

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING

WEDNESDAY, OCTOBER 15, 2025
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 17, 2025, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR AUGUST 2025

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

C. MDOT RESOLUTION OF INTENT

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

FY 2027 RESOLUTION OF INTENT

The approved Resolution of Intent to apply for state formula operating assistance for FY 2027 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 2027 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 2027 are estimated to include the following: federal funds of \$1,752,750, state funds of \$19,547,775, local funds of \$28,849,650, farebox funds of \$2,981,520, and other funds of \$6,656,760. Total expenses are estimated to be \$73,649,045. THE APPLICANT'S budget for its local transportation program for FY 2027 reflects a deficit of \$13,860,590.

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 2027.

D. **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 \$137,700 for the period beginning October 1, 2025, through June 30, 2026; and \$47,480, for the period beginning July 1, 2026, through September 30, 2026. The total FY 2025 cost of Systemwide Police and Public Safety Service is projected at \$185,180, which will ensure a continued police presence at the CATA Transportation Center, aboard buses; and throughout the CATA system within LPD's jurisdiction.

- VI. ACTION ITEM - DISCUSSION AGENDA
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- IX. PUBLIC COMMENT

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

- X. CLOSED SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS –
ROLL CALL VOTE

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

- XI. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING

WEDNESDAY, SEPTEMBER 17, 2025
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Derek Melot
Mark Grebner
Kellie Blackwell
Phil Deschaine
John Prush
Steve Vagnozzi
Eric Tans
Ed Rodgers
Chelsea Dowler
Jack Schmitt

CALL TO ORDER:

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

ROLL CALL: Kellie Blackwell, Chelsea Dowler, Derek Melot, John Prush, Ed Rodgers, Eric Tans, Nathan Triplett, and Steve Vagnozzi were all present.

ABSENT: Shanna Draheim, Vice Chair, and Keith Barber

LATE: Mark Grebner, Phil Deschaine and Jack Schmitt

Chair Triplett welcomed everyone to the Board meeting. He also mentioned that the meeting is held on Zoom for those who wish to view the Board meeting virtually.

Mark Grebner arrived at 4:01 p.m.

PUBLIC COMMENTS:

Daniel Black reminded Board members to speak into their microphone. He also invited the public to attend CATA Board meetings.

CHAIR'S COMMENTS:

Chair Triplett requested a motion to excuse Shanna Draheim.

MOTION:

Derek Melot motioned to excuse Shanna Draheim and Chelsea Dowler supported the motion.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Fall Service

Bradley Funkhouser stated that CATA's fall service with MSU and local schools has started and is running smoothly. He also stated that CATA's football shuttle service with MSU is up and running.

Lansing Regional Chamber of Commerce

Bradley Funkhouser stated that on Monday, September 15, he attended the Lansing Regional Chamber of Commerce Policy Committee meeting along with CATA Board Chair, Nathan Triplett and EATRAN Board Chair, Mary Clark. He explained that the purpose of the meeting was to inform the chamber about Delta Township’s transit millage in hopes of gaining their support for the millage and regional coordination.

Phil Deschaine and Jack Schmitt arrived at 4:04 p.m.

State Budget

Bradley Funkhouser stated that he has no news to report. He also stated that CATA has a contingency plan in place to cover any budget shortfalls.

Opinion Piece (Op-Ed)

Bradley Funkhouser stated that he co-wrote an article with John Dulmes, Executive Director of the Michigan Public Transit Association (MPTA), to promote the need for transit funding. More to come.

Local Regional Planning

Bradley Funkhouser stated that CATA has invited a local regional partner to share space in the new downtown CATA facility. He explained that once it becomes official, he will share more details.

Mark Grebner inquired about a new name for the old Greyhound Building.

Bradley Funkhouser stated that he is unsure what the official name will be.

Phil Deschaine inquired about the status of the new downtown CATA facility.

Bradley Funkhouser stated that right now the building is in the preliminary planning stage, and it will probably open around the same time that the new City Hall will be completed sometime in 2026. He noted that he should have more information by the end of the year.

Steve Vagnozzi inquired about CATA’s contingency plan covering CATA’s financial needs as the state works through budget issues.

