

BATA Regular Board of Directors Meeting Agenda

115 Hall St, Traverse City, MI 49684

1:00pm Thursday, April 25, 2024

1. Call to Order by Chairperson
2. Pledge of Allegiance and Moment of Silence
3. Roll Call
4. First Public Comment*
5. Approval of Agenda/Declaration of Conflict of Interest
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*
7. Any items removed from the Consent Calendar
8. Executive Director's Report – Kelly Dunham
 - a. HQ Facility/Owner's Representative Report
Jerry Tomczak, Program Manager, Cunningham-Limp
 - b. May Service and Capital Improvements, Eric Lingaur and Bill Clark
(presentation in packet)
9. Chairperson's Report
 - a. Committee Appointments
10. Finance Reports – Justin Weston
FY24 Q2 Finance Reports
11. Old Business

12. New Business
 - a. Fiscal Year 23 Audit- Josh Sullivan, Rehmann
 - b. Strategic Plan Refresh- Will be presented at Study Session
 - c. Federal Transit Administration Authorizing Resolution
13. Discussion Topic
 - a. Vehicle Procurement Process, Kurt Braun, BATA Facilities & Fleet Manager.
14. Second Public Comment*
15. Directors' Comments and Announcements/Open Floor
16. Adjournment

Public Comment:

Any interested party or person may address the board on any matter of BATA concern during public comment. Comments will be limited to 5 minutes and a one-minute warning will be given when needed. Any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting may be terminated by the presiding officer. Once you have completed your public comment the board may ask any clarifying questions. If needed, you will be assigned a member of BATA's staff to follow up directly on any open concerns.

BATA Regular Board of Directors Meeting Minutes

115 Hall St, Traverse City, MI 49684

Thursday, February 15, 2024

1. Call to Order by Chairperson
Chairperson Richard Cochrun called the meeting to order at 2:34pm.

2. Roll Call

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

3. First Public Comment*
No Public Comment was made.

4. Approval of Agenda/Declaration of Conflict of Interest

Richard Cochrun proposed the addition of item 11.c. – consideration to authorize Kelly Dunham to execute a purchase agreement with an interested buyer of the Diamond Drive facility.

Moved by Brad Jewett and supported by Wayne Schmidt, the BATA Board of Directors approved the agenda for the February 15, 2024, regular Board Meeting as amended.

**Ayes-6
Nays-0**

Motion Carries 6-0

5. 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 December 7, 2023*
- b. *Special Board Meeting Minutes of December 28, 2023*

Consideration of Accepting the following Reports

- c. *Local Advisory Council Minutes of January 17, 2024*
- d. *FY24 Q1+ Ridership Report*
- e. *Correspondence*

Moved by Joe Underwood and supported by Brad Jewett and Jamie Kramer, the BATA Board of Directors moves to approve the February 15, 2024, Consent Calendar as presented.

Ayes-6

Nays-0

Motion Carries 6-0

- 6. Any items removed from the Consent Calendar
No items were removed from the Consent Calendar.
- 7. Executive Director's Report – Kelly Dunham
Kelly introduced Justin Weston, the new Finance Director and Tracy Melville, the new Administrative Assistant/Account payables clerk.
She also provided an update on the Cass Rd facility, that the property closed February 9, 2024.
 - a. HQ Facility/Owner's Representative Report - Jerry Tomczak, Program Manager, Cunningham-Limp
Jerry gave an update on the progress of the new facility. Progress is going very well. Ahead of schedule and under budget. The painting looks great and is 100% completed in the bus barn. Painting started in the maintenance area and office area. Low voltage bids are complete, will have an update on that next week. Electrical is continuing to be installed. Traverse City Housing Committee plans to break ground in June.
- 8. Chairperson's Report
 - a. Committee Appointments
The person for the committee appointment was absent. Item to be moved till the next meeting.
- 9. Finance Reports – Justin Weston
FY24 Q1 Finance Reports
 - a. Statement of Net Position
 - b. Capital Reserve Fund Report
 - c. Operating Reserve Fund Report
 - d. New Facility Fund ReportJustin reviewed the finance reports highlighting key points for the Board.

Moved by Richard Cochrun and supported by Brad Jewett, the BATA Board of Directors moves to approve the FY24 Q1 finance reports.

Ayes-6

Nays-0
Motion Carries 6-0

10. Old Business
No old business was presented.

11. New Business
a. FY 2025 Preliminary Budget & Resolution of Intent
Justin Weston explained that Phil Masserant helped with the FY 2025 preliminary budget preparation. These items included notes on different departmental needs, the new facility, utilities, service levels, etc. Tried to keep the numbers conservative right now. In October the actual budget for 2025 will be presented.

Moved by Joe Underwood and supported by Brad Jewett, the BATA Board of Directors moves to approve the FY2025 Preliminary Budget.

Ayes-6
Nays-0

Motion Carries 6-0

b. FY 2025 Vehicle Accessibility Plan
Every year BATA is required to present a vehicle plan to MDOT with the budget application. What the fleet looks like, what level of accessibility BATA has, fuel types, etc.

Moved by Brad Jewett and supported by Jamie Kramer, the BATA Board of Directors moves to approve the FY2025 Accessibility Plan as presented.

Ayes-6
Nays-0

Motion Carries 6-0

c. Authorize Purchase Agreement of Diamond.
Kelly requested authorization to execute a verbal purchase offer for BATA's Diamond Drive facility. The offer is a full price offer with a lease option at \$2500/month through September. Authorizing Kelly to execute the written agreement would prevent a special board meeting needing to be called.

Moved by Richard Cochrun and supported by Brad Jewett, the BATA Board of Directors moves to authorize Kelly Dunham to execute a purchase agreement for the existing verbal offer presented.

Ayes-6
Nays-0

Motion Carries

12. Second Public Comment*
No Public Comments were made.
13. Directors' Comments and Announcements/Open Floor
14. Adjournment

Moved by Jamie Kramer, the BATA Board of Directors moves to adjourn the February 15, 2024 Regular Meeting of the BATA Board of Directors at 3:09pm.



BATA Annual Organizational Meeting Minutes

Thursday February 15, 2024 @ 2:00pm

115 Hall Street

Traverse City, Michigan 49684

1. Call to Order by Chairperson

The Meeting was called to order by Chairperson Richard Cochrun at 2:00pm

2. Pledge of Allegiance

3. Roll Call:

Richard Cochrun Present

John Sommavilla Present

Wayne Schmidt Present

Jamie Kramer Present

Joe Underwood Tardy (Arrived at 2:02pm)

Scott Sieffertt Absent

Brad Jewett Present

Richard Cochrun Present

4. Oath of Office

-Wayne Schmidt

-Wayne Schmidt read aloud his oath of office to the board and signed his paperwork.

-Scott Sieffert (Absent)

5. Approval of Agenda

Moved by Brad Jewett, supported by Joe Underwood, the BATA Board of Directors approved the agenda for the February 15, 2024, Organizational Meeting.

