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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: January 18, 2019

RE: Dart's Monthly Board Meeting

There is a Dart board meeting scheduled for January 23, 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 January 22,  
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 – 01/23/19
- 2) Minutes – 12/19/18

**CHAIRMAN'S REPORT**

- 1) General Information – 01/23/19

**DIRECTOR'S REPORT**

- 1) Operation Summary  
Ridership & Farebox – 12/18
- 2) Driver of the Month – 12/18
- 3) General Information – 01/23/19
- 4) Approval of Directors Report – 01/23/19

**ACCOUNTANT'S REPORT**

- 1) Unpaid Bills Detail – 12/18
- 2) Check Detail – 12/18
- 3) Purchases by Vendor Detail – 12/18
- 4) Petty Cash – 12/18
- 5) Wire Transfer– 12/18
- 6) Trial Balance, Profit loss, Profit and  
Loss Budget vs. Actual  
& Balance Sheet – 12/18
- 7) Approval of Accountant Report – 01/23/19

**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
- 4) Union – Third step grievance meeting

**NEW BUSINESS**

- 1) TCATA status during Government Shutdown
- 2) Locked in Gas Prices – Contract
- 3) Info on CMAQ Grant Application
- 4) Report on TwinCATS Road Funding
- 5) MiOSHA Violation & Fine Resolution (December)

**PUBLIC COMMENTS**

**TWIN CITIES AREA TRANSPORTATION AUTHORITY  
REGULARLY SCHEDULED  
BOARD MEETING  
HELD December 19, 2018**

Board Members Present: Mr. Anthony Andrews, Trustee  
Mr. James Childs, Trustee  
Ms. Juanita Henry, Chairwoman

Board Members Absent: Ms. Lisa Varrie, Trustee  
Ms. Emma Kinnard, Secretary

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

Public:

The board meeting was called to order by Juanita Henry.

Agenda: A motion was requested by Juanita Henry to approve the agenda of 12/19/18 as presented for October supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the agenda of 12/19/18 as presented for November, supported by Anthony Andrews. **MOTION CARRIED**

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

**Minutes** – A motion was requested by Juanita Henry to approve the minutes of 10/31/18 for October and November as presented, supported by James Childs. **MOTION CARRIED**

Chairwoman's Report: **General information** – Juanita Henry stated that there was a meeting at City Hall and Dial-A-Ride was a topic of discussion and the report was that everything is going well, there is a strong board, and the wait time for pickups is decreasing. Overall, everyone was pleased.

Director's Report: **Operation Summary, Ridership & Fare box – UPDATED INFORMATION AT NEXT MEETING**

Alex stated that a duplicate October report from 2017 was used as a filler. An update November report was presented. It was explained to the board that an employee problem impacted the accuracy of the

information resulting in no report for October 2018. A correct report will be presented at the next meeting for October.

A hard copy of the director's report was passed out to every individual at the board meeting for October 2018 and November 2018.

Alex stated that the office is beginning to prepare for the Audit.

Alex stated that there are nine new buses but some of them are not out on the road due to shortage of cameras, trackers but he is working on getting those things. He also stated that there are about four of those nine buses that will be out on the road. He also stated that right now two are in regular use and a third when needed.

Alex stated that the company completed setting up the second bank account with Fifth Third Bank and with from the ability to sweep amounts from Chemical Bank into Fifth Third Bank. Whenever we exceed the \$250,000.00 FDIC cap and back to Chemical Bank when needed. Also, Alex stated that there is a Resolution to approve the funds transfer to Fifth Third Bank.

Alex stated that he set up the account with specific rules about money only being transferred between those two banks.

Alex stated that he has started the bid process for a security fence around the property so that buses can be parked across the street from the facility.

Alex stated that he got bids in for a new camera system and that half of the cameras on the buses do not work which is not good for the company. Juanita asked what the time frame for the camera system and radios to be done. Alex stated that he expects during the first week in January for those to start being put into the buses because he is anxious to get the new buses out on the road.

Anthony Andrews asked if there have been any problems with the buses sitting outside overnight. Alex stated that so far there hasn't been any reports of incidents.

A motion was requested by Anthony Andrews to approve the Director's Report as presented for the month of October 2018, supported by James Childs. **MOTION CARRIED**

A motion was requested by Anthony Andrews to approve the Director's Report as presented for the month of November 2018, supported by James Childs. **MOTION CARRIED**

**Driver of the month- UPDATED INFORMATION AT NEXT MEETING**

**Check Details, Purchases by Vendor Detail & Unpaid Bills** – A motion was requested by Juanita Henry to approve the check detail in the

amount of \$87,222.62 for the month of October 2018, supported by James Childs. **MOTION CARRIED**

**Check Details, Purchases by Vendor Detail & Unpaid Bills** – A motion was requested by Juanita Henry to approve the check detail in the amount of \$567,692.12 for the month of November 2018, supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Purchases by Vendor in the amount of \$893,743.76 for the month of October 2018, supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Purchases by Vendor in the amount of \$100,891.72 for the month of November 2018, supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Unpaid Bills Detail in the amount of \$267,352.62 for the month of October 2018, supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Unpaid Bills Detail in the amount of \$285,981.12 for the month of November 2018, supported by James Childs. **MOTION CARRIED**

**Bank Card Activity** – was reviewed 10/18 & 11/18

**Wire Transfers**– was reviewed 10/18 & 11/18

**Petty Cash** – was reviewed 10/18 & 11/18

**Trial Balance, Balance Sheet & Profit & Loss**- Clifford Allen stated that TCATA's net income as of October 2018, was \$(557.77).

A motion was requested by Juanita Henry to approve the Profit & Loss Report for the month of November 2018, supported by James Childs. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Profit & Loss Report for the month of October 2018, supported by James Childs. **MOTION CARRIED**

**ALL OF THE AND ACCOUNTANT'S REPORTS WILL BE UPDATED AT NEXT MEETING.**

Old Business:

Alex stated that the bids for the bus shelters are on hold, but the process will move forward.

New Business:

Alex introduced Clifford Allen who is the new accountant and stated that Jan Harper has retired.

Alex stated that he has given out reports on October and November and the data is incorrect for October but there will be corrected paperwork on this data at the next meeting.

Alex stated that about three months ago he went to dispatch and talked to the workers and told them that the data on ridership was not correct on the paperwork and has not been for some time.

Alex stated that we have some workers who have been in the same position for 15 to 20 years that do not have the ability to do the job.

Alex stated as a result, some personnel shifts and reassignments have taken place. These are the only alternatives to letting people go.

Alex stated that there are other personnel issues within the company. He stated that there is a new policy that some are not pleased with regarding use of leaves and stating that he will only accept one half day for doctor appointments.

Alex stated that the number one priority is to get customers picked up and delivered on time to where they need to be.

Alex stated that he is about to put up a 50-inch monitor in dispatch. This monitor will show where the buses are and help dispatch get everything in order. He stated that there will also be one monitor in the break room that will project continuously short training presentations on driver safety, assisting riders with disabilities, other information that we want employees to know.

A motion was requested by James Childs to approve the Resolution to Approve \$250,000 Line of Credit with Fifth Third Bank, supported by Anthony Andrews. **MOTION CARRIED**

Public Comments:

There being no further discussions, the board meeting was adjourned by James Childs.

