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

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

MEMORANDUM

TO: Dart's Board Members
FROM: TJ Taylor, Executive Director
DATE: May 24, 2019
RE: Dart's Monthly Board Meeting

A handwritten signature in black ink, appearing to be "TJ Taylor", is written over the "FROM:" line of the memorandum.

There is a Dart board meeting scheduled for May 29, 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 May 28, 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 – 05/29/19
- 2) Minutes – 04/24/19

CHAIRMAN'S REPORT

- 1) General Information – 05/29/19

DIRECTOR'S REPORT

- 1) Operation Summary
Ridership & Farebox – 04/19
- 2) Driver of the Month – 04/19
- 3) General Information – 05/29/19
- 4) Approval of Directors Report – 05/29/19

ACCOUNTANT'S REPORT

- 1) Unpaid Bills Detail – 04/19
- 2) Check Detail – 04/19
- 3) Purchases by Vendor Detail – 04/19
- 4) Petty Cash – 04/19
- 5) Wire Transfer– 04/19
- 6) Trial Balance, Profit loss, Profit and
Loss Budget vs. Actual
& Balance Sheet – 04/19
- 7) Approval of Accountant Report – 05/29/19
- 8) Audit Report

OLD BUSINESS

- 1) Clarify & Motion Board Member Seats
- 2) Update on Bylaws
- 3) Update on Search for Director
(My Way There, MPTA, MI Talent Bank,
ZipRecruiter, Herald Palladium)

NEW BUSINESS

PUBLIC COMMENTS

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
REGULARLY SCHEDULED
BOARD MEETING
HELD April 24, 2019**

Board Members Present: Mr. Anthony Andrews, Chairperson
Ms. Emma Kinnard, Secretary
Mr. James Childs, Trustee

Board Members Absent: Ms. Juanita Henry, Trustee
Ms. Lisa Varrie, Trustee

Staff Present: Mr. TJ Taylor, Assistant Director
Mr. Clifford Allen, Accountant
Mr. Ellis Mitchell, Mobility Manager

Public: Marvin Haywood

The board meeting was called to order by Anthony Andrews.

Agenda: A motion was requested by Anthony Andrews to approve the agenda of 4/24/19 as presented, supported by James Childs. **MOTION CARRIED**

Secretary's Report: **General Information** – Emma Kinnard stated that they are in process of updating the Articles of Incorporation and that they will have Bylaws set up also.

Minutes – A motion was requested by James Childs to approve the minutes of 2/27/19 as presented, supported by Anthony Andrews. **MOTION CARRIED**

Minutes – A motion was requested by Anthony Andrews to approve the minutes of 3/27/19 as presented, supported by James Childs. **MOTION CARRIED**

Chairperson's Report: **General information** – NONE

Director's Report: **Operation Summary, Ridership & Fare box** – TJ Taylor informed the board that the total Demand Response riders for the month of March was 11,226, of these 436 were senior riders and 2,633 were Disabled riders, and 127 children, 7,487 regular riders, Line haul had 4,039 riders. 12,288.40 gallons of gasoline covering 37,093 miles an average of 3.0 miles per gallon. LP gas we used 3,294.20 gallons covering 10,545 miles an average of 3.2 miles per gallon. Total vehicle hours were 4,132 with an average of 2.7 passengers per vehicle hour.

TJ Taylor 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 incorrect data and the company is working with PC Trans to fix the problem with data entry software.

TJ stated that there is a position open for a Grant Management.

TJ Taylor passed out information to the board members about the Fifth Third Bank account that the company has.

TJ stated that the Department of Treasury sent the company a letter. The letter stated that the Line of Credit that was opened through Fifth Third Bank was illegal and that the outstanding amount should be paid immediately, and the account shall be closed.

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

Driver of the month - NONE

Accountant's Report:

Check Details, Purchases by Vendor Detail & Unpaid Bills – A motion was requested by James Childs to approve the check detail in the amount of \$191,502.36 for the month of March 2019, supported by Emma Kinnard. **MOTION CARRIED**

A motion was requested by James Childs to approve the Purchases by Vendor in the amount of \$75,595.09 for the month of March 2019, supported by Emma Kinnard. **MOTION CARRIED**

A motion was requested by James Childs to approve the Unpaid Bills Detail in the amount of \$226,431.58 for the month of March 2019, supported by Emma Kinnard. **MOTION CARRIED**

Bank Card Activity – was reviewed 3/19

Wire Transfers– was reviewed 3/19

Petty Cash – was reviewed 3/19

Emma Kinnard asked what the travel expenses are for. TJ stated that the travel expenses were for a couple of dispatch employees going for training seminars on software and a driver went to a rodeo training as well.

Trial Balance, Balance Sheet & Profit & Loss- Clifford Allen stated that TCATA's net income as of March 2019, was \$74,168.33.

A motion was requested by James Childs to approve the Profit & Loss Report for the month of March 2019, supported by Emma Kinnard. **MOTION CARRIED**

Old Business: NONE

New Business: Emma Kinnard stated that there was a visit with the attorney, and they concluded that they need to have Bylaws for the company. Also, they want to update the Articles of Incorporation for the company and the attorney should have everything ready next week. Emma stated that she wants all of the board members to look over the paperwork and if they need to address any issues then they can. Emma stated that going further everything needs to be handled properly and that the board is aware of everything that is happening.

Emma stated that the board is in process of creating a contract for the Director's position.

Emma stated that they are looking for additional board members so they can have a total of seven members so that additional positions can be filled according to the Articles of Incorporation and Bylaws.

Emma stated that she received several reports on the drivers getting passengers where they need to go in a timely manner, she is proud and excited that the drivers have a different mind set and things are running a lot smoother.

Public Comments:

There being no further discussions, the board meeting was adjourned by Anthony Andrews.

Secretary

Date

dk

NOTE: NUMBER ARE NOT ACCURATE-BILL IS WORKING WITH DISPATCH

OPERATION SUMMARY

APR 2019

6,820.676

PASSENGERS TO DATE

18,284,317

MILES TO DATE

	Date	Regular	Senior	Disab.	Child	SR Dis	Total	VEHICLE DATA										VEH. DATA				PASS/
								LINE	HAUL	FUEL	MILES	MILES	FUEL	MILES	MILES	FUEL	MILES	M/GAL	M/GAL	HOURS	VEH.HR	
MON	1	463	71	118	7	14	673		265	314.5	1404	4.5	77.6	453	5.8	192				192		3.5
TUE	2	422	39	159	13	19	652		228	338.3	1508	4.5	56.1	320	5.7	183				183		3.6
WED	3	378	44	196	15	25	658		267	226.7	1294	5.7	45.5	363	8.0	226				226		2.9
THUR	4	415	59	151	6	29	660		232	359.3	1384	3.9	30.2	492	16.3	218				218		3.0
FRI	5	352	86	158	10	18	624		284	420.2	1560	3.7	104.7	368	3.5	150				150		4.2
SAT	6	192	12	92	7	9	312		132	191	781	4.1	73.0	253	3.5	86				86		3.6
SUN	7						0															
TOTAL		2222	311	874	58	114	3579		1408	1850	7931	4.3	387.1	2249	5.8	1055				1055		3.4
MON	7	385	27	167	6	30	615		175	389.7	1777	4.8	30.2	225	7.5	214				214		2.9
TUE	7	487	46	185	16	24	756		280	372.2	1953	5.2	19.1	163	8.5	185				185		4.1
WED	7	446	40	159	6	15	666		221	402.6	1845	4.6	58.4	258	4.4	185				185		3.6
THUR	7	398	30	148	3	28	607		197	605.9	1800	3.0	69.3	283	4.1	181				181		3.4
FRI	7	360	42	193	16	15	626		244	545.4	1795	3.3	82.0	298	3.6	188				188		3.3
SAT	7	192	14	128	18	14	366		175	112.4	773	6.9	40.9	223	5.5	84				84		4.4
SUN																						
TOTAL		2268	199	980	65	126	3636		1292	2408.2	9943	4.1	299.9	1450	4.8	1037				1037		3.5
MON	0	374	42	163	9	14	602		238	518.6	1769	3.4	41.3	198	4.8	155				155		3.9
TUE	0	390	40	170	10	36	646		257	457.9	1582	3.5	62.6	320	5.1	161				161		4.0
WED	0	434	59	204	3	16	716		262	438.3	1635	3.7	42.8	234	5.5	163				163		4.4
THUR	0	385	46	155	7	23	616		220	488.7	1629	3.3	0.0	319	#DIV/0!	164				164		3.8
FRI	0	158	11	80	3	8	260		74	136.6	818	6.0	30.5	130	4.3	103				103		2.5
SAT	0	181	16	115	6	10	328		162	127.1	817	6.4	0.0	207	#DIV/0!	88				88		3.7
SUN																						
TOTAL		1922	214	887	38	107	3168		1213	2167.2	8250	3.8	177.2	1408	7.9	834				834		3.8
MON	0	402	40	145	15	25	627		221	657.6	1926	2.9	77.1	160	2.1	182				182		3.4
TUE	0	340	47	208	19	17	631		203	544.5	1804	3.3	47.5	222	4.7	176				176		3.6
WED	0	399	51	154	14	17	636		209	280.6	1712	6.1	29.5	317	10.7	210				210		3.0
THUR	0	350	26	192	16	15	599		185	540.8	1826	3.4	63.0	323	5.1	190				190		3.2
FRI	0	352	23	188	15	22	601		195	466.1	1610	3.5	31.9	173	5.4	165				165		3.6
SAT	0	27	11	127	5	7	311		126	151.2	667	4.4	55.8	361	6.5	82				82		3.8
SUN	0																					
TOTAL		2004	198	1014	84	103	3403		1139	2640.8	9545	3.6	304.8	1556	5.1	1005				1005		3.4
MON	0	379	30	155	14	22	600		178	471.7	1607	3.4	98.9	356	3.6	161				161		3.7
TUE	0	307	52	158	8	19	544		178	510.9	1558	3.0	56.3	203	3.5	156				156		3.5
WED	0						0															
THUR	1						0			0.0												
FRI	1						0															
SAT	1						0															
SUN							0															
TOTAL		686	82	313	22	41	1144		356	982.6	3165	3.2	157.2	559	3.6	317				317		3.6
MONTH-TOTAL		9102	1004	4068	267	491	14932		5406	10048.8	38834	3.9	1326.2	7222	5.4	4248				4248		3.5

Ridership Comparison

Fiscal Year 2018

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	Vehicle Data Gas	MILES	MILES	Fuel	Vehicle Data LP	M/Gal	VEH.	PASS/
							HAUL	FUEL	MILES	/GAL.		Miles	M/Gal	HOURS	VEH./HR.
Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	Vehicle Data Gas	MILES	MILES	Fuel	Vehicle Data LP	M/Gal	VEH.	PASS/
							HAUL	FUEL	MILES	/GAL.		Miles	M/Gal	HOURS	VEH./HR.
10/17	6509	3283	4625	440	0	14857	5881	5843.4	36910	6.3	2953.1	14095	4.8	4085	3.6
11/17	6166	2908	4256	426	0	13756	5588	5273.6	33149	6.3	2770.4	13382	4.8	3738	3.7
12/17	5841	2916	4689	441	0	13887	5503	5124.5	31068	6.1	2629.4	13621	5.2	3561	3.9
1/18	6703	2918	4485	489	0	14595	5332	6542.0	35774	5.5	1943.4	12555	6.5	3963	3.7
2/18	6958	3108	4381	605	0	15052	5588	5838.8	34242	5.9	2598.0	12615	4.9	3771	4.0
3/18	7320	3552	4649	663	0	16184	6265	6030.5	36290	6.0	2936.8	13549	4.6	4003	4.0
4/18	6403	3263	4198	835	0	14699	5808	5506.6	33988	6.2	3037.9	14408	4.7	3879	3.8
5/18	6311	3544	4373	648	0	14876	6085	5544.2	35482	6.4	2239.8	12290	5.5	4031	3.7
6/18	6226	3619	3979	764	299	14887	6454	5786.4	35640	6.2	3075.9	12588	4.1	3956	3.8
7/18	5845	3210	3791	607	264	13717	5762	5788.9	34562	6.0	3073.6	13066	4.3	4011	3.4
8/18	6653	3972	3966	796	284	15671	6904	5925.7	34693	5.9	3363.5	17038	5.1	4292	3.7
9/18	5698	3067	3893	776	270	13704	5561	4448.7	26056	5.9	2643	13092	5.0	3557	3.9
Total	76633	39360	51285	7490	1117	175885	70731	67653.3	407854	6.0	33265	162299	4.9	46847	3.8

Fiscal Year 2019

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	Vehicle Data Gas	MILES	Fuel	Vehicle Data LP	VEH.	PASS/		
							HAUL	FUEL	MILES	/GAL.	Miles	M/Gal	HOURS	VEH./HR	
10/18	8278	1819	3864	341	668	14970	5733	6670.4	28165	4.2	3008.2	11433.0	3.8	4201	3.6
11/18	6719	1195	4051	266	648	13020	4231	4528.6	23460	5.2	1954.1	8569.0	4.4	3951	3.3
12/18	6047	741	2645	163	387	10556	1688	6119.2	29436	4.8	1619.6	6423.0	4.0	4289	2.3
01/19	7604	897	2538	108	336	11483	4004	7036.3	33245	4.7	1776.83	7711	4.3	4171	2.8
02/19	6308	247	1834	40	423	8852	5370	10537.6	29835	2.8	2512.9	8419	3.4	3720	2.4
03/19	7487	543	2633	127	436	11226	4039	12288.4	37093	3.0	3294.2	10546	3.2	4132	2.7
04/19	9102	1004	4068	267	491	14932	5408	10048.8	38834	3.9	1326.2	7222	5.4	4248	3.5
05/19															
06/19															
07/19															
08/19															
09/19															
Total	51545	6446	21633	1312	3389	85039	30473	57229.3	220068	3.8	15492	60313	3.9	28712	3.0
Change	33029	-2661	8063	5	3389	42539	13501	40987.8	118941	4.8	7139.13	19215	4.0	17328	2.3
% Change	278.4%	70.8%	159.4%	100.4%	0.0%	200.1%	179.5%	352.4%	217.6%	60.7%	185.5%	146.8%	77.9%	252.2%	80.8%
	18516	9107	13570	1307	0	42500	16972	16242	101127	6	8353	41098	5	11384	4

NOTE: DATA IS NOT ACCURATE-BILL IS WORKING WITH DISPATCH

RIDERSHIP

	2018 FY Month Total	2018 FY Year to Date	2019 FY Month Total	2019 FY Year to Date	2019 FY Month Difference	YTD Difference	% Change
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	16,184	88,331	11,226	70,107	-4958	-18,224	-20.63%
April	14,699	103,030	14,932	85,039	233	-17,991	-17.46%
May							
June							
July							
Aug							
Sept							
TOTAL	103,030	103,030	85,039	85,039	-17,991	-17,991	-17.46%

FARES

	2018 FY	2018 FY	2019 FY	2019 FY			
	Month	Year to	Month	Year to	Month	YTD	%
	Total	Date	Total	Date	Difference	Difference	Change
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	\$ 21,712.03	\$ 127,153.61	\$ 18,102.61	\$ 114,722.21	\$ (3,609.42)	\$ (12,431.40)	-9.78%
April	\$ 18,600.58	\$ 145,754.19	\$ 19,345.77	\$ 134,067.98	\$ 745.19	\$ (11,686.21)	-8.02%
May							
June							
July							
Aug							
Sept							
TOTAL	\$ 145,754.19	\$ 145,754.19	\$ 134,067.98	\$ 134,067.98	\$ (11,686.21)	\$ (11,686.21)	-8.02%

Check Detail

As of April 30, 2019

Date	Num	Name	Memo	Credit
10101 - CHEMICAL BANK				
04/02/2019	27734	PETTY CASH		237.00
04/09/2019	27735	BILL PURVIS		1,440.00
04/09/2019	27736	ComCast		606.86
04/09/2019	27737	Lathree Crew		253.24
04/09/2019	27738	MICH GAS		1,726.73
04/09/2019	27739	Patricia Crayton		25.00
04/11/2019	27740	AMERICAN FAMILY INSU...	PAYROLL W/...	688.56
04/11/2019	27741	Barbara Tsaturova	PAYROLL WI...	242.68
04/11/2019	27742	MISDU	PAYROLL WI...	1,034.31
04/11/2019	27743	UNION DUES	UNION DUES	324.60
04/16/2019	27744	DONNEL KYLE		135.50
04/24/2019	27745	BILL PURVIS	Consulting Se...	1,600.00
04/24/2019	27746	Kenneth Bragg	Medicare Ins. ...	542.00
04/24/2019	27747	Lathree Crew	Maintenance ...	228.01
04/25/2019	27748	American Continental Insur...	VOID: 524210	
04/25/2019	27749	Barbara Tsaturova	Garnishment f...	228.03
04/25/2019	27750	MISDU		1,028.10
04/25/2019	27748	American Continental Insur...	524210	654.54
04/29/2019	27751	HOEKSTRA TRANSPORT...		111,786.00
04/29/2019	27752	Angel Trak	BUS CAMER...	55,310.83
04/30/2019	27753	Aetna	DONNEL KYL...	412.61
04/30/2019	27754	Belle Tire		4,237.94
04/30/2019	27755	D&S Heavy Duty & Trailer ...		6,909.97
Total 10101 - CHEMICAL BANK				189,652.51
TOTAL				189,652.51

Chairpersons Approval

Date

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
April 2019

Memo	Amount
ADT	
503033 Administration Service	66.15
503033 Administration Service	66.15
Total ADT	132.30
Aetna	
HEALTH INSURANCE OPERATION	412.61
Total Aetna	412.61
ALL CITIES OCCUPATIONAL	
503991	124.00
Total ALL CITIES OCCUPATIONAL	124.00
American Continental Insurance Company	
HEALTH INSURANCE OPERATION	0.00
HEALTH INSURANCE ADMINISTRATI...	0.00
HEALTH INSURANCE MAINT.	0.00
HEALTH INSURANCE ADMINISTRATI...	83.16
HEALTH INSURANCE MAINT.	166.03
HEALTH INSURANCE OPERATION	405.35
Total American Continental Insurance Co...	654.54
Auto-Wares Group	
504032 Maintenance Supplies	615.95
Total Auto-Wares Group	615.95
Belle Tire	
503032 Maintenance Service - INV# 32...	411.00
503032 Maintenance Service - INV#32...	771.00
503032 Maintenance Service - INV#32...	771.00
503032 Maintenance Service - INV#32...	319.00
503032 Maintenance Service - FINAN...	23.03
503032 Maintenance Service - INV#33...	837.00
503032 Maintenance Service	1,105.91
503032 Maintenance Service	0.00
Total Belle Tire	4,237.94
BESTWAY DISPOSTAL	
503992 sanitation	61.00
Total BESTWAY DISPOSTAL	61.00
BILL PURVIS	
Consulting Service 503993	1,440.00
Consulting Service 503993	1,600.00
Total BILL PURVIS	3,040.00
BROWNS LOCKSMITH	
503033 Administration Service - #195765	466.00
503033 Administration Service - #195769	232.50
Total BROWNS LOCKSMITH	698.50
Car Brite Distributors	
504032 Maintenance Supplies -INV#41...	234.05
504032 Maintenance Supplies - INV#4...	131.05
Total Car Brite Distributors	365.10
Citgo	
504012 maintenance fuel	414.17
Total Citgo	414.17

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
April 2019

Memo	Amount
ComCast	
503033 Administration Service	606.86
Total ComCast	606.86
D&S Heavy Duty & Trailer Repair	
503032 Maintenance Service-18576	660.13
503032 Maintenance Service -INV#179...	3,209.70
503032 Maintenance Service - INV#18...	559.47
503032 Maintenance Service - INV#18...	1,505.67
503032 Maintenance Service	975.00
Total D&S Heavy Duty & Trailer Repair	6,909.97
DoubleMAP	
503032 Maintenance Service	3,794.89
Total DoubleMAP	3,794.89
Full Moon Advertising Inc	
ADVERTISEMENT ADMIN.	450.00
Total Full Moon Advertising Inc	450.00
Hanson Beverage Co.	
505043 Administration Water	0.00
505043 Administration Water	0.00
512123 rental administration	123.30
512123 rental administration	36.05
505043 Administration Water-INV#411...	40.90
Total Hanson Beverage Co.	200.25
HEI WIRELESS	
503032 Maintenance Service	968.80
503032 Maintenance Service	285.20
503032 Maintenance Service - INV#10...	423.90
503032 Maintenance Service - inv#101...	60.00
503032 Maintenance Service -BUS#40	423.90
Total HEI WIRELESS	2,161.80
HERALD PALLADIUM	
ADVERTISEMENT ADMIN.	610.75
Total HERALD PALLADIUM	610.75
IBID County Electric	
503032 Maintenance Service	9.18
503032 Maintenance Service	1,472.86
Total IBID County Electric	1,482.04
Indiana Electronics & Communications	
503031 Operation Service	184.50
Total Indiana Electronics & Communicatio...	184.50
Jim's Heating Service LLC	
503032 Maintenance Service	687.50
503032 Maintenance Service	414.40
Total Jim's Heating Service LLC	1,101.90
Jordan Automotive Group	
503032 Maintenance Service	234.29
Total Jordan Automotive Group	234.29

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
April 2019

Memo	Amount
Kenneth Bragg	
HEALTH INSURANCE ADMINISTRATI...	542.00
Total Kenneth Bragg	542.00
Lathree Crew	
503032 Maintenance Service	253.24
503032 Maintenance Service	228.01
Total Lathree Crew	481.25
LEISURE LAWN	
503052 Contract maintenance for main...	248.64
Total LEISURE LAWN	248.64
MICH GAS	
505031 gas operations	51.80
505032 gas maintenance	1,450.45
505033 gas administration	224.48
Total MICH GAS	1,726.73
Mich. Transit Pool - Liability Trust Fund	
10401 prepaid vehicle insurance	18,796.00
Total Mich. Transit Pool - Liability Trust F...	18,796.00
MICHIANA SUPPLY	
504032 Maintenance Supplies -INV#28...	22.45
Total MICHIANA SUPPLY	22.45
Orkin	
503031 Operation Service	97.77
Total Orkin	97.77
Paragon Micro Inc.	
Maintenance Service	6,244.29
Total Paragon Micro Inc.	6,244.29
PARRETT BUSINESS	
503033 Administration Service	73.47
Total PARRETT BUSINESS	73.47
Patricia Crayton	
509021 operations travel	25.00
Total Patricia Crayton	25.00
PC Trans	
503031 Operation Service	500.00
Total PC Trans	500.00
PETTY CASH	
504012 maintenance fuel	47.68
509021 operations travel	50.00
509993 misc. administration expense	1.00
509993 misc. administration expense	4.00
509021 operations travel	25.00
504033 Administration Supplies	5.29
504033 Administration Supplies	4.85
504012 maintenance fuel	12.00
504033 Administration Supplies	49.65
504012 maintenance fuel	37.53
Total PETTY CASH	237.00

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
April 2019

Memo	Amount
RAPID PRINT	
504033 Administration Supplies	414.68
Total RAPID PRINT	414.68
TCA-SynerTech, LLC	
503053 Contract maintenance for admi...	1,998.96
503053 Contract maintenance for admi...	1,762.50
503053 Contract maintenance for admi...	2,208.75
503053 Contract maintenance for admi...	2,911.25
503053 Contract maintenance for admi...	115.00
503053 Contract maintenance for admi...	11,419.36
Total TCA-SynerTech, LLC	20,415.82
THAYER	
504032 Maintenance Supplies	156.94
504032 Maintenance Supplies	545.61
Total THAYER	702.55
UniFirst Corp. 099	
504031 Operations Supplies -INV#099...	88.41
Total UniFirst Corp. 099	88.41
WSJM Tower Operations	
512121 operations rental	529.40
512121 operations rental	529.40
Total WSJM Tower Operations	1,058.80
Zielke Towing	
503032 Maintenance Service	125.00
Total Zielke Towing	125.00
TOTAL	80,293.22

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Unpaid Bills Detail
As of May 21, 2019

