

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING

WEDNESDAY, AUGUST 19, 2026
4:00 P.M. – 511 SOUTH WASHINGTON AVENUE, LANSING, MI 48933
(FORMER GREYHOUND BUS STATION)

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. PUBLIC HEARING ON FISCAL YEAR 2027 BUDGET AND 2026 PROPERTY TAX LEVY

IV. CHAIR'S COMMENTS

V. CHIEF EXECUTIVE OFFICER'S REPORT

VI. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JULY 2026, BOARD MEETING

B. TREASURER REPORT FOR JUNE 2026

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

C. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2027 TARGETS

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2027 Safety Performance Targets to meet compliance with the FTA.

D. RENEWAL OF APPOINTMENT TO LOCAL ADVISORY COUNCIL

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Council to reappoint George Hanley to a three-year term through August 2029.

E. EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 21)

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 21 to the Student Housing Transit Services Agreement for the period from August 1, 2026, through July 31, 2027, for extended public transit services, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

VII. ACTION ITEM – PROPOSED DISCUSSION AGENDA

A. GRAND AVENUE BUS LANE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with E.T. MacKenzie Company, Michigan, for the Grand Avenue Bus Lane. The contract includes the base bid of \$685,981, a bid bond of \$6,500, and a 10% contingency reserve of \$69,248.10, for a total price not to exceed \$761,729.10 of federal and state grant funds, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

B. CATA RURAL SERVICE FARE STRUCTURE MODIFICATION

PROPOSED MOTION: That the CATA Board of Directors authorize implementation of the proposed CATA Rural Service fare structure modifications, effective with the Fall 2026 service changes, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

C. CONNECTOR FARE MODIFICATION

PROPOSED MOTION: That the CATA Board of Directors authorize implementation of the proposed fare modifications for the Mason Connector and Williamston/Webberville Connector services, effective with the Fall 2026 service changes, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

D. 2026 PROPERTY TAX LEVY

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2026 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

E. FISCAL YEAR 2027 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 2027, upon which public hearing was held at a regular meeting of the Board on August 19, 2026, 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 2027 (October 1, 2026, through and including September 30, 2027).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2026 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 19, 2026, 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 2027 are approved.

VIII. OLD BUSINESS

IX. NEW BUSINESS

- NOMINATING COMMITTEE REPORT

X. PUBLIC COMMENT

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

XI. ADJOURNMENT

CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS' MEETING

WEDNESDAY, JULY 15, 2026

4:00 P.M. – 511 SOUTH WASHINGTON AVENUE, LANSING, MI 48933
(FORMER GREYHOUND BUS STATION)

PRESENT: Nathan Triplett, Chair
Phil Deschaine, Secretary/Treasurer
John Prush
Derek Melot

Steve Vagnozzi
Chelsea Dowler
Ed Rodgers

CALL TO ORDER:

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

ROLL CALL: Phil Deschaine, Chelsea Dowler, Derek Melot, John Prush, Ed Rodgers, Nathan Triplett and Steve Vagnozzi were all present.

ABSENT: Kellie Blackwell, Shanna Draheim, Vice Chair, Jack Schmitt, and Eric Tans

LATE: Mark Grebner

Chair Triplett welcomed everyone to the Board meeting held at 511 S. Washington Avenue (former Greyhound Bus Station). He also mentioned that the meeting is being held on Zoom for those who wish to view the Board meeting virtually.

PUBLIC COMMENTS:

None

CHAIR'S COMMENTS:

Chair Triplett stated that under CATA's Policy No. 411, in July, the Board is required to appoint a Nominating Committee for the purpose of nominating members who wish to serve as Chair, Vice Chair and Secretary/Treasurer of the Board. Chair Triplett announced that three (3) Board members have graciously agreed to serve in this capacity with Derek Melot chairing the committee along with Kellie Blackwell and Steve Vagnozzi.

MOTION:

A motion to approve the appointment of Derek Melot, Kellie Blackwell, and Steve Vagnozzi to serve as the Nominating Committee in the upcoming year with Derek Melot chairing the committee was moved by Phil Deschaine and supported by Ed Rodgers.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER'S REPORT

Bradley Funkhouser introduced newly elected Mike Beech, ATU President, Local 1039, who will be replacing Steve Soliz, former ATU President, Local 1039. Mr. Funkhouser stated that Mr. Beech has been a CATA operator since 1993 and welcomed him to the Board meeting.

2026 Community Report

Bradley Funkhouser stated that CATA sent out postcards for the 2026 Community Report and copies have been handed out to Board members. Mr. Funkhouser stated that he is very pleased with the report and recognized the interviews, testimonials and partnerships within the pages. He encouraged everyone to read it and share it with their constituents.

Uber Transit Innovation Fund Award

Bradley Funkhouser stated that CATA was awarded a \$50,000 grant through the Uber Transit Innovation Fund. Mr. Funkhouser explained that CATA will explore and test various options most likely starting next month. Once completed, an update will be provided to the Board.

Passing of CATA Operator

Bradley Funkhouser stated that longtime operator, Joe Nosal, passed away on June 30, 2026. Mr. Funkhouser stated that Mr. Nosal touched a lot of people and will be deeply missed.

Phil Deschaine inquired about the Uber grant being integrated with CATA Rydz.

Bradley Funkhouser stated that the Uber grant will help fill in service gaps. He explained that this is new territory and CATA still needs to work out all the details.

FISCAL YEAR 2027 BUDGET DISCUSSION

Bradley Funkhouser stated that part of CATA Board Policy No. 202 requires that after the budget is sent to Board members, the first item in July is to have an open discussion placed on the agenda. Mr. Funkhouser explained that CATA and the Board have had extensive conversations over CATA's 2027 budget and there are no surprises. He explained that since January 2026, CATA proposed a couple different scenarios to improve efficiency through service cuts. Mr. Funkhouser shared that this has been the hardest budget during his tenure. He then deferred to Andrew Brieschke, Deputy CEO, to go over proposed service cuts.

Andrew Brieschke shared CATA's proposed service cuts directed by the Board. He explained that the proposed service cuts will begin with fall service which starts on Monday, August 24, 2026. He stated that there will be a series of four (4) public meetings. The first meeting will start on Tuesday, July 21, 2026, in Meridian Township with additional meetings following in Mason, East Lansing and Lansing.

Steve Vagnozzi inquired about rural service operations.

Andrew Brieschke stated that rural service operates similar to Spec-Tran and Redi-Ride service where riders book their rides online or by calling CATA.

Phil Deschaine inquired about the percentage of rural service rides.

Andrew Brieschke stated that there were approximately just over 300,000 trips from Spec-Tran and all CATA Rural Services, combined, and the Rural Services account for about 10% of that number.

Steve Vagnozzi pointed out that CATA lost over \$14 million in federal funds which explains the budget deficit for 2027. He commented on the microtransit budget dropping \$900,000 and inquired about the effects that it has on CATA.

Bradley Funkhouser explained that the microtransit service operates on a grant and it does not directly affect the budget or other services. He noted that once the grant expires, the service will likely end. Mr. Funkhouser then deferred to Dustin Hagfors, Director of Planning and Development.

Dustin Hagfors stated that he is currently working with the state to reallocate initial funds for microtransit to extend the service where possible.

Steve Vagnozzi pointed out the significant increase in fuel costs.

