



Benzie Transportation Authority –Meeting of Finance, Personnel & Policy

Tuesday, December 20, 2021 9:30 – 10:30 a.m.

Benzie Chamber Office 816 Michigan Ave, Benzonia, MI 49616

Minutes approved as presented February 14, 2022

1. Welcome Guests & Call to Order by Chair Amy Herczak at 9:40 a.m.
2. Roll Call: John Morse-present, Jeannette Feeheley-present, Amy Herczak-present. Absent: Jeff Pataky. Staff present: Bill Kennis and Wendy Wedemeier.
3. Approval of Agenda: **Motion** by Jeannette to approve agenda as presented, support by Amy. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of October 19, 2021 Minutes: **Motion** by Jeannette to approve minutes as presented, support by Amy. Roll call vote. All ayes, **motion carried**.
6. Manager's Audit Notes: There was discussion about content.
7. Manager's PTO buyback option: No motion to recommend to the board. Item will not be revisited
8. Monthly Financials: In depth discussion on Statement of Activities. Jeannette suggested that the authors name appear on the report and dates for clearer understanding and referencing. John was concerned about fuel usage compared with previous year. Management believes that fewer fill-ups occurred in the storage tank and gallons used for Oct. comparable is very close, Nov. 2020 was a covid ridership anomaly. Actual budget is tracking very close to what was projected.
9. 2023 Budget: Discussion prior to Amy being excused at 10:45 a.m. Quorum no longer present. Discussion continued about wages being calculated closer to 2022 budgeted plus some limited cushion and 6.5%. In the event that MDOT funding changes before Feb. 1st Application Deadline; perhaps a special Board meeting to adjust the budget could be called. Suggestion to possibly change calendar of events and audit report in the future due to changes in MDOT deadlines.
10. Total Asset Management TAM & Reserve Plan updated with comparable transit reserve amounts.
11. Policies:
 - i. Deactivation of User Accounts: Will be presented to Board.
 - ii. Administrative Vehicle Use- Tabled
 - iii. Employee Ride Program- No document provided will refer to full Board.
12. New Business, discussion about an FPP workshop to better understand financial documents.
13. Next Meeting Plan: Auditor presentation
14. Public Comment: None
15. Adjournment @ 11:35 a.m.

Next Meeting TBD, BOD meets Tuesday, February 15, 2022 5:30 p.m.

Nancy Hunt, Recording Secretary

Date