Bradley Funkhouser confirmed that CATA has a contingency plan and reserves in place to cover expenses. He also stated that CATA’s grants have already been pre-awarded and will not be affected by the state budget issues.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF AUGUST 20, 2025, BOARD MEETING
- B. APPROVAL OF MINUTES OF AUGUST 20, 2025, CLOSED SESSION

C. TREASURER REPORT FOR JULY 2025

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

D. CATA BOARD MEETING SCHEDULE FOR FISCAL YEAR 2026

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for Fiscal Year 2026 be adopted as presented.

E. LEGAL COUNSEL RECOMMENDATION

PROPOSED MOTION: That the CATA Board of Directors approve the following law firms to represent CATA during Fiscal Year 2026: Murphy & Spagnuolo, P.C.; Miller, Canfield, Paddock, and Stone, P.L.C.; Butzel Long, P.C.; and Fraser Trebilcock, P.C.

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

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Amendment No. 12 to the Agreement between the County of Ingham and Capital Area Transportation Authority for October 1, 2025, through September 30, 2026, and begin work on a new, base Agreement that will commence on January 1, 2026, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

G. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2026 TARGETS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2026 Safety Performance Targets to meet compliance with the FTA.

H. CELLULAR SERVICES FOR FISCAL YEAR 2026

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 Fiscal Year 2026 budget period, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Steve Vagnozzi motioned to approve the Consent Agenda and Mark Grebner supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. FIRST AMENDMENT TO CONTRACT OF EMPLOYMENT

PROPOSED MOTION: That the CATA Board of Directors approves the

The CATA Board of Directors further authorizes the participation of a non-voting representative representing Eaton County on the CATA Board, as provided for in Section 1.11 of the CATA Bylaws, upon execution of the First Amendment and during the term of such contract.

MOTION:

Phil Deschaine motioned to approve Discussion Item A, First Amendment to Contract of Employment. Derek Melot supported the motion.

DISCUSSION:

Bradley Funkhouser stated that three (3) years ago, the CATA Board approved his contract of employment at EATRAN through the end of September 2025. He explained that the amendment will extend his contract through December 31, 2025, and give him the opportunity to continue to work with EATRAN and see whether the transit millage in Delta Township will pass this November.

Mark Grebner inquired whether the transit millage is only in Delta Township.

Bradley Funkhouser confirmed that the transit millage is only in Delta Township. He explained that up until now CATA has been using a regional grant to pay for the Route 3 extension which will soon expire.

Eric Tans inquired about the expiration of the grant and additional funding.

Bradley Funkhouser stated that the grant will go through the end of this year. He noted that EATRAN has been working with Delta Township to secure additional funding through a transit millage which will be placed on the November 2025 ballot.

Chair Triplett explained that the CATA Board's role is to authorize Bradley Funkhouser to continue to serve as the Executive Director at EATRAN through December 31, 2025.

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, 2025, for a one (1) year term expiring September 30, 2026, 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 Phil Deschaine 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 Fiscal Year 2026.

VOTE: The motion carried unanimously.

Chair Triplett thanked the Nominating Committee and the Board for allowing him to serve for another year. He also thanked the Board on behalf of Shanna Draheim who could not be here.

PUBLIC COMMENT

Gregg Pratt commented on the contract that CATA has with Advent House. He also expressed his frustration with the way Advent House is operating at CATA's CTC.

CLOSED SESSION:

Chair Triplett stated that since there is not any news to report, the CATA Board will not need to go into Closed Session.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the Board meeting at 4:19 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, 2025**

