

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

115 Hall St, Traverse City, MI 49684

Thursday, February 15, 2024

1. Call to Order by Chairperson
2. Roll Call
3. First Public Comment\*
4. Approval of Agenda/Declaration of Conflict of Interest
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*
6. Any items removed from the Consent Calendar
7. Executive Director's Report – Kelly Dunham
  - a. HQ Facility/Owner's Representative Report  
Jerry Tomczak, Program Manager, Cunningham-Limp
8. Chairperson's Report
  - a. Committee Appointments
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 Report
10. Old Business

11. New Business
  - a. FY 2025 Preliminary Budget & Resolution of Intent
  - b. FY 2025 Vehicle Accessibility Plan
12. Second Public Comment\*
13. Directors' Comments and Announcements/Open Floor
14. 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 Board of Directors Meeting Minutes**  
Thursday, December 7, 2023 @ 1:00pm  
115 Hall St Traverse City Michigan

1. Call to Order - Chairperson  
Chairperson Cochrun called the meeting to order at 1:01 pm
2. Pledge of Allegiance and Moment of Silence
3. Roll Call

Richard Cochrun	PRESENT
John Somnavilla	PRESENT
Robert Fudge	PRESENT
Jamie Kramer	TARDY (Arrived at 1:03pm)
Joe Underwood	PRESENT
Heather Harris-Brady	PRESENT
Brad Jewett	PRESENT

4. First Public Comment  
No Public Comment was made.
5. Approval of Agenda
  - a. BATA Board of Directors Regular Meeting Agenda  
John Somnavilla requested adding the Governance Committee minutes of December 5, 2023, to the Consent Calendar (item 6.g.) as well as new business item 13.g. to include a recommendation of appointment of the At-Large Board Member.

Richard Cochrun proposed adding new business item 13.h. to consider a Resolution of Breach of Interlocal Agreement.

**On a motion made by Robert Fudge and seconded by Jamie Kramer, the BATA Board of Directors approved the Agenda for the December 7, 2023, Regular Board of Directors Meeting as amended.**

**AYES: 6**  
**NAYS: 1**

**MOTION CARRIED 6-1**

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 October 26, 2023*
- b. *Strategic Planning Minutes of October 26, 2023*

*Consideration of Accepting the following Reports*

- c. *Finance Oversight Team Notes November 20, 2023*
- d. *FY23 Q4 Scorecard Results*
- e. *Board Request Tracker – no open items*
- f. *Correspondence*
- g. *Governance Committee Minutes of December 5, 2023*

**On a motion made by John Somnavilla and seconded by Jamie Kramer, the BATA Board of Directors moves to approve the December 7, 2023, Consent Calendar as amended.**

**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 shared the next steps in the strategic planning process. The October Board workshop identified revised mission and vision statements. A final draft of the values will be prepared after soliciting feedback from BATA staff in mid-January. The final drafts should be presented to the Board at the January 2024 meeting. Kelly also shared that our Finance Manager has provided notice of resignation from BATA but will continue to assist as needed until his replacement is found. She extended an invitation to the Board to the BATA Staff Holiday Party which will be held on Thursday, December 14 from 10 am – 4 pm. She provided an update on the MPO project selection, the policy Board approved honoring the FY24 small urban projects, that included an allocation of approximately \$46,000 to BATA for technology updates.
  - a. HQ Facility/Owner's Report  
Jerry Tomczak, Program Manager, Cunningham-Limp  
Jerry provided an update on the project. He stated that the project is 60% complete. The transfer station structure construction has been started; the sitework is completed. The main facility is ahead of schedule and under budget, temporary protection has been installed where overhead doors are awaiting installation. Scheduled dates for site visits are upcoming.
  - b. Hiring Report – Chris Davis  
Chris provided an update on current staffing levels. The current class has 8 drivers, 5 drivers will be in the December class. Service levels have been able to restart on a few routes.
- 9. Chairperson's Report – Richard Cochrun  
Chairperson Cochrun thanked Robert Fudge and Heather Harris-Brady for their support of public transportation over the years and their service to this Board of Directors as well as the BATA

Governance Committee. He also shared that everyone on this Board should believe and support public transportation. He also shared that the strategic planning was very beneficial and important.

10. Committee Reports

- a. Finance Oversight Team – Richard Cochrun  
Richard shared the discussion FOT had regarding relisting the Diamond Dr facility and how that recommendation was made, as well as the Automated Passenger Counters purchase, both of which are added to the agenda today for consideration.
- b. Governance Committee – John Sommovilla  
John shared that the Governance Committee discussed the outstanding incompatibility of office issue as well as Board Directors attendance concerns as well as their recommendation for the at-large board appointment that will be addressed later in this meeting.

11. Quarterly Finance Reports – Phil Masserant

FY23 Q4 Finance Reports

- a. Statement of Net Position  
Phil shared that fieldwork has started for the FY23 audit. The only differences between the report shared today and the final finance reports will be deferred revenue and net pension liability amounts. The year-to-date income statement was discussed, Phil shared that BATA is operating overbudget on the revenues side and underbudget on expenses.
- b. Operating Reserve Fund Report  
The maximum income able to keep in operating reserve is 30%, we are currently at 22% of income at the end of year.
- c. Capital Reserve Fund Report
- d. New Facility Fund Report  
Phil shared that the facility is underbudget, BATA is also awaiting payments for shared infrastructure from the Housing Commission as well as the sale of 3233 Cass Road. Brad Jewett requested further information on the various owner direct costs listed. Phil shared that those are costs associated with items not billed to the Christman Company, (Progressive AE, etc.) and those expenses are tracked by our owner's rep, Jerry Tomczak and there is a contingency built into the original contract including those funds in the final cost.
- e. Technology Fund Report

**On a motion made by Brad Jewett and seconded by John Sommovilla, the BATA Board of Directors accepts the FY23 Q4 Finance Reports as presented.**

**MOTION CARRIED 7-0**

12. Old Business

No old business was presented.

13. New Business

- a. Resolution to recognize Heather Harris-Brady Director Contributions  
Britny read the resolution to the Board of Directors.

**ROLL CALL**

**John Sommovilla**

**YES**

<b>Robert Fudge</b>	<b>YES</b>
<b>Brad Jewett</b>	<b>YES</b>
<b>Jamie Kramer</b>	<b>YES</b>
<b>Heather Harris-Brady</b>	<b>ABSTAINED</b>
<b>Joe Underwood</b>	<b>YES</b>
<b>Richard Cochran</b>	<b>YES</b>

b. Diamond Drive Facility

Kelly was asked to pursue the feasibility and cost of adding additional storage space at a previous BATA Board meeting and shared her findings from that. She stated that she learned from John Sych (Garfield Township Planning Director) that potential storage capacity additions at the new headquarters could be approved through an administrative amendment to the PUD if needed. She is continuing to look at cost options and is 95% certain that there will not be a need to build an additional storage building to provide storage of equipment. A mezzanine will be added to help with the storage concerns. A portable mezzanine will be purchased for \$54,000, bringing the option of the sale of the Diamond Drive facility back on the table.

**On a motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approves the relisting of 3240 Diamond Drive with Dan Stiebel and Scott Hardy from Coldwell Banker Commercial-Schmidt with a new asking price of \$425,000 effective immediately, as recommended by the Finance Oversight Team.**

**MOTION CARRIED 7-0**

c. Automated Passenger Counters (APC) Technology Purchase

Kelly shared that this technology item was part of the 5-year technology plan previously approved by the BATA Board. The APC was listed as an option on the GMV Synchronomics CAD/AVL system purchased earlier this year. The APC technology is needed to produce reports for the NTD (National Transit Base), required as a result of becoming a small urban transit system.

**On a motion made by Joe Underwood and seconded by Brad Jewett, the BATA Board of Directors approves the purchase of Automated Passenger Counters for the amount of \$148,325.00, funded with grant funds as presented.**

**MOTION CARRIED 7-0**

d. Board Member 2023 Compensation

Board Member Compensation forms were distributed to all Board members, Kelly recommended waiting until the end of the calendar year if Directors are seeking compensation for final attendance numbers to be accurate.

e. Executive Director's 2023 Performance Review and Merit Increase

Chris presented the results from the Executive Director's 2023 Performance Review and shared the recommended salary increase based on the results of that survey.

**On a motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approves the 2023 performance review of Kelly Dunham and awards a 2.53%**

salary increase based on merit as provided in the performance review, effective on her anniversary date.

**Roll Call:**

<b>John Sommavilla</b>	<b>YES</b>
<b>Robert Fudge</b>	<b>YES</b>
<b>Brad Jewett</b>	<b>YES</b>
<b>Jamie Kramer</b>	<b>YES</b>
<b>Heather Harris-Brady</b>	<b>YES</b>
<b>Joe Underwood</b>	<b>YES</b>
<b>Richard Cochrun</b>	<b>YES</b>

**MOTION CARRIED 7 – 0**

f. Recommendation of At-Large Board Member Appointment

John Sommavilla reported that the Governance Committee would like to recommend appointing Wayne Schmidt to the BATA Board of Directors to fill the vacancy of the at-large member when Heather Harris-Brady's term ends on December 31, 2023.

**On a motion made by Joe Underwood and seconded by Brad Jewett, the BATA Board of Directors approved the appointment of Wayne Schmidt to the BATA Board of Directors to fill the vacancy of the at-large seat.**

**MOTION CARRIED 7-0**

h. Resolution of Breach of Interlocal Agreement, authorize legal counsel to take appropriate responsive legal actions.

