

Clinton Area Transit System Board of Directors Meeting MINUTES

Date: Thursday, October 22, 2020

Location: 215 N. Scott Rd, St. Johns

Board Members Present:

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

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 Scott Idle, Support by Pete Apostol – to approve October 22, 2020 meeting agenda as presented – Yes all - Motion carried.**
- VI.** Approval of September 24, 2020 Meeting Minutes
 - **Motion by Lisa Grysen, Support by Scott Idle to approve September 24, 2020 meeting minutes as presented – Yes all – Motion carried.**
- VII.** Financial Statement – Finance Committee Chair
 - **Motion by Scott Idle, Support by Josephine Smith to receive and place on file Financial Statements for September 2020 as presented– Yes all – Motion carried.**
- VIII.** Approval of Payables – Finance Committee Chair
 - Accounts Payable - \$ 142,433.44
 - Payroll - \$ 113,063.50
 - **Motion by Pete Apostol, Support by Scott Idle to approve payroll and payables for September 2020 as presented – Yes all – Motion carried.**

IX. Reports – Executive Director and Operations Manager

▪ **Executive Director Report**

- ♦ **Management team met with employees regarding update to Employee Wage Scale, updated Employee Handbook, and to give them the opportunity to give us their feedback on what we are doing well, what they wish we did better, and suggestions on how we can better serve the community.**
- ♦ **Updated Employee Handbook released to employees, electronically, for their review and e-signature through the PayChex Flex system.**
- ♦ **Executive Office Assistant – Interviews taking place**
- ♦ **Facility and Property analysis – Met with Marty of HOBBS & BLACK to discuss future needs such as training facility and additional office space.**
- ♦ **Planning discussions for website and mobile application development taking place now.**
- ♦ **Postponing MDOT 101 Funding training pending possible new Board members in January 2021.**
- ♦ **Marketing plan – To be discussed as New Business**
- ♦ **New Fare Structure – To be presented to Board in December**
- ♦ **FY22 annual budget process – Presentation to Board in December for approval and then to County Commissioners in January for approval.**

▪ **Operations Manager Report**

- ♦ **September 15 to October 15 ridership increased by 1,457 trips.**
- ♦ **Currently operating at 69% in comparison to 2019 (pre-COVID)**
- ♦ **Average daily trips: 179 one-way trips; Up 29% from last month.**
- ♦ **Non-passenger trips: 100, averaging 4.5 per day**
- ♦ **Staff Updates: Operating at 64.5% of pre-COVID levels. Hired 1 FT Operator to keep up with increased ridership.**
- ♦ **66 Youth ridership registrations have been scheduled; 23% increase from last month; 78.5% of youth ridership numbers for same period in 2019.**
- ♦ **Transit Operators and Maintenance staff have been sized for uniforms.**
- ♦ **Revised job descriptions are complete and have begun 1:1 review with staff.**

X. Informational Items

A. Project Authorization 2017-0037-P16 Job No 207571 – Job Access Reverse Commute (JARC) Federal grant.

- **MaLissa shared FY21 JARC funding authorization.**

XI. Old Business

