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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: February 22, 2019

RE: Dart's Monthly Board Meeting

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

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

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

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

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

dk



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

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

**AGENDA**

**APPROVAL OF AGENDA**

**SECRETARY'S REPORT**

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

**CHAIRMAN'S REPORT**

- 1) General Information – 02/27/19

**DIRECTOR'S REPORT**

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

**ACCOUNTANT'S REPORT**

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

**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

**NEW BUSINESS**

- 1) TCATA status during Government Shutdown
- 2) Resolution Establishing Authorized Signatures
- 3) Info on CMAQ Grant Application
- 4) Approval of MERS Participation Agreement
- 5) Resolution to Approve MERS Uniform / Supplemental  
Retirement Programs

- 6) Michigan Municipal League Announces 2019 Member Dividends
- 7) Health Insurance Update

**PUBLIC COMMENTS**

**TWIN CITIES AREA TRANSPORTATION AUTHORITY  
REGULARLY SCHEDULED  
BOARD MEETING  
HELD January 23, 2019**

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

Board Members Absent: Mr. James Childs, Trustee

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 1/23/19 as presented, 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 12/19/18 as presented, supported by Anthony Andrews. **MOTION CARRIED**

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

Director's Report: **Operation Summary, Ridership & Fare box** – Clifford Allen informed the board that the total Demand Response riders for the month of December was 10,556, 1,314 were senior riders and 2,645 were Disabled riders, and 163 children, 6,047 regular riders, Line haul had 1,688 riders. 6,119.20 gallons of gasoline covering 29,436 miles an average of 4.8 miles per gallon. LP gas we used 1,619.6 gallons covering 6,423 miles an average of 4.0 miles per gallon. Total vehicle hours were 4,289 with an average of 2.5 passengers per vehicle hour.

Clifford Allen informed the board that the Ridership Comparison for FY2018 Year to Date was 175885, passengers on the Demand Response and 70,731 passengers on the Fixed Route. FY2019 Year to Date we had 38,546 passengers on Demand Response which is down -3,954 passengers or -90.7%. FY2018 Fixed Route we were down -5,320 passengers or -68.7%.

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

Alex stated that due to the federal shutdown the company doesn't have access to the federal funds.

Alex stated that the senior center in St. Joe, MI had a bus that they offered for sale that only had 22,000 miles on it and was worth much more than they were asking. He stated that we bought the bus for \$27,000 and the bus doesn't have a lift, it has cloth seats. Alex stated that he does not intend on putting the bus out on the streets in regular service but for special projects to transport people for special events such as from hotels to the golf course for example. Alex stated that the company has a need for this bus.

Lisa Varrie asked if there is a spending limit on items or can items be purchased without the board's approval. Alex stated that it is open to what his decisions are and that is limited by the grants. Every grant we got has detailed what can be purchased with it. For example, there is a grant from the city, that is used as part of our matching funds targeted for equipment and once the funds are released, we will get the money.

Anthony Andrews stated that there should be a system set up so the board will be notified when things like this take place. Alex stated that everything is being done within the state and federal guidelines.

Alex stated that he will be putting out a directive for the employees stating that he is only going to approve 1 (one) vacation request per quarter (every 3 months) that uses one or two days that are tied to a weekend or a holiday because he gets requests for every Friday and he can't afford to operate the company on a three or four day work week. Alex stated that the workers aren't using their days off the way they are intended to be used for the workers to refresh themselves and come back.

Alex stated that this past Friday in his office, Veronica was off on a vacation day and there was only Cliff, Ellis and himself in the office. He stated that they had the advisory board meeting and Ellis had a meeting elsewhere. That afternoon there was only Cliff and himself in the office due to Desha taking her lunch and going to the bank. Alex stated that he had to haul his work to the front desk and didn't get a chance to work on anything because he had to watch the front door. Alex stated that he came in Saturday to make up for the hour that he sat up front and he is having the same issues with the drivers.

Alex stated that the contract number was 27 drivers and he has 32 and is still having trouble staffing buses.

Alex also advised the board that the working capital line of credit of up to \$250,000 from Fifth Third Bank has been approved and will be used when and if required. We are trying to get an advance from the state first. Alex also advised that at the present time he has put a number of projects on hold and is prioritizing the use of funds available to payroll, fuel, insurances, utilities, and most projects that were put out for bid are on hold. The only project that is moving forward is for the tablets to be installed on the buses.

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

**Driver of the month - NONE**

**Check Details, Purchases by Vendor Detail & Unpaid Bills** – A motion was requested by Juanita Henry to approve the check detail in the amount of \$173,349.32 for the month of December 2018, supported by Anthony Andrews. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Purchases by Vendor in the amount of \$25,843.37 for the month of December 2018, supported by Anthony Andrews. **MOTION CARRIED**

A motion was requested by Juanita Henry to approve the Unpaid Bills Detail in the amount of \$275,976.34 for the month of December 2018, supported by Anthony Andrews. **MOTION CARRIED**

**Bank Card Activity** – was reviewed 12/18

**Wire Transfers**– was reviewed 12/18

**Petty Cash** – was reviewed 12/18

**Trial Balance, Balance Sheet & Profit & Loss**- Clifford Allen stated that TCATA's net income as of December 2018, was \$141,309.43.

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

Old Business: NONE

New Business: Alex stated that the yellow route is currently being prepared to go out on the road but will not begin until the federal situation is resolved, and funds are available to us.

Public Comments: A gentleman stated that he is a driver for Dial-A-Ride and that he has noticed that things are progressing and that the company is a lot better. The new reduced fare cards have cut down a lot of people riding and paying a fare that they should not have been paying.

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

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Secretary

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Date

dk



# OPERATION SUMMARY

6,785,666

PASSENGERS TO DATE

18,152,369

JAN 2019

MILES TO DATE

	DATE	REGULAR	SENIOR	DISABLED	CHILD	SR. DIS	TOTAL	LINE	VEHICLE DATA				VEHICLE DATA LP				VEH. HOURS	PASS/VEH.HR
									HAUL	FUEL	MILES	MILES/GAL	FUEL	MILES	MILES/GAL	HOURS		
MON																		
TUE	HOLIDAY	1	51	4	28	1	94	0	0	0								
WED		2	366	53	86	1	527	161	293.5	1125	3.8	83.5	985	11.8	159	3.3		
THUR		3	370	48	128	11	579	208	316.5	1417	4.5	16.3	257	15.8	157	3.7		
FRI		4	346	41	120	2	515	175	246.6	1058	4.3	52.7	558	10.6	146	3.5		
SAT		5	149	62	85	3	303	125	151.2	774	5.1	0.0	0	#DIV/0!	84	3.6		
SUN		6					0											
TOTAL			1282	208	447	18	2018	689	1007.8	4374	4.3	152.5	1800	11.8	546	3.7		
MON		7	370	45	148	0	573	201	344	1171		70.7	350		165			
TUE		8	377	59	151	13	626	231	375.4	2983	7.9	94.6	461	4.9	178	3.5		
WED		9	387	38	142	2	585	180	447.7	3761	8.4	129.4	342	2.6	174	3.4		
THUR		10	460	52	115	6	643	234	371.2	1681	4.5	136.2	455	3.3	185	3.5		
FRI		11	364	48	146	6	582	191	124.8	1452	11.6	7.4	283	38.2	175	3.3		
SAT		12	157	44	49	9	260	87	134.6	1242	9.2	45.2	245	5.4	84	3.1		
SUN		13																
TOTAL			2115	286	751	36	3269	1124	1797.7	12290	6.8	483.5	2136	4.4	961	3.4		
MON		14	391	52	149	1	609	217	195.9	1306	6.7	69.6	357	5.1	162	3.8		
TUE		15	410	46	146	7	629	230	354.0	1747	4.9	118.2	426	3.6	163	3.9		
WED		16	417	50	129	9	620	224	412.0	1437	3.5	135.7	397	2.9	172	3.6		
THUR		17	420	72	122	10	641	243	356.2	1457	4.1	99.7	362	3.6	188	4.1		
FRI		18	387	49	106	5	559	194	445.8	1607	3.6	107.5	246	2.3	165	3.4		
SAT		19	169	5	33	2	212	61	155.8	671	4.3	16.8	50	3.0	85	2.5		
SUN		20					0											
TOTAL			2194	274	685	35	3270	1169	1919.7	8225	4.3	547.53	1838	3.4	905	3.6		
MON		21	53	4	38	1	108	0	0.0	0	#DIV/0!	0.0	0	#DIV/0!	223	0.5		
TUE		22	515	57	140	7	743	234	383.4	1459	3.8	120.0	421	3.5	176	4.2		
WED		23	368	31	139	4	555	188	452.0	1806	4.0	68.7	336	4.9	180	3.1		
THUR		24	275	5	100	3	401	194	462.9	1461	3.2	110.5	393	3.6	167	2.4		
FRI		25	259	14	81	2	372	167	271.6	879	3.2	131.3	337	2.6	169	2.2		
SAT		26	174	3	19	0	199	44	282.8	1248	4.4	23.0	97	4.2	94	2.1		
SUN		27					0											
TOTAL			1644	114	517	17	2378	827	1852.7	6883	3.7	453.5	1584	3.5	1009	2.4		
MON		28	149	7	48	0	208	122	120.5	456	3.8	34.8	79	2.3	160	1.3		
TUE	CLOSED	29	135	2	52	0	198	73	337.9	1047	3.1	105.0	274	2.6	152	1.3		
WED	CLOSED	30	61	4	34	1	110	0	0.0	0	#DIV/0!	0.0	0	#DIV/0!	219	0.5		
THUR		31	24	2	4	1	32	0	0.0	0	#DIV/0!	0.0	0	#DIV/0!	219	0.1		
FRI							0											
SAT							0											
SUN							0											
TOTAL			369	15	138	2	548	195	458.4	1503	3.3	139.8	353	2.5	750	0.7		
MONTH TOTAL			7604	897	2538	108	11483	4004	7036.3	33245	4.7	1776.83	7711	4.3	4171	2.8		

# Ridership Comparison

## Fiscal Year 2018

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	Vehicle Data Gas	MILES	Fuel	Vehicle Data LP	M/Gal	VEH. HOURS	PASS/VEH.HR.	
Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	FUEL	MILES	/GAL.	Fuel	Miles	M/Gal	VEH. HOURS	PASS/VEH.HR.
10/17	6509	3283	4625	440	0	14857	HAUL	5881	36910	6.3	2953.1	14095	4.8	4085	3.6
11/17	6166	2908	4256	426	0	13756	HAUL	5588	33149	6.3	2770.4	13382	4.8	3738	3.7
12/17	5841	2916	4689	441	0	13887	HAUL	5503	31068	6.1	2629.4	13621	5.2	3561	3.9
1/18	6703	2918	4485	489	0	14595	HAUL	5332	35774	5.5	1943.4	12555	6.5	3963	3.7
2/18	6958	3108	4381	605	0	15052	HAUL	5588	34242	5.9	2598.0	12615	4.9	3771	4.0
3/18	7320	3552	4649	663	0	16184	HAUL	6265	36290	6.0	2936.8	13549	4.6	4003	4.0
4/18	6403	3263	4198	835	0	14699	HAUL	5808	33988	6.2	3037.9	14408	4.7	3879	3.8
5/18	6311	3544	4373	648	0	14876	HAUL	6085	35482	6.4	2239.8	12290	5.5	4031	3.7
6/18	6226	3619	3979	764	299	14887	HAUL	6454	35640	6.2	3075.9	12588	4.1	3956	3.8
7/18	5845	3210	3791	607	264	13717	HAUL	5762	34562	6.0	3073.6	13066	4.3	4011	3.4
8/18	6653	3972	3966	796	284	15671	HAUL	6904	5788.9	5.9	34693	17038	5.1	4292	3.7
9/18	5698	3067	3893	776	270	13704	HAUL	5561	4448.7	5.9	2643	13092	5.0	3557	3.9
Total	76633	39360	51285	7490	1117	175885	HAUL	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	/GAL.	Fuel	Vehicle Data LP	M/Gal	VEH. HOURS	PASS/VEH.HR.
Date	Regular	Senior	Disable	Child	Sr. Dis	Total	LINE	FUEL	MILES	/GAL.	Fuel	Miles	M/Gal	VEH. HOURS	PASS/VEH.HR.
10/18	8278	1819	3864	341	668	14970	HAUL	5733	6670.4	4.2	3008.2	11433.0	3.8	4201	3.6
11/18	6719	1195	4051	266	648	13020	HAUL	4231	4528.6	5.2	1954.1	8559.0	4.4	3951	3.3
12/18	6047	741	2645	163	387	10556	HAUL	1688	6119.2	4.8	1619.6	6423.0	4.0	4289	2.3
01/19	7604	897	2538	108	336	11483	HAUL	4004	7036.3	4.7	1776.83	7711	4.3	4171	2.8
02/12															
10/18															
10/18															
10/18															
10/18															
10/18															
10/18															
Total	28648	4652	13098	878	2039	50029	HAUL	15656	24354.5	4.7	8358.73	34126	4.1	16612	3.0
Change	10132	-4455	-472	-429	2039	7529	HAUL	-1316	8113	4.8	5.83	-6972	4.0	5228	2.3
% Change	154.7%	51.1%	96.5%	67.2%	0.0%	117.7%	HAUL	92.2%	150.0%	74.1%	100.1%	83.0%	81.7%	145.9%	82.1%
	18516	9107	13570	1307	0	42500	HAUL	16972	16242	6	8353	41098	5	11384	4

# RIDERSHIP

	2018 FY	2018 FY	2019 FY	2019 FY	2019 FY	YTD	%
	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	14,595	57,095	11,483	50,029	-3,112	-7,066	-12.38%
Feb							
March							
April							
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>57,095</b>	<b>57,095</b>	<b>50,029</b>	<b>50,029</b>	<b>-7,066</b>	<b>-7,066</b>	<b>-12.38%</b>

# FARES

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

# Check Detail

## As of January 31, 2019

Date	Num	Name	Memo	Credit
<b>10101 - SHORELINE</b>				
01/04/2019	27600	Delta Dental		1,800.13
01/04/2019	27601	MISDU	payroll 1/03/2019	1,093.62
01/04/2019	27603	UNION DUES		324.60
01/04/2019	27604	AMERICAN FAMILY INSURANCE		783.94
01/04/2019	27602	Barbara Tsaturova		202.59
01/08/2019	27605	DONNEL KYLE		135.50
01/08/2019	27606	PETTY CASH		168.14
01/10/2019	27608	MISS BH		20.00
01/16/2019	27609	ADT		200.00
01/16/2019	27610	BEST WAY DISPOSAL		143.00
01/16/2019	27611	BILL PURVIS		1,120.00
01/16/2019	27612	CITY OF BH		280.74
01/16/2019	27613	ComCast		587.89
01/16/2019	27614	Gary Lutynski - Checkwriter		599.00
01/16/2019	27615	Indiana Michigan Power		1,230.68
01/16/2019	27616	James Parker-Hersey		95.55
01/16/2019	27617	Lathiree Crew		260.55
01/16/2019	27618	MICH GAS		1,127.63
01/16/2019	27619	Priority Health		15,047.45
01/16/2019	27620	STATE OF MICHIGAN		1,200.00
01/16/2019	27621	UniFirst Corp. 099		295.18
01/18/2019	27622	AMERICAN FAMILY INSURANCE	INV#024360	743.56
01/18/2019	27623	Barbara Tsaturova	Case#18-06091-GC	229.30
01/18/2019	27624	MISDU		1,093.62
01/24/2019	27625	Citgo		267.96
01/24/2019	27626	Mich. Municipal League Work. Comp		9,935.00
Total 10101 - SHORELINE				38,985.63
<b>TOTAL</b>				<b>38,985.63</b>

Chairperson's Approval

Date

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

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Memo	Amount
<b>ADT</b>	
503033 Administration Service	200.00
Total ADT	200.00
<b>Barbara Tsaturova</b>	
-	202.59
Total Barbara Tsaturova	202.59
<b>BEST WAY DISPOSAL</b>	
503033 Administration Service	143.00
Total BEST WAY DISPOSAL	143.00
<b>BILL PURVIS</b>	
Consulting Service 503993	1,120.00
Total BILL PURVIS	1,120.00
<b>Car Brite Distributors</b>	
504032 Maintenance Supplies	161.95
Total Car Brite Distributors	161.95
<b>Citgo</b>	
504012 maintenance fuel	267.96
Total Citgo	267.96
<b>CITY OF BH</b>	
505043 Administration Water	36.41
505042 Maintenance Water	235.24
505041 Operations water	8.40
Total CITY OF BH	280.05
<b>ComCast</b>	
503033 Administration Service	587.89
Total ComCast	587.89
<b>Gary Lutynski - Checkwriter</b>	
503033 Administration Service-Warranty Jan 2019 to...	599.00
Total Gary Lutynski - Checkwriter	599.00
<b>HEI WIRELESS</b>	
503051 Maint.Contract chrg	331.00
Total HEI WIRELESS	331.00
<b>Heritage Crystal Clean, LLC</b>	
503032 Maintenance Service	2,494.44
Total Heritage Crystal Clean, LLC	2,494.44
<b>Indiana Michigan Power</b>	
505023 - Electric - Administration	159.99
505022 Electric - Maintenance	1,033.77
505021 Electric - Operation	36.92
Total Indiana Michigan Power	1,230.68
<b>James Parker-Hersey</b>	
503032 Maintenance Service	95.55
Total James Parker-Hersey	95.55

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

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Memo	Amount
<b>Lathiree Crew</b>	
503032 Maintenance Service	260.55
Total Lathiree Crew	260.55
<b>MICH GAS</b>	
505033 gas administration	146.59
505032 gas maintenance	947.21
505031 gas operations	33.83
Total MICH GAS	1,127.63
<b>Mich. Municipal League Work. Comp</b>	
10402 prepaid workman comp	9,935.00
Total Mich. Municipal League Work. Comp	9,935.00
<b>MISS BH</b>	
ADVERTISEMENT ADMIN.	20.00
Total MISS BH	20.00
<b>Priority Health</b>	
10403 prepaid health	15,047.45
Total Priority Health	15,047.45
<b>STATE OF MICHIGAN</b>	
MICHIGAN OCCUPATIONAL SAFETY & HEALTH A...	1,200.00
Total STATE OF MICHIGAN	1,200.00
<b>TCA-SynerTech, LLC</b>	
503053 Contract maintenance for administration	0.00
503053 Contract maintenance for administration	30.00
Office Equipment	1,252.93
Total TCA-SynerTech, LLC	1,282.93
<b>UniFirst Corp. 099</b>	
512122 maintenance rental	295.18
Total UniFirst Corp. 099	295.18
<b>TOTAL</b>	<b>36,882.85</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Unpaid Bills Detail**  
As of January 31, 2019

Type	Date	Num	Due Date	Aging	Open Balance
<b>Belle Tire</b>					
Bill	11/19/2018	16002	11/19/2018	73	771.00
Total Belle Tire					771.00
<b>EZ Auto Glass</b>					
Bill	12/01/2018	INV#E...	12/01/2018	61	585.73
Total EZ Auto Glass					585.73
<b>Hanson Beverage Co.</b>					
Bill	12/13/2018	INV#3...	12/13/2018	49	110.00
Total Hanson Beverage Co.					110.00
<b>HOEKSTRA TRANSPORTATION</b>					
Bill	10/26/2018	15938	10/26/2018	97	74,470.00
Bill	10/29/2018	15939	10/29/2018	94	177,316.00
Total HOEKSTRA TRANSPORTATION					251,786.00
<b>HR DIRECT</b>					
Bill	12/05/2018	16024	12/05/2018	57	78.99
Bill	12/31/2018	INV#1...	12/31/2018	31	156.81
Total HR DIRECT					235.80
<b>IBID County Electric</b>					
Bill	12/01/2018	INV#0...	12/01/2018	61	612.11
Total IBID County Electric					612.11
<b>Ivory Anderson</b>					
Bill	11/01/2018	PO10...	11/01/2018	91	134.00
Total Ivory Anderson					134.00
<b>Jordan Automotive Group</b>					
Bill	12/31/2018	INV#3...	12/31/2018	31	24.51
Total Jordan Automotive Group					24.51
<b>Midwest Bus Corporation</b>					
Bill	11/28/2018	15995	11/28/2018	64	4,470.00
Total Midwest Bus Corporation					4,470.00
<b>TOTAL</b>					<b>258,729.15</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
01/01-01/31/2019		
	• Amazon	\$ 548.60
	• Marathon (BH)	\$ 88.73
	• Lowe's	\$ 124.23
	• Ziprecruiter	\$ 264.00
	• Google Domain	\$ 5.00
	• Plasco (Token Factory)	\$ 684.02
	• Lighthouse printing	\$ 433.00
	• Alpha Card	\$ 308.39
	• Wal-Mart	\$ 19.88
	• USPS	\$ 9.88
	• JC Penney	\$ 52.08
	• Total	\$ <b>2,271.09</b>

## January 2019 Debit Card Purchases

### ALEX CARD

**Total: \$2,271.09**

Amazon	\$34.23	Tab Dividers
	\$52.55	Safety Glasses, Trash bags
	\$26.44	Cups
	\$85.98	Clasp Envelopes, calculator, staplers, staples, note pads, pens
	\$159.99	Laptop
	\$89.99	File Cabinet
	\$51.99	Ink for Dispatch
	\$47.43	Pens
Excel Tips	\$28.08	Excel Tips 2018
Google Domains	\$5.00	Alex Email Set Up (Monthly Payment)
ZipRecruiter	\$264.00	Advertising
Plasco (Token Factory)	\$684.02	3,000 Green Tokens
Lighthouse Printing	\$433.00	2,000 Window Envelopes
Alpha Card	\$308.39	Ink, Blank ID Cards

### TJ CARD

**Total: \$292.46**

Marathon (BH)	\$41.99	Diesel
Lowes	\$104.49	Wall mount for TV, Driver Bit Set
	\$7.05	Screws
	\$12.69	Asphalt Patch

January 2019 Debit Card Purchases

Josh's Auto Parts	\$79.50	Company Car
BP (BH)	\$46.74	Diesel <b>NO RECEIPT???</b>

**DESHA CARD**

**Total: \$81.84**

Walmart	\$19.88	Sugar
USPS	\$9.88	Board Packets
JCPenney	\$52.08	1-Tier Rolling File Carts



**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**

01/02	Crystal Flash Propane	(\$)1.329	\$	1,606.93
01/08	Crystal Flash Propane	(\$)1.289	\$	1,392.95
01/14	Crystal Flash Gas	(\$)1.329	\$	1,298.18
01/22	Crystal Flash Propane	(\$)1.348	\$	10,748.00
01/22	Crystal Flash Propane	(\$)1.339	\$	1,594.39
01/28	Crystal Flash Propane	(\$)1.339	\$	1,555.81



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

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-Jan	Balance			\$31.86
7-Jan	Stamps	\$29.15		\$2.71
7-Jan	Fund Petty Cash		\$168.14	\$170.85
7-Jan	Stamps	\$28.00		142.85
18-Jan	Advisory	\$38.64		\$104.21
23-Jan	Board lunch	\$51.92		\$52.29
28-Jan	Gas	\$44.04		\$8.25

Ofc supplies	\$57.15
Maint supplies	\$44.04
Admin supplies	\$90.56
Total	191.75

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

As of January 31, 2019

Accrual Basis

	Jan 31, 19	
	Debit	Credit
10101 - CHEMICAL BANK	31,651.58	
10103 - OVER / SHORTAGE	0.00	
10105 - CHEMICAL BANK MONEY MARKET	0.00	
10107 - FIFTH THIRD BANK-MONEY MARKET	10,000.00	
1200 - ACCOUNTS RECEIVABLE	2,489.75	
10102 - PETTY CASH	230.00	
10201 - DUE FROM BH MILLAGE	10,243.33	
10202 - DUE FROM BH OPER.	0.00	
10204 - DUE FROM PAYROLL PROCESSOR	0.00	
10205 - DUE FROM FED - OPER	234,750.00	
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	54,347.00	
10216 - Due from State JARC Red	71,759.00	
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	10,494.18	
10303 - Inventory Tires	0.00	
10401 - PREPAID VEHICLE INS.	8,593.00	
10402 - PREPAID WORKER COMP	3,440.13	
10403 - PREPAID HEALTH INS.	361.91	
10404 - PREPAID SECURITY INS		31.50
10405 - PREPAID BUILDING INSURANCE	3,366.25	
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	1,252.93	
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	27,000.00	
111019 - BUS EQUIPMENT-COMPUTER SURF PRO	7,293.18	
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 January 31, 2019

Accrual Basis

	Jan 31, 19	
	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		270,685.61
20201 · ACCRUED PAYROLL	0.00	
20206 · ACCRUED FRINGE PAYABLE	0.00	
20207 · Accrued Expenses	0.00	
20211 · PAYROLL WITHHOLDING		201.99
20218 · MISCELLANIOUS PAYABLE	0.00	
20506 · DUE TO FED	0.00	
20507 · DUE TO VENETIAN FESTIVAL -FARE	0.00	
20508 · DUE TO EMPLOYEE	495.16	
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	9,148.00	
21104 · ADVANCES STATE GOVER.	0.00	
21106 · Accrued Sick Days		39,755.80
21108 · Accrued Vacation Pay		19,826.80
3000 · Opening Bal Equity		7,293.18
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		1,313,112.73
40101 · FAREBOX		53,052.41
40102 · Punch Cards White		1,458.00
40103 · Fare box coin over and short	24.42	
40104 · Punch Cards Blue		9,787.50
40199 · FARES-TOKENS		3,289.50
40203 · SPECIAL ROUTE GUARANTEES		1,620.00
40603 · AUX REV - ADVERTISING		11,850.00
40799 · Other Non Transit Revenue		41,087.54
40801 · LOCAL SUBSIDY - MILLAGE		36,592.00
40950 · Local Capital Grant		114,989.00
409992 · Punch Card Blue - Local Match		927.00
409993 · Tokes - Local Match		5,862.50
41101 · STATE SUBSIDY - OPER		252,816.00
411012 · JARC Blue oper		48,051.00
411013 · JARC Red Operating		62,203.00
41150 · State Capital Grant		136,797.00
41201 · Prior Year Adj -St,Fed.&Local	49,096.00	

