



BATA Regular Meeting Minutes
Wednesday, August 14, 2019
BATA Transit Station
Traverse City MI 49684

1. Call to Order by Chairperson
The meeting was called to order by Chairman Cochrun at 9:00am
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, John Somnavilla, Linda Joppich, Debra Rushton,
Heather Harris-Brady
Absent: Nicole VanNess, Brad Jewett

Also Present: Tyler Bevier, Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson

4. Public Comment
There was no public comment
5. Approval of Agenda
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the August 14, 2019 Regular Meeting Agenda with the following exceptions
 - Add a 'Closed Session' after Public Comment; and
 - Move 7a 'Property Acquisition Update' to Closed Session, item 12

MOTION CARRIES: 5-0

6. Approval of Minutes
 - a. June 26, 2019 Regular Meeting of the Board of Directors
On a Motion made by Linda Joppich and seconded by Heather Harris-Brady, the BATA Board of Directors approved the Minutes of the June 26, 2019 Regular Board Meeting as presented.
MOTION CARRIES: 5-0
 - b. June 26, 2019 Closed Session
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the Minutes of the June 26, 2019 Closed Session as presented.

MOTION CARRIES: 5-0

7. Executive Director's Report – Kelly Dunham
Kelly reviewed further details of the upcoming Ironman Race which will impact our service routes. Various alternate routes were discussed.

Kelly will be attending the MPTA Conference next week along with other employees from BATA.

Recruiting efforts for bus operations staff are in a good position at this time and we are also looking to fill positions for a grounds crew. Next week we will be hosting a job fair.

A 2% grant allocation was approved with the GTB and Kelly acknowledged the efforts of Eric Lingaur and Tyler Bevier to bring this to fruition. Tyler will also be working on the State's Long-Range Planning Committee.

- a. Ridership Report – Tyler Bevier
Tyler updated the Board on festival ridership data highlighting the following:
- 12.5% increase from last year
 - Route 11 showed a large increase due to seasonal ridership
 - Increase of 40% in the hotel district

Director Harris-Brady suggested sharing this data with our sponsors and other directors agreed with this idea. This suggestion will be added to the board tracker.

8. Finance Reports – N Thompson
- a. Jun/Q3 FY19 Finance Reports
- i. Income Statements
 - ii. Statement of Net Position
 - iii. Capital Reserve Fund Report
 - iv. Operating Reserve Fund Report
 - v. Cash Flow Analysis

Nichole reviewed the June Monthly and 3rd Quarter Finance Reports highlighting the following:

- Net position is up due to investment and capital;
- Biggest variance in revenue is from property taxes

We are exempt from most taxes on fuel. Director Cochrun asked about possible upcoming legislation regarding road taxes and this item was clarified.

On a Motion made by Debra Rushton and seconded by John Somavilla, the Board of Directors accepted the June/Q3 FY19 Finance Reports as presented.

MOTION CARRIES: 5-0

9. Chairperson's Report – Richard Cochrun
Directors Cochrun and Joppich have been using the Bayline more frequently lately and find it to be very convenient.

Director Joppich asked about our policy on bringing on empty bottles and cans and Kelly explained the policy.

Kelly mentioned the compliments that have been received from tourists and others regarding their appreciation for the BATA service.

Richard, along with John Somnavilla, staff, and BATA's MERS Representative have an upcoming meeting regarding our retirement plan. He will also be attending the annual MERS Conference with staff at the Grand Traverse Resort this fall.

10. Old Business
 - a. Board Request Tracker
Kelly reached out to other transit agencies regarding policy about driver/passenger relationships and Kelly will incorporate some of these ideas as we create our own policy on this subject.

11. New Business
 - a. Revised FY 2020 Budget
On a Motion made by Debra Rushton and seconded by John Somnavilla, the BATA Board of Directors approved the Revised FY 2020 Budget as presented.
MOTION CARRIES: 5-0

- b. Procurement Policy (revised)
Eric presented an updated template provided by MDOT to the Board for approval. The only change was a section specifying the \$20,000 threshold. The board discussed the importance of transparency while discussing the procedure MDOT uses for the procurement of federal policies to stay compliant; keeping FTA requirements on its own and local requirements on their own.
On a Motion made by Debra Rushton and seconded by John Somnavilla, the BATA Board of Directors approved the revised Procurement Policy as presented.
MOTION CARRIES: 5-0

- c. KPTA Advertising Partnership Agreement
Kelly discussed our efforts at building regional services to some of the smaller transit agencies in the area who might not have the resources to grow ad capacity on their own.

Director Harris-Brady asked about who the signage vendor would be when placing ads in other areas other than Grand Traverse. The contract states the vendor selection would be mutually agreed upon.

On a Motion made by Linda Joppich and seconded by John Somavilla, the BATA Board of Directors approved the KPTA Advertising Partnership Agreement as presented.

MOTION CARRIES: 5-0

d. Commuter Pass Fare Rate

Eric Lingaur reviewed the history of the Commuter Pass – a monthly pass that can be transferred from service to service. After researching other transits we had priced it at \$35 for 30 days. After conducting a thorough fare revenue analysis from these pass sales, staff has recommended an increase to \$40 full fare/\$20 reduced fare.

On a Motion made by Heather Harris-Brady and seconded by Linda Joppich, the BATA Board of Directors approved the recommendation to increase the commuter pass rate to \$40 full fare/\$20 reduced fare effective October 1, 2019.

MOTION CARRIES: 5-0

12. Closed Session

On a Motion made by Debra Rushton and seconded by Linda Joppich, the Board approved the Executive Director's request to go into Closed Session at 10:35am for the purpose of (1) discussing the 2019 Executive Director's Merit Pay and (2) to discuss property acquisition.

MOTION CARRIES: 5-0

Closed Session Postponement

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved postponing Closed Session to first allow for Public Comment.

MOTION CARRIES: 5-0

13. Public Comment

Deborah Dalzell of Kalkaska Michigan spoke to the Board regarding her suggestions regarding shelters, smoking, bus cleanliness, and the carry-on policy. The Board thanked Ms. Dalzell for her feedback

14. Closed Session

On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the Executive Director's request to go into Closed Session at 10:56am for the purpose of discussing (1) the 2019 Executive Director's Merit Pay and (2) to discuss Property Acquisition.

MOTION CARRIES: 5-0

15. Call to Order – Reopen Regular Meeting
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors moved to reopen the Regular Meeting at 11:20am.
MOTION CARRIES: 5-0

New Business (continued)

- e. 2019 Executive Director Merit Pay – Richard Cochrun
On a Motion made by Debra Rushton and seconded by Linda Joppich, the BATA Board of Directors approved the 2019 Executive Director merit pay of \$7,500 as recommended and directed a future review of the merit pay process for the Executive Director by the Finance Oversight Committee.
MOTION CARRIES: 5-0
16. Directors' Comments/Open Floor
There were no Director Comments.
17. Adjournment
On a Motion made by Debra Rushton, the BATA Board of Directors moved to adjourn the August 14, 2019 Regular Meeting at 11:41am.
MOTION CARRIES: 5-0

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

Approved on 9-25-19
DATE


Linda Joppich, Board Secretary