Clinton Area Transit System
Board of Directors Meeting
MINUTES

Date: Thursday, May 28, 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 Board Chairperson**

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	Absent
Jessica Tramontana – Board Member	Present
Brian Hurtekant – Ex-Officio Board Member	Present

Others Present:

1. MaLissa Schutt – *Executive Director, Clinton Area Transit System*
2. Matt Dethlefsen – *Finance Manager, Clinton Area Transit System*
3. Fran Beres – *Office Manager, Clinton Area Transit System*
4. Jim Koenig – *Senior Transportation Planning Manager, Tri-County Regional Planning Commission*

IV. Public Comment (Limited to 3 minutes) – **None**

V. Review/Approval of Agenda

- **Motion by Jack Phillips, Support by Jessica Tramontana to approve the May 28, 2026, Board Meeting Agenda as presented – Yes all – Motion carried.**

VI. Approval of April 23, 2026 Meeting Minutes

- **Motion by Josephine Smith, Support by Jessica Tramontana to approve the April 23, 2026, Meeting Minutes as presented – Yes all – Motion carried.**

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VII. Financial Statements for April 2026 – Finance Manager

- **Motion by Jessica Tramontana, Support by Josephine Smith to receive and place on file the Financial Statements for April 2026 as presented - Yes all – Motion carried.**

VIII. Approval of April 2026 Payables – Finance Manager

Accounts Payable - $ 422,552.65

Payroll - $ 183,111.48 (3 Pay Days)

- **Motion by Deb Shaughnessy, Support by Jack Phillips to approve the April 2026 payables and payroll as presented – Yes all – Motion carried.**

IX. Reports – Board Chairperson, Executive Director and Director of Operations

X. Informational Items – **None**

XI. Old Business – **None**

XII. New Business

A. Proposed Motion: **Motion by Dan Skorich, Support by Deb Shaughnessy to honor necessary contractual obligations for public relations, media, marketing, and advertising for the calendar year of 2026; and beginning calendar year 2027, all public relations, media, marketing and advertising expenses are not to exceed $150,000 without board approval. – Yes all – Motion carried.**

XIII. Clinton County Commissioner Liaison –

- **Clinton County updates given by Commissioner Brian Hurtekant.**

XIV. Board Member Comments – **None**

XV. Adjournment **– 8:00 p.m.**

- **Motion by Jack Phillips, Support by Jessica Tramontana to adjourn – Yes all – Motion carried.**

Next Meeting day/dates: **Thursday, June 25, 2026 @ 6:00 p.m.**
Thursday, July 23, 2026 @ 6:00 p.m.

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