

NOTICE OF MEETING

**Twin Cities Area Transportation Authority
BOARD MEETING
October 27, 2021
12:00 P.M.**

Pursuant to Public Act 228, Sec. 3a. (a), the Twin Cities Area Transportation Authority (TCATA) will hold the TCATA Board meeting for our public conference on WEDNESDAY, October 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.

200 EAST WALL STREET, Benton Harbor, MI 49022 (CITY HALL)

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 call 269-927-2268.

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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: October 22, 2021

RE: TCATA Monthly Board Meeting

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

The monthly board meeting will be held at:

200 EAST WALL STREET, Benton Harbor, MI 49022 (CITY HALL)

Please find enclosed a **MEETING NOTICE** with additional information.

If any changes should occur, you will be notified by telephone on Tuesday October 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 – 10/27/21

APPROVAL OF AGENDA

SECRETARY'S REPORT

- 2) General Information – 10/27/21
- 3) Minutes 9/1/21 & 9/29/21

CHAIRMAN'S REPORT

- 1) General Information – 10/27/21

DIRECTOR'S REPORT

- 1) Operation Summary,
Ridership & Farebox – 09/21
- 2) Driver of the Month – 09/21
- 3) General Information – 10/27/21
- 4) Approval of Directors Report – 10/27/21

ACCOUNTANT'S REPORT

- 1) Unpaid Bills Detail – 09/21
- 2) Check Detail – 09/21
- 3) Purchases by Vendor Detail – 09/21
- 4) Petty Cash – 09/21
- 5) Wire Transfer– 09/21
- 6) Trial Balance, Profit loss, Profit and
Loss Budget vs. Actual
& Balance Sheet – 09/21
- 7) Approval of Accountant Report – 10/27/21

OLD BUSINESS

- 1)

NEW BUSINESS

- 1) Resolution to Approve Referral Payment & to Pay Training Fees
- 2) Customer Complaint Forms/Customer Service
- 3) Co-Chair
- 4) Treasurer
- 5) Bylaws

- 6) Policies/Procedures
- 7) In-service

PUBLIC COMMENTS

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
REGULARLY SCHEDULED
BOARD MEETING
HELD September 1, 2021**

Board Members Present: Mr. Jerry Edwards, Trustee
Ms. Lisa Varrie, Secretary
Mr. James Childs, Chairperson
Ms. Dorthoy Parker, Trustee
Ms. Apollonia Williams, Treasurer

Board Members Absent: None

Staff Present: Mr. Paul Gillespie, Executive Director
Mr. TJ Taylor, Assistant Director
Mr. Jan Harper, Interim Finance Director
Ms. Desha King, Grant/Procurement Manager

Staff Absent:

Public: Patricia Crayton
Richard Lee
Tywana Williams
Doris Sallie
Lillian Bryant
Shalette Austin-Robinson
Anthony Andrews
Emma Kinnard
Louise Wrege
Commissioner Mary Alice Adams

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

Agenda: Board members went back and forth over whether they should make an amendment to the agenda.

A motion was requested by Mr. Edwards to approve the agenda of 9/01/21 as presented, supported by Ms. Williams. **MOTION CARRIED**

Secretary's Report: **General Information – NONE**

Minutes – A motion was requested by Ms. Williams to approve the minutes of 7/6/21, 7/28/21, and 7/30/21 as presented, supported by Ms. Varrie. **MOTION CARRIED**

Chairperson's Report:

General information – Mr. Childs had a brief discussion with the board about the Triennial Review.

Ms. Parker requested that the chairperson's report is in writing for the next meeting.

Director's Report:

General information – Mr. Gillespie presented his report for the month of July 2021.

Operation Summary, Ridership & Fare box – Mr. Gillespie informed the board that the total Demand Response riders for the month of July was 9,526 of these 934 were senior riders and 2,784 were disabled riders, and 362 children, 5,010 regular riders, and Line Haul had 4,265 riders.

1,480.30 gallons of gasoline covering 9,119 miles an average of 6.2 miles per gallon. LP gas we used 5,965.80 gallons covering 31,173 miles an average of 5.2 miles per gallon. Total vehicle hours were 3,206 with an average of 3.0 passengers per vehicle hour.

Mr. Gillespie informed the board that the Ridership Comparison for FY2020 Year to Date was 116,456 passengers on the Demand Response and 47,934 passengers on the Fixed Route. FY2021 Year to Date was 91,582 passengers on the Demand Response and 36,351 passengers on the Fixed Route.

Driver of the month – Jimmy King with 707 passengers for the month of July 2021.

A motion was requested by Mr. Edwards to approve the Director's Report as presented for the month of July 2021, supported by Ms. Varrie. **MOTION CARRIED**

Accountant's Report:

Check Details, Purchases by Vendor Detail & Unpaid Bills – A motion was requested by Mr. Edwards to approve the check detail in the amount of \$332,568.61 for the month of July 2021, supported by Ms. Parker. **MOTION CARRIED**

A motion was requested by Mr. Edwards to approve the Purchases by Vendor in the amount of \$110,934.67 for the month of July 2021, supported by Ms. Parker. **MOTION CARRIED**

A motion was requested by Mr. Edwards to approve the Unpaid Bills Detail in the amount of \$55,798.76 for the month of July 2021, supported by Ms. Parker. **MOTION CARRIED**

Bank Card Activity, Wire Transfers, & Petty Cash – was reviewed 7/21

Trial Balance, Balance Sheet & Profit & Loss – There was no report on the Trial Balance, Balance Sheet, and Profit & Loss for July 2021.

Old Business:

New Business:

There was a discussion about how to properly add items to the board meeting agenda.

The board members never got to discuss the board officers.

At the end of the meeting, Mr. Childs resigned as the chairperson of the TCATA board and resigned as a board member of the TCATA board.

Public Comments:

There were several comments made by the public and employees that attended the meeting.

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

Secretary

Date

dk

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
REGULARLY SCHEDULED
BOARD MEETING
HELD September 29, 2021**

Board Members Present: Mr. Jerry Edwards, Trustee
Ms. Lisa Varrie, Secretary
Ms. Dorthoy Parker, Trustee
Ms. Apollonia Williams, Treasurer

Board Members Absent: None

Staff Present: Mr. Paul Gillespie, Executive Director
Mr. TJ Taylor, Assistant Director
Mr. Jan Harper, Interim Finance Director
Ms. Desha King, Grant/Procurement Manager

Staff Absent:

Public: Louise Wrege

The board meeting was called to order by Ms. Williams.

