

Clinton Area Transit System Board of Directors Meeting MINUTES

ELECTRONIC ONLY

Per MDHHS Emergency Order under MCL 333.2253 – Gatherings and Face Mask -
Issued on November 15, 2020

Date: Wednesday, November 18, 2020

Location: Electronic meeting via Zoom

Board Members Present:

1. Gail Watkins – *Chairperson* – Reporting from Olive Twp, Clinton County, MI
2. Scott Idle – *Vice Chairperson* – Reporting from Delta Twp, Eaton County, MI
3. Lisa Grysen – *Secretary/Treasurer* – Reporting from Watertown Twp, Clinton County, MI
4. Dan Skorich – *Board Member* – Reporting from Dewitt City, Clinton County, MI
5. Pete Apostol – *Board Member* – Reporting from Greenbush Twp, Clinton County, MI
6. Josephine Smith – *Board Member* – Reporting from Essex Twp, Clinton County, MI
7. Rex Ferguson – *Board Member* – Reporting from Essex Twp, Clinton County, MI

Board Members Absent:

None

Others Present:

1. MaLissa Schutt – *Clinton Area Transit System Executive Director*
2. Bruce DeLong – *Clinton County Board of Commissioners Liaison*

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 Josephine Smith, Support by Pete Apostol – to approve November 18, 2020 meeting agenda with amendment – Yes all - Motion carried. Amendment – Move agenda item XIII County Commissioner Liaison comments to take place prior to agenda item XII New Business.**
- VI. Approval of October 22, 2020 Meeting Minutes
 - **Motion by Rex Ferguson, Support by Lisa Grysen to approve October 22, 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 October 2020 as presented– Yes all – Motion carried.**
- VIII.** Approval of Payables – Finance Committee Chair
Accounts Payable - \$ 100,526.89
Payroll - \$ 48,918.17
- **Motion by Josephine Smith, Support by Scott Idle to approve payroll and payables for October 2020 as presented – Yes all – Motion carried.**
- IX.** Reports – Executive Director and Operations Manager
- **Executive Director Report**
 - ♦ **MMRMA Facility and Risk Assessment – Security issues identified such as need for external cameras, keypad entry for shop and proper lighting of property; MMRMA offers grants to supplement the costs of upgrades that reduce risk.**
 - ♦ **Facilities Assessment and Master Planning – Partnering with HOBBS & BLACK ARCHITECTS to develop a visionary plan with short term and long term strategies to adapt to future operational growth.**
 - ♦ **Technology upgrades – Back-up server purchased and installed; Phones ordered and expected to be installed this month; Dispatching software demo with Ecolane on November 17th; Coordinating with Standard Computer to put together a RFP for dispatching software, mobile app, and tablets for the buses. Additional technology upgrades include new server, website developments, and radios.**
 - ♦ **Receiving additional FY2021 CARES Act funding to be used for operating expenses and/or capital expenses - \$169,755. Anticipate using most of this for necessary capital expenses mentioned above – technology upgrades, generator, security cameras, property lighting, and facilities assessment and master plans.**
 - ♦ **Marketing efforts – Putting together list of contacts and survey questions. Research phase includes 10 one-on-one zoom interviews, 4 focus groups consisting of 10 participants, online survey to be deployed to as many partners as we can identify. We will need YOUR help to ensure this survey gets out to everyone in your email contacts.**
 - ♦ **Partnering with Clark Harder of MPTA for MDOT 101 training for Board members; Board members agree this needs to wait until it is safe to have an in-person training.**
 - ♦ **FY2021 Annual budget process – to be presented to the Board for approval at the December meeting; Presented to County Commissioners in January for approval; Submitted to MDOT by February 15, 2021 with the annual application.**
 - ♦ **New Fare Structure – To be presented to Board in December**

- **Operations Manager Report**
 - ♦ **October 15 to November 11 ridership decreased by 592 trips.**
 - ♦ **Currently operating at 63% in comparison to 2019 (pre-COVID)**
 - ♦ **Average daily trips: 176 one-way trips; Down 1.7% from last month.**
 - ♦ **Non-passenger trips: 62, averaging 3 per day**
 - ♦ **Staff Updates: Operating at 69% of pre-COVID levels. 10 FT/8 PT Transit Operators 1FT Driver, 7 FT Office personnel, 1 FT and 2 PT Maintenance Staff. Evaluate staffing needs weekly.**
 - ♦ **Mr. Lee Langlois has announced his retirement with his last day as 11/25. Lee has been with the transit since June 2010.**
 - ♦ **Youth ridership continues to diminish due to increased COVID-19 cases and school closures.**
 - ♦ **Uniforms are scheduled to be delivered by 11/20. Winter coats and hat pricing have been suspended until the marketing plan is in place (rebrand, new logo).**
 - ♦ **Risk assessment identified a few items needing attention – generator, exterior lighting, property security, administration and shop full inventory for loss claims, and engineering assessment of roof snow load and snow removal plan, and policies regarding active shooter, threats, and violence on and off the property.**
 - ♦ **Safety committee meeting was conducted on 11/14 with no new items of concern. Progress continues towards safety manual implementation and training.**

X. Informational Items

- A. Board member meeting per diem rate increase effective January 1, 2021.
 - **MaLissa shared the County Board of Commissioners has increased the board meeting per diem from \$60 to \$70 effective January 1, 2021.**
- B. Board members reappointed for 3 year term expiring on December 31, 2023 – Dan Skorich, Pete Apostol, and Josephine Smith.

XI. Old Business

XII. County Commissioner Liaison

- **County working remotely as much as possible. Additional updates such as radios and board member per diems already discussed.**

XIII. New Business

- A. Recommendation of the Executive Director to approve Resolution adopting updated Purchasing and Procurement Policy as presented.
 - **Motion by Pete Apostol, Support by Josephine Smith to approve the updated Purchasing and Procurement Policy as presented – Yes all - Motion carried.**
- B. Closed Session – Executive Director Performance Review
 - **Motion by Pete Apostol, Support by Josephine Smith to go into closed session – Yes all - Motion carried.**
 - **Return to Open Session at 7:00 p.m.**

XIV. Board Member Comments

- **None**

XV. Adjournment – 7:03 p.m.

- **Motion by Josephine Smith, Support by Rex Ferguson to adjourn – Yes all – Motion carried.**

Join Zoom Meeting

<https://us02web.zoom.us/j/89010787581?pwd=dTZvVjM2WHFYR2FIZWlm>

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Dial +1 312 626 6799 US (Chicago)

Meeting ID: 890 1078 7581

Passcode: 011345

Next Meeting Day/Dates: Wednesday, December 16, 2020 at 6:00 p.m.
Thursday, January 28, 2020 at 6:00 p.m.