

Regular HTMMTS Board Meeting Minutes
January 28, 2026
Grand Haven Township

1. Meeting called to order by President Ashley Latch at 4:34 PM.

2. Roll Call:

Present: Bessinger, Cargo, Cate, Latch, Lyon, McIntyre, Selner, & Whittemore

Absent: Gallagher, Pavick, & TePasstte

Also Present: Appel (Finance), Borg (Exec Dir), Dumbrell (HR); also Adam Seng & Zachary Hilt (Christman Co.)

3. Unscheduled Public Appearances/Call to Audience: None

4. Public Hearing: Adoption of HTMMTS FY 2026-27 Budget. Opened at 4:35 PM by Latch. There were no members of the public present. Motion by Lyon, second Selner to approve. Motion carried.

5. Close Public Hearing: Closed at 4:36 PM by Latch.

6. Consent Agenda:

- a. Approval of Nov 19, 2025 Regular Board Meeting Minutes
- b. Discussion/Action on Payable Warrant
- c. Receive Financial Statements
- d. EEO Data Harbor Transit

Motion by Bessinger, second by Whittemore to approve the Consent Agenda as presented. Motion carried.

7. New Business:

- a. Discussion/approval of contracts for construction of the new operations center. Seng of the Christman Co. presented a summary of the 17 sub-contracts for a total of \$19,471,673.

Motion by Cate, second by Whittemore to approve as presented. Motion carried.

- b. Discussion/approval of amendment to Christman Co. contract.

Motion by Cargo, second by Whittemore to approve the AIA A133-2019 Exhibit A – Guaranteed Maximum Price Amendment contract for the New Operations Center Project and authorize the Executive Director to execute the document on behalf of the Harbor Transit Board.

- c. Discussion/approval of FY 2026-27 Requested Budget (Appel).

Motion by Bessinger, second by Whittemore to approve. Motion carried.

- d. Discussion/approval of FY 2026-27 Fee Schedule (Appel). There are no recommended changes.

Motion by Cargo, second by Lyon to approve. Motion carried.

- e. Discussion/approval of FY 2026-27 Uniform Millage Rate (Appel). A .60 Millage Rate is recommended.

Motion by Cargo, second by Lyon to approve, pursuant to Headlee Rollbacks of individual municipalities. Motion carried.

- f. Discussion/approval of FY 2026-27 Resolution of Intent (Appel). Required by MDOT.

Motion by Cargo, second by Whittemore to approve. Motion carried.

- g. Discussion/approval of Hard Cap Resolution No. 2026-0128 (Dumbrell). Required by MDOT.

Motion by Cargo, second by Selner to approve, adopting the annual exemption option. Roll Call Vote: Yes: 8, No: 0. Motion carried.

- h. Discussion/appointment of WMSRDC Westplan Policy Committee Representative and Alternate.

Motion by Cargo, second by Lyon to appoint Borg as representative and Appel as alternate. Motion carried.

- i. Discussion/approval: FY 2026-27 FTA Certs/Assurances & Master Agreement (Appel).

Motion by Selner, second by Whittemore to approve. Motion carried.

8. Reports & Correspondence:

- a. Marketing: Borg shared updates on marketing initiatives, including Comcast commercials, a digital campaign geared toward younger riders, Harbor Transit gift cards, and rider retention. Also, Harbor Transit participated or led two community events, including a travel training class. There are 11 active advertisers with 14 bus wraps.
- b. Operations: Borg highlighted operational statistics, including total ridership for 2025 (down by 1% from 2024), on-demand ridership, Trinity at the Lakes ridership (up by 705 over 2024), no-shows (down by 1,500), and improvements in on-time performance. There were two NTD Reportable Safety Events in 2025 and 8 road calls in Jan 2026.
- c. Executive Director: Borg informed the board that the Bus & Bus Facilities Grant agreement was executed on Jan 9, 2026, culminating a nearly 18-month process. Ottawa County Commissioners Brugger and Teeple's toured the existing facilities and discussed transportation needs in the county. Weather permitting, a groundbreaking ceremony for the new facility is planned for 2:30 PM, Wed, Mar 25, 2026.

9. Board Member Comments:

10. Meeting Adjourned by Latch at 5:37 PM

11. Next Regularly Scheduled Board Meeting: 4:30 PM, Mar 25, 2026, Grand Haven Township, 13300 168th Ave, Grand Haven, MI 49417. (Note: Location changed from Spring Lake Township to coincide with ground breaking for the New Operations Center on the same day.)

Respectfully Submitted,

Bill Cate
Secretary