

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING FEBRUARY 6, 2004

Present: Dawson, Howelman, McLeod, Straw

Meeting called to order by Chairman Dawson at 9:00 a.m.

Motion by McLeod, support by Howelman to approve the financial reports as presented. All voting aye. Motion carried.

Heard that Director Bob Straw is retiring June 10, 2004.

Bids were opened for yearly fuel supply. Bids were received from Schmuckal Oil and Derrer Oil. Discussion on the subject. Further information is required on the bids that were submitted. Straw will contact Derrer Oil regarding their mark-up price. Also, a decision must be made whether it is beneficial to request yearly bids or to request fuel bids on an as-needed basis as we have in the past.

Ridership report was presented. Passengers for January 2003 totaled 5,426. Passengers for January 2004 totaled 4,036. Ridership loss is attributed to school closings.

Some discussion on Commission on Aging taking their vehicles to Dave's Repair Shop in Bellaire for repair.

Next meeting is scheduled for March 5, 2004.

Meeting adjourned at 9:45 a.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING MARCH 5, 2004

Present: Dawson, Howelman, McLeod, Straw.

Also Present: Tom Sandeen, John Drury.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Motion by McLeod, support by Howelman to approve the financial reports as presented. All voting aye. Motion carried.

Straw read two thank you cards that had been received, from Judy Loper and Andy Lenington, expressing their appreciation for the wonderful service provided by ACT.

Drury gave a report on the state of funding from MDOT in Lansing.

Straw informed committee that he talked to Derrer Oil regarding their mark-up on the fuel bid. Also discussed whether it is beneficial to have one annual supplier or shop around for prices on an as-needed basis. It was decided that ACT would continue to purchase fuel on an as-needed basis.

Discussion on Commission on Aging taking their vehicles to Dave's Repair Shop in Bellaire. Straw indicated that he spoke with Carol Mitchell and Dave Neubecker from the COA. It was decided that the COA would call ACT when they need repairs before taking their vehicle to an outside source.

Ridership report was presented. Passengers for February 2003 totaled 5,572. Passengers for February 2004 totaled 4,903.

Heard that the Department of Environmental Quality Underground Storage Tank Inspection Unit visited our facility for an inspection and gave a very good report. Record keeping, tank monitoring and fuel island requirements were cited as being in full compliance.

Heard that Straw met with Prosecutor Charlie Koop regarding the deficit billing from Charleviox County's Regional Transportation program. Straw indicated that Charleviox's revenue and expense figures were more than likely correct and that we should pay our portion of the deficit. Motion by McLeod, support by Howleman to approve payment. All voting aye. Motion carried.

Next meeting is scheduled for May 7, 2004.

Meeting adjourned at 9:45 a.m. Respectfully

submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING MAY 10, 2004

Present: Dawson, Howelman, McLeod, Straw, White.

Also Present: Laurie Sexton.

Meeting called to order by Chairman Dawson at 2:00 p.m.

Public comment: Bob Daniels, ACT employee, questioned an article in the Antrim County News regarding the Red Cross looking for volunteers to provide non-emergency medical transportation. Straw has talked to the Red Cross and they have no money to fund Antrim County Transportation, which is why they are looking for volunteers. Discussion regarding lowering the fare from \$5 one way to \$1.50 one way for people that can ride on the regularly scheduled bus going to Traverse City for chemotherapy and dialysis treatment.

Motion by McLeod, support by Howelman to approve the financial reports as presented. All voting aye. Motion carried.

2005 Budget and Appropriation Request was presented in the amount of \$62,000, no increase over 2004. Total budget for 2005 is \$592,500. Motion by McLeod, support by Howelman to recommend that the appropriation request be presented to the Finance Committee. All voting aye. Motion carried.

Section 5311 Federal Operating Contract in the amount of \$15,027 was presented and signed by the Chairman. ACT has received \$33,566 of the contract year to date, a balance of \$15,957 is still due.

Heard that Sheridan Rhodes will be attending an MDOT sponsored Drug and Alcohol Training Program May 19, 20 and 21 in Houghton Lake. Expenses will be paid by a grant from RTAP.

Letters received by ACT were presented. Munson Medical Center sent a letter concerning funding for 2005. There may be insufficient funds to maintain current services. A Letter from MDOT was received concerning ownership of the ACT building. A letter from the DEQ was received concerning inspection of the underground storage tank. There are no current violations according to the latest inspection.

Ridership report was presented. Passengers for April 2003 are 4,569; April 2004 totaled 4,446.

Next meeting is scheduled for June 4, 2004.

Meeting adjourned at 2:40 p.m.

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING JUNE 8, 2004,

Present: Dawson, Howelman, McLeod, Rhoads, Straw, White.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Motion by McLeod, support by Howelman to approve the financial reports as presented. All voting aye. Motion carried.

Ridership report was presented. Passengers for May 2003 are 4,142; May 2004 totaled 3,936.

Heard that Straw and Rhoads met with Rick Kaufman of Munson Health Care and learned that the level of Health Ride funding for dialysis and chemotherapy treatment will be the same in 2005 as it was in 2004.

