



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

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

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

March 26, 2024

Call to Order

A Board Meeting of the Twin Cities Area Transportation Authority was held on March 26, 2024, at the City Hall Chambers, 200 East Wall Street, Benton Harbor, MI. The meeting started at 5:30 P.M. and was presided over by Chairman Ron Singleton.

Roll Call/Attendees

Board Secretary Cora Robinson was instructed to take roll call with the following results:

Five Board Members Present: Ron Singleton, Spencer Nesbitt, Cora Robinson, Dayrl Jackson and Virgil Hatcher.

Board Members Absent: NONE!

Staff Present: Rufus Adams- Executive Director, Nick Fort- Operations Manager and Toranita Meridy-Brooks- Human Resources

Staff Absent: NONE!

Public: Nidra Singleton, James Parson, Doris Sander, Debra Bailey, and Doris Sallie.

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

A motion was requested by Chairman Ron Singleton to approve the agenda. Secretary Board Cora Robinson approved, and Spencer Nesbitt supported. **MOTION CARRIED!**

Approval of Board Minutes: A motion was requested by Chairman Ron Singleton to approve the January 23rd Board Minutes. The motion was approved by Spencer Nesbitt and Dayrl Jackson supported. **MOTION CARRIED!**



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EXECUTIVE DIRECTOR'S REPORT- RUFUS ADAMS

Financial Statements: Executive Director Adams stated the financial statements presented were for the months ending December and January of the fiscal year 2024. Net income was positive for both months, December and January, year to date profit is \$284K. Year over year, this is a \$370K increase. Both months were negative last year in the months of December and January. Net income has been positive for three consecutive months. Revenue year to date is \$1.3M. This is a \$650K increase year over year. Total expenses year to date increased by \$190K, the main drivers of the increase were labor and benefit costs and there also increase in preventive maintenance costs as well.

Chairman Ron Singleton made a motion to approve the financial report, approved by Spencer Nesbitt and supported by Dayri Jackson. MOTION CARRIED!

Capital Projects: Director Adams stated that construction has started on the EV charging stations. Hi-Tech Electric is the vendor, and they are about two weeks into the project and the project is coming along well. EV vehicles, we are getting closer to a delivery date. The supplier will pick the vans up from the factory soon. We did receive two new gas cutaways this month, those bus numbers are 53 and 54.

State Audit Review- Most of the documents have been sent over to the State auditor and we will wait for the results. The auditor will set up a time for a site visit.

Federal Review Update. I have sent over most of the documents the auditors need. There will be a site visit later this year from the Feds.

TCATA Updates:

Director Adams stated that preventive Maintenance expenses year to date are \$36K. We had some repairs for buses such as engine replacement, transmission replacement and two fuel tank repairs to buses as well. Fuel expenses were \$14K in December and \$11K in January.

Ridership- Ridership for the month of January was 9,364 passengers, this is an increase of 1,400 passengers year over year. Ridership for the month of February was 10,475 passengers, this is an increase of about 900 passengers year over year. The driver of the month for the month for January was Rohnette Mckinney and Letecia Henderson for the month of February. A copy of this month's internal newsletter is attached to the board packet for review. We had our first employee engagement at Kelly's Bowl this month. About nine of us showed up and about five of us bowled, including myself. Looking forward to the next one in June. And this concludes the Director's report, any questions?

Chairman Singleton asked if the charging stations have been set up and Director Adams stated they have been installed, the two slower chargers have been installed, and we are just waiting for a transformer to come in to get those powered up. Ron Singleton also about the exterior work if that is where the



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charging stations are located, and Director Adams replied yes. Ron Singleton asked about the two new gas buses, and wanted to know if the new buses are what we need a Commercial Driver License for, and Director Adams replied with either a driver with a CDL or chauffeur license can drive the two new cutaway gas buses.

Chairman Singleton made a motion to approve the Director's report, approved by Vice Chairman Nesbitt and supported by Board Member Dayrl Jackson. MOTION CARRIED!

OLD BUSINESS:

NEW BUSINESS: NONE

CHAIR'S REPORT- NONE

PUBLIC COMMENTS: Chairman Ron Singleton open the floor for Public Comments at 6:15pm and instructed the public that they are allowed three minutes to make a comment. The comments from the public concluded at 6:28pm.

ADJOURMENT

**The meeting ended at 6:45pm on March 26th,
2024.**