



BATA Regular Meeting Minutes

Thursday, December 9, 2021

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

1. Call to Order by Chairperson
The meeting was called to order by Chairman Cochrun at 2:00pm
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 Somnavilla	PRESENT
Linda Joppich	PRESENT
Heather Harris-Brady	PRESENT
Brad Jewett	ABSENT
Robert Fudge	PRESENT
Rick Robbins	ABSENT
4. First Public Comment
There was no public comment.
5. Approval of Agenda
On a Motion made by Linda Joppich and seconded by Heather-Harris Brady, the BATA Board of Directors approved the December 9, 2021 Regular Meeting Agenda as presented.
MOTION CARRIES: 5-0

Director Fudge then asked to add an item to the Agenda at 10. e. "FOT Update Regarding Retention Pay" and on a Motion made by John Somnavilla and seconded by Robert Fudge, the BATA Board of Directors approved adding "FOT Update Regarding Retention Pay" to 10.e on the Agenda.
MOTION CARRIES: 5-0
6. Approval/Acceptance of Minutes
 - a. October 28, 2021 Regular Meeting of the Board of Directors
On a Motion made by Linda Joppich and seconded by Heather Harris-Brady, the BATA Board of Directors approved the Minutes of the October 28, 2021 Regular Meeting as presented.
MOTION CARRIES: 5-0
7. Executive Director's Report – Kelly Dunham
Executive Director Kelly Dunham highlighted items on her monthly report and added that we have been given the honor again this year of distributing an anonymous gift of \$10,000. Drivers will be distributing the cash on their various routes. We will try to catch some of these moments on camera for the public to view.

We had a successful audit this year and Nichole had prepared well. We expect the final audit report to be reported to the board at the March meeting.

The MDOT triennial audit was recently conducted. The auditor checked to see that we were in compliance on our various procedures and policies. This audit also went well thanks to Chris Davis, Eric Lingaur, Kurt Braun, and Erik Falcon.

The follow up survey on the topic of *trust of senior management* has been completed. Results appear much more favorable after the initial questions and answers were drilled down in more detail.

We are proceeding with the effort to conduct a Transit Master Plan, that will be a consultant led process throughout the community, that will yield a service plan after gathering feedback from a variety of stakeholders. The cost to BATA will be approximately \$150,000.

- a. HQ Facility Update – Jerry Tomczak
 - i. Schematic Design
Kelly and Tony L. from the TCHC are meeting this week to discuss funding resources for the housing component with Senator Schmidt and Representative Roth.

Jerry provided an overall review of the design for the new facility and, in particular the following:

- Emergency access driveway revisions;
- Employees will need to drive all around the perimeter of the building;
- There will be lane style parking for the buses and buses will be stored inside;
- Lots of natural light and windows

Questions;

Director Harris-Brady asked about lighting for employee parking. And there will be adequate lighting to ensure employees' safety. Heather also asked about the possibility of bringing over the clock tower from the old building. This is something that may be addressed further down the line in the new facility planning process. Director Somavilla asked about the necessity of the foot path. This is a Township requirement.

- ii. Initial Estimate

Estimate came in high and we are looking at ways to reduce the price. We hope to go back to the Planning Commission in late January.

8. Finance Reports – Nichole Thompson
 - a. September 2021 Finance Reports
 - i. Income Statements
 - ii. Statement of Net Position
 - iii. Cash Flow Analysis
 - b. October 2021 Finance Report
 - i. Income Statement

Nichole discussed the above-listed reports. Overall expenses were below forecast. Cash is well above last year. Fixed Assets show a decrease of 8% from last year.

On a Motion made by John Somnavilla and seconded by Richard Cochrun, the BATA Board of Directors accepted the September and October 2021 Finance Reports as presented.

MOTION CARRIES: 5-0

9. Chairperson's Report – Richard Cochrun
Chairman Cochrun reported that he received feedback from some of the BATA employees that observed some board members not wearing masks during the meetings. Richard asked for the board's opinion about going to another location or offering a virtual option for those who do not want to wear a mask. Heather will check with the library board about availability for January, February, and March. If the location of the meetings is not changed, a virtual attendance option will be provided. In person board members will be expected to abide by the TSA requirement that BATA falls under.

He also reported he has been reappointed by Grand Traverse County to the BATA Board for a 3-year term ending 12/31/2024.

- a. 2022 Meeting Schedule Discussion
The directors prefer a 1:00 meeting time. Alternate locations will be researched.
- b. Board Request Tracker – Kelly Dunham
- i. Bus Wrap Advertising/Village Outreach Campaign
Eric shared some photos of the advertising as requested by the board at last month's meeting.
10. New Business
- a. Board Retreat Next Steps– Kelly Dunham
Kelly shared an overview of the Retreat. In January, Richard will be establishing a Governance Committee which will meet quarterly. It was also determined that a Consent Calendar agenda format would be useful for some of the recurring items. Staff will bring a bylaw amendment to the organizational meeting to implement a consent calendar. The Retreats could be held every 18 months going forward.
- b. FY21 Organization Scorecard Results – Kelly Dunham
Kelly went over the Scorecard Results noting areas of special interest and addressing any questions from the board. Benchmarking looked at some regional transits and others across the state to see how they compared to us.
- c. ADA Complimentary Paratransit Plan 2021 (revised) – Eric Lingaur
- d. ADA Complaint Policy 2021 (revised) – Eric Lingaur

Eric reported that most changes were COVID related. The State expanded the window that a complaint could be submitted.

On a Motion made by John Somnavilla and seconded by Linda Joppich, the BATA Board approved the revised BATA ADA Complimentary Paratransit Plan and ADA Complaint Policy as presented.

MOTION CARRIES: 5-0

- e. **FOT Update Regarding Retention Pay - Robert Fudge**
Director Fudge gave the board an update and recommendation. The proposal was a \$2/hour incentive from January through June in 2022 with the Executive Director having the option to extend for an additional 6 months if she deems it necessary. This would apply to all bargaining unit employees and non-bargaining employees at or below Level 4. Funds would come from our budget surplus created by additional COVID funding. The FOT recommends approving this proposal.

On a Motion made by Robert Fudge and seconded by Linda Joppich, the BATA Board approved a retention pay incentive as recommended by the Finance Oversight Team.

MOTION CARRIES: 5-0

11. **Closed Session**

- a. **Executive Director's Performance Review**
- b. **Legal Update**

On a Motion made by Linda Joppich at 3:52pm, and seconded by Heather Harris-Brady, the BATA Board of Directors moved to go into Closed Session under section 8(a) of the Open Meetings Act, to consider the personnel evaluation of the Executive Director, Kelly Dunham, and 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.

MOTION CARRIES: 5-0

On a Motion made by Linda Joppich and seconded by Robert Fudge, the BATA Board of Directors closed Closed Session and reopened the Regular Meeting at 4:30pm.

MOTION CARRIES: 5-0

On a Motion made by Linda Joppich and seconded by Robert Fudge, the BATA Board of Directors accepted the Executive Director's Performance Review as presented.

MOTION CARRIES: 5-0

12. **Second Public Comment**

There was no public comment.

13. **Directors' Comments/Open Floor**

There were no Open Floor comments.

14. **Adjournment**

On a Motion made by Linda Joppich, the BATA Board of Directors moved to adjourn the December 9, 2021 Regular Meeting at 4:32pm.

MOTION CARRIES: 5-0

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

Approved on 11/27/22
DATE

Linda Joppich
Linda Joppich, Secretary