



BATA Regular Board of Directors Meeting Agenda
115 Hall St, Traverse City, MI 49684
Thursday, January 26, 2023
Immediately following the Organizational Meeting

1. Call to Order by Chairperson
2. Roll Call
3. First Public Comment*
4. Approval of Agenda
5. Consent Calendar
 - Consideration of Approving the following Minutes*
 - a. *Regular Board Meeting Minutes of December 8, 2022*
 - Consideration of Accepting the following Reports*
 - b. *Monthly Income Statement*
 - c. *Local Advisory Council Minutes*
 - d. *Governance Committee Minutes of January 16, 2023*
 - e. *Finance Oversight Team Notes of January 16, 2023*
 - f. *Board Request Tracker*
6. Any items removed from the Consent Calendar
7. Executive Director's Report
 - a. HQ Facility/Owner's Representative Report
Jerry Tomczak, Program Manager, Cunningham-Limp
8. Chairperson's Report
 - a. Governance Committee Appointments
9. Committee Reports
 - a. Finance Oversight Team
 - b. Governance Committee
10. Finance Reports
 - FY23 Q1 Finance Reports
 - a. Statement of Net Position
 - b. Capital Reserve Fund Report
 - c. Operating Reserve Fund Report
 - d. Land Acquisition Fund Report
 - e. Cash Flow Analysis
11. Old Business
12. New Business
 - a. Resolution to Recognize Linda Joppich's Years of Service
13. Board Discussion Items
 - a. 2023 Discussion Items Survey Review
14. Second Public Comment*
15. Directors' Comments and Announcements/Open Floor
16. Adjournment

***Public Comment:**

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



BATA Board of Directors Meeting Minutes

Thursday, December 8, 2022

115 Hall St Traverse City, Michigan

1. Call to Order - Chairperson
The meeting was called to order by Chairman Cochrun at 1:00pm
2. Pledge of Allegiance and Moment of Silence
The Pledge of Allegiance was recited, and a Moment of Silence was observed.
3. Roll Call

Richard Cochrun	Present
John Sommavilla	Present
Linda Joppich	Present
Heather Harris-Brady	Present
Brad Jewett	Present
Robert Fudge	Present
Gwenne Allgaier	Present
4. First Public Comment
There was no Public Comment.
5. Approval of Agenda and any Conflict-of-Interest Announcements
 - a. BATA Board of Directors Regular Meeting Agenda
On a Motion made by Brad Jewett and seconded by Robert Fudge, the BATA Board of Directors approved the Agenda for the December 8, 2022, Regular Board of Directors Meeting as presented.
MOTION CARRIES: 7-0
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 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 27, 2022*
On a Motion made by Robert Fudge and seconded by Brad Jewett, the Regular Board of Directors Meeting Minutes of October 2, 2022, were approved.
MOTION CARRIES: 7-0
 - b. *Closed Session Minutes of October 27, 2022*
Consideration of Accepting the following Reports
 - c. *Governance Committee Meeting Minutes of October 27, 2022*
 - d. *Finance Oversight Team Notes of November 28, 2022*
 - e. *Board Request Tracker*

- f. *Monthly Income Statement*
- g. *December 2022 Ridership Report*
- h. *Millage Results*

Director Jewett requested that item 6-b be removed from the Consent Calendar

On a Motion made by Brad Jewett and seconded by Linda Joppich, the BATA Board of Directors moved to approve the December 8, 2022 Consent Calendar as amended.

MOTION CARRIES: 7-0

7. Any items removed from the Consent Calendar

- a. Closed Session Minutes of October 27, 2022

On a Motion made by Brad Jewett and seconded by Linda Joppich, the Closed Session Minutes of October 27, 2022 were approved.

MOTION CARRIES: 7-0

8. Executive Director's Report – Kelly Dunham

Kelly introduced Britny Schwartz to the board. Britny is the new administrative assistant at BATA and has an experienced background with TCAPS.

Kelly congratulated Phil Masserant on the recent audit that was conducted last week at BATA.

An update on the MPO status expected to be announced December 29th.

The employee holiday lunch will be held next week and directors are invited to attend.

The Christman contract has been submitted to MDOT. This contract needs approval by MDOT prior to Christman hiring subcontractors.

Kelly gave an update on Tyler Bevier's departure. He will be devoting his time to his new position in Minneapolis.

- a. HQ Facility/Owner's Report – Jerry Tomczak

Jerry reports that the bid process opens tomorrow, and he briefly described the process. We are expecting 40-60 bids. We are comfortable with the bid dates. He has also been working on the RFP for electrical service. The options for purchasing of the transformer were discussed.

9. Chairperson's Report – Richard Cochrun

Chairman Cochrun noted there is a lot of activity after school at the Y. He would like to create partnership with BATA providing the transportation from the schools. He and Director Harris-Brady will work together on this idea.

10. Committee Reports

- a. Governance Committee – John Somavilla

Director Somavilla reviewed the policies presented later in the agenda for Board Consideration

- b. Finance Oversight Team – Richard Cochrun

Richard introduced the need for extending the recruiting and retention incentive to be considered by the Board later in the meeting.

11. Quarterly Finance Reports – Phil Masserant

FY22 Q4 Finance Reports

Phil reviewed the various Finance Reports and highlighted the following:

- The audit went well, and the final report should be arriving soon;
- Questions were addressed.

On a Motion made by Brad Jewett and seconded John Somnavilla, the BATA Board of Directors accepted the FY22 Q4 Finance Reports as presented.

MOTION CARRIES 7-0

12. Old Business

a. Advertising Policy – Eric Lingaur

Eric brought back the subject of the advertising policy to incorporate alcohol ads. The Policy was reviewed, and questions were addressed.

On a Motion made by Gwenne Allgaier and seconded by Robert Fudge, it was moved to approve the Advertising Policy as presented.

Roll Call

Richard Cochrun	YES
John Somnavilla	NO
Linda Joppich	NO
Heather Harris-Brady	ABSTAINED (Conflict of Interest)
Brad Jewett	NO
Robert Fudge	YES
Gwenne Allgaier	YES

MOTION FAILS 3-3

13. New Business

a. BATA Board Member Competencies Policy – John Somnavilla

The Counties will receive a copy for future BATA Board member appointments if approved by the Board.

On a motion made by Brad Jewett, supported by Linda Joppich, the BATA Board of Directors approves the Board Member Competencies Policy as presented.

MOTION CARRIES 7-0

b. Finance Oversight Team Roles & Responsibilities Policy – John Somnavilla

On a motion made by Brad Jewett, supported by Gwenne Allgaier, The BATA Board of Directors approves the Finance Oversight Team Roles and Responsibilities Policy as presented.

MOTION CARRIES 7-0

c. Extension of the Recruiting Incentive – Richard Cochrun

Chairman Cochrun further discussed the recommendation from the FOT to extend the current recruiting and retention incentive for an additional 6 months (through June 30, 2023).

Phil further discussed how the retention assumptions were made and provided the board with more data. 59 people opted to choose the \$10,000. Remaining payments would be around \$1 million. \$425,000 with this extension.

Moved by Brad Jewett to table the agenda item until next month as financial impacts had not yet been presented.

The financial analysis was then distributed.

MOTION WITHDRAWN by Brad Jewett.

On a Motion made by Gwenne Allgaier and seconded by Robert Fudge, the BATA Board of Directors approved extending the Recruiting Incentive for an additional six months.

In discussion, Brad Jewett suggested a friendly amendment to limit the duration of the extension to 3 months. Discussion surrounded 3 month not being a sufficient amount of time to do the amount of hiring that BATA needs and the Board ultimately did not vote on the above motion.

On a Motion made by Gwenne Allgaier and seconded by Robert Fudge, the BATA Board of Directors approves extending the Recruiting Incentive for an additional six months or until we meet our hiring goal of an additional 14 FTE (net).

MOTION CARRIES: 6-1

14. Board Discussion Item

a. Preparing for the Next Crisis/Pandemic

Emergency plans in place at BATA were reviewed and discussed – BATA's Technology Crisis Handling Plan and it's Emergency Preparedness Plan, created during COVID. Heather Harris-Brady suggested adding our lessons learned from COVID to the Emergency Preparedness Plan and also suggested an interesting exercise might be to think through what we would do if we were to be without power for two weeks (i.e. How would we communicate, etc.).

b. Future Discussion Items

Kelly has drafted a list of potential discussion items for 2023.

A survey will be distributed to gauge Board interest and solicit additional ideas.

15. Second Public Comment

There was no public comment

16. Directors Comments/Open Floor

17. Adjournment

On a motion made by Richard Cochrun, and seconded by Robert Fudge, The BATA Board of Directors moves to adjourn the December 8, 2022 Regular Meeting of the BATA Board of Directors at 3:10 pm.

BATA - Local Advisory Council Minutes

Tuesday, January 10, 2023

12:00 pm – 2:00 pm

Hall Street Transfer Station

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

Virtual: Via Zoom

Eric Lingaur began the meeting at 12:03pm

Council Members in Attendance:

Mandy Joppich: Community Representative
Lana Payne: Commission on Aging
Linda Joppich: Community Representative
Susan Odgers: Community Representative
Michelle Krumm: Senior Center Network
April Missias: Leelanau County Senior Services
Demarie Jones: Disability Network No. Michigan
Matt Morritz: Community Representative
Mitch Treadwill: Traverse City Commissioner

BATA Staff in Attendance:

Kurt Braun / BATA
Bill Clark / BATA
Eric Lingaur / BATA
Britny Schwartz / BATA

1. Eric Lingaur: LAC Annual VAP Review:

Eric welcomed the council to the 2023 year and had the council introduce themselves.

