



BATA Regular Meeting Minutes

Wednesday, February 28, 2018
Hall Street Transfer Station
Traverse City, Michigan 49684

1. Call to Order
The meeting was called to order by Vice Chairperson Cochrun at 9:01am
2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited and a Moment of Silence was observed.
3. Roll Call

Present: Richard Cochrun, Linda Joppich, Debra Rushton, John Somnavilla, Nicole VanNess, Janet Wolf
Absent: Dr Dan Lathrop

Also Present: Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson
4. Public Comment
There was no public comment.
5. Approval of Agenda

On a Motion made by Debra Rushton and seconded by Janet Wolf the BATA Board of Directors approves the February 28, 2018 Agenda as presented.
MOTION PASSES: 6-0
6. Approval of Minutes

a. January 24, 2018 Annual Organizational and Regular Board Meeting Minutes

On a Motion made by Debra Rushton and seconded by Janet Wolf the BATA Board of Directors approves the January 24, 2018 Annual Organizational and Regular Board Meeting Minutes as presented.
MOTION PASSES: 6-0
7. Executive Director's Report – Kelly Dunham

Executive Director Dunham reviewed her monthly report, highlighting the following:

- BATA is the recipient of a \$10,000 Tribal Grant to improve some of our stops such as benches and solar lighting.
- Commission on Aging ("CoA") has renewed their contract with us. Additional days were not approved by the County Board at this time however may be approved in the future. Free fares for all seniors is an issue being considered by the CoA in partnership with BATA. Director Wolf suggested we pursue means testing for fare levels which would be adjusted according to need and ability to pay.
- The site visit with Nicole VanNess, Kelly Dunham, Eric Lingaur, and Tyler Bevier to Ann Arbor to learn about their *Get Downtown* program which allows for free rides to downtown employees was discussed. Director VanNess reviewed current parking leases in Traverse City and what alternatives, other than parking, are worth investigating. Budgeting by Parking Services (DDA) for a program similar to *Get Downtown* was reviewed including employee buy-in opportunities and how programs like this work administratively. Director Wolf pointed out some of the external reasons for employers providing or not providing free transportation such as the economy in general and gas prices.
- The Bayline planning continues with a June implementation goal. Kelly updated the board on sponsorship discussions we have had, and will have in the near future, with local businesses and agencies. Some of these include Munson Medical Center, Traverse City Tourism, the Grand Traverse Band of Ottawa and Chippewa Indians, and Northwestern Michigan College. Fare box recovery (\$150,000 goal) is an important threshold to meet in order to offer the service fare-free. Director Wolf suggested a one-year pilot to see how the program progresses and to pursue three-year contracts with sponsors. Director Somnavilla suggested offering sponsorship levels that might be more accommodating to our sponsors' budget planning timelines. We have also reached out to local fund-raising professionals who provided good feedback. Eric Lingaur discussed the well-received local pop-up events BATA organized to engage the public on questions and concerns. Director Somnavilla requested that print-outs be provided of our routes and these will be provided at the next board meeting.
- Kelly thanked the board for their input on skills required for the board vacancy. Kelly will compile and discuss next steps and process with Chairperson Lathrop and provide an update at the March meeting.
- The Local Advisory Council ("LAC") Minutes and its purpose were discussed. This Council follows MDOT requirements and Kelly will meet these requirements as well as expand its role. The meetings will now be held quarterly vs annually with additional members and populations represented. For example, Tina Allen has joined the Council and represents socio-economically disadvantaged populations. The BATA

board expressed their satisfaction with the representation of members on the LAC.

- Kelly's annual evaluation will be presented at the March meeting.

8. Finance Reports – Nichole Thompson

- a. January 2018 Finance Reports
 - i. Income Statements
 - ii. Statement of Net Position
 - iii. Capital Reserve Fund Report
 - iv. Operating Reserve Fund Report
 - v. Cash Flow Analysis

Nichole reviewed the January Reports. Noting some items of interest:

- Income is above forecast due to the winter property tax collection arriving earlier than forecasted.
- The billing of the rail study and the grant we will be receiving was reviewed as a pass-through item.
- Our overall net position is up due to a strong financial position.
- Debt is now zeroed out due to the payoff of the Diamond property land contract.
- Our target for operating reserve has remained the same and Director Cochrun would like this target amount inserted into the monthly reports.
- Ridership per service hour is an item that has recently been studied and results will be presented with the next ridership report in April.
- The capital budget has been approved for this year. Director Cochrun would like this reviewed quarterly so that the board is informed about current projects.
- Net change in cash reflects an increase over prior year due to timing of property taxes and a strong financial position.

On a Motion made by Debra Rushton and seconded by Nicole VanNess the BATA Board of Directors accepts the January 2018 Finance Reports as presented.

MOTION PASSES: 6-0

b. Finance Oversight Team Update – Kelly Dunham

The Finance Oversight Team did not meet so there was no news to report.

9. Chairperson's Report
There was nothing to report.

10. Old Business
a. Board Request Tracker

The Board Request Tracker was reviewed. Director Cochrun would like Dennis Gartland Niergarth and/or a MERS representative to present at an upcoming

board meeting regarding pension liability and how this ties in to our actuarial reporting. Kelly will coordinate this with the Finance Oversight Team and then report and present to the board.

Director VanNess inquired about the status of the Policies Committee progress. Many of the policies are already drafted for review by the team which will have its first meeting in March.

Director Somnavilla asked about Michigan Transportation Planning Association ("MTPA") resources and if they are able to address the 'liability' item on the Board Request Tracker. This item has remained on the tracker because we have not had success in obtaining any comparison data. Kelly will follow up with the MPTA again as well as the Michigan Transit Pool and report back to the board.

11. New Business

a. Fiscal Year 2019 Preliminary Budget Proposal - Nichole Thompson

Nichole reviewed the 2019 Preliminary Budget highlighting the following:

- The timing of the budget is based on MDOT timeline requirements.
- Depreciation is our largest ineligible expense.

On a Motion made by and seconded by the BATA Board of Directors approves the FY2019 Preliminary Budget for submission to MDOT as presented with an estimated total expenses of \$9,540,390, estimated total eligible expenses of \$8,531,733 and an estimated total revenue of \$9,913,412.

ROLL CALL:	Lathrop	Absent
	Wolf	Yes
	Rushton	Yes
	Joppich	Yes
	Cochrun	Yes
	VanNess	Yes
	Somnavilla	Yes

MOTION PASSES: 6-0

b. Local Advisory Council ("LAC") Minutes

The Minutes were reviewed and questions and comments were addressed.

On a Motion made by Janet Wolf and seconded by Linda Joppich the BATA Board of Directors accepts the February 5, 2018 LAC Minutes for submission to MDOT as presented.

MOTION PASSES: 6-0

12. Public Comment

There was no Public Comment

13. Directors' Comments – Open Floor

Director Joppich requested an update on the Interlochen stop was discussed. Eric advised that it will remain in its current location (Ric's) until something changes with that property use or ownership.

14. Adjournment

On a Motion made by Debra Rushton the BATA Board of Directors meeting adjourned at 10:46am.

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 3-28-18
DATE

Linda Joppich
Linda Joppich, Board Secretary

*Note: The next regular meeting will be held at 9:00am on March 28, 2018 at the **Hall Street Transfer Station in Traverse City.***