



Benzie Transportation Authority  
Regular Meeting of the Board of Directors  
September 20, 2022 @ 5:30PM  
14150 US 31 Beulah, MI 49617  
Minutes approved as presented November 15, 2022

1. Call to Order by chair John Morse @ 5:33 PM
2. Roll call to determine quorum - Present, Chris Kitchen, Dorene Strang, Anne Noah, Sara Hienz, Jeannette Feeheley, and John Morse. Excused: Evan Warsecke. Staff Present: Jessica Carland, Chad Hollenbeck, Wendy Wedemeier and Nancy Hunt.
3. Welcome and Recognition of Visitors - Sophia Hogarth is visiting and may be interested in a board seat. She works at Crystal Mountain and would like to be involved in her community.
4. Correspondence - None
5. Amendments/Additions to Agenda - None
6. Public Comment - None
7. Approval of Agenda - **Motion** by Hienz to approve agenda as presented. Supported by Kitchen. All ayes, **motion carried**.
8. Call for Conflict of Interest - None
9. Consent Agenda
  - a. Approval of minutes of August 22, 2022 Special Board Meeting
  - b. ADA Policy
  - c. FY23 Public Notice for Operating and Capital Assistance
  - d. Impression Report from Michigan State University**Motion** by Strang to approve consent agenda as presented. Supported by Kitchen. All ayes, **motion carried**.
10. Reports to the Board
  - a. Financial Report - Wendy presented the financial report. Noah asked about the item Section 5304 (SDNT) Capital Amount of \$170,540 in the proposed filing of Public Notice for Proposed State and Federal Application for Operating and/or Capital Assistance. Management Team agreed it was an oversight to still be listed as the Board in a previous Board meeting had agreed to suspend pursuit of that grant and MDOT had been notified and agreed. .
  - b. Chair's Report - Welcome to Carland. This is the first board meeting under her leadership. Morse spent some time riding with driver trainers and observing.
  - c. Reports of Board Committees - Ad Hoc Succession Committee and Ad Hoc Compensation Committee have wrapped up. Noah & Feeheley asked Management Team to do compensation study of Management Team positions and make recommendations in preparation for upcoming budget deliberations. Also, Morse, Kitchen and Carland will meet to debrief on the ad hoc committee

processes and report their findings and any recommendations for the future to the Board.. FPP meeting met Sept. 19; FPP Chair will speak on Paid Time Off Policy Review under that agenda item.

- d. Executive Director and Management Team Reports - **Motion** by Noah to have Carland create E.D. reports monthly rather than bi-weekly. Supported by Feeheley. All aye, **motion carried**. Hollenbeck gave an update on the status of the electric vehicle grant. Board members asked Hollenbeck and he agreed to consult with MDOT to enable him to provide the Board an overview of projected initial and ongoing costs of all matters related to obtaining and maintaining an electric bus and the infrastructure needed, including electric charging costs compared to propane, maintenance and lifetime of vehicle, mileage capacity, how much grant funding will cover the initial and ongoing costs, etc., in his next Operations Report .

#### 11. Old Business

- a. Board Development *Discussion* - Clark Harder will be getting Carland information on what he offers.
- b. Meeting Schedule - According to the Bylaws, we must hold 6 regular meetings and one annual meeting each year.  
**Motion** by Kitchen to hold the annual meeting in May just prior to the regularly scheduled meeting. Strang supported. All aye, **motion carried**.

#### 12. New Business

- a. Signatures Required by Board Secretary: 2022 Tax Rate Request Form L-4029, FY2023 Resolution of Intent - Documents were signed as required.
- b. Committee Assignments and Terms - Finance, Personnel & Policy, Executive - Chair Morse appointed committee members. Times and dates of meetings TBD.
- c. FY2023 Wage Increase - Board stated that now and in the future, Management may allocate increases as they see fit per whatever overall average is approved by the Board in any year's Final Budget; for 2023, which was an overall 3% increase
- d. Policies for Board Discussion/Approval - Paid Time Off - **Motion** by Feeheley to table policy until the next board meeting. Supported by Noah. Ayes: 1, Nays: 5  
**Motion failed**.

**Motion** by Kitchen to approve the policy as presented by the management team, pending attorney review. Supported by Strang. All ayes, **motion carried**.

13. Public Comment - Hogarth asked about the short and long term goals.

14. Next Meeting - November 15th @ 5:30PM

15. Adjournment @ 7:35PM

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Nancy Hunt, Recording Secretary

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Date