2. Kurt Braun: 2023 Vehicle Accessibility Plan

Eric reviewed the attached PowerPoint of our current fleet and described the vehicles' sources of energy and their seating capacity. % of the fleet is currently cutways (23' – 24'). We continue to transfer the fleet to propane fuel due to its functionality, currently 50% of the fleet is fueled with propane. We are still dealing with delays in the supply chain, but have 9 vehicles in the queue, these orders were placed in 2020 & 2021, Kurt is also waiting to order 3 new electric vans through the State. The current rollover plan for the fleet is to replace on average 10% of the fleet with new vehicles. Eric also discussed the 5 year plan in detail.

Mitch Treadwell asked if we are currently seeing many maintenance issues in the fleet, Eric stated that we are not currently having any major maintenance issues, but it certainly is a concern. Kurt reports that all vehicles are serviced regularly

(approx. every 2 ½ weeks) to ensure they are running smoothly, they also complete safety inspections every quarter.

Mitch Treadwell asked why we chose to have a propane fueling station instead of a gasoline. Eric reports that we researched all options, but ultimately, we did not have the need or infrastructure to support having a dedicated gasoline fueling station.

Susan Odgers asked if there has been conversation about BATA partnering in the City Mobility Plan. Mitch reports that BATA is currently involved at a member organization capacity and the city will likely add additional partnership abilities once more plans have been finalized at the city level. Susan also questioned the steps that BATA is taking on attracting new employees using the Diversity, Inclusion and Equity methods. Eric states that staff is still out biggest hurdle at the moment and the required response has been continued reduced services to match staffing (This plan originally took effect in November, 2021). It is the plan to bring services back as soon as there is staffing to support all services, he also states that we would need to hire 10-15 additional drivers to support service increases. The \$10,000, 3 year sign on bonus incentive was extended for an additional 6 month by the Board of Directors, application numbers have increased recently, however we continue to be mindful of the quality of candidates and continue hold the requirement standards very high for our staff.

Linda Joppich asked about what information the millage provided to BATA and how does it influence purchasing additional fleet vehicles moving forward. Eric reported that the largest piece of feedback was that it was discouraging to see empty buses on the road. The plan is to now match the vehicle to the utilization rate, using smaller vehicles when able while continuing to utilize the current assets.

3. Bill Clark and Eric Lingaur: BATA Roles from 2023

Bill and Eric report that City routes have continued to run on essentially their traditional schedule, Bayline is running every 20 minutes for each stop. The Village Loop 11 is still paused, Loops 12, 13 and 14 are still delayed due to running them every 2 hours but Routes 16 and 31 are running smoothly and see high utilization rates. Ridership numbers are good, riders per hour is up to 7ish in 2022. There has been an increase in demand without an increase in service, student numbers have also increased. The Link On Demand ridership more than doubled in the last year. There is current work being done to work on releasing a new app for ride requests, this app with service both fixed routes and LOD as well as Traverse City and Leelanau Counties. The hope is it will help customers book easily, increase reliability and help customers receive better realtime updates on when their bus will arrive. The challenge will be to keep up with demand and maintain a balance between transit and Link on Demand. The goal with the system is to provide a vast variety of options for riders to utilize services in the way their prefer. The rollout is expected in May/June 2023. Eric also asked

the team if they have any recommendations or requests for senior ridership. Lana Payne said they have a constant need for bus passes and there is new concerns now that Munson is no longer providing out of hospital transportation for medical appointments. April Missias states they have no seen an increase in ridership, but they do provide passes as requested. The biggest struggle they are facing is that our senior population does not know how to request rides, Eric and Bill both state that our dispatchers are happy to assist, or they may provide any customers with their direct lines and they can help them. Eric also states that in the 5 year plan, there will be no fare increase.

Matt Morritz states that he likes the voicemail option for requesting rides. Eric said there are updates coming to provide customers the option to reach a live operator as well as leave a message.

Mitch Treadwell recommends figuring out a way for customers to reach a live dispatcher after hours in the event of an emergency or items that may have been left on the bus.

4. Eric Lingaur: New Technology

Planning on transitioning to a new app (VIA) from Transloc late Spring. This new app will help customers request rides in Traverse City and Leelanau County as well as provide live updates to customers. Will continue to provide non-technology options for customers who do not utilize technology.

Looking into providing openhouses to assist customers in downloading and using the app – Where would the best locations be? The committee recommends the Hall St transfer station, library, senior center, etc. Communication methods recommended include: Flyers, open house, radio, in person presentations, etc. Senior Services would include any written information in their monthly newsletter, Commission on Aging would encourage staff to present to employees at a staff meeting so they are able to assist customers with the app.

Mitch Treadwell recommends providing paper information at stop houses with maps and times of pick up as well better lighting at outlying stops.

5. Eric Lingaur: Transit Plan

Eric Lingaur states that there are no plans to change fare rates in the 5 year plan, the Board of Directors could change this as needed. Construction at the new headquarters should be completed in Fall of 2024, bid selection took place in December. Still working on advertising for employees.

6. Roundtable:

This council will meet three times yearly: January, May/June and September.

7. Eric Lingaur: LAC Chair Nomination

Matt Morritz is self nominated for the LAC Chair: A rollcall was made with 6 Yes, 0 – No – Matt Morritz will be the LAC Chairperson for 2023.

Eric thanked everyone for their attendance today and adjourned the meeting at 1:43pm

2022 Local Advisory Council Membership

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

CC: Kelly Dunham/BATA
Eric Lingaur/BATA
Kurt Braun/BATA
Britny Schwartz/BATA
Bill Clark/BATA
Valerie Shultz/MDOT

Our thanks for your support and advocacy!



BATA Governance Committee Minutes

Monday, January 16, 2023

11:30 a.m.

Hall Street Transfer Station

115 Hall Street, Traverse City, Michigan 49684

1. Call to Order by Chairperson

John Sommovilla called the meeting to order at 11:42pm

Members Present: John Sommovilla, Heather Harris-Brady, Robert Fudge

Other's Present: Kelly Dunham, Britny Schwartz

2. First Public Comment

No public comment

3. Old Business

a. Draft Revision of Articles of Incorporation

Discussion ensued regarding changing the language regarding the Board of Directors composition moving to a 9-person Board of Directors as well as moving descriptors from the Articles of Incorporation to the Bylaws under Section 3.

Otherwise, no other changes are recommended. A final revision draft will be presented the BATA Board at the January 26, 2023 meeting.

b. Draft Revision of BATA Board Bylaws

The Committee discussed how to identify representation gaps and Board of Directors composition when appointing at large Board members. The Committee agreed that it is the responsibility of this committee to determine qualifications needed for Board Members to ensure all members in the community have access to BATA's services in the community.

It was also recommended to implement the new at large seats in a staggered fashion so as not to create a large board turnover all at once.

Otherwise, no other changes were recommended and it was agreed to take a draft to the Board of Directors in January with a vote to take place at the February meeting.

4. New Business

- a. Draft Board Compensation Policy
 - i. Kelly Dunham presented a draft of the proposed Board Compensation Policy.

The Committee agrees that a \$40 per meeting compensation is fair and appropriate, this will also ensure that the Directors are not compensated more than the \$600.00/year mandate for a 1099 tax form. It was requested to add that per meeting would include regular, committee and special meetings as well as to remove the milage reimbursement language. An additional request was made to add language that a Board member has the ability to waive compensation at their discretion. A final draft will be reviewed at the next Governance Committee meeting.

- b. Upcoming Strategic Planning Session – 3/16/23

This session will consist of establishing high level priorities for BATA to follow over the next 3-5 years.

5. Second Public Comment
No public comment.

6. Adjournment
John Somnavilla adjourned the meeting at 12:42pm.

**BATA
Finance Oversight Team
Notes**

**1:00pm January 16, 2023
3233 Cass Road, Traverse City, MI**

Board Members Present: Richard Cochrun, Bob Fudge, John Somavilla
Staff Present: Kelly Dunham, Chris Davis, Phil Masserant

1. FY 2024 Budget Update

Phil discussed his budgeting process and presented high level assumptions that he is using in compiling the budget for some of the biggest expense line items such as fuel, wages, and general expenses and revenue assumptions for property taxes. The FY24 budget will be presented to the BATA BOD on January 26, 2023, with a planned revision in August 2023.

2. Driver Compensation/Recruiting Incentive Discussion

A brief discussion was held regarding the upcoming planned increase to BATA's bargaining units which is scheduled for a 2.5% wage increase February 1st as well as the expiration of the recruiting incentive June 30th.

3. Confidential – LOI received for Cass Property

The FOT reviewed a confidential letter of interest in the Cass Road property. The FOT consensus was that the "offer" was low and would like to have the property listed so that other interested buyers may produce a higher purchase price. Kelly will be meeting with the FTA and MDOT on January 24th and will know what next steps need to be based on their guidance.

4. Investment Strategy Recommendation

The FOT discussed the potential of investing BATA's cash in Michigan Class, an option that has provided historically above average returns while keeping the investment liquid. Phil has experience with Michigan Class and other transit systems have recently invested with them and are recommending the option. Next steps: Phil will present the FOT with additional experience data for consideration.

Greetings BATA Board of Directors!

This month we welcome two new BATA Board Members – Joe Underwood, appointed by Grand Traverse County for a three-year term and Jamie Kramer – a newly seated Leelanau County Commissioner appointed to a one-year term on the BATA Board. Welcome Joe and Jamie! John Somavilla and I conducted their orientation on the 16th to help bring them up to speed on all things BATA.

