



AGENDA
Transit Committee Meeting
Van Buren County

March 9, 2021

1:00 PM

Board of Commissioners Chambers - 219 East Paw Paw Street
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1. CALL TO ORDER
 - A. Zoom Meeting Information
2. ADDITIONS/DELETIONS TO THE AGENDA
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
 - A. Minutes - January 12, 2021
5. AGENDA ITEMS
 - A. Financial Review: Vendor Bills, Payroll, Balance Sheet, Other Financial Reports
 - B. Operations Report
 - C. Directors Report
 - D. Annual Application for Fiscal Year 2022
 - E. MDOT Contract 2017-/P2/R1
6. ADJOURNMENT

Van Buren County will provide necessary and reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at any meeting/hearing upon ten (10) days notice to the Van Buren County Board of Commissioners' Office. Individuals with disabilities requiring auxiliary aids or services should contact Van Buren County by writing, Anna Cerven, 219 Paw Paw Street, Ste. 201, Paw Paw, MI 49079, or by calling the Board of Commissioners' Office at (269) 657-8200, option 8 ext. 1271.



County Administrator Agenda Item
Transit Committee Meeting

TO:

FROM:

DATE: March 9, 2021

RE:

ATTACHMENTS:

Description

📎 **Zoom Invite**



VAN BUREN COUNTY BOARD OF COMMISSIONERS

219 EAST PAW PAW STREET, STE.201, PAW PAW, MICHIGAN 49079-1492
(269) 657-8253 FAX (269) 657-8252

*Richard Godfrey, Chairman
Mike Chappell, Vice-Chair*

*Gail Patterson-Gladney
Kurt Doroh
Randall Peat
Donald Hanson
Paul Schincariol*

NOTICE:

Due to COVID-19, Tuesday, March 09, 2021 at 1:00 pm, the Public Transit Committee meeting will be conducted remotely through Zoom.

For Public Attendance, please see the call – in instructions below:

Hi there,

You are invited to a Zoom webinar.
When: Mar 09, 2021 01:00 PM Eastern Time (US and Canada)
Topic: Public Transit Committee

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/88193299498>

Or iPhone one-tap :

US: +19292056099,,88193299498# or +13017158592,,88193299498#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 6833 or +1
253 215 8782 or +1 346 248 7799

Webinar ID: 881 9329 9498

POSTED: 03/05/2021

Board Meetings: Held in B.O.C. Room, 2nd Floor of the Administration and Land Services Building, unless otherwise posted.

If you desire to meet with a Commissioner or be placed on the agenda for a Committee/Board Meeting, please call 657-8253.

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AN EQUAL OPPORTUNITY EMPLOYER M/F HANDICAPPED



County Administrator Agenda Item
Transit Committee Meeting

TO:

FROM:

DATE: March 9, 2021

RE:

ATTACHMENTS:

Description

☐ **Minutes**



MINUTES
Transit Committee Meeting
Van Buren County

January 12, 2021

1:00 PM

Board of Commissioners Chambers - 219 East Paw Paw Street
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1. CALL TO ORDER

The following Committee members present: Commissioner Doroh, Commissioner Chappell and Commissioner Peat.

Others in attendance: Administrator Faul, Anna Cerven, Tony Dacoba, Laurie Schlipp and Commissioner Godfrey.

A. Zoom Meeting Information

2. ADDITIONS/DELETIONS TO THE AGENDA

3. APPROVAL OF AGENDA

Motion to approve agenda by Commissioner Chappell; Supported by Commissioner Peat; Motion: Carried

4. APPROVAL OF MINUTES

Motion to approve minutes by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried

A. Minutes - November 10, 2020

5. AGENDA ITEMS

A. Financial Review: Vendor Bills, Payroll, Balance Sheet, Other Financial Reports

Vendor bills, payroll, balance sheet and other financial reports were reviewed and discussion ensued.

Motion to accept financial reports as delivered by Commissioner Peat; Supported by Commissioner Chappell; Motion: Carried

B. Operations Report

The Operations report was reviewed.

C. Directors Report

The Director's Report was reviewed.

D. MDOT Contract 2017-0136/P10

Requesting signature and a certified resolution of intent for MDOT Agreement 2017-0136/P10. Funds are based on 36% of the estimated eligible costs for FY 2021 and are used for operating expenses.

Discussion ensued.

Recommended to Cow 1-26-2021/BoC 2-9-2021

6. ADJOURNMENT

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County Administrator Agenda Item
Transit Committee Meeting

TO: Transit Committee

FROM: Tony Dacoba/Laurie Schlipp

DATE: March 9, 2021

RE: Financial Review: Vendor Bills, Payroll, Balance Sheet, Other Financial Reports

REQUEST:

The request is to review the financial statements

ATTACHMENTS:

Description

- ▢ **December Financial Reports**
- ▢ **January Financial Reports**
- ▢ **Dec - Jan Financial Summary**

December

Vendor Bills

Balance Sheet

Budget Performance

**Van Buren Public Transit
Vendor Bills
Period Ending 12/31/2020**

VENDOR NAME	DESCRIPTION	AMOUNT
PAID BY CHECK OR EFT		
99 SIGNS	Bus 10 Logos	\$1,125.00
		\$1,125.00
BRUCES TRUCK & AUTO ACCESSORIES	Bus 10 Backup Camera & Installation	\$450.00
		\$450.00
CARDMEMBER SERVICE	COVID-19 Disinfectant spray and wipes	\$107.55
CARDMEMBER SERVICE	COVID-19 Bus 10 barrier parts	\$15.05
		\$122.60
CITY OF BANGOR	Sewer & water 11/25/20 - 12/21/20	\$164.42
		\$164.42
GOODYEAR COMMERCIAL TIRE	Bus Tires	\$612.08
		\$612.08
HIRE RIGHT LLC	Employee screening Dec 2020	\$582.00
		\$582.00
INDIANA MICHIGAN POWER	Electrical usage 11/29/20 - 1/2/21	\$448.18
		\$448.18
LOOK SHARP MARKETING	Uniform Shirts - All Employees	\$1,410.14
		\$1,410.14
MANER COSTERISAN, PC	Transit fieldwork for annual audit	\$3,000.00
		\$3,000.00
MEEKHOF TIRE SALES & SERVICE INC	Bus tires	\$2,416.00
		\$2,416.00
TELE-RAD, INC.	Radio maintenance Dec 2020	\$176.40
		\$176.40
VERIZON WIRELESS	Transit Cell Phones 11/24/20 - 12/23/20	\$154.37
		\$154.37
WEX BANK	Bus Fuel Dec 2020	\$7,194.00
		\$7,194.00

**Van Buren Public Transit
Vendor Bills
Period Ending 12/31/2020**

TOTAL CHECKS: \$17,855.19

VENDOR NAME	DESCRIPTION	AMOUNT
PAID BY COUNTY P-CARD		
AMAZON	Wireless mouse replacement for Dispatch	\$27.99
AMAZON	Office chair replacement for Asst.Dir.	\$325.00
		\$352.99
BRONSON HEALTHCARE	Employee screenings	\$150.00
BRONSON HEALTHCARE	Employee screenings	\$698.34
BRONSON HEALTHCARE	Employee screenings	\$190.00
		\$1,038.34
COMCAST BUSINESS	Internet 12/9/20 - 1/8/21	\$159.85
COMCAST BUSINESS	Telephone 12/9/20 - 1/8/21	\$78.45
		\$238.30
CONSUMERS ENERGY	Gas usage 10/28/20 - 11/25/20	\$211.86
		\$211.86
DAN'S AUTOMOTIVE	Service truck front end alignment	\$89.95
		\$89.95
DEX YP	Advertising Dec 2020	\$192.50
		\$192.50
EPS SECURITY A789886	Video service agreement 1/1/21 - 3/31/21	\$351.60
EPS SECURITY A789887	Alarm system monitoring 1/1/21 - 3/31/21	\$209.07
EPS SECURITY A789888	Access control service agreement 1/1/21 - 3/31/21	\$269.25
		\$829.92
LANDERS HARDWARE	Outdoor window thermometer	\$5.59
		\$5.59
NETEXPRESS VOIP	Phone service 12/1/20 - 12/31/20	\$250.21
		\$250.21
OFFICE DEPOT	Office supplies	\$90.58
		\$90.58
PARRETT COMPANY	Copier contract 11/24/20 - 12/24/20	\$196.28
		\$196.28

**Van Buren Public Transit
Vendor Bills
Period Ending 12/31/2020**

REPUBLIC SERVICES	Waste removal 12/1/20 - 12/31/20	\$86.31
		<u>\$86.31</u>
RIDGE NAPA	Bus parts - multiple invoices	\$980.98
		<u>\$980.98</u>
SUMMIT COMPANIES	Annual fire extinguisher inspections/replacements	\$1,113.50
SUMMIT COMPANIES	Remainder of fire extinguisher inspections	\$33.00
		<u>\$1,146.50</u>
TAPPER FORD	Bus 3 repairs	\$2,053.00
TAPPER FORD	Wiper assembly, heater clamp & core	\$135.42
		<u>\$2,188.42</u>
UNIFIRST CORPORATION	Uniforms 11/3/20	\$58.43
UNIFIRST CORPORATION	Uniforms 11/10/20	\$50.12
UNIFIRST CORPORATION	Uniforms 11/17/20	\$64.37
UNIFIRST CORPORATION	Uniforms 11/24/20	\$50.87
UNIFIRST CORPORATION		<u>\$223.79</u>
VAN BUREN REMINDER	PT Driver ads Nov 2020	\$207.60
		<u>\$207.60</u>
VILLAGE XPRESS	Bus 31 fuel	\$29.24
		<u>\$29.24</u>
TOTAL P-CARD:		\$8,359.36
		<u>CHECKS: \$17,855.19</u>
		<u>COUNTY P-CARD: \$8,359.36</u>
		TOTAL: \$26,214.55

NOTE: For the P-Card, anything paid for November with a transaction posting date of December is posted to the General Ledger in December.

Van Buren Public Transit
Balance Sheet
PERIOD ENDING 12/31/2020

GL Number	Description	PERIOD ENDED 12/31/2019	PERIOD ENDED 12/31/2020
Fund 588.0 - PUBLIC TRANSIT			
*** Assets ***			
10101 - Pooled Cash			
588.0-000.00-001.000	Cash In Common Investment Pool	240,019.56	95,598.00
	10101 - Pooled Cash	240,019.56	95,598.00
10103 - Cash - Savings (Now)			
588.0-000.00-002.011	Cash - Savings (Now)	1,984,695.56	2,403,393.42
	10103 - Cash - Savings (Now)	1,984,695.56	2,403,393.42
10108 - Cash on Deposit - Keystone Advantage			
588.0-000.00-002.009	Cash on Deposit - Keystone Advantage	506.49	506.49
	10108 - Cash on Deposit - Keystone Advantage	506.49	506.49
10109 - Cash on Deposit - CDARS			
588.0-000.00-002.010	Cash on Deposit - CDARS	2,494,616.35	2,526,210.28
	10109 - Cash on Deposit - CDARS	2,494,616.35	2,526,210.28
10201 - Accounts Receivable			
588.0-000.00-040.000	Accounts Receivable	29,546.10	3,291.90
	10201 - Accounts Receivable	29,546.10	3,291.90
10207 - A/R Rtap Reim.			
588.0-000.00-079.001	A/R Rtap Reim.	0.00	0.00
	10207 - A/R Rtap Reim.	0.00	0.00
10213 - Accrued Interest-Investments			
588.0-000.00-056.000	Accrued Interest-Investments	0.00	0.00
	10213 - Accrued Interest-Investments	0.00	0.00
10260 - A/R Fed Cap Grant			
588.0-000.00-079.002	A/R Fed Cap Grant	0.00	92,276.01
	10260 - A/R Fed Cap Grant	0.00	92,276.01
10261 - A/R State Cap Grant			
588.0-000.00-078.002	A/R State Cap Grant	34,251.00	34,251.00
	10261 - A/R State Cap Grant	34,251.00	34,251.00

