



BATA Regular Board of Directors Meeting Minutes

Thursday, April 29, 2021

Hall Street Transfer Station in Traverse City Michigan (in person)
and via Zoom (virtual)

1. Call to Order by Chairperson
The meeting was called to order by Chairperson Cochrun at 1:00pm
2. Roll Call

Cochrun	PRESENT
Sommavilla	PRESENT
Joppich	ABSENT
Harris-Brady	PRESENT
Jewett	PRESENT
Fudge	PRESENT
Robbins	PRESENT
3. First Public Comment
Justin Reed of Traverse City spoke regarding the new facility and how it affects various routes. Kelly addressed his concerns. Riders will be notified in advance of any significant changes.
4. Approval of Agenda
 - a. BATA Board of Directors Regular Meeting Agenda
Chairperson Cochrun requested the following item be added to New Business 10.c. 'Bus Advertising'
On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approved the Agenda for the April 29, 2021 Regular Board of Directors Meeting as amended.
MOTION CARRIES: 6-0
5. Approval of Minutes
 - a. March 25, 2021 Regular Board of Directors Meeting
On a Motion made by Brad Jewett and seconded by Heather Harris-Brady, the BATA Board of Directors approved the Minutes of the March 25, 2021 Regular Board of Directors meeting as presented.
MOTION CARRIES: 6-0
6. Executive Director's Report – Kelly Dunham
Kelly welcomed everyone to the meeting and shared some recent highlights:
 - Under City emergency declarations, we will continue to offer the hybrid format board meetings for the foreseeable future.
 - Chris reported 71 employees have been vaccinated, which puts BATA ahead of the state-wide trend. COVID paid leave ends May 31st.

We received seven responses from our Construction Manager RFP and the Facilities Ad Hoc is evaluating. The top three will be interviewed this coming week and possibly three the following week. A recommendation will be presented to the board at the May regular meeting.

- a. HQ Facility/Owner's Representative Report – Doug Luciani, Cunningham-Limp
Doug reports progress on the project. The project team attended the Planning Commission meeting the night before. The next meeting on May 12th will provide the staff's findings of fact. The wetlands certification is in process.

Jason Lipa reiterated that the project is moving along and was well-received by the Planning Commission.

Director Jewett added that Cunningham Limp has been doing their homework and most questions have been addressed.

- b. Ridership Report – Eric Lingaur
Eric reported on recent ridership numbers which is attached to these Minutes. Ridership is trending upwards.

7. Finance Reports – Nichole Thompson

- a. March/Q2 FY21 Finance Reports
 - i. Income Statements
 - ii. Statement of Net Position
 - iii. Capital Fund Report
 - iv. Operating Reserve Fund Report
 - v. Land Acquisition Fund Report
 - vi. Cash Flow Analysis

Nichole reviewed the Finance Reports noting the following:

- Fuel and Lubricants are lower than forecasted across all fuel types
- Cash remains strong
- We have approximately \$1.6 Million in the Operating Reserve Fund
- 28% of the FY21 capital budget has been spent ytd

Chris reports that the cash reconciliation is doing much better now (fare boxes) with a benchmark goal of under 2% variance.

Chris reports Federal Unemployment Extension ends soon and the workforce pool should increase. The question "Are you seeking work?" is no longer asked on the unemployment application.

Director Somnavilla inquired about capital project carryovers. Kelly responded that with the limited projects approved for this year, it is unlikely that there will be carryover projects, however the planned Hall Street irrigation is likely to be removed as it is not feasible.

Director Harris-Brady asked about our satisfaction with CD allocation and rates. Rates are not good in the market at this time, however the CD allocations are satisfactory.

Director Jewett asked what level of Cares Act funds we still expect to receive. Nichole provided a response, detailing the \$776,000 received to date (current FY), which is expected to double over the next two quarters. The Flex Funds received are \$482,000 to date, with another \$400,000 expected. An additional 18% of expenses next year will also be funded by the Cares Act. Kelly said we've also recently been allocated an additional \$10,000 from COVID small urban funds and \$36,000 from COVID Rural Task Force funds, both of which will be allocated to the current fiscal year technology acquisitions. Director Jewett asked if we would breakout the COVID funds on a separate report going forward.

Director Cochrun expects a MERS status report in early June and Nichole said that performance reports recently indicate higher rates of return that previously recorded.

**On a Motion made by Brad Jewett and seconded by John Sommovilla, the BATA Board of Directors accepted the March/Q2 2021 Finance Reports as presented.
MOTION CARRIES: 6-0**

8. Chairperson's Report – Richard Cochrun
Director Cochrun reported he has received good communication on facility plans.
9. Old Business
 - a. Board Request Tracker – Kelly Dunham
Kelly noted the correction regarding who was assigned responsibility as to the CM recommendation and Cunningham Limp will be removed in this field on the report.
 - i. Link on Demand Efficiencies – Eric Lingaur
Eric presented a report showing the Link On-Demand Pilot efficiency improvements and noted that annual estimated savings are \$48,000. Link On-Demand service operates more efficiently than the previous City Link service with less driver and vehicle resources needed. Eric answered questions from the board and Kelly reiterated that we continually study and adjust using TransLoc data.
 - ii. Remote Voting by Directors – Mary Meredith
Mary reported that if a quorum is physically present for the meeting, additional board members may participate by telephone conference call as long as the off-site member can be heard by the public and by all members present.
10. New Business
 - a. FY2021 Audit Contract – Nichole Thompson
Director Cochrun announced that he would be abstaining from discussion and voting.

BATA initially signed a 2 year contract with Rehmann because they were new to the organization. The Board is satisfied with their performance, thus the FOT recommends extending an additional year to bring us back to the standard three-year contract period.

On a motion made by John Sommovilla and seconded by Brad Jewett, the BATA Board of Directors approved awarding the final year of Rehmann's FY19-FY21

proposal for auditing services for FY21 and continuing with the quarterly Agreed Upon Procedures for FY21 as recommended.

Roll Call

Cochrun	ABSTAINED
Sommavilla	YES
Joppich	ABSENT
Harris-Brady	YES
Jewett	YES
Fudge	YES
Robbins	YES

MOTION CARRIES: 5-0

b. FY21 Q1 and Q2 Scorecard Results – Kelly Dunham

Kelly reviewed the Scorecard and provided more detailed information on the Safety Committee, Finance, Customer Service and the Employee Survey. Kelly addressed questions from the Board.

c. Bus Advertising – Eric Lingaur

Eric reviewed a spec flyer and described our current advertising policy. Discussion ensued regarding accepting advertising regarding alcohol sales. Consensus was that we create a statement, within our contracts, that we can turn down ads for any reason. Director Jewett also suggested we research other transit policies. Our policy will be further revised as the Board was not in agreement to accepting ads for alcohol or vaping/marijuana establishments, especially since we are a public entity supported by taxpayer dollars.

11. Second Public Comment

Justin Reed of Traverse City asked about Indian Trails at the new facility and Kelly reports that we do not expect to service Indian Trails at the new facility.

Justin also asked about roundabouts and the egress onto LaFranier, the stop at the old power plant on the Commons (currently under review), and the census and how the results may change our operations identification to small urban.

12. Directors Comments/Open Floor

A brief discussion about COAST and the Senior Tour was held and Eric reports that this is usually held in early June.

13. Adjournment

On a Motion made by Brad Jewett, the BATA Board of Directors moved at 2:50pm to adjourn the April 29, 2021 Regular Meeting of the BATA Board of Directors.

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 5-27-21
DATE
Linda Joppich
Linda Joppich, Secretary