

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Wednesday, 26 July 2018 at 12:00pm at the ICTC offices located at 2100 E. Transportation Drive, Mt. Pleasant. Phone number 989.773.2913.

I. Call to Order – Brown called the meeting to order at 12:01pm.

Commissioners Present: Don Brown, Chair  
Sam Staples, Vice Chair  
Matt Mertz, Commissioner  
Gerald Stryeski, Commissioner  
Rick Fockler, Commissioner

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

Others Present: Ava Edmondson

II. Public Forum – There was no public comment.

III. Minutes – The Regular Business Meeting minutes of 27 June 2018 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 the operating statistics and the quarterly overtime report.

C. Personnel Report – Crofoot briefed the Board on personnel matters.

D. Capital Report –

1. Pratt reported receiving our second 32' bus on July 03. This is from a previous order of two.
2. Pratt reported the State will be funding buses at 100% and, based on our need, we are eligible to receive seven buses. This is in addition to the previously reported eligible three buses applied for in May, bringing the total to ten.

VI. Financial Report

- A. July Listing – It was moved by Stryeski, seconded by Fockler to accept the Listing of \$388,611.20 with June payroll of \$241,789.46, June payables of \$141,012.43 and total June expenditures of \$382,801.89. Motion carried.
- B. June Per Diem – The Board accepted the per diem as presented.
- C. Receivables 30-60-90 – The Board reviewed said report.
- D. Cash Flow – The Board reviewed said report.
- E. Budget v. Actual – The Board reviewed said report.
- F. Budget Revision - Collins briefed the Board on the revisions to the FY 18/19 budget. It was moved by Stryeski, seconded by Fockler to accept the revisions as presented. Motion carried.

VII. Old Business

- A. Policy Review – Policy review was tabled last month to allow the Board time to review presented changes to the Personnel Guidelines Manual. Discussion ensued. It was moved by Stryeski, seconded by Mertz to strike the Standards of Performance (Work Rules) as a stand-alone policy, and accept the recommended changes to the Personnel Guidelines Manual. Motion carried.
- B. Roof Repair – Two additional companies were contacted to present a proposal for roof repairs to the ICTC building. One company presented a proposal. Of the 11 companies contacted, two presented proposals. Discussion ensued. A motion was made by Mertz, seconded by Stryeski to accept the proposal presented by Tremco Roofing. Motion carried.

VIII. New Business – No items presented.

IX. Isabella County Transportation Commission – No items presented.

X. Adjournment – It was moved by Mertz, seconded by Stryeski to adjourn at 1:13pm. Motion carried.