

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

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

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

- Recognition of outgoing Board members

IV. CHIEF EXECUTIVE OFFICER'S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

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

B. APPROVAL OF TREASURER'S REPORT FOR JULY 2024

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

C. CATA BOARD MEETING SCHEDULE FOR FY 2025

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for FY 2025 be adopted as presented.

D. LEGAL COUNSEL RECOMMENDATION

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

E. SYSTEMWIDE POLICE AND PUBLIC SAFETY SERVICE

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

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

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

G. CELLULAR PHONE SERVICE

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

H. ELECTRIC VEHICLE CHARGING INFRASTRUCTURE A & E

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

VI. ACTION ITEM - DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

A. ELECTION OF OFFICERS

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Nominating Committee and elects the following Board members to the offices set opposite their names, effective October 1, 2024, for a one (1) year term expiring September 30, 2025, pursuant to Board Policy #400, Section 1.03:

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

IX. PUBLIC COMMENT

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

XII. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, AUGUST 21, 2024
4:00 P.M. – LANSING CENTER GOVERNOR'S ROOM
333 E. MICHIGAN AVENUE, LANSING, MI 48933

PRESENT: Shanna Draheim, Vice Chair
Phil Deschaine, Secretary/Treasurer
Doug Lecato
Maggie Sanders
Derek Melot
Mark Grebner
Eric Tans

CALL TO ORDER:

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

ROLL CALL: Phil Deschaine, Shanna Draheim, Mark Grebner, Doug Lecato, Derek Melot, Maggie Sanders, and Eric Tans were all present.

LATE: John Prush

ABSENT: Nathan Triplett, Chair, Jack Schmitt, and Terrance Augustine

Vice Chair Draheim welcomed everyone to the Board meeting.

PUBLIC COMMENTS:

None

PUBLIC HEARING

On August 21, 2024, at 4:03 p.m., Vice Chair Draheim opened the public hearing regarding CATA's proposed FY 2025 Budget and proposed 2024 Property Tax Levy.

John Prush arrived at 4:03 p.m.

Notice of this hearing was published on the CATA website on July 18, 2024; posted at CATA's Administrative Building, the downtown CATA Transportation Center (CTC), MSU-CTC and the Capital Area Multimodal Gateway on July 18, 2024; distributed to CATA's social-media networks on Facebook, Instagram, LinkedIn and Twitter @rideCATA on July 19, July 27, August 1, August 5, August 14, August 19, and August 21, 2024, at various times; mailed via United States Postal Service to 169 private transit agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 25, 2024; emailed to 35 private agencies, human-services organizations, and organizations that prioritize disadvantaged and underserved populations on July 26, 2024; emailed on July 26, 2024, 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, 2024; emailed to the EATRAN Board of Directors and Eaton County Board of Commissioners on July 26, 2024; published in the Lansing City Pulse on July 24, 2024, and July 31, 2024, as well as online at lansingcitypulse.com on July 18, 2024, through August 21, 2024; published in the Lansing State Journal on July 28, 2024, and August 4, 2024, as well as the Lansing State Journal online at lansingstatejournal.com on July 28, 2024, through August 11, 2024; published in The Chronicle in its August 1, 2024, and August 16, 2024, issues as well as online at thechroniclenews.com on August 1, 2024, through August 31, 2024.

Vice Chair Draheim stated that the proposed FY 2025 Budget would establish an operating budget of \$69,929,500. The proposed 2024 Property Tax Levy of 3.007 mills is to support the operating budget.

Vice Chair Draheim asked if Chief Executive Officer, Bradley T. Funkhouser and/or Staff had received any comments.

Chief Executive Officer, Bradley T. Funkhouser stated that no comments were received.

Vice Chair Draheim then opened the meeting for public comment regarding the proposed FY 2025 Budget or the proposed 2024 Property Tax Levy. She stated she 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:

Mark Grebner commented on SMART operators and their new contract which was recently ratified between ATU and the SMART Board. He explained that in time, SMART operators may be the highest paid bus operators in the state of Michigan.

