridership

Bradley Funkhouser stated that CATA's ridership is down twenty-two percent from pre-pandemic levels and is slowly coming back.

Microtransit

Bradley Funkhouser stated that Dustin Hagfors, Director of Planning and Development, gave a presentation on microtransit at the May 2023 Board meeting. Mr. Funkhouser reported that CATA released a Request for Purchase (RFP) earlier today. He believes that microtransit is the future of connecting first mile and last mile trips with other CATA services such as fixed-route.

Shanna Draheim inquired whether MSU's student ridership is being tracked based on where students are living.

John Prush stated that MSU does track student's ridership on campus and they also issued a survey to students living off campus. He explained that MSU and CATA work closely together to collect and share data on student ridership.

Bradley Funkhouser noted that Andrew Brieschke, Deputy CEO, is CATA's liaison to MSU. He also shared that currently CATA and MSU are already looking at service for next fall.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF AUGUST 16, 2023, BOARD MEETING
- B. APPROVAL OF TREASURER'S REPORT FOR JULY 2023
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation

C. CATA BOARD MEETING SCHEDULE FOR FY 2024

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for FY 2024 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 2024: 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. 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.

F. CATA SERVICE MONITORING REPORT – FY 2023

PROPOSED MOTION: That the CATA Board of Directors is aware of its Title VI responsibility to monitor and report on service and has considered and approves the CATA Service Monitoring Report - FY 2023 and authorizes staff to submit this Report with CATA's FY 2023 Title VI Program Update.

G. ESTABLISH § 457(f) PLAN TO COVER BRADLEY T. FUNKHOUSER

PROPOSED MOTION: That the Board of Directors authorizes the establishment of a 457(f) deferred compensation plan to cover Chief Executive Officer, Bradley T. Funkhouser, on such terms and conditions as Board Chair, Nathan Triplett, and the Chief Executive Officer agree are necessary to accomplish the mutual goal set forth in Section 4.3 of the Employment Agreement, approved by the Board of Directors on July 20, 2022, between CATA and the Chief Executive Officer.

MOTION:

Phil Deschaine motioned to approve the Consent Agenda and Shanna Draheim supported the motion.

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, 2023, for a one (1) year term expiring September 30, 2024, 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 Derek Melot and supported by Doug Lecato 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 2024.

DISCUSSION:

Chair Triplett thanked Derek Melot and the entire committee for serving on the Nominating Committee.

VOTE: The motion carried unanimously.

Shanna Draheim thanked Board members.

Dusty Fancher thanked Board members and expressed how she is honored to serve as Vice Chair on CATA's Board of Directors.

Chair Triplett thanked Board members for their support and expressed his appreciation for their comments.

PUBLIC COMMENT

Phyllis Vaughn shared her experience riding on CATA earlier in the day with a veteran and expressed her appreciation that CATA offers free rides to veterans.

Daniel Black expressed his concern over designated smoking areas outside of CATA's Transportation Center (CTC) and CATA's procedure on operators loading ADA passengers using wheelchairs onto fixed-route buses. Mr. Black noted that it seems drivers have a policy in place to load disabled passengers first; however, students need to also be aware. He suggested that CATA have ambassadors share this information with customers.

ADJOURNMENT

Chair Triplett adjourned the meeting at 4:18 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, 2023**

	<u>August Actual</u>	<u>August Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 Actual YTD</u>	<u>FY 2023 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 BUDGET</u>	<u>% of Fiscal Year Completed</u> 92%	<u>% Annual Budget Revenues/Expense</u>
REVENUES											
Farebox	\$ 262,562	\$ 156,262	\$ 106,300	68.0%	\$ 2,214,925	\$ 1,688,642	\$ 526,283	31.2%	\$ 1,839,864		120.4%
Contracted Services	\$ 30,108	\$ 330,086	\$ (299,978)	-90.9%	\$ 3,106,430	\$ 3,567,058	\$ (460,628)	-12.9%	\$ 3,886,496		79.9%
Property Tax	\$ 430,596	\$ 2,077,680	\$ (1,647,084)	-79.3%	\$ 24,071,187	\$ 22,452,343	\$ 1,618,844	7.2%	\$ 24,463,000		98.4%
State Revenue	\$ 1,362,717	\$ 1,361,146	\$ 1,571	0.1%	\$ 16,648,707	\$ 14,709,158	\$ 1,939,549	13.2%	\$ 16,026,396		103.9%
Federal Revenue	\$ 70,572	\$ 1,163,221	\$ (1,092,649)	-93.9%	\$ 12,199,265	\$ 12,570,297	\$ (371,032)	-3.0%	\$ 13,695,996		89.1%
Other Revenue	\$ 131,575	\$ 41,057	\$ 90,518	220.5%	\$ 1,056,172	\$ 443,674	\$ 612,498	138.1%	\$ 483,405		218.5%
TOTAL REVENUES	\$ 2,288,130	\$ 5,129,452	\$ (2,841,322)	-55.4%	\$ 59,296,686	\$ 55,431,172	\$ 3,865,514	7.0%	\$ 60,395,157		98.2%
EXPENSES											
Labor	\$ 2,488,562	\$ 2,090,384	\$ (398,178)	-19.0%	\$ 21,107,989	\$ 22,589,630	\$ 1,481,641	6.6%	\$ 24,612,582		85.8%
Fringe Benefits	\$ 2,068,582	\$ 1,363,984	\$ (704,598)	-51.7%	\$ 12,772,023	\$ 14,739,833	\$ 1,967,810	13.4%	\$ 16,059,818		79.5%
Services	\$ 371,788	\$ 368,594	\$ (3,194)	-0.9%	\$ 3,972,081	\$ 3,983,196	\$ 11,115	0.3%	\$ 4,339,900		91.5%
Materials & Supplies	\$ 525,708	\$ 414,129	\$ (111,579)	-26.9%	\$ 4,900,502	\$ 4,475,261	\$ (425,241)	-9.5%	\$ 4,876,031		100.5%
Utilities	\$ 57,071	\$ 78,793	\$ 21,722	27.6%	\$ 705,957	\$ 851,469	\$ 145,512	17.1%	\$ 927,720		76.1%
Casualty & Liability	\$ 97,565	\$ 90,707	\$ (6,858)	-7.6%	\$ 1,289,702	\$ 980,219	\$ (309,483)	-31.6%	\$ 1,068,000		120.8%
Purch. Transportation	\$ 855,948	\$ 764,383	\$ (91,565)	-12.0%	\$ 8,413,883	\$ 8,260,274	\$ (153,609)	-1.9%	\$ 9,000,000		93.5%
Miscellaneous	\$ 154,978	\$ 102,345	\$ (52,633)	-51.4%	\$ 1,514,522	\$ 1,105,981	\$ (408,541)	-36.9%	\$ 1,205,024		125.7%
TOTAL EXPENSES	6,620,202	5,273,319	(1,346,883)	-25.5%	54,676,659	56,985,863	2,309,204	4.1%	\$ 62,089,075		88.1%
NET INCOME (LOSS)	\$ (4,332,072)	\$ (143,867)	\$ (4,188,205)		\$ 4,620,027	\$ (1,554,691)	\$ 6,174,718		\$ (1,693,918)		

