

# **MEETING NOTICE**

## **TCATA Board Meeting**

**Wednesday, May 27<sup>th</sup>**

**12 pm (Noon)**

*In an effort to protect the health and safety of the public, staff and members of the Twin Cities Area Transportation Authority (TCATA) board all TCATA public meetings will be held electronically in accordance with the Open Meetings Act and Executive Order 2020-15 issued by Governor Whitmer until further notice.*

**Members of the public wishing to participate in any of these meetings may do so by dialing into the meeting using the phone number and access code below.**

**May 27<sup>th</sup> TCATA Board Meeting**

**Dial-In Number: 978-990-5000**

**Access Code: 271441 #**

**Copies of meeting materials can be found online at**

**<https://www.mywaythere.org/tcatameetings.asp>**

**Or by contacting TCATA business office at 269-927-2268**

**Monday – Friday 8 am – 5 pm**

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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: May 22, 2020  
RE: TCATA Monthly Board Meeting

There is a TCATA board meeting scheduled for **Wednesday May 27, 2020 at 12:00 p.m.**

The monthly board meeting will be held **ON THE TELEPHONE.**

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

If any changes should occur, you will be notified by telephone on Tuesday May 26, 2020 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**

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

**AGENDA**

ROLL CALL – 5/27/20

**APPROVAL OF AGENDA**

**SECRETARY'S REPORT**

- 2) General Information – 05/27/20
- 3) Minutes – 04/29/20

**CHAIRMAN'S REPORT**

- 1) General Information – 05/27/20

**DIRECTOR'S REPORT**

- 1) Operation Summary,  
Ridership & Farebox – 04/20
- 2) Driver of the Month – 04/20
- 3) General Information – 05/27/20
- 4) Approval of Directors Report – 05/27/20

**ACCOUNTANT'S REPORT**

- 1) Unpaid Bills Detail – 04/20
- 2) Check Detail – 04/20
- 3) Purchases by Vendor Detail – 04/20
- 4) Petty Cash – 04/20
- 5) Wire Transfer– 04/20
- 6) Trial Balance, Profit loss, Profit and  
Loss Budget vs. Actual  
& Balance Sheet – 04/20
- 7) Approval of Accountant Report – 05/27/20
- 8) Audit Report

**OLD BUSINESS**

- 1) Workplace Violence Memo

**NEW BUSINESS**

- 1) Resolution Supporting Construction of Bus Station
- 2) Executive Director Evaluation

**PUBLIC COMMENTS**

**TWIN CITIES AREA TRANSPORTATION AUTHORITY  
REGULARLY SCHEDULED  
BOARD MEETING  
HELD April 29, 2020**

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

Board Members Absent: 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:

Public: Marvin Haywood

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

Agenda: A motion was requested by Mr. Andrews to approve the agenda of 04/29/20 as presented, supported by Mr. Childs. **MOTION CARRIED**

Secretary's Report: **General Information – NONE**  
  
**Minutes –** A motion was requested by Ms. Varrie to approve the minutes of 04/01/20 as presented, supported by Ms. Kinnard. **MOTION CARRIED**

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 March was 11,752 of these 1,313 were senior riders and 3,106 were Disabled

riders, and 388 children, 6,585 regular riders, and Line Haul had 5,078 riders.

1,857.50 gallons of gasoline covering 11,075 miles an average of 6.0 miles per gallon. LP gas we used 7,913.10 gallons covering 36,398 miles an average of 4.6 miles per gallon. Total vehicle hours were 4,326 with an average of 2.7 passengers per vehicle hour.

Mr. Gillespie informed the board that the Ridership Comparison for FY2019 Year to Date was 69,393 passengers on the Demand Response and 25,065 passengers on the Fixed Route. FY2020 Year to Date was 84,376 passengers on the Demand Response and 33,103 passengers on the Fixed Route.

**Driver of the month** – Marvin Haywood with 682 passengers for the month of March 2020.

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

**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 \$43,844.84 for the month of March 2020, supported by Mr. Childs.

