

ALTRAN MINUTES

July 16, 2024

Altran Office
Munising, MI

Call to Order

The meeting was called to order by Dan Malone at approximately 11:01am

Roll Call

Members Present:

Dan Malone

Jerry Doucette

Cathy Pullen

Marianne Laskay

Members Absent:

Victoria Petruske

Staff:

Paige Eaton

Erich Fix

Approval of Agenda

MOTION- Pullen made a motion to approve the agenda, Doucette supported approval of agenda.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays- None. Absent- Petruske.

Public Comments

None.

Approval of Minutes- June

Pullen commented on the presented minutes noting that Petruske was absent at the prior meeting, however, the minutes reflect her voting.

MOTION- Laskay made the motion to approve the minutes as corrected reflecting Petruske as absent, supported by Pullen.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays- None. Absent- Petruske.

Approval of Expenditures- June

MOTION- Laskay made the motion to approve the expenditures as presented, supported by Doucette.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

Approval of Financial Report- June

MOTION- Laskay made the motion to approve the financial report as presented, supported by Pullen.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

Director's Report

- I. Director's Report
 - a. Reviewed Onota Township's Master Plan Draft
 - b. Searching for a 1 part-time Dispatcher - Hired
 - c. Search for Bookkeeper/Admin. Asst. Position
 - i. 21 applicants (Indeed); 7 – Unresponsive/No Shows; 3-Interviews
 - d. Discussion w/Mike Greutz & Chapman & Myers/calls to 2 other Accounting Firms w/no return call. Evaluate outsourcing bookkeeping
 - e. 800mhz Radio Sole Source update – cost savings and reallocating money from another line item covers all but \$1684. This balance will be covered by local funds. Pullen made the motion to approve \$1684 being paid by local funds from MIClass to finalize payment. Supported by Doucette. Roll Call vote: Laskay- Aye, Doucette- Aye, Pullen- Aye, Malone- Aye, Nays- None. Absent Petruske.
 - f. RFQ Computer Replacement Capital Contract submitted to MDOT for approval of solicitation.

- g. Transmission Issues Buses 80 & 81. Purchased used transmission for \$2900 w/17K miles to replace bus 80's. Will then rebuild the transmission from bus 80 and put into bus 81. Rebuild the transmission removed from 81 and put it on the shelf.
 - h. Draft RFQ various vehicle maintenance tools/equip Capital Contract submitted to MDOT for approval.
 - i. State of MI FY2025 Budget – Altran is looking at a 5% decrease in funding from the State on eligible expenses.
- II. Correspondence
 - a. Executive Director's Resignation Letter
 - b. Executive Director's Job Description
 - c. MIClass June 2024 Economic Review Article
 - III. Committee Reports
 - IV. Old Business
 - V. New Business
 - a. Executive Director's Resignation – Pullen made the motion to accept current directors resignation as of October 11, 2024. Supported by Laskay. Roll Call vote: Laskay- Aye, Doucette- Aye, Pullen- Aye, Malone- Aye, Nays- None. Absent Petruske.
 - b. Board agreed to hold a work session on Tuesday, July 23, 2024 @ 11:00am to discuss/evaluate filling the vacancy of the Executive Director.
 - c. Board members would like Erich Fix, Operations Manager, to consider stepping into the Executive Directors position under the tutelage of John Stapleton, Director of Schoolcraft and Delta County transit agencies.
 - VI. Public Comments-2 (two) minute limit
 - VII. Board Comments – Laskay reminded the Board that may not be available for some work sessions or future board meetings due to medical appointment conflicts.
 - VIII. Next Meeting Date-August 20, 2024-11:00 a.m.
 - IX. Adjournment
- MOTION-** 1:15pm meeting adjourned- Pullen made motion to adjourn, supported by Laskay.
Ayes- Malone, Doucette, Pullen, and Laskay. Nays- None. Absent Petruske.

Signature- Chairperson

Date