CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 19, 2020
4:00 P.M. - CATA ADMINISTRATIVE OFFICE BUILDING

AGENDA

I. CALL TO ORDER

II. PUBLIC COMMENTS & CORRESPONDENCE TO THE BOARD

III. CHAIR’S COMMENTS

- Policy Committee Report

IV. CHIEF EXECUTIVE OFFICER’S REPORT

V. ACTION ITEMS – PROPOSED CONSENT AGENDA

A. APPROVAL OF MINUTES OF JANUARY 15, 2020, BOARD MEETING

B. APPROVAL OF MINUTES OF JANUARY 15, 2020, BOARD RETREAT MEETING

C. APPROVAL OF TREASURER’S REPORT FOR DECEMBER 2019

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

D. PUBLIC RELATIONS CONTRACT EXTENSION – MARTIN – WAYMIRE

PROPOSED MOTION: That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the extension of CATA’s contract with Martin-Waymire through July 1, 2020, not to exceed $49,500 for public relations services, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

VI. DISCUSSION AGENDA

VII. OLD BUSINESS

VIII. NEW BUSINESS

IX. PUBLIC COMMENT
X. EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT

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

XI. ADJOURNMENT
CORRESPONDENCE TO THE BOARD

1. Email from Del Peterson
   January 21, 2020

2. Email from Emma Johnson
   January 22, 2020

3. Email from Kevin Mahany
   February 12, 2020
ITS Technology Usage and Feasibility in Small Urban, Rural, and Tribal Transit

Dear Nathan Triplett,

Thank you to everyone who has already completed the survey. We appreciate your insight.

The Small Urban and Rural Transit Center (SURTC) at NDSU invites you to participate in this research study by completing an Intelligent Transportation Systems (ITS) usage survey. The purpose of this study is to evaluate current and future ITS practices within small urban and rural transit agencies. This research will help decision makers improve current ITS technology policies, so your input and expertise are greatly needed and appreciated. All information shared will be completely confidential. We only ask for your location for specific research study purposes. The survey should take a total of 5-15 minutes to complete. Thank you for your time.

Survey Link Below:
Intelligent Transportation Systems (ITS) usage survey

Del Peterson
Associate Research Fellow / Small Urban & Rural Transit Center
Upper Great Plains Transportation Institute
NORTH DAKOTA STATE UNIVERSITY

Dept. 2880, PO Box 6050 / Fargo, ND 58108-6050
Ph: 701-231-5908 / Fax: 701-231-1945
http://www.ndsu.edu/ / http://www.surtc.org/
Tina Orlando

From: info@cata.org
Sent: Wednesday, January 22, 2020 11:13 AM
To: Cata Board
Subject: Contact CATA Board Form Submission

A new message from the Contact CATA Board form has been submitted.

Name: Emma Johnson
Email: emmacj4@gmail.com
Message:
To Whom It May Concern:
I’m writing a fun article for Great Lakes Bay Magazine / Great Lakes Business Magazine about transportation in Lansing: Planes, Trains, and Automobiles. I am hoping to do a phone interview with someone who could speak to automobiles for this 700-word article. An interview via email would also work. Generally weekdays between 8am to 11am work well for me. Let me know if there are dates/times that work or if there is a better time that would be most convenient for the person whom I will be interviewing.

My deadline is February 17, though I like to do things in as early in advance as I can so I have sufficient time for follow-up questions, if needed, and writing, etc. I will email the interview questions in advance of the interview. Thank you in advance for your help! :-) 
Emma Johnson
A new message from the Contact CATA Board form has been submitted.

Name: kevin mahany
Email: kevinmahany@hotmail.com
Message:
i think the city of east lansing and cata and msu should help solidify a market for southwest airlines and frontier airlines and spirit airlines low cost carriers at lansing airport by providing a bus transport system from msu east lansing to the lansing airport so more students and people use the lansing airport because lansing airport helps regional economy
MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 15, 2020
3:00 PM – CATA BOARD ROOM
4615 TRANTER STREET, LANSING, MI 48910

PRESENT: Nathan Triplett, Chair
Dusty Fancher, Secretary/Treasurer
Mark Grebner
Dion’trae Hayes

Donna Rose
Jennie Gies
Peter Kuhnmuench
Derek Melot

ABSENT: Douglas Lecato, Vice Chair

EXCUSED LATE: Shanna Draheim, Dan Opsommer, and John Prush

CALL TO ORDER:

Nathan Triplett, Chair called the meeting to order at 3:04 p.m.

CORRESPONDENCE TO THE BOARD AND PUBLIC COMMENTS

Correspondence to the Board

Chair Triplett noted emails that were sent to the Board.

Public Comments

Katie Kelley reported that negotiations are making progress and is optimistic that there will be a contract soon. Ms. Kelley also expressed her appreciation for Andrew Brieschke, Chief Negotiator, and his team.

CHAIR’S COMMENTS:

MOTION:
A motion to excuse Doug Lecato absence was made by Peter Kuhnmuench and supported by Derek Melot.

VOTE: The motion carried unanimously.

