



**Benzie Transportation Authority - Meeting of Board of Directors**

**Tuesday, August 18, 2020 5:30 - 7:00PM**

**14150 US Highway 31, Beulah, MI 49617**

**Minutes approved December 15, 2020**

1. Welcome Guests & Call to Order by Vice Chair Kolinske at 5:42PM
2. Roll Call-Present: Jennifer Kolinske, Susan Kirkpatrick, John Morse, Anne Noah, Irene Nugent and Evan Warsecke (Ex-Officio). Absent: Amy Herczak. Staff present: Bill Kennis, Jessica Carland, Wendy Wedemeier, Chad Hollenbeck and Nancy Hunt.
3. Approval of Agenda- **Motion** by Irene to approve the agenda as presented, support by Susan. All ayes, **motion carried**.
4. Public Comment: None
5. Approval of June 16, 2020 Meeting Minutes- **Motion** by Irene to approve the minutes as amended, support by John. All ayes, **motion carried**.
6. Chairwoman's Report
  - i. Manager's Reports: E.D., Ops & M.M. The fleet is in the best shape it has ever been. Further research is being done into which electric buses would be the best fit. Ecolane kicked off last week, 2 weeks ahead of schedule. This has been a huge undertaking but staff has done well with the implementation. They have met the challenge with positive attitudes, a willingness to work extra hours as needed and perform any other tasks needed to make this transition a success. Everything went smoothly, especially considering that we made major changes the day prior to going live. We are looking forward to getting good data in a couple of months to see the efficiencies it will bring.
  - ii. Board Member Recruitment-Irene has been appointed. Mark Willette-Greene should be scheduled for another interview soon.
  - iii. Conflict of Interest- Board Members will disclose any conflicts they may have as they present themselves.
7. Committee Reports
  - a. Ad Hoc Succession Planning- **Motion** by Susan, support by Irene to adopt the recommendation presented from the Succession Ad Hoc Committee. Roll call vote: Jennifer-yes, Susan-yes, John-yes, Anne-yes, Irene-yes. All ayes, **motion carried**.
  - b. Finance , Personnel & Policy
    1. Year To Date Financials- Brief overview given. Expenses are down due to COVID-19. We have four months of expenses in reserve. Our auditor would like to see six ultimately, so we are in a good position.

2. PTO Buyback (Managers)- **Motion** by John, support by Susan to allow managers to roll over up to 60 hours of PTO this year, and/or they may be paid @ 100% of their wages; for up to 120 hours of PTO. Roll call vote: Jennifer-yes, Susan-yes, John-yes, Anne-yes, Irene-yes. All ayes, **motion carried**.
  3. Total Asset Management (TAM)- Parking lot repair \$9154, Carpet and Floors \$9688, Dispatcher Chairs \$2000 & Storage Units \$6300 for a total of \$27,142. Motion by John, support by Susan to adopt recommendation presented from the FPP Committee. Roll call vote: Jennifer-yes, Susan-yes, John-yes, Anne-yes, Irene-yes. All ayes, **motion carried**.
  4. Title VI Policy- **Motion** by John, support by Susan to adopt policy as presented. Roll call vote: Jennifer-yes, Susan-yes, John-yes, Anne-yes, Irene-yes All ayes, **motion carried**.
  5. Procurement Policy- **Motion** by John, support by Irene to adopt policy as amended. Roll call vote: Jennifer-yes, Susan-yes, John-yes, Anne-yes, Irene-yes. All ayes, **motion carried**.
  6. Essential Worker Premium- **Motion** by John to match employee 457 contributions up to \$40 per pay and to continue the essential pay to hourly employees at \$3 per hour until the next Board meeting or until all furloughed employees are back to work, whichever comes first. Support by Susan. Roll call vote: Jennifer-yes, Susan-yes, John-yes, Anne-yes, Irene-yes. All ayes, **motion carried**.
8. Old Business
- i. 2021 Budget Approval- **Motion** by John, support by Susan to adopt the budget as amended with 70% family medical coverage. Roll call vote: Jennifer-yes, Susan-yes, John-yes, Anne-yes, Irene-yes. All ayes, **motion carried**.
9. New Business: None
10. Board Roundtable - General announcements: Irene welcomed back to the Board.
11. Public Comment: None
12. Adjournment at 7:20PM

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Nancy Hunt, Recording Secretary

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Date