



**Minutes of the
BATA Regular Meeting**
Wednesday, September 25, 2019
115 Hall Street
Traverse City MI 49684

1. Call to Order by Acting Chairperson
The meeting was called to order by John Sommovilla at 9:01a

2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited and a Moment of Silence observed.

3. Roll Call
Directors Present: Heather Harris-Brady, Brad Jewett, Linda Joppich,
Debra Rushton, John Sommovilla, Nicole VanNess
Directors Absent: Richard Cochrun

Also Present: Chris Davis, Kelly Dunham, Eric Lingaur, Mary
Meredith, Nichole Thompson

4. Public Comment
There was no Public Comment.

5. Approval of Agenda
**On a Motion made by Linda Joppich and seconded by Brad Jewett, the
BATA Board of Directors approved the September 25, 2019 Regular
Meeting Agenda as presented.
MOTION PASSES: 6-0**

6. Approval/Acceptance of Minutes
 - a. August 14, 2019 Regular Meeting of the Board of Directors
**On a Motion made by Linda Joppich and seconded by Debra Rushton, the
BATA Board of Directors approved the Minutes of the August 14, 2019
Regular Board Meeting as presented.
MOTION PASSES: 6-0**

 - b. August 14, 2019 Closed Session
**On a Motion made by Debra Rushton and seconded by Linda Joppich, the
BATA Board of Directors approved the Minutes of the August 14, 2019
Closed Session as presented.
MOTION PASSES: 6-0**

c. August 18, 2019 Local Advisory Council

On a Motion made by Linda Joppich and seconded by Brad Jewett, the BATA Board of Directors accepted the Minutes of the August 18, 2019 LAC Meeting as presented.

MOTION PASSES: 6-0

7. Executive Director's Report – Kelly Dunham

Kelly updated the Board regarding the Ironman race which occurred in August. She met with TC Tourism, the City of Traverse City, and others who attended the Ironman debrief event. Director Rushton also spoke about how road closures affected Leelanau County. Billing for our services will be under consideration for next year's event.

The Hometown Heroes event occurs in October and BATA will, once again, be providing transportation for the veterans.

Kelly advised the board that our Transportation Services Manager position is once again open and we are actively searching for a new candidate.

8. Finance Reports – Nichole Thompson

a. July and August FY19 Finance Reports

i. Income Statements

Nichole reviewed the Finance Reports highlighting areas of interest:

- September Property Tax Collection will bring revenue up
- Expenses continue to be below forecast with salaries and wages remaining steady
- Fuel is below forecast due to favorable propane prices

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors accepted the July and August FY19 Finance Reports as presented.

MOTION PASSES: 6-0

b. Finance Oversight Team

i. MERS Actuarial Review Update – Kelly Dunham

Kelly reported on a recent meeting with MERS and noted changing assumptions and how this will affect BATA in the future. Although the company's pension plan was discussed, no action will be taken at this time. The number of employees (fill in drivers) in the Defined Contribution Plan is around 20.

9. Chairperson's Report – Kelly Dunham

a. Line 5

Chairman Cochrun provided a note to fellow directors regarding his recent interview with the Record Eagle in regard to Line 5. He wanted all to know that he was misquoted and/or the reporter omitted statements that he had made.

10. Old Business

a. Board Request Tracker

The tracker was reviewed noting the item concerning work rules regarding personal relationships with riders is now closed and will be removed from the report.

1. New Business

a. FY19 Capital Project Review

Nichole discussed the FY19 Capital Project Report noting the following:

- Actual Projects are \$252,115 and Budgeted Projects are \$392,460 with the difference remaining in the Capital Reserve Fund
- Questions arose regarding the presentation of carryover projects. Directors requested that staff revise the FY19 report and present at the October regular meeting.

b. FY20 Capital Plan

Kelly reviewed the report noting that the majority of our upcoming technology improvements will likely take place in FY21 as we are awaiting the results of a technology study and plan that will be underway throughout FY20. Discussion was held as to the priority/need of conference room furniture with several directors expressing the estimated \$20,000 expenditure would not be a priority.

On a Motion made by Heather Harris-Brady and seconded by Nicole VanNess, the BATA Board of Directors approved the Capital Projects FY2020 with the following modification:

- **Under project 42 – conference room refurb – add a line designating that the analysis is “pending” and bring back to the board at a later date.**

MOTION CARRIES: 6-0

c. Auditing Contract for FY2019, FY2020, and FY2021

The Board received proposals from two auditing firms – DGN and Rehmann Group. Discussion was had regarding the pros/cons of continuing with the same auditing firm (DGN) versus a “fresh set of eyes” (Rehmann).

On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors awarded the auditing contract for FY2019 and, FY2020, FY2021 to the Rehmann Group.

Discussion was held regarding the desire to award the contract for a shorter term than the three years presented.

Amended Motion:

On a Motion to Amend, made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors awarded the auditing contract for FY2019 to the Rehmann Group.

A request by Director Rushton to withdraw her Amended Motion was accepted by Director Jewett and, with Chairman Somnavilla seeing no objection, the Amended Motion was withdrawn.

Further discussion regarding the term of a contract with Rehmann was had prompting a recess period for a call to be made to Rehmann Group.

On a Motion made by Debra Rushton and seconded by Brad Jewett, a 5-minute recess was called at 10:25a.

MOTION CARRIES: 6-0

10:30am Reconvene in Open Session

On a Motion made by Nichole VanNess and seconded by Brad Jewett, the BATA Board of Directors awarded a two-year auditing contract, for FY2019 and FY2020, to the Rehmann Group.

MOTION CARRIES: 6-0

d. Customer Survey Results – Eric Lingaur

Eric presented the summer Survey results. Satisfaction overall was ranked high. The mobile ticketing app “Hopthru” appears to need more awareness to the public. Director Harris-Brady would like to see how summer ridership differs from year-round ridership and how would survey questions and answers change. This should be readily observed once the winter survey is conducted. The Survey is attached to these Minutes.


12. Public Comment
There was no Public Comment.
13. Directors’ Comments/Open Floor
Electric bikes are allowed with a weight limitation.
14. Adjournment

On a Motion made by Brad Jewett, the BATA Board of Directors moved to adjourn the September 25, 2019 Regular Meeting at 10:45am.

MOTION CARRIES: 6-0

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 10-31-19
DATE


Linda Joppich, Board Secretary