



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

**Tuesday, February 16, 2021 5:30 - 7:00 p.m.**

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

**Minutes approved as presented April, 20, 2021**

1. Welcome Guests & Call to Order by Chair Amy Herczak at 5:38PM
2. Roll Call: John Morse-present, Amy Herczak-present, Susan Kirkpatrick-present, Irene Nugent- present. Anne Noah joined at 5:39PM, Jeff joined at 5:57PM. Excused: Jennifer Kolinske and Evan Warsecke. Staff Present: Bill Kennis, Wendy Wedemeier, Chad Hollenbeck and Nancy Hunt. Guest: Chris Geetings, BTA driver/maintenance.
3. Approval of Agenda: **Motion** by Susan to approve the agenda as amended, striking the word annual from the approval of December 15, 2020 minutes, support by John. Roll Call Vote: Anne-yes, John-yes, Amy-yes, Susan-yes, Irene- yes, Jeff-yes. All ayes, **motion carried**
4. Public Comment: None
5. Approval of December 15, 2020 Meeting Minutes: **Motion** by Susan to approve the December 15, 2020 minutes as presented, support by Anne. Roll Call Vote: Anne-yes, John-yes, Amy-yes, Susan-yes, Irene- yes, Jeff-yes. All ayes, **motion carried**.
6. Chairwoman's Report
  - a. Annual Audit – Jim Anderson presented. Management implemented several improvements including cameras for auditing daily fare box counting and wellness program fruit purchases meets MDOT recommendation but, perhaps still not fully State of Mich. rules (very small expenditure). BTA's Capital Asset Plan should be shared with the public that shows the need for a reserve fund for major capital expenditures.
  - b. Manager's Reports: United Way will be here 2/18/21 handing out KN95 masks to the public. We are moving forward on a trolley purchase. Chad will be presenting on a state podcast regarding mobile dispatching. Camera Owl has been added to aid in the virtual meetings. TAPTCO (Transit and Paratransit Company) training that is tailored to our industry has been purchased. In addition, all drivers and transit coordinators are being PASS (Passenger Assistance, Safety and Sensitivity) certified the month of February.
7. Committee Reports
  - a. Marketing- Most decisions are pending COVID vaccines and ridership numbers. Budget is on track. The addition of a Sleeping Bear Dunes south location visitors center visitor center is an exciting possibility.
  - b. Finance-
    1. Acceptance of Audit Report: **Motion** John by to approve the December 15, 2020 minutes as presented, support by Susan. Roll Call Vote: Anne-yes, John-yes, Amy-yes, Susan-yes, Irene- yes, Jeff-yes. All ayes, **motion carried**.

2. Monthly Financials- John gave a very brief overview. Nothing notable.
3. 2022 Budget Approval: FPP made the recommendation to accept the 2022 budget with the minor change of increasing the propane budget to 90K, bringing the total fuel budget to 120K: **Motion** by John to approve the 2022 Budget as amended, increasing the propane budget, support by Susan. Roll Call Vote: Anne-yes, John-yes, Amy-yes, Susan-yes, Irene- yes, Jeff-yes. All ayes, **motion carried**
4. Annual Application Resolution of Intent: **Motion** by John to approve the 2022 Resolution of Intent as amended due to the propane budget change, support by Susan. Roll Call Vote: Anne-yes, John-yes, Amy-yes, Susan-yes, Irene- yes, Jeff-yes. All ayes, **motion carried**.
5. Policies – Tabled until April
8. Old Business: Executive Committee should meet and review E.D. contract and status prior to April Meeting.
9. New Business: BTA should ensure that Ironman committee target summer residents and lodging owners about shuttles and road closures.
10. Board Roundtable - General announcements
11. Public Comment: Chris thanked the board for valuing the BTA staff. He enjoys his job and plans to continue to attend meetings.
12. Adjournment at 6:54PM

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Nancy Hunt, Recording Secretary

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Date