Interim statements are subject to adjustments and year-end audit

**Capital Area Transportation Authority
 Treasurer's Report**

(Page 2 of 4)

Cash Activity During the Month

08/01/2023-08/31/2023

Cash Balance - 08/01/2023	\$ 2,400,170
Disbursements	\$ (7,437,041)
Receipts	\$ 9,151,303
Adjustments	\$ -
Cash Balance - 08/31/2023	\$ 4,114,432

Disbursements:

Cash Disbursements Register	\$ (2,216,292)
Payroll	\$ (2,516,784)
Healthcare (BlueCross Blue Shield)	\$ (693,466)
Transfers To the ASU Claims Account	\$ (10,499)
Transfers To Fifth Third Savings Account	\$ (1,000,000)
Transfers To the Investment Account	\$ (1,000,000)
Total Cash Disbursements	\$ (7,437,041)

Receipts:

Cash Receipt Register	\$ 6,151,303
Transfers From the Investment Account	3,000,000
Total Cash Receipts	\$ 9,151,303

Adjustments:

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

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

(Page 3 of 4)

08/01/2023-08/31/2023

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	4,114,432	12.00%
FIFTH THIRD BANK - ASU Claims Account	34,885	0.10%
FIFTH THIRD BANK - Savings	2,009,399	5.86%
MSUFCU CD and Savings	254,622	0.74%
CASE Credit Union CD and Savings	254,204	0.74%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>27,613,343</u>	80.55%
TOTAL	<u>\$ 34,280,885</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 144,139
OTHER BANKS	<u>6,281</u>
TOTAL	<u>\$ 150,420</u>
Monthly Average Rate of Return	0.4388%
Annual Average Rate of Return	5.265%

Interim statements are subject to adjustments and year-end audit

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

(Page 4 of 4)

08/01/2023-08/31/2023

Market Value at the Beginning of the Period - 08/01/2023		\$ 29,506,763
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(2,000,000)
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 147,231	
Accrued Interest Paid	(950)	
Administrative Expenditures	(2,142)	
Total Net Income/Loss & Expenditures		144,139
<u>Realized Gains or (Loss) From Sales</u>		(51,967)
<u>Market Appreciation</u>		
End of Period	\$ (692,669)	
Beginning of Period	778,712	
Unrealized Gain/(Loss) from Market Appreciation		86,043
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (246,071)	
Current Accrued Income (+)	174,436	
Net Change from Accrued Income		(71,635)
Market Value at the End of the Period - 08/31/2023		<u><u>\$27,613,343</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 - APPROVAL OF AMENDED LOCAL ADVISORY COMMITTEE (LAC) BYLAWS

The CATA Local Advisory Committee (“LAC”) is a committee of consumers and interested parties who advise the Board of Directors through recommendations on public transportation issues relevant to seniors and persons with disabilities.

The purpose and membership composition of the CATA LAC are consistent with federal and state rules and regulations. These rules and regulations require the LAC to operate under bylaws approved by the Board of Directors.

Beginning in June 2023, the LAC, along with CATA staff, began the process of revising the existing LAC Bylaws to change the name from CATA Local Advisory Committee to the CATA Local Advisory Council. The change was made to the bylaws to ensure they are consistent with federal and state regulations and to accurately reflect the advisory function the LAC serves and to ensure the title is consistent with other LAC’s.

On August 2, 2023, the LAC, in accordance with the current bylaws, had a second official reading of the newly proposed amended bylaws and unanimously agreed to recommend the amended bylaws to the CATA Board of Directors for review and approval.

PROPOSED MOTION: That the CATA Board of Directors approves the amended bylaws for the LAC which were approved by the LAC at their meeting held on August 2, 2023.