With the announcement of the MPO/transition to Small Urban we've begun recruitment for BATA's first procurement and grants management coordinator. This was a planned staff expansion due to the additional duties that will become the responsibility of BATA with the transition. Our region has been prepping/practicing for the MPO designation for many years. It is expected to bring upwards of \$1 million in federal funds annually to be used on multimodal transportation projects throughout the urbanized area. The Traverse Transportation Coordinating Initiative will be meeting with MDOT on February 23rd to learn about the next steps associated with this transition. Networks Northwest will also be presenting to the BATA Board that afternoon at our February 23rd regular meeting.

We've finished up all the subcontractor post bid interviews for the new facility. The construction manager is compiling the award recommendation list, which I'm hoping to have to share with you all next week. We've also received the initial contract approval from MDOT. Christman is now working on establishing the GMP (Guaranteed Maximum Price) which will then be submitted to MDOT for approval. In the meantime, Christman will be securing the contracts with the subs and we'll start looking at the groundbreaking date!

Prior to year end Chris, Eric and I had the opportunity to participate in another one of Traverse Connect's Leadership Roundtable events. This one focused on culture, effective communication, and leadership. It was a good reminder of the importance of the words we choose and the energy we bring to our team.

We'll begin the meeting this month with our organizational meeting – electing officers and setting the calendar for the upcoming year. The regular meeting will follow.

In other action items on the agenda this month, you'll find:

- A resolution recognizing Linda Joppich's contributions to BATA over the past 13 years.
- Our Vehicle Accessibility Plan as required by MDOT.
- Our FY24 Preliminary Budget as required by MDOT.

For the discussion item this month we'll present the results of the survey sent out regarding the 2023 discussion items.

As always, I look forward to seeing all of you next week! In the meantime, if there are any questions, please contact me at 231-675-2885.

Respectfully,

Kelly Dunham



**BYLAWS AND RULES OF PROCEDURE
OF
BATA**

ADOPTED JULY 26, 1996, REVISED MARCH 31, 1999, REVISED JANUARY 30, 2013,
REVISED APRIL 30, 2014, REVISED FEBRUARY 24, 2016, REVISED JANUARY 27,
2022, _____

PREAMBLE

This public body corporate, having been created pursuant to Act 196 of 1986, as amended, Public Acts of the State of Michigan (the "Act"), is named BATA (the "Authority"), and pursuant to the Act, power is granted to the Board of Directors of the Authority (the "Board") to make such rules and bylaws for its government as it may deem appropriate, not inconsistent with the Act creating the Authority. The bylaws of the Board are as follows:

ARTICLE I

OFFICES

Section 1. Office. The principal office of the Authority shall be 3233 Cass Road, Traverse City, MI 49684.

ARTICLE II

BOARD OF DIRECTORS

Section 1. General Powers. The property, affairs, and business of the Authority shall be managed by the Board to the extent of the powers and authority delegated to the Board by the Act. No person shall be entitled to exercise a proxy vote for any Board member. The governing body of the Authority is the Board.

Section 2. Number, Tenure and Qualifications. The Board shall consist of ~~seven~~nine members who shall be appointed as provided in its Articles of Incorporation. The Board shall exercise all of the powers and duties set forth under the provisions of said Act.

Section 3. Board Composition. It shall be the responsibility of the BATA Board Governance Committee to identify gaps in representation on the BATA Board as at-large seats are appointed. The Governance Committee shall endeavor to maintain balance in Board composition when recommending the at-large seat appointments.

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BATA's Board Governance Committee shall strive to maintain membership that will allow BATA's Board of Directors to be comprised of at least one representative of each of the following:

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- City of Traverse City
- Rider and/or Rider Representative
- Multi-modal Transportation Representative (such as TART, Norte, Groundworks)

- Rural Townships Representative
- Urban Townships Representative i.e., Garfield, East Bay, Acme, Elmwood

Section 3. Regular Meetings. Regular meetings of the Board shall be held at such times and places determined from time to time by resolution of the Board. If the date fixed for any such regular meeting be a legal holiday under the laws of the state of Michigan, then the same shall be held on the next succeeding secular day not a legal holiday under the laws of the state of Michigan, or at such other time within the month as may be determined by resolution of the Board. At such meetings the Board may transact such business as may be brought before the meeting. Virtual attendance is allowed within the parameters of the Open Meetings Act.

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Section 4. Order of Business*. Conduct of a regular meeting shall require the following items of business:

1. Call to Order by Chairperson
2. Pledge of Allegiance/Moment of Silence
3. Roll Call/Quorum
- ~~4.~~ First Public Comment
- ~~5.~~ 4. Approval of Agenda – Conflict of Interest
- ~~6.~~ 5. Consent Calendar*
 - a. Approval of BATA Board Meeting Minutes
 - ~~b.~~ Acceptance of Reports and Other Minutes
 - ~~b-c.~~ Correspondence
- ~~7.~~ 6. Items Removed from Consent Calendar
- ~~8.~~ 7. Executive Director's Report
- ~~9.~~ 8. Chairperson Report
- ~~10.~~ 9. Committee Reports
- ~~11.~~ 10. Quarterly Finance Reports
- ~~12.~~ 11. Old Business
- ~~13.~~ 12. New Business
- ~~14.~~ 13. Board Discussion Items
- ~~15.~~ 14. Second Public Comment
- ~~16.~~ 15. Directors' Comments and Announcements/Open Floor
- ~~17.~~ 16. Adjournment

*The Chairperson may establish the order of business, subject to an objection by a Board member in which case the order shall be decided by the Board. Items may be added to the Consent Calendar at the discretion of the Chairperson.

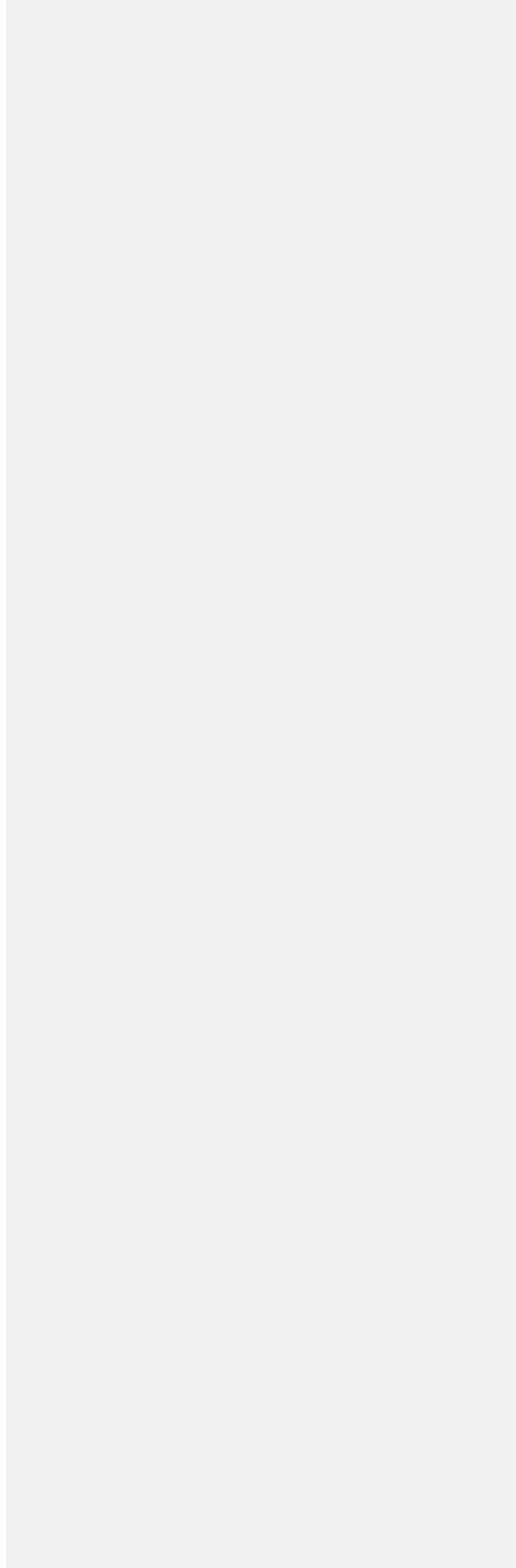
Section 5. Agenda Materials. Preparation of agenda materials for annual, regular, and special Board meetings shall be the responsibility of the Executive Director.

Section 6. Special Meetings. A special meeting of the Board may be called at any time by the Chairperson or Executive Director at his/her discretion. Special meetings shall also be called by the Executive Director after having received a written request by two members of the Board. Within 48 hours of written request by two members of the Board, the Executive Director shall schedule the special meeting within ten calendar days from the date of receipt of the second written request. Notice of special meetings stating the purpose shall be given to each member of

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the Board not less than 48 hours prior to the day named for the meeting.

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Section 7. Study Sessions of the Board. Study sessions of the Board may be held periodically as determined by the Chairman or by the Board. Notice of such study sessions shall be given to each member of the Board orally at least two days prior to the date of holding of such study sessions.

Section 8. Minutes of Meetings. The Board shall keep minutes of each meeting of the Board showing the date, time, place, members present, members absent, and any decisions made at the meeting. The minutes shall be public records open to public inspection and shall be available for public inspection not later than eight business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five business days after the meeting at which the minutes are approved by the Board.

Section 9. Open Meetings. The Board shall follow the Open Meetings Act.

Section 10. Quorum. A simple majority of the Board shall be necessary to constitute a quorum for a meeting.

Commented [KD1]: In person attendance for quorum and voting only allowable in person are components of the OMA. Due to the statement in Section 9, I have not changed the existing verbiage.

Section 11. Voting. All official action by the Board shall be taken in public session and shall be by resolution or motion. The affirmative vote of a majority of members present and qualified to vote shall be necessary for the adoption of any resolution or motion. All votes of the Board shall be taken and recorded by the Secretary. A roll call vote shall be taken when called for by any member of the Board.

Section 12. Vacancies. The Board may declare a vacancy occurring among its members by reason of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise. A vacancy shall be filled in the manner provided for appointment in the Articles of Incorporation. No vacancies on the Board shall impair the power of the Board to transact any and all business for the Authority and perform all its duties as provided for by the Act.

Section 13. Compensation. Each member of the Board shall receive reimbursement for expenses incurred in the discharge of his/her duties as a Board member. Each member of the Board may receive compensation as determined by the Board.

Commented [KD2]: The Governance Committee needs to discuss whether this language is sufficient and/or if a meeting stipend should be identified and included in the Bylaws.

Section 14. Issue Policy Memoranda. The Board shall from time to time, issue policy memoranda, the purpose of which is to maintain continuity, coherence, and consistency in the policies of the Board for the benefit of all Board members and for the guidance of the Executive Director and staff.

Section 15. Public Comment. At any regular or special meeting, any interested person may address the Board on any agenda item if recognized by the presiding officer. Any interested person may address the Board on any matter of BATA concern during an agenda item designated Public Comment. The comment of any member of the public or special interest group may be limited in time to not more than five (5) minutes by the presiding officer. The presiding officer shall have the authority to limit and terminate any public comment that becomes disruptive,

unduly ~~repetitive~~ ~~or~~ ~~repetitive~~ or impedes the orderly progress of the meeting. The presiding officer shall control the order and duration of any public comment, subject to appeal.

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ARTICLE III

OFFICERS

Section 1. Executive Director. The Executive Director shall be hired by the Board of Directors to be the Chief Executive of the Authority. The Executive Director shall have control and management of the Authority and shall be responsible for the business of the Authority and the employees thereof. The Executive Director shall direct the enforcement of all resolutions, rules, and regulations adopted by the Board. The Executive Director shall normally attend all meetings of the Board. The Executive Director shall be responsible for all purchases on behalf of the Authority. All of the above powers shall be exercised by the Executive Director under the general policy of the Board, consistent with the Authority's annual operating budget as approved by the Board.

Section 2. Officers of the Board. The officers of the Board shall be elected by the Board from among its members and shall be a Chairperson, Vice-Chairperson and Secretary. Terms shall be for one year with elections annually at the annual meeting.

Section 3. Vacancies. Should any office described above become vacant, the Board shall elect a successor from among its members at a regular or special meeting of the Board and such election shall be for the unexpired term of said office.

Section 4. Duties. Board member officers:

(a) Chairperson. The Chairperson of the Board shall have the following powers and duties.

- (1) Preside, when present, at all meetings of the Board and shall consult with the Executive Director on the agenda for regular and special Board meetings.
- (2) Propose and discuss motions and shall vote on all resolutions and motions but the Chairperson shall vacate the chair when participating in discussions or when proposing motions.
- (3) Together with the Executive Director, execute and acknowledge in the name of the Authority all mortgage, bonds, and other instruments of indebtedness except that the Board, by resolution, may authorize the Chairperson and the Executive Director to execute short term promissory notes provided that both of the authorized signatures appear on the short term promissory note.
- (4) Appoint members of committees with concurrence of the Board.
- (5) Be a member ex-officio without voting authority of all committees.
- (6) Perform all such other duties as from time to time shall be assigned by the Board.

(b) Vice-Chairperson. In the absence or disability of the Chairperson, the Vice-Chairperson shall perform all the duties of the Chairperson, and when so acting, shall have all the powers of, and be subject to all the restrictions upon the Chairperson.

(c) Secretary. The Secretary shall cause minutes to be kept of all meetings and shall attend to the giving and receiving of all notices of the Authority and the Board. The Secretary may designate a BATA employee to assist in performing these duties.

Section 5. Registered Agent. The Executive Director shall be the registered agent and the principle office the registered address.

ARTICLE IV

COMMITTEE

Section 1. Committees.

Established. The Board may by resolution establish committees which shall consist of members of the Board as may be appointed by the Chairperson, with the concurrence of the Board.

Duties. The instructions, procedures, and scope of the committee's responsibility shall be determined by the Board.

ARTICLE V

FISCAL YEAR

Section 1. Fiscal Year. The fiscal year of the Authority shall be a fiscal year beginning in the first day of October of each year and ending on the 30th day of September the next ensuing year.

ARTICLE VI

AMENDMENTS TO BYLAWS

Section 1. Bylaws. These Bylaws may be altered, amended, or repealed and new Bylaws adopted, by vote of five members of the Board at any regular or special Board meeting, provided that at least ten days' written notice incorporating the exact language of the proposed change has been given to all members of the Board.

ARTICLE VII

PARLIAMENTARY RULES

Section 1. Parliamentary Rules. Except where inconsistent with the Act or these Bylaws, Robert's Rules of Order, as from time to time revised, shall govern the proceedings of the Board and its committees.

ADOPTED JULY 26, 1996, REVISED MARCH 31, 1999, REVISED JANUARY 30, 2013, REVISED APRIL 30, 2014, REVISED FEBRUARY 24, 2016, REVISED JANUARY 27, 2022

DRAFT

**ARTICLES OF INCORPORATION
OF
BATA**

ARTICLE I

The name of the corporation is BATA, hereinafter referred to as the "Authority."

ARTICLE II

The Authority created under these Articles is a new and successor organization to the Bay Area Transportation Authority, pursuant to the Public Transportation Authority Act. 1986 PA 196.

ARTICLE III

The Members of the Authority shall be Grand Traverse County and Leelanau County.

ARTICLE IV

The Authority shall be directed and governed by a 9-person Board of Directors, herein referred to as the "Board." Grand Traverse County shall appoint four members of the Board. Leelanau County shall appoint two members of the Board. The three remaining seats shall be "at-large" and shall be appointed by the majority vote of those members appointed and qualified to serve. The three at large Board members shall be appointed every three years for a three-year term. Each county's appointees shall be appointed for three-year terms.

ARTICLE V

The Authority is to be financed through grants of money or property from federal or state governments, other revenues from federal or state governments, fees from riders, fees from contract users, financial contributions from federal, state, county, city or township governments, taxes authorized by the voters or by members, and other miscellaneous sources.

ARTICLE VI

The registered office and the registered agent of the Authority shall be as designated in the Bylaws.

ARTICLE VII

The name and address of the incorporator is the Bay Area Transportation Authority, 3233 Cass Road, Traverse City, MI 49684.

ARTICLE VIII

The purposes for which the Authority is created are:

1. To, pursuant to 1986 Public Act 196, as amended (Act 196), plan, promote, purchase, acquire, establish, own, lease, operate, or cause to be operated, maintained, improved, enlarged, or modernized, public transportation facilities and system within and outside the limits of the Members.
2. To do all things reasonably necessary, proper, or convenient for the accomplishments of any of the above purposes.

ARTICLE IX

The Authority is hereby empowered to do anything authorized or permitted by Act 196, expressly or by implication, and to do any other lawful act reasonably necessary, proper, suitable, or convenient for the achievement of furtherance of the purposes above-stated.

ARTICLE X

1. The Board members appointed by the Members shall be residents of the public entity appointing them and shall be over the age of 18 years. Board members may be elected or appointed officials of a political subdivision.
2. The term of each Board member shall begin on December 31.
3. The Board shall hold at least an annual meeting at such place and time as shall be fixed by the Board. The Board shall, at its annual meeting, elect a chairperson, vice-chairperson, and secretary, who shall be members of the Board. The Board shall have the authority to appoint a treasurer and recording secretary, who need not be members of the Board. The Board shall transact such other business as may be necessary at its annual meeting and shall fix the time and place for regular meetings.

4. The Authority and the Board shall be subject to the provisions of 1976 Public Act 442, as amended, (Freedom of Information Act) and 1976 Public Act 276, as amended, (Open Meetings Act).
5. The Board shall supply a system of accounts to conform to the system required by law and shall provide for the auditing of said accounts at least once a year by a certified public accountant.
6. The Board shall adopt bylaws, policies, and procedures it deems reasonably necessary or proper for the conduct of the business of the Board and for accomplishing the purposes for which the Authority is created.
7. The Board shall employ an Executive Director with such duties and authority as shall be determined by the Board. The Executive Director shall adopt rules, regulations, and/or policies governing the employees, property, and facilities under the Authority's jurisdiction.
8. The Executive Director of the Authority shall be charged with the responsibility of causing these Articles of Incorporation to be published in the Record Eagle and the Leelanau Enterprise and the printed copies of the Articles of Incorporation to be filed as provided in Act 196.

ARTICLE

XI

These Articles of Incorporation may be amended at any time by written document signed by not less than two-thirds (2/3) of the entire Board.

ARTICLE

XII

The Restated and Amended Articles of Incorporation shall be effective on the ____ **day of** ____, **2023**.

I hereby certify that the Restated and Amended Articles of Incorporation of BATA were adopted by the affirmative vote of not less than two-thirds of the entire BATA Board, at a meeting held on _____, 2023.



Resolution Honoring
Linda Joppich

WHEREAS: Linda Joppich served on the Bay Area Transportation Authority Board of Directors from September 20, 2009 to December 31, 2022;

WHEREAS: Linda Joppich served as Secretary of the Bay Area Transportation Authority Board of Directors from January 26, 2011 to December 31, 2022;

WHEREAS: Linda Joppich advocated for many years for the addition of an Interlochen Village Loop, which was implemented in 2012 and became the highest ridership Village Loop in the system;

WHEREAS: Linda Joppich supported the change process that has resulted in a more efficient, effective and customer focused public transit system in Grand Traverse and Leelanau Counties;

WHEREAS: Linda Joppich steadfastly represented transit dependent riders throughout Board discussions;

WHEREAS: Linda Joppich’s tenure on the BATA Board of Directors offered invaluable historic perspective and a thorough understanding of BATA’s opportunities and challenges;

THEREFORE BE IT RESOLVED that the Bay Area Transportation Authority Board of Directors hereby honors Linda Joppich for her 13 years of dedicated service and leadership to the Bay Area Transportation Authority.

Presented this 26th day of January 2023

Ayes:
Nays:

Approved this 26th day of January 2023

Director

Director

Director

Director

Director

Director

ATTEST:

Secretary, Board of Directors



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

12/22/2022

Valerie Shultz, Project Manager
Office of Passenger Transportation
Michigan Department of Transportation
P.O. Box 30050
Lansing, MI 48909

Dear Valerie:

Attached to this email please find BATA's updated Accessibility Plan, as reviewed by the agency's Local Advisory Council on 1/10/2023 (see enclosed minutes of LAC meeting), and by the agency's governing body on 1/26/2023.

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

Sincerely,

Kelly Dunham, Transit Manager
BATA

/Enclosures

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

1. Purpose

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

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

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

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

As used in this Accessibility Plan

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

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

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

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

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

BATA developed this plan using the following process:

- a. Agency staff drafted a plan, incorporating all information required by R 247.4201 and R247.4202 of the Michigan Administrative Code
- b. The draft plan content was reviewed at a meeting of the BATA Local Advisory Council, held on 1/10/2023, wherein the Local Advisory Council was given opportunity to review and comment on the content of the plan. In accordance with Sec. 10e(18)(d) of the Act, all comments on the plan received at this meeting by Local Advisory Council members are contained in a separate section of this plan, below.
- c. A final draft plan was submitted to and approved by BATA’s governing body.

5. Local Advisory Council Composition - Rule 202

BATA’s Local Advisory Council is currently comprised of eleven (11) members, which meets or exceeds the required minimum of three members. In accordance with Rule 202, no member of the Local Advisory Council is an employee, executive committee member, or governing board member of BATA. BATA ensures that at least 50 percent of its Local Advisory Council membership represents persons who are 65 years of age or older and persons who have disabilities within the agency’s defined service area.

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

**1. Amanda Molski
Chairperson Name**

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

**Area Agency on Aging LAC
AFFILIATION**

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

**2. Dan Buron
Name**

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

**Goodwill of Northern Michigan
AFFILIATION**

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

**3. Mandy Joppich
Name**

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

**Community Member
AFFILIATION**

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

**4. Michelle Krumm
Name**

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

**Senior Center
AFFILIATION**

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

**5. April Missias
Name**

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

**Leelenau County Senior Services
AFFILIATION**

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

6. Demarie Jones
Name

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

7. Matt Moritz
Name

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

8. Susan Odgers
Name

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

9. Lana Payne
Name

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

10. Mitch Treadwell
Name

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

11. Linda Joppich
Name

This Member is a:
 Person with Disabilities
 Person 65 years and older
 Neither of the above groups
 Represents one of the above

Disability Network
AFFILIATION

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

Community Member
AFFILIATION

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

Community Member
AFFILIATION

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

GT Commission on Aging
AFFILIATION

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

City Commissioner
AFFILIATION

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

Community Member
AFFILIATION

This member is:
 Jointly appointed by the area agency on aging
 A user of public transportation
 Neither of the above

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

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

- a. Number of demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 24
- b. Number of accessible demand response vehicles presently in service purchased using Comprehensive Transportation Fund monies = 24

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

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

- a. Number of demand response vehicles in agency’s anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 24
- b. Number of accessible demand response vehicles in agency’s anticipated fleet which will be purchased using Comprehensive Transportation Fund monies = 24

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

As indicated above, the agency currently operates or plans to operate a total of 24 demand response vehicles. Of these vehicles, the total number that will be fully accessible to seniors and individuals with disabilities is 24 vehicles. The reason for operating or planning to operate this number of accessible vehicles comes from the current configuration of our services offered within our service area. We have found that we can adequately provide the appropriate level of service with this size fleet coupled with the fleet of 52 fixed route buses, 47 of which are also accessible vehicles.

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

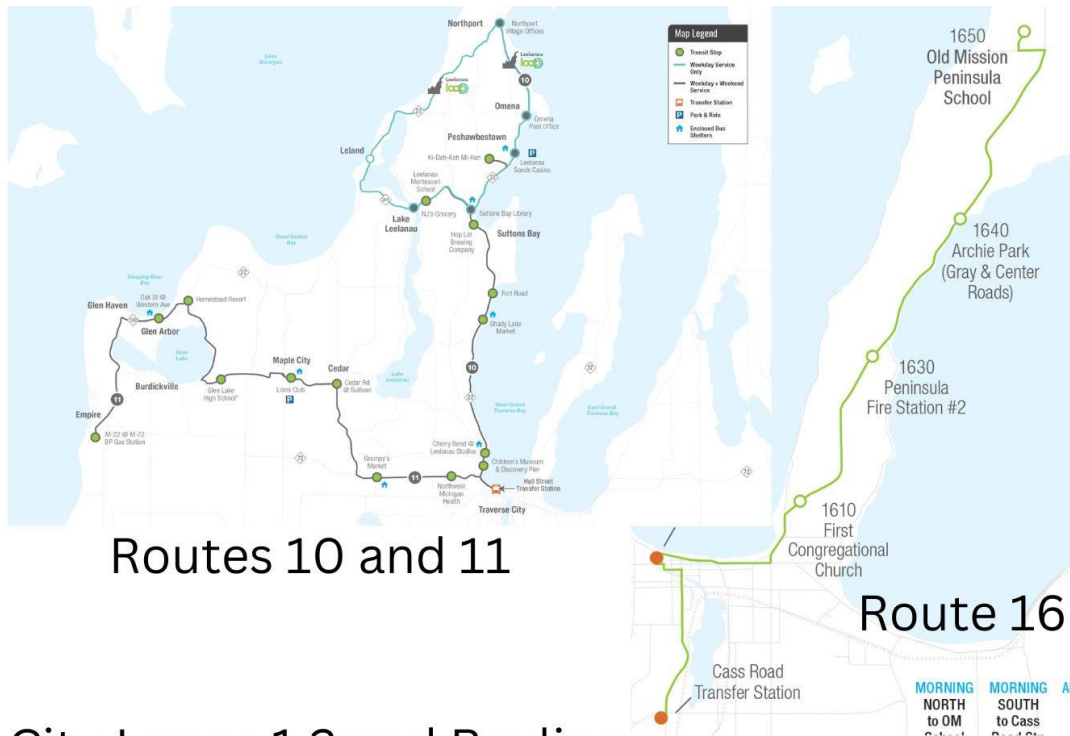
BATA’s fare structure that is in use for seniors, individuals with disabilities, and the general public for demand response and fixed route service is as follows:

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

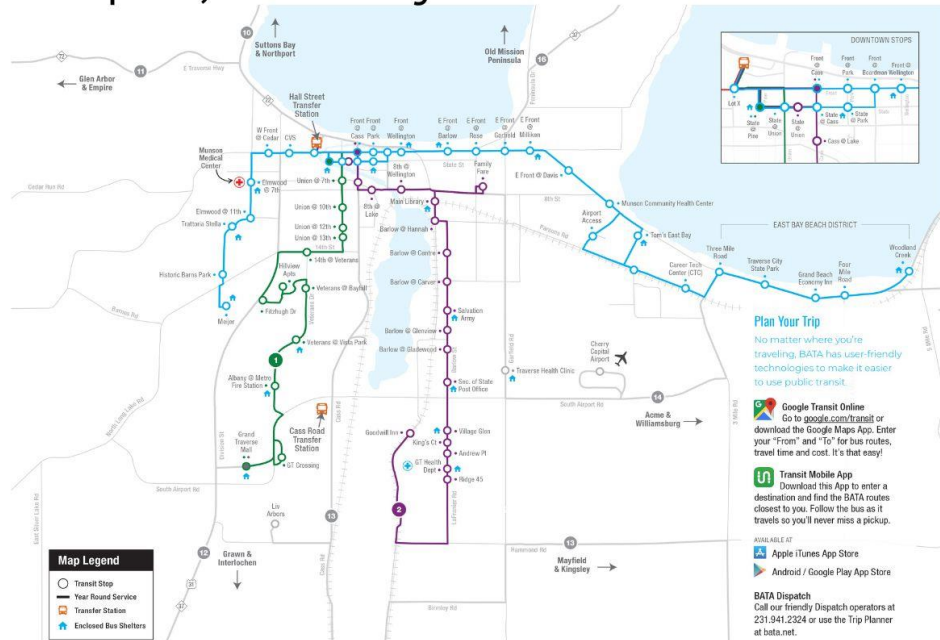
10. Map and Narrative Description of Service Area – Rule 201 (2) (f)

