



BATA Annual Organizational Meeting Minutes

Wednesday, January 30, 2019

Hall Street Transfer Station

Traverse City, Michigan 49684

1. Call to Order by Chairperson - BATA Annual Organizational Meeting
The BATA Annual Organizational Meeting was called to order at 9:00a by Acting Chairman Kelly Dunham.
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, John Sommovilla, Nicole VanNess
Also Present: Tyler Bevier, Chris Davis, Eric Lingaur, Mary Meredith, Nichole Thompson, Heidi Wendel CPA
4. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Linda Joppich the BATA Board of Directors approved the January 30, 2019 Annual Organizational Meeting Agenda as presented.
MOTION CARRIES: 7-0
5. 2019 Election of Officers
 - a. Nomination of Chair
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the election of Richard Cochrun to the position of Chair.
MOTION CARRIES: 7-0
 - b. Nomination of Vice-Chair
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the election of John Sommovilla to the position of Vice-Chair.
MOTION CARRIES: 7-0
 - c. Nomination of Secretary
On a Motion made by Debra Rushton and seconded by Richard Cochrun, the BATA Board of Directors approved the election of Linda Joppich to the position of Secretary.
MOTION CARRIES: 7-0

BATA Regular and Annual Organizational Meeting of the Board of Directors

Minutes

January 30, 2019

Last Revised On: 2/22/2019 12:12 PM

6. Regular Board Meeting Calendar for January, 2019 – January, 2020
Kelly reviewed the calendar and the reasoning for holding one evening meeting in 2019. Consensus was to hold the evening meeting in April and to move the time of the other meetings to noon.

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the Regular Board Meeting Calendar for January, 2019 thru January, 2020 as amended.

MOTION CARRIES: 7-0

7. Public Comment
There was no Public Comment.

8. Adjournment
On a Motion made by Debra Rushton, the BATA Board of Directors moved to adjourn the January 30, 2019 Annual Organizational Meeting.

MOTION CARRIES: 7-0

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 2-27-19
DATE

Linda Joppich
Linda Joppich, Board Secretary



BATA Regular Meeting Minutes
Wednesday, January 30, 2019
Hall Street Transfer Station
Traverse City, Michigan 49684

1. Call to Order by Chairperson - BATA Regular Meeting
The BATA Regular Meeting was called to order at 9:10am by Chairman Cochrun.
2. Roll Call
Present: Richard Cochrun, Heather Harris-Brady, Brad Jewett, Linda Joppich, Debra Rushton, John Somnavilla, Nicole VanNess
Also Present: Tyler Bevier, Chris Davis, Eric Lingaur, Mary Meredith, Nichole Thompson, Heidi Wendel CPA
3. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Richard Cochrun, the BATA Board of Directors approved the January 30, 2019 Regular Meeting Agenda as presented.
MOTION CARRIES: 7-0
4. Approval of Minutes
 - a. November 28, 2018 Regular Meeting
On a Motion made by Nichole VanNess and seconded by Debra Rushton, the BATA Board of Directors approved the November 28, 2018 Regular Meeting minutes as presented.
MOTION CARRIES: 7-0
 - b. December 17, 2018 Special Meeting
On a Motion made by Nicole VanNess and seconded by Debra Rushton, the BATA Board of Directors approved the December 17, 2018 Special Meeting minutes as presented.
MOTION CARRIES: 7-0
 - c. January 14, 2019 Special Meeting
On a Motion made by Nicole VanNess and seconded by Debra Rushton, the BATA Board of Directors approved the January 14, 2019 Special Meeting as presented.
MOTION CARRIES: 7-0

5. Executive Director's Report – Kelly Dunham
Kelly welcomed new board member Brad Jewett who is a Grand Traverse County Commissioner. Brad gave a brief recap of his personal and work background. The remaining board members and staff round-tabled their introductions.