CHIEF EXECUTIVE OFFICER’S REPORT

New IT Director
Mr. Funkhouser introduced CATA’s new IT Director, Dan Goodemoot.
**Millage**
The millage ballot language has been cleared by attorneys and is ready for March 10, 2020 ballot.

**Lansing Community Partners**
Mr. Funkhouser reported on meeting with community partners in the area.

**New Operator’s Class**
A new operator’s class of six (6) will begin on February 3, 2020.

**Negotiation Team**
Mr. Funkhouser acknowledged Andrew Brieschke, Deputy CEO/Chief Negotiator along with his team.

Dion’trae Hayes inquired about seeing the millage language prior to being placed on the ballot.

Mr. Funkhouser replied yes, he will email a copy of the millage to the Board.

Dion’trae Hayes requested Dan Goodemoot share more of his background.

Dan Goodemoot discussed his past.

Chair Triplett welcomed Dan Goodemoot.

**PROPOSED CONSENT AGENDA**

A. APPROVAL OF MINUTES OF DECEMBER 18, 2019, BOARD MEETING

B. APPROVAL OF TREASURER’S REPORT FOR NOVEMBER 2019

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

C. CONTRACT FOR BUY AMERICA VEHICLE AUDITS AND INSPECTION SERVICES

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to execute a contract with TRC Engineering Services, LLC in the amount of $58,445.00, plus any incurred cost for production delays, for the Buy America Vehicle Audits and Inspection Services, on such other terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.

D. CENSUS 2020 COMPLETE COUNT INITIATIVE
PROPOSED MOTION: That the Board of Directors approves Staff’s proposed Be Counted Michigan 2020 communication plan, effective through April 1, 2020, at a cost not to exceed $35,000, to ensure fair representation through legislative districting and funding for critical programs and services, and that Chief Executive Officer, Bradley T. Funkhouser is authorized to implement this program on such other terms and conditions he deems appropriate.

MOTION: Shanna Draheim motioned to approve the Consent Agenda and Jennie Gies supported the motion.

VOTE: The Board unanimously approved the Consent Agenda.

DISCUSSION AGENDA

None

OLD BUSINESS

A. PURCHASE OF 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 with Hoekstra Transportation, Grand Rapids, Michigan, to purchase twenty (20) accessible low floor minivans from the State of Michigan contract for a total amount of $735,100.00, pending successful completion of necessary Buy America audits, on such other terms and conditions as the Board Chair and Chief Executive Officer deem necessary.

MOTION: A motion was made by Pete Kuhnmuench and supported by Shanna Draheim to approve Old Business A, PURCHASE OF LOW-FLOOR MINIVANS.

DISCUSSION: Dusty Fancher inquired on the number of vans currently at CATA.

Andrew Brieschke replied CATA currently owns 53 vans.

Dusty Fancher inquired on the number of vans that need to be replaced.

Mr. Funkhouser stated twenty (20) vans need to be replaced.

Donna Rose thanked Mr. Funkhouser for his research.

Shanna Draheim echoed Donna Rose’s comments.
VOTE: The motion carried unanimously except for Dusty Fancher who abstained.

NEW BUSINESS
None

PUBLIC COMMENT
None

EXECUTIVE SESSION REGARDING UNION LABOR AGREEMENT NEGOTIATIONS

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

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

ROLL CALL VOTE: The motion was supported by all except Doug Lecato who was absent.

The Executive Session began at 3:20 p.m. and adjourned at 3:51 p.m.

ADJOURNMENT:
There was no further business, Chair Triplett adjourned meeting at 3:51 p.m.

Respectfully Submitted,

Dusty Fancher  
Secretary/Treasurer

Tina Orlando  
Recording Secretary
MINUTES OF THE
CAPITAL AREA TRANSPORTATION AUTHORITY
BOARD RETREAT MEETING

WEDNESDAY, JANUARY 15, 2020 4:00 PM
4615 TRANTER STREET
LANSING, MI 48910

PRESENT: Nathan Triplett, Chair
        Dusty Fancher, Secretary/Treasurer
        Mark Grebner
        Dion’trae Hayes
        Derek Melot
        Donna Rose
        Dan Opsommer
        John Prush
        Shanna Draheim
        Jennie Gies
        Peter Kuhnmuench

ABSENT: Douglas Lecato, Vice Chair

Others Present: Brad Funkhouser, Andrew Brieschke, Lolo Robison, Pat Lemon,
               Dan Goodemoot, Dan Hodges, Matt Oudsema, Kai Christiansen, Todd Brooks,
               Bethany Berdes, and Tina Orlando

CALL TO ORDER:

Chairman Nathan Triplett called the meeting to order at 4:18 p.m. Chair Triplett
thanked the Directors and Staff for all their hard work in preparing for this retreat.

INTRODUCTION:

Bradley T. Funkhouser welcomed everyone and started off the retreat by
introducing the first speaker, Todd Brooks, Manager of Operations filling in for
Director of Operations, Roger Garza who is away on medical leave.