Type	Date	Num	Due Date	Aging	Open Balance
Car Brite Distributors					
Bill	05/02/2019		05/02/2019	19	169.40
Total Car Brite Distributors					169.40
ComCast					
Bill	05/13/2019		05/13/2019	8	596.87
Total ComCast					596.87
D&S Heavy Duty & Trailer Repair					
Bill	05/13/2019		05/13/2019	8	3,857.04
Bill	05/13/2019		05/13/2019	8	957.26
Total D&S Heavy Duty & Trailer Repair					4,814.30
HERALD PALLADIUM					
Bill	05/13/2019		05/13/2019	8	342.10
Total HERALD PALLADIUM					342.10
Jim's Heating Service LLC					
Bill	05/13/2019		05/13/2019	8	1,150.16
Total Jim's Heating Service LLC					1,150.16
Jordan Automotive Group					
Bill	05/13/2019		05/13/2019	8	84.29
Total Jordan Automotive Group					84.29
MICHIANA SUPPLY					
Bill	05/13/2019		05/13/2019	8	29.80
Total MICHIANA SUPPLY					29.80
Michigan Municipal League					
Bill	05/13/2019		05/13/2019	8	930.00
Total Michigan Municipal League					930.00
Orkin					
Bill	05/13/2019		05/13/2019	8	195.54
Total Orkin					195.54
PARRETT BUSINESS					
Bill	05/13/2019		05/13/2019	8	70.82
Total PARRETT BUSINESS					70.82
TCA-SynerTech, LLC					
Bill	05/13/2019		05/13/2019	8	2,436.49
Total TCA-SynerTech, LLC					2,436.49
TRACY					
Bill	05/13/2019		05/13/2019	8	180.00
Total TRACY					180.00
UniFirst Corp. 099					
Bill	05/13/2019		05/13/2019	8	286.50
Total UniFirst Corp. 099					286.50
TOTAL					11,286.27



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
-------------	---------------	---------------

04/01-04/30/2019

• Staples.....	\$ 70.99
• Fresh De'cor.....	\$ 13.57
• Masstrans.....	\$ 50.00
• Family Farm Home.....	\$ 68.87
• Gordon Food Service.....	\$ 65.96
• O'Reilly.....	\$ 661.29
• Walmart.....	\$ 35.78
• Home Depot.....	\$ 52.97
• Crown Plaza.....	\$ 120.96
• USPS.....	\$ 5.25
• Harbor Freight.....	\$ 57.20
• Taylor Rental.....	\$ 61.73
• Citgo.....	\$ 50.30

Total	<u>\$ 1,314.87</u>
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April 2019 Debit Card Purchases

TJ CARD

Total: \$1,136.89

Citgo	\$50.30	Diesel
Family Farm Home	\$42.38	Tire Smooth Z-Turn
	\$26.49	Yard Stick/Pick
Harbor Freight Tools	\$57.20	Socket set, Deep socket set
Fresh Décor Hardware	\$13.57	Bolts, Nuts
Home Depot	\$52.97	Light Bulbs
O'Reilly Auto	\$315.90	Brake Tools, Bracketed Calipers, Brake Kit, Core Charge
	\$331.79	Torque Mount, Strut Assembly, Spectrum Shock Absorber
	\$13.60	NO RECEIPT??
Taylor Rental	\$61.73	Submersible Pump, Hose
Crowne Plaza	\$120.96	Conference (\$6.48 Refund)
Mass Trans	\$50.00	Conference

DESHA CARD

Total: \$177.98

USPS	\$5.25	Board Packets
Staples	\$19.06	Keyboard
	\$51.93	Toner for Fax Machine
Gordon Food Store	\$65.96	Coffee
Walmart	\$35.78	Coffee Creamer, Sugar, Plates



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

Date	Vendor	Amount
4/05	Crystal Flash—fuel for buses (\$1.249)	\$1,740.14
4/12	Crystal Flash—fuel for buses (\$1.289)	\$1,684.71
4/18	Crystal Flash—fuel for buses (\$1.219)	\$1,302.16
4/25	Crystal Flash—fuel for buses (\$1.279)	\$1,681.78
4/30	Crystal Flash—fuel for buses (\$1.229)	\$1,217.95



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-Apr	Balance			\$ 17.53
4-Apr	Deposit		\$ 237.00	\$ 254.53
4-Apr	Admin.Supplies	\$ 49.65		\$ 204.88
4-Apr	Maintenance Fuel-Reimb	\$ 37.53		\$ 167.35
11-Apr	Maintenance Fuel	\$ 37.35		\$ 130.00
24-Apr	Admin.Supplies	\$ 55.64		\$ 74.36
26-Apr	Admin.Supplies	\$ 28.74		\$ 45.62

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of April 30, 2019

Accrual Basis

	Apr 30, 19	
	Debit	Credit
Fifth Third Bank Checking Acct	0.00	
10101 · CHEMICAL BANK	167,192.82	
10103 · OVER / SHORTAGE	0.00	
10105 · CHEMICAL BANK MONEY MARKET	0.00	
10107 · FIFTH THIRD BANK-MONEY MARKET	110,000.10	
10109 · FIFTH THIRD BANK - Line of Cred	0.00	
1200 · ACCOUNTS RECEIVABLE		105.50
10102 · PETTY CASH	230.00	
10201 · DUE FROM BH MILLAGE	0.00	
10202 · DUE FROM BH OPER.	0.00	
10204 · DUE FROM PAYROLL PROCESSOR	0.00	
10205 · DUE FROM FED - OPER	141,572.00	
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	60,738.00	
10216 · Due from State JARC Red	68,003.00	
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	8,390.66	
10303 · Inventory Tires	0.00	
10401 · PREPAID VEHICLE INS.	20,406.00	
10402 · PREPAID WORKER COMP		6,494.68
10403 · PREPAID HEALTH INS.	53,773.44	
10404 · PREPAID SECURITY INS		126.00
10405 · PREPAID BUILDING INSURANCE	115.48	
10409 · PREPAID EXPENSE-OTHER	0.00	
1120 · Inventory Asset	0.00	
111011 · LAND	80,715.20	
111012 · FACILITY	171,649.25	
111012 · FACILITY:Original Cost	0.00	
111012 · FACILITY:111031 · Depreciation		160,420.86
111012 · FACILITY:111045 · Depreciation -local share	0.00	
111013 · REVENUE VEHICLES	247,424.00	
111013 · REVENUE VEHICLES:Original Cost	0.00	
111013 · REVENUE VEHICLES:111032 · Depreciation revenue vehicles		118,190.62
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	1,257.93	
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 April 30, 2019

Accrual Basis

	Apr 30, 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	55,310.83	
111028 · Mobile Surveillance Camera:111050 · Depreciation Mobile Surveil...	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 Com...	0.00	
2000 · Accounts Payable		61,493.47
20201 · ACCRUED PAYROLL	0.00	
20206 · ACCRUED FRINGE PAYABLE	0.00	
20207 · Accrued Expenses	0.00	
20211 · PAYROLL WITHHOLDING		11,874.51
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	0.00	
20510 · Due to Customer	0.00	
20511 · Due to SEP	0.00	
21101 · ADVANCE LOCAL GOV	0.00	
21102 · ADVANCE LOCAL MILLAGE		41,795.34
21104 · ADVANCES STATE GOVER.		196,068.00
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		1214188.27
40101 · FAREBOX		98,535.36
40102 · Punch Cards White		2,538.00
40103 · Fare box coin over and short	43.84	
40104 · Punch Cards Blue		12,169.50
40199 · FARES-TOKENS		4,703.00
40203 · SPECIAL ROUTE GUARANTEES		1,620.00
40603 · AUX REV - ADVERTISING		11,850.00
40699 · Other Auxiliary Transportation		9,371.93
40704 · NON TRANS - INVEST INCOME	0.00	
40799 · Other Non Transit Revenue		41,111.04
40801 · LOCAL SUBSIDY - MILLAGE		64,036.00
40950 · Local Capital Grant		114,989.00
409991 · Punch Card white - local match		150.00
409992 · Punch Card Blue - Local Match		6,928.50
409993 · Tokes - Local Match		9,642.50