**Van Buren Public Transit
Balance Sheet
PERIOD ENDING 12/31/2020**

10262 - A/R Fedop Sec 5311-Current			
588.0-000.00-079.003	A/R Fedop Sec 5311-Current	167,264.98	495,879.18
	10262 - A/R Fedop Sec 5311-Current	-----	-----
		167,264.98	495,879.18
10269 - Due From Fed-Sec 18 Op.			
588.0-000.00-079.004	Due From Fed-Sec 18 Op.	0.00	0.00
	10269 - Due From Fed-Sec 18 Op.	-----	-----
		0.00	0.00
10270 - Fed Op Asst-Prior Yr.			
588.0-000.00-079.005	Fed Op Asst-Prior Yr.	0.00	0.00
	10270 - Fed Op Asst-Prior Yr.	-----	-----
		0.00	0.00
10272 - A/R State Operating			
588.0-000.00-078.003	A/R State Operating	0.00	0.00
	10272 - A/R State Operating	-----	-----
		0.00	0.00
10273 - A/R State Op Asst - Prior			
588.0-000.00-078.004	A/R State Op Asst - Prior	0.00	0.00
	10273 - A/R State Op Asst - Prior	-----	-----
		0.00	0.00
10274 - A/R State - Job Access			
588.0-000.00-078.005	A/R State - Job Access	0.00	0.00
	10274 - A/R State - Job Access	-----	-----
		0.00	0.00
10280 - General Fund			
588.0-000.00-084.031	General Fund	0.00	0.00
	10280 - General Fund	-----	-----
		0.00	0.00
10301 - Inventory			
588.0-000.00-110.000	Inventory	0.00	0.00
	10301 - Inventory	-----	-----
		0.00	0.00
10302 - Fuel			
588.0-000.00-110.001	Fuel	0.00	0.00
	10302 - Fuel	-----	-----
		0.00	0.00
10401 - Prepaid Expense			
588.0-000.00-060.000	Prepaid Expense	0.00	0.00
588.0-000.00-123.000	PREPAID EXPENSES	0.00	0.00
	10401 - Prepaid Expense	-----	-----
		0.00	0.00
10406 - Due From Governments			
588.0-000.00-081.000	Due From Governments	0.00	0.00
	10406 - Due From Governments	-----	-----
		0.00	0.00

Van Buren Public Transit
Balance Sheet
PERIOD ENDING 12/31/2020

111011 - Land & Improvements			
588.0-000.00-132.000	Land & Improvements	60,560.80	60,560.80
	111011 - Land & Improvements	60,560.80	60,560.80
111012 - Facility - Other			
588.0-000.00-136.000	Facility - Other	858,254.47	858,254.47
	111012 - Facility - Other	858,254.47	858,254.47
111013 - Buses - Other			
588.0-000.00-148.000	Buses - Other	1,896,096.00	1,943,233.89
	111013 - Buses - Other	1,896,096.00	1,943,233.89
111014 - Other Vehicles			
588.0-000.00-158.000	Other Vehicles	126,996.99	126,996.99
	111014 - Other Vehicles	126,996.99	126,996.99
111015 - Shop Equipment - Other			
588.0-000.00-138.000	Shop Equipment - Other	110,676.87	110,676.87
	111015 - Shop Equipment - Other	110,676.87	110,676.87
111016 - Furniture & Equipment			
588.0-000.00-146.000	Furniture & Equipment	143,787.87	154,927.87
	111016 - Furniture & Equipment	143,787.87	154,927.87
111030 - Acc. Dep. - Land Improve			
588.0-000.00-133.000	Acc. Dep. - Land Improve	(31,429.60)	(35,985.68)
	111030 - Acc. Dep. - Land Improve	(31,429.60)	(35,985.68)
111031 - Acc. Dep. - Facility			
588.0-000.00-137.000	Acc. Dep. - Facility	(616,113.05)	(635,451.97)
	111031 - Acc. Dep. - Facility	(616,113.05)	(635,451.97)
111032 - Acc. Dep. - Buses			
588.0-000.00-149.000	Acc. Dep. - Buses	(1,229,346.18)	(1,382,608.81)
	111032 - Acc. Dep. - Buses	(1,229,346.18)	(1,382,608.81)
111033 - Acc. Dep. - Other Veh.			
588.0-000.00-159.000	Acc. Dep. - Other Veh.	(123,141.08)	(126,996.99)
	111033 - Acc. Dep. - Other Veh.	(123,141.08)	(126,996.99)
111034 - Acc. Dep. - Shop Equip			
588.0-000.00-139.000	Acc. Dep. - Shop Equip	(83,696.89)	(87,805.28)
	111034 - Acc. Dep. - Shop Equip	(83,696.89)	(87,805.28)

**Van Buren Public Transit
Balance Sheet
PERIOD ENDING 12/31/2020**

111035 - Acc Dep - Furn & Equip			
588.0-000.00-147.000	Acc Dep - Furn & Equip	(94,933.34)	(107,257.10)
	111035 - Acc Dep - Furn & Equip	(94,933.34)	(107,257.10)
111017 - Land			
588.0-000.00-130.000	LAND	67,229.00	67,229.00
	111017 - Land	67,229.00	67,229.00
111010 - Deferred Outflows - Pension			
588.0-000.00-196.000	Deferred Outflows - Pension	107,903.00	107,903.00
	111010 - Deferred Outflows - Pension	107,903.00	107,903.00
Total Assets		6,143,744.90	6,705,083.34
*** Liabilities ***			
10201 - Accounts Receivable			
588.0-000.00-299.000	Customer Overpayments MR	0.00	0.00
	10201 - Accounts Receivable	0.00	0.00
20101 - Accounts Payable			
588.0-000.00-202.000	ACCOUNTS PAYABLE	21,646.47	16,266.65
	20101 - Accounts Payable	21,646.47	16,266.65
20205 - Accrued Payroll			
588.0-000.00-257.000	Accrued Payroll	6,292.10	19,999.39
588.0-000.00-257.001	Accrued Payroll - Exp. Liabilities	0.00	0.00
	20205 - Accrued Payroll	6,292.10	19,999.39
20207 - Accrued Sick/Vac Pay			
588.0-000.00-343.000	Accrued Sick/Vac Pay	96,918.11	109,870.66
	20207 - Accrued Sick/Vac Pay	96,918.11	109,870.66
20308 - Deferred Revenue-Luog			
588.0-000.00-339.001	Deferred Revenue-Luog	0.00	0.00
	20308 - Deferred Revenue-Luog	0.00	0.00
20309 - Due To State			
588.0-000.00-228.000	Due To State	5,787.00	5,787.00
	20309 - Due To State	5,787.00	5,787.00
30401 - Contributed Capital-Federal			
588.0-000.00-354.000	Contributed Capital-Federal	0.00	0.00
	30401 - Contributed Capital-Federal	0.00	0.00

**Van Buren Public Transit
Balance Sheet
PERIOD ENDING 12/31/2020**

30402 - Contributed Capital-State			
588.0-000.00-353.000	Contributed Capital-State	0.00	0.00
	30402 - Contributed Capital-State	0.00	0.00
20102 - Accounts Payable - Tax Chargeback			
588.0-000.00-291.000	Property Tax Case Liability	0.00	0.00
	20102 - Accounts Payable - Tax Chargeback	0.00	0.00
20209 - Net Pension Liability			
588.0-000.00-334.000	Net Pension Liability	24,477.00	24,477.00
	20209 - Net Pension Liability	24,477.00	24,477.00
20310 - Deferred Inflows - Pension			
588.0-000.00-339.002	Deferred Inflows - Pension	8,670.00	8,670.00
	20310 - Deferred Inflows - Pension	8,670.00	8,670.00
	Total Liabilities	163,790.68	185,070.70
*** Fund Balance ***			
30100 - Fund Balance			
588.0-000.00-390.000	Fund Balance	6,001,620.73	6,001,620.73
588.0-000.00-390.500	Public Invest. In Transit	0.00	0.00
	30101 - Public Invest. In Transit	6,001,620.73	6,001,620.73
30102 - Amortization			
588.0-000.00-390.600	Amortization	0.00	0.00
	30102 - Amortization	0.00	0.00
	Total Fund Balance	6,001,620.73	6,001,620.73
	Beginning Fund Balance	6,001,620.73	6,001,620.73
	Net of Revenues VS Expenditures - 19-20		348,962.15
	*19-20 End FB/20-21 Beg FB	6,350,582.88	
	Net of Revenues VS Expenditures - Current Year	(21,666.51)	169,429.76
	Ending Fund Balance	5,979,954.22	6,520,012.64
	Total Liabilities And Fund Balance	6,143,744.90	6,705,083.34

* Year Not Closed

Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020

GL NUMBER	ACTIVITY FOR MONTH 12/31/2020 INCREASE (DECREASE)	2020-21 AMENDED BUDGET	AVAILABLE BALANCE NORMAL (ABNORMAL)	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)
Fund 588.0 - PUBLIC TRANSIT				
40101 - Fares - General Public	52.00	38,000.00	37,834.00	166.00
40103 - Fares - M.T.I. - Payee Advocate Fare	0.00	5,000.00	5,000.00	0.00
40104 - Fares - M. H. Mti (Rehab.)	545.95	75,000.00	72,046.50	2,953.50
40105 - Fares - Incidental Services	0.00	11,000.00	11,000.00	0.00
40107 - Fares - M.H. - P.S.R.	0.00	65,000.00	61,965.95	3,034.05
40119 - Fares - Senior Day Care	617.55	29,000.00	27,424.80	1,575.20
40129 - Van Buren Inter.School District	0.00	85,000.00	85,000.00	0.00
40132 - Child & Family Services	0.00	6,000.00	6,000.00	0.00
40760 - Sale Of Assets	670.00	0.00	(670.00)	670.00
40798 - Nontransportation Revenue	6,561.14	0.00	(6,561.14)	6,561.14
40800 - Current Property Tax	0.00	839,506.00	839,506.00	0.00
40910 - Local Operating Assistance	3,302.00	39,620.00	29,714.00	9,906.00
41101 - State Cash Grants - S.O.A.	64,141.00	754,441.00	562,023.00	192,418.00
41301 - Federal Op. Asst. Sec 18 (5311)	30,758.67	369,104.00	276,827.99	92,276.01
41398 - Federal Cash Grants - Rtap	0.00	4,500.00	(194.96)	4,694.96
41400 - Investment Income	1,755.96	39,000.00	33,359.28	5,640.72
41361 - CARES Act	30,758.67	0.00	(265,246.01)	265,246.01
588.00 - BUS SYSTEM	139,162.94	2,360,171.00	1,775,029.41	585,141.59
TOTAL REVENUES	139,162.94	2,360,171.00	1,775,029.41	585,141.59

50101.1 - Operator'S Wages	36,234.94	618,000.00	505,167.62	112,832.38
50102.1 - Oper. Super. Wages	4,543.12	48,740.00	37,118.31	11,621.69
50103.1 - Dispatcher'S Wages	11,548.84	159,000.00	124,265.50	34,734.50
50201.1 - Fica-Employer Share	4,663.67	75,000.00	61,309.53	13,690.47
50203.1 - Medical/Dental Plan	12,604.79	130,000.00	96,215.54	33,784.46

Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020

50205.1 - Life Insurance Plan	73.25	800.00	663.50	136.50
50208.1 - Workers Compensation	1,998.95	32,000.00	26,079.21	5,920.79
50209.1 - Sick Leave - Paid Abs.	658.21	11,000.00	6,578.85	4,421.15
50210.1 - Pension - DC	169.33	2,100.00	1,441.34	658.66
50211.1 - Vacation Pay - Paid Abs.	1,556.45	30,000.00	24,418.40	5,581.60
50212.1 - Other Paid Absences	983.09	12,500.00	10,070.04	2,429.96
50213.1 - Uniforms - Maint. - Fringe	1,249.57	3,000.00	1,481.31	1,518.69
50214.1 - Holiday Pay	4,591.36	17,000.00	12,408.64	4,591.36
50220.1 - Pension - DB	1,731.22	21,000.00	16,366.12	4,633.88
50399.1 - Other Services	7,941.40	100,000.00	80,956.02	19,043.98
50405.1 - Lubricants -- Vehicles	0.00	6,000.00	5,990.22	9.78
50401.1 - Gas, Oil	7,223.24	175,000.00	153,234.44	21,765.56
50402.1 - Tires & Tubes	0.00	30,000.00	26,199.98	3,800.02
50404.1 - Major Supplies	0.00	3,000.00	3,671.98	(671.98)
50499.1 - Materials & Supplies	1,556.99	32,000.00	25,772.19	6,227.81
50603.1 - Liability Insurance	0.00	21,000.00	8,121.21	12,878.79
50902.1 - Travel	0.00	800.00	800.00	0.00
50908.1 - Ads-Employ/Closed/Etc.	207.60	4,000.00	3,009.96	990.04
50999.1 - Other Miscellaneous Exp.	0.00	1,000.00	955.00	45.00
57402.1 - Ineligible Exp. - Fed. Rtap	0.00	0.00	(4,248.00)	4,248.00
50199.1 - Other Salaries	1,230.27	25,000.00	21,151.71	3,848.29
50204.1 - Dental Insurance	529.13	5,400.00	3,970.75	1,429.25
50216.1 - Short Term/Long Term Disability	133.38	0.00	(273.33)	273.33
50700.1 - License Fees	0.00	0.00	(158.61)	158.61
588.01 - Transit - Operations	101,428.80	1,563,340.00	1,252,737.43	310,602.57
50199.2 - Other Salaries	4,322.74	55,000.00	41,143.30	13,856.70
50201.2 - Fica-Employer Share	396.73	4,700.00	3,588.70	1,111.30
50203.2 - Medical/Dental Plan	1,668.34	19,000.00	14,292.86	4,707.14
50205.2 - Life Insurance Plan	5.00	65.00	55.00	10.00
50208.2 - Workers Compensation	193.05	2,100.00	1,558.50	541.50

Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020

50209.2 - Sick Leave - Paid Abs.	0.00	1,500.00	1,500.00	0.00
50211.2 - Vacation Pay - Paid Abs.	495.24	2,100.00	1,484.00	616.00
50212.2 - Other Paid Absences	0.00	800.00	800.00	0.00
50213.2 - Uniforms - Maint. - Fringe	270.47	3,000.00	2,039.67	960.33
50214.2 - Holiday Pay	540.56	1,800.00	1,259.44	540.56
50220.2 - Pension - DB	199.13	3,000.00	2,443.26	556.74
50399.2 - Other Services	1,401.45	20,000.00	18,074.55	1,925.45
50404.2 - Major Supplies	0.00	2,000.00	(459.00)	2,459.00
50499.2 - Materials & Supplies	5.59	10,000.00	9,258.70	741.30
50903.2 - Dues & Subscriptions	0.00	1,800.00	1,800.00	0.00
50902.2 - Travel	0.00	500.00	500.00	0.00
50999.2 - Other Miscellaneous Exp.	0.00	300.00	300.00	0.00
50204.2 - Dental Insurance	94.32	1,000.00	733.88	266.12
50216.2 - Short Term/Long Term Disability	13.30	0.00	(26.60)	26.60
50700.2 - License Fees	0.00	0.00	(83.19)	83.19
588.02 - Transit - Maintenance	9,605.92	128,665.00	100,263.07	28,401.93
50104.3 - Administrative Wages	13,794.82	178,000.00	137,895.45	40,104.55
50199.3 - Other Salaries	0.00	800.00	800.00	0.00
50201.3 - Fica-Employer Share	1,137.89	15,500.00	12,168.07	3,331.93
50203.3 - Medical/Dental Plan	3,420.58	40,000.00	30,349.00	9,651.00
50205.3 - Life Insurance Plan	13.25	175.00	148.50	26.50
50208.3 - Workers Compensation	65.66	1,000.00	807.80	192.20
50210.3 - Pension - DC	1,244.52	18,000.00	14,313.49	3,686.51
50212.3 - Other Paid Absences	834.48	20,000.00	16,703.84	3,296.16
50213.3 - Uniforms - Maint. - Fringe	113.89	1,000.00	835.80	164.20
50214.3 - Holiday Pay	292.32	1,500.00	1,207.68	292.32
50220.3 - Pension - DB	153.71	2,200.00	1,766.31	433.69
50302.3 - Professional Services - C.P.A.	3,000.00	12,000.00	9,000.00	3,000.00
50303.3 - Professional & Tech. Serv.	0.00	10,000.00	10,000.00	0.00
50307.3 - Burglar Alarm	829.92	3,600.00	2,770.08	829.92

**Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020**

50308.3 - Advertising	192.50	12,000.00	11,422.50	577.50
50399.3 - Other Services	526.62	10,000.00	8,462.43	1,537.57
50404.3 - Major Supplies	0.00	1,000.00	570.02	429.98
50499.3 - Materials & Supplies	415.58	5,000.00	3,756.68	1,243.32
50502.3 - Utilities	458.02	15,500.00	13,026.36	2,473.64
50503.3 - Telephone	483.03	5,700.00	4,405.35	1,294.65
50903.3 - Dues & Subscriptions	0.00	2,500.00	261.50	2,238.50
50902.3 - Travel	0.00	4,000.00	3,359.79	640.21
50908.3 - Ads-Employ/Closed/Etc.	0.00	600.00	314.23	285.77
50999.3 - Other Miscellaneous Exp.	0.00	1,000.00	1,000.00	0.00
57402.3 - Ineligible Exp. - Fed. Rtap	0.00	0.00	(446.96)	446.96
50204.3 - Dental Insurance	153.10	2,000.00	1,568.05	431.95
50216.3 - Short Term/Long Term Disability	49.15	0.00	(98.30)	98.30
588.03 - Transit - Administration	27,179.04	363,075.00	286,367.67	76,707.33
TOTAL EXPENDITURES	138,213.76	2,055,080.00	1,639,368.17	415,711.83
Fund 588.0 - PUBLIC TRANSIT:				
TOTAL REVENUES	139,162.94	2,360,171.00	1,775,029.41	585,141.59
TOTAL EXPENDITURES	138,213.76	2,055,080.00	1,639,368.17	415,711.83
NET OF REVENUES & EXPENDITURES	949.18	305,091.00	135,661.24	169,429.76

Base = 25.0%

Revenue = 24.8%

Expense = 20.3%

2021 Revenue Budget = \$2,360,171.00

2021 Expense Budget = \$2,055,080.00

January

Vendor Bills

Balance Sheet

Budget Performance

**Van Buren Public Transit
Vendor Bills
Period Ending 01/31/2021**

VENDOR NAME	DESCRIPTION	AMOUNT
PAID BY CHECK OR EFT		
99 SIGNS	Bus 9 Decals	495.00
		495.00
Barbara Elster	CDL Renewal	65.00
		65.00
CARDMEMBER SERVICE	Office Supplies	78.94
CARDMEMBER SERVICE	Trash Cans & Barriers for Vans	27.50
CARDMEMBER SERVICE	Snowblower	749.99
CARDMEMBER SERVICE	Broom for Bus 36	8.99
CARDMEMBER SERVICE	Monitors & Brackets for New Buses	420.12
		1,285.54
CITY OF BANGOR	Sewer & water 12/29/20 - 01/22/21	203.71
		203.71
COMMUNITY TRANSPORTATION	CTAA Membership Dues	250.00
		250.00
HUBBEL, ROTH & CLARK, INC	Engineering services	75.57
		75.57
INDIANA MICHIGAN POWER	Electrical usage 1/3/21 - 1/30/21	420.35
		420.35
MEEKHOF TIRE SALES & SERVICE INC	Bus tires	653.20
MEEKHOF TIRE SALES & SERVICE INC	Bus tires	15.00
		668.20
MOTOROLA SOLUTIONS INC	3 bus radios	14,787.09
		14,787.09
OVERHEAD DOOR COMPANY	Main garage door service	170.00
		170.00
PAW PAW COLLISION CENTER	Bus 32 Repairs	8,026.06
PAW PAW COLLISION CENTER	Bus 10 Q-Straints	62.14
		8,088.20

**Van Buren Public Transit
Vendor Bills
Period Ending 01/31/2021**

TELE-RAD, INC.	Radio maintenance Jan 2021	176.40
		176.40
TONY DACOBA	Renewal Reimbursement	35.51
		35.51
VERIZON WIRELESS	Cell phones 12/24/20 - 01/23/21	154.52
		154.52
WEX BANK	Bus Fuel Jan 2021	7,710.80
		7,710.80
TOTAL CHECKS:		34,585.89

VENDOR NAME	DESCRIPTION	AMOUNT
PAID BY COUNTY P-CARD		
AMAZON	Breakroom Supplies	6.44
AMAZON	Cleaning Supplies	67.52
AMAZON	Garmin GPS Units	149.90
AMAZON	Backup Lights for Utility Room	49.99
AMAZON	Disposable Masks, Breakroom Supplies	95.55
AMAZON	Bus Fire Blanket Holders	45.98
AMAZON	Van Monitor	139.99
		555.37
BRONSON HEALTHCARE	Employee Screenings	125.00
BRONSON HEALTHCARE	Employee Screenings	620.00
		745.00
COMCAST BUSINESS	Internet 1/9/21 - 2/8/21	164.80
COMCAST BUSINESS	Telephone 1/9/21 - 2/8/21	78.45
		243.25
CONSUMERS ENERGY	Gas Usage 11/26/20 - 12/28/20	339.24
		339.24
DEX YP	Advertising Jan 2021	192.50
		192.50
KIMBALL MIDWEST	Shop Tool	6.90
		6.90

**Van Buren Public Transit
Vendor Bills
Period Ending 01/31/2021**

MIKE'S TOWING	Bus 32 Tow	138.00
		138.00
NETEXPRESS VOIP	Telephone Jan 2021	250.21
		250.21
OFFICE DEPOT	Copy Paper, Binders	58.19
		58.19
PARRETT COMPANY	Copier Contract 12/25/20 - 1/24/21	124.10
		124.10
REPUBLIC SERVICES	Waste Removal Jan 2021	87.05
		87.05
RIDGE NAPA	Shop Tool	21.59
RIDGE NAPA	Bus Parts	441.76
		463.35
ROSE PEST SOLUTIONS	Pest Control Contract Dec 2020	44.00
		44.00
STATE OF MI MPSCS	Radio Activation Fees	750.00
		750.00
UNIFIRST CORPORATION	Uniforms 12-01-20	64.37
UNIFIRST CORPORATION	Uniforms 12-08-20	50.12
UNIFIRST CORPORATION	Uniforms 12-15-20	64.37
UNIFIRST CORPORATION	Uniforms 12-22-20	50.12
UNIFIRST CORPORATION	Uniforms 12-29-20	64.37
		293.35
UPCLICK - PDF Architect	PDF Architect Annual Renewal	71.00
		71.00
VAN BUREN REMINDER	PT Driver Ads - Dec 2020	207.60
VAN BUREN REMINDER	Holiday Greeting Ad	118.80
		396.40
VINEYARD MEDIA	20 Week Pre-paid Ads	300.00
		300.00
TOTAL P-CARD:		5,057.91

Van Buren Public Transit
Vendor Bills
Period Ending 01/31/2021

	CHECKS:	\$34,585.89
	COUNTY P-CARD:	\$5,057.91
	TOTAL:	\$39,643.80

NOTE: For the P-Card, anything paid for December with a transaction posting date of January is posted to the General Ledger in January.

