



BATA Board Meeting Minutes

Wednesday, October 28, 2020

Hall Street Transfer Station/Virtual Attendance via Zoom

1. Call to Order by Chairperson
The meeting was called to order by Chairperson VanNess at 9:03am

2. Roll Call

VanNess	Present
Sommavilla	Present
Joppich	Present
Rushton	Present
Cochrun	Present
Harris-Brady	Present
Jewett	Absent

Staff in Attendance: Tyler Bevier, Chris Davis, Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson

Guests in Attendance: Doug Luciani and Jason Lipa with Cunningham-Limp

3. Public Comment
There was no Public Comment.

4. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the October 28, 2020 Regular Meeting Agenda as presented on October 27, 2020.

[Roll Call]

- | | |
|--------------|--------|
| VanNess | YES |
| Sommavilla | YES |
| Joppich | YES |
| Rushton | YES |
| Cochrun | YES |
| Harris-Brady | YES |
| Jewett | ABSENT |

MOTION PASSES: 6-0

5. Approval/Acceptance of Minutes
 - a. September 30, 2020 Regular Meeting of the Board of Directors
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the September 30, 2020 Regular Board Meeting as presented.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	YES
Harris-Brady	YES
Jewett	ABSENT

MOTION PASSES: 6-0

6. Executive Director's Report – Kelly Dunham

Kelly is considering in-person attendance for the November Board Meeting and requested feedback from the Board as far as their preferences and technology needs.

- a. Owner's Representative Report – Doug Luciani, Cunningham-Limp
Doug reports we are nearing several deadlines on the new facility project. We are still on target as far as our timeline. We expect to submit our preliminary plan to the County Township Board at their December meeting.

Wetlands are being delineated and we are confirming that setbacks, drainage, and sewer systems are appropriately placed.

Drawings from land use consultants are almost complete addressing entrances and egresses to and from the parcel. Traffic studies by Progressive AE are also in consideration.

Director Rushton clarified that the use of the emergency egress located on private property will not be for public use but only for emergency vehicles. We are working with the metro fire department who will ultimately be signing off the plan.

Jason Lipa addressed the timeline issues and expects progress to advance.

Site Plans were reviewed and Jason noted the following:

- Location and approximate square footage of firetruck access; storage building, maintenance shop, administration offices, and fueling station;
- The wetland areas were identified and we believe we are well within acceptable areas;
- Anticipated growth of the organization was taken into account;
- The north side of the area showed more detail of the transfer station component;
- A small amenity building includes restroom facilities for drivers;

- A café, day care and play area, and apartment units are shown as potential additional amenities. Director Rushton has some concern about the day care being located in such a busy area and questioned the plans for barriers in this area so that children could not wander off into traffic areas. This area will be fenced to ensure safety and privacy;
- The walking route from the housing project component to the transfer station area was addressed with several sidewalk areas planned;
- Director Harris-Brady would like to see pedestrian crosswalk traffic signals installed.

Kelly noted there are many more aspects of the project underway. She addressed the project budget and that it will likely come in higher than originally anticipated. We are waiting on the engineering estimate. She would like the Finance Oversight Team to meet to review initial estimates and options to finance any unfunded amounts.

MDOT will not allow BATA to convert the Cunningham Limp Owner's Rep contract into a Construction Manager contract. We are working with MDOT to an RFQ solicitation for the Construction Manager.

Director Somnavilla inquired about the Procurement Specialist hiring process. Kelly responded that due to the high level of technicality involved with using FTA funds, an experienced individual was needed to assist as we move forward. BATA has contracted with an individual who will perform this function on an "as-needed" basis.

- b. Ridership Report – Tyler Bevier
Tyler reviewed the Ridership Report from the start of the year until mid-October, noting the following:
- Average daily boardings are 765 and are slowly increasing;
 - Q4 of 2020 reflects an approximate reduction of 100,000 and Kelly noted this 50% reduction is similar to what other transit agencies are experiencing across the state;
 - Link On-Demand is showing an increase with more rides using the new reservation technology.

Director Harris-Brady asked about the state's efforts to increase ridership with their education outreach campaign and Kelly reported that the state has hired King Media to assist. Kelly has been in contact with the King Media, but a campaign launch date is still in the works.