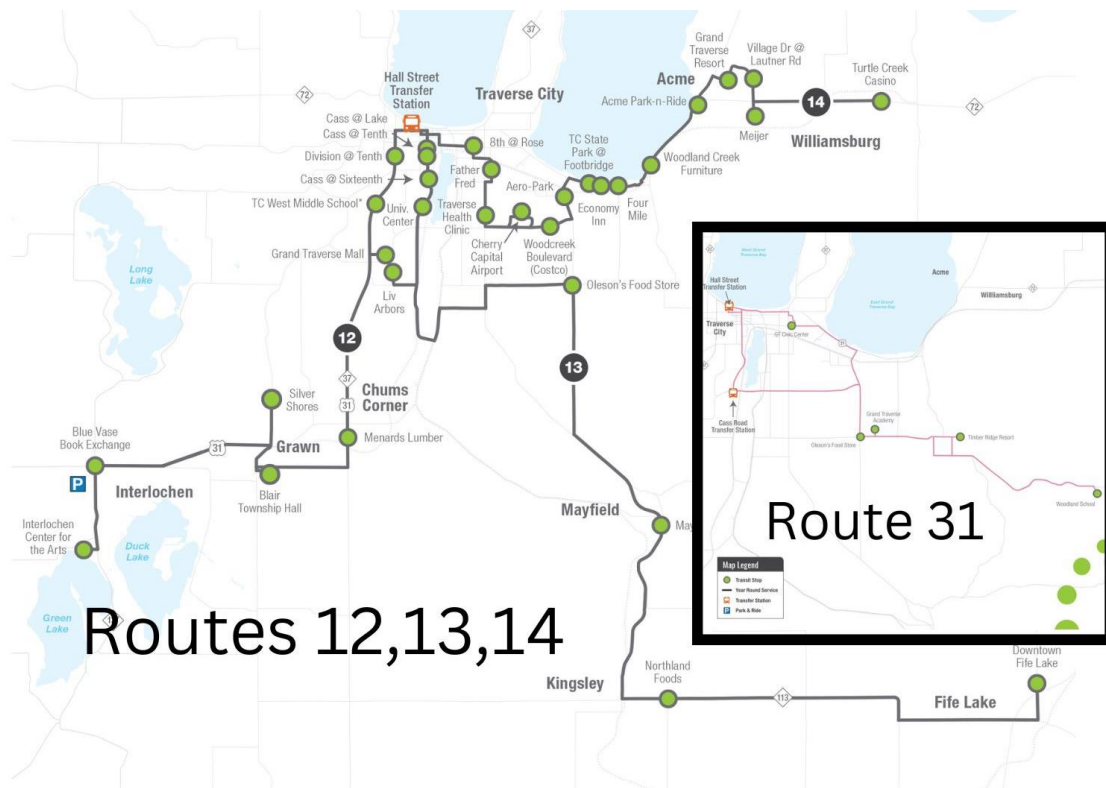
For fixed route and demand-response service, BATA's Service Area is Grand Traverse and Leelanau Counties.

Refer to the attached maps of BATA's service area, depicting BATA's service area and routes.



City Loops 1,2 and Bayline





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

BATA’s current fixed route service hours are Monday through Saturday, 5am to 9pm, while on-demand hours are 6am to 12am seven days a week. Complete service schedules and detailed hours can be found at www.bata.net/schedules.

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

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

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

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

BATA
FY2024 Operating Budget
As of January 2023

State Percentage	34.58%	3	34.87%	34.99%	38.07%
Federal Percentage	18.00%	3	36.00%	40.00%	18.00%
Total	52.58%		70.87%	74.99%	56.07%

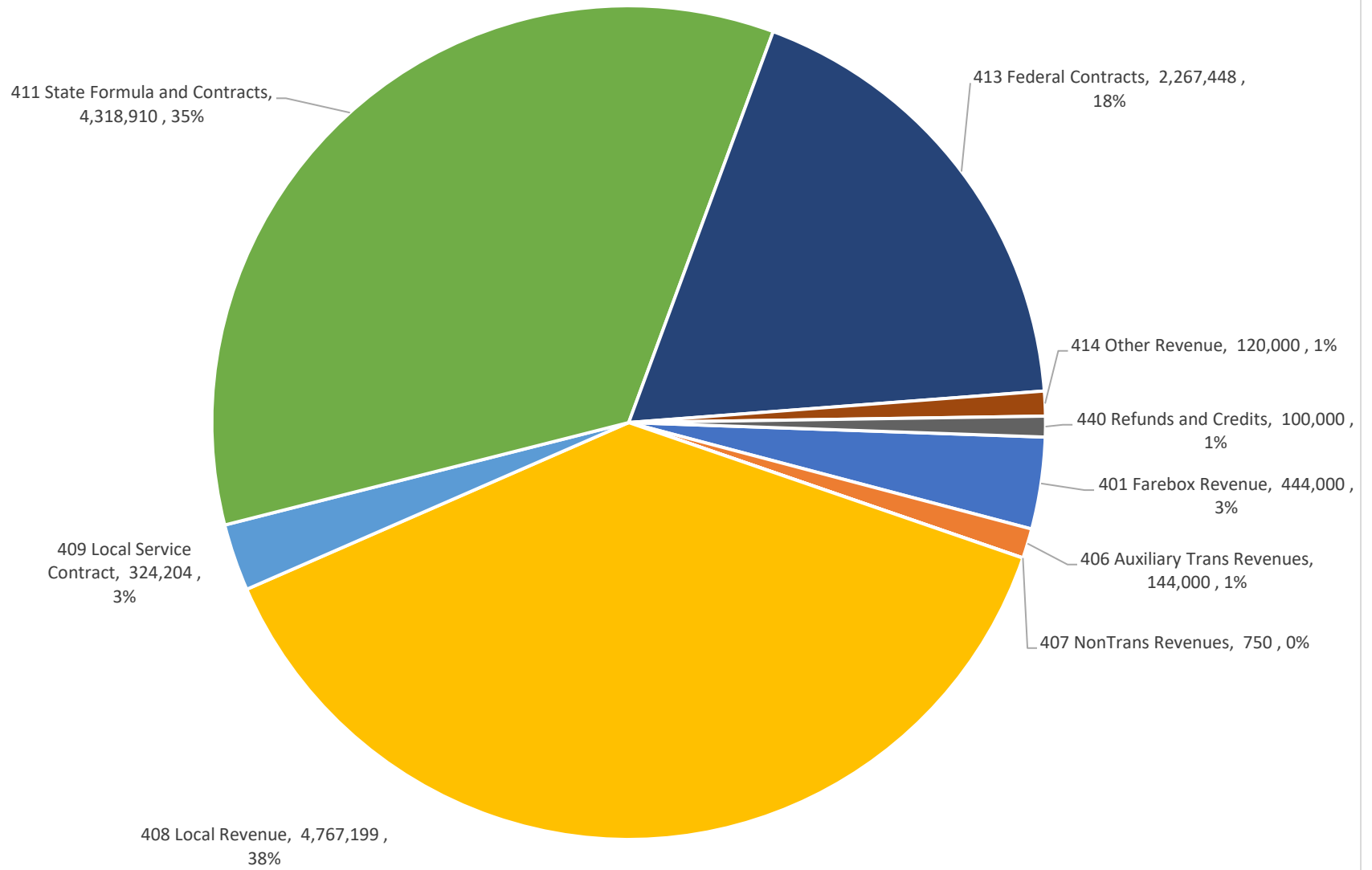
			Original Budget 2024		Revised Budget 2023		Actual 2022		Pre Covid Actual 2019
401: Farebox Revenue									
40100	Passenger Fares		\$ 444,000	1	\$ 382,065		\$ 418,684		\$ 425,708
406: Auxiliary Trans									
40610	Concessions		1,600		1,706		1,591		3,341
40615	Advertising		110,000		99,000		95,726		81,529
40620	Intercity Ticket Sales		32,400		32,400		32,400		32,400
40699	Other Auxiliary Transportation Revenues		-		-		-		107,067
407: Nontransportation Revenue									
40760	Gain on Sale of Capital Assets		-		-		-		12,208
40799	Other Non-Transportation Revenues		750		761		726		5,910
408: Local Revenue									
40800	Taxes Levied by Transit Agency		4,767,199	2	4,521,234		4,497,357		3,970,978
409: Local Service Contract									
40930	Local Contract Service/Federal Source		301,204		278,964		280,071		314,551
40950	Local Contract Service/Local Source		23,000		9,880		22,250		-
40999	Other Local Contracts & Reimbursements		-		-		-		13,033
411: State Formula & Contracts									
41101	State Operating Assistance		4,222,226	3	4,057,532		3,081,675		3,188,308
	State Operating Assistance - py adj						433,423		88,992
41114	Cap Cont Reimb for Oper Exp "Mobil Mgmt"		16,114		16,114		9,740		(0)
41199	Other MDOT/ PTD Contracts "JARC"		80,570		80,569		80,570		80,570
413: Federal Contracts									
41301	Federal Section 5311		2,197,493	3	2,094,583		1,585,524		1,507,604
	Federal Section 5311 - py adj								
41314	Cap Cont Reimb for Oper Exp "Mobil Mgmt"		64,455		64,455		38,961		0
41360	CARES Flex		-		-		-		-
41361	CARES Act		-	3	2,094,583		1,937,860		-
41398	RTAP		5,500		5,500		10,310		5,479
414: Other Revenue									
41400	Interest Income		120,000	4	132,806		24,586		26,352
41401	Investment Gain/Loss		-		-		(8,946)		
430: Contributed Services									
43000	Contributed Services								
440: Other Revenue									
44000	Refunds and Credits		100,000		32,422		160,532		38,574
50208	Workers' comp rebate								
50603	MTP refund								
Total Revenue			\$ 12,486,511		\$ 13,904,573		\$ 12,703,041		\$ 9,902,604

		Original Budget 2024	Revised Budget 2023	Actual 2022	Pre Covid Actual 2019
501: Labor					
50101	Operators' Salaries & Wages	\$ 3,732,203	\$ 3,554,481	\$ 2,631,213	\$ 2,825,770
50102	Other Salaries & Wages	2,191,570	2,087,208	1,530,222	1,286,874
50103	Dispatchers' Salaries & Wages	523,580	498,648	387,009	445,650
502: Fringe Benefits					
50200	Other Fringe Benefits	1,725,846	1,658,518	1,316,633	1,376,707
50210	DC Pensions	36,303	34,574	30,402	24,687
50220	DB Pensions	692,914	659,919	191,312	546,500
503: Services					
50302	Advertising Fees	42,000	42,000	60,856	12,629
50305	Audit Costs	26,000	24,780	24,050	17,310
50399	Other Services	797,164	705,257	704,306	1,099,580
504: Materials & Supplies					
50401	Fuel & Lubricants	1,164,159	1,108,719	671,577	635,089
50402	Tires & Tubes	63,872	60,257	34,614	44,070
50404	Major Supplies Under \$5,000	-	-	3,040	-
50499	Other Materials & Supplies	388,996	366,771	292,956	315,377
505: Utilities					
50500	Utilities	182,100	149,262	136,002	121,629
506: Insurance					
50603	Liability Insurance	627,808	593,358	525,200	392,833
508: Purchased Transportation Service					
50800	Purchased Transportation Service (Lyft)	-	-	-	1,478
509: Misc Expenses					
50902	Travel, Meeting & Training	22,400	22,408	17,472	17,416
50903	Association Dues	21,469	17,205	14,732	15,745
50909	Loss on Disposal of Assets	-	-	-	55,971
50999	Other Miscellaneous Expenses	-	-	-	(0)
512: Operating Leases & Rentals					
51200	Operating Leases & Rentals	16,300	17,472	15,249	16,820
513: Depreciation					
51300	Depreciation	1,110,624	1,054,291	1,039,593	929,089
Total Expense		<u>\$ 13,365,308</u>	<u>\$ 12,655,128</u>	<u>\$ 9,626,439</u>	<u>\$ 10,181,224</u>
Net Income		<u>\$ (878,797)</u>	<u>\$ 1,249,445</u>	<u>\$ 3,076,601</u>	<u>\$ (278,620)</u>
Net Income before Depreciation		<u>\$ 231,827</u>	<u>\$ 2,303,736</u>	<u>\$ 4,116,195</u>	<u>\$ 650,469</u>
Less:					
Capital Reserve		(615,022)	(689,304)	(645,448)	(484,483)
Designated for New Facility					
Designated for Technology					
Net Income before Depr & after Reserve/Designation		<u>\$ (383,195)</u>	<u>\$ 1,614,432</u>	<u>\$ 3,470,747</u>	<u>\$ 165,986</u>

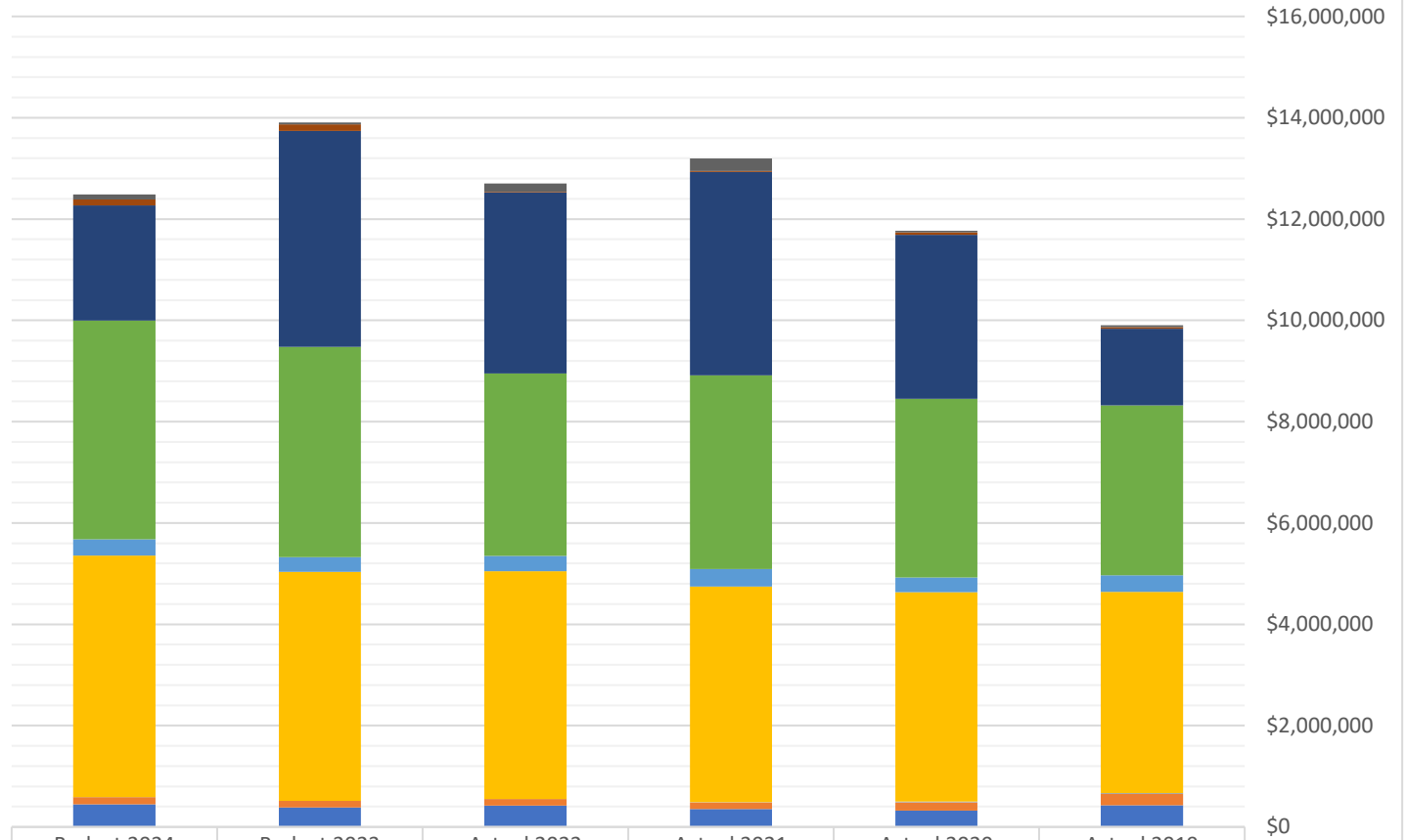
	Original Budget 2024	Revised Budget 2023	Actual 2022	Pre Covid Actual 2019
Ineligible Expenses				
550: Ineligible Expense				
54000 Ineligible Refunds and Credits	\$ 100,000	\$ 32,422	\$ 160,532	\$ 38,574
55005 Ineligible Local Contracts	-	-	-	13,033
55007 Ineligible Depreciation	878,376	809,526	770,665	739,556
55008 Other Ineligible Expenses				637,850
55009 Ineligible Association Dues	2,000		1,533	1,900
55010 Other Ineligible Exp assoc. with Aux & NonTrans				4,305
56002 Ineligible Expenses Associated with Advertising				
57099 Other Local/ Federal/ State.	10,000	9,971	10,761	13,294
57402 RTAP	5,500	5,500	10,310	5,479
57604 Other Ineligible Op Exp paid by Capital Contract	80,569	80,569	48,701	79,972
58009 Loss on Disposal of Assets	-	-	-	55,971
58020 Ineligible Defined Benefit Pension	-	-	(265,092)	135,134
Total Ineligible Expense	\$ 1,076,445	\$ 937,988	\$ 737,410	\$ 1,725,067
Total Eligible Expense	\$ 12,288,863	\$ 11,717,140	\$ 8,889,029	\$ 8,456,156
Revenues in Excess of Eligible Expenses	\$ 197,648	\$ 2,187,433	\$ 3,814,012	\$ 1,446,448

BATA Revised Operating Budget Assumptions FY2024			
	Account #	Account Name	Assumption
<u>1</u>	40100	Passenger Fares	\$37K average monthly fare (Jan-Dec 22) (vs \$31.8K)
<u>2</u>	40800	Taxes Levied by Transit Agency	3% property tax value increase/year over FY22
<u>3</u>	41101 41301	State Operating Assistance Federal Section 5311 CRRSSA/CARES Act	State Operating Assistance reimb down to lowest rate of 34.58% due to new budget cap Federal Section 5311 reimb rate at standard 18% (down from 36%) No CRRSSA/CARES Act funding in FY24 (18% in FY23, 22% in FY22, 18% in FY21 and FY20)
<u>4</u>	41400	Interest Income	Estimated at \$10K per month; will review in more detail for Aug revised budget.
<u>5</u>	50101	Operators' Salaries & Wages	5% increase over FY2023 budget assuming staffed at full service levels pre COVID-19
<u>6</u>	50200	Other Fringe Benefits	PTO accrual adjusted for increase in salaries & wages (clean-up)
<u>7</u>	50220	DB Pensions	Employer contribution rates set above minimum required by MERS: Admin - 17% (vs 15%) Drivers, Mechanics, Dispatchers - 10% (vs 9%)
<u>8</u>	50399	Other Services	Consulting increased \$208K due to new facility (Cunningham Limp projection)
<u>9</u>	50401	Fuel & Lubricants	5% increase over FY23 revised budget for 100% service. Will revisit for Aug revised budget.

FY2024 Budgeted Revenue

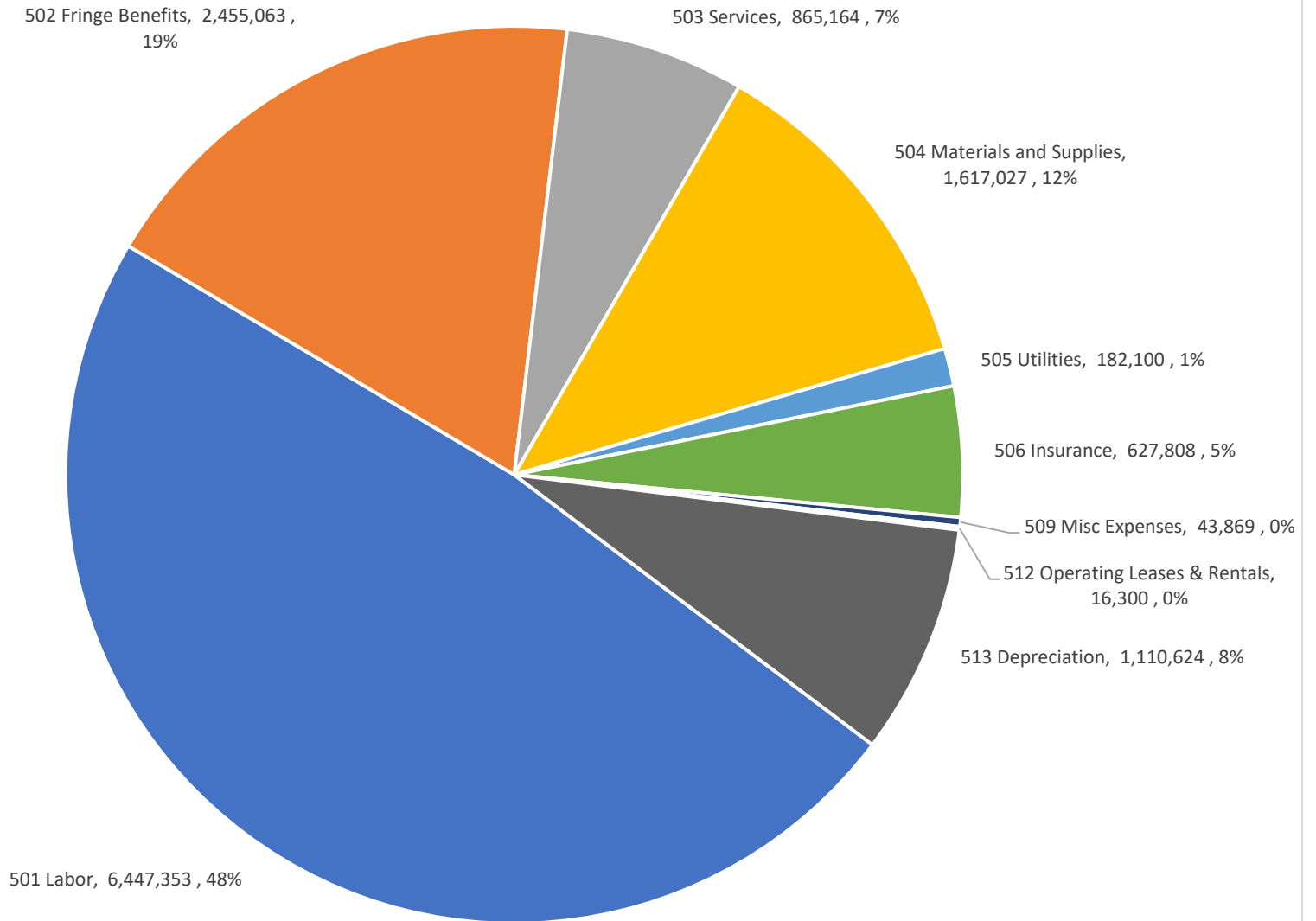


Historical and Budgeted Revenues

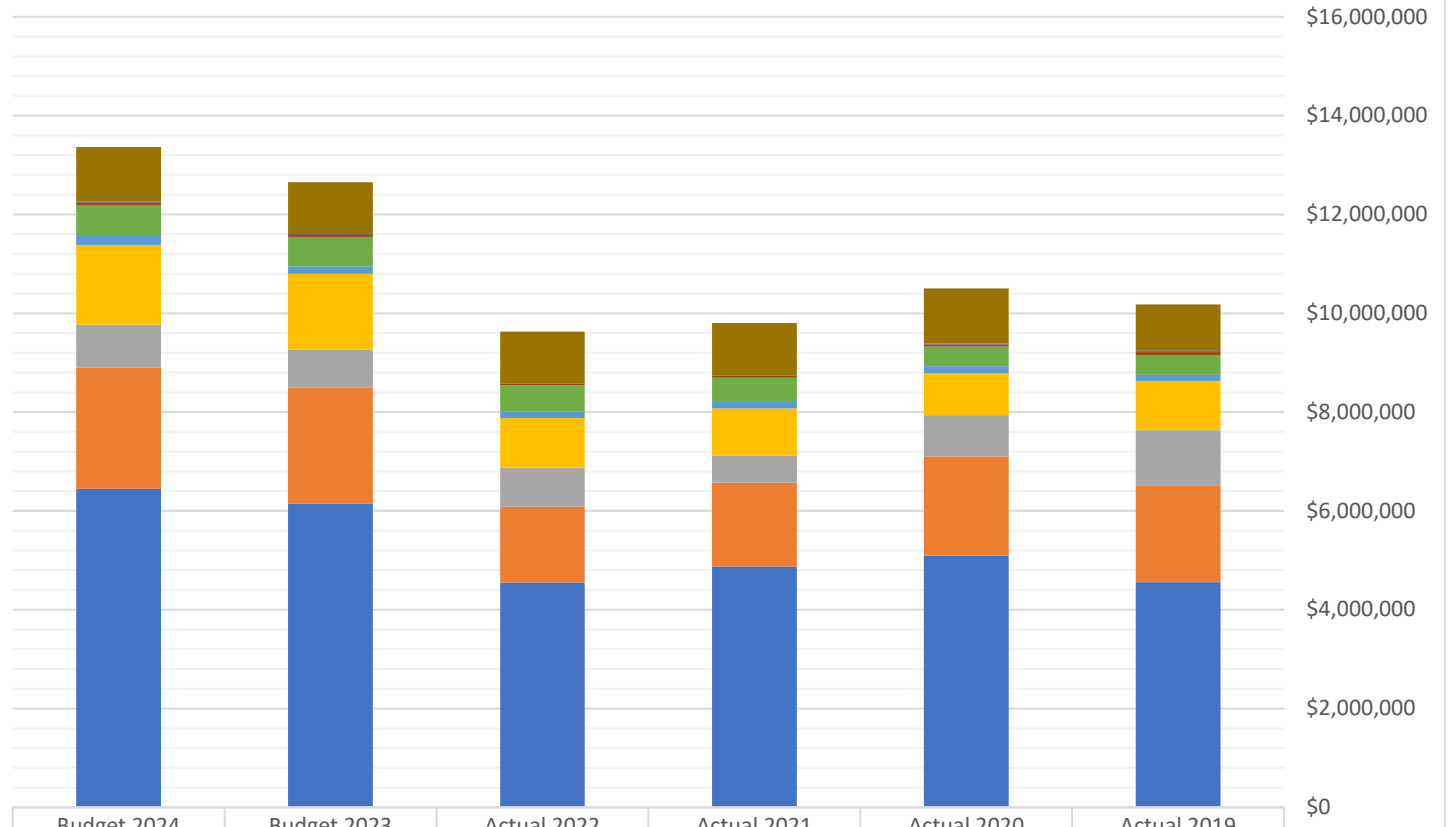


	Budget 2024	Budget 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
■ 440 Refunds and Credits	100,000	32,422	160,532	243,183	32,422	38,574
■ 414 Other Revenue	120,000	132,806	15,640	20,582	46,361	26,352
■ 413 Federal Contracts	2,267,448	4,259,120	3,572,655	4,013,160	3,238,850	1,513,083
■ 411 State Formula and Contracts	4,318,910	4,154,215	3,605,408	3,825,106	3,527,744	3,357,870
■ 409 Local Service Contract	324,204	288,844	302,321	346,202	286,533	327,584
■ 408 Local Revenue	4,767,199	4,521,234	4,497,357	4,256,263	4,132,655	3,970,978
■ 407 NonTrans Revenues	750	761	726	6,842	18,894	18,118
■ 406 Auxiliary Trans Revenues	144,000	133,106	129,718	125,423	160,326	224,337
■ 401 Farebox Revenue	444,000	382,065	418,684	356,533	324,271	425,708

FY2024 Budgeted Expenditure



Historical and Budgeted Expenditures



	Budget 2024	Budget 2023	Actual 2022	Actual 2021	Actual 2020	Actual 2019
■ 513 Depreciation	1,110,624	1,054,291	1,039,593	1,054,292	1,112,383	929,089
■ 512 Operating Leases & Rentals	16,300	17,472	15,249	15,790	15,267	16,820
■ 509 Misc Expenses	43,869	39,613	32,204	36,422	43,203	89,132
■ 508 Purchased Trans Service	-	-	-	-	1,921	1,478
■ 506 Insurance	627,808	593,358	525,200	474,258	396,725	392,833
■ 505 Utilities	182,100	149,262	136,002	145,320	141,567	121,629
■ 504 Materials and Supplies	1,617,027	1,535,747	1,002,188	953,852	849,335	994,535
■ 503 Services	865,164	772,037	789,212	550,632	834,891	1,129,519
■ 502 Fringe Benefits	2,455,063	2,353,011	1,538,347	1,695,921	2,008,686	1,947,895
■ 501 Labor	6,447,353	6,140,337	4,548,444	4,874,793	5,095,167	4,558,294