

Specialized Transit Board of Directors

Open Meeting Minutes of Wednesday, September 19, 2018

Members Present: Dick Lutz (President), Sandra Clarke (Vice President), Janine Peter (Director FCSS/Member), Chantal McKenzie (City Council Rep./Member), David Wolanski (General Manager, Community and Protective Services/Member), Bill Sabey (Transit Specialist, Planning and Infrastructure/Member)

Present: Arlene Berry, Office Manager (Recording Secretary)

Item	Discussion	Action/Decision
1. Call to order	1. Called to order Dick called the open meeting to order at 3:01 pm.	
2. Additions to open agenda	2. Additions and approval of the agenda 8. Regional Transit Plan Update – Bill Sabey	Moved by Chantal, Seconded by Bill Sabey to approve the agenda with the addition of #8 – Regional Transit Plan Update. Carried.
3. Approval of open meeting minutes of March 20 and July 24, 2018	3. Approval of open meeting minutes of March 20 and July 24, 2018	Moved by Sandy Clarke, Seconded by Chantal McKenzie to approve the minutes of March 20, 2018 as written. Carried. Moved by David Wolanski, Seconded by Chantal McKenzie to approved the minutes of July 24, 2018 as written. Carried.

<p>4. Manager's Report</p>	<p>4. Manager's Report The board received and discussed the Manager's Report dated September 19, 2019. (Schedule #1)</p>	<p>Moved by Chantal McKenzie, Seconded David Wolanski to amend the motion on September 19, 2018 to subscribe to QuickBooks update with payroll and support. Carried.</p> <p>Moved by David Wolanski, Seconded by Sandy Clarke to receive the Manager's report for information. Carried.</p>
<p>5. Financial Reports 5.1 Balance Sheet as of August 31, 2018 5.2 Profit and Loss Report as of August 31, 2018</p>	<p>5. Financial Reports 5.1 Balance Sheet as of August 31, 2018 The board received the Balance Sheet report as of August 31, 2018. (Schedule #2) 5.2 Profit and Loss Report as of August 31, 2018 The board received the Profit and Loss report as of August 31, 2018. (Schedule #3)</p>	<p>Moved by Chantal McKenzie, Seconded by Bill Sabey to receive the Balance Sheet and Profit and Loss Report as of August 31, 2018 as presented. Carried.</p>
<p>6. Old Business 6.1 Video Surveillance 6.2 Driver Safety and Vehicle Maintenance Policy 6.3 Recording Secretary Update</p>	<p>6. Business arising from previous minutes of July 24, 2018 6.1 Video Surveillance This item was deferred 6.2 Driver Safety and Vehicle Maintenance Policy This item was deferred. 6.3 Recording Secretary Update This item was deferred.</p>	

<p>7. New Business 7.1 Parkland County Grant Application 7.2 City of Spruce Grove Council Budget Presentation</p>	<p>7. New Business</p> <p>7.1 Parkland County Grant Application The board received a letter from Parkland County dated September 11, 2018 approving a grant in the amount of \$12,000 for Specialized Transit Services. (Schedule #4)</p> <p>7.2 City of Spruce Grove Council Budget Presentation The board agreed that Dick Lutz and David Wolanski would present our budget request to City of Spruce Grove Council meeting on September 24, 2018. The board agree to ask Council to defer our budget request.</p>	
<p>8. Motion to go into closed session</p>	<p>8. Motion to go into closed session 8.1 Updated Regional Transit Plan – Bill Sabey</p>	<p>Moved by Chantal McKenzie, Seconded by Janine Peter to go to a closed meeting. Carried.</p> <p>Moved by David Wolanski, Seconded by Chantal to go back to open meeting. Carried.</p>
<p>9. Date of next meeting 10.1 Board Meeting</p>	<p>9. Date of next meeting</p> <p>9. Board Meeting The next board meeting will be on Wednesday, October 17, 2018 at 3:00 pm.</p>	
<p>10. Adjournment of meeting</p>	<p>10. Adjournment of meeting</p>	<p>Moved by Janine Peter to adjourn the meeting at 4:35 pm.</p>

Signature

Date

Signature

Date