

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

115 Hall St. Traverse City, MI  
10:00am Thursday, August 15, 2024

1. Call to Order by Chairperson
2. Pledge of Allegiance and Moment of Silence
3. Roll Call
4. First Public Comment\*
5. Approval of Agenda/Declaration of Conflict of Interest
6. Consent Calendar  
The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with in one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the consent calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.  
  
*Consideration of Approving the following Minutes*
  - a. *Regular Board Meeting Minutes of June 27, 2024*  
*Consideration of Accepting the following Reports*
  - b. *FY24 Q3 Ridership Reports*
  - c. *FY24 Q3 Turnover Reports*
  - d. *Correspondence – Staff Compliments*
  - e. *BATA Board Tracker*
7. Any items removed from the Consent Calendar
8. Executive Director's Report – Kelly Dunham
  - a. HQ Facility/Owner's Representative Report  
Jerry Tomczak, Program Manager, Cunningham-Limp
9. Chairperson's Report
10. Finance Reports – Justin Weston  
FY24 Q3 Finance Reports
11. Old Business

12. New Business
  - a. New Headquarters Budget Update – Jerry Tomczak
  - b. FY2025 Budget Revision – Justin Weston
  - c. MERS Contribution - Justin Weston
13. Discussion Topic – None this month
14. Second Public Comment\*
15. Directors' Comments and Announcements/Open Floor
16. Adjournment

Next Meeting Date: September 26, 2024

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

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

**Date/Time:** 2:00 PM, Thursday, June 27, 2024

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

The meeting was called to order by Chairperson Richard Cochrun at 2:00 PM.

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

### **3. Roll Call**

- John Sommovilla - PRESENT
- Wayne Schmidt – TARDY ARRIVED @ 2:02pm
- Jamie Kramer - PRESENT
- Joe Underwood - PRESENT
- Scott Sieffert - PRESENT
- Brad Jewett - ABSENT
- Richard Cochrun - PRESENT

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

No public comment was made.

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

Moved by John Sommovilla and supported by Scott Sieffert to approve the June 27, 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 Minutes**

- a. Regular Board Meeting Minutes of May 30, 2024

## **Consideration of Accepting the Following Reports**

- b. Transit Asset Management (TAM) Plan
- c. Correspondence – Staff Compliments
- d. May 2024 Income Statement

Moved by Joe Underwood and supported by Wayne Schmidt to approve the June 27, 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 on the Try Transit Day. With the weather this year our breakfast turnout was a little lower but still good with around 150 attendees. Ridership was up 47% over prior year with BATA providing approximately 1100 free rides that day.

BATA is taking cyber security seriously. Working with the IT department to ensure that the system is up to date and safe and that we are taking all the precautions that we can. Kelly is also pursuing a “lessons learned” meeting with IT staff from other public entities that have recently been through cyber-attacks.

### **a. HQ Facility/Owner’s Representative Report – Jerry Tomczak, Program Manager, Cunningham-Limp**

Jerry updated the Board on the progress of the new facility. The project continues to be ahead of schedule with various installations and upcoming tasks, including:

- The second delivery of furniture has been delivered.
- Bus wash concrete has been installed.
- Landscaping has been installed.
- Propane tanks have been installed.
- UBISense cabling has been installed.
- Will be ready for final inspection in the next couple of weeks.

## 9. Chairperson's Report

Richard Cochrun reported on Kelly's receipt of the Community Builder Award 2024. Also, gave a reminder that litigation will begin July 8, 2024, and will have an update at the next Board meeting.

## 10. Old Business

No old business at this time.

## 11. New Business

### a. FY2023 Surplus Recommendation - Justin Weston

Justin Weston provided an update on the financial surplus for FY 2023. The audited surplus is \$2,579,695. After reviewing the Cash Management Policy, it is recommended that the operating reserve fund should not exceed 30% of eligible expenses, therefore the recommendation is to allocate the surplus funds as follows: \$500,000 to the operating reserve fund and \$2,079,695 to the capital reserve funding. Justin shared the following key points:

- **Balances Update:** Provided the current balances of the Operating Fund Reserve and Capital Fund Reserve after the movement of funds; \$3,223,189 and \$7,430,008 respectively.
- **Earnings:** The funds are still earning about 5.4% in interest.

Moved by Joe Underwood and supported by Wayne Schmidt to approve the FY2023 Surplus Recommendation as presented.

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

### b. BATA Procurement Policy – Justin Weston

Justin Weston presented updates to the BATA Procurement Policy, which were made by Shaughn Handley, the Grant and Procurement Specialist. Key updates include:

- Compliance: The policy has been updated to ensure compliance with the FTA as a direct recipient for small urban transit.
- FTA Contract Manual: Shaughn reviewed the FTA contract manual to understand the procedures for the tri-annual audit.
- Thresholds: The procurement thresholds were updated to align with the Federal thresholds.

Moved by Wayne Schmidt and supported by Scott Sieffert to approve the BATA Procurement Policy as presented.

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

### **c. ACH Payment Policy – Justin Weston**

Justin Weston contacted our auditor about paying invoices by ACH payment due to several instances of delayed receipt through the mail. Key updates include:

- Line of Credit/Credit Cards:
  - Hard due dates with the possibility of late fees or interest.
- Employee Fringe Benefit(s) – Require monthly reconciliation and authorization approval.
  - Includes Medical, Dental, Vision, or other insurances covering employees and their families.
  - Late payments result in cancellation of coverage.
- Utilities including Internet/Phone Service/Electricity/Gas/Waste/Sewer/Water
  - Late fees apply as well as disconnection if not paid timely.
- Time sensitive invoices, cost-savings processing, and emergency purchases approved by Directors.

Moved by Joe Underwood and supported by Wayne Schmidt to approve the BATA ACH Payment Policy as presented.

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

### **d. Automated Planning and Scheduling Software Requisition Request – Adam BeVier**

Adam presented a request to procure an automated scheduling software. The purchase of the Remix Software will enhance our efficiency, improve collaboration, generate cost savings, and help BATA in meeting the transportation needs of the community.

Moved by Scott Sieffert and supported by Wayne Schmidt to approve the 3-year purchase of Remix automated Planning and Scheduling Software as requested.

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

**12. Discussion Topic – BATA Link Service – Adam BeVier**

Adam BeVier gave an update on our Link service and using the VIA system for the past year. Key notes include:

- Recommend splitting the current zone into a smaller on-demand zone and a larger pre-booked zone.
- By changing the zones, our new inner core zone will be easier and more efficient for On Demand Service.
- The Outer Zone area will still be a prebooked trip.
- Overall, splitting into the new zones with the same vehicle supply will yield more rides, more efficiency, and a lower cost per trip.
- BATA is planning for implementation of the above changes in the fall.

**13. Second Public Comment\***

No public comment was made.

**14. Directors’ Comments and Announcements/Open Floor**

Great praise for providing transportation for the Interlochen Summer Concert series. BATA will be providing rides for 5 concerts this summer.

**15. Adjournment**

Moved by Scott Sieffert and supported by Joe Underwood to adjourn the June 27, 2024, Regular Meeting of the BATA Board of Directors at 2:52 PM.

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

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

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

BATA’s next Board of Directors Meeting will be held August 15, 2024 @ 115 Hall St.



Bay Area Transportation Authority

# *RIDERSHIP*

*Q3 2024 Ridership Report (April – June)*



# Q3 2024 Ridership: Fixed Route



Year / Quarter	Ridership	% Increase / Decrease YOY	Last Quarter
FY 2024 Q3	77,217	<b>52% Increase in Ridership</b>	FY 2024 Q2 Ridership: 59,022
FY 2023 Q3	50,905		

**Q3**

**2024: 77,217**

**2023: 50,905**

# Q3 2024 Ridership: Link

Year / Quarter	Ridership	% Increase / Decrease YOY	
<b>FY 2024 Q3</b>	<b>27,984</b>	<b>7% Decrease in Ridership</b>	FY 2024 Q2 Ridership: 28,809
<b>FY 2023 Q3</b>	<b>29,897</b>		



**2024 Q3: 27,984 \* Link, no more Village Link**

**2023 Q3: 29,897 \* Village Link + Link On-Demand**

# Q3 2024 Ridership: Total Ridership

Year / Quarter	Fixed Ridership	Link Ridership	Agency Ridership	Total Ridership	% Increase / Decrease YOY
FY 2024 Q3	77,217	27,984	10,660	115,861	33% Increase in Ridership
FY 2023 Q3	50,905	29,897	6,599	87,401	