Motion Carried 6-0

6. 2024 Election of Officers

John Sommavilla nominated Richard Cochrun for chairperson, seconded by Wayne Schmidt. No other nominations were offered.

Moved by John Sommavilla, supported by Wayne Schmidt, the BATA Board of Directors elects Richard Cochrun as the 2024 chairperson.

Yes: John Sommavilla, Jamie Kramer, Wayne Schmidt, Richard Cochrun

No: Brad Jewett, Joe Underwood

Absent: Scott Sieffert

Carried 4-2-1 on a recorded vote.

Jamie Kramer nominated John Sommavilla for vice-chairperson, supported by Richard Cochrun. No other nominations were offered.

Moved by Richard Cochrun, supported by Jamie Kramer that the BATA Board of Directors elects John Sommavilla as the 2024 vice-chairperson.

Yes: John Sommavilla, Jamie Kramer, Wayne Schmidt, Richard Cochrun, Brad Jewitt

No: Joe Underwood

Absent: Scott Sieffert

Carried 5-1-1 on a recorded vote.

John Sommavilla nominated Wayne Schmidt for the office of secretary, supported by Richard Cochrun. No other nominations were offered.

Yes: John Sommavilla, Brad Jewett, Joe Underwood, Jamie Kramer, Wayne Schmidt, Richard Cochrun

Absent: Scott Sieffert

Motion Carried 6-0-1 on a recorded vote.

7. First Public Comment

Bruce Moore spoke to the Board regarding Grand Traverse County Commission violating its appointment policy by not conducting nor having a waiver for a background check, which is required per its policy. Believes that policy has not been followed regarding this matter. Additionally, Bruce shared concerns with

Fern Spence spoke to the Board regarding Grand Traverse County Commission regarding her application for citizen position expressing that she felt she was not fairly considered for the appointment and that she was treated disrespectfully by the ad hoc committee.

Justin Reed spoke to the Board regarding the Grand Traverse County Commission appointments to the BATA Board. He feels BATA is doing a great job and wants to see BATA grow for the community.

Ryan Volz spoke to the Board regarding the placement of the Crossing Circle stop creating a safety concern with riders having to cross the road. He would like to see Rt 4 brought back. Passenger bag limit was addressed.

Matt Webb from TransPro Consulting spoke to the Board regarding an update with working with BATA staff on the strategic planning effort. He spoke about meeting with employees at BATA and their genuine care for the community they serve. Matt stated that BATA is a strong transit system.

8. Leelanau County Appointment of John Somnavilla

Moved by Brad Jewett, supported by Jamie Kramer, that the BATA Board of Directors receives the Leelanau County appointment of John Somnavilla for a term of 3 years commencing January 1, 2024.

Carried 6-0

9. Regular Board Meeting Calendar for February 2024 – January 2025

Moved by Brad Jewett, supported by Joe Underwood, that the BATA Board approves the regular board meeting calendar for 2024 as presented.

Carried 6-0

10. Collection of Annually Signed Documents – Board Member Roles & Responsibilities and Conflict of Interest Statements.

Policies were signed and returned by Richard Cochrun, Wayne Schmidt and Jamie Kramer.

11. Second Public Comment

Justin Reed addressed the Board regarding calling into schedule rides and the use of the VIA app regarding the clients of Community Mental Health.

Ryan Volz addressed the Board about how Link scheduling works. He would like to be able to schedule rides further out rather than the 1 day ahead practice.

12. Directors Comments/Open Floor

Joe Underwood asked if we have any plans for improving pull offs and stop amenities. Kelly responded that BATA has a stop amenity improvement plan that is funded through the capital plan. A bus pull off plan doesn't currently exist but she has had conversations with the new road commission management and will continue to work with them to create one.

Jamie Kramer thanked the public for coming to the meeting and all the feedback they provided.

13. Adjournment

Moved by John Somavilla, the BATA Board of Directors adjourned the February 15, 2024, Organizational Meeting at 2:34pm.



BATA Board of Directors Special Meeting Minutes
Tuesday, February 27, 2024 @ 9:45am
115 Hall St Traverse City Michigan

- 1. Call to Order – Vice Chairperson John Sommovilla called the meeting to order at 9:47am
- 2. Pledge of Allegiance and Moment of Silence
- 3. Roll Call

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

- 4. Oath of Office
Scott Sieffert read aloud his oath of office and signed the paperwork.

- 5. First Public Comment*
Rob Hentschel addressed the board regarding his concerns between the Grand Traverse Commissioners and BATA. He expressed his agreement with the appointment of a county commissioner in the role of a citizen on the BATA board. Would like to see BATA and the Commission get back to their mission, which is serving the community.

- 6. Approval of Agenda/Declaration of Conflict of Interest
 - a. BATA Board of Directors Special Meeting Agenda

Moved by Joe Underwood and supported by Wayne Schmidt, the BATA Board of Directors approved the agenda for the February 27, 2024, Special Board Meeting.

Ayes-6
Nays-0
Motion Carried 6-0

- 7. New Business
 - a. Consideration of engaging Miller Johnson Attorneys to represent BATA on pending litigation and future general counsel.

Kelly shared with the Board her concerns with our current legal representation. The improper citation in BATA attorney’s motion and the lack of responsiveness. As a public sector agency, it’s important that we have strong legal counsel representing BATA’s best interests. The proposal for

the new law firm, Miller Johnson, was recommended to BATA by the chair of the Michigan Public Transportation Association's urban operators committee.

Moved by Jamie Kramer and supported by Wayne Schmidt, the BATA Board of Directors approves engaging Miller Johnson Attorneys to represent BATA on pending litigation and future general counsel.

Discussion regarding the adoption of new legal counsel ensued.

Roll Call – Legal Representation

John Som mavilla YES
Wayne Schmidt YES
Jamie Kramer YES
Joe Underwood NO
Scott Sieffert YES
Brad Jewett NO
Richard Cochrun Absent

Motion Carried 4-2-1 on a recorded vote.

Moved by Joe Underwood and supported by Brad Jewett to discontinue the lawsuit against the Grand Traverse County.

Further discussion ensued.

Roll Call – Discontinue current lawsuit

John Som mavilla NO
Wayne Schmidt NO
Jamie Kramer NO
Joe Underwood YES
Scott Sieffert YES
Brad Jewett YES
Richard Cochrun ABSENT

Motion Failed 3-3-1 on a recorded vote.

8. Second Public Comment*
No Second Public Comment Made

9. Directors Comments/Open Floor
No comments were made.

10. Adjournment
Chairperson John Som mavilla adjourned the February 27, 2024 Special Meeting of the BATA Board of Directors at 10:06am.



Bay Area Transportation Authority

RIDERSHIP

Q2 2024 Ridership Report (Jan. – Mar.)