DEPARTMENT TRENDS AND UPDATES:

OPERATIONS: Todd Brooks, Manager of Operations, gave an overview of his
department. The three (3) main points discussed were CATA’s work force, work
assignments/training, and community partnerships.

MAINTENANCE: Dan Hodges, Director of Maintenance, presented his
overview. Mr. Hodges reported on the new vehicles that had replaced many of
the old buses in 2019 and the new purchases that will take place in 2020. There
have also been new additions and promotions with in the maintenance personnel
department including a new first-class mechanic.

Pete Kuhnmuench inquired on the difficulty finding a first-class mechanic.

Dan Hodges agreed and stated that it took almost a year to find someone.
Jennie Gies inquired about looking into other vehicle options.

Mr. Funkhouser reported that CATA is looking at alternate fuel as well as autonomous buses.

**MARKETING:** Lolo Robison, Director of Marketing and Customer Experience, gave her overview of the department’s projects. In customer experience, Ms. Robison spoke about new ways CATA is improving their customer service including; 360 Virtual Tours and “How to Videos”. She also acknowledged CATA’s community partners and their commitment to improvement. CATA is a dynamic place to work where many of the employees have benefited from tuition reimbursement, certifications, and training programs.

Dion’trae Hayes complimented CATA on their community involvement and public service.

Derek Melot asked about the next Policy Committee meeting.

Mr. Funkhouser reported that the Policy Committee will meet in the next couple weeks.

Mark Grebner inquired about customers that are banned from buses.

Mr. Funkhouser stated some are banned for a year, however; it depends on the action. CATA continues to balance safety with community service meanwhile, technology will make this process easier so this information is available for everyone to access.

Jennie Gies inquired about the various levels of offenses and the action taken in response. Ms. Gies also asked which buses contain Wi-Fi.

Donna Rose inquired about restraining orders against any riders.

Mr. Funkhouser explained the process and how CATA continues to try and provide a safe environment for all. He then stated there are no buses currently with Wi-Fi but all the new buses have USB stations.

Shanna Draheim stated she is interested in the routes affected.

Dusty Fancher left retreat at 4:47 p.m.

**HUMAN RESOURCES:** Andrew Brieschke, Deputy CEO, gave the overview for the HR department since the HR director resigned in December 2019. People Matters has been assisting CATA in filling a few positions including a new HR Director while CATA is actively recruiting new employees through outreach programs such as: Invest Vets, Second Annual Job Fair and distributing “We’re Hiring” cards.
Mr. Funkhouser noted that CATA has broadened their search for new employees and have accepted many applications from a variety of outreach programs.

Shanna Draheim commented on Michigan Works special services.

Derek Melot asked if medical marijuana has presented a challenge in hiring new employees.

**RECESS:** Chair Triplett called a recess at 4:58 p.m. for Mayor Andy Schor to recognize Pete Kuhnmuench for his 20 years of service to CATA and the Board of Directors.

**RECONVENED:** Chair Triplett called the meeting back to order at 5:08 p.m.

Chair Triplett and Bradley T. Funkhouser thanked Pete Kuhnmuench for his support.

**FACILITIES:** Andrew Brieschke, Deputy CEO, shared the updates to this department. CATA continues to save money thanks to an experienced new team. The Maintenance Break Room and Operator Day Room both received new safety and energy efficient improvements including; 100% renewable energy from BWL and LED upgrades that were installed for all CATA facilities. Mr. Brieschke also acknowledged the facilities crew for their rapid response in times of need.

Mr. Funkhouser stated that with 300 employees, CATA’s security needs to be improved.

**IT:** Bradley T. Funkhouser, Chief Executive Officer along with Dan Goodemoot, Director of IT, gave an update to this department. Mr. Funkhouser stated the upgrades that took place in 2019 including; DriverMate tablets in the Paratransit fleet, SQL upgrade from 2008 to 2017, and the replacement of all workgroup printers. Mr. Goodemoot commented on looking forward and the new applications for CATA in 2020. These improvements will cover new software for LookingBus, enhancements to MySpecTran.org, and internal testing into the Paratransit mobile app.

Mr. Funkhouser noted the issues that CATA is having with LookingBus.

Shanna Draheim inquired about the use of My Spec-Tran app.

Donna Rose expressed the need for an app. that could tell a customer when their transportation vehicle had arrived.

Shanna Draheim stated that Lyft currently uses this technology.

**PLANNING:** Matt Oudsema, Director of Planning, discussed the projects that took place this year. The activities include procurements, sustainability, transit
management, partnerships, and bus shelters. Mr. Oudsema reported that there was a 6.4% increase in ridership. MSU ridership is a 24.2% increase but the Lansing service is down. There were service improvements to multiple routes including Meridian Redi-Ride, Grab & Go, and MSU.

Dion'trae Hayes inquired about the shelters and how she would like to see more shelters in municipalities that are well used but located in smaller communities.

Mr. Funkhouser commented on the shelters and gave his plan moving forward.

Derek Melot inquired on the cost of the new shelters.

Matt Oudsema described the amenities between shelters.

