



BATA Regular Board of Directors Meeting Minutes
Thursday, February 25, 2021
Zoom Meeting

1. Call to Order by Chairperson Cochrun
The meeting was called to order by Richard Cochrun at 1:01pm

2. Roll Call
Richard Cochrun Attending Remotely from Traverse City MI
John Sommavilla Attending Remotely from Northport MI
Linda Joppich Attending Remotely from Interlochen MI
Heather Harris-Brady Attending Remotely from Traverse City MI
Brad Jewett Attending Remotely from Garfield Twp, Traverse City MI
Robert Fudge Attending Remotely from Garfield Twp, Traverse City MI
Rick Robbins Attending Remotely from Elmwood Twp, Leelanau Co MI

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

Guests in Attendance Remotely: Doug Luciani and Jason Lipa, Cunningham-Limp

3. First Public Comment
There was no public comment.

4. Approval of Agenda
a. BATA Board of Directors Regular Meeting Agenda
On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Agenda for the February 25, 2021 Regular Board of Directors Meeting as amended.

Roll Call
Richard Cochrun YES
John Sommavilla YES
Linda Joppich YES
Heather Harris-Brady YES
Brad Jewett YES
Robert Fudge YES
Rick Robbins YES
MOTION CARRIES: 7-0

5. Approval/Acceptance of Minutes
a. Annual Organizational Meeting
b. Regular Board of Directors Meeting
c. Study Session

On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the:
• **January 27, 2021 Annual Organizational Meeting,**

- **January 27, 2021 Regular Board of Directors meeting, and the**
- **February 11, 2021 Study Session as presented.**

Roll Call

Richard Cochrun	YES
John Somnavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
MOTION CARRIES:	7-0

6. Executive Director's Report – Kelly Dunham

Kelly announced that the new facility project will be an agenda item at the March 10th Garfield Township Meeting.

BATA's Annual Report has been mailed this week to each BATA Director. Kelly appreciates the work by Eric Lingaur and Tyler Bevier in putting this report together.

Kelly recently attended the MPTA Legislative Conference. Several legislators attended, including Rep Jack O'Malley and the new Speaker of the House. Additional CARES Act funds have been earmarked for transportation and may trickle down to BATA at some point. A Bill has been introduced to extend public transportation millage allowances from 5 years to 10 years. The vaccine access was also discussed, and legislators are trying to introduce bills to handle vaccine distribution state-wide vs by county. 1B (third level) is the current level for public transportation workers. The last local projection shared for vaccinating the 3rd level of 1B was May. As BATA plays an essential role in the community, including getting residents to the vaccine venues, Kelly will continue to advocate for transit workers to have access to the vaccine sooner.

Director Jewett asked for an update on our job interviews and hiring process. Kelly reported that we have continued to conduct interviews over the past few months (more than 50) and we have received some good candidates that have allowed us to fill some vacancies in difficult to fill positions. Chris Davis noted we have changed a few procedures regarding the hiring process to accelerate getting people on board. We have filled a custodial vacancy and new IT staff as well as dispatchers and drivers. Chris reminded the Board that we also have an employee referral bonus program in place. We still have seven positions to fill (6 drivers and a mechanic).

a. HQ Facility/Owner's Representative Report – Doug Luciani & Jason Lipa, Cunningham-Limp

Doug reported that the PUD approval process is still underway. We expect a traffic study to be completed this week by Progressive AE. The timing of the housing component continues to be a barrier to approval. Jason said we are ready to go but the TC Housing Commission is not at the same level of project completion. We are considering other housing partners as a back-up plan if needed to comply with the timing of the developments required by the Township. We hope to be through the Township approvals by June or July. Jason reported there have been no other major

issues brought up by the Planning Commission and there was no public opposition at the public hearing.

b. Finance Oversight Team Update

i. HQ Funding Plan Update – Kelly Dunham

Kelly presented a plan for funding sources available to fund the \$2.2 million gap on the HQ and Transfer Station estimates. While it is possible that CARES Act Funds may provide an opportunity next year to be applied to our HQ funding, it is recommended to seek securing a USDA or State Infrastructure Bank loan to ensure there aren't any timing issues with accessing the funds needed to complete the project. The Board agreed these are good funding options. Staff will proceed with the USDA loan process.

ii. Executive Director's Performance Based Salary Increase Correction – John Sommovilla

John shared that Director Fudge recently brought an error to the attention of staff and the FOT regarding the calculation of the executive director's merit increase.

On a Motion made by John Sommovilla and seconded by Robert Fudge, the BATA Board of Directors approved the correction from 4.06% to 4.21% as presented by the Finance Oversight Team.

Roll Call

Richard Cochrun	YES
John Sommovilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

MOTION CARRIES: 7-0

7. Finance Reports – Nichole Thompson

a. January 2021 Finance Reports

i. Income Statements

Nichole Thompson reviewed the January 2021 Finance Reports noting that the net income before depreciation came within \$10K of forecast for January and \$117K of forecast for January year to date. We are in the middle of our winter tax collection which will be finalized by the counties in the next couple of months. Salaries and Wages reflect lower than usual staffing levels and the fact that we are not at a full-service operational level. Fuel again shows price and usage savings. Director Sommovilla asked if the budgeted amount will be an issue in the future based on increasing fuel prices. Nichole said that we based our fuel rates' budget on market rates, with a healthy buffer built in. Propane is showing the largest increase in pricing this year.

On a Motion made by Brad Jewett and seconded by Rick Robbins, the BATA Board of Directors accepted the January 2021 Finance Reports as presented.

Roll Call

Richard Cochrun	YES
John Sommovilla	YES

Linda Joppich YES
Heather Harris-Brady YES
Brad Jewett YES
Robert Fudge YES
Rick Robbins YES
MOTION CARRIES: 7-0

8. Chairperson's Report – Richard Cochrun

a. Committee Appointments

Richard Cochrun appointed Director Fudge to the Facility Ad Hoc Committee. The Committee is assisting as needed with the new HQ project. Director Fudge provided the Board with his professional background. He is a certified engineer in three states.

Executive Director Review Process Ad Hoc Committee

Richard reported that he is working with Chris Davis and the FOT to create an additional Ad Hoc Committee to review the executive director's performance review process. It was suggested interested directors email Richard with their interest and applicable background. He is looking for one additional member to assist the FOT with this effort.

9. Old Business

a. Board Request Tracker – Kelly Dunham

Kelly said there are no new items to report. Chris reported that she received a request after the previous month's meeting that she would like added to the tracker. The request was for her to provide an overview of her compensation review process (as it relates to the executive director).

10. New Business

a. Local Advisory Council Minutes and Presentation – Eric Lingaur
Eric described the composition of the Council and its purpose.

Within the LAC report, Eric provided a mid-year report on the Link On-Demand pilot. The service has been quite successful thus far, with average wait time of less than 30 minutes. One of the biggest successes realized with LOD is the reduction of no-shows, which have dropped from approximately 30% to 2%.

Brad would like to see if the savings can be measured and Kelly will bring back a report in March.

Link On Demand NEMT+ was presented. This is another level of Link on Demand that offers free rides to and from any of the 25+ participating locations. This pilot runs through June with the goal of sustaining the service permanently after our partners have time to observe the value of the service and might then be willing to support it financially.

The LAC report also included a brief update of the stop amenity improvements that have been implemented over the last year. Linda Joppich asked about snow removal at the stops. Eric said the Adopt-A-Stop program and our partnerships with NORTE and Northern Building Supply have done a good job keeping up with snow this year.

On a Motion made by Brad Jewett and seconded by Linda Jopich, the BATA Board of Directors accepted the Minutes of the February 8, 2021 Local Advisory Council Minutes as presented.

Roll Call

Richard Cochrun	YES
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

MOTION CARRIES: 7-0

b. Technology Procurement Plan – FOT

Kelly and Nichole reviewed the Plan with the Board. The Plan is essentially a five-year plan with annual spending approvals. Other items of note:

- FY21 reflects \$2.8M in high priority technology capital spend, consisting of the Fixed Route and Demand Response CADs/AVLs. \$642K of this is already funded through Federal Grants and Rural Task Force funding.
- A \$2.9M surplus is projected for FY21 due to CARES Act funding.
- Each year's projected spend and funding was re-capped. An additional \$2.5M in technology capital spend is anticipated over the next 5 years, to be funded with Small Urban and Programmed RTF funding, as well the Capital Fund, expected to be funded with over \$2.5M.

On a Motion made by Brad Jewett and seconded by Rick Robbins, the BATA Board of Directors approved the allocation of FY21 surplus funds to the Technology Procurement Plan as presented.

Roll Call

Richard Cochrun	YES
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

MOTION CARRIES: 7-0

c. Preliminary FY2022 Budget – Nichole Thompson

Nichole noted the budget is preliminary and will be reviewed again in August.

- Net Income before Depreciation projected \$500K balance
- Based on full-service levels
- We expect the CARES Act to be funded again at 18% but this is not included in the budget
- Passenger fares on par with the second half of FY2020 (post COVID impact)
- Property taxes have a conservative 2% increase built in based on increasing property values

- Expenses overall are expected to increase 7% with the largest increase in Salaries and Wages due to an extra payroll in FY2022 and an additional administrative employee
- Changes in fuel usage are based on projected fleet type. Increasing pricing based on the EIA Energy Outlook forecast is built in.

John noted the difficulty in comparing insurance costs in the year of COVID but questioned the costs being variable and not fixed. Nichole explained that this is due to fleet size. We did go to market this year to get the most competitive insurance however our industry has limited options. Nichole noted the substantial increase in our fleet and our increase in rates. John requested that this be looked at more in depth by the FOT.

On a Motion made by Brad Jewett and seconded by Heather Harris-Brady, the BATA Board of Directors approved the FY2022 Preliminary Budget, and the Resolution of Intent, for submission to MDOT as presented.

Roll Call

Richard Cochrun	YES
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
MOTION CARRIES:	7-0

d. Operating Reserve Fund Policy Revision – Nichole Thompson

Nichole explained the amendment that changed the percentages from a maximum of 15% and waives this maximum threshold due to COVID. The directors would like the Policy to include an end date for the waiver to be inserted rather than leaving it open-ended. March 2022 was agreed upon.

On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approved the revision to the Operating Reserve Fund Policy with the amended language.

Roll Call

Richard Cochrun	YES
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
MOTION CARRIES:	7-0

11. Second Public Comment
There was no public comment.
12. Directors Comments/Open Floor
The community's vaccine efforts were briefly discussed.

Brad Jewett indicated he would be willing to serve on the ad hoc committee to review the executive director's evaluation process.

13. Adjournment

On a Motion made by Brad Jewett the BATA Board of Directors moved to adjourn the February 25, 2021 Regular Meeting of the BATA Board of Directors.

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on March 25, 2021
DATE
Linda K. Joppich
Board Secretary