Agenda: A motion was requested by Ms. Parker to approve the agenda of 9/29/21 as presented, supported by Ms. Varrie. **MOTION CARRIED**

Secretary's Report: **General Information – NONE**
Minutes – A motion was requested by Mr. Edwards to approve the minutes of 8/4/21 as presented, supported by Ms. Varrie. **MOTION CARRIED**

Chairperson's Report: **General information –NONE**

Director's Report: **General information** – Mr. Gillespie presented his report for the month of August 2021.

Operation Summary, Ridership & Fare box – Mr. Gillespie informed the board that the total Demand Response riders for the month of August was 9,737 of these 929 were senior riders and 3,111 were disabled riders, and 363 children, 5,033 regular riders, and Line Haul had 4,040 riders.

2,140.70 gallons of gasoline covering 13,500 miles an average of 6.3 miles per gallon. LP gas we used 6,219.10 gallons covering 29,320 miles an average of 4.7 miles per gallon. Total vehicle hours were 3,431 with an average of 2.8 passengers per vehicle hour.

Mr. Gillespie informed the board that the Ridership Comparison for FY2020 Year to Date was 125,471 passengers on the Demand Response and 51,800 passengers on the Fixed Route. FY2021 Year to Date was 101,319 passengers on the Demand Response and 40,391 passengers on the Fixed Route.

Driver of the month – Jimmy King with 566 passengers for the month of August 2021.

A motion was requested by Mr. Edwards to approve the Director's Report as presented for the month of August 2021, supported by Ms. Parker. **MOTION CARRIED**

Accountant's Report:

Check Details, Purchases by Vendor Detail & Unpaid Bills – A motion was requested by Mr. Edwards to approve the check detail in the amount of \$34,655.20 for the month of August 2021, supported by Ms. Varrie. **MOTION CARRIED**

A motion was requested by Mr. Edwards to approve the Purchases by Vendor in the amount of \$106,352.21 for the month of August 2021, supported by Ms. Varrie. **MOTION CARRIED**

A motion was requested by Mr. Edwards to approve the Unpaid Bills Detail in the amount of \$82,234.56 for the month of August 2021, supported by Ms. Varrie. **MOTION CARRIED**

Bank Card Activity, Wire Transfers, & Petty Cash – was reviewed 8/21

Trial Balance, Balance Sheet & Profit & Loss – There was no report on the Trial Balance, Balance Sheet, and Profit & Loss for August 2021.

Old Business:

New Business:

Mr. Gillespie mentioned the idea of setting up compensation for new drivers who apply and start working for the company and also if an employee refers someone to the company.

There were comments made about the unpaid bills. The company is being charged for finance charges for late payments. Mr. Harper stated that it would be beneficial to authorize Mr. Gillespie to approve the vendor checks to a specific amount to help decrease the finance charges every month.

The board members discussed that they needed to hold a special meeting to elect a new chairperson. The board agreed to meet on October 5, 2021, for the special meeting at 11 a.m.

Public Comments:

There being no further discussions, the board meeting was adjourned by Ms. Williams.

Secretary

Date

dk

OPERATION SUMMARY

SEP 2021

7,138,393

19,663,324

PASSENGERS TO DATE

MILES TO DATE

Date	Regular		Senior		Disable	Child	SR Dis.	Total	LINE		VEHICLE DATA		VEHICLE DATA P.		MILES TO DATE		PASS/VEHHR
									HAUL	HAUL	FUEL	FUEL	MILES	MILES	/GAL	/GAL	
WED	1		255	40	141	11	18	465	206	74.8	531	7.1	335.4	1421	4.2	156	3.0
THUR	2		234	25	144	7	13	423	171	66.2	478	7.2	227.5	1368	6.0	152	2.8
FRI	3		217	69	158	16	17	477	222	73.6	526	7.1	255.6	1217	4.8	133	3.6
SAT	4		80	16	91	5	15	207	79	63.6	466	7.3	91.8	388	4.2	67	3.1
SUN	5																
TOTAL			786	150	534	39	63	1572	678	278.2	2001	7.2	910.3	4984	4.8	508	3.1
MON	6		31	7	24		2	64									
TUE	7		254	48	127	25	12	466	216	79.6	508	6.4	199.0	1204	6.1	144	3.2
WED	8		212	32	171	6	13	434	169	77.3	550	7.1	230.1	1364	5.9	162	2.7
THUR	9		214	42	169	8	15	448	212		532			1161		140	3.2
FRI	10		189	36	161	11	16	413	151	76.6	526	6.9	280.8	1332	4.7	140	3.0
SAT	11		113	30	67	9	17	236	105	48	462	9.6	94.1	370	3.9	62	3.8
SUN	12																
TOTAL			1013	195	719	59	75	2061	853	281.5	2678	9.2	804	5431	6.8	648	3.2
MON	13		217	38	95	5	9	364	146	96.7	534	5.5	224.8	1054	4.7	145	2.5
TUE	14		204	27	127	6	11	375	165	83.2	482	5.8	279.4	1058	3.8	131	2.9
WED	15		180	38	122	10	20	370	129	73.3	587	8.0	263.6	1173	4.4	143	2.6
THUR	16		199	39	141	9	17	405	167	64.5	532	8.2	240.9	1298	5.4	132	3.1
FRI	17		192	31	122	5	12	362	143		452		210.0	1183	5.6	133	2.7
SAT	18		97	11	82	9	9	208	92	48.5	422	8.7	64.1	316	4.9	57	3.6
SUN	19																
TOTAL			1089	184	689	44	78	2084	842	366.2	3009	8.2	1282.8	6082	4.7	741	2.8
MON	20		219	45	83	9	11	367	157	91.7	530	5.8	210.3	948	4.5	127	2.9
TUE	21		189	36	111	4	25	365	143	77	609	7.9	327.4	1169	3.6	133	2.7
WED	22		189	26	116	9	8	348	142	71.5	460	6.4	237.5	1277	5.4	129	2.7
THUR	23		190	32	115	6	23	366	154	70.9	530	7.5	205.9	1318	6.4	121	3.0
FRI	24		191	37	141	9	20	398	156	74.8	527	7.0	182.5	1284	7.0	147	2.7
SAT	25		96	14	71	6	8	195	85	64.4	464	7.2	81.4	341	4.2	66	3.0
SUN	26																
TOTAL			1074	190	637	43	95	2039	837	450.3	3120	6.9	1245	6337	5.1	723	2.8
MON	27		225	45	108	6	14	398	165	96.6	495	5.2	214.6	1199	5.6	142	2.8
TUE	28		178	37	128	1	13	357	148	74.4	573	7.7	225.5	1150	5.1	139	2.6
WED	29		210	44	105	6	12	377	159	73.3	540	7.4	182.9	1248	6.8	143	2.6
THUR	30		216	32	104	3	10	365	150	78.3	595	7.6	217.1	1269	5.8	137	2.7
TOTAL			829	158	445	16	48	1497	622	321.6	2203	6.9	840.1	4866	5.8	561	2.7
MONTH TOTAL			4791	877	3024	201	360	9253	3832	1697.8	12911	7.6	5082.2	27100	5.3	3181	2.9