Dion’trae Hayes stated that the shelters are customized.

Matt Oudsema confirmed that the shelters are customized to meet the needs of the community.

Discussion included possible reasons why ridership is down which included stronger economy and lower gas prices.

Shanna Draheim requested reviewing routes to see which are more beneficial.

Donna Rose commented on the difficulty with fare boxes and suggested a card swipe.

**SERVICE IMPROVEMENTS:** Kai Christiansen, Service Scheduling and Planning Manager, presented an update on service improvements including service increases to routes 1, 5, 7, and Sunday service for Paratransit. Mr. Christiansen also stated that Grab & Go service will be seasonal only and no longer year-round. Overall, there was a .28% increase to CATA services.

Board appreciated the Venn diagram showcasing service increases.

**FINANCIAL PLANNING/PROJECTIONS:**

Patrick Lemon, Director of Finance, handed out a financial forecasting model which included a five (5) year budget projection.

Derek Melot inquired about a presentation once contract is completed.

**COMMENTS:**

Chair Triplette thanked the Board and staff for all the hard work.

**PUBLIC COMMENTS:**

There were no public comments.
ADJOURNMENT:
There was no further business. Chair Triplett adjourned at 6:22 p.m.

Respectfully Submitted,

Dusty Fancher
Secretary/Treasurer

Tina Orlando
Recording Secretary
## Capital Area Transportation Authority

**INTERIM INCOME STATEMENT**

For The Month Ending December 31, 2019

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>December Actual</th>
<th>December Budget</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firebox</td>
<td>$305,265</td>
<td>$293,542</td>
<td>$11,712</td>
<td>-4.0%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>541,569</td>
<td>480,971</td>
<td>60,598</td>
<td>12.6%</td>
</tr>
<tr>
<td>Property Tax</td>
<td>1,855,450</td>
<td>1,871,333</td>
<td>(15,884)</td>
<td>-0.8%</td>
</tr>
<tr>
<td>State Revenue</td>
<td>1,841,939</td>
<td>1,505,833</td>
<td>336,106</td>
<td>22.3%</td>
</tr>
<tr>
<td>Federal Revenue</td>
<td>106,181</td>
<td>129,741</td>
<td>(23,560)</td>
<td>-18.2%</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>73,338</td>
<td>74,528</td>
<td>(1,189)</td>
<td>-1.6%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td><strong>$4,723,730</strong></td>
<td><strong>$4,355,947</strong></td>
<td><strong>$367,783</strong></td>
<td><strong>8.4%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>December Actual</th>
<th>December Budget</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td>$1,569,716</td>
<td>$1,781,091</td>
<td>$211,374</td>
<td>11.9%</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>1,013,846</td>
<td>1,051,041</td>
<td>37,195</td>
<td>3.5%</td>
</tr>
<tr>
<td>Services</td>
<td>243,462</td>
<td>265,733</td>
<td>22,272</td>
<td>8.4%</td>
</tr>
<tr>
<td>Materials &amp; Supplies</td>
<td>329,053</td>
<td>399,225</td>
<td>70,172</td>
<td>17.8%</td>
</tr>
<tr>
<td>Utilities</td>
<td>78,500</td>
<td>66,050</td>
<td>(12,450)</td>
<td>-16.9%</td>
</tr>
<tr>
<td>Casualty &amp; Liability</td>
<td>101,277</td>
<td>83,333</td>
<td>(17,943)</td>
<td>-21.5%</td>
</tr>
<tr>
<td>Purch. Transportation</td>
<td>620,956</td>
<td>743,833</td>
<td>122,877</td>
<td>16.5%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>118,183</td>
<td>78,233</td>
<td>(39,950)</td>
<td>-51.1%</td>
</tr>
<tr>
<td>Interest Expense</td>
<td>215</td>
<td>292</td>
<td>(77)</td>
<td>28.4%</td>
</tr>
<tr>
<td>Depreciation</td>
<td>255</td>
<td>-</td>
<td>(235)</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td><strong>$4,075,444</strong></td>
<td><strong>$4,468,832</strong></td>
<td><strong>$393,388</strong></td>
<td><strong>8.8%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NET INCOME (LOSS)</th>
<th>December Actual</th>
<th>December Budget</th>
<th>Variance</th>
<th>% Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$648,266</td>
<td>$(112,884)</td>
<td>$761,170</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>% of Fiscal Year Completed</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2020 Actual</td>
<td>$861,735</td>
<td>$880,625</td>
</tr>
<tr>
<td>FY 2020 Budget YTD</td>
<td>1,635,092</td>
<td>1,442,912</td>
</tr>
<tr>
<td>FY 2020 Variance</td>
<td>5,540,721</td>
<td>5,614,000</td>
</tr>
<tr>
<td>FY 2020 Budget YTD</td>
<td>4,577,841</td>
<td>4,517,500</td>
</tr>
<tr>
<td>FY 2020 Variance</td>
<td>318,543</td>
<td>388,222</td>
</tr>
<tr>
<td>FY 2020 Budget YTD</td>
<td>244,840</td>
<td>223,583</td>
</tr>
<tr>
<td>% Annual Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 2020 Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenues/Expense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Interim statements are subject to adjustments and year-end audit
Capital Area Transportation Authority  
Treasurer’s Report  
Cash Activity During the Month  
12/01/2019 - 12/31/2019

