



BATA Regular Meeting Minutes
Wednesday, March 27, 2019
Hall Street Transfer Station
Traverse City, Michigan 49684

1. Call to Order by Chairperson
The Regular Meeting of the BATA Board of Directors was called to order by Chairman Cochrun at noon.
2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited and a Moment of Silence observed.
3. Roll Call
Present: Richard Cochrun, Linda Joppich, Nicole VanNess, and Heather Harris-Brady
Absent: Debra Rushton, John Somnavilla, Brad Jewett
Also Present: Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson
4. Public Comment*
There was no public comment.
5. Approval of Agenda

On a Motion made by Linda Joppich and seconded by Nichole VanNess, the BATA Board of Directors approved the March 27, 2019 Agenda as presented.

MOTION CARRIES: 4-0

6. Approval of Minutes
 - a. February 27, 2019 Regular Meeting of the Board of Directors
 - b. February 27, 2019 Facilities Ad Hoc Meeting
 - c. March 13, 2019 Facilities Ad Hoc Meeting

On a Motion made by Nicole VanNess and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the

- **February 27, 2019 Regular Meeting of the Board of Directors;**
- **the February 27, 2019 Facilities Ad Hoc Meeting; and**
- **the March 13, 2019 Facilities Ad Hoc Meeting as presented.**

MOTION CARRIES: 4-0

7. Executive Director's Report – Kelly Dunham
Kelly reviewed her monthly report highlighting the USDA Grant Proposal. The program was described in more detail.
8. Finance Reports – Nichole Thompson
 - a. February 2019 Finance Report
 - i. Income Statements

Nichole presented her Income Statements. Net income was reported at \$99,000 which is slightly below forecast. Total income was just below forecast with the majority coming from the federal operating line. The fare box revenue is currently under further review to determine the reason for any variances from projection. Another item of note is the fuel expense line which is currently below forecast.

Two operations supervisors have been hired, who have supervisory experience, which will keep us within projection. We have expanded our employee referral bonus program and recruiting efforts to bring in more candidates for drivers.

On a Motion made by Linda Joppich and seconded by Heather Harris-Brady, the BATA Board of Directors accepted the February 2019 Finance Reports as presented.

MOTION CARRIES: 4-0

9. Finance Oversight Team Update – Kelly Dunham
Kelly informed the board that we are still researching interest rates for our investments with a goal of achieving the best rates.
10. Chairperson's Report – Richard Cochrun
Richard talked about Kelly's recent meeting with the Asheville Transit System and the role it plays in community development in Asheville.
11. Old Business
 - a. Board Request Tracker
There were no significant changes on the Board Request Tracker.
12. New Business
 - a. USDA Grant Proposal – Kelly Dunham
There was a question about the pilot program and bicycles for the public. It is understood that private carriers will manage this component. BATA will learn more about its role going forward.

On a Motion made by Nicole VanNess and seconded by Linda Joppich, the BATA Board of Directors authorized staff to submit an application for grant funding through the U.S.D.A.'s Rural Business Development Grant Program. The project 'Exploring New Mobility in Rural Communities' aligns with the mission of the Bay Area Transportation Authority.

MOTION CARRIES: 4-0

- b. Dennis Gartland & Niergarth Report on Applying Agreed-Upon Procedures for the Quarter Ended December 31, 2018 with BATA's response.

This procedural audit was completed and was focused on cash receipts and payroll. There were two minor findings.

On a Motion made by Nicole VanNess and seconded by Linda Joppich, the BATA Board of Directors accepted the Dennis Gartland & Niergarth Report on Applying Agreed-Upon Procedures for the Quarter Ended December 31, 2018 as presented.

MOTION CARRIES: 4-0

13. Public Comment
There was no Public Comment.

[Director Somnavilla joined the meeting at this point]

14. Directors' Comments/Open Floor
Heather Harris-Brady mentioned Common Grounds' new location on 8th Street will not be allowing employees to bring cars to park onsite. 8th Street is undergoing some major reconstruction and design. The project website is 8thstreettc.info The City is aware of our communication regarding pull-offs.

Six shelters in the DDA District – thank you Nicole VanNess for your efforts in getting these established.

15. Adjournment
On a Motion made by John Somnavilla, the Board of Directors moved to adjourn the March 27, 2019 Regular Meeting.
MOTION CARRIES: 5-0

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 4-24-19
DATE

Linda Joppich
Linda Joppich, Board Secretary