**ALTRAN MINUTES**

**August 20, 2024 Altran Office Munising, MI**

**Call to Order**

The meeting was called to order by Dan Malone at approximately 11:04am

**Roll Call**

Members Present: Members Absent: Staff:

Dan Malone Victoria Petruske Paige Eaton

Jerry Doucette Erich Fix

Cathy Pullen Christine Reitzel

Marianne Laskay

**Approval of Agenda**

**MOTION-** Doucette made a motion to approve the agenda, Pullen supported approval of agenda.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays- None. Absent- Petruske.

**Public Comments**

None.

**Approval of Special Meeting Minutes- July**

**MOTION-** Pullen made the motion to approve the minutes, supported by Laskay.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays- None. Absent- Petruske.

**Approval of Minutes- July**

**MOTION-** Laskay made the motion to approve the minutes supported by Pullen.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays- None. Absent- Petruske.

**Approval of Expenditures- July**

**MOTION-** Laskay made the motion to approve the expenditures as presented, supported by Pullen.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

**Approval of Financial Report- July**

**MOTION-** Laskay made the motion to approve the financial report as presented, supported by Doucette.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

**Director’s Report**

1. Director’s Report
   1. Hired part-time Dispatcher & continued search for 1 part-time driver
   2. 800mhz Radio Sole Source update
      1. Sole Source Awarded – Notice to Proceed given
      2. Took longer for CLindstrom to get approved than estimated
   3. RFQ Computer Replacement Capital Contract- minor revisions recommended by DPeterson, Procurement Analyst
   4. Draft RFQ various vehicle maintenance tools/equip Capital Contract - minor revisions recommended by DPeterson, Procurement Analyst
   5. Altran FY2025 Budget Update – MDOT decreasing by 5%, however, review indicates Altran budget will remain balanced in spite of decrease. Review LBO in June 2025.
   6. New Dispatching Software Update
      1. Meeting w/Kevadiya & Project Mgr
      2. Reports still problematic
      3. Not Receiving funding
      4. Started discussions with MDOT to break contract
      5. **MOTION-** Pullen made the motion to approve break of contract with Kevadiya, supported by Doucette.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

* 1. New 2024 Ford Transit Van Received – will be replacing bus #71

1. Committee Reports
2. Old Business
3. New Business
   1. Approval to Dispose of Bus 69 – has been parted out (auction only)

**MOTION-** Pullen made the motion to approve auction of Bus 69 supported by Laskay. Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

* 1. Approval to Dispose of Bus 71 (auction only)

**MOTION-** Laskay made the motion to approve auction of Bus 71 supported by Doucette. Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

* 1. Approval to Dispose of Trolley

**MOTION-** Pullen made the motion to approve auction sale of Trolley supported by Laskay. Ayes- Malone, Doucette, Pullen, and Laskay.

Nays-None. Absent-Petruske.

* 1. Resolutions
     1. Changing PSB Administrative/Additional User

**MOTION-** Laskay made the motion to approve Resolution as amended supported by Pullen. Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

* + 1. Credit Cards Changing Authorized Users

**MOTION-** Laskay made the motion to approve Resolution supported by Pullen. Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

* + 1. Changing PSB Signatories

**MOTION-** Doucette made the motion to approve Resolution supported by Pullen. Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

* + 1. Square Changing Account Administrator

**MOTION-** Laskay made the motion to approve Resolution supported by Pullen. Ayes- Malone, Doucette, Pullen, and Laskay. Nays-None. Absent-Petruske.

1. Public Comments-none.
2. Board Comments – Laskay reminded the Board that may not be available for some work sessions or future board meetings due to medical appointment conflicts. Doucette made the Board aware that may not be available for some work sessions due or future board meetings due to medical appointments. Discussion suggested exploring the addition of another member to the Board.

Malone received notification of Val Goings account access to MIClass.

1. Next Meeting Date-September 17, 2024-11:00 a.m.
2. Adjournment

**MOTION-** 11:49 pm meeting adjourned- Laskay made motion to adjourn, supported by Pullen.

Ayes- Malone, Doucette, Pullen, and Laskay. Nays- None. Absent Petruske.

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Signature- Chairperson Date