

Clinton Area Transit System Board of Directors Meeting MINUTES

Date: Thursday, July 23, 2020

Location: 215 N. Scott Rd, St. Johns

Board Members Present:

1. Gail Watkins – *Chairperson*
2. Pete Apostol – *Board Member*
3. Lisa Grysen – *Secretary/Treasurer*
4. Rex Ferguson – *Board Member*
5. Dan Skorich – *Board Member*
6. Josephine Smith – *Board Member*

Board Members Absent:

1. Scott Idle – *Vice Chairperson*

Others Present:

1. MaLissa Schutt – *Clinton Area Transit System Executive Director*
2. Tyrone Piontek – *Clinton Area Transit System Operations Manager*

AGENDA:

- I.** Call of Order – **6:00 p.m. by Board Chairperson.**
- II.** Pledge
- III.** Roll Call
- IV.** Public Comment (Limited to 3 minutes)
 - **None**
- V.** Review/Approval of Agenda
 - **Motion by Pete Apostol, Support by Josephine Smith – to approve July 23, 2020 meeting agenda, with additions – Yes all - Motion carried.**
Additions: New Business, Item B – Millage Resolution for November ballot
- VI.** Approval of June 25, 2020 Meeting Minutes
 - **Motion by Lisa Grysen, Support by Rex Ferguson to approve June 25, 2020 meeting minutes as presented – Yes all – Motion carried.**
- VII.** Financial Statement – Finance Committee Chair
 - **Motion by Lisa Grysen, Support by Rex Ferguson to receive and place on file Financial Statements for June 2020 as presented– Yes all – Motion carried.**
- VIII.** Approval of Payables – Finance Committee Chair
 - Accounts Payable - \$ 39,870.37
 - Payroll - \$ 58,452.23
 - **Motion by Josephine Smith, Support by Lisa Grysen to approve payroll and payables for June 2020 as presented – Yes all – Motion carried.**

IX. Reports – General Manager and Operations Manager

▪ Executive Director Report

- ♦ **Millage Campaign – Ramping up social media presence with FB posts daily; Purchased FB post boosts and ads; 2nd Flyer went out to voters with more facts/figures; Now have a Millage FAQs landing page on our website; Friends of Clinton Transit donated \$300 in gift cards for giveaways to help increase FB following; Radio commercial to air Thursday, July 30th at 8:45am on Z92.5 (spot paid for by Clinton County Chamber).**
- ♦ **FY2021 Annual Application has been approved by MDOT**
- ♦ **2021 marks Clinton Transit’s 20th anniversary – Rebranding and messaging will include events planned throughout the year to celebrate 20 years. Dan suggested the following message on the buses, “20 years strong.”**
- ♦ **RFPs for auditing services will go out this month and recommendation presented to Board for approval at the August meeting.**
- ♦ **Additional projects in Progress include updated job descriptions, updated wage scale chart, development of marketing plan, and new fare structure.**
- ♦ **October 1st renewals include health, dental, vision, and Workmans’ Compensation. Looking at additional benefits to include life insurance, short-term and long-term disability. Recommendations will be made at the August Board meeting.**

▪ Operations Manager Report

- ♦ **June 15 to July 15 ridership increased by 589 trips**
- ♦ **Average daily trips: 98 one-way trips**
- ♦ **Non-passenger trips: 107, averaging 5 per day**
- ♦ **Staff updates: Operating at 50% of total staffing. Plan for August staff returns contingent on opening of schools and youth ridership enrollment. Forecasted plan with schools to open on schedule include 1 FT and 4 PT Transit Operators.**
- ♦ **CATS Bus Garage mock OSHA audit review completed and MIOSHA policy review to be conducted by CATS Safety Committee for inclusion in safety manual.**
- ♦ **First Safety Committee meeting held July 1st, 2020.**
- ♦ **Finalizing preparation to open public sale of 9 out of service vehicles in the month of August by way of first-price sealed bid auction. Market conditions will determine what rates we can get for the vehicles. 7 of the 9 are not operational and will be priced at current scrap rates.**
- ♦ **Implementation of a time and task log in 15 minute increments for all maintenance team members to fill out daily. This will assist in analyzing efficiency and productivity in the garage and encourage time management and forecast future staffing levels.**

- ♦ **Holding public youth ridership registration events outside the administration building from 9am to 3pm on July 28th and July 30th. We will also be present with a bus and 1 team member for an open house at Rainbow Place Preschool on August 26th to enroll youth riders on-site.**

X. Informational Items

A. Nutrition with Wendi - Introduction

- **MaLissa shared she has begun discussions with Wendi on Nutritional classes for employees due to COVID-19 risk rates for obesity and poor nutritional health. We have \$3,900 in RTAP (training) funds for FY2020 that can be used for these costs.**

B. Employee Handbook – Discuss updates made to Sections 1 thru 5

- **Discussed changes to Sections 1 thru 5 based on comments made at June meeting.**

C. Employee Handbook – Review Sections 6 - 10

- **Reviewed and discussed proposed updates and changes for Sections 6 thru 10 from the copy dated July 23, 2020. Drug and Alcohol sections that speak to the specifics of how Clinton Transit maintains a Drug-Free Workplace will remain as a separate document (to be updated at a later date as time permits).**

XI. Old Business

XII. New Business

A. Recommendation of the Executive Director to change the retirement plan from the Fidelity SIMPLE IRA to the Municipal Employees’ Retirement System of Michigan (MERS) plan as outlined in the attached documents.

- a. Approval of the Resolution Adopting the MERS Defined Contribution Plan and Agreement.
 - **Motion by Dan Skorich, Support by Lisa Grysen to approve the Resolution adopting the MERS Defined Contribution Plan and Agreement as presented - Yes all - Motion carried.**
- b. Approval of the Resolution Adopting the MERS Uniform 457 Supplemental Retirement Plan and Agreement.
 - **Motion by Pete Apostol, Support by Rex Ferguson to approve the Resolution adopting the MERS Defined Uniform 457 Supplemental Retirement Plan and Agreement as presented - Yes all - Motion carried.**
- c. Approval of the Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals
 - **Motion by Josephine Smith, Support by Rex Ferguson to approve the Resolution establishing Authorized Signatories for MERS Contracts and Service Credit Purchase as presented - Yes all - Motion carried**

B. Millage Resolution for November 2020 ballot

- **If millage proposal does not pass on August 4th ballot, the Executive Director will call for a special meeting (by Zoom) to be scheduled for Wednesday, August 5th at 6:00 p.m. to approval resolution for millage proposal for the November 2020 election. Millage amount to be determined at this meeting. Ballot language must be presented to and approved by County Commissioners before deadline of August 11th (due date of language to the County Clerk).**

XIII. County Commissioner Liaison

- **None**

XIV. Board Member Comments

- **None**

XV. Adjournment – **8:05 p.m.**

- **Motion by Rex Ferguson, Support by Lisa Grysen, to adjourn – Yes all – Motion carried.**

Next Meeting Day/Dates: Thursday, August 27, 2020 at 6:00 p.m.
Thursday, September 24, 2020 at 6:00 p.m.