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

As of January 31, 2019

Accrual Basis

	Jan 31, 19	
	Debit	Credit
41301 · FEDERAL SUBSIDY - OPER		234,750.00
41350 · Federal Capital Grant		547,186.00
41401 · INTEREST INCOME		92.41
501011 · OPERATORS WAGES	170,895.35	
501021 · OTHER WAGES - OPER	27,534.53	
501022 · OTHER WAGES - MAINT	26,235.47	
501023 · OTHER WAGES - ADMIN	47,177.94	
501031 · DISPATCHERS WAGES	40,910.87	
501044 · OTHER WAGES NEW FREEDOM	11,538.45	
502031 · HEALTH INS - OPER	49,985.02	
502032 · HEALTH INS - MAINT	5,975.03	
502033 · HEALTH INSURANCE ADMIN	20,534.96	
502041 · SS & MED OPER	19,794.58	
502042 · SS & MED MAINT	2,168.72	
502043 · SS & MED ADMIN	4,011.28	
502044 · SS & MED NEW FREEDOM	882.67	
502071 · UNEMPLOYMENT - OPER	2,903.57	
502072 · UNEMPLOYMENT - MAINT	251.93	
502073 · UNEMPLOYMENT - ADMIN	538.22	
502074 · UNEMPLOYMENT NEW FREEDOM	104.46	
502081 · WORKERS COMP OPER	14,544.60	
502082 · WORKERS COMP MAINT	1,371.20	
502083 · WORKERS COMP ADMIN	514.06	
502091 · SICK LEAVE -OPER	5,045.54	
502092 · SICK LEAVE -MAINT.	477.00	
502093 · SICK LEAVE -ADMIN	1,314.40	
502101 · HOLIDAY - OPER	8,884.56	
502102 · HOLIDAY - MAINT	919.60	
502103 · HOLIDAY - ADMIN	1,208.00	
502111 · VACATION -OPER	8,235.68	
502112 · VACATION - MAINT	1,019.28	
502113 · VACATION - ADMIN	3,061.93	
503023 · ADVERTISING FEES	1,444.71	
503031 · SERVICE OPER	20,917.10	
503032 · SERVICE MAINT	34,648.31	
503033 · SERVICE ADMIN	9,947.32	
503051 · CONTRACT MAINT OPER	1,324.00	
503053 · CONTRACT MAINT ADMIN	6,119.92	
503072 · SECURITY SERVICE	789.57	
503991 · DRUG TESTING OPER	335.00	
503992 · OTHER SERVICE	286.00	
503993 · OTHER SERVICE ADMIN	11,051.50	
504011 · FUEL OPER	60,597.74	
504012 · FUEL MAINT	698.28	
504013 · FUEL ADMIN	795.66	
504021 · TIRES	3,683.00	
504031 · SUPPLIES OPER	6,503.90	
504032 · SUPPLIES MAINT	13,644.38	
504033 · SUPPLIES ADMIN	6,368.28	
505021 · ELECTRIC OPER	96.92	
505022 · ELECTRIC MAINT	2,713.73	
505023 · ELECTRIC ADMIN	419.99	
505031 · GAS SERVICE OPER	100.72	
505032 · GAS SERVICE MAINT	2,820.16	
505033 · GAS SERVICE ADMIN	436.46	
505041 · WATER OPER	51.18	
505042 · WATER MAINT	1,433.14	
505043 · WATER ADMIN	371.80	
505051 · TELEPHONE OPER	466.84	
505053 · TELEPHONE ADMIN	4.72	
506031 · BUS INSURANCE OPER	29,637.80	
506043 · BUILDING INS	2,693.00	
507003 · TAXES AND FEES	0.00	
509013 · DUES	0.00	



TWIN CITIES AREA TRANSPORTATION AUTHORITY

**Trial Balance**

As of January 31, 2019

Accrual Basis

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	Jan 31, 19	
	Debit	Credit
509021 · TRAVEL OPER	3,800.81	
509023 · TRAVEL ADMIN	1,161.96	
509024 · TRAVEL NEW FREEDOM	635.72	
509141 · Obsolete DRUG TESTING OPER	335.00	
512121 · RENTAL OPER	1,541.94	
512122 · RENTAL MAINT	1,122.22	
512123 · RENTAL ADMIN	224.00	
<b>TOTAL</b>	<b><u>6,419,941.45</u></b>	<b><u>6,419,941.45</u></b>

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

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	Jan 19
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40101 · FAREBOX	13,260.49
40102 · Punch Cards White	315.00
40103 · Fare box coin over and short	-7.32
40104 · Punch Cards Blue	648.00
40199 · FARES-TOKENS	1,294.00
40799 · Other Non Transit Revenue	794.97
40801 · LOCAL SUBSIDY - MILLAGE	9,148.00
409992 · Punch Card Blue - Local Match	40.50
409993 · Tokes - Local Match	1,325.00
41101 · STATE SUBSIDY - OPER	63,204.00
411012 · JARC Blue oper	10,477.00
411013 · JARC Red Operating	13,353.00
41201 · Prior Year Adj -St,Fed.&Local	-5,704.00
41301 · FEDERAL SUBSIDY - OPER	19,480.00
41401 · INTEREST INCOME	11.01
<b>Total Income</b>	127,639.65
<b>Gross Profit</b>	127,639.65
<b>Expense</b>	
501011 · OPERATORS WAGES	41,952.50
501021 · OTHER WAGES - OPER	11,327.46
501022 · OTHER WAGES - MAINT	6,133.70
501023 · OTHER WAGES - ADMIN	13,595.82
501031 · DISPATCHERS WAGES	3,822.27
501044 · OTHER WAGES NEW FREEDOM	3,076.92
502031 · HEALTH INS - OPER	9,390.60
502032 · HEALTH INS - MAINT	1,486.93
502033 · HEALTH INSURANCE ADMIN	5,024.53
502041 · SS & MED OPER	5,075.13
502042 · SS & MED MAINT	561.56
502043 · SS & MED ADMIN	1,133.67
502044 · SS & MED NEW FREEDOM	235.38
502071 · UNEMPLOYMENT - OPER	2,278.85
502072 · UNEMPLOYMENT - MAINT	251.93
502073 · UNEMPLOYMENT - ADMIN	507.81
502074 · UNEMPLOYMENT NEW FREEDOM	104.46
502081 · WORKERS COMP OPER	2,908.92
502082 · WORKERS COMP MAINT	274.24
502083 · WORKERS COMP ADMIN	128.51
502091 · SICK LEAVE -OPER	1,899.00
502092 · SICK LEAVE -MAINT.	318.00
502093 · SICK LEAVE -ADMIN	153.60
502101 · HOLIDAY - OPER	5,317.20
502102 · HOLIDAY - MAINT	551.76
502103 · HOLIDAY - ADMIN	724.80
502111 · VACATION -OPER	3,084.24
502112 · VACATION - MAINT	417.68
502113 · VACATION - ADMIN	204.80
503023 · ADVERTISING FEES	20.00
503032 · SERVICE MAINT	2,850.54
503033 · SERVICE ADMIN	4,610.62
503051 · CONTRACT MAINT OPER	331.00
503053 · CONTRACT MAINT ADMIN	30.00
503072 · SECURITY SERVICE	31.50
503993 · OTHER SERVICE ADMIN	1,120.00
504011 · FUEL OPER	15,610.63
504012 · FUEL MAINT	267.96
504013 · FUEL ADMIN	127.66
504032 · SUPPLIES MAINT	365.68
504033 · SUPPLIES ADMIN	2,002.09
505021 · ELECTRIC OPER	36.92
505022 · ELECTRIC MAINT	1,033.77

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

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	Jan 19
505023 · ELECTRIC ADMIN	159.99
505031 · GAS SERVICE OPER	33.83
505032 · GAS SERVICE MAINT	947.21
505033 · GAS SERVICE ADMIN	146.59
505041 · WATER OPER	8.40
505042 · WATER MAINT	235.24
505043 · WATER ADMIN	36.41
506031 · BUS INSURANCE OPER	8,593.00
506043 · BUILDING INS	673.25
507003 · TAXES AND FEES	0.00
512122 · RENTAL MAINT	295.18
	161,509.74
Total Expense	161,509.74
Net Ordinary Income	-33,870.09
Net Income	-33,870.09

Total Eligible Expenses	\$707,261.00
State Reimbursement Rate for 2019	38.07%
State of Michigan Subsidy Based on Expenses	\$269,254.26
State Revenue Recorded(41101)	\$252,816.00
Over/Under payment	\$16,438.26
Net Income from Profit & Loss Statement	\$806,028.76
Non Eligible Expense - Refunds	\$41,088.00
Net Income	\$764,940.76
State Adjustment	\$16,438.26
Net Income After State Adjustment	\$781,379.02
Income From Capital	\$683,983.00
 <b>Net Income After Adjustments</b>	 <b>\$97,396.02</b>

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Balance Sheet

As of January 31, 2019

Accrual Basis

	Jan 31, 19
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10101 · CHEMICAL BANK	31,651.58
10107 · FIFTH THIRD BANK-MONEY MARKET	10,000.00
Total Checking/Savings	41,651.58
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	2,489.75
Total Accounts Receivable	2,489.75
Other Current Assets	
10102 · PETTY CASH	230.00
10201 · DUE FROM BH MILLAGE	10,243.33
10205 · DUE FROM FED - OPER	234,750.00
10211 · DUE FROM STATE - CAPITAL	136,797.00
10215 · Due from State JARC blue	54,347.00
10216 · Due from State JARC Red	71,759.00
10220 · DUE FROM ST. OPER	37,019.00
10221 · New Freedom Receivable	12,266.08
10302 · FUEL INVENTORY	10,494.18
10401 · PREPAID VEHICLE INS.	8,593.00
10402 · PREPAID WORKER COMP	3,440.13
10403 · PREPAID HEALTH INS.	361.91
10404 · PREPAID SECURITY INS	-31.50
10405 · PREPAID BUILDING INSURANCE	3,366.25
Total Other Current Assets	583,635.38
Total Current Assets	627,776.71
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	-1,188,056.88
111041 · LOCAL CONTRIBUTION	114,989.00
111013 · REVENUE VEHICLES - Other	2,485,799.68
Total 111013 · REVENUE VEHICLES	1,412,731.80
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 · SHOP EQUIPMENT	
111034 · Depreciation	-287,796.24
111015 · SHOP EQUIPMENT - Other	428,978.85
Total 111015 · SHOP EQUIPMENT	141,182.61
111016 · OFFICE EQUIPMENT	1,252.93
111018 · SPECIAL PASSENGER VEHICLE	27,000.00
111019 · BUS EQUIPMENT-COMPUTER SURF PRO	7,293.18
Total Fixed Assets	1,789,316.00