**Van Buren Public Transit
Balance Sheet
PERIOD ENDING 01/31/2021**

GL Number	Description	PERIOD ENDED 01/31/2020	PERIOD ENDED 01/31/2021
Fund 588.0 - PUBLIC TRANSIT			
*** Assets ***			
10101 - Pooled Cash			
588.0-000.00-001.000	Cash In Common Investment Pool	349,503.45	727,876.14
	10101 - Pooled Cash	349,503.45	727,876.14
10103 - Cash - Savings (Now)			
588.0-000.00-002.011	Cash - Savings (Now)	2,119,039.82	2,124,683.26
	10103 - Cash - Savings (Now)	2,119,039.82	2,124,683.26
10108 - Cash on Deposit - Keystone Advantage			
588.0-000.00-002.009	Cash on Deposit - Keystone Advantage	506.49	506.49
	10108 - Cash on Deposit - Keystone Advantage	506.49	506.49
10109 - Cash on Deposit - CDARS			
588.0-000.00-002.010	Cash on Deposit - CDARS	2,495,210.15	2,526,210.28
	10109 - Cash on Deposit - CDARS	2,495,210.15	2,526,210.28
10201 - Accounts Receivable			
588.0-000.00-040.000	Accounts Receivable	21,254.47	3,214.40
	10201 - Accounts Receivable	21,254.47	3,214.40
10207 - A/R Rtap Reim.			
588.0-000.00-079.001	A/R Rtap Reim.	0.00	0.00
	10207 - A/R Rtap Reim.	0.00	0.00
10213 - Accrued Interest-Investments			
588.0-000.00-056.000	Accrued Interest-Investments	2,645.35	1,758.30
	10213 - Accrued Interest-Investments	2,645.35	1,758.30
10260 - A/R Fed Cap Grant			
588.0-000.00-079.002	A/R Fed Cap Grant	0.00	123,034.68
	10260 - A/R Fed Cap Grant	0.00	123,034.68
10261 - A/R State Cap Grant			
588.0-000.00-078.002	A/R State Cap Grant	34,251.00	34,251.00
	10261 - A/R State Cap Grant	34,251.00	34,251.00

**Van Buren Public Transit
Balance Sheet
PERIOD ENDING 01/31/2021**

10262 - A/R Fedop Sec 5311-Current

588.0-000.00-079.003 A/R Fedop Sec 5311-Current	157,214.89	526,637.85
10262 - A/R Fedop Sec 5311-Current	157,214.89	526,637.85

10269 - Due From Fed-Sec 18 Op.

588.0-000.00-079.004 Due From Fed-Sec 18 Op.	0.00	0.00
10269 - Due From Fed-Sec 18 Op.	0.00	0.00

10270 - Fed Op Asst-Prior Yr.

588.0-000.00-079.005 Fed Op Asst-Prior Yr.	0.00	0.00
10270 - Fed Op Asst-Prior Yr.	0.00	0.00

10272 - A/R State Operating

588.0-000.00-078.003 A/R State Operating	0.00	0.00
10272 - A/R State Operating	0.00	0.00

10273 - A/R State Op Asst - Prior

588.0-000.00-078.004 A/R State Op Asst - Prior	0.00	0.00
10273 - A/R State Op Asst - Prior	0.00	0.00

10274 - A/R State - Job Access

588.0-000.00-078.005 A/R State - Job Access	0.00	0.00
10274 - A/R State - Job Access	0.00	0.00

10280 - General Fund

588.0-000.00-084.031 General Fund	0.00	0.00
10280 - General Fund	0.00	0.00

10301 - Inventory

588.0-000.00-110.000 Inventory	0.00	0.00
10301 - Inventory	0.00	0.00

10302 - Fuel

588.0-000.00-110.001 Fuel	0.00	0.00
10302 - Fuel	0.00	0.00

10401 - Prepaid Expense

588.0-000.00-060.000 Prepaid Expense	0.00	0.00
588.0-000.00-123.000 PREPAID EXPENSES	0.00	0.00
10401 - Prepaid Expense	0.00	0.00

10406 - Due From Governments

588.0-000.00-081.000 Due From Governments	0.00	0.00
10406 - Due From Governments	0.00	0.00

**Van Buren Public Transit
Balance Sheet
PERIOD ENDING 01/31/2021**

111011 - Land & Improvements			
588.0-000.00-132.000	Land & Improvements	60,560.80	60,560.80
	111011 - Land & Improvements	60,560.80	60,560.80
111012 - Facility - Other			
588.0-000.00-136.000	Facility - Other	858,254.47	858,254.47
	111012 - Facility - Other	858,254.47	858,254.47
111013 - Buses - Other			
588.0-000.00-148.000	Buses - Other	1,902,345.00	1,943,233.89
	111013 - Buses - Other	1,902,345.00	1,943,233.89
111014 - Other Vehicles			
588.0-000.00-158.000	Other Vehicles	126,996.99	126,996.99
	111014 - Other Vehicles	126,996.99	126,996.99
111015 - Shop Equipment - Other			
588.0-000.00-138.000	Shop Equipment - Other	110,676.87	110,676.87
	111015 - Shop Equipment - Other	110,676.87	110,676.87
111016 - Furniture & Equipment			
588.0-000.00-146.000	Furniture & Equipment	143,787.87	169,714.96
	111016 - Furniture & Equipment	143,787.87	169,714.96
111030 - Acc. Dep. - Land Improve			
588.0-000.00-133.000	Acc. Dep. - Land Improve	(31,429.60)	(35,985.68)
	111030 - Acc. Dep. - Land Improve	(31,429.60)	(35,985.68)
111031 - Acc. Dep. - Facility			
588.0-000.00-137.000	Acc. Dep. - Facility	(616,113.05)	(635,451.97)
	111031 - Acc. Dep. - Facility	(616,113.05)	(635,451.97)
111032 - Acc. Dep. - Buses			
588.0-000.00-149.000	Acc. Dep. - Buses	(1,229,346.18)	(1,382,608.81)
	111032 - Acc. Dep. - Buses	(1,229,346.18)	(1,382,608.81)
111033 - Acc. Dep. - Other Veh.			
588.0-000.00-159.000	Acc. Dep. - Other Veh.	(123,141.08)	(126,996.99)
	111033 - Acc. Dep. - Other Veh.	(123,141.08)	(126,996.99)
111034 - Acc. Dep. - Shop Equip			
588.0-000.00-139.000	Acc. Dep. - Shop Equip	(83,696.89)	(87,805.28)
	111034 - Acc. Dep. - Shop Equip	(83,696.89)	(87,805.28)

Van Buren Public Transit
Balance Sheet
PERIOD ENDING 01/31/2021

111035 - Acc Dep - Furn & Equip			
588.0-000.00-147.000	Acc Dep - Furn & Equip	(94,933.34)	(107,257.10)
	111035 - Acc Dep - Furn & Equip	(94,933.34)	(107,257.10)
111017 - Land			
588.0-000.00-130.000	LAND	67,229.00	67,229.00
	111017 - Land	67,229.00	67,229.00
111010 - Deferred Outflows - Pension			
588.0-000.00-196.000	Deferred Outflows - Pension	107,903.00	107,903.00
	111010 - Deferred Outflows - Pension	107,903.00	107,903.00
Total Assets		6,378,719.48	7,136,636.55
*** Liabilities ***			
10201 - Accounts Receivable			
588.0-000.00-299.000	Customer Overpayments MR	0.00	0.00
	10201 - Accounts Receivable	0.00	0.00
20101 - Accounts Payable			
588.0-000.00-202.000	ACCOUNTS PAYABLE	34,197.26	19,988.67
	20101 - Accounts Payable	34,197.26	19,988.67
20205 - Accrued Payroll			
588.0-000.00-257.000	Accrued Payroll	6,292.10	19,999.39
588.0-000.00-257.001	Accrued Payroll - Exp. Liabilities	0.00	0.00
	20205 - Accrued Payroll	6,292.10	19,999.39
20207 - Accrued Sick/Vac Pay			
588.0-000.00-343.000	Accrued Sick/Vac Pay	96,918.11	109,870.66
	20207 - Accrued Sick/Vac Pay	96,918.11	109,870.66
20308 - Deferred Revenue-Luog			
588.0-000.00-339.001	Deferred Revenue-Luog	0.00	0.00
	20308 - Deferred Revenue-Luog	0.00	0.00
20309 - Due To State			
588.0-000.00-228.000	Due To State	5,787.00	5,787.00
	20309 - Due To State	5,787.00	5,787.00

**Van Buren Public Transit
Balance Sheet
PERIOD ENDING 01/31/2021**

30401 - Contributed Capital-Federal

588.0-000.00-354.000	Contributed Capital-Federal	0.00	0.00
	30401 - Contributed Capital-Federal	----- 0.00	----- 0.00

30402 - Contributed Capital-State

588.0-000.00-353.000	Contributed Capital-State	0.00	0.00
	30402 - Contributed Capital-State	----- 0.00	----- 0.00

20102 - Accounts Payable - Tax Chargeback

588.0-000.00-291.000	Property Tax Case Liability	0.00	0.00
	20102 - Accounts Payable - Tax Chargeback	----- 0.00	----- 0.00

20209 - Net Pension Liability

588.0-000.00-334.000	Net Pension Liability	24,477.00	24,477.00
	20209 - Net Pension Liability	----- 24,477.00	----- 24,477.00

20310 - Deferred Inflows - Pension

588.0-000.00-339.002	Deferred Inflows - Pension	8,670.00	8,670.00
	20310 - Deferred Inflows - Pension	----- 8,670.00	----- 8,670.00

Total Liabilities

176,341.47 188,792.72

*** Fund Balance ***

30100 - Fund Balance

588.0-000.00-390.000	Fund Balance	6,001,620.73	6,001,620.73
588.0-000.00-390.500	Public Invest. In Transit	0.00	0.00
	30101 - Public Invest. In Transit	----- 6,001,620.73	----- 6,001,620.73

30102 - Amortization

588.0-000.00-390.600	Amortization	0.00	0.00
	30102 - Amortization	----- 0.00	----- 0.00

Total Fund Balance

6,001,620.73 6,001,620.73

Beginning Fund Balance

6,001,620.73 6,001,620.73

Net of Revenues VS Expenditures - 19-20

348,962.15

*19-20 End FB/20-21 Beg FB

6,350,582.88

Net of Revenues VS Expenditures - Current Year

200,757.28 597,260.95

Ending Fund Balance

6,202,378.01 6,947,843.83

Total Liabilities And Fund Balance

6,378,719.48 7,136,636.55

* Year Not Closed

**Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020**

GL NUMBER	ACTIVITY FOR	2020-21	AVAILABLE	YTD BALANCE
	MONTH 01/31/2021		BALANCE	01/31/2021
	INCREASE (DECREASE)	AMENDED BUDGET	NORMAL (ABNORMAL)	NORMAL (ABNORMAL)
Fund 588.0 - PUBLIC TRANSIT				
40101 - Fares - General Public	64.00	38,000.00	37,770.00	230.00
40103 - Fares - M.T.I. - Payee Advocate Fare	0.00	5,000.00	5,000.00	0.00
40104 - Fares - M. H. Mti (Rehab.)	590.70	75,000.00	71,455.80	3,544.20
40105 - Fares - Incidental Services	0.00	11,000.00	11,000.00	0.00
40107 - Fares - M.H. - P.S.R.	0.00	65,000.00	61,965.95	3,034.05
40119 - Fares - Senior Day Care	483.30	29,000.00	26,941.50	2,058.50
40129 - Van Buren Inter.School District	0.00	85,000.00	85,000.00	0.00
40132 - Child & Family Services	0.00	6,000.00	6,000.00	0.00
40760 - Sale Of Assets	0.00	0.00	(670.00)	670.00
40798 - Nontransportation Revenue	810.34	0.00	(7,371.48)	7,371.48
40800 - Current Property Tax	284,335.96	839,506.00	555,170.04	284,335.96
40910 - Local Operating Assistance	3,302.00	39,620.00	26,412.00	13,208.00
41101 - State Cash Grants - S.O.A.	64,141.00	754,441.00	497,882.00	256,559.00
41103 - State Cash Grants - Prior Year	3,541.00	0.00	(3,541.00)	3,541.00
41301 - Federal Op. Asst. Sec 18 (5311)	30,758.67	369,104.00	246,069.32	123,034.68
41398 - Federal Cash Grants - Rtap	0.00	4,500.00	(194.96)	4,694.96
41400 - Investment Income	1,758.30	39,000.00	31,600.98	7,399.02
41361 - CARES Act	182,340.67	0.00	(447,586.68)	447,586.68
588.00 - BUS SYSTEM	572,125.94	2,360,171.00	1,202,903.47	1,157,267.53
TOTAL REVENUES	572,125.94	2,360,171.00	1,202,903.47	1,157,267.53

50101.1 - Operator'S Wages	33,453.12	618,000.00	471,714.50	146,285.50
50102.1 - Oper. Super. Wages	3,796.32	48,740.00	33,321.99	15,418.01
50103.1 - Dispatcher'S Wages	10,868.31	159,000.00	113,397.19	45,602.81
50201.1 - Fica-Employer Share	4,795.31	75,000.00	56,514.22	18,485.78

Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020

50203.1 - Medical/Dental Plan	12,513.20	130,000.00	83,702.34	46,297.66
50205.1 - Life Insurance Plan	36.40	800.00	627.10	172.90
50208.1 - Workers Compensation	2,082.26	32,000.00	23,996.95	8,003.05
50209.1 - Sick Leave - Paid Abs.	295.77	11,000.00	6,283.08	4,716.92
50210.1 - Pension - DC	234.53	2,100.00	1,206.81	893.19
50211.1 - Vacation Pay - Paid Abs.	4,274.25	30,000.00	20,144.15	9,855.85
50212.1 - Other Paid Absences	1,578.74	12,500.00	8,491.30	4,008.70
50213.1 - Uniforms - Maint. - Fringe	0.00	3,000.00	1,481.31	1,518.69
50214.1 - Holiday Pay	8,227.92	17,000.00	4,180.72	12,819.28
50220.1 - Pension - DB	1,743.06	21,000.00	14,623.06	6,376.94
50399.1 - Other Services	12,226.26	100,000.00	68,729.76	31,270.24
50405.1 - Lubricants -- Vehicles	0.00	6,000.00	5,990.22	9.78
50401.1 - Gas, Oil	7,710.80	175,000.00	145,523.64	29,476.36
50402.1 - Tires & Tubes	0.00	30,000.00	23,171.90	6,828.10
50404.1 - Major Supplies	0.00	3,000.00	3,000.00	0.00
50499.1 - Materials & Supplies	860.19	32,000.00	25,154.00	6,846.00
50603.1 - Liability Insurance	0.00	21,000.00	8,121.21	12,878.79
50902.1 - Travel	0.00	800.00	800.00	0.00
50908.1 - Ads-Employ/Closed/Etc.	207.60	4,000.00	2,802.36	1,197.64
50999.1 - Other Miscellaneous Exp.	0.00	1,000.00	955.00	45.00
57402.1 - Ineligible Exp. - Fed. Rtap	0.00	0.00	(4,248.00)	4,248.00
50199.1 - Other Salaries	735.96	25,000.00	20,415.75	4,584.25
50204.1 - Dental Insurance	513.05	5,400.00	3,457.70	1,942.30
50216.1 - Short Term/Long Term Disability	146.66	0.00	(419.99)	419.99
50700.1 - License Fees	65.00	0.00	(223.61)	223.61
588.01 - Transit - Operations	106,364.71	1,563,340.00	1,142,914.66	420,425.34
50199.2 - Other Salaries	4,351.54	55,000.00	36,791.76	18,208.24
50201.2 - Fica-Employer Share	400.52	4,700.00	3,188.18	1,511.82
50203.2 - Medical/Dental Plan	1,591.88	19,000.00	12,700.98	6,299.02
50205.2 - Life Insurance Plan	2.80	65.00	52.20	12.80

Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020

50208.2 - Workers Compensation	192.86	2,100.00	1,365.64	734.36
50209.2 - Sick Leave - Paid Abs.	0.00	1,500.00	1,500.00	0.00
50211.2 - Vacation Pay - Paid Abs.	181.43	2,100.00	1,302.57	797.43
50212.2 - Other Paid Absences	0.00	800.00	800.00	0.00
50213.2 - Uniforms - Maint. - Fringe	293.35	3,000.00	1,746.32	1,253.68
50214.2 - Holiday Pay	925.28	1,800.00	334.16	1,465.84
50220.2 - Pension - DB	211.22	3,000.00	2,232.04	767.96
50399.2 - Other Services	338.00	20,000.00	17,736.55	2,263.45
50404.2 - Major Supplies	0.00	2,000.00	(459.00)	2,459.00
50499.2 - Materials & Supplies	146.00	10,000.00	8,931.11	1,068.89
50903.2 - Dues & Subscriptions	0.00	1,800.00	1,800.00	0.00
50902.2 - Travel	0.00	500.00	500.00	0.00
50999.2 - Other Miscellaneous Exp.	0.00	300.00	300.00	0.00
50204.2 - Dental Insurance	92.44	1,000.00	641.44	358.56
50216.2 - Short Term/Long Term Disability	13.30	0.00	(39.90)	39.90
50700.2 - License Fees	0.00	0.00	(83.19)	83.19
588.02 - Transit - Maintenance	8,740.62	128,665.00	91,340.86	37,324.14

50104.3 - Administrative Wages	12,888.09	178,000.00	125,007.36	52,992.64
50199.3 - Other Salaries	0.00	800.00	800.00	0.00
50201.3 - Fica-Employer Share	1,146.07	15,500.00	11,022.00	4,478.00
50203.3 - Medical/Dental Plan	3,357.78	40,000.00	26,991.22	13,008.78
50205.3 - Life Insurance Plan	5.60	175.00	142.90	32.10
50208.3 - Workers Compensation	66.13	1,000.00	741.67	258.33
50210.3 - Pension - DC	1,250.53	18,000.00	13,062.96	4,937.04
50212.3 - Other Paid Absences	1,543.92	20,000.00	15,159.92	4,840.08
50213.3 - Uniforms - Maint. - Fringe	0.00	1,000.00	835.80	164.20
50214.3 - Holiday Pay	597.20	1,500.00	610.48	889.52
50220.3 - Pension - DB	156.46	2,200.00	1,609.85	590.15
50302.3 - Professional Services - C.P.A.	0.00	12,000.00	9,000.00	3,000.00
50303.3 - Professional & Tech. Serv.	0.00	10,000.00	10,000.00	0.00

**Van Buren Public Transit
Budget Performance
PERIOD ENDING 12/31/2020**

50307.3 - Burglar Alarm	0.00	3,600.00	2,770.08	829.92
50308.3 - Advertising	681.30	12,000.00	10,741.20	1,258.80
50399.3 - Other Services	663.44	10,000.00	7,798.99	2,201.01
50404.3 - Major Supplies	0.00	1,000.00	1,000.00	0.00
50499.3 - Materials & Supplies	77.62	5,000.00	3,679.06	1,320.94
50502.3 - Utilities	1,215.15	15,500.00	11,198.61	4,301.39
50503.3 - Telephone	1,233.18	5,700.00	3,172.17	2,527.83
50903.3 - Dues & Subscriptions	250.00	2,500.00	11.50	2,488.50
50902.3 - Travel	0.00	4,000.00	3,359.79	640.21
50908.3 - Ads-Employ/Closed/Etc.	0.00	600.00	314.23	285.77
50999.3 - Other Miscellaneous Exp.	0.00	1,000.00	1,000.00	0.00
57402.3 - Ineligible Exp. - Fed. Rtap	0.00	0.00	(446.96)	446.96
50204.3 - Dental Insurance	150.02	2,000.00	1,418.03	581.97
50216.3 - Short Term/Long Term Disability	49.15	0.00	(147.45)	147.45
50700.3 - License Fees	35.51	0.00	(35.51)	35.51
588.03 - Transit - Administration	25,367.15	363,075.00	260,817.90	102,257.10
TOTAL EXPENDITURES	140,472.48	2,055,080.00	1,495,073.42	560,006.58
Fund 588.0 - PUBLIC TRANSIT:				
TOTAL REVENUES	572,125.94	2,360,171.00	1,202,903.47	1,157,267.53
TOTAL EXPENDITURES	140,472.48	2,055,080.00	1,495,073.42	560,006.58
NET OF REVENUES & EXPENDITURES	431,653.46	305,091.00	(292,169.95)	597,260.95

Base = 33.3%

Revenue = 49.0%

Expense = 27.2%

2021 Revenue Budget = \$2,360,171.00

2021 Expense Budget = \$2,055,080.00

DECEMBER			JANUARY		
Vendor Bills	26,214.55		Vendor Bills	39,643.80	
Payroll	112,337.89	2 pay periods	Payroll	114,469.08	2 pay periods
DECEMBER			JANUARY		
Revenue	Current	YTD	Revenue	Current	YTD
Fares	1,215.50	7,728.75	Fares	1,138.00	8,866.75
Millage	-	-	Millage	284,335.96	284,335.96
State/Fed	125,658.34	554,634.98	State/Fed	280,781.34	835,416.32
Interest	1,755.96	5,640.72	Interest	1,758.30	7,399.02
Other	10,533.14	17,137.14	Other	4,112.34	21,249.48
Total	139,162.94	585,141.59	Total	572,125.94	1,157,267.53
Expenses	Current	YTD	Expenses	Current	YTD
Operations	101,428.80	310,602.57	Operations	106,364.71	420,425.34
Maintenance	9,605.92	28,401.93	Maintenance	8,740.62	37,324.14
Administrative	27,179.04	76,707.33	Administrative	25,367.15	102,257.10
Total	138,213.76	415,711.83	Total	140,472.48	560,006.58
Net	949.18	169,429.76	Net	431,653.46	597,260.95
Key activity			Key activity		
DECEMBER			JANUARY		
Revenue:	24.8%		Revenue:	49.0%	
Expenses:	20.3%		Expenses:	27.2%	
Base:	25.0%		Base:	33.3%	
Maner Costerisan, PC	3,000.00	11.4% of bills	Motorola-Radios	14,787.09	37.3% of bills
Wex Bus Fuel	7,194.00	27.4% of bills	Paw Paw Collision Bus #32	8,026.0	20.2% of bills
			Wex Bus Fuel	7,710.80	19.5% of bills
Summarized balance sheet			Summarized balance sheet		
DECEMBER			JANUARY		
CASH	3,054,132.89		CASH	2,853,065.89	
CDARS	2,526,210.28		CDARS	2,526,210.28	
Acct. Receivable	3,291.90		Acct. Receivable	3,214.40	Radios
Assets	3,321,879.89		Assets	3,336,666.98	14,787.09
Acct. Payable	16,266.65		Acct. Payable	19,988.67	
Net of Rev vs Exp	169,429.76		Net of Rev vs Exp	597,260.95	
Notes:					

Vendor bills usually fluctuate between \$30 - \$35,000 per month. In Jan., we purchased 3 bus radios for the vans. We paid the auditor first payment for \$3,000. Total Payroll for December/January: \$226,806.97. Vendor bill reports give you a brief explanation of what was purchased. High items are noted here in yellow. The three categories of expenses are Operations, Maintenance, and Administration. Operations expenses include fuel, bus parts, bus repairs and wages for drivers, dispatchers, operations supervisor and safety trainer. Maintenance expenses includes mechanic and custodial wages and any building services or repairs. Administration expenses include office related purchases & services, director and finance wages. We sold old bus # 24 bus for scrap for \$670.00, and received 2 insurance reimbursements for accident repairs on bus #32 totaling \$7,371.48.