Q2 2024 Ridership: Fixed Route

| Year / Quarter | Ridership | % Increase / Decrease YOY | Last Quarter |
|----------------|-----------|---------------------------|---------------------------------|
| FY 2024 Q2 | 59,022 | 1% Increase | FY 2024 Q1 Ridership: 55,434 |
| FY 2023 Q2 | 58,337 | | |

Q2

2024: 59,022

2023: 58,337



Q2 2024 Ridership: Link

| Year / Quarter | Ridership | % Increase / Decrease YOY | |
|----------------|-----------|---------------------------|------------------------------|
| FY 2024 Q2 | 28,809 | 3% Decrease | FY 2024 Q1 Ridership: 25,875 |
| FY 2023 Q2 | 29,613 | in Ridership | |



2024 Q2: 28,809 * Link, no more Village Link

2023 Q2: 29,613 * Village Link + Link On-Demand

Q2 2024 Ridership: Total Ridership

| Year / Quarter | Fixed Ridership | Link Ridership | Agency Ridership | Total Ridership | % Increase / Decrease YOY |
|----------------|-----------------|----------------|------------------|-----------------|---------------------------|
| FY 2024 Q2 | 59,022 | 28,809 | 9,000 | 96,831 | 1% Increase |
| FY 2023 Q2 | 58,337 | 29,613 | 8,343 | 96,293 | in Ridership |

2024 Q2: 96,831

2023 Q2: 96,293

1%

Increase

in total Ridership

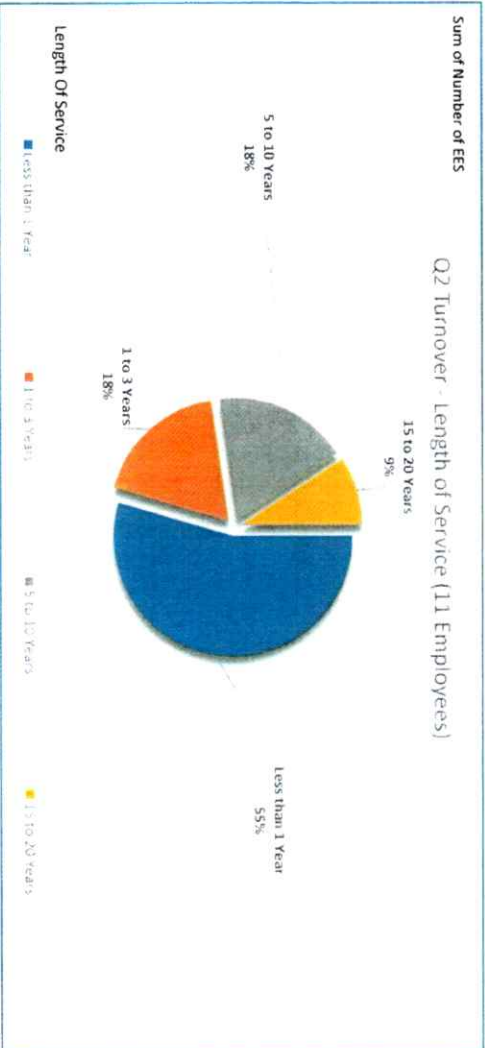
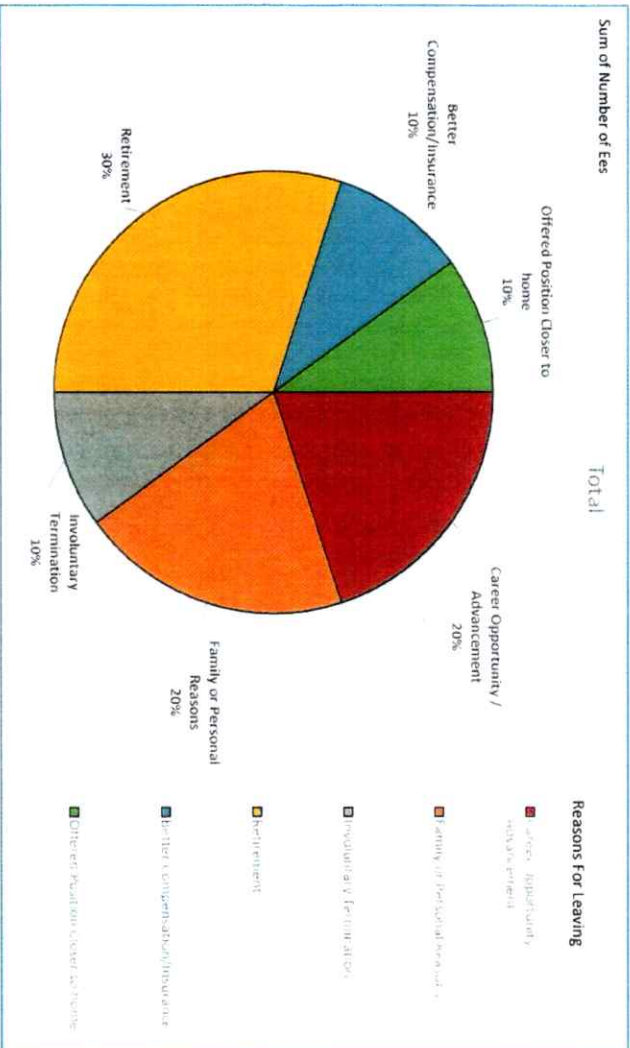
Q2 2024 Turnover Report

| Position | Number of Ees |
|--------------------------------|---------------|
| Driver | 7 |
| Dispatcher | 1 |
| Total Employee Turnover | 8 |
| Total # of Employees | 110 |

Q2 2023

| Position | Number of Ees |
|--------------------------------|---------------|
| Driver | 9 |
| Finance Manager | 1 |
| Administrative Assistant | 1 |
| Total Employee Turnover | 11 |
| Total # Employees | 131 |

