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**Twin Cities Area Transportation Authority**  
**(269) 927-2268 • Fax (269) 927-2310**

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275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

**MEMORANDUM**

TO: Dart's Board Members

FROM: Alex Little, Executive Director 

DATE: March 22, 2019

RE: Dart's Monthly Board Meeting

There is a Dart board meeting scheduled for March 27, 2019 at 12:00 p.m.

The monthly board meetings will be held at 213 E. Wall St. Benton Harbor, MI 49022  
(Benton Harbor Public Library).

Please find enclosed an agenda with needed material to be reviewed at the meeting.  
Please bring this material with you.

If any changes should occur, you will be notified by telephone on Tuesday March 26,  
2019 as soon as possible.

If there are any questions and/or instructions regarding this matter, please contact me at  
269-927-2268.

dk



**Twin Cities Area Transportation Authority**  
**(269) 927-2268 • Fax (269) 927-2310**

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

**AGENDA**

**APPROVAL OF AGENDA**

**SECRETARY'S REPORT**

- 1) General Information – 02/27/19
- 2) Minutes – 01/23/19

**CHAIRMAN'S REPORT**

- 1) General Information – 02/27/19

**DIRECTOR'S REPORT**

- 1) Operation Summary  
Ridership & Farebox – 01/19
- 2) Driver of the Month – 01/19
- 3) General Information – 02/27/19
- 4) Approval of Directors Report – 02/27/19

**ACCOUNTANT'S REPORT**

- 1) Unpaid Bills Detail – 01/19
- 2) Check Detail – 01/19
- 3) Purchases by Vendor Detail – 01/19
- 4) Petty Cash – 01/19
- 5) Wire Transfer– 01/19
- 6) Trial Balance, Profit loss, Profit and  
Loss Budget vs. Actual  
& Balance Sheet – 01/19
- 7) Approval of Accountant Report – 02/27/19
- 8) Audit Report

**OLD BUSINESS**

- 1) Update on Buses
- 2) Update - Bid Package for Bus Shelters, Benches & phones,  
fence, camera for bus, surveillance system for building.
- 3) Update - University of Michigan Projects- NSF – Smart Cities  
Project

**NEW BUSINESS**

- 1) Update on TCATA financial status following Government  
Shutdown
- 2) Resolution of Intent - Amending Prior Resolution

**PUBLIC COMMENTS**

**TWIN CITIES AREA TRANSPORTATION AUTHORITY  
REGULARLY SCHEDULED  
BOARD MEETING  
HELD February 27, 2019**

Board Members Present: Mr. James Childs, Trustee  
Ms. Lisa Varrie, Trustee  
Ms. Emma Kinnard, Secretary  
Ms. Juanita Henry, Chairwoman

Board Members Absent: Mr. Anthony Andrews, Trustee

Staff Present: Mr. TJ Taylor, Assistant Director  
Mr. Alex Little, Executive Director  
Mr. Clifford Allen, Accountant  
Mr. Ellis Mitchell, Mobility Manager  
Desmond Clark, Union President

Public: Richard Lee  
James Ivey  
Nidra Singleton  
Herbert Singleton  
Aretha & William Wade

The board meeting was called to order by Juanita Henry.

Agenda: A motion was requested by Juanita Henry to approve the agenda of 2/27/19 as presented, supported by James Childs. **MOTION CARRIED**

Secretary's Report: **General Information – NONE**

**Minutes** – A motion was requested by Juanita Henry to approve the minutes of 1/23/19 as presented, supported by James Childs. **MOTION CARRIED**

Chairwoman's Report: **General information** – Juanita stated that she wants to put something on the agenda to New Business concerning an agreement with the City of Benton Harbor.

Director's Report: **Operation Summary, Ridership & Fare box** – Clifford Allen informed the board that the total Demand Response riders for the month of January was 11,483, of these 897 were senior riders and 2,538 were Disabled riders, and 108 children, 7,604 regular riders, Line haul had 4,004 riders. 7,036.30 gallons of gasoline covering 33,245 miles an average of 4.7 miles per gallon. LP gas we used 1,776.83 gallons covering 7,711 miles an average of 4.3 miles per gallon. Total vehicle hours were 4,171 with an average of 2.8 passengers per vehicle hour.

Clifford Allen informed the board that the Ridership Comparison for FY2018 Year to Date was 175,885 passengers on the Demand Response and 70,731 passengers on the Fixed Route. FY2019 Year to Date we had 50,029 passengers on Demand Response which is up 7,529 passengers or 117.7%. FY2018 Fixed Route we were up 8113 passengers or 150.0%.

A hard copy of the director's report was passed out to every individual at the board meeting.

Alex stated that the company is still working with the University of Michigan. Alex also stated that the reduced fare card program is going well.

Alex stated that the planned yellow route that is ready to start running as soon as we begin getting the money from the federal government. Alex stated that he added a copy of a mission statement in the board packet.

Alex stated that there is a Resolution of Intent that addresses the budget and it is required by the state. Alex stated that he sent out an email about a MERS resolution. It is a retirement unit that is set up by the state of Michigan and it handles retirement plans for many of the cities and counties. Alex stated that he wants to set up a 457 Tax deferred account that will enable any of our employees to have pre-tax deductions taken out of their pay to be saved into the program for retirement.

A motion was requested by Juanita Henry to approve the Director's Report as presented for the month of January 2019, supported by James Childs. **MOTION CARRIED**

**Driver of the month - NONE**

**Check Details, Purchases by Vendor Detail & Unpaid Bills** – A motion was requested by Juanita Henry to approve the check detail in the amount of \$38,985.63 for the month of January 2019, supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Purchases by Vendor in the amount of \$36,882.85 for the month of January 2019, supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Unpaid Bills Detail in the amount of \$258,729.15 for the month of January 2019, supported by James Childs. **MOTION CARRIED**

**Bank Card Activity** – was reviewed 1/19

**Wire Transfers**– was reviewed 1/19

**Petty Cash** – was reviewed 1/19

**Trial Balance, Balance Sheet & Profit & Loss-** Clifford Allen stated that TCATA's net income as of January 2019, was \$97,396.02.

A motion was requested by Juanita Henry to approve the Profit & Loss Report for the month of January 2019, supported by James Childs.

**MOTION CARRIED**

Clifford stated that the company is waiting on the release of federal funds so that the balances owed for the buses that we received can be paid off and other bills that are due.

**Old Business:**

Alex stated that he has a health insurance update in response to him being instructed to pursue whether TCATA could join the City of Benton Harbor's health program. He stated that the city has a group policy with Blue Cross Blue Shield and that is based on about 50 employees. Alex stated that they approached the city and their carrier about trying to get included with their program. Alex stated that Blue Cross refused to do that without having at least one year of actual experience of seeing what we are doing. Alex stated that the company is trying to get the carrier that we have already which is Priority Health to maintain us at the same rate.

Alex also stated that there was document emailed to him from the Federal Transit Association requesting that Dial-A-Ride show proof corrections had been made from last year's recommendations. Alex discussed the situation in detail.

**New Business:**

A motion was made by James Childs to approve the FY 2020 Resolution of Intent, supported by Juanita Henry. **MOTION CARRIED**

A motion was made by Lisa Varrie to approve the MERS Resolution, supported by James Childs. **MOTION CARRIED**

**Public Comments:**

Juanita stated that she wanted the board to know that there was a meeting on the grievance of one of the employees. She asked the attorney to look into it and she asked the director to ask the treasurer to look at what the amount was for the approved decision. She stated that TCATA asked for an extension from the union to give them time and she is asking the director to send the attorney all the information like the report, employee contracts, and whatever he needs.

Lisa Varrie asked why the grievance had to go to an attorney. Juanita stated that she thought needed more advice on how things are supposed to go and how things went and his opinion on where they are going with the grievance.

Juanita stated that she thought the board needed some legal help. Lisa stated that she thought the attorney as help was for the financial issues and not for the grievance. Juanita said she was trying to address what the body had already approved. Juanita said the director had to be

involved in it because there is money involved in the situation and also legal, and that is why she asked for an extension.

Alex stated that the union has not been given a decision on this matter and he asked if everyone would refrain from talking about it. Nidra Singleton stated that she received an email from the union, and that there was a request for an extension.

Desmond Clark asked what the extension is about because due to the contract the grievance was presented to the board and the board was supposed to resolve or not resolve it. Then the next step if they didn't agree with the board's decision would be to forward the case to an arbitrator and then that's when the attorney gets involved. Desmond asked what is the need for the extension if the situation?

Alex stated that there was an extension given to the union from December to January. He stated that he did not ask why the union needed an extension and that they gave them an extension anyway. Alex stated that Juanita requested an extension now for reasons that the board needs one.

Juanita stated that they needed additional information and that the extension did get approved. She stated that now they will have everything finalized for everyone.

Richard Lee asked if the board approved the grievance why is everything on hold?

Alex stated that until the union receives the board's decision there is no ruling on the situation. Alex stated that what everyone is hearing is bits and pieces and they don't have anything until a decision is turned over to the union.

Richard stated that Juanita just said that the decision was already made. Juanita stated that she did not say that. Alex stated that until the union receives an official response, nothing is final.

Desmond stated that the union will send an email stating whether they will grant the extension or not. Alex stated that he wants people to consider that they often get requests for extensions from the union.

Desmond stated that if the grievance doesn't get resolved within the extension period then the next step will be taken which is going to an arbitrator.

Nidra asked if Alex could send out the emails to all of the board members to keep them updated with what is going on with the grievance process. Alex stated that it is his job to get the information to the board.

