



BATA Regular Board of Directors Meeting Minutes
Wednesday, January 29, 2020
Hall Street Transfer Station, Traverse City, Michigan 49684

1. Call to Order by Chairperson - BATA Regular Board of Directors Meeting
The Meeting was called to order by Chairperson VanNess at 9:11a

2. Roll Call

Present: VanNess
Sommavilla
Joppich
Cochrun
Rushton
Harris-Brady
Jewett
Absent: None

Staff in Attendance: Chris Davis, Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson

Guests in Attendance: Stephen Peacock, CPA Principal, Rehmann

3. Public Comment

Justin Reed from Traverse House Clubhouse (Northern Lakes Community Mental Health) spoke regarding BATA's No-Show Policy. Staff will follow up with Mr. Reed after the meeting has adjourned.

4. Approval of Agenda

a. BATA Board of Directors Meeting Agenda

On a Motion made by Brad Jewett and seconded by Richard Cochrun, the BATA Board of Directors approved the Agenda for the January 29, 2020 Board of Directors Meeting with the following exceptions:

- Move 8a FY19 Audit Report to 6a, making the Ridership Report agenda item 6b; Finance Reports would become 8a
- Consider reopening Public Comment after the Audit Report to accommodate any late arrivals

MOTION CARRIES: 7-0

5. Approval/Acceptance of Minutes

a. November 18, 2019 Local Advisory Council Meeting

On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors received the Minutes of the November 18, 2019 Local Advisory Council as presented.

MOTION CARRIES: 7-0

b. November 27, 2019 Regular Board Meeting

On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the Minutes of the November 27, 2019 Regular Meeting as presented.

MOTION CARRIES: 7-0

c. January 17, 2020 Facilities Ad Hoc Meeting

On a Motion made by Brad Jewett and seconded by Debra Rushton, the BATA Board of Directors received the Minutes of the January 17, 2020 Facilities Ad Hoc Meeting as presented.

MOTION CARRIES: 7-0

6. Executive Director's Report

Kelly provided an update on the formula results for the bargaining unit pay scales. There were a couple of significant expenses that were not categorized correctly that were discovered during the audit. Correcting these had a positive impact on the formula, thus the pay scales will be increased by the maximum 2.5%

Kelly acknowledged Tyler Bevier's efforts at improving bus stop shelters in the area.

The Meijer stop relocation has been favorably received by riders.

The OnDemand pilot is continuing to be developed. Service will run 7-7 Monday through Friday at a rate of \$7.

A draft of our Annual Report was reviewed and it was noted that this Report will be finalized and reported to the Board at the February meeting.

a. FY 2019 Audit Report – Steve Peacock, CPA – The Rehmann Group
Steve was introduced and gave his report on the recent audit. Onboarding process went smoothly. Results of the audit (September 30, 2019) were very positive. Steve highlighted the following:

- Review of segregation of duties. BATA will explore training additional staff for bank reconciliation upon Steve's recommendation.

On a Motion made by Richard Cochrun and seconded by Debra Rushton, the BATA Board of Directors accepted the FY 2019 Audit Report as presented.

MOTION CARRIES: 7-0

b. FY20/Q1 Ridership Update – Tyler Bevier

Tyler reviewed the most recent ridership report.

i. Loop 11 Discussion

Loop 11's continued low ridership was highlighted for the board. Discussion was held regarding the impending service adjustment to convert this route to a seasonal offering as a result of the continued low ridership between November and April coupled with the Authority's continued staff shortage. An extensive outreach effort was conducted in 2019 with residents of Leelanau County which yielded the desire for more Link services. The Link will continue to provide service to Leelanau County residents year-round. Individual outreach out will be conducted and a communication plan will be developed.

Director Harris-Brady has shared comments she received from Leelanau County resident Jim Lively about his concerns about Loop 11.

Director Rushton expressed how continuing to provide underperforming routes could eventually negatively impact all routes and services.

Director Sommavilla asked for the communication to be widely distributed and clearly explained and to include the Leelanau Enterprise in our announcements.

