



BATA Board of Directors Meeting Minutes
Thursday, April 28, 2022
Hall Street Transfer Station in Traverse City Michigan

1. Call to Order - Chairperson
The meeting was called to order by Chairperson Cochrun at 1:00pm
2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited and a Moment of Silence observed.
3. Roll Call

Richard Cochrun:	PRESENT
John Somnavilla:	PRESENT
Linda Joppich:	PRESENT
Heather Harris-Brady:	PRESENT
Brad Jewett:	PRESENT
Robert Fudge:	PRESENT
Rick Robbins:	PRESENT

Also Present: Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson, Jerry Tomczak
4. First Public Comment
There was no public comment.
5. Approval of Agenda
 - a. BATA Board of Directors Regular Meeting Agenda

On a Motion made by John Somnavilla and seconded by Linda Joppich, the BATA Board of Directors approved the Agenda for the April 28, 2022 Regular Board of Directors Meeting as presented.

MOTION CARRIES: 7-0
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 on the agenda is approved by a single Board action adopting the consent calendar.

Consideration of Approving the following Minutes

 - a. *Regular Board of Directors Meeting Minutes of March 24, 2022*

Consideration of Accepting the following Reports

 - b. *Monthly Income Statement*
 - c. *Board Request Tracker*
 - d. *Quarterly Ridership Report*

On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors moved to approve the April 28, 2022 Consent Calendar as amended.
MOTION CARRIES: 7-0

7. Any items removed from the Consent Calendar
 - a. Quarterly Ridership Report [formerly 6.d.]

Kelly reports that the decrease in ridership is due to our reduced service levels. However, current services that are being offered are showing a large increase in ridership. Driver and rider feedback and observing bus capacity are some of the measures we are using to evaluate routes. Some minor service adjustments will begin on May 2nd. Other metrics covering ridership numbers were reviewed and discussed.

8. Executive Director's Report – Kelly Dunham
Kelly reports that we were awarded three electric vans and seven propane buses in a recent federal grant announcement. We now have 21 vehicles in the queue that have been funded. Time of arrival is undetermined due to supply chain issues.

We have submitted two grants for the budget shortfall for the new facility. Kelly reminded the board that \$6.2M of local funds may be needed. We have also pursued another 5339c Grant in which we are requesting another six electric buses. Charging stations were included in this grant.

Service restoration efforts will begin on May 2nd. Due to the fares being so low on Link on Demand, the service is showing some signs of abuse (being used on fixed routes) and bogging down the system's other resources. Fares are back now to \$6/3. We have also implemented a pilot shopping shuttle at a lower rate to incentivize multi-loading riders to/from common destinations.

Kelly also pointed out that the legal opinion, included with the Board Tracker, determined that remote voting is not allowed unless a member of the military.

- a. HQ Facility/Owner's Representative Report
Jerry Tomczak, Program Manager, Cunningham-Limp
Jerry reports it has been an active month. The schematic design details of the new facility have been reviewed as well as value engineering. Design Development will now begin with construction drawings to follow. The land division request was submitted to the Register of Deeds along with the PUD RDO. We anticipate closing on the land at the end of June (purchase option expires June 30th). Electrical service on the property is unique in that we have three companies from which we can collect proposals. The Christman Company is drafting a project schedule.

Kelly reports she and Tony Lentych from TCHC continue to work towards a budget allocations from the State, County and/or MSHDA funding resources for the housing partner.

The project brochure titled Center of it All! was distributed.

9. Chairperson's Report – Richard Cochrun
There was nothing to report this month.
10. Committee Reports – John Somavilla
John Somavilla reported that he recently met with Elaine Wood who facilitated the Board Retreat a few months ago. He gave the Board an update on the seven board policies that will be drafted such as Code of Conduct, Job Descriptions, etc with Elaine's assistance and the Governance

Committee will review and recommend these to be adopted by the full board at a later date. He described the process of how policies will be drafted and go through the approval process. Also the BATA Articles and Bylaws will be reviewed by the Governance Committee. The Committee will plan to meet in May with presentation to the Board late summer.