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of April 30, 2019

Accrual Basis

	Apr 30, 19	
	Debit	Credit
41101 · STATE SUBSIDY - OPER		456,989.00
411012 · JARC Blue oper		94,442.00
411013 · JARC Red Operating		101,471.00
41150 · State Capital Grant		136,797.00
41201 · Prior Year Adj -St,Fed.&Local		66,890.00
41301 · FEDERAL SUBSIDY - OPER		478,669.00
41350 · Federal Capital Grant		547,186.00
41401 · INTEREST INCOME		134.27
501011 · OPERATORS WAGES	341,707.01	
501021 · OTHER WAGES - OPER	68,076.50	
501022 · OTHER WAGES - MAINT	51,789.47	
501023 · OTHER WAGES - ADMIN	91,504.77	
501031 · DISPATCHERS WAGES	76,976.60	
501044 · OTHER WAGES NEW FREEDOM	22,307.67	
502031 · HEALTH INS - OPER	69,844.70	
502032 · HEALTH INS - MAINT	10,802.05	
502033 · HEALTH INSURANCE ADMIN	40,725.82	
502041 · SS & MED OPER	38,007.59	
502042 · SS & MED MAINT	4,202.39	
502043 · SS & MED ADMIN	7,477.57	
502044 · SS & MED NEW FREEDOM	1,706.50	
502071 · UNEMPLOYMENT - OPER	10,045.40	
502072 · UNEMPLOYMENT - MAINT	867.15	
502073 · UNEMPLOYMENT - ADMIN	1,251.55	
502074 · UNEMPLOYMENT NEW FREEDOM	305.24	
502081 · WORKERS COMP OPER	23,302.16	
502082 · WORKERS COMP MAINT	2,193.92	
502083 · WORKERS COMP ADMIN	899.59	
502091 · SICK LEAVE -OPER	11,436.86	
502092 · SICK LEAVE -MAINT.	972.60	
502093 · SICK LEAVE -ADMIN	1,592.80	
502101 · HOLIDAY - OPER	11,652.48	
502102 · HOLIDAY - MAINT	1,156.52	
502103 · HOLIDAY - ADMIN	1,570.40	
502111 · VACATION -OPER	13,046.40	
502112 · VACATION - MAINT	1,599.12	
502113 · VACATION - ADMIN	3,889.13	
503023 · ADVERTISING FEES	3,648.06	
503031 · SERVICE OPER	26,032.60	
503032 · SERVICE MAINT	77,403.06	
503033 · SERVICE ADMIN	12,459.23	
503051 · CONTRACT MAINT OPER	1,574.00	
503052 · CONTRACT MAINT	248.64	
503053 · CONTRACT MAINT ADMIN	28,770.84	
503072 · SECURITY SERVICE	884.07	
503991 · DRUG TESTING OPER	947.00	
503992 · OTHER SERVICE	347.00	
503993 · OTHER SERVICE ADMIN	22,554.04	
504011 · FUEL OPER	99,081.25	
504012 · FUEL MAINT	1,902.77	
504013 · FUEL ADMIN	1,249.67	
504021 · TIRES	3,683.00	
504031 · SUPPLIES OPER	11,797.96	
504032 · SUPPLIES MAINT	25,159.23	
504033 · SUPPLIES ADMIN	15,342.64	
505021 · ELECTRIC OPER	209.09	
505022 · ELECTRIC MAINT	5,854.32	
505023 · ELECTRIC ADMIN	906.03	
505031 · GAS SERVICE OPER	297.19	
505032 · GAS SERVICE MAINT	8,321.25	
505033 · GAS SERVICE ADMIN	1,287.82	
505041 · WATER OPER	78.33	
505042 · WATER MAINT	2,193.55	
505043 · WATER ADMIN	540.49	

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of April 30, 2019

Accrual Basis

	Apr 30, 19	
	Debit	Credit
505051 · TELEPHONE OPER	466.84	
505053 · TELEPHONE ADMIN	4.72	
506031 · BUS INSURANCE OPER	55,416.80	
506043 · BUILDING INS	7,521.25	
507003 · TAXES AND FEES	876.05	
509013 · DUES	0.00	
509021 · TRAVEL OPER	4,090.29	
509023 · TRAVEL ADMIN	1,186.96	
509024 · TRAVEL NEW FREEDOM	635.72	
509141 · Obsolete DRUG TESTING OPER	335.00	
509993 · OTHER MISC ADMIN	56.92	
511023 · INTEREST EXPENSE	1,000.00	
512121 · RENTAL OPER	3,130.14	
512122 · RENTAL MAINT	1,122.22	
512123 · RENTAL ADMIN	483.35	
6560 · PAYROLL EXPENSE	430.61	
TOTAL	<u>7140656.23</u>	<u>7140656.23</u>

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Profit & Loss

April 2019

	Apr 19
Ordinary Income/Expense	
Income	
40101 · FAREBOX	15,305.15
40102 · Punch Cards White	315.00
40103 · Fare box coin over and short	-10.38
40104 · Punch Cards Blue	742.50
40199 · FARES-TOKENS	300.00
40799 · Other Non Transit Revenue	23.50
40801 · LOCAL SUBSIDY - MILLAGE	9,148.00
409992 · Punch Card Blue - Local Match	163.50
409993 · Tokes - Local Match	2,530.00
41101 · STATE SUBSIDY - OPER	29,001.00
411012 · JARC Blue oper	16,475.00
411013 · JARC Red Operating	2,536.00
41301 · FEDERAL SUBSIDY - OPER	141,572.00
41401 · INTEREST INCOME	10.29
Total Income	218,111.56
Gross Profit	218,111.56
Expense	
501011 · OPERATORS WAGES	50,194.51
501021 · OTHER WAGES - OPER	10,040.98
501022 · OTHER WAGES - MAINT	7,550.33
501023 · OTHER WAGES - ADMIN	8,951.74
501031 · DISPATCHERS WAGES	10,698.63
501044 · OTHER WAGES NEW FREED...	3,076.92
502031 · HEALTH INS - OPER	1,675.65
502032 · HEALTH INS - MAINT	1,652.96
502033 · HEALTH INSURANCE ADMIN	5,649.69
502041 · SS & MED OPER	5,275.89
502042 · SS & MED MAINT	597.66
502043 · SS & MED ADMIN	694.11
502044 · SS & MED NEW FREEDOM	235.38
502071 · UNEMPLOYMENT - OPER	1,633.13
502072 · UNEMPLOYMENT - MAINT	111.41
502073 · UNEMPLOYMENT - ADMIN	60.80
502081 · WORKERS COMP OPER	2,908.92
502082 · WORKERS COMP MAINT	274.24
502083 · WORKERS COMP ADMIN	128.51
502091 · SICK LEAVE -OPER	2,693.24
502092 · SICK LEAVE -MAINT.	77.92
502093 · SICK LEAVE -ADMIN	139.20
502101 · HOLIDAY - OPER	995.52
502102 · HOLIDAY - MAINT	53.00
502103 · HOLIDAY - ADMIN	120.80
502111 · VACATION -OPER	1,178.12
502112 · VACATION - MAINT	212.00
503023 · ADVERTISING FEES	1,060.75
503031 · SERVICE OPER	782.27
503032 · SERVICE MAINT	27,689.00
503033 · SERVICE ADMIN	1,511.13
503052 · CONTRACT MAINT	248.64
503053 · CONTRACT MAINT ADMIN	20,415.82
503072 · SECURITY SERVICE	31.50
503991 · DRUG TESTING OPER	124.00
503992 · OTHER SERVICE	61.00
503993 · OTHER SERVICE ADMIN	3,040.00
504011 · FUEL OPER	31,684.28
504012 · FUEL MAINT	561.68
504013 · FUEL ADMIN	129.37
504031 · SUPPLIES OPER	88.41
504032 · SUPPLIES MAINT	1,706.05
504033 · SUPPLIES ADMIN	652.45

