

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, OCTOBER 16, 2024  
4:00 P.M. – LANSING CENTER, ROOM 201  
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 9, 2024, SPECIAL BOARD MEETING
- B. APPROVAL OF MINUTES OF SEPTEMBER 18, 2024, BOARD MEETING
- C. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2024
  - 1. Interim Income Statement
  - 2. Cash Summary
  - 3. Investments
  - 4. Fifth Third Investment Account Reconciliation
- D. MDOT RESOLUTION OF INTENT

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

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**FY 2026 RESOLUTION OF INTENT**

The approved Resolution of Intent to apply for state formula operating assistance for FY 2026 under Act 51 of the Public Acts of 1951, as amended.

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended ("Act 51"), it is necessary for Capital Area Transportation Authority (hereby known as THE APPLICANT), established under 1963 PA 55, to provide a local transportation program for FY 2026 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 2026 are estimated to include the following: federal funds of \$1,824,500, state funds of \$22,226,100, local funds of \$27,047,700, farebox funds of \$2,460,923, and other funds of \$5,867,613. Total expenses are estimated to be \$72,826,631. THE APPLICANT'S budget for its local transportation program for FY 2026 reflects a deficit of \$13,399,795.

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

**HEREBY**, appoints THE APPLICANT'S Chief Executive Officer, Bradley T. Funkhouser or his designee, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for FY 2026.

E. APPOINTMENT TO LOCAL ADVISORY COMMITTEE

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint Douglas Lecato to a three-year term through October 2027.

VI. ACTION ITEM - DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

- Fleet Update Presentation - Andrew Brieschke, Deputy CEO

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  
SPECIAL MEETING

MONDAY, SEPTEMBER 9, 2024  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

**PRESENT:** Nathan Triplett, Chair  
Shanna Draheim, Vice Chair  
Phil Deschaine, Secretary/Treasurer  
Doug Lecato  
Derek Melot  
Jack Schmitt

**CALL TO ORDER:**

Chair Triplett called the meeting to order at 4:02 p.m.

**ROLL CALL:** Phil Deschaine, Shanna Draheim, Doug Lecato, Derek Melot, Jack Schmitt, and Nathan Triplett were all present.

**ABSENT:** John Prush, Maggie Sanders, Eric Tans, and Terrance Augustine

**LATE:** Mark Grebner

Chair Triplett welcomed everyone to the special 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:**

Chair Triplett requested a motion to excuse Maggie Sanders and Eric Tans.

**MOTION:**

Doug Lecato motioned to excuse Maggie Sanders and Eric Tans. Derek Melot supported the motion.

**VOTE:** The motion carried unanimously.

Mark Grebner arrived 4:03 p.m.

**ACTION ITEMS – PROPOSED DISCUSSION AGENDA**

A. APPROVAL OF PURCHASE AGREEMENT FOR 511 S. WASHINGTON AVENUE (ROLL CALL VOTE)

**PROPOSED MOTION:** That the CATA Board of Directors authorize Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the purchase agreement for 511 S. Washington Avenue, as written, in the amount of \$1,025,000, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Bradley Funkhouser stated that it became apparent that the designated space for CATA in the new city hall project was not going to meet CATA's needs while staying within the approved budget. Mr. Funkhouser explained that during this time, Staff discovered a former Greyhound station that was for sale across from CATA's CTC. He noted that Andrew Brieschke, Deputy CEO, reached out to a real estate broker and had a showing scheduled right after the last Board meeting. The property is in very good condition and has a lot of potential. With the support of Chair Triplett, CATA went through negotiations with the property owner. In order to secure the property, a special Board meeting was called to approve a purchase agreement. Mr. Funkhouser then deferred to Andrew Brieschke, Deputy CEO, for more details.

Andrew Brieschke, Deputy CEO, stated that the property was built in 1950 and went under an extensive renovation in 2001. The space is already built for office use and has a second floor that could be expanded to hold a resource center and/or other meetings. Mr. Brieschke shared that CATA has been working with real estate attorney, Norbert Madison, and local broker, Jeff Ridenour. He also noted that CATA will have 60 days to conduct any inspections, assessments and appraisals. CATA will also work with Progressive AE to develop a remodeling plan. An earnest money deposit of \$20,000 will be placed in an escrow account as part of the purchase agreement which is refundable if the property does not pass inspections and/or surveys.

Bradley Funkhouser stated that there is a lot of information in the Board packet. He also stated that he and Mr. Brieschke have had extensive discussions with both Mr. Madison and Mr. Ridenour over this purchase.

Derek Melot inquired whether any asbestos was taken care of during the property's 2001 renovation.

Andrew Brieschke stated that he was unsure.

Bradley Funkhouser stated that CATA is doing their due diligence and an environmental assessment will be part of the process.

Phil Deschaine inquired about the property being vacant and on the market.

Norbert Madison stated that the property has been listed since February 2024.

Phil Deschaine inquired about the property's current square footage and the square footage that CATA may add in an extension.

Andrew Brieschke stated that currently, the property is approximately 10,500 square feet and CATA is looking to add approximately 1,000-1,100 square feet to the building.