	August Actual	August Budget	Variance	% Variance	FY 2025 Actual YTD	FY 2025 Budget YTD	Variance	% Variance	FY 2025 BUDGET	% of Fiscal Year Completed 92%	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 324,241	\$ 200,075	\$ 124,166	62.1%	\$ 2,362,253	\$ 2,200,825	\$ 161,428	7.3%	\$ 2,400,900		98.4%
Contracted Services	\$ 54,399	\$ 336,500	\$ (282,101)	-83.8%	\$ 4,340,738	\$ 3,701,500	\$ 639,238	17.3%	\$ 4,038,000		107.5%
Property Tax	\$ 542,714	\$ 2,199,000	\$ (1,656,286)	-75.3%	\$ 27,620,346	\$ 24,189,000	\$ 3,431,346	14.2%	\$ 26,388,000		104.7%
State Revenue	\$ 1,857,368	\$ 1,807,000	\$ 50,368	2.8%	\$ 18,936,185	\$ 19,877,000	\$ (940,815)	-4.7%	\$ 21,684,000		87.3%
Federal Revenue	\$ 2,552,504	\$ 1,315,000	\$ 1,237,504	94.1%	\$ 15,173,626	\$ 14,465,000	\$ 708,626	4.9%	\$ 15,780,000		96.2%
Other Revenue	\$ 335,319	\$ 140,542	\$ 194,777	138.6%	\$ 1,788,279	\$ 1,545,962	\$ 242,317	15.7%	\$ 1,686,500		106.0%
TOTAL REVENUES	\$ 5,666,545	\$ 5,998,117	\$ (331,572)	-5.5%	\$ 70,221,427	\$ 65,979,287	\$ 4,242,140	6.4%	\$ 71,977,400		97.6%
EXPENSES											
Labor	\$ 2,192,841	\$ 2,147,633	\$ (45,208)	-2.1%	\$ 23,953,798	\$ 23,623,963	\$ (329,835)	-1.4%	\$ 25,771,600		92.9%
Fringe Benefits	\$ 1,078,042	\$ 1,337,468	\$ 259,426	19.4%	\$ 14,845,774	\$ 14,712,160	\$ (133,614)	-0.9%	\$ 16,049,640		92.5%
Services	\$ 373,273	\$ 434,783	\$ 61,510	14.1%	\$ 4,735,192	\$ 4,775,109	\$ 39,917	0.8%	\$ 5,210,400		90.9%
Materials & Supplies	\$ 477,300	\$ 490,895	\$ 13,595	2.8%	\$ 4,831,670	\$ 5,397,841	\$ 566,171	10.5%	\$ 5,888,240		82.1%
Utilities	\$ 28,047	\$ 76,725	\$ 48,678	63.4%	\$ 881,828	\$ 843,975	\$ (37,853)	-4.5%	\$ 920,700		95.8%
Casualty & Liability	\$ 119,253	\$ 114,000	\$ (5,253)	-4.6%	\$ 1,382,508	\$ 1,254,000	\$ (128,508)	-10.2%	\$ 1,368,000		101.1%
Purch. Transportation	\$ 1,025,101	\$ 1,077,775	\$ 52,674	4.9%	\$ 11,058,153	\$ 11,855,525	\$ 797,372	6.7%	\$ 12,933,300		85.5%
Miscellaneous	\$ 120,049	\$ 148,964	\$ 28,915	19.4%	\$ 1,361,915	\$ 1,638,648	\$ 276,733	16.9%	\$ 1,787,620		76.2%
TOTAL EXPENSES	5,413,906	5,828,243	414,337	7.1%	63,050,838	64,101,221	1,050,383	1.6%	\$ 69,929,500		90.2%
NET INCOME (LOSS)	\$ 252,639	\$ 169,874	\$ 82,765		\$ 7,170,589	\$ 1,878,066	\$ 5,292,523		\$ 2,047,900		

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)

08/01/2025-08/31/2025

Cash Balance - 08/01/2025	\$ 3,381,805
Disbursements	\$ (6,141,754)
Receipts	\$ 5,564,608
Adjustments	\$ -
Cash Balance - 08/31/2025	\$ 2,804,659

Disbursements:

Cash Disbursements Register	\$ (2,684,533)
Payroll	\$ (2,877,123)
Healthcare (BlueCross Blue Shield)	\$ (567,133)
Transfers To the ASU Claims Account	\$ (12,965)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (6,141,754)

Receipts:

Cash Receipt Register	\$ 2,564,608
Transfers From the Investment Account	\$ 3,000,000
Total Cash Receipts	\$ 5,564,608

Adjustments:

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

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

(Page 3 of 4)

