



**BATA Regular Meeting Minutes**  
Wednesday, February 27, 2019 - Noon  
Hall Street Transfer Station  
Traverse City, Michigan 49684

1. Call to Order by Chairperson  
The Meeting was called to order by Richard Cochrun at 9:00am.
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, Heather Harris-Brady, Brad Jewett, Linda Joppich, Debra Rushton, Nicole VanNess  
Absent: John Sommavilla  
Also Present: Kurt Braun, Chris Davis, Kelly Dunham, Steve Largent (Drain Commissioner), Eric Lingaur, Mary Meredith, Nichole Thompson
4. Public Comment  
No Public Comment
5. Approval of Agenda  
**On a motion made by Debra Rushton and seconded by Linda Joppich the BATA Board of Directors approved the February 27, 2019 agenda as presented.**  
**MOTION CARRIES: 6-0**
6. Approval of Minutes
  - a. January 30, 2019 Annual Organizational Meeting  
**On a motion made by Nicole VanNess and seconded by Linda Joppich the BATA Board of Directors approved the January 30, 2019 annual organizational meeting minutes as presented.**  
**MOTION CARRIES: 6-0**
  - b. January 30, 2019 Regular Meeting  
**On a motion made by Nicole VanNess and seconded by Linda Joppich the BATA Board of Directors approved the January 30, 2019 regular meeting minutes as presented.**  
**MOTION CARRIES: 6-0**

7. Executive Director's Report – Kelly Dunham  
Kelly reviewed her monthly report noting that dispatchers and drivers worked extra hard the past few weeks coordinating service with our riders on routes that were cancelled or rerouted due to blizzards. A brief recap of our procedures when we experience hazardous driving conditions was discussed.

Kelly recently met Michigan's new Governor, Gretchen Whitmer, who conveyed to Kelly that she has good transportation plans for Michigan's future.

8. Finance Reports – Nichole Thompson
  - a. January 2019 Finance Reports
    - i. Income Statements
    - ii. Statement of Net Position
    - iii. Capital Reserve Fund Report
    - iv. Operating Reserve Fund Report
    - v. Cash Flow Analysis

Nichole reviewed the January 2019 Finance Reports and addressed questions from the board regarding capital grants and salary and wages. We are currently down one supervisor but efforts are in place to fill this position soon.

**On a motion made by Heather Harris-Brady and seconded by Debra Rushton, the BATA Board of Directors accepted the January 2019 Finance Reports as presented.**

**MOTION CARRIES: 6-0**

9. Chairperson's Report – Richard Cochrun  
There was nothing to report.

10. Old Business
  - a. Board Request Tracker  
The Tracker was reviewed and no new items needed to be addressed.

11. New Business
  - a. Cass Road Drain Project/Easement Request  
– Drain Commissioner Steve Largent

Steve Largent introduced himself and provided a brief review of the Cass Road Drainage District, of which BATA owns two properties. An upcoming drain project will impact BATA's operations and facility accessibility. Additionally, the Drain Commissioner is requesting a micro-easement on the Diamond Drive property to install micro-drains as a component of the project.

Kelly advised that BATA's attorney has requested some revisions to the micro-easement request that are yet to be reviewed by the Drain Commission's attorney. She requested permission be granted by the Board for the chairperson and executive director to authorize the easement once the revisions have been met satisfactorily.

**On a motion made Debra Rushton and seconded by Nicole VanNess the Board of Directors moved to allow the Executive Director and Chairman of the Board to confirm with our attorney that we reached agreement on the 2470 Diamond Drive micro-drain easement request and that the Executive Director and Chairman of the Board may proceed to execute such document on behalf of BATA.**

**MOTION CARRIES: 6-0**

b. FY2020 Preliminary Budget – Nichole Thompson

Nichole reviewed the 5-year comparison numbers noting the following:

- Cash fares have decreased due to the Bayline
- Advertising has a lower budget projection because some of these funds have been shifted to other revenue streams
- A new SDNT (service development and new technology) request and new funding for the New Freedom program (travel training grant application) were included
- Total revenue is a projected 5% increase
- The majority of increased expenses is in salaries and wages
- Liability insurance is up due to fleet rate insurance premiums going up and an increase in fleet size.
- Net income is almost flat but with depreciation yields a positive cash flow

**On a motion made by Linda Joppich and seconded by Brad Jewett the BATA Board of Directors approved the FY2020 Preliminary Budget for submission to MDOT as presented.**

**MOTION CARRIES: 6-0**

c. LCTA Update – Eric Lingaur

Eric presented feedback highlights (trends) from the Leelanau County Transit Alliance meetings that have been held in the past few months and the survey that has been distributed in various ways to residents and workers in Leelanau County. The top five needs appear to be:

Leland Service (year-round)

Link Restoration

Northport

Awareness/Education

Late Night Service (Glen Arbor and Northport – seasonal)

Our goal is to roll out service changes in late spring to address these needs.

Debra Rushton asked about age of riders and this appears to be students and seniors.

- d. LAC Minutes - Eric Lingaur
  - i. November 19, 2018
  - ii. February 11, 2019

**On a Motion made by Heather Harris-Brady and seconded by Brad Jewett the BATA Board of Directors accepted the November 19, 2018 and February 11, 2019 LAC Minutes as presented.**

**MOTION CARRIES: 6-0**

Board members were invited to attend upcoming LAC meetings. Linda Joppich spoke to the value she finds in attending the meetings and encouraged others to do the same.

- e. Executive Director's Performance Review – ***Closed Session***

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

**MOTION PASSES: 6-0**

Roll Call

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

**On a Motion made by Debra Rushton the BATA Board of Directors moved to adjourn closed Session at 1:30pm**

**MOTION CARRIES: 6-0**

**On a Motion made by Linda Joppich the BATA Board of Directors moved to reopen the Regular Meeting**

**MOTION CARRIES: 6-0**

f. Executive Director's Merit Increase

**On a Motion made by Heather Harris-Brady and seconded by Debra Rushton the BATA Board of Directors awarded the Executive Director with a 4.8% salary increase based on merit as provided in her annual performance review.**

**MOTION CARRIES: 6-0**

12. Public Comment

Justin Reed of Traverse City commented that several of the City shelters are buried in snow. Further discussion regarding bus stop maintenance took place.

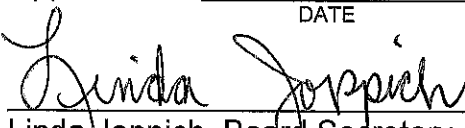
The directors also briefly discussed an Adopt-a-Stop proposal under review by staff.

13. Adjournment

**On a motion made by Debra Rushton the BATA Board of Directors moved to adjourn the February 27, 2019 Regular Meeting.**

**MOTION CARRIES: 6-0**

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 3-27-19  
DATE  
  
Linda Joppich, Board Secretary