Britny read the Resolution of Breach of Interlocal Agreement.

Richard stated that Grand Traverse County will be reopening the application process, however there is no guarantee that their appointment recommendations will change. He stated that per the legal opinion of counsel, a reminder of Robert's Rule of Order that stated that any members of the Board who have direct personal or pecuniary interest in, the board member should not vote on the matter.

**On a motion made by Robert Fudge and seconded by John Sommavilla, the BATA Board of Directors approved the Resolution of Breach of Interlocal Agreement and authorize legal counsel to take the appropriate responsive legal action as presented.**

Discussion:

Joe Underwood shared that he cannot support this resolution as Grand Traverse County has not taken any action and he feels that this is resolution for something that has not been accepted by the full board. He shared that until they had voted their slate and appointed members to serve on the BATA Board that this is not necessary.

Brad Jewett also shared that the recommendation by an Ad-hoc committee is not a formal appointment, recommendations have to go in front of the full board before they are final.

Heather clarified that the pertinent verbiage in the resolution is that the Board is asking respectfully to reject the subcommittee's recommendation.

## ROLL CALL

John Sommavilla	YES
Robert Fudge	YES
Brad Jewett	NO
Jamie Kramer	YES
Heather Harris-Brady	YES
Joe Underwood	NO
Richard Cochrun	YES

**MOTION CARRIED 5-2**

14. Board Discussion Item  
No Board Discussion Item was presented.
15. Second Public Comment\*  
No public comment was made.
16. Directors Comments/Open Floor  
Heather Harris-Brady thanked the Board again for their support and the opportunity to serve BATA and the community.

Chris Davis shared with the Board that members of the BATA Admin staff met with a representative from the local Veterans Employment Services. BATA is an active veteran employer with 14 active veterans on staff. A Certificate of Appreciation was presented and will be displayed at our Cass Road Transfer Station, recognizing BATA for our commitment to hiring and supporting Michigan Veterans. They also presented BATA with additional resources and programs that are available for employees who are Veterans.

17. Adjournment

**On a motion made by Brad Jewett, the BATA Board of Directors moves to adjourn the December 7, 2023 Regular Meeting of the BATA Board of Directors at 2:07 pm.**





**BATA Board of Directors Special Meeting Minutes**  
Thursday, December 28, 2023 @ 10:00am  
115 Hall St Traverse City Michigan

- 1. Call to Order - Chairperson  
Chairperson Cochrun called the meeting to order at 10:01 am.
- 2. Pledge of Allegiance and Moment of Silence  
The Pledge of Allegiance was recited and a Moment of Silence was observed.
- 3. Roll Call

<b>Richard Cochrun</b>	<b>PRESENT</b>
<b>John Somnavilla</b>	<b>TARDY (Arrived at 10:11 am)</b>
<b>Robert Fudge</b>	<b>PRESENT</b>
<b>Jamie Kramer</b>	<b>PRESENT</b>
<b>Joe Underwood</b>	<b>PRESENT</b>
<b>Heather Harris-Brady</b>	<b>PRESENT</b>
<b>Brad Jewett</b>	<b>PRESENT</b>

- 4. First Public Comment  
Rob Hentschel made a public comment regarding the Grand Traverse County Board of Commissioners
- 5. Approval of Agenda/Declaration of Conflict of Interest
  - a. BATA Board of Directors Special Meeting Agenda

**On a motion made by Brad Jewett and seconded by, the BATA Board of Directors approved the agenda for the December 28, 2023, Special Board of Directors Meeting as presented.**

**Motion Carried 7-0**

- 6. Old Business  
No Old Business was presented.
- 7. New Business
  - a. Consideration of Request from the Grand Traverse County Commission for a 2-week extension to the dispute process adopted by the BATA Board of Directors on December 7, 2023.

**On a motion made by Richard Cochrun and seconded by Heather Harris-Brady, the BATA Board of Directors agreed to an extension of time on the dispute resolution process contained in Article 7 of the Interlocal Agreement between Grand Traverse County, Leelanau County and the Bay Area Transportation Authority for a period of two (2) weeks, or until such time as the Grand Traverse County BATA Interview Ad Hoc Committee makes its recommendation to the Grand Traverse County Board of Commissioners and the Grand**

**Traverse County Board of Commissioners appoints a representative to BATA, whichever occurs first.**

**Motion Carried 7-0**

8. Board Discussion Item
9. Second Public Comment  
Rob Hentschel made a public comment to thank the BATA Board of Directors for their consideration of his request stated in the first public comment.
10. Directors Comments/Open Floor
11. Adjournment

**Chairperson Cochrun adjourned the December 28, 2023 Special Meeting of the BATA Board of Directors at 10:31 am.**



## **BATA - Local Advisory Council Minutes**

**Wednesday, January 17, 2024**

**12:00 pm – 1:00 pm**

**Hall Street Transfer Station**

**In Person: 115 Hall Street, Traverse City, MI 49684**

**Virtual: Via Zoom**

Eric Lingaur began the meeting at 12:05pm

### **Council Members in Attendance:**

Mandy Joppich: Community Representative  
Lana Payne: Commission on Aging  
Linda Joppich: Community Representative  
Susan Odgers: Community Representative (virtual)  
Amanda Molski: Area Agency on Aging (virtual)  
Michelle Krumm: Senior Center Network  
Lean Vander Meulen: Leelanau County Senior Services  
Demarie Jones: Disability Network No. Michigan (virtual)  
Fern Spence: Community Representative

### **BATA Staff in Attendance:**

Kurt Braun / BATA  
Bill Clark / BATA  
Eric Lingaur / BATA  
Keir Rasmussen / BATA

### **1. Eric Lingaur: LAC Annual VAP Review:**

Eric welcomed the council to the 2024 year and had the council introduce themselves.

### **2. Kurt Braun: 2024 Vehicle Accessibility Plan**

Kurt Braun walked through BATA's VAP and accompanying slides and provided an update on BATA's current vehicle make up and the agency's future vehicle purchasing plans. He shared that BATA's goal is still to focus on purchasing more propane powered vehicles, although some of the recent bus purchases had to be diesel powered versus propane powered (as originally requested) due to production issues. Kurt also shared that 6 EV vans are on order with an expected delivery around Q3 2024 and discussed the features and accessibility of these new vehicles. By 2028 BATA will potentially have no gas powered buses in its vehicle fleet with the majority being propane, electric and some clean diesel.



**Future Propane Availability:** Michelle Krumm questioned if propane buses will be available for purchase again soon. Kurt said yes hopefully as the manufacturers work together to produce more propane vehicles based on supply and demand.

**Fuel Savings:** Susan Odgers asked if BATA has seen any savings in fuel costs with the recent drop in fuel prices? Kurt didn't have the gas savings figures on hand, but he was able to share that savings came into play with propane from a maintenance perspective with lower upkeep costs.

**Data Used for Bus Purchase Planning:** Susan Odgers inquired what data BATA uses to determine purchases future vehicle purchases. Eric Lingaur and Kurt shared that BATA uses current and existing route and service needs, future route improvement plans and the shelf life of the vehicles currently in service.

**Vehicle Funding:** Fern Spence asked if federal funds are available for the vehicles to purchase and if you don't use them do you lose those funds? BATA has one more year of rural purchasing through MDOT and in the future vehicle funding will come directly from the FTA now that BATA is a small urban. Kurt believes the funds are dedicated to BATA vehicle purchases and not flexible for other capital items or to be used by other MPO organizations such as the County or Road Commission. Fern Spence wants to make sure BATA's funds are dedicated and directed toward transit and not other uses. Susan Odgers said it is important that BATA has flexibility in the fleet to meet community needs.

**Longevity of Vehicles:** Michelle Krumm asked about diesel longevity vs. propane? Kurt shared insights on how BATA determines the shelf life of a vehicle (cost, mileage, condition, powertrain, etc.) and reiterated that BATA uses all vehicles in the fleet to their max life capacity.

### **3. Bill Clark: Service Levels and Fares**

Bill Clark started off by highlighting BATA's Traverse City services including the Bayline and City Loops and what is live and what updates have been running since this past Fall. Then he showcased BATA's Village Loop services and hours of operations and ridership. Bill specifically featured Village Loop Route 12 – Interlochen as a very high ridership performer. He then reviewed BATA's Link service which now offers on-demand service in BATA's entire service area. Link is performing well in terms of rides per service hour and is very popular with riders. Bill wrapped up with an overview of BATA's fare system and ridership. He shared the different fare prices per service, payment methods, mobile options, and discussed corporate or downtown partnerships, such as Destination Downtown, and that we're piloting codes for employer-paid rides using BATA's Link system. Overall ridership trends year over year are seeing gains with total ridership for 2023 around 366,00+.

**Village Loop Route 12 – Interlochen:** Michelle Krumm asked what stops are on Route 12 in Interlochen. We shared the Blue Vase, Interlochen Library and Interlochen Arts Academy.



**Benzie Bus Connections:** Linda Joppich asked if Benzie Bus still connects with BATA. Yes it does, in Interlochen and here at Hall Street as needed.

**Ski-n-Ride:** Does BATA still offer a full Ski-n-Ride? Bill shared how its running this winter from area middle schools to Hickory Hills.

