

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, SEPTEMBER 21, 2022  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

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

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF AUGUST 17, 2022, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JULY 2022

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

C. CATA BOARD MEETING SCHEDULE FOR FY 2023

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

D. LEGAL COUNSEL RECOMMENDATION

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

E. ON-CALL SCHEDULING AND PLANNING SUPPORT SERVICES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Transportation Management and Design, Inc., for On-Call Scheduling and Planning Support Services at a cost not to exceed \$178,287.72 based on the quoted rates, for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

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

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

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

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

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

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

VI. ACTION ITEM - DISCUSSION AGENDA

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

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum C to the September 2002 Cross

Boundary Agreement between Clinton Transit and CATA to remain into effect for one (1) year term expiring September 30, 2023.

VII. OLD BUSINESS

VIII. NEW BUSINESS

- ELECTION OF OFFICERS

**PROPOSED MOTION:** That the CATA Board of Directors approves the recommendation of the Nominating Committee and elects the following Board members to the offices set opposite their names, effective October 1, 2022, for a one (1) year term expiring September 30, 2023, pursuant to Board Policy #400, Section 1.03:

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

IX. PUBLIC COMMENT

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

X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY  
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 17, 2022  
4:00 P.M. – 3131 E. MICHIGAN AVE., LANSING, MI 48912  
(FORMER SEARS BUILDING)

**PRESENT:** Nathan Triplett, Chair  
Dusty Fancher, Vice Chair  
Shanna Draheim, Secretary/Treasurer  
Mark Grebner  
Phil Deschaine  
Derek Melot  
Jennie Gies  
Doug Lecato

**CALL TO ORDER:**

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

**ROLL CALL:** Phil Deschaine, Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, Derek Melot and Nathan Triplett were all present.

**ABSENT:** Robin Lewis

**LATE:** John Prush, Maggie Sanders and Jack Schmitt

John Prush, Maggie Sanders and Jack Schmitt arrived at 4:02 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:**

Deb Parrish inquired about how much money CATA is saving on split-shifts, mandatory overtime and costs related to replacing drivers that have retired. She also inquired whether the number of drivers is still 229. Ms. Parrish commented on CATA's budget and the monetary authority that the CEO has without needing Board approval.

**PUBLIC HEARING**

At 4:05 p.m., Chair Triplett opened the public hearing regarding CATA's proposed Fiscal Year 2023 Budget and proposed 2022 Property Tax Levy.

Notice of this hearing was published in The Chronicle in its July 1 through July 15, 2022, issue; posted on the CATA website on July 11, 2022; posted at CATA's Administrative Building, the downtown CATA Transportation Center (CTC), MSU-CTC and the Capital Area Multimodal Gateway on July 11, 2022; distributed to CATA's

social-media networks on Facebook, Instagram, LinkedIn and Twitter @rideCATA on July 12, July 22, August 7, August 10, August 13 and August 17, 2022, at various times; emailed to 35 private agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 12, 2022; mailed via United States Postal Service to 241 private transit agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 12, 2022; emailed on July 12, 2022, to the Cities of Lansing and East Lansing; and the Townships of Delhi, Lansing and Meridian; published in the Lansing State Journal on July 17, 2022, and Lansing State Journal online at l-s-j dotcom on July 17 through July 23, 2022; published in the Lansing Community Newspapers including the Delta Waverly Community News, Holt Community News, Ingham County Community News, Lansing Community News and Williamston Enterprise on July 17, 2022; emailed to the Ingham County Board of Commissioners and Michigan State University on July 18, 2022; published in the Lansing City Pulse on July 20, 2022 and in The New Citizens Press on July 24 through August 7, 2022.

Chair Triplett stated that the proposed Fiscal Year 2023 Budget would establish an operating budget of \$60,395,157 million. The proposed 2022 Property Tax Levy of 3.007 mills is to support the Operating Budget.

Chair Triplett asked if Chief Executive Officer, Bradley T. Funkhouser and/or staff had received any comments.

Chief Executive Officer, Bradley T. Funkhouser reported no additional comments were received, written or verbal, during the period of time under notice.

Chair Triplett then opened the meeting for public comment regarding the proposed Fiscal Year 2023 Budget or the proposed 2022 Property Tax Levy. He stated he would call on those who wish to make comments and to please state your name and address for the record. Comments may be limited to five (5) minutes. When called upon, speakers names and addresses were recorded for the record.

There were no public comments. Chair Triplett closed the Public Hearing on CATA's proposed Fiscal Year 2023 Budget and 2022 Property Tax Levy at 4:10 p.m.

### **CHAIR'S COMMENTS:**

Chair Triplett noted that although Board member Robin Lewis was not able to attend today's meeting in person and will not be able to vote, her absence does not need to be excused since she is following the meeting via Zoom and may participate in any discussions.

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

#### **New Hires**

Bradley Funkhouser introduced new hires Samantha Soliz, Marketing Manager

Service Information; Brandie Yates, Marketing Manager; and Deverett Jasper, Human Resources Manager. Mr. Funkhouser then deferred to Lolo Robison, Director of Marketing and Customer Experience and Marshea Brown, Director of Human Resources.

Lolo Robison, Director of Marketing and Customer Experience and Marshea Brown, Director of Human Resources introduced their new hires and gave a bit of background information.

Board members welcomed the new hires.

### **Lansing School District (LSD)**

Bradley Funkhouser reported that CATA has been meeting with the superintendent and senior staff from the Lansing School District. Currently, “ambassadors” are being recruited to assist students while they use CATA buses.

### **Clinton and EATRAN Transit**

Bradley Funkhouser reported that he has had meetings with Clinton and EATRAN Transit. He discussed numerous trips from Clinton and Ingham County with Clinton Transit. CATA’s attorney is working on amending the interlocal agreement with Clinton Transit and once completed, Mr. Funkhouser will bring it back to the Board.

### **Active Violence Training**

Bradley Funkhouser reported that active violence training sessions have been scheduled for all operators. The training will enable our operators to be better prepared when faced with difficult situations.

### **Employee Appreciation Day**

Bradley Funkhouser stated that last week CATA hosted an Employee Appreciation Day. Overall, the day was a great success and everyone seemed to enjoy the food and activities.

### **Job Fair**

Bradley Funkhouser reported that CATA has another job fair scheduled on September 15, 2022. Transdev will be included in the job fair and the event will be publicized similar as CATA has done in the past.

### **New Operator Class**

Bradley Funkhouser stated that a new operator class will be held on September 12<sup>th</sup>. He also explained that some of the CATA operators who have left have expressed interest in returning. Mr. Funkhouser stated that he will welcome any employee who left on good terms.

