



BATA Regular Meeting Agenda
Hall Street Transfer Center 115 Hall St, Traverse City, MI
June 16, 2025 @ 1:00pm

1. Call to Order
2. Pledge of Allegiance and Moment of Silence
3. Roll Call
4. Oath of Office for New Members
 - a. Fern Spence
5. First Public Comment*
6. Approval of Agenda/Declaration of Conflict of Interest

7. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping noncontroversial 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 the parentheses on the agenda is approved by a single Board action adopting the consent calendar.

Consideration of Approving the following Minutes

- a. Regular Board Meeting Minutes of May 22, 2025

Consideration of Accepting the following Reports

- b. LAC Meeting Minutes May 20, 2025
- c. Monthly Income Statement
- d. FY24 Surplus Recommendation
- e. Correspondence – Staff Compliments
- f. BATA Board Tracker

8. Any items removed from the Consent Calendar
9. Jerry Tomczak – Program Manager, Cunningham Limp
10. Executive Director’s Report – Chris Davis
11. Chairperson’s Report
12. Old Business
No old business at this time.
13. New Business
a. Interview for Executive Director Position.
14. Second Public Comment*
15. Directors’ Comments and Announcement/Open Floor
16. Adjournment

*Next meeting date is August 14, 2025 @ Hall St. Transfer

*Public Comment:

Any interested party or person may address the board on any matter of BATA concern during public comment. Comments will be limited to 5 minutes, and a one-minute warning will be given when needed. Any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting may be terminated by the presiding officer. Once you have completed your public comment the board may ask any clarifying questions. If needed, you will be assigned a member of BATA’s staff to follow up directly on any open concerns.

Oath of Office

I, _____, do solemnly swear that I will faithfully, truly, impartially and honestly, to the best of my judgement, skill and ability, execute and perform the duties required of me as a member of the Bay Area Transportation Authority Board of Directors.

BATA Regular Board of Directors Meeting Minutes

Location: Leelanau Governmental Center 8527 E Government Center Dr. Suttons Bay, MI

Date/Time: 1:00PM, Thursday, May 22, 2025

1. Call to Order

The meeting was called to order by Chairperson Wayne Schmidt at 1:11 PM.

2. Pledge of Allegiance and Moment of Silence

3. Roll Call

- John Somnavilla - PRESENT
- Lance Boehmer – PRESENT
- Gwenne Allgaier – ABSENT
- Joe Underwood – PRESENT
- Scott Sieffert - ABSENT
- Brad Jewett - ABSENT
- Wayne Schmidt - PRESENT

4. First Public Comment*

No public comment was made at this time.

5. Approval of Agenda/Declaration of Conflict of Interest

Moved by Lance Boehmer and supported by John Somnavilla to approve the Agenda/Declaration of Conflict of Interest as presented.

- **Ayes: 4**
- **Nays: 0**
- **Motion Carries: 4-0**

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 April 17, 2025

Consideration of Accepting the Following Reports

- b. Monthly Income Statement
- c. FY25 Q2 Strategic Plan Update
- d. Correspondence - Staff Compliments
- e. BATA Board Tracker

Moved by John Somnavilla and supported by Joe Underwood to approve the April 17, 2025, Consent Calendar as presented.

- **Ayes:4**
- **Nays: 0**
- **Motion Carries: 4-0**

7. Any items removed from the consent calendar.

No items were removed from the Consent Calendar.

8. Jerry Tomczak, Program Manager, Cummingham Limp

Chris Davis gave an update to the Board regarding the Hall St Transfer Station Project List and the Solar Panel Project.

Key Points Include:

- Snow melt zone 5 replacement completed, underground conduit work finalized on 5/21/25
- Project expected to be completed before the Cherry Festival.

