

## **BATA Regular Board of Directors Meeting Minutes**

**Location:** BATA Transfer Station, 115 Hall St. Traverse City, MI

**Date/Time:** 1:00PM, Thursday, October 31, 2024

### **1. Call to Order**

The meeting was called to order by Chairperson Richard Cochrun at 1:00 PM.

### **2. Pledge of Allegiance and Moment of Silence**

### **3. Roll Call**

- John Somnavilla - PRESENT
- Wayne Schmidt – PRESENT
- Gwenne Allgaier - PRESENT
- Joe Underwood – ARRIVED @ 1:01
- Scott Sieffert - ABSENT
- Brad Jewett - PRESENT
- Richard Cochrun - PRESENT

### **4. First Public Comment\***

Justin Reed addressed the Board with concerns regarding the Bayline east/west routes being confusing while trying to navigate the app.

### **5. Approval of Agenda/Declaration of Conflict of Interest**

Moved by Brad Jewett and supported by Wayne Schmidt to approve the October 31, 2024, Regular Meeting Agenda as presented.

- **Ayes: 6**
- **Nays: 0**
- **Motion Carries: 6-0**

### **6. 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**

- a. Regular Board Meeting Minutes of September 26, 2024

### **Consideration of Accepting the Following Reports**

- b. FY24 Q4 Ridership Report
- c. FY24 Q4 Turnover Report
- d. Local Advisory Council Minutes of October 7, 2024
- e. Governance Committee Minutes of October 7, 2024
- f. BATA Board Tracker
- g. Correspondence – Staff Compliments

Moved by Brad Jewett and supported by Gwenne Allgaier to approve the October 31, 2024, Consent Calendar as presented.

- **Ayes:6**
- **Nays: 0**
- **Motion Carries: 6-0**

### **7. Any items removed from the consent calendar.**

No items were removed from the consent calendar.

### **8. Executive Director's Report – Kelly Dunham**

Kelly reported that the HQ budget is nearing closeout with a projected savings of \$1.25 million. The closing date for the Diamond property is scheduled for 11/20/24. Kelly did ask the Board for approval to extend the listing agreement in case the closing doesn't take place. The Board granted approval of 7 to 30 days if needed. BATA has received the propane bids which came in \$75,000 under budget. A reminder was given that the fixed routes would be providing free rides on election day. Kelly presented Linda and Mandy Joppich a Little Library to be placed at Hall St transfer station, dedicated to them on behalf of Heather Harris-Brady. BATA's attorney Richard Cherry joined via TEAMS to give an update on the ongoing litigation against Grand Traverse County.

### **9. Chairperson's Report**

Richard Cochrun stated that he applied for reappointment to the Board of Directors. Richard's term expires on 12/31/2024 and he is currently waiting for an interview.

### **10. Committee Reports**

John Somnavilla reported that the Governance Committee identified traits and qualities that they were looking for in Grand Traverse County's upcoming appointment (Richard's seat). The committee was also looking into requesting a legal opinion on the enforceability of its governance policies.

### **11. Finance Reports – FY24 Q4 Finance Report – Justin Weston**

a. Operating Reserve Fund – Q4 2024

Key Points Include:

- The audit will be taking place the week of November 11<sup>th</sup>.
- Earned interest income at a rate of 4.9%

b. Capital Reserve Fund – Q4 2024

Key Points Include:

- Still able to earn a high interest rate.
- Capital Plan Expenses totaling \$173,407

c. New Facility Reserve Fund – Q4 2024

Key Points Include:

- High interest income earned.
- Sale of Cass Facility is included.
- Solar Grant is a draw down grant. BATA will submit documentation of what has been spent and will be reimbursed.
- RFP with MDOT for review for the EV chargers.

Moved by John Somnavilla and supported by Gwenne Allgaier to approve the FY24 Q4 Finance Reports as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

## 12. Old Business

No old business at this time.

## 13. New Business

a. Resolution to Approve a Contract Between MDOT and BATA.

Key Points Include:

- Shelters will be installed on M22 up to Cherry Bend Road at pull-off locations as part of MDOT's 2025 project.

Moved by Wayne Schmidt and supported by Joe Underwood to approve the Resolution to approve the Contract Between BATA and MDOT as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

b. FY24 Capital Plan Closeout.

Key Points Include:

- Ongoing Capital Projects which include major vehicle repairs, bus shelters and stops, general IT, vehicle technology, all came in under budget.
- Hall St snowmelt budget has not been utilized yet. This item is still on plan to get fixed and updated in an upcoming year.
- Garage sweeper also came in under budget.

Moved by Joe Underwood and supported by Brad Jewett to accept the FY24 Capital Plan Closeout as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

c. FY25 Capital Plan Request.

Key Points Include:

- Ongoing items included for the FY25 request include major vehicle repairs, stop amenities, general IT, vehicle technology, vehicle ancillary upfit items, and local purchase of vehicles.
- Snowmelt at Hall St kept on as a placeholder without a dollar amount.
- New items included on the budget are John Deere Gator, grounds mower, Kubota for snow maintenance, and a welder.
- As a small urban agency BATA will now be purchasing the majority of its own vehicles.

Moved by Brad Jewett and supported by John Somnavilla to approve the FY25 Capital Plan Request as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

#### **14. Board Discussion Item**

Kelly updated the Board regarding the current condition of the Hall St transfer station. The location is in need of updating. Some of those updates include drywall, paint, break room, and restrooms. The Board approved bringing in a consultant to look at the work that needs to be done. Kelly will follow up with Jerry from Cunningham-Limp

#### **15. Second Public Comment**

Linda Joppich addressed the Board and wanted to say thank you to Gwenne Allgaier for once again taking on the Board. Linda thanked Richard for being on the Board and would very much like to see him return and also thanked John for the knowledge of finance that he brings to the Board. A thank you to Kelly and Chris for their strong female leadership.

Justin Reed thanked the Board and stated that they are doing a wonderful job. Justin said thank you to Richard for having BATA's best interests in mind. Justin stated that he would like to see a rider on the Board, someone who uses the BATA and represents the riders' best interests. Justin also stated that Brad Jewett doesn't lose his "Commissioner" hat when he walks into the BATA Board Meeting.

#### **16. Directors' Comments and Announcements/Open Floor**

No comments were made at this time.

#### **17. Adjournment**

Moved by Gwenne Allgaier to adjourn the October 31, 2024, Regular Meeting of the BATA Board of Directors at 2:17 PM.

Meeting Minutes Submitted by:

Tracy Melf

Meeting Minutes Approved on:

12/12/24

Wayne Schmidt, Secretary:

Wayne Schmidt