Bradley Funkhouser stated that CATA's designated space at the new city hall was approximately 10,000 square feet with another 1,000 square feet on the lower level. He also noted that CATA received capital improvement funds to improve the CTC; however, CATA may be able to move to another building without spending more money.

Phil Deschaine expressed that he likes the idea of a resource center but wonders whether it is CATA's responsibility to take on that role.

Bradley Funkhouser stated that CATA has already taken on that role at the CTC. He also stated that the mayor has expressed his commitment to building a resource center and would like to partner with CATA in this endeavor.

Jack Schmitt inquired about the costs associated with renovating the property.

Andrew Brieschke stated that at this point, it is difficult to know the associated costs. He noted that the décor is a bit dated, but overall, the building is in good shape.

Doug Lecato inquired about the property having unpaid taxes.

Bradley Funkhouser stated that it is his understanding that any unpaid taxes will be paid at the closing.

Norbert Madison confirmed that the taxes will be prorated and paid by seller at closing.

Shanna Draheim commented on affordable housing and inquired whether this project could be the driving force behind bringing affordable housing to the area.

Bradley Funkhouser stated that once the building is renovated and operating and the resources are built, he believes that there will be a need for more affordable housing. Mr. Funkhouser explained that by ensuring transportation stays downtown, CATA will be able to anchor other projects that will benefit the community.

Chair Triplett stated that CATA first began having conversations for a potential partnership with the Lansing Housing Commission, and then city hall, of which neither panned out. Now, CATA has the opportunity to delegate the amount of space they

need without negotiating. He expressed his belief that in the long run, this is CATA's best option.

Doug Lecato inquired about parking.

Bradley Funkhouser stated that currently, CATA leases Lot 1 for parking; however, that will stop once construction on the new city hall begins. Mr. Funkhouser noted that CATA will have some parking spaces, but the emphasis will be on using transit.

Doug Lecato stated that he agrees with Chair Triplett and purchasing the old Greyhound station is the best plan.

Chair Triplett stated that CATA will be leading the way by promoting transit.

Bradley Funkhouser stated that he is excited for CATA's future.

**MOTION:**

Shanna Draheim motioned to approve the Discussion Agenda, Item A, Approval of Purchase Agreement for 511 S. Washington Avenue, and Mark Grebner supported the motion.

**DISCUSSION:**

Shanna Draheim stated that she is very proud of how CATA is working with other agencies to help the community. She also expressed her excitement for what is to come.

Mark Grebner shared some history on the old Greyhound station. He stated that he has been pushing for CATA to be downtown for a long time. Mr. Grebner also expressed his excitement for this project and hopes that CATA will restore some of the buildings original art deco form.

Chair Triplett thanked Mr. Funkhouser and Mr. Brieschke for their persistence and dedication to this project. He also thanked Board members for their patience and authorization to keep this project moving forward.

**ROLL CALL VOTE:** Phil Deschaine, aye; Shanna Draheim, aye; Mark Grebner, aye; Doug Lecato, aye; Derek Melot, aye; Jack Schmitt, aye; and Nathan Triplett, aye.

Ayes: 7

Nays: 0

Bradley Funkhouser thanked Staff and ATU, Local 1039, who have all been very supportive.

Phil Deschaine inquired about the wages for those involved in the remodeling.

Bradley Funkhouser stated that there will be a formulated plan with union involvement.

Chair Triplett thanked everyone who worked on this project.

**PUBLIC COMMENT:**

Daniel Black commented on the special Board meeting being scheduled at the last minute. He expressed his opinion that the special meeting was not necessary, and CATA could have waited until the next regular scheduled Board meeting next week.

Wendy Veltman expressed her concern over her pension packet that she received from Principal. Ms. Veltman stated that she does not agree with the numbers and contacted CATA's Human Resources Department for assistance. She further expressed her frustration over the lack of information she has received.

Chair Triplett stated that someone from CATA will follow up.

**ADJOURNMENT:**

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

Respectfully Submitted,

Phil Deschaine  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, SEPTEMBER 18, 2024  
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM  
333 E. MICHIGAN AVENUE, LANSING, MI 48933

**PRESENT:** Nathan Triplett, Chair  
Derek Melot  
Mark Grebner  
Jack Schmitt  
John Prush  
Doug Lecato

**CALL TO ORDER:**

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

**ROLL CALL:** Mark Grebner, Doug Lecato, Derek Melot, John Prush, Jack Schmitt, and Nathan Triplett were all present.

**ABSENT:** Terrance Augustine, Maggie Sanders, and Eric Tans

**LATE:** Shanna Draheim, Vice Chair, and Phil Deschaine, Secretary/Treasurer

Shanna Draheim and Phil Deschaine arrived at 4:01 p.m.

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:**

Daniel Black stated how much he appreciates CATA's service. He requested that Board members speak close to their microphones so that he can better hear their comments. Mr. Black also commented on Board attendance from the September Special Board meeting that took place last week and noted that there were a few more members present today. He encouraged CATA to think before scheduling special Board meetings in the future so that others may have enough time to attend and vote.