Aretha Wade stated that she is a dialysis patient and she had set times to be at her 11 am appointments and Dial-A-Ride drops her off after 12 pm. She said she calls and makes sure the bus is coming but the phone

answerer always tells her that the bus is on the way. She stated that Ellis Mitchell had to come pick her up twice to get her to the courthouse on time. TJ Taylor said he apologizes, and he would look into the situation and try to resolve the problem.

Juanita stated that the City of Benton Harbor has been looking for someone for Management and there is an employee in Dial-A-Ride who seems to be perfect for the position. She stated that there has been a conversation with Alex and Ellis about this position and they are trying to figure out how to loan Ellis as staff for the City of Benton Harbor. Juanita stated that the city would have to pay some money to hire another person to be in his position as Mobility Manager.

Juanita stated that she needs to get Dial-A-Ride to agree with lending Ellis to the City for management. Emma asked if we would still have to pay Ellis even though he is being loaned to the City and also filling his empty position at Dial-A-Ride. Juanita stated that no they would not pay him, and the city would have to take care of that.

James Childs stated that the board needs to vote on Ellis going to work for the City. Lisa asked if there is someone in mind to fill Ellis's position and Alex responded and said no. Alex stated that they will have to put an advertisement together and that could take a couple of weeks.

Alex stated that Ellis could still help us at Dial-A-Ride as a consultant while working for the city. Lisa asked how would he get paid and could he still be apart of Dial-A-Ride?

Alex stated that Ellis couldn't do both on an extended basis but for the transition process if Dial-A-Ride needed help he is sure Ellis would help. Lisa asked how long the loan process would take place and Juanita responded and said six months at the most. Juanita stated that Ellis's position would be as an acting staff member. Lisa asked how long could Ellis help Dial-A-Ride and Alex stated however long Ellis decides to depending on his agreement with the City.

Lisa stated that there have been some issues with the company since Alex has been employed and she asked to put a review/evaluation on the agenda for the next meeting.

Alex asked what the review would be based on. He stated that they can't have an evaluation in an open meeting. He also stated that this isn't in his contract and without his agreement, it is not happening. Alex asked Lisa exactly what part of what he does are the employees and her are knowledgeable of to evaluate him.

Lisa asked if Alex has a contract and Alex responded and said he does. Lisa asked how long the contract lasts and where is the contract because they never seen it. Alex stated that he gave a copy to the board along with a lot of related material and it was discussed at prior meetings. Lisa stated that she has a copy but the only other signature that is on the paper is Juanita's signature and no one else has seen it



and Emma stated that she did not see the contract either. Lisa stated that the contract is dated May 22, 2017 and they had a board meeting on May 24, 2017 and the contract was never given to the board. Lisa stated that the attorney said the contract should have been brought to the board at the next meeting.

Alex stated that regardless of what the attorney is saying, he has to base it off of something and since the board had authorized it there is no need to go any further. Lisa stated that the board did not authorize the contract.

Juanita said the board minutes will tell what happened and Emma said that they need to get the minutes.

Lisa stated that she has contacted several other agencies and they do yearly evaluations/reviews. Lisa stated that if there is some paperwork to show that there can't be a review then that's fine but otherwise, she wants a review and she doesn't see a problem with that. Alex stated that there will be no review without an agreement. Lisa stated that the attorney needs to see bylaws.

Alex stated that he wouldn't see a problem with a review, if there was a fair process with content that was agreed on, but they need to agree with what will be provided and Lisa agreed and said performance. Alex asked how they would get the information to do the review and Lisa responded and said employees.

Alex stated that it is not in his contract and without his agreement it isn't going to happen.

Juanita stated that two of them should come together and talk about it and Emma and Lisa asked why would only two of them come together when there is a whole board with multiple people. Juanita stated that they all can't meet at one time in violation of the open meeting act.

Lisa stated that she does not agree with two people meeting. Alex stated that he would have a problem with a review as long as there is an agreement on what the contract is and a fair process on what it is about and what they intend on doing with the review. Lisa also stated that a company does not come to an individual and ask them what they want to be reviewed on.

Emma stated that they need to get things straight and they need to know what is going on. Emma said what is the need of the board if they are not involved in everything.

James Ivey stated that he has waited for over two hours for a bus and his supervisor had to stay over to make sure he got a ride home. He also stated that the small vans have come to pick him up twice before and he can't fit into them because he is in a wheelchair and he always tells dispatch that. James Ivey stated that he doesn't understand what is going on with Dial-A-Ride, that is it getting ridiculous, it has happened

more than once, and he is not trying to lose his job. He also stated that he was trying to go somewhere and the lift on the bus was not working, the seats wouldn't go up and the buses need to be checked and the drivers get rude with him.

Alex stated that he has asked Ellis to monitor the situation more closely.

Alex stated that when people call in it goes to the phone answerer and not TJ or himself. That is the phone answerer's responsibility to make sure the ride request is recorded and given to dispatch.

Emma asked who does the dispatch supervisor report to when issues arise. Alex stated that the dispatch supervisor reports to TJ or himself.

Alex stated that sometimes the issues are reported to him and not TJ depending on the situation. Alex also stated that he is responsible for the total Operations.

Lisa stated in the background that he thinks he is over us.

There being no further discussions, the board meeting was adjourned by Juanita Henry.

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Secretary

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Date

dk

6,794,518

### OPERATION SUMMARY PASSENGERS TO DATE

18,190,623

### FEB 2019 MILES TO DATE

	Date	Regular	Senior	Disable	Child	S.R.D.S.	Total	TIME HAUL	VEHICLE DATA FUEL MILES	MILES /GAL	VEHICLE DATA FUEL MILES	MILES /GAL	VEH. HOURS	PASS. /VEH.HR.
MON														
TUE														
WED														
THUR														
FRI	7	276	9	79	1	15	380	256	403.2	1556	3.9	109.5	327	173
SAT	7	173	5	24	1	2	205	385	221.6	922	4.2	0.0	0	#DIV/0!
SUN	7	3					0							
TOTAL		449	14	103	2	17	565	641	624.8	2478	4.0	109.5	327	254
MON	7	285	14	93	1	24	417	335	431.4	1772		106.8	428	171
TUE	7	310	15	80	3	27	435	320	501.8	1715	3.4	111.5	347	173
WED	7	309	15	95	1	17	437	268	748.4	1608	2.1	199.5	437	165
THUR	7	315	9	100	3	26	453	277	473.7	1640	3.5	147.6	468	172
FRI	7	274	11	97	3	18	403	250	545.6	1502	2.8	134.9	455	161
SAT	7	135	5	29	0	6	175	94	238.8	955	4.0	19.1	89	87
SUN	7	10												
TOTAL		1628	69	494	11	118	2320	1544	2939.7	9192	3.1	719.4	2224	929
MON	7	301	13	89	3	28	434	234	401.1	1547	3.9	106.2	451	166
TUE	7	276	8	78	1	23	386	200	528.9	1651	3.1	110.6	414	170
WED	7	288	7	61	1	10	367	118	448.6	1495	3.3	119.6	382	161
THUR	7	280	12	83	2	28	405	295	347.6	1435	4.1	113.1	564	164
FRI	7	279	6	81	2	11	379	290	471.6	1611	3.4	134.4	388	168
SAT	7	137	4	34	0	10	185	113	166.3	846	5.1	65.0	278	85
SUN	7	17					0							
TOTAL		1561	50	426	9	110	2156	1250	2364.1	8565	3.6	648.9	2477	914
MON	7	252	7	66	0	16	341	224	478.6	1857	3.9	77.7	364	179
TUE	7	291	14	80	3	23	411	216	460.6	1633	3.5	130.6	383	160
WED	7	281	11	100	2	24	418	198	476.3	1795	3.8	92.2	241	173
THUR	7	278	5	87	1	14	385	218	567.7	1828	3.2	98.1	392	179
FRI	7	249	8	70	1	18	346	171	478.7	1775	3.7	114.2	359	169
SAT	7	109	8	31	6	9	163	114	158.1	692	4.4	83.6	255	76
SUN	7	24					0							
TOTAL		1460	53	434	13	104	2064	1141	2620.0	9580	3.7	596.4	1994	936
MON	7	286	13	90	0	20	409	245	572.2	1943	3.4	101.9	312	178
TUE	7	288	7	96	1	19	411	237	597.4	2155	3.6	87.7	307	166
WED	7	275	7	84	1	16	383	188	390.7	1731	4.4	108.6	348	171
THUR	7	361	34	107	3	19	524	124	428.7	1568	3.7	140.5	430	172
FRI	1													
SAT	1													
SUN	1													
TOTAL		1210	61	377	5	74	1727	794	1989.0	6570	0.0	438.7	1397	687
MONTH TOTAL		6308	247	1834	40	423	8852	570	10537.6	29835	2.8	2512.9	8419	3720



# RIDERSHIP

	2018 FY	2018 FY	2019 FY	2019 FY	2019 FY	YTD	%
	Month	Year to	Month	Year to	Month	Difference	Change
	Total	Date	Total	Date	Difference	Difference	
Oct	14,857	14,857	14,970	14,970	113	113	0.76%
Nov	13,756	28,613	13,020	27,990	-736	-623	-2.18%
Dec	13,887	42,500	10,556	38,546	-3,331	-3,954	-9.30%
Jan	14,595	57,095	11,483	50,029	-3,112	-7,066	-12.38%
Feb	15,052	72,147	8,852	58,881	-6,200	-13,266	-18.39%
March							
April							
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>72,147</b>	<b>72,147</b>	<b>58,881</b>	<b>58,881</b>	<b>-13,266</b>	<b>-13,266</b>	<b>-18.39%</b>

# FARES

	2018 FY	2018 FY	2019 FY	2019 FY	2019 FY	YTD	%
	Month	Year to	Month	Year to	Month	Difference	Change
	Total	Date	Total	Date	Difference	Difference	
Oct	\$ 25,352.03	\$ 25,352.03	\$ 20,360.01	\$ 20,360.01	\$ (4,992.02)	\$ (4,992.02)	-19.69%
Nov	\$ 20,250.22	\$ 45,602.25	\$ 22,364.93	\$ 42,724.94	\$ 2,114.71	\$ (2,877.31)	-6.31%
Dec	\$ 18,286.36	\$ 63,888.61	\$ 16,371.88	\$ 59,096.82	\$ (1,914.48)	\$ (4,791.79)	-7.50%
Jan	\$ 20,154.42	\$ 84,043.03	\$ 16,875.67	\$ 75,972.49	\$ (3,278.75)	\$ (8,070.54)	-9.60%
Feb	\$ 21,398.55	\$ 105,441.58	\$ 20,647.11	\$ 96,619.60	\$ (751.44)	\$ (8,821.98)	-8.37%
March							
April							
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>\$ 105,441.58</b>	<b>\$ 105,441.58</b>	<b>\$ 96,619.60</b>	<b>\$ 96,619.60</b>	<b>\$ (8,821.98)</b>	<b>\$ (8,821.98)</b>	<b>-8.37%</b>

# Check Detail

## As of February 28, 2019

Date	Num	Name	Memo	Credit
<b>10101 - CHEMICAL BANK</b>				
02/01/2019	27627	ALL CITIES OCCUPATIONAL		226.00
02/01/2019	27628	BILL PURVIS		1,280.00
02/01/2019	27629	Lathree Crew		259.18
02/01/2019	27630	AMERICAN FAMILY INSURANCE		743.56
02/01/2019	27631	Barbara Tsaturova		174.60
02/01/2019	27632	MISDU		1,093.62
02/04/2019	27649	PETTY CASH		195.05
02/05/2019	27633	Car Brite Distributors		161.95
02/05/2019	27634	CITY OF BH		578.67
02/05/2019	27635	Delta Dental		1,740.52
02/05/2019	27636	HEI WIRELESS		2,129.53
02/05/2019	27637	Heritage Crystal Clean, LLC		2,494.44
02/05/2019	27638	Indiana Michigan Power		2,576.55
02/05/2019	27639	Interlogic Systems	VOID:	
02/05/2019	27640	Lakeland Health Services		76.00
02/05/2019	27641	MICH GAS		2,156.54
02/05/2019	27642	Mich. Transit Pool - Liability Trust Fund		18,796.00
02/05/2019	27643	PC Trans		9,700.00
02/05/2019	27644	Petro Tank & Line Testing LLC		632.45
02/05/2019	27645	Pri Mar Petroleum		896.57
02/05/2019	27646	Priority Health		16,823.64
02/05/2019	27647	TCA-SynerTech, LLC		4,443.13
02/05/2019	27648	WSJM Tower Operations		529.40
02/07/2019	27525	HOEKSTRA TRANSPORTATION	Buses 42,43	40,000.00
02/09/2019	27651	ADT		66.15
02/09/2019	27652	Auto-Wares Group		3,634.82
02/09/2019	27653	D&S Heavy Duty & Trailer Repair		9,522.42
02/09/2019	27654	HERALD PALLADIUM		188.60
02/09/2019	27655	O'Reilly Auto Parts	VOID:	
02/09/2019	27656	PARRETT BUSINESS		143.23
02/09/2019	27657	UniFirst Corp. 099		828.96
02/09/2019	27658	ComCast		597.89
02/09/2019	27659	O'Reilly Auto Parts		3,231.17
02/14/2019	27660	AMERICAN FAMILY INSURANCE		686.77
02/14/2019	27662	Lathree Crew		204.54
02/14/2019	27663	MISDU		1,028.10
02/14/2019	27664	UNION DUES		287.50
02/14/2019	27665	BILL PURVIS		1,280.00
02/14/2019	27661	DONNEL KYLE	Monthly medicare i...	135.50
02/15/2019	27666	FIFTH THIRD BANK	DEPOSIT TO FIFT...	1,000.00
02/22/2019	27667	Standard Insurance Company		1,665.77
02/26/2019	27668	ALL CITIES OCCUPATIONAL		186.00
02/26/2019	27669	Delta Dental		1,740.52
02/27/2019	27670	BILL PURVIS		1,920.00
02/27/2019	27671	Lathree Crew		292.20
02/28/2019	27672	ADVANCED RADIOLOGY SERVICE		31.00
02/28/2019	27673	AMERICAN FAMILY INSURANCE		710.56
02/28/2019	27674	MISDU		1,034.31
Total 10101 - CHEMICAL BANK				138,123.41
<b>TOTAL</b>				<b>138,123.41</b>

Chairpersons Approval

Date

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
February 2019

---

Memo	Amount
<b>ADT</b>	
503033 Administration Service	66.15
Total ADT	66.15
<b>ADVANCED RADIOLOGY SERVICE</b>	
WORKMAN COMP OPER-Health Claim for M.Brown	31.00
Total ADVANCED RADIOLOGY SERVICE	31.00
<b>ALL CITIES OCCUPATIONAL</b>	
503991-Donnel Kyle, Kim Brooks, Jameel McGee & ...	226.00
503991-Eddy Milton Robinson, Candy Modelewski, L...	186.00
Total ALL CITIES OCCUPATIONAL	412.00
<b>AMERICAN FAMILY INSURANCE</b>	
Payroll deduction	743.56
inv#520184-AFLAC	710.56
Total AMERICAN FAMILY INSURANCE	1,454.12
<b>Auto-Wares Group</b>	
504032 Maintenance Supplies	3,522.18
Total Auto-Wares Group	3,522.18
<b>Barbara Tsaturova</b>	
	174.60
Total Barbara Tsaturova	174.60
<b>BILL PURVIS</b>	
Consulting Service 503993 01/14,01/17,01/22 & 01/2...	1,280.00
Consulting Service 503993	1,280.00
Consulting Service 503993 02/11 - 02/14, 02/19 & 02...	1,920.00
Total BILL PURVIS	4,480.00
<b>CITY OF BH</b>	
505043 Administration Water	75.23
505042 Maintenance Water	486.08
505041 Operations water	17.36
Total CITY OF BH	578.67
<b>ComCast</b>	
503033 Administration Service	597.89
Total ComCast	597.89
<b>D&amp;S Heavy Duty &amp; Trailer Repair</b>	
503032 Maintenance Service	5,681.12
503032 Maintenance Service	2,438.80
503032 Maintenance Service	1,297.50
Total D&S Heavy Duty & Trailer Repair	9,417.42
<b>Delta Dental</b>	
10403 prepaid health	1,740.52
10403 prepaid health-RIS0002176459	1,740.52
Total Delta Dental	3,481.04
<b>FIFTH THIRD BANK</b>	
Deposit to Fifth Third	1,000.00
Total FIFTH THIRD BANK	1,000.00



**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
February 2019

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Memo	Amount
<b>HERALD PALLADIUM</b>	
ADVERTISEMENT ADMIN.	141.45
ADVERTISEMENT ADMIN.	47.15
Total HERALD PALLADIUM	188.60
<b>HOEKSTRA TRANSPORTATION</b>	
REVENUE VEHICLES	0.00
Total HOEKSTRA TRANSPORTATION	0.00
<b>Indiana Michigan Power</b>	
505023 - Electric - Administration	334.95
505022 Electric - Maintenance	2,164.30
505021 Electric - Operation	77.30
Total Indiana Michigan Power	2,576.55
<b>Interlogic Systems</b>	
VOID:	0.00
Total Interlogic Systems	0.00
<b>Lakeland Health Services</b>	
503991	76.00
Total Lakeland Health Services	76.00
<b>Lathree Crew</b>	
503032 Maintenance Service	259.18
503032 Maintenance Service	204.54
503032 Maintenance Service-Pay week 02/10/19 to ...	292.20
Total Lathree Crew	755.92
<b>MICH GAS</b>	
505033 gas administration	280.35
505032 gas maintenance	1,811.49
505031 gas operations	64.70
Total MICH GAS	2,156.54
<b>Mich. Transit Pool - Liability Trust Fund</b>	
10401 prepaid vehicle insurance	18,796.00
Total Mich. Transit Pool - Liability Trust Fund	18,796.00
<b>MISDU</b>	
	1,093.62
	1,034.31
Total MISDU	2,127.93
<b>O'Reilly Auto Parts</b>	
504032 Maintenance Supplies	209.99
504032 Maintenance Supplies	-18.15
Total O'Reilly Auto Parts	191.84
<b>PARRETT BUSINESS</b>	
503033 Administration Service	85.12
Total PARRETT BUSINESS	85.12
<b>Petro Tank &amp; Line Testing LLC</b>	
503032 Maintenance Service	632.45
Total Petro Tank & Line Testing LLC	632.45

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
February 2019

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Memo	Amount
<b>PETTY CASH</b>	
504032 Maintenance Supplies	12.70
504033 Administration Supplies	3.52
509993 misc. administration expense	51.92
512123 rental administration	100.00
504033 Administration Supplies	29.15
504033 Administration Supplies	28.00
504033 Administration Supplies	3.30
504032 Maintenance Supplies	38.64
504033 Administration Supplies	51.92
503032 Maintenance Service	44.04
<b>Total PETTY CASH</b>	<b>363.19</b>
<b>Pri Mar Petroleum</b>	
504032 Maintenance Supplies	896.57
<b>Total Pri Mar Petroleum</b>	<b>896.57</b>
<b>Priority Health</b>	
10403 prepaid health	16,823.64
<b>Total Priority Health</b>	<b>16,823.64</b>
<b>TCA-SynerTech, LLC</b>	
504033 Administration Supplies	980.00
<b>Total TCA-SynerTech, LLC</b>	<b>980.00</b>
<b>UniFirst Corp. 099</b>	
504031 Operations Supplies-Mats	81.85
504031 Operations Supplies	186.64
<b>Total UniFirst Corp. 099</b>	<b>268.49</b>
<b>WSJM Tower Operations</b>	
radio-Townline Tower voice dispatch	529.40
<b>Total WSJM Tower Operations</b>	<b>529.40</b>
<b>TOTAL</b>	<b>72,663.31</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Unpaid Bills Detail**  
**As of February 28, 2019**

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>HOEKSTRA TRANSPORTATION</b>					
Bill	10/26/2018	15938	10/26/2018	125	74,470.00
Bill	10/29/2018	15939	10/29/2018	122	87,316.00
Total HOEKSTRA TRANSPORTATION					<u>161,786.00</u>
<b>TOTAL</b>					<u><u>161,786.00</u></u>



**Twin Cities Area Transportation Authority**  
**(269) 927-2268 • Fax (269) 927-2310**

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

## Chemical Bank Debit Card Activity

Date	Vendor	Amount
02/01-02/28/2019		
	• Amazon	\$ 959.96
	• Marathon (BH)	\$ 147.15
	• Lowe's	\$ 113.35
	• Ziprecruiter	\$ 264.00
	• Google Domain	\$ 5.00
	• O'Reilly	\$ 421.58
	• Citgo	\$ 125.45
	• Staples	\$ 19.06
	• USPS	\$ 8.80
	• Arndt's auto	\$ 250.00
	• I.R.I.S.	\$ 79.00
	• <b>Total</b>	\$ <b>2,393.35</b>

## February 2019 Debit Card Purchases

### ALEX CARD

**Total: \$1,325.42**

Amazon	\$31.98	Coffee Powder
	\$25.88	Paper Towels
	\$73.69	Hand soap, Pencils
	\$19.08	Pencils
	\$30.96	Splenda
	\$64.36	Coffee
	\$31.74	Dish Soap
	\$33.49	Lysol Spray
	\$209.63	Sticky notes, hand soap, wall clock, magnetic clips Paper clips, printer ink, clipboards
	\$11.99	Legal pads/notebook
	\$86.32	Toilet Tissue, hand gloves, trash bags, surge protector
	\$32.77	Coffee
	\$135.92	Copy Paper
	\$29.18	Cups
	\$53.90	Coffee, Magnifying glass
	\$10.99	Hand gloves
	\$22.98	Trash Bags
	\$29.99	Scan tool for Car/Truck diagnostics
	\$25.11	Paper Towels

February 2019 Debit Card Purchases

Google Domains	\$5.00	Alex Email Set Up (Monthly Payment)
ZipRecruiter	\$264.00	Advertising
<i>Alpha Card</i>	\$17.46	<b>REFUND</b> (Tax Exempt)
I.R.I.S	\$79.00	IRIS Pen Executive 7

**TJ CARD** **Total: \$1,057.53**

Marathon (BH)	\$50.44	Diesel
	\$43.86	Diesel
	\$42.85	Diesel
	<b>\$10.00</b>	Diesel <b>NO RECEIPT???</b>
Lowes	\$113.35	Bissell Cleaner/Rental
Citgo	\$42.30	Diesel
	\$47.67	Diesel
	<b>\$35.48</b>	Diesel <b>NO RECEIPT???</b>
Arndt's Auto Service	\$250.00	Winch Cables for Tow Truck
O'Reilly Auto Parts	\$69.14	Tie rod ends
	\$59.99	17" WC Black
	<b>\$126.80</b>	<b>NO RECEIPT???</b>
	\$157.11	Starter, wiper blades
	\$8.54	Manufacturer Cleaner

February 2019 Debit Card Purchases

**DESHA CARD**

**Total: \$27.86**

USPS	\$8.80	Board Packets
Staples	\$19.06	Batteries



**Twin Cities Area Transportation Authority**  
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275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

**Chemical Automatic Clearing House**

**02/06 Crystal Flash Propane (\$1.349) \$ 1,561.06**

**02/11 Crystal Flash Propane(\$1.319) \$ 1,237.77**

**02/15 Crystal Flash Propane(\$1.339) \$ 1,373.94**

**02/21 Crystal Flash Propane(\$1.379) \$ 1,603.89**

**02/27 Crystal Flash Propane(\$1.389) \$ 1,543.20**





**Twin Cities Area Transportation Authority**  
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275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

## PETTY CASH

Prepared by: Cliff Allen				
DATE	DESCRIPTION OF ITEMS	Debit	Credit	Balance
1-Feb	Balance			\$ 8.25
5-Feb	Fund Petty Cash		\$ 195.05	\$ 203.30
8-Feb	Refund to Customer	\$ 10.50		\$ 192.80
19-Feb	Gas	\$ 45.97		\$ 146.83
19-Feb	Stamps	\$ 49.50		\$ 97.33
27-Feb	Board Lunch	\$ 51.92		\$ 45.41

Maint fuel	\$45.97
Admin supplies	\$111.92
<b>Total</b>	<b>\$157.89</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Trial Balance**

As of February 28, 2019

	Feb 28, 19	
	Debit	Credit
Fifth Third Bank Checking Acct	1,000.00	
10101 · CHEMICAL BANK	118,872.29	
10103 · OVER / SHORTAGE	0.00	
10105 · CHEMICAL BANK MONEY MARKET	0.00	
10107 · FIFTH THIRD BANK-MONEY MARKET	10,000.00	
10109 · FIFTH THIRD BANK - Line of Cred	0.00	
1200 · ACCOUNTS RECEIVABLE	11,372.93	
10102 · PETTY CASH	230.00	
10201 · DUE FROM BH MILLAGE	28,539.33	
10202 · DUE FROM BH OPER.	0.00	
10204 · DUE FROM PAYROLL PROCESSOR	0.00	
10205 · DUE FROM FED - OPER	253,120.00	
10206 · Due From FED - CMAQ	0.00	
10211 · DUE FROM STATE - CAPITAL	63,121.50	
10212 · DUE FROM FED - CAPITAL	0.00	
10213 · Due from State - Capital Exp	0.00	
10214 · Due from Fed - Capital Exp	0.00	
10215 · Due from State JARC blue	25,549.00	
10216 · Due from State JARC Red	44,300.00	
10219 · DUE FROM STATE NEW SERVICE	0.00	
10220 · DUE FROM ST. OPER	51,725.00	
10221 · New Freedom Receivable	12,266.08	
10222 · DUE FROM STATE MARKETING	0.00	
10223 · DUE FROM WORKMAN COMP	0.00	
10224 · DUE FROM BANK	0.00	
10225 · DUE FROM EMPLOYEE	0.00	
10226 · DUE FROM VENDOR	0.00	
10227 · ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	
10302 · FUEL INVENTORY	5,278.77	
10303 · Inventory Tires	0.00	
10401 · PREPAID VEHICLE INS.	18,796.00	
10402 · PREPAID WORKER COMP	128.46	
10403 · PREPAID HEALTH INS.	17,974.72	
10404 · PREPAID SECURITY INS		63.00
10405 · PREPAID BUILDING INSURANCE	147.42	
10409 · PREPAID EXPENSE-OTHER	0.00	
1120 · Inventory Asset	0.00	
111011 · LAND	80,715.20	
111012 · FACILITY	1,716,493.25	
111012 · FACILITY:Original Cost	0.00	
111012 · FACILITY:111031 · Depreciation		1,604,208.86
111012 · FACILITY:111045 · Depreciation -local share	0.00	
111013 · REVENUE VEHICLES	2,474,247.00	
111013 · REVENUE VEHICLES:Original Cost	0.00	
111013 · REVENUE VEHICLES:111032 · Depreciation revenue vehicles		1,181,901.62
111013 · REVENUE VEHICLES:111041 · LOCAL CONTRIBUTION	114,989.00	
111014 · WRECKER/ OTHER VEHICLES	133,416.89	
111014 · WRECKER/ OTHER VEHICLES:Original Cost	0.00	
111014 · WRECKER/ OTHER VEHICLES:111033 · Depreciation		126,561.00
111015 · EQUIPMENT	428,978.85	
111015 · EQUIPMENT:Original Cost	0.00	
111015 · EQUIPMENT:111034 · Depreciation		287,796.24
111016 · OFFICE EQUIPMENT	1,252.93	
111016 · OFFICE EQUIPMENT:Original Cost	0.00	
111016 · OFFICE EQUIPMENT:111035 · Depreciation	0.00	
111017 · RADIOS	529.40	
111017 · RADIOS:Original Cost	0.00	
111017 · RADIOS:111036 · Depreciation	0.00	
111018 · SPECIAL PASSENGER VEHICLE	27,000.00	
111019 · BUS EQUIPMENT-COMPUTER SURF PRO	9,700.00	
111020 · SUPERVISORS VEHICLE	0.00	
111020 · SUPERVISORS VEHICLE:Original Cost	0.00	
111020 · SUPERVISORS VEHICLE:111038 · Depreciation	0.00	
111020 · SUPERVISORS VEHICLE:111047 · Depreciation - local share	0.00	

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Trial Balance**

As of February 28, 2019

	Feb 28, 19	
	Debit	Credit
111021 · GARAGE FLOOR WASHER	0.00	
111021 · GARAGE FLOOR WASHER:Original Cost	0.00	
111021 · GARAGE FLOOR WASHER:111039 · Depreciation	0.00	
111022 · ADA EQUIPMENT	0.00	
111022 · ADA EQUIPMENT:Original Cost	0.00	
111022 · ADA EQUIPMENT:111040 · Depreciation	0.00	
111023 · VENDING MACHINES	0.00	
111023 · VENDING MACHINES:Original Cost	0.00	
111023 · VENDING MACHINES:111042 · Depreciation	0.00	
111024 · ASSOCIATED CAPITAL	0.00	
111024 · ASSOCIATED CAPITAL:Original Cost	0.00	
111024 · ASSOCIATED CAPITAL:111043 · Depreciation	0.00	
111025 · WRECKER REHAB:Original Cost	0.00	
111025 · WRECKER REHAB:111044 · Depreciation	0.00	
111026 · Automatic Vehicle Locator	0.00	
111026 · Automatic Vehicle Locator:111048 · Depreciation of AVL	0.00	
111027 · Bike Racks	0.00	
111027 · Bike Racks:111049 · Depreciation bike rack	0.00	
111028 · Mobile Surveillance Camera	0.00	
111028 · Mobile Surveillance Camera:111050 · Depreciation Mobile Surveillanc	0.00	
111029 · Bus Shelters	0.00	
111029 · Bus Shelters:111052 · Depreciation Bus Shelters	0.00	
111030 · Dispatch Computer System	0.00	
111030 · Dispatch Computer System:111053 · Depreciation Dispatch Comp Sys	0.00	
2000 · Accounts Payable		218,595.15
20201 · ACCRUED PAYROLL	0.00	
20206 · ACCRUED FRINGE PAYABLE	0.00	
20207 · Accrued Expenses	0.00	
20211 · PAYROLL WITHHOLDING	293.17	
20218 · MISCELLANIOUS PAYABLE	0.00	
20506 · DUE TO FED	0.00	
20507 · DUE TO VENETIAN FESTIVAL -FARE	0.00	
20508 · DUE TO EMPLOYEE	0.00	
20509 · Due to State -overpaid operatin		86,787.00
20510 · Due to Customer	0.00	
20511 · Due to SEP	0.00	
21101 · ADVANCE LOCAL GOV	0.00	
21102 · ADVANCE LOCAL MILLAGE	0.00	
21104 · ADVANCES STATE GOVER.	0.00	
21106 · Accrued Sick Days		21,584.64
21108 · Accrued Vacation Pay		26,235.00
3001 · Due to Bank-Line of Credit		100,000.00
3000 · Opening Bal Equity	0.00	
30400 · Contributed Capital -	0.00	
30401 · Contributed Capital - Federal	0.00	
30402 · Contributed Capital State	0.00	
30404 · Contribute Capital Local	0.00	
30501 · Closing depr	0.00	
3900 · Retained Earnings		1,214,188.27
40101 · FAREBOX		68,082.12
40102 · Punch Cards White		1,908.00
40103 · Fare box coin over and short	22.97	
40104 · Punch Cards Blue		10,468.50
40199 · FARES-TOKENS		4,325.50
40203 · SPECIAL ROUTE GUARANTEES		1,620.00
40603 · AUX REV - ADVERTISING		11,850.00
40704 · NON TRANS - INVEST INCOME	0.00	
40799 · Other Non Transit Revenue		50,459.47
40801 · LOCAL SUBSIDY - MILLAGE		45,740.00
40901 · LOCAL SUBSIDY - OPER ASSISTANCE		22,775.19
40950 · Local Capital Grant		114,989.00
409991 · Punch Card white - local match		150.00
409992 · Punch Card Blue - Local Match		4,710.00
409993 · Tokes - Local Match		6,912.50

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Trial Balance**

As of February 28, 2019

	Feb 28, 19	
	Debit	Credit
41101 · STATE SUBSIDY - OPER		379,224.00
411012 · JARC Blue oper		59,253.00
411013 · JARC Red Operating		77,768.00
41150 · State Capital Grant		136,797.00
41201 · Prior Year Adj -St.Fed.&Local	78,024.00	
41301 · FEDERAL SUBSIDY - OPER		253,120.00
41350 · Federal Capital Grant		547,186.00
41401 · INTEREST INCOME		101.77
501011 · OPERATORS WAGES	241,331.59	
501021 · OTHER WAGES - OPER	45,588.59	
501022 · OTHER WAGES - MAINT	36,972.60	
501023 · OTHER WAGES - ADMIN	67,925.81	
501031 · DISPATCHERS WAGES	46,657.48	
501044 · OTHER WAGES NEW FREEDOM	16,153.83	
502031 · HEALTH INS - OPER	64,604.25	
502032 · HEALTH INS - MAINT	7,562.03	
502033 · HEALTH INSURANCE ADMIN	29,660.25	
502041 · SS & MED OPER	27,453.62	
502042 · SS & MED MAINT	3,049.05	
502043 · SS & MED ADMIN	5,659.38	
502044 · SS & MED NEW FREEDOM	1,235.74	
502071 · UNEMPLOYMENT - OPER	6,293.60	
502072 · UNEMPLOYMENT - MAINT	631.47	
502073 · UNEMPLOYMENT - ADMIN	1,036.32	
502074 · UNEMPLOYMENT NEW FREEDOM	260.91	
502081 · WORKERS COMP OPER	17,484.52	
502082 · WORKERS COMP MAINT	1,645.44	
502083 · WORKERS COMP ADMIN	642.57	
502091 · SICK LEAVE -OPER	7,843.30	
502092 · SICK LEAVE -MAINT.	816.76	
502093 · SICK LEAVE -ADMIN	1,453.60	
502101 · HOLIDAY - OPER	10,656.96	
502102 · HOLIDAY - MAINT	1,103.52	
502103 · HOLIDAY - ADMIN	1,449.60	
502111 · VACATION -OPER	10,649.28	
502112 · VACATION - MAINT	1,387.12	
502113 · VACATION - ADMIN	3,684.33	
503023 · ADVERTISING FEES	1,873.31	
503031 · SERVICE OPER	22,482.40	
503032 · SERVICE MAINT	47,453.16	
503033 · SERVICE ADMIN	9,375.23	
503051 · CONTRACT MAINT OPER	1,324.00	
503053 · CONTRACT MAINT ADMIN	6,119.92	
503072 · SECURITY SERVICE	821.07	
503991 · DRUG TESTING OPER	823.00	
503992 · OTHER SERVICE	286.00	
503993 · OTHER SERVICE ADMIN	15,531.50	
504011 · FUEL OPER	59,012.67	
504012 · FUEL MAINT	698.28	
504013 · FUEL ADMIN	957.58	
504021 · TIRES	3,683.00	
504031 · SUPPLIES OPER	6,772.39	
504032 · SUPPLIES MAINT	18,988.93	
504033 · SUPPLIES ADMIN	12,837.78	
505021 · ELECTRIC OPER	174.22	
505022 · ELECTRIC MAINT	4,878.03	
505023 · ELECTRIC ADMIN	754.94	
505031 · GAS SERVICE OPER	165.42	
505032 · GAS SERVICE MAINT	4,631.65	
505033 · GAS SERVICE ADMIN	716.81	
505041 · WATER OPER	68.51	
505042 · WATER MAINT	1,918.56	
505043 · WATER ADMIN	447.03	
505051 · TELEPHONE OPER	466.84	

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of February 28, 2019

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	Feb 28, 19	
	Debit	Credit
505053 · TELEPHONE ADMIN	4.72	
506031 · BUS INSURANCE OPER	38,230.80	
506043 · BUILDING INS	5,911.83	
507003 · TAXES AND FEES	0.00	
509013 · DUES	0.00	
509021 · TRAVEL OPER	3,800.81	
509023 · TRAVEL ADMIN	1,161.96	
509024 · TRAVEL NEW FREEDOM	635.72	
509141 · Obsolete DRUG TESTING OPER	335.00	
509993 · OTHER MISC ADMIN	51.92	
512121 · RENTAL OPER	1,541.94	
512122 · RENTAL MAINT	1,122.22	
512123 · RENTAL ADMIN	324.00	
TOTAL	<u>6,665,360.83</u>	<u>6,665,360.83</u>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Profit & Loss**

February 2019

	<u>Feb 19</u>
Ordinary Income/Expense	
Income	
40101 · FAREBOX	13,957.04
40102 · Punch Cards White	427.50
40103 · Fare box coin over and short	4.57
40104 · Punch Cards Blue	600.00
40199 · FARES-TOKENS	675.00
40704 · NON TRANS - INVEST INCOME	0.00
40799 · Other Non Transit Revenue	9,371.93
40801 · LOCAL SUBSIDY - MILLAGE	9,148.00
40901 · LOCAL SUBSIDY - OPER ASSISTANCE	22,775.19
409991 · Punch Card white - local match	150.00
409992 · Punch Card Blue - Local Match	3,783.00
409993 · Tokes - Local Match	1,050.00
41101 · STATE SUBSIDY - OPER	63,204.00
411012 · JARC Blue oper	11,202.00
411013 · JARC Red Operating	15,565.00
41201 · Prior Year Adj -St,Fed.&Local	-14,464.00
41301 · FEDERAL SUBSIDY - OPER	18,370.00
41401 · INTEREST INCOME	9.36
<b>Total Income</b>	<b>155,828.59</b>
<b>Gross Profit</b>	<b>155,828.59</b>
Expense	
501011 · OPERATORS WAGES	47,048.47
501021 · OTHER WAGES - OPER	12,152.19
501022 · OTHER WAGES - MAINT	7,163.40
501023 · OTHER WAGES - ADMIN	13,712.66
501031 · DISPATCHERS WAGES	4,302.45
501044 · OTHER WAGES NEW FREEDOM	3,076.92
502031 · HEALTH INS - OPER	-2,999.59
502032 · HEALTH INS - MAINT	1,496.00
502033 · HEALTH INSURANCE ADMIN	5,315.77
502041 · SS & MED OPER	5,054.27
502042 · SS & MED MAINT	595.95
502043 · SS & MED ADMIN	1,086.06
502044 · SS & MED NEW FREEDOM	235.38
502071 · UNEMPLOYMENT - OPER	2,222.78
502072 · UNEMPLOYMENT - MAINT	252.16
502073 · UNEMPLOYMENT - ADMIN	268.21
502074 · UNEMPLOYMENT NEW FREEDOM	104.30
502081 · WORKERS COMP OPER	2,939.92
502082 · WORKERS COMP MAINT	274.24
502083 · WORKERS COMP ADMIN	128.51
502091 · SICK LEAVE -OPER	1,801.60
502092 · SICK LEAVE -MAINT.	339.76
502093 · SICK LEAVE -ADMIN	139.20
502111 · VACATION -OPER	1,484.00
502112 · VACATION - MAINT	367.84
502113 · VACATION - ADMIN	483.20
503023 · ADVERTISING FEES	188.60
503032 · SERVICE MAINT	10,849.83
503033 · SERVICE ADMIN	749.16
503072 · SECURITY SERVICE	31.50
503991 · DRUG TESTING OPER	488.00
503993 · OTHER SERVICE ADMIN	4,480.00
504011 · FUEL OPER	12,429.05
504013 · FUEL ADMIN	106.22
504031 · SUPPLIES OPER	268.49
504032 · SUPPLIES MAINT	4,661.93
504033 · SUPPLIES ADMIN	3,489.24
505021 · ELECTRIC OPER	77.30
505022 · ELECTRIC MAINT	2,164.30
505023 · ELECTRIC ADMIN	334.95

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss**  
February 2019

	Feb 19
505031 · GAS SERVICE OPER	64.70
505032 · GAS SERVICE MAINT	1,811.49
505033 · GAS SERVICE ADMIN	280.35
505041 · WATER OPER	17.36
505042 · WATER MAINT	486.08
505043 · WATER ADMIN	75.23
506031 · BUS INSURANCE OPER	8,593.00
506043 · BUILDING INS	3,218.83
509141 · Obsolete DRUG TESTING OPER	0.00
509993 · OTHER MISC ADMIN	51.92
512123 · RENTAL ADMIN	100.00
	164,063.18
Total Expense	164,063.18
Net Ordinary Income	-8,234.59
Net Income	-8,234.59

Total Eligible Expenses	\$939,155.00
State Reimbursement Rate for 2019	38.07%
State of Michigan Subsidy Based on Expenses	\$357,536.31

State Revenue Recorded(41101)	\$252,816.00
Over/Under payment	\$104,720.31

Net Income from Profit & Loss Statement	\$806,028.76
Non Eligible Expense - Refunds	\$41,088.00
Net Income	\$764,940.76
State Adjustment	\$104,720.31
Net Income After State Adjustment	\$869,661.07
Income From Capital	\$683,983.00

**Net Income After Adjustments** **\$185,678.07**

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Balance Sheet**

As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Fifth Third Bank Checking Acct	1,000.00
10101 · CHEMICAL BANK	118,872.29
10107 · FIFTH THIRD BANK-MONEY MARKET	10,000.00
<b>Total Checking/Savings</b>	<u>129,872.29</u>
<b>Accounts Receivable</b>	
1200 · ACCOUNTS RECEIVABLE	11,372.93
<b>Total Accounts Receivable</b>	<u>11,372.93</u>
<b>Other Current Assets</b>	
10102 · PETTY CASH	230.00
10201 · DUE FROM BH MILLAGE	28,539.33
10205 · DUE FROM FED - OPER	253,120.00
10211 · DUE FROM STATE - CAPITAL	63,121.50
10215 · Due from State JARC blue	25,549.00
10216 · Due from State JARC Red	44,300.00
10220 · DUE FROM ST. OPER	51,725.00
10221 · New Freedom Receivable	12,266.08
10302 · FUEL INVENTORY	5,278.77
10401 · PREPAID VEHICLE INS.	18,796.00
10402 · PREPAID WORKER COMP	128.46
10403 · PREPAID HEALTH INS.	17,974.72
10404 · PREPAID SECURITY INS	-63.00
10405 · PREPAID BUILDING INSURANCE	147.42
<b>Total Other Current Assets</b>	<u>521,113.28</u>
<b>Total Current Assets</b>	<u>662,358.50</u>
<b>Fixed Assets</b>	
111011 · LAND	80,715.20
111012 · FACILITY	
111031 · Depreciation	-1,604,208.86
111012 · FACILITY - Other	1,716,493.25
<b>Total 111012 · FACILITY</b>	<u>112,284.39</u>
111013 · REVENUE VEHICLES	
111032 · Depreciation revenue vehicles	-1,181,901.62
111041 · LOCAL CONTRIBUTION	114,989.00
111013 · REVENUE VEHICLES - Other	2,474,247.00
<b>Total 111013 · REVENUE VEHICLES</b>	<u>1,407,334.38</u>
111014 · WRECKER/ OTHER VEHICLES	
111033 · Depreciation	-126,561.00
111014 · WRECKER/ OTHER VEHICLES - Other	133,416.89
<b>Total 111014 · WRECKER/ OTHER VEHICLES</b>	<u>6,855.89</u>
111015 · EQUIPMENT	
111034 · Depreciation	-287,796.24
111015 · EQUIPMENT - Other	428,978.85
<b>Total 111015 · EQUIPMENT</b>	<u>141,182.61</u>
111016 · OFFICE EQUIPMENT	1,252.93
111017 · RADIOS	529.40



**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Balance Sheet**  
As of February 28, 2019

	Feb 28, 19
111018 · SPECIAL PASSENGER VEHICLE	27,000.00
111019 · BUS EQUIPMENT-COMPUTER SURF PRO	9,700.00
<b>Total Fixed Assets</b>	<b>1,786,854.80</b>
<b>TOTAL ASSETS</b>	<b>2,449,213.30</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	218,595.15
<b>Total Accounts Payable</b>	218,595.15
<b>Other Current Liabilities</b>	
20211 · PAYROLL WITHHOLDING	-293.17
20509 · Due to State -overpaid operatin	86,787.00
<b>Total Other Current Liabilities</b>	86,493.83
<b>Total Current Liabilities</b>	305,088.98
<b>Long Term Liabilities</b>	
21106 · Accrued Sick Days	21,584.64
21108 · Accrued Vacation Pay	26,235.00
3001 · Due to Bank-Line of Credit	100,000.00
<b>Total Long Term Liabilities</b>	147,819.64
<b>Total Liabilities</b>	452,908.62
<b>Equity</b>	
3900 · Retained Earnings	1,214,188.27
Net Income	782,116.41
<b>Total Equity</b>	1,996,304.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,449,213.30</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss Prev Year Comparison**  
October 2018 through February 2019

