

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

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

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 16, 2023, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JULY 2023

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

C. CATA BOARD MEETING SCHEDULE FOR FY 2024

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for FY 2024 be adopted as presented.

D. LEGAL COUNSEL RECOMMENDATION

PROPOSED MOTION: That the CATA Board of Directors approve the following law firms to represent CATA during FY 2024: Bleakley, Cypher, Parent, Warren & Quinn, P.C.; George Brookover, P.C.; Murphy & Spagnuolo, P.C.; Barnes & Thornburg, L.L.P.; and Butzel Long, P.C.

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

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

F. CATA SERVICE MONITORING REPORT – FY 2023

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

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

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

VI. OLD BUSINESS

VII. NEW BUSINESS

- ELECTION OF OFFICERS

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Nominating Committee and elects the following Board members to the offices set opposite their names, effective October 1, 2023, for a one (1) year term expiring September 30, 2024, pursuant to Board Policy #400, Section 1.03:

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

VIII. PUBLIC COMMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 16, 2023
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Vice Chair
Shanna Draheim, Secretary/Treasurer
Phyllis Vaughn
Phil Deschaine
Doug Lecato
Maggie Sanders
Jennie Gies
John Prush

CALL TO ORDER:

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

ROLL CALL: Phil Deschaine, Shanna Draheim, Dusty Fancher, Jennie Gies, Doug Lecato, John Prush, Maggie Sanders, Nathan Triplett, and Phyllis Vaughn were all present.

ABSENT: Derek Melot

LATE: Terrance Augustine, Mark Grebner, and Jack Schmitt

Mark Grebner 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.

Jack Schmitt arrived at 4:03 p.m.

PUBLIC COMMENTS:

Karla Hudson thanked the Board for the opportunity to speak via Zoom. She asked that the information on how to request reasonable accommodation be included on the Board meeting agenda. Ms. Hudson also expressed her wish to see CATA's Local Advisory Committee (LAC) be more involved with CATA's Board. She further commented on CATA's advertising policy and reminded CATA that children do ride the bus; therefore, CATA needs to be conscious of what they advertise on their buses.

PUBLIC HEARING

On August 16, 2023, at 4:06 p.m., Chair Triplett opened the public hearing regarding CATA's proposed Fiscal Year 2024 Budget and proposed 2023 Property Tax Levy.

Notice of this hearing was published on the CATA website on July 14, 2023; posted at CATA's Administrative Building, the downtown CATA Transportation Center (CTC), MSU-CTC and the Capital Area Multimodal Gateway on July 14, 2023; distributed to CATA's social-media networks on Facebook, Instagram, LinkedIn and Twitter @rideCATA on July 14, July 21, July 25, July 31, August 9, and August 16, 2023, at various times; emailed to 35 private agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 21, 2023; mailed via United States Postal Service to 228 private transit agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 21, 2023; emailed on July 26, 2023, to the Cities of Lansing and East Lansing; and the Townships of Delhi, Lansing and Meridian; emailed to the Ingham County Board of Commissioners and Michigan State University on July 26, 2023; emailed to the EATRAN Board of Directors and Eaton County Board of Commissioners on July 26, 2023; published in The Chronicle in its July 16 through July 31, 2023, and August 1 through August 15, 2023, issues as well as online chronicle news dot com July 16, through August 15, 2023; published in the Lansing State Journal on July 23, 2023, and July 30, 2023, as well as the Lansing State Journal online at l-s-j dotcom on July 23 through August 5, 2023; published in the Lansing City Pulse on July 19, 2023 and July 26, 2023, as well as online at Lansing city pulse dot com July 19, 2023, through July 26, 2023.

Chair Triplett stated that the proposed Fiscal Year 2024 Budget would establish an operating budget of \$62,372,400. The proposed 2023 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 that no comments were received; however, one (1) individual requested that the budget be mailed to them prior to the August Board meeting which was completed.

Terrance Augustine arrived at 4:09 p.m.

Chair Triplett then opened the meeting for public comment regarding the proposed Fiscal Year 2024 Budget or the proposed 2023 Property Tax Levy. He stated he would call on those who wish to make comments and asked them to state their name and address for the record. Comments would be limited to five (5) minutes.

PUBLIC COMMENT:

Deb Parrish commented on the Multi-Modal Gateway (MMG) budget, security budget increases and the number of operators employed by CATA.

Chair Triplett closed the Public Hearing on CATA's proposed Fiscal Year 2024 Budget and 2023 Property Tax Levy at 4:11 p.m.

CHAIR'S COMMENTS:

MOTION:

Jennie Gies motioned to excuse Derek Melot and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

Chair Triplett welcomed Clinton Transit and introduced Gail Watkins, Clinton Transit's Board Chair.

Gail Watkins thanked Chair Triplett and CATA for their partnership. He then introduced Clinton Transit's Board of Directors Jodi Smith, Deb Shaughnessy, and Dan Skorich, along with MaLissa Schutt, Executive Director. Mr. Watkins also shared that Clinton Transit's Board meetings are scheduled on the fourth Thursday of each month at 6:00 p.m. and encouraged attendance by anyone who is interested.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser took a moment to express his deepest sympathy for CATA's lead mechanic, Brian Gould, who passed away last week. Mr. Funkhouser asked everyone to keep Mr. Gould's family in their thoughts and prayers during this difficult time.

Guests from Clinton Transit

Bradley Funkhouser welcomed Board of Directors from Clinton Transit and Ms. Schutt. He also recognized Terrance Augustine, who is a non-voting CATA Board member that represents Eaton County and Chairman of EATRAN's Board of Directors.

Job Fair

Bradley Funkhouser stated that CATA, along with EATRAN, will be hosting another job fair that will take place on Thursday, August 17, 2023. Mr. Funkhouser noted that CATA's job fair will take place at the Lansing Center while EATRAN's job fair will be at the Lansing Mall.

Sustainability Award

Bradley Funkhouser reported that CATA received a gold sustainability award from the American Public Transportation Association (APTA). The award acknowledged CATA's work related to environmental sustainability. Mr. Funkhouser stated that CATA's Planning and Development Department along with the Board played a big part in CATA receiving this award. He then asked Dustin Hagfors, Director of Planning and Development, to come forward and display the award for all to see.

Dustin Hagfors presented the award.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF JULY 19, 2023, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR JUNE 2023

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

C. TENTH 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. 10 to the Agreement between the County of Ingham and Capital Area Transportation Authority for October 1, 2023, through September 30, 2024, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

D. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2024 TARGETS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2024 Safety Performance Targets to meet compliance with the FTA.

E. RENEWAL OF APPOINTMENTS TO LOCAL ADVISORY COMMITTEE

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Committee to appoint George Hanley to a three-year term through August 2026 and Deb Wiese to a three-year term through October 2026.

F. NINTH AMENDMENT TO MICHIGAN STATE UNIVERSITY CONTRACTED TRANSPORTATION SERVICES AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Ninth Amendment to the MSU Contracted Transportation Services Agreement, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Mark Grebner requested that Action Item F, be moved to discussion.

MOTION:

Shanna Draheim motioned to approve the Consent Agenda, with Action Item F, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement, moved to Discussion and Doug Lecato supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. NINTH AMENDMENT TO MICHIGAN STATE UNIVERSITY CONTRACTED TRANSPORTATION SERVICES AGREEMENT

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute the Ninth Amendment to the MSU Contracted Transportation Services Agreement, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION:

Mark Grebner motioned to approve Discussion Item A, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement, and Shanna Draheim supported the motion.

DISCUSSION:

Mark Grebner shared some history between CATA and Ingham County. He also explained how CATA's relationship with Ingham County is very similar to the relationship that CATA has with MSU. Mr. Grebner noted that in 1990, CATA's service included three (3) townships and two (2) cities. These areas created artificial boundaries. It was then decided that the best solution would be to have a county-wide millage. Mr. Grebner continued by sharing the history of Ingham County's millage. He further expressed his desire to see more efficiency, seamless transit, and continued respect for Ingham County while also improving service for Veterans including seamless service between Veteran facilities.

Chair Triplett noted that Mr. Grebner's comments were related to Action Item C, Tenth Amendment of Agreement with Ingham County to Provide Funding for CATA Rual And Spec-Tran Services; however, he requested to have Action Item F, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement moved to discussion.

Mark Grebner apologized for his error.

Chair Triplett clarified to the Board that Action Item C, Tenth Amendment of Agreement with Ingham County to Provide Funding for CATA Rual And Spec-Tran Services, was approved as part of the Consent Agenda and that Board members will be voting to approve Discussion Item A, Ninth Amendment to Michigan State University Contracted Transportation Services Agreement.

VOTE: The motion carried unanimously.

B. 2023 PROPERTY TAX LEVY

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2023 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

MOTION:

Maggie Sanders motioned to approve Discussion Item B, 2023 Property Tax Levy and Doug Lecato supported the motion.

DISCUSSION:

Mark Grebner noted that CATA has a sixty-million-dollar budget and receives a very high millage with overwhelming support from the public. Mr. Grebner reminded CATA and the Board that they need to continue to find more ways to improve service, such as looking at various routes and determining whether they are truly needed or need to be rearranged.

Shanna Draheim stated that CATA is still dealing with the effects from the pandemic. She also expressed her belief that CATA and the Board have been responsive in looking at investments pertaining to CATA's fleet and infrastructure. Ms. Draheim also recognized the incredible public support and looks forward to more progress over the next few years.