ACTION ITEM – AWARD OF CONTRACT FOR TOWING SERVICES

CATA occasionally requires buses and other vehicles to be towed, either to the CATA maintenance facility for repairs or to other outside repair facilities. CATA currently has a towing contract with Shroyer Towing that expires November 30, 2023. Contracts of this type are not unusual as most fleets, like ours, choose not to invest funding in towing equipment. This work is contracted with companies that have a variety of equipment, experience with the equipment, safe towing techniques, and licenses to perform this type of specialized work.

On May 22, 2023, CATA issued a Request for Quote (“RFQ”) #2023-145, to solicit quotes for the Towing Service contract. The RFQ was distributed to six (6) vendors and posted on the CATA website. The quote requested a fixed price per vehicle towed, for large bus (40-foot and 60-foot), small bus, and light duty vehicles (including cars, trucks, and vans). Pricing for each vehicle type includes minor clean up. Proposals were due by 11:00 a.m. on July 10, 2023.

CATA received one quote, from Shroyer Towing, Inc., Lansing, Michigan. No other firms submitted quotes on or before the deadline. After further inquiries, we found that there are very few vendors that can perform this type of specialized work.

Shroyer Towing, Inc.

REQUIRED SERVICES:							
DESCRIPTION	Est. Yearly Tow's	Price per Tow Year 1	Annual Price Year 1	Price per Tow Year 2	Annual Price Year 2	Price per Tow Year 3	Annual Price Year 3
Light duty cars, trucks and vans up to 8,600 GVRW.	20	\$70	\$1,400	\$73.00	\$1,460	\$75	\$1,500
Medium duty trucks and buses up to twenty-five (25) feet up to 15,000 GVRW.	30	\$125	\$3,750	\$130.00	\$3,900	\$135	\$4,050
Heavy duty buses, articulated 60' buses and 40' buses up to 65,000 GVRW.	240	\$70	\$64,800	\$280.00	\$67,200	\$290	\$69,600
TOTAL YEARLY ANNUAL PRICES:			\$69,950		\$72,560		\$75,150

DESCRIPTION	Est. Yearly Tow's	Price per Tow Year 1	Price per Mile Year 1	Annual Price Year 1	Price per Tow Year 2	Price per Mile Year 2	Annual Price Year 2	Price per Tow Year 3	Price per Mile Year 3	Annual Price Year 3
Towing outside service area (up to 100 miles per tow)	10	\$240	\$6	\$8,400	\$250	\$6	\$8,500	\$260	\$6	\$8,600

EXTRA SERVICES:								
DESCRIPTION	Est. Annual Hours	Hourly Price Year 1	Annual Price Year 1	Hourly Price Year 2	Annual Price Year 2	Hourly Price Year 3	Annual Price Year 3	
Clean up of miscellaneous fluids when needed and/or requested.	100	\$125	\$12,500	\$130	\$13,000	\$135	\$13,500	

THREE (3) YEAR GRAND TOTAL: (INCLUDING REQUIRED SERVICES + EXTRA SERVICES)	\$ 282,160.00
--	----------------------

Shroyer Towing met all aspects of the specification requirements. For the past several years, Shroyer Towing has performed to high standards. Shroyer Towing is qualified and has the experience, needed equipment, and quoted reasonable rates. The Towing Services contract will be for a three (3) year term beginning December 1, 2023, and ending November 30, 2026.

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 three-year contract for towing services from December 1, 2023, through November 30, 2026, with Shroyer Towing of Lansing, Michigan, based on its quote, and on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – AWARD OF CONTRACT FOR BUS TIRE LEASE

Currently, almost every public transit system in the United States that operates either 40-foot or 60-foot large buses utilizes a multi-year tire lease contract. Large transit bus tires are unique in design and therefore can only be leased through selected tire manufacturers. CATA currently leases its large bus tires and has a lengthy history with such leasing contracts.

Request for Proposal #2023-147, Bus Tire Lease, was issued on June 8, 2023, for a five-year fixed rate contract. Detailed specifications were developed and required the vendor to provide all materials and supplies, such as valve stems and caps, to assist in the maintenance of the tires and removal for recycling or disposal of all used tires that have been deemed unusable. The RFP was distributed to four (4) vendors and posted on the CATA website. Proposals were due by 11:00 a.m. on August 7, 2023.

The following firms submitted a proposal:

Bridgestone Americas Tire Operations LLC, Nashville, Tennessee
 Goodyear Tire and Rubber Company, Akron, Ohio

Following a comprehensive review of the submitted proposal, staff selected Bridgestone Americas Tire Operations LLC, based on RFP technical evaluation criteria: 1) Project understanding and approach 2) Qualifications of the firm/organization and staff 3) Price/Cost 4) Experience of the firm with similar projects and 5) Completeness and responsiveness of the proposal to the RFP.

Both agencies rated equally in the response to tire inventory, specifications, and reference checks. The distinguishing evaluation criteria for the evaluation committee was price. For the purpose of evaluating price and cost, estimated annual mileage figures for FY 2024 and the proposed per tire mile rate were used for the respective tire sizes. Staff calculated the total cost per original and retread tire based on the estimated 42,000 miles and the estimated quantity of each tire size. The tire size 305/70R22.5 will be the majority of CATA's future tire purchases in the next five (5) years based on new buses on order and old buses being retired.

The following charts show the costs between the two vendors.