08/01/2025-08/31/2025

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,804,659	6.89%
FIFTH THIRD BANK - ASU Claims Account	40,961	0.10%
FIFTH THIRD BANK - Savings	551,954	1.36%
MSUFCU CD and Savings	277,065	0.68%
CASE Credit Union CD and Savings	279,123	0.69%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>36,752,587</u>	90.29%
TOTAL	<u><u>\$ 40,706,349</u></u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 30,076
OTHER BANKS	<u>2,800</u>
TOTAL	<u><u>\$ 32,876</u></u>
Monthly Average Rate of Return	0.0808%
Annual Average Rate of Return	0.969%

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)

08/01/2025-08/31/2025

Market Value at the Beginning of the Period - 08/01/2025		\$ 39,450,125
Portfolio Activity:		
<u>Transfers (To) or From General Checking</u>		(3,000,000)
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 32,811	
Accrued Interest Paid	(141)	
Administrative Expenditures	(2,594)	
Total Net Income/Loss & Expenditures		30,076
<u>Realized Gains or (Loss) From Sales</u>		(1,666)
<u>Market Appreciation</u>		
End of Period	\$ 278,538	
Beginning of Period	(94,253)	
Unrealized Gain/(Loss) from Market Appreciation		184,285
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (376,716)	
Current Accrued Income (+)	466,483	
Net Change from Accrued Income		89,767
Market Value at the End of the Period - 08/31/2025		<u><u>\$36,752,587</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 – MDOT RESOLUTION OF INTENT

CATA participates in the State's general transportation fund through Act 51 of the 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 Proposed Motion, as set forth below.

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

FY 2027 RESOLUTION OF INTENT

The approved Resolution of Intent to apply for state formula operating assistance for FY 2027 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 2027 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 2027 are estimated to include the following: federal funds of \$1,752,750, state funds of \$19,547,775, local funds of \$28,849,650, farebox funds of \$2,981,520, and other funds of \$6,656,760. Total expenses are estimated to be \$73,649,045. THE APPLICANT'S budget for its local transportation program for FY 2027 reflects a deficit of \$13,860,590.

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 2027.

ACTION ITEM – SYSTEMWIDE POLICE AND PUBLIC SAFETY SERVICE

Public safety and policing throughout CATA's system is of utmost importance to ensure the safety and security of individuals who utilize, provide, maintain and manage our services, including patrons, members of the public, contractors, vendors and employees.

In December 2011, CATA first partnered with the Lansing Police Department (LPD) to provide a police presence at the CATA Transportation Center in downtown Lansing. The total annual cost of this service at the time was \$40,000.

In November 2019, however, CATA increased its community policing expense line item for the first time to \$68,000, to align with officer wage increases. Since then, CATA has annually renewed its memorandum of understanding with LPD, taking into consideration historical crime data at the CTC as well as officer wages, which are defined by a collective bargaining agreement.

During the pandemic, police coverage increased to respond to an escalation in protests, crime and other disruptions. Additionally, CATA expanded its public safety efforts in the fall of 2021 to include public meetings as deemed necessary. These activities directly impacted CATA's systemwide police and public safety costs.

Over the years that followed, LPD officers and executives have worked diligently with Staff to respond to the evolving public safety and law-enforcement needs of employees, leadership, riders and those who require CATA's services. The number and nature of incidents that occur at the CATA CTC, aboard buses, in shelters, and on adjacent or nearby properties warrant an ongoing police presence. Like police departments in many major metropolitans, LPD has adopted a kinder, more empathetic social services approach to policing, which aligns with CATA's mission, vision, values and strategic objectives.

On December 21, 2022, CATA's Board of Directors approved Staff's recommendation for Systemwide Public Safety and Police Service through LPD, at a cost of \$63,630 between January 1, 2023, and September 30, 2023; and \$87,169 between October 1, 2023, and September 30, 2024.

The first three months of 2025, police responded to assaults, attempts to locate persons of interest, sexual assaults, domestic assaults, drug activity, fights (20), requests to assist with a fire, fraud, harassment, complaints involving juveniles, larcenies, requests to assist with medical emergencies (75), injury accidents, personal protection orders, runaways, robberies, special police assignments (52), stabbings, stalking, downed subjects, suicidal subjects, suspicious person complaints, suspicious packages, suspicious situations, suspicious vehicles, troublesome subjects (26), threats, unwanted guests (55), warrant pickups, incidents involving a weapon and welfare checks (17). Police also responded to incidents and threats at properties immediately adjacent to CATA. This was approximately a 32% increase from 2024. In response to this, the staffing at the CTC was increased from one to two officers per shift to address the increase in incidents.