	Oct '18 - Feb 19	Oct '17 - Feb 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40101 · FAREBOX	68,082.12	70,207.02	-2,124.90	-3.0%
40102 · Punch Cards White	1,908.00	900.00	1,008.00	112.0%
40103 · Fare box coin over and short	-22.97	37.53	-60.50	-161.2%
40104 · Punch Cards Blue	10,468.50	4,819.50	5,649.00	117.2%
40199 · FARES-TOKENS	4,325.50	5,077.50	-752.00	-14.8%
40203 · SPECIAL ROUTE GUARANTEES	1,620.00	3,752.50	-2,132.50	-56.8%
40603 · AUX REV - ADVERTISING	11,850.00	0.00	11,850.00	100.0%
40704 · NON TRANS - INVEST INCOME	0.00	0.00	0.00	0.0%
40799 · Other Non Transit Revenue	50,459.47	6,436.71	44,022.76	683.9%
40801 · LOCAL SUBSIDY - MILLAGE	45,740.00	42,000.00	3,740.00	8.9%
40901 · LOCAL SUBSIDY - OPER ASSISTANCE	22,775.19	0.00	22,775.19	100.0%
40950 · Local Capital Grant	114,989.00	0.00	114,989.00	100.0%
409991 · Punch Card white - local match	150.00	0.00	150.00	100.0%
409992 · Punch Card Blue - Local Match	4,710.00	13,589.50	-8,879.50	-65.3%
409993 · Tokes - Local Match	6,912.50	7,035.00	-122.50	-1.7%
41101 · STATE SUBSIDY - OPER	379,224.00	309,700.00	69,524.00	22.5%
411012 · JARC Blue oper	59,253.00	65,780.00	-6,527.00	-9.9%
411013 · JARC Red Operating	77,768.00	85,148.00	-7,380.00	-8.7%
41150 · State Capital Grant	136,797.00	0.00	136,797.00	100.0%
41151 · State Capital Grants 12-0173	0.00	16,690.00	-16,690.00	-100.0%
41201 · Prior Year Adj -St,Fed.&Local	-78,024.00	0.00	-78,024.00	-100.0%
41301 · FEDERAL SUBSIDY - OPER	253,120.00	310,479.00	-57,359.00	-18.5%
41305 · New Freedom Program Grant	0.00	23,376.12	-23,376.12	-100.0%
41350 · Federal Capital Grant	547,186.00	66,760.00	480,426.00	719.6%
41401 · INTEREST INCOME	101.77	92.86	8.91	9.6%
<b>Total Income</b>	<b>1,719,393.08</b>	<b>1,031,881.24</b>	<b>687,511.84</b>	<b>66.6%</b>
<b>Gross Profit</b>	<b>1,719,393.08</b>	<b>1,031,881.24</b>	<b>687,511.84</b>	<b>66.6%</b>
<b>Expense</b>				
501011 · OPERATORS WAGES	241,331.59	221,434.09	19,897.50	9.0%
501021 · OTHER WAGES - OPER	45,588.59	17,886.59	27,702.00	154.9%
501022 · OTHER WAGES - MAINT	36,972.60	32,661.26	4,311.34	13.2%
501023 · OTHER WAGES - ADMIN	67,925.81	68,420.94	-495.13	-0.7%
501031 · DISPATCHERS WAGES	46,657.48	52,647.30	-5,989.82	-11.4%
501044 · OTHER WAGES NEW FREEDOM	16,153.83	9,999.99	6,153.84	61.5%
502031 · HEALTH INS - OPER	64,604.25	90,001.95	-25,397.70	-28.2%
502032 · HEALTH INS - MAINT	7,562.03	10,610.40	-3,048.37	-28.7%
502033 · HEALTH INSURANCE ADMIN	29,660.25	35,695.25	-6,035.00	-16.9%
502041 · SS & MED OPER	27,453.62	24,351.03	3,102.59	12.7%
502042 · SS & MED MAINT	3,049.05	2,630.79	418.26	15.9%
502043 · SS & MED ADMIN	5,659.38	5,413.98	245.40	4.5%
502044 · SS & MED NEW FREEDOM	1,235.74	764.98	470.76	61.5%
502071 · UNEMPLOYMENT - OPER	6,293.60	5,228.54	1,065.06	20.4%
502072 · UNEMPLOYMENT - MAINT	631.47	808.03	-176.56	-21.9%
502073 · UNEMPLOYMENT - ADMIN	1,036.32	938.00	98.32	10.5%
502074 · UNEMPLOYMENT NEW FREEDOM	260.91	342.15	-81.24	-23.7%
502081 · WORKERS COMP OPER	17,484.52	13,814.10	3,670.42	26.6%
502082 · WORKERS COMP MAINT	1,645.44	1,302.30	343.14	26.4%
502083 · WORKERS COMP ADMIN	642.57	610.22	32.35	5.3%
502091 · SICK LEAVE -OPER	7,843.30	10,080.02	-2,236.72	-22.2%
502092 · SICK LEAVE -MAINT.	816.76	562.64	254.12	45.2%
502093 · SICK LEAVE -ADMIN	1,453.60	417.60	1,036.00	248.1%
502101 · HOLIDAY - OPER	10,656.96	10,074.88	582.08	5.8%
502102 · HOLIDAY - MAINT	1,103.52	1,103.52	0.00	0.0%
502103 · HOLIDAY - ADMIN	1,449.60	1,406.88	42.72	3.0%
502111 · VACATION -OPER	10,649.28	11,174.48	-525.20	-4.7%
502112 · VACATION - MAINT	1,387.12	742.00	645.12	86.9%
502113 · VACATION - ADMIN	3,684.33	1,580.88	2,103.45	133.1%
503023 · ADVERTISING FEES	1,873.31	4,081.09	-2,207.78	-54.1%
503031 · SERVICE OPER	22,482.40	7,797.04	14,685.36	188.4%

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss Prev Year Comparison**  
**October 2018 through February 2019**

	Oct '18 - Feb 19	Oct '17 - Feb 18	\$ Change	% Change
503032 · SERVICE MAINT	47,453.16	54,727.47	-7,274.31	-13.3%
503033 · SERVICE ADMIN	9,375.23	11,509.20	-2,133.97	-18.5%
503051 · CONTRACT MAINT OPER	1,324.00	1,655.00	-331.00	-20.0%
503052 · CONTRACT MAINT	0.00	2,724.00	-2,724.00	-100.0%
503053 · CONTRACT MAINT ADMIN	6,119.92	1,441.96	4,677.96	324.4%
503072 · SECURITY SERVICE	821.07	157.50	663.57	421.3%
503990 · NEW FREEDOM PROG CONTRACT	0.00	18,750.00	-18,750.00	-100.0%
503991 · DRUG TESTING OPER	823.00	1,225.00	-402.00	-32.8%
503992 · OTHER SERVICE	286.00	755.00	-469.00	-62.1%
503993 · OTHER SERVICE ADMIN	15,531.50	4,200.00	11,331.50	269.8%
504011 · FUEL OPER	59,012.67	73,240.69	-14,228.02	-19.4%
504012 · FUEL MAINT	698.28	1,078.74	-380.46	-35.3%
504013 · FUEL ADMIN	957.58	792.28	165.30	20.9%
504021 · TIRES	3,683.00	9,509.94	-5,826.94	-61.3%
504031 · SUPPLIES OPER	6,772.39	785.00	5,987.39	762.7%
504032 · SUPPLIES MAINT	18,988.93	12,881.68	6,107.25	47.4%
504033 · SUPPLIES ADMIN	12,837.78	12,876.43	-38.65	-0.3%
504034 · SUPPLIES NEW FREEDOM	0.00	5,025.69	-5,025.69	-100.0%
505021 · ELECTRIC OPER	174.22	166.02	8.20	4.9%
505022 · ELECTRIC MAINT	4,878.03	4,648.76	229.27	4.9%
505023 · ELECTRIC ADMIN	754.94	719.46	35.48	4.9%
505031 · GAS SERVICE OPER	165.42	233.69	-68.27	-29.2%
505032 · GAS SERVICE MAINT	4,631.65	5,963.32	-1,331.67	-22.3%
505033 · GAS SERVICE ADMIN	716.81	925.99	-209.18	-22.6%
505041 · WATER OPER	68.51	117.31	-48.80	-41.6%
505042 · WATER MAINT	1,918.56	2,406.08	-487.52	-20.3%
505043 · WATER ADMIN	447.03	340.99	106.04	31.1%
505051 · TELEPHONE OPER	466.84	2,545.36	-2,078.52	-81.7%
505053 · TELEPHONE ADMIN	4.72	25.71	-20.99	-81.6%
506031 · BUS INSURANCE OPER	38,230.80	33,407.06	4,823.74	14.4%
506043 · BUILDING INS	5,911.83	3,296.65	2,615.18	79.3%
507003 · TAXES AND FEES	0.00	333.55	-333.55	-100.0%
509013 · DUES	0.00	0.00	0.00	0.0%
509021 · TRAVEL OPER	3,800.81	419.54	3,381.27	806.0%
509023 · TRAVEL ADMIN	1,161.96	2,154.23	-992.27	-46.1%
509024 · TRAVEL NEW FREEDOM	635.72	0.00	635.72	100.0%
509141 · Obsolete DRUG TESTING OPER	335.00	0.00	335.00	100.0%
509993 · OTHER MISC ADMIN	51.92	0.00	51.92	100.0%
512121 · RENTAL OPER	1,541.94	2,524.99	-983.05	-38.9%
512122 · RENTAL MAINT	1,122.22	1,100.83	21.39	1.9%
512123 · RENTAL ADMIN	324.00	198.00	126.00	63.6%
<b>Total Expense</b>	<b>937,276.67</b>	<b>919,446.04</b>	<b>17,830.63</b>	<b>1.9%</b>
<b>Net Ordinary Income</b>	<b>782,116.41</b>	<b>112,435.20</b>	<b>669,681.21</b>	<b>595.6%</b>
<b>Net Income</b>	<b>782,116.41</b>	<b>112,435.20</b>	<b>669,681.21</b>	<b>595.6%</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Director's Report**  
**February 2019**

February like January was another challenging month of continued operation without having access to our Federal grant funding. Our accountant has been extremely busy learning various reporting processes with the different State and Federal Computerized programs and processes, and assisting in monitoring our cash flow during the Government shutdown. Because of the lack of funding – and limited cash flow, I continued to hold on awarding bids and proposals for various projects. This was the second month of the second quarter of fiscal year FY 19.

The State Treasurer's office began the audit for Fiscal Year 2018 which is the period from October 1, 2017 through September 30, 2018.

### **Maintenance**

Our Maintenance Coordinator has done an outstanding job of keeping our vehicles going through this period as well as handling our snow plowing and other maintenance related activities. During February we were still going through a period of being forced to try and keep some of the older buses on the road as we didn't have enough cameras for all of the new buses. Although, we have a successful bid or quote for new ones, we don't expect to have the cash flow to authorize the work to begin until late in March. Four of the new buses are being held until we can get cameras. Bus 29 was still in the shop at Mattawan for repairs throughout February. This is the Bus that was involved in the accident in St. Joseph in November. We have been advised that it may not be able to be fixed.

The Federal shutdown caught us midway in the grant approval process and our grant is just being submitted to Dept. of Labor, who has 30 days to review it, before it comes back to FTA for final approval. That is far longer than we would have expected. This is delaying the process of outfitting them with radios, cameras, and trackers. While it was my intention to run the old buses a while longer to regain some of the value that we have had to invest in them to keep them running until the new ones came in, we now have the new challenge of having no choice until we can award the bids and get the installation done on the new ones.

