



BATA Board Meeting Minutes
Wednesday, August 26, 2020
Hall Street Transfer Station/Virtual Attendance via Zoom

1. **Call to Order by Chairperson**
The meeting was called to order by Chairperson VanNess at 9:01am.

2. **Roll Call**

VanNess	Present
Sommavilla	Present
Joppich	Present
Rushton	Present
Cochrun	Present
Harris-Brady	Present
Jewett	Present

Guests Present: Doug Luciani and Jason Lipa, Cunningham-Limp

3. **Public Comment**
There was no Public Comment

4. **Approval of Agenda**
On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the August 26, 2020 Regular Meeting Agenda as presented, adding as an agenda item, the receipt of the August 10, 2020 LAC Minutes.
[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES

Motion Passes: 6-0

5. **Approval/Acceptance of Minutes**
 - a. June 24, 2020 Regular Meeting of the Board of Directors
On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors approved the Minutes of the June 24, 2020 Regular Board Meeting as presented.
[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES
Motion Passes:	6-0

b. August 10, 2020 Local Advisory Council Minutes
On a Motion made by Nicole VanNess and seconded by Linda Joppich, the BATA Board of Directors received the Minutes of the August 10, 2020 Local Advisory Council Meeting.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES
Motion Passes:	6-0

6. Executive Director's Report – Kelly Dunham
 Kelly reported on the recent announcement that the Federal Transit Administration discretionary grant program has awarded \$13.3million to BATA for construction of a new HQ facility.

In follow up to a note identified in our FY19 audit regarding BATA's line of credit, renewal of the line of credit will not be sought. The ability for a transit authority to carry a line of credit is questionable and would be a legal battle to determine whether or not it is allowable. While BATA has carried the line of credit for 5 years, the funds have never been used. If BATA was ever in financial distress, other means of borrowing are available from the State of Michigan.

Kelly advised the Board of her participation on behalf of BATA with a newly formed Community Development Coalition made up of a diverse group of leaders convened by the Grand Traverse Regional Community Foundation. The Coalition is developing a community scorecard which measures the progress of tackling and solving community problems.

Senator Schmidt recently asked Kelly to present before the Michigan Senate Appropriations Committee regarding BATA's response to COVID-19 challenges. BATA continues to persevere through COVID and Kelly reported the presentation was well-received by the Committee.

- a. Owner's Representative Report – Doug Luciani, Cunningham-Limp
Doug reports that the project is moving along. We have faced some challenges; however, Kelly has a good relationship with MDOT which has helped move things along. He also reports some due diligence engineering results have been received.

Jason Lipa, Director of Pre-Construction, shared the topographic survey. The headquarters will be located in the southwest corner of the parcel. The wetland and woodland areas have been identified. It was determined that water and sewer are available on the property. The geotechnical survey has also been completed. Several borings were taken and we are within guidelines regarding the water table.

Otwell Mawby is proceeding with the environmental report. The only concern is regarding the use of chemicals on the former orchard on the property. There might be some minor mitigation in this area.

- b. ADA and Technology Study Updates – Eric Lingaur
Eric noted that we have two studies that have recently kicked off. One is with KFH who was chosen to conduct a baseline on where BATA is regarding ADA accessibility.

Our technology study is underway with the consulting firm, IBI Group, which just kicked off last week. This project will provide a technology roadmap, identifying the technology components that BATA is lacking (including real-time tracking) and a recommended path to implementing them.

Both studies, which are funded with state SDNT (Service Design and New Technologies) grants, will help BATA grow and improve across the board.

7. Finance Reports – Nichole Thompson

- a. June/Q3 FY 2020 Finance Reports
 - i. Income Statements
Still quite a bit of impact from COVID. Total income and net income before depreciation is well above forecast due in large part to the CARES Act. Our fare box revenue is increasing. Fuel and salaries & wages continue to be below forecast.
 - ii. Statement of Net Position
Over prior year, cash is up over \$2 million. Fixed asset investment and our net position are well above prior year, reflecting a healthy balance sheet position.
 - iii. Capital Fund Report
FY20 Q3 capital purchases of \$126K reflected, with a fund balance remaining of \$924K.
 - iv. Operating Reserve Fund Report

- Fully funded at maximum target.
- v. Land Acquisition Fund Report
New quarterly report, no activity other than \$1M funding.
- vi. Cash Flow Analysis
We are down in the accounts we would expect (fare box, sponsorships, etc). Summer property tax collection starts in July.

