

# NOTICE OF MEETING

Twin Cities Area Transportation Authority  
Board Meeting  
Wednesday, January 27, 2021  
12:00 PM

Pursuant to Public Act 228, Sec. 3a. (a), the Twin Cities Area Transportation Authority (TCATA) will hold the TCATA Board meeting by phone for our public conference on **Wednesday, January 27, 2021 at 12:00 p.m.**

The agenda, public notice and additional information can be found on the web at this address:  
<https://www.mywaythere.org/tcatameetings.asp>

Rules regarding public participation are unchanged, and members of the public are invited to participate during the public comment period.

## JOIN ZOOM MEETING:

<https://zoom.us/j/93211357708?pwd=S3crSzM2UTdZdGRpanpubWNGWm0xdz09>

**Meeting ID: 932 1135 7708**

**Passcode: 840634**

### Dial by your location

<u>+1-929-205-6099</u>	US (New York)
<u>+1-301-715-8592</u>	US (Washington D.C)
<u>+1-312-626-6799</u>	US (Chicago)

For those unable to participate remotely, you may submit a written comment to be read during the Public Comment period to Paul Gillespie by **Tuesday, January 26, 2021 by 3:00 pm**

If you have technical difficulties joining the meeting, contact 269-927-2268 and we will make every effort to assist you.

# NOTICE OF MEETING

*All public meetings held by TCATA are required to be accessible to persons with disabilities under Title II of the Americans with Disabilities Act (ADA). Accommodations are available upon request to persons with disabilities who require alternately formatted materials or auxiliary aids to ensure effective communication and access to public meetings or programs. For questions about accessibility or to request accommodations, please contact Paul Gillespie at 269-927-2268 or [pgillespie@tcatabus.org](mailto:pgillespie@tcatabus.org). Providing at least 7 days advance notice will help to ensure availability.*

# Roll Call – New Procedure

To adhere to the new requirements of the Michigan Open Meetings Act please state the city and state you are calling in from when your name is called.

Example:

Jane Cook

*“Here, participating remotely from the Village of Stevensville Michigan.”*

From January 1, 2021, to December 31, 2021, members must announce at the outset of the meeting that he or she is participating remotely and if remote participation is for any reason other than military duty, the member must announce the physical location by county, city, township or village, and state which shall be recorded in the meeting minutes.

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

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

**MEMORANDUM**

TO: TCATA Board Members

FROM: Paul Gillespie, Executive Director 

DATE: January 22, 2021

RE: TCATA Monthly Board Meeting

There is a TCATA board meeting scheduled for **Wednesday January 27, 2021 at 12:00 p.m.**

The monthly board meeting will be held **ON A ZOOM VIDEO CONFERENCE.**

Please find enclosed a **MEETING NOTICE** with additional information on how to connect to the video conference.

If any changes should occur, you will be notified by telephone on Tuesday January 26, 2021 or as soon as possible.

If there are any questions and/or instructions regarding this matter, please contact me at 269-927-2268.



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

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

**AGENDA**

ROLL CALL – 01/27/21

**APPROVAL OF AGENDA**

**SECRETARY'S REPORT**

- 2) General Information – 01/27/21
- 3) Minutes – 11/25/20 & 12/23/20

**CHAIRMAN'S REPORT**

- 1) General Information – 01/27/21

**DIRECTOR'S REPORT**

- 1) Operation Summary,  
Ridership & Farebox – 12/20
- 2) Driver of the Month – 12/20
- 3) General Information – 01/27/21
- 4) Approval of Directors Report – 01/27/21

**ACCOUNTANT'S REPORT**

- 1) Unpaid Bills Detail – 12/20
- 2) Check Detail – 12/20
- 3) Purchases by Vendor Detail – 12/20
- 4) Petty Cash – 12/20
- 5) Wire Transfer– 12/20
- 6) Trial Balance, Profit loss, Profit and  
Loss Budget vs. Actual  
& Balance Sheet – 12/20
- 7) Approval of Accountant Report -- 01/27/21
- 8) Audit Report

**OLD BUSINESS**

- 1)

**NEW BUSINESS**

- 1) Board Meeting Schedule
- 2) Resolution of Intent for FY 2022

**PUBLIC COMMENTS**

**TWIN CITIES AREA TRANSPORTATION AUTHORITY  
REGULARLY SCHEDULED  
BOARD MEETING  
HELD November 25, 2020  
REVISED**

Board Members Present: Mr. Anthony Andrews, Chairperson  
Ms. Emma Kinnard, Secretary  
Mr. James Childs, Trustee

Board Members Absent: Ms. Lisa Varrie, Trustee  
Ms. Juanita Henry, Trustee

Staff Present: Mr. Paul Gillespie, Executive Director  
Mr. TJ Taylor, Assistant Director  
Mr. Jan Harper, Accountant Consultant  
Mr. Bill Purvis, Consultant

Staff Absent: Ms. Chalexis Tyson-Bradley, Finance Director

Public: Patricia Crayton  
Unknown

The board meeting was called to order by Mr. Andrews.

Agenda: A motion was requested by Mr. Childs to approve the agenda of 11/25/20 as presented, supported by Ms. Kinnard. **MOTION CARRIED**

Secretary's Report: **General Information** – Ms. Kinnard stated that she signed a form for her signature stamp, and she would like the stamp. It was confirmed that TCATA does not have a signature stamp for Ms. Kinnard. Ms. Kinnard was advised that she signed a paper for her signature to go onto the payroll checks for employees only.

**Minutes** – A motion was requested by Mr. Childs to approve the minutes of 10/28/20 as presented, supported by Ms. Kinnard. **MOTION CARRIED**

Chairperson's Report:

**General information** – Mr. Andrews stated that over the last couple weeks it has been challenging. He stated there has been questions and concerns about the board. Mr. Andrews stated that he wanted to make it clear that the board does not make any decisions without meeting with management or the Executive Director. Mr. Andrews stated that they would like to do open meetings to make sure everyone can be on one accord. He also stated that the board is here to make sure that policies and procedures are followed accordingly.

Mr. Andrews stated that the board will be placing the Executive Director on a 90-day probation, which will be starting as of today until February 24, 2021.

Mr. Andrews stated that upon that day, the board will give Mr. Gillespie a full review of his employment with TCATA up until that point in time.

A motion was requested by Mr. Childs to put the Executive Director, Paul Gillespie on a 90-day probation period and after the board will have a review, supported by Ms. Kinnard. **MOTION CARRIED**

Mr. Andrews stated that Mr. Gillespie is on a 90-day probation due to all the incidents that have come up and just in case another incident pops up, the board wants to view how the director enforces the Workplace Violence Policy. Mr. Andrews stated that the board was not happy with how it was being enforced because of all the other incidents that took place and the policy wasn't being followed strategically. Mr. Andrews stated that now they are monitoring to see if any other incidents pop up and how the director is going to handle it.

Director's Report:

**Operation Summary, Ridership & Fare box** – Mr. Gillespie informed the board that the total Demand Response riders for the month of October was 9,549 of these 994 were senior riders and 3,181 were disabled riders, and 275 children, 4,703 regular riders, and line Haul had 3,942 riders.

1,185.10 gallons of gasoline covering 8,622 miles an average of 7.3 miles per gallon. LP gas we used 6,772 gallons covering 35,792 miles an average of 5.3 miles per gallon. Total vehicle hours were 3,581 with an average of 2.7 passengers per vehicle hour.

Mr. Gillespie informed the board that the Ridership Comparison for FY2020 Year to Date was 15,803 passengers on the Demand Response and 5,189 passengers on the Fixed Route. FY2021 Year to Date was 9,549 passengers on the Demand Response and 3,942 passengers on the Fixed Route.

**Driver of the month** – Marvin Haywood with 633 passengers for the month of October 2020.

A motion was requested by Mr. Childs to approve the Director's Report as presented for the month of October 2020, supported by Ms. Kinnard. **MOTION CARRIED**

Accountant's Report:

**Check Details, Purchases by Vendor Detail & Unpaid Bills** – A motion was requested by Mr. Childs to approve the check detail in the amount of \$66,413.44 for the month of October 2020, supported by Ms. Kinnard. **MOTION CARRIED**

A motion was requested by Mr. Childs to approve the Purchases by Vendor in the amount of \$60,789.47 for the month of October 2020, supported by Ms. Kinnard. **MOTION CARRIED**

A motion was requested by Mr. Childs to approve the Unpaid Bills Detail in the amount of \$104,929.12 for the month of October 2020, supported by Ms. Kinnard. **MOTION CARRIED**

**Bank Card Activity** – was reviewed 10/20

**Wire Transfers**– was reviewed 10/20

**Petty Cash** – was reviewed 10/20

**Trial Balance, Balance Sheet & Profit & Loss**- Mr. Harper stated that TCATA's net income/(loss) as of October 2020, was \$54,077.04.

A motion was requested by Mr. Childs to approve the Profit & Loss Report for the month of October 2020, supported by Ms. Kinnard. **MOTION CARRIED**

Old Business:

New Business:

Public Comments:

There being no further discussions, the board meeting was adjourned by Mr. Childs.

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Secretary

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Date



**TWIN CITIES AREA TRANSPORTATION AUTHORITY  
REGULARLY SCHEDULED  
BOARD MEETING  
HELD December 23, 2020**

Board Members Present: Mr. Anthony Andrews, Chairperson  
Mr. James Childs, Trustee  
Ms. Lisa Varrie, Trustee  
Ms. Dorthoy Parker, Trustee

Board Members Absent: Ms. Juanita Henry, Trustee

Staff Present: Mr. Paul Gillespie, Executive Director  
Mr. TJ Taylor, Assistant Director  
Mr. Bill Purvis, Consultant  
Ms. Chalexis Tyson-Bradley, Finance Director  
Ms. Desha King, Grant/Procurement Manager  
Ms. Veronica Bragg, Office/HR Manager

Staff Absent:

Public: Emma Kinnard  
Patricia Crayton  
Eleanor Gavin  
Eric Lester

The board meeting was called to order by Mr. Andrews.

Agenda: A motion was requested by Mr. Childs to approve the agenda of 12/23/20 as presented, supported by Ms. Varrie. **MOTION CARRIED**

Secretary's Report: **GENERAL INFORMATION** – Ms. Kinnard stated that she had just been informed that this will probably be her last meeting. Ms. Kinnard stated that the Mayor said on Monday night that she had did a fantastic job, but she had gotten other rumors that a board member and an employee went and made some accusations about herself and the chairperson. Ms. Kinnard stated that she wanted to clear her character because of the things that took place.

Ms. Kinnard stated that money belonging to a passenger came up missing and was stolen from Dial-A-Ride and the director replaced that money and she stated that this was one of the incidents that took place. Ms. Kinnard stated that this incident led up to the board getting policies and procedures and demanded that the company put things in place. She stated that a lot of times she received information from Ms. Varrie of the different things that took place in the building. Ms. Kinnard stated that when there were other altercations and disruptions like one



lady employee having a gun in the workplace. Ms. Kinnard stated that she talked to Mr. Taylor about the situation.

Ms. Kinnard stated that there was other evidence that came about after the board had gotten the policies and procedures and voted them in through the board unanimously. She stated that later on she found out that they had allowed Ms. Bragg to go in and change things on the policies and procedures. Ms. Kinnard stated that she knows Ms. Bragg made changes to the policies and procedures because Ms. Bragg asked her about making the change and she stated that she told Ms. Bragg not to change anything. Ms. Kinnard stated that the word "written" had been changed in the policies and procedures and she doesn't know who gave Ms. Bragg permission to change the document. Ms. Kinnard stated that Ms. Bragg took Mr. Andrews signature stamp without his approval and stamped the policies and procedures. Ms. Kinnard stated that Mr. Andrews gave authority, but the decision has to come back to the board if they know the policies and procedures. Ms. Kinnard stated that if the board voted on the policies and procedures then any changes made need to be brought back to the board. Ms. Kinnard stated that Ms. Bragg stamped Mr. Andrews name on the document and that is illegal.

