



**TRANSIT AUTHORITY**

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

MINUTES OF A REGULAR MEETING HELD JANUARY 16, 2024 AT 4:30 PM AT THE INTERURBAN FACILITY.

PRESENT: BABINSKI, GUSTAFSON, JOHNSON, MUNCEY, PULLEN, SCHNEIDER. ALSO PRESENT: YFF.

MOTION BY MUNCEY TO APPROVE THE DECEMBER 19, 2023 MINUTES. SUPPORTED BY BABINSKI. MOTION CARRIED.

ADDITIONS TO THE AGENDA: NEW BUSINESS D. ASSIGN 3 BOARD MEMBERS TO DIRECTOR SEARCH COMMITTEE

PUBLIC COMMENTS/AUDIENCE: NONE.

COMMUNICATIONS: MDOT NOTICES OF FTA COMPLIANCE, NEW BOARD APPOINTMENT, P YFF RETIREMENT ANNOUNCEMENT.

MOTION BY JOHNSON TO PAY THE DECEMBER 2023 BILLS IN THE AMOUNT OF \$61,435.17. SUPPORT BY MUNCEY. MOTION CARRIED.

**OLD BUSINESS**

A. FINANCIALS AND RIDERSHIP: REVENUE IS AT 15%, EXPENSES AT 24%. A BUDGET ADJUSTMENT WILL BE DONE MID YEAR. RIDERSHIP IN DECEMBER WAS 27% HIGHER THAN LAST YEAR. 3782 PASSENGERS USED OUR SERVICE. FREE RIDES ON NEW YEAR'S EVE FROM 6:00 PM TO 2:00 AM HAD LOWER PASSENGER COUNTS, WILL CONTINUE THE SERVICE. AUDIT QUESTIONS WERE RECEIVED AND RESPONDED TO. AUDIT IS DUE TO STATE BY 3/31/24.

**B. CAPITAL GRANT PROGRESS:**

2019: THE ITA'S PROPANE CUT AWAY BUS HAS ARRIVED IN GRAND RAPIDS AND SHOULD BE DELIVERED SOON.

2021: THE RFP'S FOR DISPATCH SOFTWARE HAS BEEN APPROVED BY MDOT. THE BUS CONVERSION RFQ HAS BEEN AWARDED AND WILL TAKE PLACE THIS WINTER. YFF WILL BEGIN PREPARING A SITE PLAN REVIEW FOR THE BUILDING EXPANSION PROJECT. YFF REVIEWED SIMILAR PROJECT AT VANBUREN TRANSIT.

**NEW BUSINESS**

A. FY2025 GRANT APPLICATION PRESENTED WITH ANNUAL OPERATING & BUS HOURS BUDGET, CAPITAL REQUESTS, VEHICLE INVENTORY/PLANS, & GENERAL REQUIREMENTS. MUNCEY MOTIONED TO APPROVE RESOLUTION OF INTENT, SUPPORTED BY BABINSKI. ROLL CALL VOTE, ALL APPROVED. MOTION CARRIED.

B. MARIE MUHA MEMORIAL – FAMILY WILL PROVIDE A BENCH, STONES AND PLANTS. INTERURBAN WILL PROVIDE ADDITIONAL LANDSCAPING SUCH AS A BUTTERFLY BUSH OR FLOWERING TREE AND SET UP DEDICATION CELEBRATION EXPECTED TO BE IN MAY

C. MOTION TO APPROVE CONTRACT 2022-0072P5 FOR FY24 FEDERAL OPERATING EXPENSES IN THE AMOUNT OF \$207,560 BY JOHNSON, SUPPORT BY BABINSKI. ROLL CALL VOTE, ALL APPROVED. MOTION CARRIED.

D. ASSIGN PULLEN, JOHNSON & MUNCEY TO DIRECTOR SEARCH COMMITTEE. MEETING SET FOR NEXT TUESDAY 1/23 AT 3PM.

MEETING ADJOURNED: 5:16 PM

LORI BABINSKI  
SECRETARY

PHYLLIS YFF  
RECORDING SECRETARY