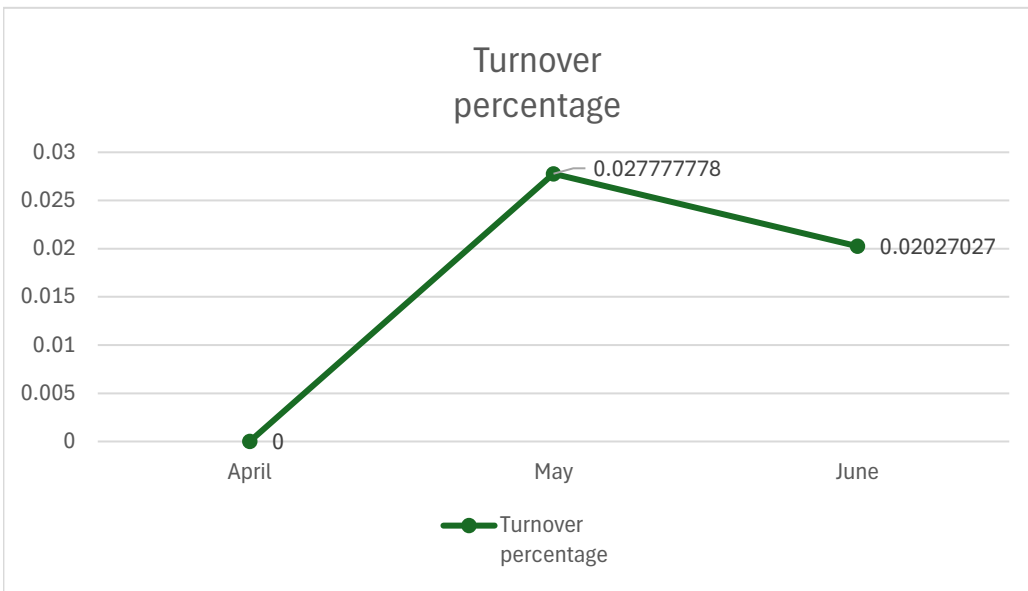
**2024 Q3: 114,201**

**2023 Q3: 87,401**

**33%  
Increase  
in total Ridership**

### 2024 Q3 Attrition

Quarter Month	Number of terminated employees	Avg Number of employees	Turnover percentage
April	0	139	0.00%
May	4	144	2.78%
June	3	148	2.03%



## COMPLIMENTS TO BATA STAFF

Date Received	Employee	Route #	Comment	Dept
06/20/24			My wife and I recently spent 3 days in the Traverse City Area and took multiple rides each day on your various bus lines. We had 5 different drivers in total and every one of them was professional, personable, knowledgeable and friendly. We greatly appreciated this fast and free service your city provides.	
07/10/24	Joseph Mackenley	Link L/R	I had a BATA driver yesterday and he was 1000% great. I have never had him before and he was excellent, and I thought should give him a shout out even though I rarely do. He was that good. I appreciate it. Thanks BATA and thank you Mac.	Link
07/10/24	Sandra Send	Link 3	I didn't get the name of the driver who brought me home from Wal-mart today, but I wanted you to know that she was amazing! She was pleasant, patient and very helpful. Most of the time I have amazing drivers, but she was one of the best.	
07/10/24	Rochelle Trzcinski	Link 13	I want to give a shout out to the driver of bus 204. I live on Luanne Lane she was driving very slowly and cautiously. We have had issues in the past with this, but she was driving below the posted speed limit. Thank you	Link
07/23/24	Matt Ide/Andrew Hayden	Dispatch	I want to give a shout out to all the staff at BATA but especially to dispatch. On this past Saturday. Dispatcher Matt Ide and Andrew Hayden helped me out when the system scheduled my ride to close together. Matt caught the problem and Andy was able to get a rescue bus for me so that I was able to get home. You guys are awesome, and the whole staff does an amazing job. Thank you.	
07/25/24		Dispatch	I am new to using the bus service and I am very impressed with everyone I have spoken with on the phone for information, as well as when I came into the station. Everybody is very helpful, and it is very easy to use, including the online. I am completely impressed and thank you for being in Traverse City.	
7/29/2024	Kim Chambo/ Sid Pearson	Bayline/ Maintance	I called last week about a bus smelling like mildew. When I rode it again yesterday, she had cleaned the whole bus, she is very responsible, competent and on top of things. Just a simple act of cleaning the bus makes a difference. (Sid also cleaned this bus the day it was originally reported)	

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.		

## August 2024 Executive Director's Report

### The Highlight Reel:

#### *Internal*

- Executed the majority of equipment moves to the new HQ.
- Reworked remaining move plan due to delayed Certificate of Occupancy.
- Continued completion of punch list items at new HQ.
- Completed FY25 budget revision for August Board consideration.
- Pursuing procurement of electric vehicle chargers for the EV vans.
- Finalized plan for fall service improvements, slated to roll out September 3<sup>rd</sup>, utilizing the new LaFranier Transfer site.
- Continued working with Brand Tonic to build a communications plan for the upcoming year – Board presentation scheduled for September.
- Began planning for the new HQ open houses – save the dates coming soon!

#### *External*

- Participated in the first of 2 Friday Night Live events.
- Hosted a site visit with Huron County Transit Authority, showcasing the new HQ.
- Participated in a Transit Cooperative Research Program analysis of BATA's on demand transportation.
- Provided a tour of the new HQ to a senior advisor from the US Department of Treasury's Inflation Reduction Act office.
- Added value to Leelanau County's services by providing a shuttle for 90 vendors participating in the Glen Arbor Art Fair.
- Continued success on the Interlochen Concert Series buses with more than 30 riders on each shuttle.

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

#### *Next meeting date:*

- *Regular Meeting September 26, 2024 1:00pm*

Submitted by: Kelly Dunham

## BATA Income Statement July 2024

	July 2024		\$ Over (Under)	July 2023
	Actual	Budget	Budget	Actual
<b>Income</b>				
Fare Box Revenue	\$ 525,923	\$ 441,869	\$ 84,053	\$ 457,667
Local Service Contracts	290,148	251,003	39,145	252,594
Auxiliary Trans Revenue	212,884 <u>1</u>	120,000	92,884	168,890
Non-Trans Revenue	1,945,081 <u>2</u>	625	1,944,456	10,343
Local Revenue	2,086,805 <u>3</u>	3,978,916	(1,892,111)	2,011,444
State Formula & Contracts	3,920,789	4,093,028	(172,238)	2,643,631
Federal Operating Grants	1,870,885	1,850,492	20,393	1,483,383
CRRSAA/CARES Act	-	-	-	1,368,921
Other Revenue	815,635 <u>4</u>	250,000	565,635	394,184
Refunds and Credits	178,497 <u>5</u>	83,333	95,163	218,004
<b>Total Income</b>	<b>\$ 11,846,647</b>	<b>\$ 11,069,266</b>	<b>\$ 777,381</b>	<b>\$ 9,009,061</b>
<b>Expense</b>				
Salaries & Wages	\$ 5,221,630	\$ 5,490,469	\$ (268,839)	\$ 3,963,075
Paid Leave	435,400	435,395	5	367,720
Fringe Benefits	1,546,645	1,594,123	(47,477)	1,292,661
Services	596,690	585,468	11,222	621,135
Fuel & Lubricants	605,112 <u>6</u>	773,778	(168,666)	503,892
Materials & Supplies	331,565	375,473	(43,908)	294,555
Utilities	115,450	150,032	(34,581)	113,800
Insurance	600,683 <u>7</u>	523,173	77,510	565,298
Misc Expense	52,812 <u>8</u>	42,891	9,921	40,393
Operating Leases & Rentals	14,409	13,583	826	13,659
<b>Total Expense</b>	<b>\$ 9,520,398</b>	<b>\$ 9,984,386</b>	<b>\$ (463,988)</b>	<b>\$ 7,776,188</b>
<b>Net Income before Depreciation</b>	<b>\$ 2,326,249</b>	<b>\$ 1,084,880</b>	<b>\$ 1,241,369</b>	<b>\$ 1,232,873</b>
Depreciation	995,910	925,520	70,390	925,520
<b>Net Income (Loss)</b>	<b>\$ 1,330,339</b>	<b>\$ 159,360</b>	<b>\$ 1,170,979</b>	<b>\$ 307,353</b>



**BATA Income Statement Notes**  
**July 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	Expected to be lower than budget at this point in the year, majority of taxes are collected in the summer months
<b>4</b>	Other Revenue	Interest Rates remain high into 2024 (5.3885%).
<b>5</b>	Refunds and Credits	Alternative Fuel Credit and Insurance Claims
<b>6</b>	Fuel & Lubricants	Fuel Prices continue to be under expectations, as well as consumption
<b>7</b>	Insurance	Payout for Insurance Claim, Bus Repair #302
<b>8</b>	Misc Expense	Additional Training - Conference Registrations

## BATA Statement of Net Position July 2024

	July 31, 2024	July 31, 2023	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
ICS/Money Market - General Fund	\$ 780,301	\$ 3,542,670	\$ (2,762,369)	-78.0%
<b>Total Cash</b>	<b>780,301</b>	<b>3,542,670</b>	<b>(2,762,369) 1</b>	<b>-78.0%</b>
Michigan Class - General Fund	1,607,937	1,322,470	285,468	21.6%
Michigan Class - Operating Reserve	2,738,512	2,445,132	293,380	12.0%
Michigan Class - Capital Reserve	5,380,419	5,248,607	131,812	2.5%
Michigan Class - New Facility Reserve	7,781,321	2,527,151	5,254,170	207.9%
<b>Total Michigan Class</b>	<b>17,508,190</b>	<b>11,543,359</b>	<b>5,964,830 2</b>	<b>51.7%</b>
Accounts Receivable	285,925	54,548	231,378 3	424.2%
Due (to) from State	(100,386)	(561,066)	460,680 4	-82.1%
Due from Federal	815,771	1,141,351	(325,580) 5	-28.5%
Property Taxes Receivable	-	-	-	#DIV/0!
Prepaid Expenses	200,122	184,823	15,299	8.3%
<b>Total Current Assets</b>	<b>19,489,923</b>	<b>15,905,685</b>	<b>3,584,238</b>	<b>22.5%</b>
New Facility (CIP)/Land Acquisition	24,660,551	7,295,308	17,365,243 6	238.0%
Fixed Assets (net of depreciation)	7,751,169	5,777,057	1,974,112	34.2%
Deferred Outflows of Resources for Pension Obl.	2,043,710	738,811	1,304,899 7	176.6%
Net Pension Asset	1	714,759	(714,758) 7	
<b>TOTAL ASSETS</b>	<b>\$ 53,945,355</b>	<b>\$ 30,431,620</b>	<b>\$ 23,513,734</b>	<b>77.3%</b>
<b>LIABILITIES &amp; NET POSITION</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable	\$ 123,268	\$ 389,779	\$ (266,511)	-68.4%
Accrued Expenses	383,906	334,634	49,271	14.7%
Deferred Revenue	3,283	751	2,531 8	336.9%
Other Current Liabilities	(7,151)	16,602	(23,754)	-143.1%
<b>Total Current Liabilities</b>	<b>503,305</b>	<b>741,767</b>	<b>(238,463)</b>	<b>-32.1%</b>
Net Pension Liability	941,547	-	941,547 7	#DIV/0!
Deferred Inflows of Resources for Pension Obl.	176,037	919,964	(743,927) 7	-80.9%
<b>Total Liabilities</b>	<b>1,620,889</b>	<b>1,661,731</b>	<b>(40,843)</b>	<b>-2.5%</b>
<b>Net Position</b>				
<b>Assigned</b>				
Operating Reserve Fund	2,738,512	2,445,132	293,380	12.0%
Capital Reserve Fund	5,304,855	5,185,903	118,952	2.3%
New Facility Fund	7,603,299	5,133,970	2,469,329	48.1%
<b>Total Assigned</b>	<b>15,646,666</b>	<b>12,765,005</b>	<b>2,881,661</b>	<b>22.6%</b>
Investment in Capital Assets	32,411,720	13,072,366	19,339,355	147.9%
Restricted for Pension	926,127	533,606	392,521	73.6%
Unrestricted	3,348,716	2,377,441	971,275	40.9%
<b>Total Net Position</b>	<b>52,333,229</b>	<b>28,748,418</b>	<b>23,584,812 9</b>	<b>82.0%</b>
<b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b>\$ 53,954,118</b>	<b>\$ 30,410,149</b>	<b>\$ 23,543,969</b>	<b>77.4%</b>

**BATA Statement of Net Position Notes**  
**July 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 5.4%
<u>3</u>	Accounts Receivable	
<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>	New Facility (CIP)/Land Acquisition	New Facility Construction costs
<u>7</u>	Deferred Outflows of Resources Deferred Inflows of Resources Net Pension Liability	<p><b><u>GASB 68 audit adjustment, as of 9/30/23</u></b>  <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>8</u>	Deferred Revenue	Advertising Revenue, Annual Invoices Paid in Full
<u>9</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  
July 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		121,818			121,818
Investment Income					-
FYxx State LBO Preliminary					-
<b>Total Increases</b>	\$ -	\$ 121,818	\$ -	\$ -	<b>\$ 121,818</b>
<b>Cash Transfers</b>		\$ -			-
<b>Balance at July 31, 2024</b>	\$ -	\$ 2,738,512	\$ -	\$ -	<b>\$ 2,738,512</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  
July 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		240,290			240,290
Investment Income					-
FY2024 Funding:				-	-
FY2023 Surplus				-	-
<b>Total Increases</b>	\$ -	\$ 240,290	\$ -	\$ -	\$ 240,290
<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				-	-
FY24 Contingency \$34,420				-	-
<b>Total Decreases</b>	\$ -	\$ -	\$ -	\$ (103,749)	\$ (103,749)
<b>Cash Transfers</b>		(93,431)		93,431	-
Outstanding Transfers				(75,564)	(75,564)
Independent Bank/ICS Balance	-				-
Michigan Class Balance		5,380,419			5,380,419
Treasury Bill Balance (1.55% int rate)			-		-
<b>Balance at July 01, 2024</b>	\$ -	\$ 5,380,419	\$ -	\$ (75,564)	\$ 5,304,855

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

	Michigan Class	Adjustments	Reserve Fund Total
<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	286,510		286,510
TCHC Infrastructure Reimbursement	488,927	-	488,927
2017-0016 P29 - \$16,725,000		-	-
2022-0015 P10 - \$6,600,000		-	-
Sale of Cass Property	1,930,955		
<b>Total Increases</b>	<b>\$ 2,706,392</b>	<b>\$ -</b>	<b>\$ 775,437</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		-	-
City of Traverse City		(23,426)	(23,426)
<b>Total Decreases</b>	<b>\$ -</b>	<b>\$ (178,863)</b>	<b>\$ (178,863)</b>
<b>Cash Transfers</b>	<b>(188,570)</b>	<b>188,570</b>	<b>-</b>
Outstanding Transfers		(178,022)	(178,022)
Independent Bank/ICS Balance			-
Michigan Class Balance	7,781,321		7,781,321
Treasury Bill Balance (1.55% int rate)			-
<b>Balance at July 31, 2024</b>	<b>\$ 7,781,321</b>	<b>\$ (178,022)</b>	<b>\$ 7,603,299</b>

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

\$ 425,000  
**\$ 8,028,299**

BATA FY2025 Operating Budget As of August 2, 2024		State Percentage	34.87%	40.30%	40.30%	35.01%
		Federal Percentage	36.00%	18.00%	18.00%	18.00%
		Total	70.87%	58.30%	58.30%	53.01%
		Actual 2023	Revised Budget 2024	Original Budget (Jan) 2025	Total Budget (Aug) 2025	
<b>401: Farebox Revenue</b>						
40100	Passenger Fares	\$ 549,418	\$ 530,243	\$ 550,000	\$ 565,000	
40102	Deviated (Flex)					
<b>406: Auxiliary Trans</b>						
40610	Concessions	1,677	1,600	1,600	1,600	
40615	Advertising	107,563	110,000	120,000	150,000	
40620	Intercity Ticket Sales	32,400	32,400	32,400	32,400	
40699	Other Auxiliary Transportation Revenues	-	-	-	-	
<b>407: Nontransportation Revenue</b>						
40760	Gain on Sale of Capital Assets	8,700	-	-	-	
40799	Other Non-Transportation Revenues	-	-	750	750	
<b>408: Local Revenue</b>						
40800	Taxes Levied by Transit Agency	4,812,408	4,767,199	4,886,379	5,208,422	
<b>409: Local Service Contract</b>						
40930	Local Contract Service/Federal Source	291,465	301,204	346,436	342,392	
40950	Local Contract Service/Local Source	11,421	7,500	7,500	7,500	
40999	Other Local Contracts & Reimbursements	-	-	-	-	
<b>411: State Formula &amp; Contracts</b>						
41101	State Operating Assistance	3,642,387	4,881,260	4,974,656	4,312,393	
41114	Cap Cont Reimb for Oper Exp "Mobil Mgmt"	16,114	16,114	16,114	16,114	
41199	Other MDOT/ PTD Contracts "JARC"	80,570	80,570	80,570	80,570	
<b>413: Federal Contracts</b>						
41301	Federal Section 5311 - Non Urban	1,788,053	2,150,635	222,197	337,852	
	Federal Section 5311 - py adj					
41302	Federal Section 5307 - Small Urban			2,003,793	1,952,137	
41314	Cap Cont Reimb for Oper Exp "Mobil Mgmt"	64,455	64,455	64,455	64,455	
41361	CARES Act	1,788,053	-	-	-	
<b>414: Other Revenue</b>						
41400	Interest Income	445,363	200,000	100,000	200,000	
41401	Investment Gain/Loss	172,911	-	-	-	
<b>440: Other Revenue</b>						
44000	Refunds and Credits	227,804	100,000	100,000	100,000	
<b>Total Revenue</b>		<b>\$ 14,050,763</b>	<b>\$ 13,248,680</b>	<b>\$ 13,512,350</b>	<b>\$ 13,377,085</b>	

**40100** - Passenger Fares are holding strong and are forecasted to hit \$600k, so the budget has increased to \$565k.  
**40615** - Advertising is over \$175k this year, with plenty of Ad real estate to be sold, increased to \$150k for next year.  
**40800** - Taxable Vaules increased 8.5% from 2023  
**41101** - State Operating Reimbursement rate declined from 40.2993% to 35.0085% for FY25.  
**41301/41302** - Funding change from large rural (5311) to small urban funding (5307)  
**41400** - MI Class Investments continue to earn and average of 5.37%, slight cuts coming for the new year.

	Actual 2023	Revised Budget 2024	Original Budget (Jan) 2025	Total Budget (Aug) 2025
<b>501: Labor</b>				
50101 Operators' Salaries & Wages	\$ 2,890,563	\$ 3,895,056	\$ 3,986,719	\$ 3,918,198
50102 Other Salaries & Wages	1,827,750	2,113,124	2,236,362	2,330,135
50103 Dispatchers' Salaries & Wages	433,728	580,382	586,602	559,395
<b>502: Fringe Benefits</b>				
50200 Other Fringe Benefits	1,358,700	1,749,384	1,765,882	1,783,021
50210 DC Pensions	29,739	41,381	47,456	63,931
50220 DB Pensions	1,037,418	657,755	693,183	675,217
<b>503: Services</b>				
50302 Advertising Fees	50,523	42,000	54,000	60,000
50305 Audit Costs	23,500	26,000	29,000	29,000
50399 Other Services	632,742	634,562	731,843	894,719
<b>504: Materials &amp; Supplies</b>				
50401 Fuel & Lubricants	605,689	928,534	882,107	712,109
50402 Tires & Tubes	54,290	63,872	63,872	66,283
50404 Major Supplies Under \$5,000	4,000	-	-	-
50499 Other Materials & Supplies	299,909	386,696	386,696	375,924
<b>505: Utilities</b>				
50500 Utilities	130,676	180,038	219,334	206,272
<b>506: Insurance</b>				
50603 Liability Insurance	657,747	627,808	627,808	640,719
<b>509: Misc Expenses</b>				
50902 Travel, Meeting & Training	29,244	30,000	30,000	26,000
50903 Association Dues	22,048	21,469	21,469	26,908
<b>512: Operating Leases &amp; Rentals</b>				
51200 Operating Leases & Rentals	15,211	16,300	16,300	6,661
<b>513: Depreciation</b>				
51300 Depreciation	1,250,474	1,110,624	1,122,656	1,122,656
<b>Total Expense</b>	<b>\$ 11,353,950</b>	<b>\$ 13,104,986</b>	<b>\$ 13,501,289</b>	<b>\$ 13,497,148</b>
<b>Net Income</b>	<b>\$ 2,696,812</b>	<b>\$ 143,694</b>	<b>\$ 11,061</b>	<b>\$ (120,063)</b>
<b>Net Income before Depreciation</b>	<b>\$ 3,947,286</b>	<b>\$ 1,254,318</b>	<b>\$ 1,133,717</b>	<b>\$ 1,002,593</b>
<b>Less:</b>				
<b>Capital Reserve</b>	(686,619)	(653,131)	(666,314)	(659,551)
<b>Designated for New Facility</b>				
<b>Designated for Technology</b>				
<b>Net Income before Depr &amp; after Reserve/Designation</b>	<b>\$ 3,260,667</b>	<b>\$ 601,187</b>	<b>\$ 467,403</b>	<b>\$ 343,042</b>

**Labor/Benefits** - 25% increase to Driver pay beginning 10/1/2023 increases to benefits expected.

Service levels increased to meet demand/need

**Technology** - Increased to pay for all new contracts for operations at new HQ Facility.

**Fuel** - With 30k propane tank, bulk purchasing, forecasting reduction in costs to be significant

**Overall** - expect healthy contribution to capital fund (with board approval) with reserve ending at \$343,042 for FY25.



**Ineligible Expenses**

**550: Ineligible Expense**

	Actual 2023	Revised Budget 2024	Original Budget (Jan) 2025	Total Budget (Aug) 2025
54000 Ineligible Refunds and Credits	\$ 227,804	\$ 100,000	\$ 100,000	\$ 100,000
55005 Ineligible Local Contracts	-	-	-	-
55006 Other Ineligible Interest Expense				
55007 Ineligible Depreciation	1,005,488	878,376	878,376	878,376
55008 Other Ineligible Expenses				
55009 Ineligible Association Dues	1,660	2,000	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	10,000
57402 RTAP	10,000	5,500	5,500	5,500
57604 Other Ineligible Op Exp paid by Capital Contract	80,569	80,569	80,569	80,569
58009 Loss on Disposal of Assets	-	-	-	-
58020 Ineligible Defined Benefit Pension	-	-	-	-

