

TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING
JANUARY 23, 2024



Prepared by: Rufus Adams

Date: January 18, 2024

TWIN CITIES AREA TRANSPORTATION AUTHORITY
JANUARY 2024 BOARD MEETING



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**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING AGENDA
JANUARY 23, 2024**

Topic	Key Point	Time
Welcome and opening	<ol style="list-style-type: none">1. Call to order2. Roll call3. Approval of agenda4. Secretary's Report5. Finance committee report6. Approval of minutes (October 24, 2023)	20 min.
Finance Updates	<ol style="list-style-type: none">1. Balance Sheet and Profit and Loss2. Outstanding invoice listing3. Purchase by vendors details4. Month-End Process for 2024	20 min.
Director Updates- Rufus Adams	<ol style="list-style-type: none">1. Grant/Capital improvement projects2. Ridership for November & December3. Driver of the month4. Fuel report5. TCATA updates6. Accomplishments	20 min.
Old Business	<ol style="list-style-type: none">1. None to report	0 min.
New Business	<ol style="list-style-type: none">1. Resolution for updated Title VI2. Resolution to approve FY2025 budget	15 min.
Chair's Report- Ron Singleton		15 min.
Public Comments & Adjournment	<ol style="list-style-type: none">1. Comments open to the public2. Two minutes per person	10 min.

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

TCATA BOARD MEETING MINUTES NOVEMBER

Prepared by: Gaynell Wilcher

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

November 28th, 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- NONE

PUBLIC COMMENTS: NONE

ADJOURMENT

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

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

BOARD FINANCIALS (DRAFT) OCTOBER

Prepared by: Hungerford Nichols



Board Financials (DRAFT)

Twin Cities Area
For the period ended October 31, 2023

Prepared on
January 6, 2024

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Balance Sheet

As of October 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
10101 Huntington Checking	394,915.69
10102 Horizon Checking (7810)	263,553.06
10103 Bill.com Money Out Clearing	3,085.10
Total Bank Accounts	661,553.85
Accounts Receivable	
12000 Accounts Receivable	24,845.00
Total Accounts Receivable	24,845.00
Other Current Assets	
13000 Petty Cash	50.00
140 Due From	
102-1 Due From Federal	
10210 Due From Federal - Oper	276,955.58
10212 Due From Federal - Capital	134,556.00
Total 102-1 Due From Federal	411,511.58
102-2 Due From State	
10221 Due From State - Capital	37,798.00
10222 Due from JARC	128,658.00
Total 102-2 Due From State	166,456.00
Total 140 Due From	577,967.58
150 Prepaid Expenses	
10401 Prepaid Vehicle Insurance	21,540.65
10402 Prepaid Workers Comp	3,664.68
10403 Prepaid Health Insurance	379.75
10404 Prepaid Building Insurance	9,708.90
10405 Prepaid Other	6,875.29
Total 150 Prepaid Expenses	42,169.27
160 Inventory	
10301 Fuel Inventory	6,701.68
Total 160 Inventory	6,701.68
17000 Undeposited Funds	36.00
Total Other Current Assets	626,924.53
Total Current Assets	1,313,323.38
Fixed Assets	

	Total
11010 Land	80,715.20
11020 Facility	1,732,424.56
11021 Depreciation	-1,649,348.34
Total 11020 Facility	83,076.22
11030 Revenue Vehicles	1,767,694.17
11031 Depreciation	-1,319,285.82
Total 11030 Revenue Vehicles	448,408.35
11040 Other Vehicles	282,692.42
11041 Depreciation	-160,442.83
Total 11040 Other Vehicles	122,249.59
11050 Equipment	563,736.06
11051 Depreciation	-508,621.43
Total 11050 Equipment	55,114.63
12500 Construction in Progress	259,575.00
Total Fixed Assets	1,049,138.99
TOTAL ASSETS	\$2,362,462.37

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable	337,505.69
Total Accounts Payable	337,505.69

Credit Cards

24100 Divvy Credit Card	2,582.77
Total Credit Cards	2,582.77

Other Current Liabilities

210 Payroll Liabilities	265.10
210-1 Payroll Withholdings	0.00
21011 Union Dues	4,008.04
21012 Child Support	630.00
21013 Colonial	366.79
21014 TransAmerica	527.08
21015 Creditor Payable	100.00
21016 Maintenance Uniform	958.14
Total 210-1 Payroll Withholdings	6,590.05
21020 Accrued Payroll	65,258.44
Total 210 Payroll Liabilities	72,113.59
22000 Accrued Expenses	1,273.89
230 Due To	
23020 Due To State	135,513.37

	Total
Total 230 Due To	135,513.37
Total Other Current Liabilities	208,900.85
Total Current Liabilities	548,989.31
Long-Term Liabilities	
25010 Accrued Sick Days	7,602.00
25020 Accrued Vacation Pay	20,277.47
Total Long-Term Liabilities	27,879.47
Total Liabilities	576,868.78
Equity	
39000 Retained Earnings	1,810,919.77
Net Income	-25,326.18
Total Equity	1,785,593.59
TOTAL LIABILITIES AND EQUITY	\$2,362,462.37

Profit and Loss

October 2023

	Total
INCOME	
4-1 Operating Revenue	
401 Passenger Fares	
40101 Farebox	11,225.37
40102 Tokens	1,596.00
40111 Punch Cards White	315.00
40112 Punch Cards Blue	1,273.50
40199 Over / Short	24.75
Total 401 Passenger Fares	14,434.62
Total 4-1 Operating Revenue	14,434.62
4-2 Non-operating Revenue	
411 State of Michigan Operating Grants	
41101 State Operating Assistance	84,292.00
41150 State Capital Grant	5,814.00
41199 JARC Grant	32,170.00
Total 411 State of Michigan Operating Grants	122,276.00
413 Federal Operating Grants	
41302 Section 5307 Operating	72,495.00
41350 Federal Capital Grant	22,892.00
Total 413 Federal Operating Grants	95,387.00
499 Other Revenue	
41400 Interest Income	221.06
Total 499 Other Revenue	221.06
Total 4-2 Non-operating Revenue	217,884.06
Sales	1,632.70
Total Income	233,951.38
GROSS PROFIT	233,951.38
EXPENSES	
50-1 Labor and Benefits	
5010 Labor	
50101-1 Wages	101,520.97
50200-1 Other Wages	6,653.04
50200-2 Taxes	9,488.92
Total 5010 Labor	117,662.93
50200 Benefits	
5020 Insurance	

	Total
50200-3 Health Insurance	21,597.10
50200-4 Dental & Vision Insurance	1,241.02
50200-5 Life & LTD	782.80
50200-6 Workers Comp	1,832.33
Total 5020 Insurance	25,453.25
Total 50200 Benefits	25,453.25
Total 50-1 Labor and Benefits	143,116.18
50-2 Fleet Expenses	
503 Repairs and Maintenance	
50399-7 Fleet Repair Service	2,380.00
50402-1 Tires	1,667.46
50499-1 Fleet Repair Supplies	402.93
Total 503 Repairs and Maintenance	4,450.39
50401-1 Fuel	17,717.45
50401-2 Testing & Maintenance	799.76
50603-1 Bus Insurance	6,646.66
Total 50-2 Fleet Expenses	29,614.26
50-3 General Administrative Expenses	
50-3-2 Marketing	
50399-6 Hiring and Recruiting	1,197.00
Total 50-3-2 Marketing	1,197.00
53-3-1 Professional Fees	
50399-1 Consulting Fees	11,267.54
50399-2 Accounting Fees	14,268.00
50399-4 Technology Assistance	2,826.71
50902-1 Training	2,520.00
Total 53-3-1 Professional Fees	30,882.25
53-3-4 Other	
50399-10 Subscription Fees	1,680.56
50399-8 Bank & Vendor Fees	136.76
50499-2 Office Supplies	2,223.33
50902-2 Meals	93.00
Total 53-3-4 Other	4,133.65
Total 50-3 General Administrative Expenses	36,212.90
50-4 Occupancy Costs	
50399-9 Building Maintenance Service	4,262.54
50499-3 Building Maintenance Supplies	516.06
505 Utilities	
50500-1 Electric	1,076.40
50500-2 Gas Service	131.77