## **ACTION ITEMS – PROPOSED CONSENT AGENDA**

- A. APPROVAL OF MINUTES OF JULY 20, 2022, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JUNE 2022

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

C. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 17)

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 17 to the Student Housing Transit Services Agreement for the period from August 1, 2022, through July 31, 2023, for extended public transit services, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. PURCHASE OF UP TO SIXTEEN (16) LOW-FLOOR ADA MINIVANS

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a purchase of up to sixteen (16) accessible low-floor minivans from Hoekstra Transportation, Grand Rapids, Michigan, through the State of Michigan contract, for a total amount not to exceed \$1,050,000, pending successful completion of necessary Buy America audits and inspections, on such terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

**MOTION:**

Doug Lecato motioned to approve the Consent Agenda and Jennie Gies supported the motion.

**VOTE:** The motion carried unanimously.

**ACTION ITEM - DISCUSSION AGENDA**

A. 2022 PROPERTY TAX LEVY

**PROPOSED MOTION:** That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2022 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

**MOTION:**

Shann Draheim motioned to approve Discussion Item A, 2022 PROPERTY TAX LEVY and Jennie Gies supported the motion.

**DISCUSSION:**

Chair Triplett asked Mr. Funkhouser or CATA staff for any additional remarks.

Bradley Funkhouser stated that Jim Frenndt, Director of Finance is present for any questions.

Mark Grebner stated that CATA levies at the highest in the state with Washtenaw and Oakland County close behind. Mr. Grebner recognized that the public is moving to support transit. CATA has been entrusted with a high levy and with that comes great responsibility. He stressed the importance that the Board and CATA continue to meet the public needs to improve and expand service.

Shanna Draheim noted that the services CATA offers are extensive compared to other transit agencies. She also recognized that CATA is a big part of the community and she is very proud of their accomplishments.

Dusty Fancher echoed Ms. Draheim's remarks and elaborated on the many services that CATA provides while always striving to do better. Ms. Fancher also shared that Oakland County is now investing in their transit system to provide better service to their communities.

Chair Triplett agreed with the comments made by fellow Board members and stated that Washtenaw County is now matching their millages to the service needs of certain communities instead of having a one-size, fits all millage.

**VOTE:** The motion carried unanimously.

B. FISCAL YEAR 2023 BUDGET APPROVAL

**PROPOSED MOTION:** That the CATA Board of Directors, as its general appropriations act, adopts the following resolutions:

1. The proposed Operating and Capital Budget for Fiscal Year 2023, upon which public hearing was held at a regular meeting of the Board on August 17, 2022, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities of the Authority for its Fiscal Year 2023 (October 1, 2022, through and including September 30, 2023).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2022 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 17, 2022, are for the purpose of defraying the expenditures and meeting the liabilities of the Authority in providing public transportation.

3. The CEO/Executive Director shall have authority within the overall budget to manage operations and the capital program, as well as to make transfers to and from invested funds, to facilitate daily operations and meet cash flow needs without further approval of the Board.
4. The annual goals and objectives and the organization charts as presented with the budget for Fiscal Year 2023 are approved.

**MOTION:**

Jennie Gies motioned to approve Discussion Item B, FISCAL YEAR 2023 BUDGET APPROVAL and Shanna Draheim supported the motion.

**DISCUSSION:**

Chair Triplett asked Mr. Funkhouser or CATA staff for any additional remarks.

Bradley Funkhouser stated he had no additional comments.

Shanna Draheim noted that the Board approves CATA's Operating and Capital Budget Report each year. The Board also oversees the CEO's performance and can act when there are shifts in finances that do not meet with CATA's strategic goals and/or policies.

Chair Triplett thanked CATA's staff for their work on the FY 2023 budget.

**VOTE:** The motion carried unanimously.

**OLD BUSINESS**

None

**NEW BUSINESS**

Chair Triplett introduced the Nominating Committee Report. Chair Triplett stated that Policy 411 requires the Board of Directors to appoint the committee in July with recommendations presented in August, hold an election in September and for new officers to take seats in October. Chair Triplett thanked Derek Melot, Robin Lewis and Jack Schmitt for serving on the committee.

Derek Melot gave the Committee Report. Mr. Melot stated that his fellow members have discussed nominations and that he has had requests from Nathan Triplett, Dusty Fancher and Shanna Draheim. The Committee recommended that Nathan Triplett serve as Chair, Dusty Fancher as Vice Chair, and Shanna Draheim as Secretary/Treasurer for Board.

Chair Triplett thanked Derek Melot for his report and appreciated the recommendations.

Chair Triplett stated that per Policy 411, the Board will consider the nominations at the next Board Meeting in September.

**PROPOSED MOTION:** Subject to any fare equity analysis that may be required, that, for the purpose of removing barriers to vote and to register to vote for our community, the CATA Board of Directors directs Chief Executive Officer, Bradley T. Funkhouser, to implement system-wide, fare-free rides, without identification required, for all individuals traveling to a city or township clerk's office between October 25, 2022 and November 8, 2022 (Election Day).

**MOTION:**

Doug Lecato motioned to approve New Business, proposed motion and Jennie Gies supported the motion.

**DISCUSSION:**

Chair Triplett explained that due to the new ways in which people can vote, this motion is being brought forth to help accommodate those needing transportation for both registering to vote and voting. CATA has provided fare-free rides for voting in the past. This proposed motion will include fare-free rides for registering as well as voting.

Dusty Fancher inquired about the dates included in the proposed motion.

Chair Triplett explained that because this is new, that we will try it for a year and then bring it back each year.

Jennie Gies inquired whether the fare-free ride information will be posted on CATA's buses and does it apply to all CATA's buses and services.

Bradley Funkhouser confirmed that the information will be posted on CATA's buses and it applies to all CATA's buses and services.

Phil Deschaine inquired how CATA will verify riders seeking fare-free rides.

Chair Triplett explained that a rider does not need to provide verification; only state that they need a ride to vote or to register to vote.

Doug Lecato shared his appreciation for the free-fare rides.

Mark Grebner inquired about the number of fare-free rides CATA has provided in the past.

Bradley Funkhouser deferred to Lolo Robison, Director of Marketing and Customer Experience to respond.

Lolo Robison, Director of Marketing and Customer Experience stated that it varies from year-to-year but approximately 600 fare-free rides were given last year to vote.

Mark Grebner stated that he approves of fare-free rides for voting and believes that eventually, all rides will be fare-free.

Phil Deschaine left meeting at 4:40 p.m.

Chair Triplett agreed with Mr. Grebner's remarks. He also believes that although there may be some level of abuse when offering fare-free rides, he doesn't think that it will be widespread.

Discussion ensued.

**VOTE:** The motion carried unanimously.

**PUBLIC COMMENT**

Deb Parrish shared a story about fare-free rides for voting. She also expressed her concern for the Lansing School District's children that will need to use CATA and the challenges that they may face.

Steve Soliz, Union President, Local 1039, extended his congratulations to CATA's new hires. He also expressed concern over potential issues that may arise with children riding on CATA buses and how to resolve potential confrontations that may occur. Mr. Soliz commented on CATA's work assignments and how the work created can have a direct impact on safety.

Daniel Black thanked CATA for the sound improvements they made at this month's Board meeting including additional speakers, a portable microphone and a closed-captioned screen. He also suggested that each Board member use a microphone when speaking.

Derek Melot left meeting at 4:49 p.m.

**EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT**

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

**MOTION:**

A motion was made by Maggie Sanders and supported Shanna Draheim to approve going into closed session, pursuant to MCL 15.268(c), for a strategy session in connection with negotiation of a collective bargaining agreement with the Union, ATU, Division 1039, and that following such closed session, this Board meeting return to open session for completion of the Agenda.

**ROLL CALL:** Shanna Draheim, Dusty Fancher, Jennie Gies, Mark Grebner, Doug Lecato, John Prush, Maggie Sanders, Jack Schmitt and Nathan Triplett were all present.

**ABSENT:** Phil Deschaine, Robin Lewis and Derek Melot

The Executive Session began at 5:03 p.m. and adjourned at 5:15 p.m.

**ADJOURNMENT:**

There was no further business Chair Triplett adjourned meeting at 5:15 p.m.

Respectfully Submitted,

Shanna Draheim  
Secretary/Treasurer

Tina Orlando  
Recording Secretary

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

	<u>July</u>	<u>July</u>	<u>Variance</u>	<u>%</u>	<u>FY 2022</u>	<u>FY 2022</u>	<u>Variance</u>	<u>%</u>	<u>FY 2022</u>	<u>% of Fiscal Year</u>
	<u>Actual</u>	<u>Budget</u>		<u>Variance</u>	<u>Actual YTD</u>	<u>Budget YTD</u>		<u>Variance</u>	<u>BUDGET</u>	<u>Completed</u>
										<u>83%</u>
										<u>% Annual Budget</u>
										<u>Revenues/Expense</u>
<b>REVENUES</b>										
Farebox	\$ 170,166	\$ 152,452	\$ 17,714	11.6%	\$ 1,713,883	\$ 1,495,014	\$ 218,869	14.6%	\$ 1,695,000	101.1%
Contracted Services	\$ -	\$ 324,014	\$ (324,014)	-100.0%	\$ 2,399,970	\$ 3,177,424	\$ (777,454)	-24.5%	\$ 3,915,000	61.3%
Property Tax	\$ 846,544	\$ 2,013,514	\$ (1,166,970)	-58.0%	\$ 22,860,561	\$ 19,745,429	\$ 3,115,132	15.8%	\$ 23,707,509	96.4%
State Revenue	\$ 1,083,334	\$ 1,455,726	\$ (372,392)	-25.6%	\$ 14,066,800	\$ 14,275,507	\$ (208,707)	-1.5%	\$ 17,140,000	82.1%
Federal Revenue	\$ 200,000	\$ 737,205	\$ (537,205)	-72.9%	\$ 5,400,756	\$ 7,229,370	\$ (1,828,614)	-25.3%	\$ 8,680,000	62.2%
Other Revenue	\$ 146,573	\$ 50,110	\$ 96,463	192.5%	\$ (40,991)	\$ 491,397	\$ (532,388)	-108.3%	\$ 590,000	-6.9%
<b>TOTAL REVENUES</b>	<b>\$ 2,446,617</b>	<b>\$ 4,733,021</b>	<b>\$(2,286,404)</b>	<b>-48.3%</b>	<b>\$ 46,400,979</b>	<b>\$ 46,414,141</b>	<b>\$ (13,162)</b>	<b>0.0%</b>	<b>\$ 55,727,509</b>	<b>83.3%</b>
<b>EXPENSES</b>										
Labor	\$ 1,568,786	\$ 1,855,923	\$ 287,137	15.5%	\$ 16,505,959	\$ 18,200,022	\$ 1,694,063	9.3%	\$ 21,852,000	75.5%
Fringe Benefits	\$ 990,616	\$ 1,126,676	\$ 136,060	12.1%	\$ 9,673,662	\$ 11,048,690	\$ 1,375,028	12.4%	\$ 13,265,700	72.9%
Services	\$ 263,923	\$ 319,665	\$ 55,742	17.4%	\$ 3,375,123	\$ 3,134,781	\$ (240,342)	-7.7%	\$ 3,763,800	89.7%
Materials & Supplies	\$ 382,315	\$ 368,025	\$ (14,290)	-3.9%	\$ 4,228,607	\$ 3,609,022	\$ (619,585)	-17.2%	\$ 4,333,200	97.6%
Utilities	\$ 35,895	\$ 73,908	\$ 38,013	51.4%	\$ 719,485	\$ 724,769	\$ 5,284	0.7%	\$ 870,200	82.7%
Casualty & Liability	\$ 116,384	\$ 88,329	\$ (28,055)	-31.8%	\$ 1,100,517	\$ 866,192	\$ (234,325)	-27.1%	\$ 1,040,000	105.8%
Purch. Transportation	\$ 1,031,640	\$ 756,485	\$ (275,155)	-36.4%	\$ 5,638,330	\$ 7,418,433	\$ 1,780,103	24.0%	\$ 8,907,000	63.3%
Miscellaneous	\$ 161,798	\$ 95,420	\$ (66,378)	-69.6%	\$ 917,596	\$ 935,737	\$ 18,141	1.9%	\$ 1,123,500	81.7%
<b>TOTAL EXPENSES</b>	<b>4,551,357</b>	<b>4,684,431</b>	<b>133,074</b>	<b>2.8%</b>	<b>42,159,279</b>	<b>45,937,646</b>	<b>3,778,367</b>	<b>8.2%</b>	<b>\$ 55,155,400</b>	<b>76.4%</b>
<b>NET INCOME (LOSS)</b>	<b>\$ (2,104,740)</b>	<b>\$ 48,590</b>	<b>\$(2,153,330)</b>		<b>\$ 4,241,700</b>	<b>\$ 476,495</b>	<b>\$ 3,765,205</b>		<b>\$ 572,109</b>	

Interim statements are subject to adjustments and year-end audit

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

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**07/01/2022 - 07/31/2022**

<b>Cash Balance - 07/01/2022</b>	<b>\$ 2,523,977</b>
Disbursements	\$ (3,256,939)
Receipts	\$ 5,266,380
Adjustments	\$ -
<b>Cash Balance - 07/31/2022</b>	<b>\$ 4,533,418</b>

**Disbursements:**

Cash Disbursements Register	\$ (645,604)
Payroll	\$ (2,036,822)
Healthcare (BlueCross Blue Shield)	\$ (533,899)
Transfers To the ASU Claims Account	\$ (40,614)
Transfers To the Investment Account	\$ -
<b>Total Cash Disbursements</b>	<b>\$ (3,256,939)</b>

**Receipts:**

Cash Receipt Register	\$ 3,266,380
Transfers From the Investment Account	2,000,000
<b>Total Cash Receipts</b>	<b>\$ 5,266,380</b>

**Adjustments:**

Misc. Items	\$ -
<b>Total Cash Adjustments</b>	<b>\$ -</b>

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

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**07/01/2022 - 07/31/2022**

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<b><u>CASH &amp; CASH EQUIVALENTS</u></b>		
FIFTH THIRD BANK - General Account	4,533,418	13.34%
FIFTH THIRD BANK - ASU Claims Account	36,064	0.11%
<b><u>FIXED INCOME INVESTMENTS</u></b>		
FIFTH THIRD BANK	29,406,121	86.55%
<b>TOTAL</b>	<b>\$ 33,975,603</b>	<b>100.00%</b>

INTEREST EARNED	INTEREST
<b>INCOME EARNED ON INVESTMENTS:</b>	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 14,963
OTHER BANKS	-
<b>TOTAL</b>	<b>\$ 14,963</b>

<b>Monthly Average Rate of Return</b>	0.0440%
<b>Annual Average Rate of Return</b>	0.528%

Interim statements are subject to adjustments and year-end audit

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

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07/01/2022 - 07/31/2022

<b>Market Value at the Beginning of the Period - 07/01/2022</b>		\$ 31,297,625
<b>Portfolio Activity:</b>		
<b><u>Transfers (To) or From General Checking</u></b>		(2,000,000)
<b><u>Net Income/(Loss) &amp; Expenditures</u></b>		
Interest Earned	\$ 17,226	
Accrued Interest Paid	-	
Administrative Expenditures	(2,263)	
<b>Total Net Income/Loss &amp; Expenditures</b>		14,963
<b><u>Realized Gains or (Loss) From Sales</u></b>		-
<b><u>Market Appreciation</u></b>		
End of Period	\$ (813,928)	
Beginning of Period	884,650	
<b>Unrealized Gain/(Loss) from Market Appreciation</b>		70,722
<b><u>Change in Value From Accrued Income</u></b>		
Previous Accrued Income (-)	\$ (123,808)	
Current Accrued Income (+)	146,619	
<b>Net Change from Accrued Income</b>		22,811
<b>Market Value at the End of the Period - 07/31/2022</b>		<u><u>\$29,406,121</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 - CATA BOARD MEETING SCHEDULE FOR FY 2023**

Under CATA's Articles of Incorporation, Article IV, Section 6, and Policy #400, Bylaws, Section 2.02, the Board, at its annual organization meeting, is to establish the times and places of its regular meetings.

In the Board meeting schedule presented below, all CATA Board meetings will be held on the third Wednesday of each month at 4:00 p.m. at the Lansing Center Governor's Room, 333 E. Michigan Avenue, Lansing, Michigan 48933, unless specifically scheduled otherwise.

### **FY 2023 CATA Board Meeting Schedule**

Wednesday, October 19, 2022

Wednesday, November 16, 2022

Wednesday, December 21, 2022

Wednesday, January 18, 2023 - The Board meeting will be held at 4:00 p.m. at the Lansing Center Governor's Room, 333 E. Michigan Avenue, Lansing, Michigan 48933. **Board Retreat** following Board meeting at the same location.

Wednesday, February 15, 2023

**Wednesday, March 15, 2023, TBD**

**Wednesday, April 19, 2023, TBD**

Wednesday, May 17, 2023

**Wednesday, June 21, 2023, TBD**

Wednesday, July 19, 2023

Wednesday, August 16, 2023

Wednesday, September 20, 2023

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

## **ACTION ITEM – LEGAL COUNSEL RECOMMENDATION**

Board Policy #405 states that the Board of Directors shall approve, at the annual organization meeting, a recommended list of law firms that will provide legal counsel to CATA in the coming fiscal year. Here is the list of firms being recommended for FY 2023:

*Bleakley, Cypher, Parent, Warren & Quinn, P.C.*, is the firm working on CATA's Worker's Compensation and Self-Insured Fund cases.

*George Brookover, P.C.*, is the firm that has been advising us on millage election requirements, as needed. We recommend this firm as a resource for millage related questions.

*Murphy & Spagnuolo, P.C.*, is the firm working on several issues of insurance and security litigation and environmental issues. This firm is also working on the IRS and State of Michigan payroll tax penalty and interest issues. Recently, this firm has also begun assisting with other legal matters including labor relations, disciplinary matters, procurement and FTA and MDOT contracting matters.

*Barnes & Thornburg, L.L.P.*, is the firm assisting us with various legal matters including labor relations, disciplinary matters, FTA, and MDOT- related work.

*Butzel Long, P.C.*, is a firm working on several areas related to CATA's defined benefit retirement plans, including revisions to the plan documents and benefits administration.

Staff strongly recommends that the Board approve CATA's continued relationship with all five (5) law firms. We have been very impressed with the quality of work they have done for us over the years which has been the key to preventing further litigation. Each firm has done their part to make sure we cover all our bases.

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

**ACTION ITEM – ON-CALL SCHEDULING AND PLANNING SUPPORT SERVICES**

CATA issued a Request for Proposal (RFP), 2022-131, for On-Call Scheduling and Planning Support Services on June 8, 2022. Proposals were due by 11:00 a.m., on July 13, 2022. The RFP was distributed to five (5) vendors, posted online at Transit Talent and on CATA’s website.

The following firms submitted a proposal:

- Transportation Management and Design, Inc., California
- Trapeze Software Group, Inc., Iowa

The committee met virtually on two (2) separate occasions through Zoom, July 18, 2022, and July 25, 2022, to discuss the evaluation criteria, as outlined in the RFP: 1) Qualifications of the Firm/Organization and Staff 2) Project Understanding and Approach 3) Price/Cost 4) Experience of the firm with similar projects and 5) Completeness and responsiveness of the proposal to the RFP.

CATA is seeking a vendor to provide service planning and scheduling support services to the Authority. The selected firm will assist CATA staff on various projects related to the design, construction, and deployment of fixed-route and demand response services.

Transportation Management and Design, Inc., has in-depth knowledge of the transportation industry with an emphasis on public transportation service design best practices. Of particular interest to the Authority are demonstrated proficiencies in vehicle utilization, workforce management, and operational efficiency.

Transportation Management and Design, Inc., was the choice of the committee as they provided the best response to the RFP based on the evaluation criteria. In addition, Transportation Management and Design, Inc’s proposal was clear and concise, demonstrating a thorough understanding of our requirements and its ability to fulfill the scope of work. Finally, Transportation Management and Design, Inc’s proposal was significantly less expensive than the competing option.

Transportation Management and Design, Inc.

