



1-888-LAKETRAN | [www.laketrans.com](http://www.laketrans.com)

555 Lakeshore Blvd. Painesville Twp., OH 44077

## MEETING NOTICE

LAKETRAN WILL HOLD A BOARD OF TRUSTEES MEETING ON  
MONDAY, JULY 26, 2021 AT 4:00 p.m.

The public meeting will be broadcasted live at

[www.youtube.com/laketrans](http://www.youtube.com/laketrans)

And

Will be in person at Laketrans Headquarters;  
555 Lakeshore Blvd. Painesville Twp., OH 44077

## LAKETRAN MISSION STATEMENT

LAKETRAN IS COMMITTED TO PROVIDING QUALITY PUBLIC TRANSPORTATION SERVICES  
TO ALL LAKE COUNTY RESIDENTS WITH SPECIAL EMPHASIS ON MEETING THE  
TRANSPORTATION NEEDS OF SENIORS AND PEOPLE WITH DISABILITIES.



Laketrans  
July 2021 Board of Trustees Meeting  
July 26, 2021  
4:00 pm-6:00 pm Eastern Time

*Electric Bus Demo/Ride Along- Optional  
(3:30pm )*

1. **Meeting Called to Order**  
*(4:00pm Brian Falkowski)*
2. **Roll Call**  
*(Vicki Messenger)*
3. **Pledge of Allegiance**
4. **Mission Statement**
5. **Public Comments**  
*(Brian Falkowski)*
6. **Approval of Minutes**
  - a. Motion to approve the Laketrans Board of Trustees Board Meeting minutes of June 28th, 2021
7. **Presentations**
  - a. Jake Altman to present Auditor of State Award with distinction  
*(State of Ohio Auditor's Office)*
  - b. Strategic Plan Update  
*(Tim Rosenberger)*
  - c. Govenda Overview  
*(Ben Capelle)*
8. **Action Items**
  - a. *Motion to Approve the May Financial Statement*  
*(Lisa Colling)*
    - i. STS Operating Financials
    - ii. Capital Financials
  - b. *Motion to approve an update to the Procurement Manual*  
*(Andrea Aaby)*
    - i. Procurement Manual Briefing Paper
    - ii. Procurement Manual Resolution
    - iii. Procurement Manual
  - c. *Motion to approve the resolution authorizing the CEO or his designee to enter into a contract with HAVE Inc. Heating and Air Conditioning for the purchase and replacement of the garage ventilation systems.*  
*(Keith Bare)*

- i. Garage Ventilation Briefing Paper
  - ii. Garage Ventilation Resolution
- d. *Motion to accept Laketran's 2020 audited financial statements as prepared by the Ohio State Auditor's Office and 2020 CAFR as prepared by James G. Zupka, CPA, Inc. (Lisa Colling)*

**9. Six Month Look Ahead**

*(Ben Capelle)*

**10. Administrative Reports**

- a. CEO Report  
*(Ben Capelle)*
- b. Director of Finance Report  
*(Lisa Colling)*
- c. Director of Operations Report  
*(Matt Maier)*
- d. Director of Human Resources Report  
*(Mike Austin)*
- e. Director of Maintenance Report  
*(Keith Bare)*
- f. Director of Information Technology Report  
*(Tony Melaragno)*
- g. Director of Compliance & Development Report  
*(Andrea Aaby)*
- h. Director of Communications Report  
*(Julia Schick)*
- i. Upcoming Calendar  
*(Vicki Messenger)*

**11. Old Business**

*(Brian Falkowski)*

**12. New Business**

*(Brian Falkowski)*

**13. Adjournment**

*(Brian Falkowski)*