Bradley Funkhouser recognized and thanked Dan Hodges, Director of Maintenance, and Bill Frarey, Maintenance Superintendent, for managing fuel costs.

Mark Grebner arrived at 4:27 p.m.

Steve Vagnozzi inquired about CATA's projected 2027 budget regarding fringe benefits.

Bradley Funkhouser explained that the variance in the five-year projection is based on CATA's OPEB obligation, which is difficult to predict.

Phil Deschaine commented on CATA's lean budget and fuel costs. Mr. Deschaine also recognized CATA's carefully managed service cuts while pointing out that a majority of CATA's service remains untouched and operational.

Mark Grebner inquired about servicing Spartan Village.

Bradley Funkhouser stated that CATA will be pulling Route 20 from Spartan Village and Route 18 will now service the area.

Chair Triplett expressed his appreciation to the Board for providing direction on CATA's fiscal year 2027 budget and Staff for being able to facilitate. He also reminded Board members of the series of public meetings that will be starting next week.

Phil Deschaine requested location and dates for the series of public meetings.

Andrew Brieschke provided the location and dates for the upcoming public meetings.

Tuesday, July 21 – Meridian Township Central Fire Station #91, Okemos, MI

Wednesday, July 22 – Klavon's Pizzeria & Pub, Mason, MI

Thursday, July 23 – East Lansing Hannah Community Center, East Lansing, MI

Monday, July 27 – CATA Transportation Center (CTC), Lansing, MI

ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JUNE 2026, BOARD MEETING

B. APPROVAL OF TREASURER'S REPORT FOR MAY 2026

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

C. PURCHASE OF UP TO SIX (6) 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 six (6) 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 \$480,000 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.

D. CATA TRANSPORTATION CENTER (CTC) RENOVATIONS

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with Gordon Construction Services, Inc., for the CATA Transportation Center (CTC) renovations. The contract includes the base bid of \$1,320,000, a performance assurance bond of \$18,000, a fire system modification of \$20,000, and a 10% contingency reserve of \$135,800, for a total not to exceed amount of \$1,493,800 of federal and state grant funds, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

MOTION:

Derek Melot motioned to approve the Consent Agenda and Steve Vagnozzi supported the motion.

VOTE: The motion carried unanimously.

ACTION ITEMS – PROPOSED DISCUSSION AGENDA

None

OLD BUSINESS

None

NEW BUSINESS

None

Chair Triplett requested a motion to excuse Kellie Blackwell, Shanna Draheim, and Eric Tans.

MOTION:

Derek Melot motioned to excuse Kellie Blackwell, Shanna Draheim, and Eric Tans. Chelsea Dowler supported the motion.

VOTE: The motion carried unanimously.

PUBLIC COMMENT

Krista Abdallah complimented CATA for providing so many service options. She also expressed her love for CATA and the CATA Rydz App where she can follow the bus to see when her ride will arrive.

Mark Grebner commented on working with TNCs. He suggested that CATA redefine their role in ongoing transit and how it will adapt to ever-changing individual lifestyles sooner rather than later.

ADJOURNMENT

There being no further business, Chair Triplett adjourned the Board meeting at 4:43 p.m.

Respectfully Submitted,

Phil Deschaine
Secretary/Treasurer

Tina Orlando
Recording Secretary

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**Capital Area Transportation Authority
INTERIM INCOME STATEMENT
For The Month Ending June 30, 2026**

										% of Fiscal Year Completed	
											75%
	June Actual	June Budget	Variance	% Variance		FY 2026 Actual YTD	FY 2026 Budget YTD	Variance	% Variance	FY 2026 BUDGET	% Annual Budget Revenues/Expense
REVENUES											
Farebox	\$ 205,329	\$ 242,400	\$ (37,071)	-15.3%		\$ 1,970,439	\$ 2,181,600	\$ (211,161)	-9.7%	\$ 2,908,800	67.7%
Contracted Services	\$ -	\$ 376,500	\$ (376,500)	-100.0%		\$ 3,616,373	\$ 3,388,500	\$ 227,873	6.7%	\$ 4,518,000	80.0%
Property Tax	\$ 2,085,997	\$ 2,345,500	\$ (259,503)	-11.1%		\$ 27,481,767	\$ 21,109,500	\$ 6,372,267	30.2%	\$ 28,146,000	97.6%
State Revenue	\$ 2,092,013	\$ 1,589,250	\$ 502,763	31.6%		\$ 16,866,937	\$ 14,303,250	\$ 2,563,687	17.9%	\$ 19,071,000	88.4%
Federal Revenue	\$ 206,913	\$ 142,500	\$ 64,413	45.2%		\$ 1,049,781	\$ 1,282,500	\$ (232,719)	-18.1%	\$ 1,710,000	61.4%
Other Revenue	\$ 112,594	\$ 164,700	\$ (52,106)	-31.6%		\$ 1,211,072	\$ 1,482,300	\$ (271,228)	-18.3%	\$ 1,976,400	61.3%
TOTAL REVENUES	\$ 4,702,846	\$ 4,860,850	\$ (158,004)	-3.3%		\$ 52,196,369	\$ 43,747,650	\$ 8,448,719	19.3%	\$ 58,330,200	89.5%
EXPENSES											
Labor	\$ 1,975,205	\$ 2,165,816	\$ 190,611	8.8%		\$ 19,525,110	\$ 19,492,344	\$ (32,766)	-0.2%	\$ 25,989,800	75.1%
Fringe Benefits	\$ 1,601,084	\$ 1,509,101	\$ (91,983)	-6.1%		\$ 12,807,174	\$ 13,581,909	\$ 774,735	5.7%	\$ 14,424,990	88.8%
Services	\$ 393,308	\$ 503,183	\$ 109,875	21.8%		\$ 4,425,227	\$ 4,526,644	\$ 101,417	2.2%	\$ 6,035,200	73.3%
Materials & Supplies	\$ 557,933	\$ 496,461	\$ (61,472)	-12.4%		\$ 4,444,603	\$ 4,466,152	\$ 21,549	0.5%	\$ 5,955,040	74.6%
Utilities	\$ 61,785	\$ 85,555	\$ 23,770	27.8%		\$ 792,605	\$ 769,995	\$ (22,610)	-2.9%	\$ 1,026,660	77.2%
Casualty & Liability	\$ 139,202	\$ 120,000	\$ (19,202)	-16.0%		\$ 1,311,007	\$ 1,080,000	\$ (231,007)	-21.4%	\$ 1,440,000	91.0%
Purch. Transportation	\$ 1,073,668	\$ 1,152,666	\$ 78,998	6.9%		\$ 10,059,233	\$ 10,373,994	\$ 314,761	3.0%	\$ 13,832,000	72.7%
Miscellaneous	\$ 176,538	\$ 169,381	\$ (7,157)	-4.2%		\$ 1,105,091	\$ 1,524,630	\$ 419,539	27.5%	\$ 2,032,780	54.4%
TOTAL EXPENSES	5,978,723	6,202,163	223,440	3.6%		54,470,050	55,815,668	1,345,618	2.4%	\$ 70,736,470	77.0%
NET INCOME (LOSS)	\$ (1,275,877)	\$ (1,341,313)	\$ 65,436			\$(2,273,681)	\$ (12,068,018)	\$ 9,794,337		\$ (12,406,270)	