Q2 2024



COMPLIMENTS TO BATA STAFF

| Date Received | Employee | Route # | Comment | Dept |
|---------------|--|-----------------|--|------|
| 01/10/24 | Nick Simone & Luke Reisner | Link | Nick Simone who is brand new did a great job in the snow and cold yesterday and was very friendly. I am staying at Knights Inn and they did not shovel the wheelchair ramp. Luke came out of the bus and shoveled the ramp for me so I could access the bus and he was very friendly. | |
| 01/22/24 | Ladell Erby | 14A | I have been riding with the sweet driver on route 14. He has been very kind and wonderful. I would love it he would be a permanent driver on it 14. | |
| 01/23/24 | Dan Goff & Doris Morgan | Link | Both drivers were absolutely outstanding. I have never been treated with such kindness, efficiency and courtesy. They went above and beyond and both drivers are wonderful. | |
| 02/03/24 | Kris Suchland & Shane Crampton | Bayline/Route 2 | I just wanted to say that both Kris and Shane where very helpful to me and I very much appreciate it. I am in town for training for my job. Everyone I have dealt with the drivers, the people that schedule my rides have been great. They are very polite, helpful and patient with me. It was been a wonderful experience and just wanted to say thank you. | |
| 02/22/24 | | | Doris is the best. I just love her. She was extraordinarily kind to me yesterday when she drove me home. | |
| 2/23/2024 | Doris Morgan | Link | Both my drivers today were so kind, thoughtful and had perfect manners. Thank you for all that you do for me. | |
| 2/26/2024 | Glen Fekken & Sandy Send | Link | I wanted to give a shoutout to Tyler. I am a student at NMC and I always feel safe and valued on Tyler's bus. He is an exceptional driver and always treats me with respect. | |
| 2/27/2024 | Tyler Moore | Bayline | I just wanted to let you know about the ride I just took. The driver is terrific, he made my day that wasn't going very well up to that point. He was a pleasure to ride with, very friendly, 10 stars out of 10 stars! | |
| 3/1/2024 | Morgan Robbins | Link | I own an Electric Bike Company here in TC and last summer I lost a backpack full of valuable stuff. Shane found it, cleaned it up, went out of his way to track me down and give me a call, then drove to my house to drop it on my porch. I thought that was incredibly awesome of him and that he went above and beyond his duties. I wanted to let you know that he is a stand-up guy and I truly appreciate that. | |
| 3/4/2024 | Shane Crampton | Bayline | I rode with Craig this morning and he was just great, there was a gentleman riding and observing named Adam and we had great conversation. On my return trip I rode with Todd and he was just amazing with an older woman whom had just had hip surgery. He not only helped her get up out of her seat, but he also walked beside her carefully to the door and helped her with the door. It just made my day to see someone so kind and helpful and aware that this elderly person needed someone by their side to ensure they didn't slip and fall. All 3 of the gentleman were very cordial and polite. | |
| 3/22/2024 | Craig Petersen, Adam Bevier & Todd Lentz | Link/Operations | | |

| | | |
|---|--|--|
| Enter Local Government Name | Bay Area Transportation Authority | Instructions: For a list of detailed instructions on how to complete and submit this form, visit michigan.gov/localretirementreporting . |
| Enter Six-Digit Municode | 287503 | |
| Unit Type | Authority | |
| Fiscal Year End Month | September | |
| Fiscal Year (four-digit year only, e.g. 2019) | 2023 | |
| Contact Name (Chief Administrative Officer) | Justin Weston | Questions: For questions, please email localretirementreporting@michigan.gov . Return this original Excel file. Do not submit a scanned image or PDF. |
| Title (if not CAO) | Finance Director | |
| CAO (or designee) Email Address | weston@bta.net | |
| Contact Telephone Number | 231-933-5546 | |

| | | | |
|------------------------------------|---|-----------------------------------|---|
| Pension System Name (not division) | 1 | Bay Area Transportation Authority | If your pension system is separated by divisions, you would only enter one system. For example, one could have different divisions of the same system for union and non-union employees. However, these would be only one system and should be reported as such on this form. |
| Pension System Name (not division) | 2 | | |
| Pension System Name (not division) | 3 | | |
| Pension System Name (not division) | 4 | | |
| Pension System Name (not division) | 5 | | |

| Line | Descriptive Information | Source of Data | System 1 | System 2 | System 3 | System 4 | System 5 |
|-----------------------------------|--|--|-----------------------------------|----------|----------|----------|----------|
| 1 | Is this unit a primary government (County, Township, City, Village)? | Calculated | NO | NO | NO | NO | NO |
| 2 | Provide the name of your retirement pension system | Calculated from above | Bay Area Transportation Authority | | | | |
| 3 Financial Information | | | | | | | |
| 4 | Enter retirement pension system's assets (system fiduciary net position ending) | Most Recent Audit Report | 9,933,882 | | | | |
| 5 | Enter retirement pension system's liabilities (total pension liability ending) | Most Recent Audit Report | 10,875,429 | | | | |
| 6 | Funded ratio | Calculated | 91.3% | | | | |
| 7 | Actuarially Determined Contribution (ADC) | Most Recent Audit Report | 477,667 | | | | |
| 8 | Governmental Fund Revenues | Most Recent Audit Report | 26,905,081 | | | | |
| 9 | All systems combined ADC/Governmental fund revenues | Calculated | 1.8% | | | | |
| 10 Membership | | | | | | | |
| 11 | Indicate number of active members | Actuarial Funding Valuation used in Most Recent Audit Report | 80 | | | | |
| 12 | Indicate number of inactive members | Actuarial Funding Valuation used in Most Recent Audit Report | 18 | | | | |
| 13 | Indicate number of retirees and beneficiaries | Actuarial Funding Valuation used in Most Recent Audit Report | 67 | | | | |
| 14 Investment Performance | | | | | | | |
| 15 | Enter actual rate of return - prior 1-year period | Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider | -10.37% | | | | |
| 16 | Enter actual rate of return - prior 5-year period | Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider | 4.95% | | | | |
| 17 | Enter actual rate of return - prior 10-year period | Actuarial Funding Valuation used in Most Recent Audit Report or System Investment Provider | 6.79% | | | | |
| 18 Actuarial Assumptions | | | | | | | |
| 19 | Actuarial assumed rate of investment return | Actuarial Funding Valuation used in Most Recent Audit Report | 7.00% | | | | |
| 20 | Amortization method utilized for funding the system's unfunded actuarial accrued liability, if any | Actuarial Funding Valuation used in Most Recent Audit Report | Level Percent | | | | |
| 21 | Amortization period utilized for funding the system's unfunded actuarial accrued liability, if any | Actuarial Funding Valuation used in Most Recent Audit Report | 15 | | | | |
| 22 | Is each division within the system closed to new employees? | Actuarial Funding Valuation used in Most Recent Audit Report | No | | | | |
| 23 Uniform Assumptions | | | | | | | |
| 24 | Enter retirement pension system's actuarial value of assets using uniform assumptions | Actuarial Funding Valuation used in Most Recent Audit Report | 10,685,923 | | | | |
| 25 | Enter retirement pension system's actuarial accrued liabilities using uniform assumptions | Actuarial Funding Valuation used in Most Recent Audit Report | 11,329,208 | | | | |
| 26 | Funded ratio using uniform assumptions | Calculated | 94.3% | | | | |
| 27 | Actuarially Determined Contribution (ADC) using uniform assumptions | Actuarial Funding Valuation used in Most Recent Audit Report | 500,544 | | | | |
| 28 | All systems combined ADC/Governmental fund revenues | Calculated | 1.9% | | | | |
| 29 Pension Trigger Summary | | | | | | | |
| 30 | Does this system trigger "underfunded status" as defined by PA 202 of 2017? | Primary government triggers: Less than 60% funded AND greater than 10% ADC/Governmental fund revenues. Non-Primary government triggers: Less than 60% funded | NO | NO | NO | NO | NO |

Requirements (for your information, the following are requirements of P.A. 202 of 2017)
 Local governments must post the current year report on their website or in a public place.
 The local government must electronically submit the form to its governing body.
 Local governments must have had an actuarial experience study conducted by the plan actuary for each retirement system at least every 5 years.
 Local governments must have had a peer actuarial audit conducted by an actuary that is not the plan actuary OR replace the plan actuary at least every 8 years.

