

BATA Regular Board of Directors Meeting Minutes

Location: BATA Transfer Station, 115 Hall St. Traverse City, MI

Date/Time: 2:00 PM, Thursday, June 27, 2024

1. Call to Order

The meeting was called to order by Chairperson Richard Cochrun at 2:00 PM.

2. Pledge of Allegiance and Moment of Silence

3. Roll Call

- John Somnavilla - PRESENT
- Wayne Schmidt – TARDY ARRIVED @ 2:02pm
- Jamie Kramer - PRESENT
- Joe Underwood - PRESENT
- Scott Sieffert - PRESENT
- Brad Jewett - ABSENT
- Richard Cochrun - PRESENT

4. First Public Comment*

No public comment was made.

5. Approval of Agenda/Declaration of Conflict of Interest

Moved by John Somnavilla and supported by Scott Sieffert to approve the June 27, 2024, Regular Meeting Agenda as presented.

- Ayes: 6
- Nays: 0
- Motion Carries: 6-0

6. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff, or the public may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

Consideration of Approving the Following Minutes

- a. Regular Board Meeting Minutes of May 30, 2024

Consideration of Accepting the Following Reports

- b. Transit Asset Management (TAM) Plan
- c. Correspondence – Staff Compliments
- d. May 2024 Income Statement

Moved by Joe Underwood and supported by Wayne Schmidt to approve the June 27, 2024, Consent Calendar as presented.

- Ayes:6
- Nays: 0
- Motion Carries: 6-0

7. Any Items Removed from the Consent Calendar

No items were removed from the consent calendar.

8. Executive Director's Report – Kelly Dunham

Kelly reported on the Try Transit Day. With the weather this year our breakfast turnout was a little lower but still good with around 150 attendees. Ridership was up 47% over prior year with BATA providing approximately 1100 free rides that day.

BATA is taking cyber security seriously. Working with the IT department to ensure that the system is up to date and safe and that we are taking all the precautions that we can. Kelly is also pursuing a "lessons learned" meeting with IT staff from other public entities that have recently been through cyber-attacks.

a. HQ Facility/Owner's Representative Report – Jerry Tomczak, Program Manager, Cunningham-Limp

Jerry updated the Board on the progress of the new facility. The project continues to be ahead of schedule with various installations and upcoming tasks, including:

- The second delivery of furniture has been delivered.
- Bus wash concrete has been installed.
- Landscaping has been installed.
- Propane tanks have been installed.
- UBISense cabling has been installed.
- Will be ready for final inspection in the next couple of weeks.

9. Chairperson's Report

Richard Cochrun reported on Kelly's receipt of the Community Builder Award 2024. Also, gave a reminder that litigation will begin July 8, 2024, and will have an update at the next Board meeting.

10. Old Business

No old business at this time.

11. New Business

a. FY2023 Surplus Recommendation - Justin Weston

Justin Weston provided an update on the financial surplus for FY 2023. The audited surplus is \$2,579,695. After reviewing the Cash Management Policy, it is recommended that the operating reserve fund should not exceed 30% of eligible expenses, therefore the recommendation is to allocate the surplus funds as follows: \$500,000 to the operating reserve fund and \$2,079,695 to the capital reserve funding. Justin shared the following key points:

- **Balances Update:** Provided the current balances of the Operating Fund Reserve and Capital Fund Reserve after the movement of funds; \$3,223,189 and \$7,430,008 respectively.
- **Earnings:** The funds are still earning about 5.4% in interest.

Moved by Joe Underwood and supported by Wayne Schmidt to approve the FY2023 Surplus Recommendation as presented.

- Ayes: 6
- Nays: 0
- Motion Carries: 6-0

b. BATA Procurement Policy – Justin Weston

Justin Weston presented updates to the BATA Procurement Policy, which were made by Shaughn Handley, the Grant and Procurement Specialist. Key updates include:

- Compliance: The policy has been updated to ensure compliance with the FTA as a direct recipient for small urban transit.
- FTA Contract Manual: Shaughn reviewed the FTA contract manual to understand the procedures for the tri-annual audit.
- Thresholds: The procurement thresholds were updated to align with the Federal thresholds.

Moved by Wayne Schmidt and supported by Scott Sieffert to approve the BATA Procurement Policy as presented.

- Ayes: 6
- Nays: 0
- Motion Carries: 6-0

c. ACH Payment Policy – Justin Weston

Justin Weston contacted our auditor about paying invoices by ACH payment due to several instances of delayed receipt through the mail. Key updates include:

- Line of Credit/Credit Cards:
 - Hard due dates with the possibility of late fees or interest.
- Employee Fringe Benefit(s) – Require monthly reconciliation and authorization approval.
 - Includes Medical, Dental, Vision, or other insurances covering employees and their families.
 - Late payments result in cancellation of coverage.
- Utilities including Internet/Phone Service/Electricity/Gas/Waste/Sewer/Water
 - Late fees apply as well as disconnection if not paid timely.
- Time sensitive invoices, cost-savings processing, and emergency purchases approved by Directors.

Moved by Joe Underwood and supported by Wayne Schmidt to approve the BATA ACH Payment Policy as presented.

- Ayes: 6
- Nays: 0
- Motion Carries: 6-0

d. Automated Planning and Scheduling Software Requisition Request – Adam BeVier

Adam presented a request to procure an automated scheduling software. The purchase of the Remix Software will enhance our efficiency, improve collaboration, generate cost savings, and help BATA in meeting the transportation needs of the community.

Moved by Scott Sieffert and supported by Wayne Schmidt to approve the 3-year purchase of Remix automated Planning and Scheduling Software as requested.

- Ayes: 6
- Nays: 0
- Motion Carries: 6-0

12. Discussion Topic – BATA Link Service – Adam BeVier

Adam BeVier gave an update on our Link service and using the VIA system for the past year. Key notes include:

- Recommend splitting the current zone into a smaller on-demand zone and a larger pre-booked zone.
- By changing the zones, our new inner core zone will be easier and more efficient for On Demand Service.
- The Outer Zone area will still be a prebooked trip.
- Overall, splitting into the new zones with the same vehicle supply will yield more rides, more efficiency, and a lower cost per trip.
- BATA is planning for implementation of the above changes in the fall.

13. Second Public Comment*

No public comment was made.

14. Directors' Comments and Announcements/Open Floor

Great praise for providing transportation for the Interlochen Summer Concert series. BATA will be providing rides for 5 concerts this summer.

15. Adjournment

Moved by Scott Sieffert and supported by Joe Underwood to adjourn the June 27, 2024, Regular Meeting of the BATA Board of Directors at 2:52 PM.

Meeting Minutes Submitted by: _____

Meeting Minutes Approved on: August 15, 2024

Wayne Schmidt, Secretary: 

BATA's next Board of Directors Meeting will be held August 15, 2024 @ 115 Hall St.