



BATA Regular Board of Directors Meeting Minutes
March 25, 2021
Hall Street Transfer Station in Traverse City Michigan
and Virtually via Teleconference

1. Call to Order by Chairperson
The meeting was called to order by Chairman Cochrun at 1:00pm

2. Roll Call

Richard Cochrun	Attending in Person in Traverse City MI
John Somnavilla	Attending Remotely from Inglewood FL
Linda Joppich	Attending in Person in Traverse City MI
Heather Harris-Brady	Attending Remotely from Traverse City MI
Brad Jewett	Attending in Person in Traverse City MI
Robert Fudge	Attending in Person in Traverse City MI
Rick Robbins	Attending in Person in Traverse City MI

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

Also in Attendance: Doug Luciani and Jason Lipa, Cunningham-Limp
Will Sutton and Buffy Ellis, KFH Group

3. First Public Comment
There was on one from the Public in attendance.

4. Approval of Agenda
a. BATA Board of Directors Regular Meeting Agenda
On a Motion made by Brad Jewett and seconded by Rick Robbins, the BATA Board of Directors approved the Agenda for the March 25, 2021 Regular Board of Directors Meeting as presented.

Roll Call

Richard Cochrun	YES
John Somnavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

5. Approval of Minutes
a. February 25, 2021 Regular Board of Directors Meeting
On a Motion made by Linda Joppich and seconded by Brad Jewett, the BATA Board of Directors approved the Minutes of the February 25, 2021 Regular Board of Directors meeting as presented.

Roll Call

Richard Cochrun	YES
John Somnavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

6. Executive Director's Report – Kelly Dunham
 Kelly introduced new technology, OWL, as we are conducting a hybrid meeting. OWL is a voice activated camera to better facilitate teleconferences.

a. HQ Facility/Owner's Representative Report – Doug Luciani, Cunningham-Limp
 Jason informed the Board that the Planning Commission continues communicating with the Housing Commission on their action plan. The next presentation will be at the April 14th Planning Commission meeting. The Commission will be walking the property prior to the next meeting. There were some concerns about where apartment buildings will be placed.

PUD Approvals by July will meet timelines of the purchase agreement and allow sufficient time to complete construction within the constraints of the FTA grant.

7. Finance Reports – Nichole Thompson
 a. February 2021 Finance Reports
 i. Income Statements

Nichole presented the February Reports.

- Net Income is over forecast. We are exceeding expectations.
- Expenses are below forecast
- Fuel is below Forecast. Will be running a an updated projection due to rising fuel costs.

Questions were taken from the Board regarding the following topics:

Reimbursement rate is 36% Federal (additional 18% from CARES Act) and State is 36%, 72% combined

Percentages will not change for this fiscal year.

An additional 844,000 CARES Act funds have also been allocated to BATA for the current fiscal year.

More recovery dollars for transits will likely be arriving as well from the recently passed Recovery Act.

On a Motion made by Linda Joppich and seconded by Robert Fudge, the BATA Board of Directors accepted the February 2021 Finance Reports as presented.

Roll Call

Richard Cochrun	YES
John Somnavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES

Rick Robbins

YES

8. Chairperson's Report – Richard Cochrun

Richard reported that ad hocs have been organized and that the Finance Oversight Team ("FOT") members are now Bob, John, and Richard. Another ad hoc for the executive review process will be comprised of Brad, John, and Heather. They will be working with Chris regarding the process and Chris will put a timeline together reflecting the process review to take place in May, with a preliminary recommendation to the full Board in June. A final recommendation (if needed) could then be presented in August.

9. Old Business

- a. Board Request Tracker – Kelly Dunham
Kelly noted the open items on the Tracker.

Compensation Review Summary - Chris Davis reported that every 3-5 years we do a salary structure review and benchmark specific positions as to how they compare with other companies. Salary rates are then adjusted. We also work with Networks Northwest (every 3 years) and this was last done in September of 2018, and adopted by the Board in 2019. At that time, due to the rapidly changing landscape, the BATA Board asked that the frequency of the compensation review be increased to every 2 years.

- i. Revised Operating Reserve Fund Policy – Nichole Thompson
The other item on the tracker is the Operating Reserve Fund Policy update and this was reviewed with the board and will now be closed.

10. New Business

- a. ADA Assessment Study Presentation – KFH Group
Alan VanderPaas introduced the KFH Group and reminded the directors of the goal of this study. Will Sutton presented a PowerPoint with their findings to date and took questions from the directors. A copy of the presentation thumbnails is attached to these Minutes.

Questions

Brad Jewett asked how we compare to other rural area transit services?

Our service level is more than what they see in other states due to our Village Routes and Dial a Ride services.

Eric Lingaur added his compliments to Alan and KFH for their work on this project. Priority lists are being developed. This presentation will be shared at the next LAC meeting.

Brad Jewett observed the need for improved pads at the transit station and stops.

Heather asked who sets the guidelines as to what qualifies a rider as an ADA rider. Buffy reported that the ADA specifically designates this within the Act. Link on Demand is offering over and above service for ADA riders.

Kelly thanked the KFH group for their presentation.

- b. Success Plan Performance Scorecard – Kelly Dunham

Kelly shared the Performance Scorecard metrics for FY21. The Scorecard establishes data points indicating successes or areas in need of improvement. Several key performance Indicators were recently added. TransPro worked with us to identify five pillars of success. Kelly then addressed questions from the board.

Questions

Brad Jewett asked how cost recovery compares to previous years?

This is consistent between 8-12%. Fares don't generate a lot of revenue.

COVID had significant impact on cost recovery and has made it difficult to establish benchmarks.

In 2021, the metrics changed slightly. One being that admin staff is to ride the bus at least once a month to gauge efficiencies and gather feedback.

Kelly went through each department and briefly reviewed the categories and scores.

Heather Brady thanked staff for holding themselves to high standards during this trying time.

Eric Lingaur and Chris Davis both commented that managers find these metrics valuable.

11. Second Public Comment

There was no one in attendance from the Public.

12. Directors Comments/Open Floor

Brad Jewett asked about the furniture in the conference room and Kelly noted that in May or June of last year the expense was approved by the BATA Board.

The issue of voting next month if attending remotely was raised. Kelly would like to again offer a hybrid option of attending in person or via teleconference. The clarification of remote voting will be placed on the next meeting agenda in April.

Brad Jewett inquired about staffing levels.

Chris Davis noted we have been continuing to recruit and hire. We could use another 3-4 more drivers in addition to the most recent hires. On April 7th a Job Fair will be held on-site. She also noted that we recently hired an IT Tech and a Custodian.

13. Adjournment

On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moved to adjourn the March 25, 2021 Regular Meeting of the BATA Board of Directors at 2:35pm.

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 4-29-21
DATE
Linda Joppich