On a Motion made by Debra Rushton and seconded by John Sommavilla, the BATA Board of Directors accepted the June/Q3 FY 2020 Finance Reports as presented.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES

Motion Passes: 6-0

8. Chairperson's Report – Nicole VanNess
Nicole thanked Kelly for her successful efforts on the new facility project. This is a huge boost for our community.
9. Old Business
 - a. Board Request Tracker
Kelly reported that the only new item is the worst case scenario on the budget and Nichole discussed the findings of the budget impact should the state budget yield drastic reductions in public transportation funding.
10. New Business
 - a. Link On Demand Pilot Update – Eric Lingaur
Eric reports the technology and functionality of this Pilot is excellent. The 12-month Pilot started on August 1st. Riders can now use this mobile app to schedule rides, as well as online or by phone. The app provides ride alerts and real time tracking with pick up times of 30 minutes or less. The fare structure is the same as our day-of Link rate. Service hours remain the same.

Eric answered questions from the Board and Kelly also expressed that the initial results were very impressive and she can see this technology spreading across the agency in various ways.
 - b. Bayline Sponsorships and Art is Moving Discussion – Kelly Dunham
Kelly noted that our organization, having received the CARES Act funding, is in a better financial position than others who might normally sponsor the

Bayline. In this regard, we would like to discontinue the Bayline sponsorship program, while still providing the service as fare free. CARES Act revenue will replace the lost sponsorship dollars. BATA will continue to recognize the “founding sponsors” of the Bayline.

Similarly, regarding the Art is Moving project, the financial implications of COVID on the sectors that we planned to partner with for this program – education and art institutions, has disrupted the likelihood of their ability to contribute financially. Additionally, Board direction was previously provided that BATA pursue the program while remaining financially whole. At that time, BATA’s ad sales program was near capacity. Today, it is only 50%. Kelly would like to continue with the project by either self-funding the pilot program or combining BATA funds with grant funds to get the program up and running. The plan to partner with art organizations to provide the actual art would still exist and the original funding model would pick up at the end of the 12-month pilot period.

Director Sommavilla expressed concern that it is difficult to begin charging for something after you’ve been providing it for free and BATA has a lot of irons in the fire right now. Kelly agreed.

Director Harris-Brady suggested some other organizations (The Creative Coast Initiative and TC Arts Commission) that may be good resources to partner with while tabling the current plan. Staff will explore these alternatives and bring discussion back at a later date.

c. Revised FY 2021 Budget – Nichole Thompson

Nichole reviewed the Revised Budget noting the following:

- The budget projects a \$1.7 million surplus due mostly in part to the CARES Act funds.

On a Motion made by John Sommavilla and seconded by Brad Jewett, the BATA Board of Directors approved the Revised FY 2021 Budget as presented.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES

Motion Passes: 6-0

d. FY 2021 Capital Expenditures – Nichole Thompson

Nichole reviewed the FY2021 Capital Expenditures noting the following:

- Technology purchases will be presented in a separate budget after completion of the study underway.
- New this year is a contingency line item set at 10% in case a project goes over budget.
- Hall Street irrigation system is a new item. A system was not installed when the building was constructed.
- Used bus purchases are from TCAPS and are needed for providing enough capacity on 16, 31, and Bike-n-Ride routes.

On a Motion made Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the FY 2021 Capital Expenditures as presented.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES

Motion Passes: 6-0

11. Public Comment

There was no Public Comment

12. Closed Session – Attorney-Client Privilege - Kelly Dunham

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors moved at 10:50am to go into closed session under 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.”

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES

Motion Passes: 6-0

BATA Regular Meeting of the Board of Directors

Minutes

August 26, 2020

Last Revised On: 9/25/2020 10:15 AM

13. Call to Order by Chairperson
On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors moved to reopen the public meeting at 11:24am.

[Roll Call]

VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES

Motion Passes: 6-0

14. Directors' Comments/Open Floor

15. Adjournment

On a Motion made by Brad Jewett, the BATA Board of Directors moved to adjourn the August 26, 2020 Board Meeting at 11:27am.

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

Approved on 10-8-20
DATE

Linda Joppich
Board Secretary