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Secretary

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Date

dk

6,774,183

# OPERATION SUMMARY

DEC 2018

18,111,413

MILES TO DATE

	Date	Regular	Senior	Disable	Child	SR. Dis	Total	Gas Vehicle Data				Propane Vehicle Data				VEH HOURS	PASS/VEH.HR
								HAUL	FUEL	MILES	MILES/GAL	FUEL	MILES	MILES/GAL	MILES		
MON																	
TUE																	
WED																	
THUR																	
FRI	7																
SAT	7	176					289	83	169.9	613	3.6	0.0	0	0.0	99	2.9	
SUN	7	2															
<b>TOTAL</b>		<b>176</b>	<b>24</b>	<b>71</b>	<b>7</b>	<b>11</b>	<b>289</b>	<b>83</b>	<b>169.9</b>	<b>613</b>	<b>3.6</b>	<b>0</b>	<b>0.0</b>	<b>99</b>	<b>2.9</b>		
MON	7	387	85	244	20	26	762	309	214.8	1132	5.3	149.9	558	3.7	163	2.6	
TUE	7	268	18	133	3	25	447	0	79	864	10.9	40.1	306	7.6	169	2.6	
WED	7	292	10	125	7	21	455	0	324.4	1698	6.2	128.8	778	6.0	182	2.5	
THUR	7	393	80	226	18	17	734	262	332.1	1228	3.7	131.0	340	2.6	175	4.2	
FRI	7	365	37	209	7	25	643	205	388.3	1476	3.8	127.0	566	4.6	173	3.7	
SAT	7	133	20	56	2	16	227	0	245.2	1268	5.2	21.2	92	4.3	88	2.6	
SUN	7	9															
<b>TOTAL</b>		<b>1838</b>	<b>250</b>	<b>993</b>	<b>57</b>	<b>130</b>	<b>3268</b>	<b>776</b>	<b>1638.8</b>	<b>7666</b>	<b>4.8</b>	<b>598</b>	<b>2660</b>	<b>4.4</b>	<b>950</b>	<b>3.4</b>	
MON	7	304	40	195	11	18	568	156	402.6	1409	3.5	104.1	314	3.0	189	3.0	
TUE	7	285	14	100	6	26	431	0	244.9	1236	5.0	138.6	495	3.8	196	2.2	
WED	7	329	61	204	15	31	640	211	285.3	1194	4.0	179.6	468	2.5	208	3.1	
THUR	7	281	5	83	4	11	384	0	182.1	1184	6.5	35.0	360	10.3	204	1.9	
FRI	7	366	49	172	25	14	626	250	269.3	1261	4.7	86.5	329	3.8	216	2.9	
SAT	7	115	50	21	4	3	193	0	244.2	1222	5.0	0.0	0	0.0	100	1.9	
SUN	7	16															
<b>TOTAL</b>		<b>1880</b>	<b>219</b>	<b>775</b>	<b>65</b>	<b>103</b>	<b>2842</b>	<b>617</b>	<b>1638.4</b>	<b>7506</b>	<b>4.6</b>	<b>543.8</b>	<b>1966</b>	<b>3.6</b>	<b>1113</b>	<b>2.6</b>	
MON	7	242	13	92	4	19	370	0	289.6	1970	7.6	88.2	215	2.4	220	1.7	
TUE	7	18	12	107	3	20	368	0	285.5	1233	4.6	55.9	143	2.6	222	1.7	
WED	7	335	51	185	13	12	596	212	175.6	1246	7.1	62.7	229	4.3	221	2.7	
THUR	7	20	4	104	1	10	354	0	371.2	2825	6.8	38.5	180	4.7	216	1.6	
FRI	7	275	8	82	1	11	377	0	233.0	529	2.3	66.2	0	0.0	227	1.7	
SAT	7	98	79	6	6	18	207	0	158.4	1296	8.2	0.0	0	0.0	86	2.4	
SUN	7	23															
<b>TOTAL</b>		<b>1411</b>	<b>167</b>	<b>576</b>	<b>28</b>	<b>90</b>	<b>2272</b>	<b>212</b>	<b>1463.3</b>	<b>8799</b>	<b>6.0</b>	<b>291.5</b>	<b>767</b>	<b>2.6</b>	<b>1192</b>	<b>1.9</b>	
MON	7	185	5	58	2	12	262	0	265.4	629	2.4	57.0	366	6.4	210	1.2	
TUE	7	221	6	50	0	10	287	0	236.9	1177	5.0	24.2	300	12.4	214	1.3	
WED	7	222	5	48	0	8	283	0	270.7	703	2.6	46.0	174	3.8	207	1.4	
FRI	7	79	60	32	4	15	190	0	239.7	1413	5.9	15.5	40	2.6	93	2.0	
SUN	7	30															
<b>TOTAL</b>		<b>707</b>	<b>76</b>	<b>188</b>	<b>6</b>	<b>45</b>	<b>1022</b>	<b>0</b>	<b>1012.7</b>	<b>3922</b>	<b>3.9</b>	<b>142.7</b>	<b>879</b>	<b>6.2</b>	<b>724</b>	<b>1.4</b>	
MON	31	235	5	42	0	8	290	0	251.1	930	3.7	43.6	151	3.5	211	1.4	
<b>MONTH TOTAL</b>		<b>6047</b>	<b>1314</b>	<b>2645</b>	<b>163</b>	<b>387</b>	<b>10556</b>	<b>1688</b>	<b>6119.2</b>	<b>29436</b>	<b>4.8</b>	<b>1619.6</b>	<b>6423</b>	<b>4.0</b>	<b>4289</b>	<b>2.5</b>	

weekdays 450



# Ridership Comparison

## Fiscal Year 2018

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	Vehicle Data Gas	MILES	Vehicle Data LP	VEH.	PASS/			
Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	FUEL	MILES	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	5688	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	Vehicle Data LP	VEH.	PASS/			
Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	FUEL	MILES	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	12879	4231	4528.6	23460	5.2	1954.1	8559.0	4.4	3951	3.3
12/18	6047	741	2645	163	387	9983	1688	6119.2	29436	4.8	1619.6	6423.0	4.0	4289	2.3
01/19															
02/12															
10/18															
10/18															
10/18															
10/18															
10/18															
Total	21044	3755	10560	770	1703	37832	11652	17318.2	81061	4.7	6581.9	26415	4.0	12441	3.0
Change	14391	-217	6594	-26	1419	22161	4748	11392.5	46368	-1.17	3218.4	9377.0	-1.1	8149	-0.6
% Change	216.3%	-5.5%	166.3%	-3.3%	499.6%	141.4%	68.8%	192.3%	133.7%	-20.1%	95.7%	55.0%	-20.8%	189.9%	-0.2

## RIDERSHIP

	2018 FY	2018 FY	2019 FY	2019 FY	2019 FY	YTD	% Change
	Month Total	Year to Date	Month Total	Year to Date	Month 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							
Feb							
March							
April							
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>42,500</b>	<b>42,500</b>	<b>38,546</b>	<b>38,546</b>	<b>-3,954</b>	<b>-3,954</b>	<b>-9.30%</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							
Feb							
March							
April							
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>\$ 63,888.61</b>	<b>\$ 63,888.61</b>	<b>\$ 59,096.82</b>	<b>\$ 59,096.82</b>	<b>\$ (4,791.79)</b>	<b>\$ (4,791.79)</b>	<b>-7.50%</b>

# Check Detail

## As of December 31, 2018

Date	Num	Name	Memo	Credit
<b>10101 - SHORELINE</b>				
12/03/2018	27537	HOEKSTRA TRANSPORTATION	Buses 40,41	68,398.00
12/03/2018	27538	STAPLES		59.14
12/06/2018	27539	AMERICAN FAMILY INSURANCE	payroll deduction	617.88
12/06/2018	27540	Barbara Tsaturova	payroll deduction	237.75
12/06/2018	27541	MISDU	Payroll deduction	1,028.10
12/06/2018	27542	UNION DUES	payroll deduction	324.60
12/06/2018	27543	Accounting Consultants		1,082.00
12/06/2018	27544	Belle Tire	tires	831.00
12/06/2018	27545	BG of Michigan, Inc.	transmission service	4,713.47
12/06/2018	27546	BILL PURVIS	consulting service t...	1,280.00
12/06/2018	27547	DONNEL KYLE	Monthly medicare i...	134.00
12/06/2018	27548	James Parker-Hersey	garage maint thru 1...	520.00
12/06/2018	27549	Jan P. Harper	accounting help	362.50
12/06/2018	27550	Joy Leonard	Janitorial thru 12/1	146.10
12/06/2018	27551	Priority Health	Prepaid health	14,914.63
12/07/2018	27552	Dwints Alexander	Payroll correction	292.57
12/12/2018	27553	Car Brite Distributors	maint supplies	196.55
12/12/2018	27554	Citgo	Maint.Fuel	283.50
12/12/2018	27555	CITY OF BH	monthly water	713.38
12/12/2018	27556	IBID County Electric	111012	2,613.09
12/12/2018	27557	Indiana Michigan Power	monthly electric	936.22
12/12/2018	27558	MICH GAS	monthly gas heat	1,826.05
12/12/2018	27559	MISS BH	advertisement adm...	40.00
12/12/2018	27560	STAPLES	office supplies	11.60
12/12/2018	27561	TENNANT	maint floor washer	228.94
12/12/2018	27562	US Postal Service	512123	214.00
12/12/2018	27563	TCATA	Transfer to Fifth Th...	10,000.00
12/18/2018	27564	ALL CITIES OCCUPATIONAL	drug testing	124.00
12/18/2018	27565	BEST WAY DISPOSAL	NOV. SERVICES	143.00
12/18/2018	27566	Hanson Beverage Co.	Water for Adminins...	40.00
12/18/2018	27567	HEI WIRELESS	Radio install bus 37	1,805.40
12/18/2018	27568	Jordan Automotive Group		5,888.66
12/18/2018	27569	MICHIANA SUPPLY	maint supplies	104.90
12/18/2018	27570	Midwest Security	service call	85.00
12/18/2018	27571	Orkin	pest control	97.77
12/18/2018	27572	PARRETT BUSINESS	copier contract	82.73
12/18/2018	27573	TCA-SynerTech, LLC		3,635.65
12/18/2018	27574	THAYER	MAINT. SUPPLIES	336.19
12/18/2018	27575	XPRESS PRINTING		679.51
12/18/2018	27576	Zielke Towing	towing	230.00
12/18/2018	27577	D&S Heavy Duty & Trailer Repair		9,885.50
12/20/2018	27581	James Parker-Hersey		520.00
12/20/2018	27579	Jan P. Harper		950.00
12/20/2018	27580	Lathree Crew		275.16
12/20/2018	27578	BILL PURVIS	Consulting Service	1,280.00
12/20/2018	27582	AMERICAN FAMILY INSURANCE	payroll deduction	617.88
12/20/2018	27583	Barbara Tsaturova	Payroll deduction g...	211.53
12/20/2018	27584	MISDU	Payroll deduction	1,093.62
12/27/2018	27585	St.Joseph-Lincoln		27,000.00
12/29/2018	27586	BILL PURVIS		960.00
12/29/2018	27587	James Parker-Hersey		260.00
12/29/2018	27588	Lathree Crew		233.76
12/29/2018	27589	ALL CITIES OCCUPATIONAL		335.00
12/29/2018	27590	MML Worker's Comp Fund		917.00
12/29/2018	27591	Accounting Consultants		300.00
12/29/2018	27592	ADT	security system	663.57
12/29/2018	27593	Aetna		385.31
12/29/2018	27594	Humana Insurance Co.		439.20
12/29/2018	27595	Orkin		97.77
12/29/2018	27596	Pri Mar Petroleum	Maint.Supplies	184.45
12/29/2018	27597	Standard Insurance Company		682.71
12/29/2018	27598	WSJM Tower Operations	VOICE DISPATCH	513.98

