



**BATA Board of Directors Meeting Minutes**  
Thursday, August 25, 2022  
Leelanau Government Center, Suttons Bay, Michigan

1. Call to Order - Chairperson  
The meeting was called to order by Chairman Cochrun 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

Richard Cochrun	PRESENT
John Somavilla	ABSENT
Lind Joppich	PRESENT
Heather Harris-Brady	PRESENT
Brad Jewett	ABSENT
Robert Fudge	PRESENT
Gwenne Allgaier	PRESENT

Staff Present: Tyler Bevier, Chris Davis, Kelly Dunham, Eric Lingaur, Mary Meredith and Nichole Thompson

Also Present: Jim Baker and Sarah Hyden of Nelson Nygaard

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 Gwenne Allgaier and seconded by Robert Fudge, the BATA Board of Directors approved the Agenda for the August 25, 2022 Regular Board of Directors Meeting as presented.**  
**MOTION PASSES: 5-0**

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 July 28, 2022*

*Consideration of Accepting the following Minutes and Reports*

- b. *Monthly Income Statement*
- c. *Board Request Tracker*

**On a Motion made by Gwenne Allgaier and seconded by Linda Joppich, the BATA Board of Directors moved to approve the August 25, 2022 Consent Calendar as presented.**

**MOTION CARRIES: 5-0**

7. Any items removed from the Consent Calendar  
No items were removed from the Consent Calendar.
8. Executive Director's Report – Kelly Dunham
  - a. HQ Facility/Owner's Report  
Kelly reports we have closed on the property for the new BATA facility. A request regarding the PUD contingency will be brought before the Township in September for clearance to proceed with construction. Development of the owner direct budget will be one of the next focus areas on the project. These items include furniture, technology, and other owner-direct systems.

Nichole Thompson will be leaving BATA soon to pursue personal interests. Kelly thanked her for her eight years of outstanding service.

We were not successful with our recent FTA grant application for additional facility funding. We will continue to pursue other funding opportunities and Kelly explained the timeline process for converting to small urban. Our funding structure is expected to change in FY 2025.

Kelly also reported that there appears to be some movement on vehicle production in the country. The disruption in production will now necessitate a review of pricing on those vehicles currently in line for production. The cost for buses has gone up 57%. We will be doing a full fleet assessment this fall.

Kelly summarized recent recruitment efforts and the several positions which have been recently filled.

Director Cochrun asked about referral bonuses which are currently in place.

9. Chairperson's Report – Richard Cochrun  
Chairman Cochrun has had discussions with a few construction companies concerning their workloads and their struggle to become fully staffed.
10. Committee Reports  
There were no reports for review.
11. Finance Reports FY22 Q3– Nichole Thompson
  - a. New Facility Fund Report
  - b. Technology Fund Report

**On a Motion made by Robert Fudge and seconded by Linda Joppich, the BATA Board of Directors accepted the Finance Reports as presented.**

**MOTION PASSES: 5-0**

- c. Rehmann 2022 Q1-Q2 AUP Report

**On a Motion made by Gwenne Allgaier and seconded by Heather Harris-Brady, the BATA Board of Directors accepts the Rehmann 2022 Q1-Q2 AUP Report as presented.**

**MOTION PASSES: 5-0**

12. Old Business  
There was no Old Business

13. New Business

a. State of the System Presentation and Future Service Design Workshop Report - Nelson Nygaard

Jim Baker discussed the findings and how BATA has been doing. High density and low density areas were identified. The Nelson Nygaard presentation is attached to these minutes.

Questions from the board were addressed and included the following topics:

- Route 10 and Route 11 clarification
- LOD to Leelanau County
- Eric Lingaur noted that special events are not included in this assessment and Jim Baker from Nelson Nygaard noted that services would stay in place as is.
- The ease of getting passes elsewhere (example a grocery in Glen Arbor)
- Benzie Bus marketing the TC Express
- Providing a 5-minute tutorial to play at the Library and other locations on how to use BATA
- Including educational materials elsewhere (example employers)
- First impressions of educational materials need to be exciting (example a 30-second video to engage watchers interactively on the first screen)

Kelly reported she would like to get Eric Lingaur and Heather Harris-Brady together with Bill Clark (Mobility Manger) regarding some of Heather's ideas.

b. FY 22 Q3 Performance Scorecard – Kelly Dunham

Kelly reviewed the Q3 Scorecard and noted that overall the scorecard shows good results with safety metrics especially outstanding.

c. Employee Engagement Survey Results – Chris Davis

Chris reviewed the survey results and highlighted several items. There was significant improvement in most areas. The survey results are attached to these minutes.

Next steps include a review of the survey at the employee comms meeting and then categorizing some of the ideas for follow up.

d. Millage Education Materials Presentation – Eric Lingaur

Eric reviewed the educational materials. Questions and suggestions from the board were addressed.

Director Allgaier suggested supplying some of the various election pop-ups in Leelanau County this fall with the educational materials.

Director Harris-Brady made the following suggestions:

The How many Rides section should be bulleted  
The figures should also be placed in a circle on the side panel

Include various milestones that have been met (example the real time tracking and that WiFi is available on the buses)

14. Board Discussion Item
  - a. Next Steps / Strategic Planning Effort  
Kelly noted that this monthly discussion items is timely with the scorecard and millage discussion. What should be the timing for a more finalized approach to strategic planning? Kelly would like a more formal plan with annual objectives. She will look for facilitator(s) for a February/March session.
15. Second Public Comment  
There was no public comment.
16. Directors Comments/Open Floor
17. Adjournment  
**On a Motion made by Robert Fudge the BATA Board of Directors moves to adjourn the August 25, 2022 Regular Meeting of the BATA Board of Directors at 3:33pm.**

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 9/29/22  
DATE  
Linda Joppich  
Linda Joppich, Secretary