

Marquette County Transit Authority
1325 Commerce Drive Marquette, MI 49855

Board Meeting Minutes October 17, 2024

Call to order:

6:02 pm by Chairman Bill DeGroot

Absent or excused:

Taylor Klipp, Ed Anderson, Sean Hobbins

Present:

Bill DeGroot, Pete LaRue, Dawn Schuhknecht, Karen Kasper, Tim Overmyer, Kevin Flohe, Scott Krah, Barb Owdziej, Bill Geller, Kristine McDonnell, Janet Cobb, Mike Richer and Kevin Hodges

Minutes from September meeting:

Motion made by Overmyer, 2nd by Schuhknecht to approve minutes of September 26, 2024 with correction to spelling. Motion carried.

Consent Agenda:

Motion by LaRue to approve Consent Agenda for today, 2nd by Owdziej, motion carried.

Agenda for Today:

Motion by Overmyer, 2nd by LaRue to approve agenda with addition to include Strategic Discussion as Action Item #2, motion carried.

Opportunity for citizens to address the Authority: There were no citizens present to address the Authority.

Action Items:

Finance Committee report:

Met October 15th reviewed and discussed and approved balance sheets, bank statements, profit and loss statements and time off sheets. The administrative wage rate was also discussed. De Groot explained the method he used (Salary Performance Review Process) to compare wages against similar Authorities to assure equity with those Authorities' as well as within the organization. Based on that information, the finance committee recommended wage increase of 3.75% (average) among all employees without considering Geller's raise (annual review pending). Geller notes these raises are below allocated budget. Krah motioned to approve administrative wages (minus EO) with 2nd by LaRue, motion carried. Motion then made by Overmyer, 2nd by Schuhknecht to approve finance report in its entirety, motion carried.

Strategic Discussion:

Presented by DeGroot-who presented a framework for ongoing work on developing the Strategic Plan. He presented the following document to the Board:

1. Once the Ends Statements have been agreed upon by the Board, a final draft compiling them into one document should be produced

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Board Meeting Minutes October 17,2024

2. Then the draft statements should be given to the CEO to work with their staff to develop draft metrics of understanding, achievement, and forecasting.
3. The draft metrics should be presented to the Board as how each Ends Statement is interpreted by Staff, and how Staff will then present measurement information ensuring the Board can track progress to each Ends policy. *Note: Each Ends Policy may have many measures so Staff should list all that apply.
4. There should be an agreed performance report format shown for each ends statement and performance measurement: in Ann Arbor we used "Monitoring Reports" (please see the attached very long version of an entire Ends Statement Monitoring Report) *Note: this was first developed in 2018 with just a few Ends Statements and each Board has added items based on community, company, or other needs.
5. One performance report should then be reviewed each meeting in a proper calendar to not slow down the company but given enough time for the Board and CEO to monitor progress.
6. Year End CEO review should be a culmination of performance driven evidence based on the report achievements form the monitoring reports.

De Groot also included these future board thoughts as an opportunity for discussion:

1. Give at least one meeting annually to Board itself – discuss high level monitoring and if there is a need to change, add, or delete ends statements as general policy
2. After process is completed, then reassign the Committee Structure to match the general needs of the Ends Document.
3. Restrict discussion of monitoring to the CEO since that is how the Board holds accountability.
4. Hold Monthly Board meetings that discuss the achievement, non-achievement of fact-based statistics instead of feelings is important to deliver the best way money is being spent representing the public interest across all jurisdictions.
5. Make sure that the Chair is strong enough to facilitate a conversational meeting, not just let everyone talk about items that do not mesh with policy monitoring.
6. Ensure that if emergencies pop up then the Chair and CEO discuss the Ends calendar and make the appropriate change allowing for the discussion and then come back to Ends Review if the emergency rises to the level of change.

At the present, the list of end statements will be compiled for November's meeting. It was noted that the Operations Committee has not submitted their End Statements. Geller will get the compiled list to the Board before November's meeting.

Executive Directors Report:

Geller states Hodges, Richer and himself has reviewed the software from an established company Q Ryde. He states it "does everything"; is able to combine both systems (door to door and fixed routes), and has a good reputation for service. The company provides on-site training

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Board Meeting Minutes October 17,2024

and requires a 60-month contract. Geller states costs are “in the wheelhouse”. He doesn’t anticipate any coverage issues for the buses. He states “we have the money” and expressed that Marq-tran needs the technology in order to “go forward”. Geller will present more information at the November Board meeting

Geller reports that the Michigan Mobility Wallet has canceled a recent meeting, so he is unable to present an update.

He reports that Marq-tran has renewed the agreement with Norlite and Eastwood to provide emergency transportation. Geller notes that there is already an agreement to provide emergency plans with those organizations as well as NorthStar (local alternative school).

Geller states that Negaunee fixed route will be reduced to one day a week. He explained that the fixed route is poorly utilized in spite of aggressive advertising. When this route is reduced, Marq-tran will be able to accommodate more door to door riders.

Geller states the HVAC system was evaluated by a company and expects to receive a bid for new boiler.

Geller presented DeGroot a plaque containing “resolution of Appreciation” acknowledging his service to the Board. This is his last Marq-tran Board meeting.

Board Member Comments:

Schuhknecht and LaRue expressed their appreciation to De Groot for his leadership and expertise with a motion by Schuhknecht to approve the Resolution Honoring Bill DeGroot, 2nd by Krah and motion passed.

Meeting adjourned at 6:55 PM

Respectfully submitted,

Barb Owdziej

Secretary