**CHAIR'S COMMENTS:**

Chair Triplett requested a motion to excuse Maggie Sanders and Eric Tans.

**MOTION:**

Doug Lecato motioned to excuse Maggie Sanders and Eric Tans. Shanna Draheim supported the motion.

**VOTE:** The motion carried unanimously.

Chair Triplett announced the awards for outgoing Board members including Phyllis Vaughn, Meridian Township; Dusty Fancher, City of Lansing; Jennie Gies, City of Lansing; and Doug Lecato, Delhi Township. Members were recognized for their service to CATA.

## **CHIEF EXECUTIVE OFFICER'S REPORT**

### **Contactless Fare Payment**

Bradley Funkhouser stated that CATA's launch date for Phase I of contactless fare payment is scheduled for October 14, 2024. He explained that riders will be able to download the app and upload passes to their mobile devices. Phase II will begin sometime in January 2025, and riders will be able to add value to their account. Phase III will follow and vending machines will be available.

### **Route 3 Extension, Charlotte Connector, and Grand Ledge Connector**

Bradley Funkhouser stated that ridership for the Route 3 extension was over 5,000 trips last month. He noted that the Route 3 extension also receives riders from both the Charlotte connector and the Grand Ledge connector which are also very popular and well-served services. Mr. Funkhouser also stated that EATRAN is providing service to the new Amazon facility twice a day and ridership in Eaton County is becoming more well known and growing.

### **Purchase Agreement Update**

Bradley Funkhouser stated that the purchase agreement for the old Greyhound station has been completed. Mr. Funkhouser also stated that earlier today he walked through the property and met with an architect. He also shared that an environmental survey and appraisal have both been scheduled.

Phil Deschain inquired whether CATA is on track for the microtransit project.

Bradley Funkhouser confirmed that CATA is on track for the microtransit project, and it will start in November 2024. He noted that microtransit will begin in the turnkey areas first and then Redi-Ride.

Doug Lecato inquired about the fares associated with microtransit.

Bradley Funkhouser stated that CATA is still working out the details with the contractor.

Shanna Draheim expressed her excitement for contactless fare payment and requested that Board members be notified once the service begins.

Bradley Funkhouser stated that Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer, will let Board members know via email once contactless fare payment becomes operational.

**ACTION ITEMS – PROPOSED CONSENT AGENDA**

A. APPROVAL OF MINUTES OF AUGUST 21, 2024, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JULY 2024

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

C. CATA BOARD MEETING SCHEDULE FOR FY 2025

**PROPOSED MOTION:** That the proposed CATA Board Meeting Schedule for FY 2025 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 2025: Murphy & Spagnuolo, P.C.; Barnes & Thornburg, L.L.P.; Butzel Long, P.C.; and Fraser Trebilcock, P.C..

E. SYSTEMWIDE POLICE AND PUBLIC SAFETY SERVICE

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve payment by CATA to the City of Lansing Police Department, in the amount of \$68,850 for the period beginning October 1, 2024, through June 30, 2025; and \$23,640, for the period beginning July 1, 2025, through September 30, 2025. The total FY 2025 cost of Systemwide Police and Public Safety Service is projected at \$92,490, which will ensure a continued police presence at the CATA Transportation Center, aboard buses; and throughout the CATA system within LPD's jurisdiction.

F. PURCHASE OF UP TO FIVE (5) SMALL BUSES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase from the State of Michigan (MDOT) Small Bus Contract for up to five (5) cutaway-style, small buses in an amount not to exceed \$775,000, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

G. CELLULAR PHONE SERVICE

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the expenditure of up to \$162,000 to Verizon and/or AT&T/FirstNet for cellular service and ancillaries during the FY 2025 budget period, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

H. ELECTRIC VEHICLE CHARGING INFRASTRUCTURE A & E

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve a proposal to Progressive AE, Grand Rapids, MI, seeking architecture and engineering services related to the electric vehicle charging infrastructure architecture and engineering project, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Chair Triplett stated that Derek Melot has requested that item D, be moved to discussion and Shanna Draheim has requested that item H, be moved to discussion.

**MOTION:**

Derek Melot motioned to approve the Consent Agenda with Action Item D, Legal Counsel Recommendation, and Action Item H, Electric Vehicle Charging Infrastructure A & E, moved to the Discussion Agenda. Shanna Draheim supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEM - DISCUSSION AGENDA**

A. LEGAL COUNSEL RECOMMENDATION

**PROPOSED MOTION:** That the CATA Board of Directors approve the following law firms to represent CATA during FY 2025: Murphy & Spagnuolo, P.C.; Barnes & Thornburg, L.L.P.; Butzel Long, P.C.; and Fraser Trebilcock, P.C..

Derek Melot requested more details about the service that each legal counsel provides for CATA.

Bradley Funkhouser gave more details on each legal counsel.

Mark Grebner inquired which legal counsel handled CATA's millage.

Bradley Funkhouser stated that Murphy & Spagnuolo, P.C. was comfortable in taking on CATA's millage proposal.

Chair Triplett informed the Board that this item is similar each year and follows CATA policy.

**MOTION:**

Mark Grebner motioned to approve Discussion Item A, Legal Counsel Recommendation, and Jack Schmitt supported the motion.

**VOTE:** The motion carried unanimously.

B. ELECTRIC VEHICLE CHARGING INFRASTRUCTURE A & E

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve a proposal to Progressive AE, Grand Rapids, MI, seeking architecture and engineering services related to the electric vehicle charging infrastructure architecture and engineering project, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Shanna Draheim requested more details regarding the infrastructure plans.

Bradley Funkhouser stated that this item is about CATA's infrastructure design for charging electric vehicles. He then deferred to Andrew Brieschke, Deputy CEO, for further explanation.

Andrew Brieschke stated that this item is mainly to procure A & E services, through Progressive AE, to upgrade the infrastructure to CATA's Tranter bus storage facility; however, part of the scope also includes expanding at the CTC at a later date.

Shanna Draheim stated that she understands this procurement is mainly for charging CATA's electric vehicles, yet wondered whether this upgrade will include adding charging stations for employees to use.

Andrew Brieschke stated that it will include charging stations for employees in the future; however, the primary initial purpose is for the electric buses that CATA has on order.

Shanna Draheim expressed her love for the fast-charging stations and would like to see more of them in the urban areas. She also commented on the idea of sharing charging stations with other entities to help support local businesses.

Doug Lecato inquired about CATA's relationship with Consumers Energy and whether they will be included in CATA's plan.

Bradley Funkhouser confirmed that CATA's relationship with Consumers Energy will continue. He also noted that CATA plans to buy power directly from Lansing Board of Water and Light and is also looking at generating solar power.

Phil Deschaine inquired whether employees will be able to use the charging stations.

Andrew Brieschke confirmed that employees will eventually be able to use the charging stations; however, the initial scope of work will be for CATA's own fleet and then will expand to the parking areas.

Chair Triplett stated that in the near future, Staff will offer a presentation on zero-emissions that will include a broader and more comprehensive report

**MOTION:**

Shanna Draheim motioned to approve Discussion Item B, Electric Vehicle Charging Infrastructure A & E, and Doug Lecato 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, 2024, for a one (1) year term expiring September 30, 2025, pursuant to Board Policy #400, Section 1.03:

Nathan Triplett - Chairperson  
Shanna Draheim - Vice Chairperson  
Phil Deschaine - Secretary/Treasurer

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

**MOTION:**

A motion was made by Derek Melot and supported by Mark Grebner to approve the recommendation from the Nominating Committee for the election of Executive Officers as follows: Nathan Triplett, Chair; Shanna Draheim, Vice Chair; and Phil Deschaine, Secretary/Treasurer for the FY 2025.

**VOTE:** The motion carried unanimously.

Chair Triplett thanked the Nominating Committee and the Board for allowing them to serve for another year.

Shanna Draheim echoed Chair Triplett's remarks.

**PUBLIC COMMENT**

Daniel Black thanked the Board and Staff for their efforts to speak louder. He also thanked Chase Media for operating the soundboard as he was able to hear a lot better.

Doug Lecato stated that it has been an honor to serve on the CATA Board for the last 15 years. He also shared how he has seen a lot of changes over the years, especially in the last five years. Mr. Lecato expressed his appreciation for CATA and their dedication to making a difference, which he has tried to do the same.

Eduardo Gonzalez stated that he is excited for CATA's new electric buses to arrive from New Flyer and Gillig.

**ADJOURNMENT**

There was no further business Chair Triplett adjourned meeting at 4:34 p.m.