Solar Panel Update:

Key Points Include:

- Keen installation and wiring of solar panels are complete.
- Inspections scheduled over the next two weeks.
- Anticipated operational date: late May to early June.
- Estimated annual savings of \$63,000

9. Executive Director's Report – Chris Davis

Chris informed the Board that there was a 0% turnover rate for the month of April. The Airport Shuttle Pilot program has been averaging one ride a day in the early morning. The numbers are expected to increase with the summer tourism picking up. Chris thanked Erik Falcon and the OPS team for their great

job on the latest rebid. The infrastructure for the EV chargers has been started. Chris and the Ad HOC committee have two interviews scheduled for the executive director's position on 5/23/25. The NTD final report has been submitted.

10. Chairperson's Report

Chairman Wayne Schmidt reported to the Board that the Ad Hoc Committee will be meeting Friday, May 23rd to meet with two candidates for the executive director's position.

11. Old Business

No old business at this time.

12. New Business

a. 2025 Tax Rate Request Resolution, L4029 for Grand Traverse and Leelanau Counties. – Justin Weston

Moved by Joe Underwood and supported by Lance Boehmer to approve the L-4029 Tax Rate Request Resolution as presented.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

b. Technology Roadmap Update – Eric Lingaur and Paul Clausen

Key Points Include:

- The current fare system has reached its end of life, and the Team will be presenting new fare options to the board.
- The Windows 11 updates complete.
- GMV tablet replacements
- The NTD recertification for the passenger counter, the FTA approved 5/22/25
- Marquee integration will now be automatic.
- Cradlepoint vehicle router replacement.
- Technology services now fully managed in-house by Paul Clausen and team.

Moved by Lance Boehmer and supported by John Somnavilla to accept the Technology Roadmap Update as presented.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

c. Public Transit Agency Safety Plan (PTASP) – Erik Falcon

Erik Falcon updated the Board on the changes that were made to the PTASP/

Key Points Include:

- Chris Davis's name was added to the form as the Interim Executive Director.
- Inclusion of Safety Committee; plan shared with MDOT.
- Increase from 7 to 14 FTA – required safety performance targets, all of which BATA has tracked.

Moved by Lance Boehmer and supported by Joe Underwood to approve the Public Transit Agency Safety Plan as presented.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

15. Second Public Comment

No public comment was made at this time.

16. Director's Comments and Announcements/ Open Floor

Director Joe Underwood raised the following inquiries:

- **Regional Workforce Partnerships:** Asked if BATA collaborates with other counties to support workforce transportation. Eric Lingaur confirmed partnerships with Benzie, Wexford, and Kalkaska Counties, helping bring riders from across the region.
- **Employee Commutes:** Inquired about where BATA staff travel from. Chris Davis will follow up with this data.
- **AI & Autonomous Vehicles:** Asked about the use of AI in dispatching and driverless bus technology. Eric Lingaur and Erik Falcon noted a meeting is scheduled to explore AI dispatch applications and will report findings at a future meeting.
- The administrative team recently experienced an autonomous shuttle demo at the sand dunes. While impressive, the current cost remains too high for implementation.

17. Adjournment

Moved by John Somnavilla to adjourn the April 17, 2025, Regular Meeting of the BATA Board of Directors at 2:07 PM.

Meeting Minutes Submitted by: _____

Meeting Minutes Approved on: _____

Lance Boehmer, Secretary: _____

BATA Local Advisory Council Minutes
Tuesday, May 20, 2025
12:00-1:00pm
BATA Headquarters
In Person: 1340 Hammond Rd West, Traverse City, MI 49686
Virtual: VIA Teams

Bill Clark began the meeting at 12:05pm.