#### **4. Grandview Parkway Construction (March) and Spring Service Improvements (May)**

Bill teed up the two biggest service impacts in 2024 include the Grandview Parkway construction starting in March and the addition of BATA's new headquarters transfer area on LaFranier which should be completed in May. During the construction, BATA will make every effort to ensure accessibility to the stops especially in the impacted areas. BATA's new transfer area will allow for increased service, make more connections in the area, and will also feature a park and ride location.

#### **5. Eric Lingaur: LAC Chair Nomination**

Fern Spence was nominated for the LAC Chair with everyone present in agreement. Fern Spence will be the LAC Chairperson for 2024.

#### **6. Other: - Roundtable**

**BATA Board Status:** Provided an update on the BATA Board and Grand Traverse County Commissioner dispute. Fern Spence, Linda Jopich and Susan Odgers stressed being involved and connected with BATA's moving forward and the need to be alert and protect public transit.

**BATA Buddies / COA:** Shared information on the status of the BATA Buddy program and enhancing it. The COA is sending out a transportation survey asking what type of support their members need and how they use transportation. Results from the survey should be back by end of February – should be able to move forward with BATA Buddies support by mid-March.

**Senior Center:** Michelle are encouraging riders to use BATA more now that they have seven locations now. The main Senior Center facility is temporarily set up at the VFW hall on Veteran's Drive with other locations in Traverse City, Interlochen, Kingsley and Fife Lake. They are also providing daily hot lunches for the public.

**Security Officer:** Provided an update about why BATA added a security officer and details around the pilot. Susan Odgers applauded BATA for experimenting with a security officer after the success TADL has seen.

**Leelanau County Senior Services:** Partnering with share care for various support and activities. They also have a millage in August and are seeking a renewal at the



current millage rate for two years.

**Funding/Weather:** Susan Odgers questioned how funding is provided for supporting the BATA Buddy program and keeping it going. And how the storm is impacting people being able to access services. COA uses millage money to support any senior need and the Senior Center is also looking at using their volunteer base and volunteer coordinators. Susan reinforced that people don't always know what services are available for transportation, seniors or the disabled and we need to continue to promote the positive things they do for the community.

**Area Agency on Aging: Updated** the group on their Medicaid programs and trying to connect seniors to resources.

**New LAC Members:** Fern Spence suggested reaching out to Bruce Moore to join the LAC.

**Next meeting will take place in April, date TBD.**

Eric thanked everyone for their attendance today and adjourned the meeting at 1:20pm

#### 2024 Local Advisory Council Membership

- Fern Spence: Chair / Community Representative
- Matt Morritz: Community Representative
- Dan Buron: Goodwill Northern Michigan
- Lana Payne: Commission on Aging
- Mandy Joppich: Community Representative
- Linda Joppich: Community Representative
- Lena Vander Meulen: Leelanau County Senior Services
- Amanda Molski / Heidi Gustine: Area Agency on Aging
- Demarie Jones: Disability Network No. Michigan
- Susan Odgers: Community Representative
- Michelle Krumm: Senior Center Network
- Mitch Treadwell: Traverse City Commissioner

CC: Alex Simonetti/MDOT, Kelly Dunham/BATA, Eric Lingaur/BATA, Kurt Braun/BATA, Bill Clark/BATA



Bay Area Transportation Authority

# RIDERSHIP

Q1 2024 Ridership Report (Oct– Dec.)

# Q4 2023 Ridership: Fixed Route

Year / Quarter	Ridership	% Increase / Decrease	
<b>FY 2024 Q1</b>	<b>53,886</b>	<b>3% Decrease in Ridership</b>	FY 2023 Q4 Ridership: 70,019
<b>FY 2023 Q1</b>	<b>55,434</b>		
FY 2022 Q1	53,450		



**Q1**

**2024: 53,886**

**2023: 55,434**

**2022: 53,450**



# Q4 2023 Ridership: Link

Year / Quarter	Ridership	% Increase / Decrease	
<b>FY 2024 Q1</b>	<b>25,875</b>	<b>9% Decrease in Ridership</b>	FY 2023 Q4 Ridership: 26,381
<b>FY 2023 Q1</b>	<b>28,517</b>		
FY 2022 Q1	18,886		



**2024 Q1: 25,875 \* Link, no more Village Link**  
**2023 Q1: 28,517 \* Village Link + Link on Demand**  
**2022 Q1: 18,886 \* Village Link + Link on Demand**

# Q1 2024 Ridership: Total Ridership

Year / Quarter	Fixed Ridership	Link Ridership	Agency Ridership	Total Ridership	% Increase / Decrease
FY 2024 Q1	53,886	25,875	8,932	88,693	4% Decrease in Total Ridership
FY 2023 Q1	55,434	28,517	8,380	92,331	
FY 2022 Q1	53,450	18,886	6,798	79,134	

**2024 Q1: 88,693**

**2023 Q1: 92,331**

**2022 Q1: 79,134**

**4% Decrease in total Ridership**

# Total Ridership: Year over Year

	2020 Total	2020 Rides Per Day	2021 Total	2021 Rides Per Day	2022	2022 Rides Per day	2023 Total	2023 Rides per Day
Village Link & Agency (Includes COAST, JARC, and City Link)	57,723	163	54,187	153	72,846	205	50,382	142
Fixed Routes:	264,826	846	262,578	839	198,090	633	222,290	710
Link on Demand	9,768	106	39,636	109	79,955	219	94,106	258
Total Ridership	332,317		356,401		350,891		366,778	
Rides per day		1,115		1,100		1,057		1,110

**2023: 366,778**  
**2022: 350,891**  
**2021: 356,401**  
**2020: 332,317**

**4.5%**  
**Increase in total Ridership**  
**2022- 2023**

## COMPLIMENTS TO BATA STAFF

Date Received	Employee	Route #	Comment	Dept
11/04/23	Jay Windham	1A	Goes out of his way to be kind. He is so kind and funny. I thought he deserved a thumbs up.	
11/05/23			I am new to BATA, you guys are all great and drivers are so nice, I really appreciate the service. It is very prompt and very nice, you guys are wonderful taking me to work and picking me up. You guys are an awesome way to get people around TC.	
11/06/23	Mary Murrphy	Link 2	She did a wonderful job and I wanted to let you know that she was on time, nice, kind and friendly.	
11/10/23	Tom Sisco/Dispatch	Rescue	I want to express my appreciation for hearing my plea for assistance when I missed my 5:40 connection with the route 12 bus to catch the Benzie Bus. Although I left in plenty of time, I waited through 3-4 cycles of the traffic signal before the pedestrian crosswalk allowed me to cross and kept me from making it to the bus stop in time. A very sincere thank you to all that helped get me to the Benzie Bus.	
11/20/23	Konrad Kuzma	Bayline	I have several great things to say about driver Konrad. He doesn't take corners too fast, go over curbs or come sliding into stops with a crash. He is very careful and not jerky in his driving. He listens to classical music on the bus which is very easy to listen to and not offensive. A student was running to catch the bus at Hall St on the east side and he waited for her which she was very grateful for. He showed consideration and wisdom in waiting the extra half a minute for the student. He is an excellent driver and I am glad you hired him.	
11/21/2023	Brad Herman	Link	Just wanted to give a shout out to my Link driver, Brad, today he did an excellent job.	
11/22/2023	Dan Goff	Link	Dan did a wonderful job on my Link ride today	
11/24/2023	Shanna Frazier & Nathan Esper	1A & 7A	Both drivers did an amazing job today. Shanna drove very smooth with no hard stops and went slow over all the bumps. Nathan was just amazing and cordial.	
12/4/2023	Nathan Esper	Link 10	Nathan was very polite and a great happy person. Thanks for hiring such great thoughtful people.	
12/5/2023	Brian Steed & Matt Mathison	Bayline	Brian and Matt are such skilled drivers on the bus and just brilliant with people. They are helpful, courteous, wise and just amazing.	
12/5/2023	Jim Weber & Mike Lyon	2B	Jim and Mike are amazingly excellent drivers but also unbelievably compassionate, kind and wise with passengers. I would like to leave a favorable comment regarding my son Christopher's driver. We have made an arrangement with the driver involving drop-off in snowy conditions and because we don't have any snow on the streets, she has dropped him off at the end of our driveway, which I have asked her to do. She is doing a wonderful job and I wanted to let her know that I appreciate that and look forward to further favorable service.	
12/7/2023	Donna Coyne	A41		

## COMPLIMENTS TO BATA STAFF

Today was, to say the least, an extremely chaotic and eventful day with numerous call ins and lots of last minute shifts to fill and all of you went above and beyond the call of duty. We could not have functioned as well as we did without all of your hard work. Andy came in early to pre-trip buses and help in dispatch, performed rescues and drove the last loop of 12A AM. Larry came in on his day off last minute to run the first part of Bayline 4. Ryan came in on a day off on PTO to help as backup and the second half of Bayline 4. John Hansen stayed late after running a Link shift to post-trip buses and help with closing backup duties. Tom Sisco and Dan Goff stayed late to cover Link 16 & Link 8 and help with lots of curve balls before starting those runs. Curtis Rideout stayed on after his lunch relief shift to get 7B service back early. Tim Donahay switched shifts and drove Link 13 at a moments notice. Rochelle stayed on after her morning run and performed last minute rescues. Nikki ran the board through it all. Thank you all so much for everything you are all truly appreciated!