**MOTION CARRIED**

A motion was requested by Ms. Varrie to approve the Purchases by Vendor in the amount of \$119,600.13 for the month of March 2020, supported by Mr. Childs. **MOTION CARRIED**

A motion was requested by Ms. Varrie to approve the Unpaid Bills Detail in the amount of \$10,137.57 for the month of March 2020, supported by Mr. Childs. **MOTION CARRIED**

**Bank Card Activity** – was reviewed 03/20

**Wire Transfers** – was reviewed 03/20

**Petty Cash** – was reviewed 03/20

**Trial Balance, Balance Sheet & Profit & Loss** – Mr. Harper stated that TCATA's net income/(loss) as of March 2020, was \$(3,230.11).

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

Old Business:

New Business:

Mr. Purvis stated that the State of Michigan is switching from handwritten signatures to electronic signatures for documents. Mr. Purvis stated that Mr. Andrews, Ms. Kinnard, and Mr. Gillespie to need fill out a form for this process, that will allow the company to do electronic signatures.

Paul stated that the company will get the forms to Mr. Andrews and Ms. Kinnard so that we can get the electronic signature approved.

All board members agreed to the electronic signature for the State of Michigan documents that the company will process.

Public Comments:

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

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Secretary

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Date

dk

6,984,501

OPERATION SUMMARY

PASSENGERS TO DATE

18,972,786

APR 2020

MILES TO DATE

	Date	Regular	Senior	Disable	Child	SR. Dis	Total	LINE	HAUL	VEHICLE DATA	MILES	VEHICLE DATA LP	MGAL	VEH	PASS/
									FUEL	MILES	/GAL	FUEL	MILES	HOURS	VEH HR
MON															
TUE															
WED	1	182	41	105	23	9	360	158	86.2	609	7.1	308.9	1008	3.3	163
THUR	2	133	31	84	10	6	264	120	68.2	504	7.4	179.9	890	4.9	175
FRI	3	156	65	146	3	18	388	204	90.8	482	5.3	127.3	1013	8.0	163
SAT	4	113	19	33	2	7	174	77	82.3	494	6.0	63.2	296	4.7	73
SUN	5														
TOTAL		584	156	368	38	40	1186	559	327.5	2089	6.4	679.3	3207	4.7	574
MON	6	160	42	103	5	10	320	151	48.5	463	9.5	229.6	1094	4.8	129
TUE	7	176	31	89	7	8	311	166	88.1	536	6.1	204.2	1145	5.6	175
WED	8	166	39	89	16	10	320	142	109.2	502	4.6	223.8	1062	4.7	218
THUR	9	157	31	81	12	13	294	127	54.9	406	7.4	334.0	1128	3.4	153
FRI	10	35	7	26		2	70	0							
SAT	11	110	14	46	14	3	187	109	58.2	422	7.3	50.8	213	4.2	59
SUN	12														
TOTAL		804	164	434	54	46	1502	695	358.9	2329	6.5	1042.4	4642	4.5	734
MON	13	148	29	70	5	9	261	114	91.3	532	5.8	206.0	873	4.2	157
TUE	14	172	30	112	7	11	332	167	77.1	475	6.2	196.7	965	4.9	140
WED	15	180	33	89	9	9	320	142		172		237.9	1195	5.0	164
THUR	16	128	30	85	3	8	254	129		383		153.5	953	6.2	157
FRI	17	127	28	64	5	9	233	115				352.7	1333	3.8	160
SAT	18	75	7	31	2	2	117	47		212		111.6	590	5.3	60
SUN	19														
TOTAL		830	157	451	31	48	1517	714	168.4	1774	10.5	1256.4	5909	4.7	838
MON	20	128	23	80	9	9	249	120		150		229.8	1234	5.4	163
TUE	21	154	22	75	10	6	267	156		287		212.1	1056	5.0	139
WED	22	144	27	71	8	8	258	119		231		268.9	813	3.0	139
THUR	23	136	31	48	4	2	221	103		130		191.8	1089	5.7	166
FRI	24	158	14	76	10	7	265	133	36.0	94	2.6	131.2	1044	8.0	153
SAT	25	59	6	36	1	2	104	52	19.8	129	6.5	57.4	289	5.0	26
SUN	26														
TOTAL		779	123	386	42	34	1364	683	55.8	1021	18.3	1091.2	5525	5.1	786
MON	27	128	13	77	3	4	225	113	31.3	167	5.3	223.1	1127	5.1	145
TUE	28	169	23	61	2	9	264	139	55.1	313	5.7	221.5	1202	5.4	146
WED	29	158	15	88	7	10	278	135	82.9	352	4.2	178.5	854	4.8	106
THUR	30	157	27	66	16	11	277	133	87.3	451	6.2	243.8	1107	4.5	120
TOTAL		612	78	292	28	34	1044	520	256.6	1283	5.0	866.9	4290	4.9	517
MONTH TOTAL		3609	678	1931	193	202	6613	3171	1167.2	8496	7.3	4938.2	23573	4.8	3449