Bridgestone Americas Tire Operations, LLC

Required Services:

DESCRIPTION	Year 1 Cost/Mile	Year 2 Cost/Mile	Year 3 Cost/Mile	Year 4 Cost/Mile	Year 5 Cost/Mile	Estimated Qty	Estimated Total Per Tire Size
Price per tire mile 275/70R22.5 Original Tread, Load range J	\$0.006339	\$0.006465	\$0.006724	\$0.006993	\$0.007273	20	\$28,386.96
<i>Estimated original tread per annual 42,000 miles</i>	\$266.24	\$271.53	\$282.41	\$293.71	\$305.47	\$1,419.35	

Price per tire mile 305/70R22.5 Original Tread, Load range L	\$0.006073	\$0.006195	\$0.006442	\$0.006700	\$0.006968	190	\$258,376.44
<i>Estimated original tread per annual 42,000 miles</i>	\$255.07	\$260.19	\$270.56	\$281.40	\$292.66	\$1,359.88	
Price per tire mile 385/55R22.5 Original Tread, Load range L	\$0.017245	\$0.017590	\$0.018293	\$0.019025	\$0.019786	20	\$77,228.76
<i>Estimated original tread per annual 42,000 miles</i>	\$724.29	\$738.78	\$768.31	\$799.05	\$831.01	\$3,196.54	
Price per tire mile 275/70R22.5 retread	\$0.006339	\$0.006465	\$0.006724	\$0.006993	\$0.007273	40	\$56,773.92
<i>Estimated original tread per annual 42,000 miles</i>	\$266.24	\$271.53	\$282.41	\$293.71	\$305.47	\$1,419.35	
Price per tire mile 305/70R22.5 retread	\$0.006073	\$0.006195	\$0.006442	\$0.006700	\$0.006968	380	\$516,752.88
<i>Estimated original tread per annual 42,000 miles</i>	\$255.07	\$260.19	\$270.56	\$281.40	\$292.66	\$1,359.88	
Estimated Five (5) Year Total:							\$937,518.96

Optional Services:

DESCRIPTION	Year 1	Year 2	Year 3	Year 4	Year 5	Estimated Qty
Price per tire for mount or Dismount of stocked tire	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	\$ 24.00	720
Estimated Five (5) Year Total:						\$17,280.00

DESCRIPTION	Year 1	Year 2	Year 3	Year 4	Year 5	Estimated Qty
Price to dispose of tire	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	\$ 7.00	750
Estimated Five (5) Year Total:						\$5,250.00

ESTIMATED FIVE (5) YEAR GRAND TOTAL:	\$960,048.96
---	---------------------

The Goodyear Tire & Rubber Company

Required Services:

DESCRIPTION	Year 1 Cost/Mile	Year 2 Cost/Mile	Year 3 Cost/Mile	Year 4 Cost/Mile	Year 5 Cost/Mile	Estimated Qty	Estimated Total Per Tire Size
-------------	---------------------	---------------------	---------------------	---------------------	---------------------	---------------	-------------------------------

Price per tire mile 275/70R22.5 Original Tread, Load range J	\$0.007900	\$0.007900	\$0.008136	\$0.008380	\$0.008634	20	\$34,398.00
<i>Estimated original tread per annual 42,000 miles</i>	\$331.80	\$331.80	\$341.71	\$351.96	\$362.63	\$1,719.90	
Price per tire mile 305/70R22.5 Original Tread, Load range L	\$0.007288	\$0.007288	\$0.007506	\$0.007732	\$0.007964	190	\$301,468.44
<i>Estimated original tread per annual 42,000 miles</i>	\$306.10	\$306.10	\$315.25	\$324.74	\$334.49	\$1,586.68	
Price per tire mile 385/55R22.5 Original Tread, Load range L	\$0.006924	\$0.006924	\$0.007132	\$0.007346	\$0.007566	20	\$30,149.28
<i>Estimated original tread per annual 42,000 miles</i>	\$290.81	\$290.81	\$299.54	\$308.53	\$317.77	\$1,570.46	
Price per tire mile 275/70R22.5 retread	\$0.007900	\$0.007900	\$0.008136	\$0.008380	\$0.008633	40	\$68,794.32
<i>Estimated original tread per annual 42,000 miles</i>	\$331.80	\$331.80	\$341.71	\$351.96	\$362.59	\$1,719.86	
Price per tire mile 305/70R22.5 retread	\$0.005856	\$0.005856	\$0.006032	\$0.006214	\$0.006400	380	\$484,513.68
<i>Estimated original tread per annual 42,000 miles</i>	\$245.95	\$245.95	\$253.34	\$260.99	\$268.80	\$1,275.04	
<i>Estimated Five (5) Year Total:</i>							\$919,323.72

Optional Services:

DESCRIPTION	Year 1	Year 2	Year 3	Year 4	Year 5	Estimated Qty
Price per tire for mount or Dismount of stocked tire	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	\$ 60.00	720
<i>Estimated Five (5) Year Total:</i>						\$43,200.00

DESCRIPTION	Year 1	Year 2	Year 3	Year 4	Year 5	Estimated Qty
Price to dispose of tire	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	\$ 16.00	750
<i>Estimated Five (5) Year Total:</i>						\$4,000.00

ESTIMATED FIVE (5) YEAR GRAND TOTAL:	\$966,523.72
---	---------------------

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 five-year contract with Bridgestone Americas Tire Operations LLC, Nashville, TN for the purpose of leasing large bus tires based on the original and retread per tire mile as provided by Bridgestone, and will not exceed the approved annual Operating Budget on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – AWARD OF CONTRACT FOR MARKETING AND ADVERTISING SERVICES AGENCY

The current Marketing and Advertising Services Contract, awarded to InVerve Marketing, Inc. in November 2018, is scheduled to expire November 30, 2023. As a result, a Request for Proposal (“RFP”) No. 2023-148 was issued on June 19, 2023, to obtain a new contract for marketing and advertising services over a five-year term. The RFP was posted on CATA’s website and Transit Talent and was sent to six (6) vendors, including the incumbent agency. Proposals were due by 11:00 a.m. on July 27, 2023.

