

BATA Regular Board of Directors Meeting Minutes

115 Hall St, Traverse City, MI 49684

Thursday, February 15, 2024

1. Call to Order by Chairperson
Chairperson Richard Cochrun called the meeting to order at 2:34pm.

2. Roll Call

Richard Cochrun	PRESENT
John Sommavilla	PRESENT
Wayne Schmidt	PRESENT
Jamie Kramer	PRESENT
Joe Underwood	PRESENT
Scott Sieffert	ABSENT
Brad Jewett	PRESENT

3. First Public Comment*
No Public Comment was made.

4. Approval of Agenda/Declaration of Conflict of Interest
Kelly Dunham informed the Board that a verbal purchase offer for the Diamond facility had been received; Richard Cochrun proposed adding the authorization to execute a purchase agreement of Diamond to section 11, New Business. Item 11c was added to the agenda.

On a motion made by Brad Jewett and seconded by Wayne Schmidt, the BATA Board of Directors approved the agenda for the February 15, 2024, regular Board Meeting as amended.

Ayes-6

Nays-0

Motion Carries 6-0

5. Consent Calendar
The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

Consideration of Approving the following Minutes

- a. *Regular Board Meeting Minutes of December 7, 2023*
- b. *Special Board Meeting Minutes of December 28, 2023*

Consideration of Accepting the following Reports

- c. *Local Advisory Council Minutes of January 17, 2024*
- d. *FY24 Q1+ Ridership Report*
- e. *Correspondence*

On a motion made by Joe Underwood and seconded by Brad Jewett and Jamie Kramer, the BATA Board of Directors moves to approve the February 15, 2024, Consent Calendar as presented.

Ayes-6

Nays-0

Motion Carries 6-0

- 6. Any items removed from the Consent Calendar
No items were removed from the Consent Calendar.
- 7. Executive Director's Report – Kelly Dunham
Kelly introduced Justin Weston, the new Finance Director and Tracy Melville, the new Administrative Assistant/Accounts Payables Clerk. She also provided an update on the Cass Rd facility, that the property closed February 9, 2024.
 - a. HQ Facility/Owner's Representative Report - Jerry Tomczak, Program Manager, Cunningham-Limp
Jerry gave an update on the progress of the new facility. Progress is going very well. Ahead of schedule and under budget. The painting looks great and 100% completed in the bus barn. Painting started in the maintenance area and office area. Low voltage bids are complete, will have an update on that next week. Electrical is continuing to be installed. Traverse City Housing Commission plans to break ground in June.
- 8. Chairperson's Report
 - a. Committee Appointments
Chairperson Cochrun delayed the committee appointments until the next regular meeting.
- 9. Finance Reports – Justin Weston
FY24 Q1 Finance Reports
 - a. Statement of Net Position
 - b. Capital Reserve Fund Report
 - c. Operating Reserve Fund Report
 - d. New Facility Fund ReportJustin presented the finance reports to the Board of Directors.

On a motion made by Richard Cochrun and seconded by Brad Jewett, the BATA Board of Directors moved to accept the FY24 Q1 finance reports.

Ayes-6

Nays-0

Motion Carries 6-0

10. Old Business
No old business was presented.

11. New Business
a. FY 2025 Preliminary Budget & Resolution of Intent
Justin Weston explained that Phil Masserant (former finance manager) assisted with the FY 2025 preliminary budget development. These items included notes on different departmental needs, the new facility projections, utilities, etc. The budget is based on full staffing levels as well. Tried to keep the numbers conservative right now with a revision scheduled for August, ahead of the October 1st fiscal year.

On a motion made by Joe Underwood and seconded by Brad Jewett, the BATA Board of Directors moves to approve the FY2025 Preliminary Budget.

**Ayes-6
Nays-0**

Motion Carries 6-0

b. FY 2025 Vehicle Accessibility Plan
Every year we present a vehicle accessibility plan to MDOT with our budget application. What our fleet looks like, what level of accessibility we have, fuel types, etc.

On a motion made by Brad Jewett and seconded by Jamie Kramer, the BATA Board of Directors moves to approve the FY2025 Accessibility Plan.

**Ayes-6
Nays-0**

Motion Carries 6-0

c. Authorize Purchase Agreement of Diamond.
Kelly requested authorization to execute the purchase agreement for the Diamond facility. The offer received is a full price offer with a lease back option at \$2500/month until the middle of September.

On a motion made by Richard Cochrun and seconded by Brad Jewett, the BATA Board moves to authorize Kelly Dunham to execute a purchase agreement with the proposed buyer.

**Ayes-6
Nays-0**

Motion Carries 6-0

12. Second Public Comment*
No Public Comments were made.

13. Directors' Comments and Announcements/Open Floor

14. Adjournment

On a motion made by Jamie Kramer, the BATA Board of Directors moves to adjourn the February 15, 2024 Regular Meeting of the BATA Board of Directors at 3:09pm.

Prepared By: Tracy Melville

Wayne Schmidt, Secretary