Ms. Kinnard stated that there was another altercation with the supervisor over the bus drivers getting their daily tasks. Ms. Kinnard stated that the supervisor came out of dispatch to confront a driver and one of the drivers came in between the two during the incident or she at least tried to get the ladies to calm down. She stated that some of the men drivers told her about this incident as well. Ms. Kinnard stated that during the altercation one of the drivers was struck in the face. Ms. Kinnard stated that she asked to review the video and Ms. Bragg denied her to look at the video because there was nothing on there to see. Ms. Kinnard stated that the lady went to Mr. Taylor and Mr. Gillespie and they told the lady to keep quiet about the situation. Ms. Kinnard stated that the lady went and made a police report and Ms. Kinnard stated that this incident was automatically going to come back to the board. Ms. Kinnard stated that they had to try to act on them writing up employees and she stated that Mr. Taylor didn't write it up. Ms. Kinnard stated that this situation was another reason why she pushed harder for them to follow policies and procedures so that the integrity of Dial-A-Ride can continue. Ms. Kinnard stated that this was not implemented from the director and she stated that he said that he had been hindered to take action on these matters and he gave the name of the person that told him no the supervisor has been with the company a long time and he wasn't going to write her up. Ms. Kinnard stated that they have the conversation on a recording. She also stated that they denied posting the policies and procedures so her and the chairperson went and got the original document of the policies and procedures posted downstairs in the building and stated that she underlined what Ms. Bragg had taken out of the document and then stamped Mr. Andrews name. Ms. Kinnard stated that she guesses Mr. Andrews allowed Ms. Bragg to use his signature stamp on the policies and procedures but the changes of the document were not brought to the board so what Ms. Bragg did was illegal.

Ms. Kinnard stated that one time it was brought to her attention by Ms. Varrie that there were some things done by Ms. Henry that included Ms. Henry and Mr. Purvis signing for Mr. Little a \$30,000 raise. Ms. Kinnard stated that Mr. Purvis was not an employee, he was a consultant at the time. Ms. Kinnard stated that the board took action on this situation and that these are the type of things that the board did to try to hold the integrity of the business. Ms. Kinnard stated that Mr. Purvis was not an employee and was wondering why his name was on the paper for Mr. Little's raise and it not come before the board. She stated that Mr. Purvis' actions were illegal on Mr. Little's raise. Ms. Kinnard stated that she wanted everyone to see where she is coming from and to hold her integrity up because she was trying to do what is right. Ms. Kinnard stated that her and Mr. Andrews have gone to the attorney to make sure they are on the right path.

Ms. Kinnard stated that one lady told her that the checks/money is coming up short. Ms. Kinnard asked for a special investigation through the CARES Act money because that money is given to Mr. Purvis who is getting retirement money from Dial-A-Ride and also working as a consultant. Ms. Kinnard stated that she is bringing all this out so that the lady who is coming in knows what she is coming into and for the mayor to not ask her what is going on when they came to him about her standing in the way of daily operations. Ms. Kinnard stated that the board is not interfering but reassuring that the business is responsible, and she stated that she is not getting paid, so she doesn't have to go through the abuse of what is going on right now. Ms. Kinnard stated that everything is supposed to be written and the policies and procedures is supposed to be put forth and she stated that she has documentation to show that Mr. Andrews stamp was used on the policies and procedures.

\*\*\*TCATA does NOT have a retirement pension for any employee\*\*\*

Ms. Kinnard stated that there are other things that have been going on and those things can be brought out later because she had people come and talk to her. Ms. Kinnard stated that she doesn't think the staff knows that the board knows about the issues that are going on at Dial-A-Ride.

Ms. Kinnard asked the board for a special investigation on the money and things that are coming into Dial-A-Ride and other irregular things that are happening. Ms. Kinnard stated that she has a ton of other things that have happened at Dial-A-Ride that include the young man coming outside during an incident and taking pictures and posting them on Facebook. Ms. Kinnard stated that all these incidents let people know that this infestation of problems within Dial-A-Ride need to be resolved. Ms. Kinnard stated that Dial-A-Ride has a director that is not doing his job and the company needs to have people who are going to take action and keep things running in an orderly manner.



Mr. Purvis stated that for the document he signed he was a witness, and that he was not an employee. Ms. Kinnard stated that Mr. Purvis knew the process and that the raise was supposed to go to the board. Ms. Kinnard stated that Mr. Purvis and Ms. Henry signed the raise paperwork for Mr. Little and never brought it to the board. Ms. Kinnard stated that Ms. Henry came and apologized to her. Ms. Kinnard stated that the apology came after Ms. Varrie informed her of Ms. Henry's actions. Ms. Kinnard stated that she didn't understand why Mr. Purvis' name was on the paperwork as a consultant. Mr. Purvis stated that his name was not on the paperwork as a consultant but instead a witness, and that he had not been going to the board meetings, so he assumed that when the paperwork was brought in, the board knew about Mr. Little's raise. Mr. Purvis stated that he was just a witness and that had nothing to do with his employment or anything else. Mr. Purvis stated that at the time he did not know that the raise was not approved. Ms. Kinnard stated that Mr. Purvis had once been the director, so he knew to go and get the information if it was so. Ms. Kinnard stated that we have to take responsibility and that is why she asked that her stamp not be used because there is so much being illegally used. Ms. Kinnard stated that she wants a special investigation of how much misuse the business stamps have been used in doing other business.

Ms. Kinnard asked Mr. Purvis why he is receiving some of the CARES Act money because he is getting retirement and getting paid as a consultant. Mr. Purvis stated that he is receiving CARES Act money because he was in the office taking a chance just like everyone else that came to work. Mr. Purvis stated that the CARES Act money is hazard pay. Ms. Kinnard interrupted Mr. Purvis and stated that he told everyone that he was taking his work home. Mr. Purvis stated that he did not receive hazard pay for any day that he worked from home. Mr. Purvis stated that he only got hazard pay for the days he actually came to the building to work. Ms. Kinnard stated that they will ask for a special investigation to investigate it all. Mr. Purvis stated that the only use for the stamps is for the checks and that no one stamps documents.

Ms. Bragg stated that she has never stamped anything that she was told not to do. She also stated that she would like to see the proof that she used a stamp that was not given permission to use. Ms. Kinnard stated that Ms. Bragg came to her and Mr. Andrews personally about the change in the document and she told Ms. Bragg not to change anything. Ms. Kinnard stated that Ms. Bragg is the only person that approached her about the document. Ms. Bragg asked Ms. Kinnard what changes did she ask about and Ms. Kinnard stated that the word "written" was taken out of the policies and procedures. Ms. Kinnard stated that nothing was written up on that act. Ms. Bragg stated that she did not change the document. Ms. Bragg stated that the board said the policies and procedures came from the attorney. Ms. Bragg stated that the policies and procedures that the board is using is just about word for word what Mr. Little wrote. Ms. Bragg stated that she would never use Mr. Andrews stamper without his permission. Ms. Kinnard asked who used the stamper on the document? Ms. Bragg asked again what is Ms. Kinnard talking about? Ms. Kinnard stated that she is talking about the

policies and procedures that was presented. Ms. Kinnard stated that the word "written" was supposed to be in the document to ensure that there is a paper trail for incidents in the company because there is so much fighting and destruction among the employees downstairs. Ms. Kinnard stated that Ms. Bragg asked about the change and she told Ms. Bragg no.

Ms. Bragg stated that she has been with the company for sixteen years and she knows how it works. Ms. Kinnard stated that she knows how it works too. Ms. Kinnard stated that one thing Ms. Bragg did was ask about the change and that Ms. Bragg said that it won't change anything, and she told Ms. Bragg no.

Ms. Bragg stated that she has been nothing but good to all of the board and all her intentions have been good. Ms. Bragg stated that she would like the proof since Ms. Kinnard is stating that she did something illegal. Ms. Kinnard asked again who stamped Mr. Andrews name on the policies and procedures because one is stamped, and one isn't? Ms. Varrie stated that this is out of control. Ms. Bragg stated that Mr. Andrews has a stamper at home and that he has a total of two stampers. Ms. Kinnard stated that Mr. Andrews asked Ms. Bragg to return his stamp. Ms. Bragg stated that Mr. Andrews asked for his stamp after the policies and procedures document was approved. Ms. Bragg stated that the policies and procedures was brought up around May. Mr. Andrews stated that they have to move on with the meeting.

Ms. King stated that she received the documentation that shows the list of the current board members about a week ago. Ms. King stated that Ms. Kinnard is no longer on the board, so she did not send Ms. Kinnard a packet and she did not send an access code to the meeting. Ms. King stated that anyone can go online and get the access code from the website, but she did not send Ms. Kinnard any information for this meeting. Ms. King stated that we were at the Secretary's report on the agenda and Ms. Kinnard started talking about all her issues with the company. Ms. King stated that if Ms. Kinnard had an issue then she should have addressed the issue before the meeting not during the meeting because it is very inappropriate and attacking everyone isn't right. Ms. Kinnard stated that she will bring up the issues afterwards again.

Ms. King stated again that according to the agenda we were at the secretary's report and that wasn't the time or the place to say all of that and accuse employees of anything. Ms. Kinnard stated that there was no secretary and that she was told she could speak. Ms. King asked Ms. Kinnard who gave her permission to speak? Ms. Kinnard stated that Mr. Andrews gave her permission to speak. Mr. Andrews stated that he told Ms. Kinnard that she to act as the secretary since the board did not have a secretary. Ms. King stated that Ms. Kinnard is already off the board, so Ms. Kinnard was not supposed to speak during the secretary's report.



Mr. Andrews stated that he was not informed about Ms. Kinnard not being on the board. Ms. King stated that everyone has been informed about a new board member and that we all have a copy of the list from the city clerk. Mr. Andrews stated that he did not get a copy and the only thing he got a copy of was the agenda stating that a board member had to be appointed as secretary. Ms. King stated that everyone received a copy of the new board members list from the city clerk. Mr. Andrews asked if Ms. King could let him know all of the board members that are on the list. Ms. King stated that the new board member introduced herself and her name is Ms. Dorothy Parker and everyone else remains on the board except for Ms. Kinnard.

**MINUTES** – Ms. Varrie stated that before the approval of the minutes, she had a question in regard to the Director’s probation. Ms. Varrie stated that she was reading the packet and she was not at the last meeting. Ms. Varrie stated that she seen where the board place Mr. Gillespie on a 90-day probation. Ms. Varrie stated that she was trying to read what was the purpose of the 90-day probation and if anything was stated on what needed to be corrected within that probationary period. Ms. Varrie stated that she did not see the purpose or what needed to be corrected so she spoke to the chairperson and asked why.

Mr. Andrews stated that Mr. Gillespie is on a 90-day probation due to all the incidents that have come up and just in case another incident pops up, the board wants to view and see how the director enforces the Workplace Violence Policy. Mr. Andrews stated that the board was not happy with how it was being enforced because of all the other incidents that took place and the policy wasn’t being followed strategically. Mr. Andrews stated that now they are monitoring to see if any other incidents pop up and how the director is going to handle it. Mr. Andrews stated that he thought he clarified the reason of the probation at the last meeting. Ms. Varrie stated that she only had a question about the probationary period because there was nothing in the minutes with that information.

A motion was requested by Mr. Childs to approve the minutes of 11/25/20 as presented. **MOTION DENIED**

Motion was tabled for the next meeting due to correction needed in minutes.

Chairperson’s Report:

**General information – NONE**

Director’s Report:

**Operation Summary, Ridership & Fare box** – Mr. Gillespie informed the board that the total Demand Response riders for the month of November was 7,916 of these 826 were senior riders and 2,348 were disabled riders, and 219 children, 4,189 regular riders, and Line Haul had 3,125 riders.

869.10 gallons of gasoline covering 5,701 miles an average of 6.6 miles per gallon. LP gas we used 6,157 gallons covering 31,597 miles an

average of 5.1 miles per gallon. Total vehicle hours were 3,212 with an average of 2.5 passengers per vehicle hour.

Mr. Gillespie informed the board that the Ridership Comparison for FY2020 Year to Date was 29,565 passengers on the Demand Response and 12,745 passengers on the Fixed Route. FY2021 Year to Date was 17,465 passengers on the Demand Response and 7,067 passengers on the Fixed Route.

**Driver of the month** – Marvin Haywood with 624 passengers for the month of November 2020.

A motion was requested by Mr. Childs to approve the Director’s Report as presented for the month of November 2020, supported by Ms. Varrie. **MOTION CARRIED**

Accountant’s Report:

**Check Details, Purchases by Vendor Detail & Unpaid Bills** – A motion was requested by Ms. Varrie to approve the check detail in the amount of \$154,904.89 for the month of November 2020, supported by Mr. Childs. **MOTION CARRIED**

A motion was requested by Ms. Varrie to approve the Purchases by Vendor in the amount of \$67,788.53 for the month of November 2020, supported by Mr. Childs. **MOTION CARRIED**

A motion was requested by Ms. Varrie to approve the Unpaid Bills Detail in the amount of \$7,010.79 for the month of November 2020, supported by Mr. Childs. **MOTION CARRIED**

**Bank Card Activity, Wire Transfers, & Petty Cash** – was reviewed 11/20

**Trial Balance, Balance Sheet & Profit & Loss**- Mr. Purvis stated that TCATA’s net income/(loss) as of November 2020, was \$25,728.34.

A motion was requested by Ms. Varrie to approve the Profit & Loss Report for the month of November 2020, supported by Mr. Childs. **MOTION CARRIED**

Old Business:

**NONE**

New Business:

Mr. Gillespie stated that the board was given a memo about hazard pay for employees. Mr. Gillespie stated that this has been a stressful year for employees due to COVID-19 and that it would be appropriate for the board to approve a one-time payment of \$500 per employee as an end of the year hazard payment. Mr. Gillespie stated that he hopes the board recognizes the dedication and hard work of the employees.

A motion was requested by Ms. Varrie to approve the Employee 2020 Year End Hazard Pay, supported by Mr. Childs. **MOTION CARRIED**

Mr. Gillespie stated that this year union negotiations include a 10% increase in wages across the board for every employee and eliminate



the pay rate difference between part-time and full-time drivers. Mr. Gillespie also stated that part-time wages would increase from \$11.43 to \$14.58; full-time wages would increase from \$13.25 to \$14.58; and dispatcher wages would increase from \$14.66 to \$16.13.

Mr. Gillespie stated that a provision of the union contract states that the employer notifies in writing the discharge or suspension of an employee to the union steward and chapter chair. He also stated that the employee, steward, and chapter chair upon demand are entitled to copies of any written record of the employee's discipline.

A motion was requested by Mr. Childs to approve the union contract that includes a 10% raise for employees and eliminates the pay difference between part-time and full-time employees, supported by Ms. Varrie. **MOTION CARRIED**

Mr. Andrews stated that the Articles of Incorporation includes that the board needs a treasurer and co-chairperson. Mr. Andrews stated that since the board is going to have a new secretary he asked if Ms. Kinnard could move to the new treasurer position. Ms. Bragg stated that Ms. Kinnard is not on the board and her position was filled by Ms. Dorothy Parker. Mr. Childs stated that Ms. Kinnard wouldn't be able to hold the treasurer position since she isn't on the board. Mr. Andrews stated that they can ask the Mayor to appoint Ms. Kinnard as the treasurer.

Mr. Andrews stated that he is asking if the board is in favor with him on appointing Ms. Kinnard as the treasurer so when he presents this to the Mayor, he knows that the board is agreeing with him on this matter. Mr. Gillespie stated that Ms. Kinnard is no longer on the board, so she is not eligible for a board position. Mr. Andrews stated that he needs 70% of the board to agree on needing a treasurer and co-chairperson so that he can take this information to the commissioners. Mr. Andrews stated that if they want to change things on the board then they need to change it right. Mr. Andrews stated that Ms. Kinnard can be the treasurer and then they can appoint a co-chairperson.

Mr. Gillespie suggest that the board take this matter to the Mayor to discuss and then bring nominations to the next board meeting. Ms. Parker stated that she doesn't think this is the time to be having this specific conversation while Ms. Kinnard is on the line. Mr. Andrews stated that he wasn't going to talk about Ms. Kinnard behind her back.

Ms. Varrie stated that the appointment of a secretary should be tabled until they get the correct information. Mr. Taylor stated that the only problem is that they need someone to sign checks. Mr. Taylor stated that they can table the appointment of secretary because they have Mr. Andrews stamp for checks. A motion was tabled to appoint a secretary.

Public Comments:

Ms. Crayton stated that she feels the sanitation, security and safety of the employees is not adequate enough because of the cases around Dial-A-Ride. She also asked what is going to be done about this issue because she has complained multiple times, and nothing has changed.

Mr. Taylor stated that they have done everything that they can possibly do. Mr. Taylor stated that employees have masks, gloves, wipes on the buses and he also put a notice up if drivers want to stop by the building to spray their bus with disinfectant spray. Mr. Andrews stated that if Ms. Crayton has any more concerns with the CDC guidelines that the company is following then she needs to write it down and then the director can implement those concerns.

Ms. Crayton asked if the board set a date for the grievance about the workplace violence and the injury that occurred? Mr. Gillespie stated that the hearing was scheduled for November 2020 but then the union rep got sick and the meeting was postponed so they have to reschedule the meeting. Ms. Crayton stated that this is for the board and asked Mr. Gillespie if he was a board member? Ms. Crayton stated that she asked if Mr. Gillespie was on the board because she was told that the board has to schedule the meeting. Ms. Varrie stated that the issue goes to the director then it comes to the board. Mr. Gillespie suggested that Ms. Crayton, Mr. Andrews and himself agree on a time and place for the hearing.

Ms. Gavin stated that she is concerned about hearing that Ms. Kinnard was removed from the board by the Mayor. She states that she remembers a time when it was hard for the city to find members to serve. Ms. Gavin stated that Ms. Kinnard is an excellent example of leadership. Ms. Gavin is hoping that the board is possibly considering writing a letter of support for Ms. Kinnard and look into the possibility of changing how the board is selected. Ms. Gavin stated that she thinks this is something the city council should be able to see and there should be more transparency.

Mr. Lester stated that he recognizes that there is a challenging situation that the board and TCATA is in. He stated that he hopes things get worked out.

Ms. Parker stated that she doesn't want it to look like she was appointed to replace Ms. Kinnard. She stated that it was her understanding that there was an opening on the board, so she applied because a couple of board members term had expired. Ms. Parker stated that she did not apply to replace Ms. Kinnard. Mr. Andrews stated that they have nothing directly against Ms. Parker.

Mr. Andrews ended the meeting with a prayer.

There being no further discussions, the board meeting was adjourned by Mr. Childs.

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Secretary

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Date



# OPERATION SUMMARY

7,053,793

PASSENGERS TO DATE

19,288,052

MILES TO DATE

DEC 2020

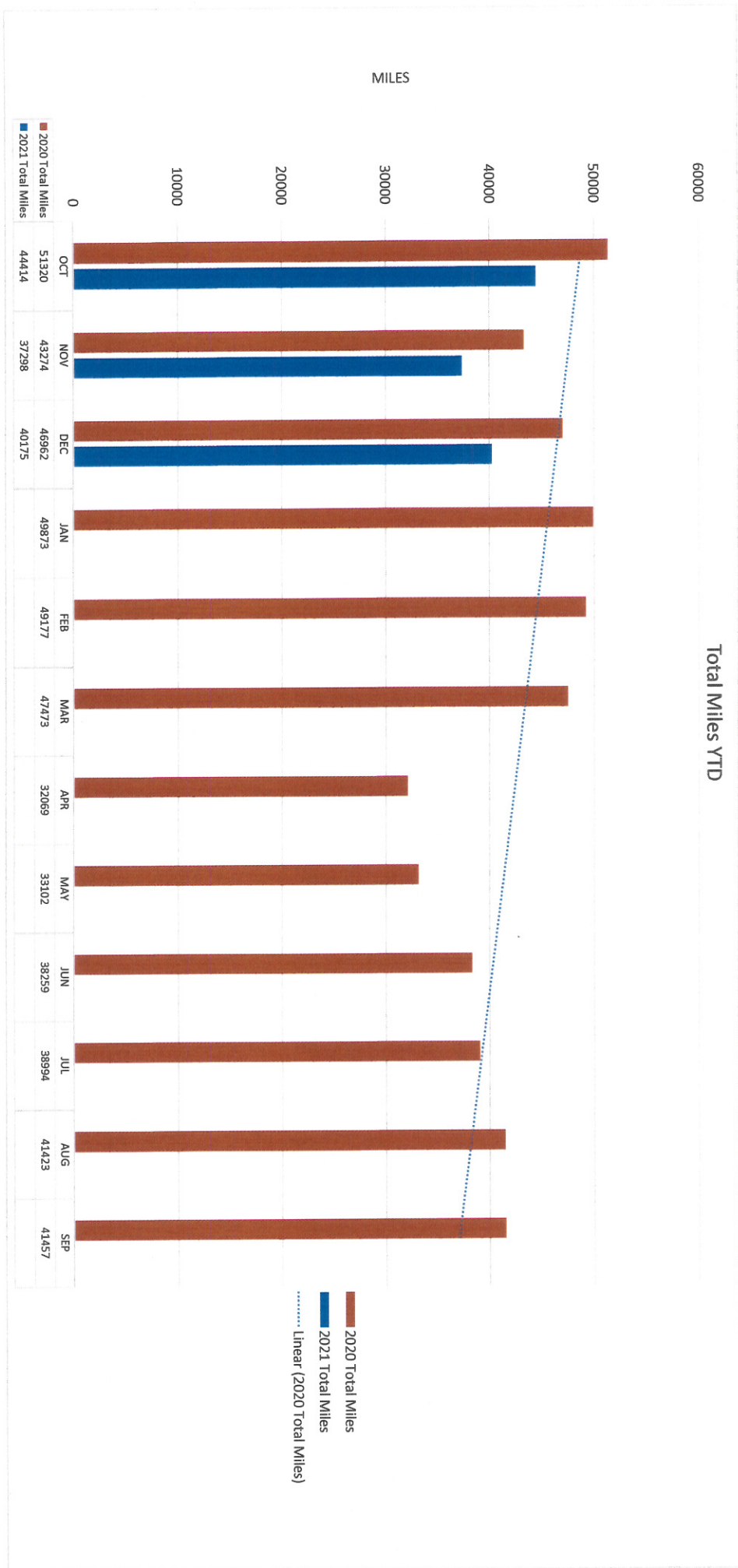
Date	Regular	Senior	Disable	Child	SR. Dis	Total	LINE	VEHICLE DATA			VEHICLE DATA LP			VEH.		PASS/		
								HAUL	FUEL	MILES	MILES /GAL.	FUEL	MILES	M/GAL	HOURS		VEH.HR.	
MON																		
TUE	1	191	40	113	26	15	385	157	50.8	314	#DIV/0!	6.2	339.4	1340	#DIV/0!	3.9	151	2.5
WED	2	172	42	106	7	17	344	130	30	156	5.2	358.5	1543	4.3	151	2.3		
THUR	3	201	63	136	24	21	445	198	74	333	4.5	278.6	1499	5.4	151	2.9		
FRI	4	222	35	133	13	15	418	175	49.2	403	8.2	295.2	1423	4.8	170	2.5		
SAT	5	91	35	76	1	9	212	87	18	121	6.7	173.6	828	4.8	68	3.1		
SUN																		
TOTAL		877	215	564	71	77	1804	747	222	1327	6.0	1445.3	6633	4.6	691	2.6		
MON	7	208	41	115	6	13	383	154	41.9	254	6.1	397.6	1429	3.6	151	2.5		
TUE	8	169	35	116	9	9	338	137	59.6	299	5.0	305.4	1544	5.1	169	2.0		
WED	9	186	35	114	7	13	355	132	56.4	339	6.0	350.5	1506	4.3	171	2.1		
THUR	10	180	36	115	11	19	361	133	53.3	335	6.3	282.5	1536	5.4	161	2.2		
FRI	11	223	33	107	13	9	385	151	64.1	379	5.9	283.7	1268	4.5	165	2.3		
SAT	12	70	31	51	6	5	163	80	29.3	136	4.6	71.1	646	9.1	60	2.7		
SUN																		
TOTAL		1036	211	618	52	68	1985	787	304.6	1742	5.7	1690.8	7929	4.7	877	2.3		
MON	14	168	21	113	7	15	324	135	52.2	427	8.2	337.5	1319	3.9	153	2.1		
TUE	15	230	43	124	11	14	422	166	49.5	414	8.4	290.7	1682	5.8	168	2.5		
WED	16	208	33	112	15	9	377	158	52.6	359	6.8	313.7	1433	4.6	159	2.4		
THUR	17	193	38	106	7	12	356	119	61	435	7.1	187.1	1419	7.6	153	2.3		
FRI	18	169	56	91	12	9	337	125	43.3	84	1.9	336.0	1551	4.6	163	2.1		
SAT	19	110	38	71	15	6	240	115	0	0	#DIV/0!	142.7	709	5.0	60	4.0		
SUN																		
TOTAL		1078	229	617	67	65	2056	818	258.6	1719	6.6	1607.7	8113	5.0	856	2.4		
MON	21	188	32	105	8	11	344	135	40.5	275	6.8	208.7	1453	7.0	141	2.4		
TUE	22	192	37	76	7	15	327	115	26.8	249	9.3	235.7	1524	6.5	149	2.2		
WED	23	175	51	92	11	15	344	124	54.3	230	4.2	298.8	1447	4.8	156	2.2		
THUR	24				0	0	0	0	0	0	#DIV/0!	0.0	0	0	0	#DIV/0!		
FRI	25				0	0	0	0	0	0	#DIV/0!	0.0	0	0	0	#DIV/0!		
SAT	26	94	23	50	13	3	183	89	27.9	196	7.0	115.8	640	5.5	65	2.8		
SUN																		
TOTAL		649	143	323	39	44	1198	463	149.5	950	6.4	859	5064	5.9	511	2.3		
MON	28	231	39	98	14	9	391	200	30.8	194	6.3	344.2	1616	4.7	154	2.5		
TUE	29	159	38	96	11	7	311	114	14	89	6.4	364.3	1576	4.3	139	2.2		
WED	30	181	40	77	13	7	318	134	25.5	153	6.0	223.3	1481	6.6	141	2.3		
THUR	31	187	59	97	9	14	366	130	57.2	236	4.1	267.5	1497	5.6	152	2.4		
FRI							0				#DIV/0!					#DIV/0!		
SAT							0				#DIV/0!					#DIV/0!		
SUN																		
TOTAL		758	176	368	47	37	1386	578	127.5	672	5.3	1199.3	6170	5.1	586	2.4		
MONTH TOTAL		4398	974	2490	276	291	8429	3393	1062.2	6410	6.0	6802.1	33909	5.0	3521	2.4		

