



BATA Regular Meeting Minutes
Wednesday, November 25, 2020
Via Remote Zoom Teleconference

1. Call to Order by Chairperson
The meeting was called to order by Chairperson VanNess at 9:04am

2. Roll Call

Nicole VanNess	Attending Remotely from Traverse City MI
John Somnavilla	Absent
Linda Joppich	Attending Remotely from Interlochen MI
Debra Rushton	Attending Remotely from Elwood Twp, Leelanau Co MI
Richard Cochrun	Absent
Heather Harris-Brady	Attending Remotely from Leelanau Co MI
Brad Jewett	Absent

Staff in Attendance Remotely: Chris Davis, Eric Lingaur, Mary Meredith, and Nichole Thompson

Guests in Attendance Remotely: Jason Lipa with Cunningham-Limp

3. Public Comment
There was no Public Comment

4. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the Agenda of the November 25, 2020 Regular Board Meeting as presented.

Roll Call	
VanNess	YES
Somnavilla	ABSENT
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	ABSENT
MOTION CARRIES:	4-0

5. Approval/Acceptance of Minutes
 - a. October 28, 2020 Regular Meeting of the Board of Directors

On a Motion made by Linda Joppich and seconded by Heather Harris-Brady, the BATA Board of Directors approved the Minutes of the October 28, 2020 Regular Board Meeting as presented.

Roll Call

VanNess	YES
Sommavilla	ABSENT
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	ABSENT

MOTION CARRIES: 4-0

6. Executive Director's Report – Kelly Dunham

Kelly reviewed her Executive Director's report with the Directors and noted that the Technology Study is still on track. We are making a priority list and a study session will be scheduled after the first of the year to share with the Board.

Approximately \$875,000 in additional CARES Act funds will be received for FY21.

Kelly thanked the staff for their work on the audit which is still underway. This was a challenging audit due to everyone working from home because of the pandemic. Results of the audit will be presented to the board in January.

Eric gave an update on the Holiday Light Parade sponsored by the DDA/DTCA. In the past we picked up seniors in the area to show them the lights downtown. This year we are partnering with local companies and will be *going to the seniors* over 2-days in December. This will be a drive-by showcasing our buses (3) all decked out in lights for the holiday. Details will be announced to the public. The buses will start at Cass and Nicole would like the route to be announced so that others in the community can watch. Debra would like to see us drive through Orchard Creek if possible.

a. Owner's Representative Report – Jason Lipa, Cunningham-Limp

We are currently working with the road commission regarding egress/ingress options at the new facility on Hammond and/or LaFranier. This should be resolved at some point in December. There appeared to be no major objections from the Township regarding the planned access points.

The revised site plan was reviewed and Jason noted the following:

- The day care area and transit station area were relocated with dedicated access and fenced-in play areas.
- Debra Rushton asked to see the Site Plan in some format as it is now and this was immediately emailed to Debra during the meeting.

Engineering reports that are part of the PUD to Garfield Township are being prepared. Wetland delineation areas have been identified. The archeology survey

has been completed. Cunningham Limp has met with the Traverse City Housing Commission and the housing unit placements were discussed.

7. Finance Reports – Nichole Thompson

Nichole reviewed the finance reports and noted the following:

- a. Preliminary (due to audit underway) September 2020 Finance Reports
 - i. Income Statements
 - ii. Statement of Net Position
 - iii. Cash Flow Analysis
- Our Federal Operating grants reflect an increase of Revenue in part due to the \$1.62M of CARES Act funding.
- Fuel is about half of our savings expense.
- Fare Box Revenue is under forecast and shows a \$168,000 variance. We came in at 75% of our forecast for the year primarily due to the pandemic impact.
- Statement of Net Position: Cash is in a favorable position and is spread out amongst the various funds (money market, CDs, checking).
- b. October 2020 Finance Report
 - i. Income StatementOctober did not have a lot of activity but is slightly above forecast in Net Income.

Director Rushton asked if the forecast was revised after COVID hit and Nichole replied that it was not since the only chance we have to revise our budget with MDOT is in the month of August.

