

Clinton Area Transit System
Board of Directors Meeting
MINUTES

In-Person

Date: Thursday, January 25, 2024 – 6:00 PM

Location: Clinton Transit Administration Building – Northwest Entrance
215 N. Scott Rd., St. Johns, MI 48879

I. Call to Order – **6:00 p.m. by Executive Director**

II. Pledge

III. Roll Call

Board Member Attendance

Name	Attendance
Gail Watkins – Chairperson	Present
Dan Skorich – Vice Chairperson	Present
Zach Rudat – Board Member	Present
Jack Phillips – Board Member	Present
Josephine Smith – Board Member	Present
Deb Shaughnessy – Board Member	Present
Patrick McPharlin – Board Member	Present

Others Present:

1. MaLissa Schutt – *Clinton Area Transit System Executive Director*
2. Ty Piontek – *Clinton Area Transit System Operations Manager*
3. Barbie Heibeck – *Clinton Area Transit System Finance Manager*
4. Fran Beres – *Clinton Area Transit System Executive Office Assistant*
5. Jim Koenig, – *Tri-County Regional Planning Commission Senior Transportation Planning Manager*
6. Doug Deeter, CPA – *Rehmann Principal | Public Sector Assurance and Financial Reporting*

Clinton Transit Board Meeting Location – 215 N. Scott Road, St. Johns, MI 48879

Clinton Area Transit System
Board of Directors Meeting
MINUTES

- IV. Election of Officers – Board Chair, Board Vice Chair and Secretary/Treasurer
- **Motion by Josephine Smith, Support by Patrick McPharlin to elect Gail Watkins as Clinton Area Transit System Board Chairperson. – Yes all – Motion carried.**
 - **Motion by Deb Shaughnessy, Support by Josephine Smith to elect Jack Phillips as Clinton Area Transit System Board Vice Chairperson. – Yes all Motion carried.**
 - **Motion by Deb Shaughnessy, Support by Zachary Rudat to elect Dan Skorich as Clinton Area Transit System Board Secretary/Treasurer. – Yes all – Motion carried.**
- V. FY2023 Financial Audit Presentation – Rehmann
- VI. Public Comment (Limited to 3 minutes) – **None**
- VII. Review/Approval of Agenda
- **Motion by Deb Shaughnessy, Support by Zachary Rudat to approve the January 25, 2024 Agenda as presented – Yes all – Motion carried.**
- VIII. Approval of December 20, 2023 Meeting Minutes.
- **Motion by Josephine Smith, Support by Patrick McPharlin to approve the December 20, 2023, meeting minutes as presented. – Yes all – Motion carried.**
- IX. Financial Statement for December 2023 – Finance Manager
- **Motion by Zachary Rudat, Support by Deb Shaughnessy to receive and place on file the Financial Statements for December 2023 as presented - Yes all – Motion carried.**

Clinton Area Transit System
Board of Directors Meeting
MINUTES

- X. Approval of December 2023 Payables – Finance Manager
Accounts Payable - \$ 143,918.83
Payroll - \$ 100,096.21
➤ **Motion by Jack Phillips, Support by Deb Shaughnessy to approve payroll and payables for December 2023 as presented – Yes all – Motion carried.**
- XI. **Reports** – Board Chairperson, Executive Director and Operations Manager
- XII. **Informational Items** – **None**
- XIII. **Old Business** - **None**
- XIV. **New Business** –
A. Proposed Motion: That the Clinton Area Transit System Board of Directors receive and place on file the FY2023 Financial audit, as presented.
➤ **Motion by Jack Phillips, Support by Deb Shaughnessy to receive and place on file the FY2023 Financial audit, as presented. – Yes all – Motion carried.**

B. Proposed Motion: That the Clinton Area Transit System Board of Directors approve the FY2025 proposed annual budget, as presented.
➤ August 2024 – MDOT allows budget amendments to be submitted.
➤ **Motion by Deb Shaughnessy, Support by Zachary Rudat to approve the FY2025 proposed annual budget, as presented. – Yes all – Motion carried.**

C. Proposed Motion: That the Clinton Area Transit System Board of Directors approve the FY2025 Resolution of Intent to apply for state formula operating assistance for fiscal year 2024 under Act 51 of the Public Acts of 1951, as amended, as presented.
➤ MDOT required form for annual application.
➤ **Motion by Patrick McPharlin, Support by Josephine Smith to approve the FY2025 Resolution of Intent to apply for state formula operating assistance for fiscal year 2024 under Act 51 of the Public Acts of 1951, as amended, as presented.**

**Clinton Area Transit System
Board of Directors Meeting
MINUTES**

Roll Call Vote:

Dan Skorich	Yes
Josephine Smith	Yes
Zachary Rudat	Yes
Deb Shaughnessy	Yes
Jack Phillips	Yes
Patrick McPharlin	Yes
Gail Watkins	Yes

a. Yes all – Motion carried.

D. Proposed Motion: That the Clinton Area Transit System Board of Directors approve the FY2025 Vehicle Accessibility Plan (VAP) update, as presented.

- MDOT required form for annual application.
- **Motion by Patrick McPharlin, Support by Josephine Smith to approve the FY2025 Vehicle Accessibility Plan (VAP) update, as presented. – Yes all – Motion carried.**

XV. **County Commissioner Liaison – None**

XVI. **Board Member Comments – None**

XVII. **Adjournment – 8:05 p.m.**

- **Motion by Zachary Rudat, Support by Josephine to adjourn – Yes all – Motion carried.**

**Next Meeting Day/dates: Thursday, February 22, 2024 @ 6:00 p.m.
Thursday, March 28, 2024 @ 6:00 p.m.**