



BATA Regular Meeting Minutes
Wednesday, June 24, 2020
Hall Street Transfer Station/Virtual Attendance via Zoom
Traverse City, Michigan 49684

1. Call to Order by Chairperson
The meeting was called to order by Chairperson VanNess at 9:03am

2. Roll Call

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

BATA Staff Present: Tyler Bevier, Chris Davis, Eric Lingaur, Mary Meredith, and Nichole Thompson
Also Present: Doug Luciani of Cunningham-Limp

3. Public Comment
There was no Public Comment

4. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Richard Cochrun, the BATA Board of Directors approved the June 24, 2020 Regular Meeting Agenda as presented.

Roll Call:

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

Motion Carries: 4-0

5. Approval/Acceptance of Minutes
a. May 27, 2020 Regular Meeting of the Board of Directors
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the May 27, 2020 Regular Meeting as presented.

Roll Call:

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

Motion Carries: 4-0

6. Executive Director's Report – Kelly Dunham
a. Owner's Representative Report – Doug Luciani, of Cunningham-Limp, reported that the land acquisition is proceeding on schedule.

b. Ridership Report – Tyler Bevier
Tyler provided ridership data, highlighting the impact of COVID experienced from March forward. Since June ridership has been increasing.

Year-to-year comparison showed an average 60% decrease. Service was reduced in response to the decrease in demand. Prior to COVID, trends from October through February showed a 30% increase in fixed route ridership.

7. Finance Reports – Nichole Thompson
a. May 2020 Finance Reports – N Thompson
i. Income Statements

Nichole reviewed the Finance Reports with the Board. Trends continue as far as the effects of the COVID pandemic on our ridership and subsequent decrease in fare revenue. Total revenue shows that we are above forecast due to the CARES Act funding received in May, providing an additional \$1.1 million of revenue. Other revenue accounts show decreases. We did not have agency services, advertising, nor Indian Trails commissions again in May. Our property taxes did settle in May and this came in within forecast. Expenses are below forecast significantly, primarily in the fuel line item due to lower usage and favorable pricing.

On a Motion made by Richard Cochrun and seconded by Debra Rushton, the BATA Board of Directors accepted the May 2020 Finance Reports as presented.

Roll Call:

VanNess	YES
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Sommavilla	Absent
Joppich	YES
Rushton	YES
Cochrun	YES
Harris-Brady	Absent
Jewett	Absent
Motion Carries:	4-0

8. Chairperson's Report – Nicole VanNess
Nicole did not have anything new to report this month.

9. Finance Oversight Team Update

- a. Purchasing and Credit Card Policy Revisions – Richard Cochrun
- b. Operating Reserve Fund/Cash Management Policy – Richard Cochrun

Richard reported on the topics discussed at the FOT meeting. The FOT is recommending transferring undesignated general funds (~\$600,000) to the Operating Reserve account. Use will then be restricted and cannot be used without Board approval. \$1.7 million remains as unrestricted in the general fund for adequate cash flow and those funds will be invested in accordance with the Cash Management Policy.

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the revisions to the BATA Cash Management Policy as presented and recommended by the Finance Oversight Team.

Roll Call:

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

Motion Carries: 4-0

On a Motion made by Debra Rushton and seconded by Richard Cochrun, the BATA Board of Directors approved allocating \$597,957 of uncommitted general fund dollars to its designated Operating Reserve Fund for future use in accordance with the fund policy.

Roll Call:

VanNess	YES
Sommavilla	Absent
Joppich	YES

Rushton YES
Cochrun YES
Harris-Brady Absent
Jewett Absent
Motion Carries: 4-0

c. FY20 Capital Reserve Fund Expenditures – Richard Cochrun

Richard reported on an unplanned capital expense. We have been very fortunate to have received many vehicles. Radios, bike racks, and other components are sometimes not covered by grant funding. When retiring vehicles, we often remove these components. Since we have been expanding our fleet, we didn't have the components available for redistribution. Thus, additional capital dollars are needed to upfit these buses.

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved an additional \$126,840 in FY20 capital expenditures as requested and supported by the Finance Oversight Team.

Roll Call:

VanNess YES
Sommavilla Absent
Joppich YES
Rushton YES
Cochrun YES
Harris-Brady Absent
Jewett Absent
Motion Carries: 4-0

10. Old Business

a. Board Request Tracker

Kelly updated the Board regarding one item on the Tracker. Cash Fund Reporting is now completed. Another topic on the Tracker, regarding contingency planning, will be on the August board meeting agenda.

b. Credit Card / Store Card Policy

Richard said this Policy was reviewed by legal council and Director Rushton appreciates the language changes. She suggested we review again in one year to see how the process is going. Directors agreed that is important to stay current on tracking the cards and their responsible use and distribution. Should an issue arise, the board will be notified.

On a Motion made by Debra Rushton and seconded by Linda Jopich, the BATA Board of Directors approved the Credit Card/Store Card Policy as revised and recommended by the Finance Oversight Team.

Roll Call:

VanNess YES

Sommavilla	Absent
Joppich	YES
Rushton	YES
Cochrun	YES
Harris-Brady	Absent
Jewett	Absent
Motion Carries:	4-0

c. Purchasing Policy
Richard reviewed the revisions to the Policy. There were no significant changes.

On a Motion made by Linda Joppich and seconded by Debra Rushton, the BATA Board of Directors approved the Purchasing Policy as revised and recommended by the Finance Oversight Team.

Roll Call:

VanNess	YES
Sommavilla	Absent
Joppich	YES
Rushton	YES
Cochrun	YES
Harris-Brady	Absent
Jewett	Absent
Motion Carries:	4-0

11. New Business

a. August Board Meeting Date
Kelly noted that the current August meeting date falls after the MDOT budget deadlines and would suggest therefore moving the date to August 12th.

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved moving the August Board Meeting from August 26, 2020 to August 12, 2020 in order to meet MDOT's deadline for the FY21 revised budget.

Roll Call:

VanNess	YES
Sommavilla	Absent
Joppich	YES
Rushton	YES
Cochrun	YES
Harris-Brady	Absent
Jewett	Absent
Motion Carries:	4-0

b. LINK on Demand Pilot Update
Kelly discussed the TransLoc On Demand Project. The Program projects savings and increased customer service. Directors asked about the rate structure, rider

demographics, if anyone could use the service, and it would be a hardship on some riders who are dependent on this service. Kelly pointed out that 80% of membership riders qualify for a reduced fare and that providing a ride closer to the reserve time will free up other buses. LINK is still not a profitable system and the expense needs to be offset. Alan VanderPaas, Mobility Manager, is working with several local agencies who partner with Medicaid eligible riders going to medical appointments. This subscription-based pilot is launching August 1st for a 12-month period. We have received a \$350,000 federal grant to fund the technology in the future should we decide to implement it system-wide.

12. Public Comment
There was no Public Comment
13. Directors' Comments/Open Floor
The Art is Moving project is proceeding and Eric showed the brochure to the Directors.
14. Adjournment
On a Motion made by Richard Cochrun, the BATA Board of Directors moved to adjourn the June 24, 2020 Regular Meeting at 10:40am

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 8-14-20
DATE

Linda Joppich
Board Secretary

Approved @ board mtg
8-26-20 mm