We currently are using four of the new buses, numbered 35 through 38, with the old ones and a third as a backup. We are also utilizing the small caravans temporarily to help. I am also preparing the bus that we acquired that doesn't have a lift for backup service. I have begun putting radios in the remaining four new ones – radios removed from older buses that have been taken out of service. We have been able to affect repairs to Bus 16 and return it to service. This expanded use may also impact our replacement period on some of the other buses also as more mileage is accumulating on them than was planned.

I am continuing to press maintenance to concentrate on use and daily maintenance of records in the Maintenance Pro program, documenting all labor, parts, and materials and the scheduling of buses for PM's.

Last month I commented on the City having assisted with temporary repairs to Broadway. Unfortunately, it is back in the same condition. I am monitoring it closely and considering rerouting our buses around this location if it gets much worse.

I mentioned last month that I locked in a contract for gasoline at the maximum rate of \$1.92 per gasoline for the rest of the year (or 46,000 gallons). As gasoline prices are starting to rise, this will prove of value to TCATA.

### **Contracts**

We are still unable to draw down money from the Federal government. We asked for an advance from the State MDOT to help fund us through this period. We have a revolving loan in place with 5<sup>th</sup> Third Bank as a fall-back position. I have drawn down \$100,000 against the line of credit from 5<sup>th</sup> Third Bank. While I anticipated having to do so again the week of February 25<sup>th</sup>, it turned out to be unnecessary as we did receive some additional money from the State and some money from taxes from the City.

I have previously mentioned that Blue Cross Blue Shield, the City's insurance would not give us a quote this year. We are still working with him as well as our regular carrier to try and get information for a better insurance program and better rates. Unless something changes, it appears that we will be continuing with our same carrier as other companies are declining to cover TCATA because we have such a range of medical problems within the workforce.

At the present time, we have received responses to our Request For Proposals (RFP's) for replacement of our surveillance camera system on the Building, the same with the camera system for the buses so that we can put the new cameras in the new buses, the proposals for the Security Fence are in, the installation of an awning over the customer waiting area at the front of our building. all setting on hold waiting for the resolution of the Federal situation. I requested and received commitments from the companies that gave bids and quotes to extend the period of time for acceptance of their prices.

Our Bus Shelter and Pad project has also still been on hold. I am working with the State on the documentation for the Request for Quotation. It appears that we will have to dump the planned installation of a stop at Briarwood as I can't get an approval from them. I still don't have a signed agreement with Briarwood for putting in the slab and bench there.

### **University of Michigan Updates**

Since November, we have had several meetings and conference calls with U of M regarding our program activity, that begun before NSF and the NSF program itself. We are working on a Memorandum of Understanding, and have agreed to certain pre-conditions to moving forward-a designated individual to be responsible for monitoring and tracking activity; an agreed upon listing of project activities with completion dates and milestones, insuring that more comes out of this than University research and work for students. We have the NetworkFleet program in operation that allows us to track our buses electronically. I have signed an agreement with

DoubleMap Co. for their software which will overlap Networkfleet and enable us to let customers on our fixed routes look on their cell phones to see arrivals and departures of buses. This information will also be broadcast a an electronic sign to be installed at TCATA and possible to television monitors at locations such as InterCare, Meijers, Walmart, Lakeland Medical and others.

Next month I have been asked to appear on a panel for National NSF Project recipients along with U of M representatives in Denver, Co.

### **Other Projects Updates**

The project for installation of tablets is continuing. The right tablets have been received and have been loaded. We have been waiting and working with the dispatch staff to improve the driver check-in as intended and required for the new system updates. Thanks to Nikki, we are close to being up to date and ready to go. I did have five of our dispatch personnel visit one of the other Transit Operators that are already using tablets to see them in operation. .

I have had the 50" television monitors installed, one above the dispatch center that will assist dispatchers in seeing exactly where all the buses are at any given time, and another that will play a continuous loop of Transit driver training tips on safety, services to disabled, safe driving techniques etc. that has been mounted in the break room. The part we needed has come in and the system is active now, show training type videos as planned. The one in dispatch is fully functional and shows where every bus is at any given time on our system, the direction it is traveling, the speed, and the mileage on the bus. The system also sends notifications if a bus is idling for an extended period of time, hard stops and starts, and speeding notifications.

### **Other Meetings and Activities**

During the month, I attended the TwinCats meeting. I have initiated advertising of our ability to sell advertising on the sides of our buses. Last year, I believe we received around \$11,000 in revenue. I believe that if we promote it, we could double or triple our revenues from this source.

I have continued attending the City Income Tax Committee meetings as a member.

I have been in communication with a company about an electronic fare collection system that utilizes a cell phone linked with the customers credit card if they wish to use it. I recognize that the majority of our existing customers probably do not have credit cards. So this would represent an opportunity for existing and new customers who do have them and wish to ride with us. It does not cost us anything to have the system setup. They collect ten (10%) of whatever revenue they do collect, 5 cents on a \$0.50 cent fare and 10 cents on a \$1.00 fare. I would like to pursue this for our system.

Also, when our cash flow returns to normal, it is my intent to proceed with the purchase of the two new vending machines for employees that I have brought up to the board in prior meetings.

Lastly, within the next month or so, the FTA low-no emissions special 5339 competitive grant process will open. It is my intent, unless there are objections to go after a \$4 million dollar Electric Bus grant. I will seek to get AEP, the electric company involved.

### **Personnel**

Personnel issues continued into February as we continue with getting drivers and others to understand that they must work. Our problems are continuing with some of the older bus operators calling off and making it difficult to maintain our schedules. I am dealing with these situations.

### **Miscellaneous**

One of our new buses #36 was involved in an accident, no serious damage. Bus 29 that was in an accident in November is still in a shop in Mattawan waiting to be repaired.

### **Mission Statement**

Concerns about the seeming limited understanding of our priorities among employees caused me to issue a "Mission Statement" and post it for all employees to see. It states (attached) the same thing that I have said to all employees at the last two annual - meetings.

### **Mobility Manager Program**

Mr. Mitchell is continuing to work with various groups and individuals who have travel problems. He continues to represent TCATA at the TRIAD meeting (senior citizens), and the weekly PATH meetings (Employment) at Kinexus.

He has continued working on identifying and communicating to people and businesses located along the planned yellow route as we intend to begin offering fixed route service once the Federal shutdown is over and our funds flow resumes. It is a planned route up past Benton Manor housing on Madeline and around Collins Ave., by Chassix, out by the airport and through the industrial park there, across to the Boys and Girls Club, and terminating at Intercare where it will link up with the Blue line for people wanting to transfer and go to other locations. Between housing developments, churches, and about twenty (20) or more employers, we believe this service will be successful. This exact statement was in the prior month's Director's report. I believe it to be worth repeating.

### **Universal Low Fare Card Program**

The Universal Low Fare Card program has moved along well with significant increases in the number of people enrolled when our new program of not accept request to pay low fares without the card went into effect in January. We have also noted an increase in daily revenue as riders are having to pay the proper fares. I anticipate this will continue. It also helps us with our senior and disabled base in the PcTrans computer system.



**Twin Cities Area Transportation Authority**  
**(269) 927-2268 • Fax (269) 927-2310**

275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**FY 2020 RESOLUTION OF INTENT**

The approved resolution of intent to apply for state formula operating assistance of  
Fiscal Year 2020 under act 55 of the public acts of 1951, as amended

**Whereas**, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51) it is necessary for the Twin Cities Area Transportation Authority, (hereby know as THE APPLICANT) established under Act 55. To provide a local transportation program for the state fiscal year of 2020 and. Therefore, apply for state financial assistance under provisions of Act 51: and

**Whereas**, it is necessary for governing body to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 55: and

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

**WHEREAS**, the performance indicators for this agency have been reviewed and approved by governing body; and

**WHEREAS**, THE APPLICATION, has reviewed and approved the proposed balanced (surplus) budget, and funding sources of estimated federal funds \$ 1,551,645 estimated state funds of \$1,300,413 estimated local funds of \$340,000, with total estimated expenses of \$ 3,192,058.

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

**HEREBY**, appoints Alexandre Little, Executive Director as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department of its administration of Act 51 for 2020.

I, \_\_\_\_\_ **Secretary**, of **THE APPLICANT**, having custody of the records and proceedings of **THE APPLICANT**, does hereby certify that I have compared the resolution adopted by **THE APPLICANT** at the meeting of **March 27, 2020**, with the original minutes now on file and of record in the office and that this resolution is true and correct.

**IN TESTIMONY WHEREOF**, I have hereunto set my  
hand and affixed seal of said **Veronica Bragg**, this 27<sup>th</sup> day of **March 2019**

Signature \_\_\_\_\_



Resolution of Intent for 2020 FY

Discription	Federal	State	Local	Farebox	Total
Three CMAQ	\$ 237,600	\$ 59,400			\$ 297,000
Three 5307	\$ 237,600	\$ 59,400			\$ 297,000
One 5339	\$ 79,200	\$ 19,800			\$ 99,000
JARC		\$ 375,000			\$ 375,000
Mobility Manager	\$ 60,000	\$ 15,000			\$ 75,000
Facility Improvement-drain	\$ 31,246	\$ 7,812			\$ 39,058
Operating	\$ 905,999	\$ 764,001	\$ 165,000	\$ 175,000	\$ 2,010,000
	\$ 1,551,645	\$ 1,300,413	\$ 165,000	\$ 175,000	\$ 3,192,058