Vice Chair Draheim closed the Public Hearing on CATA's proposed FY 2025 Budget and 2024 Property Tax Levy at 4:07 p.m.

VICE CHAIR'S COMMENTS:

Vice Chair Draheim requested a motion to excuse Nathan Triplett and Jack Schmitt.

MOTION:

Doug Lecato motioned to excuse Nathan Triplett and Jack Schmitt. Derek Melot supported the motion.

VOTE: The motion carried unanimously.

Vice Chair Draheim introduced new Board member Eric Tans, City of Lansing.

Eric Tans thanked Vice Chair Draheim for the introduction. He stated that he is happy to be part of the CATA Board and is a frequent rider of Route 1. Mr. Tans continued

by stating that he is the Sciences Coordinator and the Environmental Sciences Librarian at Michigan State University Libraries.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser welcomed Mr. Tans.

Employee Appreciation Day

Bradley Funkhouser stated that CATA celebrated their annual Employee Appreciation Day on Thursday, August 15, 2024. He shared that this year's theme was "70s retro" and there was good attendance. Mr. Funkhouser thanked the Human Resources Department for planning the event and everyone involved in making it a success.

MSU Service

Bradley Funkhouser stated that MSU is back in session, thus CATA buses are back to providing full service on campus. Mr. Funkhouser stated that although it is only the first week, runs have been received well. More to come.

Eaton County

Bradley Funkhouser stated that providing additional service in Eaton County has been positive and the EATRAN Board is working with the county and their jurisdictions to find necessary funding to sustain and continue to provide robust service.

Clinton County

Bradley Funkhouser stated that the Cross-Boundary Agreement between CATA and Clinton Transit concludes on August 24, 2024. Mr. Funkhouser explained that CATA will continue to have conversations with Clinton Transit on how to collaborate in order to continue working on regional growth projects. More to come.

Downtown Facility Update

Bradley Funkhouser stated that CATA was awarded \$5 million from the proposed FY 2025 state budget through local representatives who voted to pass the budget in support of CATA's infrastructure project. After weeks of trying to reach a mutual agreement with developers on the new Lansing City Hall plan, CATA notified the mayor's office that CATA will not be moving forward. Mr. Funkhouser explained that CATA was not able to achieve the functional goals outlined in the state application, while staying within the budget provided. Currently, CATA is working on alternate options, and he will inform the Board as new information unfolds. Mr. Funkhouser also noted that there may be the need to schedule a special Board meeting.

Community Resource Center

Bradley Funkhouser stated that he recently met with Senator Sarah Anthony. He shared that she is very excited with the scope of work that CATA has presented in their plan including for social services and a community center. Mr. Funkhouser explained that while CATA will no longer be partnering with the City of Lansing and the new City Hall building, Mayor Schor would like to partner with CATA on creating a community resource center and has approved a new committee that will meet monthly to work out the details.

Derek Melot inquired about the process associated with the \$5 million that CATA was awarded.

Bradley Funkhouser stated that he met with Senator Sarah Anthony, who is the lead legislator, to discuss the award process. He explained that after October 1, CATA will receive a packet of forms to complete and return for processing. Mr. Funkhouser stated that CATA will receive the funds at the beginning of the year and will update the Board accordingly.

Vice Chair Draheim stated that partnership is important for regional coordination and shared a personal story.

ACTION ITEMS – PROPOSED CONSENT AGENDA

- A. APPROVAL OF MINUTES OF JULY 17, 2024, BOARD MEETING
- B. APPROVAL OF TREASURER’S REPORT FOR JUNE 2024
 - 1. Interim Income Statement
 - 2. Cash Summary
 - 3. Investments
 - 4. Fifth Third Investment Account Reconciliation
- C. ELEVENTH 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. 11 to the Agreement between the County of Ingham and Capital Area Transportation Authority for October 1, 2024, through September 30, 2025, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

- D. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2025 TARGETS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2025 Safety Performance Targets to meet compliance with the FTA.