Respectfully Submitted,

Phil Deschaine  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

**Capital Area Transportation Authority  
INTERIM INCOME STATEMENT  
For The Month Ending August 31, 2024**

	<u>August Actual</u>	<u>August Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2024 Actual YTD</u>	<u>FY 2024 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2024 BUDGET</u>	<u>% of Fiscal Year Completed</u> 92%	<u>% Annual Budget Revenues/Expense</u>
<b>REVENUES</b>											
Farebox	\$ 237,681	\$ 190,150	\$ 47,531	25.0%	\$ 2,365,825	\$ 2,091,650	\$ 274,175	13.1%	\$ 2,281,800		103.7%
Contracted Services	\$ 516,878	\$ 291,000	\$ 225,878	77.6%	\$ 4,312,675	\$ 3,201,000	\$ 1,111,675	34.7%	\$ 3,492,000		123.5%
Property Tax	\$ 883,324	\$ 2,073,833	\$ ( 1,190,509 )	-57.4%	\$ 26,058,375	\$ 22,812,163	\$ 3,246,212	14.2%	\$ 24,882,000		104.7%
State Revenue	\$ 1,771,963	\$ 1,341,250	\$ 430,713	32.1%	\$ 20,263,181	\$ 14,775,750	\$ 5,487,431	37.1%	\$ 16,095,000		125.9%
Federal Revenue	\$ 2,546,685	\$ 1,210,333	\$ 1,336,352	110.4%	\$ 15,408,784	\$ 13,291,663	\$ 2,117,121	15.9%	\$ 14,524,000		106.1%
Other Revenue	\$ 316,846	\$ 91,467	\$ 225,379	246.4%	\$ 2,136,460	\$ 1,006,137	\$ 1,130,323	112.3%	\$ 1,097,600		194.6%
<b>TOTAL REVENUES</b>	\$ 6,273,377	\$ 5,198,033	\$ 1,075,344	20.7%	\$ 70,545,300	\$ 57,178,363	\$ 13,366,937	23.4%	\$ 62,372,400		113.1%
<b>EXPENSES</b>											
Labor	\$ 2,129,131	\$ 2,075,016	\$ ( 54,115 )	-2.6%	\$ 22,498,404	\$ 22,825,180	\$ 326,776	1.4%	\$ 24,900,200		90.4%
Fringe Benefits	\$ 1,041,941	\$ 970,104	\$ ( 71,837 )	-7.4%	\$ 14,793,952	\$ 10,619,668	\$ ( 4,174,284 )	-39.3%	\$ 11,589,300		127.7%
Services	\$ 352,579	\$ 388,516	\$ 35,937	9.2%	\$ 4,513,298	\$ 4,273,676	\$ ( 239,622 )	-5.6%	\$ 4,662,200		96.8%
Materials & Supplies	\$ 602,396	\$ 443,105	\$ ( 159,291 )	-35.9%	\$ 5,614,311	\$ 4,874,155	\$ ( 740,156 )	-15.2%	\$ 5,317,240		105.6%
Utilities	\$ 93,413	\$ 74,551	\$ ( 18,862 )	-25.3%	\$ 762,423	\$ 820,061	\$ 57,638	7.0%	\$ 894,620		85.2%
Casualty & Liability	\$ 115,402	\$ 109,500	\$ ( 5,902 )	-5.4%	\$ 1,143,970	\$ 1,204,500	\$ 60,530	5.0%	\$ 1,314,000		87.1%
Purch. Transportation	\$ 1,090,511	\$ 815,000	\$ ( 275,511 )	-33.8%	\$ 10,149,299	\$ 8,965,000	\$ ( 1,184,299 )	-13.2%	\$ 9,780,000		103.8%
Miscellaneous	\$ 102,080	\$ 130,690	\$ 28,610	21.9%	\$ 1,551,205	\$ 1,437,590	\$ ( 113,615 )	-7.9%	\$ 1,568,280		98.9%
<b>TOTAL EXPENSES</b>	5,527,453	5,006,482	( 520,971 )	-10.4%	61,026,862	55,019,830	( 6,007,032 )	-10.9%	\$ 60,025,840		101.7%
<b>NET INCOME (LOSS)</b>	<u>\$ 745,924</u>	<u>\$ 191,551</u>	<u>\$ 554,373</u>		<u>\$ 9,518,438</u>	<u>\$ 2,158,533</u>	<u>\$ 7,359,905</u>		<u>\$ 2,346,560</u>		

Interim statements are subject to adjustments and year-end audit

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

(Page 2 of 4)

**08/01/2024 - 08/31/2024**

<b>Cash Balance - 08/01/2024</b>	<b>\$ 7,064,282</b>
Disbursements	\$ (6,483,990)
Receipts	\$ 4,022,739
Adjustments	\$ -
<b>Cash Balance - 08/31/2024</b>	<b>\$ 4,603,031</b>

**Disbursements:**

Cash Disbursements Register	\$ (3,825,444)
Payroll	\$ (2,069,303)
Healthcare (BlueCross Blue Shield)	\$ (563,169)
Transfers To the ASU Claims Account	\$ (26,074)
Transfers To the Investment Account	\$ -

**Total Cash Disbursements** **\$ (6,483,990)**

**Receipts:**

Cash Receipt Register	\$ 4,022,739
Transfers From the Savings Account	\$ -
Transfers From the Investment Account	\$ -

**Total Cash Receipts** **\$ 4,022,739**

**Adjustments:**

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

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

(Page 3 of 4)

**08/01/2024 - 08/31/2024**

<b>CASH &amp; INVESTMENT BALANCES</b>	<b>PORTFOLIO BALANCE</b>	<b>% OF TOTAL</b>
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	4,603,031	11.52%
FIFTH THIRD BANK - ASU Claims Account	37,952	0.09%
FIFTH THIRD BANK - Savings	540,135	1.35%
MSUFCU CD and Savings	265,699	0.66%
CASE Credit Union CD and Savings	266,312	0.67%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	<u>34,260,008</u>	85.71%
<b>TOTAL</b>	<b><u>\$ 39,973,137</u></b>	<b>100.00%</b>

<b>INTEREST EARNED</b>	<b>INTEREST</b>
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 45,838
OTHER BANKS	<u>3,390</u>
<b>TOTAL</b>	<b><u>\$ 49,228</u></b>

<b>Monthly Average Rate of Return</b>	0.1232%
<b>Annual Average Rate of Return</b>	1.478%

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)