# Check Detail

## As of December 31, 2018

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>
12/29/2018	27599	WVBH Radio 105.3		200.00
12/31/2018	27607	Metz Towing		85.00
Total 10101 - SHORELINE				<u>173,349.32</u>
<b>TOTAL</b>				<u><u>173,349.32</u></u>

Chairpersons Approval

Date

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
**December 2018**

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Memo	Amount
<b>Accounting Consultants</b>	
Consulting Service 503993	300.00
<b>Total Accounting Consultants</b>	300.00
<b>ADT</b>	
503072 security	617.42
503072 security	46.15
<b>Total ADT</b>	663.57
<b>Aetna</b>	
HEALTH INSURANCE OPERATION	385.31
<b>Total Aetna</b>	385.31
<b>ALL CITIES OCCUPATIONAL</b>	
503991	335.00
<b>Total ALL CITIES OCCUPATIONAL</b>	335.00
<b>Auto-Wares Group</b>	
504032 Maintenance Supplies	112.64
<b>Total Auto-Wares Group</b>	112.64
<b>BILL PURVIS</b>	
Consulting Service 503993	1,280.00
Consulting Service 503993	1,280.00
Consulting Service 503993	960.00
<b>Total BILL PURVIS</b>	3,520.00
<b>Delta Dental</b>	
10403 prepaid health	1,800.13
<b>Total Delta Dental</b>	1,800.13
<b>Dwints Alexander</b>	
Payroll correction	292.57
<b>Total Dwints Alexander</b>	292.57
<b>HEI WIRELESS</b>	
503051	331.00
503031 Operation Service	1,467.53
<b>Total HEI WIRELESS</b>	1,798.53
<b>HR DIRECT</b>	
504033 Administration Supplies	78.99
<b>Total HR DIRECT</b>	78.99
<b>Humana Insurance Co.</b>	
HEALTH INSURANCE OPERATION	219.60
HEALTH INSURANCE OPERATION	219.60
<b>Total Humana Insurance Co.</b>	439.20
<b>James Parker-Hersey</b>	
503032 Maintenance Service	520.00
503032 Maintenance Service	520.00
503032 Maintenance Service	260.00
<b>Total James Parker-Hersey</b>	1,300.00
<b>Jan P. Harper</b>	
Consulting Service 503993	362.50
Consulting Service 503993	950.00
<b>Total Jan P. Harper</b>	1,312.50

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
December 2018

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Memo	Amount
<b>Joy Leonard</b>	
503032 Maintenance Service	146.10
Total Joy Leonard	146.10
<b>Lathree Crew</b>	
503032 Maintenance Service	275.16
503032 Maintenance Service	233.76
Total Lathree Crew	508.92
<b>MISS BH</b>	
ADVERTISEMENT ADMIN.	40.00
Total MISS BH	40.00
<b>MML Worker's Comp Fund</b>	
Consulting Service 503993	917.00
Total MML Worker's Comp Fund	917.00
<b>Orkin</b>	
503031 Operation Service	97.77
Total Orkin	97.77
<b>Pri Mar Petroleum</b>	
504032 Maintenance Supplies	184.45
Total Pri Mar Petroleum	184.45
<b>Standard Insurance Company</b>	
10403 prepaid health	682.71
Total Standard Insurance Company	682.71
<b>TCATA</b>	
Transfer to Fifth Third Bank Money Market	10,000.00
Total TCATA	10,000.00
<b>US Postal Service</b>	
512123 rental administration	214.00
Total US Postal Service	214.00
<b>WSJM Tower Operations</b>	
512121 operations rental	513.98
Total WSJM Tower Operations	513.98
<b>WVBH Radio 105.3</b>	
ADVERTISEMENT ADMIN.	100.00
ADVERTISEMENT ADMIN.	100.00
Total WVBH Radio 105.3	200.00
<b>TOTAL</b>	<b>25,843.37</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Unpaid Bills Detail**

As of December 31, 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
<b>Auto-Wares Group</b>					
Bill	12/22/2018		12/22/2018	9	112.64
Total Auto-Wares Group					112.64
<b>Belle Tire</b>					
Bill	11/19/2018	16002	11/19/2018	42	771.00
Total Belle Tire					771.00
<b>HEI WIRELESS</b>					
Bill	12/01/2018	16004	12/01/2018	30	331.00
Bill	12/06/2018	16033	12/06/2018	25	1,467.53
Total HEI WIRELESS					1,798.53
<b>HOEKSTRA TRANSPORTATION</b>					
Bill	10/26/2018	15938	10/26/2018	66	74,470.00
Bill	10/29/2018	15939	10/29/2018	63	177,316.00
Total HOEKSTRA TRANSPORTATION					251,786.00
<b>HR DIRECT</b>					
Bill	12/05/2018	16024	12/05/2018	26	78.99
Total HR DIRECT					78.99
<b>Ivory Anderson</b>					
Bill	11/01/2018	PO10...	11/01/2018	60	134.00
Total Ivory Anderson					134.00
<b>Midwest Bus Corporation</b>					
Bill	11/28/2018	15995	11/28/2018	33	4,470.00
Total Midwest Bus Corporation					4,470.00
<b>TOTAL</b>					<b>259,151.16</b>





**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
12/04	Insurance-American Continental	
	Liberty Bankers/Aetna	\$ 1,442.54
12/04-31		
	• Amazon	\$ 38,851.91
	• Costco	\$ 808.36
	• Family Farm	\$ 21.18
	• Ziprecruiter	\$ 275.00
	• Valley Truck Parts	\$ 47.57
	• Harbor Freight Tools	\$ 405.09
	• Lowes	\$ 140.88
	• Home Depot	\$ 67.90
	• Wal-Mart	\$ 185.13
	• Best Buy	\$ 46.08
	• Other	\$ 188.41
	• Total	\$ <b>41,132.39</b>

December 2018 Debit Card Purchases

**ALEX CARD**

**Total: \$40,128.03**

Amazon	\$22,593.00	Tablets (17)
	\$3,399.96	Tablets (4) FULL REFUND
	\$11,899.86	Tablets (11) FULL REFUND
	\$28.97	Staples, Mini Desk Calendar
	\$102.04	Desk Calendars
	\$32.61	Highlighters, pens, calculator ink
	\$26.44	Cups
	\$44.50	Paper Towels
	\$95.98	Computer Monitor FULL REFUND
	\$96.98	Computer Montior
	\$62.28	Coffee
	\$93.17	Laminator Machine, Laminating pouches
	\$111.71	Wall Files, Manilla Folders, Power strips, Stink Bug Killer
	\$49.58	Stink Bug Spray
	\$47.98	Toilet Paper
	\$104.01	Toilet Paper, tape, computer mouse, pencils
	\$16.76	Pressboard File Folders
	\$44.50	Paper Towels
Best Buy	\$46.08	Firestick

December 2018 Debit Card Purchases

Google Domains	\$5.00	Alex Email Set Up (Monthly Payment)
ZipRecruiter	<b>\$264.00</b>	<b>NO RECEIPT???</b> Advertising
	\$11.00	
Lowes	\$66.76	Bissell Shampoo Rental
Harbor Freight Tools	\$76.50	Slide Angle Grinder/Protection Plan
Costco	\$60.00	Renew Membership
	\$678.38	50 Inch Tv (2)
	\$69.98	Warranty for Tv's

