



## SAGINAW TRANSIT AUTHORITY REGIONAL SERVICES BOARD OF DIRECTORS REGULAR MEETING MINUTES

Monday – August 26, 2024

12:00 PM

STARS Board Room (615 Johnson St.)

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### CALL TO ORDER

*Ms. Kathy Miller called the meeting to order at 12:02 PM.*

### ROLL CALL

*Members Present: Ms. Kathy Miller, Mr. Floyd Kloc, Mr. Carl Ruth, Ms. Vickie Dillon, Ms. Evelyn McGovern, Ms. Diana Gutierrez, Mr. Michael Hanley, Mr. Jimmy Greene, Ms. Kristy Nelson*

*Members Absent: None*

### PUBLIC COMMENTS

*None*

### APPROVAL OF CONSENT AGENDA

*Mr. Greene motioned to approve the consent agenda as is. Mr. Ruth seconded the motion, with the addition of a closed session at the end of this meeting. Motion carried unanimously. The board members also welcomed the new CFO, Ms. Amy Bidwell, as well as Mr. Mike Birchmeier and Ms. Amy Deeter from Raymond who will be helping with the CFO transition and end of year duties.*

### STRATEGIC PRIORITIES & DISCUSSION ITEMS

#### Finance Committee Update

#### Cash Flows & Draft June Financial Statements

*Ms. Pavlowski presented the Cash Flows and the Draft June Financial Statements to the Board members.*

#### Audit Report

*Ms. Pavlowski presented the Audit Report to the Board. She shared the audit findings, as provided in a handout, as well as a corrective action plan. Mr. Steffens said that we have identified the cause for the Journal Entry issues, the reconciliation of capital assets being due to switching accounting software, and the delinquency of the report due to scheduling issues and miscommunication. We are working to make sure avoidable issues do not happen for the upcoming audit, and to have the cleanest audit we have ever had this upcoming year. Mr. Steffens plans to update the Finance committee with any corrective actions taken regarding these findings when they meet in November. Ms. Gutierrez asked if there is any training needed for staff regarding these findings. Mr. Steffens said that the staff from Raymond will be able to identify any areas that might need more training or support. Mr. Greene commended Mr. Steffens on taking ownership of our findings and feels confident they will be fixed promptly per the action plan.*

#### Roof Replacement RFP

*Mr. Ruth mentioned removing trees, to avoid issues with the new roof. These will be addressed by maintenance. Ms. Christine Billeter presented the Roof Replacement RFP to the Board. She said we went out for bid. We will need to remove and disconnect the electrical to the units on the roof that need to be disposed of, dispose the old roof, and lay down insulation and new roofing. This would come with a twenty-five-year warranty with annual inspections. Ms. Billeter shared more specifications of the bid. Mr. Kloc asked how we will be able to operate during this project. Mr. Vince Delosantos said metal decking will still cover the roof so we should be able to work as normal.*

Mr. Kloc motioned to approve the recommended Roof Replacement RFP, which was supported by Mr. Ruth. Motion carried.

Awareness & Engagement Committee Update

Mr. Steffens said the guests did not show up for this meeting so we will reschedule this for the future. Ms. Miller asked if that will be for the September meeting. Mr. Steffens replied that it will be rescheduled for September or October.

Resources & Operations Committee Update

Mr. Steffens shared that the committee looked at the admin PTO policy comparing and contrasting it to local transits PTO policies. The committee also looked at the by-laws. Ms. Miller asked for the information on any PTO payouts to be shared during the next committee meeting to gain a better understanding of this situation.

Innovative Service Offerings Committee Update

Mr. Steffens said there was a conversation with guests from Old Town about what can be done during big events in the future to support local businesses. He hopes to continue this conversation in the future. Ms. Miller said Mr. Steffens and Ms. Forbes heard positive feedback during the meeting regarding the memorial cup and our place in the community. Package deals were also mentioned, which Ms. Miller thought was a great idea.

OTHER REPORTS

New Business

RTW Lease Two Year Renewal

Mr. Steffens is asking for authorization to have our RTW lease extended for another two years. Mr. Ruth motioned to approve the presented RTW Lease Two Year Renewal, which was seconded by Mr. Kloc. Motion carried unanimously.

Executive Director Report

Mr. Steffens introduced Ms. Amy Bidwell, the new CFO. She has had over eleven years of experience running Midland's Dial-A-Ride. He shared that the public hearing went well but was not as accessible for our riders at the Hoytt Library, so we will plan to hold this elsewhere going forward. Mr. Steffens shared STARS ridership reports and allowed discussion for that data. He noted that we plan not to grow the Lift department until they are at peak efficiency. Ms. Gutierrez asked if HSC has hired more employees. Ms. Forbes said we met with them and gave them ideas for them to grow their workforce internally and communicating that this service is an option to their employees. Ms. Miller mentioned that we need to continue collaborating with our partners on making these routes successful and looks forward to working with Delta on a future route. Ms. Nelson said they are already showing students what options are available to them at Delta.

Closed Session, Executive Director Evaluation

Mr. Ruth moved to go into closed session. Mr. Kloc supported the motion. Roll call was taken. The board came back from closed session. Ms. Dillon motioned to approve the decision made in closed session, which was supported by Mr. Greene. Motion carried unanimously.

BOARD MEMBER COMMENTS

None

ADJOURNMENT

Ms. Miller adjourned the meeting at 12:59 PM.



Vickie Dillon, Secretary

Date:

