

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 24 January 2019 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: Aaron Stevens, Maner Costerisan, CPAs
Ava Edmondson

II. Election of Officers

It was moved by Mertz, seconded by Staples to nominate Brown as Chair. Motion carried.
It was moved by Fockler, seconded by Mertz to nominate Staples as Vice Chair. Motion carried.

Brown suggested moving to item VII. Financial Report, Section F. Audit Report.

VII. Financial Report

F. Audit Report – Aaron Stevens of Maner Costerisan, CPAs presented the audit report. Discussion ensued regarding the Independent Auditor’s Report, Basic Financial Statements, Report on Internal Control Over Financial Reporting and on Compliance, Report on Compliance with Requirements Applicable to Each Major Federal Program and a Schedule of Findings and Questioned Costs.

The Board accepted the audit as presented and thanked Stevens for his presentation.

Casey thanked Stevens and his staff for their support received during the audit and throughout the year.

III. Public Forum – There was no public comment.

IV. Minutes – The Regular Business Meeting minutes of 20 December 2018 were accepted as presented.

V. Communications – None received.

VI. Administrative Report

A. Executive Director’s Report – Nothing to report.

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

C. Personnel Report

Crofoot reported:

1. Full time Mechanic hired 01/07/2019.
2. Part time Maintenance Worker hired 01/07/2019.
3. Part time Accounting Assistant to begin 01/28/2019.
4. Driver was placed on FMLA 12/27/2018.

D. Capital – Pratt reported additional funds became available and we will be awarded eight buses instead of seven as previously reported. This will bring the total to 19 new buses.

VII. Financial Report

A. January Listing – It was moved by Stryeski, seconded by Fockler to accept the Listing of \$229,647.53, December payables of \$222,214.15, December payroll of \$268,402.94 and total December expenditures of \$490,617.09. Motion carried.

B. Per Diem – The Board accepted the per diem as presented.

C. Receivables – The Board reviewed said report. Casey reported Renaissance PSA, CMU, Tallgrass and the Village of Bluegrass have been paid.

D. Cash Flow – The Board reviewed said report.

E. Budget v. Actual – The Board reviewed said report.

F. 2019 Budget – The Board reviewed said report. It was moved by Stryeski, seconded by Fockler to accept the 2019 Budget as presented. Roll call vote: Brown-Yes, Stryeski-Yes, Fockler-Yes, Staples-Yes, Mertz-Yes. Motion carried.

G. Annual Application Resolution for Intent to Apply for Financial Assistance 2019 – It was moved by Stryeski, seconded by Fockler to accept the 2019 Annual Application Resolution for Intent to Apply for Financial Assistance as presented. Roll call vote: Brown-Yes, Stryeski-Yes, Fockler-Yes, Staples-Yes, Mertz-Yes. Motion carried.

- VIII. Old Business – Monroe reported Saturday, 12 January, was designated for Fare for Care. \$460.50 was collected in fares on this day and items were purchased to add stock to the Care Store.
- IX. New Business – Nothing presented.
- X. Isabella County Transportation Commission – Nothing presented.
- XI. Adjournment – It was moved by Stryeski, seconded by Staples to adjourn at 1:02pm. Motion carried.