



BATA Regular Meeting Minutes

Wednesday, April 25, 2018
Hall Street Transfer Station
Traverse City, Michigan 49684

1. Call to Order by Chairperson
The meeting was called to order by Chairperson Lathrop at 9:01am
2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited and a Moment of Silence observed.
3. Roll Call
Present: Linda Joppich, Dr. Dan Lathrop, Debra Rushton, Nicole VanNess, John Somnavilla, and Janet Wolf
Absent: Richard Cochrun

Also Present: Tyler Bevier, 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 Janet Wolf and seconded by Linda Joppich the BATA Board of Directors approved the April 25, 2018 Agenda as presented.
MOTION CARRIES: 6-0**

6. Approval of Minutes
 - a. March 28, 2018 Regular Board Meeting Minutes
 - b. March 28, 2018 Closed Session Minutes

**On a Motion made by Janet Wolf and seconded by Linda Joppich the Board of Directors approved the March 28, 2018 Regular Board Meeting Minutes and the March 28, 2018 Closed Session Minutes as presented.
MOTION CARRIES: 6-0**

7. Executive Director's Report – Kelly Dunham
Executive Director Kelly Dunham acknowledged Mary Meredith for Administrative Professionals Day and thanked her for the great job she does for the Board.

Kelly also shared that this is Janet Wolf's last regular Board Meeting.

The Executive Director's monthly report was reviewed with the following highlights:

A new transit bus has arrived which will meet community needs as requested. The bus has been dual branded (Link/Loop) to provide added versatility and will be brought to the meeting for the directors to tour.

The Bayline launch date has been moved to June 25, 2018. Hours of operation have been modified to 7a until 11p seven days per week due to the labor shortage. Hours will be reviewed on a regular basis and may be adjusted according to rider demand. Reasons for the labor shortage were discussed with suggestions as to how to ease the local worker shortage. We are hosting several job fairs in the area to recruit more drivers.

The fare-free component of the Bayline was reviewed with the Board. Munson Medical Center has been the largest contributor to the campaign and we are still pursuing some of the other larger area employers (Meijer, Grand Traverse Band of Ottawa and Chippewa Indians, and Northwestern Michigan College). We are eligible to apply for a grant campaign with MEDC Patronicity and we are also looking at some kick-starter efforts.

Woodland Creek and Meijer are planned Park N Ride locations for the upcoming Cherry Festival week. Director Wolf would like to see more sites established in each direction.

BATA has been selected by MDOT as one of two transit agencies statewide to participate in a connected/automated vehicle demonstration project.

The 2020 census issues were reviewed. Our area is expected to meet the criteria of becoming a Metropolitan Planning Organization ("MPO"). This will increase federal funds available for transportation projects and will require an increase in public participation to determine priorities of spending.

The Board Vacancy Ad Hoc Committee received four applications for the vacant seat and will be conducting interviews May 2, 2018. A candidate will be recommended at the regular meeting on May 30, 2018.

The Board Policy Team has kicked off. Several previously drafted policies were reviewed for current relevancy and will be recommended for approval at the May regular meeting.

Tyler Bevier presented the Ridership Report highlighting the following:

- Loop Ridership is up
- Kingsley #13 has increased

- Village Loop changes may be due to two weekend cancellations due to weather. Weekend ridership is very heavy.
- Route 4 is up due to Munson employee ridership (parking structure construction)

8. Finance Reports – Nichole Thompson

Nichole reviewed the monthly reports for March and noted the following:

- i. Income Statements
We are at a positive net income and over forecast.
Local Revenue is up due to property tax payments we have received. We are looking closely at Salaries and Wages and also Fuel and Lubricants throughout the remainder of the year. Market fuel costs are expected to rise this summer. The savings of propane vs fuel have been studied and were reported to the Board last fall. This report will be forwarded to our new directors.
- ii. Statement of Net Position
Cash is up close to 10% from the same time last year.
- iii. Capital Reserve Fund Report
The Munson shelter is a new variable which did not affect the bottom line. Director VanNess inquired about building our shelters locally and we will research this and report back to the board.
- iv. Operating Reserve Fund Report
Our balance remains consistent.
- v. Cash Flow Analysis
We are under projection by approximately \$295,000 which will be made up when we receive our FY18 Q1 federal operating payment.

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

MOTION CARRIES: 6-0

9. Chairperson's Report
There was nothing to report.
10. Old Business
The Board Request Tracker was included for review.

Prior Year Compensation Review Follow Up – Chris Davis

**On a Motion made by Janet Wolf and seconded by Nicole VanNess the BATA Board of Directors approved the recommendation to grant the Executive Director 18 PTO days in lieu of the 2016 performance bonus.
MOTION CARRIES: 6-0**

Director Rushton would like the full compensation structure incorporated into the contract the Board has with the Executive Director. Discuss was had regarding creating a Board Compensation Committee to establish this structure going forward.

11. New Business

a. Commuter Pass Analysis

Our analysis based on ridership is showing a steady increase. Our fare revenue, month by month, was reviewed and is steady year over year.

- b. Michigan Economic Development Corporation ("MEDC") Patronicity Campaign was presented by Tyler Bevier who explained its features. Tyler also presented a slide presentation of the advantages of the Bayline which also appears on our website. Director Wolf suggested listing one of the amenities to which the presentation refers. Various contribution levels, and maximum amounts accepted, were discussed. Director VanNess suggesting raising the dollar amount of our goal in order to add amenities to all routes and not restrict improvements to the fare-free route only. In other words, specify dollar amounts to total goal which could be broken down in tiers. The Board directed staff to proceed and that there is no reason to bring this back to the Board prior to launch. Director Rushton further suggested Kelly keep the Board apprised of progress via email. If any time-sensitive issues arise, a special meeting will be convened.

On a Motion made by and seconded by the BATA Board of Directors approved proceeding with the launch of MEDC Patronicity to support the campaign making the Bayline fare free and adding the same amenities to all routes.

MOTION PASSES: 6-0

c. Resolution of Recognition

Chairman Lathrop read the Resolution of Recognition for Janet Wolf. Executive Director Dunham thanked Janet for her invaluable years of service and the leadership that she provided over the past 20 years.

RESOLUTION PASSES: 6-0

12. Public Comment

There was no public comment.

13. Directors' Comments/Open Floor

14. Adjournment

BATA Regular Meeting of the Board of Directors

[Minutes](#)

April 25, 2018

Last Revised On: 5/25/2018 3:19 PM

On a Motion made by Debra Rushton, the BATA Board of Directors moved
to adjourn the Regular Board Meeting at 11:30a
MOTION PASSES: 6-0

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 5-30-18
DATE

Linda Joppich
Linda Joppich, Board Secretary

*Note: The next regular meeting will be held at 9:00am on May 30, 2018 at the **Leelanau Governmental Center in Suttons Bay, Michigan.***