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance - 12/01/2019</td>
<td>$2,061,701</td>
</tr>
<tr>
<td>Disbursements</td>
<td>(7,759,669)</td>
</tr>
<tr>
<td>Receipts</td>
<td>8,062,566</td>
</tr>
<tr>
<td>Adjustments</td>
<td>-</td>
</tr>
<tr>
<td><strong>Cash Balance - 12/31/2019</strong></td>
<td>$2,364,599</td>
</tr>
</tbody>
</table>

**Disbursements:**

- Cash Disbursements Register $2,850,728
- Payroll (2,409,208)
- Healthcare (BlueCross Blue Shield) (382,185)
- Transfers To the ASU Claims Account (117,548)
- Transfers To the Investment Account (2,000,000)

**Total Cash Disbursements** $7,759,669

**Receipts:**

- Cash Receipt Register $8,062,566
- Transfers From the Investment Account -

**Total Cash Receipts** $8,062,566

**Adjustments:**

- Misc. Items -

**Total Cash Adjustments** -
Capital Area Transportation Authority  
Treasurer's Report  
Cash and Investment Balances & Interest Earned  
12/01/2019 - 12/31/2019

<table>
<thead>
<tr>
<th>CASH &amp; INVESTMENT BALANCES</th>
<th>PORTFOLIO BALANCE</th>
<th>% OF TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>CASH &amp; CASH EQUIVALENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIFTH THIRD BANK - General Account</td>
<td>2,364,596</td>
<td>16.86%</td>
</tr>
<tr>
<td>FIFTH THIRD BANK - ASU Claims Account</td>
<td>45,227</td>
<td>0.32%</td>
</tr>
<tr>
<td>FIXED INCOME INVESTMENTS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FIFTH THIRD BANK</td>
<td>11,501,530</td>
<td>82.79%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 14,001,356</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTEREST EARNED</th>
<th>INTEREST</th>
</tr>
</thead>
<tbody>
<tr>
<td>INCOME EARNED ON INVESTMENTS:</td>
<td>$ 18,932</td>
</tr>
<tr>
<td>FIFTH THIRD BANK (Net of Expenses/Accrued Interest)</td>
<td>-</td>
</tr>
<tr>
<td>OTHER BANKS</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 18,932</td>
</tr>
</tbody>
</table>

Monthly Average Rate of Return  
Annual Average Rate of Return

0.1352%  
1.623%

Interim statements are subject to adjustments and year-end audit.
Capital Area Transportation Authority
Treasurer's Report
Fifth Third Bank Investment Account Reconciliation
12/01/2019 - 12/31/2019

Market Value at the Beginning of the Period - 12/01/2019
$ 9,571,856

Portfolio Activity:

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

Net Income/(Loss) & Expenditures

Interest Earned
$ 21,973
Accrued Interest Paid
(2,104)
Administrative Expenditures
(937)
Total Net Income/Loss & Expenditures
18,932

Realized Gains or (Loss) From Sales
2,994

Market Appreciation

End of Period
$ 7,692
Beginning of Period
(9,222)
Unrealized Gain/(Loss) from Market Appreciation
(1,530)

Change in Value From Accrued Income

Previous Accrued Income (-)
$ (60,373)
Current Accrued Income (+)
59,651
Net Change from Accrued Income
(722)

Market Value at the End of the Period - 12/31/2019
$ 11,591,530

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 RELATIONS CONTRACT EXTENSION – MARTIN-WAYMIRE**

On June 8, 2018, CATA issued a Request for Quote to address its public relations needs. The scope of work included a broad range of public relations services and solutions.

On July 9, 2018, CATA awarded a one-year contract to Martin-Waymire, not to exceed $49,500, for the purpose of crafting a comprehensive crisis communication plan and strategy, and other projects or public relations support as assigned or warranted. The contract expired August 1, 2019, and was extended for a period of six months, which expired February 1, 2020.

Upon expiration, CATA extended the agreement through July 31, 2020, for an amount not to exceed $49,500, thereby preventing a lapse in service. This second extension will allow sufficient time for CATA to issue a Request for Proposal for comprehensive public relations services, bringing the total award for the period between July 9, 2018, and July 1, 2020, to $99,000.

A vendor is expected to be selected no later than July 1, 2020.