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Balance Sheet

As of January 31, 2019

Accrual Basis

	Jan 31, 19
Other Assets	
10500 · 2015 OAR Difference	30,169.00
Total Other Assets	30,169.00
<b>TOTAL ASSETS</b>	<b>2,447,261.71</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	270,685.61
Total Accounts Payable	270,685.61
Other Current Liabilities	
20211 · PAYROLL WITHHOLDING	201.99
20508 · DUE TO EMPLOYEE	-495.16
21102 · ADVANCE LOCAL MILLAGE	-9,148.00
Total Other Current Liabilities	-9,441.17
Total Current Liabilities	261,244.44
Long Term Liabilities	
21106 · Accrued Sick Days	39,755.80
21108 · Accrued Vacation Pay	19,826.80
Total Long Term Liabilities	59,582.60
Total Liabilities	320,827.04
Equity	
3000 · Opening Bal Equity	7,293.18
3900 · Retained Earnings	1,313,112.73
Net Income	806,028.76
Total Equity	2,126,434.67
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,447,261.71</b>

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

	Oct '18 - Jan 19	Oct '17 - Jan 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
40101 · FAREBOX	53,052.41	55,858.07	-2,805.66	-5.0%
40102 · Punch Cards White	1,458.00	720.00	738.00	102.5%
40103 · Fare box coin over and short	-24.42	-24.04	-0.38	-1.6%
40104 · Punch Cards Blue	9,787.50	4,077.00	5,710.50	140.1%
40199 · FARES-TOKENS	3,289.50	4,989.50	-1,700.00	-34.1%
40203 · SPECIAL ROUTE GUARANTEES	1,620.00	2,690.00	-1,070.00	-39.8%
40603 · AUX REV - ADVERTISING	11,850.00	0.00	11,850.00	100.0%
40799 · Other Non Transit Revenue	41,087.54	2,019.20	39,068.34	1,934.8%
40801 · LOCAL SUBSIDY - MILLAGE	36,592.00	33,600.00	2,992.00	8.9%
40950 · Local Capital Grant	114,989.00	0.00	114,989.00	100.0%
409992 · Punch Card Blue - Local Match	927.00	8,837.50	-7,910.50	-89.5%
409993 · Tokes - Local Match	5,862.50	6,895.00	-1,032.50	-15.0%
41101 · STATE SUBSIDY - OPER	252,816.00	247,760.00	5,056.00	2.0%
411012 · JARC Blue oper	48,051.00	52,649.00	-4,598.00	-8.7%
411013 · JARC Red Operating	62,203.00	67,829.00	-5,626.00	-8.3%
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	-49,096.00	0.00	-49,096.00	-100.0%
41301 · FEDERAL SUBSIDY - OPER	234,750.00	256,735.00	-21,985.00	-8.6%
41350 · Federal Capital Grant	547,186.00	66,760.00	480,426.00	719.6%
41401 · INTEREST INCOME	92.41	80.96	11.45	14.1%
<b>Total Income</b>	<b>1,513,290.44</b>	<b>828,166.19</b>	<b>685,124.25</b>	<b>82.7%</b>
<b>Gross Profit</b>	<b>1,513,290.44</b>	<b>828,166.19</b>	<b>685,124.25</b>	<b>82.7%</b>
<b>Expense</b>				
501011 · OPERATORS WAGES	170,895.35	172,327.37	-1,432.02	-0.8%
501021 · OTHER WAGES - OPER	27,534.53	14,021.20	13,513.33	96.4%
501022 · OTHER WAGES - MAINT	26,235.47	25,058.77	1,176.70	4.7%
501023 · OTHER WAGES - ADMIN	47,177.94	54,623.37	-7,445.43	-13.6%
501031 · DISPATCHERS WAGES	40,910.87	42,117.32	-1,206.45	-2.9%
501044 · OTHER WAGES NEW FREEDOM	11,538.45	6,923.07	4,615.38	66.7%
502031 · HEALTH INS - OPER	49,985.02	77,734.68	-27,749.66	-35.7%
502032 · HEALTH INS - MAINT	5,975.03	8,488.32	-2,513.29	-29.6%
502033 · HEALTH INSURANCE ADMIN	20,534.96	28,550.47	-8,015.51	-28.1%
502041 · SS & MED OPER	19,794.58	19,226.07	568.51	3.0%
502042 · SS & MED MAINT	2,168.72	2,016.96	151.76	7.5%
502043 · SS & MED ADMIN	4,011.28	4,340.62	-329.34	-7.6%
502044 · SS & MED NEW FREEDOM	882.67	529.60	353.07	66.7%
502071 · UNEMPLOYMENT - OPER	2,903.57	2,915.18	-11.61	-0.4%
502072 · UNEMPLOYMENT - MAINT	251.93	532.49	-280.56	-52.7%
502073 · UNEMPLOYMENT - ADMIN	538.22	497.70	40.52	8.1%
502074 · UNEMPLOYMENT NEW FREEDOM	104.46	237.53	-133.07	-56.0%
502081 · WORKERS COMP OPER	14,544.60	11,051.28	3,493.32	31.6%
502082 · WORKERS COMP MAINT	1,371.20	1,041.84	329.36	31.6%
502083 · WORKERS COMP ADMIN	514.06	488.17	25.89	5.3%
502091 · SICK LEAVE -OPER	5,045.54	7,841.30	-2,795.76	-35.7%
502092 · SICK LEAVE -MAINT.	477.00	456.64	20.36	4.5%
502093 · SICK LEAVE -ADMIN	1,314.40	278.40	1,036.00	372.1%
502101 · HOLIDAY - OPER	8,884.56	8,493.04	391.52	4.6%
502102 · HOLIDAY - MAINT	919.60	919.60	0.00	0.0%
502103 · HOLIDAY - ADMIN	1,208.00	1,172.40	35.60	3.0%
502111 · VACATION -OPER	8,235.68	10,456.88	-2,221.20	-21.2%
502112 · VACATION - MAINT	1,019.28	530.00	489.28	92.3%
502113 · VACATION - ADMIN	3,061.93	1,533.24	1,528.69	99.7%
503023 · ADVERTISING FEES	1,444.71	3,781.09	-2,336.38	-61.8%
503031 · SERVICE OPER	20,917.10	6,453.29	14,463.81	224.1%
503032 · SERVICE MAINT	34,648.31	52,408.70	-17,760.39	-33.9%
503033 · SERVICE ADMIN	9,947.32	10,337.42	-390.10	-3.8%
503051 · CONTRACT MAINT OPER	1,324.00	1,324.00	0.00	0.0%
503052 · CONTRACT MAINT	0.00	2,724.00	-2,724.00	-100.0%
503053 · CONTRACT MAINT ADMIN	6,119.92	453.13	5,666.79	1,250.6%
503072 · SECURITY SERVICE	789.57	126.00	663.57	526.6%

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

	Oct '18 - Jan 19	Oct '17 - Jan 18	\$ Change	% Change
503991 · DRUG TESTING OPER	335.00	1,105.00	-770.00	-69.7%
503992 · OTHER SERVICE	286.00	560.00	-274.00	-48.9%
503993 · OTHER SERVICE ADMIN	11,051.50	1,400.00	9,651.50	689.4%
504011 · FUEL OPER	60,597.74	59,986.67	611.07	1.0%
504012 · FUEL MAINT	698.28	776.16	-77.88	-10.0%
504013 · FUEL ADMIN	795.66	596.90	198.76	33.3%
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	13,644.38	10,846.08	2,798.30	25.8%
504033 · SUPPLIES ADMIN	6,368.28	14,671.69	-8,303.41	-56.6%
505021 · ELECTRIC OPER	96.92	125.41	-28.49	-22.7%
505022 · ELECTRIC MAINT	2,713.73	3,511.70	-797.97	-22.7%
505023 · ELECTRIC ADMIN	419.99	543.49	-123.50	-22.7%
505031 · GAS SERVICE OPER	100.72	185.65	-84.93	-45.8%
505032 · GAS SERVICE MAINT	2,820.16	4,618.04	-1,797.88	-38.9%
505033 · GAS SERVICE ADMIN	436.46	717.79	-281.33	-39.2%
505041 · WATER OPER	51.18	76.51	-25.33	-33.1%
505042 · WATER MAINT	1,433.14	2,142.45	-709.31	-33.1%
505043 · WATER ADMIN	371.80	331.57	40.23	12.1%
505051 · TELEPHONE OPER	466.84	2,091.70	-1,624.86	-77.7%
505053 · TELEPHONE ADMIN	4.72	21.13	-16.41	-77.7%
506031 · BUS INSURANCE OPER	29,637.80	27,181.14	2,456.66	9.0%
506043 · BUILDING INS	2,693.00	2,637.32	55.68	2.1%
507003 · TAXES AND FEES	0.00	278.55	-278.55	-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	1,996.94	-834.98	-41.8%
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%
512121 · RENTAL OPER	1,541.94	2,011.01	-469.07	-23.3%
512122 · RENTAL MAINT	1,122.22	1,017.08	105.14	10.3%
512123 · RENTAL ADMIN	224.00	198.00	26.00	13.1%
<b>Total Expense</b>	<b>707,261.68</b>	<b>732,328.60</b>	<b>-25,066.92</b>	<b>-3.4%</b>
<b>Net Ordinary Income</b>	<b>806,028.76</b>	<b>95,837.59</b>	<b>710,191.17</b>	<b>741.0%</b>
<b>Net Income</b>	<b>806,028.76</b>	<b>95,837.59</b>	<b>710,191.17</b>	<b>741.0%</b>

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

January was a challenging month of heavy administrative and management activity as we continued preparation for the audit, working with a relatively new accountant, and attempting to function in the midst of a Government shutdown, with very limited funds. Because of the lack of funding – cash flow, I continued with bids and proposals for various projects on hold. This was the first month of the second quarter of fiscal year FY 19.