- E. PURCHASE OF UP TO SIX (6) LARGE, ACCESSIBLE VANS

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 six (6) accessible, battery-electric and gasoline powered, large Ford Transit vans, from Hoekstra

Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$680,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

F. PURCHASE OF UP TO EIGHT (8) LOW-FLOOR 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 eight (8) accessible, low-floor minivans from Hoekstra Transportation, Inc., Grand Rapids, Michigan, through the State of Michigan, MDOT contract, for a total amount not to exceed \$550,000 of federal and state grant funds, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

Phil Deschaine requested that the following statement be amended in the July 2024 Board meeting minutes.

Phil Deschaine stated that he has spoken to approximately 3,500 taxpayers who are not happy with the CATA millage or the LCC millage; however, Meridian Township residents rely on the region especially MSU, and are happy to give back.

Amended statement to the July 2024 Board meeting minutes.

Phil Deschaine stated that he has spoken to approximately 3,500 taxpayers and some of them are not happy with the CATA millage or the LCC millage; however, Meridian Township residents rely on the region especially MSU, and are happy to give back.

MOTION:

Derek Melot motioned to approve the Consent Agenda, with the amended July 17, 2024, minutes, and Phil Deschaine supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEM - DISCUSSION AGENDA

A. 2024 PROPERTY TAX LEVY

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2024 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

MOTION:

Derek Melot motioned to approve Discussion Item A, 2024 Property Tax Levy and Maggie Sanders supported the motion.

DISCUSSION:

Bradley Funkhouser stated that the property tax levy is the same as last year.

VOTE: The motion carried unanimously.

B. FY 2025 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 FY 2025, upon which public hearing was held at a regular meeting of the Board on August 21, 2024, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities of the Authority for its FY 2025 (October 1, 2024, through and including September 30, 2025).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2024 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 21, 2024, 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 FY 2025 are approved.

MOTION:

Doug Lecato motioned to approve Discussion Item B, FY 2025 Budget Approval and Derek Melot supported the motion.

DISCUSSION:

Bradley Funkhouser stated that CATA's Annual Budget for FY 2025 is very robust and complimented Jim Fendt, Director of Finance, for his work on the budget.

Mark Grebner stated that CATA has the highest levy in the state for public transit and is very fortunate to have this amount of public support.

VOTE: The motion carried unanimously.

OLD BUSINESS

None

NEW BUSINESS

Vice Chair Draheim introduced the Nominating Committee Report. Vice Chair Draheim 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. Vice Chair Draheim thanked Derek Melot, Jack Schmitt, and Doug Lecato for serving on the committee.

Nominating Committee Chair Melot, reported that committee members discussed nominations. They received requests from Nathan Triplett, Shanna Draheim, and Phil Deschaine. The Committee recommended that Nathan Triplett serve as Chair, Shanna Draheim as Vice Chair, and Phil Deschaine as Secretary/Treasurer.

PUBLIC COMMENT

David Ellis commented on CATA's Route 1 and believes that the route is too slow due to its length. He also presented some suggestions for CATA and the Board to consider.

Eduardo Gonzalez commented on electric buses from New Flyer and Gillig and shared that he prefers hybrid diesel buses only.

ADJOURNMENT

Vice Chair Draheim adjourned the meeting at 4:28 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