Police officer wages increased by 3% July 1, 2025, applicable between October 1, 2025, and June 30, 2026. Wages will again increase by 3% July 1, 2026, through September 30, 2026. The projected FY 2025 cost for Systemwide Police and Public Safety Service follows:

- October 1, 2024 – June 30, 2025: \$15,300 per month or \$137,700
- July 1, 2025 – September 30, 2025: \$15,760 per month \$47,480
- Total FY 2026 expense: \$185,180

Staff hereby 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 approve payment by CATA to the City of Lansing Police Department, in the amount of \$137,700 for the period beginning October 1, 2025, through June 30, 2026; and \$47,480, for the period beginning July 1, 2026, through September 30, 2026. The total FY 2025 cost of Systemwide Police and Public Safety Service is projected at \$185,180, which will ensure a continued police presence at the CATA Transportation Center, aboard buses; and throughout the CATA system within LPD's jurisdiction.

INFORMATION ITEMS

OCTOBER 15, 2025

1. AUGUST RIDERSHIP REPORT
2. AUGUST RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR SEPTEMBER 2025
4. DEI TASK FORCE UPDATE
5. LAC MINUTES FOR AUGUST 2025
6. CONTRACT FOR CUSTODIAL SERVICES

AUGUST 2025 RIDERSHIP REPORT

<u>Total system rides – August</u>	<u>657,121</u>
Average weekday system ridership	26,600
Average weekday system ridership change August 2025 to August 2024	+ 4.6%

	<u>August 2025 vs. August 2024</u>	
	Percentage Change	Ridership Change
Monthly total system ridership	+1.5%	+9,548
Monthly Urban Fixed-Route change	-1.1%	- 4,153
Monthly MSU campus ridership change	+5.5%	+9,574
Monthly Spec-Tran ridership change	+2.1%	+558
Monthly Total Paratransit ridership change	-2.4%	- 808