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

**PROPOSED MOTION:** That the CATA Board of Directors authorizes Board Chair, Nathan Triplett, and Chief Executive Officer, Bradley T. Funkhouser, to approve the extension of CATA’s contract with Martin-Waymire through July 1, 2020, not to exceed $49,500 for public relations services, on such terms and conditions as the Board Chair and the Chief Executive Officer deem necessary.
INFORMATION ITEMS

1. DECEMBER RIDERSHIP REPORT
2. RIDERSHIP GRAPH YEAR-TO-DATE
3. FUEL PURCHASE FOR JANUARY 2020
4. RECYCLING UPDATE
5. LAC MINUTES FOR DECEMBER 2019
6. FTA HUMAN TRAFFICKING AWARENESS & PUBLIC SAFETY INITIATIVE GRANT AWARD
7. PUBLIC RELATIONS CONTRACT – SERKAIAN COMMUNICATIONS
DECEMBER 2019 RIDERSHIP REPORT

Total system rides – December: 740,068
Average weekday system ridership 32,750
Average weekday system ridership change 12/19 to 12/18 +2,100

12/19 v. 12/18
Percentage Ridership
Change Change
Monthly total system ridership +4.4% +30,939
Monthly Urban Fixed-Route change -2.8% -11,419
Monthly MSU campus ridership change +18.0% +34,427
Monthly Spec-Tran ridership change -2.1% -578
Monthly Total Paratransit ridership change -6.6% -2,541

Note: One more weekday and one fewer Saturday in 12/19 compared with 12/18.

FY 2020 YEAR-TO-DATE RIDERSHIP

Total system rides – FY 2020: 3,237,131

FY 2020 vs. FY 2019
Percentage Ridership
Change Change
Total system rides change + 3.8% +119,351
Year-to-Date Spec-Tran ridership change -3.0% -2,729
Year-to-Date Total Paratransit ridership change -7.9% -9,925

Note: Same number of weekdays, Saturdays, and Sundays in FY 2020 compared with FY 2019.
INFORMATION ITEM - FUEL PURCHASE FOR JANUARY 2020

The following lists our prices for diesel fuel for January 2020:

<table>
<thead>
<tr>
<th>Date of Delivery</th>
<th>Price Per Gallon</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/2020</td>
<td>$1.9340</td>
</tr>
<tr>
<td>01/09/2020</td>
<td>$1.9735</td>
</tr>
<tr>
<td>01/14/2020</td>
<td>$1.9220</td>
</tr>
<tr>
<td>01/17/2020</td>
<td>$1.9345</td>
</tr>
<tr>
<td>01/23/2020</td>
<td>$1.8310</td>
</tr>
<tr>
<td>01/29/2020</td>
<td>$1.7345</td>
</tr>
</tbody>
</table>

FY 2020 Current average per gallon fuel cost $1.89
FY 2020 Budget per gallon fuel cost $2.50
Memorandum

To: All CATA Employees
From: Norm VanAlstine, Facilities Manager
Date: 2/3/2020
Sub: Recycling Update / BWL rebate

Weight and Proceeds

To date we have successfully recycled over 299,000 total pounds of materials for a profit of $17,377.03. The last time the items were picked up we turned in 2,980 pounds of materials for a no profit as scrap metal prices are down. Additionally we recycled lighting materials at a cost of $256.68. There are recycling stations outside the driver’s day room and in the storage area near the bulk storage tanks, all containers are clearly labeled. Please remember that used dry cell batteries go in the barrel near the bulk storage tanks along the east side of the storage area.

<table>
<thead>
<tr>
<th>SINCE</th>
<th>MATERIAL BEING RECYCLED</th>
<th>$</th>
<th>LBS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>CRUSHED OIL FILTERS</td>
<td>$2,659.38</td>
<td>53,474</td>
</tr>
<tr>
<td>2010</td>
<td>CARDBOARD</td>
<td>$143.40</td>
<td>21920</td>
</tr>
<tr>
<td>2010</td>
<td>WHITE LEDGER</td>
<td>$2,502.60</td>
<td>56,150</td>
</tr>
<tr>
<td>2010</td>
<td>MIXED PAPER</td>
<td>$151.95</td>
<td>18555</td>
</tr>
<tr>
<td>2010</td>
<td>#1 PLASTIC</td>
<td>$3.10</td>
<td>929</td>
</tr>
<tr>
<td>2010</td>
<td>#2 PLASTIC</td>
<td>$6.20</td>
<td>1300</td>
</tr>
<tr>
<td>2010</td>
<td>#3-7 PLASTIC</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>WIRE</td>
<td>$280.00</td>
<td>443</td>
</tr>
<tr>
<td>2011</td>
<td>AUTO CAST</td>
<td>$11,691.23</td>
<td>134,520</td>
</tr>
<tr>
<td>2011</td>
<td>ALUMINUM (MISC&amp;IRONY)</td>
<td>$1,041.00</td>
<td>3950</td>
</tr>
<tr>
<td>2011</td>
<td>MISC BRASS</td>
<td>$251.20</td>
<td>314</td>
</tr>
<tr>
<td>2011</td>
<td>BATTERIES</td>
<td>-$1,145.40</td>
<td>1660</td>
</tr>
<tr>
<td>2009</td>
<td>LIGHTING</td>
<td>-$3,151.35</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>POLYSTYRENE</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>SHRINK WRAP</td>
<td>$0.00</td>
<td>64</td>
</tr>
<tr>
<td>2011</td>
<td>RADIATORS</td>
<td>$2,752.00</td>
<td>3954</td>
</tr>
<tr>
<td>2013</td>
<td>E SCRAP</td>
<td>$191.72</td>
<td>2450</td>
</tr>
<tr>
<td></td>
<td>TOTALS</td>
<td>$17,377.03</td>
<td>299671</td>
</tr>
</tbody>
</table>