	Total
50500-3 Water	1,701.78
50500-4 Trash	193.00
50500-5 Telephone & Internet	1,794.37
Total 505 Utilities	4,897.32
50603-2 Building Insurance	1,402.62
Total 50-4 Occupancy Costs	11,078.54
Uncategorized Expense	2,928.13
Total Expenses	222,950.01
NET OPERATING INCOME	11,001.37
OTHER EXPENSES	
50999 Other miscellaneous expense	15,121.16
513191 DEPRECIATION EXPENSE	20,616.93
513192 Depreciation Exp-Eligible	589.46
Total Other Expenses	36,327.55
NET OTHER INCOME	-36,327.55
NET INCOME	\$ -25,326.18

A/P Aging Summary

As of October 31, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
ADT Commercial, Inc.	78.60					78.60
AT&T, Inc.		143.16				143.16
Automatic Door Service Inc.		344.98				344.98
CITY OF Benton Harbor	1,701.78					1,701.78
City Plumbing, Heating & Air Conditioning, Inc.			63,000.00			63,000.00
Colonial Life & Accidental Ins. Co	276.37					276.37
Commercial Lighting	1,194.22					1,194.22
Crystal Flash	1,683.80	1,891.79				3,575.59
Diekevers Roofing Inc.	186,995.00					186,995.00
Hanson Beverage Co.		351.15				351.15
HEI WIRELESS	106.00	536.50				642.50
Herald Palladium					120.75	120.75
Hungerford Nichols	14,268.00					14,268.00
Indiana Michigan Power, Inc.	944.63					944.63
KOTZ SANGSTER WYSOCKI P.C.	7,650.00		7,425.00			15,075.00
Kss Enterprises	4.47					4.47
M & O Consulting LLC		5,524.18				5,524.18
Michigan Gas Utilities	131.77					131.77
Michigan Transit Pool - Liability Trust Fund	14,894.00	15,121.16				30,015.16
MML Workers' Compensation Fund			5,497.00			5,497.00
O'Reilly Auto Parts			1,285.90			1,285.90

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Orkin	1,439.88					1,439.88
Pri Mar Petroleum, Inc.	4.70					4.70
SUMMIT FIRE PROTECTION	475.00	472.00				947.00
TCA SynerTech, LLC	880.96					880.96
Transamerica Employee Benefits	-181.17					-181.17
VSP INSURANCE CO. (CT)	379.65					379.65
WellNow Urgent Care Hometown Urgent Care, Inc.		1,197.00				1,197.00
Zolman Tire, Inc.	1,667.46					1,667.46
TOTAL	\$234,595.12	\$25,581.92	\$77,207.90	\$0.00	\$120.75	\$337,505.69

Expenses by Vendor Summary

October 2023

	Total
ADT Commercial, Inc.	78.60
Aetna	369.10
AMAZON	607.96
AT&T, Inc.	746.17
Automatic Door Service Inc.	344.98
BARODA TIRE	85.00
BEST BUY	307.36
Best Way Disposal, Inc.	193.00
Bill.com_v	133.76
CITY OF Benton Harbor	2,912.77
Comcast Corporation	1,048.20
Commercial Lighting	1,194.22
COMSTOCK INN & CONFERE	1,283.04
Crystal Flash	10,317.56
DOLLAR GENERAL	16.91
Family Dollar	7.50
Gordon Food Service	87.36
Gusto, Inc.	734.72
Hanson Beverage Co.	351.15
HEI WIRELESS	642.50
Hungerford Nichols	14,268.00
Huntington Bank	30.00
Indiana Michigan Power, Inc.	944.63
Jimmy John's	114.31
Kss Enterprises	516.06
Lowe's	30.15
M & O Consulting LLC	11,267.54
Marathon	130.01
Michigan Gas Utilities	263.54
MICHIGAN PUBLIC TR	210.00
Michigan Transit Pool - Liability Trust Fund	15,121.16
Nidra Singleton	80.00
O'REILLY	23.30
Orkin	1,564.87
PCTrans	2,520.00
Petro Tank & Line Testing	799.76
Pri Mar Petroleum, Inc.	4.70
Staples	650.61
STATE OF MICHIGAN INTERNET CRIMINAL HISTORY ACCESS TOOL	20.00
SUMMIT FIRE PROTECTION	947.00
TCA SynerTech, LLC	2,826.71

	Total
THE HOME DEPOT	185.08
Tinq	225.00
Toranita Meridy-Brooks	80.00
Unifirst Corporation	1,510.40
US POSTAL SERVICE	18.05
Valentine Repair Service Center	1,562.50
Walmart	120.71
WellNow Urgent Care Hometown Urgent Care, Inc.	1,197.00
WSJM Inc.	595.84
Zolman Tire, Inc.	1,667.46
Not Specified	178,321.31
TOTAL	\$259,277.56

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

BOARD FINANCIALS (DRAFT) NOVEMBER

Prepared by: Hungerford Nichols



Board Financials (DRAFT)

Twin Cities Area
For the period ended November 30, 2023

Prepared on
January 6, 2024

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Balance Sheet

As of November 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
10101 Huntington Checking	248,083.89
10102 Horizon Checking (7810)	331,389.36
10103 Bill.com Money Out Clearing	118.18
Total Bank Accounts	579,591.43
Accounts Receivable	
12000 Accounts Receivable	24,845.00
Total Accounts Receivable	24,845.00
Other Current Assets	
13000 Petty Cash	50.00
140 Due From	
102-1 Due From Federal	
10210 Due From Federal - Oper	344,337.55
10212 Due From Federal - Capital	169,398.00
Total 102-1 Due From Federal	513,735.55
102-2 Due From State	
10221 Due From State - Capital	46,509.00
10222 Due from JARC	160,828.00
Total 102-2 Due From State	207,337.00
Total 140 Due From	721,072.55
150 Prepaid Expenses	
10401 Prepaid Vehicle Insurance	14,893.99
10402 Prepaid Workers Comp	7,329.34
10403 Prepaid Health Insurance	1,222.36
10404 Prepaid Building Insurance	11,854.29
10405 Prepaid Other	8,746.71
Total 150 Prepaid Expenses	44,046.69
160 Inventory	
10301 Fuel Inventory	16,668.30
Total 160 Inventory	16,668.30
17000 Undeposited Funds	939.30
Total Other Current Assets	782,776.84
Total Current Assets	1,387,213.27
Fixed Assets	

	Total
11010 Land	80,715.20
11020 Facility	1,732,424.56
11021 Depreciation	-1,650,191.44
Total 11020 Facility	82,233.12
11030 Revenue Vehicles	1,767,694.17
11031 Depreciation	-1,334,689.23
Total 11030 Revenue Vehicles	433,004.94
11040 Other Vehicles	282,692.42
11041 Depreciation	-163,649.18
Total 11040 Other Vehicles	119,043.24
11050 Equipment	563,736.06
11051 Depreciation	-510,374.96
Total 11050 Equipment	53,361.10
12500 Construction in Progress	385,533.00
Total Fixed Assets	1,153,890.60
TOTAL ASSETS	\$2,541,103.87

LIABILITIES AND EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 Accounts Payable	363,291.29
Total Accounts Payable	363,291.29

Credit Cards

24100 Divvy Credit Card	819.55
Total Credit Cards	819.55

Other Current Liabilities

210 Payroll Liabilities	648.21
210-1 Payroll Withholdings	0.00
21011 Union Dues	4,415.64
21012 Child Support	630.00
21013 Colonial	633.79
21014 TransAmerica	844.28
21016 Maintenance Uniform	1,383.42
Total 210-1 Payroll Withholdings	7,907.13
21020 Accrued Payroll	25,324.56
Total 210 Payroll Liabilities	33,879.90
22000 Accrued Expenses	1,131.77
230 Due To	
23020 Due To State	135,513.37
Total 230 Due To	135,513.37

	Total
Total Other Current Liabilities	170,525.04
Total Current Liabilities	534,635.88
Long-Term Liabilities	
25010 Accrued Sick Days	7,602.00
25020 Accrued Vacation Pay	20,277.47
Total Long-Term Liabilities	27,879.47
Total Liabilities	562,515.35
Equity	
39000 Retained Earnings	1,810,919.77
Net Income	167,668.75
Total Equity	1,978,588.52
TOTAL LIABILITIES AND EQUITY	\$2,541,103.87

Profit and Loss

October - November, 2023

	Total
INCOME	
4-1 Operating Revenue	
401 Passenger Fares	
40101 Farebox	23,262.81
40102 Tokens	1,761.00
40111 Punch Cards White	877.50
40112 Punch Cards Blue	1,985.50
40199 Over / Short	127.75
Total 401 Passenger Fares	28,014.56
Total 4-1 Operating Revenue	28,014.56
4-2 Non-operating Revenue	
411 State of Michigan Operating Grants	
41101 State Operating Assistance	168,584.00
41150 State Capital Grant	14,525.00
41199 JARC Grant	64,340.00
Total 411 State of Michigan Operating Grants	247,449.00
413 Federal Operating Grants	
41302 Section 5307 Operating	139,876.97
41350 Federal Capital Grant	270,810.00
Total 413 Federal Operating Grants	410,686.97
499 Other Revenue	
41400 Interest Income	425.58
49999 Uncategorized Income	13.50
Total 499 Other Revenue	439.08
Total 4-2 Non-operating Revenue	658,575.05
Sales	3,797.70
Total Income	690,387.31
GROSS PROFIT	690,387.31

EXPENSES

50-1 Labor and Benefits

5010 Labor

50101-1 Wages	231,151.57
50200-1 Other Wages	19,982.97
50200-2 Taxes	21,443.55

Total 5010 Labor **272,578.09**

50200 Benefits

	Total
5020 Insurance	
50200-3 Health Insurance	43,079.11
50200-4 Dental & Vision Insurance	2,569.79
50200-5 Life & LTD	1,747.60
50200-6 Workers Comp	3,664.67
Total 5020 Insurance	51,061.17
Total 50200 Benefits	51,061.17
Total 50-1 Labor and Benefits	323,639.26
50-2 Fleet Expenses	
503 Repairs and Maintenance	
50399-7 Fleet Repair Service	2,655.92
50402-1 Tires	1,667.46
50499-1 Fleet Repair Supplies	4,788.84
Total 503 Repairs and Maintenance	9,112.22
50401-1 Fuel	31,306.28
50401-2 Testing & Maintenance	799.76
50603-1 Bus Insurance	13,293.32
Total 50-2 Fleet Expenses	54,511.58
50-3 General Administrative Expenses	
50-3-2 Marketing	
50399-6 Hiring and Recruiting	1,760.00
Total 50-3-2 Marketing	1,760.00
53-3-1 Professional Fees	
50399-1 Consulting Fees	21,791.72
50399-2 Accounting Fees	26,086.00
50399-4 Technology Assistance	6,913.65
50902-1 Training	2,520.00
Total 53-3-1 Professional Fees	57,311.37
53-3-4 Other	
50399-10 Subscription Fees	3,322.70
50399-8 Bank & Vendor Fees	287.84
50499-2 Office Supplies	3,441.23
50902-2 Meals	640.49
Total 53-3-4 Other	7,692.26
Total 50-3 General Administrative Expenses	66,763.63
50-4 Occupancy Costs	
50399-9 Building Maintenance Service	6,061.52
50499-3 Building Maintenance Supplies	1,016.27
505 Utilities	

	Total
50500-1 Electric	1,600.50
50500-2 Gas Service	442.38
50500-3 Water	2,701.78
50500-4 Trash	386.00
50500-5 Telephone & Internet	2,318.47
Total 505 Utilities	7,449.13
50603-2 Building Insurance	2,805.23
Total 50-4 Occupancy Costs	17,332.15
Uncategorized Expense	2,928.13
Total Expenses	465,174.75
NET OPERATING INCOME	225,212.56
OTHER EXPENSES	
50999 Other miscellaneous expense	15,131.03
513191 DEPRECIATION EXPENSE	41,233.86
513192 Depreciation Exp-Eligilbe	1,178.92
Total Other Expenses	57,543.81
NET OTHER INCOME	-57,543.81
NET INCOME	\$167,668.75

A/P Aging Summary

As of November 30, 2023

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
ADT Commercial, Inc.	78.60					78.60
Auto-Owners Insurance	3,548.00					3,548.00
City Plumbing, Heating & Air Conditioning, Inc.	63,000.00			63,000.00		126,000.00
Community Solutions by Design			10,690.00	5,660.00		16,350.00
Crystal Flash	16,256.33	1,939.05				18,195.38
Diekevers Roofing Inc.		37,399.00				37,399.00
Ford Component Sales Lic	46,608.00					46,608.00
Hanson Beverage Co.		10.00				10.00
HEI WIRELESS	275.92	106.00	536.50			918.42
Herald Palladium					120.75	120.75
Hungerford Nichols	26,086.00					26,086.00
KOTZ SANGSTER WYSOCKI P.C.		7,650.00		7,425.00		15,075.00
Kss Enterprises	90.46					90.46
M & O Consulting LLC		5,000.00				5,000.00
Michigan Gas Utilities	310.61					310.61
Michigan Transit Pool - Liability Trust Fund	14,894.00		15,121.16			30,015.16
MML Workers' Compensation Fund	5,497.00			5,497.00		10,994.00
O'Reilly Auto Parts				163.39		163.39
Orkin		-1,314.89				-1,314.89
PCTrans	6,150.00					6,150.00
Pri Mar Petroleum, Inc.	493.45					493.45

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Priority Health		20,685.50				20,685.50
TCA SynerTech, LLC	-521.54					-521.54
Unifirst Corporation	836.00					836.00
TOTAL	\$183,602.83	\$71,474.66	\$26,347.66	\$81,745.39	\$120.75	\$363,291.29

Expenses by Vendor Summary

October - November, 2023

	Total
ADT Commercial, Inc.	157.20
Aetna	369.10
AMAZON	1,116.38
APPLEBEE'S	64.49
AT&T, Inc.	746.17
Automatic Door Service Inc.	344.98
BARODA TIRE	85.00
BEST BUY	579.15
Best Way Disposal, Inc.	386.00
Bill.com_v	254.84
Brown's Locksmiths and Hardware	1,118.25
CITY OF Benton Harbor	2,912.77
Comcast Corporation	2,096.40
Commercial Lighting	1,194.22
COMSTOCK INN & CONFERE	1,283.04
Crystal Flash	33,843.01
DOLLAR GENERAL	16.91
Eunisha Jones	450.00
Family Dollar	20.22
GALESBURG FORD INC	336.60
Gordon Food Service	87.36
Gusto, Inc.	1,405.44
Hanson Beverage Co.	361.15
HAPPY POOCHIE EATERY	106.84
HARBOR FREIGHT TOOLS	109.71
HEI WIRELESS	918.42
Hungerford Nichols	26,086.00
Huntington Bank	60.00
Indiana Michigan Power, Inc.	944.63
Jimmy John's	284.22
Kss Enterprises	973.89
Lowe's	151.94
M & O Consulting LLC	21,791.72
Marathon	140.01
Martin's Super Markets	59.96
Meijer	146.29
Michigan Gas Utilities	574.15
MICHIGAN PUBLIC TR	210.00
Michigan Transit Pool - Liability Trust Fund	15,121.16
Nidra Singleton	80.00
O'REILLY	23.30

