



Benzie Transportation Authority - Regular Meeting of the Board of Directors

Tuesday, February 19, 2019 5:30-7:00 PM

14150 US Hwy 31 Beulah, MI 49617

Approved as presented April 18, 2019

1. **Welcome Guests and Call to Order** Chairwoman Herczak called the meeting to order at 5:30PM
2. **Roll Call** Present: Amy Herczak, Jennifer Kolinske, Geno Allen, Eric VanDussen, Susan Kirkpatrick, Evan Warsecke, Patty Roth Absent: Anne Noah
3. **Approval of Agenda** Jennifer added "457" and "Certificate of Deposit CD's" under Finance, Personnel & Policy. *Motion* by Jennifer to approve the February 19, 2019 Regular Meeting agenda as *amended*. Second. All ayes, ***motion carried***.
4. **Public Comment** None
5. **Approval of December 18, 2018 Regular Meeting Minutes** *Motion* by Eric to approve the December 18, 2018 Regular Meeting Minutes as presented. Second. All ayes, ***motion carried***.
6. **Chairwoman's Report**
 - a. **Management Reports** Staff did a great job with the poor weather conditions in late January/Early February. Geno and Jennifer's terms expire in April. Geno will not be extending his term.
7. **Committee Reports**
 - a. **Finance, Personnel & Policy**
 - i. **2020 Budget Approval** FY2020 Budget was presented. In the budget is an increase in operator's salaries to account for one additional full-time driver; health insurance is predicted to increase about 10%; notable increase in Propane as more propane vehicles are purchased and the price has increased; we did not budget for a cost of living increase for staff. The budget will be reviewed in June before the final budget is due for submittal to MDOT in August. The committee recommends the FY2020 budget be approved as presented. *Motion* by Eric to approve FY2020 Budget as presented. Seconded. Discussion. Roll call: Amy - aye Eric - aye Susan - aye Jennifer - aye Patty - aye Geno - aye. 6 ayes, 0 nays ***Motion passed***
 - ii. **Annual Application Approval** Jennifer presented the ***Resolution of Intent*** for the Board's approval. *Motion* by Eric to submit the Resolution of Intent as presented. Second. Discussion. All ayes, ***motion carried***.
 - iii. **Financial Summary** Wendy presented the financial summary for fiscal year to date. Everything is tracking as it should.
 - iv. **Policies**

1. **Disciplinary Procedures** No recommended changes. *Motion* by Susan to approve Disciplinary Procedures policy as presented. Second. All ayes, ***motion carried.***
 - v. **457** The Employee Committee requested BTA match monies contributed to 457 accounts. Nancy did a significant amount of research to determine what other organizations do. Management proposed to the Finance committee that in FY2020 BTA contribute to FT employee MERS 457 accounts with a \$1 to \$1 match. Jennifer asked the Board to consider the request and be ready for discussion at the next Regular Board meeting.
 - vi. **Certificate of Deposit CD's** Wendy proposed investing funds into a CD from our Money Market account. Central State Bank currently has a promotion for a CD with interest of 2.25% for 12 months. *Motion* by Eric to move \$50k from the money market account into a CD. Second. Discussion. Roll call: Amy - aye Eric - aye Susan - aye Jennifer - aye Patty - aye Geno - aye. 6 ayes, 0 nays ***Motion passed***
 - b. **Marketing** We purchased a year's worth of advertising at the Garden Theatre - Now Showing: Saturday Shopper. Our new website is live - riders can now purchase fares and request a ride. NYE Nite Owl had record sponsorship - \$2400 from local businesses - and record ridership (343). Beginning to work on Try Transit Week, TC Pit Spitters shuttles, and taxi-like service for congested areas during the summer.
8. **Old Business** None
 9. **New Business** None
 10. **Board Roundtable - General Announcements** Commissioner Coury Carland has resigned from the Benzie County Commissioners
 11. **Public Comment** None
 12. **Adjournment** Meeting adjourned at 6:45PM

Next Meeting: Tuesday, April 16 @ 5:30PM

Recording Secretary

Date