

ISABELLA COUNTY TRANSPORTATION COMMISSION
Minutes
ELECTRONICALLY CONDUCTED

Regular Business Meeting of the Isabella County Transportation Commission, held Thursday, 23 July at 12:00pm.

I. Call to Order – Brown called the meeting to order at 12:00pm.

Commissioners Present: Don Brown, Chair
Matt Mertz, Vice Chair
Gerald Stryeski, Commissioner
Rick Fockler, Commissioner
Dennis Adams, Commissioner

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

II. Public Forum – There was no public comment.

III. Minutes – The Regular Business Meeting minutes of 25 June 2020 were accepted as presented.

IV. Communications – None received.

V. Administrative Report

A. Executive Director's Report – Collins reported Mt. Pleasant Public Schools will not be providing in-town bus routes. This translates to 280 expected students without transportation. Collins has offered to schedule a time to help set the proper parental expectation if parents opt to use public transportation.

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

C. Personnel Report –

Crofoot reported:

1. Full time Driver retired after 35½ years of service effective 7/1/20.
2. Part time Driver resigned effective 7/22/20.

D. Capital Report – Nothing to report.

VI. Financial Report

- A. July Listing – It was moved by Adams, seconded by Stryeski to accept the Listing of \$142,501.20, June payables of \$196,578.62, June payroll of \$189,398.40 and total June expenditures of \$385,977.02. 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.

VII. Old Business – Brown reported there has been a delay with the Chromebooks. They have been back ordered due to significant demand due to COVID-19.

VIII. New Business –

- A. Reserve Fund – Collins would like to request \$300,000 be moved to the Reserve Fund for the eventual purchase of new dispatch software. A motion was made by Adams, seconded by Stryeski to move \$300,000 to the Reserve Fund for the purchase of new dispatch software. Discussion ensued. It was moved by Adams, seconded by Stryeski to amend the previous motion and change the amount moved to the Reserve Fund to \$400,000 for the purchase of new dispatch software and new accounting software. Motion carried.
- B. Policy Review – Collins reported on the proposed changes that are being presented in a format that lists the name of the policy as well as the language to be amended and the page number you will find in your policy book. Discussion ensued. A motion was made by Adams, seconded by Mertz to accept the policy changes as presented. Motion carried.

IX. Isabella County Transportation Commission – Noting presented.

X. Adjournment – It was moved by Stryeski, seconded by Adams to adjourn at 12:37pm. Motion carried.