



BATA Board Meeting Minutes
Wednesday, September 30, 2020
Hall Street Transfer Station/Virtual

1. Call to Order by Chairperson
The Meeting was Called to Order by Chairperson VanNess at 9:05am

2. Roll Call

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

Guests Present:
Doug Luciani and Jason Lipa, Cunningham-Limp

BATA Staff Present:
Chris Davis, Kelly Dunham, Eric Lingaur, Nichole Thompson

3. Public Comment
There was no Public Comment

4. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the September 30, 2020 Regular Meeting Agenda as presented.

[Roll Call]
VanNess YES
Sommavilla YES
Joppich YES
Rushton YES
Cochrun YES
Harris-Brady YES
Jewett YES
MOTION PASSES: 7-0

5. Approval/Acceptance of Minutes
 - a. August 26, 2020 Regular Meeting of the Board of Directors

On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the August 26, 2020 Regular Board Meeting as presented.

[Roll Call]

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

MOTION PASSES: 7-0

b. August 26, 2020 Closed Session Minutes

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors approved amending the September 30, 2020 Agenda by moving the August 26, 2020 Closed Session to 10. c.

[Roll Call]

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

MOTION PASSES: 7-0

6. Executive Director's Report – Kelly Dunham

Kelly reported on the recent announcement from MDOT that BATA's new headquarters facility 20% local match is secure with the State's budget passing. This will provide an additional \$3.3 million to the project, bringing the total of state and federal funds to \$16,750,000.

Kelly reported on the tour of The Rapid's facilities and Progressive AE's offices in Grand Rapids last week. The tour was taken by several BATA managers as well as Doug Luciani. The time was well spent and very informative.

Kelly reported on BATA's efforts in investing in leadership training for the management staff at BATA, particularly in the Operations Department. Last week's training was focused on corrective action and evaluation that can be defended in a court of law. The training was presented by labor attorney Jonathan Kok. In October, training will be provided by Northwestern Michigan College and will focus on DISC assessments and learning individual working styles as well as the working styles of the other supervisors/managers.

a. Owner's Representative Report – Doug Luciani, Cunningham-Limp

BATA Regular Meeting of the Board of Directors

MINUTES

September 30, 2020

Last Revised On: 10/23/2020 8:31 AM

Doug reported that the Purchase Agreement and deposit will be delivered to the LaFranier Family Trust today. The TC Housing Commission is fully on board by committing their half of the deposit for the purchase of the property and by signing a Memorandum of Understanding.

Environmental work is completed for the SW portion of the parcel. A Due Care Plan for the NW corner needs to be prepared due to arsenic and lead from the cherry orchards. Progressive out of Grand Rapids has been selected as the architect from the RFQ process. Gibbs and Associates is ready to work on the Site Plan. The engineering group, Mansfield and Associates, is ready to go.

At the Garfield Township Supervisor's request, a meeting will be held next week regarding elements of the Site Plan prior to meeting with the GT County Planning Commission. Work is being done with the neighboring church partner on a unified curb cut on to LaFranier. A lock down of the shared easement of the property is needed, as well as a footprint of the operations center.

Doug reported on the solid work the BATA staff has done to date regarding the new facility.

Clarification is needed on the sidewalk on Hammond and what gets done with the SW corner of the parcel (the landscape plan will help). A traffic study is probably not needed.

Kelly and others will meet with Garfield Township and email information to the BATA Board of Directors next week to share preliminary comments on the PUD. Once submitted, there is a 15% allowance available.

7. Finance Reports – Nichole Thompson
 - a. July and August FY20 Finance Reports
 - i. Income Statements

Nichole provided a summary of the July and August 2020 Financial Reports. The audit field work will be conducted in mid-November with the final audit report in January 2021.

Net income is \$1.7 million above forecast, primarily due to the unanticipated Cares Act Funding.

Approximately \$250K of the Cares Act Funding was used to provide employees with \$100 per week from March 16-September 13, 2020 as incentive pay for working during COVID-19. The funding was provided to BATA in advance of the distribution to employees and does not negatively impact BATA's budget. Taxes

were taken out of the incentive pay, but the incentive pay was not MERS applicable. Kelly provided reasoning for the payment.

In addition to the increase in revenue, fuel expenses are approximately \$235K below forecast.

On a Motion made by John Sommavilla and seconded by Debra Rushton, the BATA Board of Directors accepted the July and August FY20 Finance Reports as presented.

[Roll Call]

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

MOTION PASSES: 7-0

8. Chairperson's Report – Nicole VanNess
There was no Chairperson's Report.
9. Old Business
 - a. Board Request Tracker
There was no update on the Board Request Tracker.
 - b. Strategic Plan Discussion
While the Plan is still important, it will be challenging to get quality input during the pandemic. City Parks and Recreation could be contacted. Ridership is still at only 50%. Kelly will bring a recommendation forward at the October Board of Directors meeting regarding preparing a Strategic Plan.
10. New Business
 - a. Title VI Plan Resolution
MDOT and FTA review transits' Title VI plans annually. Transits are required to review their Title VI plans annually. Only one minor change was made to BATA's Title VI plan this year. The information is on BATA's website and is shared with staff annually.

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors approved the Title VI Plan Resolution as presented.

[Roll Call]
VanNess YES
Sommavilla YES
Joppich YES
Rushton YES
Cochrun YES
Harris-Brady YES
Jewett YES
MOTION PASSES: 7-0

- b. Agreed Upon Procedures ("AUP" Report from Rehmann Robson LLC)
There were no findings. It was a clean report.

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors accepted the AUP Report from Rehmann Robson LLC for the period of October 1, 2019 – March 31, 2020 as presented.

[Roll Call]
VanNess YES
Sommavilla YES
Joppich YES
Rushton YES
Cochrun YES
Harris-Brady YES
Jewett YES
MOTION PASSES: 7-0

- c. Approval/Acceptance of Minutes
i. August 26, 2020 Closed Session

On a Motion made by Brad Jewett and seconded by Heather Harris-Brady, the BATA Board of Directors approved the Minutes of the August 26, Closed Session as presented.

[Roll Call]
VanNess YES
Sommavilla YES
Joppich YES
Rushton YES
Cochrun YES
Harris-Brady YES
Jewett YES
MOTION PASSES: 7-0

11. Public Comment
There was no Public Comment.

12. Directors' Comments/Open Floor
BATA Bus Operator Randy Cislo asked Executive Director Kelly Dunham to say hello to Director Somnavilla.

Director Joppich reported that two passengers shared their "thank you" for the good service BATA provides.

13. Adjournment
On a Motion made by Brad Jewett, the BATA Board of Directors moved to adjourn the September 30, 2020 Board Meeting at 10:15am.

Submitted/Recorded by: Chris Davis, Administrative Services

Approved on 10-28-20
DATE
Linda S. Joppich
Board Secretary