**Total Ineligible Expense**

\$ 1,339,838	\$ 1,076,445	\$ 1,076,445	\$ 1,076,445
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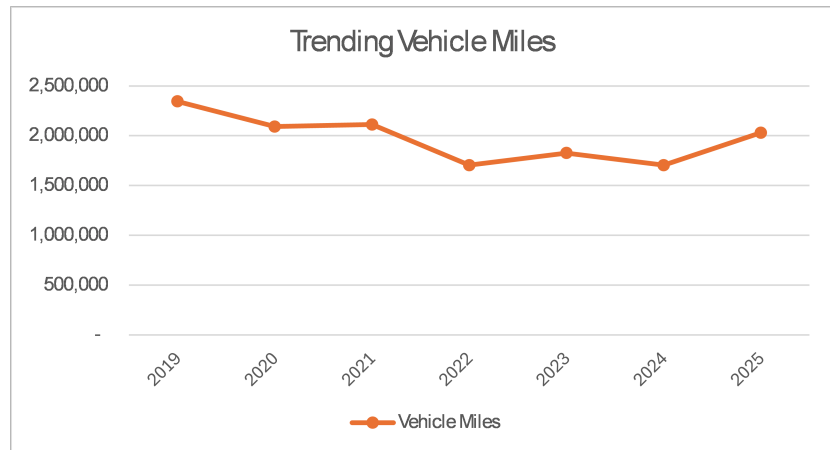
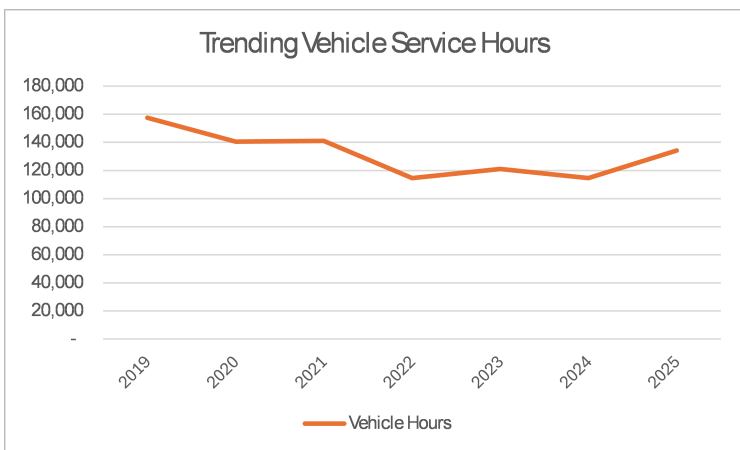
**Total Eligible Expense (net of JARC)**

\$ 9,933,542	\$ 11,947,971	\$ 12,344,274	\$ 12,340,133
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**Revenues in Excess of Eligible Expenses**

\$ 4,117,221	\$ 1,300,709	\$ 1,168,076	\$ 1,036,952
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	2019	2020	2021	2022	2023	A - 2024	B - 2024	2024%	B - 2025
Vehicle Hours	157,564	140,572	140,979	114,631	121,115	94,594	114,631	82.52%	134,167
Vehicle Miles	2,344,517	2,091,151	2,112,397	1,703,812	1,826,162	1,396,919	1,703,812	81.99%	2,029,703



# Municipality Funding Level Calculator

## Based on the 12/31/2023 Actuarial Valuation

Municipality # (4 digits)

Municipality Name

2810	BATA Division 01 Admin Salaried
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4,088,632	Total 12/31/2023 Actuarial Accrued Liability
3,906,194	12/31/2023 Baseline Valuation Assets
182,438	Unfunded (Overfunded) Actuarial Accrued Liabilities
95.5%	Funding Percentage as of 12/31/2023
100.0%	Proposed Funding Percentage as of 12/31/2023
4,088,632	12/31/2023 Proposed Valuation Assets

### Payment needed to Bring Division to 100% Funding by:

<b>165,920</b>	December 31, 2023
<b>166,849</b>	January 31, 2024
<b>167,783</b>	February 28, 2024
<b>168,723</b>	March 31, 2024
<b>169,667</b>	April 30, 2024
<b>170,617</b>	May 31, 2024
<b>171,573</b>	June 30, 2024
<b>172,533</b>	July 31, 2024
<b>173,499</b>	August 31, 2024
<b>174,471</b>	September 30, 2024
<b>175,448</b>	October 31, 2024
<b>176,430</b>	November 30, 2024
<b>177,418</b>	December 31, 2024
<b>178,412</b>	January 31, 2025
<b>179,410</b>	February 28, 2025
<b>180,415</b>	March 31, 2025
<b>181,425</b>	April 30, 2025
<b>182,441</b>	May 31, 2025

**Important Notes:**

The lump sums are based on the data and benefit provisions as found in the December 31, 2023 actuarial valuation. If benefit provisions have changed, the actual lump sum may be materially different.

The assumed investment return in 2024 is 7.00%. If the actual investment return is lower, the required lump sum will be higher.

The proposed funding percentage is based on actuarial value of assets which are currently lower than market value assets. Therefore, the lump sum required to be funded at the level above based on market value of assets would be lower.

The MERS Plan Document requires that the requesting division and participating municipality or court be not less than 100% funded at the time a supplemental actuarial valuation is requested; and the MERS Plan Document requires that the funded level be not less than 100% after adoption of the proposed benefit. The above calculations reflect the assets required to achieve 100% funding by the date specified. The governing body may make a cash contribution, or transfer employer assets from a different division, or both, to meet the 100% requirement. The calculations are estimates only, based on the most recent December 31 Annual Actuarial Valuation, and are provided only for purposes of Plan Document compliance. The actual funded percentage may be different than 100%. No estimates will be provided after Dec 31 until the next Annual Actuarial Valuation has been issued by the Actuary.