Interim statements are subject to adjustments and year-end audit

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

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06/01/2026-06/30/2026

Cash Balance - 06/01/2026	\$ 4,278,598
Disbursements	\$ (9,380,349)
Receipts	\$ 11,270,824
Adjustments	\$ -
Cash Balance - 06/30/2026	<u>\$ 6,169,073</u>

Disbursements:

Cash Disbursements Register	\$ (4,666,766)
Payroll	\$ (2,085,301)
Healthcare (BlueCross Blue Shield)	\$ (610,041)
Transfers To the ASU Claims Account	\$ (18,241)
Transfers To the Investment Account	\$ (2,000,000)
Total Cash Disbursements	<u>\$ (9,380,349)</u>

Receipts:

Cash Receipt Register	\$ 11,270,824
Transfers From the Investment Account	-
Total Cash Receipts	<u>\$ 11,270,824</u>

Adjustments:

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

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

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06/01/2026-06/30/2026

CASH & INVESTMENT BALANCES	PORTFOLIO BALANCE	% OF TOTAL
<u>CASH & CASH EQUIVALENTS</u>		
FIFTH THIRD BANK - General Account	6,169,073	14.42%
FIFTH THIRD BANK - ASU Claims Account	15,678	0.04%
FIFTH THIRD BANK - Savings	559,195	1.31%
MSUFCU CD and Savings	286,606	0.67%
CASE Credit Union CD and Savings	287,468	0.67%
<u>FIXED INCOME INVESTMENTS</u>		
FIFTH THIRD BANK	35,449,289	82.89%
TOTAL	\$ 42,767,309	100.00%

INTEREST EARNED	INTEREST
INCOME EARNED ON INVESTMENTS:	
FIFTH THIRD BANK (Net of Expenses/Accrued Interest)	\$ 151,539
OTHER BANKS	2,444
TOTAL	\$ 153,983
Monthly Average Rate of Return	0.3600%
Annual Average Rate of Return	4.321%

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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06/01/2026-06/30/2026

Market Value at the Beginning of the Period - 06/01/2026 \$ 33,426,303

Portfolio Activity:

Transfers (To) or From General Checking 2,000,000

Net Income/(Loss) & Expenditures

Interest Earned	\$ 161,419
Accrued Interest Paid	(7,677)
Administrative Expenditures	(2,203)

Total Net Income/Loss & Expenditures 151,539

Realized Gains or (Loss) From Sales (1,847)

Market Appreciation

End of Period	\$ (30,832)
Beginning of Period	(17,943)

Unrealized Gain/(Loss) from Market Appreciation (48,775)

Change in Value From Accrued Income

Previous Accrued Income (-)	\$ (287,339)
Current Accrued Income (+)	209,408

Net Change from Accrued Income (77,931)

Market Value at the End of the Period - 06/30/2026 \$35,449,289

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 – PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) 2027 TARGETS

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

***Safety Event:** An unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

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

The four (4) measurements are calculated in Vehicle Revenue Miles (VRM's) and CATA uses 100,000 as the benchmark measurement of VRM's (see attached).

The data is compiled throughout the PTASP fiscal year (July through June) and is based on reporting through the National Transit Database (NTD) as required by the FTA. Annually, the SPT's must be updated along with any changes in the structure of the plan. The following amendments were made during 2026:

Amendment	Comments	Compliance Date
2027 Safety Performance Targets	Binder #2 Attachment	10.1.2026
VIA is currently classified as Direct Response Transit Network (DR TN). Per the FTA, VIA will now be classified as Direct Response Purchased Transportation (DR PT)	Removed from DR TN Added to DR PT	12.31.2026

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

The 2027 SPT's have been established and agreed upon by CATA's PTASP Joint Labor – Management Safety Committee on 08/06/2026 and are attached.

PROPOSED MOTION: That the CATA Board of Directors approves the Public Transportation Agency Safety Plan 2027 Safety Performance Targets to meet compliance with the FTA.

2026 PTASP Performance Indicators and 2027 Performance Targets for Tri-County							
Mode	Fixed Route (MB DO)		Demand Response Directly Operated (DR DO)		Demand Response - Contracted – Transdev & VIA (DR PT)		
Annual Vehicle Revenue Mileage	3,456,063		823,940		2,180,674		
Safety Performance Indicators 2026 (based on performance measures)							
July 1, 2025- June 30, 2026	Fatalities		Injuries		Events		Mean Distance Between Mechanical Failures
	Total	VRM	Total	VRM	Total	VRM	
(MB DO)	0	0.00	6	0.17	12	0.34	14,281
(DRDO)	0	0.00	1	0.12	1	0.12	21,127
(DR PT)	0	0.00	3	0.13	5	0.22	94,812
Safety Performance Targets 2027 (based on 3 Year Rolling Average)							
July 1, 2026- June 30, 2027	Fatalities		Injuries		Events		Minimum Mean Distance Between Mechanical Failures
	Total	VRM	Total	VRM	Total	VRM	
(MB DO)	0	0.00	<5.3	0.05	<11.6	0.11	11,750
(DRDO)	0	0.00	<2	0.08	<1	0.04	25,850
(DR PT)	<0.33	0.005	<2.6	0.04	<5.3	0.08	1,056,805

ACTION ITEM – RENEWAL OF APPOINTMENT TO LOCAL ADVISORY COUNCIL

The Local Advisory Council (LAC) is a committee of consumers and interested parties who advise the Board of Directors on public transportation issues relevant to seniors and persons with disabilities. In accordance with 1951 Public Act 51, 50% of the membership of the LAC must be seniors or persons with disabilities. Membership terms are three (3) years and have staggered expiration dates.

At the August 2026 LAC meeting, George Hanley was unanimously approved for reappointment to the LAC for a three-year term. Mr. Hanley has served on the LAC for over 10 years and his current term expires in August 2026. He represents persons with disabilities and is a resident of Delta Township.

CATA Board approval is sought to renew the appointment of George Hanley as a member of the CATA LAC.

PROPOSED MOTION: That the CATA Board of Directors approves the recommendation of the Local Advisory Council to reappoint George Hanley to a three-year term through August 2029.

ACTION ITEM – EXTENSION OF STUDENT HOUSING TRANSIT SERVICES AGREEMENT (ADDENDUM 21)

Since 2002, CATA has extended Route 26 public transit service to apartment complexes (the "Facilities") located north of Lake Lansing Road in East Lansing and Bath Township. This service has been subsidized by the owners of the Facilities through the Student Housing Transit Services Agreement (the "Agreement"). The initial term of the Agreement expired in May 2007, with a provision for annual extensions, subject to mutual agreement on service hours and other specific terms. The current extension, Addendum 20, was a one-year agreement and expired on July 31, 2026.

In preparation for Addendum 21 and in order to continue the Agreement for another year through July 31, 2027, Staff has contacted management at the Facilities to confirm ownership and management status, their desire to continue the service, and the expected occupancy at each of the complexes.

Revenue under Addendum 21 is projected to be \$498,957.35. This amount has increased from last year, as a direct result of modified service levels on Route 26.