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

											% of Fiscal Year Completed 83%
	July Actual	July Budget	Variance	% Variance	FY 2024 Actual YTD	FY 2024 Budget YTD	Variance	% Variance	FY 2024 BUDGET	% Annual Budget Revenues/Expense	
REVENUES											
Farebox	\$ 200,994	\$ 190,150	\$ 10,844	5.7%	\$ 2,128,144	\$ 1,901,500	\$ 226,644	11.9%	\$ 2,281,800	93.3%	
Contracted Services	\$ 1,128,205	\$ 291,000	\$ 837,205	287.7%	\$ 3,795,797	\$ 2,910,000	\$ 885,797	30.4%	\$ 3,492,000	108.7%	
Property Tax	\$ 960,782	\$ 2,073,833	\$ (1,113,051)	-53.7%	\$ 25,175,051	\$ 20,738,330	\$ 4,436,721	21.4%	\$ 24,882,000	101.2%	
State Revenue	\$ 1,752,202	\$ 1,341,250	\$ 410,952	30.6%	\$ 18,491,218	\$ 13,432,500	\$ 5,058,718	37.7%	\$ 16,095,000	114.9%	
Federal Revenue	\$ 93,333	\$ 1,210,333	\$ (1,117,000)	-92.3%	\$ 12,862,099	\$ 12,083,330	\$ 778,769	6.4%	\$ 14,524,000	88.6%	
Other Revenue	\$ 370,137	\$ 91,467	\$ 278,670	304.7%	\$ 1,819,614	\$ 914,670	\$ 904,944	98.9%	\$ 1,097,600	165.8%	
TOTAL REVENUES	\$ 4,505,653	\$ 5,198,033	\$ (692,380)	-13.3%	\$ 64,271,923	\$ 51,980,330	\$ 12,291,593	23.6%	\$ 62,372,400	103.0%	
EXPENSES											
Labor	\$ 1,970,607	\$ 2,075,016	\$ 104,409	5.0%	\$ 20,369,273	\$ 20,750,165	\$ 380,892	1.8%	\$ 24,900,200	81.8%	
Fringe Benefits	\$ 2,136,978	\$ 970,104	\$ (1,166,874)	-120.3%	\$ 13,745,492	\$ 9,649,564	\$ (4,095,928)	-42.4%	\$ 11,589,300	118.6%	
Services	\$ 333,971	\$ 388,516	\$ 54,545	14.0%	\$ 4,144,620	\$ 3,885,160	\$ (259,460)	-6.7%	\$ 4,662,200	88.9%	
Materials & Supplies	\$ 548,736	\$ 443,105	\$ (105,631)	-23.8%	\$ 5,011,386	\$ 4,431,050	\$ (580,336)	-13.1%	\$ 5,317,240	94.2%	
Utilities	\$ 15,538	\$ 74,551	\$ 59,013	79.2%	\$ 654,902	\$ 745,510	\$ 90,608	12.2%	\$ 894,620	73.2%	
Casualty & Liability	\$ 94,593	\$ 109,500	\$ 14,907	13.6%	\$ 1,028,568	\$ 1,095,000	\$ 66,432	6.1%	\$ 1,314,000	78.3%	
Purch. Transportation	\$ 935,309	\$ 815,000	\$ (120,309)	-14.8%	\$ 9,058,787	\$ 8,150,000	\$ (908,787)	-11.2%	\$ 9,780,000	92.6%	
Miscellaneous	\$ 141,608	\$ 130,690	\$ (10,918)	-8.4%	\$ 1,445,856	\$ 1,306,900	\$ (138,956)	-10.6%	\$ 1,568,280	92.2%	
TOTAL EXPENSES	6,177,340	5,006,482	(1,170,858)	-23.4%	55,458,884	50,013,349	(5,445,535)	-10.9%	\$ 60,025,840	92.4%	
NET INCOME (LOSS)	\$ (1,671,687)	\$ 191,551	\$ (1,863,238)		\$ 8,813,039	\$ 1,966,981	\$ 6,846,058		\$ 2,346,560		

Interim statements are subject to adjustments and year-end audit

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

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Cash Activity During the Month

07/01/2024 - 07/31/2024

Cash Balance - 06/01/2024	\$ 4,963,772
Disbursements	\$ (6,374,634)
Receipts	\$ 8,474,144
Adjustments	\$ -
Cash Balance - 06/30/2024	\$ 7,063,282

Disbursements:

Cash Disbursements Register	\$ (3,572,081)
Payroll	\$ (2,069,632)
Healthcare (BlueCross Blue Shield)	\$ (730,783)
Transfers To the ASU Claims Account	\$ (2,138)
Transfers To the Investment Account	\$ -
Total Cash Disbursements	\$ (6,374,634)

Receipts:

Cash Receipt Register	\$ 8,474,144
Transfers From the Savings Account	\$ -
Transfers From the Investment Account	\$ -
Total Cash Receipts	\$ 8,474,144

Adjustments:

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

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

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07/01/2024 - 07/31/2024

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	7,063,282	16.75%
FIFTH THIRD BANK - ASU Claims Account	37,852	0.09%
FIFTH THIRD BANK - Savings	538,862	1.28%
MSUFCU CD and Savings	264,707	0.63%
CASE Credit Union CD and Savings	265,265	0.63%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	33,989,973	80.62%
TOTAL	\$ 42,159,941	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 116,844
OTHER BANKS	6,503
TOTAL	\$ 123,347
Monthly Average Rate of Return	0.2926%
Annual Average Rate of Return	3.511%

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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07/01/2024 - 07/31/2024

Market Value at the Beginning of the Period - 07/01/2024 \$ 33,666,899

Portfolio Activity:

<u>Transfers (To) or From General Checking</u>		-
<u>Net Income/(Loss) & Expenditures</u>		
Interest Earned	\$ 120,749	
Accrued Interest Paid	(1,719)	
Administrative Expenditures	(2,186)	
Total Net Income/Loss & Expenditures		116,844
<u>Realized Gains or (Loss) From Sales</u>		(432)
<u>Market Appreciation</u>		
End of Period	\$ 192,838	
Beginning of Period	36,104	
Unrealized Gain/(Loss) from Market Appreciation		228,942
<u>Change in Value From Accrued Income</u>		
Previous Accrued Income (-)	\$ (330,216)	
Current Accrued Income (+)	307,936	
Net Change from Accrued Income		(22,280)

Market Value at the End of the Period - 07/31/2024 \$33,989,973

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 2025

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 2025 CATA Board Meeting Schedule

Wednesday, October 16, 2024, (Lansing Center, Meeting Room 201)

Wednesday, November 20, 2024

Wednesday, December 18, 2024

Wednesday, January 15, 2025 - 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 19, 2025

Wednesday, March 19, 2025, (Location-TBD)

Wednesday, April 16, 2025, (Location-TBD)

Wednesday, May 21, 2025, (Location-TBD)

Wednesday, June 18, 2025

Wednesday, July 16, 2025

Wednesday, August 20, 2025

Wednesday, September 17, 2025

PROPOSED MOTION: That the proposed CATA Board Meeting Schedule for FY 2025 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 2025:

Murphy & Spagnuolo, P.C., is the firm working on several issues of insurance and security litigation and environmental issues. This firm has also begun assisting with other legal matters including labor relations, disciplinary matters, procurement and FTA and MDOT contracting matters. This firm also advises us on millage election requirements, as needed. We recommend this firm as a resource for millage-related questions.

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.

Fraser Trebilcock, P.C., is a real estate firm assisting CATA in the purchase of a new facility located in downtown Lansing, Michigan.

Staff strongly recommends that the Board approve CATA's continued relationship with all four (4) 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 2025: *Murphy & Spagnuolo, P.C.*; *Barnes & Thornburg, L.L.P.*; *Butzel Long, P.C.*; and *Fraser Trebilcock, P.C.*.

ACTION ITEM – SYSTEMWIDE POLICE AND PUBLIC SAFETY SERVICE

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

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

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

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

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

Crime data for the CTC nearly doubled since 2021, when police responded to 44 calls for support, including incidents of simple and aggravated assaults, police obstruction, resisting an officer, burglary, drug violations, intimidation, civil custodies, human trafficking, open alcohol, robbery, trespassing, vandalism, weapons offenses and other offenses. In 2022, the number of responses rose to 62, including those already noted as well as obstructing court orders, family offenses, larceny from the building and vehicles, furnishing false information, hindering and opposing, inspections and investigations, and sex crimes. In 2023, police responded to 80 incidents — those indicated above in addition to fraud, assault and battery, fighting and rape.

