

CADILLAC/WEXFORD TRANSIT AUTHORITY

951 Casa Road
Cadillac, MI 49601
January 21, 2019

Board meeting minutes

- A. Call to order: Chairman Mark Howie called the meeting to order at 4:00 p.m.
- B. Pledge of allegiance
- C. Roll call: Board members present: Mark Howie, Larry Copley, Michael Hayes, Rosanne Denny and Eleanor Sosenko
County Commission liaison present: Michael Musta
Staff present: Carrie Thompson, Executive Director
Aaron Stahl, Operations Manager
Karen Cooley, Office Manager
Debbie Davis, Accountant
Kristen Kendall, New Freedom Coordinator
- D. Additions/deletions to the agenda: None
- E. Approval of the agenda as presented or amended: **Motion by Denny, supported by Hayes, to approve the agenda as presented. Motion carried 5-0.**
- F. Public comment: None
- G. Approval of the December 17, 2018 board meeting minutes: **Motion by Denny, supported by Hayes, to approve the December 17, 2018 board meeting minutes as presented. Motion carried 5-0.**
- H. Review of invoices – December 2018: **Motion by Denny, supported by Copley, to approve the December 2018 invoices. Roll call: Copley, yes; Howie, yes; Sosenko, yes; Denny, yes; Hayes, yes. Motion carried 5-0.**
- I. Resolution 2019-1: FY 2020 Resolution of Intent, Regular Service Application for the Michigan Department of Transportation: **Motion by Copley, supported by Denny, to approve the FY 2020 Resolution of Intent, Regular Service Application for the Michigan Department of Transportation and authorize the secretary to sign. Roll call: Howie, yes; Sosenko, yes; Denny, yes; Hayes, yes; Copley yes. Motion carried 5-0.**

Carrie also reviewed the New Freedom and JARC proposed 2020 budgets but they do not require board action.

J. Financial report:

- ❖ Account balances: Carrie explained that due to the foresight of Debbie requesting the 1st quarter from the Feds early we are in good shape for now even with the Government shut down. Debbie has added the previous year balances on the report as requested so we can see how we stand in comparison.
- ❖ Budget: All doing okay now.
- ❖ Grants: Everything has stopped because of the Government shut down. Authorizations are sitting on a desk with no one in attendance. Buses due to be delivered but no funds available to pay. Carrie will ask for an extension on payment or refuse delivery until funds are available.

K. Operations report – December operating metrics:

- ❖ Ridership numbers are down from November due to holidays and school closings but increased almost 1,000 over December 2018.
- ❖ No show policy still has some glitches but Aaron is working on them.
- ❖ Dispatch is being trained on how to delete some rides, such as school closing rides, rather than putting them in as cancels to show more accurate data.

L. New Freedom – Volunteer driver program update:

- ❖ Kristen share a written report on the program showing data for the 3 quarters the program was in operation in 2018 and the 1st quarter of FY 2019.
- ❖ The program has assisted 170 families and volunteers have driven 94,000 miles.
- ❖ Sweet Riders Express has been added to assist clients who need a responsible person with them on medical visits. Volunteers are not allowed to be a responsible person and often the client has no one else to go with them. The client pays Sweet Riders Express for their assistance.

M. Executive Director's report: Carrie explained how she has secured funds from Rural Task Force and Small Urban to cover replacement vehicles in the future.

- N. Old business: None
- O. New business: Michael Hayes asked what the feeling is on the City of Cadillac's proposal to narrow Mitchell Street. The consensus was it is not a good idea.
- P. Public comment: None
- Q. Adjournment: **Motion by Denny, supported by Copley, to adjourn the meeting. Carried 5-0.**

Meeting adjourned at 4:58 p.m.

Eleanor Sosenko, Secretary