



MINUTES
Board of Commissioners Chambers
219 East Paw Paw Street

January 11, 2022 1:00 PM

Commissioners

Gail Patterson-Gladney, District 1
Kurt Doroh, District 2
Richard Godfrey, District 3
Mike Chappell, District 4
Randall Peat, District 5
Donald Hanson, District 6
Paul Schincariol, District 7

Public Transit Committee Meeting

1. **Call to Order**
Committee members present: Commissioner Kurt Doroh (chair), Commissioner Mike Chappell; Commissioner Randy Peat

Others in attendance: County Administrator Frank Hardester, Public Transit Director Laurie Schlipp, Public Transit Financial Coordinator Tami Naber, Commissioner Don Hanson, Commissioner Richard Godfrey
2. **Additions/Deletions to the Agenda**
None
3. **Approval of Agenda**
Motion to approve the agenda as presented by Commissioner Chappell; Supported by Commissioner Peat; Motion: Carried.
4. **Approval of Minutes**
 - A. **11/9/2021 Public Transit Committee Meeting Minutes**
Motion to approve the 11/9/2021 Public Transit Committee Meeting Minutes by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried.
5. **Public Comment**
None
6. **Agenda Items**
 - A. **Public Transit Director Update**
Laurie Schlipp presented the Director's Update including
 - Facility Grant - they were not selected to receive this grant
 - Buses - delays on new busses ordered.
 - Staff - continuing search for part-time drivers
 - Auditors - were at Public Transit on 11/22/21 for their annual fieldwork audit.
 - Staff Meetings - holding regular meetings; keeping up communications
 - MML Settlement - 2019 bus accident settlement has been completed.
 - Lead Dispatcher - attended After Business Ours in South Haven
 - ISD Meeting - met with Dave Manson and his team on 12/31/21.
 - Interoffice movement - getting ADA-compliant office furniture and new copier

- Bangor Bank Account - closed account and transferred money to the county pooled account
- Transit Rider Cards - currently have 1,027 active rider cards; 22 of them are Veterans
- Veterans Rides - 112 rides to the Veterans Hospital in Battle Creek for October, November and December

B. October and November Financial Reports

The October and November Financial Summary was reviewed. Millage money will come sometime in the first quarter of 2022 and the larger sum usually arrives in June.

Motion to accept the Financial Summary as presented by Commissioner Peat; Support by Commissioner Chappell; Motion Carried.

C. Ridership and Operations Reports

Tami Naber presented the Ridership and Operations Reports. Discussion ensued. No action needed.

D. MDOT Contract 2022-0144 P1

Laurie Schlipp presented the MDOT Contract 2022-0144P1, for FY 2022 Federal Operating Coronavirus Response and Relief Appropriations ACT (CRRSAA) in the amount of \$826,470.00. The recommendation is to approve the contract and for the Board Chair to digitally sign on the Board's behalf.

Motion to approve the contract and move the item to the 1/25/2022 COW and 2/8/2022 BOC by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried.

E. FY 2023 Annual Application

Laurie Schlipp presented the MDOT FY 2023 Annual Application for operating and capital funding. This is a required supporting document used by MDOT to provide operating and capital funding to transit agencies throughout the state of Michigan. The request is for approval of the Board Chair to sign on the Board's behalf and to expedite this item to today's COW and the 1/25/2022 BOC to meet the deadline of 2/1/2022.

Motion for approval of the contract and to move this item to the 1/11/2022 COW and the 1/25/2022 BOC by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried.

F. Scheduling Software Replacement

Laurie presented the Transit scheduling hardware / software replacement. Research was done by Public Transit staff members and IT. They received 3 quotes and chose a company named PC Trans, whose quote included hardware and software, for a total cost of \$60,518.00.

Motion to approve the purchase of the PC Trans scheduling software replacement at a cost of \$60,518.00 by Commissioner Chappell; Supported by Commissioner Peat; Motion: Carried.

7. Public Comment

Laurie Schlipp reported that there were no bus accidents last year.

8. Adjournment

Motion to adjourn the Public Transit meeting by Commissioner Chappell; Supported by Commissioner Peat; Motion: Carried.

Meeting adjourned: 1:30 PM