weekday

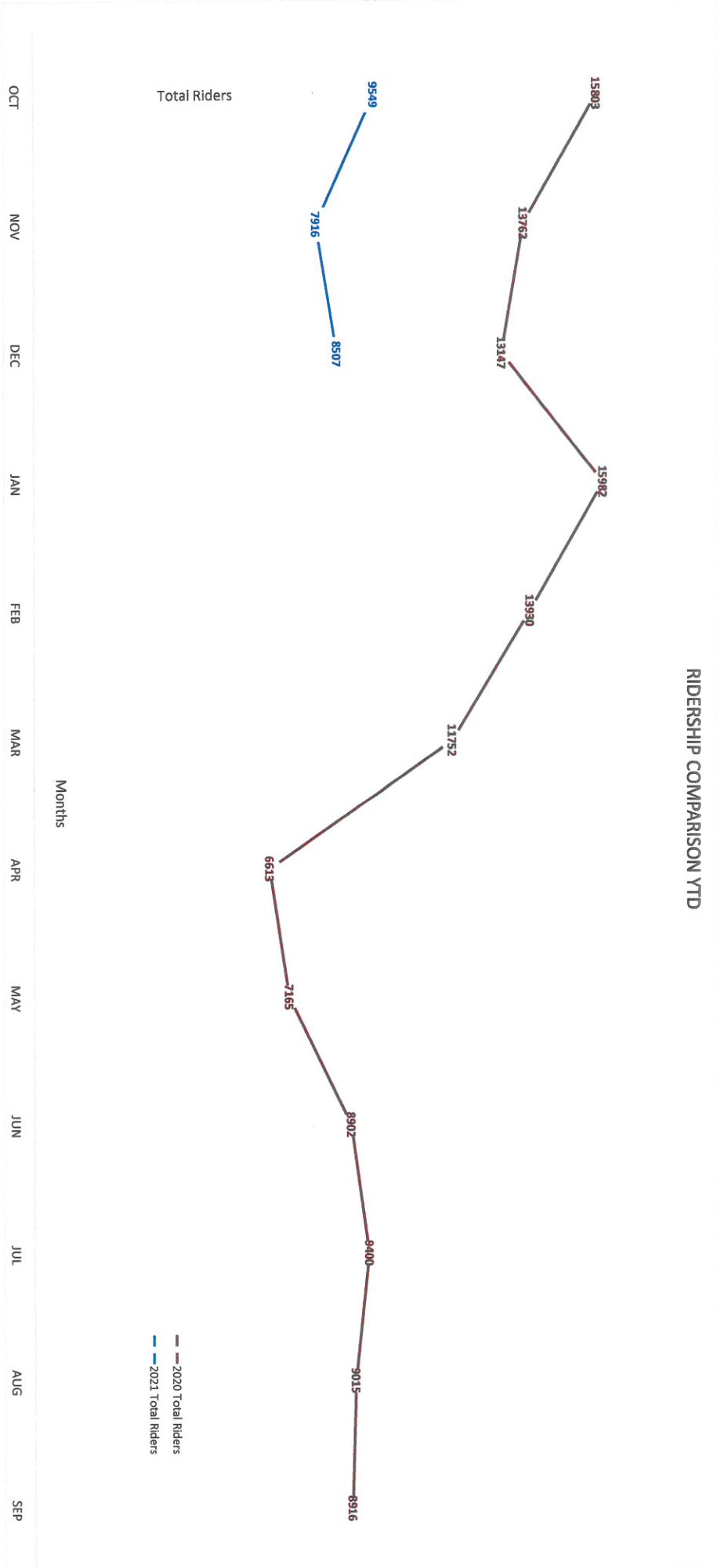
363







### RIDERSHIP COMPARISON YTD





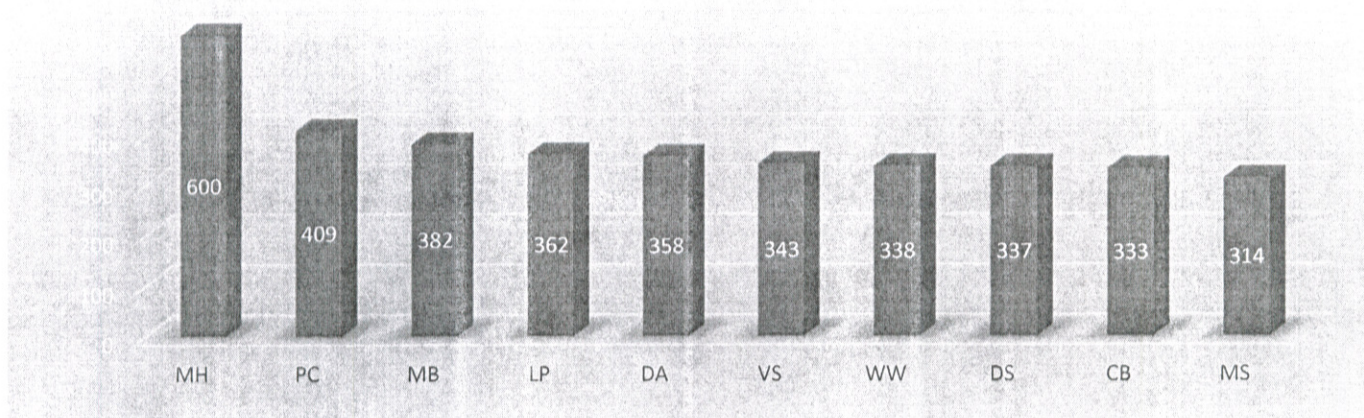
# RIDERSHIP

	2020 FY Month Total	2020 FY Year to Date	2021 FY Month Total	2021 FY Year to Date	2021 FY Month Difference	YTD Difference	% Change
Oct	15,803	15,803	9,549	9,549	-6,254	-6,254	-39.57%
Nov	13,762	29,565	7,916	17,465	-5,846	-12,100	-40.93%
Dec	13,147	42,712	8,429	25,894	-4,718	-16,818	-39.38%
Jan							
Feb							
March							
April							
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>42,712</b>	<b>42,712</b>	<b>25,894</b>	<b>25,894</b>	<b>-16,818</b>	<b>-16,818</b>	<b>-39.38%</b>

# FARES

	2020 FY	2020 FY	2021 FY	2021 FY	2021 FY	YTD	%
	Month	Year to	Month	Year to	Month	Difference	Change
	Total	Date	Total	Date	Difference	Difference	%
Oct	\$ 26,140.87	\$ 26,140.87	\$ 15,734.72	\$ 15,734.72	\$ (10,406.15)	\$ (10,406.15)	-39.81%
Nov	\$ 17,371.76	\$ 43,512.63	\$ 12,913.28	\$ 28,648.00	\$ (4,458.48)	\$ (14,864.63)	-34.16%
Dec	\$ 23,215.30	\$ 66,727.93	\$ 11,487.23	\$ 40,135.23	\$ (11,728.07)	\$ (26,592.70)	-39.85%
Jan							
Feb							
March							
April							
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>\$ 66,727.93</b>	<b>\$ 66,727.93</b>	<b>\$ 40,135.23</b>	<b>\$ 40,135.23</b>	<b>\$ (26,592.70)</b>	<b>\$ (26,592.70)</b>	<b>-39.85%</b>

## Driver of the Month DECEMBER 2020



- |               |        |
|---------------|--------|
| 1 M.Haywood   | 600 MH |
| 2 P. Crayton  | 409 PC |
| 3 M.Brown     | 382 MB |
| 4 L.Purnell   | 362 LP |
| 5 D.Alexander | 358 DA |
| 6 V.Smith     | 343 VS |
| 7 W.Wright    | 338 WW |
| 8 D.Sallie    | 337 DS |
| 9 C. Bennett  | 333 CB |
| 10 M. Simmons | 314 MS |

**TOTAL** 3776

Average passenger per month 378

	WEEKDAY	SATURDAY	TOTAL	LAST MONTH
BLUE	1563	211	1774	1500
BLUE JARC	624	70	694	707
RED JARC	743	117	860	203
YELLOW	112	0	112	136
TOTAL LINE HAULS	3042	398	3440	2546
LAST MONTH	2199	347	2546	
Difference	843	51	894	