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

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute Addendum 21 to the Student Housing Transit Services Agreement for the period from August 1, 2026, through July 31, 2027, for extended public transit services, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – GRAND AVENUE BUS LANE

CATA is planning renovations to the façade of the downtown CATA Transportation Center (CTC), located at 420 S. Grand Avenue. The proposed project includes improvements along the Grand Avenue frontage, converting a portion of the existing sidewalk and landscaped area into curbside bus parking and a new sidewalk. These enhancements will support CATA's operations while addressing the facility's ongoing maintenance and infrastructure needs.

An Invitation for Bid (IFB) for the Grand Avenue Bus Lane was issued on May 12, 2026. A non-mandatory pre-bid meeting was conducted on May 18, 2026. The IFB was distributed to four (4) vendors and posted online at The Builders Exchange, Construct Connect, Transit Talent and on CATA's website. Sealed bids were received on June 30, 2026, and opened publicly at CATA's Administration Building.

The following firm submitted a bid:

<u>Firm</u>	<u>Base Bid</u>
E.T. MacKenzie Company, Michigan	\$685,981.00

E.T. MacKenzie Company submitted the sole base bid of \$685,981. CATA staff and its architect and engineering firm, Progressive AE, conducted a virtual post-bid interview and determined that E.T. MacKenzie Company is a responsive, responsible, and qualified bidder that meets the project specifications.

Staff recommends awarding the project to E.T. MacKenzie Company for \$685,981 plus \$6,500 for the bid bond, for a total of \$692,481.

Additionally, a contingency reserve equal to 10% of the total construction value in the amount of \$69,248.10 is included to address unforeseen costs that may arise during the construction phase.

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

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with E.T. MacKenzie Company, Michigan, for the Grand Avenue Bus Lane. The contract includes the base bid of \$685,981, a bid bond of \$6,500, and a 10% contingency reserve of \$69,248.10, for a total price not to exceed \$761,729.10 of federal and state grant funds, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

ACTION ITEM – CATA RURAL SERVICE FARE STRUCTURE MODIFICATION

CATA Rural Service (CRS) provides demand-response transportation to residents throughout the Authority's rural service area. The current fare structure is based upon trip distance, with Regular one-way fares of either \$2.25, for trips under 10-miles or \$3.25, for trips 10-miles and over, and Discounted one-way fares of either \$1.00, for trips under 10-miles, or \$1.50, for trips 10-miles and over, for eligible riders presenting an approved reduced fare identification card.

Staff recommends replacing the existing distance-based fare structure with a simplified, consistent fare for all CATA Rural Service trips. Under the proposed structure, all regular one-way fares would be established at \$2.25 regardless of trip distance, while all eligible discounted one-way fares would be established at \$1.00. This modification would simplify fare administration, improve customer understanding of the fare structure, and eliminate the need to determine fares based upon trip mileage.

In accordance with CATA Board Policy No. 603, it is the responsibility of the Board of Directors to determine the fare structure of the Authority. Staff has completed the required Title VI Fare Equity Analysis, including a review of potential impacts to minority and low-income populations and any disproportionate burden or disparate impact from the proposed change, in accordance with the Authority's Title VI Program, to which none were found.

If approved, the following fare structure would become effective with the Fall 2026 service changes:

<u>Fare Type</u>	<u>Current</u>	<u>Proposed</u>
Regular One-Way Fare	\$2.25 or \$3.25 (distance-based)	\$2.25 (flat fare)
Discount One-Way Fare	\$1.00 or \$1.50 (distance-based)	\$1.00 (flat fare)

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

PROPOSED MOTION: That the CATA Board of Directors authorize implementation of the proposed CATA Rural Service fare structure modifications, effective with the Fall 2026 service changes, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM – CONNECTOR FARE MODIFICATION

The Mason Connector and Williamston/Webberville Connector are commuter services designed to connect residents of the rural portions of CATA's service area with the Authority's fixed-route transit network. These services currently utilize a fare structure that differs from CATA's traditional fixed-route services, with a Regular one-way fare of \$2.25 and a Discounted one-way fare of \$1.00.

Following a review of the Connector services and their similarity to the Authority's fixed-route network, albeit with allowable deviations, staff recommends aligning Connector fares with CATA's existing fixed-route fare structure. This modification would simplify the fare system, improve consistency across similar service types, and provide customers with a more intuitive fare structure.

In accordance with CATA Board Policy No. 603, it is the responsibility of the Board of Directors to determine the fare structure of the Authority. Staff has completed the required Title VI Fare Equity Analysis, including a review of potential impacts to minority and low-income populations and any disproportionate burden or disparate impact from the proposed change, in accordance with the Authority's Title VI Program, to which none were found.

If approved, the following fare changes would become effective with the Fall 2026 service changes:

<u>Fare Type</u>	<u>Current</u>	<u>Proposed</u>
Regular One-Way Fare	\$2.25	\$1.25
Discount One-Way Fare	\$1.00	\$0.60

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

PROPOSED MOTION: That the CATA Board of Directors authorize implementation of the proposed fare modifications for the Mason Connector and Williamston/Webberville Connector services, effective with the Fall 2026 service changes, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

ACTION ITEM - 2026 PROPERTY TAX LEVY

At the August 19, 2026, Board of Directors meeting, a public hearing was held on the Fiscal Year 2027 Budget and the 2026 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

PROPOSED MOTION: That the CATA Board of Directors authorizes the levy of ad valorem property taxes for the year 2026 of 3.007 mills. The Board of Directors further directs staff to file the required Form L-4029 with the appropriate jurisdictions.

ACTION ITEM – FISCAL YEAR 2027 BUDGET APPROVAL

At the August 19, 2026, Board of Directors meeting, a public hearing was held on the Fiscal Year 2027 Budget and the 2026 Property Tax Levy.

Staff recommends that the Board of Directors adopt the following proposed motion as set forth below.

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 2027, upon which public hearing was held at a regular meeting of the Board on August 19, 2026, is adopted as the general appropriation of total revenues of the Authority to defray expenditures and meet the liabilities in Fiscal Year 2027 (October 1, 2026, through and including September 30, 2027).
2. In accordance with the Truth in Budgeting Act, the Board states that the Authority's levy for 2026 of 3.007 mills of ad valorem property taxes as provided for in the Budget and authorized by resolution adopted on August 19, 2026, 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 2027 are approved.

INFORMATION ITEMS

AUGUST 19, 2026

1. JUNE RIDERSHIP REPORT
2. JUNE RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JULY 2026
4. CATA ONE UPDATE
5. LAC MINUTES FOR JUNE 2026
6. ANNUAL UPDATE ON JOB DESCRIPTIONS
7. SALARY RANGES FY 2026-2027

JUNE 2026 RIDERSHIP REPORT

Total system rides – June	404,959
Average weekday system ridership	15,500
Average weekday system ridership change June 2026 to June 2025	+3.0%

June 2026 vs. June 2025

	Percentage Change	Ridership Change
Monthly total system ridership	+6.0%	+22,859
Monthly Urban Fixed-Route change	+5.1%	+15,632
Monthly MSU campus ridership change	-44.2%	-755
Monthly Spec-Tran ridership change	+4.1%	+1,076
Monthly Total Paratransit ridership change	+8.7%	+2,701