11. Finance Reports FY22 Q2 – Nichole Thompson
Nichole reported on the Finance Reports highlighting the following. We continue to be at our most financially healthy position in recent years. The reports that Nichole reviewed were:
 - a. Statement of Net Position
 - b. Operating Reserve Fund
Still no activity for this Fund
 - c. Capital Fund
\$51k of Capital Assets were put into service (motors, transmissions, and body work)
 - d. Land Acquisition Fund
The Housing Commission billing activity was added to this report.
 - e. New Facility Fund
FY21 funding line of surplus from technology fund to the facilities fund was reflected.
 - f. Technology Fund
No activity yet in this new report.
 - g. Cash Flow Analysis
Quarterly and Year-to-Date numbers were reviewed. We are just under \$12M in cash at this point.

Nichole answered question from the Board.

On a Motion made by John Somnavilla and seconded by Brad Jewett, the BATA Board of Directors accepted the FY22 Q2 Finance Reports as presented.

MOTION CARRIES: 7-0

12. Old Business
There was no Old Business

13. New Business

- a. Technology CAD/AVL Vendor Award - Eric Lingaur
Eric reports we received 11 responses to our RFP requests. The recommended vendor for the demand response/on demand service is VIA and the fixed routing service is GMV/Synchromatics.

Work includes a complete overhaul of what the drivers see on their buses and across-the-board hardware and software updates. Also included is training. [see Eric's handout]

Director Jewett asked about the ongoing costs and Eric said they would be in line with current expenses. The current purchases are foundational for future technologies such as driver scheduling software. Implementation will be in about 4-6 months.

The purchase recommendation was presented with the base projects plus two options for consideration. The base purchase leaves \$108,766 of unspent grant funds. There was considerable Board discussion regarding the options and whether or not to authorize staff to procure them.

On a Motion made by Brad Jewett, the BATA Board of Directors awards the RFP for the CAD/AVL ITS project to GMV Syncromatics and Via Mobility LLC not to exceed \$934,543. NO SECOND ON THE MOTION; MOTION FAILS

On a Motion made by Robert Fudge, the BATA Board of Directors awards the RFP for the CAD/AVL ITS project to GMV Syncromatics and Via Mobility LLC in the amounts of \$404,185 and \$530,358 respectively, with the option to negotiate the additional features of automatic passenger counters (APCs) and automated vehicle announcements (AVAs) to be funded with local capital funds as needed up to \$230,309. NO SECOND ON THE MOTION; MOTION FAILS

After more discussion, staff was directed to explore/negotiate a price for the options and bring back a firm request for the purchase.

b. Q2 Turnover Report – Kelly Dunham
The report was reviewed and questions were answered.

c. 2022 Hiring Incentive Program – Kelly Dunham
Kelly reviewed the report and noted estimates were based on 32 new hires. Also included in the packet was the 3-year budget outlook which Nichole detailed with the Board. The pros and cons of this incentive program were discussed and questions were answered.

On a Motion made by John Somnavilla and seconded by Linda Joppich, the BATA Board of Directors approves the 2022 hiring incentive program as presented.

Roll Call

Richard Cochrun:	YES
John Somnavilla:	YES
Linda Joppich:	YES
Heather Harris-Brady:	NO
Brad Jewett:	NO
Robert Fudge:	YES
Rick Robbins:	NO

MOTION CARRIES: 4-3

It was suggested that the idea be brought before a group of employees to see what their thoughts are about this policy prior to implementation.

d. Cunningham-Limp Contract Change Order – Kelly Dunham
Kelly described the recent Change Order and took feedback from the Board. Consensus was to table this item to the May Meeting where the original contract language could also be reviewed.

14. Board Discussion Item

a. Results of Poll Regarding Discussion Items Priority

The results of the recent poll were reviewed. Heather Harris-Brady suggested in the future additional outside input on transportation industry issues as well as methods of attracting talent in order to make more informed decisions on staffing/employment challenges may be helpful.

b. Millage Options/Ballot Language Draft

The November ballot was previously decided upon for a millage request. The frequency of being placed on ballots was also discussed. Strict renewal at Headlee rolled back rate or restore Headlee to original .5 is a decision the Board needs to make. Kelly recommends a straight renewal for this levy. The Board will revisit this when the Headlee impact for 2022 is announced (prior to the May meeting) which will inform what the renewal rate would be.

15. Second Public Comment

There was no Public Comment

16. Directors Comments/Open Floor

17. Adjournment

On a Motion made by Robert Fudge at 3:40p the BATA Board of Directors moved to adjourn the April 28, 2022 Regular Meeting of the BATA Board of Directors.

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 5/26/22

DATE

Linda Joppich
Linda Joppich, Secretary