

Beaver Island Transportation Authority
Meeting Minutes
November 19, 2019
12:00 pm

In Attendance:

BITA: Mark Engelsman, Bob Tidmore, Kevin McDonough

BIBCO: Tim McQueer

Others: Mary Cook, Kitty McNamara

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

October 8, 2019 regular meeting minutes approved. Motion by Engelsman, seconded by McDonough. Motion carried.

October 8, 2019 annual meeting minutes approved. Motion by Engelsman, seconded by McDonough. Motion carried.

Additions to Agenda: None

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

FY19 Budget Adjustments:

FY19 Budget Adjustments: Motion by Tidmore for the Executive Director to make necessary budget adjustments for FY19, seconded by McDonough. Motion carried.

FY20 Budget: Just a reminder the current year budget was reduced by request from the State.

Banking Institution Signatories:

Motion by Tidmore to approve Robert Tidmore, Larry Hansz, Mark Engelsman, Kevin McDonough and Maureen Turner as authorized check signers with Charlevoix State Bank. Mary Cook will have authority to inquire on these accounts. Seconded by Engelsman. Motion carried.

Executive Director's Report:

Maureen Turner was appointed to replace West. Term expires 2021.

Have been working on year end reports. We have been assigned another project manager out of Gaylord instead of Cadillac.

Roof – due to weather conditions the roof has not been started yet. I have asked to amend the third-party agreement and an extension on the grant as it expires in March.

Vessel – projects are being completed and could be in the water within the next couple of days. Sea trials will be completed and then will head back. McQueer updated on the shipyard progress.

Review Code of Ethics: Just a reminder and included for the new board member.

Fares/Schedule: McQueer stated there are additional trips added to the draft copy from the previous years. There have been eight trips added to the schedule for August. Waiting to hear back from the Chamber on events that are being scheduled. There will be no increase in fares/freight. The BITA Board will approve the schedule at the December meeting.

Insurance:

A risk control assessment was completed a few weeks ago and the only suggestion made was that BITA request proof of liability insurance that names the authority as additional insured for building contents. McQueer will be looking at the BIBCO policies.

Cook requested a committee be formed to determine what the obligation is for the Authority to cover both vessels' hull insurance. Tidmore and Engelsman will serve on the committee.

Correspondence: None

Motion to adjourn by Tidmore at 12:35pm, seconded by Engelsman. Motion carried.

Public Comment: McQueer shared the results of the CVX Dock Study. At this point BIBCO will remain at its current location.

Respectfully submitted,

Mary Cook
Executive Director

DRAFT