	Total
Orkin	249.98
Parrett Company	25.58
PCTrans	3,545.00
Petro Tank & Line Testing	799.76
Pri Mar Petroleum, Inc.	820.77
SPEEDWAY	20.00
Staples	705.71
STATE OF MICHIGAN INTERNET CRIMINAL HISTORY ACCESS TOOL	30.00
SUMMIT FIRE PROTECTION	947.00
TCA SynerTech, LLC	5,888.65
THE HOME DEPOT	351.40
Tinq	450.00
Toranita Meridy-Brooks	80.00
Tracy Ann Cleveland LLC	300.00
TWIN CITIES AWARDS	140.00
Unifirst Corporation	3,265.76
US POSTAL SERVICE	18.05
Valentine Repair Service Center	1,562.50
VICKY PETROLEUM	9.87
Walmart	120.71
WellNow Urgent Care Hometown Urgent Care, Inc.	1,750.00
WIMBERLEY FORD INC	130.75
WSJM Inc.	1,191.68
Zolman Tire, Inc.	1,667.46
Not Specified	381,637.01
TOTAL	\$522,718.56

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

**PCT TRANS MONTHLY PASSENGER COUNTS
NOVEMBER 2022-DECEMBER 2023**

Prepared by: Richard Lee and Nick Fort

**Twin Cities Area Transportation Authority
PCTrans Monthly Passenger Counts**

TCATA	Regular	Senior	Regular Disabled	Senior Disabled	Total
November 2022	5,555	762	2,054	215	8,586
Total	5,555	762	2,054	215	8,586

**Twin Cities Area Transportation Authority
PCTrans Monthly Passenger Counts**

TCATA	Regular	Senior	Regular Disabled	Senior Disabled	Total
December 2022	4,956	584	1,740	209	7,489
Total	4,956	584	1,740	209	7,489

**Twin Cities Area Transportation Authority
PCTrans Monthly Passenger Counts**

TCATA	Regular	Senior	Regular Disabled	Senior Disabled	Total
November 2023	5,866	820	2,065	236	8,987
Total	5,866	820	2,065	236	8,987

**Twin Cities Area Transportation Authority
PCTrans Monthly Passenger Counts**

TCATA	Regular	Senior	Regular Disabled	Senior Disabled	Total
December 2023	5,217	612	1,780	279	7,888
Total	5,217	612	1,780	279	7,888

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

**OPERATIONS SUMMARY REPORT
NOVEMBER-DECEMBER 2023**

Prepared by: Rufus Adams

Operations Summary Report

Nov-23	Child			Reg			Sr			Line			Gas Vehicle Data			Propane Vehicle Data			Veh	
	<1	Child	Dis	Reg	Dis	Sr	Dis	Sr	Total	Haul	Gas	Miles	MPG	LP	Miles	MPG	Hours	Pass/ Veh Hr		
Wed 1	1	4	0	291	87	44	7	434	132	63.0	713	11.3	4.1	351.3	1,425	4.1	151	2.9		
Thu 2	0	7	0	287	85	41	15	435	151	84.0	618	7.4	2.3	192.3	446	2.3	145	3.0		
Fri 3	0	16	0	271	112	50	11	460	175	103.8	640	6.2	5.8	259.5	1,500	5.8	157	2.9		
Sat 4	0	7	0	171	42	35	6	261	108	42.5	615	14.5	1.7	81.0	137	1.7	75	3.5		
Mon 6	1	34	0	1,020	326	170	39	1,590	566	293.3	2,586	8.8	4.0	884.1	3,508	4.0	528	3.0		
Tue 7	0	2	0	280	84	41	7	414	138	100.5	524	5.2	1.4	508.3	702	1.4	146	2.8		
Wed 8	0	15	0	275	110	26	8	434	165	74.8	629	8.4	2.2	310.3	697	2.2	150	2.9		
Thu 9	0	3	1	306	98	33	10	451	129	105.5	660	6.3	6.8	159.0	1,080	6.8	161	2.8		
Fri 10	1	1	0	209	53	8	15	286	0	0.0	0	0.0	2.2	266.1	575	2.2	145	2.0		
Sat 11	0	0	0	207	65	11	11	295	44	34.9	229	6.6	12.7	57.3	727	12.7	143	2.1		
Mon 13	1	21	1	1,282	410	119	51	1,885	476	315.7	2,042	6.5	2.9	1,301.0	3,781	2.9	746	2.5		
Tue 14	1	13	1	310	100	37	12	474	204	104.2	708	6.8	9.0	71.9	644	9.0	145	3.6		
Wed 15	0	3	0	262	96	27	10	398	158	63.8	699	11.0	15.9	22.1	352	15.9	157	3.0		
Thu 16	0	3	0	233	58	11	11	316	129	185.9	880	4.7	2.5	462.7	1,136	2.5	149	2.7		
Fri 17	0	5	0	245	96	50	8	404	29	24.9	375	15.1	10.5	128.7	1,345	10.5	174	1.8		
Sat 18	0	0	0	115	48	23	2	188	141	93.8	938	10.0	4.7	210.0	995	4.7	146	2.8		
Mon 20	1	27	1	1,486	524	209	54	2,302	753	531.9	4,165	7.8	4.8	1,000.8	4,819	4.8	839	2.7		
Tue 21	0	9	0	286	111	53	14	473	182	76.0	817	10.8	2.9	398.1	1,137	2.9	144	3.3		
Wed 22	0	4	0	250	102	45	6	407	140	38.8	804	20.7	4.5	213.6	961	4.5	148	2.7		
Thu 23	0	7	0	247	112	45	15	426	165	27.0	739	27.4	4.7	192.8	912	4.7	133	3.2		
Fri 24	0	0	0	17	16	1	0	34	0	0.0	0	0.0	0.0	0.0	0	0.0	0	0.0		
Sat 25	0	0	0	13	14	1	0	28	0	0.0	0	0.0	0.0	0.0	0	0.0	0	0.0		
Mon 27	0	1	0	125	40	13	10	189	53	0.0	590	0.0	0.0	0.0	339	0.0	71	2.7		
Tue 28	0	21	0	938	395	158	45	1,557	540	141.8	2,950	20.8	4.2	804.5	3,349	4.2	497	3.1		
Wed 29	0	9	0	264	112	41	16	442	164	94.6	663	7.0	3.9	233.0	913	3.9	137	3.2		
Thu 30	0	6	0	258	108	30	14	416	128	77.0	698	9.1	4.6	235.3	1,091	4.6	146	2.9		
Total	3	125	2	5,738	2,063	820	236	8,987	2,944	1,626.8	14,576	8.96	4.0	4,893.4	19,468	4.0	3,185	2.82		

Operations Summary Report

Dec-23	Child		Reg		Sr		Line	Gas Vehicle Data			Propane Vehicle Data			Veh Hours	Pass/Veh Hr
	<1	Child	Dis	Reg	Dis	Sr		Haul	Gas	Miles	MPG	LP	Miles		
Fri 1	0	21	0	301	177	52	273	129.9	935	7.2	219.1	934	4.3	152	3.7
Sat 2	0	11	0	152	71	25	120	50.0	443	8.9	85.3	416	4.9	68	4.0
Mon 4	0	32	0	453	248	77	393	179.9	1,378	7.7	304.4	1,350	4.4	220	3.8
Tue 5	0	7	0	295	124	55	221	49.0	777	15.9	222.5	1,085	4.9	159	3.1
Wed 6	0	6	0	260	89	40	152	102.3	750	7.3	223.1	985	4.4	131	3.1
Thu 7	0	8	0	311	115	57	214	72.0	906	12.6	200.1	1,040	5.2	151	3.3
Fri 8	0	8	1	324	113	58	197	121.4	870	7.2	146.2	973	6.7	149	3.5
Sat 9	0	4	0	256	87	42	157	120.3	922	7.7	178.3	825	4.6	140	2.9
Mon 11	0	44	1	1,620	582	267	1,057	535.0	4,861	9.1	1,043.8	5,242	5.0	81	3.2
Tue 12	0	4	0	262	105	52	177	79.2	678	8.6	244.3	1,051	4.3	811	3.2
Wed 13	0	5	0	246	118	55	181	117.1	783	6.7	215.6	961	4.5	146	3.0
Thu 14	0	5	0	279	98	73	197	87.8	688	7.8	170.5	975	5.7	148	3.0
Fri 15	0	5	0	276	117	47	187	68.4	494	7.2	28.5	681	23.9	141	3.3
Sat 16	0	3	1	191	62	1	0	0.0	0	0.0	29.7	40,487	#####	148	3.1
Mon 18	0	0	1	91	15	2	0	0.0	0	0.0	0.0	73	0.0	151	1.8
Tue 19	0	22	2	1,345	515	230	742	352.5	2,643	7.5	688.6	44,228	64.2	68	1.7
Wed 20	0	3	0	197	50	7	0	0.0	0	0.0	21.7	590	27.2	802	2.7
Thu 21	0	0	1	189	46	1	0	0.0	0	0.0	20.0	603	30.2	146	1.9
Fri 22	0	0	0	193	54	1	0	0.0	0	0.0	20.8	507	24.4	126	1.9
Sat 23	0	0	0	181	52	3	0	0.0	0	0.0	33.5	493	14.7	131	2.0
Mon 25	0	1	0	161	47	7	0	0.0	0	0.0	17.9	527	29.4	134	1.9
Tue 26	0	1	0	90	16	1	0	0.0	0	0.0	0.0	133	0.0	130	1.7
Wed 27	0	5	1	1,011	265	20	0	0.0	0	0.0	113.9	2,853	25.0	65	1.8
Thu 28	0	0	0	8	15	1	0	0.0	0	0.0	0.0	0	0.0	733	1.9
Fri 29	0	0	0	9	14	1	0	0.0	0	0.0	0.0	0	0.0	0	0.0
Sat 30	0	2	0	196	34	6	0	0.0	0	0.0	33.0	522	15.8	0	0.0
Mon 25	0	1	0	177	35	5	0	0.0	0	0.0	20.8	316	15.2	121	2.1
Tue 26	0	0	0	178	42	5	0	0.0	0	0.0	18.4	364	19.8	129	1.8
Wed 27	0	1	0	112	26	0	0	0.0	0	0.0	0.0	205	0.0	131	1.8
Thu 28	0	4	0	680	166	18	0	0.0	0	0.0	72.2	1,407	19.5	60	2.6
Fri 29	0	107	4	5,109	1,776	612	2,192	1,067.4	8,882	8.32	2,222.9	55,080	24.8	440	2.1
Sat 30	0	1	0	112	26	0	0	0.0	0	0.0	0.0	205	0.0	60	2.6
Total	1	107	4	5,109	1,776	612	2,192	1,067.4	8,882	8.32	2,222.9	55,080	24.8	3,007	2.62

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

**RESOLUTION TCATA TITLE VI PROGRAM
2024-2026**

Prepared by: Oliver Lindsay and Rufus Adams

Twin Cities Area Transportation Authority Title VI Program for years 2024-2026

All entities who receive Federal Transit Administration (FTA) grant dollars either directly from the FTA or through the Michigan Department of Transportation are subject to Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and must follow Federal Transit Circular 4702.1B. This Title VI plan must have board approval.

Board Chairman _____

Approval Date _____

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A. BACKGROUND

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Any entity receiving federal dollars, either directly from the Federal Transit Administration (FTA) or through the Michigan Department of Transportation (MDOT), must not discriminate based on factors which include, but are not limited to, race, ethnicity, age, disability status, national origin or gender.

This document specifically addresses discrimination prohibited based on Title VI of the 1964 Civil Rights Act, a federal statute. If an agency is found in violation of Title VI, that agency may lose its federal funding.

B. TITLE VI DEFINITIONS

Color: Skin color or complexion

Title VI Discrimination:

Refers to any action or inaction, whether intentional or unintentional, in any program or activity of a Federal aid recipient, sub recipient, or contractor that results in disparate treatment, disparate impact, or perpetuating the effects of prior discrimination based on race, color, or national origin.

National Origin: A person's, or his or her ancestor's, place of birth. May also refer to the physical, cultural or linguistic characteristics associated with ethnicity or ancestry.

Race (as defined by the U.S. Census): A social classification of people which includes, at a minimum, White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. (Based on the demographics for your area, other races may be included.)

C. RECIPIENT TYPES AND RESPONSIBILITIES

TCATA is a Direct Recipient of program funds from FTA.

Currently, TCATA doesn't have any sub-recipients

Historically, TCATA had one Sub recipient: Southwest Michigan Planning Commission, our MPO, receives funds from TCATA for New Freedom (5317) grant.

- 1) Monitoring includes attending planning meetings.
- 2) Monitor their web site for Title VI information- see **appendix E**

It is possible that this arrangement could occur again once the MDOT has provided guidance on the Mobility Management criteria.

D. GENERAL TITLE VI REQUIREMENTS

Because TCATA receives federal funds all of our programs and activities must comply with Title VI. We must:

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner;
- Promote full and fair participation in public transportation decision-making without regard to race, color or national origin;
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency;

Timelines

TCATA will submit a Title VI plan to FTA and must do so on or before October 1, every three years.

E. SPECIFIC REQUIREMENTS

Title VI Plan Requirements Checklist

1. Title VI Notice to the Public – also see (Appendix A)

Title VI of the Civil Rights Act of 1964, provide that no person shall on the ground of race, color, national origin, gender, or disability be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. It is the responsibility of **Twin Cities Area Transportation Authority** to ensure that this project is performed without discrimination, under Title VI. If you feel you are being denied participation in this project, being denied benefits of this program, or otherwise being discriminated against because of your race, color,

national origin, gender, age, or disability, you may file a complaint with **Twin Cities Area Transportation Authority.**

For more information on Twin Cities Area Transportation Authority civil rights program, and the procedures to file a complaint, contact 269-927-2268; email office@tcatabus.org ; or visit our administrative office at 275 East Wall Street, Benton Harbor, Michigan 49022. For more information visit mywaythere.org. If information is need in another language, contact 269-927-2268.

1.A Posted locations

- a) All revenue vehicles
- b) Facility waiting area
- c) Employee lunch room
- d) Maintenance garage by time cards
- e) Web site

2. Complaint Procedures

Complaints by any individuals may be made in writing or email up to one hundred eighty days (180) to the Executive Director who shall forthwith acknowledge receipt of the complaint and promptly conduct an investigation of the allegations and present the complaint to the Board of Directors of TCATA.

The complaint can also register their complaint by phone to TCATA at 269-927-2268 and ask to speak to the Transportation Supervisor, or the Office Manager that will forward the complaint to the Executive Director, or leave a phone message if after hours. The TCATA staff could call the complainant back to obtain additional details about the incident by a phone interview.

The complaint should have the following information available:

- Date and time of alleged discrimination

- Location of incident, and vehicle number (if relevant)
- Names and phone numbers of any witnesses
- Complainant's name, address, phone number, email or other direct contact method
- Type of discrimination identified, such as race, color or national origin
- Complainant's signature

The complainant shall promptly be informed in writing within five (5) business days of the results of the investigation in writing. If the Executive Director finds such complaint to be meritorious, appropriate corrective action shall be promptly taken. TCATA does not sanction discrimination and will take necessary action to ensure meaningful access to services, programs and activities for our riders.

If the complainant is not satisfied with TCATA responses the complainant may then file an appeal with the Federal Transit Administration (see contact below). Include the following information in your complaint:

Send to: Twin Cities Area Transportation Authority
Title VI Coordinator
275 East Wall
Benton Harbor, Michigan 49023-0837
Email office@tcatabus.org
And at www.mywaythere.org

Office of Civil Rights
Attention: Title VI Program Coordinator
East Building 5th Floor –TRC
1200 New Jersey Avenue, SE,
Washington, D.C. 20590

3. Complaint Form:

Appendix B

4. Complaints file in the last three fiscal years:

Appendix C

5. Public Participation Plan

Goals of the Public Participation Plan

PARTNERSHIPS – Opening channels to communicate with various stakeholders in our community (business owners, residential, seniors, multi-cultural, Limited English Proficiency, youth).

CONSISTENCY – Communication and interaction with the community on an ongoing basis, to attend meetings and receive feedback.

ACCESSIBILITY - TCATA will conduct outreach activities to engage and ensure participation in ways which are physically, geographically, and culturally accessible.

PARTICIPATION – Ensuring activities implemented by the TCATA are open for comments and input that is inclusive and constructive in ways that are visible and tangible to those who provide feedback and discussion, including service changes.

MINORITY OUTREACH EFFORTS

- Participation at the Southwest Michigan Planning Commission
- Meetings with the Michigan Department of Human Services
- TCATA monthly board meetings
- Public meetings for service changes to route and fare structure
- Local Advisory Committee meetings

The purpose of the Public Participation Plan is to insure full and fair participation by all stakeholders as part of the decision making process

of the transportation community. This will identify transit needs and set priorities. Reviews of the Title VI plan public hearings will be held on December 21, 2023 at 12:00 Noon. The opportunity to review will be advertised in the local newspaper and on the Mywaythere.org web site

In the last three years we have performed the following outreach programs.

TCATA coordinates with our Metropolitan Planning Organization, Southwest Michigan Planning Commission, on public outreach. A notice of our monthly planning meeting invites all of the public to participate in the decision-making process to develop transportation plans. The meeting has representatives from all the communities and individuals that have a stake hold in the transit system. This shows our transportation needs with the funds available.

All public notices of meetings are posted at the City of Benton Harbor City Hall, on the buses, in the public newspaper, in the lobby of TCATA facility, on the website: www.mywaythere.org

Board meetings are held monthly at a location that is on the Motor Bus Route. Flyers are distributed along these routes to inform the public on how to use the Motor Bus Route. At these meetings we provide information on financial health of the system. We also present information on each community's ridership which show trends in ridership. Ridership numbers are shown for each mode of transportation and how these compare with previous years. This puts us in a better position to know if the needs of the communities are continually being met.

TCATA has a Deputy Director that reaches out to our passengers eligible under the American with Disability Act. He / She provides training on the use of the bus system and informs passengers on TCATA

Title VI plan. He / She collects information on how to improve our service to these passengers.

When TCATA hire new Bus Operators and other staff they are trained on the title VI requirements.

There is a website: mywaythere.org that informs the public on all the transportation options in our communities. The web site gives access to our public notices, Motor Bus Routes, Title VI Policy and how to file a complaint, ADA Policy and application and any transportation issue.



All of these outreach programs will continue to be used to give the public accessibility to the planning process of TCATA.

6. Language Assistance Plan

Analysis Using Four Factor Frameworks

TCATA has conducted the following analysis using the four factors identified in the DOT LEP Guidance:

Twin Cities Area Transportation Authority
Limited English Proficiency (LEP)
Four Factor Analysis

Twin Cities Area Transportation Authority (TCATA) has conducted this analysis to meet requirements under Title VI of the Civil Rights Act of 1964, which seeks to improve access to services for persons with Limited English Proficiency (LEP). The purpose is to ensure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the FTA.

Analysis Using Four Factor Framework

TCATA has conducted the following analysis using the four factors identified in the DOT LEP guidance:

Factor 1: The number or proportion of LEP persons in our service area who may be served or are likely to encounter a transit program, activity, or service.

Task 1. Step 1: Examine prior experiences with LEP individuals and language measures how TCATA could indentify LEP customers
























TCATA assessed prior experiences with LEP individuals by surveying current dispatchers, operators, and other frontline staff. The survey showed that with the estimated 234,378 customer interactions TCATA had in the previous year. The TCATA staff was verbally surveyed and no interactions took place between TCATA staff and transit customers where language was a barrier to communication. Spanish passengers were in one house hold. None of them have a language barrier because they all spoke English. TCATA also determined that there were no complaints received over the preceding three years concerning the agency's failure to meet the needs of LEP individuals.

- When TCATA has a public event the I SPEAK cards are available and at this point participants or staff hasn't had the need to use them.
- Bus Operators also have I SPEAK cards available but reported no use of the card during the 3 year period.
The TCATA web site has Google Translate. See below under Public participation from the My Way There web site
- If a demand for any non English language is received then TCATA will use languageline.com as needed.

Task 1. Step 2: Become familiar with the data from the U.S. Census.

The majority population in the TCATA service area are Black or African American. Another smaller population is the Hispanic at less 4% of the Benton Harbor population, per US Census.

<https://www.census.gov/quickfacts/fact/table/bentonharborcitymichigan>
#

All Topics			Benton Harbor city, Michigan
Population Estimates, July 1, 2022, (V2022)			 8,943
 Persons 65 years and over, percent			 9.0%
 Female persons, percent			 55.1%
Race and Hispanic Origin			
 White alone, percent			 10.9%
 Black or African American alone, percent (a)			 87.3%
 American Indian and Alaska Native alone, percent (a)			 0.0%
 Asian alone, percent (a)			 0.0%
 Native Hawaiian and Other Pacific Islander alone, percent (a)			 0.0%
 Two or More Races, percent			 1.3%
 Hispanic or Latino, percent (b)			 3.5%
 White alone, not Hispanic or Latino, percent			 8.7%

Task 1. Step 2A: Identify the geographic boundaries of the area that your agency serves.

TCATA service area is the city of St. Joseph, Benton Harbor, part of St. Joseph Township and part of Benton Township.

Task 1. Step 2B: Obtain Census data on the LEP population in your service area.

The 2022 Census data from American Community Survey describes the languages spoken in our service area and the number speaking each language as follows:

<u>Language Spoken</u>	<u>Number</u>	<u>Percent</u>
Number of persons	63,311	100%
Spanish	2,228	3.5%

Task 1. Step 2C: Analyze the data you have collected.

Label	Estimate	Margin of Error	Estimate	Margin of Error	Estimate
All households	60,311	+/-1,670	100%	+/-2.8%	280
Households speaking --					
Spanish	2,228	+/-249	3.5%	+/-0.7%	249
Other Indo-European languages	1,980	+/-440	1.9%	+/-0.7%	0
Asian and Pacific Island languages	438	+/-284	0.7%	+/-0.8%	40
Other languages	358	+/-244	0.6%	+/-0.4%	0

In the TCATA service there are (63,311 households) out of (2228 households) are Spanish. Out of the (2228 households) / (249 households) report Limited English-speaking or .004= (249/63,311) of our service area.

The Spanish language speaking population is the largest in our service area.

Task 1. Step 2D: Identify any concentrations of LEP persons within your service area.

TCATA assessed our service area and could not identify any concentrations of LEP persons.

Task 1. Step 3: Consult state and local sources of data.

TCATA contacted the Department of Human Services, Intercare Community Health Service, Benton Harbor Senior Center, Disability Network, Berrien County Council on Aging and Southwest Michigan Planning Commission inquiring about non-English speaking concentrations. None of the agencies identified any concentration of Spanish or other non-English languages in the transit service area.

Task 1. Step 4: Community organizations that serve LEP persons.

TCATA has current associations with:

Department of Human Services, Intercare Community Health Service, Benton Harbor Senior Center, Disability Network, Berrien County Council on Aging, Southwest Michigan Planning Commission and other local units of government. All of these organizations serve LEP persons.

Task 1. Step 4A: Identify community organizations.

Because of the small number of LEP individuals in our service area, there weren't any organizations specifically for non-English speaking persons in our service area.

Task 1. Step 4B: Contact relevant community organizations.

TCATA corresponded with:

Department of Human Services, Intercare Community Health Service, Benton Harbor Senior Center, Disability Network, Berrien County Council on Aging, Southwest Michigan Planning Commission and other local units of government. None of the agencies saw a need for additional transit materials in any other language than English.

Task 1. Step 4C: Obtain information.

TCATA received feedback from the Department of Human Services, Intercare Community Health Service, Benton Harbor Senior Center, Disability Network, Berrien County Council on Aging and Southwest Michigan Planning Commission. One of the agencies could find translation services through their system if it was ever needed.

II. Factor 2: The frequency with which LEP individuals come into contact with or programs, activities and services

Task 2. Step 1: Review the relevant programs, activities, and services you provide.

TCATA provides Fixed Route service in the Cities of Benton Harbor, Benton Township, Saint Joseph and Stevensville as well as demand response service in Cities of Benton Harbor, Benton Township, Saint

Joseph and Royalton Township. TCATA surveyed dispatchers, operators, and frontline staff on their interactions with LEP individuals

Very minimal LEP individuals have been encountered and when there was a relative or friend was travelling with them to introduce them and provide language assistance and have had a friend or relative travelling with them that translates if needed.

Task 2. Step 2: Review information obtained from community organizations.

TCATA surveyed community organizations that service LEP populations and received information about the LEP populations that they serve. None of the organizations contacted knew of any issues or barriers LEP populations had with TCATA transit's service.

The community organizations did not identify any concentration of LEP individuals in our service area.

Task 2. Step 3: Consult directly with LEP persons.

In order to reach LEP persons, TCATA has agreed to be on the agenda of any of the contacted community agencies to present the procedures to use our system.

III. Factor 3: The Importance to LEP persons of your program, activities, and services

There is no large concentration of any type of LEP individuals in the TCATA service area. Surveys of TCATA dispatchers, operators and frontline staff show that contact with LEP population has been very minimal, and in the rare circumstance that it was encountered someone in the house spoke English

TCATA is an open door service providing public transportation to all persons regardless of their race, color or nation origin.

IV. Factor 4: The resources available to the recipient and costs

TCATA assessed the available resources that could be used for providing LEP assistance, including which TCATA documents that might be used by LEP community if translated. TCATA also took inventory of available organizations that could be approached for partnering opportunities for outreach and translation efforts and learned that a professionally contracted translation service would be an inefficient use of funds and translation and printing of schedules would be cost prohibited.

TCATA does have available the ISPEAK (see **attachment D**) document for bus operators and frontline workers. As of this time no staff member has had to use it to communicate with any LEP riders at no cost.

TCATA provides Bus Operators and frontline workers are training in Title VI at time of hiring and informational documents are posted throughout the workplace.

Dissemination of the TCATA Title VI and LEP plan can be obtained at link to TCATA's website at www.mywaythere.org. Any person or

agency with internet access will be able to access and download the plan from the TCATA website. Alternatively, any person or agency may request a copy of the plan via telephone, fax, mail, or in person, and shall be provided a copy of the plan at no cost. LEP individuals may request copies of the plan in translation which TCATA will provide, at market cost.

TCATA Elected and Appointed Board Membership Tables

Board and LAC Members are chosen by the Mayor of the City of Benton Harbor. There are five LAC members. The City of Benton Harbor has an 89% African-American population.

The City Authority's members are representatives of the population's race.

	Board Members Race
Black or African Americans	100%
	LAC Members Race
Black or African Americans	100%

Board meeting minutes are on file at facility.

Equity Analysis

- a) TCATA's facility is located in downtown Benton Harbor, which serves as administration, operations, maintenance, and storage building.

- b) Vehicles are all the same body style and similar age; small cutaway busses.
- c) Benton Harbor has an 89% minority population.

Service Standards

a) Vehicle Load Standards

The average of all loads during the peak operating period should not exceed vehicles' achievable capacities, which are 16 passengers for our vehicles which are all small cutaway.

	Seating	Lift	Total
Small Cutaways			
If no lift pass.	12	4	16
If lift pass.	12	2	14

b) Vehicle Headway

Fixed route service starts at 6:00 am and ends at 10:00 pm. A vehicle operates on the hour and on the half hour. A vehicle is started at the top of the hour every four hours so any of the schedule that is lost will be reset every four hours.

Week Day

Two Routes	Start	End
Bus A	6:00 am	10:00 am
Bus B	10:00 am	2:00 pm
Bus C	2:00 pm	6:00 pm
Bus D	6:00 pm	10:00 pm

Second bus starts at 6:30 am and has the same pattern

	Saturday	
	Start	End
One route		
Bus A	8:00 am	1:00 pm
Bus B	1:00 pm	6:00 pm
Bus C	6:00 pm	10:00 pm

Historically Monitoring Sub-recipients

The one sub-recipients we have is with our Metropolitan Planning Organization, Southwest Michigan Planning Commission. New Freedom funds are used for a Mobility Manager at our MPO.

They participate in our public notice process but we still monitor their Title VI program. We monitor their website: southwestmichigan.org to ensure their Title VI program is up to date and their facility to see if Title VI public notice is displayed.

APPENDIX A

TWIN CITIES AREA TRANSPORTATION AUTHORITY TITLE VI NOTICE TO THE PUBLIC

Title VI of the Civil Rights Act of 1964, provide that no person shall on the ground of race, color, national origin, gender, or

disability be excluded from participating in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. It is the responsibility of **Twin Cities Area Transportation Authority** to ensure that this project is performed without discrimination, under Title VI. If you feel you are being denied participation in this project, being denied benefits of this program, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may file a complaint with **Twin Cities Area Transportation Authority**.

For more information on Twin Cities Area Transportation Authority civil rights program, and the procedures to file a complaint, contact 269-927-2268; email office@tcatabus.org ; or visit our administrative office at 275 East Wall Street, Benton Harbor, Michigan 49022. For more information visit mywaythere.org. If information is need in another language, contact 269-927-2268.

YOU SHOULD CONTACT THE ABOVE INDIVIDUAL NO LATER THAN 180 DAYS AFTER ALLEGED DISCRIMINATION OCCURRED OR A CONTINUING COURSE OF CONDUCT.

APPENDIX B

TWIN CITIES AREA TRANSPORTATION AUTHORITY TITLE VI COMPLAINT PROCEDURE

Title VI of the 1964 Civil Rights Act requires that “No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.” If you feel you have been discriminated against in transit services, please file a complaint. The complaint process is:

1. Complaints by any individuals may be made in writing up to one hundred eighty days (180) to the Executive Director using the form below and sent to:

Twin Cities Area Transportation Authority

Executive Director

275 East Wall

Benton Harbor, Michigan 49023-0837

Email office@tcatabus.org

And at www.mywaythere.org

Please print clearly on the form:

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
TITLE VI COMPLAINT FORM**

Name:

Address:

City, State, Zip Code:

Telephone Number:

_____ (home) _____ (cell) _____ (message)

Person discriminated against:

Name:

Address of person discriminated against:

City, State, Zip Code:

Please indicate why you believe the discrimination occurred:

- Race or Color
- National Origin
- Other

What was the date of the alleged discrimination?

Where did the alleged discrimination take place?

