



Fall 2024

Thank you for your interest in a Benzie Transportation Authority (Benzie Bus) Board member position.

We're thrilled to have a committed group of community citizens, and a representative from our County Board of Commissioners, serve on our Board of Directors. Their combined talents and viewpoints provide the Benzie Bus Executive Director and Management team with insight and guidance, while also providing the citizens of Benzie County with representation from several vantage points.

Our board meets 6 times per year, primarily meeting every-other month. At the moment, our board meetings are conducted at 5:30pm on the third Tuesday, every other month. Meetings include a meal and generally last 60-90 minutes. We have several committees on which Board members can also serve, guided by their gifts and interests. Committee meetings are relatively infrequent, conducted as needed.

We have included items in this packet that might be of interest to you regarding the Benzie Bus, and our board:

1. Mission Statement
2. Board of Directors roster and terms of office
3. Annual Report – 2023
4. Schedule of Board meetings – 2024 - 2025
5. Application for Appointment to Board, Commissions and Agencies
6. Board Committee Descriptions

For your convenience, more detailed information about the Benzie Bus, including our Bylaws, current board member composition, a schedule of Board meetings, Board & Committee minutes, etc. can be found on our website at <https://www.benziebus.com/>.

After reviewing these materials, we invite you to attend a board meeting as our guest. In order to be officially considered for a board position, please complete the enclosed **Application** OR submit a brief **Letter of interest (or both)** to the Benzie County Administration Office. This Application, or Letter of Interest, may be sent by:

1. Email to - benzieadmin@benzieco.net
2. Fax to - 231-882-0035
3. US mail to - Benzie County Administration Office, 448 Court Place, Beulah, MI 49617

Upon receipt, the Executive Assistant will convene an interview committee of County Commissioners to meet with you to fully consider your candidacy.

We appreciate your interest and look forward to hearing from you soon.

Sincerely,

Anne Noah
Chairperson – Benzie Transportation Authority



BENZIE BUS
CONNECTING PEOPLE TO COMMUNITY

MISSION

Benzie Bus connects people of all ages and abilities to our community and promotes independence and prosperity through a safe and convenient public transit system.

VISION STATEMENT

Benzie Bus envisions a future in our Benzie County community in which:

- All people can live, learn, work, and play conveniently and independently without driving.
- People choose to travel via public transportation because it is a safe, affordable, modern, environmentally friendly, and an efficient way of getting where they want to go.
- Employers and employees prosper with convenient transportation solutions that support and strengthen communities and the local economy.
- Families are strengthened and sustained through cost-effective and convenient transportation choices for all family members.

BELIEFS & VALUES **At Benzie Bus, we believe that:**

- Our community has a moral and economic obligation to provide transportation alternatives to people of all ages and abilities.
- Our transportation system is customer-centered. We provide service that is safe, clean, convenient, affordable, accessible, timely, and dependable. We earn our customers' trust by providing service that is friendly, courteous, respectful, and responsive to customer needs. We will actively pursue continuous public outreach and involvement.
- Our publicly funded transportation system must be a wise steward of the public trust. We operate with fiscal responsibility, competence, integrity, and a spirit of openness and transparency. We actively communicate with the public via direct contact with our staff and board; public outreach; contact with business, groups, and government; our printed materials and website (www.benziebus.com); and the mass media.
- Our public transportation system plays an important role in shaping regional growth

patterns, protecting rural character and scenic beauty, and improving the quality of life in our community. We operate and grow our public transportation system in a way that supports vibrant communities and protects the rural landscape.

- A well-designed public transportation system can support an environmentally sustainable future, control urban sprawl by promoting responsible or “smart” growth, increase energy alternatives and conservation, and reduce traffic congestion. We pursue alternative fuels, including the potential for generating some energy locally through wind, solar, biofuels, and other renewable resources. We will connect our bus system with environmentally friendly mobility options including bicycling, walking, and carpooling. We encourage “green” building and operational practices at all our facilities.
- No single organization can provide all the transportation solutions needed by our customers. We build broad-based collaborations to blend a wide variety of seamless transportation options into a flexible and responsive network focused on the needs of all people. We act as a regional leader in seeking to collaborate with other bus systems (at the regional, state, and national level), government, businesses, school systems, health care institutions, social service and civic organizations, places of worship, and other entities generally in order to deliver integrated service and benefit from efficiencies and economies of scale.
- Our employees are the first line of contact with our customers and, therefore, we value our employees as integral to the success of our organization. Our employees will be well trained and project professionalism through their actions and appearance and their upkeep of the buses and facilities.
- Our public transportation system should be a leader in its industry through the use of modern technology related to clean fuels and innovative service, including the prospect of providing on-board wireless Internet access and real-time information at bus stops (and via the Internet) regarding when the next bus will arrive. We will seek to be at the forefront of transportation technologies related to delivering excellent service that meets our community’s social, economic, and environmental goals.