Dusty Fancher echoed Ms. Draheim's remarks. She also expressed her belief that late night services including the Night Owl are very important. Ms. Fancher noted that many new businesses are coming to the area with various needs and they need to know that CATA provides a twenty-four-hour transportation service for their employees. She also commented on the rising monthly ridership numbers which are close to pre-pandemic levels.

Phil Deschaine stated that as the Meridian Township Treasurer, he has seen a shift in the public and they believe they are being overtaxed. Mr. Deschaine expressed his appreciation for Mr. Grebner's remarks and believes that CATA and the Board need to be aware of the service that is provided and the money that is collected. He also cautioned that providing the same service may not be as efficient in the long run.

Chair Triplett stated that although CATA's service may seem routine, it is important to acknowledge CATA's public support. He also recognized what other transit agencies have been able to accomplish with less resources. Chair Triplett stressed that the goal is and always has been to provide more service and improve efficiency. He further noted that the millage passed in the midst of the pandemic and that progress will continue.

VOTE: The motion carried unanimously.

C. FISCAL YEAR 2024 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 2024, upon which public hearing was held at a regular meeting of the Board on August 16, 2023, 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 2024 (October 1, 2023, through and including September 30, 2024).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2023 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 16, 2023, 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 2024 are approved.

MOTION:

Shanna Draheim motioned to approve Discussion Item C, Fiscal Year 2024 Budget Approval and Jennie Gies supported the motion.

DISCUSSION:

Jennie Gies commended Staff and the public for their support. Ms. Gies also recognized the tremendous opportunity that CATA has and expressed her appreciation for being on the CATA Board.

Doug Lecato echoed Ms. Gies' remarks. He also explained that the reason that the Board does not have a lot of questions is due to CATA's thoroughness and transparency on all levels.

Shanna Draheim agreed with Ms. Gies and Mr. Lecato's remarks. She also thanked everyone for attending and expressed her appreciation for the public's input.

Chair Triplett also thanked the Board for past discussions and CATA staff for their work on the budget.

VOTE: The motion carried unanimously.

D. 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 D to the September 2002 Cross Boundary Agreement between Clinton Transit and CATA to remain in effect for a one (1) year term expiring September 30, 2024, which will automatically renew for one (1) additional year unless either party submits written notice not to renew at least sixty (60) days prior to expiration of the term.

MOTION:

Dusty Fancher motioned to approve Discussion Item C, Addendum to the Cross-Boundary Agreement Between Clinton Transit and CATA and Jennie Gies supported the motion.

DISCUSSION:

Bradley Funkhouser stated that chairs from all three (3) counties are present at today's meeting which is a testament to all the work that has been done over the past year. Mr. Funkhouser shared that the only change in this new agreement is that there is a one (1) year automatic renewal. He will continue to share details with the Board and looks forward to continual growth in service.

Mark Grebner stated that he does not believe that the agreement is symmetrical between CATA and Clinton Transit.

Bradley Funkhouser explained that due to CATA's driver shortage, CATA has not been able to provide service back into Clinton Township. Currently, CATA has a contract with Clinton Transit to provide rides northward. Mr. Funkhouser further noted that although CATA is not advertising rides into Clinton County, they are not denying anyone that may need a ride into the area. He also reported that CATA is working on a regional grant with the state to help fund seamless transportation within the tri-county.

Phyllis Vaughn inquired about CATA providing service north of Clark Road.

Bradley Funkhouser stated that CATA can coordinate a ride north of Clark Road with Clinton Transit. He also explained that CATA will look at the region to see what areas are in need and what types of service they require, including looking at microtransit to fill in the gaps.

Jennie Gies inquired whether the grant funds will be enough to cover the one (1) year additional renewal with Clinton Transit.

Bradley Funkhouser explained that the current grant funds will not be enough to cover the additional one (1) year renewal with Clinton Transit; however, CATA will work on a new state grant.

Doug Lecato stated that he appreciates all the work being done to provide seamless transportation.

Mark Grebner expressed his belief that the best way to have seamless transportation is to have one transit system.

Bradley Funkhouser appreciated Mr. Grebner's remarks. He also stated that providing seamless transportation can be tricky; however, it can be done by not repeating mistakes and working through issues that have separated the agencies in the past.

Chair Triplett thanked Clinton Transit for attending CATA's Board meeting and MDOT for their financial support of regional transportation. Chair Triplett recognized the difficulties in providing regional transportation yet believes that riders should not have to concern themselves with how they will get somewhere. He also noted that having members from both EATRAN and Clinton Transit present is a big step forward.

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, Jennie Gies and Jack Schmitt for serving on the committee.

On behalf of Nominating Committee Chair Melot, Chair Triplett gave the Committee Report. Chair Triplett reported that committee members discussed nominations. They received 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.

Chair Triplett thanked the Nominating Committee for their report and appreciated their recommendations.

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

PUBLIC COMMENT

Deb Parrish stated that she is very passionate about the services that CATA provides and stressed how many people depend on CATA to get to work and their medical appointments. She also inquired about operators' background checks and the importance of providing more safety training for new operators.

Phyllis Vaughn commended CATA's paratransit's call-takers for their great service.

Karla Hudson commented on cross-boundary and expanding Meridian Township's Redi-Ride service. She also stated that she has been a paratransit rider for over thirty-one years and while she appreciates the current discussion, she believes that more can be done compared to other transit agencies in the state.

ADJOURNMENT

Chair Triplett adjourned the meeting at 5:01 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, 2023**

	<u>July Actual</u>	<u>July Budget</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 Actual YTD</u>	<u>FY 2023 Budget YTD</u>	<u>Variance</u>	<u>% Variance</u>	<u>FY 2023 BUDGET</u>	<u>% of Fiscal Year Completed</u> 83%	<u>% Annual Budget Revenues/Expense</u>
REVENUES											
Farebox	\$ 157,445	\$ 156,262	\$ 1,183	0.8%	\$ 1,952,364	\$ 1,532,380	\$ 419,984	27.4%	\$ 1,839,864		106.1%
Contracted Services	\$ 30,108	\$ 330,086	\$ (299,978)	-90.9%	\$ 3,076,321	\$ 3,236,972	\$ (160,651)	-5.0%	\$ 3,886,496		79.2%
Property Tax	\$ 876,743	\$ 2,077,680	\$ (1,200,937)	-57.8%	\$ 23,640,591	\$ 20,374,663	\$ 3,265,928	16.0%	\$ 24,463,000		96.6%
State Revenue	\$ 1,358,787	\$ 1,361,146	\$ (2,359)	-0.2%	\$ 15,285,991	\$ 13,348,012	\$ 1,937,979	14.5%	\$ 16,026,396		95.4%
Federal Revenue	\$ 68,711	\$ 1,163,221	\$ (1,094,510)	-94.1%	\$ 12,128,692	\$ 11,407,076	\$ 721,616	6.3%	\$ 13,695,996		88.6%
Other Revenue	\$ 127,938	\$ 41,057	\$ 86,881	211.6%	\$ 924,597	\$ 402,617	\$ 521,980	129.6%	\$ 483,405		191.3%
TOTAL REVENUES	\$ 2,619,732	\$ 5,129,452	\$(2,509,720)	-48.9%	\$ 57,008,556	\$ 50,301,720	\$ 6,706,836	13.3%	\$ 60,395,157		94.4%
EXPENSES											
Labor	\$ 1,436,088	\$ 2,090,384	\$ 654,296	31.3%	\$ 18,619,427	\$ 20,499,246	\$ 1,879,819	9.2%	\$ 24,612,582		75.7%
Fringe Benefits	\$ 1,051,496	\$ 1,363,984	\$ 312,488	22.9%	\$ 10,703,441	\$ 13,375,849	\$ 2,672,408	20.0%	\$ 16,059,818		66.6%
Services	\$ 320,471	\$ 368,594	\$ 48,123	13.1%	\$ 3,600,293	\$ 3,614,601	\$ 14,308	0.4%	\$ 4,339,900		83.0%
Materials & Supplies	\$ 416,625	\$ 414,129	\$ (2,496)	-0.6%	\$ 4,374,794	\$ 4,061,133	\$ (313,661)	-7.7%	\$ 4,876,031		89.7%
Utilities	\$ 53,896	\$ 78,793	\$ 24,897	31.6%	\$ 648,886	\$ 772,676	\$ 123,790	16.0%	\$ 927,720		69.9%
Casualty & Liability	\$ 94,165	\$ 90,707	\$ (3,458)	-3.8%	\$ 1,192,137	\$ 889,513	\$ (302,624)	-34.0%	\$ 1,068,000		111.6%
Purch. Transportation	\$ 777,628	\$ 764,383	\$ (13,245)	-1.7%	\$ 7,557,935	\$ 7,495,890	\$ (62,045)	-0.8%	\$ 9,000,000		84.0%
Miscellaneous	\$ 159,388	\$ 102,345	\$ (57,043)	-55.7%	\$ 1,359,545	\$ 1,003,637	\$ (355,908)	-35.5%	\$ 1,205,024		112.8%
TOTAL EXPENSES	4,309,757	5,273,319	963,562	18.3%	48,056,458	51,712,545	3,656,087	7.1%	\$ 62,089,075		77.4%
NET INCOME (LOSS)	\$ (1,690,025)	\$ (143,867)	\$(1,546,158)		\$ 8,952,098	\$ (1,410,825)	\$ 10,362,923		\$ (1,693,918)		

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)

07/01/2023-07/31/2023

Cash Balance - 07/01/2023	\$ 2,259,504
Disbursements	\$ (4,177,312)
Receipts	\$ 4,317,978
Adjustments	\$ -
Cash Balance - 07/31/2023	\$ 2,400,170

Disbursements:

Cash Disbursements Register	\$ (1,630,842)
Payroll	\$ (2,027,818)
Healthcare (BlueCross Blue Shield)	\$ (507,803)
Transfers To the ASU Claims Account	\$ (10,849)
Transfers To Fifth Third Savings Account	\$ -
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (4,177,312)

Receipts:

Cash Receipt Register	\$ 3,317,978
Transfers From the Investment Account	1,000,000
Total Cash Receipts	\$ 4,317,978

Adjustments:

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

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

(Page 3 of 4)

07/01/2023-07/31/2023

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	2,400,170	7.17%
FIFTH THIRD BANK - ASU Claims Account	38,299	0.11%
FIFTH THIRD BANK - Savings	1,005,154	3.00%
MSUFCU CD and Savings	253,732	0.76%
CASE Credit Union CD and Savings	253,204	0.76%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	<u>29,506,763</u>	88.19%
TOTAL	<u>\$ 33,457,322</u>	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 61,902
OTHER BANKS	<u>4,371</u>
TOTAL	<u>\$ 66,273</u>
Monthly Average Rate of Return	0.1981%
Annual Average Rate of Return	2.377%

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)

07/01/2023-07/31/2023

Market Value at the Beginning of the Period - 07/01/2023 \$ 30,398,833

Portfolio Activity:

Transfers (To) or From General Checking (1,000,000)

Net Income/(Loss) & Expenditures

Interest Earned	\$	67,028
Accrued Interest Paid		(2,912)
Administrative Expenditures		(2,214)

Total Net Income/Loss & Expenditures 61,902

Realized Gains or (Loss) From Sales -

Market Appreciation

End of Period	\$	(778,713)
Beginning of Period		813,159

Unrealized Gain/(Loss) from Market Appreciation 34,446

Change in Value From Accrued Income

Previous Accrued Income (-)	\$	(234,489)
Current Accrued Income (+)		246,071

Net Change from Accrued Income 11,582

Market Value at the End of the Period - 07/31/2023 \$29,506,763

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 2024

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 2024 CATA Board Meeting Schedule

Wednesday, October 18, 2023
Wednesday, November 15, 2023
Wednesday, December 20, 2023

Wednesday, January 17, 2024 - 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 21, 2024
Wednesday, March 20, 2024, (Location-TBD)
Wednesday, April 17, 2024
Wednesday, May 15, 2024, (Location-TBD)
Wednesday, June 19, 2024
Wednesday, July 17, 2024
Wednesday, August 21, 2024
Wednesday, September 18, 2024

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

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 2024: *Bleakley, Cypher, Parent, Warren & Quinn, P.C.*; *George Brookover, P.C.*; *Murphy & Spagnuolo, P.C.*; *Barnes & Thornburg, L.L.P.*; and *Butzel Long, P.C.*.

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

In November 2020, CATA negotiated and executed agreements with Indian Trails, a Michigan-based motor-coach company that offers bus charters and destination tickets, to provide intercity bus service along the I-96 corridor. Prior to this initial contract with Indian Trails, CATA had a long-term agreement with Greyhound, who abruptly terminated its sublease agreements with CATA on September 30, 2020. Greyhound's contract termination included the surrender of its leasehold interests in the I-96 corridor, the downtown Lansing CTC and the Capital Area Multimodal Gateway.

- Since CATA's initial lease, license and ticketing contract with Indian Trails commenced, CATA has annually renewed the agreement.
- The current contract concludes October 31, 2023.
- CATA proposes a third renewal of contracts with Indian Trails, this time for a three-year term, commencing November 1, 2023, and concluding October 31, 2026.
- The leases at the CTC and the Capital Area Multimodal Gateway would increase by 6 percent each year for the duration of the contract. Currently, Indian Trails pays CATA \$1,500 per month to lease bays at the downtown CTC and \$500 per month for access to the Capital Area Multimodal Gateway. Lease payments for the proposed three-year contract follows:

Year 1 CTC: November 1, 2023 – October 31, 2024: \$1,590 per month/\$19,080 for the year;

Year 1 CAMG: November 1, 2023 – October 31, 2024: \$530 per month/\$6,360 for the year;

Year 2 CTC: November 1, 2024 – October 31, 2025: \$1,685 per month/\$20,225 for the year;

Year 2 CAMG: November 1, 2024 – October 31, 2025: \$562 per month/\$6,744 for the year;

Year 3 CTC: November 1, 2025 – October 31, 2026: \$1,786; \$21,433 for the year; and

Year 3 CAMG: November 1, 2025 – October 31, 2026: \$596 per month/\$7,152 for the year.

At the conclusion of the proposed three-year agreement, Indian Trails will have paid CATA a total of \$80,994 in lease revenues.

- The ticketing agreements at both the downtown CTC and the Capital Area Multimodal Gateway will continue as is, which would allow CATA's Customer Experience Representatives to serve as ticket agents for Indian Trails. CATA will receive a 10 percent commission on select saleable items.

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 lease, license and ticketing agreements between CATA and Indian Trails, as outlined above, on terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – CATA SERVICE MONITORING REPORT – FY 2023

Every three years, CATA is required to submit an update on its Title VI Program to the Federal Transit Administration. This triennial update is due in October 2023.

The Title VI Program Update must include an exhibit showing the Board's awareness, consideration, and approval of updates to the Service Monitoring Report. The Service Monitoring Report, which is attached for review, has been updated as follows:

- Service area demographics have been revised based upon customer surveys and census data collected since 2021 and 2022, respectively.
- The system-wide service analysis has been revised based upon census data and current CATA system reports collected since the last report in 2020.

Staff recommends that the Board of Directors adopt the following proposed motion.

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

CATA Service Monitoring Report

FY 2023

INTRODUCTION

The Federal Transit Administration (FTA) Title VI guidelines require federal funding recipients to adopt system-wide standards and policies to guard against discriminatory service design and operations decisions. The FTA requires transit providers to evaluate impacts of proposed fare and major service changes, monitor compliance with service standards regularly and report results to the FTA as part of the Title VI Program update every three years. The primary purpose of this Title VI Service Monitoring Report is to document CATA's analysis of the level and quality of service provided to minority and low-income populations compared to the level and quality of service provided to non-minority and non-low-income populations.

There are six specific areas for which the FTA requires agencies to adopt service standards and policies. They are the following:

1. Vehicle load
2. Vehicle headway
3. On-time performance
4. Service availability
5. Distribution of transit amenities
6. Vehicle assignment

This report explains CATA's service standards and policies and compares the rate of compliance with these service measures between minority routes and non-minority routes, and between low-income routes and non-low-income routes.

SYSTEM-WIDE SERVICE STANDARDS AND POLICIES

CATA uses the following system-wide service standards and policies to evaluate transit service:

1. *Vehicle Load*

Since 2002, CATA's Title VI service standard for fixed-routes has been a vehicle load ratio of 1.1 (i.e., 1.1 x vehicle seats or 44 per each 40-passenger vehicle).

2. *Vehicle Headway*

CATA determines route headways based on demand for service and ridership potential, while also taking into account the availability of resources. During the week, a minimum of 60-minute headway is preferred. CATA has multiple routes that operate at frequencies greater than 60 minutes during off-peak times and on weekends.

3. *On-Time Performance*

On-time performance can be affected by many factors – traffic congestion, detours, accidents that obstruct traffic, weather, passenger loads due to special events, to name a few. CATA’s definition for on-time is 0 minutes early to 5 minutes late, with scheduling practices in place to specifically minimize early arrivals/departures. CATA strives for 80% of all buses to be at their timepoints on time.

4. *Service Availability/Transit Access*

CATA’s standard for fixed-route transit access is to provide fixed-route service to the most densely populated sections of the service area and to provide on-demand service in the less-populated sections.

5. *Distribution of Transit Amenities*

The two main amenities provided by CATA at bus stops include passenger shelters and benches. The standard guideline is that a shelter should be installed at any stop where the average daily boardings exceed 50 and a bench be installed where boardings exceeds 10, daily.