Council Members in Attendance:

Matt Moritz: Community Representative
Lana Payne: Commission on Aging
Linda Joppich: Community Representative
Mandy Joppich: Community Representative
Lena Vander Meulen: Leelanau County Senior Services (virtual)
Demarie Jones: Disability Network No. Michigan (virtual)
Mitch Treadwell: Traverse City Commissioner
Susan Odgers: Community Representative (virtual)
Dan Buron: Goodwill Northern Michigan
Alex Simonetti: Michigan Department of Transportation (virtual)

BATA Staff in Attendance:

Eric Lingaur
Bill Clark
Chris Davis
Tracy Melville
Keir Rasmussen

1. Bill Clark welcomed everyone to the new BATA headquarters.

2. Looking back – last quarter ridership.

-Bill Clark reported on BATA's FY25 Q2 ridership. BATA's Fixed Route system has given 75,242 rides. This is a 27% year-over-year increase. BATA's Link service has

also seen an increase in ridership, with 35,496 rides. That is a 23% year over year increase from FY24 Q2. Total ridership across all of BATA's services has seen a 25% increase, which includes Fixed Routes, Link Service and Agency.

3. Looking Forward – BATA prepares for summer of 2025

- Spring and Summer Improvements – Bayline will return to East Bay/Woodland Creek every 15 minutes by removing the NMC Aero Park Campus. No changes to Route 1. Routes 2 and 7 will stay the same but looking into some possible changes for the upcoming fall season. Village Loop 10 will be starting the 2025 Bike n Ride season, beginning on May 24th. BATA will be implementing some changes this year to the BNR to help accommodate our ridership and navigating the construction taking place on M22. There will be more wheelchair accessibility buses available in the morning, and the afternoon buses will be the larger buses that hold 11 bikes. The weekend BNR will follow the TART Trail, adding stops at Elmwood Township Hall, Cherry Bend Park, Fouch Rd Trailhead, and Shady Lane. There are no changes to Village Loop 12 at this time, but it may have an increase in overall ridership from the seasonal ridership. The West Flex Route regular school will be ending and heading into summer school. Route 11 with services to Glen Arbor will be ending its school route for the summer and will be transitioning into helping the seasonal workers with transportation and connect summer visitors to the Sleeping Bear Dunes area. Finally the Route 14 Loop will be expecting an increase in ridership due to the seasonal workers.
- BATA Special Summer Services. Once again BATA will be helping out in the community with providing shuttle transportation for the participants in the Bayshore Marathon, which is held Memorial weekend. The Cherry Fest is fast approaching, and BATA will be there to help with extended Bayline hours, orchard tours, open ramp and more! Other summer activities include the Leelanau Senior Exp, Senior Palooza at the YMCA, and Polka Fest.
- Stop Improvements for 2025. There are many stop improvements that have already been made and there are still more to come. Concrete pads are being installed at certain stops to help with the ease of entering/exiting the bus. New shelters and benches have been placed. A Sol stop has been installed at a popular stop location at Munson and 8th Street. Almost every stop along the Bayline Route either has a shelter or a bench! There are still more stop improvements scheduled for this year.
- BATA Construction Update. BATA's headquarters recently had 610 solar panels installed on the roof! The final installation of the electrical components should be completed by the end of the month. BATA will also be installing six level 2 chargers and one level 3 chargers for the EV Vans. Hall St. Transfer Station is also receiving

an update. Some of these updates include sidewalk melt, fresh paint, new flooring, updated bathrooms, and updates to the layout for staff. UPDATE on the airport shuttle service: it is going well. With the summer around the corner and the upcoming holiday BATA is expecting the ridership to increase in the next few weeks.

- Strategic Communications Plan for Summer 2025. BATA has been working very closely with Brand Tonic and implementing new fresh ideas that include photos, informational videos, new banners for events, new bus wraps, digital advertising, and print advertising. BATA will also be including shelter ads, website enhancements, and rack cards.

4. Update on BATA's Executive Director Search

- Chris Davis gave an update on the executive director's search. The Ad Hoc Committee has already completed 3 interviews. The decision was not to move forward with the first 3 candidates and to continue the search. The next round of interviews will be held 5/23/25.

5. Discussions

- Susan Odgers asked if the Hagerty Center stop is the closest one to the Senior Center. Yes, it's the closest fixed route stop shelter, but if a ride is scheduled for the Link service, the passenger is taken up to the front doors of the Senior Center.
- Susan Odgers asked if the county is able to help with the snow removal from bus stops and shelters. Susan also gave kudos to the snow shoveling brigade for keeping the stops and shelters clear during the winter. Mitch Treadwell responded that currently there are only motorized vehicles and blowers but the discussion for a shovel component has been discussed, and this is on the radar.
- Susan Odgers asked if BATA will be helping out during the Food and Wine Festival this year. Yes, BATA will be partnering with Food and Wine for transportation.
- Susan Odgers asked if BATA has a connection with Benzie Bus. Yes, BATA's route 12 Interlochen bus meets the Benzie Bus at the Blue Vase Exchange bus stop and brings riders into Hall St.
- Susan Odgers asked how is BATA affected by the Federal cuts? Currently, BATA has not been affected by the cuts. BATA is keeping a close watch on the cuts and working closely with MDOT.
- Susan Odgers asked how BATA is doing with hiring people with disabilities. Chris Davis responded that we do not ask that question during interviews, not all disabilities are visible.

- Linda Joppich asked, when taking the Bayline from Meijer, where do riders get off downtown, if not at Hall St. Record Eagle would be the closet stop to downtown.
- Matt Morritz stated he has received great feedback on his picture that is on the bus.
- Linda Joppich stated that she has also received wonderful feedback about BATA and the new bus logos.

Meeting adjourned at 1:06PM

2025 Local Advisory Council Membership

Linda Joppich: Chair / Community Representative

Matt Morritz: Community Representative

Dan Buron: Goodwill Northern Michigan

Lana Payne: Commission on Aging

Mandy Joppich: Community Representative

Fern Spence: Community Representative

Lena Vander Meulen: Leelanau County Senior Services

Amanda Molski / Heidi Gustine: Area Agency on Aging

Demarie Jones: Disability Network No. Michigan

Susan Odgers: Community Representative

Lacey Edgecomb: Senior Center Network

Mitch Treadwell: Traverse City Commissioner

CC: Alex Simonetti/MDOT, Chris Davis/BATA, Eric Lingaur/BATA, Bill Clark/BATA

Approved on:_____

Linda Joppich Chair:_____

BATA Income Statement May 2025

	May 2025		\$ Over (Under)	May 2024
	Actual	Budget	Budget	Actual
Income				
Fare Box Revenue	\$ 391,516	\$ 376,667	\$ 14,849	\$ 427,688
Local Service Contracts	305,950 <u>1</u>	228,261	77,689	224,072
Auxiliary Trans Revenue	147,457 <u>2</u>	100,000	47,457	193,103
Non-Trans Revenue	158,141 <u>3</u>	500	157,641	1,944,841
Local Revenue	2,030,336	2,117,179	(86,843)	1,864,805
State Formula & Contracts	3,277,740 <u>4</u>	3,274,422	3,318	3,074,936
Federal Operating Grants	1,746,342 <u>5</u>	1,480,393	265,949	1,468,686
Other Revenue	521,280 <u>6</u>	133,333	387,946	648,594
Refunds and Credits	197,569 <u>7</u>	66,667	130,902	149,484
Total Income	\$ 8,776,331	\$ 7,777,422	\$ 998,909	\$ 9,996,210
Expense				
Salaries & Wages	\$ 4,575,857	\$ 4,538,485	\$ 37,372	\$ 4,162,221
Paid Leave	343,928	343,919	9	348,320
Fringe Benefits	1,412,307	1,337,526	74,781	1,224,468
Services	542,495	641,146	(98,651)	429,805
Fuel & Lubricants	381,338	474,739	(93,401)	468,058
Materials & Supplies	294,158	294,805	(647)	262,494
Utilities	236,481 <u>8</u>	137,515	98,966	90,529
Insurance	546,167 <u>9</u>	427,146	119,021	482,596
Misc Expense	46,862 <u>10</u>	35,272	11,590	45,648
Operating Leases & Rentals	2,534	4,441	(1,906)	11,724
Total Expense	\$ 8,382,128	\$ 8,234,994	\$ 147,134	\$ 7,525,863
Net Income before Depreciation	\$ 394,203	\$ (457,572)	\$ 851,775	\$ 2,470,347
Depreciation	772,417	748,437	23,980	796,728
Net Income (Loss)	\$ (378,214)	\$ (1,206,009)	\$ 827,795	\$ 1,673,619