FY 2026 YEAR TO DATE RIDERSHIP

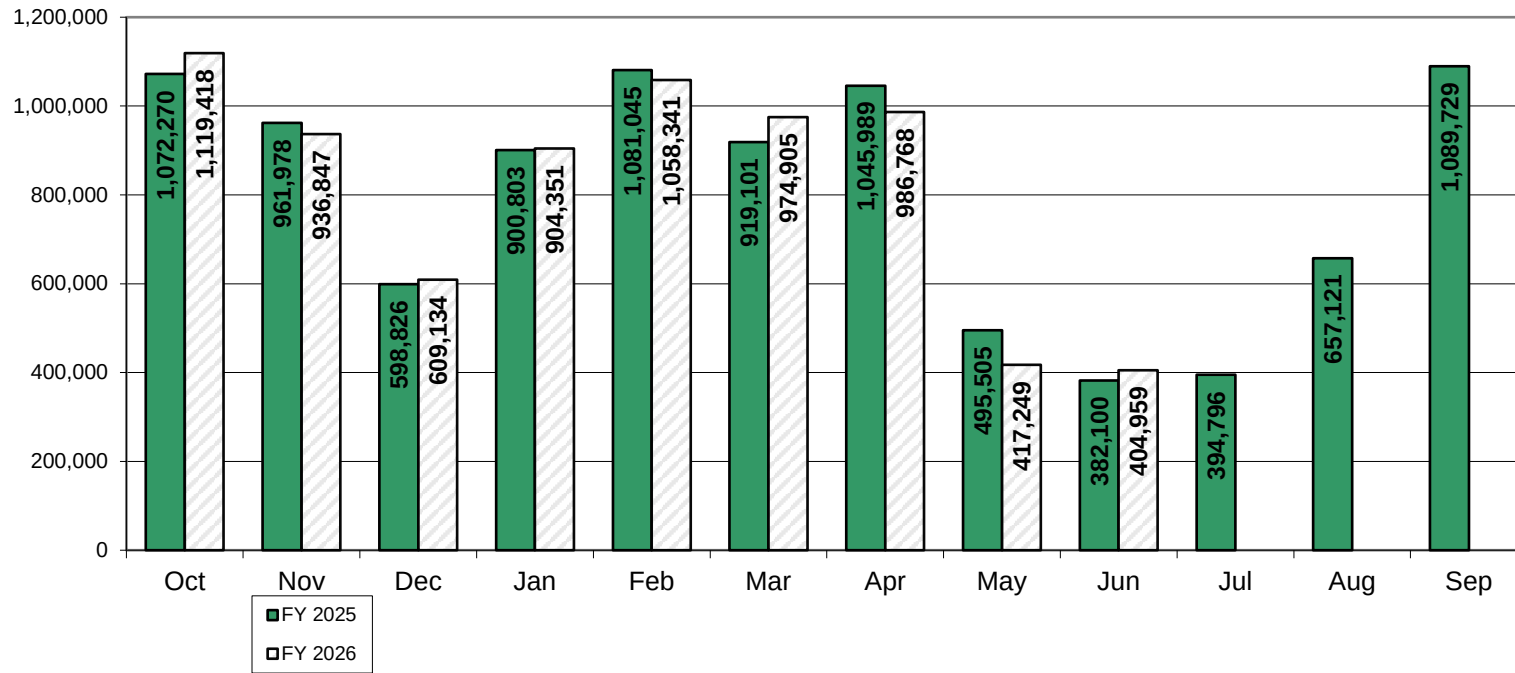
Total system rides – FY 2026:	7,411,972
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FY 2026 vs. FY 2025

	Percentage Change	Ridership Change
Total system rides change	-0.6%	-45,645
Year-to-Date Spec-Tran ridership change	+2.6%	+6,115
Year-to-Date Total Paratransit ridership change	+5.7%	+16,800

Notes: None.

CATA's Monthly Ridership: FY 2025 & FY 2026



INFORMATION ITEM - FUEL PURCHASE FOR JULY 2026

The following lists our prices for diesel fuel for July 2026

<u>Date of Delivery</u>	<u>Price Per Gallon</u>
07/02/2026	\$3.1810
07/08/2026	\$3.1405
07/15/2026	\$3.6970
07/22/2026	\$3.7820
07/27/2026	\$3.8900

FY 2026 Current average per gallon fuel cost	\$3.54
FY 2026 Budget per gallon fuel cost	\$2.35

CATA One Volunteer Event

On Friday, July 24, 2026, members of CATA One volunteered at the Boys & Girls Club of Lansing, spending the afternoon engaging with youth through a variety of fun and interactive activities. Volunteers participated in arts and crafts, gym activities, flag football, billiards, shuffleboard, and video games, creating a positive and memorable experience for the children.

Some of our members had the privilege of serving as guest judges for the flowerpot decorating contest, which showcased the children's creativity and enthusiasm.

Most importantly, the event provided an opportunity to build meaningful connections, create lasting memories, and support the outstanding work of the Boys & Girls Club of Lansing. CATA One is proud to give back to our community and appreciates everyone who volunteered their time to make the event a success.

Respectfully submitted,

Marshea Brown
Chair, CATA One
Director of Human Resources



LOCAL ADVISORY COUNCIL MEETING
WEDNESDAY, JUNE 3, 2026
3:30 P.M. - ZOOM

MEMBERS PRESENT: Deb Wiese, Chair
Erin Shannon, Vice Chair
Leah March-Pons
Diana Paiz
George Hanley
Doug Lecato

MEMBERS ABSENT: Gloria Johnson-Cannon, Jeffrey Allshouse, Geneva Smith, Darrin Fowler, Gill Lemonde, and Caleb Adams

CATA BOARD MEMBER: Kellie Blackwell

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

TRANSDEV PERSONNEL: Simone Moore and Corinne McCullem

GUESTS: Krista Abdallah and Katie Corr

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

PUBLIC COMMENTS:
None

APPROVAL OF JUNE AGENDA

MOTION:
A motion to approve the June 2026 agenda was moved by Diana Paiz and supported by Erin Shannon.

VOTE: Motion passed unanimously.

APPROVAL OF APRIL MINUTES

MOTION:
A motion to approve the April 2026 minutes was moved by Leah March-Pons and supported by Doug Lecato.

VOTE: Motion passed unanimously

LAC CHAIR COMMENTS – Deb Wiese
None.

BOARD LIAISON REPORT – Kellie Blackwell

See attached report.

Doug Lecato inquired about the capacity of the full-size vans.

Craig Frazier stated that the capacity of the full-size vans seat approximately nine (9) passengers while the cutaway buses seat between nine (9) to seventeen passengers.

CATA CEO REPORT – Bradley Funkhouser

Budget

Bradley Funkhouser stated that CATA's operating budget FY 2027 will be presented to the CATA Board of Directors, per policy by June 30, 2026. He explained that over the past six (6) months, CATA has been reviewing service efficiencies and does not expect to have any major cuts.

Comprehensive Operational Analysis (COA)

Bradley Funkhouser stated that CATA's COA is currently in Phase II of the extensive study. He explained that Phase II will end on June 12 and Phase III will begin this fall. Mr. Funkhouser shared the survey link online and welcomed everyone to participate if they have not done so already.

511 S. Washington Avenue

Bradley Funkhouser stated that CATA held their May Board meeting at the new downtown building located at 511 S. Washington Avenue and will continue to have future Board meetings there. Mr. Funkhouser explained that some of the IT staff have already been working at the new location. He noted that renovation plans will continue through the summer and into the fall and hopes that the community center on the rear side of the building will be ready to open by spring.