7. Finance Reports – Nichole Thompson
a. September FY20 Finance Reports
i. Capital Fund Report

- ii. Operating Reserve Fund Report
- iii. Land Acquisition Fund Report

Nichole reviewed the fund reports noting the following:

- We had an adjustment in revenue due to the CARES Act;
- The capital projects for the year were discussed along with the contribution sources;
- All projects were implemented and put into service;
- The Operating Reserve Fund had no activity in the last quarter;
- The Land Acquisition Fund (new report) showed activity in Q4.

Nichole reported the audit will be taking place in mid-November.

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors accepted the September FY20 Finance Reports as presented.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	YES
Harris-Brady	YES
Jewett	ABSENT

MOTION PASSES: 6-0

8. Chairperson's Report – Nicole VanNess

Nicole has noted the improved bus stop areas in and around the City and complimented the staff and, in particular, Tyler Bevier on this execution.

Nichole also reminded the Board about flu shots as some offices are running out. And she encouraged the board to consider voting early for presidential election.

9. Old Business

a. Board Request Tracker
No new business.

b. Strategic Plan Discussion

Kelly and Eric have reached out to the respondents of our RFP. They all report that they are able to proceed via virtual means in collecting data even during the pandemic. Kelly thinks it's possible to move forward but she would like to consider narrowing the scope of the plan (perhaps just to Leelanau County) or pause the study until some of the dust settles around COVID and when our new technology efforts are underway.

Kelly suggests reaching out to our On-Demand partner to see if they can assist in modeling the program outreach in Leelanau County.

Consensus from the board was to take a pause on a full strategic planning effort and instead explore our under-performing services, such as Leelanau County. We are working on our own contingency plan should COVID cases increase or if several employees need to quarantine at the same time due to close contact.

10. New Business

Chris Davis reported that MERS requested an Adoption Agreement Addendum to the MERS Agreement. The document was reviewed with the board and it contained no changes from the previous Agreement. MERS requires we obtain board approval and return by December 1st.

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the updated Adoption Agreement Addendum to MERS as presented.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	YES
Harris-Brady	YES
Jewett	ABSENT

MOTION PASSES: 6-0

b. Purchasing Policy – Nichole Thompson

Due to the recent mail slow down and volume on incoming utility bills, Nichole inquired with our auditors and was advised it was appropriate to establish paperless online payments for recurring utility bills, with board approval. The Purchasing Policy was revised to reflect this change and is recommended for approval by the Finance Oversight Team.

Director Rushton requested that the Executive Director reach out to our auditors and ask for clarification as to the Board's oversight role on approving monthly expenses. Board discussion ensued as to whether that level of involvement is necessary as the Board is receiving monthly budget reports. In the meantime, Kelly suggested we pull Directors' job descriptions and relevant Board Policies for additional clarification.

On a Motion made by John Sommavilla and seconded by Linda Joppich, the BATA Board of Directors approved the revisions to the Purchasing Policy recommended by the Finance Oversight Team.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES

Rushton YES
Cochrun YES
Harris-Brady YES
Jewett ABSENT

MOTION PASSES: 6-0

11. Public Comment
There was no Public Comment.

12. Directors' Comments/Open Floor

Director Joppich commented on the new furniture in conference room at Hall Street and Kelly demonstrated its functionality.

Director Jewett asked Kelly to pass along that at the recent County Commissioners Meeting, the CoA contract was renewed for one year, rather than the two years that were requested. This was due to the low number of individuals served by the service. The GT County Commission would like to see more individuals benefitting from the service and would like BATA and the CoA to work together over the next year to achieve this. In the future, Kelly would like a BATA staff or director to attend commission meetings when contract negotiations are on the agenda.

Congratulations were extended to Richard Cochrun on his upcoming retirement. And the board expressed their best wishes on Director Rushton's reelection bid.

13. Adjournment
On a Motion made by Linda Joppich, the BATA Board of Directors moved to adjourn the October 28, 2020 Regular Meeting at 10:50am.

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 11-25-20
DATE

Linda Joppich
Board Secretary