Heard that a letter was received from MDOT concerning charter services, which includes weddings. ACT has been providing transportation for wedding services that originate in Antrim County, but may go out of the county during the trip. MDOT is telling us that providing any type of wedding service is in violation of federal rules and regulations. Straw suggested that ACT continue providing wedding service until there is a complaint from **a private charter or MDOT. The committee** agreed that ACT should continue to provide services.

Next meeting is scheduled for July 2, 2004.

Meeting adjourned at 9:40 p.m. Respectfully

submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING JULY 2, 2004

Present: Dawson, Howelman, McLeod, Rhoads, White.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Financial reports were presented. Question was raised whether ACT normally pays the CPA directly for audit service or if it is included in the county billing. Rhoads will check with the Clerk and report back at next meeting. Motion by McLeod, support by Howelman to approve the financial reports as presented. All voting aye. Motion carried.

Ridership report was presented. Passengers for June 2003 are 3,407; June 2004 totaled 2,985. Discussion regarding ways to increase ridership. Several ideas were suggested. Rhoads indicated he will be searching for increased opportunities over the next year to improve ridership.

Rhoads informed committee that John Drury of MDOT has identified grant funds that could be used to update the computer system. Motion by McLeod, support by Howelman to proceed with update of computer system using grant funds. All voting aye. Motion carried.

Next meeting is scheduled for August 6, 2004.

Meeting adjourned at 9:40 p.m. Respectfully

submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING AUGUST 10, 2004

Present: Dawson, Howelman, McLeod, Rhoads, White.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Financial reports were presented. Question was raised whether there is enough money in the budget to meet the department head salary through the balance of the fiscal year. The committee heard that there might not be enough since the final \$5,800 payout for Bob Straw's retirement was not accounted for in the budget. Rhoads will monitor the total budget closely and in the event a revision is necessary, the committee will be informed in time to take action prior to September 30. It was requested that future monthly revenue reports be presented with a comparison to the same month of the previous year. Motion by McLeod, support by Howelman to accept the financial reports as presented. All voting aye. Motion carried.

Ridership report was presented. Passengers for July 2003 are 2,638; July 2004 totaled 2,113. Discussion regarding ways to increase ridership. Several ideas were suggested such as fliers at plants, factories and other places of employment; postings on bulletin boards at grocery stores and other businesses. Rhoads will compile a three-year ridership history.

The committee heard that several drivers have expired physical cards. Even though transit drivers physicals are not mandatory, MDOT strongly recommends them. Rhoads will proceed to schedule driver physicals.

The committee was presented with two additional project authorizations that were recently signed by the Chair and submitted to MDOT. Section 5309 Authorization in the amount of \$58,000 for bus purchase and Section 5311 Authorization in the amount of \$13,898 for operating expenses.

The committee heard an update on purchasing new computers and related equipment. Rhoads is working with the Bellaire Computer Center and MDOT to assure compatible equipment.

Next meeting is scheduled for 9:00a.m. September 3, 2004.

Meeting adjourned at 9:35 p.m. Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
SEPTEMBER 3, 2004

Present: Dawson, Howelman, McLeod, Rhoads, White

Meeting called to order by Chairman Dawson at 9:00 am

Financial reports were presented. The expenditure report through July was reviewed with the committee. The budget is being closely monitored as we approach the end of the fiscal year. Based on projections for August and September it appears there will be insufficient funds in the current budget to meet expenditures without using funds from the budget reserves. Rhoads was directed to work with MDOT and the county-Clerk's office to gather more information and to make a recommendation on procedures to assure that we don't end the fiscal year in deficit. Motion by McLeod, support by Howelman to accept the financial reports as presented. All voting aye. Motion carried.

The committee was presented with two additional Project Authorizations that were recently signed by the Chairman and submitted to MDOT. Section 5311 Operating in the amount of \$2,059 and Section 5311 Capital in the amount of \$12,000. Funds to be used to purchase a tire changer and computer.

The ridership report was presented. Passengers for August 2003 were 2,552 and for August 2004 the total was 2,664, an increase of 112 passengers. In addition, a three-year ridership report was presented to indicate trends over the past 36 months. Discussion ensued regarding several ideas to reach potential riders in the future.

The committee heard an update on purchasing new computers and related equipment. The computers have been delivered and will be installed in the near future. A request for payment has been submitted to MDOT.

Next meeting is scheduled for 9:00 am October 8, 2004

Meeting adjourned at 9:35 am

Respectfully submitted.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING
OCTOBER 8, 2004

Present: Dawson, McLeod, Rhoads.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Review of September 3 committee meeting minutes.

MDOT Newsletter was presented with an article regarding Bob Straw's retirement and Sheridan Rhoads becoming the new director.

Letter from Michigan Transit Pool was presented with an explanation of retrospective billings resulting from several fatal bus crashes in other member transit agencies in 2001 and 2002. ACT'S portion of the billings for 2005 is \$20,629 to be paid by November 30, 2004.

