



**HARBOR TRANSIT MULTI-MODAL TRANSPORTATION SYSTEM
LOCAL ADVISORY COUNCIL MEETING**

MINUTES

March 4, 2026, at 1:15 P.M., Four Points Center for Successful Aging

1. Meeting called to order at 1:20pm by Carrie Uthe, Chairperson

2. Roll Call by the Board Chair

Christina Shannon – *Absent*

Carrie Uthe – Present

Lisa Greenwood – *Absent*

Heather Phillips – *Absent*

Sarah Wheeler – Present

Rebecca Hopp – Present

Kim Sibilsky – *Absent*

Brandon Bucek – Present

Bonnie Shears - Present

Harbor Transit Staff Present:

Tom Burghardt

Shonda Walski

Brian Woline

Dana Appel

Joseph Jones

3. Approve or Change Agenda – Sibilsky motion to approve the agenda as amended to add the,
c. Discussion/Action – Member Resignation (Christina Shannon)
d. Discussion/Action – Member Removal (Heather Phillips – Attendance Compliance)
seconded by Wheeler. Motion passes.

4. Call to Audience – No Comments

5. General Business

a. Approval of the November 12, 2025, Meeting Minutes - Bucek motioned to approve, Wheeler seconded. Motion passes.

b. Discussion/Action Open Member Position - Interest expressed by Steve TerMolen; resume submitted and approved by LAC Council, recommendation forwarded to the Harbor Transit Board. One open position for Grand Haven Township remains vacant.

c. Discussion/Action Member Resignation - Christina Shannon submitted her resignation from the LAC Council. Hopp motioned to approve, Bucek Seconded.

d. Discussion/Action Member Removal - Council reviewed attendance records and determined that Heather Phillips had exceeded allowable absences in accordance with Local Advisory Council attendance expectations. A motion was made to remove Heather Phillips from the LAC due to non-compliance with attendance requirements. Uthe motioned to approve, Wheeler Seconded.

6. Reports

a. Operations Report – Tom Burghardt

- December 2025 ridership totaled 12,661 rides.
- Average ride distance: 4.1 miles; average duration: 13.6 minutes.
- On-time performance: 92% drop-off / 89% pick-up.
- No-shows totaled 229, continuing a downward trend year-over-year.
- Average rider rating: 4.9.
- Ridership remains stable across municipalities with continued growth at Trinity @ the Lakes.
- Overall system performance remains strong with no major operational disruptions.

b. Marketing Report – Brian Woline

- Continued marketing initiatives including:
 - Comcast commercials
 - Digital campaign with Via targeting younger riders
 - Harbor Transit gift cards
- Rider engagement remains strong:
 - Average 194 new rider accounts/month
 - 89% of riders complete at least one trip
 - 74% complete multiple trips
- Community engagement activities included:
 - Travel training sessions (Loutit Library, Evergreen Village)
 - Participation in Ottawa County DHHS coordination meetings
- Advertising program continues with 11 active advertisers and 14 bus wraps.

c. Finance Report – Dana Appel

- FY2026/2027 budget highlights:
 - Property tax revenue projected at \$1.89M
 - Federal and state funding continues to fluctuate due to classification changes
 - Inflation rate multiplier set at 2.7% (COLA)
- Key financial challenges:



- Reduced LBO funding due to reclassification
 - Variability in federal funding allocations
 - Major investments include:
 - New facility construction (target completion Summer 2027)
 - Replacement of 4 revenue vehicles
 - Expansion of service hours
 - Overall, financial position remains stable with planned growth investments.
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d. Director's Report – Dana Appel

- New Operations Center project progressing with construction planning and environmental review underway.
- Special Land Use received approval from Grand Haven Township.
- Continued coordination with FTA on project requirements.
- No major operational or compliance concerns reported.

7. Council Members' Comments

- **Bucek:** Will be attending Capitol Hill (NTSS) meetings and expressed interest in extended service hours.
- **Hopp:** Appreciates involvement in the LAC and supports expansion of service hours to assist workforce needs.

8. Meeting adjourned at 2:15pm.