

CADILLAC/WEXFORD TRANSIT AUTHORITY  
951 Casa Road  
Cadillac, MI 49601

Board Meeting Minutes

February 18, 2019

- 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: Michael Hayes, Mark Howie, Rosanne Denny, Larry Copley and Eleanor Sosenko  
Board member excused: County Commission liaison Michael Musta  
Staff present: Carrie Thompson, Executive Director  
Aaron Stahl, Operations Manager  
Debbie Davis, Accountant
- D. Additions/deletions to the agenda: Eleanor asked that By-law update be added to the agenda under new business.
- E. Approval of agenda as presented or amended: **Motion by Denny, supported by Hayes, to approve the agenda as amended. Motion carried 5-0.**
- F. Public comment: Madeleine Hayes commented that the buses help lots of people.
- G. Approval of January 19, 2019 board meeting minutes: **Motion by Copley, supported by Denny, to approve the January 19, 2019 board meeting minutes. Motion carried 5-0.**
- H. Approval of January 19, 2019 finance committee minutes: **Motion by Copley, supported by Sosenko, to approve the January 19, 2019 finance committee minutes. Motion carried 5-0.**
- I. Review of invoices – January 2019: **Motion by Hayes, supported by Denny, to approve the January 2019 invoices. Roll call: Copley, yes; Hayes, yes; Howie, yes; Denny, yes; Sosenko, yes. Motion carried 5-0.**

- J. Finance report:
- ❖ Account balances: Looking good, taxes are starting to come in and the 1<sup>st</sup> quarter of Federal reimbursement is included.
  - ❖ Budget: Nothing out of the ordinary. We are still spending less than we are taking in.
  - ❖ Grant update: 2 vans in P5 & P7 have arrived. There are still funds on P7 and Carrie is waiting for approval from MDOT to write a new line and use these for computer equipment.
- K. Operations report – January operating metrics: Ridership was down in January due to weather conditions and 7 days of school cancellations. School ridership is 20 to 30% of ridership. However, the good news is that the No-Show Policy was relaunched in mid-January and both cancels and no-shows were down almost 3% over December. Aaron stated that he expected some calls regarding it but has received none and some people have come in and paid for missed rides. Letters are still going out daily with date and time involved. There have been 6 suspensions due to the new policy but no complaints involving them.
- L. Executive Director's report: In addition to the written report Carrie and Aaron discussed the mobile passes that the board asked them to look into. Route Match has extremely high fees so they researched Hopthru which has no upfront cost and they take 10% of the ridership fee. Their fee is taken immediately and the remainder to the ridership cost is then transferred to an account for CWTA so there is no wait time for CWTA to get their money. They also supply the marketing material at no cost. Carrie and Aaron showed a short video of how the rider accesses their account from their phone and also shared the cost of printing the current tickets, plus there is the cost of human handling. Mobile passes can also cut down on fraud (dollar bills torn in half, foreign money, and fake tickets). The board consensus was that Carrie and Aaron pursue this with Hopthru with the understanding that it will take time for a program like this to catch on, but nothing invested is nothing lost. Carrie said they would like to launch in 90 days.
- Eleanor asked Carrie how the new State Sick Leave law will affect CWTA. Carrie stated it will be about \$9,000.00 but it is in the budget.
- M. Old business:           None

- N. New business: By-law update.  
Eleanor shared that she had looked at the By-laws and, if the one she has is the current one, it has not been updated since 1996. She suggested they be looked at. Carrie will check with the County and see if they have something with a later date.
- O. Public comment: None
- P. Adjournment: **Motion by Denny, supported by Copley to adjourn the meeting. Motion carried 5-0.**

**Meeting adjourned at 4.54**

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Eleanor Sosenko, Secretary