**TJ CARD**

**Total: \$950.36**

Crystal Springs Florist	\$89.57	Employee Funeral
Marathon BH	\$55.70	Diesel
Walmart	\$185.13	Christmas Lights
Home Depot	\$67.90	Air Hammer, Fender Washer
Twin Cities Awards	\$80.60	Plaque (Jan H.)
Valley Truck Parts	\$47.57	Miscellaneous bus parts
Family Farm Home	\$21.18	Drain Spade
Lowes	\$74.12	Orbit Polisher, Polishing bonnet
Harbor Freight Tools	\$328.59	Jack

December 2018 Debit Card Purchases

**DESHA CARD**

**Total: \$54.00**

Walmart	\$40.76	Creamer, Sugar
USPS	\$13.24	Board Packets



**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

**Chemical Automatic Clearing House**

**12/10 Crystal Gas..... (\$1.389) \$11,460.17**

**12/10 Crystal Flash Propane(\$1.423) \$ 1,357.41**

**12/14 Crystal Flash Propane(\$1.419) \$ 1,379.15**

**12/21 Crystal Flash Propane(\$1.409) \$ 1,848.47**

**12/27 Crystal Flash Propane(\$1.389) \$ 1,358.27**



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

# PETTY CASH

December-18					
Prepared by Cliff Allen					
DATE	DESCRIPTION OF ITEMS	Debit	Credit	Balance	
1-Dec	Balance			\$100.00	
	Room for In-Service		\$51.92	\$48.08	
	Mail		\$3.52	\$44.56	
	Fund Petty Cash	0		\$44.56	
	Mail		\$0.00	\$44.56	
	Stamps		\$0.00	\$44.56	
	Supplies - Brake Fluid		\$12.70	\$31.86	
31-Dec	Fund Petty Cash	\$0.00		\$31.86	
				\$31.86	
				\$31.86	
				\$31.86	
	Ofc supplies	\$3.52		\$31.86	
	Maint supplies	\$12.70			
		\$16.22			

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Trial Balance**

As of December 31, 2018

	Dec 31, 18	
	Debit	Credit
10101 · SHORELINE	174,227.93	
10103 · OVER / SHORTAGE	0.00	
10105 · SHORELINE MONEY MARKET	0.00	
10107 · Fifth Third Bank- Money Market	10,000.00	
1200 · Accounts Receivable	1,962.75	
10102 · PETTY CASH	230.00	
10201 · DUE FROM BH MILLAGE		17,200.67
10202 · DUE FROM BH OPER.	0.00	
10204 · DUE FROM PAYROLL PROCESSOR	0.00	
10205 · DUE FROM FED - OPER	215,270.00	
10206 · Due From FED - CMAQ	0.00	
10211 · DUE FROM STATE - CAPITAL	136,797.00	
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	39,103.00	
10216 · Due from State JARC Red	63,704.00	
10219 · DUE FROM STATE NEW SERVICE	0.00	
10220 · DUE FROM ST. OPER	37,019.00	
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	16,856.52	
10303 · Inventory Tires	0.00	
10401 · PREPAID VEHICLE INS.	17,186.00	
10402 · PREPAID WORKER COMP		3,183.20
10403 · PREPAID HEALTH INS.	0.00	
10404 · PREPAID SECURITY INS	0.00	
10405 · PREPAID BUILDING INSURANCE	4,039.50	
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	2,485,799.68	
111013 · REVENUE VEHICLES:Original Cost	0.00	
111013 · REVENUE VEHICLES:111032 · Depreciation revenue vehicles		1,188,056.88
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 · SHOP EQUIPMENT	428,978.85	
111015 · SHOP EQUIPMENT:Original Cost	0.00	
111015 · SHOP EQUIPMENT:111034 · Depreciation		287,796.24
111016 · OFFICE EQUIPMENT	0.00	
111016 · OFFICE EQUIPMENT:Original Cost	0.00	
111016 · OFFICE EQUIPMENT:111035 · Depreciation	0.00	
111017 · RADIOS	0.00	
111017 · RADIOS:Original Cost	0.00	
111017 · RADIOS:111036 · Depreciation	0.00	
111018 · SPECIAL PASSENGER VEHICLE	54,000.00	
111019 · BUS EQUIPMENT-COMPUTER SURF PRO	22,593.00	
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	
111021 · GARAGE FLOOR WASHER	0.00	
111021 · GARAGE FLOOR WASHER:Original Cost	0.00	

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Trial Balance**

As of December 31, 2018

	Dec 31, 18	
	Debit	Credit
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	
10500 · 2015 OAR Difference	30,169.00	
2000 · Accounts Payable		260,951.98
20201 · ACCRUED PAYROLL	0.00	
20206 · ACCRUED FRINGE PAYABLE	0.00	
20207 · Accrued Expenses	0.00	
20211 · PAYROLL WITHHOLDING	0.00	
20218 · MISCELLANIOUS PAYABLE	0.00	
20506 · DUE TO FED	0.00	
20507 · DUE TO VENETIAN FESTIVAL -FARE	0.00	
20508 · DUE TO EMPLOYEE	292.57	
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	27,444.00	
21104 · ADVANCES STATE GOVER.	0.00	
3000 · Opening Bal Equity		49,593.00
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		1,369,841.33
40101 · FAREBOX		39,791.92
40102 · Punch Cards White		1,143.00
40103 · Fare box coin over and short	17.10	
40104 · Punch Cards Blue		9,139.50
40199 · FARES-TOKENS		1,995.50
40203 · SPECIAL ROUTE GUARANTEES		1,620.00
40603 · AUX REV - ADVERTISING		11,850.00
40799 · Other Non Transit Revenue		40,292.57
40801 · LOCAL SUBSIDY - MILLAGE		27,444.00
40950 · Local Capital Grant		114,989.00
409992 · Punch Card Blue - Local Match		886.50
409993 · Tokes - Local Match		4,537.50
41101 · STATE SUBSIDY - OPER		247,112.00
411012 · JARC Blue oper		39,103.00
411013 · JARC Red Operating		50,706.00
41150 · State Capital Grant		136,797.00
41201 · Prior Year Adj -St,Fed.&Local	43,392.00	
41301 · FEDERAL SUBSIDY - OPER		215,270.00
41350 · Federal Capital Grant		547,186.00



TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of December 31, 2018

	Dec 31, 18	
	Debit	Credit
41401 · INTEREST INCOME		81.40
501011 · OPERATORS WAGES	128,942.85	
501021 · OTHER WAGES - OPER	16,207.07	
501022 · OTHER WAGES - MAINT	20,101.77	
501023 · OTHER WAGES - ADMIN	33,582.12	
501031 · DISPATCHERS WAGES	37,088.60	
501044 · OTHER WAGES NEW FREEDOM	8,461.53	
502031 · HEALTH INS - OPER	41,921.19	
502032 · HEALTH INS - MAINT	4,406.17	
502033 · HEALTH INSURANCE ADMIN	15,346.61	
502041 · SS & MED OPER	14,719.45	
502042 · SS & MED MAINT	1,607.16	
502043 · SS & MED ADMIN	2,877.61	
502044 · SS & MED NEW FREEDOM	647.29	
502071 · UNEMPLOYMENT - OPER	624.72	
502073 · UNEMPLOYMENT - ADMIN	30.41	
502081 · WORKERS COMP OPER	11,635.68	
502082 · WORKERS COMP MAINT	1,096.96	
502083 · WORKERS COMP ADMIN	385.55	
502091 · SICK LEAVE -OPER	3,146.54	
502092 · SICK LEAVE -MAINT.	159.00	
502093 · SICK LEAVE -ADMIN	1,160.80	
502101 · HOLIDAY - OPER	3,567.36	
502102 · HOLIDAY - MAINT	367.84	
502103 · HOLIDAY - ADMIN	483.20	
502111 · VACATION -OPER	5,151.44	
502112 · VACATION - MAINT	601.60	
502113 · VACATION - ADMIN	2,857.13	
503023 · ADVERTISING FEES	1,424.71	
503031 · SERVICE OPER	20,917.10	
503032 · SERVICE MAINT	30,494.93	
503033 · SERVICE ADMIN	5,336.70	
503051 · CONTRACT MAINT OPER	993.00	
503053 · CONTRACT MAINT ADMIN	3,851.61	
503072 · SECURITY SERVICE	758.07	
503991 · DRUG TESTING OPER	670.00	
503992 · OTHER SERVICE	286.00	
503993 · OTHER SERVICE ADMIN	9,931.50	
504011 · FUEL OPER	36,073.53	
504012 · FUEL MAINT	430.32	
504013 · FUEL ADMIN	556.62	
504021 · TIRES	3,683.00	
504031 · SUPPLIES OPER	6,503.90	
504032 · SUPPLIES MAINT	10,214.86	
504033 · SUPPLIES ADMIN	4,209.38	
505021 · ELECTRIC OPER	60.00	
505022 · ELECTRIC MAINT	1,679.96	
505023 · ELECTRIC ADMIN	260.00	
505031 · GAS SERVICE OPER	66.89	
505032 · GAS SERVICE MAINT	1,872.95	
505033 · GAS SERVICE ADMIN	289.87	
505041 · WATER OPER	42.78	
505042 · WATER MAINT	1,197.90	
505043 · WATER ADMIN	225.39	
505051 · TELEPHONE OPER	466.84	
505053 · TELEPHONE ADMIN	4.72	
506031 · BUS INSURANCE OPER	21,044.80	
506043 · BUILDING INS	2,019.75	
509013 · DUES	0.00	
509021 · TRAVEL OPER	3,800.81	
509023 · TRAVEL ADMIN	1,161.96	
509024 · TRAVEL NEW FREEDOM	635.72	
512121 · RENTAL OPER	1,541.94	

