



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

**Wednesday February 21, 2018 5:30 - 7:00 p.m.**

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

**Approved as Presented April 18, 2018**

1. **Welcome Guests & Call to Order: Mr. Evan Warsecke County Commissioner** Board Chair Josh Stoltz called the meeting to order at 5:30PM
2. **Roll Call** Eric VanDussen, Josh Stoltz, Eugene Allen, Jennifer Kolinske, Susan Kirkpatrick, Amy Herczak, Anne Noah & Ex officio: Commissioner Warsecke
3. **Approval of Agenda** Motion Eric by supported by Anne to approve agenda as presented. All ayes, ***motion carried***
4. **Public Comment** None
5. **Approval of December 20, 2017 Meeting Minutes** Motion by Amy supported by Jennifer to approve December 20, 2017 meeting minutes as presented. All ayes, ***motion carried***
6. **Committee Reports**

a. **Finance, Personnel & Policy**

- i. **Financial Summary YTD** We are \$97k under budget due to \$56k in property taxes that were not expected as well as Labor and Fringe Benefits being about \$50k under budget.
- ii. **2019 Budget presentation** Jennifer presented the draft FY2019 budget. There will be a chance to amend the FY2019 budget in August. Revenue streams are projected to grow. We're continuing to downsize the fleet and buy more fuel-efficient vehicles. Motion by Josh supported by Susan to approve the FY2019 Budget as presented. Eric – aye Geno - aye Josh – aye Jennifer – aye Susan – aye Amy – aye Anne – aye All ayes, ***motion carried***. Motion by Jennifer supported by Anne to adopt the FY2019 Budget Resolution of Intent. All ayes, ***motion carried***.
- iii. **Policies**

1. **Non-Mandated Drug Free Workplace Policy** Committee recommended this policy be tabled until next meeting
2. **Meeting Room Use** Minor editing changes to the policy. No major updates.
3. **Password Policy** At the suggestion of both the auditor and our IT person, we have created a Password policy.
4. **Controlled Substances and Alcohol Misuse Testing Policy** Committee recommended this policy be tabled until the April meeting so the zero-tolerance policy for medical marijuana may be further examined.
5. **BTA Advertising** Minor editing changes to the policy. No major updates.

Motion by Eric supported by Amy to table the Non-Mandated Drug Free Workplace Policy and Controlled Substances and Alcohol Misuse Testing Policy until the April meeting. All ayes, ***motion carried***

Motion by Jennifer supported by Susan to approve the Meeting Room Use, Password, and BTA Advertising policies as presented. All ayes, ***motion carried***.

b. **Marketing**

- i. **Commuter Card** Benzie Bus is launching an unlimited ride 31-day virtual commuter pass, referred to as the Go! Pass, next month. This will be a great option for regular riders and commuters
- ii. **Prescription delivery service** Feedback from the local pharmacies on offering this service has been excellent. There's been new marketing for the service, and management is expecting to see this service grow.

7. **Old Business**

- a. **2018 Goals** A copy of the Board Goals was included in the Board Packet. Motion by Anne supported by Amy to approve the 2018 Benzie Bus Goals as presented. All ayes, ***motion carried***



**8. New Business**

- a. **2018 Appointments & Succession Plans** Josh's term is up in April, and he will not be seeking reappointment. He is interested in joining the Local Advisory Committee. Susan's term is also up in April. She has not yet made a decision on reappointment. Anne suggested Board members think of people that may be interested in joining the Board. Discussion over the Board makeup. Jessica to review the Bylaws and inform the Board of demographic requirements.
- b. **Property appraisal & potential Gov't Sale** The property needs to be appraised, then the sale of the property can go out for bid. There are flow of traffic issues that need to be considered. Bill, Chad, Susan and Anne to meet with Benzie County Recycling and Mr. Rosa to determine if the project is feasible.

**9. Board Roundtable - General announcements**

**10. Public Comment** None

**11. Adjournment** Motion by Anne supported by Susan to adjourn Meeting adjourned at 6:50PM

**Next Meeting Wednesday, April 18<sup>th</sup> @ 5:30**

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Recording Secretary

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Date