

Beaver Island Transportation Authority  
Meeting Minutes  
August 13, 2019  
12:00 pm

In Attendance:

BITA: Steve West, Mark Engelsman, Bob Tidmore, Larry Hansz, Kevin McDonough

BIBCO: None

Call in others: Mary Cook, Kevin Boyle

Quorum was determined, and meeting called to order by Tidmore at 12:00 pm.

**Additions to Agenda:** Additional Staff

July 9, 2019 regular meeting minutes approved. Motion by Hansz, seconded by K. McDonough. Motion carried.

**Treasurer's Report:** Cook reviewed financial reports for July 2019.

**Executive Director's Report:** IBAs are out for quote. RFPs for the BITA roof have been sent out and are posted on the BITA website, CVX and Petoskey paper, and various public places. BI dock area has drain issues and BIBCO has contacted an engineer and several others for advisement. BIBCO is requesting to be reimbursed for wages, lodging, travel, while the vessel is at the shipyard. BIBCO is working on an estimate of those costs. Shipyard dates are estimated to be from Sept 22 thru Dec 6<sup>th</sup>. Procurement documents with the state are taking longer to be approved as they are short staffed. Engine warranties run out this month. BITA received a letter of deficiencies from the state and these must be addressed by Sept 9<sup>th</sup> and working with BIBCO to resolve these. Lift was serviced and load test completed. Van with a lift is being ordered.

Committee for the BITA roof project will be: Engelsman and Hansz. Alternate K. McDonough.

The BITA Board expects BIBCO to have an individual familiar with the vessel at the shipyard or in the vicinity of the shipyard while being worked on this fall.

**Facility and Equipment Maintenance Policy:**

Cook presented a template provided by the State with modifications made for the specifics of the operation for BIBCO for maintaining equipment. Tidmore will work with Cook on this.

**Vehicle Disposal:**

Cook will begin the disposal process for vehicles that are beyond their useful life as per the State recommendation.

**Procurement Policy:**

Motion by Engelsman to adopt the Procurement Policy dated August 13, 2019. Seconded by West. Motion carried.

**Credit Card Policy – increase limit:**

Motion by Engelsman to adopt the Credit Card Policy dated August 13, 2019. Seconded by Hansz. Motion carried.

**Other Pertinent Business:** Addition to agenda – seeking additional staffing for BITA.

**Additional Staff:** Discussion took place to hire an assistant for the executive director.

**Correspondence:** E-mail sent to Bob Tidmore to share with board.

Motion to adjourn by Engelsman at 12:45pm, seconded by West. Motion carried.

**Public Comment:** None

Respectfully submitted,

Mary Cook  
Executive Director