# Check Detail

## As of December 31, 2020

Date	Num	Name	Memo	Credit
<b>10101 · TCF BANK</b>				
12/01/2020	28791	ALL CITIES OCCUPATIONAL	17164	302.00
12/01/2020	28792	Car Brite Distributors	17158	186.50
12/01/2020	28793	DoubleMAP	17165	5,911.67
12/01/2020	28794	HEI WIRELESS		564.00
12/01/2020	28795	KOTZ SANGSTER WYSOCKI P.C.	Legal services	688.00
12/01/2020	28796	MICHIANA SUPPLY	17144	19.40
12/01/2020	28797	Mldwest Security	17145	85.00
12/01/2020	28798	Standard Insurance Company	VOID: 17161	
12/01/2020	28799	TAPTCO	17141	6,005.00
12/01/2020	28800	TCA-SynerTech, LLC		1,284.80
12/01/2020	28801	VSP INSURANCE CO.	17162	425.55
12/01/2020	28802	WSJM Tower Operations	17146	545.28
12/01/2020	28803	Standard Insurance Company	17161	901.13
12/03/2020	28804	Barbara Tsaturova	JE 1210	14.30
12/03/2020	28805	BILL PURVIS	17166	1,680.00
12/03/2020	28806	Colonial Life & Accidental Ins. Co	JE 1210	177.12
12/03/2020	28807	Jan P. Harper	17163	1,200.00
12/03/2020	28808	Michigan Municipal League	workers comp 7/1/20 to...	5,943.00
12/03/2020	28809	MISDU	JE 1210	767.13
12/03/2020	28810	Mosella Maye	missed covid hours JE ...	152.10
12/03/2020	28811	Oliver Lindsay	consulting services 171...	1,102.50
12/03/2020	28812	RAPID PRINT	admin supplies 17150	136.87
12/03/2020	28813	TRANSAMERICA	52411	708.57
12/03/2020	28814	UNION DUES	JE 1210	371.00
12/03/2020	28815	DONNEL KYLE	medicare reimbursement	144.60
12/03/2020	28816	Kenneth Bragg	medicare reimbursement	144.60
12/07/2020	28817	BG of Michigan, Inc.	17183	354.56
12/07/2020	28818	Delta Dental	17168	1,731.76
12/07/2020	28819	PARRETT BUSINESS	17184	31.05
12/07/2020	28820	Priority Health	17167	6,821.30
12/07/2020	28821	STAPLES	17185	110.07
12/07/2020	28822	TCA-SynerTech, LLC		4,592.71
12/15/2020	28823	ADT	17187	66.15
12/15/2020	28824	Car Brite Distributors	17157	189.95
12/15/2020	28826	Hanson Beverage Co.	17180	71.80
12/15/2020	28827	HR DIRECT	calendar cards 17152	138.25
12/15/2020	28829	KOTZ SANGSTER WYSOCKI P.C.	17196	172.00
12/15/2020	28830	MICH GAS	17170	891.18
12/15/2020	28831	O'Reilly Auto Parts	17195	1,647.42
12/15/2020	28832	Oliver Lindsay	17197	525.00
12/15/2020	28833	CITY OF BH	17169	1,136.44
12/16/2020	28834	Indiana Michigan Power	17171	1,056.36
12/17/2020	28837	BILL PURVIS	17198	2,000.00
12/17/2020	28835	Colonial Life & Accidental Ins. Co	JE 1213	177.12
12/17/2020	28836	MISDU	JE 1213	767.13
12/17/2020	28838	TRANSAMERICA	52411	729.44
12/22/2020	28839	Auto-Wares Group	17181	202.57
12/22/2020	28840	BEST WAY DISPOSAL	17179	162.00
12/22/2020	28841	ComCast	17189	802.38
12/22/2020	28842	D&S Heavy Duty & Trailer Repair	17194	4,229.45
12/22/2020	28843	HERALD PALLADIUM	17177	156.00
12/22/2020	28844	Humana Insurance Co.	17188	175.50
12/22/2020	28845	Mldwest Security	17182	85.00
12/22/2020	28846	Orkin	17186	102.66
12/22/2020	28847	PETTY CASH	17199	64.48
12/22/2020	28848	TCA-SynerTech, LLC		1,719.63
12/22/2020	28849	UniFirst Corp. 099	17193	418.68
12/22/2020	28850	US Postal Service	512123	251.00
12/22/2020	28851	Veronica Bragg	17200	40.00
12/29/2020	28852	AT&T	17204	357.50
12/29/2020	28853	Belle Tire	17210	1,788.00
12/29/2020	28854	HEI WIRELESS		250.00
12/29/2020	28855	HR DIRECT	17172	79.99
12/29/2020	28856	Pri Mar Petroleum	17209	302.35
12/29/2020	28857	Standard Insurance Company	17201	901.13

# Check Detail

## As of December 31, 2020

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Date	Num	Name	Memo	Credit
12/29/2020	28858	THAYER	17206	747.38
12/29/2020	28859	WSJM Tower Operations	17191	545.28
Total 10101 · TCF BANK				66,050.79
TOTAL				66,050.79

Chairperson Approval \_\_\_\_\_

Date \_\_\_\_\_

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
December 2020

---

Memo	Amount
<b>ABONMARCHE</b>	
503033 Administration Service	3,316.50
Total ABONMARCHE	3,316.50
<b>ADT</b>	
503072 security	66.15
Total ADT	66.15
<b>ALL CITIES OCCUPATIONAL</b>	
503991	178.00
Total ALL CITIES OCCUPATIONAL	178.00
<b>AT&amp;T</b>	
503031 Operation Service	357.50
Total AT&T	357.50
<b>Auto-Wares Group</b>	
504032 Maintenance Supplies	95.61
Total Auto-Wares Group	95.61
<b>Belle Tire</b>	
504021 operations tires	1,788.00
Total Belle Tire	1,788.00
<b>BEST WAY DISPOSAL</b>	
503992 sanitation	162.00
Total BEST WAY DISPOSAL	162.00
<b>BILL PURVIS</b>	
Consulting Service 503993	2,000.00
Total BILL PURVIS	2,000.00
<b>Car Brite Distributors</b>	
504032 Maintenance Supplies	195.15
Total Car Brite Distributors	195.15
<b>CITY OF BH</b>	
505043 Administration Water	41.68
505042 Maintenance Water	269.31
505041 Operations water	9.62
Total CITY OF BH	320.61
<b>CITY PLUMBING</b>	
503032 Maintenance Service	1,850.00
Total CITY PLUMBING	1,850.00
<b>ComCast</b>	
505053 administration telephone	179.68
505051 operations telephone	419.26
503033 Administration Service	203.44
Total ComCast	802.38
<b>CRYSTAL SPRINGS</b>	
504033 Administration Supplies	138.50
Total CRYSTAL SPRINGS	138.50



**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
December 2020

Memo	Amount
<b>HEI WIRELESS</b>	
503031 Operation Service	80.00
503031 Operation Service	170.00
Total HEI WIRELESS	250.00
<b>HR DIRECT</b>	
504033 Administration Supplies	79.99
Total HR DIRECT	79.99
<b>Humana Insurance Co.</b>	
HEALTH INSURANCE OPERATION Jan	58.50
HEALTH INSURANCE OPERATION Feb	58.50
HEALTH INSURANCE OPERATION March	58.50
Total Humana Insurance Co.	175.50
<b>Indiana Michigan Power</b>	
505023 - Electric - Administration	116.72
505022 Electric - Maintenance	754.16
505021 Electric - Operation	26.93
Total Indiana Michigan Power	897.81
<b>Jordan Automotive Group</b>	
504032 Maintenance Supplies	54.67
Total Jordan Automotive Group	54.67
<b>KOTZ SANGSTER WYSOCKI P.C.</b>	
503033 Administration Service	172.00
Total KOTZ SANGSTER WYSOCKI P.C.	172.00
<b>Metro Business Interiors</b>	
504033 Administration Supplies	514.00
Total Metro Business Interiors	514.00
<b>MICH GAS</b>	
505033 gas administration	185.06
505032 gas maintenance	1,195.80
505031 gas operations	42.71
Total MICH GAS	1,423.57
<b>Michigan Association of Transportation Sy</b>	
503033 Administration Service	2,981.00
Total Michigan Association of Transportation Sy	2,981.00
<b>Midwest Security</b>	
503072 security	85.00
Total Midwest Security	85.00
<b>Oliver Lindsay</b>	
Consulting Service 503993	525.00
Total Oliver Lindsay	525.00
<b>Orkin</b>	
503032 Maintenance Service	102.66
Total Orkin	102.66
<b>OVERHEAD DOOR CO</b>	
503032 Maintenance Service	1,957.00
Total OVERHEAD DOOR CO	1,957.00

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
December 2020

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Memo	Amount
<b>PARRETT BUSINESS</b>	
503053 Contract maintenance for administration	34.98
Total PARRETT BUSINESS	34.98
<b>PETTY CASH</b>	
504033 Administration Supplies	15.00
504032 Maintenance Supplies	49.48
Total PETTY CASH	64.48
<b>Pri Mar Petroleum</b>	
504032 Maintenance Supplies	302.35
Total Pri Mar Petroleum	302.35
<b>Priority Health</b>	
10403 prepaid health	21,029.12
Total Priority Health	21,029.12
<b>RAPID PRINT</b>	
504033 Administration Supplies	186.38
504033 Administration Supplies	380.68
Total RAPID PRINT	567.06
<b>Standard Insurance Company</b>	
10403 prepaid health	901.13
Total Standard Insurance Company	901.13
<b>STAPLES</b>	
504033 Administration Supplies	1,302.93
Total STAPLES	1,302.93
<b>Taplin Group, LLC</b>	
503032 Maintenance Service storm sewer inspection	3,846.38
Total Taplin Group, LLC	3,846.38
<b>TCA-SynerTech, LLC</b>	
503033 Administration Service	759.80
Total TCA-SynerTech, LLC	759.80
<b>THAYER</b>	
504032 Maintenance Supplies	747.38
504032 Maintenance Supplies	2,259.09
Total THAYER	3,006.47
<b>UniFirst Corp. 099</b>	
512122 maintenance rental	420.93
Total UniFirst Corp. 099	420.93
<b>US Postal Service</b>	
512123 rental administration	251.00
Total US Postal Service	251.00
<b>VSP INSURANCE CO.</b>	
10403 prepaid health	466.28
Total VSP INSURANCE CO.	466.28
<b>WSJM Tower Operations</b>	
512121 operations rental	545.28
Total WSJM Tower Operations	545.28

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Purchases by Vendor Detail**  
December 2020

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Memo	Amount
<b>XPRESS PRINTING</b>	
504033 Administration Supplies	2,070.80
504033 Administration Supplies	692.23
Total XPRESS PRINTING	2,763.03
<b>XPRESS PRINTING - TOKENS</b>	
504033 Administration Supplies	746.78
Total XPRESS PRINTING - TOKENS	746.78
<b>TOTAL</b>	<b>57,496.60</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Unpaid Bills Detail**  
As of December 31, 2020

Type	Date	Num	Due Date	Aging	Open Balance
<b>Auto-Wares Group</b>					
Bill Pmt -Check	12/22/2020	28839			-0.09
Bill	11/25/2020	17181	12/25/2020	6	-405.23
Total Auto-Wares Group					-405.32
<b>MICH GAS</b>					
Bill	10/27/2020	17110	11/12/2020	49	646.10
Total MICH GAS					646.10
<b>Michigan Association of Transportation Sy</b>					
Bill	12/30/2020	17231	12/30/2020	1	2,981.00
Total Michigan Association of Transportation Sy					2,981.00
<b>THAYER</b>					
Bill	09/09/2020	17057	09/09/2020	113	0.50
Bill	10/30/2020	17119	11/07/2020	54	8.00
Total THAYER					8.50
<b>TOTAL</b>					<b>3,230.28</b>