By emailing this report to the Michigan Department of Treasury, the local government acknowledges that this report is complete and accurate in all known respects.



Charter Township of Garfield
Grand Traverse County

3848 VETERANS DRIVE
TRAVERSE CITY, MICHIGAN 49684
PH: (231) 941-1620 • FAX: (231) 941-1588

March 6, 2024

Richard Cochrun, Chairperson
Bay Area Transportation Authority (BATA)
115 Hall St.
Traverse City, MI 49684

Heather Lockwood, President
Traverse City Housing Commission (TCHC)
150 Pine Street
Traverse City, MI 49684

RE: BATA/TCHC Transit-Oriented Mixed-Use Planned Unit Development

Dear Mr. Cochrun and Ms. Lockwood:

As a friendly reminder, we wanted to reiterate a key condition of approval for the BATA/TCHC Transit-Oriented Mixed-Use Planned Unit Development (PUD). The Township permitted the PUD with a primary focus on housing and addressing the community's need for workforce housing. As the BATA portion of the project moves closer towards completion, a critical condition of approval for the PUD states, "*TCHC must commence housing construction before BATA may make a request for Certificate of Occupancy.*"

We look forward to the continued partnership of BATA and TCHC for this project to reach its successful completion.

Respectfully submitted,

Chuck Korn
Township Supervisor

cc: Kelly Dunham, BATA
Karl Fulmer, TCHC
* Bay Area Transportation Authority (BATA)
Charter Township of Garfield Board of Trustees
Traverse City Housing Commission (TCHC)

Spring Service Changes

bayline Begin 6:30 eastbound to align with other services?

- 1 **New stop at Maple and 14th near 7-Eleven**
- 10 **bikeⁿride begins May 18**
- 11 Exploring a 3x/day Glen Arbor route around seasonal workforce schedule
 - 12 Earlier (7:30 outbound) Saturday run? Exploring a new Chum's Corner stop?
- 13 **Use the new Lafranier Transfer Station and Route 2 to provide earlier/later/hourly service to Kingsley**
- 14 **Use the bayline and Lafranier for earlier, later, and mid-day runs.**
Plus, a new outbound stop at the Curling Club/Cherryland Center

WEST FLEX 8:30 – 2:30 FLEXIBLE route to Hall St, Munson, Oleson's, Brookside Commons, and Meijer (and deviation points in-between)

2024

Capital Improvement Projects : Bus Stops

Bus Stop Enhancements

- Summer/Fall/Winter/Spring of 2023/2024
- Identified unused/underused benches/shelters and relocated them to areas of high/temporary use. These benches were relocated to the Bayline detours for MDOT construction.



Bus Stop Enhancements

- Fall of 2023
 - GT Crossing, two shelter pads
 - Relocated 6' x 10' Acme Park-n-Ride shelter to GT Crossings Route 1 & 7 stop
 - Added a 12' shopping cart corral
 - Took the opportunity to create both pads at once while we had the chance and we are holding the other pad for when it is needed according to the Master Plan.



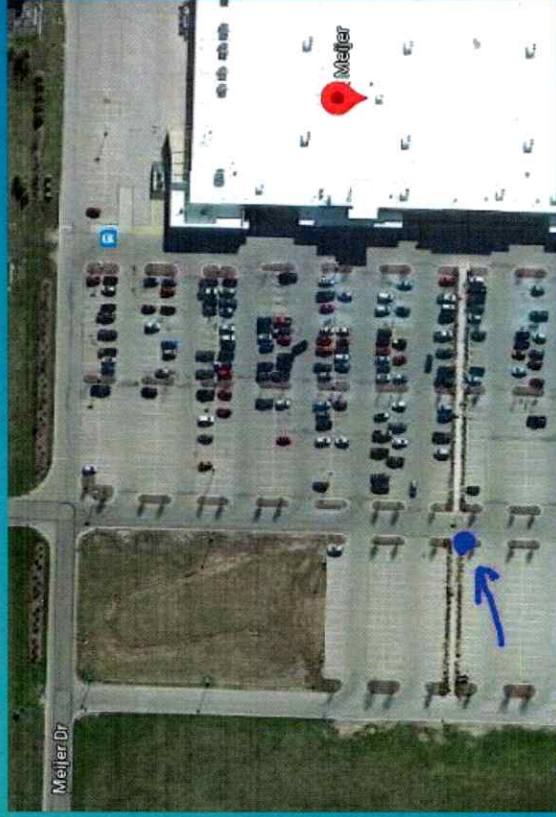
Bus Stop Enhancements

- Fall of 2023
 - Relocated the 6' x 10' Maple City Lions bus shelter to the new cement pads for the Bayline stop at Career Tech Center



Bus Stop Enhancements

- Fall of 2023
 - Worked with Meijer to relocate the Meijer Acme shelter to the new MDOT park-n-lot at the other end of their parking lot.



Bus Stop Enhancements

- Fall of 2023
 - Paved a connector from sidewalk to the curb for the new TCAPS Montessori School Bayline stop - Meijer funded this project.



Bus Stop Enhancements

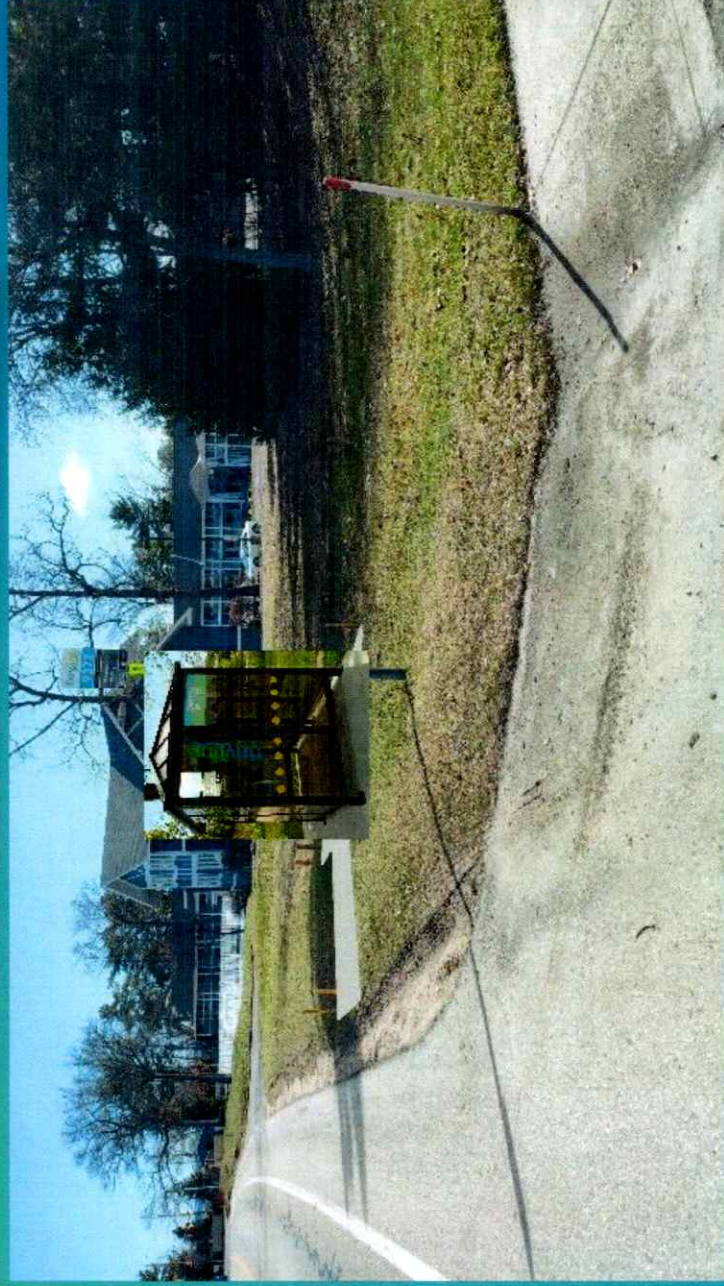
- Summer/Fall/Winter/Spring of 2023/2024