Notes: None

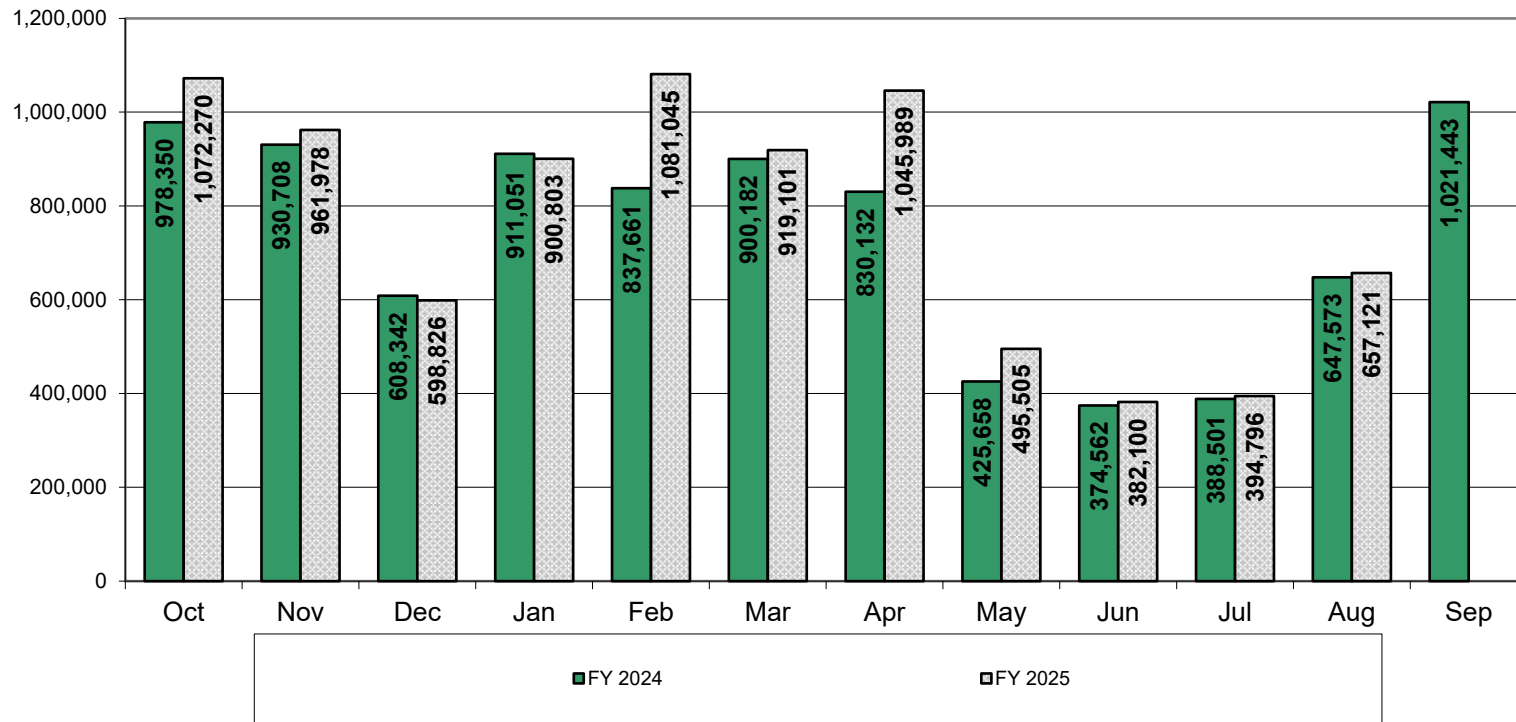
FY 2025 YEAR TO DATE RIDERSHIP

<u>Total system rides – FY 2025:</u>	<u>8,509,534</u>
--------------------------------------	------------------

	<u>FY 2025 vs. FY 2024</u>	
	Percentage Change	Ridership Change
Total system rides change	+8.6%	+676,814
Year-to-Date Spec-Tran ridership change	+7.9%	+21,541
Year-to-Date Total Paratransit ridership change	+4.1%	+14,241

Note: None

CATA's Monthly Ridership: FY 2024 & FY 2025



INFORMATION ITEM - FUEL PURCHASE FOR SEPTEMBER 2025

The following lists our prices for diesel fuel for September 2025

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
09/05/2025	\$2.4410
09/10/2025	\$2.4100
09/15/2025	\$2.3475
09/19/2025	\$2.4385
09/24/2025	\$2.4200
09/29/2025	\$2.4515

FY 2025 Current average per gallon fuel cost	\$2.42
FY 2025 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, AND INCLUSION TASK FORCE MEETING SUMMARY

Presentation Topic: Suicide Awareness: Building a Culture of Support in the Workplace

Katreva Bisbee, Board President of National Alliance on Mental Illness (NAMI), led an insightful session focused on raising awareness around suicide and mental health in the workplace. Her presentation emphasized that suicide is often linked to untreated or poorly managed mental health conditions, compounded by life stressors.

Key Points Covered:

- Common warning signs of suicide
- How to offer supportive and appropriate responses
- Workplace strategies to promote mental wellness
- Valuable mental health resources available for employees

Promoting awareness and compassion in the workplace encourages early intervention, reduces stigma, and helps build a more supportive, mentally healthy work culture.

Respectfully submitted,

Marshea Brown
Chair, DEI Task Force
Director of Human Resources



LOCAL ADVISORY COUNCIL MEETING

WEDNESDAY, AUGUST 6, 2025
3:30 P.M. - CATA BOARD ROOM

MEMBERS PRESENT: Deb Wiese, Chair
Erin Shannon, Vice Chair
Gill Lemonde
Jeffrey Allshouse
Gloria Johnson-Cannon
George Hanley
Darrin Fowler
Diana Paiz

MEMBERS PRESENT VIA ZOOM: Leah March-Pons

MEMBERS ABSENT: J. Caleb Adams, Geneva Smith, and Doug Lecato

CATA BOARD MEMBER: Kellie Blackwell

CATA PERSONNEL: Bradley Funkhouser, Craig Frazier, and Darren Horn

TRANSDEV PERSONNEL: Simone Moore

GUESTS: None

CALL TO ORDER:

Chair Wiese called the meeting to order at 3:30 p.m.