TWIN CITIES AREA TRANSPORTATION AUTHORITY

**Trial Balance**

As of December 31, 2018

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	Dec 31, 18	
	<u>Debit</u>	<u>Credit</u>
512122 · RENTAL MAINT	266.57	
512123 · RENTAL ADMIN	224.00	
TOTAL	<u>6,397,338.05</u>	<u>6,397,338.05</u>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Profit & Loss**

October through December 2018

	<u>Oct - Dec 18</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40101 · FAREBOX	39,791.92
40102 · Punch Cards White	1,143.00
40103 · Fare box coin over and short	-17.10
40104 · Punch Cards Blue	9,139.50
40199 · FARES-TOKENS	1,995.50
40203 · SPECIAL ROUTE GUARANTEES	1,620.00
40603 · AUX REV - ADVERTISING	11,850.00
40799 · Other Non Transit Revenue	40,292.57
40801 · LOCAL SUBSIDY - MILLAGE	27,444.00
40950 · Local Capital Grant	114,989.00
409992 · Punch Card Blue - Local Match	886.50
409993 · Tokens - Local Match	4,537.50
41101 · STATE SUBSIDY - OPER	247,112.00
411012 · JARC Blue oper	39,103.00
411013 · JARC Red Operating	50,706.00
41150 · State Capital Grant	136,797.00
41201 · Prior Year Adj -St,Fed.&Local	-43,392.00
41301 · FEDERAL SUBSIDY - OPER	215,270.00
41350 · Federal Capital Grant	547,186.00
41401 · INTEREST INCOME	81.40
<b>Total Income</b>	<u>1,446,535.79</u>
<b>Gross Profit</b>	1,446,535.79
<b>Expense</b>	
501011 · OPERATORS WAGES	128,942.85
501021 · OTHER WAGES - OPER	16,207.07
501022 · OTHER WAGES - MAINT	20,101.77
501023 · OTHER WAGES - ADMIN	33,582.12
501031 · DISPATCHERS WAGES	37,088.60
501044 · OTHER WAGES NEW FREEDOM	8,461.53
502031 · HEALTH INS - OPER	41,921.19
502032 · HEALTH INS - MAINT	4,406.17
502033 · HEALTH INSURANCE ADMIN	15,346.61
502041 · SS & MED OPER	14,719.45
502042 · SS & MED MAINT	1,607.16
502043 · SS & MED ADMIN	2,877.61
502044 · SS & MED NEW FREEDOM	647.29
502071 · UNEMPLOYMENT - OPER	624.72
502073 · UNEMPLOYMENT - ADMIN	30.41
502081 · WORKERS COMP OPER	11,635.68
502082 · WORKERS COMP MAINT	1,096.96
502083 · WORKERS COMP ADMIN	385.55
502091 · SICK LEAVE -OPER	3,146.54
502092 · SICK LEAVE -MAINT.	159.00
502093 · SICK LEAVE -ADMIN	1,160.80
502101 · HOLIDAY - OPER	3,567.36
502102 · HOLIDAY - MAINT	367.84
502103 · HOLIDAY - ADMIN	483.20
502111 · VACATION -OPER	5,151.44
502112 · VACATION - MAINT	601.60
502113 · VACATION - ADMIN	2,857.13
503023 · ADVERTISING FEES	1,424.71
503031 · SERVICE OPER	20,917.10
503032 · SERVICE MAINT	30,494.93
503033 · SERVICE ADMIN	5,336.70
503051 · CONTRACT MAINT OPER	993.00
503053 · CONTRACT MAINT ADMIN	3,851.61
503072 · SECURITY SERVICE	758.07
503991 · DRUG TESTING OPER	670.00
503992 · OTHER SERVICE	286.00
503993 · OTHER SERVICE ADMIN	9,931.50
504011 · FUEL OPER	36,073.53

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss**  
October through December 2018

	Oct - Dec 18
504012 · FUEL MAINT	430.32
504013 · FUEL ADMIN	556.62
504021 · TIRES	3,683.00
504031 · SUPPLIES OPER	6,503.90
504032 · SUPPLIES MAINT	10,214.86
504033 · SUPPLIES ADMIN	4,209.38
505021 · ELECTRIC OPER	60.00
505022 · ELECTRIC MAINT	1,679.96
505023 · ELECTRIC ADMIN	260.00
505031 · GAS SERVICE OPER	66.89
505032 · GAS SERVICE MAINT	1,872.95
505033 · GAS SERVICE ADMIN	289.87
505041 · WATER OPER	42.78
505042 · WATER MAINT	1,197.90
505043 · WATER ADMIN	225.39
505051 · TELEPHONE OPER	466.84
505053 · TELEPHONE ADMIN	4.72
506031 · BUS INSURANCE OPER	21,044.80
506043 · BUILDING INS	2,019.75
509013 · DUES	0.00
509021 · TRAVEL OPER	3,800.81
509023 · TRAVEL ADMIN	1,161.96
509024 · TRAVEL NEW FREEDOM	635.72
512121 · RENTAL OPER	1,541.94
512122 · RENTAL MAINT	266.57
512123 · RENTAL ADMIN	224.00
<b>Total Expense</b>	<b>530,375.73</b>
<b>Net Ordinary Income</b>	<b>916,160.06</b>
<b>Net Income</b>	<b>916,160.06</b>

Total Eligible Expenses	\$518,569.18
State Reimbursement Rate for 2019	38.07%
State of Michigan Subsidy Based on Expenses	\$197,419.29
State Revenue Recorded(41101)	\$63,204.00
Over/Under payment	\$134,215.29
Net Income from Profit & Loss Statement	\$7,094.14
Net Income After State Adjustment	\$141,309.43
Income From Capital	\$0.00
<b>Net Income After Adjustments</b>	<b>\$141,309.43</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**

**Balance Sheet**

As of December 31, 2018

	Dec 31, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10101 · SHORELINE	174,227.93
10107 · Fifth Third Bank- Money Market	10,000.00
<b>Total Checking/Savings</b>	<u>184,227.93</u>
<b>Accounts Receivable</b>	
1200 · Accounts Receivable	1,962.75
<b>Total Accounts Receivable</b>	<u>1,962.75</u>
<b>Other Current Assets</b>	
10102 · PETTY CASH	230.00
10201 · DUE FROM BH MILLAGE	-17,200.67
10205 · DUE FROM FED - OPER	215,270.00
10211 · DUE FROM STATE - CAPITAL	136,797.00
10215 · Due from State JARC blue	39,103.00
10216 · Due from State JARC Red	63,704.00
10220 · DUE FROM ST. OPER	37,019.00
10221 · New Freedom Receivable	12,266.08
10302 · FUEL INVENTORY	16,856.52
10401 · PREPAID VEHICLE INS.	17,186.00
10402 · PREPAID WORKER COMP	-3,183.20
10405 · PREPAID BUILDING INSURANCE	4,039.50
<b>Total Other Current Assets</b>	<u>522,087.23</u>
<b>Total Current Assets</b>	<u>708,277.91</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	-1,188,056.88
111041 · LOCAL CONTRIBUTION	114,989.00
111013 · REVENUE VEHICLES - Other	2,485,799.68
<b>Total 111013 · REVENUE VEHICLES</b>	<u>1,412,731.80</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 · SHOP EQUIPMENT	
111034 · Depreciation	-287,796.24
111015 · SHOP EQUIPMENT - Other	428,978.85
<b>Total 111015 · SHOP EQUIPMENT</b>	<u>141,182.61</u>
111018 · SPECIAL PASSENGER VEHICLE	54,000.00
111019 · BUS EQUIPMENT-COMPUTER SURF PRO	22,593.00
<b>Total Fixed Assets</b>	<u>1,830,362.89</u>
<b>Other Assets</b>	
10500 · 2015 OAR Difference	30,169.00
<b>Total Other Assets</b>	<u>30,169.00</u>
<b>TOTAL ASSETS</b>	<u><u>2,568,809.80</u></u>

