



BATA Regular Board of Directors Meeting Minutes

Wednesday, February 26, 2020

Hall Street Transfer Station
Traverse City, Michigan 49684

1. Call to Order by Chairperson
The meeting was called to order by the Chairperson, Nicole VanNess, at 9:00a
2. Roll Call
Directors Present: Richard Cochrun, Brad Jewett, Linda Joppich, Debra Rushton, Nicole VanNess

Directors Absent: Heather Harris-Brady, John Sommavilla

Staff Present: Chris Davis, Kelly Dunham, Mary Meredith, Nichole Thompson
3. Public Comment
There was no Public Comment
4. Approval of Agenda
 - a. BATA Board of Directors Meeting Agenda
On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the Agenda for the February 26, 2020 Board of Directors Meeting as presented.
MOTION CARRIES: 5-0
5. Approval/Acceptance of Minutes
 - a. January 29, 2020 Annual Organizational Board Meeting
On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors moved to postpone approval of the Minutes of the January 29, 2020 Annual Organizational Meeting to accurately reflect that the Chairperson, Richard Cochrun, turned the meeting over to Executive Director Kelly Dunham, to take floor nominations for the 2020 Election of Officers. Following floor nominations and election of officers, the meeting was turned over to newly elected Chairperson Nicole VanNess.
MOTION CARRIES: 5-0

b. January 29, 2020 Regular Board of Directors Meeting
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the January 29, 2020 Regular Board of Directors Meeting as presented.
MOTION CARRIES: 5-0

c. February 10, 2020 Local Advisory Council Meeting
On a Motion made by Linda Joppich and seconded by Brad Joppich, the BATA Board of Directors received the Minutes of the February 10, 2020 Local Advisory Council as presented.
MOTION CARRIES: 5-0

6. Executive Director's Report – Kelly Dunham
Kelly informed the Board about staff attending the American Public Transportation Association (APTA) in Florida and a report will be presented at the next board meeting. Kelly will be leaving today for Lansing for the Michigan Public Transit Association (MPTA) conference.

Chris reported on our new hire stats. The training program for new hires is approximately four weeks.

BATA continues to advocate for additional traffic measures (4-way stop or traffic light) at Hall St and Front St. and hopes to have a request before the City Commission on March 2nd. BATA is also requesting that transit shelters be covered under the City's No Smoking Code.

a. HQ Project/Property Acquisition Update
Kelly updated the Board on the property acquisition. The environmental review for the property is proceeding. Chairperson VanNess requested a visual timeline of this project be made available to the Board. A brief review of the timeline and various deadlines were discussed at the meeting. Kelly noted we are still researching various funding sources.

7. Finance Reports – Nichole Thompson

- a. January 2020 Finance Reports
i. Income Statements

Nichole reported on the January 2020 Income Statement. Year-to-Date, both Revenue and Expenses are down slightly from forecast. We continue to see the same variances as previous months. Fuel costs are down due to pricing in the market and also moving more of our fleet to propane. The maintenance on propane vehicles is generally lower. We are regulated, by MDOT, on oil change intervals. Kelly will bring this subject up in Lansing while attending the MPTA conference.

On a Motion made by Richard Cochrun and seconded by Brad Jewett, the BATA Board of Directors accepted the January 2020 Finance Reports as presented.

MOTION CARRIES: 5-0

8. Chairperson's Report – Nicole VanNess
None

9. Old Business

a. Board Request Tracker
The Board Request Tracker was reviewed.

10. New Business

a. FY2021 Preliminary Budget – Nichole Thompson
Nichole reviewed the Preliminary Budget for FY21 highlighting the following:

- Assumptions for State and Federal reimbursements remain consistent.
- Addition of Service Hours is for the On-Demand pilot program launching this June.
- Salary and Wages are our largest expense.
- Net Income is close to break-even

Budget revisions will be presented at the August meeting. The new facility project expense, in addition to consulting fees, should be built into the budget on an on-going basis. By August, we should have a better idea of all property acquisition expenses.

On a Motion made by Richard Cochrun and seconded by Brad Jewett, the BATA Board of Directors approved the FY2021 Preliminary Budget for submission to MDOT as presented.

MOTION CARRIES: 5-0

On a Motion made by Richard Cochrun and seconded by Brad Jewett, the BATA Board of Directors approved the FY2021 Resolution of Intent for submission to the MDOT as presented.

Roll Call

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

MOTION CARRIES: 5-0

b. 2019 Performance Scorecard Results – Kelly Dunham
Kelly reviewed the Scorecard Results with the Board. 2019 was a short year because we were converting to fiscal year reporting – January thru September 2019. Comparisons with other transit agencies' data is still being refined.

On a Motion made by Brad Jewett and seconded by Nichole VanNess, the BATA Board of Directors received the 2019 Performance Scorecard Results as presented.

MOTION CARRIES: 5-0

c. 2019 Annual Report – Kelly Dunham

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors received the 2019 Annual Report as presented.

MOTION CARRIES: 5-0

d. Owner's Representative RFP – Kelly Dunham

Kelly stressed the importance of hiring an Owners Representative for the property acquisition project to provide us with the necessary experience. We have heard from a few interested organizations. Kelly drafted the Request for Proposal for the Board to approve. Director Jewett questioned deadlines within the Proposal and requested that the date for replies be moved later on the calendar. It was suggested to change the prebid deadline to March 23rd and a later date in April for responses. Kelly will proceed with suggested changes.

Discussion points regarding the Owners Rep RFP were:

- Fixed bid vs hourly through the approval process
- Breakdown hourly rate per individual/job
- Bring questions from respondents to the March Board Meeting
- Facilities Ad Hoc be present at pre-bid meeting

On a Motion made by Richard Cochrun and seconded by Brad Jewett, the BATA Board of Directors approved the amended Owner's Representative RFP, with date changes as discussed.

MOTION CARRIES: 5-0

At 10:45am a 5-minute recess was called.

e. Executive Director's Performance Review – Closed Session

On a Motion made by Brad Jewett and seconded by Richard Cochrun, the BATA Board of Directors moved to go into closed session at 10:53am under section 8(e) of the Open Meetings Act, to consider the personnel evaluation of the Executive Director, Kelly Dunham as requested by Kelly Dunham.

VanNess: YES
Somavilla: Absent
Joppich: YES
Rushton: YES
Cochrun: YES
Harris-Brady: Absent
Jewett: YES

MOTION CARRIES: 5-0

**On a Motion made by Richard Cochrun and seconded by Brad Jewett, the BATA Board of Directors moved to reopen the Regular Meeting at 11:33am.
MOTION CARRIES: 5-0**

**On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors moved to further consider the performance review of the Executive Director at the March 25, 2020 Board of Directors Meeting when more Directors are in attendance.
MOTION CARRIES: 5-0**

11. Public Comment
There was no Public Comment.
12. Directors Comments/Open Floor
13. Adjournment
**On a Motion made by Richard Cochrun at 11:35am, the BATA Board of Directors moved to adjourn the February 26, 2020 Regular Meeting of the BATA Board of Directors.
MOTION CARRIES: 5-0**

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

Approved on 3-30-20
DATE

Denada A. Joppich
Board Secretary