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

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

## TCF BANK DEBIT CARD ACTIVITY

12/01 to 12/31/20

Debit Card Amounts

VENDORS

FAMILY DOLLAR

\$ 91.75

AMAZON

\$ 1,100.86

LOWES

\$ 190.68

HOME DEPOT

\$ 169.32

FAMILY FARM & HOME

\$ 17.96

APPLE

\$ 2.16

**TOTAL DEBIT CARD ACTIVITIES**

**\$ 1,572.73**

December 2020 Debit Card Purchases

**TJ'S CARD**

**Total: \$60.10**

Family Dollar	\$12.72	Bags for Wipes
	\$29.42	Bags for Wipes
Family Farm & Home	\$17.96	Chamois, Towels

**DESHA'S CARD**

**Total: \$1,512.63**

Lowes	\$42.38	Tool Set
	\$104.94	Ratchet Wrench, Power Tool Battery Kit
	\$32.31	Spray bottles, Bit for hammer drill, screws, concrete anchors, hammer
	\$11.05	Concrete anchors, drill bit for hammer drill, washers
Amazon	\$16.47	Plates
	\$269.40	Copy Paper, Tape, Legal pads
	\$164.40	Face Masks
	\$314.85	Face Masks
	\$29.95	Drill Brush Set
	\$209.87	Computer Chair
	\$95.92	Protection Plan for Tablet Chargers
Family Dollar	\$49.61	Bleach, shower curtains
Home Depot	\$169.32	Light bulbs
Apple	\$2.16	Unauthorized Transaction (Contacted Bank)



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

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

## TCF AUTOMATIC CLEARING HOUSE

DATE	FUEL	PRICE PER/GL	TOTAL AMOUNT
12/4/2020	CRYSTAL FLASH PROPANE	1.239	\$ 1,077.59
12/7/2020	CRYSTAL FLASH PROPANE	1.239	\$ 714.09
12/11/2020	CRYSTAL FLASH PROPANE	1.269	\$ 649.52
12/15/2020	CRYSTAL FLASH PROPANE	1.289	\$ 1,181.59
12/18/2020	CRYSTAL FLASH PROPANE	1.309	\$ 1,171.36
12/21/2020	CRYSTAL FLASH PROPANE	1.309	\$ 1,158.47
12/28/2020	CRYSTAL FLASH PROPANE	1.319	\$ 1,031.65
12/28/2020	CRYSTAL FLASH PROPANE	1.399	\$ 1,325.87

Total

\$ 8,310.14



**Twin Cities Area Transportation Authority**  
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275 East Wall Street, P.O. Box 837, Benton Harbor, MI 49023

## PETTY CASH

Prepared by Chalexis Tyson-Bradley

DATE	DESCRIPTION OF ITEMS	Debit	Credit	Balance
2-Dec	Cleaner Quart Apple	\$ 40.00		\$ 150.52
4-Dec	Stamps	\$ 60.00		\$ 90.52
4-Dec	Posters	\$ 83.68		\$ 6.84
4-Dec	Veronica input 40 to cover for the poster expense		\$ 40.00	\$ 46.84
				\$ 46.84
				\$ 46.84
				\$ 46.84
				\$ 46.84

Gas	
Farebox	\$ -
Ofc supplies	\$ 60.00
Admin supplies	\$ 43.68
Maint supplies	\$ 40.00
Admin Meeting	\$ -
<b>Total</b>	<b>\$ 143.68</b>



## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

As of December 31, 2020

Accrual Basis

	Dec 31, 20	
	Debit	Credit
Fifth Third Bank Checking Acct	0.00	
TCF Money Market Acct.#5	0.00	
10101 · TCF BANK	93,145.55	
10103 · OVER / SHORTAGE	0.00	
10105 · TCF BANK MONEY MARKET	0.00	
10107 · FIFTH THIRD BANK-MONEY MARKET	0.00	
10109 · FIFTH THIRD BANK - Line of Cred	0.00	
1200 · ACCOUNTS RECEIVABLE	16,155.75	
10102 · PETTY CASH	230.00	
10201 · DUE FROM BH MILLAGE	17,219.51	
10202 · DUE FROM BH OPER.	0.00	
10204 · DUE FROM PAYROLL PROCESSOR	0.00	
10205 · DUE FROM FED - OPER	493,244.07	
10206 · Due From FED - CMAQ	0.00	
10211 · DUE FROM STATE - CAPITAL	170.00	
10212 · DUE FROM FED - CAPITAL	680.00	
10213 · Due from State - Capital Exp	0.00	
10214 · Due from Fed - Capital Exp	0.00	
10215 · Due from State JARC blue	83,258.00	
10216 · Due from State JARC Red	111,026.00	
10218 · Due from U of M (NSF) Grant		15,123.00
10219 · DUE FROM STATE NEW SERVICE	0.00	
10220 · DUE FROM ST. OPER	591.00	
10221 · New Freedom Receivable	0.00	
10222 · DUE FROM STATE MARKETING	0.00	
10223 · DUE FROM WORKMAN COMP	0.00	
10224 · DUE FROM BANK	0.00	
10225 · DUE FROM EMPLOYEE	0.00	
10226 · DUE FROM VENDOR	0.00	
10227 · ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	
10302 · FUEL INVENTORY	8,156.95	
10303 · Inventory Tires	0.00	
10401 · PREPAID VEHICLE INS.	26,168.09	
10402 · PREPAID WORKER COMP	0.00	
10403 · PREPAID HEALTH INS.	24,084.07	
10404 · PREPAID SECURITY INS	0.00	
10405 · PREPAID BUILDING INSURANCE	4,405.17	
10409 · PREPAID EXPENSE-OTHER	0.00	
1120 · Inventory Asset	0.00	
111011 · LAND	80,715.20	
111012 · FACILITY	1,739,794.06	
111012 · FACILITY:Original Cost	0.00	
111012 · FACILITY:111031 · Depreciation		1,640,564.75
111012 · FACILITY:111045 · Depreciation -local share	0.00	
111013 · REVENUE VEHICLES	2,087,502.71	
111013 · REVENUE VEHICLES:Original Cost	0.00	
111013 · REVENUE VEHICLES:111032 · Depreciation revenue vehicles		1,240,034.13
111013 · REVENUE VEHICLES:111041 · LOCAL CONTRIBUTION	0.00	
111014 · WRECKER/ OTHER VEHICLES	388,292.42	
111014 · WRECKER/ OTHER VEHICLES:Original Cost	0.00	
111014 · WRECKER/ OTHER VEHICLES:111033 · Depreciation		143,607.21
111015 · EQUIPMENT	545,453.19	
111015 · EQUIPMENT:Original Cost	0.00	
111015 · EQUIPMENT:111034 · Depreciation		411,669.58
111016 · OFFICE EQUIPMENT	0.00	
111016 · OFFICE EQUIPMENT:Original Cost	0.00	
111016 · OFFICE EQUIPMENT:111035 · Depreciation	0.00	
111017 · RADIOS	0.00	
111017 · RADIOS:Original Cost	0.00	
111017 · RADIOS:111036 · Depreciation	0.00	
111020 · SUPERVISORS VEHICLE	0.00	
111020 · SUPERVISORS VEHICLE:Original Cost	0.00	
111020 · SUPERVISORS VEHICLE:111038 · Depreciation	0.00	
111020 · SUPERVISORS VEHICLE:111047 · Depreciation - local share	0.00	

TWIN CITIES AREA TRANSPORTATION AUTHORITY

Trial Balance

As of December 31, 2020

Accrual Basis

	Dec 31, 20	
	Debit	Credit
111021 · GARAGE FLOOR WASHER	0.00	
111021 · GARAGE FLOOR WASHER:Original Cost	0.00	
111021 · GARAGE FLOOR WASHER:111039 · Depreciation	0.00	
111022 · ADA EQUIPMENT	0.00	
111022 · ADA EQUIPMENT:Original Cost	0.00	
111022 · ADA EQUIPMENT:111040 · Depreciation	0.00	
111023 · VENDING MACHINES	0.00	
111023 · VENDING MACHINES:Original Cost	0.00	
111023 · VENDING MACHINES:111042 · Depreciation	0.00	
111024 · ASSOCIATED CAPITAL	0.00	
111024 · ASSOCIATED CAPITAL:Original Cost	0.00	
111024 · ASSOCIATED CAPITAL:111043 · Depreciation	0.00	
111025 · WRECKER REHAB:Original Cost	0.00	
111025 · WRECKER REHAB:111044 · Depreciation	0.00	
111026 · Automatic Vehicle Locator	0.00	
111026 · Automatic Vehicle Locator:111048 · Depreciation of AVL	0.00	
111027 · Bike Racks	0.00	
111027 · Bike Racks:111049 · Depreciation bike rack	0.00	
111028 · Mobile Surveillance Camera	0.00	
111028 · Mobile Surveillance Camera:111050 · Depreciation Mobile Surveillanc	0.00	
111029 · Bus Shelters	0.00	
111029 · Bus Shelters:111052 · Depreciation Bus Shelters	0.00	
111030 · Dispatch Computer System	0.00	
111030 · Dispatch Computer System:111053 · Depreciation Dispatch Comp Sys	0.00	
2000 · Accounts Payable		48,429.41
20201 · ACCRUED PAYROLL	0.00	
20206 · ACCRUED FRINGE PAYABLE	0.00	
20207 · Accrued Expenses	0.00	
20211 · PAYROLL WITHHOLDING		12,592.81
20215 · Employer taxes Payable		1,158.51
20218 · MISCELLANIOUS PAYABLE	40.00	
20506 · DUE TO FED	0.00	
20507 · DUE TO VENETIAN FESTIVAL -FARE	0.00	
20508 · DUE TO EMPLOYEE	0.00	
20509 · Due to State -overpaid operatin	0.00	
20510 · Due to Customer	0.00	
20511 · Due to SEP	0.00	
2100 · Payroll Liabilities	4,133.42	
21101 · ADVANCE LOCAL GOV	0.00	
21102 · ADVANCE LOCAL MILLAGE	0.00	
21104 · ADVANCES STATE GOVER.	0.00	
21106 · Accrued Sick Days		18,040.20
21108 · Accrued Vacation Pay		42,192.56
3000 · Opening Bal Equity	0.00	
30400 · Contributed Capital -	0.00	
30401 · Contributed Capital - Federal	0.00	
30402 · Contributed Capital State	0.00	
30404 · Contribute Capital Local	0.00	
30501 · Closing depr	0.00	
3900 · Retained Earnings		2,054,467.61
40101 · FAREBOX		30,092.56
40102 · Punch Cards White		225.00
40103 · Fare box coin over and short	22.33	
40104 · Punch Cards Blue		1,164.00
40199 · FARES-TOKENS		518.50
40760 · Gains on the Sale of Cap. Equip		8,600.00
40799 · Other Non Transit Revenue		2,251.20
40801 · LOCAL SUBSIDY - MILLAGE		30,000.00
409991 · Punch Card white - local match		810.00
409992 · Punch Card Blue - Local Match		1,297.50
409993 · Tokes - Local Match		6,050.00
41101 · STATE SUBSIDY - OPER		198,186.00
411012 · JARC Blue oper		41,436.00
411013 · JARC Red Operating		55,064.00