CATA DIRECTOR OF OPERATIONS REPORT – Todd Brooks

Holiday Service

Todd Brooks reminded everyone that CATA offers limited service on the following holidays including Easter, July 4, Thanksgiving, and Christmas.

CATA Community Partnerships

Todd Brooks stated that CATA will continue their relationship with the Saturday Breakfast Outreach group. He shared that the group comes into the CTC every Saturday between 11:00 a.m. and Noon to serve breakfast to anyone in need.

East Lansing Art Fair

Todd Brooks stated that CATA provided transportation to over 1,200 riders to the East Lansing Art Fair this year which took place on May 15 and 16.

All Operator Training (AOT)

Todd Brooks stated that CATA is in the middle of AOT which includes operators, supervisors, and CXR representatives. He explained that various departments take part to provide continual yearly training.

PARATRANSIT OPERATIONS MANAGER – Craig Frazier

New Website

Craig Frazier stated that an accessibility audit was conducted on CATA's new website. He shared that the new website was found to be 100% compliant with WCAG 2.2 AA standards.

CATA Rider Experience (RX) APP

Craig Frazier stated that the LAC will be testing the RX app once it goes live. He explained that CATA's IT department, and a representative from Trapeze have been meeting weekly to reconfigure the entire app.

TRANSDEV – Simone Moore

Simone Moore welcomed Corinne McCullem, Operations Manager from Transdev, to the LAC meeting.

Simone Moore shared that Transdev continues to make safety a priority by implementing a "Perfect Safety Day" program. She also stated that Transdev's Human Resources department has had success in their recruiting efforts. Ms. Moore noted that they are near to reaching full staffing levels for operators and will continue to recruit certified mechanics.

Diana Piaz expressed her appreciation for Transdev's efforts in providing better service. She noted that there does seem to be some disconnect between the operators and payment through the CATA Rydz mobile app.

Simone Moore stated that the issue was addressed and Transdev will continue to provide more training to their operators.

SERVICE QUALITY SUBCOMMITTEE (SQS) – Erin Shannon

See attached report.

Chair Wiese stated she spoke to Hannah Kindree, Digital Accessibility Specialist, about having some LAC members review CATA's new website. Chair Wiese explained that she offered some suggestions that Ms. Kindree is reviewing.

Diana Piaz inquired whether the new website offers turn-by-turn directions in text form.

Craig Frazier confirmed that the new website offers turn-by-turn directions in text form.

OLD BUSINESS:

None.

NEW BUSINESS:

None.

MEMBER COMMENTS / ANNOUNCEMENTS:

Diana Paiz stated that she is a member of the East Lansing Senior Commission. She shared that one of the goals of the commission is to inform the senior community about transportation alternatives to driving personal vehicles. Diana Paiz connected CATA with the director of the senior program, and as a result, CATA will be participating in the transportation fair and the transportation speaker series planned for this fall.

George Hanley stated he would like to thank CATA's staff and operators who reached out to inquire about his brother's health condition. He also inquired about the status of his request for a wheelchair for his neighbor who will be participating in an upcoming marathon.

Craig Frazier stated that he was sorry to hear about his brother's health condition and he will pass the information on. He also inquired whether Mr. Hanley had reached out to Disability Network Capital Area about a wheelchair for his neighbor.

George Hanley confirmed that he had reached out to Disability Network Capital Area.

Kellie Blackwell suggested reaching out to Programs Educating All Cyclist (PEAC) as a possible resource.

PUBLIC COMMENT:

Katie Corr shared her concerns about some issues with Spec-Tran.

Chair Wiese invited Ms. Corr to participate in the next LAC's Service Quality Sub-Committee (SQS) meeting on July 1, where she can share her ideas on how to improve service for people with autism.

ADJOURNMENT:

MOTION:

A motion to adjourn was moved by George Hanley and supported by Diana Paiz.

VOTE: Motion passed unanimously.

Chair Wiese adjourned the meeting at 4:36 p.m.

Respectfully submitted,

Darren Horn
Paratransit Operations Supervisor

Victoria Joseph
Operations Administrative Assistant

INFORMATION ITEM – ANNUAL UPDATE OF JOB DESCRIPTIONS

Board Policy #102 includes a provision for the CEO/Executive Director to present to the Board at the time of the budget approval, new job positions which are recommended and job descriptions that have been changed. All the positions to be approved are in the organization charts that are included in the Operating and Capital Budget FY 2027 that was submitted to the Board. The salary range for all positions, including new positions, is submitted in this Board packet as a separate information item. Changes to the salary ranges are recommended for FY 2027.

Revisions to the following positions are proposed:

1. Body Technician – Updated essential functions, duties and qualifications
2. Director of Marketing – Updated job description title, essential functions, duties and qualifications
3. Mechanic Second Class – Updated essential functions, duties and qualifications

Body Technician

Job Summary - Essential Functions:

The Body Repair Technician is responsible for making body repairs, major or minor, on all vehicles, and assist mechanics whenever needed. These essential functions include the following:

- Body panel removal, repair, and replacement
- Glass removal and replacement
- External mirror removal, repair and replacement
- Fiberglass and bondo repairs
- Decal installation and removal (internal and external)
- Seat insert/cushion installation, repair and replacement (driver and passenger seats)
- Bike rack and mounting bracket removal, repair and replacement

The candidate must provide a complete set of tools to efficiently perform the job described. This includes a complete set of mechanic's tools (excluding special tools) up through 1¼ inch size wrenches and sockets, including metric tools required to do the job up to 20 mm.

Reports To: Maintenance Supervisor

Qualifications:

- High school diploma or equivalent.
- Possess and maintain a valid driver's license from the State of Michigan and submit a clean five (5) year driving record with application.
- Must possess a Michigan Chauffeur based "BP" temporary instruction CDL permit (T.I.P.) prior to hire date.
- Must possess a valid State of Michigan Group B Commercial Driver License with Passenger and Air Brake Endorsement within 90 days of hire.
- Verifiable prior experience in body repair (light or heavy)
- Must possess a Fork Lift Driving Certificate or obtain within 90 days of employment.

Physical Requirements:

- Lifting and carrying up to 100 lbs.
- Constant standing, walking, bending, stooping, kneeling, crouching, crawling, climbing, balancing, and twisting
- Ability to use hands to operate tools, grasp, push, pull, and steady arms for extended periods
- Precise finger movements for small parts and controls

This job description is stated in general terms and does not describe all duties
which may be assigned or required.

Effective: Dec. 18, 2025

Director Of Marketing

Job Summary

As CATA's chief marketing and public information officer, the Director of Marketing is a multi-dimensional strategist, adviser, problem solver and integrator; a collaborative leader that develops, integrates, aligns and executes both offensive and defensive communications. Incumbent oversees the communications strategy and function, and all its related disciplines – public affairs, public relations, corporate communications, marketing, advertising, and new media. Incumbent directs reporting employees to achieve departmental goals that support CATA's mission, vision and values. Additionally, the incumbent assists in defining and evaluating the organization's achievement of strategic goals, playing a key role in advising the Chief Executive Officer on emerging issues that directly or indirectly impact CATA's brand and reputation.

