



BATA Regular Meeting Minutes

Thursday, May 27, 2021

Leelanau County Government Center and by Virtual Attendance via Zoom

1. Call to Order by Chairperson
Vice-Chairman Sommavilla called the meeting to order at 1:10am

2. Roll Call

Richard Cochrun	Absent
John Sommavilla	Present
Linda Joppich	Present
Heather Harris-Brady	Present
Brad Jewett	Present
Robert Fudge	Present
Rick Robbins	Present

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

Also in Attendance: Randy DeRuitter and Doug Luciani
Cunningham-Limp Company

3. First Public Comment
There were no comments from the public.

4. Approval of Agenda
On a Motion made by Brad Jewett and seconded by John Sommavilla, the BATA Board of Directors approved the May 27, 2021 Regular Meeting Agenda as amended: move 10.c [Cunningham Limp Discussion] to 6.b under the Executive Director's Report.
MOTION CARRIES: 6-0

5. Approval/Acceptance of Minutes

- a. April 29, 2021 Regular Meeting of the Board of Directors
- b. May 3, 2021 Facilities Ad Hoc Meeting
- c. May 10, 2021 Facilities Ad Hoc Meeting
- d. May 10, 2021 Local Advisory Council Meeting
- e. May 21, 2021 Facilities Ad Hoc Meeting

On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the following Minutes as presented:

- the April 29th Regular Meeting of the Board of Directors;
- the Facilities Ad Hoc Meetings of May 3rd, May 10th and May 21st; and
- the May 10th Local Advisory Council Meeting.

MOTION CARRIES: 6-0

6. Executive Director's Report – Kelly Dunham

Kelly reviewed her Monthly Executive Director's Report and provided an update on current service levels. She also informed the board about two upcoming events: the Employee Appreciation Lunch on June 3rd and Smart Commute Week June 7th-June 11th. BATA is a partner in Smart Commute Week and will be hosting breakfast on Wednesday, June 9th.

Chris Davis noted that we continue to work with local Job Fairs, Indeed, and staffing agencies to add to our employee base while still keeping standards high. We would like to hire six more drivers. She also reported that remote workers have been doing a phenomenal job but it's good to be back at work in-person.

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

Doug Luciani introduced Randy DeRuiter, President of Cunningham Limp, and Senior Project Manager Jerry Tomczak. Things are going well. The Township Board gave preliminary approval of the PUD with a number of conditions that relate mostly to the housing component of the project.

Kelly added that September 30 is the closing deadline on the property purchase agreement. Completing the acquisition in this timeframe is important to the Housing Commission to be eligible for funding from MSHDA in the upcoming cycle. A Development Agreement between TCHC and BATA is currently being drafted to meet the PUD approval contingencies which Kelly will bring to the Board once negotiated.

b. Discussion/presentation from Cunningham-Limp regarding continuation of Owner's Representative services for the duration of the new HQ project

Randy DeRuiter reviewed a handout detailing the scope and general timeline of a Program Manager/Owner's Representative. He stressed that Cunningham-Limp will focus on the big picture and that their team will be available at all times. He then took questions from the board regarding current market volatility and the potential jockeying of the project's schedule to accommodate supply availability that has been discussed. After his presentation, the board thanked Cunningham-Limp and dismissed them from the meeting at 2:05pm.

A 5-minute recess was called.

At 2:15pm, the board further discussed the value of maintaining an "owner's representative, in addition to a Construction Manager on a project this size.

On a Motion made by Heather Harris-Brady and seconded by Linda Joppich, the Board approved continuing the Owners Representative services contract with Cunningham-Limp with a flat fee not to exceed an additional \$380,000 through project completion and the terms of the contract to be paid out based on percentage of completion.

MOTION CARRIES: 6-0

Kelly will request a plan for the above payment terms to be outlined by Cunningham-Limp and will share with the Board upon receipt.

7. Finance Reports – Nichole Thompson
a. April 2021 Finance Reports

- i. Income Statements
- b. Locally Funded Capital Projects Budget vs Actual FY2021 Update

Nichole reported on the April Finance Reports, highlighting areas of interest and answering questions from the board regarding how reduced service levels has impacted expenses. For future reports, the board would like to see P&L reported as a percentage of total income. Nichole also reviewed the Quarterly Fund Reports and explained the reporting procedures upon the loss of a bus, which are replaced by grants from MDOT. It was discussed whether grant reports should be consolidated and reported to the board. Nichole reminded directors that the yearly audit report shows these numbers. Kelly said if the board wanted more detail, more often, we could provide this information. The Board did not indicate more detail was needed at this time.

On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors accepted the April 2021 Finance Reports as presented.
MOTION CARRIES: 6-0

- 8. Chairperson's Report
A Chairperson's Report was not presented.

- 9. Old Business
 - a. Board Request Tracker – Kelly Dunham
There were no new items on the Tracker this month. The CARES ACT Funds information requested by Director Jewett is now complete.

- b. BATA Ad Sales Policy – Eric Lingaur
Eric reviewed our current policy and recent recommendations from the board. Changes to the policy were that vape and marijuana products being prohibited and also the addition of verbiage stating that BATA has the discretion to evaluate adherence to these guidelines.

On a Motion made by Brad Jewett and seconded by John Sommovilla, the BATA Board of Directors approved the Ad Sales Policy as presented.
MOTION CARRIES: 6-0

- 10. New Business
 - a. Construction Manager Recommendation
After careful review of the pros and cons of each company, the Facilities Ad Hoc Committee has recommended The Christman Company.

On a Motion made by Brad Jewett and seconded by John Sommovilla, the BATA Board of Directors authorized the Executive Director to negotiate a contract with the Christman Company for Construction Manager at Risk Services as outlined in their response to BATA's RFP and as recommended by the BATA Facilities Ad Hoc Committee, and to bring back said contract to the full board for approval before its submission to MDOT.
MOTION CARRIES: 6-0

- b. Tax Rate Resolutions L4029 – Nichole Thompson
The L4029s were reviewed and the following Resolutions were made:

- i. Resolution to approve the Grand Traverse County 2021 Summer Tax Rate
On a Motion made by Brad Jewett and seconded by Linda Jewett, the BATA Board of Directors approved the Grand Traverse County 2021 Summer Tax Rate as presented.

Roll Call:

Richard Cochrun	Absent
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
MOTION CARRIES:	6-0

- ii. Resolution to approve the Leelanau County 2021 Summer Tax Rate
On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approved the Leelanau County 2021 Summer Tax Rate as presented.

Roll Call:

Richard Cochrun	Absent
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
MOTION CARRIES:	6-0

- iii. Resolution to approve the Leelanau County 2021 Winter Tax Rate
On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Leelanau County 2021 Winter Tax Rate as presented.

Roll Call:

Richard Cochrun	Absent
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
MOTION CARRIES:	6-0

c. Addition of July Regular Meeting

In the past, the July regular meeting date has conflicted with the Film Festival, thus, a July meeting was not scheduled unless necessary. However, this year there is not a Film Festival to contend with and much is going on with the new HQ, therefore, it makes sense to meet in July. A regular meeting will be held July 29th at 1:00pm and will be added to the public calendars.

11. Second Public Comment
There were no comments from the public.

12. Directors' Comments/Open Floor

13. Adjournment

On a Motion made by Brad Jewett, the BATA Board of Directors moved to adjourn the May 27, 2021 Regular Meeting at 3:00pm.

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 6-24-21
DATE
Linda Joppich
Linda Joppich, Secretary