weekday

287

## Fiscal Year 2019

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	HAUL	FUEL	MILES	/GAL.	Fuel	Miles	M/Gal	HOURS	VEH.	PASS/
10/18	8278	1819	3864	341	668	14970	5733	5252.3	28165	5.4	4437.1	20207	4.55	4201		3.6
11/18	6719	1195	4051	266	648	12879	4231	4293.0	23460	5.5	4292.9	19132	4.46	3951		3.3
12/18	6047	741	2645	163	387	9983	1688	3753.4	29436	7.8	3429.8	15663	4.57	4289		2.3
01/19	7604	897	2538	108	336	11483	4004	4049.4	33245	8.2	4108.7	18312	4.46	4171		2.8
02/19	6308	247	1834	40	423	8852	5370	3821.4	29835	7.8	5385.0	24450	4.54	3720		2.4
03/19	7487	543	2633	127	436	11226	4039	3749.1	37093	9.9	6193.2	28384	4.58	4132		2.7
04/19	9102	1004	4068	267	491	14932	5408	3675.9	38834	10.6	5538.1	25413.00	4.59	4248		3.5
Total	42443	5442	17565	1045	2898	69393	25065	24918.6	181234	7.3	27846.7	126148	4.53	24464		3.4

## Ridership Comparison

## Fiscal Year 2020

Date	Regular	Senior	Disable	Child	Sr. Dis	Total	HAUL	FUEL	MILES	/GAL.	Fuel	Miles	M/Gal	HOURS	VEH.	PASS/
10/19	8329	1714	4919	339	502	15803	5189	2788.1	16361	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	14565	5.3	8253.7	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																
06/20																
07/20																
08/20																
09/20																
Total	50856	8756	26072	2494	2811	90989	36274	15157.8	89784	5.9	52199.9	230364	4.41	28421		3.20
Change	8413	3314	8507	1449	87	21596	11209	9760.8	91450	-1.3	24353.2	104216	-0.12	3957		-0.20
% Change	119.8%	160.9%	148.4%	238.7%	97.0%	131.4%	144.7%	60.8%	49.5%	81.4%	187.5%	182.6%	97.4%	116.2%		94.2%

