



**Benzie Transportation Authority
Regular Meeting of the Board of Directors
November 21, 2023 @ 5:30PM
14150 US 31 Beulah, MI 49617
Minutes approved as presented January 16, 2024**

1. Call to Order by Chair John Morse @ 5:31PM
2. Roll Call to determine quorum: Present: Jeannette Feeheley, Dorene Strang, Anne Noah, Chris Kitchen, Sara Hienz, Brian Halliday, and John Morse. Absent: Evan Warsecke. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors: None
4. Consent Agenda: **Motion** by Kitchen to approve Consent Agenda as presented. Supported by Hienz. All ayes, **motion carried**. Feeheley requested that on future agenda's, committee draft minutes and Board minutes requiring approval be clearly identified.
 - a. Correspondence
 - b. Committee Meeting Minutes - Finance, Millage, Personnel & Policy, Executive Committee
 - c. Approval of Regular Meeting Minutes
 - d. Manager Reports
5. Amendments/Additions to Agenda: None
6. Public Comment: None
7. Approval of Agenda: **Motion** by Strang to approve agenda as presented. Supported by Hienz. All ayes, **Motion carried**.
8. Call for Conflict of Interest: None
9. Reports to the Board
 - a. Chairperson's Report: Morse thanked everyone for their hard work. The millage renewal is the board's main focus and he encouraged the board to work together to ensure that BTA is in good shape for the next 5 years.
 - b. Financial Report: Questions were answered regarding being prepared with supplies in the event that there is a COVID resurgence, how donations are handled and questions regarding single audits vs. double audits. **Motion** by Hienz to accept the reports. Supported by Kitchen. All ayes, **motion carried**.
10. Old Business
 - a. None
11. New Business
 - a. Committee Job Descriptions: **Motion** by Kitchen to accept the committee job descriptions as amended, clarifying who takes the lead on goal setting. Support by Halliday. All ayes, **motion carried**.

- b. Policies for Approval - Procurement: **Motion** by Strang to approve Procurement Policy as presented. Supported by Noah. All ayes, **motion carried.**
 - c. Policies to be rescinded - Information Technology Systems Usage: **Motion** by Strang to rescind the Information Technology Systems Usage Policy. Supported by Halliday. All ayes, **motion carried.**
 - d. Request for Qualifications (RFQ) for A&E Authorization: Carland explained the process and answered questions. **Motion** by Kitchen to approve the Request For Qualifications for Architecture & Engineering Services for a new parking garage. Supported by Hienz. All ayes, **motion carried.**
 - e. Tentative Date for Millage Question: Halliday shared that the Millage committee has created a 5 year forecast. The committee carefully weighed the dates and came to the conclusion that August of 2024 is the best choice. Carland will provide educational guidelines for staff and board at the next millage meeting. Conversation regarding the best approach for marketing and education. Halliday suggested a Youtube channel for rider interviews, testimonials, etc. **Motion** by Halliday to declare intent to go out for millage in Aug 2024. Supported by Noah. All ayes, **motion carried.**
12. Public Comment: None
13. Next Meeting: January 16, 2024 @ 5:30 PM
14. Board Roundtable: Conversation regarding electric vehicles and staffing issues. Carland invited the board to the Staff Christmas Luncheon which will be held Dec 11th from 11:30-2:00.
15. Adjournment @ 6:48PM

Nancy Hunt, Recording Secretary

Date