

Marquette County Transit Authority

1325 Commerce Drive

Marquette, MI 49855

DRAFT

**Board Meeting Minutes of November 15<sup>th</sup>, 2018**

**Call to Order:**

Boyd	Connors	Grund	Kasper	LaRue	Nankervis
Perry	Peterson	Quayle	Tollefson		

Bosio absence is excused.

Others present: Klein, Director. Koski, Finance.

**Minutes:**

Peterson made a motion to approve the Board Meeting Minutes from October 18<sup>th</sup>, 2018 as presented. Connors supported. Unanimously approved.

**Consent Agenda:**

Quayle pulled A and C from Consent Agenda. Quayle made a motion to approve B and D. Connors supported. Unanimously approved.

**Agenda:**

Discussion on A pulled from Consent Agenda:

Quayle inquired on the following Vendor Bills:

906 Technologies: Graphics Card-Klein replied it was needed for the dispatcher's computer.

Quayle inquired about the Carpet One bill. Was this year-end spending? Klein replied that this was paid for by a grant.

Quayle inquired about Motorola Solutions. Was this year-end spending? Klein replied that it was not a part of year end spending. It was a necessary purchase for the mechanics to be able to hear and reply to driver calls when a mechanic is needed.

Quayle inquired about the cost of catalytic convertors for the New Flyers. Koski replied the cost was for two convertors.

Quayle inquired about the Pride Printing bill. Klein commented that this is a year's supply.

Quayle inquired about the Superior Lighthouse bill. Klein replied that she would have to look into this. Koski commented that this was welding for a part for the New Flyer busses.

Quayle inquired about the bill for the bus washer. Klein replied that this was a necessary repair that is supposed to help keep the washer up and running for the next year.

Quayle inquired about the Monthly Fleet Incident Report. What happened with the incident at the Dollar Store? Klein replied that the driver did not see the pedestrians crossing in front of the bus and he ran over one of the pedestrian's feet. Klein commented that the pedestrian has made contact with us and she did not have to have surgery at this time.

Quayle made a motion to approve A and C from the Consent Agenda. Connors supported. Unanimously approved.

Tollefson made a motion to approve the Agenda as presented. Larue supported. Unanimously approved.

**Public Comment:**

None.

**Old or New Business:**

Nankervis reported on the Personnel Committee report for the Administrative Staff:

The Personnel Committee held three different meeting to discuss the Administrative Staff's evaluation, job descriptions and information on wages and benefits from Marquette County, Marquette Township and NMU. The Personnel Committee reviewed request information and talked with the staff individually. After lengthy discussions the Personnel Committee makes the following recommendations:

Executive Director and Operations Manager 3% increase.

Finance Director and Operations Garage Manger 4% increase.

This would be retroactive to October 1<sup>st</sup>, 2018.

The Personnel Committee would also recommend a job study be performed to evaluate the Administrative job descriptions with ratings for each position next year.

Discussion was had by Board Members in regards to the recommendation.

Peterson commented that he felt the Administrative Staff is doing a good job. Peterson commented that talking with the Administrative staff was an eye opening experience in regards to what each individual employee is doing throughout the year.

Tollefson commented that he thought it was a great idea for the Staff to talk with the Personnel Committee.

Koski commented in regards to vacation time comparison for part time employees and full time Administrative staff.

Nankervis commented that Klein is to come up with goals for the staff and create a form for these goals and evaluations.

Quayle made a motion to approve the recommendation from the Personnel Committee. LaRue supported. Unanimously approved.

Klein reported that she attended the Rural Task Force meeting and changed funds from new busses to a new bus washer. The approximate cost for a new bus washer will be \$120,000.00. Marq-Tran will also be receiving a payment from Alger Transit from the money that was loaned to them.

**Public Comment:**

None

**Adjournment:**

Perry made a motion to adjourn at 7:00 p.m. Kasper supported. Unanimously approved. Nankervis adjourned the meeting at 7:00 p.m.

Sincerely,

April Koski, Finance