



**Benzie Transportation Authority  
Regular Meeting of the Board of Directors  
July 18 2023 @ 5:30PM**

**14150 US 31 Beulah, MI 49617**

**Minutes approved as presented September 19, 2023**

1. Call to Order by Chair John Morse @ 5:29PM
2. Roll call to determine quorum: Present: Jeannette Feeheley, Brian Halliday, Dorene Strang, Anne Noah. Sara Hienz, John Morse and Evan Warsecke (non-votong), Excused: Chris Kitchen. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent Agenda
  - a. Correspondence - Adoption of the Use of a Consent Agenda (C. Kitchen); MDOT Title VI Approval Letter, Policy Status Sheet, Thank you card from LA
  - b. Approval of Regular Board Meeting minutes from May 16, 2023
  - c. Approval of Annual Meeting minutes from May 16, 2023
  - d. Draft Finance Committee Minutes - May 15, 2023
  - e. Draft Executive Committee Minutes - June 13, 2023
  - f. Draft Personnel & Policy Committee Minutes - June 20, 2023
  - g. Manager Reports - Executive Director, Operations

**Motion** by Feeheley to approve Consent agenda as amended removing items e. and g., supported by Noah. All ayes, **motion carried.**
5. Amendments/Additions to Agenda: Feeheley added Signatories to Bank Accounts under 10.b
6. Public Comment: None
7. Approval of Agenda: Feeheley would like action items to be identified when drafting the agenda. Feeheley also expressed her concern over the presentation of the budget for approval without the opportunity to have a budget workshop that included members outside the Finance Committee. **Motion** by Hienz to approve the agenda as amended, supported by Strang. Ayes-5 Nays-1 **motion carried.**
  - a. Executive Committee Minutes - June 13, 2023- Discussion, must be approved at the committee level.
8. Call for Conflict of Interest: None
9. Reports to the Board
  - a. Manager Reports - Executive Director, Operations- Feeheley congratulated Carland on her nomination for the MPTA Board of Directors. Feeheley questioned ongoing staffing issues related to allowing staff to take too much time off in August/September. Carland and Hollenbeck assured the Board that current staffing issues are unrelated to time off requests. Current staffing issues are due to staff medical emergencies, retirements, and difficulties hiring. Hollenbeck shared information regarding the process of replacing a vehicle that was in an

accident. Any monies received from the insurance company will have to be used toward the purchase of a brand new bus which could take several years to obtain. Carland asked for permission to purchase a used bus that seats less than 15 passengers using the general fund.

**Motion** by Halliday to authorize the purchase of a used bus up to the amount of \$75k. Supported by Noah. All ayes, **motion carried.**

- b. Chairperson's Report- Morse reminded everyone of the training received at the retreat regarding being a united front after a decision is made at committee level, even if a vote was divided. Morse reported on BTA's participation in the Lake Ann Homecoming parade. The driver was fantastic and the day was a success.
- c. Financial Report- Wedemeier went over June financials giving detailed information. Going forward, the two previous months' financials will be included for the Committee to review.

**Motion** by Halliday to approve the financial report, supported by Noah. All ayes, **motion carried.**

#### 10. Old Business

- a. FY2024 Preliminary Budget- Morse and Carland reviewed changes made to both revenues and expenses. Due to increased ridership, staffing will also need to be increased. Several current employees will be added to the health plan. MDOT has not yet provided the final formula percentage for State Operating assistance. Morse and Halliday expressed the difficulty of running a business when the information required is not available. Feeheley stated she previously asked for a workshop to review the budget and was disappointed it didn't happen. She asked that in the future, the rest of the board be invited when the E.D. and Board Chair meet to discuss the budget.

**Motion** by Hienz to approve the presented budget, with the condition that if the final formula percentage provided by MDOT falls below 37%, a special board meeting will be required to make further adjustments. Supported by Halliday. Roll Call Vote: Ayes-Halliday, Strang, Noah, Heinz and Morse. Nays-Feeheley, **motion carried.**

- b. Signatories to Bank Accounts- Per BTA policy, Toby Dunne was removed as a signer and access to all BTA accounts was removed immediately upon his departure.

**Motion** by Strang to verify that the named signatories are John Morse, Jessica Carland, Chad Hollenbeck and Nancy Hunt. Supported by Noah, all ayes, **motion carried.**

#### 11. New Business

- a. Policies
    - i. For Approval: Passenger Code of Conduct, NEW Employee Technology Acceptable Use, Anti-Nepotism, Emergency Situation, Title VI, FOIA
    - ii. To be Rescinded: Carry On Package, No Show and Late Cancellation, Oxygen and Respirator, Passenger Behavior, and Unpaid Passenger Fares, Password, OLD Employee Internet Acceptable Use, Deactivation of User Accounts, Cell Phone Usage, Solicitation & Distribution
- Motion** by Strang to approve Passenger Code of Conduct, NEW Employee Technology Acceptable Use, Anti-Nepotism, Emergency

Situation, Title VI, and FOIA policies, supported by Noah. All ayes, ***motion carried.***

***Motion*** by Strang to rescind Carry On Package, No Show and Late Cancellation, Oxygen and Respirator, Passenger Behavior, and Unpaid Passenger Fares, Password, OLD Employee Internet Acceptable Use, Deactivation of User Accounts, Cell Phone Usage, and Solicitation & Distribution Policies, supported by Noah. all ayes, ***motion carried.***

- b. Board Goals (Draft) Halliday asked that item 'a' under Financial Position be split into two separate tasks. Morse stated Item 'd' under the same section should be changed to 5-10 years. ***Motion*** by Strang to approve the Board Goals as amended, supported by Hienz. 6- ayes, 1 abstain ***motion carried.***
  - c. Approval of 2023 Tax Rate Request Form L-4029. Wedemeier requested board approval of the annual L-4029 form which determines the amount BTA will receive in property taxes. Feeheley questioned needing to complete the form again as the rate had not changed. Discussion. ***Motion*** by Hienz to approve 2023 Tax Rate Request Form L-4029 and have the Board Chairperson and Secretary sign. Supported by Noah. All ayes, ***motion carried.***
  - d. Establishment of Millage Committee - Morse stated that due to the 2025 expiration of the current mill rate a committee should be formed. Volunteers Halliday (Chair,) Morse, Strang, Noah and Feehley were appointed.
12. Public Comment: None
13. Next Meeting: September 19, 2023 @ 5:30PM
14. Board Roundtable: Carland will be out of town the July 21-25th for a funeral.
15. Adjournment @ 7:25PM

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Nancy Hunt, Recording Secretary

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Date