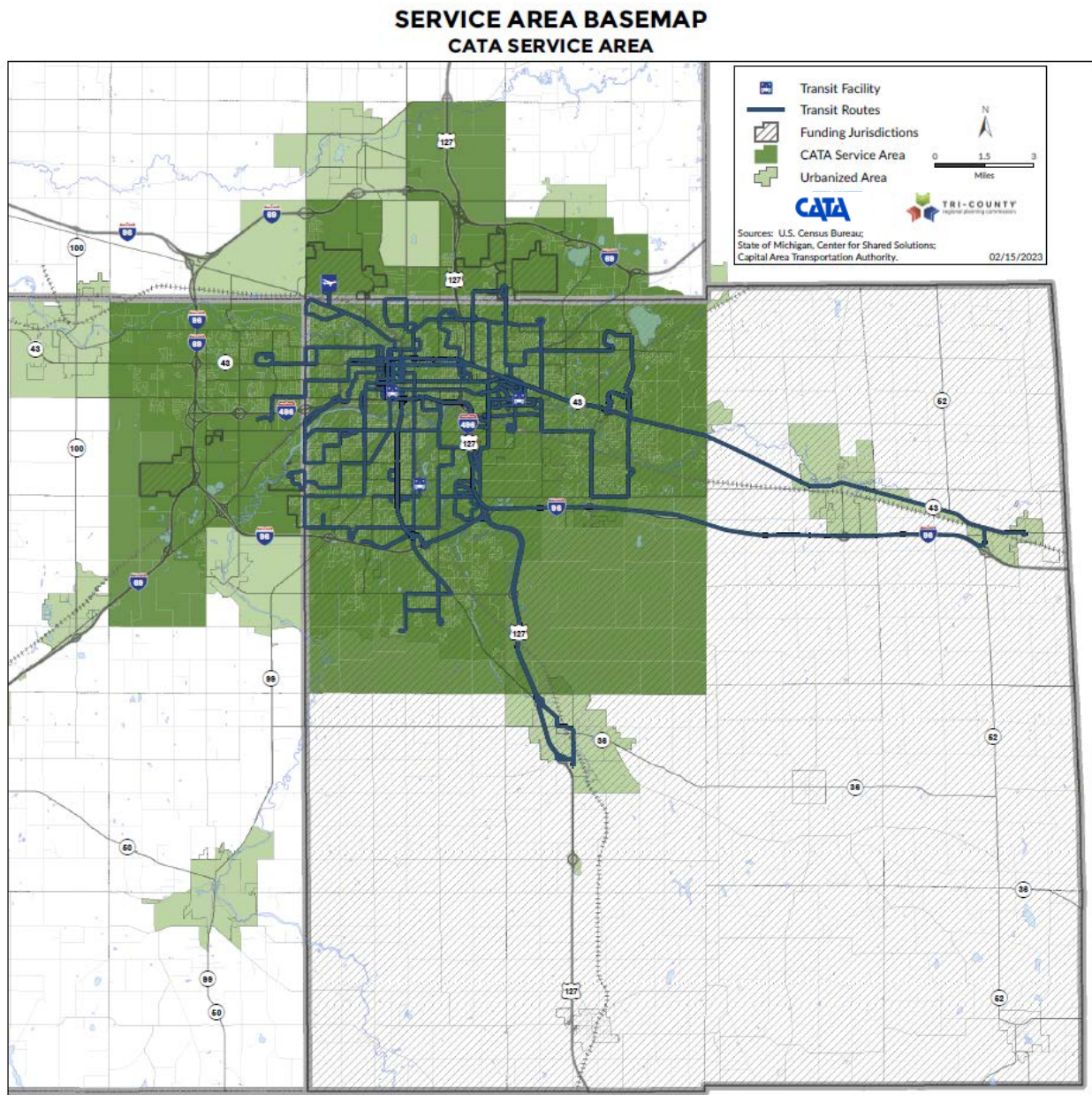
6. *Vehicle Assignment*

Hybrid and other low-emission buses are distributed throughout the system rather than concentrated in any area. This daily random assignment of vehicles (by age and condition) ensures equitable distribution across the system. Sixty-foot articulated buses are assigned to routes that require the greatest capacity. The primary intention of bus assignment is to provide equitable service throughout CATA’s service area.

SERVICE AREA DEMOGRAPHICS

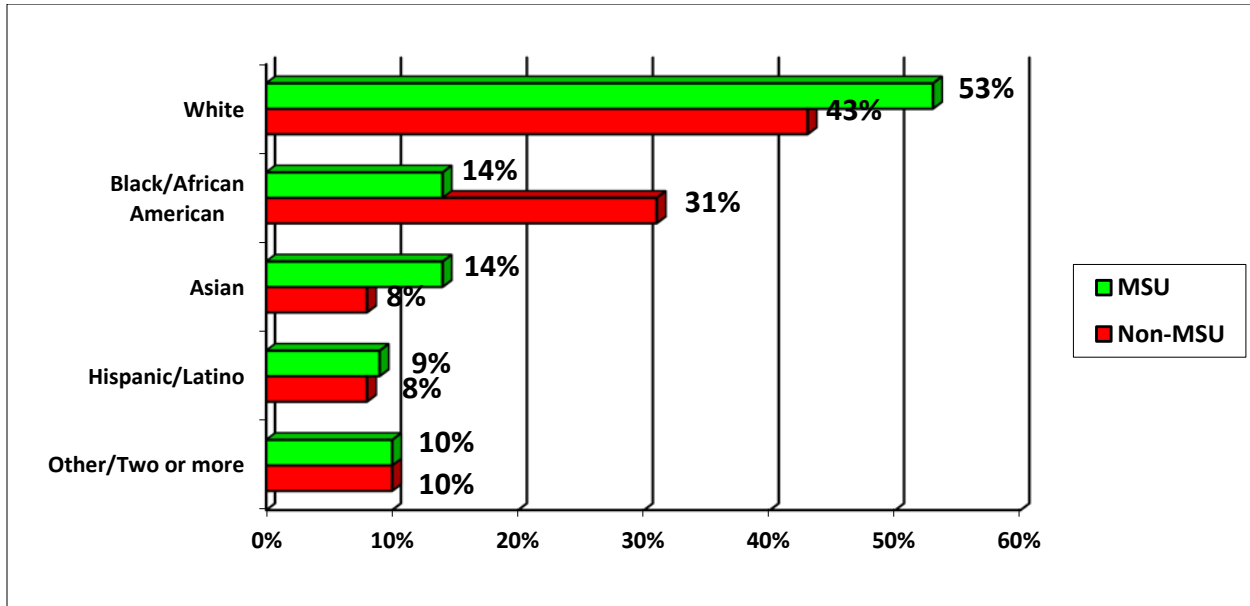
CATA provided over 5 million rides in Fiscal Year 2022. Overall ridership has decreased significantly post the COVID-19 pandemic. The CATA service area is comprised of three counties – Ingham, Eaton, and Clinton. Service is currently funded through a voter-approved property tax millage in the five member jurisdictions of City of Lansing, City of East Lansing, Meridian Township, Delhi Township, and Lansing Township, plus adjoining census tracts that contain, intersect, or border a CATA fixed route. Map 1 illustrates the 2023 CATA service area, the combined boundaries of CATA’s funding jurisdictions, and CATA’s regular fixed routes.

Map 1 – CATA Service Area



The 2021 American Community Survey (ACS) describes the following racial breakdown within the CATA service area: 65.2% White, 13.4% Black or African American, 8.7% Hispanic, and 7% Asian. The demographic profile of CATA’s riders conversely, is shown in Figure 1, as informed by a comprehensive CATA customer survey, completed in 2022. To ensure CATA has the most accurate picture of riders in its service area, the survey noted the difference between MSU routes and non-MSU routes.

Figure 1 – Race Breakdown for CATA Ridership (source: CATA’s 2022 Passenger Survey and Report)



Customers were asked about travel patterns. Top destinations for customers on non-MSU routes, ranked from highest to lowest percentages cited, included:

- Home (28%)
- Work/employment related activities (22%)
- Shopping (21%)
- College/university (12%)
- Social/recreational/entertainment (8%)
- Medical services/appointments (5%)
- Other (2%)
- Middle school/high school (1%)
- Church (1%)

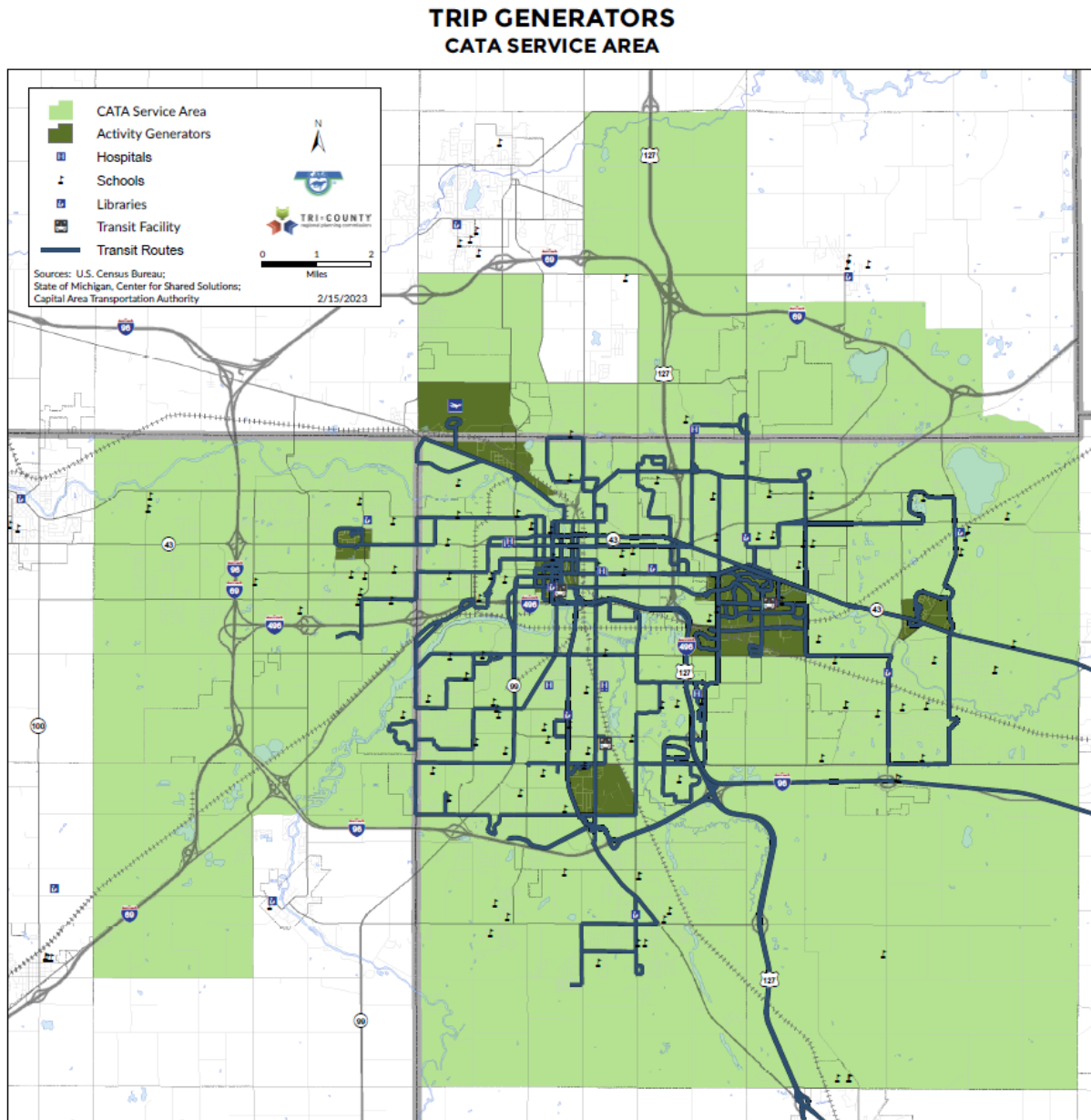
Top destinations for customers on MSU routes, ranked from highest to lowest percentages cited, included:

- College/university (75%)
- Home (13%)
- Shopping (5%)
- Social/Recreational/Entertainment (3%)

- Work/employment-related activities (2%)
- Medical services/Appointment (1%)
- Other (1%)

Map 2 illustrates trip generators within the service area, including schools, libraries, hospitals, and major employers. Also shown are CATA’s four transit facilities, the CATA Transportation Center, the Michigan State University – CATA Transportation Center, the Multimodal Gateway Facility, CATA administrative office, and all regular fixed-routes.

Map 2 – Trip Generators



There are an estimated 292,628 people in CATA’s service area. Of those, 101,690, 34.56%, are minority populations and 72,374, 26.26%, are low-income populations (150% of poverty line based on household size). Table 1 displays minority population and low-income data for each census tract in CATA’s service area. Census tracts highlighted in green exceed the service area average for both minority population and low-income population. Yellow cells indicate populations higher than the service area average for either minority or low-income. Map 3 displays minority populations and Map 4 displays low-income populations. Data is based on 2018 American Community Survey Estimates.

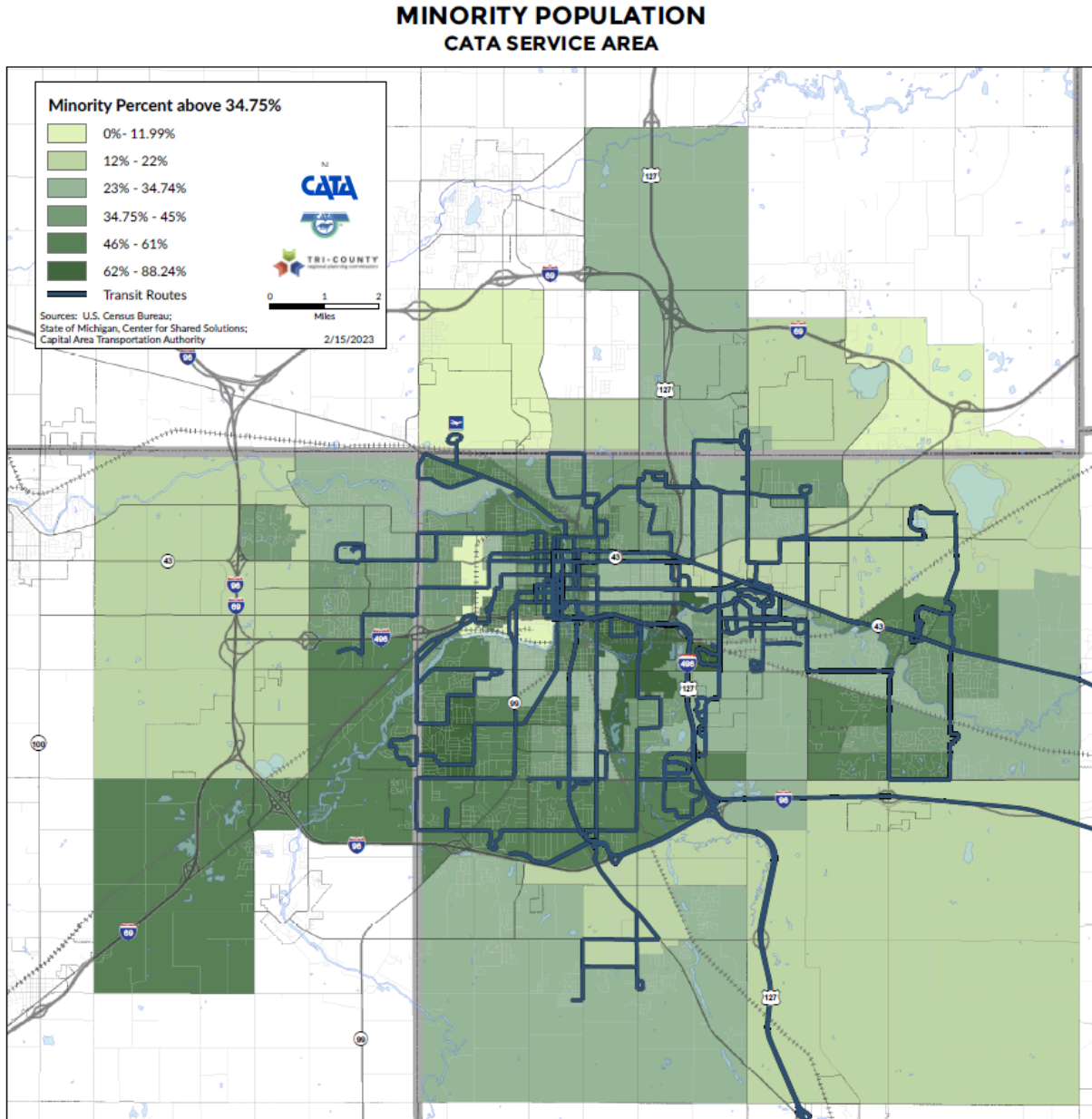
Table 1 – Census Tract Data for Minority and Low-Income Populations in the CATA service area

Census Tract	Total Population	Total Minority	Minority %	Total Population (Reporting Income Level)	Total Low Income	Below Low Income %
26037010104	3,615	1,336	36.96%	3575	848	23.72%
26037010203	1,327	268	20.20%	1315	390	29.66%
26037010204	2,153	206	9.57%	2153	177	8.22%
26037011105	2,734	419	15.33%	2734	215	7.86%
26037011106	4,098	571	13.93%	4098	682	16.64%
26037011200	2,278	812	35.65%	2278	1803	79.15%
26045020101	3,286	882	26.84%	3286	152	4.63%
26045020102	3,015	1,230	40.80%	2998	364	12.14%
26045020103	3,533	1,009	28.56%	3421	799	23.36%
26045020104	3,315	1,415	42.68%	3315	658	19.85%
26045020201	2,707	1,266	46.77%	2707	380	14.04%
26045020202	4,844	3,128	64.57%	4831	1393	28.83%
26045020302	7,409	1,196	16.14%	7409	569	7.68%
26045020303	3,121	648	20.76%	3121	281	9.00%
26045020305	1,280	228	17.81%	1280	69	5.39%
26045020306	4,059	1,695	41.76%	3955	633	16.01%
26045021401	3,644	2,142	58.78%	3580	442	12.35%
26065000100	1,884	974	51.70%	1880	303	16.12%
26065000400	2,606	929	35.65%	2606	430	16.50%
26065000600	1,718	757	44.06%	1713	709	41.39%
26065000700	2,769	2,007	72.48%	2729	1702	62.37%
26065000800	2,870	1,610	56.10%	2855	1456	51.00%
26065001000	2,104	587	27.90%	2075	378	18.22%
26065001200	2,140	1,411	65.93%	2135	1235	57.85%
26065001703	3,990	2,050	51.38%	3971	669	16.85%
26065002000	2,990	1,594	53.31%	2644	1274	48.18%
26065002101	2,229	1,940	87.03%	2217	594	26.79%
26065002200	1,531	411	26.85%	1478	307	20.77%
26065002300	3,116	1,035	33.22%	3116	677	21.73%
26065002600	1,865	1,011	54.21%	1865	362	19.41%

