

Benzie Transportation Authority  
Regular Board Meeting  
August 21, 2014  
**APPROVED SEPTEMBER 18, 2014**

A regular meeting of the Benzie Transportation Authority was held on Thursday, August 21, 2014 at the Benzie Bus Station (media room) at 5:30pm.

**Members Present:** Joann Worden-Morrell, Irene Nugent, Eric VanDussen, John Nuske, Jessica Carland, Amy Herczak, Eugene Allen and Roger Griner (non-voting)

**Members Absent:** Josh Stoltz

**Staff Present:** Bill Kennis, Executive Director and Karin L. Miner, Office Manager

**Guests:** None present.

Vice-Chairperson John Nuske called the meeting to order at 5:30 pm

**Amendments/Changes to Agenda:**

**Approval of Agenda:** *Motion* by Eric and supported by Irene to approve the agenda as presented. All ayes, *motion carried*.

**Approval of July 17, 2014 Regular Board Meeting Minutes:** *Motion* by Eric and supported by Irene to approve the July 17, 2014 Regular Board meeting minutes as amended. All ayes, *motion carried*.

**Public Comment:** No public present.

**Management Reports –**

Lead Mechanic, Billy DeRooy, shared that the outside service of County vehicles grew about 50% from last year. He was promoted to Salaried Supervisor and was given a raise in July. Billy was praised for his service.

Executive Director, Operations Manager & Financial Reports – Bill reviewed reports and noted that MMRMA awarded BTA a 50% matching grant for surveillance cameras for 10 buses estimated \$14,000 total. He also wrote a Ladders of Opportunity Grant and solicited letters of support from 5 businesses in Benzie Co. The grant would replace 6 buses with propane vans for \$224,000 and BTA local match may be \$44,698 over two-years.

### Standing Committee Reports & Action Items:

- a. Finance, Personnel & Policy – Amy presented the overview of all budget items discussed in the Finance committee meeting. Health Insurance costs went up by 11% maintaining existing coverage. The Finance committee recommends that BTA join the Michigan Public Transit Association for an annual fee of 0.10% of our budget about \$1500. **Motion** made by Amy and supported by Irene to join the MPTA. All ayes, **motion carried**. Non-Management Staff, including the part-time employees, received their \$500 bonuses as promised for improving efficiencies and all were very grateful. The Finance Committee was apprised of this decision.

Bill further recommended the Management team of Chad Hollenbeck, Karin Miner and Jennifer Kolinske receive a one-time \$1000 bonus for completing 44 out of 47 open items and a successful year. **Motion** made by Jessica supported by Irene for Management's one-time \$1000 bonus. Unanimous, All ayes, **motion carried**.

Presently, there is a projected year-end budget surplus of \$93,000. **Motion** made by Amy and supported by Jessica to allow Bill and the management team to appropriately purchase the following items; 3 bus shelters @\$8000 each, website between \$2000 and \$3000, landscaping \$1500, MPTA dues \$1500 and tire and other maintenance items with any funds remaining. All ayes, **motion carried**.

The 2015 budget was approved at February's meeting. Amy presented an amended 2015 budget with adjustments that result in a net reduction of \$8,000 in income *and* expenses. This revised budget has to be submitted to MDOT by September 15, 2014. **Motion** made by Irene and supported by Joann to approve the amended 2015 budget. Six ayes, one opposed, (Eric VanDussen *opposed due to lack of written budget in hand*), **motion carried**.

- b. Marketing & Outreach – The committee recommended adopting the new "Motion B" Benzie Bus Logo. New bus stop signs and other marketing items are being completed. The Committee has many PR ideas to add to the Marketing Plan. Karin is working on maps for the backs of the rack cards which will be finalized soon.

### **Old Business:**

- a. **KFH Group Plans:** Community Summit to be held on September 24, 2014 at the Government Center from 8:00 a.m. – 12:00 p.m. Breakfast and lunch will be provided. Save the Date!

### **New Business:**

**Approval of New "B" Logo:** **Motion** made by Eric and supported by Jessica to approve the new "Motion B" Logo. All ayes, **motion carried**.

Other Items to be brought before the Board: None

Board Roundtable

**Public Comment:** None

***Motion*** made by John to adjourn the meeting at 7:19pm

**The next regular Board Meeting will be held on Thursday, September 18, 2014 at 5:30pm at the Benzie Bus Station, 14150 US Hwy. 31, Beulah MI, 49617.**

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Karin Miner, Recording Secretary

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Date: