



**BATA Board of Directors Meeting Minutes**  
Thursday, September 29, 2022  
115 Hall St Traverse City Michigan

1. Call to Order

The meeting was called to order at by Vice Chairperson John Sommavilla 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

Present: John Sommavilla  
Linda Joppich  
Heather Harris-Brady  
Brad Jewett  
Robert Fudge  
Gwenne Allgaier

Absent: Richard Cochrun

Also Present: Kurt Braun, Chris Davis, Kelly Dunham, Eric Lingaur, Mary Meredith

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 Brad Jewett and seconded by Gwenne Allgaier, the BATA Board of Directors approved the Agenda for the September 29, 2022 Regular Board of Directors Meeting as presented.**

**MOTION CARRIES: 6-0**

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 August 25, 2022*

b. *Local Advisory Council (LAC) Meeting Minutes of September 12, 2022*

*Consideration of Accepting the following Minutes and Reports*

c. *Monthly Income Statement*

d. *Board Request Tracker*

On a request made by Robert Fudge, item 5.b. was removed from the Consent Calendar and placed under 7.a.

On a Motion made by Robert Fudge and seconded by Brad Jewett, the BATA Board of Directors moved to approve the September 29, 2022 Consent Calendar as amended.

**MOTION CARRIES: 6-0**

7. Any items removed from the Consent Calendar

a. Local Advisory Council (LAC) Meeting Minutes of September 12, 2022

**On a Motion made by and seconded by Robert Fudge and seconded by Brad Jewett, the BATA Board of Directors moved to accept the September 12, 2022 LAC Minutes**

8. Executive Director's Report – Kelly Dunham

a. HQ Facility/Owner's Report – Kelly Dunham

We continue to work with Progressive on design elements. Kelly is also working with MDOT to approve terms in the Christman contract which may ultimately require a change in the structure of their contract. She requested feedback from the board. The fee percentage stipulated in the contract will not change. Discussion ensued regarding process for BATA Board involvement/approvals. Gwenne Allgaier would like to expedite the change order approval process.

Kelly is also working on the funding resources for the \$6 million shortfall on the project's budget.

Kelly announced that Phil Masserant has been hired as our new Finance Manager and will be coming on board October 5<sup>th</sup>. Phil has a lot of experience with finance and accounting in the public arena.

Chris Davis has been working on the mechanic shortage. She reports that she has been working with NMC to develop a paid internship program. Seven candidates already expressing interest.

Eric Lingaur has provided educational presentations to several organizations regarding the upcoming millage request.

9. Chairperson's Report

There was no Chairperson's Report this month.

10. Committee Reports

a. Finance Oversight Team September 19, 2022

**On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moved to accept the Finance Oversight Team notes of September 19, 2022 as presented.**

**MOTION CARRIES: 6-0**

11. Old Business

There was no Old Business to report.

12. New Business

a. Fleet Cost of Ownership Report – Kurt Braun

Kurt Braun, Facilities & Fleet Manager, presented a report regarding fleet cost of ownership and addressed questions from the board.

Some of the highlights of his report included:

- A review of purchase price, annual fuel, maintenance, and repairs by bus type
- Major repairs were excluded
- Propane is the most economical fuel type with all costs considered

Discussion was held regarding the number of seats on each vehicle type and if that factors into the efficiency of bus type.

- c. Award of Auditing Contract – Kelly Dunham  
Kelly reviewed the comparison of several firms.

**On a Motion made by Gwenne Allgaier and seconded by Linda Joppich, the BATA Board of Directors moved to award the 3-year Audit Contract to Rehmann as recommended.**  
**MOTION CARRIES: 6-0**

- d. FY23 Capital Projects – Kelly Dunham  
Kelly provided an analysis of the Hall Street broiler replacement. This is a larger than average item so special emphasis was placed.

**On a Motion made Brad Jewett and seconded by Gwenne Allgaier, the BATA Board of Directors moved to approve the FY23 Capital Projects Budget as presented.**  
**MOTION CARRIES: 6-0**

13. Board Discussion Item

a. Defining Success

Kelly noted that this month's discussion item is *defining success*. This was an item previously discussed at the strategic planning session last fall. Some topics brought up were the following:

- What defines success?
- How do we measure our efficiency in various areas of service. For example, Grand Traverse vs Leelanau.
- Consideration of reengaging TransPro (consultants) in this effort.
- Heather suggested color-coding the routes for easier identification.
- Heather also noted that we have to think about the people who are supporting our mission. When looking at the system as a whole – we need to look at various demographic areas.
- Continue to look for similar systems to compare to such as Bluewater (Port Huron).
- Leelanau is different as far as defining success – meeting needs vs attracting choice riders
- Measuring profitability differs by service area and type.

Next month our Success Plan scorecards will be on agenda with a full review all of the metrics. John reiterated that the biggest challenge might be the different needs of different riders. We will also discuss this further in our strategic planning efforts.

14. Second Public Comment

There was no public comment.

15. Directors Comments/Open Floor  
Linda Joppich shared that Gary Howe of Friends of BATA would like to have fliers designed/printed if funds are available for millage advocacy.  
Kelly reminded the board that we cannot use BATA facilities to encourage a yes vote on the millage.

Chris Davis reported that early next week she will be distributing the executive director's annual performance evaluation to the directors.

Brad Jewett noted that road commissioners will be taking down election signs that are in the roadways illegally. Each township is different as far as their requirements regarding how far from the road, etc.

16. Adjournment  
**On a Motion made by Gwenne Allgaier, the BATA Board of Directors moved to adjourn the September 29, 2022 Regular Meeting of the BATA Board of Directors at 2:30pm.**

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 10-27-22  
DATE

Linda Joppich  
Linda Joppich, Secretary