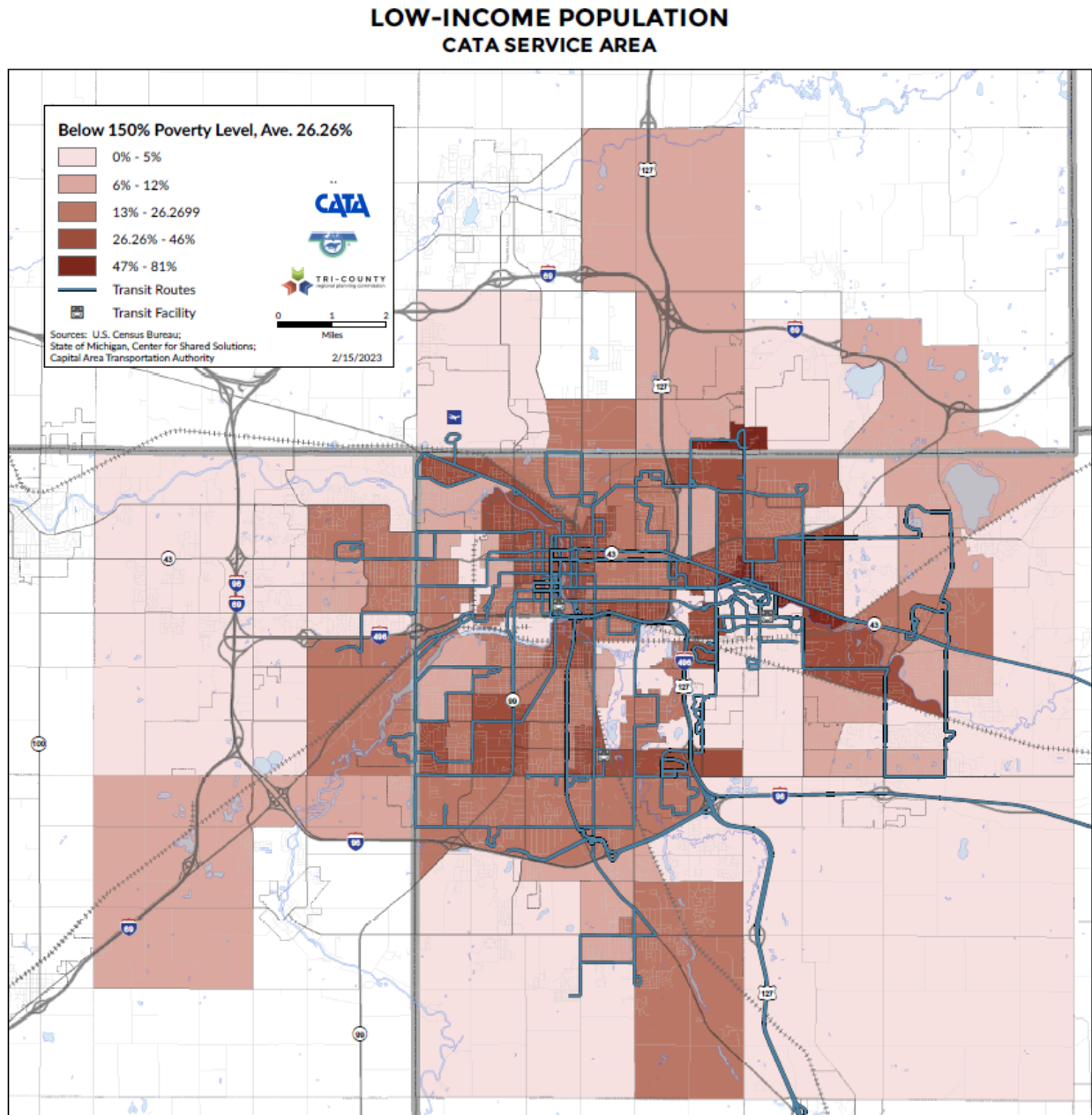
Census Tract	Total Population	Total Minority	Minority %	Total Population (Reporting Income Level)	Total Low Income	Below Low Income %
26065002700	3,038	1,788	58.85%	3030	648	21.39%
26065002800	2,297	730	31.78%	2287	709	31.00%
26065002901	3,665	1,482	40.44%	3665	887	24.20%
26065002902	3,804	2,278	59.88%	3804	1643	43.19%
26065003103	5,915	2,657	44.92%	5908	1519	25.71%
26065003200	2,110	957	45.36%	2110	732	34.69%
26065003301	3,193	1,926	60.32%	3180	1258	39.56%
26065003302	1,999	698	34.92%	1999	228	11.41%
26065003400	2,578	1,226	47.56%	2528	389	15.39%
26065003500	3,134	1,638	52.27%	3134	906	28.91%
26065003601	3,705	3,069	82.83%	3676	1163	31.64%
26065003602	3,751	2,908	77.53%	3737	1067	28.55%
26065003700	4,749	2,998	63.13%	4749	2123	44.70%
26065003801	4,218	1,477	35.02%	4210	548	13.02%
26065003802	3,838	1,098	28.61%	3838	1231	32.07%
26065003901	2,440	805	32.99%	2355	368	15.63%
26065003902	4,385	725	16.53%	4144	1760	42.47%
26065004000	4,490	749	16.68%	4346	1686	38.79%
26065004100	5,274	735	13.94%	4179	3677	87.99%
26065004301	4,539	1,163	25.62%	4520	1773	39.23%
26065004302	2,398	1,169	48.75%	2208	1960	88.77%
26065004402	523	411	78.59%	523	225	43.02%
26065004403	2,125	987	46.45%	1971	1043	52.92%
26065004490	3,222	956	29.67%	0	0	0.00%
26065004491	1,255	306	24.38%	0	0	0.00%
26065004492	3,318	885	26.67%	0	0	0.00%
26065004493	1,445	479	33.15%	0	0	0.00%
26065004494	2,952	834	28.25%	0	0	0.00%
26065004500	3,939	1,688	42.85%	3939	1044	26.50%
26065004600	4,142	699	16.88%	4142	206	4.97%
26065004700	2,975	573	19.26%	2944	632	21.47%
26065004801	4,119	1,002	24.33%	4090	531	12.98%
26065004802	3,305	731	22.12%	3305	253	7.66%
26065004902	4,771	1,312	27.50%	4726	1807	38.24%
26065004903	2,928	1,492	50.96%	2888	492	17.04%
26065004904	4,836	2,047	42.33%	4825	728	15.09%
26065005002	3,866	1,123	29.05%	3628	86	2.37%
26065005003	3,794	1,973	52.00%	3778	337	8.92%
26065005004	4,336	1,558	35.93%	4316	742	17.19%

Census Tract	Total Population	Total Minority	Minority %	Total Population (Reporting Income Level)	Total Low Income	Below Low Income %
26065005100	3,464	2,109	60.88%	3464	1437	41.48%
26065005201	5,218	2,927	56.09%	5204	1768	33.97%
26065005202	4,238	1,346	31.76%	4219	631	14.96%
26065005303	4,681	2,667	56.98%	4681	1102	23.54%
26065005304	3,234	2,019	62.43%	3134	1305	41.64%
26065005305	3,322	651	19.60%	3322	181	5.45%
26065005306	3,060	786	25.69%	3060	864	28.24%
26065005401	3,293	876	26.60%	3293	630	19.13%
26065005402	3,551	862	24.27%	3551	1067	30.05%
26065005501	6,150	1,639	26.65%	6065	465	7.67%
26065005502	6,691	1,994	29.80%	6664	1290	19.36%
26065005600	2,928	741	25.31%	2904	278	9.57%
26065006500	3,266	1,001	30.65%	3261	873	26.77%
26065006600	3,254	1,801	55.35%	3173	1463	46.11%
26065006700	4,122	2,538	61.57%	4122	1955	47.43%
26065006800	3,782	2,618	69.22%	3651	1395	38.21%
26065007000	5,907	1,749	29.61%	5760	1318	22.88%
26065980000	832	212	25.48%	0	0	0.00%
26065980100	34	30	88.24%	34	0	0.00%
26065980200	0	0	0.00%	0	0	0.00%
Totals	292,628	114,665	39.18%	275,584	72,374	26.26%
			Service Area Average %			Service Area Average %

Map 3 – Minority Populations in CATA’s Service Area



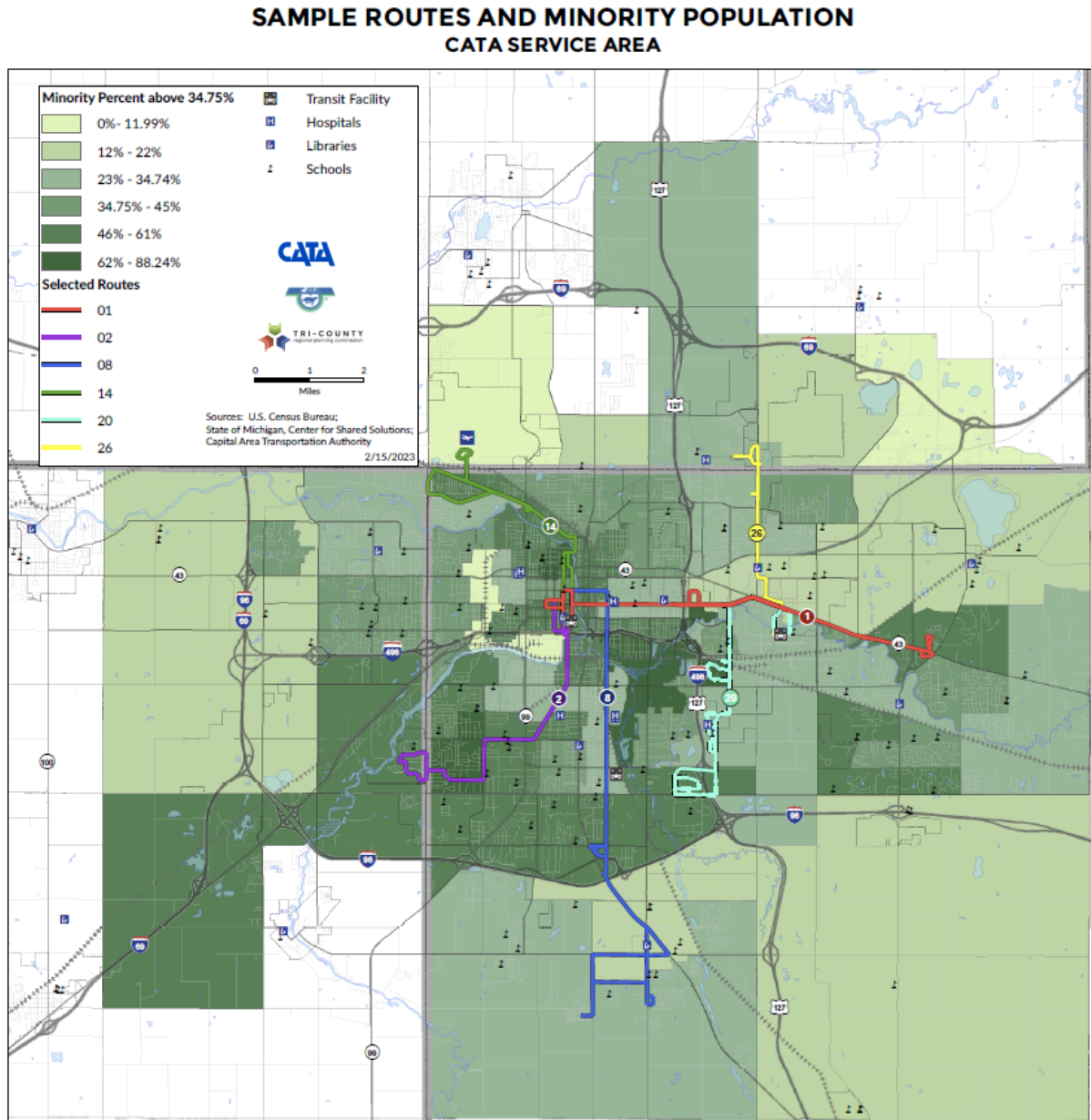
Map 4 – Low-Income Populations in CATA’s Service Area



SYSTEM-WIDE SERVICE ANALYSIS

CATA operates 33 fixed-routes in its service area. Six fixed-routes were selected as a sample for analysis. Three of the routes selected intersect relatively few Title VI tracts and three of them primarily serve Title VI tracts. The sample routes are displayed in Map 5.

