

**Harbor Transit Multi-Modal Transportation System (HTMMTS)
Board Meeting Minutes
Grand Haven Charter Township Hall
January 24, 2018**

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

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

Approval of November 15, 2017 Minutes

Motion by Mike DeWitt, second by Bob Monetza, to accept the minutes of the November 15, 2017 meeting as corrected. Motion carries.

Approval of the Regular Agenda

Craig Bessinger noted addition under New Business: add Financial Policy and Procedure Manual.

Motion by Joanne Marcetti, second by Mike DeWitt to approve the agenda for the January 24, 2018 meeting as adjusted. Motion carries.

Financial Report:

New generator has been installed, tested and paid for, adding approximately \$20,000 to the asset line.

Joanne asked if we could have the financial reports titled "Harbor Transit Multi Modal Transportation System" instead of City of Grand Haven to maintain consistency.

Motion to accept the Financial Report by Bill Cargo, second by Gordon Gallagher, Motion carries.

New Business:

FY 2019 Operating and Capital Budget

Motion by Bill Cargo, second by Mike DeWitt to set the annual public hearing on the budget for the March 28, 2018 meeting.

Review of Ridership Growth Chart

Positive growth in ridership in spite of trends in other areas of lower ridership. 15% increase in riders and 20% increase in miles travelled.

MDOT Annual Application for Operating Assistance

Motion by Bill Cargo, second by Gordon Gallagher to approve the FY2019 Contract Clause Certification for the annual application for operating assistance and approve the necessary signatures.

Act 51 State Funding Assistance

Motion by Bill Cargo, second by Mike DeWitt to approve a Resolution of Intent to apply for State formula funding assistance under Act 51 and authorizing the Board President to sign the necessary documents. Motion carries.

Consideration of New Bus Purchases

Joanne expressed concern that the last time we ordered propane buses we ended up with gas buses. In this instance she would like to make sure that if we order propane buses we receive propane buses. The Board expressed a consensus opinion of a preference for propane buses. The request is to transition funds from operating cash on hand to capital purchase with the expectation that we will be fully reimbursed with State/Federal funds.

In FY2019 we will plan to purchase seven new buses and two trolleys.

Motion by Bill Cargo, second by Mike DeWitt to approve the utilization of FY2017 5307 operating funds for the purchase of four new buses with reimbursement of 80% federal and 20% state funds for a total of \$640,000 only if we have written assurance from the State and Federal levels that we will be fully reimbursed. Motion carries.

No Show Policy

Tiffany shared that we have a very high number of “no show” calls; customers call for a ride and then do not board the bus within two minutes of the bus arriving.

Motion by Gordon Gallagher, second by Joanne Marcetti to approve the new No Show policy as presented by staff. Motion carries.

Policy Updates

- DBE Policy
- Title VI
- EEO Plan

Motion by Bill Cargo, second by Mike DeWitt, to approve the amendments to each policy as presented. Motion carries.

Financial Policy and Procedure Manual

Discussion about terminology proposed in the manual.

Motion by Bill Cargo, second by Mike DeWitt, to approve the proposed Financial Policy and Procedure Manual.

Reschedule March Meeting

Motion by Bill Cargo, second by Mike DeWitt, to reschedule the March meeting to March 22, 2018 at 5:30 p.m.

Director's Report

Tiffany reported that she talked to RedFive IT and they responded that we had some real problems with the way things are set up on the Route Match server. Kent Davies offered to sell us a retooled server for \$3,000. She needs to do more investigating and run things by the IT department at GHAPS.

Marketing Report

Denny Swartout distributed a copy of Harbor Highlights and highlighted some of the content, including specific mention of the EEO Policy Statement.

Board Member Comments

Board members commented on the hospitality of Grand Haven Charter Township. Joanne congratulated the staff on another great year of service to our citizens.

General Business/Call to Audience

Adjournment

Meeting adjourned at 6:50 p.m.

Next Meeting March 28, 2018 at 5:30 p.m. at Spring Lake Township Hall