PUBLIC COMMENTS:

None

APPROVAL OF AUGUST AGENDA

MOTION:

A motion to approve the August 2025 Agenda was moved by Jeff Allshouse and supported by Gill Lemonde.

VOTE: Motion passed unanimously.

APPROVAL OF JUNE MINUTES

MOTION:

A motion to approve the June 2025 LAC minutes was moved by Darrin Fowler and supported by George Hanley.

VOTE: Motion passed unanimously.

LAC CHAIR COMMENTS – Deb Wiese

None

BOARD LIAISON REPORT – Kellie Blackwell

See attached report.

CATA CEO REPORT – Bradley Funkhouser

Comprehensive Operational Analysis (COA)

Bradley Funkhouser stated that the COA is going to assist CATA with providing more efficient service. He also stated that it gives CATA the opportunity to continue and grow regional service with our transit partners.

Darrin Fowler inquired whether the COA will be done by someone internal or external.

Bradley Funkhouser stated that CATA has hired an external consultant.

Chair Wiese inquired whether CATA would use state or federal funds to pay for the COA.

Bradley Funkhouser stated that CATA will use federal grant funds.

Triennial

Bradley Funkhouser stated that CATA just completed their triennial review. He explained that triennials occur every three (3) years and this is the second time that CATA has received no findings.

Delta Township

Bradley Funkhouser stated that the Route 3 extension into Delta Township continues to be successful. He shared that a poll was taken that included 300 residents asking whether they would support a millage in Delta Township for continued service. Mr. Funkhouser reported that 66% of the residents that participated in the poll were in favor of a Delta Township transit millage. The results were shared with the Delta Township Board of Directors at their Monday, June 16, Board meeting where they approved, by a vote of 7-0, to have a transportation millage placed on the November 2025 ballot.

Electric Vehicles

Bradley Funkhouser stated that on Friday, June 20, CATA received one (1) 40-foot electric bus from Gillig, and it is currently being tested.

5310 Grant

Bradley Funkhouser stated that CATA is looking to contract with social service agencies like Retired and Senior Volunteer Program (RSVP) and Lansing Housing Commission (LHC) to offer free non-emergency transportation to area seniors and persons with disabilities through CATA's 5310 subrecipient program.

Budget

Bradley Funkhouser stated that due to the decrease in Local Bus Operating (LBO) funds that CATA receives from the state each year along with depleting COVID funds, CATA's FY 2026 Operating Budget may be affected and fixed-route service could be cut by 10% next year.

Chair Wiese inquired whether paratransit service could be affected.

Bradley Funkhouser confirmed that paratransit service could be affected as well.

Chair Wiese inquired whether CATA Rydz could be affected.

Bradley Funkhouser stated that although CATA Rydz is still in an experimental phase and funded through a grant, it could still be affected. He explained that continued regional coordination may be a solution and there will be a meeting with Clinton Transit in September to discuss having a potential connector service in place.

Chair Wiese inquired about Bradley Funkhouser's contract with EATRAN.

Bradley Funkhouser stated that he will have his contract with EATRAN extended.

Downtown Building

Bradley Funkhouser stated that CATA is moving forward with the architectural plans for renovating the 511 S. Washington building. He also stated that CATA has been in discussions with Tri-County Regional Planning about utilizing a portion of the space in the building.

Diana Paiz inquired about having additional Spec-Tran service.

Bradley Funkhouser stated that CATA is legally and federally required to put out a minimum amount of paratransit service under the Americans with Disabilities Act (ADA). Mr. Funkhouser also stated that CATA offers additional service and does not deny any passengers a ride. He further stated that the law requires CATA to go $\frac{3}{4}$ mile beyond the end of any fixed-route; however, CATA goes out at least one (1) mile.

Diana Paiz inquired about a possible connector to Bath.

Bradley Funkhouser stated that the City of Lansing has multiple annexed areas that impact service areas. He noted that regional coordination and implementing connectors is a work in progress.

DIRECTOR OF OPERATIONS – Todd Brooks

Craig Frazier reported on behalf of Todd Brooks

Holiday Service

Craig Frazier stated that CATA's holiday ridership continues to increase across the board. He also stated that on-time performance during the holidays remains steady at 100%.

