



**Benzie Transportation Authority
Regular Meeting of the Board of Directors
January 16, 2024 @ 5:30PM
14150 US 31 Beulah, MI 49617**

Minutes approved as presented March 19, 2024

1. Call to Order: Called to order by Chair John Morse @ 5:32PM.
2. Roll Call to determine quorum: Present: Chris Kitchen, Sara Hienz (joined at 5:35), Dorene Strang, Brian Halliday, Anne Noah, Jeannette Feeheley (virtual), John Morse and Evan Warsecke. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors: Tyler Watters, CPA
4. Consent Agenda: **Motion** by Kitchen to approve consent agenda. Supported by Halliday. All ayes, **motion carried**.
 - a. Correspondence: None
 - b. Committee Meeting Minutes - Finance, Personnel & Policy, Millage
 - c. Approval of Regular Meeting Minutes from November 21, 2023
 - d. Manager Reports
 - e. Policy Status Review Sheet
5. Amendments/Additions to Agenda: Audit Report added as agenda item b under Reports to the Board..
6. Public Comment: None
7. Approval of Agenda: **Motion** by Strang to approve agenda as amended . Supported by Kitchen. All ayes, **motion carried**.
8. Call for Conflict of Interest: None
9. Reports to the Board
 - a. Chairperson's Report- Morse spoke briefly about focus points for millage communication. Carland will provide guidance for what can be communicated to the public. The communications committee will provide talking points.
 - b. Audit Report: Mr Watters presented the Fiscal Year 2023 audit report. A single audit was also required due to the amount of Federal funds received. Watters also provided Historical Ridership Statistics. Despite costs going up, efficiencies have improved over the last year and both Cost per Ride and Cost per Mile decreased.
 - c. Financial Report- Wedemeier presented the November and December financial statements for the Board's review. CD rate and maturity information has been added to the income statement. Noah suggested earmarking a portion of the Workers Comp Dividend for a staff celebration for a claim free year. A nice employee luncheon will take place in March.

10. Old Business

- a. Mobility Coordinator Position: Carland shared that the recruitment of a PT Mobility Coordinator has not been fruitful. Carland would like to offer this position as PT up to FT for the right applicant. Both Personnel and Policy and Finance Committee's have approved and support this recommendation.
Motion by Kitchen to offer this position as PT up to FT for the right applicant. Supported by Halliday. All ayes, **motion carried**.

11. New Business

- a. Policies for Approval **Motion** by Hienz to approve the Drug & Alcohol Testing and Service Animal & Transporting Animals Policies as presented. Supported by Strang, All ayes, **motion carried**.
 - i. Drug & Alcohol Testing
 - ii. Service Animal & Transporting Animals
- b. FY2025 Preliminary Budget: **Motion** by Kitchen to approve the preliminary budget as presented. Supported by Hienz, all ayes, **motion carried**. Halliday discussed the Millage Committee's work throughout the last 6 months. The Finance Committee approved the Millage Committee's recommendation of 1 mil on the August 2024 millage request.
Motion by Halliday that BTA go out for 1 mill on the August 2024 millage request. Supported by Kitchen. Roll Call Vote, Ayes: Kitchen, Strang, Halliday. Hienz, Noah and Morse. Nays: None. **Motion carried**. Kitchen stated that he is even more supportive of the decision after hearing Watters' audit presentation.
- c. MDOT FY2025 Resolution of Intent: A requirement of the Annual Application is for the Board Secretary to sign the Resolution of Intent to provide public transportation services and apply for state financial assistance. Nancy and Jeannette will complete prior to the Feb 1st deadline.

12. Public Comment: None

13. Next Meeting March 19, 2024 @ 5:30PM

14. Board Roundtable: Morse reminded the two members that have terms expiring to let him know whether they intend to renew or not.

15. Adjournment @ 6:46PM

Nancy Hunt, Recording Secretary

Date