CATA requires the talents of a full-service marketing and advertising services agency to assist in the planning, development, and implementation of promotional and educational material for CATA services, campaigns, events, and information, as well as digital strategy, advertising, and branding. The agency also allows for support of HubSpot, which Customer Experience utilizes for its live-chat service at cata.org.

The following seven (7) agencies submitted proposals:

- InVerve Marketing, Inc., Michigan
- Staples Marketing, LLC dba AFFIRM, Wisconsin
- Nove Communications dba LKF Marketing, Michigan
- Truscott Rossman Group, LLC, Michigan
- Ludwig Plus, LLC, Michigan
- Lambert Global, LLC, Michigan
- Decima, LLC, Michigan

CATA currently contracts with InVerve Marketing, Inc. for marketing and advertising services.

CATA’s evaluation committee reviewed all submitted proposals against the RFP’s based on the following selection criteria: 1) Project Understanding and Approach 2) Qualifications of the Firm/Organization and Staff 3) Price/Cost 4) Experience of the Firm with Similar Projects and 5) Completeness and Responsiveness of Proposal to RFP. The committee met virtually and in person on three (3) separate occasions, August 1, 2023, August 4, 2023, and August 22, 2023.

The incumbent agency, InVerve Marketing, Inc., was considered the most qualified agency, meeting or exceeding the requirements of the RFP. InVerve’s proposal stood out as a top contender early in the evaluation process. Their comprehensive proposal not only showcased a profound understanding of the scope of work outlined in the RFP but also provided a multitude of detailed examples for each requested work sample which was above and beyond what was expected. The proposal was thorough, easy to understand, visually appealing and outlined the strategic approach the agency takes with project management. InVerve impressively outlined the qualifications of both their organization and staff, emphasizing substantial expertise in ADA requirements and WCAG 2.0 AA compliance which is crucial for accessible communications. The proposal also fully addressed a well-conceived strategy for managing multiple projects with conflicting deadlines, which is critical for the high volume of work expected for this contract. Despite

ranking as the fifth highest proposal in terms of cost, the committee unanimously agreed that InVerve Marketing's proposal excelled in areas that carry the utmost weight outlined in the evaluation criteria.

Below are the tables showing each bidder's cost:

InVerve Marketing, Inc.

Year	Estimated Annual Hours	Hourly Rate	Annual Price
Year 1	2000	\$150	\$300,000
Year 2	2000	\$150	\$300,000
Year 3	2000	\$150	\$300,000
Year 4	2000	\$150	\$300,000
Year 5	2000	\$160	\$320,000
GRAND TOTAL: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$1,520,000

Staples Marketing, LLC dba AFFIRM

Year	Estimated Annual Hours	Hourly Rate	Annual Price
Year 1	2000	\$135	\$270,000
Year 2	2000	\$135	\$270,000
Year 3	2000	\$135	\$270,000
Year 4	2000	\$135	\$270,000
Year 5	2000	\$135	\$270,000
GRAND TOTAL: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$1,350,000

Nove Communications dba LKF Marketing

Year	Estimated Annual Hours	Hourly Rate	Annual Price
Year 1	2000	\$115	\$230,000
Year 2	2000	\$120	\$240,000
Year 3	2000	\$125	\$250,000
Year 4	2000	\$130	\$260,000
Year 5	2000	\$130	\$260,000
GRAND TOTAL: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$1,240,000

Truscott Rossman Group, LLC

Year	Estimated Annual Hours	Hourly Rate	Annual Price
Year 1	2000	\$180	\$360,000
Year 2	2000	\$180	\$360,000
Year 3	2000	\$180	\$360,000

Year 4	2000	\$180	\$360,000
Year 5	2000	\$180	\$360,000
GRAND TOTAL: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$1,800,000

Ludwig Plus, LLC

Year	Estimated Annual Hours	Hourly Rate	Annual Price
Year 1	2000	\$140	\$280,000
Year 2	2000	\$143	\$286,000
Year 3	2000	\$146	\$292,000
Year 4	2000	\$146	\$292,000
Year 5	2000	\$149	\$298,000
GRAND TOTAL: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$1,448,000

Lambert Global, LLC

Year	Estimated Annual Hours	Hourly Rate	Annual Price
Year 1	2000	\$250	\$450,000
Year 2	2000	\$250	\$450,000
Year 3	2000	\$250	\$450,000
Year 4	2000	\$250	\$450,000
Year 5	2000	\$250	\$450,000
GRAND TOTAL: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$2,250,000

Decima, LLC

Year	Estimated Annual Hours	Hourly Rate	Annual Price
Year 1	2000	\$60	\$120,000
Year 2	2000	\$65	\$130,000
Year 3	2000	\$75	\$150,000
Year 4	2000	\$90	\$180,000
Year 5	2000	\$110	\$220,000
GRAND TOTAL: (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$800,000

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 InVerve Marketing, Inc. for Marketing and Advertising Services at a cost not to exceed \$1,520,000 of operating funds for an initial three (3) year contract and

an option for one (1) two (2) year extension on such other terms and conditions as the Board Chair and the 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 2025 RESOLUTION OF INTENT

The approved Resolution of Intent to apply for state formula operating assistance for fiscal year 2025 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 2025 and, therefore, apply for state financial assistance under provisions of Act 51; and

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

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

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

WHEREAS, THE APPLICANT has reviewed and approved the proposed balance budget, and funding sources for FY 2025 are estimated to include the following: federal funds of \$14,887,000, state funds of \$16,497,000, local funds of \$25,500,000, farebox funds of \$1,900,000, and other funds of \$7,000,000. Total expenses are estimated to be \$62,300,000. THE APPLICANT'S budget for its local transportation program for FY 2025 reflects a surplus of \$1,587,000.

