

BATA Regular Board of Directors Meeting Minutes

Location: Sutton's Bay Library, 416 Front St, Suttons Bay, MI 49682

Date/Time: 1:00 PM, Thursday, May 30, 2024

1. Call to Order

The meeting was called to order by Chairperson Richard Cochrun at 1:14 PM.

2. Pledge of Allegiance and Moment of Silence

3. Roll Call

- John Sommavilla - PRESENT
- Wayne Schmidt - ABSENT
- Jamie Kramer - ABSENT
- Joe Underwood - PRESENT
- Scott Sieffert - ABSENT
- Brad Jewett - PRESENT
- Richard Cochrun - PRESENT

4. First Public Comment*

No public comment was made.

5. Approval of Agenda/Declaration of Conflict of Interest

Moved by Brad Jewett and supported by John Sommavilla to approve the agenda as presented.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

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

- Regular Board Meeting Minutes of April 25, 2024
- Study Session Meeting Minutes of April 25, 2024

Consideration of Accepting the Following Reports

- LAC Meeting Minutes of April 29, 2024
- Correspondence – Staff Compliments
- April 2024 Income Statement

Item 6 b was requested to be removed by Brad Jewett.

Moved by Brad Jewett and supported by John Somnavilla to approve the consent calendar as amended.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

7. Any Items Removed from the Consent Calendar

- Study Session Meeting Minutes of April 25, 2024

Brad noted that his last name was spelled incorrectly in the Study session minutes.

Moved by Brad Jewett and supported by Joe Underwood to approve the study session meeting minutes of April 27, 2024, with the correction noted above.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

8. Executive Director's Report – Kelly Dunham

Kelly introduced Rich Cherry, BATA's new legal counsel. Rich has been assisting BATA with transitioning into a small urban transportation authority, the sale of the Diamond property, easements with the new facility, and the Veterans Preference Act. Updates were provided on:

- Groundbreaking for the TC Housing Commission scheduled for June 24, 2024.
- Purchase agreement for Diamond executed with closing scheduled for July 15, 2024, and exit date of the Diamond facility on September 15, 2024.
- Pending application for hosting a Mobility Fellow.

- Smart commute week with free loop rides.

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:

- Carpet, millwork, counters, lockers, window blinds installed.
- Bus wash started; plumbing and backfill soon.
- Trees planted; asphalt for the transfer center and facility scheduled.
- Signage by Image 360.
- Issues when pouring the concrete at the Transfer site. The concrete dried/cured too quickly and will need to be removed. The section of concrete included snowmelt tubing which will require the new installation of tubing, causing delays at the opening of the transfer station.

b. Five-Year Technology Plan Update – Eric Lingaur and Paul Clausen

BATA's Technology Roadmap highlights upcoming projects and completed updates. Currently, 4 out of 6 projects are complete, with remaining implementations including a new fare collection system and automated route planning and scheduling software. Future upgrades include:

- New phone system
- Windows 11
- Cradle point vehicle router replacements
- Bus camera system replacements
- Vehicle tablet replacement
- Marquee integration
- APC/NTD re-certification
- Financial software update
- Rider experience improvements

9. Chairperson's Report

Richard Cochrun reported on a walkthrough at the new facility, expressing amazement at the progress and accomplishments.

10. Old Business

No old business at this time.

11. New Business

a. 2024 Tax Rate Request Resolution, L-4029 for Grand Traverse and Leelanau Counties – Justin Weston

Moved by Brad Jewett and supported by Joe Underwood to approve the 2024 Tax Rate Request Resolution as presented.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

b. Public Transit Agency Safety Plan (PTASP) – Erik Falcon

Erik presented the PTASP, a living document for public transit safety accountability, covering various safety metrics and requiring annual recertification for federal funding.

Moved by Joe Underwood and supported by John Sommovilla to approve the Public Transit Agency Safety Plan (PTASP) as presented.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

c. NTD Validation Vendor Recommendation – Eric Lingaur

The FTA requires APCs to be certified through an extensive validation process. BATA recommends selecting HopThru for their manual counting services, project timeline, cost efficiency, user-friendly interface, and prior experience.

Moved by Joe Underwood and supported by John Sommovilla to approve the NTD Validation Vendor Recommendation as presented.

- Ayes: 4
- Nays: 0
- Motion Carries: 4-0

12. Discussion Topic

Kelly Dunham informed the Board about TCAPS seeking support for the TCAPS Bond Proposal. The Board consensus was not to support the Bond Proposal at this time. Kelly also discussed issues surrounding the sewer and water public infrastructure and thanked Brad Jewett for his help in working with the Township. She further explained that the original cost sharing agreement documented in an MOU between BATA and the TCHC was not being