Respectfully, *Laurie Schlipp*

3/4/2021



County Administrator Agenda Item
Transit Committee Meeting

TO: Transit Committee
FROM: Tony Dacoba/Laurie Schlipp
DATE: March 9, 2021
RE: Operations Report

REQUEST:

The request is to review the operations report

ATTACHMENTS:

Description

- ▣ Dec - Jan Operations Report

December

&

January

Operations Reports

Rider Statistics for October 2020 through December 2020

$pw=stats$

VBPT 2020-2021 Statistics

Rider Statistics for the Month of December 2020

	Passengers Previous Month	Passengers Current Month	% of Ridership	Change/trend
Mental Health				
Mental Health - Saving Timbers (MTI)	102	61	1.80%	-40%
Mental Health -Hope Center	26	0	0.00%	-100%
Mental Health-Autumn House	42	69	2.04%	64%
Overall:	170	130	3.84%	-24%

ISD				
ISD/Young Adults	0	0	0.00%	
Overall:	0	0	0.00%	

General Public				
Paw Paw Demand Response	180	171	5.05%	-5%
South Haven Demand Response	1395	1416	41.78%	2%
Metro Loop	633	778	22.96%	23%
Concord Loop Paw Paw	443	526	15.52%	19%
Reservations	360	342	10.09%	-5%
Covert Township	27	26	0.77%	-4%
Overall:	3038	3259	96.16%	7%

Special Services				
Special Events	0	0	0.00%	
Overall:	0	0	0.00%	

Totals: 3208 3389 100% 6%

Passenger Characteristics				
	Passengers	Passengers		
Elderly (60+)	846	871	25.70%	3%
Persons w/ Disabilities	687	750	22.13%	9%
Elderly persons w/ Disabilities (60+)	848	833	24.58%	-2%
Passenger Trips	827	935	27.59%	13%
Total:	3208	3389	100.00%	6%

pw=stats

Special notes:

Hope Center remained closed this month

Saving Timbers (MTI) and Autumn House rides have decreased but they remain open.

Transit was closed 3 days in December for Christmas Eve, Christmas and New Years Eve.

20 Weekdays

4 Saturdays

4 Sundays

VBPT 2020-2021 Statistics

Rider Statistics for October 2020 through January 2021

Passengers Passengers % of Ridership Change/trend
YTD PREV YEAR YTD CUR YEAR

Mental Health

Mental Health - Saving Timbers (MTI)	2412	396	2.82%	-84%
Mental Health - Hope Center	2118	339	2.41%	-84%
Mental Health - Autumn House	910	230	1.64%	-75%
Overall:	5440	965	6.86%	-82%

ISD

ISD/Young Adults	3190	0	0.00%	-100%
Overall:	3190	0	0.00%	-100%

General Public

Paw Paw Demand Response	709	873	6.21%	23%
South Haven Demand Response	12880	5676	40.36%	-56%
Metro Loop	4685	2867	20.39%	-39%
Concord Loop Paw Paw	4513	2002	14.24%	-56%
Reservations	688	1564	11.12%	127%
Covert Township	154	115	0.82%	-25%
Overall:	23629	13097	93.14%	-45%

Special Services

Special Events	714	0	0.00%	-100%
Overall:	714	0	0.00%	-100%

Totals: 32973 14062 100% -57%

Passenger Characteristics

	Passengers	Passengers		
Elderly (60+)	8241	3597	25.58%	-56%
Persons w/ Disabilities	9151	3323	23.63%	-64%
Elderly persons w/ Disabilities (60+)	5664	3630	25.81%	-36%
Passenger Trips	9917	3512	24.98%	-65%
Total:	32973	14062	100.00%	-57%

pw=stats

VBPT 2020-2021 Statistics

Rider Statistics for the Month of January 2021

	Passengers Previous Month	Passengers Current Month	% of Ridership	Change/trend
Mental Health				
Mental Health - Saving Timbers (MTI)	61	66	2.03%	8%
Mental Health -Hope Center	0	0	0.00%	
Mental Health-Autumn House	69	54	1.66%	-22%
Overall:	130	120	3.69%	-8%

ISD				
ISD/Young Adults	0	0	0.00%	
Overall:	0	0	0.00%	

General Public				
Paw Paw Demand Response	171	164	5.04%	-4%
South Haven Demand Response	1416	1422	43.70%	0%
Metro Loop	778	654	20.10%	-16%
Concord Loop Paw Paw	526	474	14.57%	-10%
Reservations	342	388	11.92%	13%
Covert Township	26	32	0.98%	23%
Overall:	3259	3134	96.31%	-4%

Special Services				
Special Events	0	0	0.00%	
Overall:	0	0	0.00%	

Totals: 3389 3254 100% -4%

Passenger Characteristics				
	Passengers	Passengers		
Elderly (60+)	871	878	26.98%	1%
Persons w/ Disabilities	750	717	22.03%	-4%
Elderly persons w/ Disabilities (60+)	833	870	26.74%	4%
Passenger Trips	935	789	24.25%	-16%
Total:	3389	3254	100.00%	-4%

pw=stats

Special notes:

Hope Center remains closed.

Saving Timbers (MTI) increased and Autumn House decreased from the previous month.

Overall, total rides are down by 57% from the previous year.

Transit was closed one day in January on New Years Day.

20 Weekdays

5 Saturdays

54 Sundays



County Administrator Agenda Item
Transit Committee Meeting

TO: Transit Committee
FROM: Tony Dacoba/Laurie Schlipp
DATE: March 9, 2021
RE: Directors Report

REQUEST:

The request is to review the Directors report

ATTACHMENTS:

Description

- ▣ **Directors Report**

Director Report for March 2021

- Stairway project. Replaced ladder stairs to mezzanine with conventional stairs. We were experiencing unsafe conditions when carrying storage items up the ladder.
- VBT disposed of 2 vehicles through Biddergy. Sale proceeds \$9272.95.
- Beginning to renegotiate with Kalamazoo Metro to continue and extend our vehicle agreement that supplies VBT with sub recipient vehicles through Metro's funding.
- Contracted rides are commencing at a slow pace but projected to increase steadily through the coming months.
- VBT had the opportunity to schedule employees for Covid vaccinations. Most that are interested are scheduled a couple did not get an appointment this round.
- MDOT has a special offer to grant dollars for electric vehicles. VBT has some runs that could utilize the 200 mile or less a day vehicle, so we will look into obtaining one and the needed infrastructure to operate and maintain an electric vehicle.



County Administrator Agenda Item
Transit Committee Meeting

TO: Board of Commissioners
FROM: Tony Dacoba/Laurie Schlipp
DATE: March 9, 2021
RE: Annual Application for Fiscal Year 2022

REQUEST:

The request is to authorize the Board Chair to sign the Contract Clauses Certification and a Resolution of Intent for the fiscal year 2022

BACKGROUND:

Required by Michigan Department of Transportation (MDOT) to receive State and Federal funding.

The forms are to show that Public Transit is in compliance with MDOT regulations. The budget projects revenue, expenses, and ridership for FY 2022 and is required to calculate state and federal funds. Capital requests are required to receive future bus replacements or other projects.

FINANCIAL IMPACT:

Eligible expenses are an estimated total of \$2,066,175.00

RECOMMENDATION:

The recommendation is due to the deadline of this contract, to expedite this process to move to both the Committee of the Whole and Board of Commissioners meeting on March 9, 2021 and authorizes the Board Chair to sign on its behalf.

ATTACHMENTS:

Description

- ▣ **Annual Application FY 2022**

FY 2022 CONTRACT CLAUSES CERTIFICATION

Certification 1

I acknowledge that I have reviewed a copy of the Contract Clauses. I understand that the nature of the project will determine which requirements of the contract clauses apply and I will comply with all applicable clauses for all FTA-funded contracts for the application year.

Name Of The Person Authorized To Sign A Contract Or Project Authorization

Richard Godfrey

Legal Organization Name

Van Buren County Board of Commissioners

Title Of Authorized Signer

Chair

Signature Of Authorized Signer ** (See Below)

Date

* If the organization has a master agreement with MDOT, the organization name must match the name as it appears on the master agreement. Organizations with multiple contracts must submit multiple contract clauses certifications.

** If the organization has a master agreement with MDOT, the signature must be the same as the authorized signer of the master agreement or an individual with legal authority to sign a project authorization for the organization. Your agency can change, add or remove an authorized signer at any time by completing a signature resolution.

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2022 under Act 51 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 Van Buren County Board of Commissioners/Van Buren Public Transit (hereby known as THE APPLICANT) established under Act 94 to provide a local transportation program for the state fiscal year of 2022 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the 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 51; 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 have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ 371,912 estimated state funds \$ 775,539 estimated local funds \$ 1,212,126 with total estimated expenses of \$ 2,066,175

(Note: Local funds include fare box and any other local revenue)

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

HEREBY, appoints Tony Dacoba 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 for its administration of Act 51 for 2022

I, (Name) Richard Godfrey

(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of

March 20 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 [REDACTED], this [REDACTED]
day of [REDACTED] A.D 20 [REDACTED]

SIGNATURE

FY 2022 COORDINATION PLAN FOR LOCAL BUS OPERATING ASSISTANCE

All agencies applying for Local Bus Operating Assistance must submit a coordination plan. (If an agency also is applying for Specialized Services Operating Assistance, only the Specialized Services coordination plan is required.)

Organizations must ensure that the level and quality of service will be provided without regard to race, color or national origin and that there is no disparate impact on groups protected by Title VI of the Civil Rights Act of 1964 and related statutes and regulations.

Name of Applicant (legal organization name)

Van Buren Public Transit

TRANSIT PROVIDER/PURCHASER AND COORDINATION EFFORTS

Describe efforts for coordinating transit services with each of these agencies, including any purchase of service arrangements, training, maintenance, and dispatching services, etc. Also include a description of the process used to ensure coordination efforts are being pursued (i.e., LAC meetings, public hearings, etc.)

Van Buren Community Mental Health Authority - Purchase services
South Haven Area Senior Services - Purchase services, Senior Nutrition
Bronson South Haven Hospital - Purchase/Medical
South Haven Public Schools - Purchase/Persons w/Disabilities
Bangor Public Schools - Purchase services
Covert Township - Purchase/Elderly
Michigan Works - Purchase/Work trips
Bronson Lakeview Healthcare - Purchase/Medical
Van Buren/Cass District Health Dept. - Purchase services
Van Buren County Area Senior Services - Purchase services
Child and Family Services - Purchase services
Maple Hill Assisted Living - Purchase services
South Haven Renal Care - Purchase services
Graceway at Countryside Nursing Home - Purchase services
South Haven Nursing & Rehab. - Purchase services
Van Buren County - Purchase services
LAC Meetings

FUTURE TRANSIT OBJECTIVES

Describe your future objectives regarding coordination/consolidation of transit services:

Coordination efforts are made through the Van Buren County Board of Commissioners, Van Buren Public Transit Committee, Local Advisory Council (LAC), and staff at Van Buren Public Transit. Coordination efforts continue to be enhanced with the South Haven Area Senior Services and Van Buren County Area Senior Services.

FY 2022 FTA CERTIFICATIONS AND ASSURANCES

Name Of Applicant (legal organization name)

Van Buren County Board of Commissioners/Van Buren Public Transit

The Applicant agrees to comply with the applicable requirements of categories below. * ☒
Those requirements that do not apply to you or your project will not be enforced.

<u>Categories</u>	<u>Descriptions</u>
01.	Certifications and Assurances Required of Every Applicant.
02.	Public Transportation Agency Safety Plans.
03.	Tax Liability and Felony Convictions.
04.	Lobbying.
05.	Private Sector Protections.
06.	Transit Asset Management Plan.
07.	Rolling Stock Buy America Reviews and Bus Testing.
08.	Formula Grants for Rural Areas.
09.	Grants for Buses and Bus Facilities and Low or No Emission Vehicle Deployment Grant Programs.
10.	Enhanced Mobility of Seniors and Individuals with Disabilities Programs.
11.	Alcohol and Controlled Substances Testing.
12.	Demand Responsive Service.
13.	Interest and Financing Costs.
14.	Construction Hiring Preferences.

FTA and MDOT intend that the certifications and assurances the Applicant has selected on this form should apply, as required, to each project for which the Applicant seeks FTA assistance during application year.

The Applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in the statements submitted herein with this document, and acknowledges that the provisions of the program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. 3801 et.seq., and implemented by DOT regulations, 'Program Fraud Civil Remedies,' 49 CFR part 31 apply to any certification, assurance, or submission made to FTA. The criminal fraud provisions of 18 U.S. C. 1001 may apply to any certification, assurance, or submission made in connection with any program administered by FTA.

FY 2022 STATE CERTIFICATIONS AND ASSURANCES

Form 1

This form is required for all agencies applying for Regular Services, Section 5311 JARC, Section 5310, and/or New Freedom projects.

Name of Applicant (legal organization name)

Van Buren County Board of Commissioners/Van Buren Public Transit

THE APPLICANT AGREES TO COMPLY WITH THE APPLICABLE REQUIREMENTS SELECTED BELOW:

- This organization has the necessary operational lifts on its vehicles as required by Act 51, [Section 10e (17) and 10e(18)] of the Public Acts of 1951, as amended, and the Americans with Disabilities Act of 1990. ☒
- The organization also certifies that the lifts are maintained and cycled on a regularly scheduled basis.
- B. This organization has proof of insurance on file that meets the insurance requirements in exhibit a of your master agreement with the Michigan Department of Transportation. ☒

The applicant affirms the truthfulness and accuracy of the certifications and assurances it has made in statements submitted herein with this document. The truthfulness and accuracy of this document will enable the applicant to receive state funding.

FY 2022 TITLE VI INFORMATION

Name Of Applicant (legal organization name)

Van Buren County Board of Commissioners/Van Buren Public Transit

All FTA funds recipients, except for urban agencies that receive all of their FTA funds directly from FTA, must submit the following information that covers the period since your last MDOT application. First-time applicants should submit information for the previous fiscal year.

1. Are there any active lawsuits or complaints naming the applicant that allege discrimination based on race, color or national origin with respect to service or other transit benefits?

☐ Yes ☒ No

2. Have you had any Title VI compliance review activities conducted with regard to your transportation program, including triennial compliance reviews conducted by FTA and/or MDOT?

☐ Yes ☒ No

3. When was your last title VI program approved by MDOT or FTA **MM/DD/YYYY**

4. Has your Title VI Coordinator/EEO Officer changed during the reporting period or since your last Title VI Plan was approved?

☐ Yes ☒ No

5. Has your organization had any projects and/or service change that have Title VI, Limited English Proficiency (LEP), or Environmental Justice (EJ) impacts? Service change includes service expansion/reduction, route and/or hour changes, etc

☐ Yes ☒ No

6. During this reporting period, how were your employees educated about Title VI and their responsibility to ensure non-discrimination in any of your programs, services, or activities?

New hires are trained after hiring during their training process. The employee Education form is disseminated annually to all employees. The form is also posted on conspicuous bulletin boards for all to see. Title VI is reviewed during an all staff annual refresher training day. TV monitors are on buses which include the posting.

FY 2022 VEHICLE ACCESSIBILITY PLAN UPDATE

NOTICE: The Local Advisory Council(LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

Name of Applicant (legal organization name)

Van Buren County Board of Commissioners/Van Buren Public Transit

1. Total D-R Fleet anticipated for application year (including locally funded vehicles)

20

2.Total Anticipated D-R Fleet Accessible or lift-equipped (including locally funded vehicles)

19

3. Has the agency made any changes in vehicle inventory described in No. 1 and No. 2 above since the last accessibility plan update was submitted?

(If "yes" explain changes and reasons for those changes below.)

☐ Yes ☒ No

4.Has the agency made any changes in the following since the last accessibility plan update was submitted?

A. Fare structure

☒ Yes ☐ No

Please Explain

Due to COVID-19, all rides are free except contracted rides.

B. Service area information

☐ Yes ☒ No

C. Service availability information

☐ Yes ☒ No

D. Service Hours/days of operation

☐ Yes ☒ No

E.Local advisory council membership

☐ Yes ☒ No

5.Has the agency made any other changes in its vehicle accessibility plan since last submission of an accessibility plan or annual update?

☐ Yes ☒ No

6. How frequently does the agency's LAC meet?

☐ Annually ☒ Quarterly ☐ Monthly ☐ Other

7. LAC MEMBER LIST (List below the members of your agency LAC. Attach a separate page of additional names if necessary.)

NOTICE: The Local Advisory Council (LAC) must review and be given the opportunity to comment on this Vehicle Accessibility Plan (VAP). Please attach the signed minutes of the LAC meeting at which this VAP was discussed and approved.

NOTE: MDOT Administrative Rule 202 requires that the applicant agency shall establish a LAC composed of a minimum of three members. No LAC member shall be a staff or board member of the applicant agency. The applicant agency shall ensure all of the following:

- 1) 50% of the LAC membership represents persons who are 65 years of age or older and persons who have disabilities within the service area;
- 2) the LAC membership includes people who have diverse disabilities and the elderly who are users of public transportation; and
- 3) the applicant agency has approved at least one member, or 12% of the membership, jointly with the area agency on aging.

Does the list of members reflect the membership in the minutes?

☒ Yes ☐ No

1. CHAIRPERSON'S NAME

Affiliation (Name of organization, if any)

Richard Curtis

Senior Services of Van Buren County

This member represents

- ☐ Persons with Disabilities ☒ Persons 65 years and older ☐ Neither of these groups

This member is

- ☐ Jointly appointed by an area agency on aging ☐ A user of public transportation ☐ None of these groups
☒ Age 65 or older ☐ A Person with Disabilities

2. NAME

Affiliation (Name of organization, if any)

Sherry Bennett-Persons W/Disabilities

Van Buren Comm. Mental Health/Great Start Coll.

This member represents

- ☒ Persons with Disabilities ☐ Persons 65 years and older ☐ Neither of these groups

This member is

- ☐ Jointly appointed by an area agency on aging ☒ A user of public transportation ☐ None of these groups
☐ Age 65 or older ☐ A Person with Disabilities

3. NAME

Affiliation (Name of organization, if any)

Faith Dowd - Seniors

Area Agency on Aging

This member represents

- ☐ Persons with Disabilities ☒ Persons 65 years and older ☐ Neither of these groups

This member is

- ☒ Jointly appointed by an area agency on aging ☐ A user of public transportation ☐ None of these groups
☐ Age 65 or older ☐ A Person with Disabilities

4. NAME

Affiliation (Name of organization, if any)

Karen King - County-Wide Education

Van Buren Intermediate School District

This member represents

- ☒ Persons with Disabilities ☐ Persons 65 years and older ☐ Neither of these groups

This member is

- ☐ Jointly appointed by an area agency on aging ☐ A user of public transportation ☒ None of these groups
☐ Age 65 or older ☐ A Person with Disabilities

5. NAME**Affiliation (Name of organization, if any)**

Julie Pioch - Planning

Van Buren County - MSU Extension

This member represents

- ☐ Persons with Disabilities ☐ Persons 65 years and older ☒ Neither of these groups

This member is

- ☐ Jointly appointed by an area agency on aging ☒ A user of public transportation ☐ None of these groups
☐ Age 65 or older ☐ A Person with Disabilities

6. NAME**Affiliation (Name of organization, if any)**

Kirk Kruithof - User/Persons W/Disabilities

User/Transit Passenger

This member represents

- ☒ Persons with Disabilities ☐ Persons 65 years and older ☐ Neither of these groups

This member is

- ☐ Jointly appointed by an area agency on aging ☒ A user of public transportation ☐ None of these groups
☐ Age 65 or older ☒ A Person with Disabilities

7. NAME**Affiliation (Name of organization, if any)**

Vacancy

Low Income

This member represents

- ☐ Persons with Disabilities ☐ Persons 65 years and older ☐ Neither of these groups

This member is

- ☐ Jointly appointed by an area agency on aging ☐ A user of public transportation ☐ None of these groups
☐ Age 65 or older ☐ A Person with Disabilities

Van Buren Public Transit

**610 David Walton Drive
Bangor, MI 49013**

(269) 427-7377

Nonurban County

Regular Service

Annual Budgeted

2022

Operating Revenue: \$296,000

Total Eligible Expenses: \$2,066,175

Local Share: \$1,212,127

Comments: -

**Van Buren Public Transit
Nonurban County
Regular Service
Annual Budgeted
2022**

Revenue Schedule Report

Code	Description	Amount
401 :	Farebox Revenue	
40100	Passenger Fares (-)	\$291,000
40102	Deviated (Flex) Route Pass Fares (-)	\$5,000
408 :	Local Revenue	
40800	Taxes Levied Directly for/by Transit Agency (-)	\$839,506
409 :	Local Revenue	
40910	Local Operating Assistance (-)	\$39,620
411 :	State Formula and Contracts	
41101	State Operating Assistance (37.5350%)	\$775,539
413 :	Federal Contracts	
41301	Section 5311 Operating (18%)	\$371,912
41360	CARES Act Lost Revenue Replacement/Rural CARES Flex (-)	\$1
41398	RTAP (-)	\$5,500
414 :	Other Revenue	
41400	Interest Income (-)	\$37,000
Total Revenues: \$2,365,078		

**Van Buren Public Transit
Nonurban County
Regular Service
Annual Budgeted
2022**

Expense Schedule Report

Code	Description	Amount
501 :	Labor	
50101	Operators Salaries & Wages (-)	\$618,000
50102	Other Salaries & Wages (-)	\$327,800
50103	Dispatchers' Salaries & Wages (-)	\$159,000
502 :	Fringe Benefits	
50200	Fringe Benefits (-)	\$472,375
50210	DC Pensions (-)	\$21,600
50220	DB Pensions (-)	\$26,100
503 :	Services	
50302	Advertising Fees (-)	\$12,000
50305	Audit Costs (-)	\$12,000
50399	Other Services (-)	\$138,100
504 :	Materials and Supplies	
50401	Fuel & Lubricants (-)	\$156,000
50402	Tires & Tubes (-)	\$30,000
50404	Major Purchases (Explain in comment field) (-)	\$6,000
50499	Other Materials & Supplies (-)	\$47,000
505 :	Utilities	
50500	Utilities (-)	\$21,400
506 :	Insurance	

**Van Buren Public Transit
Nonurban County
Regular Service
Annual Budgeted
2022**

Expense Schedule Report

Code	Description	Amount
50603	Liability Insurance (-)	\$13,000
507 :	Taxes & Fees	
50700	Taxes & Fees (-)	\$200
509 :	Misc Expenses	
50902	Travel, Meetings & Training (-)	\$6,100
50903	Association Dues & Subscriptions (-)	\$4,000
50999	Other Misc Expenses (Explain in comment field) (-)	\$1,000
574 :	Ineligible Expenses	
57402	Ineligible RTAP (-)	\$5,500