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 2025.

ACTION ITEM – MICHIGAN PUBLIC SAFETY COMMUNICATION SYSTEM (MPSCS) INTEGRATION AND CO-LOCATION AGREEMENTS

In an Action Item approved by the Board in October 2021, Staff recommended replacing CATA's existing radio system with one that will connect with the State of Michigan's MPSCS. Advantages include 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.

As one of the final steps before "going-live" with CATA's new MPSCS based radio system, the MPSCS is requiring an integration agreement and a co-location agreement be completed between the MPSCS and CATA. They are additionally requiring this to be approved by the governing Board. These agreements codify the work done on CATA's part to join the system and details the relationship between the MPSCS and CATA. There are no costs associated with these agreements outside of the total cost of the original scope of work.

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 Director, Bradley T. Funkhouser, to enter into an integration agreement and co-location agreement with the MPSCS to connect CATA's radio system with the MPSCS.

ACTION ITEM – AWARD OF CONTRACT FOR CONTACTLESS FARE PAYMENT SYSTEM

CATA desires to add contactless payment functionality to our revenue vehicles currently equipped with fareboxes. The primary goal of this addition is to provide additional methods of payment that would speed up and simplify payment for CATA riders. The ability to pay with contactless payment forms, including contactless credit cards, CATA branded contactless cards, and with phone apps, would provide greater access to ticketing options. By offering more options of payment for our customers, CATA will also be providing better customer service. Additionally, contactless payment technology will greatly reduce the amount of cash handled by Staff, leading to lower overhead costs and increased safety.

A motion allowing Staff to negotiate a contract for a contactless payment system was approved by the Board in March 2023. Since then, CATA has been in negotiations with Masabi, LLC on a formal contract. We are returning to the Board with a final, multi-year contract for contactless payment equipment and services. The cost of the contract will not exceed \$1,200,000, utilizing state and federal funds, plus 3.75 percent of contactless fare revenue.

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 Masabi, LLC to provide a contactless fare payment system for CATA at a cost not to exceed \$1,200,000 plus 3.75 percent of contactless fare revenue. The cost will be funded using state and federal funds for an initial three (3) year term and an option for one (1) two (2) year extension on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

INFORMATION ITEMS

OCTOBER 18, 2023

1. AUGUST RIDERSHIP REPORT
2. AUGUST RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR SEPTEMBER 2023
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR AUGUST 2023
6. ANNUAL YEAR-ROUND FREE RIDES FOR U.S. MILITARY VETERANS

AUGUST 2023 RIDERSHIP REPORT

<u>Total system rides – August:</u>	<u>508,964</u>
Average weekday system ridership	19,350
Average weekday system ridership change August 2023 to August 2022	+5,350

	<u>August 2023 v. August 2022</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+36.9%	+137,288
Monthly Urban Fixed-Route change	+24.1%	+64,505
Monthly MSU campus ridership change	+141.0%	+55,053
Monthly Spec-Tran ridership change	+19.8%	+4,094
Monthly Total Paratransit ridership change	+17.8%	+4,581

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are increased for Spring 2023 compared with Spring 2022. Ridership has been substantially impacted by the COVID-19 pandemic.

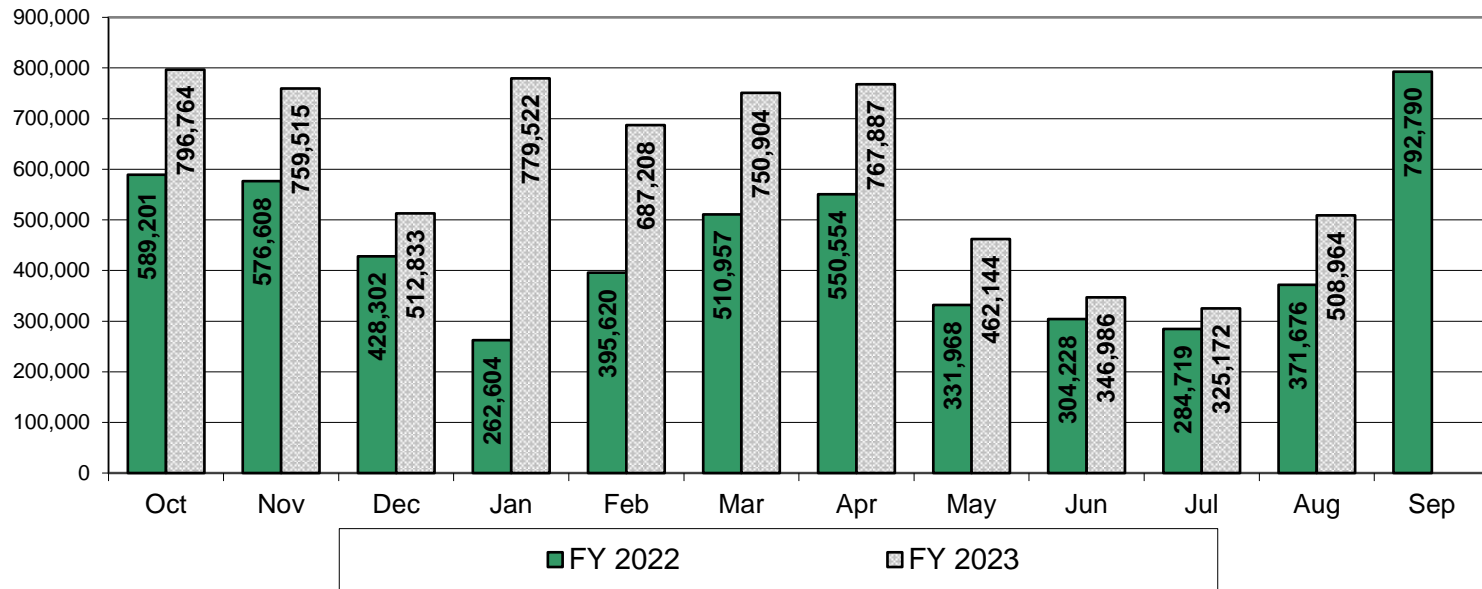
FY 2023 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2023:</u>	<u>6,697,899</u>
--------------------------------------	------------------