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**

While we have been able to return most of our maintenance to inhouse. The new lift is in place and operational. We are still going through a period of being forced to try and keep some of the older buses on the road as we don't have enough cameras for all of the new buses. Although, we have a successful bid or quote for new ones, we don't have the cash flow to authorize the work to begin. Four of the new buses are being held until we can get cameras. Bus 29 is still in the shop at Mattawan for repairs. This is the Bus that was involved in the accident in St. Joseph in November.

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

We currently are using four of the new buses, numbered 35 through 38, with the old ones and a third as a backup. We are also utilizing the small caravans temporarily to help. This expanded use may also impact our replacement period on some of the other buses also as more mileage is accumulating on them than was planned.

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

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



I mentioned last month that I locked in a contract for gasoline at the rate of \$1.92 per gasoline for the rest of the year (or 46,000 gallons). Again, we have two buses , bus 29 and bus 16 in shops for major repairs.

### **Contracts**

We are still unable to draw down money from the Federal government. We asked for an advance from the State MDOT to help fund us through this period and have not received it yet.. We have a revolving loan in place with 5<sup>th</sup> Third Bank as a fall-back position. I have drawn down \$100,000 against the line of credit from 5<sup>th</sup> Third Bank. I anticipate having to do so again the week of February 25<sup>th</sup>. I expect that we will receive an advance from the State in March and I am attempting to draw part of the \$46,000 CDBG grant from the City. That grant too was frozen during the shutdown. Hopefully by the end of March we will have our FTA funding available.

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. At this time, it appears that we will be continuing with our same carrier as other companies are declining to cover TCATA because we have such a range of medical problems within the workforce.

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

Our Bus Shelter and Pad project is also still on hold. We are taking all the necessary steps to be ready to go out for bid soon. It appears that we will have to dump the planned installation of a stop at Briarwood as I can't get an approval from them. I still don't have a signed agreement with Briarwood for putting in the slab and bench there. If I don't get one in January, I will move that one to another location.

### **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 project for installation of tablets is progressing well. The right tablets have been received and have been loaded. We have been waiting and working with the dispatch staff to improve the driver check-in as intended and required for the new system updates. Thanks to Nikki, we are close to being up to date and ready to go. I am still planning on having a couple of the staff members visit one of the locations already using them. .

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 pieces of equipment to come in to complete the process on the one in the break room. The one in dispatch is fully functional and shows where every bus is at any given time on our system, the direction it is traveling, the speed, and the mileage on the bus. The system also sends notifications if a bus is idling for an extended period of time, hard stops and starts, and speeding notifications.

### **Other Meetings and Activities**

During the month, I attended the TwinCats meeting. I developed and submitted TCATA's grant submission for CMAQ funding which I have shared with you at the last meeting. We were successful in getting commitments for the funding for four buses in 2020, three (3) in 2021, one (1) in 2022, and three (3) in 2023. The Transit Improvement Plan (TIP) programs purchase of LP Gas buses over the next four years to replace a number of our remaining gasoline buses and some of the old LP Gas buses that will have met and exceeded their useful life. The second component sought 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. It was not approved for funding in this round but was placed on what is referred to as an Illustrious listing to be funded in either the next round or if one of the currently recommended projects does not go, it will replace it. 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.

In January we finally heard back from AFSCME about their grievances which have been on hold. They are now asking for meeting dates for one grievance, Ms. Singleton.

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. Nothing further has come of that to-date.

**Personnel**

Personnel issues continued into January but are starting to improve as the driver adapt to understanding that they must work. Our problems are continuing with some of the older bus operators calling off and making it difficult to maintain our schedules. I am dealing with these situations.

I believe the MIOSHA matter has been settled. I submitted a letter to them with proof of abatement within the last week.

**Miscellaneous**

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

**Mission Statement**

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

**Mobility Manager Program**

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

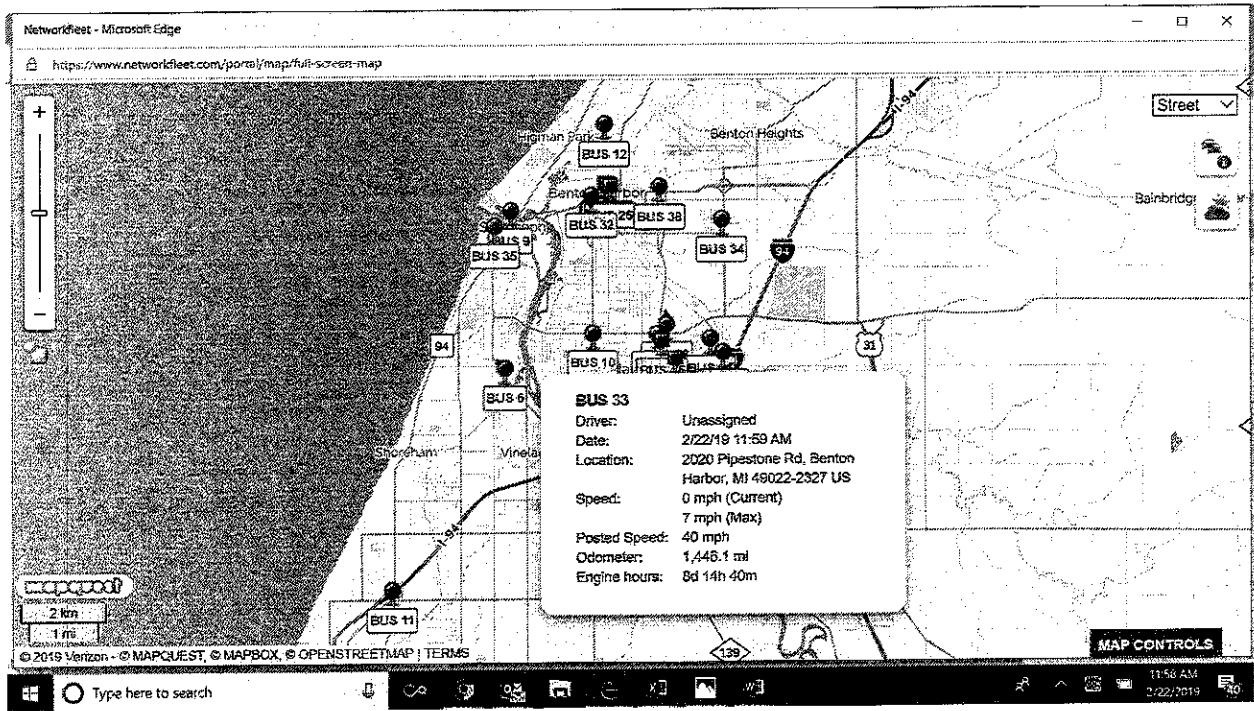
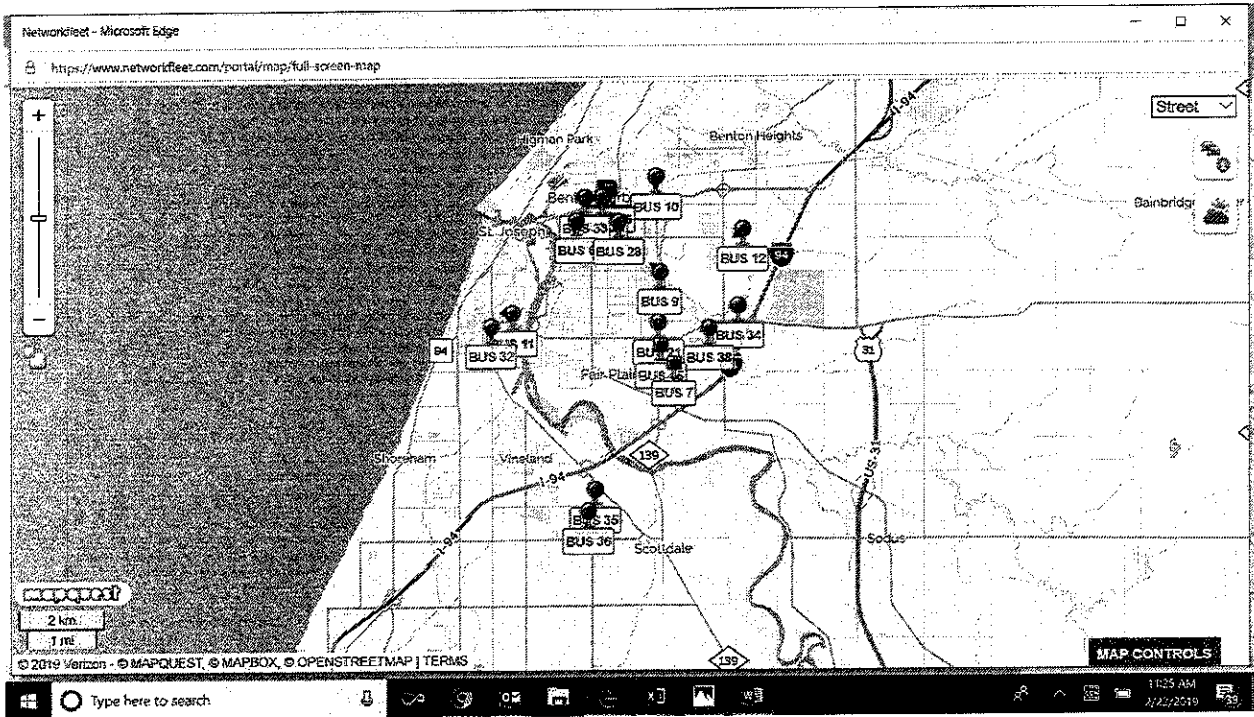
**Universal Low Fare Card Program**