BWL Hometown Energy Savers (no update)

CATA received a rebate check in the amount of $1,062.00 from Lansing Board of Water and Light’s Hometown Energy Savers Program. Facilities Department has been upgrading expired fixtures with LED lighting which qualifies for these rebates in addition to lower operating costs.
CAPITAL AREA TRANSPORTATION AUTHORITY  
LOCAL ADVISORY COMMITTEE  
MEETING MINUTES  
WEDNESDAY, December 4, 2019 - 3:30 p.m. CATA BOARD ROOM

MEMBERS PRESENT  
Deb Wiese (Chair)  
Kellie Blackwell  
Pat Cannon  
Lillie Mae Flannery  
J.J. Jackson  
Diana Paiz Engle

MEMBERS NOT PRESENT  
Kevin Brown  
George Hanley  
Geneva Smith

CATA BOARD MEMBER  
Doug Lecato

CATA PERSONNEL  
Brad Funkhouser  
Craig Frazier  
Bethany Berdes  
Ericka Hartigan

GUESTS  
Tim Sparks (Transdev)  
Deb Parrish

CALL TO ORDER  
Chair Wiese called the meeting to order at 3:34 p.m.

PUBLIC COMMENTS  
Deb Parrish congratulated J.J. Jackson on his article in the City Pulse and expressed concerns about the timeliness of the Spec-Tran service.

APPROVAL OF DECEMBER AGENDA  
Diana Paiz Engle motioned to approve the December agenda. J.J. Jackson seconded the motion. It passed unanimously.

APPROVAL OF OCTOBER MINUTES  
J.J. Jackson motioned to approve the October minutes. Lillie Mae Flannery seconded the motion. It passed unanimously.

LAC CHAIR COMMENTS  
None.

BOARD LIAISON REPORT – Doug Lecato

October 16, 2019 Board Meeting – CATA Admin Office

I. Board approved the Free Rides for Veterans and Active Duty Military on Veterans Day.
II. Board approved the Renewal of Appointments to the Local Advisory Committee:  
   Deb Wiese – Chair  
   Diana Paiz-Engle – Vice Chair
III. Board approved the MDOT Resolution Of Intent for fiscal year 2021. This is an annual process.
IV. Board approved the Millage Renewal ballot proposition language: Base millage of 3.007 mills for the years of 2021 through 2025.

November 20, 2019 Board Meeting – CATA Admin Office

1. Board approved the following Insurance Renewals for coverage and services for the period from December 1, 2019 through and including November 30, 2020. See below chart:

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Carrier</th>
<th>2018 Premiums</th>
<th>2019 Estimated Premiums</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property</td>
<td>Fireman's Fund</td>
<td>$73,908</td>
<td>$81,300</td>
</tr>
<tr>
<td>General Liability</td>
<td>Safety National</td>
<td>$57,399</td>
<td>$57,399</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>Safety National</td>
<td>$316,917</td>
<td>$324,864</td>
</tr>
<tr>
<td>Public Officials &amp; Employment Practices</td>
<td>Safety National</td>
<td>$51,576</td>
<td>$51,576</td>
</tr>
<tr>
<td>Umbrella</td>
<td>Safety National</td>
<td>$65,633</td>
<td>$65,643</td>
</tr>
<tr>
<td>Excess Liability</td>
<td>Hallmark E&amp;S</td>
<td>$72,903</td>
<td>$69,614</td>
</tr>
<tr>
<td>Crime</td>
<td>Travelers</td>
<td>$4,250</td>
<td>$4,400</td>
</tr>
<tr>
<td>Cyber</td>
<td>Travelers</td>
<td>$8,887</td>
<td>$8,900</td>
</tr>
<tr>
<td>Terrorism &amp; Sabotage Liability</td>
<td>Lloyds/Hiscox</td>
<td>$28,993</td>
<td>$28,993</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$680,466</strong></td>
<td><strong>$692,689</strong></td>
</tr>
</tbody>
</table>

Additional Board Activity
Next Board Meeting: Wednesday December 18, 2019 at 4pm EST at CATA Admin Office.

CATA CEO REPORT – Brad Funkhouser
Ridership has broken 11 million. We are at historic levels and heading up.

We have almost doubled service on the MSU campus. We are putting out 135,000 rides per week on the fixed routes.

We have hired 50-60 new drivers to drive down over-time costs.

CATA inherited a 50 million dollar liability on the Post Employment Medical Benefit (OPEB) issue. The previous administration had left us with a 50 million hole and we went back and tried to repair it three times. The State has finally accepted our OPEB Corrective Action Plan.

CATA’s On Time Performance (OTP) is very good. We are very happy with Transdev. We have a great relationship.

Brad Funkhouser will be able to provide an update on the LookingBus after his next meeting with MDOT.

