

## BATA Regular Board of Directors Meeting Minutes

115 Hall St, Traverse City, MI 49684

Thursday, February 24, 2022

1. Call to Order by Chairperson  
The meeting was called to order by Richard Cochrun at 1:00pm
2. Pledge of Allegiance and Moment of Silence  
The Pledge of Allegiance was recited and a Moment of Silence observed.
3. Roll Call

Richard Cochrun	PRESENT
John Sommavilla	PRESENT via teleconferencing from Florida
Linda Joppich	PRESENT
Heather Harris-Brady	PRESENT
Brad Jewett	PRESENT
Robert Fudge	PRESENT
Rick Robbins	PRESENT

Also Present: Chris Davis, Kelly Dunham, Eric Lingaur, Mary Meredith, Nichole Thompson, Josh Sullivan (Rehmann)
4. First Public Comment  
There was no public comment.
5. Approval of Agenda  
**On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors approved the February 24, 2022 Regular Meeting Agenda as presented.**

Roll Call	
Richard Cochrun	YES
John Sommavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES
<b>MOTION CARRIED:</b>	<b>7-0</b>
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 on the agenda is approved by a single Board action adopting the consent calendar.

*Consideration of Approving the following Minutes*

- a. *Local Advisory Council Meeting Minutes of January 24, 2022*
- b. *Annual Organizational Board Meeting Minutes of January 27, 2022*
- c. *Regular Board of Directors Meeting Minutes of January 27, 2022*

*Consideration of Accepting the following Reports*

- d. *Monthly Income Statement for January 2022*
- e. *Board Request Tracker*
- f. *Rehmann Consulting Engagement Report*
- g. *BATA's Response AUP FY21 Q3Q4*

**On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moved to approve the February 24, 2022 Consent Calendar as presented.**

Roll Call

Richard Cochrun	YES
John Somnavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

**MOTION CARRIED: 7-0**

- 7. Any items removed from the Consent Calendar  
There were no items removed from the Consent Calendar.

- 8. Executive Director's Report – Kelly Dunham  
Kelly reviewed her monthly report with the Board and notified the directors that we did get Garfield Township approval for the Public Hearing for March 22<sup>nd</sup>.

Kelly also noted that this morning she attended an MPTA Legislative meeting with other transit system leaders. It was noted that legislation to increase the penalty for assault on public transit drivers is one of MPTA's priorities this year, as well as advocating for an increase in State funding.

BATA has begun our outreach to Leelanau County to assess how we can service this area in the most efficient manner this summer.

We are returning limited Route 12 service to Interlochen to provide transportation for Academy students on the weekends.

Kelly also gave an update on the new headquarters. She is discussing the budget shortfall with MDOT, exploring additional grants and BATA's surplus allocations.

- 9. Chairperson's Report – Richard Cochrun  
Richard did not have any specific items to discuss this month. Although he is happy to see that COVID numbers going down.
- 10. Committee Reports  
The Governance Committee still plans to begin meeting in late spring.
- 11. Old Business  
There was no old business.

12. New Business

a. FY21 Audit Presentation – Josh Sullivan/Rehmann

Josh introduced himself and gave a review of the recent audit report. Highlighting the following:

- Total Assets are up. Pension is sitting at a good net position.
- Liabilities are down approximately \$200,000.
- Cash Flow for the current year is positive.
- Good healthy financial results overall.
- Federal awards \$4.3 million for the year.
- No findings for the single audit.
- No deficiencies and overall a good report.

Josh thanked Controller Nichole Thompson for her assistance on providing requested information in a timely manner.

**On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors accepted the FY21 Audit conducted by Rehmann as presented.**

Roll Call

Richard Cochrun	YES
John Somnavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

**MOTION CARRIED: 7-0**

b. Transit Master Plan Recommendation - Eric Lingaur

Eric provided a recap of the Transit Master Plan and the RFP process, noting that five respondents were narrowed down to two with Nelson/Nygaard being the final recommendation for a number of reasons that Eric explained.

**On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approved the selection of Nelson/Nygaard for the amount of \$158,594 to produce the 2022 Transit Master Plan as presented.**

Roll Call

Richard Cochrun	YES
John Somnavilla	YES
Linda Joppich	YES
Heather Harris-Brady	YES
Brad Jewett	YES
Robert Fudge	YES
Rick Robbins	YES

**MOTION CARRIED: 7-0**

c. FY22 Q1 Organizational Scorecard Results & Turnover Report

Kelly reviewed the Scorecard results and gave an overall review after taking questions from the Board.

Director Robbins needed to leave the meeting at this point (2:00pm) for a previous commitment.

The Turnover Report is a new item that will be presented quarterly by Chris Davis. The graph shows controllable and uncontrollable data. COVID had an impact on employees who decided they wanted to stay home with family. Retirements are up with some of the longer-term employees. The applicant pool is not where we would like it to be. At current service levels we are short four drivers.

Director Somnavilla asked about buddy systems and mentorships for first-year employees. Chris reports we could do more however first-time drivers are paired up with an experienced driver until they reach a good comfort level to be on their own.

13. Board Discussion Item

a. Brainstorm for future discussion items

Kelly presented the flip chart list coming from the Retreat to get discussion moving regarding monthly discussion items. Some of the topics the directors would like to address are:

- Partnerships
- Millage – duration of levy and frequency of ballot measure
- 5311/5307 conversion for further discussion in March
- Revenue enhancement opportunities
- Include onboard wifi in the Transit Master Plan
- Rider Experience
- Vehicle Electrification/Automated Vehicles Timelines
- Leelanau County Service
- Strategic Planning/Timing of next steps
- Staffing and Employment Challenges
- Transit Master Plan
- Defining Success and Meeting Community Needs
- Name for new facility
- Preparing for the next crisis/pandemic

14. Second Public Comment

There was no public comment.

15. Directors' Comments and Announcements/Open Floor

Heather would like the Strategic Plan timing to be addressed.

16. Adjournment  
**On a Motion made by Brad Jewett, the BATA Board of Directors moved to adjourn the February 24, 2022 Regular Meeting of the BATA Board of Directors at 3:00pm.  
MOTION CARRIES**

Submitted/Recorded by: Mary Meredith, Administrative Services

Approved on 3-24-22  
DATE  
Linda Joppich  
Linda Joppich, Secretary