

## ALTRAN MINUTES

March 14, 2019

Altran Office

10:00 a.m.

Munising, MI

### Call to Order

The meeting was called to order by Dan Malone at approximately 10:00 a.m.

### Roll Call

Members Present:

Steve Webber

Dan Malone

Marianne Laskay

Absent:

Victoria Petruske

Staff:

Paige Eaton

Jen Heyrman

### Approval of Agenda

An agenda with an updated date was distributed, no other changes were made. **MOTION-** Webber made the motion to support the agenda as presented, supported by Laskay. Ayes- Malone, Webber, Laskay. Absent-Petruske. Nays-None.

### Public Comments

There was no public comment.

### Mike Grentz-Anderon/Tackman-Audit

Mr. Grentz attended the board meeting to share the findings of the audit with all of the board members.

### Approval of Minutes Dec. 12. 2018

**MOTION-**Laskay made the motion to approve the minutes as presented, supported by Webber. Ayes-Malone, Webber, Laskay. Absent-Petruske. Nays-None.

### Approval of Expenditures Dec.-Feb.

**MOTION-**Laskay made the motion to approve the expenditures as presented, supported by Webber. Ayes-Webber, Malone, Laskay. Absent-Petruske. Nays-None.

### Approval of Financial Report Dec.-Feb.

**MOTION-**Webber made the motion to approve the financial reports as presented, supported by Laskay. Ayes-Webber, Malone, Laskay. Absent-Petruske. Nays-None.

### Approval of Resolution of Intent-MDOT

**MOTION-**Webber made the motion to give Jennifer Heyrman, Executive Director, authority to sign on ALTRAN's behalf all necessary paperwork regarding Alger Transit Authority-ALTRAN, supported by Laskay. Ayes-Malone, Webber, Laskay. Absent-Petruske. Nays-None.

### Approval of Resolution of Intent-CD's/PSB

The board decided to table this issue until next month to allow time for more research to determine the best option for ALTRAN.

**Approval of Policy for ACH/Direct Deposit**

**MOTION**-Laskay approved the policy with the stipulation that a payroll summary be provided for review, supported by Webber. Ayes-Malone, Laskay, Webber. Absent-Petruske. Nays-None.

**Approval of Resolution of Intent-Payroll/Direct Deposit (Elimination-Double Signature)**

**MOTION**-Laskay approved eliminating a double signature requirement when conducting direct deposit transactions, with the stipulation that a payroll summary be provided for review, supported by Webber. Ayes-Malone, Laskay, Webber. Absent-Petruske. Nays-None.

**Director's Report**

1. Audit
2. UD/NW-Tickets/Increase in Pricing
3. PASS Training-Tim LeVeque
4. Customers/Issues
5. COA-Loss of \$13,000
6. New dispatcher
7. Trailspotters
8. Website
9. Elcom
10. Pay Pal
11. Phone scams
12. Letters-No-shows, cancellations, etc.

**Correspondence**

None.

**Committee Reports**

None.

**Old Business**

None.

**New Business**

None.

**Public Comments**

None.

**Board Comments**

Mr. Malone requested that board meetings be moved due to a conflict he was having with another meeting. The board decided on the third Tuesday of every month.

**Next Meeting Date-April 16, 2019**

**Adjournment**

**MOTION**-Laskay made the motion to adjourn, supported by Webber. Ayes-Malone, Webber, Laskay. Absent-Petruske. Nays-None.

*Marionne Lasky*

Secretary/Treasurer

*4/16/19*

Date