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Balance Sheet

As of December 31, 2018

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	Dec 31, 18
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	260,951.98
<b>Total Accounts Payable</b>	<u>260,951.98</u>
<b>Other Current Liabilities</b>	
20508 · DUE TO EMPLOYEE	-292.57
21102 · ADVANCE LOCAL MILLAGE	-27,444.00
<b>Total Other Current Liabilities</b>	<u>-27,736.57</u>
<b>Total Current Liabilities</b>	<u>233,215.41</u>
<b>Total Liabilities</b>	233,215.41
<b>Equity</b>	
3000 · Opening Bal Equity	49,593.00
3900 · Retained Earnings	1,369,841.33
Net Income	916,160.06
<b>Total Equity</b>	<u>2,335,594.39</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,568,809.80</u></u>

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

	Oct - Dec 18	Oct - Dec 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40101 · FAREBOX	39,791.92	42,150.98	-2,359.06	-5.6%
40102 · Punch Cards White	1,143.00	585.00	558.00	95.4%
40103 · Fare box coin over and short	-17.10	-11.87	-5.23	-44.1%
40104 · Punch Cards Blue	9,139.50	3,469.50	5,670.00	163.4%
40199 · FARES-TOKENS	1,995.50	4,366.50	-2,371.00	-54.3%
40203 · SPECIAL ROUTE GUARANTEES	1,620.00	1,601.50	18.50	1.2%
40603 · AUX REV - ADVERTISING	11,850.00	0.00	11,850.00	100.0%
40799 · Other Non Transit Revenue	40,292.57	2,019.20	38,273.37	1,895.5%
40801 · LOCAL SUBSIDY - MILLAGE	27,444.00	25,200.00	2,244.00	8.9%
40950 · Local Capital Grant	114,989.00	0.00	114,989.00	100.0%
409992 · Punch Card Blue - Local Match	886.50	7,857.00	-6,970.50	-88.7%
409993 · Tokens - Local Match	4,537.50	3,870.00	667.50	17.3%
41101 · STATE SUBSIDY - OPER	247,112.00	185,820.00	61,292.00	33.0%
411012 · JARC Blue oper	39,103.00	38,710.00	393.00	1.0%
411013 · JARC Red Operating	50,706.00	50,097.00	609.00	1.2%
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	-43,392.00	0.00	-43,392.00	-100.0%
41301 · FEDERAL SUBSIDY - OPER	215,270.00	186,993.00	28,277.00	15.1%
41350 · Federal Capital Grant	547,186.00	66,760.00	480,426.00	719.6%
41401 · INTEREST INCOME	81.40	70.86	10.54	14.9%
<b>Total Income</b>	<b>1,446,535.79</b>	<b>636,248.67</b>	<b>810,287.12</b>	<b>127.4%</b>
<b>Gross Profit</b>	<b>1,446,535.79</b>	<b>636,248.67</b>	<b>810,287.12</b>	<b>127.4%</b>
<b>Expense</b>				
501011 · OPERATORS WAGES	128,942.85	132,334.04	-3,391.19	-2.6%
501021 · OTHER WAGES - OPER	16,207.07	11,322.29	4,884.78	43.1%
501022 · OTHER WAGES - MAINT	20,101.77	18,318.59	1,783.18	9.7%
501023 · OTHER WAGES - ADMIN	33,582.12	41,450.40	-7,868.28	-19.0%
501031 · DISPATCHERS WAGES	37,088.60	32,125.04	4,963.56	15.5%
501044 · OTHER WAGES NEW FREEDOM	8,461.53	3,846.15	4,615.38	120.0%
502031 · HEALTH INS - OPER	41,921.19	59,130.32	-17,209.13	-29.1%
502032 · HEALTH INS - MAINT	4,406.17	6,366.24	-1,960.07	-30.8%
502033 · HEALTH INSURANCE ADMIN	15,346.61	21,405.69	-6,059.08	-28.3%
502041 · SS & MED OPER	14,719.45	14,244.29	475.16	3.3%
502042 · SS & MED MAINT	1,607.16	1,426.06	181.10	12.7%
502043 · SS & MED ADMIN	2,877.61	3,244.91	-367.30	-11.3%
502044 · SS & MED NEW FREEDOM	647.29	294.22	353.07	120.0%
502071 · UNEMPLOYMENT - OPER	624.72	650.45	-25.73	-4.0%
502072 · UNEMPLOYMENT - MAINT	0.00	265.65	-265.65	-100.0%
502073 · UNEMPLOYMENT - ADMIN	30.41	0.00	30.41	100.0%
502074 · UNEMPLOYMENT NEW FREEDOM	0.00	132.30	-132.30	-100.0%
502081 · WORKERS COMP OPER	11,635.68	8,288.46	3,347.22	40.4%
502082 · WORKERS COMP MAINT	1,096.96	781.38	315.58	40.4%
502083 · WORKERS COMP ADMIN	385.55	366.12	19.43	5.3%
502091 · SICK LEAVE -OPER	3,146.54	5,222.50	-2,075.96	-39.8%
502092 · SICK LEAVE -MAINT.	159.00	155.84	3.16	2.0%
502093 · SICK LEAVE -ADMIN	1,160.80	139.20	1,021.60	733.9%
502101 · HOLIDAY - OPER	3,567.36	3,535.52	31.84	0.9%
502102 · HOLIDAY - MAINT	367.84	367.84	0.00	0.0%
502103 · HOLIDAY - ADMIN	483.20	468.96	14.24	3.0%
502111 · VACATION -OPER	5,151.44	4,490.68	660.76	14.7%
502112 · VACATION - MAINT	601.60	318.00	283.60	89.2%
502113 · VACATION - ADMIN	2,857.13	994.68	1,862.45	187.2%
503023 · ADVERTISING FEES	1,424.71	3,193.59	-1,768.88	-55.4%
503031 · SERVICE OPER	20,917.10	6,375.79	14,541.31	228.1%
503032 · SERVICE MAINT	30,494.93	36,446.34	-5,951.41	-16.3%
503033 · SERVICE ADMIN	5,336.70	4,751.89	584.81	12.3%
503051 · CONTRACT MAINT OPER	993.00	993.00	0.00	0.0%
503052 · CONTRACT MAINT	0.00	2,724.00	-2,724.00	-100.0%
503053 · CONTRACT MAINT ADMIN	3,851.61	364.20	3,487.41	957.6%
503072 · SECURITY SERVICE	758.07	94.50	663.57	702.2%

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

	Oct - Dec 18	Oct - Dec 17	\$ Change	% Change
503991 · DRUG TESTING OPER	670.00	595.00	75.00	12.6%
503992 · OTHER SERVICE	286.00	560.00	-274.00	-48.9%
503993 · OTHER SERVICE ADMIN	9,931.50	0.00	9,931.50	100.0%
504011 · FUEL OPER	36,073.53	43,629.19	-7,555.66	-17.3%
504012 · FUEL MAINT	430.32	346.68	83.64	24.1%
504013 · FUEL ADMIN	556.62	486.04	70.58	14.5%
504021 · TIRES	3,683.00	9,509.94	-5,826.94	-61.3%
504031 · SUPPLIES OPER	6,503.90	785.00	5,718.90	728.5%
504032 · SUPPLIES MAINT	10,214.86	7,306.24	2,908.62	39.8%
504033 · SUPPLIES ADMIN	4,209.38	11,818.68	-7,609.30	-64.4%
505021 · ELECTRIC OPER	60.00	84.34	-24.34	-28.9%
505022 · ELECTRIC MAINT	1,679.96	2,361.57	-681.61	-28.9%
505023 · ELECTRIC ADMIN	260.00	365.49	-105.49	-28.9%
505031 · GAS SERVICE OPER	66.89	95.58	-28.69	-30.0%
505032 · GAS SERVICE MAINT	1,872.95	2,096.22	-223.27	-10.7%
505033 · GAS SERVICE ADMIN	289.87	327.51	-37.64	-11.5%
505041 · WATER OPER	42.78	66.98	-24.20	-36.1%
505042 · WATER MAINT	1,197.90	1,875.48	-677.58	-36.1%
505043 · WATER ADMIN	225.39	290.25	-64.86	-22.4%
505051 · TELEPHONE OPER	466.84	1,558.91	-1,092.07	-70.1%
505053 · TELEPHONE ADMIN	4.72	15.75	-11.03	-70.0%
506031 · BUS INSURANCE OPER	21,044.80	20,955.22	89.58	0.4%
506043 · BUILDING INS	2,019.75	1,977.99	41.76	2.1%
507003 · Taxes and Fees	0.00	8.55	-8.55	-100.0%
509013 · DUES	0.00	0.00	0.00	0.0%
509021 · TRAVEL OPER	3,800.81	394.54	3,406.27	863.4%
509023 · TRAVEL ADMIN	1,161.96	1,895.23	-733.27	-38.7%
509024 · TRAVEL NEW FREEDOM	635.72	0.00	635.72	100.0%
512121 · RENTAL OPER	1,541.94	1,497.03	44.91	3.0%
512122 · RENTAL MAINT	266.57	1,140.59	-874.02	-76.6%
512123 · RENTAL ADMIN	224.00	198.00	26.00	13.1%
<b>Total Expense</b>	<b>530,375.73</b>	<b>538,871.13</b>	<b>-8,495.40</b>	<b>-1.6%</b>
<b>Net Ordinary Income</b>	<b>916,160.06</b>	<b>97,377.54</b>	<b>818,782.52</b>	<b>840.8%</b>
<b>Net Income</b>	<b>916,160.06</b>	<b>97,377.54</b>	<b>818,782.52</b>	<b>840.8%</b>



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

December began as a month of heavy administrative activity as we continued preparation for the audit, get a new accountant initiated into our process, heavy management activity, and receipt and evaluation of bids or proposals on various projects that we had put out for competitive bids or proposal. This was the third month of the new fiscal year.

