Clinton Area Transit System
Board of Directors Meeting
MINUTES

Date: Thursday, September 24, 2026 – 6:00 p.m.

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

I. Opening Items

A. Call to Order – **6:00 p.m. by Board Chairperson**
B. Pledge of Allegiance
C. Roll Call

Board Member	Present	Absent
Gail Watkins, Board Chairperson	X	
Jack Phillips, Board Vice-Chairperson		X
Dan Skorich, Board Secretary / Treasurer	X	
Josephine Smith, Board Member	X	
Debra Shaughnessy, Board Member	X	
Patrick McPharlin, Board Member	X	
Jessica Tramontana, Board Member		X

D. Others Present:
1. Ty Piontek – *Director of Operations, Clinton Area Transit System*
2. Matt Dethlefsen – *Finance Manager, Clinton Area Transit System*
3. Fran Evans – *Office Manager, Clinton Area Transit System*
4. Jim Koenig–*Senior Transportation Planning Manager, Tri-County Regional Planning Commission*

E. Public Comment (Limited to 3 minutes) - **None**

II. Approval Items

A. Review/Approval of Agenda

- **Motion by Deb Shaughnessy, Support by Patrick McPharlin to approve the September 24, 2026, Board Meeting Agenda as presented – Yes all – Motion carried.**

B. Approval of August 27, 2026, Meeting Minutes

- **Motion by Deb Shaughnessy, Support by Josephine Smith to approve the August 27, 2026, Meeting Minutes as presented – Yes all – Motion carried.**

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III. Financial Business

A. Financial Statements for August 2026 – Finance Manager

- **Motion by Deb Shaughnessy, Support by Patrick McPharlin to receive and place on file the Financial Statements for August 2026 as presented - Yes all – Motion carried.**

B. Approval of August 2026 Payables – Finance Manager

- Accounts Payable - $ 837,695.10
- Payroll - $ 116,998015 (2 Pay Days)

- **Motion by Patrick McPharlin, Support by Deb Shaughnessy to approve the August 2026 payables and payroll as presented – Yes all – Motion carried.**

IV. Reports

A. Reports

- Board Chairperson
- Executive Director
- Director of Operations

V. Business Items

A. Informational Items Business

- *Annual Strategic Planning Session – Friday, November 6, 2026, at 12pm to 5pm at DeWitt City Hall, 414 E. Main St., DeWitt MI 48820 (Lunch 12pm-1pm)*

B. Old Business

C. New Business

- **Proposed Motion**: That the Clinton Area Transit System Board of Directors approve the Michigan Department of Transportation Master Agreement NO. 2027-0060 for Public Transportation Projects for fiscal years 2027 through 2031, as presented.
- **Motion by Deb Shaughnessy, Support by Josephine Smith that the Clinton Area Transit System Board of Directors approve the Michigan Department of Transportation Master Agreement NO. 2027-0060 for Public Transportation Projects for fiscal years 2027 through 2031, as presented. – Yes all – Motion carried.**

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- **Proposed Motion**: That the Clinton Area Transit System Board of Directors approve the Blanket Signature Resolution for Master Agreement NO. 2027-0060, as presented.

➢ **Motion by Patrick McPharin, Support by Deb Shaughnessy that the Clinton Area Transit System Board of Directors approve the Blanket Signature Resolution for Master Agreement NO. 2027-0060, as presented.**
Roll Call Vote:

Patrick M.	**Yes**
Deb S.	**Yes**
Josephine S.	**Yes**
Dan S.	**Yes**
Gail W.	**Yes**

– Yes all – Motion carried.

- **Proposed Motion**: That the Clinton Area Transit System Board of Directors approve the FY2026 Discretionary Employee Retention Bonus Payments - (Option #3 – Seniority), as recommended by the Finance Committee.

➢ **Motion by Patrick McPharlin, Support by Dan Skorich that the Clinton Area Transit System Board of Directors approve the FY2026 Discretionary Employee Retention Bonus Payments - (Option #3 – Seniority), as recommended by the Finance Committee. – Yes all – Motion carried.**

- **Proposed Motion**: That the Clinton Area Transit System Board of Directors approve the Financial Reserves Policy, effective 10-01-2026, as presented.

➢ **Motion by Deb Shaughnessy, Support by Josephine Smith that the Clinton Area Transit System Board of Directors approve the Financial Reserves Policy, effective 10-01-2026, as presented.**
Roll Call Vote:

Patrick M.	**Yes**
Deb S.	**Yes**
Josephine S.	**Yes**
Dan S.	**Yes**
Gail W.	**No**

– Roll-call vote: 4 yes, 1 no – Motion carried.

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VI. Closing Items

A. Clinton County Board of Commissioners Update – **None**

B. Board Member Comments - **None**

C. Adjournment– **8:09 p.m.**

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

Upcoming Meetings

Board

- ✓ Thursday, October 22, 2026, at 6:00 p.m.
- ✓ Thursday, November 19, 2026, at 6:00 p.m.
- ✓ Thursday, December 17, 2026, at 6:00 p.m.