



**Bay Metropolitan Transportation Authority**  
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REGULAR BOARD MEETING MINUTES  
October 18, 2023

CALL TO ORDER: Chairperson Michael Halstead called the meeting to order at 4:00 p.m.

ROLL CALL: Members present: Michael **Berne**, Thomas **Boetefuer**, Dr. Mary Ann **Boettger**, Roy **DeLorge**, Michael **Halstead**, Melvin **McNally**, and John **Andrus**. Absent Joel **LaBrie**. Excused Robert **Redmond**. Staff present: Eric Sprague, Jody Keitzman-Morrison, Kristy Pletzke and Beth Robinson.

PUBLIC INPUT: There being no one from the public present to address the board, **Boettger** moved, supported by **DeLorge**, to dispense with public input. **The motion carried unanimously.**

APPROVAL OF MINUTES: **Boettger** moved, supported by **McNally**, to approve the minutes of the September 20, 2023, Regular Board Meeting and approve the minutes of the October 4, 2023, Personnel Committee Meeting. **The motion carried unanimously.**

ITEM #1: **Boetefuer** moved, supported by **Berne**, to approve the September, 2023 Disbursement Report/Check Register. **The motion carried unanimously.**

ITEM #2: **DeLorge** moved, supported by **Boetefuer**, to receive for information the August, 2023 Financial Reports. **The motion carried unanimously.**

ITEM #3: **Boetefuer** moved, supported by **Andrus**, to receive for information the September, 2023 Ridership Report. **Andrus** requested information on the status of a casino bus. It was stated that this route may be looked at after we are properly staffed to provide this route. **The motion carried unanimously.**

ITEM #4: **McNally** moved, supported by **DeLorge**, to receive for information the September, 2023 Changes in Employment Report. It was mentioned that Bay Metro hired two new mechanics on a probationary basis. **The motion carried unanimously.**

ITEM #5: **DeLorge** moved, supported by **Andrus**, to approve the proposed recommendation by the Personnel Committed for changes made to the following policies:

Changes to BMTA Drug and Alcohol Policies  
Policy Statement: Drug Free Workplace  
Safety Sensitive Employees  
Non-Safety Sensitive Employees  
ADA/ADAAA Policy  
BMTA Board Policy – Policy for Temporary or Permanent Denial of  
Passenger Transportation Service  
Board Policy #15 – BMTA Procurement Policy  
BMTA Procurement Procedures (with changes discussed during meeting)  
BMTA Credit Card Policy  
BMTA Cyber Security Policy  
BMTA Conflict of Interest and Ethics Policy

**The motion carried unanimously.**

ITEM #6: **Boettger** moved, supported by **McNally**, to approve the contract for personal services by Attorney Timothy Quinn. **The motion carried unanimously.**

GENERAL MANAGER'S REPORT: Sprague provided an update on increased ridership and addressed the handout provided that was drafted by Kietzman-Morrison about congratulating the staff on the increase. 29% increase from 2022 and made the budgeted target. It was also discussed how future events may increase the ridership going forward, i.e., 50<sup>th</sup> Anniversary.


**Andrus** moved, supported by **DeLorge**, to receive for information the General Manager's Report. **The motion carried unanimously.**

COMMUNICATIONS: None.

OTHER BUSINESS: Berne discussed the fact that we were a part of Region 3 response. It was explained that we are part of the Emergency Response Team and often times are dispatched for fires etc. Berne was impressed that we were a part of this and did not have knowledge that Bay Metro was involved.

ADJOURNMENT: **DeLorge** moved, supported by **Andrus**, to adjourn. **The motion carried unanimously.** The meeting was adjourned at 4:15 p.m.

  
Thomas Boetefuer, Board Secretary

  
Bethany Robinson, Recording Secretary