



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

Thursday, December 12, 2024 @ 1:00pm

115 Hall St Traverse City Michigan

1. Call to Order - Chairperson
2. Pledge of Allegiance and Moment of Silence
3. Roll Call
4. First Public Comment\*
5. Approval of Agenda
  - a. BATA Board of Directors Regular Meeting Agenda

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 31, 2024*
- b. *Special Board of Directors Meeting Minutes of November 18, 2024*

### *Consideration of Accepting the following Reports*

- c. *October 2024 Financial Statement*
- d. *FY2024 Q3 & Q4 Impact Index*
- e. *BATA Board Tracker*
- f. *Staff Compliments*
- g. *Correspondence – TCBN Article*
7. Any items removed from the Consent Calendar

8. Executive Director's Report – Kelly Dunham
  - a. HQ Facility
9. Chairperson's Report – Richard Cochrun
  - a. Resolution
10. Finance Reports – Justin Weston
  - a. 3 Year Capital Plan Outlook
  - b. Q4 2024 Finance Reports
    - a. Net Position
    - b. Operating Reserve Fund
    - c. Capital Reserve Fund
    - d. New Facility Reserve Fund
    - e. Income Statement
11. Old Business
12. New Business
  - a. Airport Service Pilot – Adam Bevier
  - b. MDOT Resolution Master Agreement
  - c. Employee Engagement Survey - Chris Davis
  - d. Resolution Recognizing Richard Cochrun's Board Tenure – Kelly Dunham
13. Board Discussion Item
14. Second Public Comment\*
15. Director's Comments/Open Floor
16. Adjournment

*Next Board Meeting: **Thursday, January 30, 2025**, at the Hall St Transfer Station.*

**\*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**

**Location:** BATA Transfer Station, 115 Hall St. Traverse City, MI

**Date/Time:** 1:00PM, Thursday, October 31, 2024

### **1. Call to Order**

The meeting was called to order by Chairperson Richard Cochrun at 1:00 PM.

### **2. Pledge of Allegiance and Moment of Silence**

### **3. Roll Call**

- John Somnavilla - PRESENT
- Wayne Schmidt – PRESENT
- Gwenne Allgaier - PRESENT
- Joe Underwood – ARRIVED @ 1:01
- Scott Sieffert - ABSENT
- Brad Jewett - PRESENT
- Richard Cochrun - PRESENT

### **4. First Public Comment\***

Justin Reed addressed the Board with concerns regarding the Bayline east/west routes being confusing while trying to navigate the app.

### **5. Approval of Agenda/Declaration of Conflict of Interest**

Moved by Brad Jewett and supported by Wayne Schmidt to approve the October 31, 2024, Regular Meeting Agenda as presented.

- **Ayes: 6**
- **Nays: 0**
- **Motion Carries: 6-0**

### **6. Consent Calendar**

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff, or the public may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

## Consideration of Approving the Following

- a. Regular Board Meeting Minutes of September 26, 2024

## Consideration of Accepting the Following Reports

- b. FY24 Q4 Ridership Report
- c. FY24 Q4 Turnover Report
- d. Local Advisory Council Minutes of October 7, 2024
- e. Governance Committee Minutes of October 7, 2024
- f. BATA Board Tracker
- g. Correspondence – Staff Compliments

Moved by Brad Jewett and supported by Gwenne Allgaier to approve the October 31, 2024, Consent Calendar as presented.

- **Ayes:6**
- **Nays: 0**
- **Motion Carries: 6-0**

## 7. Any items removed from the consent calendar.

No items were removed from the consent calendar.

## 8. Executive Director's Report – Kelly Dunham

Kelly reported that the HQ budget is nearing closeout with a projected savings of \$1.25 million. The closing date for the Diamond property is scheduled for 11/20/24. Kelly did ask the Board for approval to extend the listing agreement in case the closing doesn't take place. The Board granted approval of 7 to 30 days if needed. BATA has received the propane bids which came in \$75,000 under budget. A reminder was given that the fixed routes would be providing free rides on election day. Kelly presented Linda and Mandy Joppich a Little Library to be placed at Hall St transfer station, dedicated to them on behalf of Heather Harris-Brady. BATA's attorney Richard Cherry joined via TEAMS to give an update on the ongoing litigation against Grand Traverse County.

## 9. Chairperson's Report

Richard Cochrun stated that he applied for reappointment to the Board of Directors. Richard's term expires on 12/31/2024 and he is currently waiting for an interview.

## 10. Committee Reports

John Somnavilla reported that the Governance Committee identified traits and qualities that they were looking for in Grand Traverse County's upcoming appointment (Richard's seat). The committee was also looking into requesting a legal opinion on the enforceability of its governance policies.

## 11. Finance Reports – FY24 Q4 Finance Report – Justin Weston

a. Operating Reserve Fund – Q4 2024

Key Points Include:

- The audit will be taking place the week of November 11<sup>th</sup>.
- Earned interest income at a rate of 4.9%

b. Capital Reserve Fund – Q4 2024

Key Points Include:

- Still able to earn a high interest rate.
- Capital Plan Expenses totaling \$173,407

c. New Facility Reserve Fund – Q4 2024

Key Points Include:

- High interest income earned.
- Sale of Cass Facility is included.
- Solar Grant is a draw down grant. BATA will submit documentation of what has been spent and will be reimbursed.
- RFP with MDOT for review for the EV chargers.

Moved by John Somavilla and supported by Gwenne Allgaier to approve the FY24 Q4 Finance Reports as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

## 12. Old Business

No old business at this time.

## 13. New Business

a. Resolution to Approve a Contract Between MDOT and BATA.

Key Points Include:

- Shelters will be installed on M22 up to Cherry Bend Road at pull-off locations as part of MDOT's 2025 project.

Moved by Wayne Schmidt and supported by Joe Underwood to approve the Resolution to approve the Contract Between BATA and MDOT as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

b. FY24 Capital Plan Closeout.

Key Points Include:

- Ongoing Capital Projects which include major vehicle repairs, bus shelters and stops, general IT, vehicle technology, all came in under budget.
- Hall St snowmelt budget has not been utilized yet. This item is still on plan to get fixed and updated in an upcoming year.
- Garage sweeper also came in under budget.

Moved by Joe Underwood and supported by Brad Jewett to accept the FY24 Capital Plan Closeout as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

c. FY25 Capital Plan Request.

Key Points Include:

- Ongoing items included for the FY25 request include major vehicle repairs, stop amenities, general IT, vehicle technology, vehicle ancillary upfit items, and local purchase of vehicles.
- Snowmelt at Hall St kept on as a placeholder without a dollar amount.
- New items included on the budget are John Deere Gator, grounds mower, Kubota for snow maintenance, and a welder.
- As a small urban agency BATA will now be purchasing the majority of its own vehicles.

Moved by Brad Jewett and supported by John Sommovilla to approve the FY25 Capital Plan Request as presented.

- **Ayes:6**
- **Nays:0**
- **Motion Carries:6-0**

#### **14. Board Discussion Item**

Kelly updated the Board regarding the current condition of the Hall St transfer station. The location is in need of updating. Some of those updates include drywall, paint, break room, and restrooms. The Board approved bringing in a consultant to look at the work that needs to be done. Kelly will follow up with Jerry from Cunningham-Limp

#### **15. Second Public Comment**

Linda Joppich addressed the Board and wanted to say thank you to Gwenne Allgaier for once again taking on the Board. Linda thanked Richard for being on the Board and would very much like to see him return and also thanked John for the knowledge of finance that he brings to the Board. A thank you to Kelly and Chris for their strong female leadership.

Justin Reed thanked the Board and stated that they are doing a wonderful job. Justin said thank you to Richard for having BATA's best interests in mind. Justin stated that he would like to see a rider on the Board, someone who uses the BATA and represents the riders' best interests. Justin also stated that Brad Jewett doesn't lose his "Commissioner" hat when he walks into the BATA Board Meeting.

**16. Directors' Comments and Announcements/Open Floor**

No comments were made at this time.

**17. Adjournment**

Moved by Gwenne Allgaier to adjourn the October 31, 2024, Regular Meeting of the BATA Board of Directors at 2:17 PM.

Meeting Minutes Submitted by: \_\_\_\_\_

Meeting Minutes Approved on: \_\_\_\_\_

Wayne Schmidt, Secretary: \_\_\_\_\_



## **BATA Special Board of Directors Meeting Minutes**

**Location:** BATA Headquarters, 1340 W. Hammond Road, Traverse City, MI

**Date/Time:** 1:00 pm, November 18, 2024

### **1. Call to Order**

The meeting was called to order by Chairperson Richard Cochrun at 1:20 pm.

### **2. Pledge of Allegiance and Moment of Silence**

### **3. Roll Call**

- John Sommavilla – PRESENT
- Brad Jewett – ABSENT
- Gwenne Allgaier – ABSENT
- Joe Underwood – PRESENT
- Wayne Schmidt – PRESENT
- Scott Sieffert – ABSENT
- Richard Cochrun – PRESENT

### **4. First Public Comment**

No comments were made at this time.

### **5. Approval of Agenda/Declaration of Conflict of Interest**

Moved by Wayne Schmidt and supported by Joe Underwood to approve the November 18, 2024, Special Meeting Agenda as presented.

- **Ayes:** 4
- **Nays:** 0
- **Motion Carries:** 4-0

### **6. New Business**

#### **a. Acceptance of Executive Director Kelly Dunham's Resignation**

Moved by Joe Underwood and supported by Wayne Schmidt to accept the written resignation of the Executive Director, Kelly Dunham, dated October 31, 2024, which complies with the contractual requirement of 60 days' notice.

- **Ayes:** 4
- **Nays:** 0

- **Motion Carries:** 4-0

#### **b. Appointment of Interim Director**

Moved by Wayne Schmidt and supported by Joe Underwood to appoint Christine Davis as the interim Executive Director, effective January 1, 2025, with a weekly stipend of \$500 until the position is filled.

- **Ayes:** 4
- **Nays:** 0
- **Motion Carries:** 4-0

#### **c. Selection of Executive Search Firm**

Key Points:

- Kelly Dunham negotiated a reduced fee from TransPro Consulting's original proposal for the executive director search from \$45,000 to \$39,375.
- References for TransPro Consulting were followed up on, and positive feedback was received.

Moved by Wayne Schmidt and supported by John Sommovilla to authorize Kelly Dunham to contract with TransPro Consulting to perform the duties of the executive search as outlined in their proposal and for their work to begin immediately.

- **Ayes:** 4
- **Nays:** 0
- **Motion Carries:** 4-0

#### **d. Enforceability of Governance Policies**

Key Points:

- A legal opinion would clarify if the Board has the authority to enforce its governance policies.

Moved by Wayne Schmidt and supported by Joe Underwood to request Kelly Dunham to seek a legal opinion regarding the BATA Board's authority in enforcing its governance policies.

- **Ayes:** 4
- **Nays:** 0
- **Motion Carries:** 4-0

## 7. Second Public Comment

No comments were made at this time.

## 8. Directors Comments/Open Floor

Moved by Richard Cochrun and supported by Wayne Schmidt to form an Ad hoc Committee consisting of Joe Underwood, Wayne Schmidt, and John Somnavilla to work with the Executive Search Firm up the stage of final interviews which will include the full Board.

- **Ayes:** 4
- **Nays:** 0
- **Motion Carries:** 4-0

## 9. Adjournment

Moved by Wayne Schmidt to adjourn the November 18, 2024, Special Meeting of the BATA Board of Directors at 1:33 pm.

- **Motion Carries:** 4-0

**Meeting Minutes Submitted by:** \_\_\_\_\_

**Meeting Minutes Approved on:** \_\_\_\_\_

**Wayne Schmidt, Secretary:** \_\_\_\_\_

**BATA Statement of Net Position  
October 2024**

	<u>October 31, 2024</u>	<u>October 30, 2023</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
ICS/Money Market - General Fund	\$ 631,529	\$ 1,593,388	\$ (961,859)	-60.4%
<b>Total Cash</b>	<u>631,529</u>	<u>1,593,388</u>	<u>(961,859)</u>	<u>1</u> -60.4%
Michigan Class - General Fund	378,805	1,494,640	(1,115,835)	-74.7%
Michigan Class - Operating Reserve	3,280,178	2,616,694	663,485	25.4%
Michigan Class - Capital Reserve	7,313,268	5,233,560	2,079,708	39.7%
Michigan Class - New Facility Reserve	6,605,799	5,263,499	1,342,300	25.5%
<b>Total Michigan Class</b>	<u>17,578,050</u>	<u>14,608,393</u>	<u>2,969,657</u>	<u>2</u> 20.3%
Accounts Receivable	47,435	1,143,262	(1,095,828)	3 -95.9%
Due (to) from State	69,387	(32,978)	102,365	4 -310.4%
Due from Federal	927,465	3,434,886	(2,507,421)	5 -73.0%
Property Taxes Receivable	600,980	741,614	(140,634)	6 -19.0%
Prepaid Expenses	59,310	176,977	(117,666)	-66.5%
<b>Total Current Assets</b>	<u>19,914,155</u>	<u>21,665,542</u>	<u>(1,751,387)</u>	<u>-8.1%</u>
New Facility (CIP)/Land Acquisition	29,575,016	14,054,212	15,520,804	7 110.4%
Fixed Assets (net of depreciation)	7,247,523	5,747,423	1,500,100	26.1%
Deferred Outflows of Resources for Pension Obl.	2,043,710	2,043,710	-	8 0.0%
Net Pension Asset	1	1	-	8
<b>TOTAL ASSETS</b>	<u>\$ 58,780,405</u>	<u>\$ 43,510,888</u>	<u>\$ 15,269,517</u>	<u>35.1%</u>
<b>LIABILITIES &amp; NET POSITION</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 467,998	\$ 145,298	\$ 322,700	222.1%
Accrued Expenses	2,154,575	3,801,969	(1,647,394)	-43.3%
Deferred Revenue	30,463	63,608	(33,146)	9 -52.1%
Other Current Liabilities	25,100	135,023	(109,924)	-81.4%
<b>Total Current Liabilities</b>	<u>2,678,135</u>	<u>4,145,898</u>	<u>(1,467,763)</u>	<u>-35.4%</u>
Net Pension Liability	941,547	941,547	-	8 0.0%
Deferred Inflows of Resources for Pension Obl.	176,037	176,037	-	8 0.0%
<b>Total Liabilities</b>	<u>3,795,719</u>	<u>5,263,482</u>	<u>(1,467,763)</u>	<u>-27.9%</u>
<b>Net Position</b>				
<b>Assigned</b>				
Operating Reserve Fund	3,280,178	2,616,694	663,485	25.4%
Capital Reserve Fund	7,313,268	5,168,314	2,144,954	41.5%
New Facility Fund	6,588,547	5,075,771	1,512,777	29.8%
<b>Total Assigned</b>	<u>17,181,994</u>	<u>12,860,778</u>	<u>4,321,215</u>	<u>33.6%</u>
Investment in Capital Assets	36,822,539	19,801,635	17,020,904	86.0%
Restricted for Pension	926,127	926,127	-	0.0%
Unrestricted	54,027	4,658,866	(4,604,839)	-98.8%
<b>Total Net Position</b>	<u>54,984,686</u>	<u>38,247,406</u>	<u>16,737,280</u>	<u>10</u> 43.8%
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<u>\$ 58,780,405</u>	<u>\$ 43,510,888</u>	<u>\$ 15,269,517</u>	<u>35.1%</u>

**BATA Statement of Net Position Notes  
October 2024**

	<u>Account(s)</u>	<u>Explanation</u>
<u>1</u>	Cash	Movement between accounts at Michigan Class & IB based on activity. Maximizing Investments. Balance to finish plus retainage of new HQ \$1,909,083 per Pay App 19 10/31/2024
<u>2</u>	Michigan Class	Interest earned averaging 4.9536%
<u>3</u>	Accounts Receivable	Oct 2023 included TCHC Receivable for Infrastructure Reimbursement
<u>4</u>	Due from State	State reimburses based on revised budget. Adjusted to state share of eligible operating expenses. Positive represents amount due from MDOT.
<u>5</u>	Due from Federal	5311 funded quarterly based on OAR Submission - Positive represents amount due from FTA, majority due from FY2024
<u>6</u>	Property Tax Receivable	FY2024 Tax Levy Outstanding
<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><b>GASB 68 audit adjustment, as of 9/30/23</b></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 Operating Reserve Fund  
October 2024 YTD**

	Independent Bank	Michigan Class	Treasury Bill	Adjustments	Reserve Fund Total
<b>Balance at September 30, 2024</b>	\$ -	\$ 3,266,446	\$ -	\$ -	<b>\$ 3,266,446</b>
<b>Increases:</b>					
Interest Income		13,732			13,732
Investment Income					-
FYxx State LBO Preliminary					-
<b>Total Increases</b>	\$ -	\$ 13,732	\$ -	\$ -	<b>\$ 13,732</b>
<b>Cash Transfers</b>		\$ -			-
Independent Bank/ICS Balance					-
Michigan Class Balance		3,280,178			3,280,178
					-
<b>Balance at October 31, 2024</b>	\$ -	\$ 3,280,178	\$ -	\$ -	<b>\$ 3,280,178</b>

FY25 Revised Budgeted Expenses	\$ 13,254,417
Balance as a % of FY25 Revised Budgeted Expenses*	24.7%
*Maximum Balance = 30%	\$ 3,976,325

**BATA Capital Reserve Fund  
October 2024 YTD**

	Independent Bank	Michigan Class	Treasury Bill	Adjustments	Reserve Fund Total
<b>Balance at October 31, 2024</b>	\$ -	\$ 7,352,310	\$ -	\$ (69,658)	\$ 7,282,652
<b>Increases:</b>					
Interest Income		30,616			30,616
Investment Income					-
FY2025 Funding:				-	-
FY2024 Surplus				-	-
<b>Total Increases</b>	\$ -	\$ 30,616	\$ -	\$ -	\$ 30,616
<b>Decreases:</b>					
25A - Motors \$75,000				-	-
25B - Shelters \$75,000				-	-
25C - General IT \$10,000				-	-
24 C/O - FY24 Vehicle Technologies \$8,223				-	-
25D - Vehicle Technologies \$65,000				-	-
25E - 3 Used School Buses \$90,000				-	-
25F - John Deere Gator \$18,000				-	-
25G - Grounds Mower \$7,500				-	-
25H - Snow Maintenance Tractor \$45,000				-	-
25I - Welder \$8,000				-	-
FY25 Contingency \$40,172				-	-
<b>Total Decreases</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Cash Transfers</b>		-			-
Outstanding Transfers				(69,658)	(69,658)
Independent Bank/ICS Balance	-				-
Michigan Class Balance		7,382,926			7,382,926
Treasury Bill Balance (1.55% int rate)			-		-
					-
<b>Balance after approved transfer</b>	\$ -	\$ 7,382,926	\$ -	\$ (69,658)	\$ 7,313,268

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

	<b>Michigan Class</b>	<b>Adjustments</b>	<b>Reserve Fund Total</b>
<b>Balance at October 31, 2024</b>	<b>\$ 6,587,707</b>	<b>\$ 841</b>	<b>\$ 6,588,547</b>
<b>Increases:</b>			
Interest Income	27,657		27,657
TCHC Infrastructure Reimbursement	-	-	-
Sale of Cass Property	-		-
<b>Total Increases</b>	<b>\$ 27,657</b>	<b>\$ -</b>	<b>\$ 27,657</b>
<b>Decreases:</b>			
Mansfield Land Use Consultants		-	-
Cunningham-Limp		-	-
Progressive AE, Inc.		-	-
Garfield Charter Township		-	-
Grand Traverse Co. DPW		-	-
Soils and Structures, Inc.		-	-
Various Owner Direct		-	-
City of Traverse City		-	-
The Christman Group		-	-
Olive Group Furniture		(9,565)	(9,565)
		-	-
<b>Total Decreases</b>	<b>\$ -</b>	<b>\$ (9,565)</b>	<b>\$ (9,565)</b>
<b>Cash Transfers</b>	<b>(9,565)</b>	<b>9,565</b>	<b>-</b>
Outstanding Transfers		841	841
Independent Bank/ICS Balance			-
Michigan Class Balance	6,605,799		6,605,799
Treasury Bill Balance (1.55% int rate)			-

<i>Projected Net Proceeds from Land Sale</i>	\$	380,000
<i>TCHC Infrastructure Reimbursement</i>		
<b><i>Projected New Facility Reserve Fund Balance</i></b>	<b>\$</b>	<b><u>6,985,799</u></b>



## BATA Income Statement October 2024

	October 2024		\$ Over (Under)	Oct 2023
	Actual	Budget	Budget	Actual
<b>Income</b>				
Fare Box Revenue	\$ 53,670	\$ 47,083	\$ 6,587	\$ 50,284
Local Service Contracts	-	28,870	(28,870)	25,146
Auxiliary Trans Revenue	35,495 <b>1</b>	12,833	22,661	27,113
Non-Trans Revenue	475	63	413	18
Local Revenue	11,645 <b>2</b>	-	11,645	14,380
State Formula & Contracts	320,558 <b>3</b>	422,612	(102,054)	358,841
Federal Operating Grants	179,657	196,204	(16,547)	172,106
Other Revenue	77,431 <b>4</b>	16,667	60,765	68,246
Refunds and Credits	-	8,333	(8,333)	-
<b>Total Income</b>	<b>\$ 678,931</b>	<b>\$ 732,664</b>	<b>\$ (53,733)</b>	<b>\$ 716,135</b>
<b>Expense</b>				
Salaries & Wages	\$ 538,097	\$ 567,311	\$ (29,213)	\$ 468,755
Paid Leave	42,991	42,990	1	43,540
Fringe Benefits	156,644	167,191	(10,546)	152,217
Services	58,351	81,977	(23,626)	44,003
Fuel & Lubricants	42,845	59,342	(16,497)	53,864
Materials & Supplies	30,626	36,851	(6,225)	45,903
Utilities	13,484	17,189	(3,706)	9,665
Insurance	55,532	53,393	2,139	113,378
Misc Expense	9,420 <b>5</b>	4,409	5,011	20,343
Operating Leases & Rentals	150	555	(405)	1,268
<b>Total Expense</b>	<b>\$ 948,141</b>	<b>\$ 1,031,208</b>	<b>\$ (83,067)</b>	<b>\$ 952,935</b>
<b>Net Income before Depreciation</b>	<b>\$ (269,210)</b>	<b>\$ (298,544)</b>	<b>\$ 29,334</b>	<b>\$ (236,801)</b>
Depreciation	97,028	93,555	3,473	99,591
<b>Net Income (Loss)</b>	<b>\$ (366,237)</b>	<b>\$ (392,098)</b>	<b>\$ 25,861</b>	<b>\$ (336,392)</b>

**BATA Income Statement Notes**  
**October 2024 YTD**

	<u>Account(s)</u>	<u>Explanation</u>
<b>1</b>	Auxiliary Trans Revenue	Increased Advertising Revenue
<b>2</b>	Local Revenue	2024 Summer Taxes - Delinquency Payments
<b>3</b>	State Formula & Contracts	Expenses under budget, less due from State
<b>4</b>	Other Revenue	Interest Rates remain high throughout 2024 (4.9653%).
<b>5</b>	Misc Expense	TAPTCO Training

BATA 2024 Organization Impact Index													
Success Outcome	Metric	2023 Benchmark	Performance Goal	Points	Metric Definition	Q1	Pts	Q2	Pts	Q3	Pts	Q4	Pts
Customer Experience	Net Promoter Score	58%	61%	10	The percentage of promoters minus the percentage of detractors in response to the Net Promoter Score question	58%	9.5	58%	9.5	58%	9.5	58%	9.5
	Overall Customer Satisfaction	82%	86%	10	Average percentage of customer satisfaction with BATA's service delivery	82%	9.5	82%	9.5	82%	9.5	82%	9.5
				20			19.0		19.0		19.0		19.0
Employee Success	Employee Satisfaction	84%	88%	10	Overall score on annual survey which determines if employees feel they would refer BATA to their friends/family	84%	9.55	84%	9.55	79%	8.98	92%	9.15
	Employees' Equipped for Success	88%	92%	10	Overall score on annual survey which determines if employees feel as though they have the tools needed to deliver quality service	88%	9.57	88%	9.57	96%	10	88%	9.58
				20			19.1		19.1		19.0		18.7
Community Value	Special Services Support	*New	12	10	Number of rides provided for special service and community support transportation such as festivals, gov't tours, and community high-impact events								
	Community Value	*New	70%	10	An annual evaluation of the % of the community that sees value in BATA								
				20*	*Beginning 10/1/24								
Financial Health	Cost recovery	9.25%	10%	5	The percent of eligible operating expenses recovered by direct revenues	12.35%	5.0	10.53%	5.0	10.84%	5.0	9.35%	5.0
	Operating Expense per Hour	\$77.64	\$77.64	5	Total eligible operating costs divided by number of service hours	\$91.61	4.2	\$95.40	4.1	\$95.21	4.1	\$106.73	3.6
	Operating Expense per Mile	\$5.35	\$5.35	5	Total eligible operating costs divided by number of miles	\$6.11	4.4	\$6.53	4.1	\$6.45	4.2	\$6.75	4.0
	Operating Expense per Trip	\$33.84	\$33.84	5	Total eligible operating costs divided by number trips (Link Only?)	\$ 38.00	4.5	\$ 39.57	4.3	\$28.87	5.0	\$36.89	4.6
				20			18		18		18		17
Safety	Preventable Passenger Injuries per 500k miles	0.34	0.34	5	Number of preventable passenger injuries per 500k miles.	0.00	5.0	0.00	5.0	0.00	5.0	0.00	5.0
	Days Since Last Preventable Accident	45	48	5	Higest number of days between all preventable accidents. This includes both non-reportable and reportable collisions. Number can roll over from previous quarters.	33	3.4	27	2.8	30	3.1	43	4.5
	Preventable Reportable Collisions (per 100k miles)	0.3	0.2	10	Number of preventable, reportable vehicle collisions recorded each quarter per 100k miles driven	0	10	0.2	10	0.2	10	0	10
	# of days between employee injuries	118	40	5	Number of days between employee reportable injuries	199	5	257	5	98	5	101	5
				25			23		23		23		25
Performance-Based Culture	Average Department Scorecard Score	92%	95%	5	A quarterly average of departmental performance scores	87%	4.4	91%	4.6	91	4.8	89	4.7
	Monthly Departmental Scorecard Results Shared	NA	100%	5	Departmental Scorecard results shared within each department each month		5		5		5		5
	Bus Observations by Admin Staff	86%	90%	5	An average of 3 bus observations/quarter performed by each member of the admin staff	86%	4.3	90%	4.5	90%	5	90%	5
				15			14		14		15		15
<b>Overall Performance Score</b>				<b>100</b>			<b>93</b>		<b>93</b>		<b>94</b>		<b>94</b>

BATA Board Request Tracker					
Topic	Board Meeting Date Discussed	Board/Staff Member	Status	Date Completed	Notes
BATA Link Service	6/27/2024	Adam BeVier	Will revisit again at the April 2025 meeting.		

10/31/24

**Driver** - Raul Rabio-Aponte

**Route 1B**

I just took the number one bus from Walmart, and the driver was a new driver, and he was careful, cautious, very skilled, and he loaded a wheelchair. He was great and he even turned up the heat for me. My feet were wet, and I was freezing, and he just seemed like a good kid. Please recognize him for his efforts. I don't think he has been with BATA long. He said he came from Texas. He was very good. That's it. Bye.

11/01/24

**Driver** – Luke Reisner

**Link**

I was brought back from the VA Clinic. The driver stopped at Walmart to pick up a woman and she just made all kinds of trouble and trouble for the driver. Even once she got on the bus, she jumped up at me and was hollering at me. The driver was definitely not at fault of anything, the woman was obnoxious, and I am putting in a good word for the driver, he tolerated her.

11/27/24

Mariah Guernsey and Andy Hayden

Dispatch

Hi, my name is Mark H. I am new to traveling on the BATA bus and I have been booking rides over the phone. Mariah, Andy, and your whole staff have been very accommodating and very professional. I just wanted to throw that in for whatever it's worth. Thank you for your time and I look forward to riding with you. Bye and have a nice Thanksgiving.

12/3/24

Ken Hammond

Mechanic

A resident from Oak Terrace called and wanted to extend a compliment to Ken for helping her yesterday. Ken was out assisting a bus that was stuck due to the poor road conditions. Ken needed to plow some snow so the bus could be reoriented on the road, the resident asked Ken if he could plow away the snow that was removed from the road. Ken kindly pushed the snow away from her driveway.

Another thanks to Ken for doing two rescues for stuck buses!

# Bigger and Better: BATA's new facility designed to facilitate growth, cut inefficiencies

By Art Bukowski

October 2024

New digs for northern Michigan's largest transportation authority will result in increased efficiency, better service and an organization poised to grow alongside the region it serves.

So say leaders at the Bay Area Transportation Authority (BATA), which last month moved into a purpose-built new headquarters at the intersection of LaFranier and Hammond roads south of Traverse City.

The 87,000 square-foot facility brings all of BATA's operations under one roof and is part of a larger mixed-use development being completed in collaboration with the Traverse City Housing Commission. The housing commission is building a 200-unit apartment complex and 15 single family homes in partnership with Habitat for Humanity immediately north of BATA's new facility.

The *TCBN* caught up with BATA Executive Director Kelly Dunham and Communications Director Eric Lingaur to find out what's new and what's next.



## Bringing it all together

While BATA's former headquarters from 1986 until the recent move was at the junction of Cass and South Airport roads, it leased several other properties used for bus storage, employee parking, training and more. Aside from the financial burden of these leases, there was considerable uncertainty about their long-term availability.

The headquarters itself was also undersized from the day it was built, Dunham says, and the situation just got worse as the years rolled on.

"At the time it was built, the agency had like 40 employees and 25 vehicles. And now have 85 vehicles and 150 employees, and we squeezed as much as we could possibly squeeze out of it," she said. "We turned pretty much every closet into an office. We stuck a light pipe in the ceiling and called it good."

Bringing everything under one roof will allow BATA to reroute money previously spent on leases to increased services and other better uses, Dunham says.

“We just really weren’t in a sustainable situation,” she said. “(Our new) facility provides operational efficiency by consolidating everything onto one campus, and that’s big for the future. We have to be fiscally responsible and wise with the very limited resources we operate with.”

Almost all BATA vehicles were stored outside before the move, leading to costly wear and tear on the vehicles. They’re now stored inside, which helps both with maintenance and cuts down on the need for drivers to trudge through snow or rain to get to their vehicles.

“Here, we have indoor storage of our fleet, and the improvements on the day-to-day life of a driver that that will provide is immeasurable,” Dunham said. “That’s something that’s not going to be seen in dollars and cents, but it’s going to be seen in job satisfaction, morale, retention.”

A garage with heavy duty equipment also allows BATA to make repairs on large vehicles that previously had to be sent as far away as Grand Rapids, another major cost savings.

### **Location is key**

The new facility sits at the southern gateway into town, and that’s by design. Kingsley, Buckley and other points south have long been expected to see significant growth



Lingaur and Dunham

in the coming decades. Unlike the cramped Cass Road facility, there are 40 park-and-ride spaces (with the potential for more) at the new facility that allow folks to leave their vehicles and catch a BATA bus into town.

“People can just come, park for the day, take the bus right to downtown Traverse City and come back and not have to worry about parking and traffic and whatever construction project is going on,” Lingaur said.

The hope is that people in the county’s southern tier can be enticed to use this service, and the best way to get there will be to reduce wait times, something BATA is working on now. Wait times are one of the biggest barriers to people using buses, transit officials say.

“If a bus comes frequently enough, there’s a better chance people will leave their vehicles here and use the service,” Lingaur said. “The time that they’d be on the bus is the time that they’d be hunting for a parking spot or walking from wherever they need to walk, things like that.”

Dunham and Lingaur are also excited to be a part of a new housing and transit campus that they hope will serve as a model for other communities.

“It’s really going to paint a real-life picture on how people can live in this area and rely on public transportation for the majority of their transit needs,” Dunham said. “Having this as a model for people to truly reduce some of their expenses and increase their disposable income can really give people a leg up that is difficult to find otherwise.”

It was a long process, but one that Dunham and the entire BATA leadership team feel good about.

“It certainly was not the easiest path to build a new facility – it took us two and a half years to get the PUD (planned unit development) approved by Garfield Township – but it’s what we believe is best for this community,” Dunham said. “It’s an opportunity for BATA to do something more than just move people around. We’re looking at a systemic problem in our community and taking a strategic approach to solving that.”

### **Other updates**

Here’s a look at other current initiatives at BATA, as shared by Lingaur:

**Airport service pilot:** BATA receives a number of requests for transportation to and from the airport from both residents and visitors. BATA is exploring how public transportation can better meet airport transportation needs especially in the early morning hours (before 6am) and evening hours (after 11pm) where transportation options are limited.

**New fare system:** BATA will be upgrading its fare collection technology with a complete fare system review. The new fare system will include both new on-board and mobile ticketing functionality to make it easier for riders to pay for their rides. It will also explore different fare payment options and possibly fare incentives for frequent riders.

**Service expansion:** BATA’s new headquarters and LaFranier Park-n-Ride transfer area offers opportunities for service expansion throughout BATA’s network. The Transit Master Plan that BATA adopted in 2022 also outlined increasing north/south connections from the South Airport and Hammond corridors and expanding frequency to surrounding villages in both Grand Traverse and Leelanau counties.

**Bus stop placemaking:** BATA is always looking for ways to make waiting for the bus more convenient and enjoyable by strategically adding bus shelters, benches, better wayfinding and other multimodal amenities such as bike racks throughout its fixed route network. BATA will continue to work with public and private partners such as the Michigan Department of Transportation, the Traverse City Downtown Development Authority, Traverse City Light & Power, East Bay Township and more to improve its bus stop locations.



## November/December 2024 Executive Director's Report

### The Highlight Reel:

#### *Internal*

- FY2024 Audit Fieldwork was conducted
- 2025 Open Enrollment was conducted with all employees
- EV Chargers RFP approved by MDOT and will be issued in January
- Solar Panel RFP in process
- Making progress with new HQ technologies – yard management, door access, security, etc
- Continued to check items off the HQ punch list
- Solicited executive search firm proposals and made a recommendation to the Board at 11/18/24 special meeting
- Identified Chris Davis as interim executive director to serve effective 1/1/25
- Had initial meetings with TransPro Consultants to kick off the executive search process
- Completed the sale of BATA's Diamond Drive facility
- Operations staff have been utilizing the new Remix software to prepare new work shifts for all drivers in an upcoming rebid

#### *External*

- Provided 622 free rides to anyone heading to the polls on election day via our Loops
- Provided free rides to all Veterans and active military personnel on Veteran's Day and celebrated BATA's 21 Veterans on staff
- Participated in the annual downtown TC holiday parade and Toys for Tots Stuff a Bus
- Hosted North Ed ISD Life Skills group at the new HQ, teaching them about BATA
- Conducted riders and staff photo shoots for content in the communications plan
- Continued partnership with Image360 to donate bus ad space to local nonprofits – agencies selected for 2025 are Generations Ahead, Traverse Bay Children's Advocacy Center, and Inland Seas Education Association
- Richard, Kelly, Chris, Justin and Eric attended Traverse Connect Economic Outlook Luncheon
- Chris and Kelly attended Leadership Lunch Club for leadership development
- Chris and Kelly attended a succession planning workshop provided by Rotary Charities

If you have any questions, please don't hesitate to contact me.

Submitted by: Kelly Dunham

*Next meeting: January 30, 2025 1:00pm*

**BATA Locally Funded Capital Projects Budget  
Three Year FY26 - FY28 Capital Planning**

<u>Project #</u>	<u>Project Description</u>	<u>Owner</u>	<u>Asset Category</u>	<u>Request Type</u>	<u>Priority</u>	<u>Useful Life</u>	<u>FY26 Budget</u>	<u>Actual</u>	<u>Balance</u>	<u>Notes</u>
<b>Capital Projects Budget, Ongoing</b>										
26A	Major Vehicle Repairs	Kurt	Vehicle Parts	Contingency	A	3	\$ 75,000	\$ -	\$ 75,000	
	Annual Shelter, Bench, Signage and Stop									
26B	Placemaking	Kurt	Oper Equipmt	Project	A	10	75,000	-	75,000	
26C	General IT	Paul	Technology	Contingency	A	6	10,000	-	10,000	
	Vehicle Technologies (Replacement, e.g. MDTs,									
25 C/O	Fareboxes, Radios)	Paul	Technology	Contingency	A	5-10	-	-	-	Carryover from PY
	Vehicle Technologies (Replacement, e.g. MDTs,									
26D	Fareboxes, Radios)	Paul	Technology	Project	A	5-10	150,000	-	150,000	
26E	Vehicle Purchases (6 Buses)	Kurt	Vehicles	Project	A	8-14	1,500,000	-	1,500,000	
<b>Total</b>							<b>\$ 1,810,000</b>	<b>\$ -</b>	<b>\$ 1,810,000</b>	
<b>Capital Projects Budget, New</b>										
26F	Hall St Snowmelt Repairs	Kurt	Facility	Project	A	15	\$ 1,250,000	\$ -	\$ 1,250,000	New Facility Funds
<b>Total</b>							<b>\$ 1,250,000</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	
<b>Capital Projects Budget, Contingency (10% of budget)</b>							<b>\$ 306,000</b>	<b>\$ -</b>	<b>\$ 306,000</b>	
<b>Total</b>	<b>FY2026 Requests</b>						<b>\$ 3,366,000</b>	<b>\$ -</b>	<b>\$ 3,366,000</b>	

<u>Project #</u>	<u>Project Description</u>	<u>Owner</u>	<u>Asset Category</u>	<u>Request Type</u>	<u>Priority</u>	<u>Useful Life</u>	<u>FY27 Budget</u>	<u>Actual</u>	<u>Balance</u>	<u>Notes</u>
<b>Capital Projects Budget, Ongoing</b>										
27A	Major Vehicle Repairs	Kurt	Vehicle Parts	Contingency	A	3	\$ 75,000	\$ -	\$ 75,000	
	Annual Shelter, Bench, Signage and Stop									
27B	Placemaking	Kurt	Oper Equipmt	Project	A	10	75,000	-	75,000	
27C	General IT	Paul	Technology	Contingency	A	6	10,000	-	10,000	
	Vehicle Technologies (Replacement, e.g. MDTs,									
26 C/O	Fareboxes, Radios)	Paul	Technology	Contingency	A	5-10	-	-	-	Carryover from PY
	Vehicle Technologies (Replacement, e.g. MDTs,									
27D	Fareboxes, Radios)	Paul	Technology	Project	A	5-10	150,000	-	150,000	
27E	Vehicle Purchases (6 Buses)	Kurt	Vehicles	Project	A	8-14	1,500,000	-	1,500,000	
<b>Total</b>							<b>\$ 1,810,000</b>	<b>\$ -</b>	<b>\$ 1,810,000</b>	
<b>Capital Projects Budget, New</b>										
<b>Total</b>							<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Capital Projects Budget, Contingency (10% of budget)</b>							<b>\$ 181,000</b>	<b>\$ -</b>	<b>\$ 181,000</b>	
<b>Total</b>	<b>FY2027 Requests</b>						<b>\$ 1,991,000</b>	<b>\$ -</b>	<b>\$ 1,991,000</b>	

<u>Project #</u>	<u>Project Description</u>	<u>Owner</u>	<u>Asset Category</u>	<u>Request Type</u>	<u>Priority</u>	<u>Useful Life</u>	<u>FY28 Budget</u>	<u>Actual</u>	<u>Balance</u>	<u>Notes</u>
<b>Capital Projects Budget, Ongoing</b>										
28A	Major Vehicle Repairs	Kurt	Vehicle Parts	Contingency	A	3	\$ 75,000	\$ -	\$ 75,000	
	Annual Shelter, Bench, Signage and Stop									
28B	Placemaking	Kurt	Oper Equipmt	Project	A	10	75,000	-	75,000	
28C	General IT	Paul	Technology	Contingency	A	6	10,000	-	10,000	
	Vehicle Technologies (Replacement, e.g. MDTs,									
27 C/O	Fareboxes, Radios)	Paul	Technology	Contingency	A	5-10	-	-	-	Carryover from PY
	Vehicle Technologies (Replacement, e.g. MDTs,									
28D	Fareboxes, Radios)	Paul	Technology	Project	A	5-10	150,000	-	150,000	
28E	Vehicle Purchases (6 Buses)	Kurt	Vehicles	Project	A	8-14	1,500,000	-	1,500,000	
<b>Total</b>							<b>\$ 1,810,000</b>	<b>\$ -</b>	<b>\$ 1,810,000</b>	
<b>Capital Projects Budget, New</b>										
<b>Total</b>							<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Capital Projects Budget, Contingency (10% of budget)</b>							<b>\$ 181,000</b>	<b>\$ -</b>	<b>\$ 181,000</b>	
<b>Total</b>	<b>FY2028 Requests</b>						<b>\$ 1,991,000</b>	<b>\$ -</b>	<b>\$ 1,991,000</b>	

Capital Fund Policy as of October 31, 2018

*Funding:* The BATA Board of Directors has authorized and directed BATA management to reserve and set aside in a separate fund, herein called the Capital Fund, for FY2017 and FY2018, an amount equal to 5% of total budgeted revenue in the Authority's annual budget submitted to MDOT in August for its fiscal year beginning October 1. The total annual amount shall be deposited in a separate interest-bearing bank account.

For FY2019 and beyond, an amount equal to 1/2 of 5% of total budgeted revenue for that year shall be deposited twice per year into the fund in accordance with the Cash Management Policy.

Capital Reserve Fund Balance September 30, 2024	\$7,282,652	
Approved Capital Plan FY2025	(\$441,895)	
FY2025 Approved Budget Contribution Per Policy	\$659,551	
End of FY2025 Projected Balance		\$7,500,307
Proposed FY2026 Capital Project Needs/Budget	(\$1,991,000)	
FY2026 Contribution Estimation Per Policy	\$650,000	
End of FY2026 Projected Balance		\$6,159,307
Proposed FY2027 Capital Project Needs/Budget	(\$1,991,000)	
FY2027 Contribution Estimation Per Policy	\$650,000	
End of FY2027 Projected Balance		\$4,818,307
Proposed FY2028 Capital Project Needs/Budget	(1,991,000)	
FY2028 Contribution Estimation Per Policy	\$650,000	
End of FY2028 Projected Balance		\$3,477,307

**BATA Statement of Net Position  
September 2024**

	<u>September 30, 2024</u>	<u>September 30, 2023</u>	<u>\$ Change</u>	<u>% Change</u>
<b>ASSETS</b>				
<b>Current Assets</b>				
ICS/Money Market - General Fund	\$ 571,786	\$ 1,593,388	\$ (1,021,602)	-64.1%
<b>Total Cash</b>	<u>571,786</u>	<u>1,593,388</u>	<u>(1,021,602)</u>	<u>1</u> -64.1%
Michigan Class - General Fund	207,929	1,494,640	(1,286,711)	-86.1%
Michigan Class - Operating Reserve	3,266,446	2,616,694	649,753	24.8%
Michigan Class - Capital Reserve	7,282,652	5,233,560	2,049,092	39.2%
Michigan Class - New Facility Reserve	6,587,707	5,263,499	1,324,207	25.2%
<b>Total Michigan Class</b>	<u>17,344,734</u>	<u>14,608,393</u>	<u>2,736,340</u>	<u>2</u> 18.7%
Accounts Receivable	83,484	1,143,262	(1,059,778)	3 -92.7%
Due (to) from State	98,324	(32,978)	131,302	4 -398.1%
Due from Federal	746,164	3,434,886	(2,688,722)	5 -78.3%
Property Taxes Receivable	1,976,296	741,614	1,234,682	6 166.5%
Prepaid Expenses	108,588	176,977	(68,389)	-38.6%
<b>Total Current Assets</b>	<u>20,929,375</u>	<u>21,665,542</u>	<u>(736,167)</u>	<u>-3.4%</u>
New Facility (CIP)/Land Acquisition	29,478,398	14,054,212	15,424,186	7 109.7%
Fixed Assets (net of depreciation)	7,105,124	5,747,423	1,357,701	23.6%
Deferred Outflows of Resources for Pension Obl.	2,043,710	2,043,710	-	8 0.0%
Net Pension Asset	1	1	-	8
<b>TOTAL ASSETS</b>	<u>\$ 59,556,608</u>	<u>\$ 43,510,888</u>	<u>\$ 16,045,720</u>	<u>36.9%</u>
<b>LIABILITIES &amp; NET POSITION</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 1,623	\$ 145,298	\$ (143,675)	-98.9%
Accrued Expenses	3,019,117	3,801,969	(782,852)	-20.6%
Deferred Revenue	38,827	63,608	(24,781)	9 -39.0%
Other Current Liabilities	28,534	135,023	(106,490)	-78.9%
<b>Total Current Liabilities</b>	<u>3,088,101</u>	<u>4,145,898</u>	<u>(1,057,797)</u>	<u>-25.5%</u>
Net Pension Liability	941,547	941,547	-	8 0.0%
Deferred Inflows of Resources for Pension Obl.	176,037	176,037	-	8 0.0%
<b>Total Liabilities</b>	<u>4,205,685</u>	<u>5,263,482</u>	<u>(1,057,797)</u>	<u>-20.1%</u>
<b>Net Position</b>				
<b>Assigned</b>				
Operating Reserve Fund	3,266,446	2,616,694	649,753	24.8%
Capital Reserve Fund	7,282,652	5,168,314	2,114,338	40.9%
New Facility Fund	6,588,547	5,075,771	1,512,777	29.8%
<b>Total Assigned</b>	<u>17,137,646</u>	<u>12,860,778</u>	<u>4,276,867</u>	<u>33.3%</u>
Investment in Capital Assets	36,583,521	19,801,635	16,781,887	84.8%
Restricted for Pension	926,127	926,127	-	0.0%
Unrestricted	703,629	4,658,866	(3,955,237)	-84.9%
<b>Total Net Position</b>	<u>55,350,923</u>	<u>38,247,406</u>	<u>17,103,517</u>	<u>10</u> 44.7%
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<u>\$ 59,556,608</u>	<u>\$ 43,510,888</u>	<u>\$ 16,045,720</u>	<u>36.9%</u>

**BATA Statement of Net Position Notes  
September 2024**

	<u>Account(s)</u>	<u>Explanation</u>
<u>1</u>	Cash	Movement between accounts at Michigan Class & IB based on activity. Maximizing Investments
<u>2</u>	Michigan Class	Sale of Cass included in the New Facilities Reserve, interest paid averaging 5.2346%
<u>3</u>	Accounts Receivable	Sept 2023 included TCHC Receivable for Infrastructure Reimbursement
<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, No CARES funding FY24
<u>6</u>	Property Tax Receivable	Move to HQ delayed mail and tax payments received
<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><b>GASB 68 audit adjustment, as of 9/30/23</b></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 Operating Reserve Fund  
September 2024 YTD**

	Independent Bank	Michigan Class	Treasury Bill	Adjustments	Reserve Fund Total
<b>Balance at September 30, 2023</b>	\$ -	\$ 2,616,694	\$ -	\$ -	<b>\$ 2,616,694</b>
<b>Increases:</b>					
Interest Income		149,753			149,753
Investment Income					-
FYxx State LBO Preliminary					-
<b>Total Increases</b>	\$ -	\$ 149,753	\$ -	\$ -	<b>\$ 149,753</b>
<b>Cash Transfers</b>		\$ 500,000			500,000
<b>Balance at September 30, 2024</b>	\$ -	\$ 3,266,446	\$ -	\$ -	<b>\$ 3,266,446</b>

FY24 Revised Budgeted Expenses	\$ 13,249,430
Balance as a % of FY24 Revised Budgeted Expenses*	19.7%
<i>*Maximum Balance = 30%</i>	\$ 3,974,829

**BATA Capital Reserve Fund  
September 2024 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		287,745			287,745
Investment Income					-
FY2024 Funding:				-	-
FY2023 Surplus		2,000,000		-	2,000,000
<b>Total Increases</b>	\$ -	\$ 2,287,745	\$ -	\$ -	\$ 2,287,745
<b>Decreases:</b>					
24A - Motors \$75,000				(14,164)	(14,164)
24B - Shelters \$75,000				(61,400)	(61,400)
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				(69,658)	(69,658)
FY24 Contingency \$34,420				-	-
<b>Total Decreases</b>	\$ -	\$ -	\$ -	\$ (173,407)	\$ (173,407)
<b>Cash Transfers</b>		(168,995)		168,995	-
<b>Balance at September 30, 2024</b>	\$ -	\$ 7,352,310	\$ -	\$ (69,658)	\$ 7,282,652

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

	<b>Michigan Class</b>	<b>Adjustments</b>	<b>Reserve Fund Total</b>
<b>Balance at September 30, 2023</b>	<b>\$ 5,263,499</b>	<b>\$ (187,729)</b>	<b>\$ 5,075,771</b>
<b>Increases:</b>			
Interest Income	352,558		352,558
TCHC Infrastructure Reimbursement	488,927	-	488,927
Sale of Cass Property	1,930,955		1,930,955
<b>Total Increases</b>	<b>\$ 2,772,440</b>	<b>\$ -</b>	<b>\$ 2,772,440</b>
<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		(26,923)	(26,923)
City of Traverse City		(23,426)	(23,426)
The Christman Group		(1,053,877)	(1,053,877)
<b>Total Decreases</b>	<b>\$ -</b>	<b>\$ (1,259,663)</b>	<b>\$ (1,259,663)</b>
<b>Cash Transfers</b>	<b>(1,448,233)</b>	<b>1,448,233</b>	<b>-</b>
<b>Balance at September 30, 2024</b>	<b>\$ 6,587,707</b>	<b>\$ 841</b>	<b>\$ 6,588,547</b>

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

\$ 380,000  
\$ 6,968,547



## BATA Income Statement September 2024

	September 2024		\$ Over (Under)	Sept 2023
	Actual	Budget	Budget	Actual
<b>Income</b>				
Fare Box Revenue	\$ 653,168	\$ 530,243	\$ 122,925	\$ 549,418
Local Service Contracts	348,112	301,204	46,908	302,886
Auxiliary Trans Revenue	243,481 <b>1</b>	144,000	99,481	142,645
Non-Trans Revenue	1,433,343 <b>2</b>	750	1,432,593	10,483
Local Revenue	5,419,834 <b>3</b>	4,774,699	645,135	4,812,408
State Formula & Contracts	5,007,845	4,911,633	96,212	3,658,501
Federal Operating Grants	2,336,966	2,220,590	116,376	1,933,079
CRRSAA/CARES Act	-	-	-	1,788,053
Other Revenue	978,319 <b>4</b>	300,000	678,319	628,274
Refunds and Credits	186,171 <b>5</b>	100,000	86,171	227,804
<b>Total Income</b>	<b>\$ 16,607,239</b>	<b>\$ 13,283,119</b>	<b>\$ 3,324,120</b>	<b>\$ 14,053,551</b>
<b>Expense</b>				
Salaries & Wages	\$ 6,547,628	\$ 6,588,563	\$ (40,935)	\$ 5,152,041
Paid Leave	518,254	522,474	(4,220)	347,530
Fringe Benefits	2,060,830 <b>6</b>	1,912,947	147,883	1,685,806
Services	721,239	702,562	18,677	706,764
Fuel & Lubricants	724,707 <b>7</b>	928,534	(203,827)	605,689
Materials & Supplies	414,513	450,568	(36,055)	358,199
Utilities	163,331	180,038	(16,707)	130,676
Insurance	693,785 <b>8</b>	627,808	65,977	657,746
Misc Expense	132,090 <b>9</b>	51,469	80,621	51,292
Operating Leases & Rentals	18,592	16,300	2,292	15,211
<b>Total Expense</b>	<b>\$ 11,994,970</b>	<b>\$ 11,981,263</b>	<b>\$ 13,707</b>	<b>\$ 9,710,955</b>
<b>Net Income before Depreciation</b>	<b>\$ 4,612,270</b>	<b>\$ 1,301,856</b>	<b>\$ 3,310,414</b>	<b>\$ 4,342,596</b>
Depreciation	1,218,187	1,110,624	107,563	1,250,474
<b>Net Income (Loss)</b>	<b>\$ 3,394,083</b>	<b>\$ 191,232</b>	<b>\$ 3,202,851</b>	<b>\$ 3,092,122</b>

**BATA Income Statement Notes**  
**September 2024 YTD**

	<u>Account(s)</u>	<u>Explanation</u>
<b>1</b>	Auxiliary Trans Revenue	Increased Advertising Revenue
<b>2</b>	Non-Trans Revenue	Sale of Cass Building
<b>3</b>	Local Revenue	Increased Property Values and Additions
<b>4</b>	Other Revenue	Interest Rates remain high into 2024 (5.2346%).
<b>5</b>	Refunds and Credits	Alternative Fuel Credit and Insurance Claims
<b>6</b>	Fringe Benefits	Includes Board approved payment to MERS Admin Division \$173k
<b>7</b>	Fuel & Lubricants	Fuel Prices continue to be under expectations, as well as consumption
<b>8</b>	Insurance	Payout for Insurance Claim, Bus Repair #302
<b>9</b>	Misc Expense	Additional Training - Conference Registrations



## MEMO

**12.12.24**

**Memo to:** BATA Board of Directors  
**From:** Adam Bevier Operations Manager  
**Re:** Airport Service Pilot Program

BATA has been frequently hearing from the community that early morning rides to the Cherry Capital Airport is a top transportation need in our region. An Airport Service Pilot can be an effective way to test and refine a new public transportation system or service designed to transport passengers to Cherry Capital Airport. This type of pilot allows BATA to assess how well the service meets the needs of travelers and airport staff, as well as identify operational, logistical, and customer satisfaction challenges before a full-scale launch. Here are the key reasons and benefits of running an airport service pilot:

### **1. Test the Feasibility of the Service**

A pilot program helps determine whether a public ride-share bus can effectively serve airport passengers. It allows BATA to test the area, schedules, and capacity of the service before investing further.

### **2. Gauge Customer Demand and Acceptance**

The pilot provides insight into whether passengers will use the service, what times/days are most in demand, and how likely they are to adopt public transportation for airport access. This helps gauge the public's interest and willingness to use the service.

### **3. Evaluate Operational Efficiency**

A pilot allows BATA to test operational aspects such as route efficiency, vehicle capacity, frequency of service, and overall logistical flow. This helps determine whether the transportation service is running as planned and whether there are inefficiencies that need addressing.

Pilot service specifics:

Location: Initially test in the core zone of Traverse City with rides only going to the airport and look to expand the pilot to the larger zone based on performance and resources.

Days: Monday - Friday

Hours: 4 – 7 a.m.

Reservation Window: Goal to be able to reserve at least up to 1 week in advance (hopefully up to 2 weeks)

The cost of the pilot and current service hours is listed below. Requesting the board approve an additional 1,300 hours of service to support this pilot.

2025 Budgeted Service Hours – 168,000

2025 Current Operating Hours – 172,068 (difference due to special services)

Airport Pilot Hours – 1300

Airport Pilot Cost - \$45,000



**Bay Area Transportation Authority  
Blanket Signature Resolution for #2022-0015**

**MASTER AGREEMENT RESOLUTION:04/2024**

**Whereas**, the *Bay Area Transportation Authority* has the authority to contract with the Michigan Department of Transportation for State and/or Federal funds for passenger transportation related services; and,

**Whereas**, the *Bay Area Transportation Authority* does hereby approve Master Agreement No. 2022-0015.

**Now, Therefore**, be it resolved that the *Interim Executive Director, Christine Davis* of the *Bay Area Transportation Authority*, be authorized and directed to execute said agreement #2022-0015 for and on behalf of the *Bay Area Transportation Authority*, effective *January 1, 2025*.

**PROJECT AUTHORIZATION RESOLUTION**

**Whereas**, this resolution shall also approve execution of Project Authorizations for any programs designated by the *Bay Area Transportation Authority* and/or Project Authorizations for any amount determined by the *Bay Area Transportation Authority* with the Michigan Department of Transportation which are issued under Master Agreement Number 2022-0015.

**Now, Therefore**, be it resolved that the *Interim Executive Director, Christine Davis* of the *Bay Area Transportation Authority* is authorized to enter into and execute on behalf of the *Bay Area Transportation Authority* all such Project Authorizations with the Michigan Department of Transportation for passenger transportation related services for the Agreement period.

**CERTIFICATE**

The undersigned duly qualified Board Secretary of the *Bay Area Transportation Authority* certifies the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the *Bay Area Transportation Authority* held on *December 12, 2024*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# 2024 Annual Employee Engagement Survey

Thursday, December 12, 2024

**123**

Total Responses

Sent: 9/18/2024

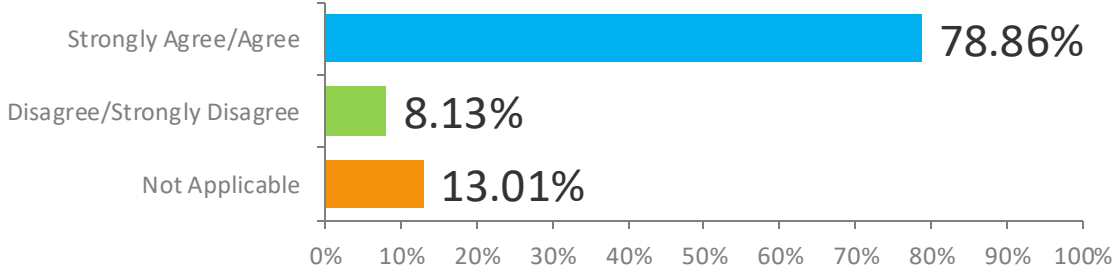
Ended: 09/30/2024

Complete Responses: 123

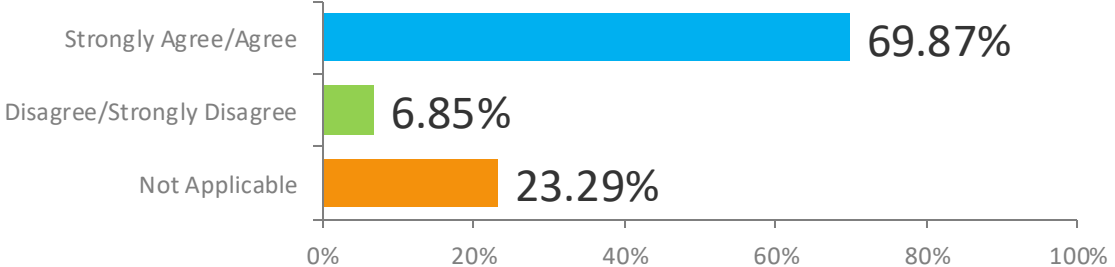
# Q1: I am satisfied with the TAPTCO training my organization offers.

Answered: 123 Skipped: 0

## 2024



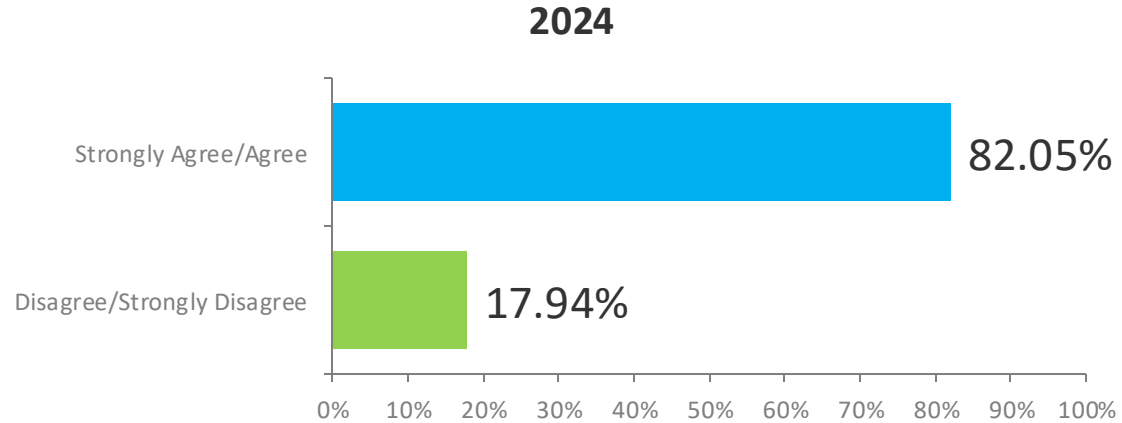
## 2023





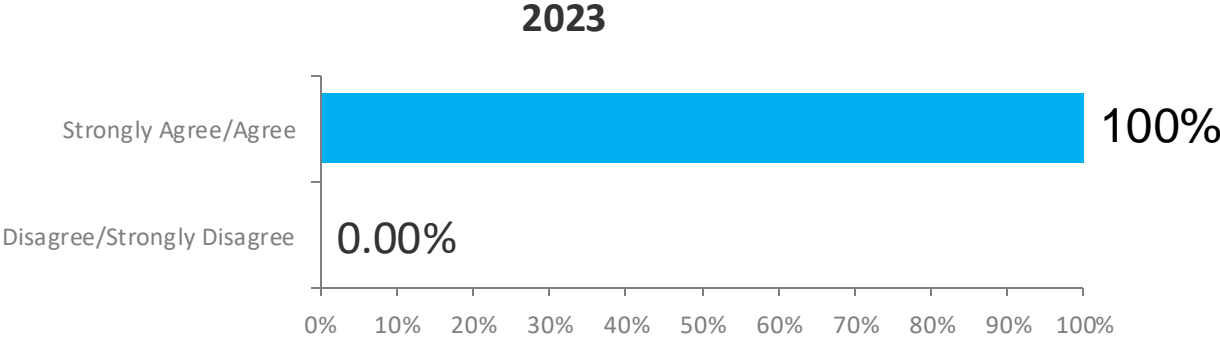
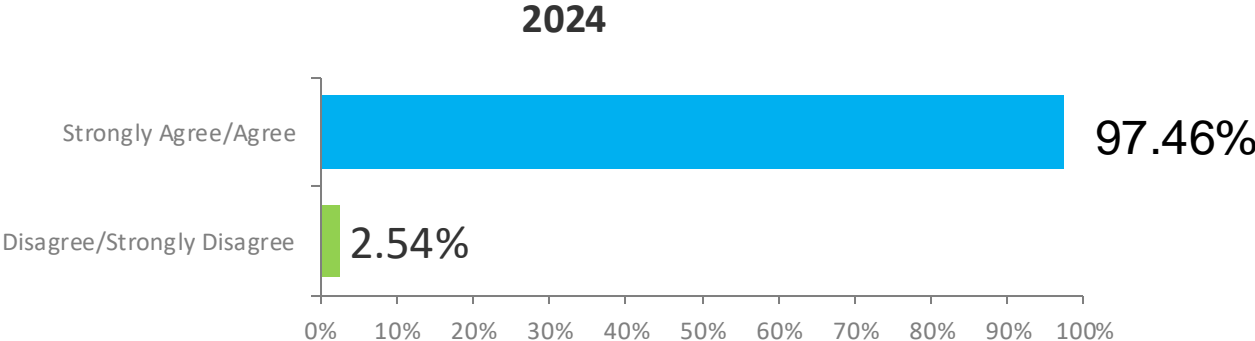
## Q2: I was given an opportunity to give input on BATA'S new mission, vision and values.

Answered: 117 Skipped: 6



### Q3: My position has a direct impact on our mission: "Improving lives by linking people and communities."

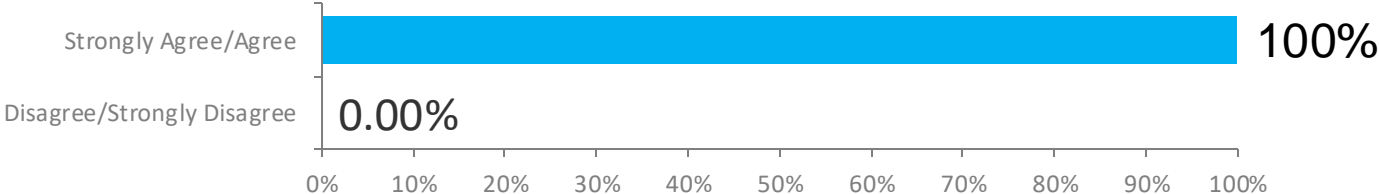
Answered: 118 Skipped: 5



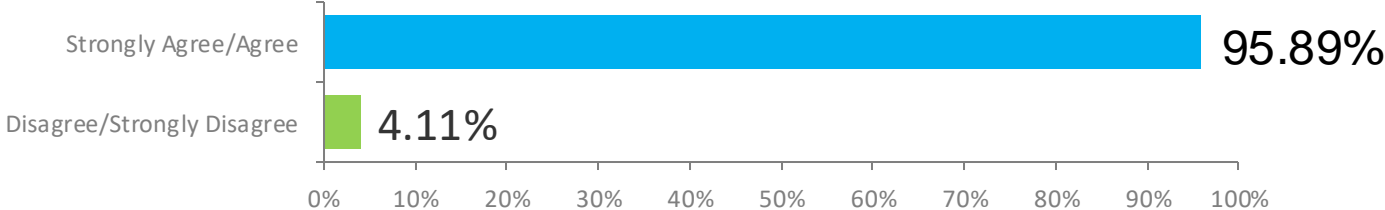
# Q4: I am willing to take on new tasks as needed.

Answered: 117 Skipped: 6

### 2024

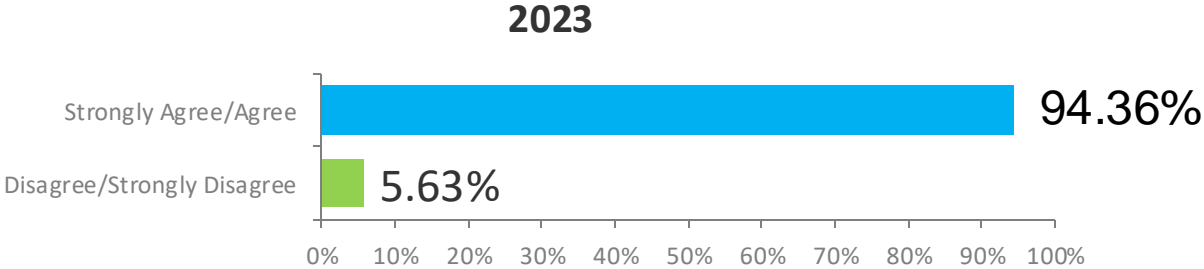
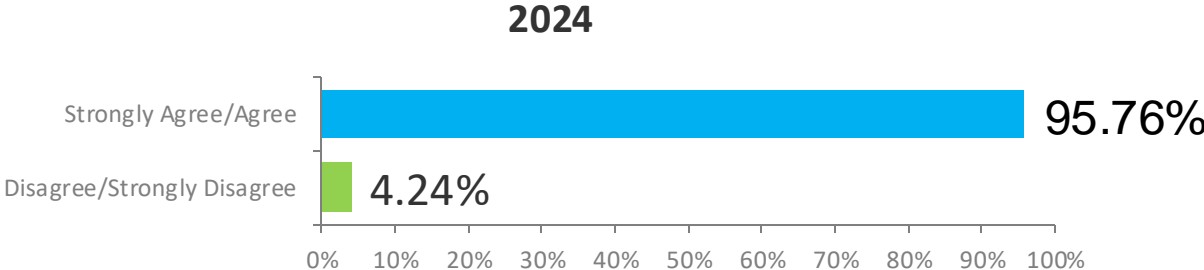


### 2023



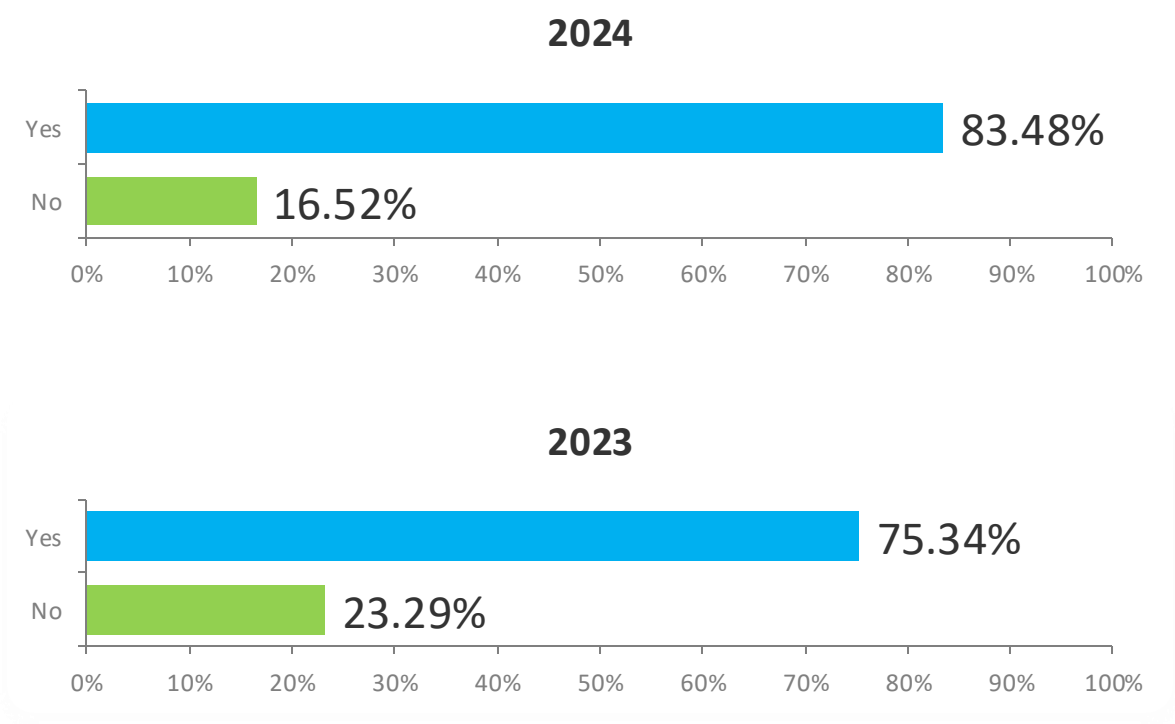
# Q5: I willingly accept change.

Answered: 118 Skipped: 5



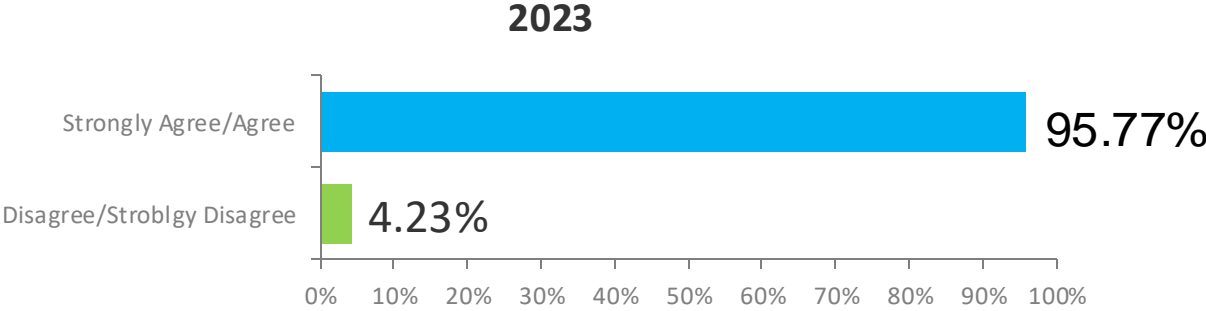
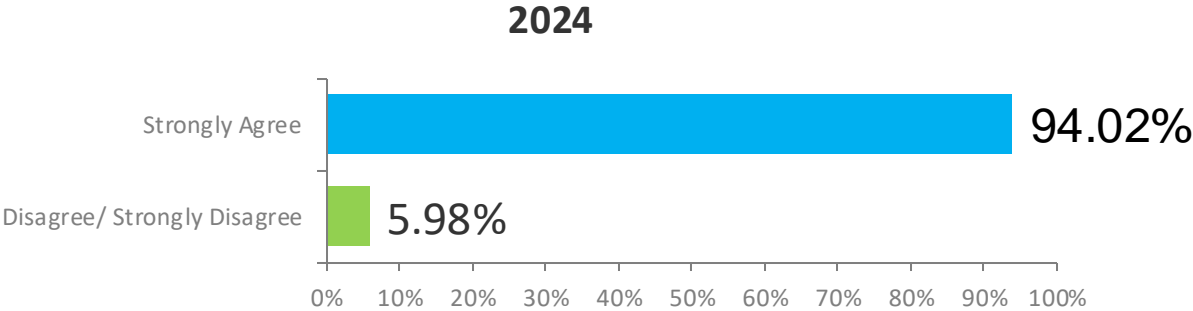
# Q6: Do YOU trust your leadership?

Answered: 115 Skipped: 8



# Q7: I am treated with respect and appreciation regardless of race, gender, position, function/department, age, disability, etc.

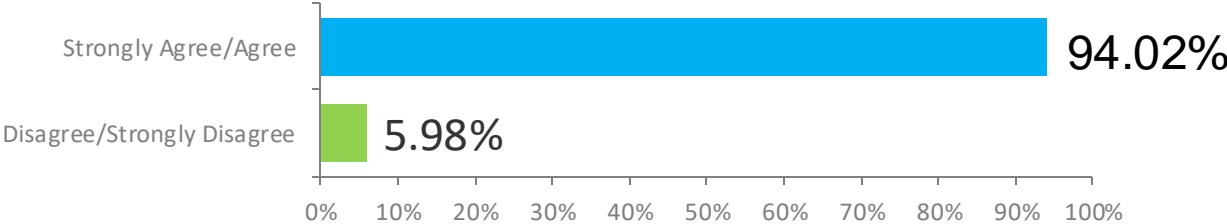
Answered: 117 Skipped: 6



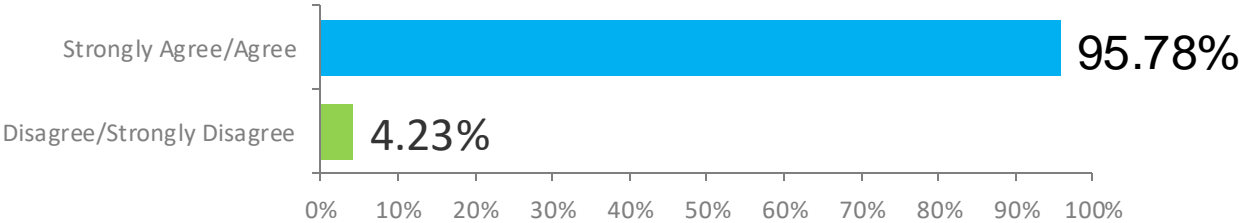
# Q8: My organization is dedicated to diversity and inclusiveness.

Answered: 117 Skipped: 6

## 2024

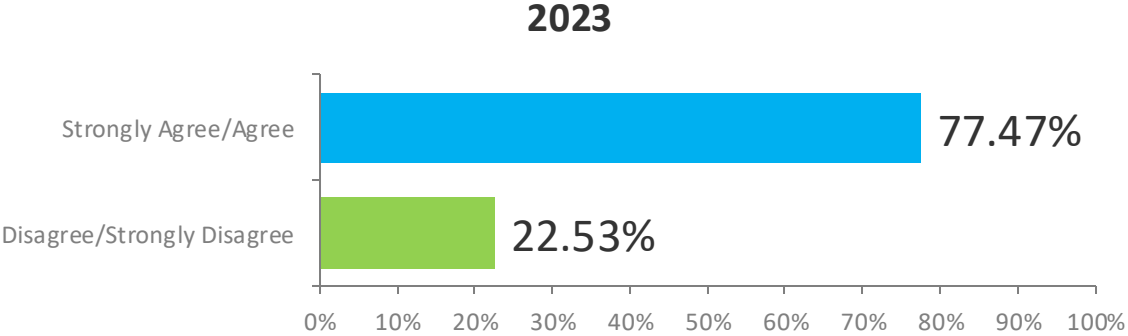
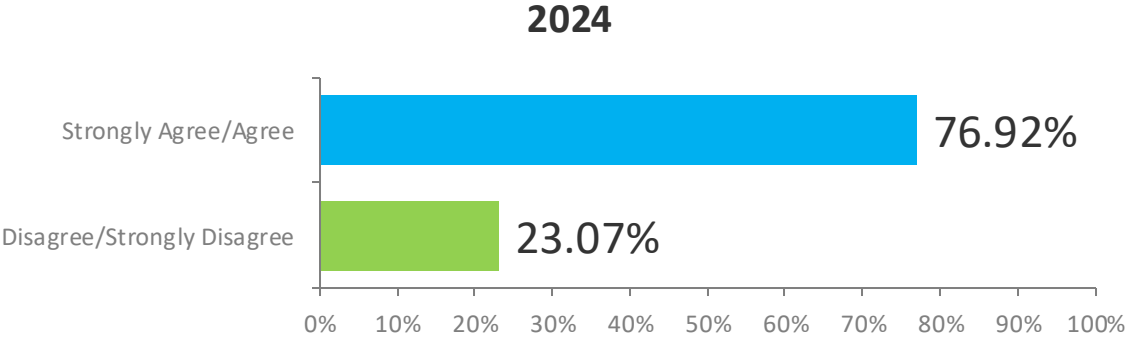


## 2023



# Q9: I have the opportunity to provide feedback and input for key decisions.

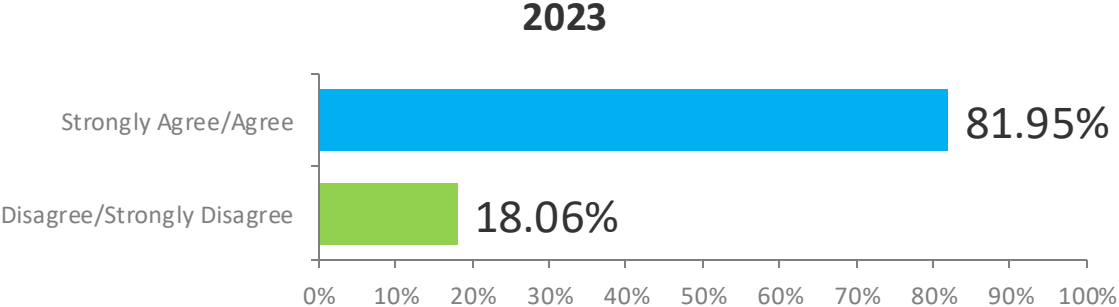
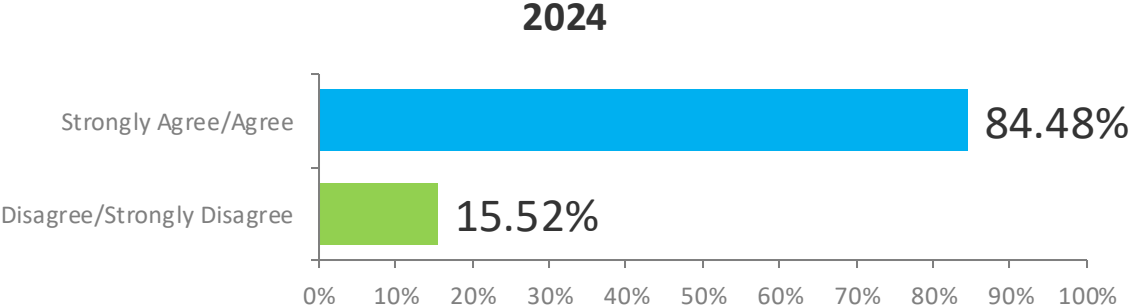
Answered: 117 Skipped: 6





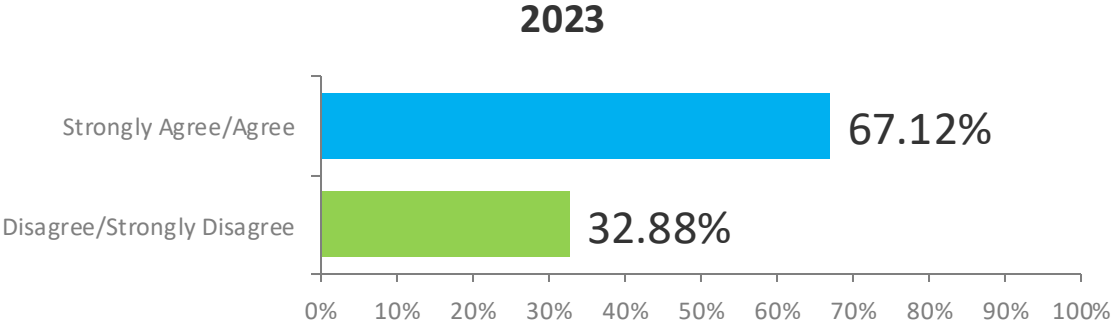
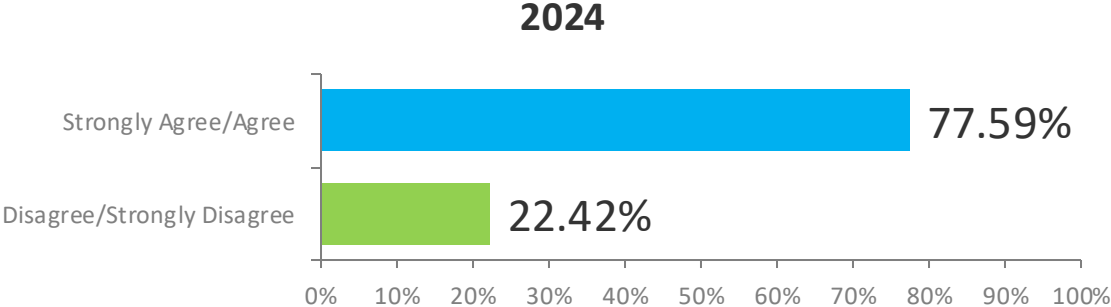
# Q10: Employees treat other employees as customers.

Answered: 116 Skipped: 7



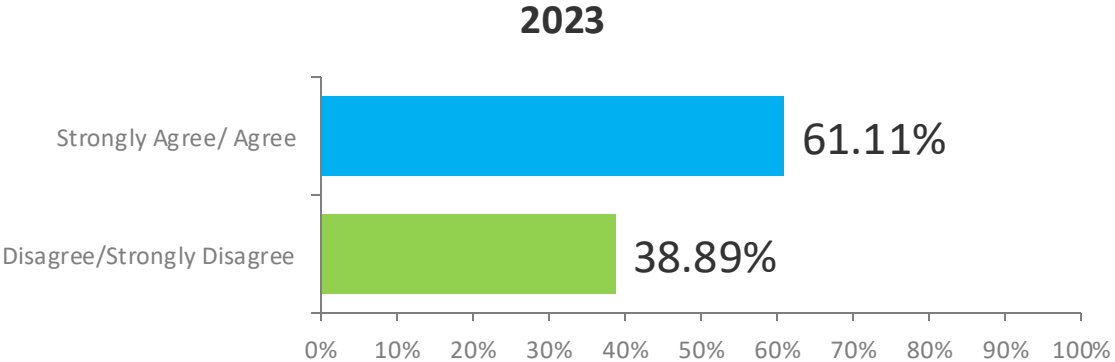
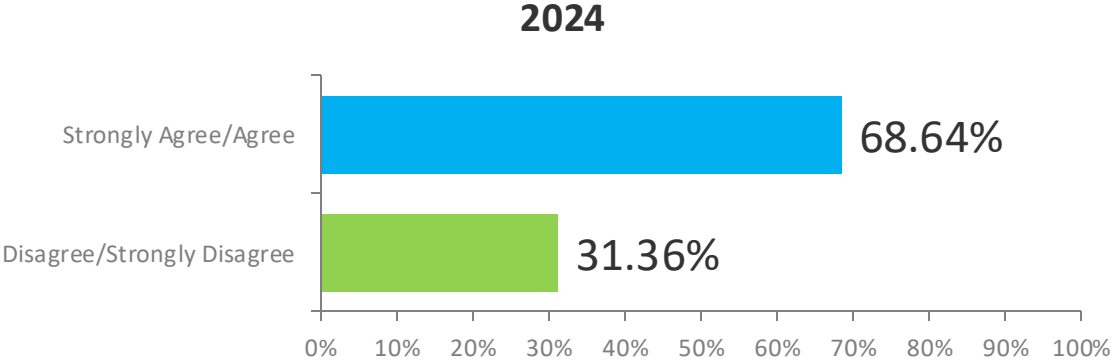
# Q11: The hourly rate/salary I receive is fair relative to my local market.

Answered: 116 Skipped: 7



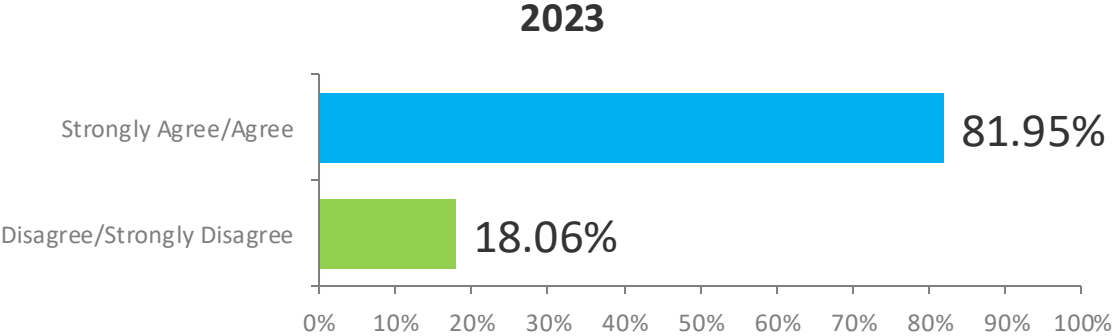
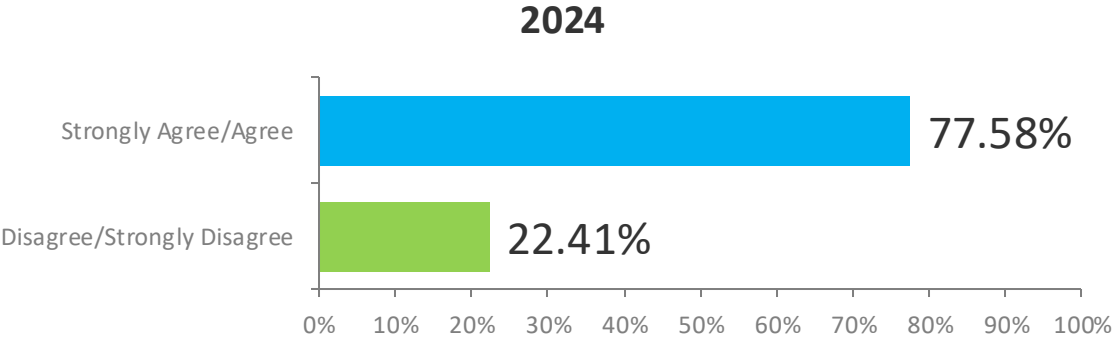
# Q12: I am satisfied with my total compensation (pay, benefits, incentives, paid time off, retirement plans, etc).

Answered: 118 Skipped: 5



# Q13: Communication between senior leaders (directors) and employees is good in my organization.

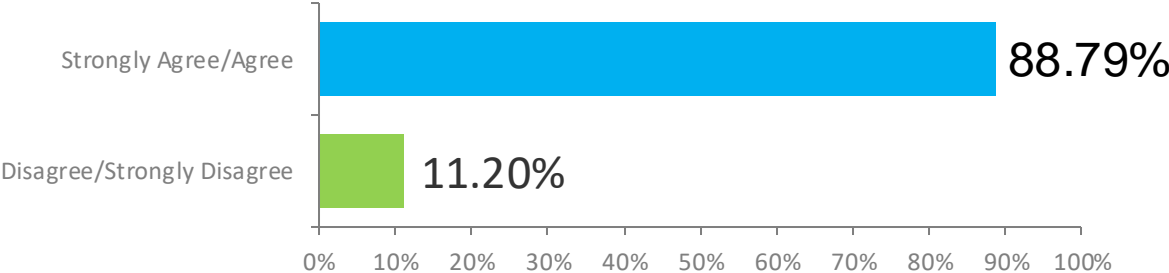
Answered: 116 Skipped: 7



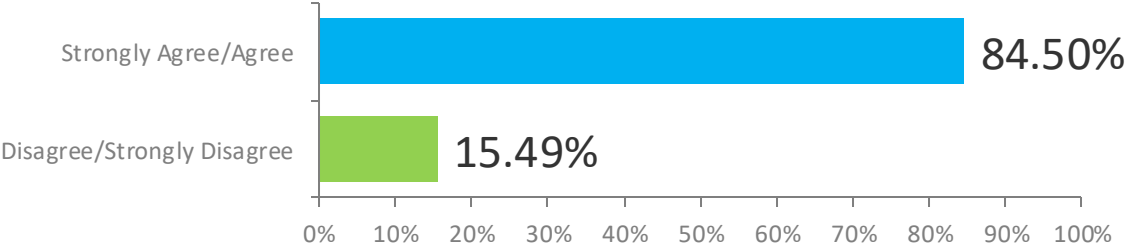
# Q14: My manager/supervisor recognizes strong job performance.

Answered: 116 Skipped: 7

### 2024



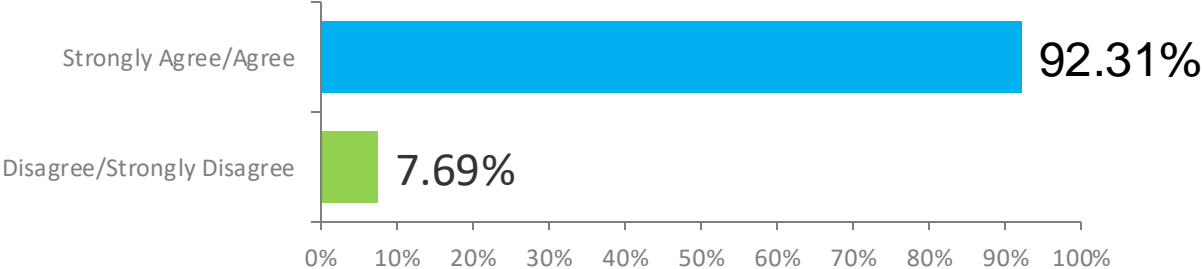
### 2023



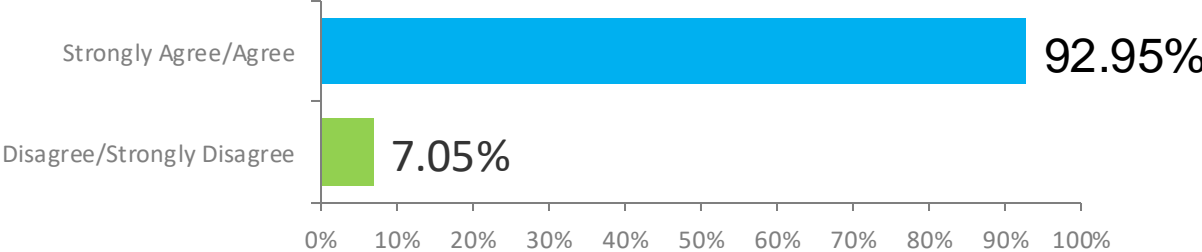
# Q15: My supervisor and I have a good working relationship.

Answered: 117 Skipped: 6

### 2024

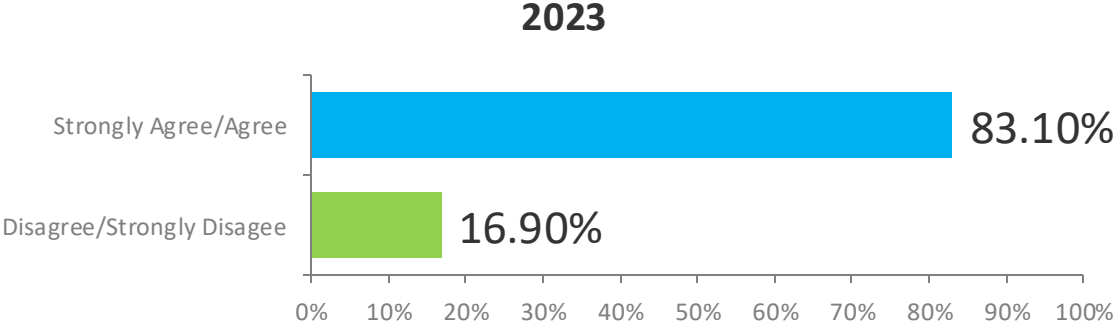
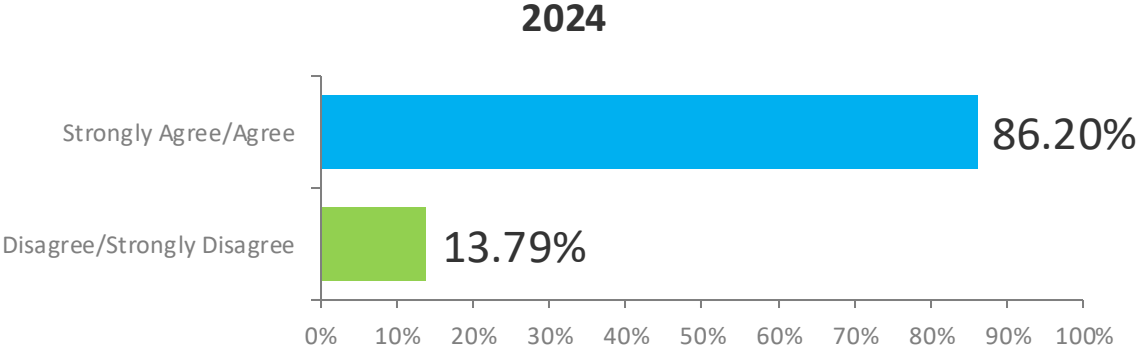


### 2023



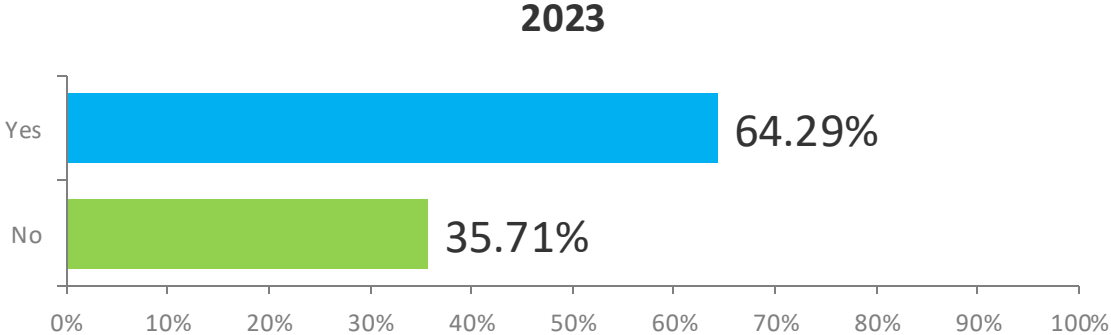
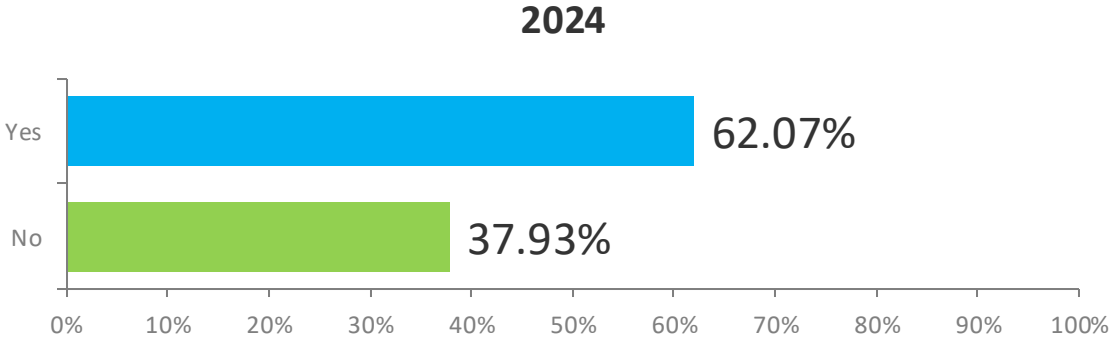
# Q16: I am able to make decisions affecting my work.

Answered: 116 Skipped: 7



# Q17: I participate in medical insurance offered by the organization (Dental, Vision, Medical, etc).

Answered: 116 Skipped: 7

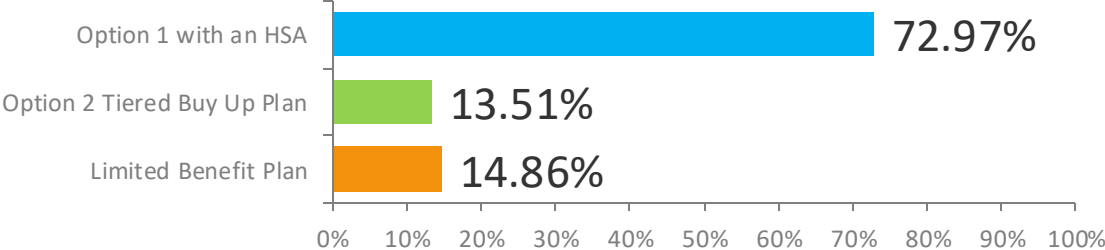




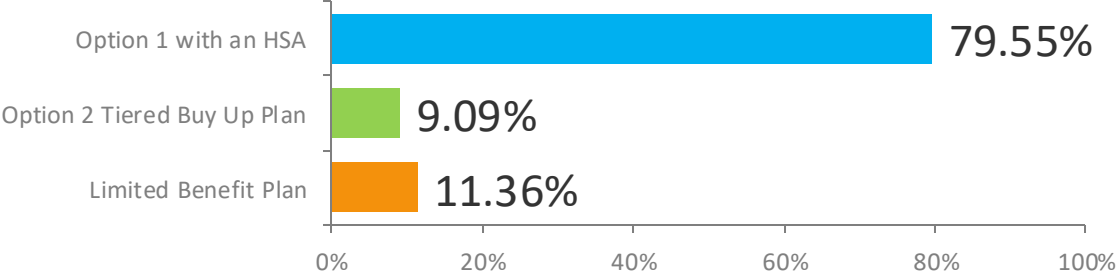
# Q18: Please indicate which medical plan you participate in?

Answered: 74 Skipped: 49

## 2024



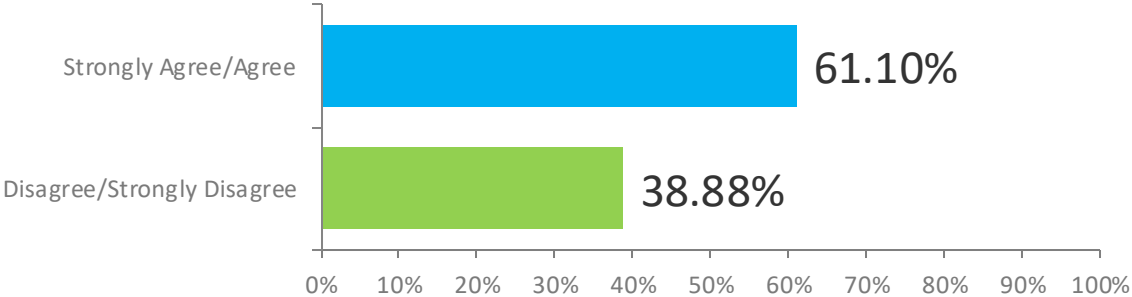
## 2023



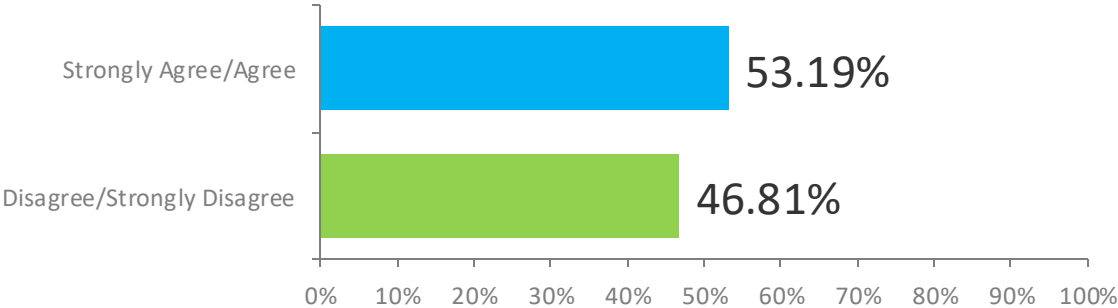
# Q19: I am satisfied with the Option 1 HSA Medical Plan offered by my organization.

Answered: 54 Skipped: 51

### 2024

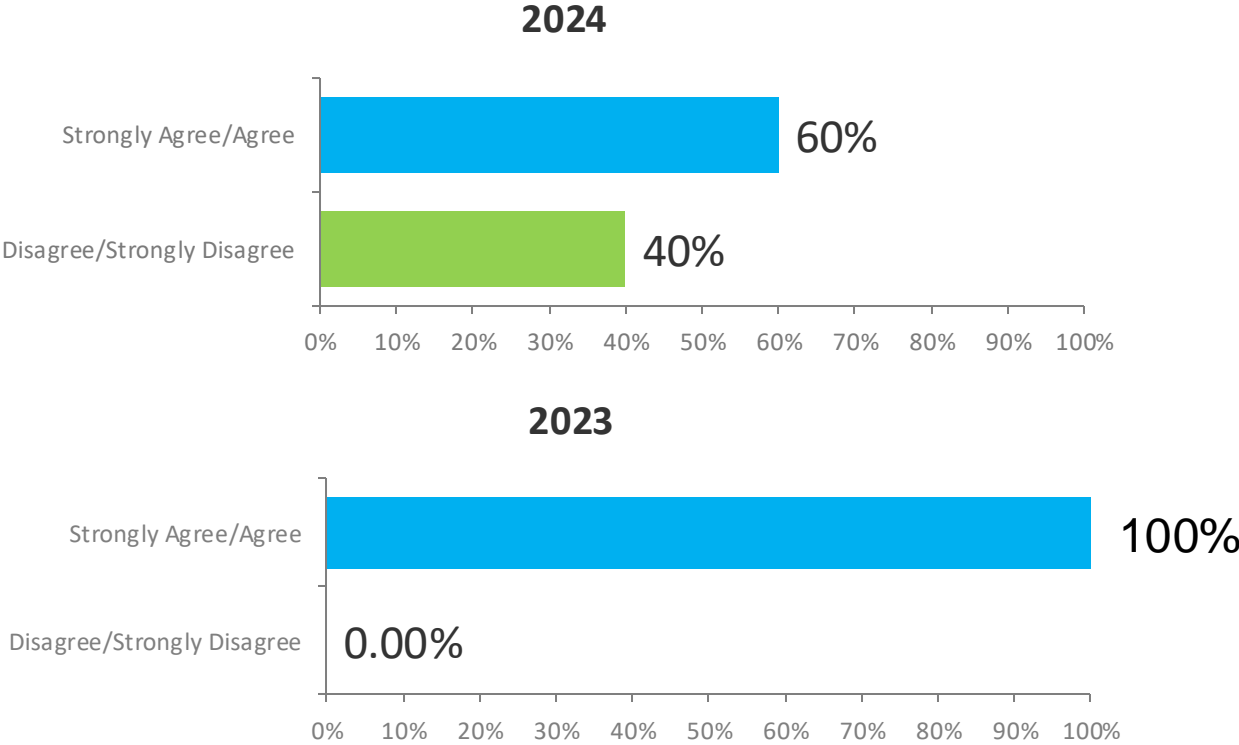


### 2023



# Q19: I am satisfied with the Option 2-Tiered Buy Up Medical Plan offered by my organization.

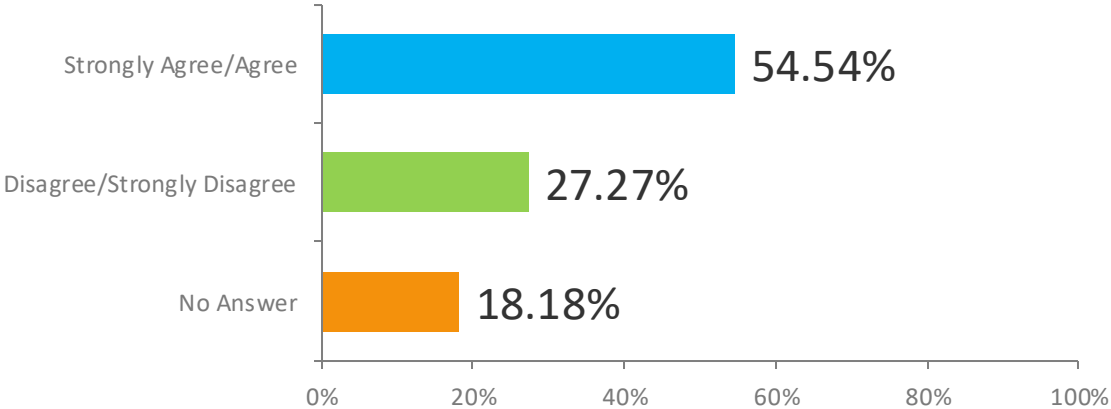
Answered: 10



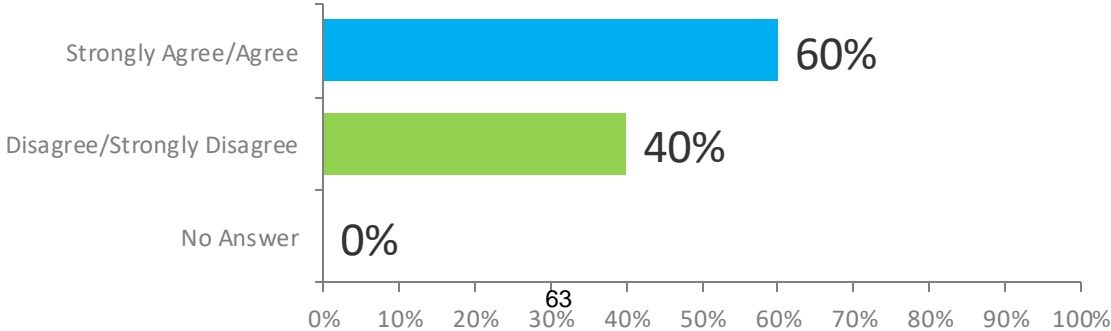
# Q19: I am satisfied with the Limited Benefit Medical Plan offered by my organization.

Answered: 11

### 2024



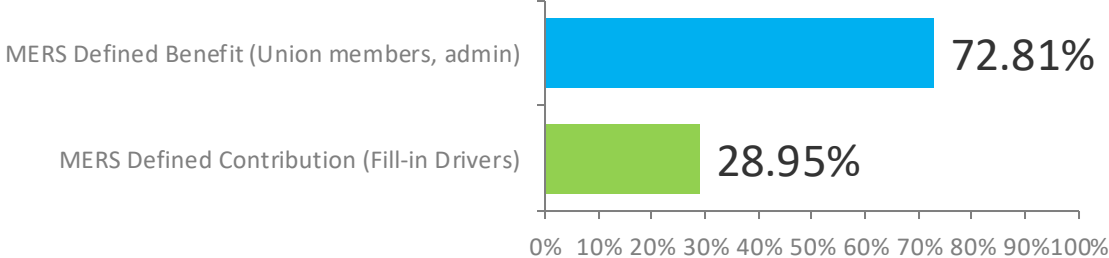
### 2023



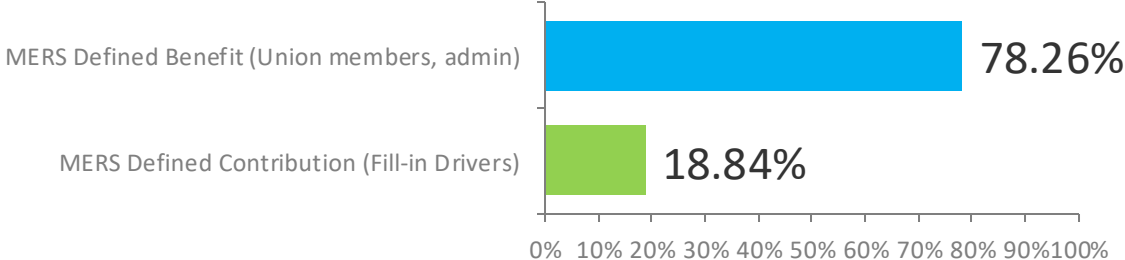
# Q20: Which retirement plan(s) are you currently contributing to?

Answered: 114 Skipped: 9

## 2024

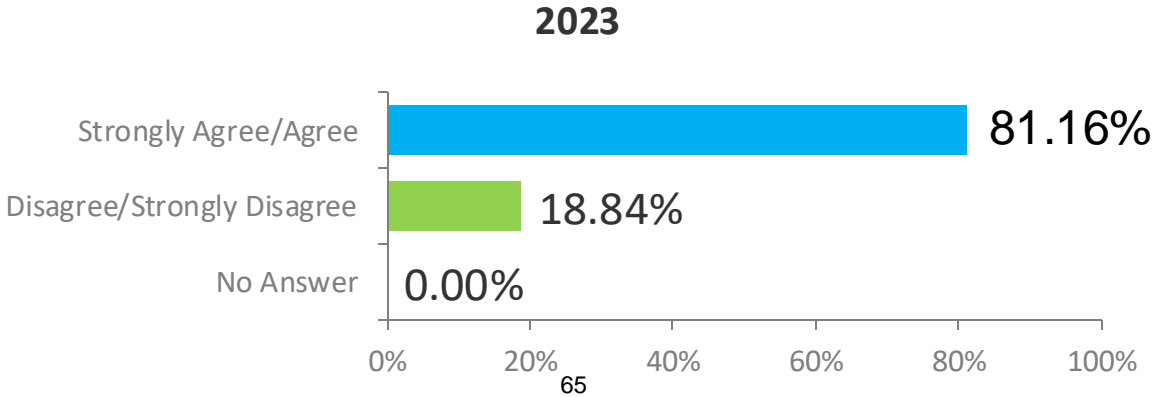
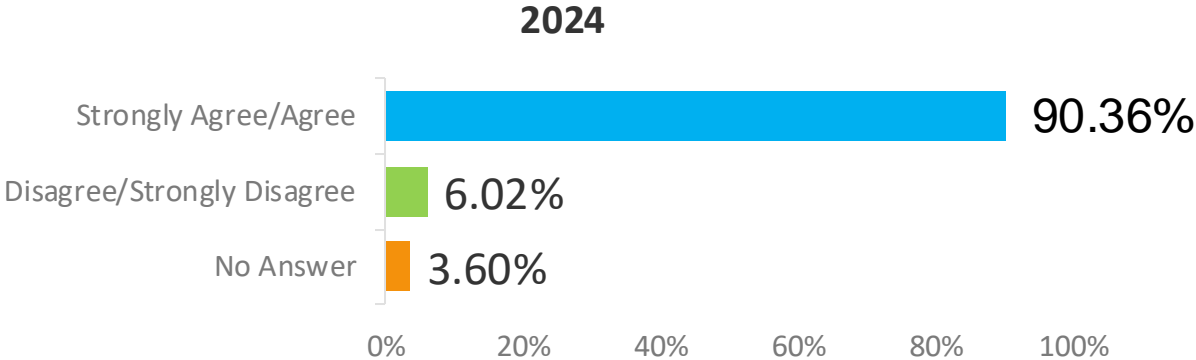


## 2023



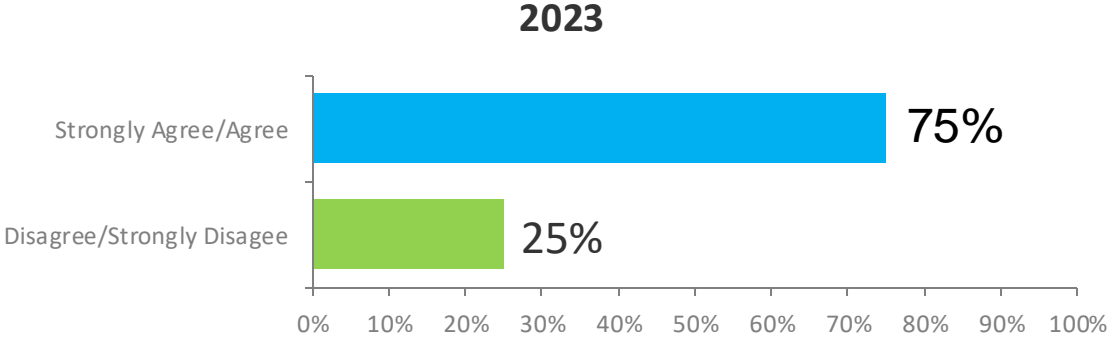
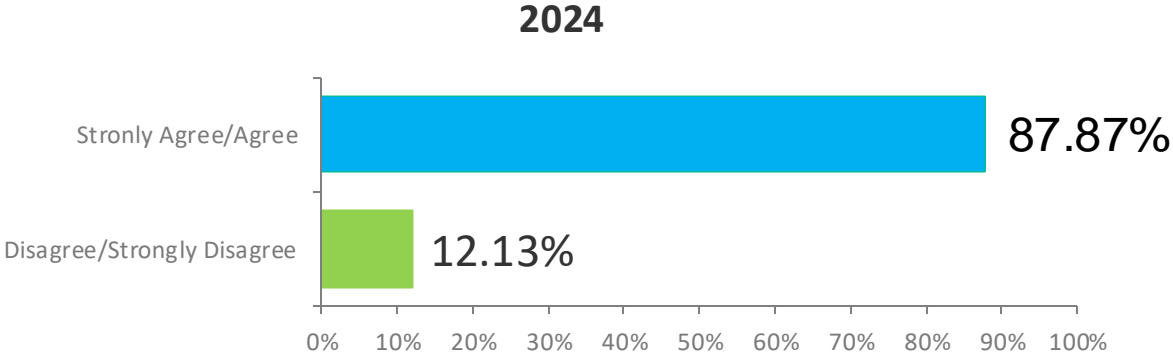
# Q21: I am satisfied with the MERS Defined Benefit retirement plan offered by my organization.

Answered: 83



# Q21: I am satisfied with the MERS Defined Contribution retirement plan offered by my organization.

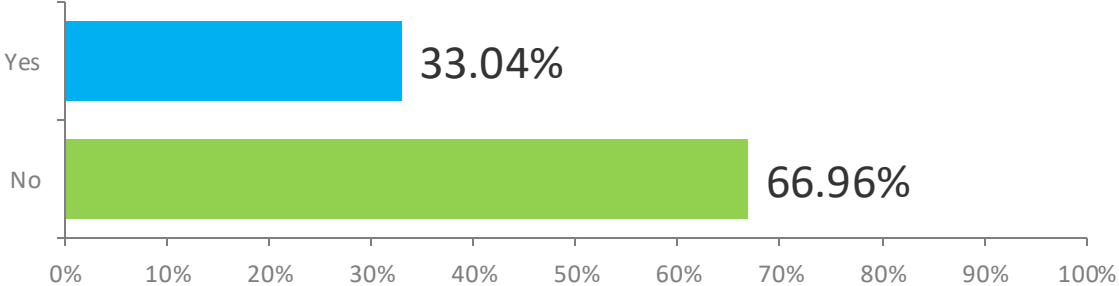
Answered: 33



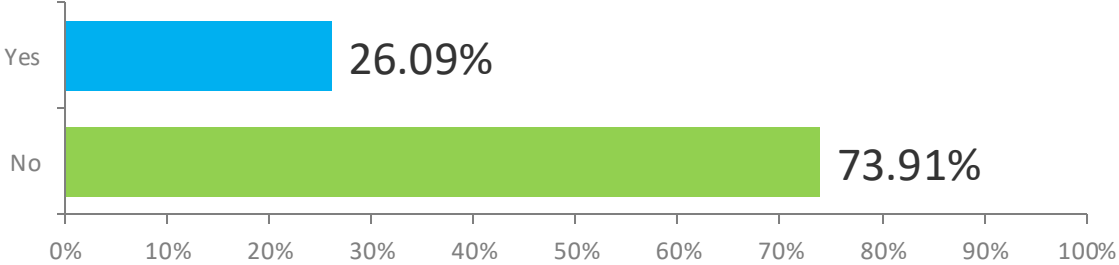
# Q22: Do you contribute to the Mission Square 457 plan?

Answered: 112 Skipped: 11

2024



2023

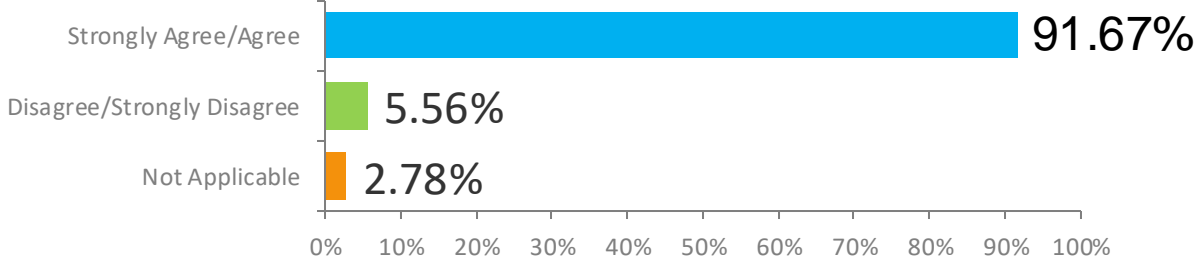




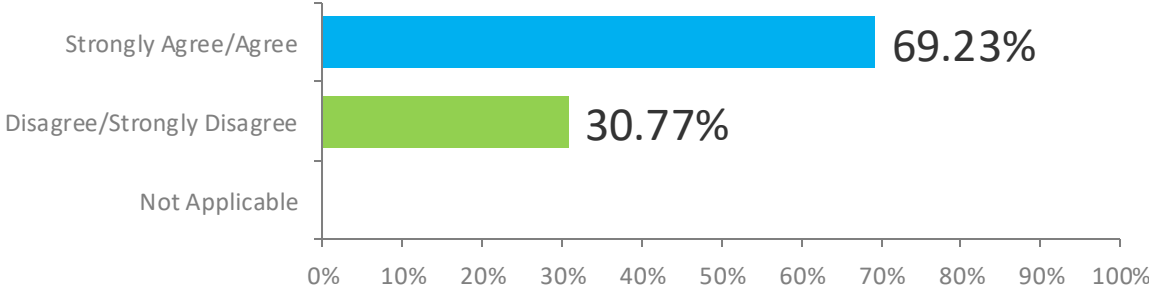
# Q23: I am satisfied with the provider of the 457 plan.

Answered: 36 Skipped: 87

## 2024

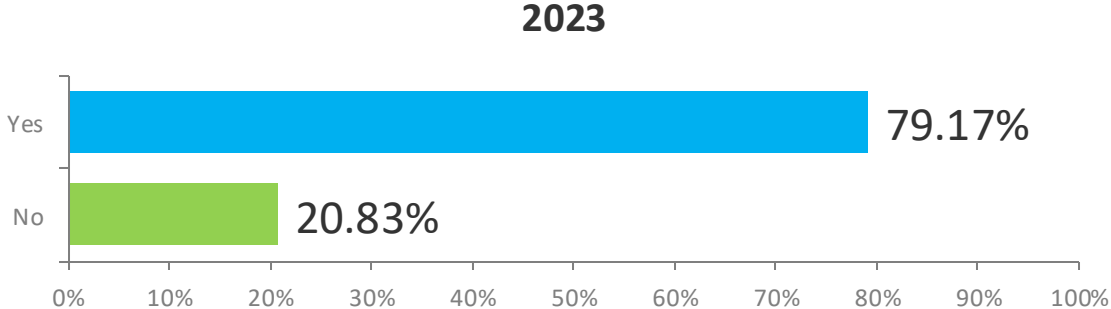
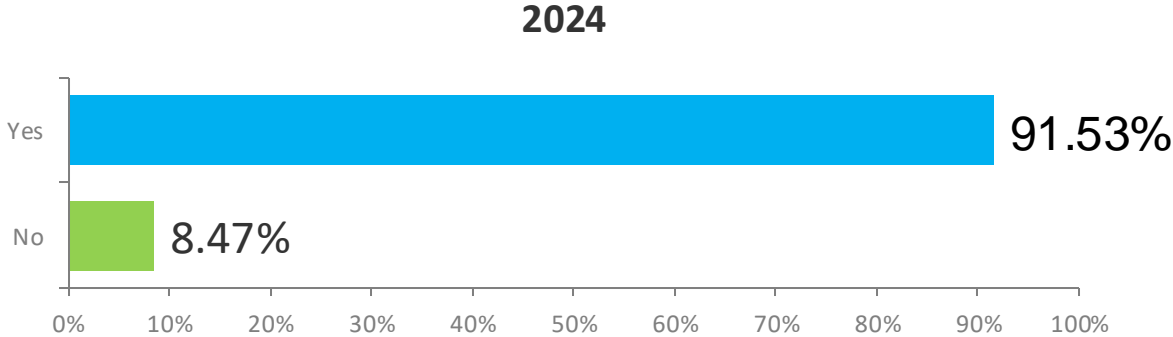


## 2023



# Q24: Would you recommend BATA as an employer to friends and family?

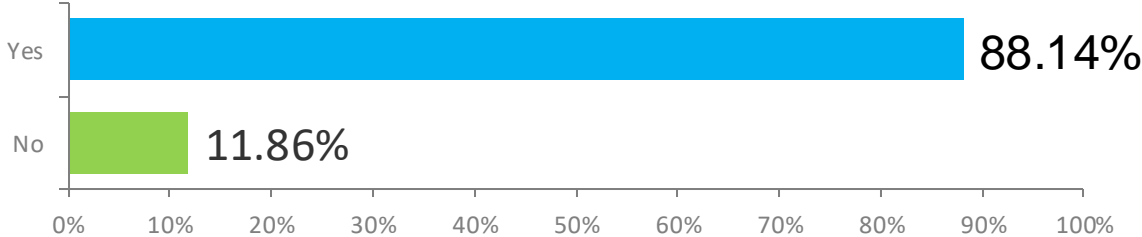
Answered: 118 Skipped: 5



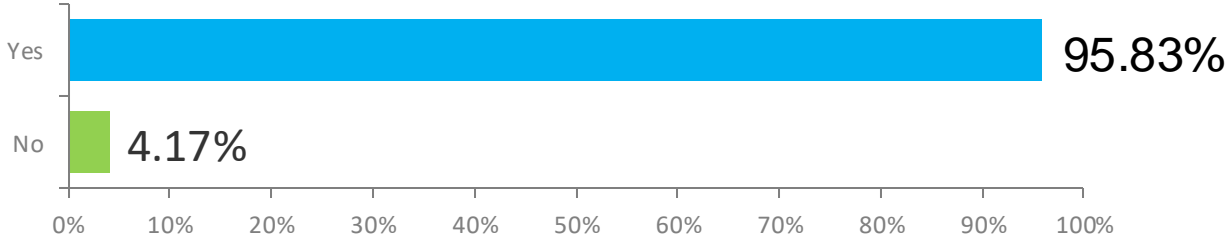
# Q25: Do you feel you have the tools needed to deliver quality service?

Answered: 118 Skipped: 5

## 2024



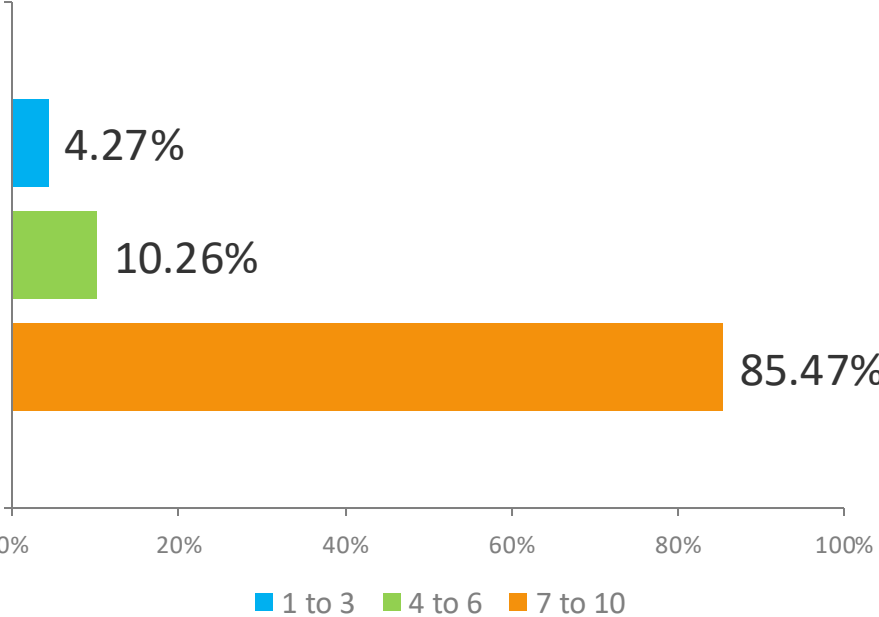
## 2023



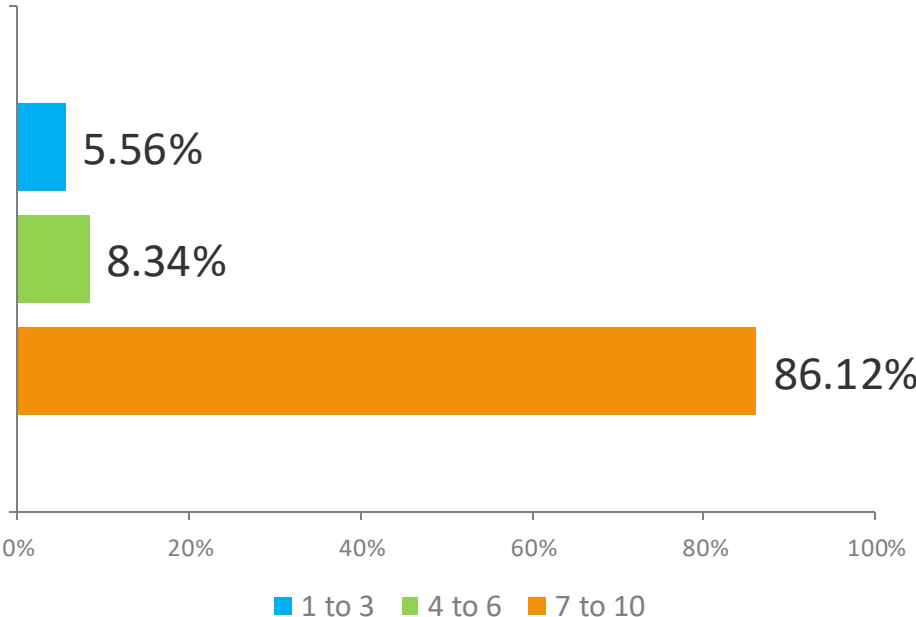
# Q27: Please rate your overall job satisfaction from 1 being very dissatisfied, 10 being very satisfied.

Answered: 117 Skipped: 6

### 2024



### 2023



## Q28 Do you have any questions or concerns that you would like BATA Management to address?

### Responses centered around:

- Schedule
- Benefits
- Driver Issues
- New Headquarters

## Q29 What do you like the most or least about working here?

### **(Most) Responses centered around:**

- Great Staff
- Helping Passengers
- Salary/Benefits
- Driving

### **(Least) Responses centered around:**

- Technology
- Employee Schedules

## Q30 What do you look forward to when you come to work each day?

### **Responses centered around:**

- Great Staff
- Helping Passengers
- Facility
- Driving
- Completing Tasks

## Q31 What keeps you working here?

### **Responses centered around:**

- Great Staff
- Helping Passengers
- Salary/Benefits
- I Love What I Do



## Q32 If you could change something about your job, what would that be?

### Responses centered around:

- My Schedule
- Nothing
- Newer Buses
- Salary/Benefits
- Better Communication

Presented By:  
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Human Resources Director  
Bay Area Transportation Authority