



MINUTES OF A REGULAR MEETING HELD NOVEMBER 21, 2023 AT 4:33 PM AT THE INTERURBAN FACILITY.

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

ADDITIONS TO THE AGENDA: NONE.

PUBLIC COMMENTS/AUDIENCE: NONE.

COMMUNICATIONS: MICHIGAN TRANSIT POOL RENEWAL & ADJUSTMENTS, 2020 LBO FINAL AUDIT DISTRIBUTION, PARTS BUS AUCTION PROCEEDS, MICHIGAN WORKERS COMP FUND DIVIDEND.

MOTION BY BABINSKI TO APPROVE THE OCTOBER 17, 2023 MINUTES. SUPPORTED BY SCHNEIDER. MOTION CARRIED.

MOTION BY JOHNSON TO PAY THE OCTOBER 2023 BILLS IN THE AMOUNT OF \$65,709.91. SUPPORT BY MUNCEY. MOTION CARRIED.

OLD BUSINESS

A. FINANCIALS AND RIDERSHIP: MOTION BY BABINSKI TO ACCEPT FY23 BUDGET ADJUSTMENT FOR \$1,235,630 IN REVENUES AND \$1,185,354 IN EXPENSES. SUPPORTED BY MUNCEY. MOTION CARRIED. RIDERSHIP IN OCTOBER WAS THE HIGHEST IN "ITA" HISTORY. 5862 PASSENGERS USED OUR SERVICE!

B. CAPITAL GRANT PROGRESS:

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

2021: THE DRAFT RFP'S FOR DISPATCH SOFTWARE HAS BEEN SUBMITTED TO MDOT FOR APPROVAL. 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.

C. THE ANNUAL AUDIT SHOULD BE AVAILABLE TO APPROVE AT THE JAN/FEB MEETING.

D. THE FINAL RESULTS FOR THE TRIENNIAL AUDIT SHOULD BE RECEIVED IN DECEMBER.

E. THE GARAGE HOIST REPAIR HAS BEEN COMPLETED.

NEW BUSINESS

A. MOTION BY JOHNSON TO ADOPT THE 2023 DRUG AND ALCOHOL POLICY. SUPPORTED BY SCHNEIDER. MOTION CARRIED.

MOTION BY JOHNSON TO ADOPT THE SERVICE ANIMAL POLICY AND A MOTION TO ADOPT THE PORTABLE OXYGEN TANK POLICY. SUPPORTED BY BABINSKI. MOTION CARRIED.

B. THE CVB BRANDING ASSISTANCE OFFER HAS BEEN TABLED UNTIL THE "RIDERSHIP" APP BECOMES AVAILABLE.

C. MOTION BY MUNCEY TO APPROVE 2 STAFF MEMBERS TO ATTEND DISPATCH TRAINING. SUPPORTED BY SCHNEIDER. MOTION CARRIED.

MEETING ADJOURNED: 5:35 PM

MARIE MUHA
SECRETARY

MICHELLE ROBILLARD
RECORDING SECRETARY