

BATA Regular Board of Directors Meeting Minutes

115 Hall St, Traverse City, MI 49684

Thursday, April 27, 2023 @ 1:00 pm

1. Call to Order by Chairperson Richard Cochrun at 1:00 pm
2. Pledge of Allegiance and Moment of Silence

3. Roll Call

Richard Cochrun	Present
John Sommavilla	Present
Robert Fudge	Present
Heather Harris-Brady	Present
Brad Jewett	Present
Jamie Kramer	Present
Joe Underwood	Present

Absent: None

Other staff present: Kelly Dunham, Eric Lingaur, Chris Davis, Phil Masserant, Adam BeVier, Wayne Stevens, Keir Rasmussen, Britny Schwartz (Via Zoom).

4. First Public Comment*

No public comment.

5. Approval of Agenda/Declaration of Conflict of Interest

On a motion made by Brad Jewett and seconded by John Sommavilla, the BATA Board of Directors approved the April 27, 2023, Regular Meeting Agenda as presented.

Motion carried 7-0

6. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping noncontroversial 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.

On a motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moved to approve the April 27, 2023 Consent Calendar as presented.

Motion carried 7-0

Consideration of Approving the following Minutes

- a. *Regular Board Meeting Minutes of February 23, 2023*

Consideration of Approving the following Reports

- b. *FY23 Q2 Ridership Report*
- c. *FY23 Q2 Turnover Report*
- d. *Governance Committee Minutes of March 13, 2023*
- e. *Local Advisory Committee Meeting Minutes of April 12, 2023*
- f. *Finance Oversight Team Notes of April 17, 2023*
- g. *Board Request Tracker [no new items]*
- h. *Correspondence Any items removed from the Consent Calendar – Richard Cochrun*

7. Executive Director's Report – Kelly Dunham
Kelly updated the Board of Directors on meeting with the county administrators and legal counsel to work towards a potential resolution. They will continue to meet weekly and keep everyone informed and continue to monitor. Kelly invited the Board to the staff BBQ on May 4th from 10 am – 3 pm as well as the groundbreaking on May 10th at 2 pm, additional instructions on parking for the groundbreaking will be provided soon.
New technology updates were given. GMV installations are currently taking place and we are working on solutions for the radio transmission.
Kelly introduced Matt Morritz as the LAC representative.
Listing agents have been solicited for the listing of Cass Road and Diamond Drive facilities.

Matt Morritz spoke for the LAC as their representative and shared their current focuses.

- a. HQ Facility/Owner's Representative Report
Jerry Tomczak, Program Manager, Cunningham-Limp
Jerry provided an update on the Headquarter facility build.
- b. Hiring Report – Chris Davis
Chris provided an update on recruiting and hiring. At least four new hires are in the classes through June. Will provide July driver FTE predictions next month. CDL informational class was held on April 11

with the next class scheduled for May 10th. Hired one of the five attendees from the March class, two additional attendees are available to start in June and July, respectively. She also shared that the incentive has played a large role in recruiting and retention. Heather requested an update on Student Mechanics. Chris stated that the current Mechanic Supervisor stated that the mechanics are currently fully staffed.

Will continue to investigate partnering with NMC for the future.

Marketing efforts are underway to recruit retirees as fill-in drivers.

c. Link Service Update – Adam BeVier

Adam provided an update on the Link Service changes because of the new technology implementation. Partnering with VIA to assist with improving Link services.

We are currently using 2 platforms that do not speak to each other, causing stress for riders and staff. With VIA, riders will have the option of booking all rides through an application or a dispatch. This technology will also allow riders to real-time track their bus as well as streamline payment options for riders, riders will still have the option to pay in cash once they board the bus.

The launch should be available in mid to late June.

8. Chairperson's Report – Richard Cochrun

Chairperson Cochrun had nothing to report.

9. Committee Reports

a. Finance Oversight Team – Richard Cochrun

Richard shared that their recommendation is to put the FY22 surplus in the capital reserve fund.

b. Governance Committee – John Somavilla

John shared that the Governance Committee met in March to interview Board Applicants and shared that no action has been taken.

10. Finance Reports – Phil Masserant

a. Monthly Income Statement

Phil highlighted aspects of the monthly income statement.

b. Statement of Net Position

Phil provided an overview of current Net Position and stated that MiClass is separate from this statement as those funds are reported in the reserve fund.

c. Capital Reserve Fund Report

Phil shared that he will be making the recommendation to use surplus reserve from last year to help support future capital needs under line item 14b.

d. Operating Reserve Fund Report

Comfortable at 20.5%. Funding for the operating reserve fund comes from prior year MDOT reconciliations.

e. New Facility Fund Report

On a motion made by Joe Underwood and seconded by Brad Jewett, the BATA Board of Directors moved to accept the Finance Reports as presented.

Motion carried 7-0

13. Old Business

No old business presented.

14. New Business

a. New Facility Budget

Richard shared that this report came from FOT to breakdown funding mechanisms for the New Facility. Phil shared information on projected grants from the state and reviewed each of the funding sources that comprise the approximate \$30 million budget,

Jerry Tomczak also provided information on contingency funds as well as additional fees that were considered when preparing the New Facility Budget as well as projected funds that will be reimbursed. The current budget sits at \$30.1 million.

On a motion made by John Somnavilla and seconded by Joe Underwood, the BATA Board of Directors moved to approve the total project costs as presented.

Motion carried 7-0

b. FY 2022 Surplus Recommendation

The FOT recommended allocating the FY22 to the capital fund for future capital expenditures.

On a motion made by Robert Fudge and seconded by Jamie Kramer, the BATA Board of Directors moved to approve the allocation of \$2,948,862 to BATA's Capital Fund as recommended by the FOT.

Motion carried 7-0

- c. IT Vendor Contract Recommendation
Eric shared information on why a vendor change was needed as well as projected savings.

Commissioner Jewett requested information on Next IT's experience with our technologies, Eric Lingaur stated that Next IT has significant experience with our technologies including more experience than our current provider, i3 Business Solutions.

On a motion made by Brad Jewett and seconded by Joe Underwood, the BATA Board of Directors moved to approve the IT Contract with Next IT for 3 years for \$42,600 for the first year, and \$39,000 per year for years two and three as recommended.

Motion carried 7-0

- d. MPO Participation Resolution

Kelly shared that the interlocal agreement will be approved separately, this is the MDOT required resolution for participating in the formation.

On a motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moved to approve the MPO Participation Resolution as represented.

Motion Carried 7-0

- e. FY 2023 Success Plan Scorecard Q1 & Q2 Results

Kelly shared the metrics indicating success for the organization. Preventable collisions are reported as a non-absolute number as projected numbers were based on 100% service level.

John Sommovilla requested additional information regarding preventable collisions as reported as well as corrective action regarding accidents.

Kelly shared that the Operations Team does continue to investigate accidents for trends and additional training opportunities either individually or staff wide.

Chris shared the Safety Committee reviews monthly accidents as well as injuries. The Safety Committee is currently focusing on prevention and not only reacting to accidents.

15. Board Discussion Items

No Board Discussion Items presented.

16. Second Public Comment*

No public comment.

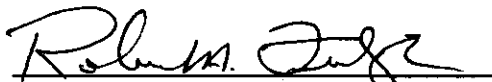
17. Directors' Comments and Announcements/Open Floor

Heather Harris-Brady shared that she will be out of commission in June due to a personal reason and may not be available for the June Board meeting.

18. Adjournment

On a motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors moved to adjourn the April 27, 2023 Regular Meeting of the BATA Board of Directors at 2:27 pm.

Approved on _____



Robert A. Fudge, Secretary