



**Benzie Transportation Authority
Finance Committee
July 29, 2024 @ 5:30PM
14150 US 31 Beulah, MI 49617
Minutes approved as presented September 16, 2024**

1. Call to order by @ 5:30PM by Chair Halliday
2. Roll call to determine quorum: Present: Jeannette Feeheley, Sara Miller, John Morse, Brian Halliday and Anne Noah. Staff Present: Jessica Carland, Wendy Wedemeier and Nancy Hunt.
3. Welcome and recognition of visitors: None
4. Correspondence: None
5. Approval of May 2024 committee minutes: **Motion** by Miller with support by Morse to approve minutes as presented. All ayes, **motion carried**.
6. Amendments/additions to agenda: Feeheley asked to add 12 g. Year at a Glance/Budget Process.
7. Public comment: None
8. Approval of agenda: **Motion** by Feeheley with support from Miller to approve agenda as amended. All ayes, **motion carried**.
9. Call for conflict of interest: None
10. Annual Appointment of Committee Chair and Vice Chair: **Motion** by Morse and supported by Feeheley to elect Halliday as Committee Chair. All ayes, **motion carried**. **Motion** by Morse and supported by Halliday to elect Miller as Committee Vice Chair. All ayes, **motion carried**.
11. Old Business
12. New Business
 - a. June Financial Report: Wedemeier provided a summary of June financials. Year-to-date BTA is showing a net income of \$242,746 which is \$163k more than budgeted year-to-date. End of year projection is a positive balance; \$106k year-end deficit was budgeted.
 - b. 2024 Wage Survey: Carland presented the completed wage survey and answered questions. There was discussion on staff retention. Retention bonuses and future plans to get back into social security were both suggested. . **Morse** made a motion with support by Feeheley to recommend to the board to increase wages for all hourly staff by an average of 5.38%, effective August 5th. All ayes, **motion carried**.
 - c. FY2025 Budget Adjustment Recommendations: Carland and Wedemeier explained any adjustments that were made to the final budget. Adjustments are required after the final State Operating Assistance and Tax Rate Request forms have been received. Most adjustments were made on the Expense side, and

resulted in an \$85k improvement in net position as compared to the preliminary budget approved in January.

Miller made a motion with support by Morse to recommend to the board the approval of the FY 2025 Final budget. All ayes, ***motion carried***.

Miller wished to note that there were more than 5 minutes of discussion on this item.

- d. Review of 2025 L-4029: The Tax Rate Request Form (L-4029) was received from the County Equalization Department. As expected, property taxes increased, but due to the Headlee Amendment BTA's tax rate was reduced from 0.4766 mils to 0.4706 mils. No action is required by the Finance Committee - the Board Chair and Board Secretary will be required to sign the form after the Board's approval.
 - e. Review of Resolution of Intent and Public Notice: Carland explained the process and the need to submit a new Resolution of Intent, which MDOT requires anytime there are budget adjustments of more than 15%. Feeheley brought up a concern that the calculation for "estimated local funds" includes taxes levied, advertising income, farebox, and interest earned. The version presented to the Board in January only included taxes levied as "estimated local funds". Wedemeier will call BTA's MDOT Project Manager tomorrow for clarification and report her findings to the board at the July 30th meeting.
 - f. ED Mileage Reimbursement Form: ***Motion*** by Morse with support by Miller to approve Carland's mileage reimbursement request as presented. All ayes, ***motion carried***.
 - g. Year at a Glance: Feeheley asked that the first draft budget be added under the January meeting and that Carland add important deadlines to the form.
13. Public comment: None
 14. Committee roundtable: None
 15. Next Meeting: September 16, 2024 @ 5:30PM
 16. Adjournment @ 7:14PM

Nancy Hunt, Recording Secretary

Date