



BATA Board of Directors Meeting Minutes
Thursday, June 30, 2022
Hall Street Transfer Station in Traverse City Michigan

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

Richard Cochrun	Present
John Sommovilla	Present
Linda Joppich	Present
Heather Harris-Brady	Present
Brad Jewett	Absent
Robert Fudge	Present
Gwenne Allgaier	Present

BATA Staff Present: Chris Davis, Kelly Dunham, Eric Lingaur
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 Linda Joppich and seconded by Robert Fudge, the BATA Board of Directors approved the Agenda for the June 30, 2022 Regular Board of Directors Meeting as presented.
MOTION PASSES: 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.
 - a. *Consideration of Approving the following Minutes*
 - i. *Regular Board of Directors Meeting Minutes of May 26, 2022*
 - ii. *Study Session of the Board of Directors of May 26, 2022*
 - b. *Consideration of Approving the following Policies*
 - iii. *Conflict of Interest (#1)*
 - iv. *Code of Conduct (#2)*
 - v. *Board Member Roles & Responsibilities (#3)*
 - vi. *Governance Committee Job Description (#4)*

- vii. *Chairperson of the Board – Roles and Responsibilities (#5)*
- viii. *Committee Chairperson – Roles and Responsibilities (#6)*
- ix. *Policy for Public Communications (#7)*
- x. *Whistleblower Protection (#8)*

c. *Consideration of Accepting the following Reports*

- xi. *Governance Committee Minutes of June 6, 2022*
- xii. *Board Request Tracker*

7. Any items removed from the Consent Calendar
There were three items removed from the Consent Calendar.

Heather-Harris Brady asked to have item bi. Conflict of Interest (#1) removed. Discussion was held as to what the effective date of the policy would be. A decision was made to have today as the effective date. Mary Meredith will send a copy of the Conflict of Interest Policy for Board members to sign and return to her.

Richard Cochrun asked to have item bii. Code of Conduct (#2) removed. Discussion was held to have the reference to COO (Chief Operating Officer) changed to ED (Executive Director).

Richard Cochrun asked to have item biv. Governance Committee Job Description (#4) removed. Discussion was held to have the reference to CEO changed to ED (Executive Director).

On a Motion made by Robert Fudge and seconded by Linda Joppich, the BATA Board of Directors moved to approve the June 30, 2022 Consent Calendar as amended.

MOTION PASSES: 6-0

8. Executive Director's Report – Kelly Dunham
Kelly highlighted items of interest in her monthly Executive Director's Report, and added the following:
A meeting with Progressive AE took place to make exterior selections for the new facility. In addition, the Christman Company schedule was reviewed, and a decision was made to wait until spring to begin construction. Bids will still go out late this summer. Detailed design drawings have been completed with a DD budget estimate expected by the end of July. Grant awards for additional facility funding will be announced in September. Electricity RFP is being worked on.
9. Chairperson's Report – Richard Cochrun
Richard is happy that the Film Festival is being worked on and that BATA's services will be on pre-paid terms.
10. Committee Reports
The Governance Committee met. Discussion was held regarding expanding the Board from seven to nine members. In addition, discussion regarding adding a passenger privacy policy was held and a policy will be developed.

11. Old Business

a. Cunningham-Limp Contract Change Order #2

Bobby Peplinski, CFO for Cunningham-Limp, reported on the need for Change Order #2. The following sentence was added to the contract: "If construction does not begin in September 2022, the parties shall execute a mutually agreeable Change Order No. 3 for additional Phase 1 Services that may be required." Clarification was given that the \$528,000 will carry through all of construction. Work required September 2022 to the beginning of construction will be billed at an hourly rate (approximately \$87 per hour) and a mutually agreed upon number of hours could be decided.

On a Motion made by John Somnavilla and seconded by Gwenne Algaier, the BATA Board of Directors approved the Cunningham-Limp Change Order #2 as presented.

MOTION PASSES: 6-0

12. New Business

a. Christman Company Construction Management Services Contract – Kelly Dunham
Kelly gave a brief overview of the Christman Company Construction Management Services Contract.

On a Motion made by John Somnavilla and seconded by Robert Fudge, the BATA Board of Directors approved the contract with the Christman Company for Construction Management Services as presented for submission to MDOT for approval.

MOTION PASSES: 6-0

b. Recruiting and Retention Incentive Update – Chris Davis

Chris reported that 11 of the 15 new hires were a result of the \$10,000 Recruiting and Retention Incentive. In addition, 181 applications were received after the Incentive was announced on May 4-June 21 compared to only 27 applications received in the same period in 2021. 47% of the applicants who applied between January 1-June 21, 2022 applied AFTER the incentive was announced May 4-June 21, 2022. An analysis of where the new hires came from will be conducted and reported back to the Board.

13. Board Discussion Item – Community Partnerships – Eric Lingaur

Eric reported on the many Community Partnerships that BATA is involved with. Growth opportunities appear to be greatest with private businesses. A suggestion was made to add Networks Northwest and Commonground to the Partnership list. A suggestion was made to explore Blue Vase as a Park-N-Ride location. A suggestion was also made to add stops to places that lack parking and to add signage to buses that "BATA is taking employees to work" as well as "BATA is taking patients to doctor appointments" to plant the seeds to people who are not currently using BATA. Recent engagement was done with Sutton's Bay and the next pilot will be with the Village of Kingsley. A suggestion was made to help move visitors to the Sleeping Bear Sand Dunes area due to lack of sufficient parking. Another suggestion was to give a pitch to TC NewTech. They meet the first Tuesday of each month at 6 pm at the Opera House. BATA staff are in conversation with Meijer as they are going through a major reconstruction to determine if BATA might be able to transport their employees during the reconstruction. Route 10 signage might be helpful in Leelanau County.

14. Second Public Comment

There was no public comment.

15. Directors Comments/Open Floor
Heather Harris-Brady thanked the Governance Committee for accommodating her schedule so she is able to assist the Committee.
16. Adjournment
On a Motion made by Gwenne Allgaier, the BATA Board of Directors moved to adjourn the June 30, 2022 Regular Meeting of the BATA Board of Directors at 2:35pm.

Next Board Meeting: Thursday, July 28th

Submitted/Recorded by: Chris Davis, Director of Administrative Services

Approved on July 28, 2022
DATE
Linda Joppich
Linda Joppich, Secretary