

**INTERURBAN**  
**TRANSIT AUTHORITY**  
SAUGATUCK - DOUGLAS - SAUGATUCK TOWNSHIP  
100 E Wiley Rd, P.O. Box 649, Douglas, MI 49406

MINUTES OF A REGULAR MEETING HELD SEPTEMBER 19TH, 2023 AT 4:31 PM AT SAUGATUCK DOUGLAS DISTRICT LIBRARY.

PRESENT: BABINSKI, JOHNSON, MUHA, MUNCEY, PULLEN, SCHNEIDER. ALSO PRESENT: YFF & ROBILLARD.

ADDITIONS TO THE AGENDA: NONE.

PUBLIC COMMENTS/AUDIENCE: TOMMY BROWN

COMMUNICATIONS: MDOT CONTRACT 2017-0069 P9-R1 EXTENSION

MOTION BY MUNCEY TO APPROVE THE AUGUST 15<sup>TH</sup> 2023 MINUTES (WITH CORRECTION: JULY RIDERSHIP INCREASED BY 1300 OVER JULY 2022) SUPPORTED BY MUHA. MOTION CARRIED.

MOTION BY JOHNSON TO PAY THE JULY 2023 – AUGUST 2023 BILLS IN THE AMOUNT OF \$47,714.67, SUPPORT BY BABINSKI. MOTION CARRIED.

OLD BUSINESS

A. FINANCIALS AND RIDERSHIP: FOR THE FISCAL YEAR TO DATE, 93% OF THE BUDGETED REVENUES HAVE BEEN RECEIVED AND 87% OF THE BUDGETED EXPENSES HAVE BEEN DISBURSED. A FINAL BUDGET ADJUSTMENT WILL BE PRESENTED NEXT MONTH. AUGUST RIDERSHIP WAS 28% HIGHER THAN 2022. THE PARKING SHUTTLE CARRIED 4479 RIDERS THIS SUMMER!

B. CAPITAL GRANT PROGRESS:

2019: THE ITA WILL CONTINUE TO WAIT FOR THE PROPANE CUT AWAY BUS. THE ESTIMATED ARRIVAL IS EARLY 2024.

2021: RFP'S FOR DISPATCH SOFTWARE ARE BEING REVIEWED AND DEMO'S OF THE SOFTWARE HAVE BEGUN. THE BUS CONVERSION RFQ WAS PUBLISHED AND QUOTES ARE DUE SEPT 20<sup>TH</sup>. YFF MET WITH AN ARCHITECT TO REVIEW THE BUILDING EXPANSION PROJECT. FUNDING SHOULD BE RECEIVED THE 2<sup>ND</sup> HALF OF 2024.

C. WITH AN INCREASE IN THE 2024 STATE FUNDING, YFF IS SUGGESTING STAFF WAGE INCREASES, EXTENDED HOURS, NEW OFFICE FURNITURE AND POSSIBLY THE PURCHASE OF AN AED.

D. YFF PROVIDED A RECAP OF THE MDOT ANNUAL MEETING.

NEW BUSINESS

A. MOTION BY MUNCEY TO APPROVE THE FY2024 WAGE SCALE REQUEST. SUPPORTED BY MUHA. MOTION CARRIED.

B. MOTION BY MUHA TO APPROVE OPTION #4 FOR THE FY2024 BOARD COMPENSATION RATE. SUPPORTED BY PULLEN. ROLL CALL VOTE: AYES: BABINSKI, JOHNSON, MUHA, MUNCEY, PULLEN; ABSTAIN: SCHNEIDER. MOTION CARRIED.

C. MOTION BY JOHNSON TO APPROVE SENDING CARLSON TO THE ROUSH CLEAN TECH MAINTENANCE WORKSHOP. SUPPORTED BY MUHA. MOTION CARRIED.

D. MOTION BY MUNCEY TO ADOPT THE 2023 TITLE VI PLAN. SUPPORTED BY BABINSKI. MOTION CARRIED.

PUBLIC COMMENTS: MUNCEY SUGGESTED THE ITA EXPLORE INCREASING THE USE OF TECHNOLOGY FOR BOARD MEETINGS AND TRAINING. TOMMY BROWN ADVISED THE BOARD THAT YFF IS GREAT TO WORK WITH. HE SUGGESTED TESTING NEW TABLETS BEFORE PURCHASE AND EXPANDING LATE NIGHT SERVICE EARLIER IN THE SEASON. A COMMITTEE IS BEING FORMED TO REVIEW THE HOURS.

MEETING ADJOURNED: 5:40 PM

MARIE MUHA  
SECRETARY

MICHELLE ROBILLARD  
RECORDING SECRETARY