BENZIE BUS
CONNECTING PEOPLE TO COMMUNITY

Benzie Transportation Authority
14150 US Highway 31, Beulah, MI 49617
231-325-3000

Board of Directors – Terms of Office

(Updated April 2024)

Board Term Expires on April 30, 2025

John Morse (10/8/2019)

Jeannette Feeheley (8/10/2021)

Board Term Expires on April 30, 2026

Brian Halliday (2/14/2023)

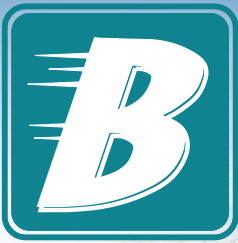
Anne Noah (4/25/2017)

Sara Miller (8/9/2022)

Board Term Expires on April 30, 2027

Chris Kitchen (8/10/2021)

Dorene Strang (8/10/2021)



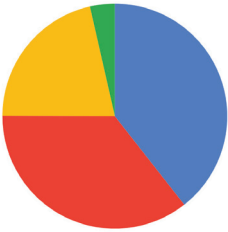
BENZIE BUS

*Connecting People
to Community*



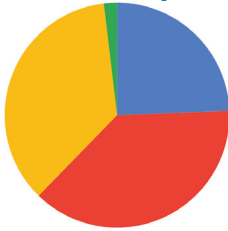
USING YOUR TAX DOLLARS RESPONSIBLY

Operating Revenues



- State Operating Assistance
- Property Taxes
- Federal Assistance
- Other

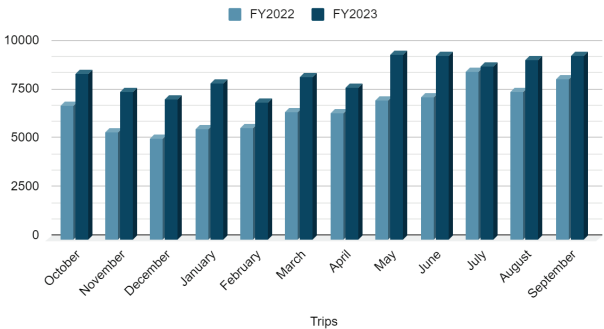
Operating Expenses



- Fringe Benefits
- Labor
- Vehicle Expenses
- Insurance & Utilities

**Benzie Bus provided 100,718 rides in 2023!
That's an increase of 20% from 2022.**

Passengers



**89% of Benzie Bus employees work
directly with passengers**

PUBLIC TRANSIT IS FOR EVERYONE

Benzie Bus provides access to jobs, education, healthcare, and other essential services.

- 1 > 2 > 3 > 4 > 5
- Access to Jobs
- Access to Education
- Access to Healthcare
- Access to other Essential Services
- Reduced Isolation



1 Access to Jobs

Public transit creates new jobs, such as bus drivers, office workers, and maintenance support. Local businesses need employees, and our buses get those workers to jobs so our economy can thrive.

Benzie Bus provided 25,899 work trips in 2023



2 Access to Education

Benzie Bus helps students get to and from school, which can improve their academic outcomes.

Benzie Bus provided 29,182 school trips in 2023



3 Access to Healthcare

Rural public transportation helps people get to and from healthcare appointments, which can improve their health outcomes.

Benzie Bus provided 9,500 trips to medical appointments in 2023



4 Access to Other Essential Services

Rural public transportation helps people get to other essential services, such as grocery stores, banks, and post offices.

Benzie Bus provided 15,400 Shopping trips in 2023



5 Reduced Isolation

Rural public transit helps reduce isolation by connecting people to their communities

Benzie Bus provided 19,175 trips for social services and recreation



A **Text 2 Ride** option for customer communication was launched at the beginning of 2023, and Benzie Bus Dispatch handled over 26,000 calls and text messages.

Arlene Killeen, Employee of the Year (2022) has worked at Benzie Bus for 11 years



At Benzie Bus, we are especially honored to serve Veterans in our community. In 2023, we expanded our reduced fare structure to include Veterans and active military members.



BENZIE TRANSPORTATION AUTHORITY

PUBLIC NOTICE OF REGULARLY SCHEDULED BI-MONTHLY BOARD MEETINGS

JULY 16, 2024

SEPTEMBER 17, 2024

NOVEMBER 19, 2024

JANUARY 21, 2025

MARCH 18, 2025

MAY 20, 2025

Annual Meeting:

MAY 20, 2025 @ 6:15 PM

ALL MEETINGS ARE HELD AT THE BENZIE BUS STATION, 14150 US HIGHWAY 31, BEULAH, MICHIGAN 49617 AT 5:30PM UNLESS POSTED DIFFERENTLY BEFORE THE MEETING.

THESE MEETINGS ARE OPEN TO ALL MEMBERS OF THE PUBLIC IN ACCORDANCE WITH THE OPEN MEETINGS ACT, PUBLIC ACT 276 OF 1976.