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

Thus far in 2024, police responded to assaults, attempts to locate persons of interest, sexual assaults, domestic assaults, drug activity, fights (25), requests to assist with a fire, fraud, harassment, complaints involving juveniles, larcenies, requests to assist with medical emergencies (70), injury accidents, personal protection orders, runaways, robberies, special police assignments (91), stabbings, stalking, downed subjects, suicidal subjects, suspicious person complaints, suspicious packages, suspicious situations, suspicious vehicles, troublesome subjects (50), threats, unwanted guests (64), warrant pickups, incidents involving a weapon and welfare checks (32). Police also responded to incidents and threats at properties immediately adjacent to CATA.

Police officer wages increased by 3% July 1, 2024, applicable between October 1, 2024, and June 30, 2025. Wages will again increase by 3% July 1, 2025, through September 30, 2025. The projected FY 2025 cost for Systemwide Police and Public Safety Service follows:

- October 1, 2024 – June 30, 2025: \$7,650 per month or \$68,850
- July 1, 2025 – September 30, 2025: \$7,880 per month \$23,640
- Total FY 2025 expense: \$92,490

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

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

ACTION ITEM – PURCHASE OF UP TO FIVE (5) SMALL BUSES

The State of Michigan (MDOT), Office of Passenger Transportation currently has a contract with vendors for the procurement of small buses. These buses are built on Ford E-450 chassis and are very similar to what CATA currently uses on Paratransit Services. The procurement complies with Federal Transit Administration (FTA) requirements and is open to all transit agencies in the state.

CATA has experience in purchasing small buses off this contract and we have been pleased with the products. CATA utilizes two (2) different small bus 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. Floor plan "B" models also include a two-place bike rack.

Due to on-going fleet replacement needs, Staff recommends a purchase of up to five (5) small buses which would include one (1) floor plan "A" model and four (4) floor plan "B" models. Buses with floor plan "A" are approximately \$144,000 each and buses with floor plan "B" are approximately \$156,000 each. Using federal and state funds, this order shall not exceed a purchase price of \$775,000, which includes the vehicles and any required accessories. All five (5) buses will be assigned to the fleet directly operated by CATA.

In addition to Board approval, the purchase of these vehicles is 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 execute a purchase from the State of Michigan (MDOT) Small Bus Contract for up to five (5) cutaway-style, small buses in an amount not to exceed \$775,000, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – CELLULAR SERVICES FY 2025

CATA has hundreds of devices that rely on cellular service, including smart phones used by Staff, on-board tablets for paratransit buses, and fixed-route modems. Our paratransit tablets and most of our fixed-route modems are currently incapable of using any other cellular carrier than Verizon. Staff is currently upgrading our paratransit tablets and fixed-route modems. These upgrades will allow us to use either Verizon or AT&T/FirstNet cellular service. Based upon competitive published pricing, CATA may choose to procure services from Verizon or AT&T/FirstNet.

CATA anticipates spending approximately \$162,000 of operating funds per year on cellular service during the FY 2025, which was approved for the FY 2025 budget. Staff is requesting Board approval to purchase from these companies, based upon their currently published price lists.

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 the expenditure of up to \$162,000 to Verizon and/or AT&T/FirstNet for cellular service and ancillaries during the FY 2025 budget period, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – ELECTRIC VEHICLE CHARGING INFRASTRUCTURE A & E

CATA is in need of professional architecture and engineering services for the electric vehicle charging infrastructure project at the CATA administration building, located at 4615 Tranter Street. CATA sought a qualified architectural and engineering consultant team, licensed in the State of Michigan, to provide professional services for various types and sizes of projects. On February 24, 2023, CATA issued RFQ 2023-144, a request for qualifications for architectural and engineering services, followed by Amendment No. 1 on March 13, 2023. Progressive AE and CATA entered into an Agreement on November 23, 2023. CATA wishes to continue using their services to install electric vehicle charging stations.