weekday

400

Fiscal Year 2020

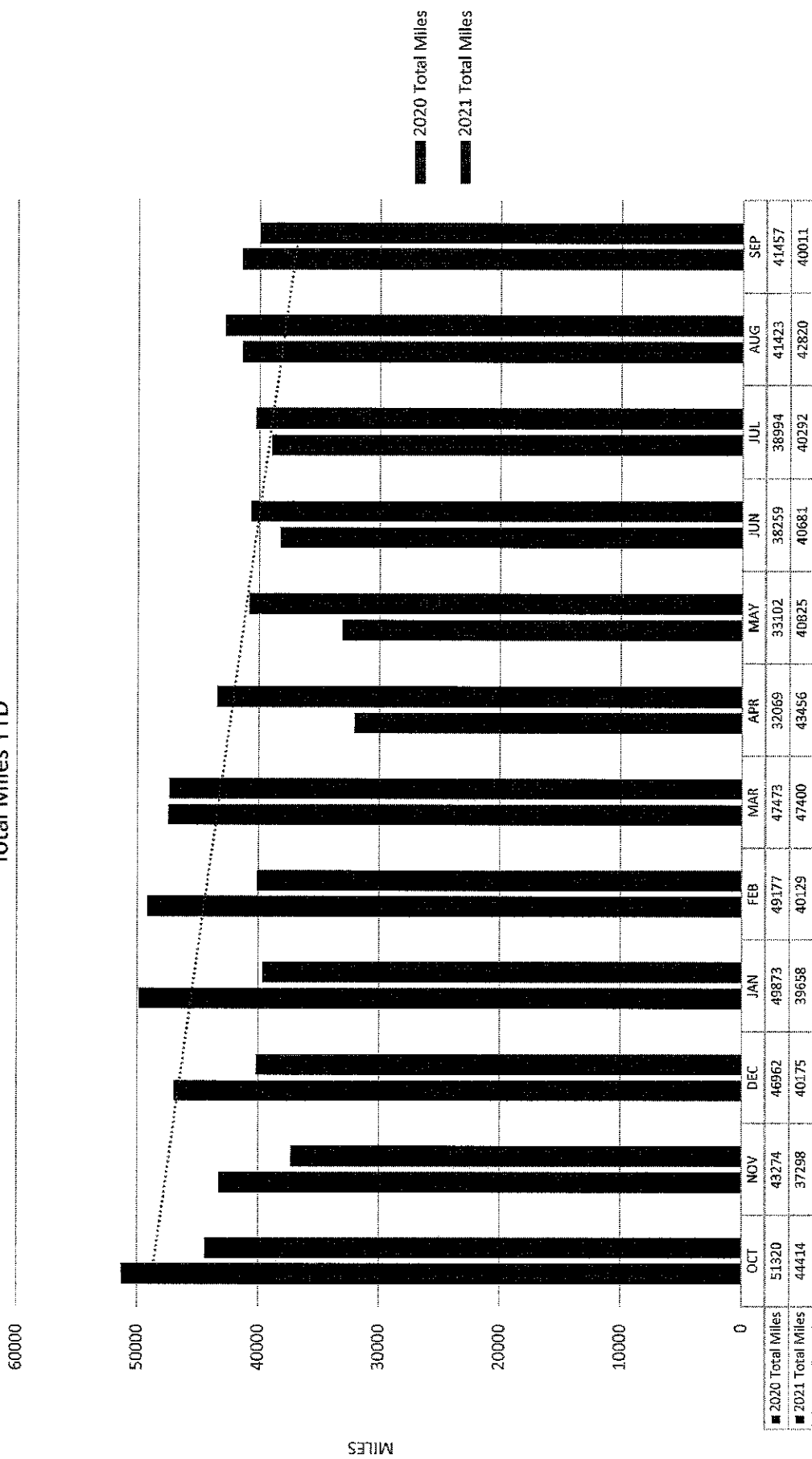
Date	Regular		Senior		Disable		Child		Sr. Dis		Total	Vehicle Data Gas			Vehicle Data LP			VEH. HOURS	PASS/VEH.HR.
	Regular	Senior	Disable	Child	Disable	Child	Sr. Dis	Total	HAUL	FUEL		MILES	/GAL.	Miles	M/Gal	HOURS			
10/19	8329	1714	4919	339	502	15803	5189	2788.1	16381	5.9	8125.6	34939	4.30	4333	3.6				
11/19	8394	1085	3479	328	476	13762	7556	2264.5	13335	5.9	7339.3	29939	4.10	3802	3.6				
12/19	6033	1541	4759	369	445	13147	4840	2073.1	12131	5.9	7915.2	34831	4.4	3986	3.3				
01/20	10374	1016	3684	486	422	15982	6150	2726.8	14555	5.3	8253.73	35318	4.30	4301	3.7				
02/20	7532	1409	4194	391	404	13930	4290	2280.6	13811	6.1	7714.8	35366	4.60	4224	3.3				
03/20	6585	1313	3106	388	360	11752	5078	1857.5	11075	6.0	7913.1	36398	4.60	4326	2.7				
04/20	3609	678	1931	193	202	6613	3171	1167.2	8496	7.3	4938.2	23573	4.77	3449	1.9				
05/20	3954	721	2071	155	264	7165	3437	1213.4	7188	5.9	5605.1	25914	4.62	2806	2.6				
06/20	4853	881	2690	248	230	8902	4125	1684.2	10193	6.1	6181.5	28066	4.54	3264	2.7				
07/20	4852	1025	2997	278	248	9400	4098	1734.7	10306	5.9	5732.0	28688	5.00	3123	3.0				
08/20	4771	928	2800	270	246	9015	3866	982.4	5753	5.9	7166.8	35670	4.98	3287	2.7				
09/20	4554	923	2850	226	363	8916	3573	797.7	4439	5.6	7835.3	37018	4.72	3406	2.6				
Total	73840	13234	39480	3671	4162	134387	55373	21570.2	127663	5.9	84720.63	385720	4.55	44307	3.03				

Ridership Comparison

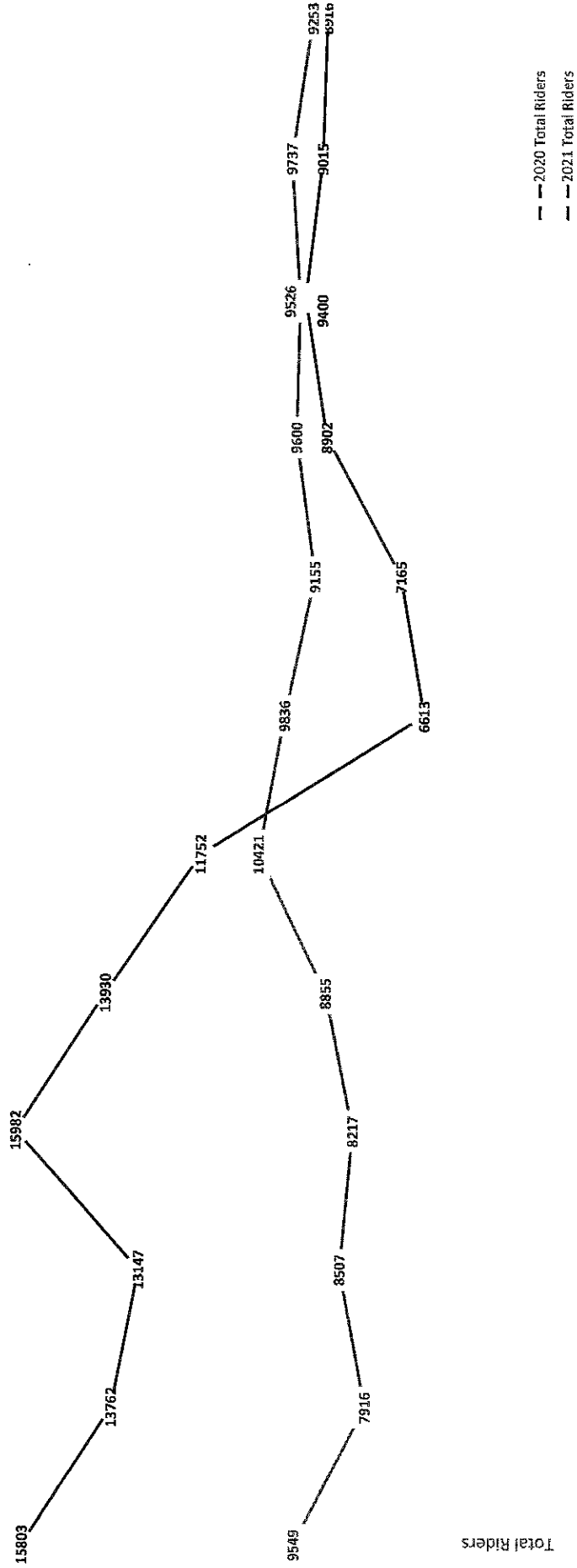
Fiscal Year 2021

Date	Regular		Senior		Disable		Child		Sr. Dis		Total	Vehicle Data Gas			Vehicle Data LP			VEH. HOURS	PASS/VEH.HR.
	Regular	Senior	Disable	Child	Disable	Child	Sr. Dis	Total	HAUL	FUEL		MILES	/GAL.	Miles	M/Gal	HOURS			
10/20	4703	994	3181	275	396	9549	3942	1185.1	8622	7.3	6772	35792	5.3	3581	2.7				
11/20	4189	826	2348	219	334	7916	3125	869.1	5701	6.6	6157	31597	5.1	3212	2.5				
12/20	4438	983	2514	276	296	8507	3393	1062.2	6345	6.0	6802.1	33830	5.0	3508	2.4				
01/21	4390	751	2528	211	337	8217	2991	1408.2	8124	5.8	6825.9	31534	4.62	3198	2.6				
02/21	4890	761	2657	222	325	8855	3198	1941.6	11768	6.1	5683.2	28361	4.99	3150	2.8				
03/21	5684	910	3085	320	422	10421	3969	1745.9	10689	6.1	7745.4	36711	4.74	3750	2.8				
04/21	5595	802	2642	399	398	9836	3791	1177.3	7311	6.2	7165.6	36145	5.04	3378	2.9				
05/21	5205	743	2525	310	372	9155	3611	584.7	3158	5.4	8457.9	37667	4.45	3206	2.9				
06/21	5245	894	2881	376	404	9600	4066	1684.0	9978	5.9	6344.8	30703	4.84	3216	3.0				
07/21	5010	934	2784	362	436	9526	4265	1480.3	9119	6.2	5965.8	31173	5.23	3206	3.0				
08/21	5033	929	3111	301	363	9737	4040	2140.7	13500	6.3	6219.1	29320	4.71	3431	2.8				
9/21	4791	877	3024	201	360	9253	3832	1697.8	12911	7.6	5082.2	27100	5.33	3181	2.9				
Total	59173	10404	33080	3472	4443	110572	44223	16976.9	107226	6.3	79221.0	389933	4.92	40017	2.76				
Change	-14667	-2830	-6400	-199	281	-23815	-11150	-4599.3	-20437	0.4	-5499.6	4213	0.37	-4290	-0.27				
% Change	80.1%	78.6%	83.8%	94.6%	106.8%	82.3%	79.9%	78.7%	84.0%	106.7%	93.5%	101.1%	108.1%	90.3%	91.1%				

Total Miles YTD



RIDERSHIP COMPARISON YTD



Months

OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG SEP

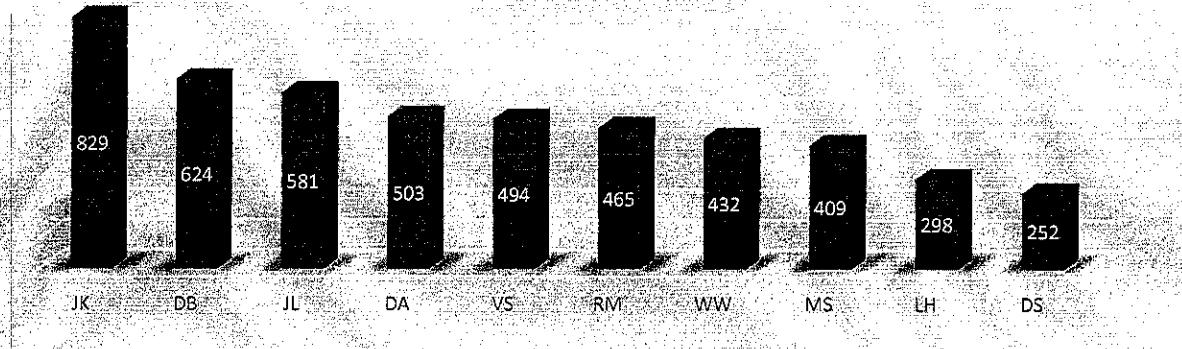
RIDERSHIP

	2020 FY	2020 FY	2021 FY	2021 FY	2021 FY	2021 FY	%
	Month	Year to	Month	Year to	Month	YTD	
	Total	Date	Total	Date	Difference	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	15,982	58,694	8,217	34,111	-7,765	-24,583	-41.88%
Feb	13,930	72,624	8,855	42,966	-5,075	-29,658	-40.84%
March	11,752	84,376	10,421	53,387	-1,331	-30,989	-36.73%
April	6,613	90,989	9,836	63,223	3,223	-27,766	-30.52%
May	7,165	98,154	9,155	72,378	1,990	-25,776	-26.26%
June	8,902	107,056	9,600	81,978	698	-25,078	-23.43%
July	9,400	116,456	9,526	91,504	126	-24,952	-21.43%
Aug	9,015	125,471	9,737	101,241	722	-24,230	-19.31%
Sept	8,916	134,387	9,737	110,978	821	-23,409	-17.42%
TOTAL	134,387	134,387	110,978	110,978	-23,409	-23,409	-17.42%

FARES

	2020 FY	2020 FY	2021 FY	2021 FY	2021 FY	2021 FY	YTD	%
	Month	Year to	Month	Year to	Month	Difference		
	Total	Date	Total	Date	Difference	Difference	Difference	Change
Oct	\$ 26,140.87	\$ 26,140.87	\$ 15,734.72	\$ 15,734.72	\$ (10,406.15)	\$ (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)	\$ (14,864.63)	-34.16%
Dec	\$ 23,215.30	\$ 66,727.93	\$ 11,487.23	\$ 40,135.23	\$ (11,728.07)	\$ (26,592.70)	\$ (26,592.70)	-39.85%
Jan	\$ 18,757.33	\$ 85,485.26	\$ 11,743.29	\$ 51,878.52	\$ (7,014.04)	\$ (33,606.74)	\$ (33,606.74)	-39.31%
Feb	\$ 19,521.10	\$ 105,006.36	\$ 15,023.84	\$ 66,902.36	\$ (4,497.26)	\$ (38,104.00)	\$ (38,104.00)	-36.29%
March	\$ 15,973.23	\$ 120,979.59	\$ 17,412.71	\$ 84,315.07	\$ 1,439.48	\$ (36,664.52)	\$ (36,664.52)	-30.31%
April	\$ 8,985.62	\$ 129,965.21	\$ 13,523.87	\$ 97,838.94	\$ 4,538.25	\$ (32,126.27)	\$ (32,126.27)	-24.72%
May	\$ 8,737.93	\$ 138,703.14	\$ 13,449.86	\$ 111,288.80	\$ 4,711.93	\$ (27,414.34)	\$ (27,414.34)	-19.76%
June	\$ 13,071.86	\$ 151,775.00	\$ 13,112.77	\$ 124,401.57	\$ 40.91	\$ (27,373.43)	\$ (27,373.43)	-18.04%
July	\$ 12,363.96	\$ 164,138.96	\$ 25,825.98	\$ 150,227.55	\$ 13,462.02	\$ (13,911.41)	\$ (13,911.41)	-8.48%
Aug	\$ 13,170.19	\$ 177,309.15	\$ 11,780.97	\$ 162,008.52	\$ (1,389.22)	\$ (15,300.63)	\$ (15,300.63)	-8.63%
Sept	\$ 14,298.45	\$ 191,607.60	\$ 11,780.97	\$ 173,789.49	\$ (2,517.48)	\$ (17,818.11)	\$ (17,818.11)	-9.30%
TOTAL	\$ 191,607.60	\$ 191,607.60	\$ 173,789.49	\$ 173,789.49	\$ (17,818.11)	\$ (17,818.11)	\$ (17,818.11)	-9.30%

Driver of the Month SEPTEMBER 2021



1 J. King	829 JK
2 D.Bailey	624 DB
3 J. Leonard	581 JL
4 D. Alexander	503 DA
5 V. Smith	494 VS
6 R. Mckinney	465 RM
7 W. Wright	432 WW
8 M. Simmons	409 MS
9 L. Henderson	298 LH
10 D.Sallie	252 DS

TOTAL 4887

Average passenger per month 489

	WEEKDAY	SATURDAY	TOTAL	LAST MONTH
BLUE	1550	171	1721	1886
BLUE JARC	758	53	811	903
RED JARC	1120	137	1257	1237
YELLOW	133		133	119
TOTAL LINE-HAULS	3561	361	3922	4145
LAST MONTH	3748	397	4145	
Difference	-187	-36	-223	

Check Detail

As of September 30, 2021

Date	Num	Name	Memo	Credit
10101 - TCF BANK				
09/02/2021	29249	ALL CITIES OCCUPATIONAL	17538	275.00
09/02/2021	29250	Auto-Wares Group	17532	216.32
09/02/2021	29251	Belle Tire	Bus tires July	2,063.73
09/02/2021	29252	BEST WAY DISPOSAL	17504	168.00
09/02/2021	29253	Car Brite Distributors	VOID:	
09/02/2021	29254	CITY PLUMBING		1,045.61
09/02/2021	29255	D&S Heavy Duty & Trailer Repair	17536	5,514.83
09/02/2021	29256	Hanson Beverage Co.	17522	66.65
09/02/2021	29257	HEI WIRELESS		510.24
09/02/2021	29258	MICH DEPT.OF TREASURY	17540	15,295.00
09/02/2021	29259	Mich. Transit Pool - Liability Trust Fund	17534	16,959.00
09/02/2021	29260	Mitchell1	17530	130.00
09/02/2021	29261	O'Reilly Auto Parts	17529	911.80
09/02/2021	29262	Orkin	17495	109.34
09/02/2021	29263	PARRETT BUSINESS	17543	48.26
09/02/2021	29264	Petro Tank & Line Testing LLC	17519	1,373.20
09/02/2021	29265	Pri Mar Petroleum	maint supplies	5.62
09/02/2021	29266	RAPID PRINT	17541	1,951.69
09/02/2021	29267	RLS & Associates	17528	400.00
09/02/2021	29268	TCA-SynerTech, LLC		837.84
09/02/2021	29269	THAYER	17503	283.09
09/02/2021	29270	UniFirst Corp. 099	17537	346.71
09/02/2021	29271	WSJM Tower Operations	17482	561.64
09/02/2021	29253	Car Brite Distributors	17526	365.10
09/09/2021	29272	Barbara Tsaturova	Payroll deductions	26.45
09/09/2021	29273	Colonial Life & Accidental Ins. Co	Payroll deductions	226.92
09/09/2021	29274	DONNEL KYLE	Medicare reimbursement	148.50
09/09/2021	29275	Kenneth Bragg	Medicare reimbursement	148.50
09/09/2021	29276	MISDU	Payroll deductions	1,015.18
09/09/2021	29277	TRANSAMERICA	52411	664.93
09/09/2021	29278	UNION DUES	Payroll deductions	432.00
09/13/2021	29279	CITY OF BH	monthly water	614.61
09/13/2021	29280	Indiana Michigan Power	monthly electric	1,328.04
09/13/2021	29281	MICH GAS	monthly gas	68.96
09/23/2021	29282	Barbara Tsaturova	payroll deduction	67.89
09/23/2021	29283	Colonial Life & Accidental Ins. Co	Payroll deduction	226.92
09/23/2021	29284	MISDU	payroll deduction	1,015.18
09/23/2021	29285	TRANSAMERICA	52411	664.93
09/29/2021	29286	ADT	monthly security	66.15
09/29/2021	29287	ALL CITIES OCCUPATIONAL	Drug testing	62.00
09/29/2021	29288	Auto-Wares Group	Bus parts	319.46
09/29/2021	29289	Belle Tire	Bus tires	2,403.96
09/29/2021	29290	BEST WAY DISPOSAL		336.00
09/29/2021	29291	Car Brite Distributors	Bus cleaning supplies	233.55
09/29/2021	29292	D&S Heavy Duty & Trailer Repair		3,501.66
09/29/2021	29293	Delta Dental	prepaid dental	1,824.39
09/29/2021	29294	GOODYEAR	Tires & supplies for stock	1,240.13
09/29/2021	29295	Great Lakes Cleaning Systems	17523	541.59
09/29/2021	29296	Hanson Beverage Co.	Cooler rental & water	87.25
09/29/2021	29297	HOEKSTRA TRANSPORTATION	maintenance supplies	47.00
09/29/2021	29298	Humana Insurance Co.	Medicare supplement	175.50
09/29/2021	29299	Indiana Electronics & Communications	Down payment on phon...	3,885.00
09/29/2021	29300	Jordan Automotive Group	Bus parts	794.08
09/29/2021	29301	LOUIS GELDER & SONS	Mower blades	52.62
09/29/2021	29302	Mich. Municipal League Work. Comp	17524	5,648.00
09/29/2021	29303	Mitchell1	maintenance software	130.00
09/29/2021	29304	O'Reilly Auto Parts	Bus parts	990.64
09/29/2021	29305	Orkin	Aug Pest control	106.00
09/29/2021	29306	PARRETT BUSINESS	Copier contract	81.86
09/29/2021	29307	PC Trans	Tablet setup	340.00
09/29/2021	29308	Pri Mar Petroleum	Fuel oil	339.55
09/29/2021	29309	Priority Health	Prepaid health	21,268.83
09/29/2021	29310	SilverScript Insurance Company	Medicare supplement K...	52.40
09/29/2021	29311	Standard Insurance Company	prepaid life	873.82
09/29/2021	29312	STAPLES	office supplies	96.09
09/29/2021	29313	TCA-SynerTech, LLC		5,279.33
09/29/2021	29314	TENNANT	Service call floor scrub...	211.30

Check Detail

As of September 30, 2021

Date	Num	Name	Memo	Credit
09/29/2021	29315	THAYER		1,191.69
09/29/2021	29316	UniFirst Corp. 099	rug rental	341.49
09/29/2021	29317	VSP INSURANCE CO.	Prepaid vision	428.88
09/29/2021	29318	WSJM Tower Operations	17520	561.64
09/29/2021	29319	Paul Gillespie	Conference-Fundament...	125.00
Total 10101 - TCF BANK				109,724.54
TOTAL				109,724.54

Chairpersons Approval

Date

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
September 2021

Memo	Amount
ADT	
503072 security	66.15
Total ADT	66.15
ALL CITIES OCCUPATIONAL	
503991	151.00
Total ALL CITIES OCCUPATIONAL	151.00
AT&T	
503031 Operation Service	352.50
Total AT&T	352.50
Auto-Wares Group	
504032 Maintenance Supplies	1,047.38
Total Auto-Wares Group	1,047.38
BEST WAY DISPOSAL	
503992 sanitation	168.00
Total BEST WAY DISPOSAL	168.00
Car Brite Distributors	
504032 Maintenance Supplies	145.55
Total Car Brite Distributors	145.55
CITY OF BH	
505043 Administration Water	112.39
505042 Maintenance Water	726.19
505041 Operations water	25.93
Total CITY OF BH	864.51
ComCast	
505053 administration telephone	123.21
505051 operations telephone	287.73
503033 Administration Service	139.20
Total ComCast	550.14
D&S Heavy Duty & Trailer Repair	
503032 Maintenance Service	7,739.34
Total D&S Heavy Duty & Trailer Repair	7,739.34
Delta Dental	
10403 prepaid health	1,699.81
Total Delta Dental	1,699.81
Hanson Beverage Co.	
512123 rental administration	10.00
504033 Administration Supplies	66.95
Total Hanson Beverage Co.	76.95
Hungerford Nichols	
503033 Administration Service	9,500.00
Total Hungerford Nichols	9,500.00
Indiana Michigan Power	
505022 Electric - Maintenance	1,190.73
505021 Electric - Operation	42.52
505023 - Electric - Administration	184.28
Total Indiana Michigan Power	1,417.53

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
September 2021

Memo	Amount
Jordan Automotive Group	
504032 Maintenance Supplies	323.56
Total Jordan Automotive Group	323.56
KOTZ SANGSTER WYSOCKI P.C.	
503033 Administration Service	4,343.00
Total KOTZ SANGSTER WYSOCKI P.C.	4,343.00
LOUIS GELDER & SONS	
503032 Maintenance Service	1,393.47
Total LOUIS GELDER & SONS	1,393.47
MICH GAS	
505033 gas administration	9.91
505032 gas maintenance	64.02
505031 gas operations	2.29
Total MICH GAS	76.22
Mitchell1	
503032 Maintenance Service	130.00
503032 Maintenance Service	130.00
Total Mitchell1	260.00
O'Reilly Auto Parts	
504032 Maintenance Supplies	1,412.59
Total O'Reilly Auto Parts	1,412.59
Orkin	
503032 Maintenance Service	106.00
Total Orkin	106.00
PARRETT BUSINESS	
503053 Contract maintenance for administration	26.42
Total PARRETT BUSINESS	26.42
Paul Gillespie	
509023 administration travel	125.00
Total Paul Gillespie	125.00
Priority Health	
10403 prepaid health	21,560.29
Total Priority Health	21,560.29
RAPID PRINT	
504033 Administration Supplies	179.43
Total RAPID PRINT	179.43
SilverScript Insurance Company	
HEALTH INSURANCE ADMINISTRATION	26.20
Total SilverScript Insurance Company	26.20
Standard Insurance Company	
10403 prepaid health	1,006.84
Total Standard Insurance Company	1,006.84
STAPLES	
504033 Administration Supplies	266.90
Total STAPLES	266.90

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Purchases by Vendor Detail
September 2021

Memo	Amount
TCA-SynerTech, LLC	
503033 Administration Service	779.31
503033 Administration Service	780.00
Total TCA-SynerTech, LLC	1,559.31
UniFirst Corp. 099	
512122 maintenance rental	387.51
Total UniFirst Corp. 099	387.51
VSP INSURANCE CO.	
10403 prepaid health	428.88
Total VSP INSURANCE CO.	428.88
WSJM Tower Operations	
512121 operations rental	561.64
Total WSJM Tower Operations	561.64
TOTAL	57,822.12

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Unpaid Bills Detail
As of September 30, 2021

Type	Date	Num	Due Date	Aging	Open Balance
ADT					
Bill	09/20/2021	17614	09/20/2021	10	66.15
Total ADT					66.15
ALL CITIES OCCUPATIONAL					
Bill	09/27/2021	17617	09/27/2021	3	151.00
Total ALL CITIES OCCUPATIONAL					151.00
AT&T					
Bill	09/01/2021	17592	09/01/2021	29	352.50
Total AT&T					352.50
Auto-Wares Group					
Bill	09/25/2021	17615	09/25/2021	5	1,047.38
Total Auto-Wares Group					1,047.38
BEST WAY DISPOSAL					
Bill	09/30/2021	17619	09/30/2021		168.00
Total BEST WAY DISPOSAL					168.00
Car Brite Distributors					
Bill	09/30/2021	17620	09/30/2021		145.55
Total Car Brite Distributors					145.55
ComCast					
Bill	09/01/2021	17575	09/01/2021	29	550.14
Total ComCast					550.14
D&S Heavy Duty & Trailer Repair					
Bill	09/15/2021	17611	09/15/2021	15	7,739.34
Total D&S Heavy Duty & Trailer Repair					7,739.34
Delta Dental					
Bill	09/20/2021	17593	09/20/2021	10	1,699.81
Total Delta Dental					1,699.81
Hanson Beverage Co.					
Bill	09/30/2021	17618	09/30/2021		76.95
Total Hanson Beverage Co.					76.95
Hungerford Nichols					
Bill	09/30/2021	17621	09/30/2021		9,500.00
Total Hungerford Nichols					9,500.00
Jordan Automotive Group					
Bill	09/30/2021	17622	09/30/2021		323.56
Total Jordan Automotive Group					323.56
KOTZ SANGSTER WYSOCKI P.C.					
Bill	09/16/2021	17595	09/16/2021	14	4,343.00
Total KOTZ SANGSTER WYSOCKI P.C.					4,343.00
LOUIS GELDER & SONS					
Bill	09/30/2021	17624	09/30/2021		1,393.47
Total LOUIS GELDER & SONS					1,393.47

TWIN CITIES AREA TRANSPORTATION AUTHORITY
Unpaid Bills Detail
As of September 30, 2021

Type	Date	Num	Due Date	Aging	Open Balance
Mitchell1					
Bill	09/20/2021	17596	09/20/2021	10	130.00
Bill	09/20/2021	17612	09/20/2021	10	130.00
Total Mitchell1					260.00
O'Reilly Auto Parts					
Bill	09/28/2021	17623	09/28/2021	2	1,412.59
Total O'Reilly Auto Parts					1,412.59
Orkin					
Bill	09/07/2021	17573	09/07/2021	23	106.00
Total Orkin					106.00
PARRETT BUSINESS					
Bill	09/16/2021	17599	09/16/2021	14	26.42
Total PARRETT BUSINESS					26.42
Priority Health					
Bill	09/21/2021	17597	09/21/2021	9	21,560.29
Total Priority Health					21,560.29
RAPID PRINT					
Bill	09/09/2021	17583	09/09/2021	21	179.43
Total RAPID PRINT					179.43
SilverScript Insurance Company					
Bill	09/21/2021	17598	09/21/2021	9	26.20
Total SilverScript Insurance Company					26.20
Standard Insurance Company					
Bill	09/14/2021	17594	09/14/2021	16	1,006.84
Total Standard Insurance Company					1,006.84
STAPLES					
Bill	09/15/2021	17610	09/15/2021	15	266.90
Total STAPLES					266.90
TCA-SynerTech, LLC					
Bill	09/15/2021	17590	09/15/2021	15	779.31
Bill	09/15/2021	17591	09/15/2021	15	780.00
Total TCA-SynerTech, LLC					1,559.31
UniFirst Corp. 099					
Bill	09/27/2021	17630	09/27/2021	3	387.51
Total UniFirst Corp. 099					387.51
VSP INSURANCE CO.					
Bill	09/25/2021	17616	09/25/2021	5	428.88
Total VSP INSURANCE CO.					428.88
WSJM Tower Operations					
Bill	09/01/2021	17581	09/01/2021	29	561.64
Total WSJM Tower Operations					561.64
TOTAL					55,338.86