Andy Hayden, Larry  
Phelps, Ryan Keip, John  
Hansen, Tom Sisco, Dan  
Goff, Glen Fekken, Doug  
Dane, Curtis Rideout,  
Tim Donahay, Rochelle  
Trzcinski and Nikki Cole

1/3/2024

**BATA Statement of Net Position  
December 2023**

	Dec 31, 23	Dec 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
ICS/Money Market - General Fund	\$ 2,640,677	\$ 4,139,023	\$ (1,498,346)	-36.2%
ICS/Money Market - Cap/Op Funds	-	1,411,369	(1,411,369)	-100.0%
Treasury Bill - Cap/Op/New Fac	-	8,256,089	(8,256,089)	-100.0%
<b>Total Cash</b>	<u>2,640,677</u>	<u>13,806,482</u>	<u>(11,165,805)</u>	<u>1</u> -80.9%
Michigan Class - General Fund	1,771,981		1,771,981	
Michigan Class - Operating Reserve	2,653,402		2,653,402	
Michigan Class - Capital Reserve	5,241,075		5,241,075	
Michigan Class - New Facility Reserve	5,146,869		5,146,869	
<b>Total Michigan Class</b>	<u>14,813,327</u>	<u>-</u>	<u>14,813,327</u>	<u>2</u>
Accounts Receivable	750,293	80,860	669,433	<u>3</u> 827.9%
Due (to) from State	(182,023)	(361,049)	179,026	<u>4</u> -49.6%
Due from Federal	842,407	1,125,340	(282,933)	<u>5</u> -25.1%
Property Taxes Receivable	148,645	75,993	72,652	<u>6</u> 95.6%
Prepaid Expenses	(24,937)	66,505	(91,442)	-137.5%
<b>Total Current Assets</b>	<u>18,988,389</u>	<u>14,794,130</u>	<u>4,194,259</u>	<u>28.4%</u>
New Facility (CIP)/Land Acquisition	14,663,337	1,780,259	12,883,078	<u>7</u> 723.7%
Fixed Assets (net of depreciation)	6,722,936	5,646,194	1,076,742	19.1%
Deferred Outflows of Resources for Pension Obl.	738,811	738,811	-	<u>8</u> 0.0%
Net Pension Asset	714,759	714,759	-	<u>8</u>
<b>TOTAL ASSETS</b>	<u>\$ 41,828,232</u>	<u>\$ 23,674,153</u>	<u>\$ 18,154,078</u>	<u>76.7%</u>
<b>LIABILITIES &amp; NET POSITION</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 815,868	\$ 346,642	\$ 469,226	135.4%
Accrued Expenses	346,260	272,366	73,894	27.1%
Deferred Revenue	35,493	9,936	25,558	<u>9</u> 257.2%
Other Current Liabilities	98,454	6,272	92,182	1469.9%
<b>Total Current Liabilities</b>	<u>1,296,075</u>	<u>635,215</u>	<u>660,860</u>	<u>104.0%</u>
Net Pension Liability	-	-	-	<u>8</u> #DIV/0!
Deferred Inflows of Resources for Pension Obl.	919,964	919,964	-	<u>8</u> 0.0%
<b>Total Liabilities</b>	<u>2,216,039</u>	<u>1,555,179</u>	<u>660,860</u>	<u>42.5%</u>
<b>Net Position</b>				
<b>Assigned</b>				
Operating Reserve Fund	2,653,402	2,364,068	289,334	12.2%
Capital Fund	5,212,891	2,238,114	2,974,777	132.9%
New Facility Fund	4,968,846	5,309,986	(341,140)	-6.4%
<b>Total Assigned</b>	<u>12,835,139</u>	<u>9,912,168</u>	<u>2,922,972</u>	<u>29.5%</u>
Investment in Capital Assets	21,386,273	7,426,453	13,959,820	188.0%
Restricted for Pension	533,606	533,606	-	0.0%
Unrestricted	4,857,175	4,246,747	610,428	14.4%
<b>Total Net Position</b>	<u>39,612,193</u>	<u>22,118,974</u>	<u>17,493,219</u>	<u>10</u> 79.1%
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<u>\$ 41,828,232</u>	<u>\$ 23,674,153</u>	<u>\$ 18,154,078</u>	<u>76.7%</u>

**BATA Statement of Net Position Notes**  
**December 2023**

	<u>Account(s)</u>	<u>Explanation</u>
<u>1</u>	Cash	Moved accounts to Michigan Class Investment Pool
<u>2</u>	Michigan Class	Investment Pool started March 2023
<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	Increase New Facility Construction costs
<u>8</u>	Deferred Outflows of Resources Deferred Inflows of Resources Net Pension Liability	<b>GASB 68 audit adjustment, as of 9/30/22</b> <u>Deferred Outflows of Resources \$738,811</u> Difference in experience \$54,263 Difference in assumptions \$337,555 Contributions subsequent to the measurement date \$346,993  <u>Deferred Inflows of Resources (\$919,964)</u> Difference in experience change (\$133,781) Difference between projected and actual earnings (\$786,183)  <u>Net Pension Asset \$714,759</u> Plan fiduciary net position \$10,856,504 Total pension liability (\$10,141,746)
<u>9</u>	Deferred Revenue	Advertising Revenue, Annual Invoices Paid in Full
<u>10</u>	Net Position	Increase Positive net income New Facility/Land Acquisition for new headquarters Increase in fixed assets (Operating Equipment and Buses)

**BATA Operating Reserve Fund  
December 2023 YTD**

	Independent Bank	Michigan Class	Treasury Bill	Adjustments	Reserve Fund Total
<b>Balance at September 30, 2023</b>	\$ -	\$ 2,616,694	\$ -	\$ -	\$ 2,616,694
<b>Increases:</b>					
Interest Income		36,708			36,708
Investment Income					-
FYxx State LBO Preliminary					-
<b>Total Increases</b>	\$ -	\$ 36,708	\$ -	\$ -	\$ 36,708
<b>Cash Transfers</b>		\$ -			-
Independent Bank/ICS Balance					-
Michigan Class Balance		2,653,402			2,653,402
Treasury Bill Balance (1.55% int rate)					-
<b>Balance at December 31, 2023</b>	\$ -	\$ 2,653,402	\$ -	\$ -	\$ 2,653,402

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  
December 2023 YTD**

	Independent Bank	Michigan Class	Treasury Bill	Adjustments	Reserve Fund Total
<b>Balance at September 30, 2023</b>	\$ -	\$ 5,233,560	\$ -	\$ (65,246)	\$ 5,168,314
<b>Increases:</b>					
Interest Income		72,762			72,762
Investment Income					-
FY2024 Funding:				-	-
FY2023 Surplus				-	-
<b>Total Increases</b>	\$ -	\$ 72,762	\$ -	\$ -	\$ 72,762
<b>Decreases:</b>					
24A - Motors \$75,000				-	-
24B - Shelters \$75,000				-	-
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				-	-
<b>Total Decreases</b>	\$ -	\$ -	\$ -	\$ (28,185)	\$ (28,185)
<b>Cash Transfers</b>		(65,246)		65,246	-
<b>Balance at December 31, 2023</b>	\$ -	\$ 5,241,075	\$ -	\$ (28,185)	\$ 5,212,891

**BATA New Facility Reserve Fund  
December 2023 YTD**

	Independent Bank	Michigan Class	Treasury Bill	Adjustments	Reserve Fund Total
<b>Balance at September 30, 2023</b>	\$ -	\$ 5,263,499	\$ -	\$ (187,729)	\$ 5,075,771
<b>Increases:</b>					
Interest Income		71,939			71,939
TCHC Infrastructure Reimbursement				-	-
<b>Total Increases</b>	\$ -	\$ 71,939	\$ -	\$ -	\$ 71,939
<b>Decreases:</b>					
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)
<b>Total Decreases</b>	\$ -	\$ -	\$ -	\$ (178,863)	\$ (178,863)
<b>Cash Transfers</b>		(188,570)		188,570	-
<b>Balance at December 31, 2023</b>	\$ -	\$ 5,146,869	\$ -	\$ (178,022)	\$ 4,968,846

*Projected Net Proceeds from Land Sale*  
*Projected New Facility Reserve Fund Balance*

\$ 1,995,000  
\$ 8,035,398

**BATA**  
**FY2025 Operating Budget**  
**As of January 31, 2024**

<b>State Percentage</b>	<b>34.87%</b>	<b>40.30%</b>	<b>40.30%</b>	<b>0.00%</b>
<b>Federal Percentage</b>	<b>36.00%</b>	<b>18.00%</b>	<b>18.00%</b>	<b>0.00%</b>
<b>Total</b>	<b>70.87%</b>	<b>58.30%</b>	<b>52.58%</b>	<b>0.00%</b>

