

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Wednesday, 22 June 2017 at 5:00pm at the offices of the ICTC located at 2100 E. Transportation Drive, Mt. Pleasant MI 48858. Phone number 989.773.2913.

I. Call to Order – Staples called the meeting to order at 5:05pm.

Commissioners Present: Sam Staples, Commissioner  
Matt Mertz, Commissioner  
Gerald Stryeski, Commissioner

Commissioners Absent: Pat LaChance, Chair  
Don Brown, Vice Chair

Staff Present: Rick Collins, Executive Director  
Lisa Pratt, Deputy Director  
Patti Casey, Accountant  
Kelly Crofoot, Human Resource Manager  
Kaylie Monroe, Outreach Coordinator

II. Public Forum

A. Outreach Coordinator – Rick Collins introduced Kaylie Monroe, ICTC’s newly appointed Outreach Coordinator.

B. Ava Edmondson congratulated Kaylie Monroe on her new position.

III. Minutes – The Regular Business Meeting minutes of 24 May 2017 were accepted as presented.

IV. Communications – None received.

V. Administrative Report

A. Legislative Report – Nothing to report.

B. Operating Report – Collins briefed the Board on operating statistics. Morey School has announced they will be closing. We will see a drop in ridership and loss of revenue due to the closing.

C. Personnel Report – Crofoot briefed the Board on the following:

1. Limited Service Driver started training 03 June.
2. Kaylie Monroe was offered, and accepted, the Outreach Coordinator position.

3. Call Center Operator training began the week of 19 June.
4. Driver training will begin 27 June.

D. Capital Report – Pratt reported the Saginaw Chippewa Indian Tribe awarded ICTC \$61,000 for the purchase and installation of a drive on hoist. The hoist has been ordered and the project should be completed in August. Pratt noted it has been a remarkable year for funding. In addition to the award from the SCIT, ICTC has received \$420,000 for the purchase of buses and maintenance equipment and tools from MDOT.

#### VI. Financial Report

A. June Listing – It was moved by Mertz, seconded by Stryeski to accept the listing of \$111,440.49 with May payroll of \$233,067.73, May payables of \$249,462.62, and total May expenditures of \$482,530.35. Motion carried.

B. May Per Diem – The per diem was accepted as presented.

C. Receivables 30-60-90 – Casey briefed the Board on said report.

D. Cash Flow – Casey briefed the Board on said report.

E. Budget v. Actual – Casey briefed the Board on said report.

VII. Old Business – No items presented.

#### VIII. New Business

A. Training Event – Collins reported we will be hosting an emergency bus evacuation training on Saturday, 22 July at Green's Towing. Safety/Training Coordinator Debbie Liscomb is working with the Mt. Pleasant Fire Department, Mobile Medical Response (MMR) and Trooper Mike White from the Michigan State Police (Mt. Pleasant Post), who will be participating in the training. The event begins at 9am with a shuttle from ICTC starting at 8am.

B. Policy Review – Pratt reported updated language recommended by MDOT to be included in our General Operating Policy, Article VII Maintenance Plan. A motion was made by Mertz, seconded by Stryeski to accept the language as presented. Motion carried

C. Bus Re-skirting – Collins reported he would like to have the two 2002 Thomas buses re-skirted during the summer months. The price per bus is \$12,500. A motion was made by Stryeski, seconded by Mertz to have the buses re-skirted. Motion carried.

#### IX. Isabella County Transportation Commission

- A. Commissioner Mertz would like board packets available via email to those wishing to obtain a copy. Discussion ensued. The Board tabled discussion until the Chair/Vice-Chair are present.
- B. Commissioner Mertz questioned the possibility of ICTC being a carrier for local pharmacies. Discussion ensued. The Board tabled the discussion until the next meeting.
- X. Adjournment – A motion was made by Mertz, seconded by Stryeski to adjourn at 5:48pm. Motion carried