

# Clinton Area Transit System Board of Directors Meeting MINUTES

**Date:** Thursday, February 19, 2026 – 6:00 p.m.

**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
Jack Phillips – Vice-Chairperson	Present
Dan Skorich – Secretary/Treasurer	Present
Josephine Smith – Board Member	Present

Name	Attendance
Deb Shaughnessy – Board Member	Present
Patrick McPharlin – Board Member	Present
Jessica Tramontana – Board Member	Present
Brian Hurtekant – Ex-Officio Board Member	Present

**Others Present:**

1. MaLissa Schutt – *Executive Director, Clinton Area Transit System*
2. Ty Piontek – *Director of Operations, Clinton Area Transit System*
3. Matthew Dethlefsen – *Finance Manager, Clinton Area Transit System*
4. Fran Beres – *Office Manager, Clinton Area Transit System*
5. Jim Koenig – *Senior Transportation Planning Manager, Tri-County Regional Planning Commission*
6. Brandi Lovell – *In-Charge Associate, Rehmann*
7. Jason Salzwedel – *Senior Manager, Rehmann*

**IV. Election of Officers - Board Chairperson, Vice-Chairperson, and Secretary/Treasurer**  
**➤ Motion by Deb Shaughnessy, Support by Jessica Tramontana to re-elect the 2026 officers as a slate: Board Chairperson - Gail Watkins, Board Vice-Chairperson - Jack Phillips and Board Secretary/Treasurer- Dan Skorich –Yes all – Motion carried.**

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- V. Public Comment (Limited to 3 minutes) – **None**
- VI. Review/Approval of Agenda  
➤ **Motion by Jack Phillips, Support by Jessica Tramontana to approve the February 19, 2026, Board Meeting Agenda as presented – Yes all – Motion carried.**
- VII. FY2025 Financial Audit Presentation – Rehmann  
Proposed Motion: That the Clinton Area Transit System Board of Directors receive and place on file the FY2025 Financial audit, as presented.  
➤ **Motion by Jessica Tramontana, Support by Deb Shaughnessy to receive and place on file the FY2025 Financial audit, as presented - Yes all– Motion carried.**
- VIII. Approval of December 18, 2025, Meeting Minutes  
➤ **Motion by Deb Shaughnessy, Support by Josephine Smith to approve the December 18, 2025, Meeting Minutes as presented – Yes all – Motion carried.**
- IX. Approval of December 18, 2025, Closed Session Meeting Minutes  
➤ **Motion by Dan Skorich, Support by Patrick McPharin to approve the December 18, 2025, Closed Session Meeting Minutes as presented – Yes all – Motion carried.**
- X. Approval of January 28, 2026, Special Board Meeting Minutes  
➤ **Motion by Deb Shaughnessy, Support by Jessica Tramontana to approve the January 28, 2026, Special Board Meeting Minutes as presented – Yes all – Motion carried.**
- XI. Financial Statements for December 2025 - Finance Manager  
➤ **Motion by Josephine Smith, Support by Jessica Tramontana to receive and place on file the Financial Statements for December 2025 as presented - Yes all – Motion carried.**

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**XII.** Approval of December 2025 Payables – Finance Manager

Accounts Payable - \$ 181,590.73

Payroll - \$ 113,255.88 (2 Pay Days)

➤ **Motion by Jack Phillips, Support by Deb Shaughnessy to approve the December 2025 payables and payroll as presented – Yes all – Motion carried.**

**XIII.** Financial Statements for January 2026 – Finance Manager

➤ **Motion by Jack Phillips, Support by Deb Shaughnessy to receive and place on file the Financial Statements for January 2026 as presented - Yes all – Motion carried.**

**XIV.** Approval of January 2026 Payables – Finance Manager

Accounts Payable - \$ 219,260.26

Payroll - \$ 113,060.57 (2 Pay Days)

➤ **Motion by Jack Phillips, Support by Patrick McPharlin to approve the January 2026 payables and payroll as presented – Yes all – Motion carried.**

**XV.** Reports – Board Chairperson, Executive Director and Director of Operations

**XVI.** Informational Items – **None**

**XVII.** Old Business – **None**

**XVIII.** New Business

A. Proposed Motion: That the Clinton Area Transit System Board of Directors approve the FY2027 proposed annual budget, as presented.

- MDOT allows budget amendments to be submitted in August 2026.

➤ **Motion by Deb Shaughnessy, Support by Jessical Tramontana that the Clinton Area Transit System Board of Directors approve the FY2027 proposed annual budget, as presented. – Yes all – Motion carried.**

B. Proposed Motion: That the Clinton Area Transit System Board of Directors approve the FY2027 Resolution of Intent to apply for state formula operating assistance for fiscal year 2027 under Act 51 of the Public Acts of 1951, as amended, as presented.

- Required MDOT Annual Application form.

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- **Motion by Jack Phillips, Support by Jessica Tramontana that the Clinton Area Transit System Board of Directors approve the FY2027 Resolution of Intent to apply for state formula operating assistance for fiscal year 2027 under Act 51 of the Public Acts of 1951, as amended, as presented.**

**Roll Call Vote:**

Name	Vote	Name	Vote
Jessica Tramontana – Board Member	Yes	Dan Skorich – Secretary/Treasurer	Yes
Patrick McPharlin – Board Member	Yes	Jack Phillips – Vice-Chairperson	Yes
Deb Shaughnessy – Board Member	Yes	Gail Watkins – Chairperson	Yes
Josephine Smith – Board Member	Yes		

**Yes all present – Motion carried.**

- C. Proposed Motion: That the Clinton Area Transit System Board of Directors approve the FY2027 Vehicle Accessibility Plan (VAP) update, as presented.  
- Required MDOT Annual Application form.

- **Motion by Deb Shaughnessy, Support by Jessical Tramontana that the Clinton Area Transit System Board of Directors approve the FY2027 Vehicle Accessibility Plan (VAP) update, as presented. – Yes all – Motion carried.**

**XIX.** Clinton County Commissioner Liaison – **None**

**XX.** Board Member Comments – **None**

**XXI.** Adjournment – **7:35 p.m.**

- **Motion by Patrick McPharlin, Support by Dan Skorich to adjourn – Yes all – Motion carried.**

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**Next Meeting day/dates:**    **Thursday, March 26, 2026 @ 6:00 p.m.**  
   **Thursday, April 23, 2026 @ 6:00 p.m.**

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