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Profit & Loss
April 2019

	Apr 19
Ordinary Income/Expense	
Income	
40101 · FAREBOX	15,305.15
40102 · Punch Cards White	315.00
40103 · Fare box coin over and short	-10.38
40104 · Punch Cards Blue	742.50
40199 · FARES-TOKENS	300.00
40799 · Other Non Transit Revenue	23.50
40801 · LOCAL SUBSIDY - MILLAGE	9,148.00
409992 · Punch Card Blue - Local Match	163.50
409993 · Tokes - Local Match	2,530.00
41101 · STATE SUBSIDY - OPER	29,001.00
411012 · JARC Blue oper	16,475.00
411013 · JARC Red Operating	2,536.00
41301 · FEDERAL SUBSIDY - OPER	141,572.00
41401 · INTEREST INCOME	10.29
Total Income	218,111.56
Gross Profit	218,111.56
Expense	
501011 · OPERATORS WAGES	50,194.51
501021 · OTHER WAGES - OPER	10,040.98
501022 · OTHER WAGES - MAINT	7,550.33
501023 · OTHER WAGES - ADMIN	8,951.74
501031 · DISPATCHERS WAGES	4,547.70
501044 · OTHER WAGES NEW FREED...	3,076.92
502031 · HEALTH INS - OPER	1,675.65
502032 · HEALTH INS - MAINT	1,652.96
502033 · HEALTH INSURANCE ADMIN	5,649.69
502041 · SS & MED OPER	5,275.89
502042 · SS & MED MAINT	597.66
502043 · SS & MED ADMIN	694.11
502044 · SS & MED NEW FREEDOM	235.38
502071 · UNEMPLOYMENT - OPER	1,633.13
502072 · UNEMPLOYMENT - MAINT	111.41
502073 · UNEMPLOYMENT - ADMIN	60.80
502081 · WORKERS COMP OPER	2,908.92
502082 · WORKERS COMP MAINT	274.24
502083 · WORKERS COMP ADMIN	128.51
502091 · SICK LEAVE -OPER	2,693.24
502092 · SICK LEAVE -MAINT.	77.92
502093 · SICK LEAVE -ADMIN	139.20
502101 · HOLIDAY - OPER	995.52
502102 · HOLIDAY - MAINT	53.00
502103 · HOLIDAY - ADMIN	120.80
502111 · VACATION -OPER	1,178.12
502112 · VACATION - MAINT	212.00
503023 · ADVERTISING FEES	1,060.75
503031 · SERVICE OPER	782.27
503032 · SERVICE MAINT	27,689.00
503033 · SERVICE ADMIN	1,511.13
503052 · CONTRACT MAINT	248.64
503053 · CONTRACT MAINT ADMIN	20,415.82
503072 · SECURITY SERVICE	31.50
503991 · DRUG TESTING OPER	124.00
503992 · OTHER SERVICE	61.00
503993 · OTHER SERVICE ADMIN	3,040.00
504011 · FUEL OPER	31,684.28
504012 · FUEL MAINT	561.68
504013 · FUEL ADMIN	129.37
504031 · SUPPLIES OPER	88.41
504032 · SUPPLIES MAINT	1,706.05
504033 · SUPPLIES ADMIN	652.45

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Profit & Loss

April 2019

	Apr 19
505031 · GAS SERVICE OPER	51.80
505032 · GAS SERVICE MAINT	1,450.45
505033 · GAS SERVICE ADMIN	224.48
505043 · WATER ADMIN	40.90
506031 · BUS INSURANCE OPER	8,593.00
506043 · BUILDING INS	804.71
507003 · TAXES AND FEES	876.05
509021 · TRAVEL OPER	264.48
509141 · Obsolete DRUG TESTING OP...	0.00
509993 · OTHER MISC ADMIN	5.00
512121 · RENTAL OPER	1,058.80
512123 · RENTAL ADMIN	159.35
6560 · PAYROLL EXPENSE	6,434.48
Total Expense	220,480.18
Net Ordinary Income	-2,368.62
Net Income	-2,368.62

Total Eligible Expenses	\$1,340,440.00
State Reimbursement Rate for 2019	38.07%
State of Michigan Subsidy Based on Expenses	\$510,305.51
State Revenue Recorded(41101)	\$252,816.00
Over/Under payment	\$257,489.51
Net Income from Profit & Loss Statement	\$806,028.76
Non Eligible Expense - Refunds	\$41,088.00
Net Income	\$764,940.76
State Adjustment	\$257,489.51
Net Income After State Adjustment	\$1,022,430.27
Income From Capital	\$683,983.00
Net Income After Adjustments	\$338,447.27

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Balance Sheet

As of April 30, 2019

	Apr 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10101 · CHEMICAL BANK	167,192.82
10107 · FIFTH THIRD BANK-MONEY MARKET	110,000.10
Total Checking/Savings	277,192.92
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	-105.50
Total Accounts Receivable	-105.50
Other Current Assets	
10102 · PETTY CASH	230.00
10205 · DUE FROM FED - OPER	141,572.00
10211 · DUE FROM STATE - CAPITAL	63,121.50
10215 · Due from State JARC blue	60,738.00
10216 · Due from State JARC Red	68,003.00
10220 · DUE FROM ST. OPER	51,725.00
10221 · New Freedom Receivable	12,266.08
10302 · FUEL INVENTORY	8,390.66
10401 · PREPAID VEHICLE INS.	20,406.00
10402 · PREPAID WORKER COMP	-6,494.68
10403 · PREPAID HEALTH INS.	53,773.44
10404 · PREPAID SECURITY INS	-126.00
10405 · PREPAID BUILDING INSURANCE	115.48
Total Other Current Assets	473,720.48
Total Current Assets	750,807.90
Fixed Assets	
111011 · LAND	80,715.20
111012 · FACILITY	
111031 · Depreciation	-1,604,208.86
111012 · FACILITY - Other	1,716,493.25
Total 111012 · FACILITY	112,284.39
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
Total 111013 · REVENUE VEHICLES	1,407,334.38
111014 · WRECKER/ OTHER VEHICLES	
111033 · Depreciation	-126,561.00
111014 · WRECKER/ OTHER VEHICLES - Other	133,416.89
Total 111014 · WRECKER/ OTHER VEHICLES	6,855.89
111015 · EQUIPMENT	
111034 · Depreciation	-287,796.24
111015 · EQUIPMENT - Other	428,978.85
Total 111015 · EQUIPMENT	141,182.61
111016 · OFFICE EQUIPMENT	1,257.93
111017 · RADIOS	529.40

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Balance Sheet
As of April 30, 2019

	Apr 30, 19
111018 · SPECIAL PASSENGER VEHICLE	27,000.00
111019 · BUS EQUIPMENT-COMPUTER SURF ...	9,700.00
111028 · Mobile Surveillance Camera	55,310.83
Total Fixed Assets	1,842,170.63
TOTAL ASSETS	2,592,978.53
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	61,493.47
Total Accounts Payable	61,493.47
Other Current Liabilities	
20211 · PAYROLL WITHHOLDING	11,874.51
21102 · ADVANCE LOCAL MILLAGE	41,795.34
21104 · ADVANCES STATE GOVER.	196,068.00
Total Other Current Liabilities	249,737.85
Total Current Liabilities	311,231.32
Long Term Liabilities	
21106 · Accrued Sick Days	21,584.64
21108 · Accrued Vacation Pay	26,235.00
3001 · Due to Bank-Line of Credit	100,000.00
Total Long Term Liabilities	147,819.64
Total Liabilities	459,050.96
Equity	
3900 · Retained Earnings	1,214,188.27
Net Income	919,739.30
Total Equity	2,133,927.57
TOTAL LIABILITIES & EQUITY	2,592,978.53

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

	Oct '18 - Apr ...	Oct '17 - Apr ...	\$ Change	% Change
Ordinary Income/Expense				
Income				
40101 · FAREBOX	98,535.36	99,270.01	-734.65	-0.7%
40102 · Punch Cards White	2,538.00	1,305.00	1,233.00	94.5%
40103 · Fare box coin over and short	-43.84	8.15	-51.99	-637.9%
40104 · Punch Cards Blue	12,169.50	6,265.50	5,904.00	94.2%
40199 · FARES-TOKENS	4,703.00	5,248.00	-545.00	-10.4%
40203 · SPECIAL ROUTE GUARANTEES	1,620.00	6,112.00	-4,492.00	-73.5%
40603 · AUX REV - ADVERTISING	11,850.00	0.00	11,850.00	100.0%
40699 · Other Auxiliary Transportation	9,371.93	0.00	9,371.93	100.0%
40704 · NON TRANS - INVEST INCOME	0.00	35.00	-35.00	-100.0%
40799 · Other Non Transit Revenue	41,111.04	10,391.91	30,719.13	295.6%
40801 · LOCAL SUBSIDY - MILLAGE	64,036.00	58,800.00	5,236.00	8.9%
40950 · Local Capital Grant	114,989.00	0.00	114,989.00	100.0%
409991 · Punch Card white - local match	150.00	337.50	-187.50	-55.6%
409992 · Punch Card Blue - Local Match	6,928.50	16,116.00	-9,187.50	-57.0%
409993 · Tokens - Local Match	9,642.50	11,020.00	-1,377.50	-12.5%
41101 · STATE SUBSIDY - OPER	515,116.00	433,580.00	81,536.00	18.8%
411012 · JARC Blue oper	94,442.00	91,072.00	3,370.00	3.7%
411013 · JARC Red Operating	101,471.00	119,737.00	-18,266.00	-15.3%
41150 · State Capital Grant	136,797.00	0.00	136,797.00	100.0%
41151 · State Capital Grants 12-0173	0.00	21,750.00	-21,750.00	-100.0%
41201 · Prior Year Adj - St,Fed.&Local	8,763.00	0.00	8,763.00	100.0%
41301 · FEDERAL SUBSIDY - OPER	478,669.00	453,693.00	24,976.00	5.5%
41305 · New Freedom Program Grant	0.00	39,948.03	-39,948.03	-100.0%
41350 · Federal Capital Grant	547,186.00	66,760.00	480,426.00	719.6%
41401 · INTEREST INCOME	134.27	162.85	-28.58	-17.6%
Total Income	2,260,179.26	1,441,611.95	818,567.31	56.8%
Gross Profit	2,260,179.26	1,441,611.95	818,567.31	56.8%
Expense				
501011 · OPERATORS WAGES	341,707.01	342,293.97	-586.96	-0.2%
501021 · OTHER WAGES - OPER	68,076.50	28,345.93	39,730.57	140.2%
501022 · OTHER WAGES - MAINT	51,789.47	51,732.28	57.19	0.1%
501023 · OTHER WAGES - ADMIN	91,504.77	101,801.08	-10,296.31	-10.1%
501031 · DISPATCHERS WAGES	56,143.34	82,188.56	-26,045.22	-31.7%
501044 · OTHER WAGES NEW FREEDOM	22,307.67	17,692.29	4,615.38	26.1%
502031 · HEALTH INS - OPER	69,844.70	121,190.65	-51,345.95	-42.4%
502032 · HEALTH INS - MAINT	10,802.05	13,663.64	-2,861.59	-20.9%
502033 · HEALTH INSURANCE ADMIN	40,725.82	46,234.81	-5,508.99	-11.9%
502041 · SS & MED OPER	38,007.59	37,531.19	476.40	1.3%
502042 · SS & MED MAINT	4,202.39	4,131.65	70.74	1.7%
502043 · SS & MED ADMIN	7,477.57	8,093.35	-615.78	-7.6%
502044 · SS & MED NEW FREEDOM	1,706.50	1,353.43	353.07	26.1%
502071 · UNEMPLOYMENT - OPER	10,045.40	9,751.55	293.85	3.0%
502072 · UNEMPLOYMENT - MAINT	867.15	1,213.85	-346.70	-28.6%
502073 · UNEMPLOYMENT - ADMIN	1,251.55	1,299.02	-47.47	-3.7%
502074 · UNEMPLOYMENT NEW FREED...	305.24	438.92	-133.68	-30.5%
502081 · WORKERS COMP OPER	23,302.16	19,339.74	3,962.42	20.5%
502082 · WORKERS COMP MAINT	2,193.92	1,823.22	370.70	20.3%
502083 · WORKERS COMP ADMIN	899.59	854.32	45.27	5.3%
502091 · SICK LEAVE -OPER	11,436.86	16,045.38	-4,608.52	-28.7%
502092 · SICK LEAVE -MAINT.	972.60	796.40	176.20	22.1%
502093 · SICK LEAVE -ADMIN	1,592.80	1,560.96	31.84	2.0%
502101 · HOLIDAY - OPER	11,652.48	10,878.84	773.64	7.1%
502102 · HOLIDAY - MAINT	1,156.52	1,195.48	-38.96	-3.3%
502103 · HOLIDAY - ADMIN	1,570.40	1,476.48	93.92	6.4%
502111 · VACATION -OPER	13,046.40	18,355.40	-5,309.00	-28.9%
502112 · VACATION - MAINT	1,599.12	1,166.00	433.12	37.2%
502113 · VACATION - ADMIN	3,889.13	2,482.32	1,406.81	56.7%
503023 · ADVERTISING FEES	3,648.06	4,578.64	-930.58	-20.3%
503031 · SERVICE OPER	26,032.60	8,536.79	17,495.81	205.0%

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

	Oct '18 - Apr ...	Oct '17 - Apr ...	\$ Change	% Change
503032 · SERVICE MAINT	77,403.06	64,334.40	13,068.66	20.3%
503033 · SERVICE ADMIN	12,459.23	23,711.98	-11,252.75	-47.5%
503051 · CONTRACT MAINT OPER	1,574.00	2,317.00	-743.00	-32.1%
503052 · CONTRACT MAINT	248.64	2,724.00	-2,475.36	-90.9%
503053 · CONTRACT MAINT ADMIN	28,770.84	1,826.07	26,944.77	1,475.6%
503072 · SECURITY SERVICE	884.07	220.50	663.57	300.9%
503990 · NEW FREEDOM PROG CONTR...	0.00	18,750.00	-18,750.00	-100.0%
503991 · DRUG TESTING OPER	947.00	1,705.00	-758.00	-44.5%
503992 · OTHER SERVICE	347.00	885.00	-538.00	-60.8%
503993 · OTHER SERVICE ADMIN	22,554.04	9,380.00	13,174.04	140.5%
504011 · FUEL OPER	99,081.25	103,564.67	-4,483.42	-4.3%
504012 · FUEL MAINT	1,902.77	1,623.33	279.44	17.2%
504013 · FUEL ADMIN	1,249.67	1,050.47	199.20	19.0%
504021 · TIRES	3,683.00	9,157.72	-5,474.72	-59.8%
504031 · SUPPLIES OPER	11,797.96	785.00	11,012.96	1,402.9%
504032 · SUPPLIES MAINT	25,159.23	19,471.94	5,687.29	29.2%
504033 · SUPPLIES ADMIN	15,342.64	16,555.15	-1,212.51	-7.3%
504034 · SUPPLIES NEW FREEDOM	0.00	5,025.69	-5,025.69	-100.0%
505021 · ELECTRIC OPER	209.09	224.69	-15.60	-6.9%
505022 · ELECTRIC MAINT	5,854.32	6,291.36	-437.04	-7.0%
505023 · ELECTRIC ADMIN	906.03	973.67	-67.64	-7.0%
505031 · GAS SERVICE OPER	297.19	312.11	-14.92	-4.8%
505032 · GAS SERVICE MAINT	8,321.25	8,159.26	161.99	2.0%
505033 · GAS SERVICE ADMIN	1,287.82	1,265.84	21.98	1.7%
505041 · WATER OPER	78.33	136.54	-58.21	-42.6%
505042 · WATER MAINT	2,193.55	2,944.71	-751.16	-25.5%
505043 · WATER ADMIN	540.49	424.35	116.14	27.4%
505051 · TELEPHONE OPER	466.84	3,456.58	-2,989.74	-86.5%
505053 · TELEPHONE ADMIN	4.72	34.92	-30.20	-86.5%
506031 · BUS INSURANCE OPER	55,416.80	45,858.90	9,557.90	20.8%
506043 · BUILDING INS	7,521.25	6,024.43	1,496.82	24.9%
507003 · TAXES AND FEES	876.05	333.55	542.50	162.6%
509013 · DUES	0.00	0.00	0.00	0.0%
509021 · TRAVEL OPER	4,090.29	419.54	3,670.75	875.0%
509023 · TRAVEL ADMIN	1,186.96	2,206.15	-1,019.19	-46.2%
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	56.92	0.00	56.92	100.0%
511023 · INTEREST EXPENSE	1,000.00	0.00	1,000.00	100.0%
512121 · RENTAL OPER	3,130.14	3,552.95	-422.81	-11.9%
512122 · RENTAL MAINT	1,122.22	1,527.15	-404.93	-26.5%
512123 · RENTAL ADMIN	483.35	198.00	285.35	144.1%
6560 · PAYROLL EXPENSE	21,263.87	0.00	21,263.87	100.0%
Total Expense	1,340,439.96	1,325,478.76	14,961.20	1.1%
Net Ordinary Income	919,739.30	116,133.19	803,606.11	692.0%
Net Income	919,739.30	116,133.19	803,606.11	692.0%

Twin Cities Transportation Authority TCATA)
Mobility Management
FY 2019 – Second Quarter Progress Report
January 01, 2019 – March 31, 2019

This Second Quarter covers the very cold winter months, especially after Christmas to the end of the Quarter. This is important because weather conditions negatively impacted the entire transportation systems in Southwest Michigan, and especially services abounding the southwest corner of Lake Michigan. Outside meeting numbers were slightly lower, but telephone meetings and local meetings within short distances were on the increase. As a matter of fact, major meeting events increased from three to four doing this period: 1) Convening the 4th Travel Training Meeting and planning for others in the months to come; 2) continuing Statewide Advocacy Teleconference meetings and several other related Developmental Disabled (DD) calls and meetings; 3) assisting seniors and disable riders obtain their new Universal Reduced Fare Card (URFC); 4) Planning for the opening of the Yellow Fixed route bus service; and 5) Continue marketing efforts, making presentations, distributing marketing materials, and responding to mobility questions, as they arise.

