



**Benzie Transportation Authority
Annual Board Meeting**

Tuesday, May 11, 2021 at 5:30PM
Commissioner's Room 448 Court Pl, Beulah, MI 49617
Minutes approved as presented May 14, 2021

Welcome guests and call to order: Chairperson Amy Herczak called the meeting to order at 5:34 p.m.

Members Present & Roll Call to determine Quorum: Amy Herczak-present, John Morse-present, Anne Noah-present, Jeff Pataky-present. **Members Absent:** Jennifer Kolinske and Evan Warsecke (ex-officio).
Staff Present: Bill Kennis, Jessica Carland, Chad Hollenbeck and Nancy Hunt

Guests: Tim Markey, Homestead Township County Commissioner

Approval of agenda: *Motion* made by Jeff and supported by Anne to approve agenda as presented. All ayes, *motion carried*.

Approval of April 27, 2021 Special Meeting Minutes: *Motion* made by John and supported by Jeff to approve the April 27, 2021 Special Meeting Minutes as presented. All ayes, *motion carried*.

Public Comment: None

Review Board Terms of Office & Contact Sheet- All information is correct. Anne added her work email to the sheet if a more immediate reply is needed. Jennifer Kolinske will be resigning immediately per John.

Review of Vision and Goals: E.D. presented the spreadsheet and answered questions. A grant has been written for a recycling processing center that may be built on vacant BTA land. MDOT and the FTA will allow for another municipality to purchase BTA land. This will be a Board decision should Benzie County Recycling advance this opportunity.

Election of Officers – Board Chair, Vice Chair, & Secretary/Treasurer.

Nomination made by Jeff to appoint John as Board Chair. Nomination accepted by John. *Motion* by Jeff and supported by Anne to appoint John as the Board Chair. All ayes, *motion carried*.

Nomination made by John to appoint Anne as Board Vice-Chair. Nomination accepted by Anne. *Motion* by John and supported by Amy to appoint Anne as the Board Vice-Chair. All ayes, *motion carried*.

Nomination made by Anne to appoint Jeff as Board Secretary. Nomination accepted by Jeff. *Motion* by Anne and supported by Amy to appoint Jeff as the Board Secretary. All ayes, *motion carried*.

Nomination made by John to appoint Wendy as Board Treasurer. Nomination accepted by Wendy. **Motion** by John and supported by Anne to appoint Wendy as the Board Treasurer. All ayes, **motion carried**.

Conflict of Interest Discussion: Previous Board’s had agreed that annually they would speak about the Conflict of Interest policy. Currently the Board doesn’t have any conflict of interest and should any arise; they are to disclose the conflict and consider how it is best to participate in decision making. FPP is to review this policy prior to the next meeting.

Committee Assignments –

Finance, Personnel, &Policy	Marketing & Outreach	Executive & Operations	Ad Hoc Succession
Amy Herczak, chair	Anne Noah, chair	Anne Noah	Anne Noah
John Morse	Jeff Pataky	Jeff Pataky	John Morse
Jeff Pataky		John Morse, chair	County commissioner
		County Commissioner	

Set Dates and Times of Regular Board Meetings for June 2021 – May 2022: **Motion** by Anne to continue to hold bi-monthly meetings on the 3rd Tuesday of the month. Support by Amy. All ayes, **motion carried**.

- June 15, 2021
- August 17, 2021
- October 19, 2021
- December 21, 2021
- February 15, 2022
- April 19, 2022
- May 17, 2022 (Annual)**
- June 21, 2022

Named Depositories and Authorized Signatures at Honor Bank - Motion by Anne and supported by Amy to name Chad, Bill, John - Board Chair and Jessica as authorized signatures on Honor Bank and Money Market accounts. All ayes, **motion carried**.

Old Business – FPP Committee Review of E.D. Contract Exp. May 31, 2021. An extensive discussion took place about the accomplishments over the past year. Bill shared how assets and reserve funding has grown by:

- Furloughing staff that saved about \$150K that didn't need to be paid back to the unemployment pool, management lowered labor costs as demand for services declined.
- CARES ACT funding was used for capital expenses and reimburse at 36% Federal and 42% MDOT = 78%. BTA was the only transit in the State that elected for capital usage (because we didn't need it for operations) enabled the purchase of a service truck, tractor and trolley. Because few transits met their projected expenses; MDOT changed the rate to 42% from 39% and adjusted BTA for an additional \$150K because of these expenses and other projects approved by the Board.
- Management was also successful in re-purposing Staff, including Management for grocery shopping, Rx delivery and Food Pantry deliveries for those that were quarantining. Those efforts earned a year-end Record Eagle story that was then published by US News & World Report.
- BTA was also a leader in sanitation, essential worker pay and an 80% millage approval endorsement.

Motion by Anne to approve the E.D. contract with the salary of 85,000, support by Amy. All ayes, ***motion carried***. **Motion** by Amy to approve a 5% bonus for the entire management team including the E.D., to be paid by the end of the month. Support by Jeff. All ayes, ***motion carried***.

New Business: None

Board Roundtable: Board thanked Amy for her years of service as Board Chair.

Public Comment: None

Meeting adjourned at 7:07 PM

Prepared by Nancy Hunt, Recording Secretary

Date:

Jeff Pataky, Board Secretary

Date: