

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 27 September 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 12:00pm.

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
Kaylie Monroe, Outreach Coordinator

Others Present: Ava Edmondson

II. Public Forum – Edmondson stated under the current labor agreement, in the event of a budget surplus, the Employer may distribute funds to bargaining unit employees with Commission approval. Edmondson would like the Commission to add this to the meeting agenda on a yearly basis. Brown advised Edmondson the Commission is aware of the budget surplus clause in the Labor Agreement and that it is taken under advisement yearly. Brown also advised Edmondson of ongoing projects, such as the roof project for approximately \$36,000 that will have an effect on the current year's expenses.

III. Minutes – The Regular Business Meeting minutes of 30 August 2018 were accepted as presented.

IV. Communications – The yearly engagement letter from ICTC's auditors at SK&T was received.

V. Administrative Report

A. Legislative Report – Collins reported Minimum Wage and Paid Sick Leave Bills will not appear on the November ballot due to the Bills being adopted by the Legislature.

B. Operating Report – Collins briefed the Board on the operating statistics.

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

D. Capital Report –

1. Pratt reported Tremco started the roof repair on Monday, September 17th.

VI. Financial Report

- A. September Listing – It was moved by Stryeski, seconded by Fockler to accept the Listing of \$263,667.41 with August payroll of \$332,369.35, August payables of \$179,151.93 and total August expenditures of \$511,521.28 Motion carried.
- B. August 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.

VII. Old Business

A. Policy Review

1. By-Laws – The ICTC By-Laws were presented with suggested changes. Discussion ensued. A motion was made by Stryeski, seconded by Fockler to accept the changes to the ICTC By-Laws as presented. Motion carried.

VIII. New Business

- A. IT Proposal – Collins reported on IT proposals received from several companies, including our current provider. We have accepted the proposal from XFER Communications. Our current provider, Spectra, is working with them for the transition.
- B. Training – Collins reported he and Jean Bollinger will be attending the National Transit Institute Transit Trainers Workshop 2018, through Rutgers University, in Seattle, WA, November 11-13.

IX. Isabella County Transportation Commission – Mertz would like to thank ICTC employees for their involvement with Into the Light.

X. Adjournment – It was moved by Stryeski, seconded by Fockler to adjourn at 12:50pm. Motion carried.