PLEASE CALL 231-325-3000 WITH ANY QUESTIONS OR TO REQUEST SPECIAL ACCOMMODATIONS AT A MEETING.

This notice was posted by Nancy Hunt, Office & HR Manager, on the window located at the main entrance of the Benzie Bus Station at 14150 US Highway 31, Beulah, Michigan and at 448 Court Place, Beulah, Michigan. This notice is to comply with Sections 4 and 5 of the Open Meetings Act (PA 267 of 1976).

Each bi-monthly public meeting of the Benzie Transportation Authority's Board of Directors is for the purpose of conducting the Authority's business. Time for public participation is provided during the meeting as indicated on the agenda. Each statement made by a participant shall be limited to three (3) minutes in duration. All participants must adhere to the BTA's Public Participation at Board Meetings Policy, which is available upon request.

Benzie County
Application to Committee Appointments



Thank you for your interest in serving on one of Benzie County's Committees! Volunteers help to secure our community's future, promote its enhancement, and some may even pay a per diem and mileage.

Board/Committee you are interested in serving (indicate up to three): _____

Name: _____

Residential Address: _____
(Street) (City) (State) (Zip)

E-Mail Address: _____

Preferred Phone No.: _____ Additional Phone No.: _____

Occupation: _____ (if retired, please provide your career)

Before submitting your application, please be sure to attach a brief letter indicating the following:

- Why are you applying for a committee seat?
- How do you believe your appointment would benefit the county?
- Describe your involvement in the community at any capacity.
- Any other helpful information relevant to your application.

While it is not required, a resume is helpful in the recruitment process for the committees.

YES NO Are you in default to the County?
If yes, please note applicants in default to the County are not eligible for consideration.

YES NO Do you or immediate family members currently serve on a County board or committee?
If yes, which board? _____

YES NO Are you a veteran?

YES NO Did you attach the required letter outlining the items requested above?

The applicant acknowledges that the County may be required from time to time to release records in its possession. The applicant hereby gives permission to the County to release any records or materials received by the County from the applicant as it may be requested to do so as permitted by the Freedom of Information Act, MCL 15.231 et seq. The applicant further acknowledges the Benzie County Committees and appointments policy and agrees to it.

Signature

Date

Please return your application, letter, and optional resume to the Benzie County Administration Office, 448 Court Place Beulah, MI 49617. If you have any questions, please feel free to contact our office at (231) 882-0035. Again, thank you for your interest!



Benzie Transportation Authority Board Committee Descriptions

Executive Committee

Committee Make-up

The Executive Committee shall consist of the Board Chair, Board Vice Chair, Board Secretary, Board Treasurer and County Commissioner Representative. All members have voting rights. The Executive Director shall serve as an advisory member. The Office Manager shall serve as an advisory member and as the recording secretary.

Purpose

Advises and prioritizes issues for board members to handle. Provides leadership, guidance, and oversight to the organization, plays a key role in driving the organization's success, and ensures decisions made align with the organization's mission, vision, and goals.

Scope of Work

- Supervises the hiring of the Executive Director, including interviewing, drafting of the contract, and recommending the compensation package
- Supervises the annual evaluation of the Executive Director
- Works closely with the Executive Director and advises them on important matters
- Acts as an advisory committee to the Board of Directors
- Assists in strategic planning
- Takes the lead on board member education and development
- Assists in goal setting.

Decision-making Power

Makes recommendations to the Board of Directors

Frequency of Meeting

Minimum of two times per year



Financial Committee

Committee Make-up

The Financial Committee shall consist of the Board Chair (ex-officio), Board Treasurer and other members as appointed by the Chair. The Executive Director and Finance Manager shall serve as advisory members. The Office Manager shall serve as an advisory member and as the recording secretary.

Purpose

To ensure BTA is operating with the financial resources it needs to provide programs and services to the community. Provides financial oversight of the organization's budget and makes recommendations to the Board.

Scope of Work

- Ensures that accurate and complete financial records are maintained
- Supervises budget preparation and financial planning
- Helps the full board understand BTA's financial affairs
- Ensures compliance with federal, state, and other requirements related to BTA's finances
- Performs in depth review of monthly financial statements and check registers and recommends to full board for approval.

Decision-making Power

Makes recommendations to the Board of Directors

Frequency of Meeting

At a minimum of every other month



Ad-Hoc Committees

Committee Make-up

Ad-hoc committees shall consist of the Board Chair (ex-officio), and other members as appointed by the Board Chair. The Executive Director shall serve as an advisory member. The Office Manager shall serve as advisory member and recording secretary. Members of the management team may be appointed to any ad-hoc committee in an advisory capacity as appropriate.

Scope of Work

Temporary committees created for short-term purposes

Decision-making Power

Makes recommendations to the Board of Directors

Frequency of Meeting

As needed