On a Motion made by Linda Joppich and seconded by Debra Rushton, the BATA Board of Directors accepted the September and October 2020 Finance Reports as presented.

Roll Call	
VanNess	YES
Sommavilla	ABSENT
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	ABSENT
MOTION CARRIES:	4-0

8. Finance Oversight Team Update – Kelly Dunham

a. New HQ Facility Funding Plan Discussion

The all-in engineering estimate has increased since the funding grant application. A rough estimate, and how to fund, was discussed. The difference between the federal/state grant funds and the cost of the HQ facility is approximately \$5 million.

Staff recommendation is to commit the FY20 funds to the new facility budget. Additional supplementary funding sources are being investigated, including loan interest loans from either the USDA rural development program or the state infrastructure bank. The Authority projects a large surplus in FY21 again due to the receipt of the CARES Act. Further discussion will be held in the coming months regarding the allocation of these funds.

Chairperson VanNess asked if there was a time in which we have to have shovels in the ground. Kelly responded there is a 5-year window for the funds to be spent once the grant is authorized for spending by MDOT, which has not yet occurred.

Commissioner Rushton asked who our USDA Representative is for our area. Kelly said it was Jason Allen and that she has met with him and his staff several times over the course of this project. Kelly also briefly described the loan process and that we may also explore grant options in the future. The loan would be drawn on like a line of credit as needed. We could pay off in a lump sum or over installment payments. Commissioner Rushton stressed that we never really know about our economy and what position we might find ourselves in down the line.

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved to fully allocate the budget surplus from FY20 to the New HQ Facility Budget as recommended by the Finance Oversight Team.

Roll Call

VanNess	YES
Sommavilla	ABSENT
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	ABSENT

MOTION CARRIES: 4-0

b. Operating Reserve Fund Policy (under review)

The Finance Oversight Team will be reviewing options for revisions to this policy in light of the pandemic and uncertainty in the years ahead.

9. Chairperson's Report – Nicole VanNess
Chairperson VanNess wished everyone a happy Thanksgiving. If BATA has anything to offer those in the community in need, as far as support, please keep this in mind.

Chairperson VanNess has an upcoming interview with GT County Commission for reappointment consideration. However, if she is not reappointed, she would like to thank the board for this experience with BATA.

Consensus discussion was held supporting the reappointment of Chairperson VanNess. Kelly assured the Board that she would share this sentiment with Commissioner Jewett prior to the interviews.

10. Old Business
a. Board Request Tracker
Kelly noted the request to reach out to our auditing firm regarding the board's role in reviewing monthly expenses and Kelly will request it to be addressed in January when the principal from the auditing firm is here to provide the annual report.

11. New Business
a. Reappointment of Heather Harris-Brady
Heather's work on the Board was lauded by the Directors and they would like to reappoint Heather for another term.

On a Motion made by Nicole VanNess and seconded by Heather-Harris Brady, the BATA Board of Directors reappointed Heather Harris-Brady to serve another 3-year term on the BATA Board of Directors, effective January 1, 2021.

Roll Call

VanNess	YES
Sommavilla	ABSENT
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	ABSENT

MOTION CARRIES: 4-0

12. Public Comment
13. Directors' Comments/Open Floor
Commissioner Rushton wishes everyone a happy holiday and is thankful for everything we have, even under these trying times.

Kelly said both counties are reappointing seats to the board in a different manner this year. The list of applicants from Leelanau County has not been shared with the Board as in prior years.

Consensus discussion was held in support of John Somnavilla's reappointment in Leelanau County. Commissioner Rushton suggested that staff send her a letter indicating such so that she can share wishes of the BATA Board with the Leelanau Commission at their upcoming meetings.

14. Adjournment

On a Motion made by Linda Joppich and seconded by Debra Rushton, the BATA Board of Directors moved at 10:03am, to adjourn the November 25, 2020 Regular Meeting.

Roll Call

VanNess	YES
Somnavilla	ABSENT
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	ABSENT
MOTION CARRIES:	4-0

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 11-27-21
DATE

Linda Joppich
Board Secretary