Shopping Palooza

Craig Frazier stated that CATA will take part in Shopping Palooza on Sunday, August 17, 2025, from 12:00 p.m. to 5:00 p.m. He noted that CATA will have four (4) shuttle buses traveling from the MSU Union Building to Eastwood Town Center.

Touch-A-Truck

Craig Frazier stated that the Touch-A-Truck events will take place on Tuesday, August 5, 2025, in Williamston, East Lansing, and Grand Ledge.

Cooling Bus

Craig Frazier stated that CATA will have a cooling bus parked at the 4th Annual Backpack Giveaway on August 16, 2025.

MSU Football

Craig Frazier stated that CATA will also be present at the first MSU home game on Friday, August 29, 2025.

All-Operator Training (AOT)

Craig Frazier stated that AOT went very well this year. He noted that this year, ATU leadership assisted in training operators. Mr. Frazier also stated that the Operations Department received a thank you letter from ATU thanking them for the opportunity to be a part of AOT. He noted that operators assisting with training have completed a course at Lansing Community College (LCC) to help improve the driver training program. CATA will also be holding all-day supervisor training sessions at Long Boulevard.

Customer Experience Representative (CXR)

Craig Frazier stated that some CXRs will be attending a Customer Service Excellence training course at LCC. Mr. Frazier noted that he will attend this month's CXR meeting to discuss ADA, Service Animals and ADA complaints.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

Craig Frazier stated that on Thursday, July 24, 2025, Disability Network held their 35th Annual Celebration.

5310 Subrecipient Program

Craig Frazier stated that CATA is finalizing an agreement to provide a minivan to our partners at Retired and Senior Volunteer Program (RSVP). He also noted that CATA is looking at other local agencies to help with any ADA services.

New Website

Craig Frazier stated that CATA is testing a new website for booking Spec-Tran rides and provided the link, www.paratransit.cata.org. He explained that CATA’s IT Department has asked that LAC members test the link and provide their feedback.

TRANSDEV – Simone Moore

Simone Moore thanked Chair Weise and Erin Shannon for coming to the July 2025 safety meetings to talk about the importance of aiding all riders and reading trip notes. She stated that Transdev is focused on keeping safety as their highest priority. Ms. Moore explained that the goal is to provide exceptional service without incident or injury to riders and/or employees. Transdev is also working diligently to increase recruiting efforts by holding monthly in-person job fairs. The next job fair will be held on August 28, 2025.

Simone Moore stated that Transdev received three (3) accessible Ford transit vans on June 9 and looks forward to receiving three (3) electric vans soon. Currently, Transdev has (3) charging stations on site, and is working on adding some fast charging stations to their facility.

Simone Moore stated that Transdev’s ATU negotiations are ongoing, and the next meeting will be on August 11, 2025.

Diana Paiz extended her condolences to the Transdev family on their recent loss.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

See attached report.

OLD BUSINESS:

None

NEW BUSINESS:

Gloria Johnson-Cannon offered to serve as the nominating chair for this year’s LAC elections. She stated that LAC members will be receiving an email from her explaining the process.

MEMBER COMMENTS/ANNOUNCEMENTS:

None

PUBLIC COMMENT:

None

ADJOURNMENT:

MOTION:

A motion to adjourn was moved by Jeff Allshouse and supported by George Hanley.

VOTE: Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:38 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

Victoria Joseph
Operations Administrative Assistant

INFO ITEM - CONTRACT FOR CUSTODIAL SERVICES

On June 10, 2025, LGC Global, the janitorial company for the Downtown CTC and Capital Area Multimodal Gateway, notified CATA that effective July 13, 2025, they were no longer able to fulfill their contractual obligations to provide daily cleaning at both locations.

As a result, a six-month emergency procurement was entered into with Clean Team USA on July 14, 2025, to provide limited janitorial services at the Downtown CTC and the Capital Area Multimodal Gateway. The cost for services provided at the CTC would be \$18,076.96, and the Capital Area Multimodal Gateway would be \$5,788.69 monthly.

CATA will soon issue a request for proposals (RFP) for a multi-year, janitorial services contract. The expectation is to have a recommendation for the Board within a few months.