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

## **TCATA MISSION STATEMENT**

**“It is the mission of TCATA (Dial-A-Ride) to provide prompt, clean, safe, courteous, friendly, and timely TRANSPORTATION to our traveling public.”**

**Alex Little  
Executive Director**





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

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

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

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

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

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

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

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

**WHEREAS**, THE APPLICANT has reviewed and approved the proposed balanced budget and the funding sources of estimated federal funds \$ 1,442,284 estimated state funds of \$1,278,254 estimated local funds of \$120,000 estimated fare box \$ 220,000 estimated other funds \$ 00, with total estimated expenses of \$ 3,060,538.

**NOW THEREFORE**, be it resolved that THE APPLICATANT hereby makes its intention known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 55; and

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

I, \_\_\_\_\_ **Secretary**, of **THE APPLICANT**, having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared the resolution adopted by THE APPLICANT at the meeting of **February 27, 2019**, with the original minutes now on file and of record in the office and that this resolution is true and correct.

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

Signature \_\_\_\_\_

# Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # 01 of the participating municipality listed below.

**WHEREAS**, Twin City Area Transportation Authority ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

**WHEREAS**, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

**WHEREAS**, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

**WHEREAS**, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Executive Director

Optional additional job positions:

2. \_\_\_\_\_
3. \_\_\_\_\_

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on \_\_\_\_\_, 20\_\_\_\_\_.

Authorized signatory: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

# MERS 457 Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS 457 Program provided by the Municipal Employees' Retirement System of Michigan, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. **Employer Name:** Twin City Area Transportation Authority  
(Name of municipality or court)

**Municipality Number:** \_\_\_\_\_ **Division Number** (if amendment): \_\_\_\_\_

If new to MERS, please provide your municipality's fiscal year: \_\_\_\_\_ through \_\_\_\_\_  
Month Month

II. **Effective Date:** The MERS 457(b) Program will be effective as follows (choose one):

**Original Adoption.** The MERS 457(b) Program will be effective March 2019,  
(Month and year)  
with respect to contributions upon approval by the Program Administrator.

To establish a new plan or replace current 457 carrier with the MERS 457 Program.

To add the MERS 457 Program in addition to another 457 carrier.

Plan Name(s) and Provider(s):  
\_\_\_\_\_

VERY IMPORTANT: All eligible programs of a Participating Employer are considered to be a single plan for purposes of compliance with Code Section 457(b). Thus, if a Participating Employer has more than one eligible 457 (or additional investment options under a 457(b) arrangement with more than one vendor), the Participating Employer is responsible for ensuring that all of its arrangements, treated as a single program, comply with the 457(b) requirements. In order to fulfill its responsibility for monitoring coordination of multiple programs, the Participating Employer must carefully review the Master Plan Document provisions.

**Amendment and Restatement.** The amended and restated MERS 457(b) Program will be effective \_\_\_\_\_, with respect to contributions upon approval by the  
(Month and year)  
Program Administrator. The MERS 457(b) Program was originally effective \_\_\_\_\_.  
(Month and year)

Note: You only need to mark *changes* to your plan throughout the remainder of this Agreement.

III. **Eligible Employees:** Only Employees as defined in the Program may be covered by the Participation Agreement. Subject to other conditions in the Program, this Agreement, and Addendum (if applicable), the following Employees are eligible to participate in the Program:

All ee's  
\_\_\_\_\_

IV. **Contributions will be submitted** (check one):

Contributions will be remitted according to Employer's "Payroll Period" which represents the actual period amounts are withheld from participant paychecks, or within the month during which amounts are withheld.

Weekly

Semi-Monthly (twice each month)

Bi-Weekly (every other week)

Monthly



# MERS 457 Participation Agreement

V. **Roth Deferral Contributions:**  shall be permitted  shall not be permitted

If **Roth Deferral Contributions** are elected, the Program will allow Roth rollover contributions from other designated Roth 457(b), 401(k), or 403(b) Plans. Roth in-plan rollovers will also be allowed. Roth in-plan rollovers allow a participant who has reached 70½ or who has incurred a severance from employment to elect to have all or a portion of his or her pre-tax contribution account directly rolled into a designated Roth rollover account under the plan if the amount would otherwise be permitted to be distributed as an eligible rollover distribution. Any amounts that are rolled to the Roth rollover account are considered to be irrevocable and may not be rolled back to the pre-tax account.

VI. **Loans:**  shall be permitted  shall not be permitted

If Loans are elected, please complete and attach the *MERS 457 Loan Addendum*.

VII. **Automatic Enrollment:**  shall be permitted  shall not be permitted

If selected, please complete and attach the *MERS 457 Eligible Automatic Contribution Arrangement (EACA) Addendum*.

VIII. **Employer Contributions:**  shall be permitted  shall not be permitted

If selected, please complete and attach the *MERS 457 Employer Contribution Addendum*.

IX. **Modification of the Terms of the Participation Agreement**

If the employer desires to amend any of its elections contained in the Participation Agreement, including attachments/addendums, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Participation Agreement. The amendment of the new agreement is not effective until approved by MERS.

X. **Enforcement**

1. This Participation Agreement, including attachments/addendums may be terminated only in accordance with the Master Plan Document
2. The Employer hereby agrees to the provisions of the *MERS 457 Supplemental Retirement Program and Trust Master Plan Document*.
3. The employer hereby acknowledges it understands that failure to properly fill out this Participation Agreement may result in the ineligibility of the program.

XI. **Execution**

## Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Participation Agreement is hereby approved by Twin City Area Transportation Authority  
on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. (Name of Approving Employer)

Authorized signature: \_\_\_\_\_

Title: Executive Director

Witness signature: \_\_\_\_\_

## Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ Signature: \_\_\_\_\_  
(Authorized MERS Signatory)

## MERS Uniform 457 Supplemental Retirement Program Resolution



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

[www.mersofmich.com](http://www.mersofmich.com)

This Resolution, together with the MERS 457 Supplemental Retirement Program and Trust Master Plan Document and the MERS 457 Supplemental Retirement Program Participation Agreement and any Addendum thereto, constitute the entire MERS 457 Deferred Compensation Plan Document.

**WHEREAS**, the Municipal Employees Retirement Act of 1984, Section 36(2)(a), MCL 38.1536(2)(a) (MERS Plan Document (Section 36(2)(a)) authorizes the Municipal Employees' Retirement Board (the "Board") to "establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other postemployment benefit programs," and on November 8, 2011, the Municipal Employees' Retirement Board adopted the MERS 457 Deferred Compensation Plan.

**WHEREAS**, this Uniform Resolution has been approved by the Board under the authority of Section 36(2)(a), and the Board has authorized the MERS 457 Deferred Compensation Plan, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution.

**WHEREAS**, the Participating Employer, a participating "municipality" (as defined in Section 2b(2) in the Municipal Employees Retirement Act of 1984; MCL 38.1502b(2); Plan Document Section 2b(4)) or participating "court" (circuit, district or probate court as defined in Section 2a(4) – (6) of the Act, MCL 38.1502a(4) – (6); Plan Document Section 2a(4) – (6)) within the State of Michigan has determined that in the interest of attracting and retaining qualified employees, it wishes to offer a deferred compensation plan;

**WHEREAS**, the Participating Employer has also determined that it wishes to encourage employees' saving for retirement by offering salary reduction contributions;

**WHEREAS**, the Participating Employer has reviewed the MERS 457 Supplemental Retirement Program ("Plan");

**WHEREAS**, the Participating Employer wishes to participate in the Plan to provide certain benefits to its employees, reduce overall administrative costs, and afford attractive investment opportunities;

**WHEREAS**, the Participating Employer is an Employer as defined in the Plan;

**WHEREAS**, concurrent with this Resolution, and as a continuing obligation, this Governing Body has completed and approved, and submitted to MERS and the Board documents necessary for adoption and implementation of the Plan; and

**WHEREAS**, the Governing Body for and on behalf of the Participating Employer is authorized by law to adopt this Resolution approving the Participation Agreement on behalf of the Participating Employer. In the event any alteration of the terms or conditions stated in this Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the Plan and its trust reserves, and whose authority is nondelegable, shall have no obligation or duty to continue to administer (or to have administered) the MERS 457 Supplemental Retirement Program for the Participating Employer.

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body adopts the MERS 457 Supplemental Retirement Program as provided below.

