

Clinton Area Transit System
Board of Directors Meeting Agenda
September 24, 2020 - 6:00 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Public Comment (Limited to 3 minutes)
- V. Review / Approval of Agenda
- VI. Approval of August 27, 2020 Meeting Minutes
- VII. Financial Statement – Finance Committee Chair
- VIII. Approval of Payables - Finance Committee Chair
Accounts Payable - \$ 26,321.13
Payroll - \$ 38,628.79
- IX. Reports – Executive Director and Operations Manager
- X. Informational Items
 - A. Project Authorization 2017-0037-P18 Job Nos 130122 / 208974 – Small Urban and Rural Task Force (RTF) Federal Highway funds flexed to FTA.
- XI. Old Business
- XII. New Business
 - A. Approval of FY2021 Board and Finance meeting dates.
 - 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.
 - 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.

- D. Recommendation of the Executive Director to approve the Employee Handbook as presented.
- Reviewed and approved by Attorney
- 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 FY2021 premiums in FY2022 due to reduction in PMH rates (Passengers, Miles, and Hours).
- 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
- 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.

XIII. County Commissioner Liaison

XIV. Board Member Comments

XV. Adjournment

**Next Meeting day/dates: Thursday, October 22, 2020 @ 6:00pm
Thursday, November 18, 2020 @ 6:00pm**