- Replaced old/missing signage with directional signs w/ QR codes
- Updated shelter kiosk information.



Bus Stop Enhancements

- Spring of 2024
 - Relocate the 4' x 8' Parson Stuelen shelter at the NMC Aero Park campus to the westbound Bayline stop at Airport Access Rd/MHC once the cement pad is in place.



Bus Stop Enhancements

- Spring of 2024
 - Add a 6' x 10' shelter (in storage) to the Family Fare location on Route 2 once the cement pad is in place.



Bus Stop Enhancements

- Spring of 2024
 - Pave a pad and install a 6x10 shelter at Davis and Munson on Best Western Hotel property. We can eventually tap into the power grid to light it, as this is a dark location and drivers often have difficulty seeing riders in the trees.



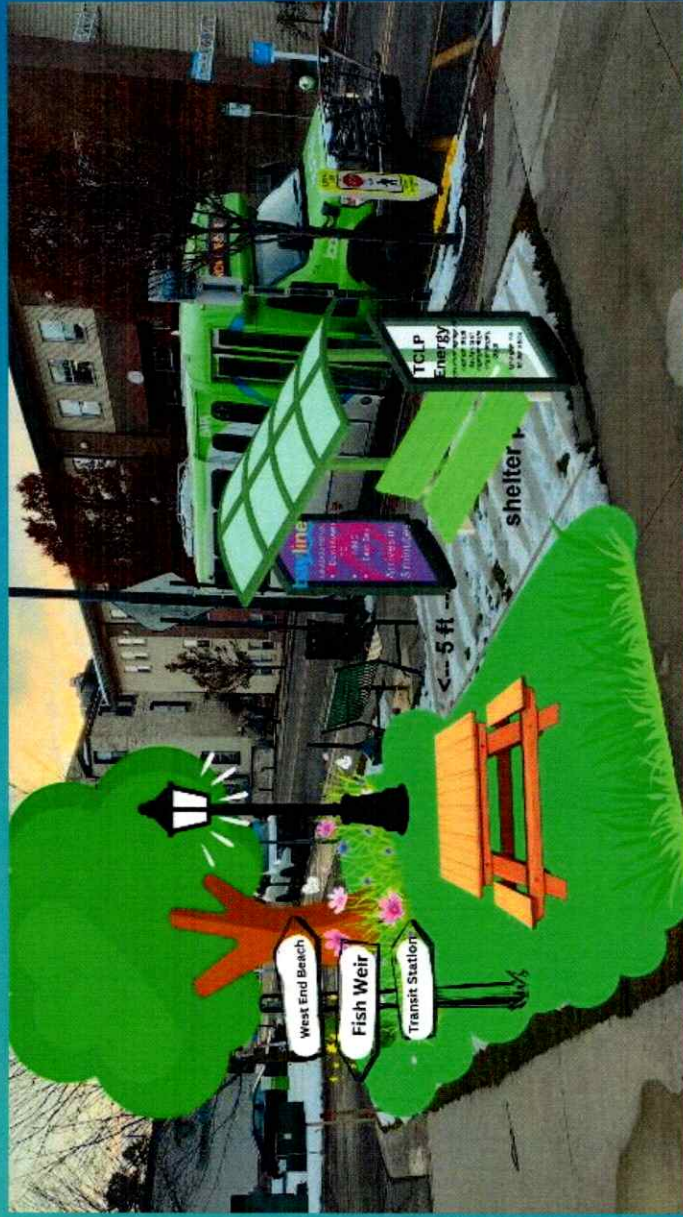
Bus Stop Enhancements

- Spring of 2024
 - Pave a small pad for a sol stop at the popular stop on Munson and 8th that is often dark.
 - (Pending MDOT approval)



Bus Stop Enhancements

- Spring of 2024
 - Pave a pad to allow for a shelter at Hall Street for Eastbound Bayline next to the entrance for Lot X.
 - (Pending TCLP approval)



