



**Regular HTMMTS Board Meeting Minutes
September 24, 2025
Grand Haven City Hall**

Meeting called to order by President Craig Bessinger at 4:30 PM.

1) Roll Call:

Present: Craig Bessinger, Cathy Pavick, Ashley Latsch, Kevin McLaughlin, Will Whittemore, Gordon Gallagher, Joel TePastte, Brady Selner

Absent: Bill Cate, Deanna McIntyre, Bill Cargo

Also Present: Finance/Asst Dir Appel, Exec Dir Borg, Ops Supervisor Burghardt, HR Dir Dumbrell, Marketing Specialist Walker, Acct Supervisor Woline

2) Approval of Agenda:

Motion by Gallagher, second by TePastte to approve Agenda as presented. Motion carries.

3) General Business/Call to Audience: None.

4) Consideration for Approval of Consent Agenda:

- a) Approval of the July 16, 2025, Regular Meeting Board Minutes
- b) Approval of the Bills Memo in the amount of \$1,091,776.07
- c) Receipt of the Financial Statements
- d) Approval of FY2025 Final Amended Budget
- e) Review FY2025/2026 Budget Pre-Implementation:
 - o Budget
 - o Capital Projects
 - o COLA-Wage Scale
- f) Approve 2025-2026 HTMMTS Board Meeting Dates

Motion by Gallagher, second by Whittemore to approve the Consent Agenda as presented. Motion carries.

5) New Business

- a) Approve MERS Defined Contribution Plan Adoption Agreement and Addendum
Dumbrell reviewed and discussed MERS DC Plan Adoption Agreement and Addendum.
Motion by TePastte, second by Whittemore to approve. Motion carries.

b) Review of Executive Director's Performance Appraisal

Gallagher mentioned the progress and improvements under Borg's leadership. Pavick commended Borg, as did TePastte.

c) Elect HTMMTS Board Officers

Bessinger opened nominations for President. *Nomination by Gallagher: Ashley Latsch for President and Brady Selner for Vice President. Gallagher to remain as Treasurer and Cate to remain as Secretary. Support TePastte. Motion carries.*

6) Reports and Correspondence

a) Marketing Update – Annelise Walker reported:

- o Coast Guard Festival social media statistical insights.
- o Comcast Advertising campaign overview.
- o Community Engagement
 - Harbor Transit's 50th Anniversary Party
 - Local school visits
 - Grand Haven High School Boomerang Career Fair

b) Operations Update – Scott Borg reported:

- o Overview of Operational Statistics and Ridership
- o Trinity at the Lakes transfer point continues to grow.
 - Gallagher mentioned the new Costco nearby and asked about additional service points. Borg responded by stating that cooperation with Muskegon Area Transit is needed to add an additional service point.
- o Deviated Fixed Route: Pavick asked about the ridership this year, noting a significant decrease. Borg addressed the change in hours and noted that an increase in ridership is desired and is a work in progress.
- o Safety: No reportable crashes, no reportable injuries, and no reportable road calls.

c) Executive Director's Update

- o Triennial Review results
 - No repeat deficiencies
 - Technical Capacity: Missing documentation related to delayed bus order. Corrective action taken.
 - Procurement: Missing Federal Clauses. Corrective action taken.
- o Coast Guard Festival Ridership: Increased rides and improved operational efficiency.
- o 50th Anniversary Celebration
- o Operations Center Project Update
 - Design Development estimate is under budget.
 - Construction Documents phase expected to be complete mid-November 2025.
 - Project Bidding expected to begin late November 2025.
- o Vehicle Propulsion Change
 - Request approved by FTA on September 5th, 2025.
 - Department of Labor approval needed, expected November 1st.

7) Board Members' Comments

- a) Pavick asked about the impact of State funding and the need for strategic planning. Appel agreed the shortage could be significant, but pointed to options in using more Federal funds for operations and the need to reduce the frequency of vehicle replacement. Borg added that difficult decisions will likely need to be made, such as the reduction in vehicle procurement and the possibility of not filling all open staff positions.
- b) McLaughlin stated that this will be his last meeting as his term on City Council is ending. Borg thanked McLaughlin for his service to the Board and Harbor Transit.
- c) No other comments.

8) Meeting Adjourned at 5:04 PM.

- 9) Next regularly scheduled Board Meeting:** will be held on November 19, 2025, at 4:30 p.m., at the City of Grand Haven, 519 Washington Avenue, Grand Haven, Michigan 49417

Respectfully Submitted,

Brian Woline
Accounting Supervisor