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

09/01 to 9/30/2021

Debit Card Amounts

VENDORS

Family Dollar	\$	82.31
LOWES	\$	442.13
Amazon	\$	672.64
ZOOM VIDEO	\$	158.89
HOME DEPOT	\$	616.86
FAMILY FARM & HOME	\$	15.89
USPS	\$	136.70
Mid County Lawn & Garden	\$	370.99
WALMART	\$	54.14

TOTAL DEBIT CARD ACTIVITIES

\$ 2,550.55

September 2021 Debit Card Purchases

TJ'S CARD

Total: \$15.90

Family Dollar	\$15.90	Bags for wipes
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DESHA'S CARD

Total: \$2,534.65

Lowes	\$442.13	Wrench, trimmer, washers, screws Partial refund
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Amazon	\$353.34	Copy paper, coin wrappers
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	\$119.70	Face Masks
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	\$199.60	Gloves
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Zoom	\$158.89	Subscription Partial refund/tax exempt
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Home Depot	\$349.72	Maint. Supplies Partial refund
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	\$267.14	Maint. Supplies
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Family Farm & Home	\$15.89	Lawn Supplies
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USPS	\$58.00	Mail
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	\$2.84	Mail
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	\$7.84	Mail
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	\$4.33	Mail
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	\$63.69	Stamps, Mail
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Mid County Lawn	\$370.99	Lawn Supplies/Trimmer
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Walmart	\$54.14	Coin wrappers
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September 2021 Debit Card Purchases

Family Dollar	\$23.37	Bags for wipes
	\$43.04	Office Supplies



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

TCF AUTOMATIC CLEARING HOUSE

DATE	FUEL	PRICE PER/GL	TOTAL AMOUNT
9/3/2021	CRYSTAL FLASH PROPANE	1.42	\$ 896.99
9/7/2021	CRYSTAL FLASH PROPANE	1.42	\$ 1,140.52
9/10/2021	CRYSTAL FLASH PROPANE	1.42	\$ 1,027.38
9/13/2021	CRYSTAL FLASH PROPANE	1.42	\$ 1,218.33
9/20/2021	CRYSTAL FLASH PROPANE	1.42	\$ 884.31
9/20/2021	CRYSTAL FLASH PROPANE	1.42	\$ 718.43
9/23/2021	CRYSTAL FLASH GASOLINE	2.193	\$ 17,616.59
9/24/2021	CRYSTAL FLASH PROPANE	1.42	\$ 777.29
9/28/2021	CRYSTAL FLASH PROPANE	1.42	\$ 1,042.34
Total			<u>\$ 25,322.18</u>



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

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
1-Sep	Balance			\$ 196.64
				\$ 196.64
				\$ 196.64
				\$ 196.64
				\$ 196.64
				\$ 196.64
				\$ 196.64
				\$ 196.64
				\$ 196.64

Gas	
Farebox	\$ -
Ofc supplies	
Admin supplies	\$ -
Maint supplies	\$ -
Admin Meeting	\$ -
Total	<u>\$ -</u>



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

Resolution # 2021-10-1

Resolution to Approve Referral Payment and to Pay Training Fees

Whereas, the Twin Cities Area Transportation Authority, like many transit agencies and private businesses, is experiencing a worker shortage of that is affecting the quality of service that we are able to provide and leading to drivers being asked to work long hours and overtime; and

Whereas, the Board of Trustees of TCATA wishes to take steps that will encourage and incentivize potential employees to come work for the agency; and

Whereas, it has been shown that rewarding current employees for referring potential future employees is a proven and effective way to recruit workers; and

Whereas, the Board wishes to remove any financial obstacles that might prevent potential drivers from going through the necessary licensing and training requirements.

Now Therefore Be It Resolved that, the Board does hereby authorize a payment of Five Hundred Dollars to any current TCATA employee that refers anyone who becomes a driver at TCATA and successfully completes six months of employment; in which half the payment is issued when the potential employee completes necessary licensing and training and commences driving, and the second half of the payment is issued upon the completion of six months of employment by the new driver; and

Further Be It Resolved that, TCATA agrees to pay the CDL licensing test fee of a potential driver with the provision that if the driver fails to complete three months of employment the test fee may be deducted from the driver's final paycheck.

TCATA Board Chair

Date:

Attest: TCATA Board Secretary



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

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

To: TCATA Office and Dispatch Staff

From: Paul Gillespie, Executive Director *PG*

Date: 10-18-2021

Subject: Customer Complaint Forms and Customer Service

Today we will be instituting a new way of recording, tracking, and resolving customer related complaints, comments, and suggestions that come into the Authority.

All the managers and dispatch personnel will be given copies of the new *Customer Comment Form* to be filled out whenever anyone calls in or makes a complaint or comment or suggestion in person or online or over the phone. Whenever any does have a comment or complaint, they should be listened to and treated with respect. Thank them for taking the time to let us know how they feel.

All forms should be submitted to Administrative Assistant Nikki Smith so that she can compile and track and report to me and the other managers and the Board on a regular basis.

Let's all work together to make sure that great transit service and great customer service becomes the way we do business as our standard operating procedure.

TWIN CITIES AREA TRANSPORTATION AUTHORITY

**CUSTOMER COMMENT/COMPLAINT/SUGGESTION
FORM**

Person taking the comment (Your name) _____ Date _____

Name of person making comment _____

Phone Number _____

Address _____

Did they request a call back? Yes ____ No ____

Describe the complaint, comment, or suggestion:

Management Comments:
