

## **BATA Regular Board of Directors Meeting Minutes**

115 Hall St, Traverse City, MI 49684

1:00pm Thursday, April 25, 2024

1. Call to Order by Chairperson  
The meeting was called to order by Richard Cochrun at 1:01pm.

2. Pledge of Allegiance and Moment of Silence

3. Roll Call

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

4. First Public Comment  
Justin Reed spoke to the Board and asked, what is the board of directors? What should the board consist of? Justin also mentioned that he thought BATA was doing a terrific job. The new east and west Baylines were doing a great job in navigating the construction.
5. Approval of Agenda/Declaration of Conflict of Interest  
Kelly Dunham informed the Board of Jerry Tomczak's time constraint and asked the Board if we could move agenda item number 8 (Executive Director's Report) ahead.

**Moved by Joe Underwood and supported by Scott Sieffert, the BATA Board of Directors approved the agenda with moving up agenda item number 8.**

**Ayes -7**

**Nays-0**

### **Motion Carries**

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 February 15, 2024*
- b. *Organizational Meeting Minutes of February 15, 2024*

c. *Special Board Meeting Minutes of February 27, 2024*

*Consideration of Accepting the following Reports*

d. *FY24 Q2 Ridership Report*

e. *FY24 Q1 & Q2 Turnover Reports*

f. *Correspondence – Staff Compliments, 5572 Report, Garfield Township letter*

**Moved by Brad Jewett and supported by Scott Sieffert, the BATA Board of Directors moves to approve the April 25, 2024, Consent Calendar as presented.**

**Ayes-7**

**Nays-0**

**Motion Carries 7-0**

7. Any items removed from the Consent Calendar  
No items were removed from the Consent Calendar.
  
8. Executive Director's Report – Kelly Dunham  
Kelly gave an update on the sale of Diamond. The verbal offer discussed at the last meeting is still currently being worked on and as of 4/24/2024 we are very close to a written purchase agreement. As of now September 15, 2024, is the proposed exit date of Diamond.  
The Traverse City Housing Commission received funding and is ready to start phase 1 of their project.  
Kelly introduced Rich Cherry, BATA's attorney. Rich gave an update that the current litigation is scheduled for mediation on July 8, 2024.  
The FY 2025 State Budget shows a significant reduction for transit by 15% and expenses for transit went up 9%. Kelly and Wayne Schmidt will be attending a legislative meeting in May and will advocate for additional funding.
  - a. HQ Facility/Owner's Representative Report  
Jerry Tomczak, Program Manager, Cunningham-Limp  
Jerry gave an update on the progress of the new facility. The project continues to be ahead of schedule and under budget. The recent work completed to date are, the epoxy floors in the garage, polished concrete, painting 95% finished, final grading and topsoil installed, and majority of siding installed. Jerry also provided what the next projects will be started and the dates when those should be started.
  - b. May Service and Capital Improvements, Eric Lingaur and Bill Clark  
(presentation in packet)  
Bill Clark presented to the Board all the upcoming route changes to current routes that will be coming to BATA beginning in June. Some of these changes will include the new transfer center on LaFranier Road. Changes to existing routes that will add more stops, BATA will be able to provide more service and incorporate new/more stops to the west side of town. Will also be adding a new Leelanau Flex route to help transfer people into town.  
Bill gave an update on new shelters and benches that BATA has placed throughout the service area.
  
9. Chairperson's Report

Richard Cochrun stated that there will not be a Financial Oversight Team this year. Items will instead be presented to the full Board of Directors.

- a. Committee Appointments  
John Somnavilla, Wayne Schmidt, and Scott Sieffert have been appointed to the Governance Committee.

10. Finance Reports – Justin Weston  
FY24 Q2 Finance Reports

Justin shared with the Board the current financial status which included updates on cash, which was moved to Michigan Class Investment Pool. The sale of Cass Rd is included in this. Accounts receivable up a little due to TCHC infrastructure. The State line due from and due to shows negative, which means we came in under budget, same for the Federal. Federal, 5311 funded quarterly. Property tax receivable, Leland TWP collected early on summer taxes. Increasing property tax values and timing for summer collection. Deferred Outflows and Inflows for net pension liability range from when they looked at it, which was 2022. Those adjustments are reflected. Deferred Revenue is up with the amount of advertisements that have come in. Net Position shows an increase from last year.

**Moved by Joe Underwood and supported by Scott Sieffert, the BATA Board of Directors moves to approve the FY24 Q2 Finance Report as presented.**

**Ayes -7  
Nays -0**

**Motion Carries**

11. Old Business  
No old business at this time.

12. New Business

- a. Fiscal Year 23 Audit- Josh Sullivan, Rehmann  
Josh presented the FY Audit for 2023. Items included that were discussed are as follows:  
Statements of Net Position, Statements of Revenues, Expenses and Changes in Fund Net Position. Statements of Cash Flow. Notes to financial statements. Deposits and investments. Pension plan. Selling of BATA properties.  
Single Audit, which included Summary of Auditor Results. Financial Statements, Federal Awards and Assistance Listing Number.

**Moved by Scott Sieffert and supported by Wayne Schmidt, the BATA Board of Directors move to approve the FY 2023 Audit as presented.**

**Ayes -7  
Nays-0**

**Motion Carries**

b. Strategic Plan Refresh-

**Moved by Brad Jewett and supported by Scott Sieffert, the BATA Board of Directors moved to approve the Strategic Plan Refresh as modified in the study session.**

**Ayes -7**

**Nays -0**

**Motion Carries**

c. Federal Transit Administration Authorizing Resolution  
Authorizes BATA to receive the Federal Funding 5307.

**Moved by Wayne Schmidt and supported by Joe Underwood, the BATA Board of Directors moved to approve the FTA Authorizing Resolution as presented.**

**Ayes- 7**

**Nays- 0**

**Motion Carries**

13. Discussion Topic

a. Vehicle Procurement Process, Kurt Braun, BATA Facilities & Fleet Manager. Kurt spoke to the Board on how we procure our vehicles. There are two funding mechanisms which are formulative (5339) and competitive (5339b & 5339c). We previously received the formulative 5339 funds through the State of Michigan but will not receive the direct allocation from the FTA. BATA's goals include standardization of fleet, operational cost efficiency, and maximizing funding.

14. Second Public Comment – No public comment was made.

15. Directors' Comments and Announcements/Open Floor

16. Adjournment

**Moved by Brad Jewett and supported by John Somnavilla, the BATA Board of Directors move to adjourn the April 25, 2024, Regular Meeting of the BATA Board of Directors at 2:42pm.**