



BATA Regular Meeting Minutes
Wednesday, May 29, 2019
Leelanau County Government Center
Suttons Bay, MI 49682

1. Call to Order by Chairperson
The meeting was called to order by Acting Chair John Sommovilla at 12:20p
2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited and a Moment of Silence observed.
3. Roll Call
Present: Heather Harris-Brady, Linda Joppich, Debra Rushton, John Sommovilla, Nicole VanNess
Absent: Richard Cochrun, Brad Jewett

Also Present: Kelly Dunham, Eric Lingaur, Chris Davis, Mary Meredith, Nichole Thompson
4. Public Comment
Heidi Noel Miller of Traverse City commented about her appreciation for BATA drivers and dispatch staff.
5. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Nicole VanNess, the BATA Board of Directors approved the May 29, 2019 Regular Meeting as amended. [former Agenda Item #9 Facilities Ad Hoc Update was moved to #13 under Closed Session for the purpose of discussing purchase of property]
MOTION PASSES: 5-0
6. Approval/Acceptance of Minutes
 - a. April 24, 2019 Regular Meeting of the Board of Directors
On a Motion made by Debra Rushton and seconded by Nicole VanNess, the BATA Board of Directors approved the Minutes of the April 24, 2019 Regular Board Meeting as presented.
MOTION PASSES: 5-0
 - b. April 30, 2019 and May 22, 2019 Facilities Ad Hoc Meetings
On a Motion made by Debra Rushton and seconded by Nicole VanNess, the BATA Board of Directors accepted the Minutes of the April 30, 2019 Facilities Ad Hoc Meeting and the May 22, 2019 Facilities Ad Hoc Meeting as presented.

MOTION PASSES: 5-0

c. May 20, 2019 Local Advisory Council Meeting
On a Motion made by Debra Rushton and seconded by Nicole VanNess, the BATA Board of Directors accepted the Minutes of the May 20, 2019 Local Advisory Council Meeting as presented.
MOTION PASSES: 5-0

7. Executive Director's Report – Kelly Dunham
Kelly reviewed her monthly report highlighting the following:

Traverse Magazine: BATA took second place in recent Red Hot Awards sponsored by *Traverse Magazine*. Some of the Admin Staff attended the ceremony and accepted the award on behalf of BATA.

We are nearing full capacity on bus ad space with Pepsi and Home Goods as two of our corporate advertisers. Pepsi will be advertising for one month and Home Goods for 6 weeks. The community art concept is continuing and we are targeting October 1 as a launch date. Directors will be kept apprised on this venture.

In celebration of Smart Commute Week we will be hosting a commuter breakfast on Wednesday from 7-9a and directors are invited.

During Cherry Festival the Bayline will be the main source of transportation and will run until 1am. We are adding additional vehicles to meet demand and keep frequency.

Our partnership with Lyft is launching with a one-year pilot program starting next week. Kelly reviewed reasons and specific procedures for this program. A monthly rider code will be given to Bayline riders who need transportation after hours. The code is only good for the Bayline route. If the ride is scheduled outside of the geo zone the rider is responsible for the fare. We will be putting out press releases to notify the public along with Lyft's marketing efforts. Heather Harris-Brady suggested a short instructional video to provide to local employers.

Nicole VanNess asked about sponsorships of the Bayline and Kelly provided an update.

Chris Davis updated the board on incentives to recruit new employees.

8. Finance Reports – Nichole Thompson
a. April 2019 Finance Reports
i. Income Statements

Nichole reviewed the April 2019 Finance Reports and answered questions from the Board.

Total income is slightly below forecast. Fare Box Revenue has decreased due to more riders using the fare free Bayline. Also, the commuter pass is popular offering more rides per month than if purchased separately.

On a Motion made by Heather Harris-Brady and seconded by Linda Joppich, the BATA Board of Directors accepted the April 2019 Finance Reports as presented.

MOTION PASSES: 5-0

9. Chairperson's Report

The most recent Ridership Report was reviewed. It was noted that the Woodlands stop has started up again.

10. Old Business

a. Board Request Tracker

There have been no changes to the Board Request Tracker from the previous month.

11. New Business

a. Procurement Policy

Kelly reviewed the current draft of the Procurement Policy which is to be sent to MDOT before the end of August. The Board would like to see the threshold of spending requiring board approval be set at \$20,000.

On a Motion made by Debra Rushton and seconded by Nicole VanNess, the BATA Board of Directors approved the Procurement Policy as described.

[The Executive Director or her/his designee has the authority to make procurements of less than \$20,000 without approval of the BATA Board of Directors.]

MOTION PASSES: 5-0

12. Closed Session

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors moved to go into Closed Session at 1:12pm under section 8(e) of the Open Meetings Act for the purpose of discussing purchasing property.

Roll Call

Harris-Brady: Yes

Joppich: Yes

Rushton: Yes

Sommavilla: Yes

VanNess: Yes

MOTION PASSES: 5-0

On a Motion made by Debra Rushton and seconded by Nicole VanNess, the BATA Board of Directors moved to reopen the Regular Meeting at 1:54pm

MOTION CARRIES: 5-0

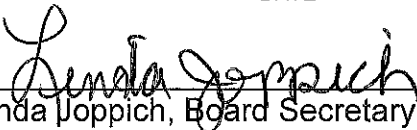
13. Public Comment
There was no Public Comment
14. Directors' Comments/Open Floor
Heidi Harris-Brady extends her thanks to the drivers for winning second place in the recent Red Hot Best Awards presented by Traverse Magazine.

Nicole VanNess will be taking maternity leave July, Aug, and Sept.

Director consensus on when to hold Strategic Planning is in the Fall/Winter.
15. Adjournment
On a Motion made by Debra Rushton, the BATA Board of Directors moved to adjourn the May 29, 2019 Regular Meeting at 1:59pm
MOTION CARRIES: 4-0 [Linda Joppich absent]

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 10-26-19
DATE


Linda Joppich, Board Secretary