Essential Functions:

- Strategic, research-based decision-making and approach to managing CATA's overall brand, reputation, and the day-to-day activities of reporting department personnel in achieving CATA's strategic goals and objectives.
- Advise CATA CEO and partner with other senior leaders on all communications and public affairs.
- Create, deliver and drive organizational strategy and message development for small- and large-scale marketing initiatives, campaigns, announcements and releases, using all available media and outlets.
- Oversee content development throughout all channels, media and technology for services, products and internal/external documentation.
- Assist CEO and other senior leaders on internal communication, culture development, brand communication strategy and opportunities to share CATA's brand and story publicly.
- Responsible for strength-of-bench talent and developing the next generation of communicators who can operate well in a fast-paced environment and demonstrate strategic intuitiveness along with the technical competencies needed to manage communication for multiple stakeholders across multiple platforms.
- Responsible for all public relations within CATA; building, sustaining and managing the organization's reputation as seen and understood by the public and CATA's various stakeholders.
- Liaise with teams within the organization for crisis management.
- Manage, write and communicate press releases to the public and media.
- Oversee communication strategy, including social media and social networking.
- Management of the overall organizational and company brand and reputation, serving as CATA's brand evangelist, and advocating for the company and its customers.
- Effective and decisive execution of public relations and brand-management strategies, including crisis management and communications.

- Oversight of Marketing Department personnel and activities.
- Seamlessly partner with other CATA Directors, Deputy CEO and CEO to achieve CATA's strategic goals, primarily where overlapping responsibilities and interests converge, e.g., service changes and development, marketing research, media relations, triennial review, job fairs, employee pride-building activities, mobile fare payment, security cameras, PASS, etc.
- Create a meaningful connection for CATA with organizations, businesses, government agencies, nonprofits, business leaders within the tri-county region to achieve CATA's strategic goals and objectives (e.g., CATA's Regional Advocacy for Disadvantaged Populations include partnerships with City of Lansing Community Relations & Human Services Department, Advent House Ministries, Capital Region Housing Collective, Power of We Consortium).
- Procurement and oversight of contracted service providers within scope and budget for departments of oversight, including a public relations advisor, full-service public relations firm, three full-service marketing and advertising creative agencies, a market-research firm, a website maintenance and development firm.
- Assist CEO with the management of governmental, legislative and public affairs.
- Define, implement and account for departmental workflow processes that effectively allow for oversight of projects, programs and campaigns, production timelines, budget impacts, measurements of success and analyses.
- Define and manage fiscal year budgets for departments of oversight, including a monthly review of variance reports and year-to-date assessment of budget activities with budget managers.
- Evaluate and motivate reporting employees to achieve departmental and organizational goals and objectives.

Job Duties:

This position is responsible for capably managing the Marketing Department, defining and implementing efficient and effective processes that support CATA's strategic objectives and goals. Responsibilities require flexibility in working outside of normal business hours.

- Direct the development and execution of advertising, marketing and public relations plans and strategies to support Board-approved objectives.
- Direct, implement and oversee budgets for the Marketing Department as approved by CATA's Board of Directors.
- Oversees contracted service providers, ensuring that all scopes of work are met within budget.
- Direct and execute advertising and marketing programs, campaigns and events.
- Manage positive and effective public and customer relations, resulting in an impeccable brand image and reputation.

- Effectively work with regional leaders, targeting existing and new audiences and markets toward which to promote CATA's mission, vision, values and strategic objectives.
- Oversee the process and production of route schedules, promotional pieces and internal forms to ensure understanding of audience and adherence to brand, message, budget.
- Oversee the branding and messaging of internal communications, programs and special projects that raise employee awareness of CATA's products and services.
- Direct and implement promotions, sponsorships, communications and special events that increase public/community awareness of CATA's services.
- Oversee planning and implementation of employee pride-building and enrichment activities, such as fundraising activities, community-based events (Silver Bells, Trick or Treat on the Square) and other programs.
- Design and implement departmental work-flow processes that ensure end-user compliance and success in managing and communicating about projects.
- Plan and direct the writing, editing and publishing of internal and external communications including Community Report, History Document, website content, informational items, press releases/advisories, speeches/talking points and brochures to raise awareness of CATA's value to the community and ensure public support of the Authority's efforts.
- Provide timely, reliable and effective reports and communications, written and oral.
- Assist the CEO/Executive Director as requested.
- Provide backup and relief for other departments as needed.
- Participate as an effective member of the CATA administrative and management team and perform all duties described.

Reports To: CEO/Executive Director

Supervises:

- Marketing Manager – Service Information
- Marketing Administrative Assistant
- Marketing and Media Relations Strategist
- Digital Accessibility Specialist

Qualifications:

- Bachelor's degree required; master's degree preferred with minimum of 10 years of experience in communications field, preferably marketing and/or public relations. Public transit experience preferred. Minimum of 10 years of experience in supervisory role.

- Demonstrated ability to oversee the creation, distribution, modification and management of digital media for the purpose of broadcasting or communicating information (including text, audio, video and graphics) transmitted over the Internet for viewing on the Internet through a screen, including user experience.
- Outstanding writing and communication skills, including experience in composing speeches, reports, web and social content, articles, and internal and external newsletters.
- Strong organizational and work-flow process skills; ability to manage multiple tasks concurrently.
- Proficient computer skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook, Visio) or comparable products required. Proficiency with Adobe Creative Suite (Photoshop, InDesign, Illustrator) a plus.
- Ability to communicate effectively, manage details, meet competing deadlines and work strategically and independently to meet common organizational objectives.
- Neat and professional appearance.
- Able to perform essential functions, duties and tasks as assigned.
- Must be cooperative, willing to work with and learn from others, and able to respond productively to change.
- Punctual and reliable attendance as necessary to meet ongoing service requirements for public transportation.

This job description is stated in general terms and does not include all assigned or required duties.

Effective: March 24, 2026

Mechanic Second Class

Job Summary - Essential Functions:

Inspection, diagnosis and make repairs both major and minor to all types of equipment and their components, including the duties of a Mechanic Helper, Utility and in the following areas:

- Suspension – Air Spring, Hydraulic
- Pneumatic Systems – Brakes, Steering, Accessories
- Hydraulic Systems – Brakes, Steering, Accessories
- Electrical Systems – Starting and Charging
- Ignition, Gas tune-up, Scope Analysis
- Chassis Wiring and Accessories
- Heating and Air Conditioning
- Installation and Removal of Fareboxes
- Welding – General Knowledge and Basic Application
- Minor body work and panel replacement
- Installation and removal of Information Technology (I.T.) and electronic hardware

The candidate may also direct, in a training capacity, the activities of a Mechanic Helper when requested by management.

The candidate must provide a complete set of tools to efficiently perform the job described. This includes a complete set of mechanic's tools (excluding special tools) up through 1¼ inch size wrenches and sockets, including metric tools required to do the job up to 20 mm.

Reports To: Maintenance Supervisor

Qualifications:

- Must submit a driving record from the State of Michigan for at least five (5) years prior to application and have no current points.
- Must possess and maintain a valid driver's license from the State of Michigan.
- Must possess a Michigan Chauffeur based "BP" temporary instruction CDL permit (T.I.P.) prior to hire date.
- Must possess a valid State of Michigan Group B Commercial Driver License with Passenger and Air Brake Endorsement within 90 days of hire.
- Must possess three (3) State of Michigan certifications.
- Must be able to pass a written qualification test administered by CATA with a passing score of 70% or higher prior to the date of hire.
- Must be able to obtain an Industrial Forklift permit within 30 days of employment.
- CATA does operate 7 days a week, and you are expected to be available to work any shift. This is not seasonal or on-call work.

