

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 30 January 2020 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
Gerald Stryeski, Commissioner
Rick Fockler, Commissioner
Dennis Adams, Commissioner

Commissioners Absent: Matt Mertz, Commissioner

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

Others Present: Kyle Smith, Maner Costerisan, CPAs
Ava Edmondson

II Pledge of Allegiance

III. Election of Officers

It was moved by Adams to nominate Brown as Chair. It was moved by Stryeski to nominate himself as Vice Chair.

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

VIII. Financial Report

F. Audit Report – Kyle Smith 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 Smith for his presentation.

It was moved by Adams, seconded by Stryeski, to have letters drafted and put into Staff’s personnel files recognizing the Auditor’s comments on ICTC always being prepared, financially clean and easy to work with during the audit process.

- IV. Public Forum – There was no public comment.
- V. Minutes – The Regular Business Meeting minutes of 19 December 2019 were accepted as presented.
- VI. Communications – None received.
- VII. Administrative Report
 - A. Executive Director’s Report – Collins briefed the Board on transportation funding mentioned in Governor Whitmer’s State of the State address. Collins reported he will not be present at the next Board meeting due to his attendance at the Michigan Public Transit Association’s Legislative Day in Lansing. Collins also updated the Board on the progress in the search for new dispatch software.
 - B. Operating – Collins briefed the Board on operating statistics.
 - C. Personnel Report –

Crofoot reported
 - 1. Maintenance Worker hired 30 December.
 - 2. Call Center Operator hired 06 January.
 - 3. Call Center Operator hired 14 January.
 - 4. Part time Driver resigned 15 January.
 - 5. Call Center Operator resigned 20 January.
 - D. Capital Report – Pratt briefed the Board on the five new 24’ buses that entered regular service on 09 January. We are awaiting the delivery of three 32’ and one more 24’ bus and anticipate receipt by the end of February.
- VIII. Financial Report
 - A. January Listing – It was moved by Stryeski, seconded by Adams to accept the Listing of \$348,581.93, December payables of \$258,920.44, December payroll of \$268,545.04 and total December expenditures of \$527,465.48. Motion carried.
 - B. Per Diem – The Board accepted the per diem as presented.
 - C. Receivables – Casey briefed the Board on the Accounts Receivable.
 - D. Cash Flow – The Board reviewed said report.
 - E. Budget v. Actual – The Board reviewed said report.

- G. 2020 Budget – The Board reviewed said report. It was moved by Stryeski, seconded by Adams to accept the 2020 Budget as presented. Roll call vote: Brown-Yes, Stryeski-Yes, Fockler-Yes, Adams-Yes, Mertz-Absent. Motion carried.
- H. Annual Application Resolution for Intent to Apply for Financial Assistance 2020 – It was moved by Stryeski, seconded by Fockler to accept the 2020 Annual Application Resolution for Intent to Apply for Financial Assistance as presented. Roll call vote: Brown-Yes, Stryeski-Yes, Fockler-Yes, Adams-Yes, Mertz-Absent. Motion carried.
- IX. Old Business – No items presented.
- X. New Business – No items presented.
- XI. Isabella County Transportation Commission
 - A. Adams inquired when the last time we met with CMU about the cost of shuttle service. Discussion ensued.
 - B. Brown addressed Mertz’s concern about the lack of snow removal east of the CMU Library. Discussion ensued.
- XII. Adjournment - It was moved by Stryeski, seconded by Fockler to adjourn at 12:51pm. Motion carried.