



## BATA Regular Meeting Minutes

Thursday, July 29, 2021

BATA Transfer Station at 115 Hall Street, Traverse City, MI 49684

1. Call to Order by Chairperson – Richard Cochrun  
The meeting was called to order by Chairman Cochrun at 1:01pm
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 Sommavilla	PRESENT
Linda Joppich	PRESENT
Heather Harris-Brady	PRESENT
Brad Jewett	PRESENT
Robert Fudge	PRESENT
Rick Robbins	PRESENT
4. First Public Comment  
There was no public comment.
5. Approval of Agenda  
**On a Motion made by Brad Jewett and seconded by Rick Robbins, the BATA Board of Directors approved the July 29, 2021 Regular Meeting Agenda as presented.**  
**MOTION CARRIES: 7-0**
6. Approval/Acceptance of Minutes
  - a. June 24, 2021 Regular Meeting of the Board of Directors  
**On a Motion made by Linda Joppich and seconded by Brad Jewett, the BATA Board of Directors approved the Minutes of the June 24, 2021 Regular Meeting as presented.**  
**MOTION CARRIES: 7-0**
7. Executive Director's Report  
Kelly welcomed the board and discussed the following topics:  
  
Due to continued staffing shortages throughout the region the following service reductions will be implemented:
  - Reduce Bayline 5, which will alter the frequency of the Bayline to approximately 20-minute service.
  - Temporarily suspend Loop 11
  - Continued suspension of Link 14  
We will continue to host Walk-In Wednesdays to conduct instant interviews, as well as other hiring efforts.

Additional updates regarding staffing, upcoming negotiations, Link service, and Township support were provided.

- a. **HQ Facility/Owner's Representative Report**  
Jerry Tomczak, Program Manager with Cunningham-Limp presented an update to the board regarding the new facility progress. BATA will be on the September 8<sup>th</sup> agenda with Garfield Township Planning Commission for final approval and the Township Board September 28<sup>th</sup>.

Kelly suggested a Facilities Ad Hoc meeting may be needed to gather input regarding cost-sharing levels on infrastructure upgrades (sewer and water) and what our path forward will be with other nearby developments.

- b. **Ridership Reports**  
Eric Lingaur reviewed recent ridership report data.

- i. **Cherry Festival**  
First two days had very high ridership. Overall, BATA received a lot of positive feedback even with the challenge of several roads being closed due to bridge reconstruction.
- ii. **Fixed Route and Link On-Demand Pilot Report**  
167% increase in ridership year-over-year in the same quarter. The Bayline also showed increasing ridership.

Link On Demand (LOD averaging 111 rides per day. We are meeting goals of wait time. Ride requests are coming in with the app at an increasing level although call in scheduling is still being used by some riders.

Link on Demand is being promoted more heavily within the airport due to increased need.

The NMET pilot (a component of LOD) project was also very successful, however only 3 medical clinics were interested in continuing to provide the service free of charge to their patients at this time.

Eric took questions from the board and Kelly asked if any of the directors had an objection to continuing Link-on-Demand as a service model. There were no objections.

## 8. Finance Reports

Nichole reviewed the Finance Reports with the board highlighting the following:

- a. **June/Q3 FY21 Finance Reports**
  - i. **Income Statement**  
Nichole pointed out that expenses as a percentage of forecasted revenue were reported on the statements. Revenue is above forecast and expenses were below forecast.
  - ii. **Statement of Net Position**  
Total cash is ahead of last year at this same time.
  - iii. **Capital Reserve Fund Report**

- Last quarter we put approximately \$50k capital into service. We have spent approximately 50% of our capital budget so far this year.
- iv. Operating Reserve Fund Report  
Not a lot of activity reported.
  - v. Land Acquisition Fund Report  
\$35,000 in expenses coming out of the fund.
  - vi. Cash Flow Analysis  
A cash neutral quarter. Year-to-Date net change is \$1.5 million.

The budget process is ongoing and will be brought to the board in August.

**On a Motion made by John Somnavilla and seconded by Brad Jewett, the BATA Board of Directors accepted the June/Q3 FY21 Finance Reports as presented.**

**MOTION CARRIES: 7-0**

- b. FY21 Q1 & Q2 Consulting Engagement Report from Rehmann  
Nichole reviewed the Report with the directors noting that 20 transactions were traced involving cash receipts and cash disbursements. There were no issues to report.

**On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors accepted the FY21 Q1 and Q2 Consulting Engagement Report from Rehmann as presented.**

**MOTION CARRIES: 7-0**

- 9. Chairperson's Report – Richard Cochrun
  - a. Poll Results – Board Retreat Scheduling  
Upon feedback from the Board, the date of the retreat would be better served if on the same day as the board meeting. Therefore, September 30<sup>th</sup> was decided on as the retreat date. A reposting of the board meeting date/time will be sent to the County Clerks and posted as required by the OMA.

Chairman Cochrun reported that his term on the board ends this year. He would like, however, to continue to serve on the board. Kelly will draft a resolution for the board to consider Richard's reappointment at the September meeting.

- 10. Old Business
  - a. Board Request Tracker  
No updates to tracker items this month.
- 11. New Business
  - a. 2022 Millage Proposal Election Date Options  
Staff is not recommending an increase but will ask for a renewal only. Director Jewett reported that all millage requests go on the November ballot in Grand Traverse County, not on a special election nor a primary, per a resolution passed last year. Kelly will follow up to ensure that the County resolution applies to BATA.
- 12. Closed Session
  - a. Legal Update Attorney-Client Privilege  
**On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moved to go into Closed Session at 2:20pm for the purpose allowable**

**under section 8(h) of the Open Meetings Act, to consider material exempt from discussion or disclosure by state or federal statute, as in section 13(l)(g) of the Freedom of Information Act, which exempts from public disclosure [i] information or records subject to the attorney-client privilege.**

[Roll Call]

Richard Cochrun	YES
John Somavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
<b>MOTION CARRIES:</b>	<b>7-0</b>

**On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors reopened the regular meeting at 2:34pm.**

**MOTION CARRIES: 7-0**

**On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors moved to extend the Joint Development and Cost Sharing Agreement execution deadline with the Traverse City Housing Commission to August 13, 2021.**

**MOTION CARRIES: 7-0**

13. Second Public Comment  
There was no public comment.

14. Directors' Comments/Open Floor  
There were no comments.

15. Adjournment  
**On a Motion made by Robert Fudge, the BATA Board of Directors moved at 2:50pm to adjourn the July 29, 2021 Regular Meeting.**

**MOTION CARRIES: 7-0**

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 8-26-21  
DATE  
Linda Joppich  
Linda Joppich, Secretary