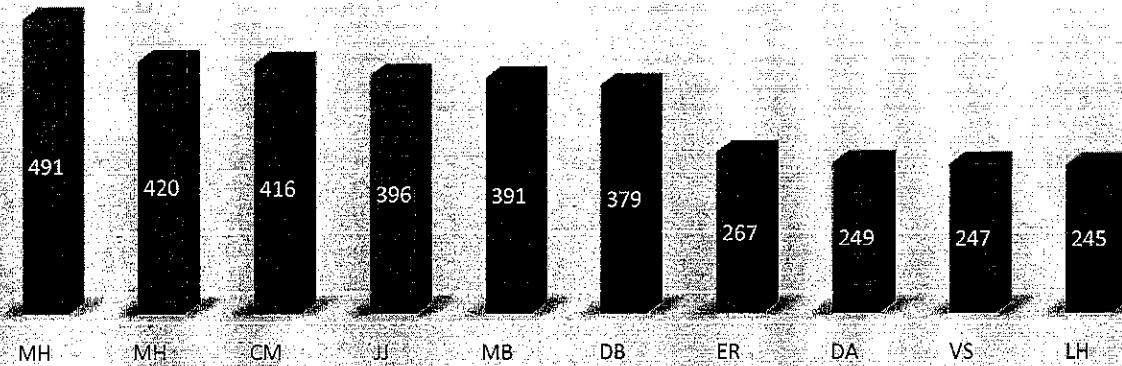
## RIDERSHIP

	2019 FY Month Total	2019 FY Year to Date	2020 FY Month Total	2020 FY Year to Date	2020 FY Month Difference	YTD Difference	% Change
Oct	14,970	14,970	15,803	15,803	833	833	5.56%
Nov	13,020	27,990	13,762	29,565	742	1,575	5.63%
Dec	10,556	38,546	13,147	42,712	2,591	4,166	10.81%
Jan	11,483	50,029	15,982	58,694	4,499	8,665	17.32%
Feb	8,852	58,881	13,930	72,624	5,078	13,743	23.34%
March	11,226	70,107	11,752	84,376	526	14,269	20.35%
April	14,932	85,039	6,613	90,989	-8319	5,950	7.00%
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>85,039</b>	<b>85,039</b>	<b>90,989</b>	<b>90,989</b>	<b>5,950</b>	<b>5,950</b>	<b>7.00%</b>

# FARES

	2019 FY	2019 FY	2020 FY	2020 FY	2020 FY	YTD	%
	Month	Year to	Month	Year to	Month		
	Total	Date	Total	Date	Difference	Difference	Change
Oct	\$ 20,360.01	\$ 20,360.01	\$ 26,140.87	\$ 26,140.87	\$ 5,780.86	\$ 5,780.86	28.39%
Nov	\$ 22,364.93	\$ 42,724.94	\$ 17,371.76	\$ 43,512.63	\$ (4,993.17)	\$ 787.69	1.84%
Dec	\$ 16,371.88	\$ 59,096.82	\$ 23,215.30	\$ 66,727.93	\$ 6,843.42	\$ 7,631.11	12.91%
Jan	\$ 16,875.67	\$ 75,972.49	\$ 18,757.33	\$ 85,485.26	\$ 1,881.66	\$ 9,512.77	12.52%
Feb	\$ 20,647.11	\$ 96,619.60	\$ 19,521.10	\$ 105,006.36	\$ (1,126.01)	\$ 8,386.76	8.68%
March	\$ 18,102.61	\$ 114,722.21	\$ 15,973.23	\$ 120,979.59	\$ (2,129.38)	\$ 6,257.38	5.45%
April	\$ 19,345.77	\$ 134,067.98	\$ 8,985.62	\$ 129,965.21	\$ (10,360.15)	\$ (4,102.77)	-3.06%
May							
June							
July							
Aug							
Sept							
<b>TOTAL</b>	<b>\$ 134,067.98</b>	<b>\$ 134,067.98</b>	<b>\$ 129,965.21</b>	<b>\$ 129,965.21</b>	<b>\$ (4,102.77)</b>	<b>\$ (4,102.77)</b>	<b>-3.06%</b>

## Driver of the Month April 2020



1 M.Haywood	491 MH
2 M.Heard	420 MH
3 C.Modeleski	416 CM
4 J. Jones	396 JJ
5 M.Brown	391 MB
6 D.Bailey	379 DB
7 E.Robinson	267 ER
8 D.Alexander	249 DA
9 V.Smith	247 VS
10 L.Henderson	245 LH

<b>TOTAL</b>	<b>3501</b>
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<b>Average passenger per month</b>	<b>350</b>
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	WEEKDAY	SATURDAY	TOTAL	LAST MONTH
BLUE	1388	180	1568	2261
BLUE JARC	636	27	663	1218
RED JARC	756	73	829	1506
YELLOW	111		111	187
TOTAL LINE HAULS	2891	280	3171	5172
LAST MONTH	4650	522	5172	
Difference	-1759	-242	-2001	

