



Benzie Transportation Authority

Finance, Personnel & Policy (FPP) Committee Meeting

Wednesday, December 20, 2017 4:00 p.m.

Benzie Transportation Authority, Beulah, Michigan 49617

Minutes Approved as Amended February 21, 2018

Welcome and Call to Order Jennifer called the meeting to order at 4:03 PM

Present Eric, Jennifer, Bill, Jessica & Wendy

1. **Approval of Minutes of October 18, 2017 - Motion** by Eric supported by Jennifer to approve the minutes as presented. All ayes, ***motion carried.***
2. **Public Comment** None
3. **Approval of Agenda – Motion** by Eric supported by Jennifer to approve agenda. All ayes, ***motion carried.***
4. **Financials** – Met cash needs for 1st quarter with \$108K in the bank. Generally tracking below budget.
5. **New Business**
Audio Recordings of Meetings: Motion by Eric supported by Jennifer to approve agenda. All ayes, ***motion carried.***
Service Animals: Motion by Eric supported by Jennifer to approve agenda. All ayes, ***motion carried.***
Attorney Use: Motion by Eric supported by Jennifer to approve agenda. All ayes, ***motion carried.***
6. **Old Business**
7. **Lawyer Solicitation Review** – Committee discussed the 8 proposals for becoming BTA legal counsel and after a lengthy discussion about what is most important, two firms will be recommended to the Board: Figura for general business and Sondee for more “Transit” items. **Motion** by Eric supported by Jennifer to approve agenda. All ayes, ***motion carried.***
8. **Audit Results** – Bill shared that he was pleased with the results in many areas: assets, net reserves, pension funding and that Jim Anderson will offer his opinions at the Board meeting. **Procurement** – MDOT requested an updated plan with optional language about E.D. spending caps. **Motion** by ~~Josh~~ Jennifer supported by Eric to recommend to the Board that the E.D. be capped at \$5,000 beyond budgeted expenses. All ayes, ***motion carried.***
9. **Public Comment** – Eric asked that we deliver package earlier for more review time. None
10. **Future Meeting Schedule: Feb. 20th** perhaps 4:30 start time would be better, 4:30 -5:15 unless changed

Recording Secretary

Date