I have signed a contract with the State Treasurer's office to perform the audit for Fiscal Year 2018 which is the period from October 1, 2017 through September 30, 2018.

### **Maintenance**

As I stated last month, we got through the period of expensive outsourcing of repairs on all our equipment. With the new lift in place and operational, we are doing our own maintenance work again, but as things would have it, the level of that work is now much higher than it should be.

Most of the nine (9) new buses that we received are still not all in use and out on the street. Just as the bidding process was concluded with my evaluation of the bids and the decision to award contracts was ready, we have the Federal shutdown, that is far longer than we would have expected. This is delaying the process of outfitting them with radios, cameras, and trackers.

As I indicated a result and as I indicated last month, 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 them.

We currently are only using two of the new buses with the old ones and a third as a backup. 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 have been monitoring fuel prices closely and have locked in a contract for gasoline at the rate of \$1.92 per gasoline for the rest of the year (or 46,000 gallons). The possibility is there that the price may drop below this for short periods but is far more likely to rise above this amount. We already have one for LP gas capping the price at \$1.88 per gallon through much of next year.

During the month, Bus 29 was in an accident that was not our driver's fault that resulted in significant damage to it. We reported it to our insurance carrier and the bus is currently at a repair facility that is capable of performing the repairs, which is being overseen by our insurance fund and it's appraiser.

### **Contracts**

As of the end of December moving into January, most all contracts are on hold as a result of the Federal situation. We are unable to draw down money from the Federal government. We are asking 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 if we need it. I mentioned in last month's report that we did conclude getting a \$46,000 CDBG grant from the City that we are preparing to implement. However, we can not draw any money down on that contract either as the City's HUD source for Federal funds is also closed. I previously mentioned that Ms. Stephanie Scott-Simms, the CDBG Director, left the City to go to work for Cornerstone in October. I have now met her replacement, Ms. Terri Jennings. The grant that we were working on for FTA had made it through FTA's internal review processes and was scheduled to be forward to the U.S. Dept. of Labor for its thirty (30) day review period. I don't believe it was referred before the shutdown. So, once the government reopens, we may still be looking at thirty days before we are cleared to draw funds.

During December, we completed setting up our secondary account (money market) with Fifth Third Bank related to the ability to "sweep" amounts from our Chemical Bank account to the Fifth Third Money Market account. During December, I deposited \$10,000 in the account to activate the 2.2% interest income offer. As the month came to a close, we were setting up the checking account (required in order to do the ACH transfers and were also working with 5<sup>th</sup> Third to complete the necessary paperwork to put in place the \$250,000 revolving load fund. The City's carrier has advised us 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. I sent out questionnaires to collect information on all our employees (a number did not respond even after a second attempt). While some do not currently qualify for the insurance, I am attempting to get information to know what the cost would be in order to see if I can't fashion something for the "part-time employees" also. I am asking for quotes for a contract administered self-insurance plan as an option to consider.

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 am in the process of requesting commitments from the bidders to extend the period of time for acceptance of their prices.

We have finally gotten the approvals needed to bid out the Bus Shelter and Pad project. I still don't have a signed agreement with Briarwood for putting in the slab and bench there. If I don't

get one in January, I will move that one to another location. I hope to begin the bid process for the construction of the slabs by mid-February so that we can have our bids in an ready to award by the end of April so that work gets under way at the beginning of the construction season. The request for quotes for the Shelters and Benches will be put out about the time work begins on the slabs.

### **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. Things will continue to move forward.

### **Other Projects Updates**

The one item in process that I am continuing forward progress on is our upgrade of the PcTRANS program to have have an automated dispatch system. That is steadily progressing with the dispatch staff working to improve the driver check-in as intended and required for the new system updates. You will recall that I spoke of the problem with the monthly report for October and we do have updated reports for this meeting. I am still planning on having a couple of the staff members visit one of the locations already using them. Also, the process is not complete. You will note that you have also been provided with printouts from the computer system that shows a great deal more detail. They are offered simply to illustrate what I am doing and where we are going. By the end of this quarter, I expect these reports to match and accurately show our ridership information so that we can simplify this process going forward.

The tablets that I mentioned in November's report that were delivered to Ann Arbor turned out not to be the correct ones. They were returned and our account received credit back for them. I have now ordered and had delivered the right ones, seventeen (17) Microsoft Surface Pro 5<sup>th</sup> generation LTE computer tablets, and PcTrans is preparing them for us. I will shortly pay for the Microsoft licenses and installation as we move forward.

I have had the 50" television monitors installed, one above the dispatch center that will assist dispatchers in seeing exactly where all the bus 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. We are waiting for a couple of pieces of equipment to come in to complete the process.

During December, a Senior Services operation in St. Joseph decided to sell a bus with less than 23,000 miles that is in excellent shape for \$27,000. It is a twelve passenger 2015, Ford E-350 bus which is compatible maintenance wise with our existing fleet of Ford E-450 buses. It will be a special use bus and not part of the regular daily fleet because it has no lift and has cloth seats.

**Other Meetings and Activities**

During the month, I attended the TwinCats meeting. I worked on a grant submission for CMAQ funding which I have shared with you today to give you some idea of the things that I am trying to do to secure funding and advance TCATA's role in the community as a Transportation provider. The grant proposal programs purchase of LP Gas buses over the next four years to replace a number of our remaining gasoline buses, and a second component seeks funding to set up a "last mile" program of 100 bicycles, 200 electric scooters, and six to ten four to six passenger vehicles for placement in locations such as out near the hotel center in the Township, our building, Whirlpool's North American Center in downtown Benton Harbor, Stevensville, St. Joseph and Silver Beach, Lake Michigan College, Lakeland Hospital and Medical Center. The company that we would partner with will hire up to fifteen City residents for maintenance, cleaning, and drivers for the four to six passenger vehicles. Citizens would be able to go to their cell phones, use their credit cards to unlock the bicycles or e-scooters and pay to use them. The firm and TCATA would share revenues.

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

Throughout December we heard nothing from AFSCME about their grievances which have been on hold. I believe the primary one is probably Ms. Singleton, although she may or may not be interested in continuing it as we failed to protest her unemployment within the deadline, due to other pressing priorities and she is now drawing unemployment.

During the last quarter, TCATA was informed by its security firm that handles the building burglar alarm that they would no longer be able to provide service to us (and all their customers in our area). In December, I entered into an agreement with ADT to provide this service at a savings of at least \$30 per month. There was an installation charge of approximately \$800 to change the system over to theirs plus the fire alarm wiring was not up to code and had to be corrected.

We were contacted by Lakeland Health about contracting to wash their bus on a routine basis (a couple of times a month) to which I agreed for \$45 each wash. It was a good opportunity to interact with a Lakeland affiliate. I hope to expand cooperation with Lakeland on a number of fronts.

**Personnel**

During December, we trained and hired several new bus drivers. Our problems are continuing with our current bus operators calling off and making it difficult to maintain our schedules. I am dealing with these situations.

Just to recall, we had offered several possible meeting dates to AFSCME for appealing their grievances to the Board. They had some difficulty with the dates and indicated that they would be getting back to us. I have not heard back as of the close of December.

We did have the unfortunate experience of being visited by a MIOSHA inspector unexpectedly on December 29 who cites us for one serious violation and two violations classified as – Other than Serious. The representative came during a period when I was away from the office and spoke with Ryan Douglas, our Maintenance Coordinator. The violations (boxes limiting access to the electrical panels, employee changing oil with no safety glasses, and no record of the air compressor being checked) carried a fine of \$2,400. As they were factual and little to be gained by debating them, I agreed to abate the violations and compromised the fine with a settlement agreement at 50% or \$1,200.00. I also posted a copy of the violations document at each of the cited locations for three (3) days or until abated as required. I have since ordered safety glass that will be available and assigned maintenance of these areas to staff to prevent a reoccurrence.