**BATA Statement of Net Position
March 2024**

| | <u>March 31, 24</u> | <u>March 31, 23</u> | <u>\$ Change</u> | <u>% Change</u> |
|---|----------------------|----------------------|----------------------|------------------|
| ASSETS | | | | |
| Current Assets | | | | |
| ICS/Money Market - General Fund | \$ 1,219,087 | \$ 2,971,012 | \$ (1,751,925) | -59.0% |
| Total Cash | <u>1,219,087</u> | <u>2,971,012</u> | <u>(1,751,925)</u> | <u>1</u> -59.0% |
| Michigan Class - General Fund | 3,298,669 | 4,670,653 | (1,371,984) | -29.4% |
| Michigan Class - Operating Reserve | 2,689,715 | 2,403,248 | 286,466 | 11.9% |
| Michigan Class - Capital Reserve | 5,284,546 | 2,258,585 | 3,025,961 | 134.0% |
| Michigan Class - New Facility Reserve | 7,161,744 | 2,758,296 | 4,403,448 | 159.6% |
| Total Michigan Class | <u>18,434,673</u> | <u>12,090,782</u> | <u>6,343,891</u> | <u>2</u> 52.5% |
| Accounts Receivable | 796,466 | 114,559 | 681,907 | 3 |
| Due (to) from State | (186,270) | (549,406) | 363,137 | 4 |
| Due from Federal | 616,021 | 894,143 | (278,121) | 5 |
| Property Taxes Receivable | 73,700 | 5,076 | 68,624 | 6 |
| Prepaid Expenses | 389,778 | 369,660 | 20,118 | 5.4% |
| Total Current Assets | <u>21,343,456</u> | <u>15,895,825</u> | <u>5,447,631</u> | <u>34.3%</u> |
| New Facility (CIP)/Land Acquisition | 18,717,312 | 1,814,127 | 16,903,185 | 7 |
| Fixed Assets (net of depreciation) | 7,313,955 | 5,387,326 | 1,926,629 | 35.8% |
| Deferred Outflows of Resources for Pension Obl. | 2,043,710 | 738,811 | 1,304,899 | 8 |
| Net Pension Asset | 1 | 714,759 | (714,758) | 8 |
| TOTAL ASSETS | <u>\$ 49,418,433</u> | <u>\$ 24,550,847</u> | <u>\$ 24,867,586</u> | <u>101.3%</u> |
| LIABILITIES & NET POSITION | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | \$ 907,029 | \$ 129,456 | \$ 777,572 | 600.6% |
| Accrued Expenses | 354,504 | 291,743 | 62,760 | 21.5% |
| Deferred Revenue | 13,193 | 5,407 | 7,787 | 9 |
| Other Current Liabilities | 127,223 | 104,612 | 22,611 | 21.6% |
| Total Current Liabilities | <u>1,401,948</u> | <u>531,218</u> | <u>870,730</u> | <u>163.9%</u> |
| Net Pension Liability | 941,547 | - | 941,547 | 8 |
| Deferred Inflows of Resources for Pension Obl. | 176,037 | 919,964 | (743,927) | 8 |
| Total Liabilities | <u>2,519,532</u> | <u>1,451,182</u> | <u>1,068,350</u> | <u>73.6%</u> |
| Net Position | | | | |
| Assigned | | | | |
| Operating Reserve Fund | 2,689,715 | 2,364,068 | 325,647 | 13.8% |
| Capital Fund | 5,213,281 | 2,238,114 | 2,975,167 | 132.9% |
| New Facility Fund | 6,983,721 | 5,309,986 | 1,673,735 | 31.5% |
| Total Assigned | <u>14,886,717</u> | <u>9,912,168</u> | <u>4,974,550</u> | <u>50.2%</u> |
| Investment in Capital Assets | 26,031,267 | 7,201,452 | 18,829,814 | 261.5% |
| Restricted for Pension | 926,127 | 533,606 | 392,521 | 73.6% |
| Unrestricted | 5,054,790 | 5,452,440 | (397,649) | -7.3% |
| Total Net Position | <u>46,898,901</u> | <u>23,099,666</u> | <u>23,799,236</u> | <u>10</u> 103.0% |
| TOTAL LIABILITIES & NET POSITION | <u>\$ 49,418,433</u> | <u>\$ 24,550,847</u> | <u>\$ 24,867,586</u> | <u>101.3%</u> |

BATA Statement of Net Position Notes
March 2024

| | <u>Account(s)</u> | <u>Explanation</u> |
|-----------|--|--|
| <u>1</u> | Cash | Moved accounts to Michigan Class Investment Pool. |
| <u>2</u> | Michigan Class | MI Class Investment Pool started March 2023, Sale of Cass included in the New Facilities Reserve. |
| <u>3</u> | Accounts Receivable | CY Included large TCHC Receivable for Infrastructure |
| <u>4</u> | Due from State | State reimburses based on revised budget. Adjusted to state share of eligible operating expenses. Negative represents amount due back to MDOT. |
| <u>5</u> | Due from Federal | 5311 funded quarterly based on OAR. |
| <u>6</u> | Property Taxes Receivable | PY Leland Twp collected early on summer tax roll CY Increasing property tax values and timing of summer tax collections |
| <u>7</u> | New Facility (CIP)/Land Acquisition | New Facility Construction costs |
| <u>8</u> | Deferred Outflows of Resources Deferred Inflows of Resources Net Pension Liability | <p>GASB 68 audit adjustment, as of 9/30/23</p> <p><u>Deferred Outflows of Resources \$2,043,710</u> Difference in experience \$23,432 Difference in assumptions \$142,280 Contributions subsequent to the measurement date \$928,125</p> <p><u>Deferred Inflows of Resources (\$176,037)</u> Difference in experience change (\$176,037) Difference between projected and actual earnings \$0.00</p> <p><u>Net Pension Liability (\$941,547)</u> Plan fiduciary net position \$9,933,882 Total pension liability (\$10,875,429)</p> |
| <u>9</u> | Deferred Revenue | Advertising Revenue, Annual Invoices Paid in Full |
| <u>10</u> | Net Position | Increase in Investment Pool New Facility/Land Acquisition for new headquarters Increase in fixed assets (Operating Equipment and Buses) |

BATA Income Statement March 2024

| | March 2024 | | \$ Over (Under) | March 2023 |
|---------------------------------------|--|---------------------|---------------------|---------------------|
| | Actual | Budget | Budget | Actual |
| Income | | | | |
| Fare Box Revenue | \$ 331,102 | \$ 265,122 | \$ 65,981 | \$ 259,213 |
| Local Service Contracts | 157,138 | 150,602 | 6,536 | 143,938 |
| Auxiliary Trans Revenue | 134,777 1 | 72,000 | 62,777 | 115,319 |
| Non-Trans Revenue | 1,944,641 2 | 375 | 1,944,266 | 8,182 |
| Local Revenue | 1,770,561 3 | 2,387,350 | (616,789) | 1,636,967 |
| State Formula & Contracts | 2,263,754 | 2,455,817 | (192,063) | 1,589,591 |
| Federal Operating Grants | 1,022,612 | 1,110,295 | (87,683) | 844,319 |
| CRRSAA/CARES Act | - | - | - | 812,782 |
| Other Revenue | 473,592 4 | 150,000 | 323,592 | 180,307 |
| Refunds and Credits | 52,697 | 50,000 | 2,697 | 178,215 |
| Total Income | \$ 8,150,874 | \$ 6,641,560 | \$ 1,509,315 | \$ 5,768,833 |
| Expense | | | | |
| Salaries & Wages | \$ 3,099,647 | \$ 3,294,282 | \$ (194,635) | \$ 2,392,422 |
| Paid Leave | 261,240 | 261,237 | 3 | 220,632 |
| Fringe Benefits | 919,757 | 956,474 | (36,717) | 780,037 |
| Services | 302,336 | 351,281 | (48,945) | 374,049 |
| Fuel & Lubricants | 326,200 | 464,267 | (138,067) | 311,287 |
| Materials & Supplies | 206,427 | 225,284 | (18,857) | 167,962 |
| Utilities | 71,367 | 90,019 | (18,652) | 67,944 |
| Insurance | 384,500 5 | 313,904 | 70,596 | 301,828 |
| Misc Expense | 38,966 | 25,735 | 13,232 | 34,930 |
| Operating Leases & Rentals | 8,739 | 8,150 | 589 | 8,589 |
| Total Expense | \$ 5,619,179 | \$ 5,990,632 | \$ (371,453) | \$ 4,659,680 |
| Net Income before Depreciation | \$ 2,531,695 | \$ 650,928 | \$ 1,880,767 | \$ 1,109,153 |
| Depreciation | 597,546 | 555,312 | 42,234 | 555,312 |
| Net Income (Loss) | \$ 1,934,149 | \$ 95,616 | \$ 1,838,533 | \$ 553,841 |