Map 5: Sample Routes



The minority population in census tracts intersected or bordered by Routes 2, 8, and 14 exceed the service area average. Generally, the sample routes selected provide a good cross-section of CATA’s service area population, with minority populations ranging from 24-50%. Table 2 shows the characteristics of the populations served by each route in greater detail.

Table 2: Minority Population Served by Sample Routes

Route	Type	Total Population	Minority Population	*Minority %
1	Non-Title VI	60,383	20,100	33.29%
2	Title VI	38,914	19,483	50.07%
8	Title VI	48,231	19,385	40.19%
14	Title VI	27,761	13,378	48.19%
20	Non-Title VI	37,688	10,924	28.98%
26	Non-Title VI	34,253	8,372	24.44%

Note: Route area included a 0.75-mile buffer
***CATA Service Area Minority Percent= 34.75%**

Vehicle Load

Since 2002, CATA’s Title VI service standard has been a vehicle load ratio of 1.1 (i.e., 1.1 x vehicle seats or 44, per 40-foot vehicle). Table 3 below displays the passengers per vehicle trip for each sample fixed-route service in CATA’s fiscal year 2022. The system-wide passengers per vehicle trip is 13.4 for fiscal year 2022.

All routes are below the standard of 44 passengers per vehicle trip. Additionally, there is no obvious difference between performance of Title VI routes and other routes considered in this analysis.

Table 3: Passengers per Vehicle Trip for Sample Routes

Route	Type	Passengers per Vehicle Trip
1	Non-Title VI	20.4
2	Title VI	10.7
8	Title VI	13.1
14	Title VI	6.2
20	Non-Title VI	4.9
26	Non-Title VI	13.3

Vehicle Headway

CATA determines route headways based on demand for service and ridership potential, while also taking into account the availability of resources. During the week, a minimum of 60-minute headway is preferred. CATA has multiple routes that operate at frequencies greater than 60 minutes during off-peak times and on weekends.

Table 4 displays vehicle headways for the sample routes. All routes in this analysis operate at frequencies in line with CATA’s current service standards. There is no apparent discrepancy between Title VI routes and Non-Title VI routes.

Table 4: Weekday Vehicle Headways for Sample Routes

Route	Type	Am Peak	Mid-Day Peak	PM Peak	Evening
1	Non-Title VI	12	12	15	20
2	Title VI	30	30	30	60
8	Title VI	30	30	30	45
14	Title VI	25	25	25	45
20	Non-Title VI	35	35	35	60
26	Non-Title VI	15	15	15	45

On-Time Performance

Table 5 displays on-time performance for the sample routes. All routes in this analysis have the goal of 80% on-time at all time-points. There is no apparent discrepancy between Title VI routes and others.

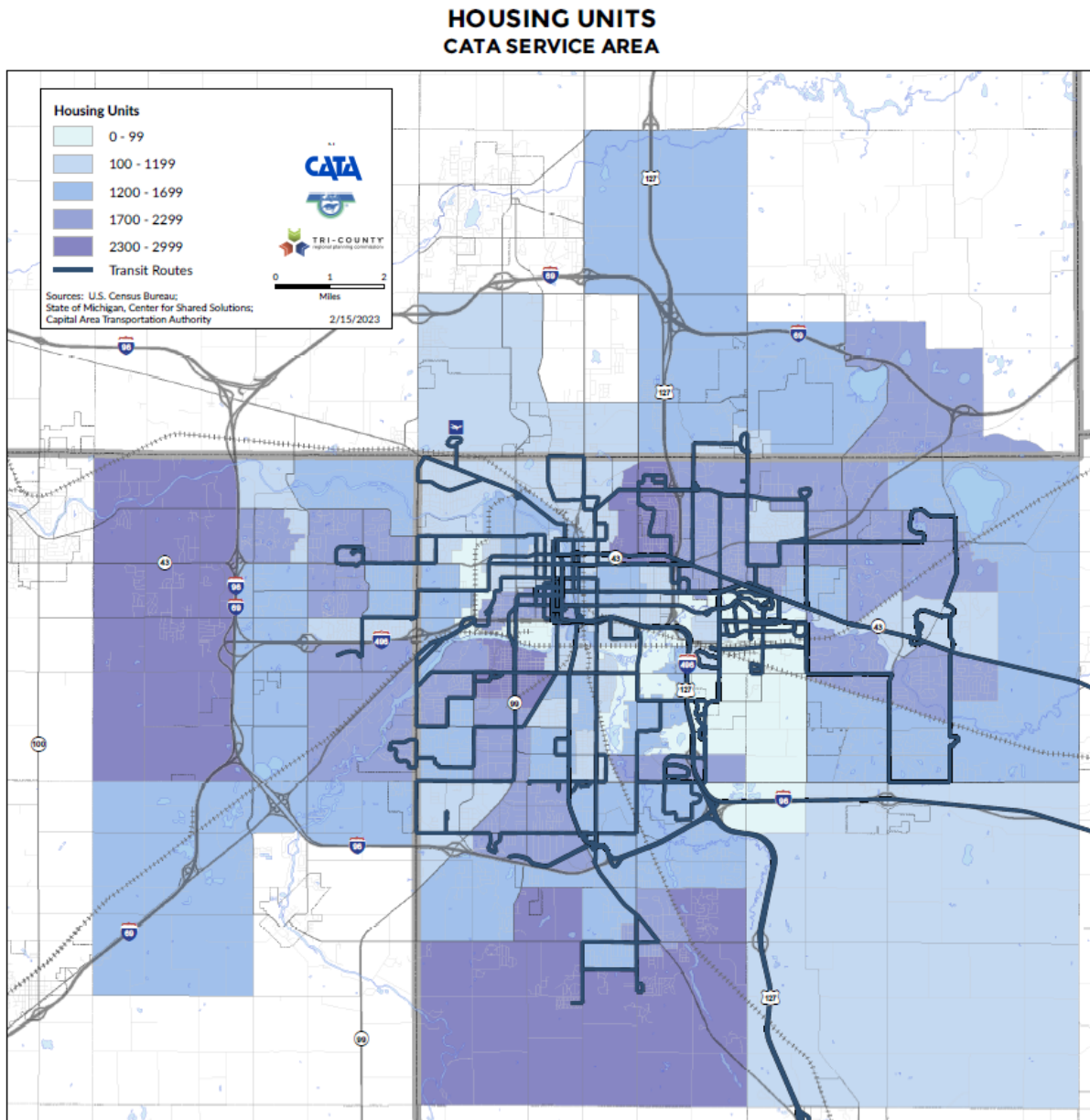
Table 5: On-Time Performance for Sample Routes

Route	Type	Late	Early	On-Time
1	Non-Title VI	8.55%	16.33%	75.12%
2	Title VI	8.67%	7.95%	83.37%
8	Title VI	17.29%	6.73%	75.98%
14	Title VI	8.19%	6.48%	85.33%
20	Non-Title VI	13.99%	8.65%	77.95%
26	Non-Title VI	16.28%	3.9%	79.82%

Service Availability/Transit Access

Map 6 shows the fixed-routes relative to 2021 American Community Survey housing data. The areas with the most housing units within the funding jurisdictions are all well served by CATA fixed-route service, including the sample routes.

Map 6: Housing Units



Distribution of Transit Amenities

The two main amenities provided by CATA at bus stops include passenger shelters and benches. The standard guideline is that a shelter should be installed at any stop where the average daily boardings exceed 50 and a bench be installed where boardings exceed 10 daily. However, shelter installation is sometimes not possible when the stop is on private property, the dimensions of the proposed location are not large enough to accommodate a shelter, or criminal activity in the area makes having a shelter undesirable to the surrounding community or law enforcement. In these instances, CATA works with community members and affected parties to foster a discussion about potential solutions that lead toward installation of amenities.

In order to measure CATA’s adherence to the standard, passenger count information for the sample routes from January to May of 2023 was compiled. Table 6 below shows whether a shelter is in place at stops on the sample routes with average daily boardings above 50.

