

**TWIN CITIES AREA TRANSPORTATION  
AUTHORITY BOARD MEETING (MINUTES)**

November 28<sup>th</sup>, 2023

**Call to Order**

A Board Meeting of the Twin Cities Area Transportation Authority was held on November 28th, 2023, at the City Hall Chambers in Benton Harbor, MI. The meeting started at 5:30 pm and was presided over by Board Member Ron Singleton.

**Roll Call/Attendees**

Board Members Present:        Mr. Ron Singleton- Board Member  
   Mr. Spencer Nesbitt- Board  
   Member  
   Mr. Daryl Jackson- Board  
   Member  
   Mrs. Cora Robinson- Board  
   Member  
   Mr. Virgil Hatcher- Board  
   Member

Board Members Absent:        NONE

Staff Present:                    Mr. Rufus Adams- Executive Director  
   Mr. Nick Fort- Operations Manager  
   Mr. Richard Lee, Operations Manager  
   Mrs. Toranita Meridy- Brooks, Human  
   Resources

Staff Absent:                    None

Public:                            Nidra Singleton  
   Carla Choudhry  
   James Parson  
   Lorilei Purnell  
   Edward Isom

**The board meeting was called to order by Ron Singleton.**

Motion to adjourn into closed session at 5:32pm  
Meeting was called to order at 6:27pm again by Ron Singleton

Secretary's Report: NONE

General Information: NONE

EXECUTIVE DIRECTOR'S REPORT- RUFUS ADAMS

#### **DIRECTOR'S UPDATES:**

**Financial Statements:** Executive Director Adams stated that Hungerford Nichols did not have financial statements available at this time.

**Capital Projects:** The HVAC system is near completion and City Plumbing should be finished sometime next week. VIN numbers were created for the electric vehicles; however, we are waiting for the supplier to provide us with delivery dates for the new vehicles.

A grant was submitted to the Southwest Michigan Planning Commission for future EV funding and infrastructure. A decision on the award for funding will be made by next month.

#### **TCATA Updates:**

There was an In-Service meeting held on November 11, 2023, where all employees attended, this was the first in-service held in two years. We will continue the annual meeting going forward.

Topics included Professionalism in the workplace, driver's training, Pre and Post trip inspection.

Dave Clark Agency was in attendance to talk about insurance benefits, enrollment period is soon to start up again.

First Source Bank also attended to talk about the different options that they offer regarding retirement and investment accounts.

Donnel Kyle was honored and presented with a plaque for his forty years of service with TCATA. The Meyer-Briggs personality test was given out to our employees to help employees understand personality differences in the general population. James Watson was driver of the month.

Ridership was up for the month of October compared to this time last year with a total of 10,327 passengers for this month compared to the current year of 9,153. The blue line and red line fixed routes also saw increases in the month of October compared to last year.

Preventive maintenance expenses were \$1,290 in the month of October.

The City of Saint Joseph has an interest in discussing a possible contract with TCATA to cover a fixed area. The City of Saint Joseph is not looking for a board seat, but simply for TCATA to provide a great service. This is possibly a big win for TCATA as this is a chance to increase local revenue.

Upcoming Holidays- TCATA will be closed on December 25th and 26th in Observance of the Christmas Holiday, and on January 1st in Observance of the New Years Holiday.

A TCATA dress code was implemented in November, so TCATA workers are looking more professional in the workplace and out in public to improve our perception and professionalism to customers. A mandatory uniform policy will be put in place at the start of 2024.

Met today with the Local Advisory Committee on November 28, 2023, to discuss the new inventory of fleet we have coming into TCATA and discuss any concerns that committee may have. One of the board members stated that the wait time for a bus has decreased dramatically from three hours down to under an hour.

The Disadvantaged Business Enterprise Participation Goals were updated for fiscal years 2023-2025. Under Title VI, the FTA requires transit agencies that receive Federal dollars to create a level playing field for minority or female owned businesses to receive contracting jobs from public transit agencies. Attached to the packet are the goals for 2023-2025. In essence, we are shooting for 2% goal of the annual budget for jobs to be awarded to DBE's. It has been a challenge to find minority or female owners to meet the qualifications to qualify as a DBE.

TCATA will be closed on December 25th and 26th in Observance of the Christmas Holiday, and on January 1st in Observance of the New Years Holiday. The closure dates have been posted on the doors in front of the lobby at TCATA, on the mywaythere.org website and went on buses to alert passengers. Organizational Chart and Problem Resolution form are attached. Employees are to follow the chain of command and report any issues with customers or co-workers to their immediate supervisor by completing the Problem Resolution form. If there are any issues with the direct supervisor, employees will complete the Problem Resolution form and report the issue to Human Resources. Human Resources will then discuss the issue with the Executive Director.

OLD BUSINESS: Resolution of Appointment for Executive Director. **MOTION CARRIED!**

NEW BUSINESS: Resolutions Add Executive Director to Huntington Bank as authorized signor and add Chairperson Ron Singleton as authorized signer. Remove Nicholas Fort as authorized signor. **MOTION CARRIED!**

CHAIR'S REPORT- The Board Meeting for December has been cancelled.

PUBLIC COMMENTS: NONE

#### **ADJOURMENT**

**The meeting ended at 6:53pm on November  
28<sup>th</sup>, 2023.**