



Benzie Transportation Authority –Meeting of Board of Directors

Tuesday, December 21, 2021 5:30 - 7 p.m.

14150 US Highway 31, Beulah, MI 49617

Minutes approved as presented March 1, 2022

1. Welcome Guests & Call to Order by Chair John Morse at 5:30 p.m.
2. Roll Call: Present: Chris Kitchen, Anne Noah, Jeannette Feeheley, Evan Warsecke and Dorene Strang. Absent: Jeff Pataky and Amy Herczak
3. Approval of Agenda: **Motion** by Jeannette to accept agenda as amended. Changes include tabling the Administrative Vehicle Use Policy until February, and removing the Manager's PTO buyback option. Supported by Dorene. Roll call vote, all ayes, **motion carried.**
4. Public Comment
5. Approval of October 19, 2021 Minutes: **Motion** by Jeannette to approve minutes as presented, supported by Dorene. Roll call vote. All ayes. **Motion Carried.**
6. Consent Agenda Items:
 - a. Manager's Reports: E.D., Ops., and M.M: Chad shared that BTA assisted Benzie Central Schools by loaning them drivers to run some routes to get them through a staff shortage.
 - b. Manager's Audit Notes: **Motion** by Chris to approve consent items a. and b. and c. without the check register, supported by Dorene. Roll call vote, all ayes, **motion carried.**
 - c. Monthly Financials- **Motion** by Chris to approve check register, supported by Dorene. Roll call vote: 2 abstain (Anne and Jeannette) and 3 ayes (John, Chris and Dorene), **motion carried.**
7. Chairman's Report
 - a. Total Asset Management TAM & Reserve Funding Plan: Chad works on the TAM plan annually for MDOT. John explained what a TAM plan is and how the amounts are calculated. BTA should continue to plan for future needs and the auditor is pleased. Evan does not feel it is necessary that John present the TAM and Reserve Plan to Co. Commissioners. BOD would like to see actual TAM docs that were used to come to this amounts required of the Reserve. Bill shared some ideas for grant funding future shortfalls.
 - b. Executive Committee: E.D. Evaluation & Contract: Executive Committee needs to meet prior to the February meeting. Compensation Committee will also discuss compensation for the E.D. at its meeting tomorrow evening. Anne asked if a 360 E.D. evaluation has been considered. That idea will be discussed at the Compensation Committee meeting tomorrow.
 - c. Master MDOT Agreement: **Motion** by Chris to approve MDOT Master Agreement as presented, with the Board Chair and E.D. as authorized signers, supported by Anne. Roll call vote, all ayes, **motion carried.**
8. Committee Reports
 - a. Compensation Committee CC: Chris shared update. CC has collected a lot of data from transit job comparisons and other community leadership positions. The CC also has data from a two-week long Manager's time study and will begin to move forward with that data. CC should have more to report after tomorrow's meeting. Jeannette requested wage range and compensation for each position at BTA.

- b. Finance, Policy and Personnel
 - i. Policy: Deactivation of User Accounts: **Motion** by Chris to approve policy as presented, supported by Jeannette. Roll call vote, all ayes, **motion carried.**
 - ii. Policy: Administrative Vehicle Use- Tabled until February meeting. John and Chad will work on this policy and present to FPP at February meeting.
 - iii. ~~Manager's PTO buyback option~~- Removed from agenda
 - iv. 2023 Budget Preliminary for purposes of MDOT submission and February Deadline: Wendy gave detailed explanation of budget and answered questions. **Motion** by Dorene to approve preliminary 2023 budget with \$1.985M in expenditure's, supported by Chris. Roll call vote, all ayes, **motion carried.**
 - v. Annual Application Resolution of Intent: **Motion** by Chris to approve as presented, supported by Dorene. Roll call vote, all ayes, **motion carried.**
 - c. Marketing: Meeting December 27th. The return of TCX is going well, but needs more advertising; such as a Record Patriot sticker. Currently, surveying riders in order to get feedback on what times are optimal. Jessica has pre-purchased front page stickers for the Record Patriot and future Health Rides program will be promoted.
9. Old Business
 - a. Employee Ride Program: Nancy shared a recent change to Employee Handbook. Because of the discontinuation of the Flex Route, verbiage needed to be updated on what types of free rides are permissible.
 10. New Business
 11. Board Roundtable - General announcements: Anne expressed her gratitude to the staff for flexing in ways that were not expected during the second year of pandemic. Several members agreed with the sentiment.
 12. Next Meeting Plan: Annual Goals, Auditor presentation, E.D. review process, Board Member terms & succession. Due to changes in MDOT deadlines, management will be looking to see if calendar items may need to be changed.
 13. Public Comment: None
 14. Adjournment @ 7:12 p.m.

Nancy Hunt, Recording Secretary

Date