

# Clinton Area Transit System Board of Directors Meeting MINUTES

**Date:** Thursday, June 25, 2020

**Location:** **TELEPHONE CONFERENCE ONLY**  
**PER STATE EXECUTIVE ORDER NO. 2020-129 CONCERNING OMA AND COVID-19**

## **Board Members Present:**

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

## **Board Members Absent:**

None

## **Others Present:**

1. MaLissa Schutt – *Clinton Area Transit System Executive Director*
2. Tyrone Piontek – *Clinton Area Transit System Operations Manager*
3. Patrick Nitz – *Clinton Area Transit System Bus Operator*

## **AGENDA:**

- I. Call of Order – 6:00 p.m. by Board Chairperson.**
- II. Roll Call**
- III. Public Comment (Limited to 3 minutes)**
  - **Patrick Nitz – Thank you to the Board for all you are doing for the employees of Clinton Transit during the COVID-19 pandemic.**
- IV. Review/Approval of Agenda**
  - **Motion by Scott Idle, Support by Lisa Grysen – to approve June 25, 2020 meeting agenda as presented – Yes all - Motion carried.**
- V. Approval of May 28, 2020 Meeting Minutes**
  - **Motion by Pete Apostol, Support by Rex Ferguson to approve May 28, 2020 meeting minutes as presented – Yes all – Motion carried.**
- VI. Financial Statement – Finance Committee Chair**
  - **Motion by Lisa Grysen, Support by Scott Idle to receive Financial Statements for May 2020 as presented– Yes all – Motion carried.**
- VII. Approval of Payables – Finance Committee Chair**

Accounts Payable - \$29,289.24  
Payroll - \$34,043.30

  - **Motion by Lisa Grysen, Support by Pete Apostol to approve payroll and payables for May 2020 as presented – Yes all – Motion carried.**

## **VIII. Reports – Executive Director and Operations Manager**

- **Executive Director Report**
  - ♦ **MDOT Funding 101 training for Board members – Mini sessions at each Board meeting on topics related to MDOT and Transit Board responsibilities, to begin in September.**
  - ♦ **Small Urban and Rural Task Force funding – expected to be received in October. These funds will be used for technology upgrades.**
  - ♦ **Projects in Progress include Personnel Handbook, updated job descriptions, updated wage scale chart, development of marketing plan, new fare structure, and RFP for auditing services.**
  - ♦ **October 1<sup>st</sup> renewals include health, dental, vision, and Workmans’ Compensation. Looking at additional benefits to include life insurance, short-term and long-term disability.**
  - ♦ **Reviewing retirement plan options for October 1<sup>st</sup> enrollment**
- **Operations Manager Report**
  - ♦ **May 15 to June 15 ridership increased by 178 trips**
  - ♦ **Average daily trips: 75 one-way trips**
  - ♦ **Non-passenger trips: 106, averaging 5 per day**
  - ♦ **Staff updates: Operating at 43% of total staffing. Plan to return 1 FT Mobility Coordinator and 2 PT or 1 FT Bus Operators for July 2020, to be determined by increasing ridership levels.**
  - ♦ **CATS Bus Garage Action Plan completed and acceptable outcomes and continuing improvements. Mock OSHA audit review in progress.**
  - ♦ **Continuing evaluations of existing polices and procedures in response to infectious disease responses and recommendations.**
  - ♦ **Requested and received endorsement of our Infectious Disease Response Plan and disinfection measures by the MMDHD. (See attachment)**
  - ♦ **Acquiring fare market value estimates in preparation for disposal of 9 out of service vehicles to be presented for public sale in the next 60 days.**
  - ♦ **Organized and implemented a Safety Committee to meet on the 4<sup>th</sup> Wednesday of each month.**

## **IX. Informational Items**

### **A. Maner Costerisan FY2019 Audit**

- **Gail shared our Attorney contacted Maner Costerisan regarding the additional costs billed of \$7,000. Maner agreed to settle with a \$4,000 payment (\$1,000 owed for original agreement cost and \$3,000 towards additional amount billed). A settlement payment of \$4,000 has been sent to Maner Coserisan. MaLissa will be looking for a new auditing firm.**
- ### **B. MDOT Project Authorization 2017-0037-P15/R1 – FY2020 Section 5311 Federal Rural Operating – CARES Act funding for an additional 18% federal grant funds.**
- **MaLissa updated Board on additional 18% of eligible expenses grant funding through the Federal Rural Operating grant.**

- C. August 4<sup>th</sup> State Primary Election – Millage Proposal Informational flyer
  - **MaLissa shared the flyer has went out to 10,000 households of potential August 4<sup>th</sup> voters in Clinton County. A 2<sup>nd</sup> mailer with less information is recommended. Dan suggested including figures of our current wages as compared to the labor market.**
- D. Employee Handbook – Review Sections 1 thru 5
  - **Change reference throughout the handbook of “The Company” to CATS**
  - **Section 4.1 change probability to possibility**
  - **Section 5.3 include language for all grievances to be submitted in writing to the Executive Director. Contact with the Board is to be limited to the Chairperson and only in writing submitted to the Executive Director.**
  - **Section 5.10 can we require employees to notify us of outside employment? MaLissa will follow-up.**

**X. Old Business**

**XI. New Business**

- A. Approval of the Blanket Signature Resolution for Master Agreement number 2017-0037 with MDOT – Updated job title of General Manager to Executive Director.
  - **Motion by Scott Idle, Support by Dan Skorich to approve the revised Blanket Signature Resolution as presented – Yes all – Motion carried.**
- B. Essential Services Retention Program – Recommendation of the Executive Director to approve the payroll benefits until July 25, 2020.

Current Estimated Wages		Per Hour		Monthly Lump Sum		Estimated Payroll Totals June 14, 2020 to July 25, 2020	
Reg Hours Worked	Current Earnings	Additional Earnings	Total Earnings	Additional Earnings	Total Earnings	Additional Earnings	Total Earnings
4146	\$69,417.36	\$24,876.00	\$94,293.30	\$24,000.00	\$93,417.36	\$48,876.00	\$118,293.36

- FY2020 Approved Budget for Payroll for 6 weeks = \$120,114
- MDOT Local Bus Operating funding as of June 2020 payment has a credit of \$126,437.
- Anticipate there will be no local funding needed for the continuation of this payroll benefit.
- For the team members laid off, additional Federal Unemployment benefits expires July 31, 2020.
- Continued exposure for team members working to COVID-19 with no vaccine yet available.
  - **Motion by Rex Ferguson, Support by Scott Idle – to approve the Essential Services Retention Program payroll benefits as presented until July 25, 2020 – Yes all – Motion carried.**

**XII. County Commissioner Liaison**

- **None**

**XIII. Board Member Comments**

**XIV. Adjournment – 7:00 p.m.**

- **Motion by Scott Idle, Support by Rex Ferguson, to adjourn – Yes all – Motion carried.**

**Next Meeting Day/Dates:** Thursday, July 23, 2020 at 6:00 p.m.  
 Thursday, August 27, 2020 at 6:00 p.m.