



**Benzie Transportation Authority - Meeting of Board of Directors**

**Tuesday, April 20, 2021 5:30 - 7:00 p.m.**

**Grow Benzie 5885 Frankfort Hwy , Benzonia, MI 49616**

Minutes approved as presented April 27, 2021

1. Welcome Guests & Call to Order by John due to technical difficulties at 5:30PM
2. Roll Call: Irene-present, Jeff-present, John-present, Jennifer-present, Anne-present, Susan-present, Amy-present, Evan-present. Staff present: Bill Kennis, Jessica Carland, Wendy Wedemeier and Nancy Hunt. Guest: Chris Geetings, BTA Driver.
3. Approval of Agenda: **Motion** by Jennifer to approve the agenda as amended, adding E.D. Contract under new business, support by Amy. Roll call vote: Irene-yes, John-yes, Anne-yes, Jeff-yes, Jennifer-yes, Susan-yes, Amy-yes. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of February 16, 2021 Meeting Minutes: **Motion** by Amy to approve the agenda as presented, support by Anne. Roll call vote: Susan-yes, Jeff-yes, Anne-yes, Jennifer-yes, John-yes, Irene-yes, Amy-yes. All ayes, **motion carried**.
6. Chairwoman's Report
  - a. Bill's Annual Review **Motion** by Anne to call a special meeting to discuss E.D. annual review and contract which expires May 30, 2021, support by Susan Roll Call Vote: Susan-yes, Jeff-yes, Anne-yes, Jennifer-yes, John-yes, Irene-yes, Amy-yes. All ayes, **motion carried**.
  - b. Manager's Reports: E.D., Ops., M.M. Bill gave overview on trolley and how the procurement process is executed. We hope to be able to move forward on Monday. An undercarriage wash is being installed and Grow Benzie is doing small focus groups next week in which we will participate. Chris gave an overview of the PASS training which all of our drivers just completed. We will have several drivers participate in the Roadeo competition in Frankenmuth in June.
7. Committee Reports
  - a. Marketing: Crystal Mountain is providing a vaccination clinic in partnership with the Health Dept. We are working with them to help with free rides. Anne shared that Jessica is working on a Bike and Ride brochure, and the United Way mask distribution went well and many masks were distributed to students and other members of the community.
  - b. Finance
    1. Monthly Financials- Financials are awesome and we making great investments for the future. MERS continues to be overfunded which is a rarity. **Motion** by Irene to accept the financials as presented, support by Susan. Roll Call vote: Susan-yes, Jeff-yes, Anne-yes, Jennifer-yes, John-yes, Irene-yes, Amy-yes. All ayes, **motion carried**

2. Policies: **Motion** by John to approve all policies as presented, support by Irene, Roll call vote: Roll call vote: Irene-yes, John-yes, Anne-yes, Jeff-yes, Jennifer-yes, Susan-yes, Amy-yes. All ayes, **motion carried**.
- I. ADA Complaint
- II. Audio Recording of Open Meeting
- III. Harassment
- IV. Meeting Room Use
- V. Password Policy
- VI. PTO Pool
- VII. Public Participation
- VIII. Smoke-free Worksite
3. Trolley LP Local Money Expenditure-The Finance Committee recommends that we purchase a propane trolley rather than gasoline. It would cost an additional \$25K. **Motion** by Jennifer to approve the purchase of the trolley with the additional \$25,714 to purchase it with propane. Support by Amy. Roll Call Vote: John Jenn Amy Anne Susan Jeff Irene all ayes, **motion carried**. Discussion on different ideas for trolley design.
8. Old Business
9. New Business
1. E.D Contract: Bill will not be attending the Annual Board Meeting on May 18<sup>th</sup> as he will be in Alaska. The Board feels that he should be in attendance and would prefer to change the date. **Motion** by Jennifer to change the meeting date to Tuesday May 11, 2020 at 5:30 PM, support by Susan Roll Call Vote John-yes, Anne-yes, Jennifer-yes, Amy-yes, Susan-yes, Jeff-yes, Irene-yes. All ayes, **motion carried**. Anne requested Management to provide E.D. contracts and all compensation to HR in order to keep well organized files Bill, Jessica and Nancy are to work together to organize and identify contracts. Amy requested a spreadsheet showing the total compensation package for each employee. Total annual cost should be tabulated. Management bonuses are to be tabled and added to the August 2021 Board Agenda.
10. Board Roundtable - General announcements- Irene's term will be ending this month. She enjoyed her time serving both on the Board and Marketing committee. Several board members expressed their appreciation and Bill presented her with a card. Amy was excited to announce that her daughter is engaged and will be married May 2022.
11. Public Comment: Chris thanked the Board for all that they do and expressed his appreciation.
12. Adjournment at 6:37 PM