Financial reports were presented. The expenditure report through August was reviewed with the committee. A report of estimated expenditures through September was presented. This report indicates a shortfall of approximately \$39,000. The shortfall is a result of several unexpected increases in hospitalization, retirement, fuel and a payback to the state from a FY99 final reconciliation. A more specific year end financial report for FY04 will be presented at the next committee meeting when all September expenditures and revenues will be available. Motion by McLeod, support by Dawson to accept the financial reports as presented. All voting aye. Motion carried.

A preliminary informational FY05 financial report was also presented indicating some potential unexpected expenses in the future. Rhoads will continue to monitor the situation and report to the committee.

Ridership report was presented. Passengers for September 2003 were 4,072. Passengers for September 2004 totaled 4,229, an increase of 157 passengers.

The committee was presented with a copy of a restaurant placemat with an advertisement for Antrim County Transportation. A total of 20,000 placemats will soon be used in numerous dining establishments throughout the county.

Next meeting is scheduled for 9:00a.m. November 5, 2004.

Meeting adjourned at 9:40a.m.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING NOVEMBER 5, 2004

Present: Dawson, Howelman, Rhoads.

Meeting called to order by Chairman Dawson at 10:00 a.m. Review of October 8 meeting minutes.

A letter of invitation from MDOIT was presented regarding an upcoming meeting entitled Rural Transportation Planning Process for Local Elected Officials. A decision was made not to attend.

A letter was presented from the Antrim County Clerk confirming the county appropriation of \$62,000 for the FY05 transportation budget.

A letter from Michigan Transit Pool was presented. The purpose of the letter was to inform county transit agencies that, in the event they were unable to secure adequate rates on vehicle liability insurance, the limit of liability coverage might have to be reduced from \$4,000,000 to \$2,000,000 per occurrence. Rhoads will monitor this situation and keep the committee informed.

Financial reports were presented. A report of expenditures for FY04 indicates the budget had a shortfall of \$35,000. This was a result of several unexpected increases in hospitalization, retirement, fuel and a payback to the state from a FY99 final reconciliation. We may receive additional revenue from the state after they conduct the final reconciliation of FY04 expenditures. The revenue report indicates an increase over the same month last year. **Motion by Howelman, support by Dawson to accept the financial reports as presented. All voting aye. Motion carried.**

Discussion ensued regarding the continued use of retained earnings to balance each year's budget. It was agreed that the floor for the retained earnings balance should be no lower than \$150,000. Rhoads will keep the committee apprised of the balance on a regular basis.

Ridership report was presented. Passengers for October 2003 were 5,517; October 2004 totaled 4,976. This is a decrease of 541 passengers.

The committee was presented with a sample flier advertising Health Rides to Traverse City for doctor appointments and other medical appointments. Fliers will be posted in doctor offices, pharmacies and other appropriate places countywide.

The date for December's Transportation Committee meeting is yet to be determined.

Meeting adjourned at 10:45 a.m.

ANTRIM COUNTY TRANSPORTATION
TRANSPORTATION COMMITTEE MEETING DECEMBER 6, 2004

Present: Dawson, Howelman, Rhoads.

Meeting called to order by Chairman Dawson at 9:00 a.m.

Review of November 5 meeting minutes. **Motion by Howelman, support by Dawson to approve November minutes.**

A letter from MDOT was presented indicating that ACT received a check in the amount of \$13,367 as a result of an MDOT reconciliation of FY2002 expenditures.

A letter from Emmet County Road Commission was presented announcing a meeting of the 2005 TEA 21 Rural Sub-Task Force on January 6, 2005 in Boyne City. Rhoads will attend and represent ACT.

Financial reports were presented. A new format for Year to Date expenditures was presented. The new format will be more clear and consistent with the quarterly and annual reporting requirements for MDOT. **Motion by Howelman, support by Dawson to accept financial reports as presented. All voting aye. Motion carried.**

Personnel issues were presented. Bob Daniels is expected to continue to be off with medical issues until mid to late January. Richard Moyer is expected to be off until mid January with medical issues.

Ridership report was presented. Passengers for November 2003 were 4,025; November 2004 totaled 4,522. This is an increase of 497 passengers.

Information from MDOT was presented on requirements for Meadowbrook to purchase a new van. In order for MDOT to support their request, requirements call for ACT to sign off, saying we cannot provide the service. Meadowbrook has invited ACT to a meeting on December 15 to provide more details on their request. Rhoads will attend and report back to the Transportation Committee.

A memo was presented providing information and authorization to purchase and install a tire changer. The cost is 100% funded by State and Federal dollars. **It was previously moved by Dawson and supported by Howelman to proceed with the purchase.** The authorization also includes funding for an additional computer and related equipment. Rhoads will proceed with the tire changer and computer purchases.

Information was presented on joining the Michigan Public Transit Association. Due to a limited MDOT budget, the state has indicated their intent to work with the association to provide more of the needed training and other updates. **Motion by Howelman, support by Dawson to allow ACT to join the Michigan Public Transit Association.**

The next meeting is scheduled for February 4, 2005.

Meeting adjourned at 9:55 a.m.