# Check Detail

## As of April 30, 2020

Date	Num	Name	Memo	Credit
<b>10101 - CHEMICAL BANK</b>				
04/01/2020	28362	Priority Health		22,032.35
04/07/2020	28363	Paul Gillespie	OFFICE SUPPLIES	167.15
04/08/2020	28364	BILL PURVIS	CONSULTING SERVICE	960.00
04/08/2020	28365	DONNEL KYLE	MEDICARE-OPER	144.60
04/08/2020	28366	Kenneth Bragg	MEDICARE	144.60
04/08/2020	28367	HOEKSTRA TRANSPORTATION	2012-0173/P16 FY15 5...	70,340.71
04/08/2020	28368	ADT	security	66.15
04/08/2020	28369	ALL CITIES OCCUPATIONAL	drug testing	397.00
04/08/2020	28370	Auto-Wares Group	SUPPLIES	573.39
04/08/2020	28371	CITY PLUMBING	MAINT.SERVICE	344.00
04/08/2020	28372	Hanson Beverage Co.	Water Admin	30.60
04/08/2020	28373	Indiana Electronics & Communications	INV#86267	184.50
04/08/2020	28374	PC Trans	INV#2904	6,400.00
04/08/2020	28375	TENNANT	Maint.Service	374.32
04/08/2020	28376	UniFirst Corp. 099	supplies for buses	600.70
04/08/2020	28377	BEST WAY DISPOSAL	service 02/01 to 02/29/20	75.00
04/08/2020	28378	TCA-SynerTech, LLC	INV#7724	1,317.50
04/09/2020	28379	AMERICAN FAMILY INSURANCE	HEALTH INS. PAYROL...	554.00
04/09/2020	28380	Colonial Life & Accidental Ins. Co	HLTH INS. DEDUCTIO...	294.78
04/09/2020	28381	MISDU	CHILD SUPPORT PAY...	934.99
04/09/2020	28382	UNION DUES	UNION DUES-PAYRO...	333.90
04/09/2020	28383	CITY OF BH	01/13/20 TO 02/12/2020	300.33
04/09/2020	28384	Indiana Michigan Power	UTILITIES 02/20 TO 03...	1,106.01
04/09/2020	28385	MICH GAS	UTILITIES 02/21 TO 03...	3,149.28
04/16/2020	28386	Citgo	expedite	75.00
04/21/2020	28387	Mildred Poole	Customer rebate of lost...	14.00
04/22/2020	28388	Humana Insurance Co.	medicare supplement ...	156.00
04/24/2020	28389	AMERICAN FAMILY INSURANCE	Payroll withholding	554.00
04/24/2020	28390	Colonial Life & Accidental Ins. Co	Payroll deduction	294.78
04/24/2020	28391	MISDU	Payroll deductions	831.66
04/24/2020	28392	BILL PURVIS	consulting for two week...	1,920.00
Total 10101 - CHEMICAL BANK				114,671.30
<b>TOTAL</b>				<b>114,671.30</b>

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

Date \_\_\_\_\_

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

Memo	Amount
<b>ADT</b>	
503072 security	66.15
Total ADT	66.15
<b>ALL CITIES OCCUPATIONAL</b>	
503991	397.00
503991	487.00
Total ALL CITIES OCCUPATIONAL	884.00
<b>AMERICAN FAMILY INSURANCE</b>	
Payroll withholding	
Total AMERICAN FAMILY INSURANCE	0.00
<b>AT&amp;T</b>	
503031 Operation Service Wireless lines for tablets	352.50
Total AT&T	352.50
<b>Belle Tire</b>	
504021 operations tires	918.37
Total Belle Tire	918.37
<b>BEST WAY DISPOSAL</b>	
503033 Administration Service	75.00
503033 Administration Service	75.00
503992 sanitation	75.00
Total BEST WAY DISPOSAL	225.00
<b>BILL PURVIS</b>	
Consulting Service 503993	960.00
Consulting Service 503993	1,920.00
Total BILL PURVIS	2,880.00
<b>Citgo</b>	
504012 maintenance fuel	59.89
504011 - bus fuel	404.53
Total Citgo	464.42
<b>CITY OF BH</b>	
505043 Administration Water	39.04
505042 Maintenance Water	252.28
505041 Operations water	9.01
505043 Administration Water	39.92
505042 Maintenance Water	257.96
505041 Operations water	9.21
Total CITY OF BH	607.42
<b>ComCast</b>	
503033 Administration Service	149.90
505053 administration telephone	158.76
505051 operations telephone	370.45
Total ComCast	679.11
<b>CULBY'S</b>	
504032 Maintenance Supplies	175.00
Total CULBY'S	175.00