When additional work is necessary, Progressive AE will provide a Request for Task Order detailing the work to be done and all associated costs. Fees will be on a per project basis following the issuance of each task order by CATA. Billing will follow an established fee schedule.

Federal, Section 5307, formula funds and matching dollars from MDOT will be used to support and finance this project. The proposal includes the base bid of \$228,280 and reimbursable expenses estimated at \$10,000 bringing the total to \$238,280.

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

INFORMATION ITEMS

SEPTEMBER 18, 2024

1. JULY RIDERSHIP REPORT
2. JULY RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR AUGUST 2024
4. DEI TASK FORCE UPDATE
5. MPSCS RADIO UPGRADE PROJECT UPDATE

JULY 2024 RIDERSHIP REPORT

<u>Total system rides – July:</u>	<u>388,501</u>
Average weekday system ridership	14,900
Average weekday system ridership change July 2024 to July 2023	+1,900

	<u>July 2024 vs. July 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Monthly total system ridership	+19.5%	+63,329
Monthly Urban Fixed-Route change	+20.0%	+52,824
Monthly MSU campus ridership change	+36.8%	+244
Monthly Spec-Tran ridership change	+10.1%	+2,228
Monthly Total Paratransit ridership change	+13.0%	+3,516

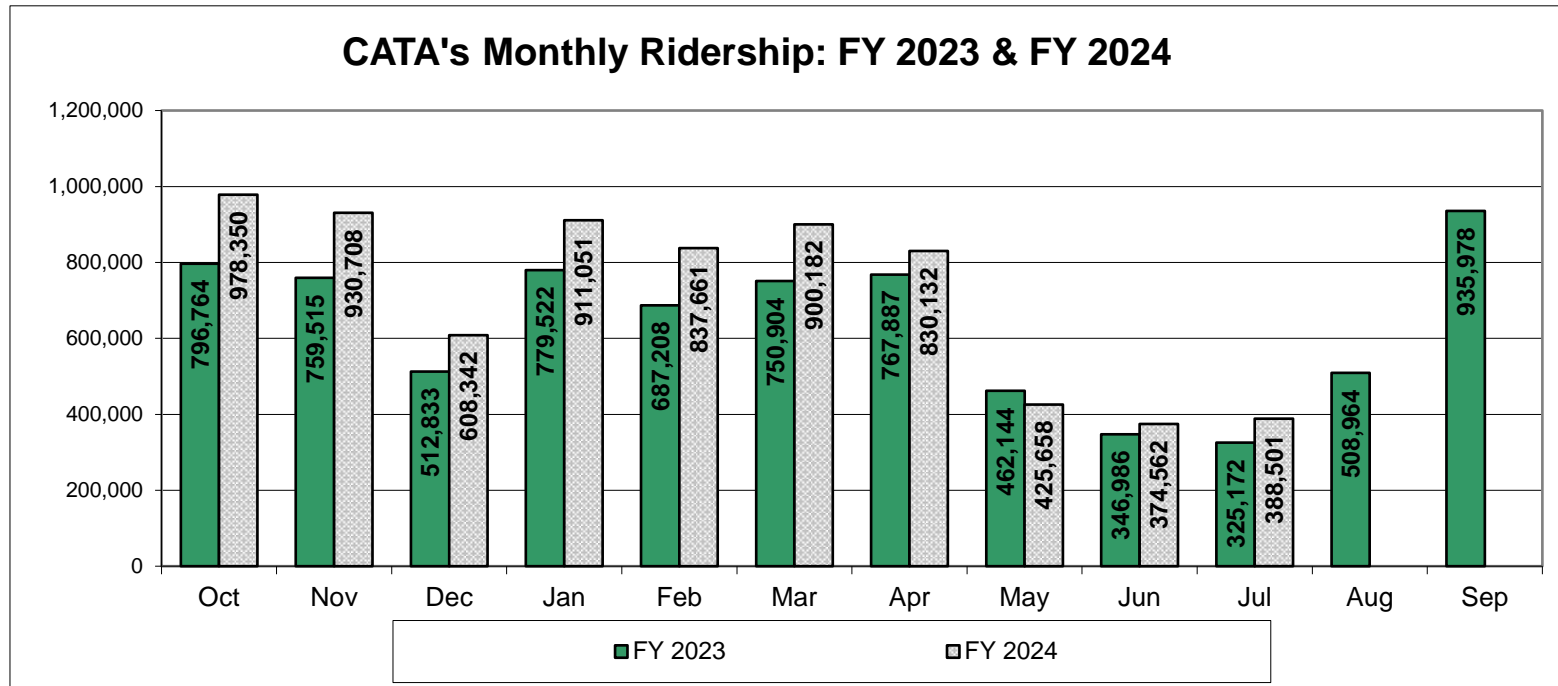
Note: Service on Routes 1, 5, 8, 9, and 18 has been reduced as of 12/20/2021. Two more weekdays in July 2024 compared to July 2023.