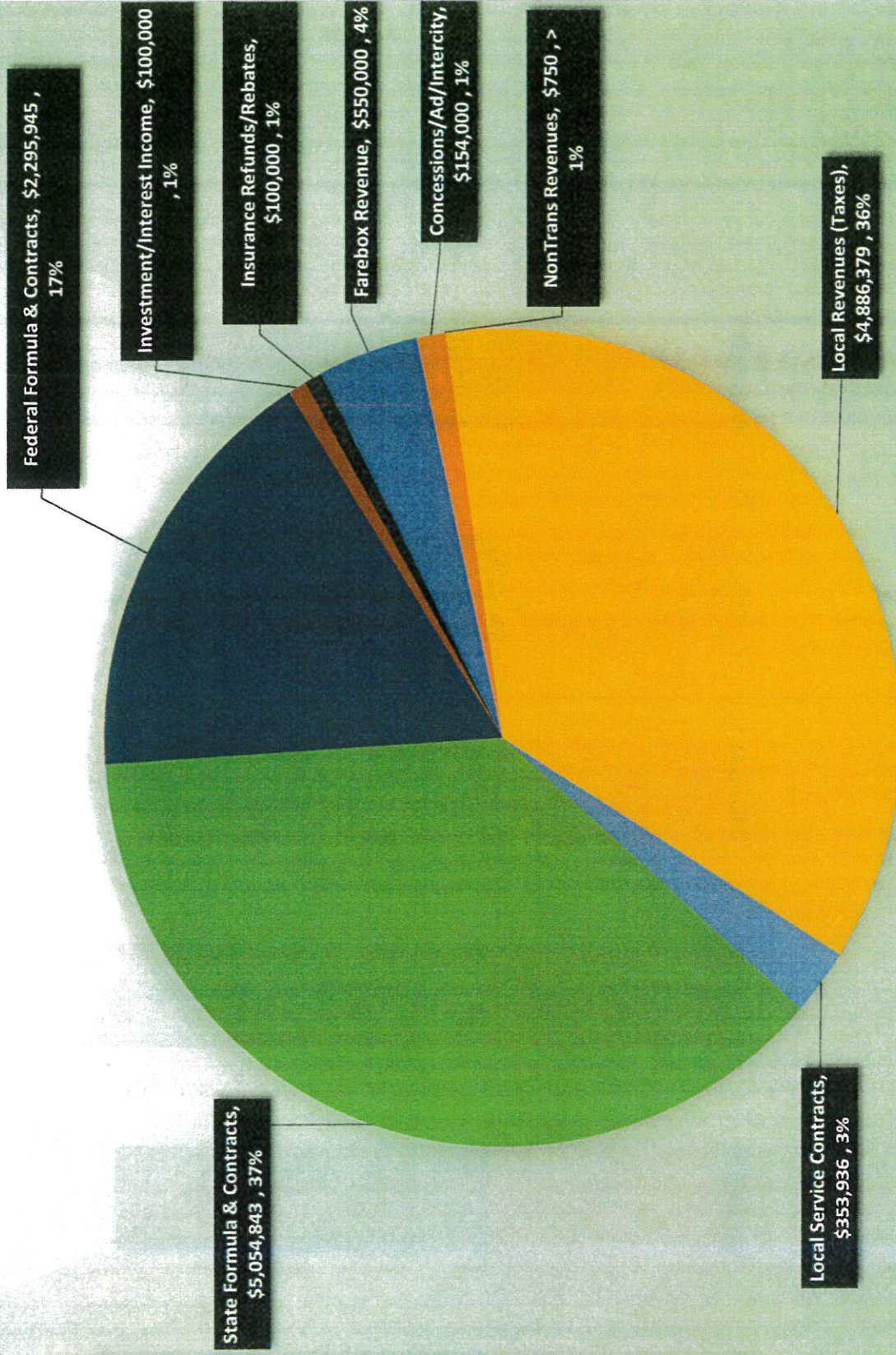
	<b>Actual 2023</b>	<b>Revised Budget 2024</b>	<b>Original Budget (Jan) 2025</b>	<b>PY Change</b>	<b>Inc(Dec) PY Bud %</b>
<b>401: Farebox Revenue</b>					
40100 Passenger Fares	\$ 549,418	\$ 530,243 <b>1</b>	\$ 550,000	\$ 19,757	4%
<b>406: Auxiliary Trans</b>					
40610 Concessions	1,677	1,600	1,600	-	0%
40615 Advertising	107,563	110,000	120,000	10,000	9%
40620 Intercity Ticket Sales	32,400	32,400	32,400	-	0%
40699 Other Auxiliary Transportation Revenues	-	-	-	-	
<b>407: Nontransportation Revenue</b>					
40760 Gain on Sale of Capital Assets	8,700	-	-	-	
40799 Other Non-Transportation Revenues	1,783	750	750	-	0%
<b>408: Local Revenue</b>					
40800 Taxes Levied by Transit Agency	4,812,408	4,767,199 <b>2</b>	4,886,379	119,180	2.5%
<b>409: Local Service Contract</b>					
40930 Local Contract Service/Federal Source	291,465	301,204	346,436	45,232	15%
40950 Local Contract Service/Local Source	11,421	7,500	7,500	-	0%
40999 Other Local Contracts & Reimbursements	-	-	-	-	
<b>411: State Formula &amp; Contracts</b>					
41101 State Operating Assistance	3,642,387	4,814,949 <b>3</b>	4,974,656	159,707	3%
41114 Cap Cont Reimb for Oper Exp "Mobil Mgmt"	16,114	16,114	16,114	-	0%
41199 Other MDOT/ PTD Contracts "JARC"	80,570	80,570	80,570	-	0%
<b>413: Federal Contracts</b>					
41301 Federal Section 5311 - Non Urban	1,788,053	2,150,635 <b>3</b>	222,197	(1,928,438)	-90%
Federal Section 5311 - py adj					
41302 Federal Section 5307 - Small Urban			2,003,793 <b>3</b>	2,003,793	0%
41314 Cap Cont Reimb for Oper Exp "Mobil Mgmt"	64,455	64,455	64,455	-	0%
41361 CARES Act	1,788,053	- <b>3</b>	-	-	
41398 RTAP	10,000	5,500	5,500	-	0%
<b>414: Other Revenue</b>					
41400 Interest Income	445,363	200,000 <b>4</b>	100,000	(100,000)	-50%
41401 Investment Gain/Loss	172,911	-	-	-	
<b>440: Other Revenue</b>					
44000 Refunds and Credits	227,804	100,000	100,000	-	0%
<b>Total Revenue</b>	<b>\$ 14,052,546</b>	<b>\$ 13,183,119</b>	<b>\$ 13,512,350</b>	<b>\$ 374,463</b>	<b>2%</b>

	Actual 2023	Revised Budget 2024	Original Budget (Jan) 2025	PY Change	Inc(Dec) PY Bud %
<b>501: Labor</b>					
50101 Operators' Salaries & Wages	\$ 2,890,563	\$ 3,895,056	\$ 3,986,719	\$ 91,662	2%
50102 Other Salaries & Wages	1,827,750	2,113,124	2,236,362	123,237	6%
50103 Dispatchers' Salaries & Wages	433,728	580,382	586,602	6,219	1%
<b>502: Fringe Benefits</b>					
50200 Other Fringe Benefits	1,358,700	1,749,384	1,765,882	16,498	1%
50210 DC Pensions	29,739	41,381	47,456	6,075	15%
50220 DB Pensions	1,037,418	657,755	693,183	35,428	5%
<b>503: Services</b>					
50302 Advertising Fees	50,523	42,000	54,000	12,000	29%
50305 Audit Costs	23,500	26,000	29,000	3,000	12%
50399 Other Services	632,742	634,562	731,843	97,281	15%
<b>504: Materials &amp; Supplies</b>					
50401 Fuel & Lubricants	605,689	928,534	882,107	(46,427)	-5%
50402 Tires & Tubes	54,290	63,872	63,872	-	0%
50404 Major Supplies Under \$5,000	4,000	-	-	-	0%
50499 Other Materials & Supplies	299,909	386,696	386,696	-	0%
<b>505: Utilities</b>					
50500 Utilities	130,676	180,038	219,334	39,296	22%
<b>506: Insurance</b>					
	504,022	462,964	462,964	-	0%
	132,484	142,714	142,714	-	0%
	21,241	22,130	22,130	-	0%
50603 Liability Insurance	657,747	627,808	627,808	-	0%
<b>508: Purchased Transportation Service</b>					
50800 Purchased Transportation Service	-	-	-	-	
<b>509: Misc Expenses</b>					
50902 Travel, Meeting & Training	29,244	30,000	30,000	-	0%
50903 Association Dues	22,048	21,469	21,469	-	0%
50909 Loss on Disposal of Assets	-	-	-	-	
50999 Other Miscellaneous Expenses	-	-	-	-	
<b>512: Operating Leases &amp; Rentals</b>					
51200 Operating Leases & Rentals	15,211	16,300	16,300	-	0%
<b>513: Depreciation</b>					
51300 Depreciation	1,250,474	1,110,624	1,122,656	12,032	1%
<b>Total Expense</b>	<b>\$ 11,353,950</b>	<b>\$ 13,104,986</b>	<b>\$ 13,501,289</b>	<b>\$ 493,584</b>	<b>3%</b>
<b>Net Income</b>	<b>\$ 2,698,595</b>	<b>\$ 78,132</b>	<b>\$ 11,061</b>	<b>\$ (119,120)</b>	<b>-86%</b>
<b>Net Income before Depreciation</b>	<b>\$ 3,949,069</b>	<b>\$ 1,188,756</b>	<b>\$ 1,133,717</b>	<b>\$ (107,088)</b>	<b>-5%</b>
<b>Less:</b>					
Capital Reserve	(686,709)	(649,852)	(666,314)	(16,462)	3%
Designated for New Facility					
Designated for Technology					
<b>Net Income before Depr &amp; after Reserve/Designation</b>	<b>\$ 3,262,360</b>	<b>\$ 538,904</b>	<b>\$ 467,403</b>	<b>\$ (123,550)</b>	<b>-13%</b>

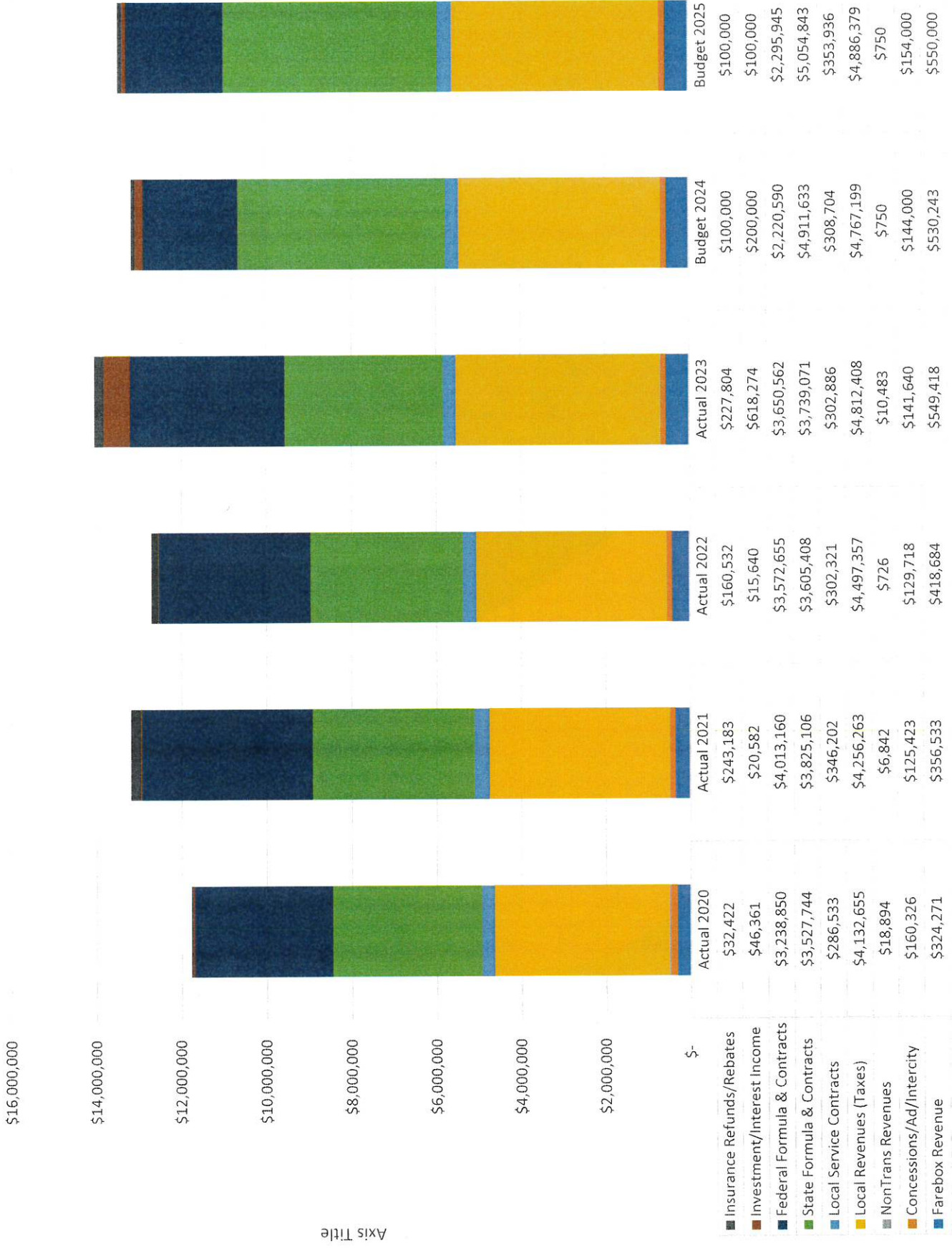
	Actual 2023	Revised Budget 2024	Original Budget (Jan) 2025	PY Change	Inc(Dec) PY Bud %
<b>Ineligible Expenses</b>					
<b>550: Ineligible Expense</b>					
54000 Ineligible Refunds and Credits	\$ 227,804	\$ 100,000	\$ 100,000	\$ -	-
55005 Ineligible Local Contracts	-	-	-	-	-
55006 Other Ineligible Interest Expense	-	-	-	-	-
55007 Ineligible Depreciation	1,005,488	878,376	878,376	-	-
55008 Other Ineligible Expenses	-	-	-	-	-
55009 Ineligible Association Dues	1,660	2,000	2,000	-	-
55010 Other Ineligible Exp assoc. with Aux & NonTrans	-	-	-	-	-
56002 Ineligible Expenses Associated with Advertising	-	-	-	-	-
57099 Other Local/ Federal/ State.	14,317	10,000	10,000	-	-
57402 RTAP	10,000	5,500	5,500	-	-
57604 Other Ineligible Op Exp paid by Capital Contract	80,569	80,569	80,569	-	-
58009 Loss on Disposal of Assets	-	-	-	-	-
58020 Ineligible Defined Benefit Pension	-	-	-	-	-
<b>Total Ineligible Expense</b>	<b>\$ 1,339,838</b>	<b>\$ 1,076,445</b>	<b>\$ 1,076,445</b>	<b>\$ -</b>	
<b>Total Eligible Expense (net of JARC)</b>	<b>\$ 9,933,542</b>	<b>\$ 11,947,971</b>	<b>\$ 12,344,274</b>	<b>\$ 493,584</b>	
<b>Revenues in Excess of Eligible Expenses</b>	<b>\$ 4,119,003</b>	<b>\$ 1,235,147</b>	<b>\$ 1,168,076</b>	<b>\$ (119,120)</b>	

	<u>Account #</u>	<u>Account Name</u>	<u>Assumption</u>
<u>1</u>	40100	Passenger Fares	\$45k monthly average, actuals showing \$5k above FY24 Budgets
<u>2</u>	40800	Taxes Levied by Transit Agency	2.5% property tax value increase/year over FY24
<u>3</u>	41101 41301 41302	State Operating Assistance Federal Section 5311 Federal Section 5307	State Operating Assistance of 40.2993% as of January 2024 Federal Section 5311 reimb rate at standard 18% (down from 36%) Federal Section 5307 Reimbursement based on statewide allocation average of 11 agencies & real agency reimbursement review
<u>4</u>	41400	Interest Income	Interest Rates are predicted to decrease with upcoming Federal Reserve cuts, will revise as needed
<u>5</u>	50101/2	Operators' Salaries & Wages	Continue to hire Drivers to meet service needs, includes additional mechanic and custodial positions based on anticipated needs.
<u>6</u>	50302	Advertising	Increased to accompdate Community Strategic Plan costs
<u>7</u>	50399	Other Services	Increase due to additional technology, marketing, and security additions
<u>8</u>	50500	Utilities	New facilitiy utility contracts are coming in lower than current Cass Rd location, cost savings in telecommunications account consolidation and internet provider costs

# FY2025 Revenue Budget

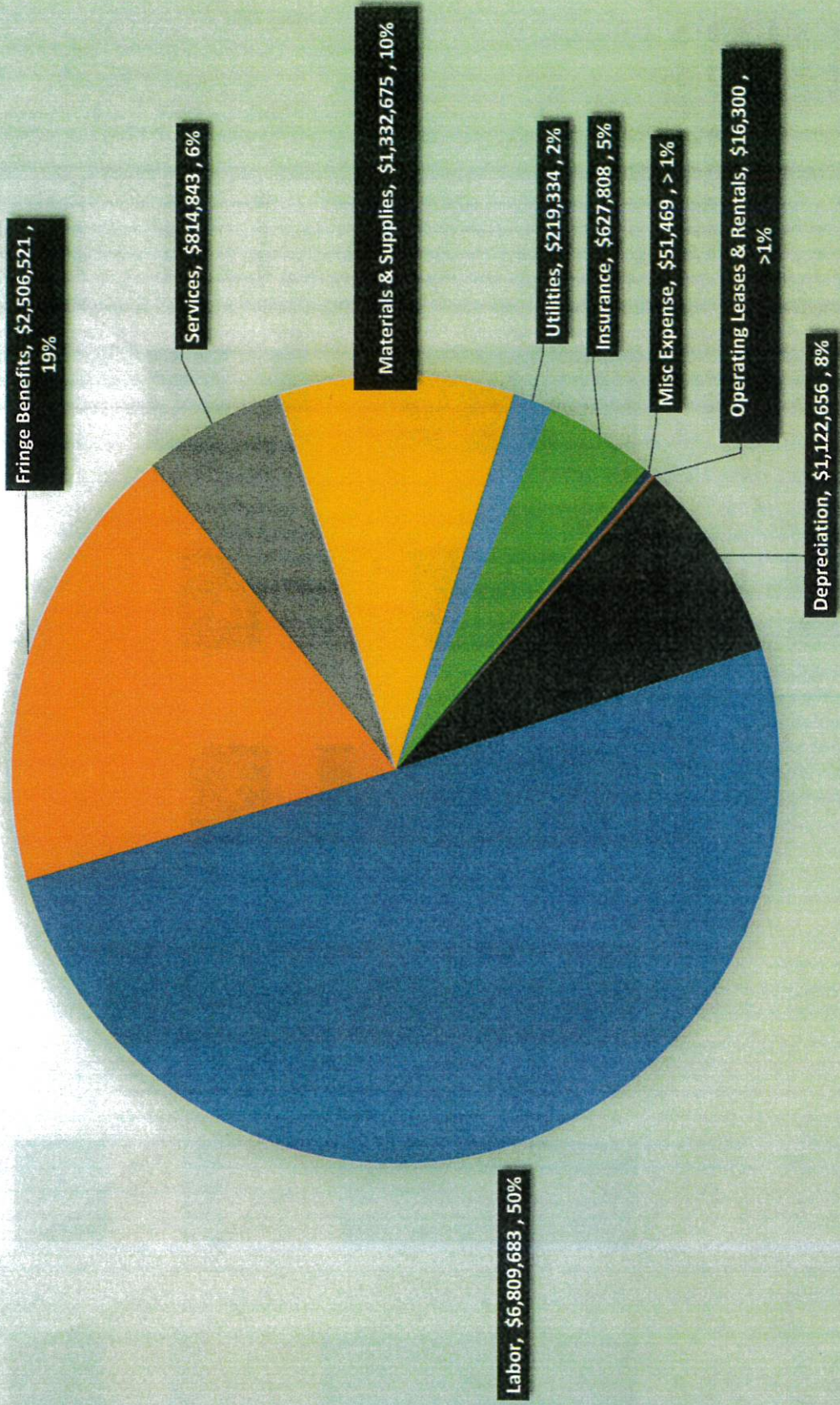


# FY2025 Revenue Budget

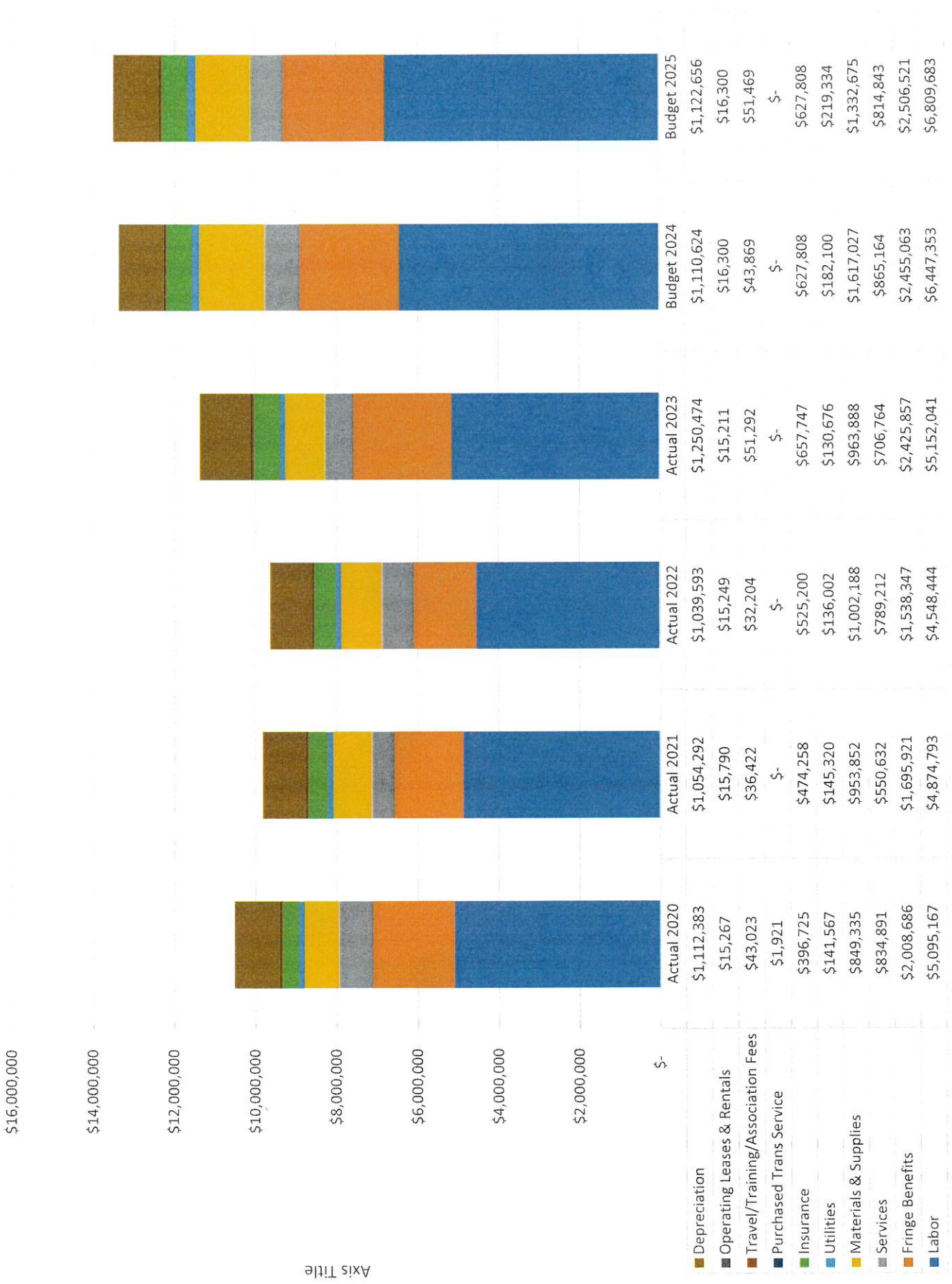




# FY2025 Expenditure Budget



# FY2025 Expenditure Budget



### FY 2025 RESOLUTION OF INTENT

*The approved resolution of intent to apply for state formula operating assistance for fiscal year 2025 under Act 51 of the Public Acts of 1951, as amended.*

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the  (hereby known as THE APPLICANT) established under Act  to provide a local transportation program for the state fiscal year of 2025 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$  estimated state funds \$  estimated local funds \$  with total estimated expenses of \$

**(Note: Local funds include fare box and any other local revenue)**

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints  as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2025

I,  (Name)   
(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of   , 20 with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said  , this  day of  A.D 20

SIGNATURE



**BAY AREA TRANSPORTATION AUTHORITY  
3233 Cass Rd  
Traverse City, Michigan 49684**

2/15/24

Alex Simonetti  
Project Manager  
MDOT-Office of Passenger Transportation  
7915 US 131 Hwy  
Cadillac, MI 49601  
(517)643.0061  
simonettia@michigan.gov

Dear Alex:

Attached to this email please find BATA's updated Vehicle Accessibility Plan, as reviewed by the agency's Local Advisory Council on 1/17/2024 (see enclosed minutes of LAC meeting), and by the agency's governing body on 2/15/2024.

Please contact me at your convenience if you have any questions.

Sincerely,

A handwritten signature in green ink, appearing to read "Kelly Dunham", is written over the typed name.

Kelly Dunham, Executive Director  
BATA

/Enclosures

**BAY AREA TRANSPORTATION AUTHORITY**  
**3233 Cass Rd**  
**Traverse City, Michigan 49684**

**1. Purpose**

This accessibility plan is submitted in compliance with Section 10e(18) of the Michigan Transportation Fund Act (MCL 247.660e) (hereinafter "the Act") and the official administrative rules for administration of Michigan's Comprehensive Transportation Fund. The purpose of this accessibility plan is to describe the demand-response service provided by Bay Area Transportation Authority (BATA), to senior persons and individuals with disabilities. This accessibility plan demonstrates it is the policy of BATA to comply with the following requirements of Section 10e(18):

- A. That demand-response service is provided to persons 60 years of age or older and individuals with disabilities residing in BATA's entire service area. (See attached map defining the service area.)
- B. That as a minimum, a demand response service is provided to persons 60 years of age or older and individuals with disabilities during the same hours as service is provided to all other persons in BATA's service area.
- C. That the average time required for demand response service to persons 60 years and older and individuals with disabilities, from the initiation of a service request to arrival at the destination, is equal to the average time period required for demand response service provided to all other persons in BATA's service area.
- D. That BATA has established a Local Advisory Council with not less than 50 percent of its membership representing persons 65 years of age or older and individuals with disabilities in BATA's service area. At least one member (or 12 percent of membership) has been appointed jointly with the area agency on aging. The Local Advisory Council has had an opportunity to review and comment on this plan before its submission to the Michigan Department of Transportation. (See attached BATA Local Advisory Council minutes).

All rules cited below refer to the official administrative rules for the administration of the Comprehensive Transportation Fund. These rules are found in the Michigan Administrative Code, beginning at Rule 241.4101, et seq.

## **2. Definition of Senior and Individual with a Disability - Rule 201 (2) (c)**

As used in this Accessibility Plan

(a) "individual with a disability" means an individual who has a physical or mental impairment that substantially limits one or more of the major life activities of such individual, a record of such impairment, or being regarded as having such an impairment. See Michigan Administrative Code Rule 247.4101(1)(m).

(b) "senior" means an individual 60 years of age or older.

## **3. Number of Senior (over age 65) and Individuals with Disabilities in Service Area - Rule 201 (2) (c)**

BATA estimates that a total of approximately 37,000 persons are 65 years or older or are a disabled person under the age of 65 that reside in the agency's defined service area. Approximately 118,500 people live in the BATA service area of Grand Traverse and Leelanau Counties, making the percentage of persons over 65 and disabled people at 31%. Source: 2020 US Census.

## **4. Description of Plan Development Process and Local Advisory Council Involvement - Rule 201(2) (e)**

BATA developed this plan using the following process:

a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code

b. The draft plan content was reviewed at a meeting of the BATA Local Advisory Council, held on 1/17/2024, wherein the Local Advisory Council was given opportunity to review and comment on the content of the plan. In accordance with Sec. 10e(18)(d) of the Act, all comments on the plan received at this meeting by Local Advisory Council members are contained in a separate section of this plan, below.

c. A final draft plan was submitted to and approved by BATA's governing body.

## **5. Local Advisory Council Composition - Rule 202**

BATA's Local Advisory Council is currently comprised of twelve (12) members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of BATA. BATA ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have disabilities within the agency's defined service area.

BATA further ensures that at least one member of its Local Advisory Council (or one of every eight members, whichever is larger) is approved jointly with the area agency on aging. BATA further ensures that its Local Advisory Council membership will include people who have diverse disabilities and at least one senior who are users of public transportation. BATA's Local Advisory Council is, at the time of adoption and submission of this plan, composed of the following members:

**1. Fern Spence**

**LAC Chairperson Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**Community Member**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**2. Amanda Molski**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**Area Agency on Aging**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**3. Dan Buron**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**Goodwill of Northern Michigan**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**4. Mandy Joppich**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**Community Member**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**5. Michelle Krumm**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**Senior Center**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**6. Lena Vander Meulen**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**7. Demarie Jones**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**8. Susan Odgers**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**9. Lana Payne**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**10. Mitch Treadwell**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**11. Linda Joppich**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**Leelenau County Senior Services**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**Disability Network**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**Community Member**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**GT Commission on Aging**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**City Commissioner**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**Community Member**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above



12. **Matt Moritz**

**Name**

This Member is a:

- Person with Disabilities
- Person 65 years and older
- Neither of the above groups
- Represents one of the above

**Community Member**

**AFFILIATION**

This member is:

- Jointly appointed by the area agency on aging
- A user of public transportation
- Neither of the above

**6. Present Vehicle Inventory – Rule 201 (2) (a)**

BATA's demand response vehicle inventory presently in service is as follows:

a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 29

b. Number of accessible demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 29

**7. Anticipated Vehicle Inventory – Rule 201 (2) (b)**

BATA's anticipated demand response vehicle inventory is as follows:

a. Number of demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 31

b. Number of accessible demand response vehicles in agency's anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 31

**8. Narrative Summary of Vehicles Requested – Rule 201 (2) (I)**

As indicated above, the agency currently operates or plans to operate a total of 31 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is 31 vehicles. The reason for operating or planning to operate this number of accessible vehicles comes from the current configuration of our services offered within our service area. We have found that we can adequately provide the appropriate level of service with this size fleet coupled with the fleet of 46 fixed route buses, 41 of which are also accessible vehicles.

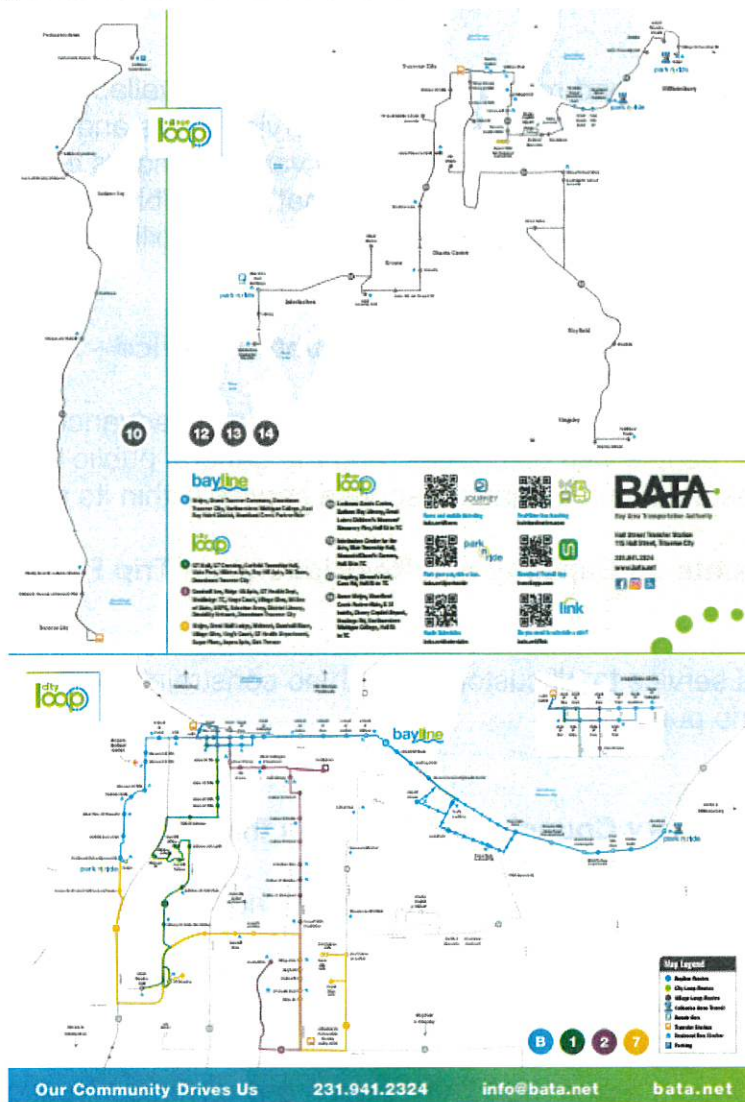
## 9. Fare Structure - Rule 201 (2) (d)

BATA's fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response and fixed route service is as follows:

	General Public	Seniors/Disabled Peak	Seniors/Disabled Non-Peak
On-Demand / Demand Response	\$6.00/\$3.00	\$3.00/\$1.50	\$3.00/\$1.50
Fixed Route	\$3.00/\$1.50	\$1.50/\$0.75	\$1.50/\$0.75

## 10. Map and Narrative Description of Service Area – Rule 201 (2) (f)

For fixed route and demand-response service, BATA's Service Area is Grand Traverse and Leelanau Counties. Refer to the attached maps of BATA's service area, depicting BATA's service area and routes.



#### **11. Service Schedule – Rule 201 (2) (g)**

BATA's current fixed route service hours are Monday through Saturday, 6am to 10pm, while on-demand hours are 6am to 10:30 pm seven days a week. Complete service schedules and detailed hours can be found at [www.bata.net/schedules](http://www.bata.net/schedules) or [www.bata.net/maps-schedules/service-hours-locations](http://www.bata.net/maps-schedules/service-hours-locations).

#### **12. Schedules in Alternative Formats – Rule 201 (2) (h)**

BATA has made arrangements to produce copies of its current service schedule in an alternative format that can be utilized by persons who are blind or have other disabilities. BATA's schedules can be found at Google Maps, Apple Maps, and by using the Transit app, which all have accessibility features.

#### **13. Vehicle Availability on Other Than Regular Service Hours and Days – Rule 201 (2) (i)**

BATA does make demand-response service vehicles available for use during hours or days other than regular fixed-route service hours and days. Links are available seven days a week and 365 days a year with hours extending past fixed route operating hours. BATA confirms that accessible transit vehicles are available for use by the senior and individuals with disabilities to the same extent as the general public.

#### **14. Advance Requests for Demand Actuated Service – Rule 201 (2) (j)**

BATA does allow riders to request a ride up to a day in advance, but does not require seniors, people with disabilities, and the general public to make an advance request to obtain demand response service within its service area.

#### **15. Constraints on Capacity and Restrictions on Trip Purpose – Rule 201 (2) (k)**

BATA provides service to all customers with no constraints on capacity or restriction on trip purpose.

#### **16. Local Advisory Council Comments on this Plan – Rule 201(2) (m)**

BATA's Local Advisory Council members made the following comments about this plan:

- Michelle Krumm questioned if propane buses will be available for purchase again soon.
- Susan Odgers asked if BATA has seen any savings in fuel costs with the recent drop in fuel prices?

- Susan Odgers inquired what data BATA uses to determine purchases future vehicle purchases.
- Fern Spence asked if federal funds are available for the vehicles to purchase and if you don't use them do you lose those funds?
- Michelle Krumm asked about diesel longevity vs. propane?

**17. Agency Response to Local Advisory Council Comments on the Plan  
– Rule 201 (2) (n)**

BATA made the following response to its Local Advisory Council regarding the above comments:

- **Future Propane Availability:** Kurt said yes hopefully as the manufacturers work together to produce more propane vehicles based on supply and demand.
- **Fuel Savings:** Kurt didn't have the gas savings figures on hand, but he was able to share that savings came into play with propane from a maintenance perspective with lower upkeep costs.
- **Data Used for Bus Purchase Planning:** Eric Lingaur and Kurt shared that BATA uses current and existing route and service needs, future route improvement plans and the shelf life of the vehicles currently in service.
- **Vehicle Funding:** BATA has one more year of rural purchasing through MDOT and in the future vehicle funding will come directly from the FTA now that BATA is a small urban. Kurt believes the funds are dedicated to BATA vehicle purchases and not flexible for other capital items or to be used by other MPO organizations such as the County or Road Commission. Fern Spence wants to make sure BATA's funds are dedicated and directed toward transit and not other uses. Susan Odgers said it is important that BATA has flexibility in the fleet to meet community needs.
- **Longevity of Vehicles:** Kurt shared insights on how BATA determines the shelf life of a vehicle (cost, mileage, condition, powertrain, etc.) and reiterated that BATA uses all vehicles in the fleet to their max life capacity.