Total Expenses: \$2,071,675

Total Ineligible Expenses: \$5,500

Total Eligible Expenses: \$2,066,175

**Van Buren Public Transit
Nonurban County
Regular Service
Annual Budgeted
2022**

Non Financial Schedule Report

Public Service

Code	Description	Weekday DR	Saturday DR	Sunday DR	Total
610	Vehicle Hours	38,900	1,460	1,150	41,510
611	Vehicle Miles	536,000	12,900	11,300	560,200
615	Unlinked Passenger Trips - Regular	23,000	1,400	1,130	25,530
616	Unlinked Passenger Trips - Elderly	22,700	1,700	1,600	26,000
617	Unlinked Passenger Trips - Persons w/Disabilities	23,400	500	500	24,400
618	Unlinked Passenger Trips - Elderly Persons w/Disabilities	17,800	900	900	19,600
622	Total Demand-Response Unlinked Passenger Trips	65,900	2,500	2,130	70,530
624	Total Deviated Route Unlinked Passenger Trips	21,000	2,000	2,000	25,000
625	Days Operated	252	52	51	355

Total Passengers: 95,530

Vehicle Information

Code	Description	Quantity
651	Total Deviated Route Vehicles	2
652	Deviated Route Vehicles w/ Lifts	2
655	Total Demand-Response Vehicles	20
656	Demand-Response Vehicle w/ Lifts	19
658	Total Transit Vehicles	22

Total Vehicles: 22

Miscellaneous Information

Code	Description	Quantity DR
634	Deviated Route Hours	6,000
635	Deviated Route Miles	70,000
660	Diesel/Gasoline Gallons Consumed	84,450
661	Total Transit Agency Employees (Full-Time Equivalents)	29
662	Total Revenue Vehicle Operators (Full-Time Equivalents)	18

**Van Buren Public Transit
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2022 CMAQ								
Eligible/Pending:3 Requested:3	Vehicle	Desc:Medium Class 1, 32ft. with lift, gas engine Justn:#30 71-6037; #31 71-6038; #32 Eligible by age	\$264,000	\$66,000	\$0	\$330,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$264,000	\$66,000	\$0	\$330,000		
2022 SEC 5339 - Bus and Bus Facilities								
Eligible/Pending:1 Requested:1	Vehicle	Desc:12-Passenger Van w/ lift Justn:#33 Van Replace by age and miles	\$45,600	\$11,400	\$0	\$57,000	REPLACE	PRE-REQUESTED
Requested:1	Equipment	Desc:Scheduling software to schedule trips and record keeping. Justn:Scheduling software to be used on multiple computers. Replace existing software purchased 5/2008.	\$40,000	\$10,000	\$0	\$50,000	REPLACE	PRE-REQUESTED
Requested:22	Equipment	Desc:AVL Technology & Cameras for all vehicles Justn:Retrofit existing vehicles with AVL Technology & Cameras.	\$15,000	\$3,750	\$0	\$18,750	EXPAND	PRE-REQUESTED
Requested:1	Facility	Desc:Expand facility to accommodate vehicles and staff and to maintain social distance status. Dispatchers are currently separated by plastic barriers. Justn:Satellite facility to house buses off mail facility site and expand dispatch and storage space. Garage: 87'x76'. Wash Bay 28'x38'. Office: 28'x38'. Dispatch and storage: 100 squ. ft.	\$800,000	\$200,000	\$0	\$1,000,000	EXPAND	PRE-REQUESTED
Sub Total By Program Type			\$900,600	\$225,150	\$0	\$1,125,750		
Sub Total By Request Year			\$1,164,600	\$291,150	\$0	\$1,455,750		

**Van Buren Public Transit
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2023		SEC 5339 - Bus and Bus Facilities						
Eligible/Pending:4 Requested:4	Vehicle	Desc:Medium Class 1, 29ft. with lift , gas engine Justn:Replace bus #35, #36, #37, and #38. Eligible by age.	\$342,400	\$85,600	\$0	\$428,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$342,400	\$85,600	\$0	\$428,000		
Sub Total By Request Year			\$342,400	\$85,600	\$0	\$428,000		

**Van Buren Public Transit
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2024		SEC 5339 - Bus and Bus Facilities						
Eligible/Pending:1 Requested:1	Vehicle	Desc:Medium Class 1, 32ft. with lift, gas engine Justn:Replace Trolley #1, VIN 13589 with a trolley.	\$88,000	\$22,000	\$0	\$110,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$88,000	\$22,000	\$0	\$110,000		
Sub Total By Request Year			\$88,000	\$22,000	\$0	\$110,000		

**Van Buren Public Transit
Capital Requests For FY 2022**

Req. Yr	Program	Item Description/Justification	Federal Amount	State Amount	Local Amount	Total Amount	Action	Status
2025		SEC 5339 - Bus and Bus Facilities						
Eligible/Pending:3 Requested:3	Vehicle	Desc:Medium Class 1, 32ft. with lift, gas engine Justn:Replace bus #2 71-6355; #3 71-6695; and #4 71-6694. Eligible by age.	\$264,000	\$66,000	\$0	\$330,000	REPLACE	PRE-REQUESTED
Sub Total By Program Type			\$264,000	\$66,000	\$0	\$330,000		
Sub Total By Request Year			\$264,000	\$66,000	\$0	\$330,000		
Grand Total			\$1,859,000	\$464,750	\$0	\$2,323,750		



County Administrator Agenda Item
Transit Committee Meeting

TO: Board of Commissioners
FROM: Tony Dacoba/Laurie Schlipp
DATE: March 9, 2021
RE: MDOT Contract 2017-/P2/R1

REQUEST:

The request is to approve the renewal of MDOT Contract 2017-0316/P2/R1

BACKGROUND:

MDOT Contract 2017-0316/P2/R1 will expire on March 21, 2021. It was renewed last fall for six months.

This contract is for a pilot bus. The initial delay was due to COVID-19 and it was further delayed when it was discovered it was built with a 2019 chassis and should have been a 2020.

The updated contract has not been received yet. Attached is a copy of the one that is expiring. MDOT is extending the contract to September 2021 to avoid the contract expiring before the bus is delivered.

FINANCIAL IMPACT:

\$93,750 to purchase up to one 30 to <35 foot gas replacement bus with lift.

\$35,000 Federal funding, \$8,750 State funding and \$50,000 or remainder with local funds.

RECOMMENDATION:

The recommendation is to expedite this process to both the Committee of the Whole and Board of Commissioners meeting on March 9, 2021 due to the deadline and authorizes both the Board Chair and Vice-Chair to sign on its behalf.

ATTACHMENTS:

Description

- ▢ **Copy of MDOT Contract Expiring**



Date: July 13, 2020
Agreement No.: 2017-0136
Authorization No.: P2/R1
Project No.: 133098
Agenda: MA

**REVISED PROJECT AUTHORIZATION
VAN BUREN COUNTY BOARD OF COMMISSIONERS
FY 2017 SECTION 5311 CAPITAL
FORMULA GRANTS FOR RURAL AREAS PROGRAM
AND SMALL CITIES (5,000 - 50,000) PROGRAM**

This information is required by the Michigan Department of Transportation (MDOT) in order to record agreement of utilization of funds provided by the Federal Transit Administration, United States Department of Transportation and MDOT. The funds provided shall be used by the AGENCY in accordance with the above referenced Master Agreement.

Authorization Effective Date: September 22, 2017

Authorization Expiration Date: March 21, 2021

Fiscal Year of Effective Contract Clauses: 2017

The Federal grant associated with the PROJECT AUTHORIZATION is Temporary No. 1207-2016-4/Permanent No. MI-2016-037-01.

Award Year: 2017

Federal Item Number: WK0058

The Data Universal Numbering System (DUNS) number for the AGENCY is 127813053.

The Catalog of Federal Domestic Assistance Number for the Federal Transit Administration Formula Grants for Rural Areas Program is 20.509.

The AGENCY will be financially and legally responsible for the terms and conditions of the Special Section 5333(b) labor warranty as agreed to in your annual application. The Special Section 5333(b) warranty can be found at: www.dol.gov/dol/esa/public/regs/compliance/olms/13factsheet.htm.

The AGENCY agrees to prepare and submit to MDOT quarterly milestone reports for Section 5311. Reports are due 10 days after the end of each quarter.

Timely Expenditure of Funds

The funds included in this PROJECT AUTHORIZATION must be obligated (i.e., place orders for buses, issue third party contracts, purchase equipment, complete facility improvements) within six months of receiving an awarded PROJECT AUTHORIZATION. If funds have not been obligated within twelve months, MDOT may cancel this PROJECT AUTHORIZATION and the AGENCY will no longer have access to the funds. MDOT will not extend this PROJECT AUTHORIZATION beyond three years except for very unique circumstances as determined by MDOT. MDOT will allow for additional time for new facility construction projects if sufficient progress is being made to complete the project.

COPY

Van Buren County BOC
Agreement No.: 2017-0136
Authorization No.: P2/R1
Project No.: 133098
Page: 2 of 2

The purpose of Revision 1 is to extend the authorization term by six months to allow the AGENCY sufficient time to complete the project.

<u>Line No.</u>	<u>Item</u>	<u>Line Item</u>	<u>Federal</u>	<u>State</u>	<u>Local</u>	<u>Total</u>
<u>Revenue vehicles:</u>						
1	Up to one 30 to <35 ft replacement bus (810)	11.12.03	\$35,000	\$8,750	\$50,000	\$93,750

Funding sources:

2017/56150/3120 \$35,000 (F)
2017/C87750/1120 \$ 8,750 (S)

PRF No.: 2017-392
2020-606

VAN BUREN COUNTY BOARD OF COMMISSIONERS

Mike Chappell Mike Chappell
Aug 28 2020 9:11 AM
Signature

Richard Godfrey Richard Godfrey
Aug 28 2020 9:10 AM
Signature

MICHIGAN DEPARTMENT OF TRANSPORTATION

Jean Ruestman
Digitally signed by Jean Ruestman
DN: CN = Jean Ruestman email = ruestmanj@michigan.gov C = US
O = State of Michigan
Date: 2020.08.28 12:13:05 -0400
Title: Department Director

AWARD DATE
August 28, 2020
Michigan Department
of Transportation

MANAGEMENT APPROVAL
July 27, 2020

VAN BUREN COUNTY BOARD OF COMMISSIONERS

☒ RESOLUTION ☐ MOTION ☐ REPORT OF TRANSIT COMMITTEE

HONORABLE BOARD OF COMMISSIONERS:

WHEREAS, the Michigan Department of Transportation (MDOT) has provided Agreement No. 2017-0136, Authorization P2, R1, and;

WHEREAS, this contract is being revised to extend the expiration date. The original expiration date was Sept. 22, 2020. The bus was ordered before COVID-19 but production was delayed due to COVID-19. To avoid the contract expiring before the bus is delivered to Transit, MDOT is extending the expiration date to March 21, 2021, and;

WHEREAS, the purpose of this contract is to purchase up to one 30 to 35-foot gas replacement bus with lift.

WHEREAS, the cost would consist of \$35,000 from Federal funding, \$8,750 State funding and \$50,000 with local funds.

NOW, THEREFORE, BE IT RESOLVED, that the Van Buren County Board of Commissioners approves MDOT Agreement No. 2017-0136, Authorization P2, R1 authorizes the Chairperson to execute the appropriate documents on their behalf.

 **COPY**

Signed: Gail Patterson-Gladney
Kurt Dordick
Richard Godfrey
W. Hall
Randy Peat
D. Turner
Paul Schincariol

Date: August 25, 2020

FOR CLERK'S USE ONLY

MOTION BY: Chappel

CARRIED ☒

SECONDED BY: Patterson-Gladney

NOT CARRIED ☐