

ISABELLA COUNTY TRANSPORTATION COMMISSION  
Minutes  
ELECTRONICALLY CONDUCTED

Regular Business Meeting of the Isabella County Transportation Commission, held Monday, 31 August 2020 at 12:00pm.

I. Call to Order – Mertz called the meeting to order at 12:04pm.

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 – It was moved by Stryeski, seconded by Adams to accept the minutes of the 23 July 2020 Regular Business Meeting as presented. Motion carried.

IV. Communications – None received.

V. Administrative Report

A. Executive Director’s Report – Collins reported ICTC’s millage passed with a 72% overall approval rating. Chromebooks are ready for pickup by Board members. We will be purchasing additional handheld electrostatic sprayers. Shuttle service has not been busy on campus. Drivers have been recalled and have received refresher training.

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

C. Personnel Report – Crofoot reported a Part-time Driver was released from employment on 06 August.

D. Capital Report – Nothing to report.

VI. Financial Report

- A. August Listing – It was moved by Fockler, seconded by Stryeski to accept the Listing of \$166,502.45, July payables of \$121,564.37, July payroll of \$313,614.70 and total July expenditures of \$435,179.07. Motion carried.
- B. Per Diem – The Board accepted the per diem as presented.
- C. Receivables – Casey briefed the Board on the Accounts Receivable report.
- D. Cash Flow – The Board reviewed said report.
- E. Budget v. Actual – The Board reviewed said report.

VII. Old Business

- A. Fares – Due to the increase in COVID-19 cases in Isabella County, Collins recommends that we continue to suspend the collection of fares. Discussion ensued. The Board agreed to continue the suspension of fares.

VIII. New Business

- A. Audit Bid – Accountant Patti Casey sent bid requests to several CPA firms. Three responded. Discussion ensued regarding the 5-year bids. It was moved by Brown, seconded by Fockler to accept the proposed bid from Maner Costerisan. Motion carried.
- IX. Isabella County Transportation Commission – Brown inquired if there is a need to hire additional Drivers. Collins reported due to the uncertainty and current ridership that it would not be prudent to hire at this time
- X. Adjournment – It was moved by Stryeski, seconded by Adams to adjourn at 12:51pm. Motion carried.