



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)**

April 23, 2024

Call to Order

A Board Meeting of the Twin Cities Area Transportation Authority was held on April 23, 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:

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

Board Members Absent: NONE!

Staff Present: Mr. Rufus Adams- Executive Director and Mrs. Toranita Meridy Brooks- HR

Staff Absent: Mr. Nick Fort, Operations Manager

Public: Nidra Singleton, James Parson, Doris Sanders, Debra Bailey, Carla Choudhry, Tressa Greschak and Tywana Wilborn.

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

A motion was requested by Chairman Ron Singleton to approve the agenda. Chairman Ron Singleton stated the agenda will need to be amended because the Board has received an attorney-client privileged opinion memorandum from its attorney. The chair will accept a motion to enter a closed session for the purpose of reviewing the memorandum with TCATA's attorney. A motion was requested by Chairman Ron Singleton to enter in a closed session for the purpose of reviewing the memorandum from TCATA's attorney pursuant to the Open Meetings Act. The agenda was amended to add the attorney-client privileged opinion regarding the trial strategy in the lawsuit of Crayton vs. TCATA which also will be discussed in the closed session. Secretary Cora Robinson approved the motion, and Spencer Nesbitt supported it. **MOTION CARRIED!** At 5:45 P.M., the closed session started.



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The Board returned from closed session at 6:48pm and Ron Singleton made a motion to enter back into Open session. The motion was approved by Vice Chairman Spencer Nesbitt and supported by Secretary Cora Robinson. **MOTION CARRIED!**

Secretary's Report: NONE!

A motion was requested by Chairman Ron Singleton to approve the February 15th and March 26th Board Minutes. Secretary Cora Robinson made a motion to table approving the Board minutes because the format needs to be different. Board member Dayrl Jackson approved the motion and supported by Vice Chairman Spencer Nesbitt. **MOTION CARRIED!**

EXECUTIVE DIRECTOR'S REPORT- RUFUS ADAMS

Financial Statements: Executive Director Adams stated the financial statements presented were for the month ending March 2024. Net profit was positive for the month for at \$69K, Year over year, this is a \$120K increase. Accounts Payable increased by \$413K, this is a short-term liability driven by EV vans that were purchased. Revenue year to date is \$1.6M. This is a \$152K increase from the prior month. Farebox revenue increased by \$20K year over year and our punch cards increased by \$10K year over year. Total expenses increased year to date, the biggest drivers of the increase were labor and benefit costs. \$118K of Construction in Progress which is the EV Charging stations.

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

Executive Director Report-

EV charging stations project is more than halfway completed. The item that needs to be installed is the Supercharger. We received three EV vehicles this month and these vehicles will be running soon. The remaining fleet we have on order should be here by late summer which are gas vehicles. Fuel expenses were \$10K in March, down \$3K from the prior month. Ridership for the month of March was 10,151 passengers which is slightly down year over year. The driver of the month for March was Marcus Black. A copy of April's newsletter is attached which was prepared by Mrs. Brooks. Mr. Adams stated that he will take over some of the accounting duties starting in May and June. Mr. Adams also stated plans to take over more duties for the rest of the year. Monthly fees from Hungerford will be reduced monthly.

Chairman Singleton made a motion to approve the financial report and Director's report, approved by Vice Chairman Nesbitt and supported by Secretary Cora Robinson. **MOTION CARRIED!**

OLD BUSINESS: Director Adams stated he handed out the job descriptions to everyone in Operations. The employees also signed off for their job description as well. Employees will get a copy of their job description every quarter for good measure and to serve as a reminder of what their job duties are. Director Adams also covered the drug and alcohol policy that TCATA currently has in place and all the employees signed off that they received a copy.



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Director Adams reiterated that he put together some company policies and procedures back in December and January respectively, but he has more copies to give to the board if necessary. Director Adams stated that there was a team building and training that occurred on April 21st. Employees were trained in blood borne pathogens and workplace gossip. The team really enjoyed the workplace gossip video with applause at the end. We also had DISC training based on personality styles and we had two teams that did a team building exercise. Everyone was engaged and having fun. Director Adams stated he was intentional in mixing up the teams, assigning team members that don't usually sit together and this will be their team for the rest of the year with quarterly training and team building. Our theme for the rest of the year that "WE ARE BUILDING" building morale and teamwork and unity to improve our culture. Director Adams stated that he will now have One on One's with his staff bi-weekly and he expects Mr. Fort will do the same with his Operations staff.

NEW BUSINESS: NONE!

PUBLIC COMMENTS: Chairman Ron Singleton open the floor for Public Comments at 7:10pm and instructed the public that they are allowed three minutes to make a comment. The comments from the public concluded at 7:25pm.

Board Comments: Board Member Virgil Hatcher stated that this meeting was a good meeting with less complaints. Mr. Hatcher also stated that the chain of command should be followed as well. Vice Chairman Spencer Nesbitt agreed with Virgil Hatcher about following the chain of command. Secretary Cora Robison congratulated the Director for putting together the job descriptions. Cora Robinson also stated she would like to see a policy regarding the chain of command and clear communication is essential.

Chair's Report: Chairman Ron Singleton congratulated the teams that won the participation award with the training that occurred on 04/21/24. Mr. Singleton also stated that there are other policies that will be looked at as well regarding the passengers and the board is committed to making TCATA a great service for the community.

Chairman Singleton made a motion to adjourn the April meeting, approved by Secretary Cora Robinson and supported by board member Virgil Hatcher. **MOTION CARRIED!**

ADJOURMENT

The meeting ended at 7:55pm on April 23rd,
2024.