

Harbor Transit Multi-Modal Transportation System (HTMMTS)
Board Meeting Minutes
Ferrysburg City Hall
July 26, 2017

Meeting Called to Order at 5:30 p.m.

Present: Craig Bessinger, Bob Monetza, Patrick McGinnis, Mike DeWitt, Bill Cargo, Joanne Marcetti
Absent: Gordon Gallagher, Rick Homan, Chris Burns, Pete LaMourie, Joel TePastte
Also Present: Anthony Dionise, Operations Manager, Shelly Converse, Customer Care and Compliance Manager, Denny Swartout, Marketing Manager, Tiffany Bowman, Transportation Director

Approval of May 24, 2017 Minutes

Motion by Mike DeWitt, second by Joanne Marcetti to accept the minutes of the May 24, 2017 meeting. Motion carries.

Approval of the Regular Agenda

Motion by Pat McGinnis, second by Mike DeWitt to approve the agenda for the July 26, 2017 meeting. Motion carries.

Financial Report:

FY2017 June 30, Year End Operating Financials for HTMMTS Review. *Motion by Bill Cargo, second by Mike DeWitt, to accept the year-end financial statements as presented. Motion carries.*

FY2017 June 30, Year End Operating Financials for 2017 Harbor Trolley LLC. *Motion by Bill Cargo to accept the year-end financial statements for Harbor Trolley, second by Pat McGinnis. Motion carries.*

New Business:

Consideration by the HTMMTS Board of a resolution to appoint Chrysteen Moelter-Gray to a position on the Local Advisory Board for the Grand Haven Township position. Works at Extended Grace, is a Spanish Instructor at GVSU and does newsletter editing.

Motion by Pat McGinnis, second by Bill Cargo, to appoint Chrysteen Moelter-Gray to a position on the Local Advisory Board for the Grand Haven Township position. Motion carries.

Consideration by the HTMMTS Board for a resolution to appoint Norman Cunningham Sr. to a position on the Local Advisory Board for an At-Large position. Tiffany received a positive reference from Jim Koontz on this applicant.

Motion by Mike DeWitt to appoint Norman Cunningham to the at Large position, second by Bob Monetza. Motion carries.

Application to apply for additional discretionary 5339 funds in the amount of \$1.04 million for the replacement of 8 buses. Discretionary funds released by the Federal Transportation Administration.

Motion by Bill Cargo, second by Bob Monetza to apply for a \$1.04 million grant to replace 8 buses. Motion carries.

Discussion on applying for additional funding from newly released 5339 funds for building expansion. We may be eligible for \$1.8 million in funding for a building expansion, so Tiffany took the initiative to submit a request.

Motion by Pat McGinnis, second by Joanne Marcetti to apply for \$1.8 million in 5339 discretionary funds for building expansion. Motion carries.

Directors Report

Tiffany Bowman

Tiffany reported on significant grant projects in the pipeline.

IRS audit from alternative fuel tax credits. \$4,912 needs to be paid back to the IRS out of \$30,000 we received.

New generator likely to be installed before the coming winter; will run phones and computers in the Dispatch Room.

Motion by Bill Cargo to accept the Director's Report, second by Joanne Marcetti. Motion carries.

Marketing Report-

Dennis Swartout

Working with Misty Cunningham to create a customer service initiative called "The Harbor Way." It will clearly define our core values and identify obstacles to providing the absolute best product we can to internal and external customers.

The fixed route grant was discussed, and the Board asked that the RFP and scope of services be reviewed and approved by the Board before it is released.

Motion by Mike DeWitt to accept the Marketing Report, second by Bill Cargo. Motion carries.

Board Members Comments:

Bob commented that he rode Beach Express on July 15. It was very busy.

Joanne asked if we would be doing an employee appreciation activity this year. Tiffany reported that she would be doing a Breakfast with Tiffany coming up.

Joanne also reported that she sat in Tiffany's office while she spoke on the phone with an FTA agent and Tiffany did a wonderful job.

Mike asked why we were cutting service off at midnight on Coast Guard Saturday night. Current policy is to continue providing rides until almost all cars are gone from the remote parking lots. Mike and Joanne expressed concern that some employees and members of the public have the impression that Harbor Transit is owned by the City of Grand Haven. Staff members offered that they would remind staff that the HTMMTS is an independent authority. Also, future advertising might include a logo that shows all five units that are a part of the Authority.

Adjournment at 6:40 p.m.

Next Board Meeting will be held on September 27, 2017 at 5:30 pm at the Village of Spring Lake Administrative Office, 102 West Savidge Street, Spring Lake MI 49456