7. Facilities Ad Hoc Committee Update – Kelly Dunham

a. HQ Project/Property Acquisition Update

Kelly updated the board on the following:

- An overview of land acquisition efforts thus far and talking points for the community was distributed.
- Based on feedback from Garfield Township's Planning Commission, BATA has secured an additional 12 acres that will allow the transit facility to be situated at the corner of LaFranier and Hammond Roads. This location will be more amenable to Garfield Township than the original location further north on LaFranier.
- Director Rushton likes the ingress and egress roads to and from the property. Also, that it is close to several services that are important to our riders.
- There also might be an opportunity to sell some of the wetland property to a conservatorship.
- Waiting for confirmation from Planning Commission but plan to present at their February meeting.
- Drafting an RFP for Owner's Representative services that will be brought to the Board for approval at the February Meeting.

Public Comment reopened at 9:45a to accommodate a late arrival.

Diane Connors of Leelanau County expressed her concern regarding the adjustments on Route 11. Ms. Connors believes there was low ridership at first due to limited signage and lack of a consistent schedule. Ms. Connors would like to know what the goals are for the route. She would also like to see more outreach to the community addressing the particular needs of Cedar residents.

8. Finance Reports

a. November and December 2019 Finance Reports – Nichole Thompson i. Income Statements

FY 2020 Q1 Finance Reports

- ii. Statement of Net Position
- iii. Capital Reserve Fund Report
- iv. Operating Reserve Fund Report
- v. Cash Flow Analysis

Nichole reviewed the Finance Reports and discussion followed:

- Director Rushton questioned overtime expense in Salary and Wages which is lower than forecast. Overtime (125 hours per week) is budgeted.
- Our turnover rate is industry wide and not specific to our region. Chris explained the hiring/training process.
- Director Rushton asked about our retention rate and requested that it be emailed to her.
- Capital Fund experienced some activity with vehicle purchases and new shelters
- Operating Reserve Fund received payment FY18 close out from the State of Michigan
- Cash Flow year to year over actuals show 1.8 million increase year-to-year. A portion of the addition to cash was the Mobility Challenge Grant which BATA is only temporarily holding until MDOT directs the release of funds.

On a Motion made by John Somavilla and seconded by Brad Jewett, the BATA Board of Directors accepted the November and December 2019, and FY2020 Q1 Finance Reports as presented.

MOTION CARRIES: 7-0

9. Chairperson's Report

A brief recess was called by Chairperson VanNess at 10:58a

The meeting reconvened at 11:06a

10. Old Business

a. Board Request Tracker

Kelly provided the following updates:

- i. Allowing banned riders to ride again. This has been researched and no additional liability would be assessed.
- ii. Service delivery metrics are included in the Scorecard and will be reported in February.
- iii. Technology reporting. We have a study kicking off this spring. In that study we are soliciting a consultant to catalog the technology improvements that are available in public transportation and provide a road map for acquisition. This report should be concluded by the first quarter of 2021 with the first acquisitions able to commence immediately. We are close to issuing an RFP for the study. Director Rushton would like to look at the lifespan of any technology we implement due to its ever-changing landscape. Real time tracking is one of the first applications we would like to implement.

11. New Business

a. Transit Master Plan Board Survey Results – Eric Lingaur

Eric reviewed the previously known as Strategic Plan survey results and thanked the Board for their input. Their results will assist in development of an RFP for a consultant.

b. Customer Satisfaction Survey Results – Eric Lingaur

This survey is conducted twice each year. Eric reviewed the results and noted that this time the “neutral” answer was eliminated. Customer Satisfaction is very positive.

12. Directors Comments/Open Floor

Eric distributed communication from the Board email account regarding the bus stop at the Hagerty Center.

Director Harris-Brady reported that she received positive feedback regarding a recent COAST tour for seniors to see the holiday lights.

13. Public Comment

Justin Reed commented that he would like to see the Hopthru App extended into Benzie County. Justin also commented about his frequent use of downtown stops and he would like to see the stops pulled out into the street more or to have the sidewalks widened. The particular stops in question are Front and State, Park and Front, Front and Cass, Cass and State and Park and State.

14. Adjournment

On a Motion made by Brad Jewett the BATA Board of Directors moved to adjourn the January 29, 2020 Regular Meeting of the BATA Board of Directors.

MOTION CARRIES: 7-0

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 2-26-20
DATE

Linda L. Joppich
Board Secretary