## MERS Uniform 457 Supplemental Retirement Program Resolution

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- I. The Participating Employer adopts the Plan for its Employees.
- II. The Participating Employer hereby adopts the terms of the Participation Agreement, which is attached hereto and made a part of this Resolution. The Participation Agreement sets forth the Employees to be covered by the Plan, the benefits to be provided by the Participating Employer under the Plan, and any conditions imposed by the Participating Employer with respect to, but not inconsistent with, the Plan. The Participating Employer reserves the right to amend its elections under the Participation Agreement, so long as the amendment is not inconsistent with the Plan or the Internal Revenue Code or other applicable law and is approved by the Board.
- III. The Participating Employer shall abide by the terms of the Plan, including amendments to the Plan made by the Board, all investment, administrative, and other service agreements of the Plan and the Trust, and all applicable provisions of the Internal Revenue Code and other applicable law.
- IV. The Participating Employer acknowledges that the Board is only responsible for the Plan and any other plans of the Employer administered by MERS and that the Board has no responsibility for other employee benefit plans maintained by the Employer that are not part of MERS.
- V. The Participating Employer accepts the administrative services to be provided by MERS and any services provided by a Service Manager as delegated by the Board. The Participating Employer acknowledges that fees will be imposed with respect to the services provided and that such fees may be deducted from the Participants' accounts.
- VI. The Participating Employer acknowledges that the Plan contains provisions for involuntary Plan termination.
- VII. The Participating Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in trust for the exclusive benefit of Participants and their Beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries and for defraying reasonable expenses of the Plan. All amounts of compensation deferred pursuant to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights held as part of the Plan, shall be transferred to the Board to be held, managed, invested and distributed as part of the Trust Fund in accordance with the provisions of the Plan. All contributions to the Plan must be transferred by the Participating Employer to the Trust Fund. All benefits under the Plan shall be distributed solely from the Trust Fund pursuant to the Plan.
- VIII. This Resolution and the Participation Agreement shall be submitted to the Board for its approval. The Board shall determine whether the Resolution complies with the Plan, and, if it does, shall provide appropriate forms to the Participating Employer to implement participation in the Plan. The Board may refuse to approve a Participation Agreement by an Employer that does not possess State statutory authority to participate in the Plan. The Governing Body hereby acknowledges that it is responsible to assure that this Resolution and the Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

# MERS Uniform 457 Supplemental Retirement Program Resolution

**BE IT FINALLY RESOLVED:** This Resolution shall have no legal effect under the Plan until a certified copy of this adopting Resolution is filed with MERS, and MERS determines that all necessary requirements under the 457 Supplemental Retirement Program Plan and Trust, the Participation Agreement, and this Resolution have been met. All dates for implementation of the Plan shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer.

In the event an amendatory Resolution or other action by the municipality is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred by this Governing Body and MERS (and a third-party administrator, if applicable and necessary). The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on

\_\_\_\_\_, 20\_\_\_\_. \_\_\_\_\_  
(Signature of authorized official)

Printed name: Alex Little Position title: Executive Director  
(Authorized Official - printed) (Authorized Official - position)

Municipality name: Twin City Area Transportation Authority

## Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: \_\_\_\_\_, 20\_\_\_\_ \_\_\_\_\_  
(Authorized MERS signatory)

**Alex Little**

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**From:** Michigan Municipal League <dwestbrook@mml.org>  
**Sent:** Friday, February 15, 2019 2:15 PM  
**To:** tcata.alex@comcast.net  
**Subject:** MML Insurance Boards Announce 2019 Member Dividends



## **Michigan Municipal League Insurance Boards Announce 2019 Member Dividends**

Members of the Michigan Municipal League's insurance programs—almost a thousand cities, villages, counties, townships, and other public entities—will share dividends totaling \$10.8 million in 2019.

The Liability & Property Pool Board of Directors has voted to return \$2.1 million in dividends to member-owners who renew their insurance coverage in 2019. Over the previous five years, the Pool has returned \$11.6 million in dividends, corresponding to about 12 percent of members' premiums during the same period.

The Workers' Compensation Fund Board of Trustees has authorized dividends as well, returning \$8.7 million in equity to its renewing owner-members. The Fund has returned \$43 million in dividends over the previous five years, representing about 30 percent of members' premiums over the same period.

The Pool and Fund are owned and governed by you and your fellow communities.

Michael Forster, Director of Risk Management Services, says, "When members work hard to improve safety and reduce risk through prevention, training, policies, and other steps, we are able to return the resulting claims savings back to their communities, including in the form of dividends. We thank our members for their continued efforts, which are key to the ongoing success of the League and its insurance programs."

For over 100 years, the Michigan Municipal League has sought to represent, inspire, and educate its members through advocacy, policy initiatives, trainings, grants, resources, and a dedicated membership services team.

Contact: Michael Forster, Director, Risk Management Services; 734-669-6340 or [mforster@mml.org](mailto:mforster@mml.org).

### **MML Liability & Property Pool Directors:**

**Chair: Robert Clark**  
Mayor  
City of Monroe

**Vice Chair: Dave Post**  
Manager  
Village of Hillman

**Sue Osborn**  
Mayor  
City of Fenton

**Jason Eppler**  
Manager  
City of Ionia

**Ken Hibi**  
Manager  
City of Clare

**Jean Stegeman**  
Mayor  
City of Menominee

**Dan Gilmartin**

**Penny Hill**

**Paula Zelenko**

Executive Director/CEO  
Michigan Municipal League

Assistant Manager  
City of Traverse City

Mayor  
City of Burton

**MML Workers' Compensation Fund Trustees:**

**Chair: Christine Burns**  
Manager  
Village of Spring Lake

**Vice Chair: Maureen Donker**  
Mayor  
City of Midland

**Lee Kilbourn**  
Mayor  
City of Auburn

**Lois Allen-Richardson**  
Councilperson  
City of Ypsilanti

**Scott Erickson**  
Manager  
City of Ironwood

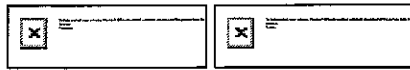
**Adam Smith**  
Administrator  
City of Grand Ledge

**Todd Campbell**  
City Manager  
City of Saline

**Dan Gilmartin**  
Executive Director/CEO  
Michigan Municipal League

**David Tossava**  
Mayor  
City of Hastings

**Deborah Doyle**  
Mayor  
City of Durand



Michigan Municipal League | 1675 Green Road, Ann Arbor, MI 48105

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*TOWNSHIPS CMAQ ALLOCATIONS  
2020 - 2023*

Agency	Project	Funding Year	Federal Cost	Local Match	Total	AC	From	To
Southwest Michigan Planning Commission	Rideshare	2020	\$12,000					
		2020	\$12,000					
		2020	\$169,000				2019 ACC	
Berrien County Road Department	Traffic Signal - Napier @ Crystal	2020	\$120,000					
		2020	\$210,000					
		2020	\$94,254				2019 ACC	
Berrien County Road Department	South Roosevelt Non-Motorized Trail	2020	\$598,254					
		2021	\$189,604	\$123,142	\$397,000		2019 ACC	
		2021	\$16,000	\$0	\$16,000			
Berrien County Road Department	South Roosevelt Non-Motorized Trail	2021	\$148,000	\$37,000	\$185,000			
		2021	\$304,000	\$76,000	\$380,000			
		2021	\$80,000					
Berrien County Road Department	Napier Avenue Non-Motorized Path - Miami to Colfax	2021	\$737,604					
		2022	\$393,858	\$106,142	\$500,000			
		2022	\$100,000	\$55,900	\$155,900		2021 ACC	Napier
City of St. Joseph	Langley Avenue Reconstruction/Non-Motorized	2022	\$16,000	\$0	\$16,000			Miller
		2022	\$152,000	\$38,000	\$190,000			
		2022	\$80,000	\$20,000	\$100,000			
Twin Cities Area Transportation Authority	Bus Replacement	2022	\$741,858					
		2023	\$218,517	\$74,998	\$293,515			
		2023	\$283,341	\$81,848	\$365,189			
City of Benton Harbor	Front Street Signal Optimization Project	2023	\$16,000	\$0	\$16,000			
		2023	\$56,000	\$14,000	\$70,000			
		2023	\$168,000	\$42,000	\$210,000			
City of Buchanan	Bus Replacement	2023	\$741,858					
		2023	\$56,000	\$14,000	\$70,000			
		2023	\$168,000	\$42,000	\$210,000			

## Alex Little

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**From:** Kim Gallagher <gallagherk@swmpc.org>  
**Sent:** Wednesday, February 20, 2019 10:37 AM  
**To:** Alex Little  
**Subject:** FW: Data From Advocacy Suggestions

Alex,  
Did you get this from My Way There suggestion form? Too bad they don't leave a contact email or number.  
Kim

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**From:** info@mywaythere.org <info@mywaythere.org>  
**Sent:** Wednesday, February 20, 2019 7:18 AM  
**Subject:** Data From Advocacy Suggestions

Suggestion: I call in at 6 am for a dial a ride to go to work. I work at Lakelane hospital. Called back at 6:40 to see how much longer my bus was going to be and I was told I had to wait another 30 minutes. I asked why they respond was it wasn't a bus going my way. The weather is not bad out so why do I have wait another 30 minutes. What is they doing up there. Seems like they not doing a job.

Name: Keisha Williams  
Phone:  
Email:

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This email was automatically sent from My Way There - Transportation Options for Southwest Michigan at <https://www.mywaythere.org/>. This data was submitted to the form Advocacy Suggestions on page <https://www.mywaythere.org/comments.asp> on 2/20/2019 7:18:24 AM.