	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+45.4%	+2,091,462
Year-to-Date Spec-Tran ridership change	+4.7%	+10,289
Year-to-Date Total Paratransit ridership change	+5.5%	+15,291

Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. MSU Service levels are increased for Spring 2023 compared with Spring 2022. Classes on the MSU campus were suspended from February 14, 2023 to February 17, 2023. Ridership has been substantially impacted by the COVID-19 pandemic.

CATA's Monthly Ridership: FY 2022 & FY 2023



INFORMATION ITEM - FUEL PURCHASE FOR SEPTEMBER 2023

The following lists our prices for diesel fuel for September 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
09/05/2023	\$3.2110
09/06/2023	\$3.2955
09/11/2023	\$3.0155
09/15/2023	\$3.1550
09/21/2023	\$3.0495
09/26/2023	\$2.9910
FY 2023 Current average per gallon fuel cost	\$3.12
FY 2023 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
September 21, 2023**

Guest Speaker: Lori Adams-Simon

We invited Lori Adams-Simon, President and Principal Consultant of SimonSez Consulting, LLC and former Senior Advisor for Diversity, Equity, Inclusion and Belonging at Sparrow Health System to present on Psychological Safety in the Workplace. She covered the following topics:

- What is Psychological Safety
- The Importance of Psychological Safety
- DEI & Psychological Safety
- Mental Health & Psychological Safety
- How Do You Create Psychological Safety

Lori stressed the importance of the role of great leaders. She impressed upon the Task Force Committee that great leaders make employees feel safe at work, which empowers employees to show up as their authentic selves.

Respectfully submitted,

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

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



LOCAL ADVISORY COMMITTEE
MEETING

WEDNESDAY, AUGUST 3, 2023
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
George Hanley
Gloria Johnson-Cannon
Geneva Smith
J. Caleb Adams
Kellie Blackwell, Vice Chair
Erin Shannon
Leah March-Pons
Darrin Fowler
Jeff Allshouse

MEMBERS PRESENT VIA ZOOM: Leah March-Pons

ABSENT: Diana Paiz and Ethan Devereaux

CATA BOARD MEMBER: Doug Lecato

CATA PERSONNEL: Craig Frazier, Darren Horn, Marshea Brown, and Renee Sumerix

TRANSDEV PERSONNEL: None

GUESTS: None

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:40 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF AUGUST AGENDA

MOTION:

A motion to approve the August 2023 Agenda was moved by Geneva Smith and supported by Darrin Fowler.

VOTE:

Motion passed unanimously.

APPROVAL OF JUNE MINUTES

Kellie Blackwell stated that the June minutes had Ethan Devereaux listed as both present and absent.

MOTION:

A motion to approve the June 2023 minutes with Ethan Deveraux listed as absent was moved by Jeff Allshouse and supported by Geneva Smith.

VOTE:

Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

Chair Wiese reported that the LAC Bylaws are consistent with the federal and state rules and regulations and that the LAC is required to have not less than eight (8) and not more than twelve (12) members. Chair Wiese explained that the LAC currently has twelve (12) active members. She expressed her appreciation for having voices from so many different communities.

BOARD LIAISON REPORT – Doug Lecato

See attached report.

CATA CEO REPORT

Craig Frazier, Paratransit Manager, spoke on behalf of Bradley T. Funkhouser, Chief Executive Officer.

EATRAN SURVEY

Mr. Frazier stated that Mr. Funkhouser has asked that members complete the EATRAN survey included in their packet by August 7, 2023. He also noted that there is a QR code provided for anyone that would like to complete the survey online.

Cross-Boundary Agreements

Craig Frazier reported that the coordination between CATA and the neighboring counties has been working well. He noted that a majority of the cross-boundary rides have been for work and medical appointments.

Chair Wiese inquired about the number of cross-boundary rides.

Craig Frazier responded that he does not know the number of cross-boundary rides provided; however, with the extension of Route 3, Spec-Tran has had an increase of sixty rides per month.

DIRECTOR OF OPERATIONS

Craig Frazier, Paratransit Manager, spoke on behalf of Todd Brooks, Director of Operations.