FY 2024 YEAR-TO-DATE RIDERSHIP

<u>Total system rides – FY 2024:</u>	<u>6,796,646</u>
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	<u>FY 2024 vs. FY 2023</u>	
	<u>Percentage</u>	<u>Ridership</u>
	<u>Change</u>	<u>Change</u>
Total system rides change	+15.9%	+932,883
Year-to-Date Spec-Tran ridership change	+22.0%	+39,862
Year-to-Date Total Paratransit ridership change	+20.0%	+47,233

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



INFORMATION ITEM - FUEL PURCHASE FOR AUGUST 2024

The following lists our prices for diesel fuel for August 2024

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
08/01/2024	\$2.7025
08/06/2024	\$2.5160
08/12/2024	\$2.5575
08/19/2024	\$2.5265
08/23/2024	\$2.4645
08/28/2024	\$2.4025
FY 2024 Current average per gallon fuel cost	\$2.53
FY 2024 Budget per gallon fuel cost	\$2.35

DIVERSITY, EQUITY, & INCLUSION TASK FORCE MEETING SUMMARY

Employee Appreciation

In lieu of a formal meeting, Task Force Committee members assisted with helping the Human Resources Department set up for our Employee Appreciation Celebration. The theme for the event was CATA's Backyard Bar-B-Que circa 1970s. Employees were encouraged to wear their favorite 70s style clothing and prizes were awarded for the best outfits.

The planning committee, which consisted of administrative staff and union members, did a great job executing this fun-filled day. When employers take the time to celebrate the value of their employees, everyone wins.

Celebration Breakdown

- Maintenance Breakfast with Executive Staff @ 6:30 a.m.
- All-Employee Celebration in the Garage @ 11 a.m. – 5:30 p.m.
 - ✓ Creative Wellness Massage Booths
 - ✓ Putt-Putt Golf
 - ✓ Rodney Page (DJ)
 - ✓ Games: Cornhole and Jenga
 - ✓ Dancing with the Nordes

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



INFORMATION ITEM – MICHIGAN PUBLIC SAFETY COMMUNICATION SYSTEM (MPSCS) RADIO UPGRADE PROJECT UPDATE

Installation and distribution of the new MPSCS radios to all CATA and TransDev fleet vehicles and Staff was completed on August 27, 2024. This is a project that has been in progress since the Board gave its approval at the October 2021 CATA Board meeting. With the completion of the installation and distribution, work can begin on the removal of the equipment supporting the previous radio system. CATA would like to thank Motorola Project Manager, Anastacia Reynolds, and Mobile Communications America Team Lead, Steve Badger, for their efforts and assistance with completing this project.