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

As of December 31, 2020

Accrual Basis

	Dec 31, 20	
	Debit	Credit
41360 · Cares ACT Lost Revenue Recovery		46,744.07
41361 · FEDERAL CARES ACT-OPER		311,846.00
41401 · INTEREST INCOME		6.45
440000 · Refunds		15,858.06
501011 · OPERATORS WAGES	190,539.11	
501021 · OTHER WAGES - OPER	18,346.24	
501022 · OTHER WAGES - MAINT	33,905.75	
501023 · OTHER WAGES - ADMIN	60,394.24	
501031 · DISPATCHERS WAGES	45,384.80	
502031 · HEALTH INS - OPER	37,808.67	
502032 · HEALTH INS - MAINT	4,596.46	
502033 · HEALTH INSURANCE ADMIN	16,515.32	
502041 · SS & MED OPER	20,539.53	
502042 · SS & MED MAINT	2,699.20	
502043 · SS & MED ADMIN	4,636.65	
502071 · UNEMPLOYMENT - OPER	511.30	
502072 · UNEMPLOYMENT - MAINT	175.44	
502073 · UNEMPLOYMENT - ADMIN	199.49	
502081 · WORKERS COMP OPER	5,220.24	
502082 · WORKERS COMP MAINT	492.15	
502083 · WORKERS COMP ADMIN	230.61	
502091 · SICK LEAVE -OPER	3,118.56	
502092 · SICK LEAVE -MAINT.	212.00	
502093 · SICK LEAVE -ADMIN	220.00	
502101 · HOLIDAY - OPER	6,391.36	
502102 · HOLIDAY - MAINT	212.00	
502103 · HOLIDAY - ADMIN	352.00	
502111 · VACATION -OPER	5,449.36	
502112 · VACATION - MAINT	848.00	
503031 · SERVICE OPER	7,316.50	
503032 · SERVICE MAINT	32,866.72	
503033 · SERVICE ADMIN	19,506.86	
503052 · CONTRACT MAINT	0.00	
503053 · CONTRACT MAINT ADMIN	122.82	
503072 · SECURITY SERVICE	801.45	
503991 · DRUG TESTING OPER	666.00	
503992 · OTHER SERVICE	526.00	
503993 · OTHER SERVICE ADMIN	19,380.00	
504011 · FUEL OPER	38,153.92	
504012 · FUEL MAINT	105.60	
504013 · FUEL ADMIN	311.39	
504021 · TIRES	5,164.52	
504031 · SUPPLIES OPER	2,029.48	
504032 · SUPPLIES MAINT	14,991.30	
504033 · SUPPLIES ADMIN	10,005.55	
505021 · ELECTRIC OPER	347.36	
505022 · ELECTRIC MAINT	3,507.19	
505023 · ELECTRIC ADMIN	320.68	
505031 · GAS SERVICE OPER	150.36	
505032 · GAS SERVICE MAINT	1,944.39	
505033 · GAS SERVICE ADMIN	947.01	
505041 · WATER OPER	77.59	
505042 · WATER MAINT	2,172.37	
505043 · WATER ADMIN	336.20	
505051 · TELEPHONE OPER	1,139.94	
505053 · TELEPHONE ADMIN	488.54	
506031 · BUS INSURANCE OPER	19,065.41	
506043 · BUILDING INS	2,560.47	
509013 · DUES	156.00	
509021 · TRAVEL OPER	6,155.00	
512121 · RENTAL OPER	1,635.84	

TWIN CITIES AREA TRANSPORTATION AUTHORITY

**Trial Balance**

As of December 31, 2020

Accrual Basis

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	Dec 31, 20	
	Debit	Credit
512122 · RENTAL MAINT	1,221.83	
512123 · RENTAL ADMIN	368.85	
TOTAL	<u>6,378,029.11</u>	<u>6,378,029.11</u>



TWIN CITIES AREA TRANSPORTATION AUTHORITY

Profit & Loss

December 2020

	Dec 20
Ordinary Income/Expense	
Income	
40101 · FAREBOX	9,260.80
40102 · Punch Cards White	112.50
40103 · Fare box coin over and short	-9.57
40104 · Punch Cards Blue	472.50
40199 · FARES-TOKENS	197.00
40801 · LOCAL SUBSIDY - MILLAGE	20,000.00
409992 · Punch Card Blue - Local Match	204.00
409993 · Tokes - Local Match	1,250.00
41101 · STATE SUBSIDY - OPER	66,062.00
411012 · JARC Blue oper	15,178.00
411013 · JARC Red Operating	19,995.00
41360 · Cares ACT Lost Revenue Recovery	46,744.07
41361 · FEDERAL CARES ACT-OPER	179,224.00
41401 · INTEREST INCOME	1.97
Total Income	358,692.27
Gross Profit	358,692.27
Expense	
501011 · OPERATORS WAGES	116,459.29
501021 · OTHER WAGES - OPER	8,902.92
501022 · OTHER WAGES - MAINT	19,307.24
501023 · OTHER WAGES - ADMIN	35,949.17
501031 · DISPATCHERS WAGES	29,572.87
502031 · HEALTH INS - OPER	16,242.79
502032 · HEALTH INS - MAINT	1,459.62
502033 · HEALTH INSURANCE ADMIN	5,305.64
502041 · SS & MED OPER	12,645.11
502042 · SS & MED MAINT	1,541.88
502043 · SS & MED ADMIN	2,759.87
502071 · UNEMPLOYMENT - OPER	396.98
502072 · UNEMPLOYMENT - MAINT	97.89
502073 · UNEMPLOYMENT - ADMIN	106.61
502081 · WORKERS COMP OPER	1,740.08
502082 · WORKERS COMP MAINT	164.05
502083 · WORKERS COMP ADMIN	76.87
502091 · SICK LEAVE -OPER	1,108.30
502092 · SICK LEAVE -MAINT.	212.00
502093 · SICK LEAVE -ADMIN	132.00
502101 · HOLIDAY - OPER	6,391.36
502102 · HOLIDAY - MAINT	212.00
502103 · HOLIDAY - ADMIN	352.00
502111 · VACATION -OPER	3,409.04
502112 · VACATION - MAINT	318.00
503031 · SERVICE OPER	607.50
503032 · SERVICE MAINT	7,756.04
503033 · SERVICE ADMIN	7,785.09
503052 · CONTRACT MAINT	0.00
503053 · CONTRACT MAINT ADMIN	34.98
503072 · SECURITY SERVICE	151.15
503991 · DRUG TESTING OPER	178.00
503992 · OTHER SERVICE	162.00
503993 · OTHER SERVICE ADMIN	2,525.00
504011 · FUEL OPER	11,789.09
504013 · FUEL ADMIN	92.77
504021 · TIRES	1,788.00
504031 · SUPPLIES OPER	2.16
504032 · SUPPLIES MAINT	4,203.39
504033 · SUPPLIES ADMIN	7,198.20
505021 · ELECTRIC OPER	26.93
505022 · ELECTRIC MAINT	754.16
505023 · ELECTRIC ADMIN	116.72

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss**  
December 2020

	Dec 20
505031 · GAS SERVICE OPER	42.71
505032 · GAS SERVICE MAINT	1,195.80
505033 · GAS SERVICE ADMIN	185.06
505041 · WATER OPER	9.62
505042 · WATER MAINT	269.31
505043 · WATER ADMIN	41.68
505051 · TELEPHONE OPER	419.26
505053 · TELEPHONE ADMIN	179.68
506031 · BUS INSURANCE OPER	6,437.58
506043 · BUILDING INS	853.49
512121 · RENTAL OPER	545.28
512122 · RENTAL MAINT	420.93
512123 · RENTAL ADMIN	251.00
<b>Total Expense</b>	<b>320,886.16</b>
<b>Net Ordinary Income</b>	<b>37,806.11</b>
<b>Net Income</b>	<b>37,806.11</b>

Total Eligible Expenses	\$553,785.72
State Reimbursement Rate for 2020	36.79%
State of Michigan Subsidy Based on Expenses	\$203,737.77
State Revenue Recorded(41101)	\$198,186.00
Over/Under payment	(\$5,551.77)
Net Income from Profit & Loss Statement	\$96,585.39
State Adjustment	(\$5,551.77)
Income from Capital	\$0.00
Add back Ineligible Depreciation	\$0.00
Total Reduction in Income	(\$5,551.77)
<b>Net Income After Adjustments</b>	<b>\$102,137.16</b>
<b>Net Income After Adjustments</b>	<b>\$102,137.16</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Balance Sheet**

As of December 31, 2020

Accrual Basis

	Dec 31, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10101 · TCF BANK	93,145.55
Total Checking/Savings	93,145.55
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	16,155.75
Total Accounts Receivable	16,155.75
Other Current Assets	
10102 · PETTY CASH	230.00
10201 · DUE FROM BH MILLAGE	17,219.51
10205 · DUE FROM FED - OPER	493,244.07
10211 · DUE FROM STATE - CAPITAL	170.00
10212 · DUE FROM FED - CAPITAL	680.00
10215 · Due from State JARC blue	83,258.00
10216 · Due from State JARC Red	111,026.00
10218 · Due from U of M (NSF) Grant	-15,123.00
10220 · DUE FROM ST. OPER	591.00
10302 · FUEL INVENTORY	8,156.95
10401 · PREPAID VEHICLE INS.	26,168.09
10403 · PREPAID HEALTH INS.	24,084.07
10405 · PREPAID BUILDING INSURANCE	4,405.17
Total Other Current Assets	754,109.86
Total Current Assets	863,411.16
Fixed Assets	
111011 · LAND	80,715.20
111012 · FACILITY	
111031 · Depreciation	-1,640,564.75
111012 · FACILITY - Other	1,739,794.06
Total 111012 · FACILITY	99,229.31
111013 · REVENUE VEHICLES	
111032 · Depreciation revenue vehicles	-1,240,034.13
111013 · REVENUE VEHICLES - Other	2,087,502.71
Total 111013 · REVENUE VEHICLES	847,468.58
111014 · WRECKER/ OTHER VEHICLES	
111033 · Depreciation	-143,607.21
111014 · WRECKER/ OTHER VEHICLES - Other	388,292.42
Total 111014 · WRECKER/ OTHER VEHICLES	244,685.21
111015 · EQUIPMENT	
111034 · Depreciation	-411,669.58
111015 · EQUIPMENT - Other	545,453.19
Total 111015 · EQUIPMENT	133,783.61
Total Fixed Assets	1,405,881.91
<b>TOTAL ASSETS</b>	<b>2,269,293.07</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	48,429.41
Total Accounts Payable	48,429.41

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Balance Sheet

As of December 31, 2020

Accrual Basis

	Dec 31, 20
Other Current Liabilities	
20211 · PAYROLL WITHHOLDING	12,592.81
20215 · Employer taxes Payable	1,158.51
20218 · MISCELLANIOUS PAYABLE	-40.00
2100 · Payroll Liabilities	-4,133.42
Total Other Current Liabilities	9,577.90
Total Current Liabilities	58,007.31
Long Term Liabilities	
21106 · Accrued Sick Days	18,040.20
21108 · Accrued Vacation Pay	42,192.56
Total Long Term Liabilities	60,232.76
Total Liabilities	118,240.07
Equity	
3900 · Retained Earnings	2,054,467.61
Net Income	96,585.39
Total Equity	2,151,053.00
TOTAL LIABILITIES & EQUITY	2,269,293.07