New Operations Applications Administrator

Craig Frazier reported that the Operations Applications Administrator position has been filled by MARRISA MORRIS. Ms. Morris previously worked as an Operation Supervisor. She will be responsible for completing daily assignments and working with the Operations team to create bid postings and manage operator bidding.

Fall Service

Craig Frazier reported that on July 31, 2023, members from the Operations Department met off-site at CATA's leased space on Long Boulevard to discuss and review the bid board for CATA's fall service. Mr. Frazier noted that the bid board was given to ATU officials yesterday for their review and will be available for operators to start bidding by the beginning of next week.

MSU Football Season

Craig Frazier reported that the Operations Department has been preparing for MSU's first home game on Friday, September 1. Mr. Frazier noted that this year, CATA will be responsible for keeping track of riders and Jacob Pena, MSU Supervisor, will be organizing additional staff to monitor all the parking lots. He further noted that CATA staff will be wearing matching polos throughout their shift and meals will be provided.

Operator Class and Job Fair

Craig Frazier reported that the new class of operators will begin testing this week. He stated that CATA has been very active in hiring more drivers and the next job fair is scheduled for August 17 at the Lansing Center. Representatives will be taking applications and conducting on-the-spot interviews.

PARATRANSIT

Craig Frazier, Paratransit Manager, deferred to Darren Horn, Paratransit Supervisor, for an update on the Operational Committee.

Darren Horn reported that the Paratransit Department has put together a new Operational Committee that consists of representatives from CATA, Transdev and the ATU to assist with blocking rides using algorithms. Mr. Horn stated that their first meeting was held on August 1 to discuss patterns beyond the 15-minute window. The goal is to improve paratransit's on-time performance and stay above ninety-five percent. Mr. Horn explained that the committee will continue to analyze data and adjust accordingly. Eventually, the reporting capabilities of the software will offer better solutions and improved service.

Chair Wiese requested confirmation of CATA's scheduling hours for paratransit service.

Craig Frazier confirmed that CATA's dispatchers are available from 5:00 a.m. to 11:00 p.m. Sunday through Wednesday, and 4:00 a.m. to 11:00 p.m. Thursday through Saturday.

George Hanley inquired whether there were any reports related to customer experience.

Craig Frazier stated that the customer experience complaints have been handled. He also shared that Paratransit's response time is unparalleled compared to other transit agencies throughout Michigan and the country. He also shared a story on how CATA's staff went above and beyond to provide guidance and service to a family in need of finding transportation for their children. Mr. Frazier stated that even though there is

a nationwide driver shortage, CATA has been able to meet the needs of the community and is dedicated to improving service.

Craig Frazier continued by sharing more positive examples of CATA's performance and high ratings compared to other transportation entities.

George Hanley expressed his appreciation for CATA and inquired about what could be done to counter some of the negative comments made against CATA.

Craig Frazier responded that CATA is committed to providing great service by having excellent customer relations. He explained that representatives from CATA including staff and operators, along with the support from the Board of Directors and the LAC, all assist in spreading the truth and sharing their knowledge throughout the community.

Craig Frazier stated that CATA records all complaints and follows up with each person.

Leah March-Pons stated that those in need of a special advocate for transportation can contact Disability Rights of Michigan.

George Hanley inquired whether CATA has any future plans for Holiday Service.

Craig Frazier responded that at this time, CATA does not have any plans for Holiday Service.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Kellie Blackwell

See attached May 2023 notes.

J. Caleb Adams stated that he has a preference for CATA's vans over Clinton Transit.

Kellie Blackwell commented on operators loading passengers with service animals and suggested that operators use the ramp.

Chair Wiese added that operators need to communicate better with riders and announce that they will be loading on the side of the van where the ramp is located.

OLD BUSINESS:

Local Advisory Committee – Second Reading

Chair Wiese stated that in order to amend the current LAC title from Local Advisory Committee to Local Advisory Council, the LAC Bylaws state that it is required to have two (2) readings at two (2) consecutive meetings with a majority vote of approval by two-thirds of the members. Once the readings are approved by the LAC, the amendment will be sent to the CATA Board of Directors for final approval.

MOTION:

A motion to approve the title change from Local Advisory Committee to Local Advisory Council was moved by George Hanley and supported by Geneva Smith.

VOTE:

Motion passed unanimously.

NEW BUSINESS:

Nominating Chair

Chair Wiese reported that committee member 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.

Renewal of LAC Appointment

Chair Wiese announced the reappointment of George Hanley and Deb Wiese.

MOTION:

A motion to approve the Local Advisory Committee appointment renewal was moved and supported; however, the individuals who made the motion and supported the motion were not recorded.

VOTE:

Motion passed unanimously.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

MOTION:

A motion to adjourn was moved by Darrin Fowler and supported by Gloria Johnson-Cannon.

VOTE:

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:37 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. Census Bureau, 23,123 veterans reside in Clinton (4,246), Eaton (6,507) and Ingham (12,370) counties – overall, a 6.37 percent decline in veteran populations in the tri-county region compared to 2020. Currently, CATA proudly employs approximately 29 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.

Approximately one year following our campaign launch, as of October 31, 2021, CATA recorded more than 34,000 fixed-route trips for veterans.

Between October 1, 2021, and September 30, 2022, CATA gave just under 93,000 veterans free rides.

Between October 1, 2022, through September 30, 2023, CATA delivered 144,037 free rides on behalf of veterans.

In total, we have provided 271,037 free rides to veterans since November 11, 2020.

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