TOTAL MAJOR MEETING DURING THIS QUARTER = 44 MEETINGS

Coordination of Transportation Providers and Service Providers

- Ongoing and continued participation in presentations, meetings, and as a member of the TRIAD of Berrien County, as a member of the Planning Committee for the 2019 Annual Senior Conference, a member of the Fundraising Committee, and Transportation Coordinator. Planning for the 2019 Annual event began in February. The first fundraising event was held 3/21.

157 PARTICIPANTS REGISTERED FOR THE 2018 CONFERENCE; 2019 GOAL IS 200 PARTICIPANTS; ABOUT 30 FUNDRAISER PARTICIPANTS

- Ongoing and continued telephone meetings with the Disability Network of SW Michigan Representative and the SWM Representative to the Self-Advocates of Michigan (SAM) Board; and their representative on the Board's Transportation Committee (same person) to help build capacity in the local Regional Inclusive Community Coalition (RICC). Their mission is to participate in the dissemination of information flowing to and from Federal and State Reps to their organization; convening successful monthly meetings; returning their input and information back to the appropriate source(s); and assuring travel coordination when their lead person has to travel to meetings in and out of SW MI, Lansing, and Washington, DC.

Several meetings with DD team members intensified after 2018 election results, which saw significant changes in the State Government. Several meetings are planned in many areas of the State preparing representatives of the DD Community for meetings with their Legislators at the Capitol on Legislative Days, May 1st and 2nd, 2019.

ATTENDED 6 COMBINED MEETINGS WITH FORMER RICC LEADER AND SWM AREA AGING AND DNC STAFF REPRESENTATIVE IN PERSON AND SEVERAL OTHERS VIA TELEPHONE, 20 – 30 PEOPLE PER CALL EACH MONTH

- Attended 2 Twin Cities Area Transportation Authority Governing Board meetings.

ATTENDED 2 OF THE 3 BOARD MEETINGS THIS QUARTER, AVERAGE 10 PARTICIPANTS PER MEETING

- Ongoing and continued process of coordinating individualized transportation plans and strategies, identifying appropriate transportation service options for individuals primarily with individual medical patients needing transportations to appointments inside and outside our service area ... some with disabilities, seniors, veterans, and people who have no other means of transportation. Also, directing Callers to the right transportation agency when calling outside and in their local area,

WORKED WITH 7 CALLERS THIS QUARTER OUTSIDE THE SERVICE AREA

- Mobility Manager takes every opportunity during this process to inform individuals about all accessible transportation services, sending information with application materials, telephone follow ups when applications are received, WHEN APPLICABLE, and discussing transportation options during in-person interviews. Referrals continue from the Area Agency on Aging Information and Referral Line, Disability Network of Southwest Michigan,

RICC/Regional Inclusive Coordinating Council, Kinexus/MI Works, Dept. of Health & Human Services, Lakeland Health, Riverwood Mental Health, from other service provider agencies and other transportation companies, or via the www.MyWayThere.org web site. Calls/emails have come from local and as far as India.

Education and Outreach

- Ongoing, active contact and collaboration gets stronger and better as connections and communications transit service programs and sharing activities in, respective, service areas.
- implementation of the Universal Reduced Fare Card and other issues serving transit dependent populations.

39 MM'S ON ROSTER PLUS AN UNKNOWN NUMBER OF OTHER INVITEES

- Continuing ongoing work with staff at MDOT, the 7 Transit providers in Southwest Michigan, and the number of our senior and disabled clientele using the Pilot Universal Fare Card Program.

MORE THAN 125 NEW AND RENEWED CARDS WERE ISSUED THIS PERIOD.

- Continually marketing the www.MyWayThere.org website as traffic data continues to show people are using the website as a source for information to find transportation options for themselves, for loved ones, or for their clients. Many are contacting us to have their services placed on the website ... a SWMPC decision.
- Ongoing and continued working with SWMPC Rep and assuring timely updating of information on the website, keeping information current for users and listing important information from the transit providers. Website design team is continually updating the information behind the site, utilizing the Worldwide Web Content Accessibility Guidelines. For example, it will be more user friendly for individuals, with low vision, who use the newer generation of readers or use other assistive technology.
- Ongoing and continued sharing information on a weekly basis with individuals and with staff members on SW Michigan transportation programs and showing videos on how to use the Fixed Route System at Michigan Works/Kinexus (Employer Resource Network).
- In October 2018, MM attended PC Trans Annual Conference in Big Rapids. (A 1st Quarter report.)

39 MEETINGS, APPROXIMATELY 107 PARTICIPANTS,

Continuing Ridership Projects

- Convened the fourth Travel Training Meeting in January 2019 with 24 Attendees at Atkins Village Housing;
- Ongoing and continued pursuit of opportunities for coordination between social and human service agencies and SWMI transportation providers to address the needs of those: with disabilities, whether they are youth, adults, seniors or veterans; attending monthly meetings of the TRIAD of Berrien County, which is a coalition made up of seniors, law enforcement and agencies serving the senior citizens of the county.
- Helped Area Agency on Aging representative convene a February 2019 meeting of the South West Michigan Public Transit Providers (SWMPTP).

NUMBER OF CONTACTS IN ALL CATEGORIES THIS QUARTER TOTALLED MORE THAN 225.

The New Yellow Route

- The new Yellow Route is planned to begin during the 3rd Quarter, after final approvals, and signage work is completed. The Route has been well vetted and a Profile has been created. 38 business have been identified along the Route, hiring more than 2,000 workers, more than 1500 residents in low-income housing, and several single-family residences along the way. Further information will be provided at a later date.

Respectfully submitted,

Ellis E. Mitchell, Mobility Manager

Michigan Mobility Mangers
Conference Call
April 16th 2019 @ 1:00 pm

1.Role Call

Laurie Blamer
Cherise Essenberg
Lisa Labuhn
Lori Gelling
Hannah Pederson
Jessica Carland
Vicki Comeau
Val Shultz
Roberta Habowski
Kristen Kendall
Judy Shanley
Sarah Green
Rhonda Cross
Clark Harder
Malissa Shutt
Alan Vanderpass

2. Presenters:

Vicki Comeau- Mobility Manger, Disability Network, Newaygo County
Sarah Green-The Rapid Travel Training and ADA Coordinator

3. Follow up-MTC Updates Clark Harder

- Everyone is aware the program went through changes including personal changes. MTC closed down BATA, DAAA Mobility Centers the end of 2018
- Clark has been working with Val Shultz-MDOT and she has been a tremendous help
- MTC is no loner providing Medicaid trips through DHHS. Our focus now is Mi Choice Waiver in Bay County and surrounding. MTC will hopefully have potential partners in the coming months.
- MTC is much more in tune with Transit Agencies with a lot of interest in the Flint MTA.
- Clark plans on being on MM calls moving forward.

4. Other Updates

- NCM -Malissa Shutt sent the group Mobility Management Sate of the States report. Thanks, Malissa.
- Alan Vanderpass has also reached out to the group regarding Easter Seals Project Action trainer workshop information for Michigan. If you have not yet replied, please do so before the 24th of May.

5. Next Meeting

Tuesday July 16, 2019 1:00pm

1-712-770-4005

Passcode-369603