- Able to read and speak English with comprehension and follow procedures and policies.
- Must maintain a neat appearance.
- Consistently provide prompt, courteous, and appropriate service to the public.
- Must be able to pass a physical examination, vision screening, and drug screen administered by a physician designated by the Capital Area Transportation Authority.
- Punctual and reliable attendance is necessary to meet ongoing service requirements for public transportation.

Physical Requirements:

- Lifting and carrying up to 100 lbs.
- Constant standing, walking, bending, stooping, kneeling, crouching, crawling, climbing, balancing, and twisting
- Ability to use hands to operate tools, grasp, push, pull, and steady arms for extended periods
- Precise finger movements for small parts and controls

This job description is stated in general terms and does not describe all duties which may be assigned or required.

Effective Dec. 18, 2025

COMPENSATION RANGES - FISCAL YEAR 2027			
FULL-TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
Deputy CEO	\$113,656	\$147,752	\$181,851
Director of Finance	\$95,345	\$123,949	\$157,129
Director of Information Technology Services	\$95,345	\$123,949	\$157,129
Director of Maintenance	\$95,345	\$123,949	\$157,129
Director of Marketing	\$95,345	\$123,949	\$157,129
Director of Operations & Customer Experience	\$95,345	\$123,949	\$157,129
Director of Human Resources	\$95,345	\$123,949	\$157,129
Director of Planning and Development	\$95,345	\$123,949	\$157,129
Acting Financial Compliance Manager	\$70,625	\$91,814	\$113,000
Customer Experience Manager	\$70,625	\$91,814	\$113,000
Facilities Manager	\$70,625	\$91,814	\$113,000
Finance Manager	\$70,625	\$91,814	\$113,000
Grants Manager	\$70,625	\$91,814	\$113,000
Information Technology Manager	\$70,625	\$91,814	\$113,000
Human Resources Manager	\$70,625	\$91,814	\$113,000
Marketing and Media Relations Strategist	\$70,625	\$91,814	\$113,000
Marketing Manager	\$70,625	\$91,814	\$113,000
Maintenance Superintendent	\$70,625	\$91,814	\$113,000
Operations Manager	\$70,625	\$91,814	\$113,000
Operations Manager - Information Technology	\$70,625	\$91,814	\$113,000
Operations Manager - Paratransit	\$70,625	\$91,814	\$113,000
Purchasing and Contracts Manager	\$70,625	\$91,814	\$113,000
Safety and Training Manager	\$70,625	\$91,814	\$113,000
Safety Manager	\$70,625	\$91,814	\$113,000
Service Planning/Scheduling Manager	\$70,625	\$91,814	\$113,000
Senior Manager, Data Analytics	\$70,625	\$91,814	\$113,000
Assistant Marketing Manager	\$57,890	\$75,048	\$92,366
Customer Experience Supervisor	\$57,890	\$75,048	\$92,366
Executive Assistant	\$57,890	\$75,048	\$92,366
Grants Administrator	\$57,890	\$75,048	\$92,366
Human Resources Generalist	\$57,890	\$75,048	\$92,366

Human Resources Recruitment Coordinator	\$57,890	\$75,048	\$92,366
Human Resources Talent Acquisition Specialist	\$57,890	\$75,048	\$92,366
Maintenance Supervisor	\$57,890	\$75,048	\$92,366
Maintenance Supervisor - Service Parts Inventory	\$57,890	\$75,048	\$92,366
Maintenance Supervisor - Utility	\$57,890	\$75,048	\$92,366
Maintenance Training Supervisor	\$57,890	\$75,048	\$92,366
Operations Applications Administrator	\$57,890	\$75,048	\$92,366
Operations Supervisor - Lead	\$57,890	\$75,048	\$92,366
Operations Supervisor	\$57,890	\$75,048	\$92,366
Operations Supervisor - Ops Center	\$57,890	\$75,048	\$92,366
Operations Supervisor - MSU	\$57,890	\$75,048	\$92,366
Operations Supervisor - Street	\$57,890	\$75,048	\$92,366
Paratransit Supervisor	\$57,890	\$75,048	\$92,366
Procurement Specialist II	\$57,890	\$75,048	\$92,366
Purchasing Supervisor	\$57,890	\$75,048	\$92,366
Safety Supervisor	\$57,890	\$75,048	\$92,366
Senior Accountant/Accountant II	\$57,890	\$75,048	\$92,366
Training Supervisor	\$57,890	\$75,048	\$92,366
Accountant I	\$46,188	\$60,038	\$73,893
Clean Commute Options Specialist	\$46,188	\$60,038	\$73,893
Customer Experience Team Lead	\$46,188	\$60,038	\$73,893
Floating Administrative Assistant	\$46,188	\$60,038	\$73,893
Facilities Administrative Assistant	\$46,188	\$60,038	\$73,893
Facilities Technician	\$46,188	\$60,038	\$73,893
General Accountant	\$46,188	\$60,038	\$73,893
Human Resources Assistant	\$46,188	\$60,038	\$73,893
Human Resources Administrative Assistant	\$46,188	\$60,038	\$73,893
Information Technology Services Technician	\$46,188	\$60,038	\$73,893
Information Technology Services Vehicle Tech Coordinator	\$46,188	\$60,038	\$73,893
Maintenance Materials Administrator	\$46,188	\$60,038	\$73,893
Marketing Specialist	\$46,188	\$60,038	\$73,893
Marketing Administrative Assistant	\$46,188	\$60,038	\$73,893
Operations Administrative Coordinator	\$46,188	\$60,038	\$73,893
Planning Analyst	\$46,188	\$60,038	\$73,893

Procurement Specialist	\$46,188	\$60,038	\$73,893
Shelter and Sign Technician	\$46,188	\$60,038	\$73,893
Server and Network Administrator	\$46,188	\$60,038	\$73,893
Training Specialist	\$46,188	\$60,038	\$73,893
Customer Experience Representative	\$33,256	\$43,193	\$55,549
Custodian	\$33,256	\$43,193	\$55,549
Facilities and Grounds Maintenance	\$33,256	\$43,193	\$55,549
Paratransit Representative	\$33,256	\$43,193	\$55,549
Paratransit Scheduler	\$33,256	\$43,193	\$55,549
Procurement Clerk	\$33,256	\$43,193	\$55,549
PART-TIME POSITIONS	MINIMUM	MID RANGE	MAXIMUM
	Per Hour	Per Hour	Per Hour
Accounting Clerk	\$15.30	\$19.67	\$24.04
Customer Information Representative	\$15.30	\$19.67	\$24.04
Facilities and Grounds Maintenance	\$15.30	\$19.67	\$24.04
Information Technology Services Technician	\$15.30	\$19.67	\$24.04
Marketing/Digital Marketing/Human Resources/Planning Intern	\$15.30	\$19.67	\$24.04
Paratransit Representative	\$15.30	\$19.67	\$24.04
Ambassador	\$15.30	\$19.67	\$24.04
Ride Guide	\$15.30	\$19.67	\$24.04