

Clinton Area Transit System Board of Directors Meeting MINUTES

Date: Thursday, September 24, 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 Pete Apostol, Support by Scott Idle – to approve September 24, 2020 meeting agenda as presented – Yes all - Motion carried.**
- VI.** Approval of August 27, 2020 Meeting Minutes
 - **Motion by Rex Ferguson, Support by Josephine Smith to approve August 27, 2020 meeting minutes as presented – Yes all – Motion carried.**
- VII.** Financial Statement – Finance Committee Chair
 - **Motion by Lisa Grysen, Support by Scott Idle to receive and place on file Financial Statements for August 2020 as presented– Yes all – Motion carried.**
- VIII.** Approval of Payables – Finance Committee Chair
 - Accounts Payable - \$ 26,321.13
 - Payroll - \$ 38,628.79
 - **Motion by Lisa Grysen, Support by Scott Idle to approve payroll and payables for August 2020 as presented – Yes all – Motion carried.**

IX. Reports – Executive Director and Operations Manager

▪ **Executive Director Report**

- ♦ I have been nominated and elected to serve on the Michigan Public Transit Association Board for FY21.
- ♦ Finance Committee recommendation to use charge card to pay monthly re-occurring bills, such as utilities for purposes of earning cash back. I am reviewing and updating policies and procedures related to credit card purchases, purchasing, and investments.
- ♦ Received Small Urban funding authorization so we can begin the process of those technology updates – to include new phones, back-up server, tablets for buses, and development of website and mobile application.
- ♦ Received Rural Task Force funding authorization for new radios. County to determine project timeline and additional funding available through the County 911 millage.
- ♦ FY2020 Audit Engagement letter signed and submitted. Audit will be done virtually in early December.
- ♦ Holding off on MDOT 101 Funding training until new Board members in January 2021.
- ♦ Job Descriptions are almost complete. Operations Manager will review and have employees sign receipt acknowledgement.
- ♦ Marketing plan – In Process
- ♦ New Fare Structure – In Process
- ♦ Planning committee scheduled to begin meeting in November for planning 20th anniversary celebrations.

▪ **Operations Manager Report**

- ♦ August 15 to September 15 ridership increased by 222 trips.
- ♦ Currently operating at 59.6% in comparison to 2019 (pre-COVID)
- ♦ Average daily trips: 127 one-way trips; Up 16.5% from last month.
- ♦ Non-passenger trips: 99, averaging 5 per day
- ♦ Staff Updates: Operating at 59.5% of pre-COVID levels.
- ♦ All 10 of the out of service vehicles have been disposed of through auction or private sale for total receivable amount of \$8,059.00
- ♦ Disposal of scrap items and cleaning of the area behind the shop amounted to \$298.43 in scrap metal with 1 more load remaining.

X. Informational Items

A. Project Authorization 2017-0037-P18 Job Nos 1300122 / 208974 – Small Urban and Rural Task Force (RTF) Federal Highway funds flexed to FTA.

- **MaLissa shared update for these grants in the Executive Director Report.**

XI. Old Business

XII. New Business

A. Approval of FY2021 Board and Finance Meeting dates.

- **Motion by Pete Apostol, Support by Rex Ferguson to approve the FY2021 Board and Finance Meeting dates, with amendments – Yes all - Motion carried.**
- **Amendments to meeting dates: April meeting date is April 22nd not 29th and July meeting date is July 22nd not 29th. Board meetings are held the 4th Thursday of each month unless otherwise noted.**

B. Approval of Resolution of Intent for membership with the Michigan State University Federal Credit Union (MSUFCU) with account signatures being Lisa Grysen, Scott Idle, and MaLissa Schutt.

- **Motion by Dan Skorich, Support by Josephine Smith to approve the Resolution of Intent for membership with the MSUFCU with signatures as presented – Yes all - Motion carried.**

C. Approval of Resolution to update account signatures on all Mercantile Bank of Michigan accounts – Remove Peter Apostol and add Board Vice Chairperson, Scott Idle.

- **Motion by Peter Apostol, Support by Scott Idle to approve the Resolution to update account signatures on all Mercantile Bank of Michigan accounts as presented – Yes all - Motion carried**

D. Recommendation of the Executive Director to approve the Employee Handbook as presented.

- Reviewed and approved by Attorney
- **Motion by Dan Skorich, Support by Scott Idle to approve the Employee Handbook as presented – Yes all - Motion carried.**

E. Recommendation of the Executive Director to renew Michigan Transit Pool auto liability and property damage coverage, effective 12-1-2020.

- FY2021 premiums \$52,782; 4.5% decrease from FY2020
- Historically, rates are less with the pool coverage as compared to commercial plan coverage. Anticipate a significant refund of FY2020 premiums in FY2022 due to reduction in PMH rates (Passenger, Miles, and Hours).
- **Motion by Pete Apostol, Support by Rex Ferguson to renew the Michigan Transit Pool coverage as presented – Yes all - Motion carried.**

F. Recommendation of the Executive Director to renew MMRMA limited liability and property and crime coverage, effective 10-01-2020.

- FY2021 premiums \$11,576; 8% increase from FY2020
- **Motion by Lisa Grysen, Support by Josephine Smith to renew the MMRMA coverage as presented – Yes all - Motion carried.**

G. Recommendation of the Executive Director to approve Essential Services Retention payroll benefits as presented:

ESTIMATED PAYROLL COSTS FOR 07/26/2020 to 09/30/2020

Estimated Wages		Hourly		Weekly Lump Sum		Estimated Payroll Totals	
Reg Hours Worked	Current Earnings	Additional Earnings	Total Earnings	Additional Earnings	Total Earnings	Additional Earnings	Total Earnings
7135	\$119,405	\$71,350	\$190,755	\$47,250	\$166,655	\$118,600	\$238,005

- MDOT Local Bus Operating payments as of September 2020 is a credit balance of \$248,794
- Preliminary reconciled budget numbers from MDOT indicate there will be NO local funding needed for the payment of this payroll benefit.
- Continued exposure to COVID-19 with no vaccine yet available.

- **Motion by Rex Ferguson, Support by Lisa Grysen to approve Essential Services Retention payroll benefits as presented – Yes all - Motion carried.**

XIII. County Commissioner Liaison

- **None**

XIV. Board Member Comments

- **Dan Skorich – Would like to see 20th Anniversary Logo on buses to be BIG and across the windows. Suggested something like “20 years strong.”**

XV. Adjournment – **7:35 p.m.**

- **Motion by Pete Apostol, Support by Lisa Grysen, to adjourn – Yes all – Motion carried.**

Next Meeting Day/Dates: Thursday, October 22, 2020 at 6:00 p.m.
Thursday, November 18, 2020 at 6:00 p.m.