



BATA Regular Meeting Minutes

Wednesday, May 27, 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 9:02am.

2. Roll Call

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

Staff Present:	Chris Davis, Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson
Guests Present:	Douglas Luciani with Cunningham-Limp

3. Public Comment
There was no Public Comment

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

Roll Call:	
VanNess	YES
Sommavilla	YES
Joppich	YES
Rushton	YES
Cochrun	ABSENT
Harris-Brady	YES
Jewett	YES
MOTION CARRIES:	6-0

5. Approval/Acceptance of Minutes

- a. April 29, 2020 Regular Meeting of the Board of Directors
- b. May 4, 2020 Facilities Ad Hoc Meeting
- c. May 11, 2020 Special 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 April 29, 2020 Regular Meeting; accepted the Minutes of the May 4, 2020 Facilities Ad Hoc Meeting; and approved the Minutes of the May 11, 2020 Special Meeting; all as presented.

Roll Call:

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

MOTION CARRIES: 6-0

6. Executive Director's Report – Kelly Dunham

Kelly reviewed her monthly report with the Directors. The State Budget impact on BATA may be insignificant this year. Next year is yet to be accurately forecasted. For the remainder of this year our Revenue due to the Federal CARES Act, has seen a large increase. Our Net Income is projected to increase over \$600,000. We will continue to watch this very closely, but this remains very positive for BATA. Director Rushton inquired about plans if these revenues do not come through and where cuts would be made. However, the Federal funding is firm and only the State funding is questionable. We are funded as a percentage of our expenses. Director Rushton would like to look at the structure and where cuts could be made proactively in a worse case scenario. Kelly will look at this \$0 reimbursement situation while preparing the Budget later this summer.

Plans for the return of staff who have been on a leave of absence is proceeding. Chris Davis has confirmed that the majority will be returning on June 1st. The eight who are not returning on June 1st will be staying home on an unpaid basis. Director VanNess asked about the continuation of medical benefits and this will continue to be provided through the month. Director Somavilla asked about FMLA. Chris said this is a separate issue however and is not a mandated government benefit under the current circumstances.

We have had some preliminary discussion with union representatives about extending the current contract for six months to one year before going into collective bargaining.

a. Owner's Representative Report

BATA Regular Meeting of the Board of Directors

Minutes

May 27, 2020

Last Revised On: 6/19/2020 2:47 PM

Doug Luciani expressed again his firm's excitement about the plans for the new facility. The team he has put together is well-prepared to implement the land acquisition vision following correct timelines. They have been engaging other experts to address the wetlands preservation. Cunningham Limp is also looking at commercial opportunities for this area that would be beneficial to Garfield Township.

Director Harris-Brady commented that, when talking about site layout, she would like us to talk with Garfield Township about a community garden for BATA staff and the residents to share. This would be a nice amenity and would set the tone about the value of shared spaces.

7. Finance Reports – Nichole Thompson
 - a. April 2020 Finance Reports
 - i. Income Statements

Nichole shared the April Reports with the Board, starting with highlighting the impacts of COVID-19 on the monthly Income Statement. Farebox Revenue was 1/3 of what we had forecasted. Agency service did not run in April, reflected in Specialized Services. We did not bill advertising in April for most customers, reflected in Auxiliary Revenue. State and Federal Revenue are under forecast due to lower eligible expenses than forecasted. Most of the other variances are holding steady, other than Fuel & Lubricants, which reflects a drastic cut in both pricing and usage, saving us \$49K in April. April Net Income is under forecast by \$67K.

The Year-to-Date Income Statement reflects the decrease in forecasted Net Income for April (\$67K) due to COVID-19. However, due to a positive year thus far, Net Income remains above forecast by \$210K for the year. We did receive some tax collection closeouts from both Grand Traverse and Leelanau counties which will be reflected in next month's report. Year-to-Date Expenses show again that fuel is lower primarily due to current market pricing. Fringe Benefits are below forecast due to savings in our Workers Comp. We have not spent our SDNT or New Freedom Grants yet.

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

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

MOTION CARRIES: 6-0

8. Chairperson's Report – Nicole VanNess
Nicole again thanked the BATA staff for their continuing service to the community. Nicole hopes that the public will again ride with BATA. Kelly noted that early indicators are positive and that ridership has been increasing with the opening of local businesses. Kelly said that the State would be launching an education campaign to reinforce the safety of public transportation this fall and, in the meantime, we will be launching our own community-wide communications.

9. Old Business
 - a. Board Request Tracker
No new issues at this time.

10. New Business
 - a. Tax Rate Resolutions L4029 – Nichole Thompson
Nichole explained that these are annual Resolutions, and with the most recent Headlee rollback, we are levying a .4908 millage for both counties in 2020.
 - i. Resolution to approve the Grand Traverse County 2020 Summer Tax Rate
On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Grand Traverse County 2020 Summer Tax Rate as presented.
Roll Call:

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

MOTION CARRIES: 6-0

 - ii. Resolution to approve the Leelanau County 2020 Summer Tax Rate
On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Leelanau County 2020 Summer Tax Rate as presented.
Roll Call:

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

MOTION CARRIES: 6-0

- iii. Resolution to approve the Leelanau County 2020 Winter Tax Rate
On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the Leelanau County 2020 Winter Tax Rate as presented.

Roll Call:

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

MOTION CARRIES: 6-0

- b. Land Acquisition Budget – Kelly Dunham
The Board had approved a preliminary budget which is now populated with more detail and Kelly shared this budget with the Board noting items of interest and answering questions.
- Director Rushton asked for more details about Phase II, specifically the property purchase fund and environmental studies. Doug reviewed the history of the land (formerly a family farm) and believes it is improbable we would need to go into a Phase III.
 - Director Harris-Brady questioned the procedure for following COVID-19 guidelines for contractors and other visitors onsite. We are following the Governor's guidelines. Doug will provide more detail, at the next board meeting, on how guidelines are being followed. Kelly emphasized the importance of vendors knowing our expectations.
 - It was agreed that the budget will be reviewed quarterly with the board.

On a Motion made by Debra Rushton and seconded by Brad Jewett, the BATA Board of Directors approved the Land Acquisition Budget as presented.

Roll Call:

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

MOTION CARRIES: 6-0

11. Public Comment
There was no Public Comment

12. Directors' Comments/Open Floor

The floor was opened to the directors for general comments.

- It was decided to hold the June meeting via Zoom
- The Hall Street Conference Room configuration, and possible refurbishment, was discussed taking into consideration the pandemic and the new facility plans for LaFranier Road. Consensus was to look at options to accommodate 6-foot distancing, different furniture, and wireless mics in the Conference Room. This would just be researching various options and is not a commitment to spend any money on the room at this time.
- Heather is starting as Marketing Director at TADL
- Brad would like us all to push out Census information to the public.

13. Adjournment

On a Motion made by Debra Rushton, the BATA Board of Directors moved to adjourn.

MOTION CARRIES: 6-0

Submitted/Recorded by: Mary Meredith, Administrative Assistant

Approved on 6-25-20
DATE

Lemida Joppich
Board Secretary