



Benzie Transportation Authority

Regular Meeting of Board of Directors

Wednesday December 20, 2017 5:30 - 7:00 p.m.

14150 US Highway 31, Beulah, MI 49617

Minutes Approved as Presented February 21, 2018

1. Welcome Guests - Jim & Kay Anderson & Call to Order **Susan called the meeting to order at 5:30PM**
2. Roll Call - **Anne Noah, Geno Allen, Amy Herczak, Eric VanDussen, Susan Kirkpatrick, Jennifer Kolinske, Coury Carland**
3. Amendments/Changes to Agenda - **Susan added Chairman's report, Bill added Land Decision**
4. Approval of Agenda - **Motion** by Jennifer to approve agenda as amended. Support by Anne. **All ayes, motion carried.**
5. Public Comment - **None**
6. Approval of October 18, 2017 Meeting Minutes - **Motion** by Anne to approve October 18, 2017 minutes as presented. Support by Eric. **All ayes, motion carried.**
7. Chairman's Report - Susan commended the staff on the Adopt a Family effort. Susan read a letter to the Board of Directors written by Ralph Carroll, who is retiring after 10 years with Benzie Bus, "best job he ever had and Management are exceptional"...Ralph was one of the first drivers employed by Benzie Bus, and will be sorely missed.
8. Committee Reports
 - a. Finance, Personnel & Policy
 - i. Audit: Jim & Kay Anderson Jim & Kay presented the audit report for FY2017. BTA has improved its reserves for no longer requiring a MDOT loan for 1st qtr. Also, MERS pensions are over-funded, which is an asset.
 - ii. Financial Summary: Jennifer reviewed November Statement of Activities. Cash balance is at an annual low point, still \$108K in the black; tax revenue will start coming in this week. Salaries/wages below budget due to not having a second mechanic.
 - iii. Legal Counsel Bids: Jennifer reviewed legal counsel bids. The FPP committee recommends two firms: Figura and Sondee, Racine & Doren be approved to seek legal counsel from in the future. **Motion** by Eric to have Figura and the law firm of Sondee, Racine & Doren the retained attorneys on the list as approved for use by the BTA Board and its Executive Director and his/her designee. Geno second. **All ayes, motion carried.**
 - iv. Service Animal Policy: FPP committee reviewed the policies. There were minor changes to the policies. **Motion** by Eric to approve the Service, Animal, Attorney Use and Recording Meetings policies as presented. Susan second. **All ayes, motion carried.**
 - v. Attorney Use Policy
 - vi. Recording Meetings Policy
 - b. Marketing
 - i. Annual Report Presentations - Management has been on tour presenting the Annual Reports to all 19 villages/townships. Benzie Bus will be providing free rides on NYE until 3AM. NEMT continues to grow.
 - ii. Local Advisory Committee - Three new members were appointed at the December meeting.
9. Old Business
 - a. 2017 Goals & Report Card - Bill presented the 2017 Board Goals report card
 - b. Land Decision - The Benzie County Recycling Coordinator has approached us re: a location for large item recycling center. It would be a secure area with set hours. The Board requested a site plan and traffic study. Anne, Amy, Susan and Chad will be part of a committee to discuss the proposal with BC Recycling.
10. New Business – **None**



11. Board Roundtable - General announcements (Retirements 21st, adopt-a-family & Transit Asset Management TAM), ideas, questions: Chad gave the Board a description/demonstration of the new Tablet software being used by the drivers.
12. Public Comment
13. Adjournment - **Motion** by Jennifer to adjourn at 7:25PM. Geno support. **All ayes, motion carried**

Recording Secretary

Date