**08/01/2024 - 08/31/2024**

**Market Value at the Beginning of the Period - 08/01/2024** \$ 33,989,973

**Portfolio Activity:**

<b><u>Transfers (To) or From General Checking</u></b>		-
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 59,226	
Accrued Interest Paid	(10,972)	
Administrative Expenditures	(2,416)	
<b>Total Net Income/Loss &amp; Expenditures</b>		45,838
<b><u>Realized Gains or (Loss) From Sales</u></b>		250
<b><u>Market Appreciation</u></b>		
End of Period	\$ 347,753	
Beginning of Period	(192,838)	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		154,915
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (307,936)	
Current Accrued Income (+)	376,968	
<b>Net Change from Accrued Income</b>		69,032

**Market Value at the End of the Period - 08/31/2024** \$34,260,008

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 – 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:

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### **FY 2026 RESOLUTION OF INTENT**

The approved Resolution of Intent to apply for state formula operating assistance for FY 2026 under Act 51 of the Public Acts of 1951, as amended.

**WHEREAS**, pursuant to Act 51 of the Public Acts of 1951, as amended ("Act 51"), it is necessary for Capital Area Transportation Authority (hereby known as THE APPLICANT), established under 1963 PA 55, to provide a local transportation program for FY 2026 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 2026 are estimated to include the following: federal funds of \$1,824,500, state funds of \$22,226,100, local funds of \$27,047,700, farebox funds of \$2,460,923, and other funds of \$5,867,613. Total expenses are estimated to be \$72,826,631. THE APPLICANT'S budget for its local transportation program for FY 2026 reflects a deficit of \$13,399,795.

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

**HEREBY**, appoints THE APPLICANT'S Chief Executive Officer, Bradley T. Funkhouser or his designee, as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for FY 2026.

## **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 Public Act 51, fifty percent 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 2024 LAC meeting, Douglas Lecato was unanimously approved for appointment to the LAC for a three-year term.

Mr. Lecato has resided in the greater Lansing area for over 52 years and served on the CATA Board of Directors for 15 years. He represents persons with disabilities.

Mr. Lecato utilizes CATA Spec-Tran, Redi-Ride and fixed-route services.

CATA Board approval is sought to approve the appointment of Douglas Lecato 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 Douglas Lecato to a three-year term through October 2027.

**INFORMATION ITEMS**

**OCTOBER 16, 2024**

1. AUGUST RIDERSHIP REPORT
2. AUGUST RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR SEPTEMBER 2024
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR AUGUST 2024

**AUGUST 2024 RIDERSHIP REPORT**

Total system rides – August: 647,573  
 Average weekday system ridership 25,400

Average weekday system ridership change August 2024 to August 2023 +6,050

August 2024 vs. August 2023

	<u>Percentage Change</u>	<u>Ridership Change</u>
Monthly total system ridership	+27.2%	+138,609
Monthly Urban Fixed-Route change	+10.1%	+33,436
Monthly MSU campus ridership change	+83.6%	+78,713
Monthly Spec-Tran ridership change	+7.8%	+1,920
Monthly Total Paratransit ridership change	+9.8%	+2,968

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. One fewer weekday in August 2024 compared to August 2023. One more day of Spartan Service in August 2024 compared to August 2023.

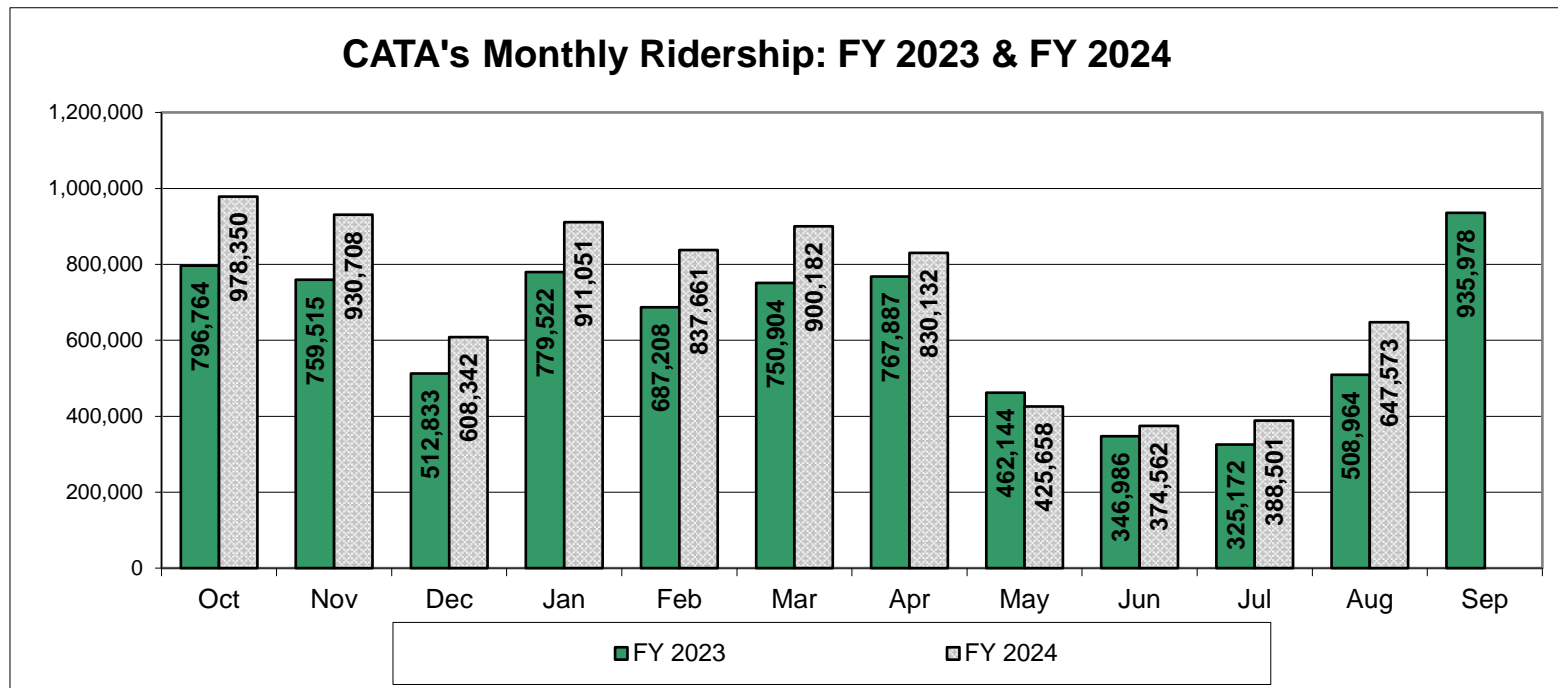
**FY 2024 YEAR-TO-DATE RIDERSHIP**

Total system rides – FY 2024: 7,832,720

FY 2024 vs. FY 2023

	<u>Percentage Change</u>	<u>Ridership Change</u>
Total system rides change	+16.9%	+1,134,821
Year-to-Date Spec-Tran ridership change	+19.3%	+44,010
Year-to-Date Total Paratransit ridership change	+18.3%	+53,717

Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021.



**INFORMATION ITEM - FUEL PURCHASE FOR SEPTEMBER 2024**

The following lists our prices for diesel fuel for September 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
09/03/2024	\$2.4215
09/06/2024	\$2.1990
09/11/2024	\$2.0405
09/16/2024	\$2.1415
09/20/2024	\$2.6529
09/25/2024	\$2.4185
FY 2024 Current average per gallon fuel cost	\$2.31
FY 2024 Budget per gallon fuel cost	\$2.35

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## **DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY**

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### **Michigan Disability Rights Coalition**

Our invited guest speaker was Kellie Blackwell, MA, CRC, Co-Director of Michigan Assistive Technology Program (MATP). Kellie and the MDRC team work daily to develop resources and increase access to content, assistive technology and leadership opportunities that advance the interests of people with disabilities across the state of Michigan.

Kellie explained that people with disabilities encompass a diverse range of identities, including religious minorities, people of color, individuals with various social and economic backgrounds, immigrants, refugees, LGBTQ+ individuals, and many others. MATP advocates for everyone and believes that everyone should have the opportunity to live fulfilling lives within their communities, enjoying equal rights.

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 COUNCIL MEETING

WEDNESDAY, AUGUST 7, 2024  
3:30 P.M. - CATA BOARD ROOM

**MEMBERS PRESENT:** Deb Wiese, Chair  
Erin Shannon, Vice-Chair  
George Hanley  
Gloria Johnson-Cannon  
Gill Lemonde  
Kellie Blackwell  
Leah March-Pons  
Geneva Smith

**MEMBERS PRESENT VIA ZOOM:** Leah March-Pons

**MEMBERS ABSENT:** Jeffrey Allshouse, J. Caleb Adams, Diana Paiz, and Darrin Fowler

**CATA BOARD MEMBER:** Doug Lecato (Absent)

**CATA PERSONNEL:** Bradley Funkhouser, Todd Brooks, Craig Frazier, Darren Horn, and Victoria Joseph

**TRANSDEV PERSONNEL:** Simone Moore

**CALL TO ORDER:**

Chair Wiese called the meeting to order at 3:35 p.m.

**PUBLIC COMMENTS:**

None

**APPROVAL OF AUGUST AGENDA**

**MOTION:**

A motion to approve the August 2024 Agenda was moved by George Hanley and supported by Kellie Blackwell.

**VOTE:**

Motion passed unanimously.

**APPROVAL OF JUNE MINUTES**

**MOTION:**

A motion to approve the June 2024 minutes was moved by Gill Lemonde and supported by Geneva Smith.

**VOTE:**

Motion passed unanimously.

**LAC CHAIR COMMENTS – Deb Wiese**

Chair Deb Wiese shared her appreciation for CATA's 4<sup>th</sup> of July holiday service.

**BOARD LIAISON REPORT – Doug Lecato**

Report attached.

Craig Frazier gave the Board liaison report on behalf of Doug Lecato.

**CATA CEO REPORT – Bradley Funkhouser**

**Millage**

Bradley Funkhouser stated that CATA's millage renewal will be placed on this year's November ballot, which is one year ahead of the expiration date. He explained that the CATA's millage renewal will be for 2025 through 2030.