**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss Prev Year Comparison**  
October through December 2020

	Oct - Dec 20	Oct - Dec 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
40101 · FAREBOX	30,092.56	46,779.04	-16,686.48	-35.7%
40102 · Punch Cards White	225.00	450.00	-225.00	-50.0%
40103 · Fare box coin over and short	-22.33	-38.25	15.92	41.6%
40104 · Punch Cards Blue	1,164.00	2,471.00	-1,307.00	-52.9%
40199 · FARES-TOKENS	518.50	478.00	40.50	8.5%
40760 · Gains on the Sale of Cap. Equip	8,600.00	0.00	8,600.00	100.0%
40799 · Other Non Transit Revenue	2,251.20	1,550.00	701.20	45.2%
40801 · LOCAL SUBSIDY - MILLAGE	30,000.00	29,627.99	372.01	1.3%
409991 · Punch Card white - local match	810.00	0.00	810.00	100.0%
409992 · Punch Card Blue - Local Match	1,297.50	6,671.00	-5,373.50	-80.6%
409993 · Tokes - Local Match	6,050.00	9,445.00	-3,395.00	-35.9%
41101 · STATE SUBSIDY - OPER	198,186.00	184,878.00	13,308.00	7.2%
411012 · JARC Blue oper	41,436.00	38,861.00	2,575.00	6.6%
411013 · JARC Red Operating	55,064.00	45,899.00	9,165.00	20.0%
41201 · Prior Year Adj -St,Fed.&Local	0.00	20,264.00	-20,264.00	-100.0%
41301 · FEDERAL SUBSIDY - OPER	0.00	222,455.00	-222,455.00	-100.0%
41360 · Cares ACT Lost Revenue Recovery	46,744.07	0.00	46,744.07	100.0%
41361 · FEDERAL CARES ACT-OPER	311,846.00	0.00	311,846.00	100.0%
41401 · INTEREST INCOME	6.45	384.88	-378.43	-98.3%
440000 · Refunds	15,858.06	0.00	15,858.06	100.0%
<b>Total Income</b>	<b>750,127.01</b>	<b>610,175.66</b>	<b>139,951.35</b>	<b>22.9%</b>
<b>Gross Profit</b>	<b>750,127.01</b>	<b>610,175.66</b>	<b>139,951.35</b>	<b>22.9%</b>
Expense				
501011 · OPERATORS WAGES	190,539.11	135,878.81	54,660.30	40.2%
501021 · OTHER WAGES - OPER	18,346.24	27,661.31	-9,315.07	-33.7%
501022 · OTHER WAGES - MAINT	33,905.75	21,130.91	12,774.84	60.5%
501023 · OTHER WAGES - ADMIN	60,394.24	37,293.24	23,101.00	61.9%
501031 · DISPATCHERS WAGES	45,384.80	13,309.80	32,075.00	241.0%
502031 · HEALTH INS - OPER	37,808.67	37,776.70	31.97	0.1%
502032 · HEALTH INS - MAINT	4,596.46	1,938.43	2,658.03	137.1%
502033 · HEALTH INSURANCE ADMIN	16,515.32	10,937.67	5,577.65	51.0%
502041 · SS & MED OPER	20,539.53	15,993.22	4,546.31	28.4%
502042 · SS & MED MAINT	2,699.20	1,905.61	793.59	41.6%
502043 · SS & MED ADMIN	4,636.65	3,313.39	1,323.26	39.9%
502071 · UNEMPLOYMENT - OPER	511.30	550.10	-38.80	-7.1%
502072 · UNEMPLOYMENT - MAINT	175.44	162.19	13.25	8.2%
502073 · UNEMPLOYMENT - ADMIN	199.49	158.13	41.36	26.2%
502081 · WORKERS COMP OPER	5,220.24	19,611.35	-14,391.11	-73.4%
502082 · WORKERS COMP MAINT	492.15	1,640.79	-1,148.64	-70.0%
502083 · WORKERS COMP ADMIN	230.61	768.86	-538.25	-70.0%
502091 · SICK LEAVE -OPER	3,118.56	5,042.31	-1,923.75	-38.2%
502092 · SICK LEAVE -MAINT.	212.00	-61.04	273.04	447.3%
502093 · SICK LEAVE -ADMIN	220.00	904.80	-684.80	-75.7%
502101 · HOLIDAY - OPER	6,391.36	3,747.52	2,643.84	70.6%
502102 · HOLIDAY - MAINT	212.00	212.00	0.00	0.0%
502103 · HOLIDAY - ADMIN	352.00	556.80	-204.80	-36.8%
502111 · VACATION -OPER	5,449.36	5,217.15	232.21	4.5%
502112 · VACATION - MAINT	848.00	941.36	-93.36	-9.9%
502113 · VACATION - ADMIN	0.00	723.84	-723.84	-100.0%
503023 · ADVERTISING FEES	0.00	4,920.78	-4,920.78	-100.0%
503031 · SERVICE OPER	7,316.50	0.00	7,316.50	100.0%

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss Prev Year Comparison**  
October through December 2020

	Oct - Dec 20	Oct - Dec 19	\$ Change	% Change
503032 · SERVICE MAINT	32,866.72	39,009.79	-6,143.07	-15.8%
503033 · SERVICE ADMIN	19,506.86	15,515.15	3,991.71	25.7%
503052 · CONTRACT MAINT	0.00	0.00	0.00	0.0%
503053 · CONTRACT MAINT ADMIN	122.82	42.64	80.18	188.0%
503072 · SECURITY SERVICE	801.45	158.80	642.65	404.7%
503990 · NEW FREEDOM PROG CONTRACT	0.00	276.00	-276.00	-100.0%
503991 · DRUG TESTING OPER	666.00	1,005.00	-339.00	-33.7%
503992 · OTHER SERVICE	526.00	650.00	-124.00	-19.1%
503993 · OTHER SERVICE ADMIN	19,380.00	13,514.00	5,866.00	43.4%
504011 · FUEL OPER	38,153.92	46,181.74	-8,027.82	-17.4%
504012 · FUEL MAINT	105.60	1,323.98	-1,218.38	-92.0%
504013 · FUEL ADMIN	311.39	178.53	132.86	74.4%
504021 · TIRES	5,164.52	4,844.00	320.52	6.6%
504031 · SUPPLIES OPER	2,029.48	0.00	2,029.48	100.0%
504032 · SUPPLIES MAINT	14,991.30	8,553.35	6,437.95	75.3%
504033 · SUPPLIES ADMIN	10,005.55	5,917.27	4,088.28	69.1%
505021 · ELECTRIC OPER	347.36	64.57	282.79	438.0%
505022 · ELECTRIC MAINT	3,507.19	1,807.46	1,699.73	94.0%
505023 · ELECTRIC ADMIN	320.68	279.72	40.96	14.6%
505031 · GAS SERVICE OPER	150.36	72.75	77.61	106.7%
505032 · GAS SERVICE MAINT	1,944.39	2,037.05	-92.66	-4.6%
505033 · GAS SERVICE ADMIN	947.01	315.26	631.75	200.4%
505041 · WATER OPER	77.59	52.21	25.38	48.6%
505042 · WATER MAINT	2,172.37	1,461.86	710.51	48.6%
505043 · WATER ADMIN	336.20	226.24	109.96	48.6%
505051 · TELEPHONE OPER	1,139.94	652.83	487.11	74.6%
505053 · TELEPHONE ADMIN	488.54	12.71	475.83	3,743.8%
506031 · BUS INSURANCE OPER	19,065.41	21,310.25	-2,244.84	-10.5%
506043 · BUILDING INS	2,560.47	2,118.99	441.48	20.8%
509013 · DUES	156.00	0.00	156.00	100.0%
509021 · TRAVEL OPER	6,155.00	1,435.00	4,720.00	328.9%
509023 · TRAVEL ADMIN	0.00	1,581.01	-1,581.01	-100.0%
509141 · Obsolete DRUG TESTING OPER	0.00	0.00	0.00	0.0%
509993 · OTHER MISC ADMIN	0.00	41.00	-41.00	-100.0%
512121 · RENTAL OPER	1,635.84	0.00	1,635.84	100.0%
512122 · RENTAL MAINT	1,221.83	0.00	1,221.83	100.0%
512123 · RENTAL ADMIN	368.85	234.00	134.85	57.6%
<b>Total Expense</b>	<b>653,541.62</b>	<b>523,109.19</b>	<b>130,432.43</b>	<b>24.9%</b>
<b>Net Ordinary Income</b>	<b>96,585.39</b>	<b>87,066.47</b>	<b>9,518.92</b>	<b>10.9%</b>
<b>Net Income</b>	<b>96,585.39</b>	<b>87,066.47</b>	<b>9,518.92</b>	<b>10.9%</b>



**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**  
**FY 2022 RESOLUTION OF INTENT**

The approved resolution of intent to apply for state formula operating assistance of fiscal year 2022 under act 55 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 Twin Cities Area Transportation Authority, (hereby known as THE APPLICANT) established under Act 55. 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 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 55: 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 governing body.

**WHEREAS**, the performance indicators for this agency have been reviewed and approved by governing body; and

**WHEREAS**, THE APPLICANT has reviewed and approved the proposed balanced (Surplus funds) budget and funding sources of estimated federal funds \$1,032,668 estimated state funds of \$1,385,017, estimated local funds of \$135,000, estimated fare box \$161,250 estimated other funds \$00, with total estimated expenses of \$ 2,713,935

**NOW THEREFORE**, be it resolved that THE APPLICANT hereby makes its intention known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 55; and

**HEREBY**, appoints Paul Gillespie, 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 of its administration of Act 51 for 2022.

I, \_\_\_\_\_ **Secretary**, of **THE APPLICANT**, having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared the resolution adopted by THE APPLICANT at the meeting of **January 27, 2021**, 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 **Veronica Bragg**, this 27<sup>th</sup> day of **January A.D. 2021**

Signature \_\_\_\_\_



Board of Directors  
Twin Cities Area Transportation Authority  
275 East Wall Benton Harbor  
Mich. 49022

1/20/21

Dear Board,

I have heard people question why I am still here at TCATA working as a consultant. Since we have new board members, I would like to explain it to you all.

For the last forty years I have overseen the financial workings of the system. Before I was Director, I was the Accountant and Assistant Director. The system started out as simple transportation for the area. As time went on the Federal Transit Administration (FTA) and the Michigan Department of Transportation (MDOT) added more requirements. Here are some of the programs and the reporting requirements.

#### FTA Programs and Requirements

- 1) Civil Rights
  - a) Disadvantaged Business Enterprise (DBE)
    - 1) DBE Plan
    - 2) DBE Goal Setting
    - 3) DBE Reports
  - b) Title VI
    - 1) Title VI Program
    - 2) Title VI notification
    - 3) Title VI Public Notice
    - 4) Title VI Complaint form
    - 5) Title VI Public Participation Plan
    - 6) Limited English Proficient Plan

This is one of twenty-one programs that we must submit. The financial program has reports for each grant and has more details. The State of Michigan has their own set of requirements and reports. We submit the same information in four separate reports because each governing body wants it done their way.

I was lucky that these agencies took years to create as many programs as they have. I could learn how to do each program over a long period of time. I handle all the programs but by the time I was going to retire I was overwhelmed. In hindsight, I should have hired more office personnel. I always thought I



could handle it and would rather spend money on drivers, I did not see me ever retiring but my health issues change that.

I had the luxury of learning how to write the plans and do the reports over years. The directors that followed me did not. The first director I was taught was Alex Little. I was about ready to leave and he was replaced. I had to start over with a new director. To add to this, the FTA was doing a Triennial Review.

Every three year the FTA does a review on how the system is carrying out the twenty-one programs. We received a letter from FTA requesting documents on these programs. We sent them over ninety documents and a one-hundred-page questionnaire. Then several months later they ask for twenty more documents and another questionnaire. We also discovered promises made by the previous director to FTA was not carried out. A preventative maintenance program had to be created for revenue vehicles and facility.

The FTA also came up with two new programs and they are called Transit Asset Management and Public Transportation Agency Safety Plan (PTASP). Paul has spent a lot of time working on the Preventive Maintenance Plan and the PTASP. I have spent a lot of time with the new Grant Manager, a position requested by the FTA.

I could explain the issues we had with an accountant. I could also explain how it takes eleven pages of documents to buy anything over \$10,000, but you have read enough. I work two days a week helping the Director, Accountant, and Grant Manager. I am here because Dial A Ride is important to the community and me. I am not going to abandon them unless I must.

The job as Executive Director has become fifty percent moving passengers and fifty percent paperwork.

Thank You

Bill Purvis