CATA DIRECTOR OF OPERATIONS/PARATRANSIT REPORT
Craig Frazier - CATA will be receiving at least 15 vans in late March or early April and 10 new buses late February or early March.

OLD BUSINESS
Service Quality Sub-Committee –Diana Paiz Engle
The Committee is scheduled to meet every other month for one hour and the first meeting was
November 6, 2019 at CATA. Lillie Mae Flannery, Deb Wiese, Kevin Brown, Pat Cannon and Craig Frazier
met to discuss trends in service at CATA and Transdev.

Diana Paiz Engle summarized the main points of the initial November subcommittee meeting, including
the need to remind drivers of the proper protocol for greeting riders upon arrival; The negative impact
of drivers using personal devices for GPS; The discretionary contacting of clients before a no-show is
approved; Driver access to and review of trip notes; and The need for drivers to greet clients before
doing paperwork. As the result of driver issues discussed, Craig agreed to write a memo which he
indicated was sent the next day to CATA and Transdev drivers. LAC members present at the December
meeting expressed mixed reviews regarding the impact the memo has had relative to these issues.

NEW BUSINESS
Grants
Ericka Hartigan, Grants Administrator, presented CATA’s application for the MDOT Fiscal Year 2021
Application for Public Transit programs. Ericka Hartigan then reviewed the forms associated with this
application including the FY 2021 Vehicle Accessibility Plan Update, the FY 2021 Coordination Plan for
Specialized Services, and the FY 2020 Specialized Services Service Description. It was confirmed the
current LAC membership is properly represented by seniors, persons with disabilities and representation
from the Tri-County Office on Aging.

Although J.J. Jackson left before the vote, there remained a quorum of members to conduct business.

First motion to approve the FY 2021 MDOT Specialized Services Grant Application
Pat Cannon made the motion to accept the application and Diana Paiz Engle seconded the motion. It
passed unanimously.

Second motion to approve Cost of Living increase for the FY 2020 MDOT Specialized Services Grant
Application
Kellie Blackwell made the motion to approve the Cost of Living increase and Lillie Mae Flannery
seconded the motion. It passed unanimously.

PASS Web Website
Ryan Larsen
It is in its early testing form, what we call an alpha stage. Then it will go to the beta stage and then live.
There have been 10 dummy test accounts created for the LAC Board to use beginning in February 2020.
Comments should be emailed to both Ryan Larsen and Craig Frazier.

Spec-Tran Brochure Comments
It will be added to the Sub-Committee agenda for the January 8, 2020 meeting.

PUBLIC COMMENTS
Deb Parrish would like to participate in the Pass Website training. She also commented that the circle
mounts are still raised and people are tripping.

Vin, a volunteer with the Listening Ear Crisis Intervention Center, showed up during the meeting. He
spoke with Pam Latka about advertising on buses and possible virtual advertising.
ADJOURNMENT
Lillie Mae Flannery motioned to adjourn and Kellie Blackwell seconded the motion. It passed unanimously.

Chair Wiese adjourned the meeting at 4:58 p.m.

Respectfully submitted,

Bethany Berdes
Operations Secretary

Reviewed by LAC Chair Deb Wiese:

_____________________________  _______________________
Deb Wiese                       Date
Chair
BOARD INFO ITEM – FTA HUMAN TRAFFICKING AWARENESS & PUBLIC SAFETY INITIATIVE GRANT AWARD

On January 28, 2020, U.S. Transportation Secretary Elaine L. Chao announced $5.4 million in grant selections as part of FTA’s Human Trafficking Awareness and Public Safety Initiative. Twenty-four organizations across the United States were selected to receive funding for projects to help prevent human trafficking and other crimes on public transportation.

CATA was awarded federal funds in the amount of $75,000 to implement ELERTS, an app that allows users to submit photos, videos and text messages to transit dispatchers, alerting them of suspected human-trafficking and other public-safety concerns. CATA will also conduct a public-education campaign to raise awareness and help combat transit-related human trafficking.

Human trafficking is a form of modern-day slavery, affecting millions of adults and children throughout the United States and worldwide. Traffickers move victims aboard all modes of transportation, often using public transit due to its low cost, greater degree of anonymity associated with purchasing fare media, and far fewer interactions with government or transit officials.

As project manager, CATA’s Director of Marketing & Customer Experience will oversee the timely implementation of this initiative.
BOARD INFO ITEM – PUBLIC RELATIONS CONTRACT – SERKAIAN COMMUNICATIONS

On December 27, 2019, CATA issued a Request for Quote for public relations and consultation services. The following firms responded:

1. Serkaian Communications – Hourly rate of $150
2. Truscott Rossman Group – Hourly rate of $200 with $4,000 monthly minimum retainer, and a maximum 240 hours per year

CATA awarded a five-year contract to Serkaian Communications, not to exceed $49,500, for the provision of a broad range of public relations planning and consultation services, as deemed necessary. The contract will expire December 26, 2024, with one five-year renewal option.

CATA’s Director of Marketing & Customer Experience will oversee the contract as project manager.