Description	Hourly Rate	Annual Estimated Hours	Total
Year 1	\$ 149.25	225	\$ 33,581.25
Year 2	\$ 153.73	225	\$ 34,588.69
Year 3	\$ 158.34	225	\$ 35,626.35
Year 4	\$ 163.09	225	\$ 36,695.14
Year 5	\$ 167.98	225	\$ 37,795.99
<b>GRAND TOTAL:</b> (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$ 178,287.42

Trapeze Software Group, Inc.

Description	Hourly Rate	Annual Estimated Hours	Total
Year 1	\$ 220.40	225	\$ 49,590.00
Year 2	\$ 220.40	225	\$ 49,590.00
Year 3	\$ 220.40	225	\$ 49,590.00
Year 4	\$ 220.40	225	\$ 49,590.00
Year 5	\$ 220.40	225	\$ 49,590.00
<b>GRAND TOTAL:</b> (Year 1 + Year 2 + Year 3 + Year 4 + Year 5)			\$ 247,950.00

Staff recommends that the Board adopt the proposed motion set forth below.

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Transportation Management and Design, Inc., for On-Call Scheduling and Planning Support Services at a cost not to exceed \$178,287.72 based on the quoted rates, for a three-year period and an option for two (2) additional, one (1) year extensions on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

**ACTION ITEM – PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP)  
2023 TARGETS**

In compliance with the Federal Transit Administration (FTA) PTASP, Safety Performance Targets (SPT's) must be provided to the Tri-County Regional Planning Commission by October 1<sup>st</sup>, annually. These targets are based on a three-year rolling average of the four (4) measurements that CATA is required to report. The four (4) measurements are fatalities, injuries, safety events\*, and system reliability\*.

**\*Safety Event:** Any Accident, Incident, or Occurrence

**\*System Reliability:** A failure of some mechanical element of the revenue vehicle that prevents the vehicle from completing a scheduled revenue trip or from starting the next scheduled revenue trip because actual movement is limited or because of safety concerns.

The four (4) targets are measured in Vehicle Revenue Miles (VRM's) and CATA uses 100,000 as the benchmark measurement of VRM's (attachment).

Compliance with the plan means CATA will continue to be eligible to receive Section 5307 Urbanized Area Formula Grant Program funding, Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program funding, and Section 5311 Formula Grants for Rural Areas Program funding.

The 2023 SPT's have been established and agreed upon by CATA's PTASP Committee and are attached.

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

2023 PTASP Performance Indicators and Targets for Tri-County							
Annual Revenue Mileage	Fixed Route (MB DO)		Demand Response - Directly Operated (DR DO)		Demand Response Contracted (DR PT) Transdev		
	3,445,260		682,284		1,629,198		
Indicators Reported July 1, 2021 - June 30, 2022 (based on performance measures)							
July 1, 2021 - June 30, 2022	Fatalities Reported to NTD		Injuries Reported to NTD		Safety Events Reports to NTD		Mean Distance Between Mechanical Failures
	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	
Fixed Route (MB DO)	0	0	7	0.2	14	0.4	10,346
Demand Response - Directly Operated (DR DO)	0	0	1	0.14	2	0.29	56,857
Demand Response - Contracted (DR PT)	0	0	2	0.12	5	0.3	37,888
Targets 2023 (based on 3 Year Rolling Average)							
July 1, 2022 - June 30, 2023	Fatalities Reported to NTD		Injuries Reported to NTD		Safety Events Reports to NTD		Mean Distance Between Mechanical Failures
	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	Total	Rate per 100,000 VRM*	
Fixed Route (MB DO)	0	0	<5.6	<.17	<14.3	<.44	>11,394
Demand Response - Directly Operated (DR DO)	0	0	<.6	<.11	<1.3	<.22	>54,268
Demand Response - Contracted (DR PT)	0	0	<1.3	<.12	<2	<.19	>255,577

## **ACTION ITEM – ACCEPTANCE OF PRICE INCREASE FOR PURCHASE OF UP TO TWELVE (12) SMALL BUSES**

In January 2022, the CATA Board of Directors approved a motion to purchase up to twelve (12) replacement small buses off a contract held by the State of Michigan (MDOT), Office of Passenger Transportation for use on Spec-Tran and other paratransit services operated by both CATA and our contractor, Transdev. The total cost for these vehicles at the time was not to exceed \$1,200,000.

Following Board approval, a purchase order was initiated with the designated vendor, Hoekstra Transportation, Inc. of Grand Rapids. We were subsequently alerted that the manufacturer had suspended all production due to on-going supply chain issues and that increased costs would have to be passed on to the customers. Moreover, the price increases then required State approval, as they exceeded the prices set forth in the contract.

CATA was notified by the vendor via email on August 25, 2022, that MDOT had accepted and posted updated pricing (for base vehicles and all options) on their website and that orders could commence. The purchase orders that were originally created held CATA's position on the build queue; however, the high price increase requires Board approval.

The twelve (12) buses that were approved in January consisted of two (2) different floor plans, known as "A" and "B." Floor plan "A" is designated for Spec-Tran service while floor plan "B" has additional fixed seating and is used for all other services including Redi-Rides, Connectors and Rural Service. The need for buses remains in order to update our aging fleet. Federal and state grant funds are available to fund this purchase.

As a result of these price increases, the new grand total shall not exceed a purchase price of \$1,750,000, which includes all necessary options and accessories. This represents a nearly 46% increase over the "not to exceed price" that was approved by the Board in January.

In addition to Board approval, and as noted in the original Proposed Motion, the purchase of these vehicles is also pending successful completion of Buy America audits, as required by the FTA.

Staff recommends that the Board adopt the proposed motion set forth below.

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

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

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

- The initial term of the agreement was for one (1) year, commencing November 1, 2020, and concluding October 31, 2021.
- A second one (1) year agreement commenced November 1, 2021, and will conclude October 31, 2022.
- CATA proposes renewing its agreements with Indian Trails for an additional year, commencing November 1, 2022, and concluding October 31, 2023.
- The monthly lease at the CTC would remain unchanged at \$1,500, for annual revenues totaling \$18,000.
- The monthly lease at the Capital Area Multimodal Gateway would remain unchanged at \$500, for annual revenues totaling \$6,000.
- Renewed ticketing agreements will allow CATA's Customer Experience Representatives to serve as ticket agents for Indian Trails at the downtown CTC and Capital Area Multimodal Gateway. CATA will receive a 10 percent commission on select saleable items.
- Renewal options will commence no less than 90 days prior to contract expiration (August 1, 2023), based on each party's evaluation of service performance and delivery.

Staff recommends that the Board adopt the proposed motion set forth below.

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

## **ACTION ITEM – ADDENDUM TO THE CROSS BOUNDARY AGREEMENT BETWEEN CLINTON TRANSIT AND CATA**

Since 2002, CATA has had an agreement with the Clinton Area Transit System to provide public transit within a service area defined by boundaries within the State of Michigan, formally known as “September 2002 Cross Boundary Agreement” or “Agreement”. The Agreement included that both parties arrange the appropriate connections in order to service the community for work, business, and pleasure. The Agreement also provided variations in scheduled hours to service those with special needs or persons with disabilities.