BATA Income Statement Notes
May 2025

	<u>Account(s)</u>	<u>Explanation</u>
	Revenue	Revenue
<u>1</u>	Local Service Contracts	Increased Revenue due to additional GTI Contract, additional bus for FY25
<u>2</u>	Auxiliary Trans Revenue	Above expected Revenue - Advertising
<u>3</u>	Non-Trans Revenue	Net Sale of Diamond Property & Buses
<u>4</u>	State Formula & Contracts	Includes \$203,292 from FY2024
<u>5</u>	Federal Operating	Based on current year expenses, requesting fund from FTA quarterly, includes 5311 & 5307
<u>6</u>	Other Revenue	Interest Revenue from investments, still averaging 4.4%
<u>7</u>	Refunds & Credits	\$132k from Alternative Fuel Credit based on Propane Gallons used
	Expenses	Expenses
<u>8</u>	Utilities	New Headquarters heating and gas bills during winter were higher than projected in budget
<u>9</u>	Insurance	Fleet and Building coverage increased, fleet increased just due to industry and recent natural disasters
<u>10</u>	Misc Expense	Loss on Disposal of 3 buses (\$4,687), membership dues, TAPTCO training

FY24 Surplus Recommendation

BATA's finalized audit shows an unreserved balance of \$1,508,437 for the end of FY2024. Per the Cash Management Policy, revised May of 2022, BATA's maximum Operating Reserve of 30% should not exceed \$3,695,439.

BATA Net Position Analysis, 9/30/24 (30% Target)		
Unrestricted Net Position	\$18,646,182	FS page 12 Statement of Net Position
Less: Board Designated Funds		
New Facility Fund	\$6,588,547	9/30/24 Internal FS Fund Balance, Page 22
Operating Reserve Fund	\$3,266,446	9/30/24 Internal FS Fund Balance, Page 22
Capital Fund	<u>\$7,282,652</u>	9/30/24 Internal FS Fund Balance, Page 22
Total Board Designated Funds	\$17,137,645	
Balance, Unreserved	\$1,508,437	
Total Eligible Expense	\$12,318,132	Board Approved FY25 Eligible Expenses
Target %	<u>30%</u>	Cash Management Policy, Rev 5/2022
Target Balance, Unreserved	\$3,695,439	
Excess Balance, Unreserved	<u>(\$2,187,002)</u>	

Based on eligible expenses, BATA does not have an excess balance surplus for fiscal year 2024. Unreserved funds earn interest and pay daily operating expenses.

Given that there is no surplus from FY24, there is no recommendation to transfer any funds currently. It should be noted that while there isn't a "surplus" as defined in the Cash Management Policy from May 2022, there may be recommendations brought to the Board for changes to this policy to adequately prepare for future capital planning, specifically with bus replacement. Management constantly evaluates the fleet to make determinations of replacement on a scheduled basis, never wanting to replace too many buses at a time. Management is evaluating current and future year grant opportunities to consider changes to current policies.

Date Received	Employee	Route #	Comment
05/11/25	Matt Ide, Linda Cushman, Chuck Brown, and Hall St Dispatch		Thank you all for being so kind, welcoming, helpful, caring and considerate. I have many reasons to note why I am so grateful to you all. I want to especially thank Matt, who has been so exceptionally helpful to me on several occasions, like today when I left my keys on the bus. Chuck, the driver who returned my keys. The nice ladies at Hall St. and Linda C. amongst others that have shown genuine care and consideration to me in so many ways. You are all so wonderful! Thank you for being there!
05/15/25	Brad Herman	Link	Hi, this is Susan Hageman calling, and I just had my first ride with BATA to get where I needed to go and a pickup to get back home. You guys are awesome, totally awesome. The driver was awesome. I couldn't have asked for better. Thank you.
05/28/25	Kathleen Hughes	Dispatch	I just wanted to call with a compliment. I just spoke with Kathleen in customer service, and she was amazingly patient and helpful and I cannot compliment her enough on her ability to help get right to the point and find the information I was looking for. So, if there's a million compliments I could share, they would all go to her. Thank you.
05/30/25	Eric Lingaur		A gentleman was trying to get from the airport to Torch Lake, and we were able to get him halfway there. I was able to book a ride in advance on Saturday for a Sunday morning pickup, to get to the Grand Traverse Resort. I was able to meet another ride to get the rest of the way from there. BATA was super easy, super convenient and super affordable. Amazing service for \$3.00

Date Received	Employee	Route #	Comment
06/01/25			Hi, this is David Schichtel, and I have been riding BATA for a few years now. I just had a really good experience, it was wonderful. The way everything was handled for me. I left this morning at 8:00 and someone just texted me when I would be arriving. It just worked out perfectly. I want you to know that it was really wonderful and I enjoyed it so much. Thank you so much. God bless and keep up the good work.

BATA Board Request Tracker				
Topic	Board Meeting Date Discussed	Board/Staff Member	Status	Date Completed
BATA Link Service	6/27/2024	Adam BeVier	Will revisist again at a later date. TBD.	
Year over year ridership report	2/27/2025	Eric Linguar/Bill Clark	Presented at the April 2025 meeting.	
Location of BATA Bus Stops	5/22/2025	Eric Linguar/Kurt Braun	Will revisit again at a later date. TBD	

JUNE INTERIM EXECUTIVE DIRECTOR UPDATE

INTERNAL:

- *Chris, Eric Lingaur and others met with the Local Advisory Council.
- *Chris and one of the Operations Managers co-chaired the monthly Safety Team meeting.
- *Chris, Eric and Paul Clausen met with IT staff regarding promotions within the department.
- *Chris met with employees on BATA's Wellness Team.
- *Chris and Kurt Braun met with the project manager for the new headquarters.
- *Chris conducted a new Board member orientation with Fern Spence.
- *Chris, Eric and one of the Operations Managers held appeals hearing with two Board members and the father of a student suspended from BATA transportation.
- *Chris and others attended Comms Meetings with all staff.
- *BATA provided early morning transportation for over 1,600 runners and spectators along the Bayline and to the race area. About 500 more rides than last year.
- *BATA hosted our annual Smart Commute Week breakfast to more than 120 people and gave 1,238 free rides as part of Try Transit Day.
- *Developing summer approach on marketing and communications to focus on BATA's Airport Link, Bayline and Cherry Festival transportation
- *Eric and others held multiple BATA 101 education sessions with local businesses utilizing seasonal workers that utilize BATA for workforce transportation.
- *The Solar project is completed and TCLP updated our meter so we are now able to utilize our interconnect agreement for energy savings.

*The EV infrastructure project at headquarters is progressing and is estimated to be completed by June 30.

*Hall Street snow melt repairs are wrapping up and asphalt repairs to follow.

*Hall Street remodel kicking off June 16, estimated 5-week project.

EXTERNAL:

*Reviewed agreement with Traverse City Light and Power.

*Chris checked in with TransPro Consulting on the Executive Director search.

*Chris attended a webinar on Social Security Overview for employees.

*Chris met as part of the Traverse Area Human Resources Board.

*Chris attended an HR legal session put on by the Traverse Area Human Resources Association.

*Chris met with MarshMcLennanAgency regarding benefit offerings.

*Chris and Kurt Braun met with Cunningham Limp on Hall Street improvements.

*Chris attended the annual NMC Fellows Award Celebration.

*Chris and Eric met with East Bay Township and others regarding potential East Bay Township Corridor Improvement Authority District.