



BATA Regular Board of Directors Meeting Minutes
9:00 am Wednesday, March 25, 2020
Hall Street Transfer Station/Virtual Attendance
Traverse City, Michigan 49684

1. Call to Order by Chairperson
The meeting was called to order by Chairperson VanNess at 9:06am.

2. Roll Call of Directors

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

Also in attendance: Chris Davis, Kelly Dunham, Eric Lingaur, Mary Meredith and Nichole Thompson

3. Public Comment
There was no public comment.

4. Approval of Agenda

a. BATA Board of Directors Meeting Agenda
On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the Agenda for the March 25, 2020 Board of Directors Meeting as presented.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

5. Approval/Acceptance of Minutes

a. January 29, 2020 Annual Organizational Board Meeting
On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the Minutes of the January 29, 2020 Annual Organizational Meeting as presented.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

b. February 26, 2020 Regular Board of Directors Meeting
On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the Minutes of the February 26, 2020 Regular Board of Directors Meeting as presented.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

6. Executive Director's Report – Kelly Dunham

We have received three responses to our RFP on the Transit Master Plan strategic planning effort. A recommendation to the board will be presented upon review by an ad hoc. Brad and Richard have volunteered to be on the ad hoc and the first meeting will be scheduled soon.

The NEPA course of action, regarding the LaFranier land parcel, has been received. Kelly is hoping to have a kickoff call with the FTA and MDOT regarding our continuing efforts on the land acquisition.

A Closed Session regarding Kelly's evaluation will be moved to April, or the next in-person meeting of the Board.

The MPTA Legislative Conference was attended by Kelly, along with Eric Lingaur and Tyler Bevier, and an update was provided to the Board. Attendance, due to inclement weather, was lightly attended by legislators.

The COVID-19 virus has taken a lot of time and resources in the past two weeks. We have about 25% of drivers and dispatch staff on paid leave and we are taking safeguards to protect our staff with guidance from the CTAA, MPTA, APTA, MDOT, the Governor's office, and the Grand Traverse County Joint Operations Committee.

The floor was opened to Directors' comments and their questions were addressed.

Kelly would like directors who are approached by employees as to why we are continuing to provide service, be directed to Kelly. This will give her the opportunity to talk one-on-one with any employee with concerns.

7. Finance Reports – Nichole Thompson

- a. February 2020 Finance Reports
 - i. Income Statements

Nichole reviewed the February Finance Reports noting that we are not yet reflecting the effects of the virus on our YTD data.

Salaries and Wages are holding steady and we are at forecast. Services show some variances and these were discussed in more detail. Fuel is below forecast due to the favorable pricing we are currently getting.

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors accepted the February 2020 Finance Reports as presented.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

- b. Protecting Local Government Retirement and Benefits Act

Nichole explained this FY'18 State of Michigan required filing and that these are the accounting regulations that require us to report liabilities on our Balance Sheet.

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors received the Protecting Local Government Retirement and Benefits Act (PA 202 of 2017) and Public Act 530 of Pension Report for Fiscal Year 2019.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

8. Chairperson's Report – Nicole VanNess

Nicole reviewed some recent past employee complaints that she received on behalf of the Board.

Nicole thanks the BATA team on its daily communications during this uncharted territory of the current pandemic.

9. Finance Oversight Team Update – Kelly Dunham

a. Quarterly Agreed Upon Procedure Update

Kelly reported that the FOT's recommendation is that we continue to do the procedural audits with our current auditing firm (Rehmann) and that we have been able to negotiate with them on the expense of these audits. The firm will revise their proposal to perform procedural audits throughout the year for the Board to consider in April.

b. Land Acquisition Financing

The FOT recommends the establishment of a land acquisition capital funding account. After reviewing our overall cash position and funding levels of our reserve accounts, the recommendation is to fund the acquisition without any borrowing. Director Rushton asked if these would be restricted funds. Although these will be restricted funds, the decision to do so is local, and in the case of future need, restriction could be lifted upon board approval. The board would like to see the funds currently labeled as restricted to be restated in more general terms.

A budget for the use of the designated funds will be presented to the Board prior to any expenditures of such.

10. Old Business

- a. Board Request Tracker (no outstanding items)

11. New Business

- a. Grand Traverse County Resolution of Support of Passage of House Bill 5330 and Senate Bill 730 – Proposed Legislation Requiring Local Unit of Government Approval of Certain Amendments to Approved Development Plans or Tax Increment Financing Plans.

This Resolution was discussed and questions were addressed.

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors received Grand Traverse County's Resolution 24-2020 as presented.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

- b. Land Acquisition Capital Fund

As noted in Agenda item 9.b., the Finance Oversight Team recommends the establishment of a land acquisition capital fund. After some additional discussion the following Motion was made.

On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the establishment of a land acquisition capital fund, funded with \$1,000,000 of prior year cash surplus local funds, that are currently unrestricted and undesignated, for the purpose of funding land acquisition related expenses, as recommended by the Finance Oversight Team.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

12. Public Comment

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Last Revised On: 4/26/2020 10:27 AM

There was no public comment.

13. Directors Comments/Open Floor

The Directors thanked the staff at BATA for their efforts and due diligence in keeping things functioning during this difficult time and that it's important to keep forging ahead with our building plans even in the face of the current pandemic.

14. Adjournment

On a Motion made by Debra Rushton, the BATA Board of Directors moved to adjourn at 10:15am the March 25, 2020 Regular Meeting of the BATA Board of Directors.

Roll Call:	VanNess	YES
	Sommavilla	YES
	Joppich	YES
	Rushton	YES
	Cochrun	YES
	Harris-Brady	YES
	Jewett	YES

MOTION CARRIES: 7-0

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

Approved on April 29, 2020
DATE
Lynda L. Joppich
Board Secretary