

# ROSCOMMON COUNTY TRANSPORTATION AUTHORITY

A regular meeting of Roscommon County Transportation Authority was held at 10:00 a.m., October 13, 2020 at the Roscommon County Transportation Authority 2665 S. Townline Rd. Houghton Lake, MI 48629. Board Members Present: Chairperson Al Schultz, Vice-Chairman David Udy(via zoom), Secretary/Treasurer Cliff Wood, Richard Koupal, Michael Purkey, Shawn Petri and Cherie Johnson. Board members absent: none Public Present: None Others Present: Steven Dubois – Executive Director, Nichole King Operations Manager, Motion made by Richard Koupal, supported by Shawn Petri, to approve agenda of October 13, 2020 Regular Meeting. All members present in support. Motion carried. Motion made by Cherie Johnson, supported by Michael Purkey, to approve regular board meeting minutes of September 8, 2020. All members present in support. Motion carried. Motion made by Cliff Wood, supported by Shawn Petri, to authorize Claims and Accounts, Class A bills, Payroll and Payroll liabilities thru 09/30/2020. All members present in support. Motion carried. Motion made by Cherie Johnson, supported by Richard Koupal, to accept and place on file the Trial Balance Sheet, Comparison Balance Sheet, and System Wide Monthly Reports through 9/30/2020. All members present in support. Motion carried. Motion made by Cliff Wood, supported by Michael Purkey, to accept and place on file the Investment Summary Report dated 09/30/2020. All members present in support. Motion carried.

## **Unfinished Business:**

1. Directors performance review: Postponed until November meeting

## **New Business:**

1. Title VI plan update- Motion made by Cherie Johnson, supported by David Udy to approve the Title VI plan as submitted. All members in favor motion passed.
2. MERS DB plan adoption agreement addendum- motion made by Richard Koupal, supported by Michael Purkey to approve and sign addendum as presented. All members in favor- motion passed.
3. Service animal policy update- motion made by Cherie Johnson, supported by Shawn Petri to approve and adopt service animal policy as presented. All members in favor- motion passed.
4. Hourly and Administrative employee manuals- update- Motion made by Shawn Petri, supported by Cliff Wood to accept and approve both manuals as presented. All members in favor- motion passed.

## **Correspondence:**

1. Mdot notice of triennial review- scheduled for October 21, 2020

## **Director's Report:**

1. Coronavirus- Covid-19-update-
2. Unlimited Monthly Ride Passes/ package run totals
3. PC Trans software update- passenger notifications
4. October fill the bus 10-23-2020 7:30am-6:30pm at Walmart
5. Masstrans- Public transit in a positive light-update

**Public Comment:** none

**Board Comments:** none

**Adjourn:** Motion by Cherie Johnson, supported by Shawn Petri, to adjourn meeting at 10:40 a.m. All members present in support. Motion carried.

Next Regular Meeting at the Roscommon County Transportation Authority Main office 2665 S. Townline Rd Houghton Lake, MI 48629, November 10, 2020 10:00 a.m.