The Executive Director's report was reviewed with the following highlights:

- The effect of the upcoming Cass Road drain project on our egress and ingress at our facility. Several meetings have been held in 2018 and there is an upcoming hearing in February. The project is tentatively scheduled to start in May and the duration would be approximately six months.
- Extension of TIF 97. Kelly urges support of TIF and Nicole VanNess gave a recap of the history of TIF and its effect on development in the Traverse City area. Nicole will continue to update the board on this subject.
- January is Kelly's anniversary month. Kelly has held this position for three years and her performance evaluation will be sent to the directors from Human Resources Director Chris Davis.

6. Finance Reports

- a. FY 2018 Audit Report – Heidi Wendel, DG&N
Heidi Wendel, CPA with Dennis Gartland and Niergarth, reviewed the Audit Report. BATA's net income increased by \$778,550 in FY18 with operating revenues increasing by 11.2% and expenses increasing by 9.7%.

On a Motion made by John Somnavilla and seconded by Debra Rushton, the BATA Board of Directors accepted the FY 2018 Audit Report as presented.

MOTION CARRIES: 7-0

- b. November and December 2018 Finance Reports – Nichole Thompson
- i. Income Statements
 - ii. Statement of Net Position
 - iii. Capital Reserve Fund Report
 - iv. Operating Reserve Fund Report
 - v. Cash Flow Analysis

Nichole Thompson reviewed the above finance reports and highlighted areas of interest such as projecting fare box revenue and auxiliary revenue (advertising). We are still in a strong net position year over year. Reasons for cash fluctuations throughout the year were noted with one reason being tax collection timing.

On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors accepted the November and December 2018 Finance Reports as presented.

MOTION CARRIES: 7-0

7. Chairperson's Report
There was nothing to report.
8. Old Business
 - a. Board Request Tracker
The Tracker was briefly reviewed. Chairperson Cochrun updated the Board on his recent discussions with State Savings Bank regarding our investment options. This item may now be dropped from the Tracker.
9. New Business
 - a. Bayline Sponsorship Structure – Eric Lingaur
Eric reviewed a draft of the 2019 sponsorship packet with the Board. Several directors provided feedback that will be incorporated in the next revision
 - b. Denial of Service Policy (Appeals Discussion) – Richard Cochrun
A recent permanent suspension denial of service prompted discussion regarding timelines for potential appeals in the future. Consensus was reached to entertain appeals on permanent suspensions every 5 years. Suggestions included inserting suspension ranges for appeal rights, using probationary period language if an appeal was granted, and including BATA stops, shelters, etc. in BATA's Code of Conduct policy. A concern was voiced as to whether or not BATA has an increased liability in the event an incident occurs after allowing a suspended passenger to ride again and Kelly agreed to inquire with BATA's attorney for a response. A revision to the Denial of Services Policy will be drafted and brought back to the Board for approval.

Director Rushton suggested BATA implement a policy to deter employees from engaging in personal relationships with riders. Kelly suggested BATA research policy at other public transportation agencies.
 - c. Facilities Ad Hoc Appointments – Richard Cochrun
The purpose of this ad hoc is to review the operational limits of our current facilities (including leased property). BATA needs a plan for a new facility as Cass Road is too crowded and is limiting BATA's growth. Nicole VanNess, Brad Jewett, and Heather Harris-Brady were appointed to the ad hoc committee.

11:15 am Director Cochrun excused himself for a previous commitment. Director Sommovilla took over chairing the meeting.

d. Preview of New and Improved Website – Tyler Bevier

Tyler displayed the new website noting areas that were improved upon from previous versions. Highlights include online fare purchasing, links to local festivals, and alerts being showcased on each page. Eric noted that BATA's website gets 10,000 visits per month (5,000-6,000 unique visitors per month). Customer survey reports indicate 70% of riders find information online vs 30% in a hard copy brochure. The revised website will go live mid-February. Director Rushton inquired about Bayline sponsorship recognition on the website and this is/will be done.

10. Public Comment

There was no Public Comment.

11. Open Floor

Director VanNess extended her thanks to employees on severe weather days, of which there have been many. She asked that this be conveyed to all employees.

12. Adjournment

On a Motion made by Debra Rushton, the BATA Board of Directors moved to adjourn the January 30, 2019 Regular Meeting.

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 2-27-19
DATE

Linda Joppich
Linda Joppich, Board Secretary