

Clinton Area Transit System Board of Directors Meeting MINUTES

Date: Thursday, May 28, 2020

Location: **TELEPHONE CONFERENCE ONLY**
PER STATE EXECUTIVE ORDER NO. 2020-15 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. Bruce DeLong – *Clinton County Commissioner Liaison*
2. MaLissa Schutt – *Clinton Area Transit System General Manager*
3. Tyrone Piontek – *Clinton Area Transit System Operations Manager*

AGENDA:

- I.** Call of Order – **6:00 p.m. by Board Chairperson.**
- II.** Roll Call
- III.** Public Comment (Limited to 3 minutes)
 - **None**
- IV.** Review/Approval of Agenda
 - **Motion by Pete Apostol, Support by Josephine Smith – to approve May 28, 2020 meeting agenda as presented – Yes all - Motion carried.**
- V.** Approval of April 23, 2020 Meeting Minutes
 - **Motion by Pete Apostol, Support by Rex Ferguson to approve April 23, 2020 meeting minutes as presented – Yes all – Motion carried.**
- VI.** Financial Statement – Finance Committee Chair
 - **Motion by Lisa Grysen, Support by Josephine Smith to receive Financial Statements for April 2020 as presented– Yes all – Motion carried.**
- VII.** Approval of Payables – Finance Committee Chair
 - Accounts Payable - \$38,311.88
 - Payroll - \$41,699.60
 - **Motion by Lisa Grysen, Support by Pete Apostol to approve payroll and payables for April 2020 as presented – Yes all – Motion carried.**

VIII. Reports – General Manager and Operations Manager

▪ General Manager Report

- ♦ **Inactive positions, which include Mechanic and Accounting Specialist, are on hold. Maintenance Supervisor has the time to keep up with mechanical needs of the fleet right now so there is no need for a Mechanic. In August/September determination will be made to either contract the work out or fill the Mechanic position. Accounting Specialist position on hold until job description is complete, which will be in August/September.**
- ♦ **Back-up drivers will receive letter informing them of no foreseeable return to work date. They will be asked to submit an application if they wish to be considered for work when our ridership increases.**
- ♦ **Beginning in June, the Board will be reviewing sections of the updated Personnel Handbook.**
- ♦ **OSHA standardized safety manual has been received by PayChex and is under review.**
- ♦ **I am working with Clark Harder on millage plan and materials. Unable to get anyone from Friends of Clinton Transit involved at this time.**
- ♦ **COVID-19 Response: We have implemented workplace controls, safe workplace practices and trainings as recommended by OSHA, CDC, and MDHHD. Infectious Disease Preparedness and Response Plan is in place and will be updated as MDOT hires a Consultant to assist in the creation of this plan.**

▪ Operations Manager Report

- ♦ **April 15 to May 15 ridership increased by 24 trips**
- ♦ **Average daily trips: 60.5 one-way trips**
- ♦ **Non-passenger trips: 110, averaging 5 per day**
- ♦ **Staff updates: Operating at 31% of total staffing. Plan to return 1 FT Operator, 1 FT Dispatcher for June 1st**
- ♦ **Mock-up, fabrication, and installation of sneeze guards for transit operator/passenger protection on 100% of buses**
- ♦ **Clinton County EOC provided 8 protective face shields and 150 face masks.**
- ♦ **Active role in the Michigan Economic Recovery Council (MERC) workgroup to develop operational guidelines and health practices for public transportation for the state of Michigan.**
- ♦ **Initiated on 5/13 Maintenance Action Plan for administrative and environment operations. Post action plan OSHA mock audit to be conducted the week of 6/1.**

IX. Informational Items

A. Follow-up – Maner Costerisan additional charges for FY2019 Audit

- ♦ **Gail shared an update for the additional \$7,000 in charges received by Maner Costerisan. The agreement letter between CATS and Maner Costerisan outlines an agreed upon amount of \$7,000, of which CATS has paid \$6,000. The agreement also states if significant time should be necessary, Maner**

Costerisan would discuss this with CATS and arrive at a new fee estimate. No discussions took place between CATS management or Board and Maner Costerisan staff regarding the need for additional time and a new fee estimate. Based on these facts, the information has been sent to our attorney for review and follow-up.

- X.** Old Business
- XI.** New Business

A. Essential Services Retention Program – Recommendation of the GM to approve the payroll benefits as noted below.

Current Estimated Wages		Per Hour		Monthly Lump Sum		Estimated Payroll Totals May 3 to June 13, 2020	
Reg Hours Worked	Current Earnings	Additional Earnings	Total Earnings	Additional Earnings	Total Earnings	Additional Earnings	Total Earnings
3045	\$52,980.45	\$18,270.00	\$71,250.45	\$16,800.00	\$69,780.45	\$35,070.00	\$88,050.45

- **Motion by Josephine Smith, Support by Pete Apostol – to approve the Essential Services Retention Program payroll benefits as presented for the time period of May 3, 2020 through June 13, 2020 – Yes all – Motion carried.**
- B. Approval of Resolution Submitting Millage Re-proposal – Change duration of millage from 6 years to 4 years.**
 - **Motion by Josephine Smith, Support by Rex Ferguson – to approve a change in the duration of the millage re-proposal to four (4) years - Yes all - Motion carried.**
- C. Review and Approval of updates to Organizational Chart.**
 - **Motion by Dan Skorich, Support by Scott Idle – to approve the updated Organizational Chart as presented - Yes all - Motion carried.**

XII. County Commissioner Liaison

- **County is still operating and dealing with the issues presented as a result of COVID-19. Sincerely thankful to CATS team for continuing to meet the needs during this unprecedented time.**

XIII. Board Member Comments

XIV. Adjournment – **7:00 p.m.**

- **Motion by Gail Watkins, Support by Scott Idle, to adjourn – Yes all – Motion carried.**

Next Meeting Day/Dates: Thursday, June 25, 2020 at 6:00 p.m.
Thursday, July 23, 2020 at 6:00 p.m.