BATA Income Statement Notes
March 2024 YTD

| | <u>Account(s)</u> | <u>Explanation</u> |
|----------|-------------------------|--|
| <u>1</u> | Auxiliary Trans Revenue | Increased Advertising Revenue |
| <u>2</u> | Non-Trans Revenue | Sale of Cass Building |
| <u>3</u> | Local Revenue | Expected to be lower than budget at this point in the year, majority of taxes are collected in the summer months |
| <u>4</u> | Other Revenue | Interest Rates remain high into 2024. |
| <u>5</u> | Insurance | Payout for Insurance Claim, Bus Repair |

**BATA Operating Reserve Fund
March 2024 YTD**

| | Independent Bank | Michigan Class | Treasury Bill | Adjustments | Reserve Fund Total |
|--|---------------------|-------------------|---------------|-------------|-----------------------|
| Balance at September 30, 2023 | \$ - | \$ 2,616,694 | \$ - | \$ - | \$ 2,616,694 |
| Increases: | | | | | |
| Interest Income | | 73,021 | | | 73,021 |
| Investment Income | | | | | - |
| FYxx State LBO Preliminary | | | | | - |
| Total Increases | \$ - | \$ 73,021 | \$ - | \$ - | \$ 73,021 |
| Cash Transfers | | \$ - | | | - |
| Independent Bank/ICS Balance | | | | | - |
| Michigan Class Balance | | 2,689,715 | | | 2,689,715 |
| Treasury Bill Balance (1.55% int rate) | | | | | - |
| Balance at March 31, 2024 | \$ - | \$ 2,689,715 | \$ - | \$ - | \$ 2,689,715 |

| | |
|---|---------------|
| FY24 Original Budgeted Expenses | \$ 12,028,540 |
| Balance as a % of FY23 Revised Budgeted Expenses* | 21.8% |
| *Maximum Balance = 30% | \$ 3,608,562 |

**BATA Capital Reserve Fund
March 2024 YTD**

| | Independent Bank | Michigan Class | Treasury Bill | Adjustments | Reserve Fund Total |
|---|---------------------|-------------------|---------------|--------------|-----------------------|
| Balance at September 30, 2023 | \$ - | \$ 5,233,560 | \$ - | \$ (65,246) | \$ 5,168,314 |
| Increases: | | | | | |
| Interest Income | | 144,416 | | | 144,416 |
| Investment Income | | | | | - |
| FY2024 Funding: | | | | - | - |
| FY2023 Surplus | | | | - | - |
| Total Increases | \$ - | \$ 144,416 | \$ - | \$ - | \$ 144,416 |
| Decreases: | | | | | |
| 24A - Motors \$75,000 | | | | (14,164) | (14,164) |
| 24B - Shelters \$75,000 | | | | (57,100) | (57,100) |
| 24C - General IT \$7,000 | | | | - | - |
| 23 C/O - FY23 Vehicle Technologies \$13,942 | | | | (12,719) | (12,719) |
| 24D - Vehicle Technologies \$26,460 | | | | (15,466) | (15,466) |
| 24E - Hall St Snowmelt Repairs \$50,000 | | | | - | - |
| 24F - Garage Sweeper \$95,000 | | | | - | - |
| FY24 Contingency \$34,420 | | | | - | - |
| Total Decreases | \$ - | \$ - | \$ - | \$ (99,449) | \$ (99,449) |
| Cash Transfers | | 93,431 | | (93,431) | - |
| Balance at March 31, 2024 | \$ - | \$ 5,471,407 | \$ - | \$ (258,126) | \$ 5,213,281 |

**BATA New Facility Reserve Fund
March 2024 YTD**

| | Independent Bank | Michigan Class | Treasury Bill | Adjustments | Reserve Fund Total |
|--------------------------------------|---------------------|-------------------|---------------|--------------|-----------------------|
| Balance at September 30, 2023 | \$ - | \$ 5,263,499 | \$ - | \$ (187,729) | \$ 5,075,771 |
| Increases: | | | | | |
| Interest Income | | 155,859 | | | 155,859 |
| TCHC Infrastructure Reimbursement | | | | - | - |
| 2017-0016 P29 - \$16,725,000 | | | | - | - |
| 2022-0015 P10 - \$6,600,000 | | | | - | - |
| Sale of Cass Property | | 1,930,955 | | | |
| Total Increases | \$ - | \$ 2,086,814 | \$ - | \$ - | \$ 155,859 |
| Decreases: | | | | | |
| Mansfield Land Use Consultants | | | | - | - |
| Cunningham-Limp | | | | (25,384) | (25,384) |
| Progressive AE, Inc. | | | | (122,798) | (122,798) |
| Garfield Charter Township | | | | - | - |
| Grand Traverse Co. DPW | | | | - | - |
| Soils and Structures, Inc. | | | | (7,255) | (7,255) |
| Various Owner Direct | | | | - | - |
| City of Traverse City | | | | (23,426) | (23,426) |
| Total Decreases | \$ - | \$ - | \$ - | \$ (178,863) | \$ (178,863) |
| Cash Transfers | | (188,570) | | 188,570 | - |
| Balance at March 31, 2024 | \$ - | \$ 7,161,744 | \$ - | \$ (178,022) | \$ 6,983,721 |

| | |
|---|-----------------------------------|
| <i>Projected Net Proceeds from Land Sale</i> | <i>\$ 425,000</i> |
| <i>TCHC Infrastructure Reimbursement</i> | <i>\$ 851,262</i> |
| <i>Projected New Facility Reserve Fund Balance</i> | <i><u>\$ 8,259,983</u></i> |



4/25/2024

BATA Board of Directors

Resolution No. 2024-01

Resolution authorizing the filing of applications with the Federal Transit Administration, an operating administration of the United States Department of Transportation, for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Code, or other federal statutes administered by the Federal Transit Administration.

WHEREAS, the Federal Transit Administrator has been delegated authority to award federal financial assistance for a transportation project;

WHEREAS the grant or cooperative agreement for federal financial assistance will impose certain obligations upon BATA Board of Directors, and may require BATA Board of Directors to provide the local share of the project cost;

WHEREAS BATA Board of Directors has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

NOW, THEREFORE, BE IT RESOLVED BY BATA Board of Directors

1. That the Executive Director is authorized to execute and file an application for federal assistance on behalf of BATA Board of Directors with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the Federal Transit Administration. Such application will be made directly to the Federal Transit Administration under the authority granted by BATA Board of Directors by the State of Michigan, the Designated Recipient as defined by 49 U.S.C. 5307 (a)(2).
2. That the Executive Director is authorized to execute and file with its applications the annual certifications and assurances and other documents the

Federal Transportation Administration requires before awarding a federal assistance grant or cooperative agreement.

3. That the Executive Director is authorized to execute grant and cooperative agreements with the Federal Transit Administration on behalf of the BATA Board of Directors.

Ayes:

Nays:

4/25/2024

CERTIFICATION

The undersigned duly qualified Executive Director, acting on behalf of BATA Board of Directors, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the BATA Board of Directors held on 04/25/2024.

Signature

Title

Date