



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

**Tuesday, October 19, 2021 5:30 - 6:30 p.m.**

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

Minutes approved as presented December 21, 2021

1. Welcome Guests & Call to Order by Chair John at 5:41 p.m.
2. Roll Call: Present: Jeff, John, Amy, Jeannette, Anne, Evan, Chris and Dorene. Staff present: Bill, Chad, Wendy and Nancy.
3. Approval of Agenda: **Motion** by Jeannette to approve agenda as presented, supported by Chris. Roll call vote: All ayes, **motion carried**.
4. Public Comment: None
5. Approval of Aug. 17, 2021 Minutes: **Motion** by Chris to approve minutes as presented, supported by Amy. Roll call vote: All ayes, **motion carried**.
6. Chairman's Report
  - a. Board & Staff Picnic: John attended and received appreciation and positive feedback from staff regarding the 457 non-matching contribution. A small committee to be led by Jeff with John & Bill has been established to discuss reserves needed for long term operations, capital needs, bus purchases, etc. They will report back at the December meeting. Bill will present comparable reserve levels from other transits.
  - b. Board Goals & Organizational Goals: Bill went over the progress that was made on the current goals. We have received our 15 year anniversary plaque to display.
  - c. Annual Report: Bill is working on the report and discussed having John write a small piece about where we are today.
  - d. Manager's Reports: E.D., Ops., and M.M: Federal budget was discussed with increased funding for 2022. Different ideas of retaining staff and the possibility of changing back from MERS to Social Security were shared. Bill will learn more about the feasibility of reverting to SS. The Magical History Tour will be back next summer and we will be participating in Trunk or Treat in both Beulah and Frankfort. Chad spoke about the future of electric buses and installing a propane system on the trolley.
7. Committee Reports
  - a. Finance, Policy and Personnel: The year-end financials look great, ending 247K under budget. Some year-end spending occurred. John emphasized that although we are in a good spot now, we need to be prepared for the future in the event funding is decreased. He presented a spreadsheet that showed with a 10% swing with revenue down and expenses up that our fund balance could be depleted after 2025. Sub-committee will add total asset management TAM into John's assumptions for a "what-if" discussion and reasonable range of reserve funding.
    - i. Attendance and Punctuality: no changes
    - ii. Change of Personal Information: no changes

- iii. Deactivation of User Accounts: Chris recommended that email retention have an end date and not be kept indefinitely. Bill to look into MPTA recommendations on record retention.

**Motion** by Amy and supported by Jeff to approve policies i. and ii. and table iii. until Bill gets clarification. Roll call vote: All ayes, ***motion carried***.

- b. Marketing: Kudos to Jessica for a great report. Nothing else to add.
8. Old Business
    - a. Employee Ride Program: Bill does not have any new information. Jeannette expressed the importance of making rides affordable for all. Discounted ADA fares need to be half of the regular rate. Fares generally account for less than 10% of total revenues.
  9. New Business: There was discussion on a bonus for the E.D. as well as pay increases and bonuses in the future. Members would like to have a matrix with measurables in the future in order to determine appropriate increases. **Motion** by Amy and supported by Dorene to give the E.D. a \$3000 bonus. Roll call vote: John abstained, Anne, Dorene, Amy, Jeff, Chris and Jeannette all voted aye, ***motion carried***. Discussion took place that the agenda should have been amended to include this topic. John requested that in the future any bonus or pay increase requests be included on the draft agenda and not be presented at the actual meeting. An Adhoc compensation committee has been formed which includes Jeff, Anne, and Chris. Chris will chair this committee.
  10. Board Roundtable - General announcements
  11. Public Comment: None
  12. Adjournment at 7:22 p.m.

Next Meeting Tuesday, December 21, 2021 5:30 p.m.

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Nancy Hunt, Recording Secretary

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Date