In April 2021, another agreement was reached to provide greater cooperation between CATA and Clinton Transit due to COVID-19 and to solve the challenges that it had presented. In addition to the original Agreement, this Addendum provided public transportation for medical purposes related to COVID-19 treatment, vaccinations, or testing. There were no fares collected for this service. In return, CATA reimbursed Clinton Transit at a rate of \$65.90 per hour using funds awarded through the CARES Act grant. The agreement remains in effect for as long as both parties wish to continue the cross-boundary service.

To continue improved cross-boundary service, CATA and Clinton Transit have participated in discussions with legal counsel and wish to amend the Agreement with Addendum C. Details of this addendum include the following:

- The Agreement will be for one (1) year.
- After one (1) year, parties will return to the original 2002 Cross Boundary Agreement.
- One (1) seat rides between counties will be provided for one-way and round trips.
- There will be no cost sharing between counties.
- Both counties will gather trip data and participate in monthly meetings to improve coordination of cross-boundary service and discuss plans for the future.

All remaining details reflected in prior amendments to the Agreement shall remain in effect.

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 Addendum C to the September 2002 Cross Boundary Agreement between Clinton Transit and CATA to remain into effect for one (1) year term expiring September 30, 2023.

**ADDENDUM C TO SEPTEMBER 2002 CROSS BOUNDARY AGREEMENT**

This Addendum C to September 2002 Cross Boundary Agreement is made this \_\_\_ day of \_\_\_\_\_, 2022 between CAPITAL AREA TRANSPORTATION AUTHORITY (“CATA”) AND CLINTON AREA TRANSIT SYSTEM (“Clinton Transit”), (collectively “the parties”) as follows:

**WHEREAS,**

1. The parties entered into a Cross Boundary Agreement on September 11, 2002, Addendum A to which was signed on September 11, 2002, and Addendum B which was signed on April 22, 2021, all of which remain in effect and which both parties at this time wish to continue (“Cross Boundary Agreement”); and
2. The Cross Boundary Agreement, Addendum A and Addendum B were modified by letter dated January 8, 2003, December 28, 2004, May 10, 2005, April 2, 2009, April 16, 2009, and May 4, 2009; and
3. The parties wish to further modify the 2002 Cross Boundary Agreement to allow both parties to provide demand response service trips for all trip purposes originating in their own county with destinations in the other county, one way and round trips; and
4. The parties wish to review and gather additional trip data to improve coordination of cross boundary service going into the future;

**THEREFORE,** the parties agree the 2002 Cross Boundary Agreement and Addendums A and B are hereby amended as follows:

1. Addendums A and B to the 2002 Cross Boundary Agreement shall remain in effect, as modified herein, for one year from the date of the last signature on this Agreement, and thereafter shall terminate.

2. Clinton Transit is permitted to provide demand response service trips for all trip purposes originating in Clinton County with destinations in Ingham County, one way and round trips without prior notice or approval. This Addendum specifically deletes paragraph 2(b) of the 2002 Cross Boundary Agreement.
3. Capital Area Transportation Authority is likewise permitted to provide demand response service trips for all trip purposes originating in Ingham County with destinations in Clinton County, one way and round trips without prior notice or approval.
4. During this one-year term, Clinton Transit and CATA staff will meet monthly to discuss all cross-boundary trip data specifically including, but not limited to, that information described in paragraph 2(d) of the 2002 Cross Boundary Agreement and paragraph 5 of Addendum B.
5. During this one-year term, there will be no cost sharing or reimbursement from one party to the other for any cross-boundary trips. This Addendum specifically deletes paragraph 3 from Addendum B and any other references to cost sharing or reimbursement in the 2002 Agreement or Addendums.
6. The parties may revise either the Cross Boundary Agreement or any Addendum to approve exceptions from time to time, by mutual written agreement signed (or electronically signed) by the Executive Director for each party.
7. This Addendum is effective on the date of the last signature below, supersedes any prior contractual provision which is inconsistent, and may only be modified by a subsequent written agreement which is executed on behalf of CATA and Clinton Transit.

By signing below each party agrees to amend the Cross Boundary Agreement to include the terms stated herein.

CLINTON AREA TRANSIT SYSTEM

CAPITAL AREA TRANSPORTATION  
AUTHORITY

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

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**ADDENDUM B TO SEPTEMBER 2002 CROSS BOUNDARY AGREEMENT**

This Addendum B to September 2002 Cross Boundary Agreement is made this 25<sup>th</sup> day of April, 2021 between CAPITAL AREA TRANSPORTATION AUTHORITY (“CATA”) AND CLINTON AREA TRANSIT SYSTEM (“Clinton Transit”), (collectively “the parties”) as follows:

**WHEREAS,**

1. The parties entered into a Cross Boundary Agreement on September 11, 2002, Addendum A to which was signed on September 11, 2002, both of which remain in effect and which both parties at this time wish to continue (“Cross Boundary Agreement”); and
2. With the COVID-19 pandemic the parties wish to have greater cross boundary cooperation;

**THEREFORE,** the parties agree their Cross Boundary Agreement is hereby amended to include the following:

1. In addition to the allowed operations and services outlined in the Cross Boundary Agreement, Clinton Transit may also operate public transportation for medical purposes originating in Clinton County with destinations in Ingham County (one way and round trip) for any purposes related to COVID-19 treatment, vaccinations, or testing.
2. In addition to the allowed operations and services outlined in the Cross Boundary Agreement, CATA may also provide public transportation for medical purposes originating in Ingham County with destinations in Clinton County (one way and round trip) for any purposes related to COVID-19 treatment, vaccinations, or testing.

3. For trips related to COVID-19 treatment, vaccinations, or testing, to the extent such funds remain available under the CARES Grant Award FAIN MI-2020-037-00, as a permissible operating expense, CATA shall reimburse Clinton Transit at its fully allocated rate of \$65.90 per hour.
4. Clinton Transit will not reimburse CATA for trips into Clinton County related to COVID-19 treatment, vaccinations, or testing.
5. To reasonably assist each other, Clinton Transit will maintain a log of its trips related to COVID-19 treatment or testing providing sufficient detail for CATA to be able to calculate and confirm reimbursement requests (specifically including the number of trips made, the destination of these trips by County, the duration of the trip, and the times, dates, and addresses of each pick-up and drop-off), and CATA will maintain a log of its trips into Clinton County related to COVID-19 treatment, vaccinations, or testing. Each party will provide the other with a copy of such logs on a monthly basis.
6. Each party shall provide the other a reasonable opportunity during business hours to inspect records for all transportation operations or services related to COVID-19 treatment, vaccinations, or testing if necessary to verify the information contained on monthly logs and the parties shall fully cooperate with each other related to any financial or audit process involving the trips covered by the Cross Boundary Agreement and this Addendum.
7. The parties may revise either the Cross Boundary Agreement or any Addendum to approve exceptions from time to time, by mutual written agreement signed (or electronically signed) by the Executive Director for each party.