### **Mobility Manager Program**

Mr. Mitchell is continuing to schedule travel training sessions for various groups promoting the concepts of how to utilize our public transportation system with emphasis on safety, connectivity, how to pay, etc.. He continues to represent TCATA at the TRIAD meeting (senior citizens), and the weekly PATH meetings (Employment) at Kinexus.

He has been busy identifying and setting up training sessions with people and businesses located along the planned yellow route as we intend to begin offering fixed route service once the Federal shutdown is over. 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.

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

Since the December announcements that as of January 1, no one would be allowed the reduced fare without a low fare card with their picture on it, there has been a definite uptick in the number of those cards being issued – better than 50 per week. 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.

### **FTA**

I am in the process of providing an updated response to Matthew Dietrich at FTA in Chicago regarding our progress in complying with Audit findings FY 2017-008 through FY 2017-11.





*St. Joseph - Lincoln  
Senior Center*



*St. Joseph - Lincoln Senior Center*

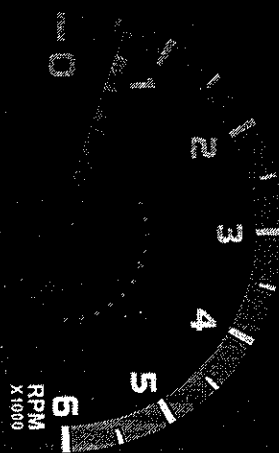


ST. JOSEPH, MO.  
ST. JOSEPH, MO.  
781-421-7261

CHEVROLET  
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TRIP  
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Twin Cities Area Transportation Authority  
PCTrans Trips by MCD of On and Off Stops  
From 1-Oct-2018 through 31-Dec-2018

Charter township of Benton	Under 1			Child			Adult			Senior
	Disabled	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled
Charter township of Benton	46	2	48	5	43	48	2,214	3,260	5,474	287
Charter township of St. Joseph	0	0	0	0	3	3	240	281	521	15
City of Benton Harbor	10	2	12	4	16	20	1,246	2,058	3,304	185
City of St. Joseph	1	0	1	0	1	1	378	913	1,291	18
Township of Hagar	0	0	0	0	0	0	5	2	7	0
Township of Royalton	0	0	0	0	0	0	70	88	158	94
Township of Sodus	0	0	0	0	0	0	12	3	15	0
Unknown	0	0	0	2	7	9	47	122	169	17
<b>Total</b>	<b>57</b>	<b>4</b>	<b>61</b>	<b>11</b>	<b>70</b>	<b>81</b>	<b>4,212</b>	<b>6,727</b>	<b>10,939</b>	<b>616</b>

Charter township of St. Jos	Under 1		Child		Adult			Senior		
	Disabled	Total	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled	Not Disabled	Total
Charter township of Benton	0	0	2	2	247	273	520	16	25	41
Charter township of St. Joseph	0	0	0	0	5	22	27	1	1	2
City of Benton Harbor	0	0	0	0	41	143	184	5	18	23
City of St. Joseph	1	1	0	0	90	54	144	5	3	8
Township of Royalton	0	0	0	0	0	9	9	1	0	1
Township of Sodus	0	0	0	0	3	0	3	0	0	0
Unknown	0	0	0	0	0	5	5	0	0	0
<b>Total</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>386</b>	<b>506</b>	<b>892</b>	<b>28</b>	<b>47</b>	<b>75</b>

City of Benton Harbor	Under 1			Child			Adult			Senior
	Disabled	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled
Charter township of Benton	7	0	7	2	37	39	1,187	3,200	4,387	203
Charter township of St. Joseph	0	0	0	0	0	0	39	193	232	4
City of Benton Harbor	0	5	5	8	494	502	2,887	7,018	9,905	581
City of New Buffalo	0	0	0	0	0	0	1	1	2	0
City of St. Joseph	0	5	5	0	0	0	473	1,074	1,547	42
Township of Berrien	0	0	0	0	0	0	0	2	2	0
Township of Hagar	0	0	0	0	0	0	3	2	5	0
Township of Royalton	0	0	0	0	2	2	133	177	310	8
Township of Sodus	0	0	0	0	0	0	1	7	8	0
Unknown	0	1	1	0	1	1	34	106	140	13
<b>Total</b>	<b>7</b>	<b>11</b>	<b>18</b>	<b>10</b>	<b>534</b>	<b>544</b>	<b>4,758</b>	<b>11,780</b>	<b>16,538</b>	<b>851</b>

City of New Buffalo	Adult		Total
	Not Disabled	Total	
City of Benton Harbor	1	1	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>

City of St. Joseph	Under 1		Child			Adult			Senior	
	Disabled	Total	Disabled	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled	Not Disabled
Charter township of Benton	2	2	0	0	0	426	645	1,071	17	33
Charter township of St. Joseph	0	0	0	0	0	85	52	137	6	2
City of Benton Harbor	1	1	2	4	6	327	657	984	14	12
City of St. Joseph	33	33	0	0	0	211	124	335	3	19
Township of Royalton	2	2	0	0	0	6	12	18	7	7
Township of Sodus	0	0	0	0	0	0	1	1	0	0
Unknown	0	0	0	0	0	13	22	35	28	1
<b>Total</b>	<b>38</b>	<b>38</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>1,068</b>	<b>1,513</b>	<b>2,581</b>	<b>75</b>	<b>74</b>

Senior		Total
Not Disabled	Total	
423	710	6,280
30	45	569
195	380	3,716
43	61	1,354
0	0	7
24	118	276
0	0	15
8	25	203
<b>723</b>	<b>1,339</b>	<b>12,420</b>

Total
563
29
207
153
10
3
5
<b>970</b>

Senior		Total
Not Disabled	Total	
232	435	4,868
15	19	251
2,524	3,105	13,517
0	0	2
29	71	1,623
0	0	2
1	1	6
59	67	379
0	0	8
1	14	156
<b>2,861</b>	<b>3,712</b>	<b>20,812</b>

Senior	Total
<b>Total</b>	
50	1,123
8	145
26	1,017
22	390
14	34
0	1
29	64
<b>149</b>	<b>2,774</b>

Twin Cities Area Transportation Authority  
 PCTrans Trips by MCD of On and Off Stops  
 From 1-Oct-2018 through 31-Dec-2018

Township of Hagar	Adult		Total	Total
	Disabled	Not Disabled		
Charter township of Benton	3	2	5	5
City of Benton Harbor	2	1	3	3
City of St. Joseph	2	0	2	2
<b>Total</b>	<b>7</b>	<b>3</b>	<b>10</b>	<b>10</b>

Township of Royalton	Under 1		Child		Adult			Senior		
	Disabled	Total	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled	Not Disabled	Total
Charter township of Benton	0	0	1	1	74	110	184	63	13	76
Charter township of St. Joseph	1	1	0	0	3	3	6	0	0	0
City of Benton Harbor	0	0	0	0	107	88	195	9	32	41
City of St. Joseph	1	1	0	0	18	8	26	5	7	12
Township of Royalton	0	0	0	0	3	0	3	0	0	0
Unknown	0	0	0	0	1	3	4	0	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>206</b>	<b>212</b>	<b>418</b>	<b>77</b>	<b>53</b>	<b>130</b>

Township of Sodus	Adult			Senior		Total
	Disabled	Not Disabled	Total	Not Disabled	Total	
Charter township of Benton	15	2	17	1	1	18
Charter township of St. Joseph	3	0	3	0	0	3
City of Benton Harbor	0	3	3	0	0	3
<b>Total</b>	<b>18</b>	<b>5</b>	<b>23</b>	<b>1</b>	<b>1</b>	<b>24</b>

Unknown	Under 1			Child		Adult			Senior	
	Disabled	Not Disabled	Total	Not Disabled	Total	Disabled	Not Disabled	Total	Disabled	Not Disabled
Charter township of Benton	0	5	5	7	7	68	256	324	15	9
Charter township of St. Joseph	1	0	1	1	1	1	6	7	0	0
City of Benton Harbor	0	0	0	2	2	34	104	138	37	2
City of St. Joseph	0	0	0	2	2	3	30	33	31	0
Township of Royalton	0	0	0	0	0	2	6	8	0	0
Unknown	0	0	0	0	0	1	5	6	0	0
<b>Total</b>	<b>1</b>	<b>5</b>	<b>6</b>	<b>12</b>	<b>12</b>	<b>109</b>	<b>407</b>	<b>516</b>	<b>83</b>	<b>11</b>



Total
261
7
236
39
3
5
<b>551</b>

Senior	Total
<b>Total</b>	
24	360
0	9
39	179
31	66
0	8
0	6
<b>94</b>	<b>628</b>