

BATA Regular Board of Directors Meeting Minutes

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

Date/Time: 1:00PM, Thursday, December 12, 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 – ARRIVED @1:27
- Joe Underwood – ABSENT
- Scott Sieffert - PRESENT
- Brad Jewett - PRESENT
- Richard Cochrun - PRESENT

4. First Public Comment*

No public comment was made.

5. Approval of Agenda/Declaration of Conflict of Interest

Moved by Scott Sieffert and supported by Brad Jewett to approve the December 12, 2024, Regular Meeting Agenda as presented.

- **Ayes: 5**
- **Nays: 0**
- **Motion Carries: 5-0**

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 October 31, 2024
- b. Special Board Meeting Minutes of November 18, 2024

Consideration of Accepting the Following Reports

- c. October 2024 Financial Statement
- d. FY2024 Q3 & Q4 Impact Index
- e. BATA Board Tracker
- f. Staff Compliments
- g. Correspondence – TCBN Article

Moved by Brad Jewett and supported by Wayne Schmidt to approve the December 12, 2024, Consent Calendar as presented.

- **Ayes:5**
- **Nays: 0**
- **Motion Carries: 5-0**

7. Any items removed from the consent calendar.

No items were removed from the consent calendar.

8. Executive Director's Report – Kelly Dunham

Kelly thanked Wayne Schmidt and Richard Cochrun for attending the BATA staff holiday luncheon. Thanked the staff for all their safe driving in inclement weather and the amazing way the BATA staff handled the unfortunate incident that recently took place. Kelly gave high praises to all the staff that work at BATA. She reminded the Board to serve with respect and integrity. To make sure that you can fully commit and that the tenor of the Board filters down into the organization and to remember that it's important to be supportive of the agency and the mission of the agency and staff. The latest facility update includes the snow melt, and the heating and cooling systems are still being tested. Jerry and Christman are still very much involved in all the issues that are going on within the facility. Scott Sieffert wanted to congratulate and commend the drivers that were involved in the unfortunate incident and would be in favor of showing recognition to all involved.

9. Chairperson's Report

Richard Cochrun read aloud the resolution honoring Kelly Dunham and her 15 years of dedicated service to BATA. Richard was very thankful that he was able to serve the Board alongside Kelly. Kelly is hopeful that the Board has stability coming in the future

Moved by Brad Jewett and supported by Scott Sieffert to approve the Resolution of Kelly Dunham as presented.

- Ayes:5
- Nays:0
- Motion Carries: 5-0

10. Finance Reports –

a. 3 Year Capital Plan Outlook

Key Points Include:

- The demands on BATA's capital funds, meaning BATA funds its own vehicles and how do we want to ensure the capital reserve fund will maintain a healthy balance. This will be presented at the January Board meeting.

b. Q4 2024 Finance Reports

Key Points Include

- The Fiscal year end reports presented and will also be included again in the first quarter audit next year. Total income ended at \$6.6 million for the year. The variance on the income side is the sale of the Cass facility.

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

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

11. Old Business

No old business at this time.

12. New Business

a. Airport Service Pilot

Key Points Include:

- Will be piloting a test program in the core zone of Traverse City in the hours of 4:00-7:00AM to provide transportation to the Cherry Capital Airport.
- This will be a scheduled service ride.
- The pilot program will be for this fiscal year.

Moved by Brad Jewett and supported by Scott Sieffert to approve the Airport Pilot Program as presented.

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

b. MDOT Resolution Master Agreement

Key Points include:

- The MDOT Master Agreement to appoint Chris Davis as the Interim Executive Director.

Moved by Brad Jewett and supported by Scott Sieffert to approve the MDOT Master Agreement as presented.

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

c. Employee Engagement Survey

Key Points Include:

- BATA received 123 responses out of 140 employees. Great turnout from employees.
- The Board would like to see some rephrasing of some questions.
- Overall score ratings are higher than last year.
- Staff enjoy who they work with and helping passengers.

Moved by Brad Jewett and supported by Scott Sieffert moves to accept the 2024 Employee Engagement survey results as presented.

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

d. Resolution Recognizing Richard Cochrun's Board Tenure

Tracy Melville read aloud the resolution honoring Richard Cochrun and his 9 years of dedicated service to BATA and serving on the Board of Directors.

Moved by Brad Jewett and supported by Wayne Schmidt to approve the Resolution Honoring Richard Cochrun.

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

13. Board Discussion Item

Kelly Dunham gave an update to the Board regarding the Executive Director search. The search firm TransPro that has been hired will work with the Executive Search Committee to get through the initial phase of recruitment. TransPro has been soliciting feedback from the leadership team and the search committee for characteristics that they would like to see in the next Executive Director.

14. Second Public Comment

No public comment was made.

15. Director's Comments/Open Floor

Richard Cochrun said thank you for his time serving on the Board of Directors.

Chris Davis thanked both Kelly Dunham and Richard Cochrun for their service and the pleasure that it had been to work with them both.

16. Adjournment

Moved by Brad Jewett to adjourn the December 12, 2024, Regular Meeting of the BATA Board of Directors at 2:37 PM.

Meeting Minutes Submitted by: Lance Doehner

Meeting Minutes Approved on: 11/30/25

Secretary: [Signature]