8. This Addendum is effective on the date first stated above, supercedes any prior approval which is inconsistent, and may only be modified by a subsequent written agreement which is executed on behalf of CATA and Clinton Transit.

By signing below each party agrees to amend the Cross Boundary Agreement to include the terms stated herein.

CLINTON AREA TRANSIT SYSTEM

By: 

Printed Name: Gail Watkins

Its: Board Chairperson

By: 

Printed Name: Melissa E. Schutt

Its: Executive Director

CAPITAL AREA TRANSPORTATION  
AUTHORITY

By: 

Printed Name: NATHAN TRIPLETT

Its: BOARD CHAIR PERSON

By: 

Printed Name: BRADLEY T. FUNKHOUSER

Its: CEO

**CROSS BOUNDARY AGREEMENT**

This agreement is made this 11th day of September, 2002, between CAPITAL AREA TRANSPORTATION AUTHORITY ("CATA") and CLINTON AREA TRANSIT SYSTEM ("Clinton Transit"), (collectively, the "Parties"),

**RECITALS**

A. Each of the Parties operates a public transit system within a Service Area ("Service Area") defined by jurisdictional boundaries within the State of Michigan;

B. The Parties recognize the need of members of the public to have cross boundary transit service from one Service Area to another for work, business, and pleasure.

C. Variations in schedules and hours of service of the Parties, and the special needs of persons with disabilities, impact the ability of members of the public in need of cross boundary transportation to arrange appropriate connections between the transportation services provided by the Parties.

D. The Parties desire to establish a pilot program to address and assess cross boundary transportation needs, without modifying their respective Service Areas.

NOW, THEREFORE, the Parties agree as follows:

1. The Parties will coordinate and assist each other in efforts to provide meaningful and cost effective cross boundary transportation services, including, where possible and feasible, arranging points of transfer between the transportation services that each provides.

2. Each of the Parties may provide transportation services into, returning from, or through the geographic Service Area of the other Party ("cross boundary service"), as follows:

(a) The cross boundary service must originate in the requesting Party's Service Area;

(b) Prior to offering a cross boundary service, Clinton Transit will contact CATA with details of the proposed service and request CATA's approval. Cross boundary service will not be provided without prior approval.

(c) Cross boundary service under this Agreement will be "Incidental service" only and will not involve regularly scheduled line haul routes.

(d) Each Party will maintain and provide to the other on a monthly basis a log which reflects the number of cross boundary trips made, and, with regard to each trip: the trip purpose, the passenger name(s), and the times, dates, and addresses of each pickup and drop off.

(e) Notwithstanding (a) through (c) above, Addendum A identifies service approved by the parties in exception to the origination, prior approval, and line haul restrictions. The parties may revise Addendum A to approve other exceptions from time to time, by mutual written agreement executed by their authorized managers.

3. This Agreement does not require either Party to provide cross boundary transportation to residents of either of the Service Areas served by the Parties. Clinton Transit, while operating vehicles under this Agreement outside of Clinton County and to, from, through, or within the Service Area of CATA shall provide transportation services only as authorized by this Agreement or specific other written authorization of CATA. This Agreement does not restrict CATA from providing service in Clinton County.

4. Each Party shall provide and maintain, at its own expense, insurance to cover its employees and equipment and to cover liability for any action of its employees or equipment while operating within the jurisdictional area of the other. Each of the Parties will save and hold harmless the other Party to this Agreement from any and all liability arising from any operations conducted by it within the Service Area of the other Party.

5. Neither Party shall become the agent of, or a joint venturer with, the other Party by virtue of this Agreement.

6. This Agreement shall not be a basis to define or modify Service Areas of the Parties or be construed to limit any independent right either Party may have to operate in the other's Service Area. Unless otherwise set forth in Addendum A, neither Party shall seek financial support or any payment for services from the other, based on this Agreement or on any cross boundary services which are provided. This Agreement does not require Clinton

Transit to recognize CATA as the exclusive transit provider for Clinton County and is to be construed as neutral regarding CATA's position that it is the regional transit provider for the tri-county area of Clinton, Eaton, and Ingham Counties.

7. This Agreement does not confer any rights on persons or entities not a Party to this Agreement.

8. This Agreement is effective as of the date first above written and may be terminated by either Party on one day's written notice.

WHEREAS, the Parties have hereunto set their hands as of the date first above written.

CLINTON AREA TRANSIT SYSTEM

By: 

John Sirrine, Board Chair

CAPITAL AREA TRANSPORTATION AUTHORITY

By: 

Sandra L. Draggoo, Executive Director

By: 

Jean F. Golden, Board Chair

ADDENDUM A  
TO  
CROSS BOUNDARY AGREEMENT

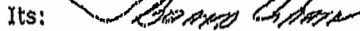
CATA and Clinton Transit, pursuant to paragraph 2(e) of their Cross Boundary Agreement dated September 11, 2002, make the following exceptions:

1. CATA gives prior approval to Clinton Transit for demand service trips for medical purposes originating in Clinton County with destinations in Ingham County, one way and round trips.
2. Clinton Transit may provide service to Ingham County residents for trips originating in Ingham County with Clinton County destinations, if the passenger has requested service from CATA, CATA does not provide such service, and that a CATA dispatcher has informed Clinton Transit of the customer's request. Clinton Transit shall not be obligated to provide such service. CATA shall have no obligation to Clinton Transit in connection with any such referrals. Clinton Transit shall hold CATA harmless for any claims in connection with Clinton Transit providing such referred service.
3. This Addendum is effective only when approved by authorized managers of Clinton Transit and CATA, supercedes any prior approval which is inconsistent, and may only be modified by a subsequent written agreement which is executed on behalf of CATA and Clinton Transit.

MANAGER'S APPROVAL:

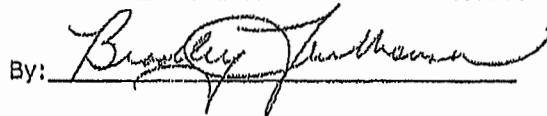
CLINTON AREA TRANSIT SYSTEM

By: 

Its: 

Dated: 9/11/02

CAPITAL AREA TRANSPORTATION AUTHORITY

By: 

Its:

Dated: 09-11-02

9.1.0

**SUBRECIPIENT AGREEMENT**

**ADDENDUM 2**

This Addendum 2 to the Subrecipient Agreement dated May 13, 2010, between CATA and Clinton Transit is made to confirm the Scope of Work of a new project as follows:

1. As a new Project, pursuant to the Subrecipient Agreement Paragraph 2 - Scope of Work for Future Projects, with grant assistance from FTA and MDOT, CATA shall procure one medium duty bus for Clinton Transit, as CATA's subrecipient, to use as Project Equipment for public transportation purposes. This assistance and procurement shall be on the same terms and conditions as set forth in the Subrecipient Agreement, Paragraph 1 - Scope of Work, under which two medium duty buses were procured for Clinton Transit by CATA from City Sales as Project Equipment.
2. The terms and acronyms (i.e.: CATA, Clinton Transit, FTA, MDOT, etc.) set forth and used in the Subrecipient Agreement shall apply to this Addendum 2.
3. The Subrecipient Agreement continues to be effective without modification by this Addendum 2.
4. This Addendum 2 is effective June 27, 2011.

Capital Area Transportation Authority

Clinton Area Transit System

By: *Sandra L. Draggoo*  
Sandra L. Draggoo, CEO/Executive Director

By: *Rose May Mason*  
Rose May Mason, General Manager

Dated: *July 3, 2011*

Dated: *6/29/11*

**INFORMATION ITEMS**

**SEPTEMBER 21, 2022**

1. JULY RIDERSHIP REPORT
2. JULY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR AUGUST 2022
4. DEI TASK FORCE UPDATE

**JULY 2022 RIDERSHIP REPORT**

Total system rides – July: 284,719  
 Average weekday system ridership 11,350

Average weekday system ridership change July 2022 to July 2021 +2,850

	<u>July 2022 v. July 2021</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+26.3%	+59,222
Monthly Urban Fixed-Route change	+28.1%	+50,874
Monthly MSU campus ridership change	NA	+643
Monthly Spec-Tran ridership change	+2.7%	+502
Monthly Total Paratransit ridership change	+5.2%	+1,150

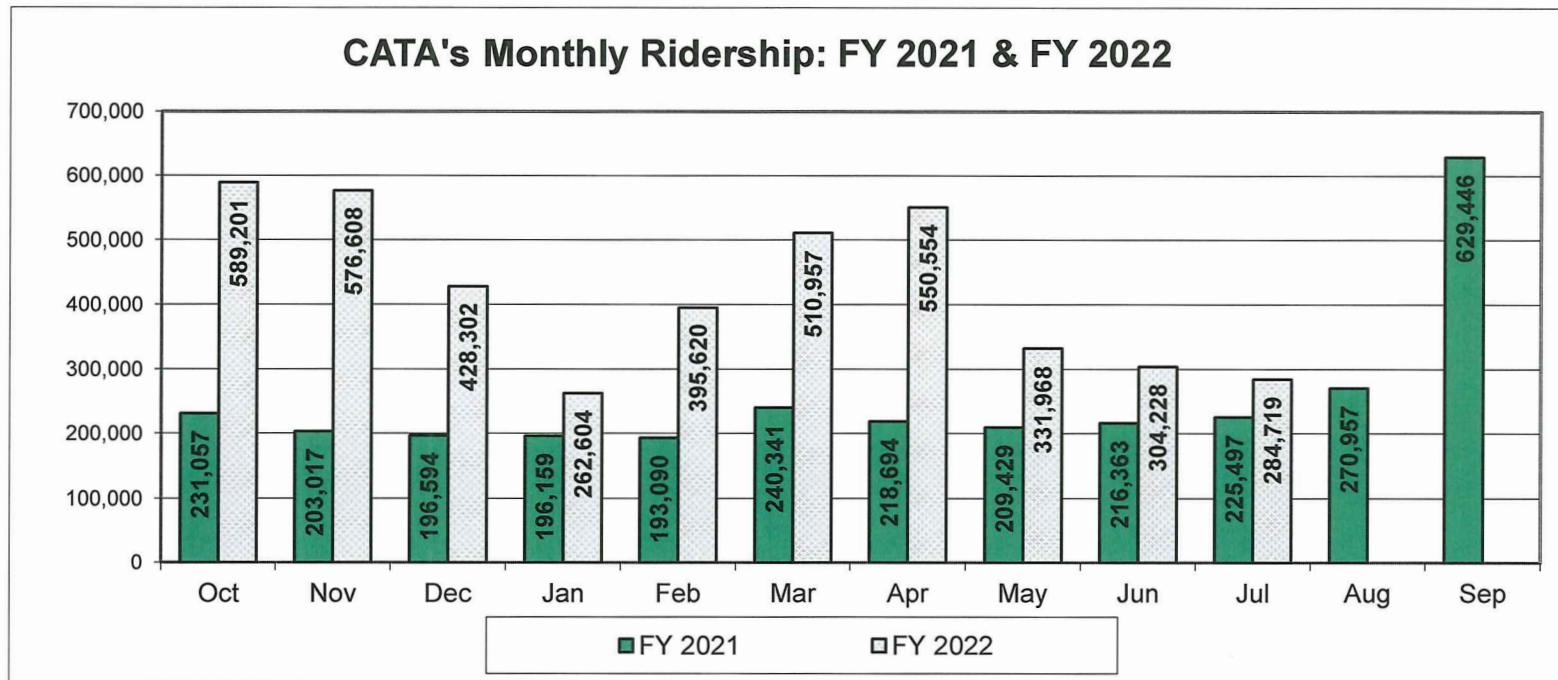
Note: Service on Routes 1, 3, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Ridership has been substantially impacted by the COVID-19 pandemic.

**FY 2022 YEAR-TO-DATE RIDERSHIP**

Total system rides – FY 2022: 4,234,761

	<u>FY 2022 vs. FY 2021</u>	
	Percentage	Ridership
	<u>Change</u>	<u>Change</u>
Total system rides change	+98.8%	+2,104,520
Year-to-Date Spec-Tran ridership change	+22.0%	+35,435
Year-to-Date Total Paratransit ridership change	+29.4%	+57,510

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



**INFORMATION ITEM - FUEL PURCHASE FOR AUGUST 2022**

The following lists our prices for diesel fuel for August 2022

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
08/08/2022	\$3.3340
08/12/2022	\$3.5820
08/19/2022	\$3.8350
08/25/2022	\$4.2730
FY 2022 Current average per gallon fuel cost	\$3.75
FY 2022 Budget per gallon fuel cost	\$2.35

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**Diversity Equity & Inclusion Task Force  
Meeting Summary  
August 19, 2022**

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**Guest Speaker:**

In honor of Black Business Month, which was founded by historian John William Templeton and engineer Frederick E. Jordan Sr. in August 2004, we had Deanna Ray-Brown as our guest speaker. She is the owner of Everything is Cheesecake and she shared her experiences as a successful Black business owner in Lansing. Black Business Month was created to acknowledge and appreciate Black-owned businesses across the nation.

Respectfully submitted,

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

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