Table 6: Distribution of Transit Amenities on Sample Routes

Route	Type	Stop ID	Average Daily Ons	Shelter
1	Non-Title VI	CATA Trans Center	747	Yes
1	Non-Title VI	EBD Michigan past Grand Ave	523	Yes
1	Non-Title VI	EBD Michigan past Larch St	85	Yes
1	Non-Title VI	EBD Michigan past Pennsylvania	81	Yes
1	Non-Title VI	EBD Frandor Center	83	No
1	Non-Title VI	SBD Morgan before Michigan	124	No
1	Non-Title VI	EBD Gr. River Ave past Division St	75	Yes
1	Non-Title VI	Okemos Meijer	82	Yes
1	Non-Title VI	Meridian Mall	248	Yes
1	Non-Title VI	WBD Gr. River past Northwind D	53	Yes
1	Non-Title VI	WBD Gr. River past N Hagadorn	66	Yes
1	Non-Title VI	WBD Gr. River Ave before Division	120	Yes
1	Non-Title VI	WBD Gr. River past MAC AVE	196	Yes
1	Non-Title VI	WBD Frandor Center	150	No
1	Non-Title VI	WBD Michigan past Clemens Ave	67	Yes
1	Non-Title VI	WBD Michigan before Pennsylvania	67	No
1	Non-Title VI	WBD Michigan past Larch St	69	No
2	Title VI	CATA Trans Center	277	Yes
8	Title VI	CATA Trans Center	238	Yes
8	Title VI	Meijer S Penn BC East Side	103	Yes
8	Title VI	Meijer S Penn BC West Side	54	Yes
14	Title VI	CATA Trans Center	159	Yes
20	Non-Title VI	WBD Shaw before Farm Lane	60	Yes
26	Non-Title VI	Ramp 1 Bay 1	370	Yes
26	Non-Title VI	WBD Gr. River Ave before Division	72	Yes

26	Non-Title VI	NBD MAC past Albert	121	Yes
26	Non-Title VI	Landing @ Chandler Crossing	79	Yes
26	Non-Title VI	SBD Hunsacker @ Village	93	Yes
26	Non-Title VI	EBD Coleman @ Block 36	85	No
26	Non-Title VI	EBD Coleman before Hunsaker	73	Yes
26	Non-Title VI	EBD Coleman at the Club	71	No
26	Non-Title VI	SBD Chandler past Coleman	69	Yes
26	Non-Title VI	25 East Apartments	66	Yes

Vehicle Assignment

Hybrid and other low-emission buses are distributed throughout the system rather than concentrated in any area. This daily random assignment of vehicles (by age and condition) ensures equitable distribution across the system. Sixty-foot articulated buses are assigned to routes that require the greatest capacity. The primary intention of bus assignment is to provide equitable service throughout CATA’s service area.

ACTION ITEM – ESTABLISH § 457(f) PLAN TO COVER BRADLEY T. FUNKHOUSER

CATA entered into a new Employment Agreement with Bradley T. Funkhouser on July 20, 2022. The Agreement included the following provision:

4.3 CATA and Employee hereby agree to work in good faith to negotiate the terms of a new § 457(f) deferred compensation plan to cover Employee, with the mutual goal being to provide unvested retirement benefits through such § 457(f) plan that would compensate Employee for any benefit reduction he actually incurs in the future under the CATA Retirement Plan for Administrative Employees:

- (a) as a direct and sole result of his retirement under the CATA Retirement Plan for Administrative Employees after Age 59 but before attaining the applicable Normal Retirement Age or Normal Retirement Date under that plan; and/or*
- (b) as a direct and sole result of the CATA Retirement Plan for Administrative Employees plan provision providing benefit based in part on a monthly “Accrued Benefit” for a New Active Participant whose Entry Date is after September 1, 2007, of an amount equal to 60% of his Average Compensation rather than an amount equal to 70% of his Average Compensation; with payment of such benefits under the § 457(f) deferred compensation plan to be conditioned on the Employee remaining employed by CATA to Age 59.*

The proposed motion will permit CATA and Chief Executive Officer, Bradley T. Funkhouser, to complete the process contemplated by Section 4.3 of the Employment Agreement within parameters previously established by the Board of Directors in that Section.

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

INFORMATION ITEMS

SEPTEMBER 20, 2023

1. JULY RIDERSHIP REPORT
2. JULY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR AUGUST 2023
4. DEI TASK FORCE UPDATE

JULY 2023 RIDERSHIP REPORT

<u>Total system rides – July:</u>	<u>325,172</u>
Average weekday system ridership	13,050
Average weekday system ridership change July 2023 to July 2022	+1,700

	<u>July 2023 v. July 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+14.2%	+40,453
Monthly Urban Fixed-Route change	+14.1%	+32,673
Monthly MSU campus ridership change	+3.1%	+20
Monthly Spec-Tran ridership change	+17.1%	+3,214
Monthly Total Paratransit ridership change	+17.1%	+3,952

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

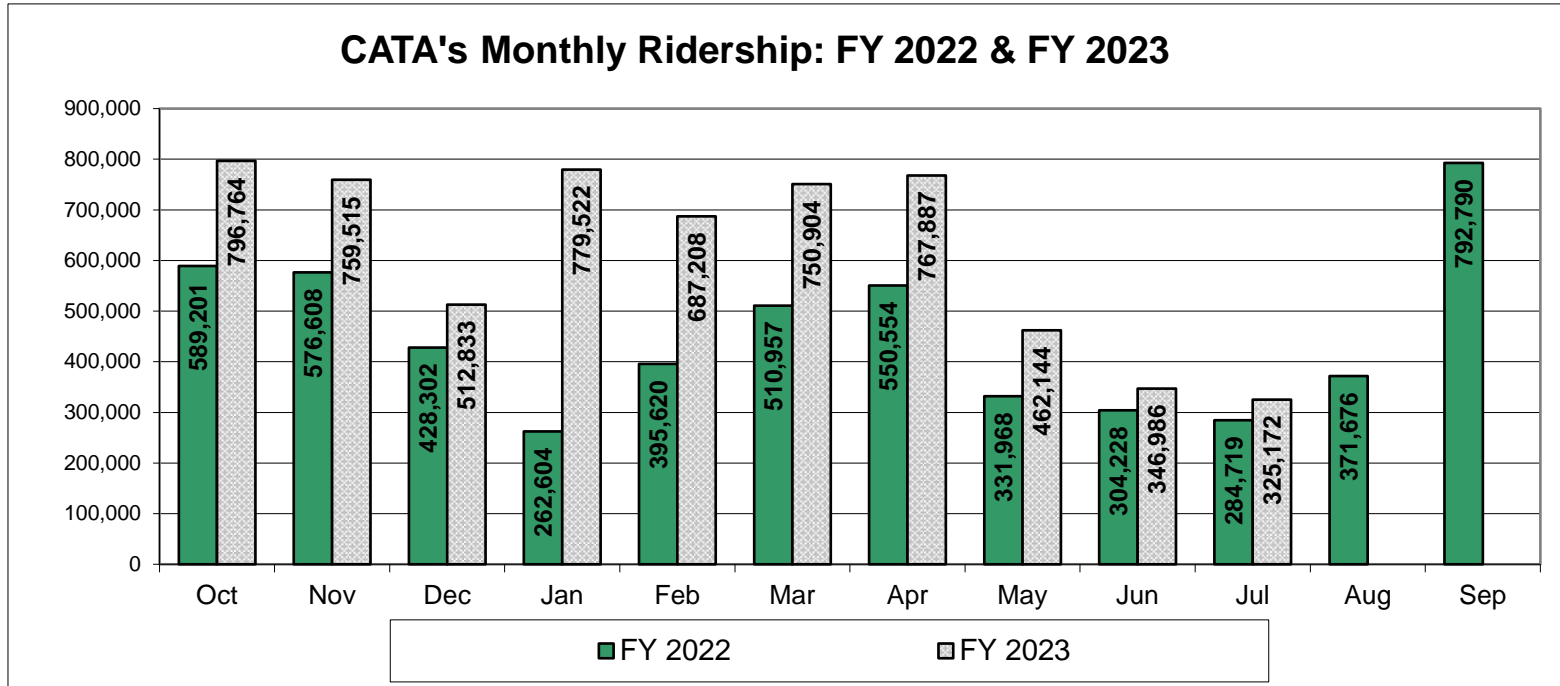
FY 2023 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2023:</u>	<u>6,188,935</u>
--------------------------------------	------------------

	<u>FY 2023 vs. FY 2022</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+46.1%	+1,954,174
Year-to-Date Spec-Tran ridership change	+3.1%	+6,195
Year-to-Date Total Paratransit ridership change	+4.2%	+10,710

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

CATA's Monthly Ridership: FY 2022 & FY 2023



INFORMATION ITEM - FUEL PURCHASE FOR AUGUST 2023

The following lists our prices for diesel fuel for August 2023

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
08/03/2023	\$3.0525
08/10/2023	\$3.2210
08/16/2023	\$2.9790
08/22/2023	\$3.0492
08/28/2023	\$3.3560

FY 2023 Current average per gallon fuel cost	\$3.13
FY 2023 Budget per gallon fuel cost	\$2.35

**Diversity Equity & Inclusion Task Force
Meeting Summary
August 16, 2023**

Topic of Discussion: National Minority Mental Health Awareness Month

On August 28, 1963, a quarter of a million people stood in front of the Lincoln Memorial and witnessed Dr. Martin Luther King Jr., deliver his iconic speech, "I have a dream." This moment changed the course of American history. The March on Washington played a significant role in bringing an end to the oppressive Jim Crow laws and led to the passing of the landmark Voting Rights Act of 1965. This event marked the beginning of the modern civil rights era.

Margaret Stevens, Customer Experience Manager prepared a presentation that brought this moment to life. It also helped the Task Force Committee to remember the power of unity and collective action.

Respectfully submitted,

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

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

