



BATA Board of Directors Meeting Minutes
Thursday, September 28, 2023 @ 1:00pm
115 Hall St, Traverse City, MI

- 1. Call to Order – Chairperson Cochrun called the meeting to order at 1:01 pm.
- 2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited, and a Moment of Silence was observed.
- 3. Roll Call

Richard Cochrun	PRESENT
John Somnavilla	TARDY (Arrived at 1:04 pm)
Jamie Kramer	PRESENT
Joe Underwood	PRESENT
Heather Harris-Brady	PRESENT
Robert Fudge	PRESENT
Brad Jewett	PRESENT

Staff present: Kelly Dunham, Chris Davis, Eric Lingaur, Phil Masserant, Kurt Braun, Paul Clausen, and Britny Schwartz.

- 4. First Public Comment

Linda Joppich: Stated the dispatchers and drivers are wonderful. Jim and Kathleen in dispatch are very helpful.

Jamie Kramer: Would like to thank everyone for getting things back on track for Leelanau Montessori. Parents are thankful.

- 5. Approval of Agenda/Declaration of Conflict of Interest

On a motion made by Robert Fudge and seconded by Joe Underwood, the BATA Board of Directors approved the Agenda for the September 28, 2023, Regular Board of Directors Meeting as presented.

MOTION CARRIED 7-0

- 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 on the agenda is approved by a single Board action adopting the consent calendar.

Consideration of Approving the following Minutes

- a. *Regular Board of Directors Meeting Minutes of August 10, 2023*
- b. *Special Board of Directors Meeting Minutes of August 24, 2023*
- c. *Closed Session Meeting Minutes of August 24, 2023, to be distributed at the September Board Meeting*

Consideration of Accepting the following Minutes and Reports

- d. *Finance Oversight Team Notes of September 18, 2023*
- e. *Governance Committee Minutes of September 18, 2023*
- f. *August Income Statement*
- g. *Title VI Policy*
- h. *Board Request Tracker [No new items]*
- i. *Correspondence*

On a motion made by Jamie Kramer and seconded by Brad Jewett, the BATA Board of Directors moved to approve the September 28, 2023, Consent Calendar as presented.

MOTION CARRIED: 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 requested feedback on her new report format. Positive feedback was received, the bullet points are helpful but there was a request to add sub headers. The location for the Strategic Planning meeting in October will be held at The Park Place. The regular Board of Director meeting will take place at Hall St.
Eric Lingaur shared the plan for shuttle service for Leelanau Uncaged.
Kelly also stated that the Image360 partnership for nonprofits will continue, Image360 covers the cost and design, BATA donates the advertising space for 1 featured nonprofit annually.
City Loop 7 ridership is continuing to grow.
MPO has met and has another meeting on October 19th for project selection, technical committee who makes a recommendation to the full board for MPO funding.
 - a. HQ Facility/Owner's Representative Report
Jerry Tomczak, Program Manager, Cunningham-Limp
Jerry was not in attendance; Kurt Braun gave an update on the construction progress. The parking garage concrete has been completed; the shop will be completed next. Also working on the roof.
 - b. Hiring Report – Chris Davis
Chris provided an update on the current staffing levels.
 - c. Employee Engagement Survey – Chris Davis
Chris shared the results of the Employee Engagement Survey that was conducted in June 2023. A Board recommendation was provided to look at combining employee groups of small departments so employees don't feel like they can be identified and to review the wording of question 17.
9. Chairperson's Report – Richard Cochrun
Richard stated that he is impressed with the work being done on the new Headquarters building.
10. Committee Reports
 - a. Finance Oversight Team – Kelly Dunham

- Kelly gave a report on the conversation that was had in the latest FOT meeting.
- b. Governance Committee – John Sommovilla
John provided a report on recommendations made by the Governance Committee.
A potential conflict on 2 act 51 agencies was brought up during the GT County discussion in the spring, will have additional information after the legal opinion is received.

11. Old Business
No old business was discussed.

12. New Business

- a. FY24 Capital Projects – Kelly Dunham
Phil explained the proposed FY24 Capital Projects budget as well as the FY25 forecast.
A full cost analysis will be completed before requesting approval on any of the items in the FY25 Forecast.

Kurt Braun shared a presentation to support his request of Hall St Snowmelt repairs listed on the FY24 Capital Projects budget.

On a motion made Brad Jewett and seconded by John Sommovilla, the BATA Board of Directors moved to approve the FY24 Capital Projects Budget as presented.

MOTION CARRIED 7-0

- b. Support letter of Reappointment of John Sommovilla and Robert Fudge

On a motion made by Jamie Kramer and seconded by Heather Harris-Brady, the BATA Board of Directors authorized the Secretary to address the Leelanau County Board of Commissioners and the Grand Traverse County Board of Commissioners, respectfully requesting that John Sommovilla and Robert Fudge be reappointed to the BATA Board of Directors for another 3-year term.

Discussion was had,

Robert requested clarification on if he should be the only one signing his letter of support to the Board of Commissioners for his reappointment, Kelly clarified that we will also have Richard Cochrun, Chairperson, sign his letter of support,

Joe Sommovilla stated that he does not feel comfortable suggesting to another board who should be reappointed, Brad Jewett also stated that he has not seen any other board. Heather Harris-Brady stated that it is typical practice for this Board to send a letter of support to

MOTION CARRIED 5-2

- c. Bylaws Approval

On a motion made by Robert Fudge and seconded by Jamie Kramer, the BATA Board of Directors moved to approve the revision to the BATA Bylaws as presented.

MOTION CARRIED: 7-0

- d. Diamond Dr Facility
Kelly shared that the FOT discussed the staff recommendation to wait on completing the sale of the Diamond Dr facility until after we have moved to the new HQ and have assessed the need of additional space for storage. The Diamond Dr facility is the only locally owned property. The holding cost is approximately \$8,700 per year for the property.

Discussion continued regarding the ability to sell now and build a new storage building on the new HQ site. The market is good right now to sell, but there is also a backlog in construction that could make building a new storage facility hard to accomplish and currently we don't have approval by the township to build one on the site. The funding plan for the new facility changed when we received higher than the asking price for Cass Road which negated the need for immediate sale of Diamond.

On a motion made by Jamie Kramer and seconded by John Somnavilla, the BATA Board of Directors rescind the listing of 2470 Diamond Drive effective immediately as recommended by the Finance Oversight Team.

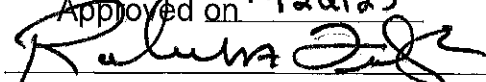
MOTION CARRIED: 6-1

Discussion was had with consensus that the aforementioned motion is contingent on Kelly exploring the cost and feasibility of building a pole barn on the new site and report back to the Board of Directors.

On a motion made by Brad Jewett and seconded by John Somnavilla, the BATA Board of Directors approved the request for the executive director to discuss with the township on building a new storage facility on site and explore cost.

MOTION CARRIED: 7-0

14. Board Discussion Item
Brad Jewett requested that page numbers are double checked for correctness on the next agenda.
Chris provided an update on the Executive Director's Evaluation Process.
Chris will be sending out a summary of accomplishments achieved throughout the year for their use in completing the evaluation.
15. Second Public Comment
No public comment was made.
16. Directors Comments/Open Floor
17. Adjournment
On a motion made by Jamie Kramer, the BATA Board of directors moved to adjourn the September 18, 2023 Regular Meeting of the BATA Board of Directors at 2:35 pm.

Approved on 10/26/23


Robert A. Fudge, Secretary