



SAGINAW TRANSIT AUTHORITY REGIONAL SERVICES BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday – December 18, 2023

12:00 PM

STARS Board Room (615 Johnson St.)

CALL TO ORDER

Ms. Miller called the meeting to order at 12:00 PM.

ROLL CALL

Members Present: Ms. Kathy Miller, Ms. Evelyn McGovern, Mr. Carl Ruth, Mr. Michael Hanley, Ms. Diana Gutierrez, Ms. Vickie Dillon

Members Absent: Mr. Floyd Kloc, Dr. Michael Gavin

EXCUSE ABSENT MEMBERS

Mr. Ruth motioned to excuse Mr. Kloc and Dr. Gavin, which was seconded by Mr. Hanley. Motion carried.

PUBLIC COMMENTS

None

APPROVAL OF AGENDA

Mr. Ruth motioned to approve the agenda. Mr. Hanley supported the motion. Motion carried.

APPROVAL OF MINUTES

The Board of Directors minutes from November 27, 2023, the Personnel Committee minutes from November 20, 2023, and the Planning and Governmental Affairs Committee minutes from September 18, 2023 were all presented for approval. Ms. Dillon moved to approve all the meeting minutes presented, which was supported by Mr. Ruth. Motion carried.

FINANCE COMMITTEE UPDATE

Cash Flows

Mr. Ruth mentioned that Ms. Lauren Pavlowski, CFO, went over the cash flows at the meeting and asked for a quick synopsis. Ms. Pavlowski reviewed the cash flows, and then mentioned that the draft financial statements were not fully prepared, and that she would rather not present something that is inaccurate. She will present these again in January.

Triennial Goal, DBE Update

Ms. Christine Billeter, Procurement Officer, gave a short presentation on our Triennial Goals and DBE. She went over some brief history about the program, what applies for DBE, and commented that we can only use federal dollars for this. Buses are not a DBE spend we can claim, as they are claimed by the manufacturer. We also cannot claim land toward this. Ms. Billeter mentioned that an emergency generator in the Rides to Wellness building, a surveillance system, and a new roof on our main building are the three main projects for this fiscal year that will count toward our DBE spend. Ms. Billeter tries to publish all her lists and contracts to make this process as easy as possible for others, and believes it is important to share these resources. She calls these providers to see if they can bid on most projects in order to support more DBE businesses. Mr. Ruth asked if there is a penalty for not reaching our Triennial Goals. Ms. Billeter said no, but if we do not, she will write a corrective action plan. The most important thing regarding this goal is that we show a good faith effort toward reaching the goals. Mr. Steffens emphasized

the importance of making a good faith effort to support more DBE businesses and said we would be out of compliance by not having a calculated methodology behind our goals. He went over the process to become a DBE and how it costs money to do so, therefore we work with potential DBE businesses that do not have the funds to apply for this. Ms. Miller entertained the idea of a city countywide effort to make more DBE's in Saginaw. Mr. Steffens said we did this in the past and there was no return on investment. Ms. Billeter mentioned that if we held an event like this in Saginaw in the future, she knows of MDOT speakers who could attend and present. Ms. Pavlowski also highlighted the fact that some DBE bids are too high and costly, compared to other bids. We have to make the most of our funding. Mr. Ruth motioned to receive and file, which Mr. Hanley supported. Motion carried.

DISCUSSION AND ACTION ITEMS

New Committee and Board of Directors Meeting Schedule

Mr. Hanley motioned to approve the new schedule for the new committees and Board of Directors meetings. Ms. Dillon seconded the motion. Motion carried.

STARS Relocation Feasibility Study

Mr. Steffens mentioned that the first thirty pages is the bulk of the study. He highlighted the artist renderings and detailed diagrams provided. Mr. Steffens presented these on the monitors for all members to view, and reviewed key pages of the study, showing architectural images, drone photos, etc. The report identified that the relocation will be a challenge, but not impossible. Mr. Steffens mentioned that we cannot line up plans or grants until the NEPA study is done. This may take months to two years, with the cost varying between 250k to 1 million for this study. Mr. Steffens said we will be working with Mr. Dan Kildee as much as possible before he leaves. Ms. Kristen Rivett has her eyes on his seat and has been supportive of STARS. She is supportive of a transit powerhouse in the Tri County area, she also voted for the transit increase. Ms. Dillon asked if there is an update on whether the historical society has worked on the roof. Mr. Vince Delossantos, maintenance manager, shared that last he spoke with them, we gave them vendor suggestions that can help with the roof, and we brainstormed new ideas with them for a temporary fix. Ms. Miller asked if we heard back about the survey, they took from their board members. Mr. Steffens does not believe they shared those results, but we will ask them about this. Ms. Miller hopes their vision lines up with our vision for the station. Mr. Steffens reviewed maps from our old 2012 study, including heat maps of jobs, and how further service can create potential for new jobs. Mr. Steffens asked the board formally to adopt the study. Mr. Ruth moved to adopt the study, which was supported by Mr. Hanley. Motion carried.

EXECUTIVE DIRECTOR REPORT

Mr. Steffens spoke with the county regarding the memorial cup, and he believes this could go very well for STARS. He wishes everyone a happy holiday, and then mentioned the COVID-19 and Flu outbreaks at STARS, as multiple employees have called out due to illness recently. Mr. Ruth asked for an update on the public commenter from the last Board of Directors meeting. Mr. Steffens said he reached out to her and others, and after letting everyone know that we are not cutting routes, but rather consolidating during non-peak hours, people were happy to hear that. There were no complaints about the new route times after this was clarified on.

EXECUTIVE DIRECTOR EVALUATION

Ms. Miller asked to move into closed session to review Mr. Steffens evaluation. Ms. Gutierrez motioned to go into closed session, which was supported by Mr. Ruth. Roll call was taken, and all members voted to go into the closed session unanimously. Roll call was then taken again, and all members voted to come back from closed session, again unanimously. Mr. Ruth moved to approve the Executive Director evaluation discussed in closed session, which was supported by Ms. Dillon. Motion carried.

BOARD MEMBER COMMENTS

None

ADJOURNMENT

Ms. Miller adjourned the meeting at 1:24 PM.

Vickie H Dillon Date: 1/22/24
Vickie Dillon, Secretary