**State Budget**

Bradley Funkhouser stated that CATA was awarded a \$5 million grant through the state of Michigan's budget. The funding will be used to possibly relocate CATA's administrative offices to a downtown facility.

**CATA Capital & Operating Budget FY 2025**

Bradley Funkhouser stated that the CATA Operating and Capital Budget for FY 2025 has been posted to the CATA website for public review.

**Electric Vehicles and Buses**

Bradley Funkhouser stated that CATA has acquired four (4) Chevrolet Bolt electric transport vehicles that have already been placed into service. He also stated that currently, there is a shortage of electric buses; however, CATA is in the process of purchasing one (1) electric bus from New Flyer and one (1) electric bus from Gillig which will be tested before purchasing a full fleet.

Geneva Smith inquired about the costs associated with charging the electric vehicles.

Bradley Funkhouser stated that CATA already has charging stations in place and will be recording associated costs over time.

Chair Wiese inquired whether the buses will be hybrid or fully electric.

Bradley Funkhouser stated that CATA will be looking into both hybrid and fully electric buses.

George Hanley and Gill Lemonde inquired about whether the vehicles will be equipped with sound producing capabilities for disabled riders.

Bradley Funkhouser stated that CATA will be testing noise announcement safety options.

Chair Wiese inquired about the factors used to calculate the Local Bus Operating (LBO) funds that CATA receives, and whether there is a sense of what might be allocated.

Bradley Funkhouser stated that the state may try to add some of the revenue that was cut in the LBO funds to the Comprehensive Transportation Fund (CTF) which are allocated in the state's annual transportation budget.

Gill Lemonde inquired about the electric vehicles' battery lasting during the winter months.

Bradley Funkhouser stated that by testing the electric vehicles first will give us a better understanding of their estimated battery life.

### **CATA's Interlocal Agreement with Clinton Transit**

Bradley Funkhouser stated that CATA will not be renewing its agreement with Clinton Transit which expires on August 24, 2024.

### **EATRAN**

Bradley Funkhouser stated that he has one (1) year left on his contract with EATRAN. He reported that, both Authorities have been working together.

### **DIRECTOR OF OPERATIONS – Todd Brooks**

Todd Brooks introduced new CATA employee Victoria Joseph, Operations Administrative Assistant.

### **Fourth of July Service**

Todd Brooks stated that CATA had a successful Fourth of July service. CATA had a total of 84 rides including, 29 rides for dialysis appointments, and had a hundred percent on-time performance.

### **Disability Network West Michigan Summer Camp**

Todd Brooks stated that students from the Disability Network West Michigan summer camp rode on a forty-foot Nova bus and toured Lansing's popular sites and landmarks including MSU's campus. The students also visited CATA's facility where they were able to walk through various types of buses before joining Staff in the board room for a presentation by himself and Craig Frazier, Paratransit Operations Manager.

### **MSU Fall Service**

Todd Brooks stated that fall service for MSU starts on August 19, 2024.

### **PARATRANSIT OPERATIONS MANAGER – Craig Frazier**

### **Contactless Payment**

Craig Frazier stated that CATA's IT Department is aware of the issues regarding the CATA mobile pay app and contactless payment. He noted that they are working on getting the issues resolved as soon as possible.

Leah March-Pons stated that she contacted Masabi via email and they were able to assist her with purchasing a bus ticket using the app.

**Website**

Craig Frazier stated that Lolo Robison, Director of Marketing, Customer Experience and Public Information Officer, is forming a committee this month that will release a Request for Proposal (RFP) to redesign CATA’s website. The launch date will take place sometime in 2025.

**ADA Celebration**

Craig Frazier reported that he and Mr. Horn represented CATA at the annual DNCA ADA celebration. Mr. Frazier noted that the celebration was very nice and there were many who attended the event.

Kellie Blackwell inquired about the number of rides being booked through the MyRideCATA app.

Craig Frazier stated that he is not sure; however, he will find out the information and report back at the next meeting.

Chair Wiese inquired about the “speaking functions” on CATA’s automated phone system when trying to check on rides.

Craig Frazier stated that he will investigate and report back once he has the information.

**Transdev – Simone Moore**

Simone Moore gave her report. She also stated that negotiations with Transdev’s ATU are currently at an impasse.

**SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon**

Report attached.

Chair Wiese gave the SQS report on behalf of Ms. Shannon. She also reported on adding language to the Wait-Stop, FAQ section, listed on CATA’s website.

**MOTION:**

A motion to include additional language to the Wait-Stop, FAQ section, on CATA’s website was moved by Geneva Smith and supported by Gill Lemonde.

**VOTE:**

Motion passed unanimously.

**OLD BUSINESS:**

None

**NEW BUSINESS:**

None

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

**MOTION:**

A motion to adjourn was moved by Geneva Smith and supported by Gloria Johnson-Cannon.

**VOTE:**

Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:41 p.m.

Respectfully submitted,

Darren Horn  
Paratransit Operations Supervisor

Victoria Joseph  
Operations Administrative Assistant