Please describe the circumstances as you saw it use back of form if needed:

APPENDIX C

List of Events, Lawsuits, and Complaints

From 10/1/20 through 9/30/23

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color, or national origin)	Status	Action(s) Taken
Investigations	0			
1.				
2.				
Lawsuits	0			

1.				
2.				
Complaints	0			
1.				
2.				

- No complaints have been filed in the last three fiscal years

Appendix D.

I speak card.

<https://www.lep.gov/sites/lep/files/resources/ISpeakCards2004.pdf>

31. Spanish Marque esta casilla si lee o habla español.

Mr. Rufus Adams
Executive Director
Twin Cities Area Transportation
Authority
275 East Wall
Benton Harbor, MI.
49022
Call 269-927-2268
Fax 269-927-2310
Email office@tcatabus.org

Appendix E.

Sub-recipient Title VI posting from SWMPC web site

It is not merely enough though to make plans and then check to see if they have EJ implications. Typically, enforcement of the law focuses mostly on adverse effects such as pollution in EJ areas. SWMPC takes a further step, to ask, during the project development phase, not only whether a project may have adverse effects, but also how we can provide benefits to those who need them the most.

In addition to looking only at the EJ locations, we realize that often projects outside of EJ areas can still have major impacts to EJ populations in the region. Thus, we actively seek involvement from EJ populations to ensure that their desires and concerns are addressed in our work.

Title VI and Limited English Proficiency (LEP)

Title VI of the Civil Rights Act of 1964 mandates that no one is discriminated against based on race, color, or national origin. As part of required Title VI reporting each year, SWMPC compiles a report on public participation activities and efforts to ensure inclusiveness. The

SWMPC also maintains a Title VI complaint form to fill out for anyone who feels discriminated against. Beyond avoiding direct discrimination, we strive to increase participation among underrepresented groups. This involves ensuring all people feel comfortable and welcome participating in the process.

Southwest Michigan has a small population of residents who identify as speaking English "less than very well." They are as much a part of the community as native English speakers and we value their participation therefore:

- If a request is made to make meeting materials available in Spanish 14 business days prior to a meeting, then those meeting materials will be translated into Spanish.
- If a request is made at the meeting (the day of the meeting) to provide meeting materials in Spanish, then the SWMPC will have 14 business days to transcribe the meeting materials into another language and provide them to the requested party via email or mail.

In addition to this Public Participation Plan, SWMPC maintains a Title VI and limited English Proficiency Plan (http://www.swmpc.org/downloads/final_plan_nov_2011.pdf), which includes additional measures SWMPC takes to ensure compliance with the letter and spirit of civil rights laws. SWMPC has a Title VI complaint form for any individual who believe they faced discriminated against by SWMPC. This form is available on the SWMPC website, in the SWMPC office, or can be obtained by contacting a staff member.

17 | SWMPC Public Participation Plan



Find a Ride | Public Transit | Mobility Resources | Initiatives | Contact Us

- Home
- Services
- Routes
- Hours & Fares
- Sign Up
- Get a Ride
- Request a Ride
- Accessibility
- Partners
- About Us
- Local Advertising

TCATA/Twin Cities Area Transportation Authority

TCATA is a 501(c)(3) nonprofit organization that provides accessible, affordable, and reliable transportation services to the Twin Cities area. We are committed to providing a safe and comfortable ride for all our customers.

To Schedule a Ride Call: 205-327-4431



TCATA is a 501(c)(3) nonprofit organization that provides accessible, affordable, and reliable transportation services to the Twin Cities area. We are committed to providing a safe and comfortable ride for all our customers.

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News

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Route	Origin	Destination	Frequency	Notes
1	TCATA	TCATA	TCATA	TCATA
2	TCATA	TCATA	TCATA	TCATA
3	TCATA	TCATA	TCATA	TCATA
4	TCATA	TCATA	TCATA	TCATA
5	TCATA	TCATA	TCATA	TCATA
6	TCATA	TCATA	TCATA	TCATA
7	TCATA	TCATA	TCATA	TCATA
8	TCATA	TCATA	TCATA	TCATA
9	TCATA	TCATA	TCATA	TCATA
10	TCATA	TCATA	TCATA	TCATA

DRAFT

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

RESOLUTION TO APPROVE FY2025

Prepared by: Rufus Adams

FY 2025 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2025 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 (hereby known as THE APPLICANT) established under Act to provide a local transportation program for the state fiscal year of 2025 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 \$ estimated state funds \$ estimated local funds \$ with total estimated expenses of \$

(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 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 2025

I, (Name)

(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 , 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 , this day of A.D 20

SIGNATURE

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
BOARD MEETING**

TCATA NEWSLETTER (INTERNAL)

Prepared by: Rufus Adams

TCATA GAZETTE

The official newsletter of Twin Cities Area Transportation Authority

Welcome to January, the month to dream! As we look back on 2023, lets reflect on achievements and goals reached. At the core of Twin Cities Area Transportation is our personal commitment to our employees. It is our interest to provide you with the ideal work environment, a workplace that improves the quality of our professional and personal lives. It is through this commitment that we continue to inspire excellence and efficiency from each other. Often working in the spirit of respectful collaboration and cooperation.

As we welcome the New Year, let us reaffirm our collective dedication to the company. Together, we shall continue to build a thriving Twin City Area Transportation Authority.

I wish you all and your families-good health and happiness in 2024!

From the Desk of the Executive Director, Rufus Adams



The time is always right to do what is right.
Dr. MLK Jr.

IN THIS ISSUE

A NOTE FROM OUR EXECUTIVE DIRECTOR

DRIVER OF THE MONTH

RIDERSHIP INFORMATION FOR NOVEMBER AND DECEMBER

OPEN ENROLLMENT

UNIFORMS

Driver of the Month

Marcus Black was awarded Driver of the Month for November.
James Watson was awarded Driver of the Month for December.

TCATA recognizes professional drivers who have achieved superior driving records for the month. The criteria for selection include safe driving record, superb attendance, most passengers for the month, company recommendation and professionalism. Be sure to congratulate each on providing paramount service to our consumers.

Ridership

The amount of passengers that ride TCATA buses
November: 8,987
December: 7,888



Important Dates

- Closed in Observance of Martin Luther King Jr. Day January 15, 2024
- Company uniforms will be required by mid-February

Open Enrollment

Open enrollment for Health benefits begins in February. Be on the lookout for further information.

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Reliable access to public transportation

• DIAL-A-RIDE

Curb to curb service with the Benton Harbor, St. Joseph, Benton Township, and the Royalton Township Medical office areas.

Monday-Friday 6:00am-6:00pm

Saturday 8:00am-4:00pm

• FLEX ROUTES

Benton Harbor, St. Joseph, Benton Township, and the Royalton Township Medical offices.

Monday-Friday 6:00am-10:00pm

Saturday 8:00am-10:00pm

• CONTRACT TRANSPORTATION

Transportation services to agencies available upon request.

For more information, please contact our business office.

• SENIOR AND DISABLED

Seniors and disabled riders may ride at a reduced rate. Please call dispatch to inquire. To learn more about the Twin Cities Area Transportation Authority visit our company website at mywaythere.org.

To file a complaint please visit our business office Monday through Friday between the hours of 9:00am-4:00pm.

FOR MORE INFORMATION

Rufus Adams
275 E. Wall Street
Benton Harbor, MI 49022
Tel. 269-927-2268
Fax. 269-927-2310
Email. office@tcatabus.org
www.mywaythere.org



Reliable access to public transportation

“Our goal is to provide customers with the best possible service.”

About Us

For more than 44 years, we have worked hard to answer the transportation needs of the Twin Cities area by providing innovative transportation services. During the last year alone, we managed more than 4,000 passenger trips, providing convenient and reliable mobility in addition to curbside services. We offer the shuttle program for business, colleges, and municipalities. Our buses are equipped with mobile data and in-vehicle cameras to ensure safe, convenient travel every day of the year.