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

Memo	Amount
<b>D&amp;S Heavy Duty &amp; Trailer Repair</b>	
503032 Maintenance Service Invoice # 37853 Bus repair	3,085.20
503032 Maintenance Service Invoice # 1007926 Bus repair	375.21
503032 Maintenance Service	2,273.13
503032 Maintenance Service	2,911.39
Total D&S Heavy Duty & Trailer Repair	8,644.93
<b>Delta Dental</b>	
10403 prepaid health	1,539.35
Total Delta Dental	1,539.35
<b>Hanson Beverage Co.</b>	
505043 Administration Water	51.20
Total Hanson Beverage Co.	51.20
<b>HERALD PALLADIUM</b>	
ADVERTISEMENT ADMIN.	658.03
Total HERALD PALLADIUM	658.03
<b>Humana Insurance Co.</b>	
HEALTH INSURANCE OPERATION	156.00
Total Humana Insurance Co.	156.00
<b>Indiana Michigan Power</b>	
505022 Electric - Maintenance	929.05
505021 Electric - Operation	33.18
505023 - Electric - Administration	143.78
505022 Electric - Maintenance	1,001.58
505021 Electric - Operation	35.77
505023 - Electric - Administration	155.01
Total Indiana Michigan Power	2,298.37
<b>Jan P. Harper</b>	
Consulting Service 503993	690.00
Total Jan P. Harper	690.00
<b>MICH GAS</b>	
505033 gas administration	409.41
505032 gas maintenance	2,645.40
505031 gas operations	94.47
Total MICH GAS	3,149.28
<b>Midwest Security</b>	
503033 Administration Service	85.00
Total Midwest Security	85.00
<b>Mildred Poole</b>	
MISC. EXP OPERATIONS	14.00
Total Mildred Poole	14.00
<b>O'Reilly Auto Parts</b>	
504032 Maintenance Supplies	1,693.50
Total O'Reilly Auto Parts	1,693.50
<b>Orkin</b>	
503033 Administration Service	102.66
Total Orkin	102.66

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

Memo	Amount
<b>PARRETT BUSINESS</b>	
503053 Contract maintenance for administration	29.05
Total PARRETT BUSINESS	29.05
<b>Paul Gillespie</b>	
504033 Administration Supplies	26.08
504033 Administration Supplies	18.25
504033 Administration Supplies	18.13
504033 Administration Supplies	104.69
Total Paul Gillespie	167.15
<b>PC Trans</b>	
503031 Operation Service	850.00
Total PC Trans	850.00
<b>Pri Mar Petroleum</b>	
504012 maintenance fuel	355.68
Total Pri Mar Petroleum	355.68
<b>Priority Health</b>	
10403 prepaid health	19,196.43
Total Priority Health	19,196.43
<b>Southwest Michigan Planning Commission</b>	
New Freedom Program Contract Expenses	83.30
New Freedom Program Contract Expenses	6,358.04
Total Southwest Michigan Planning Commission	6,441.34
<b>Standard Insurance Company</b>	
10403 prepaid health	773.69
Total Standard Insurance Company	773.69
<b>STAPLES</b>	
504033 Administration Supplies	417.74
office supplies	73.91
Total STAPLES	491.65
<b>SUMMIT COMPANIES</b>	
503033 Administration Service	2,096.95
Total SUMMIT COMPANIES	2,096.95
<b>TCA-SynerTech, LLC</b>	
503033 Administration Service	399.62
503033 Administration Service	1,317.50
503033 Administration Service Invoice 7764	25.00
Total TCA-SynerTech, LLC	1,742.12
<b>THAYER</b>	
504032 Maintenance Supplies	55.65
504032 Maintenance Supplies	38.89
504032 Maintenance Supplies	64.02
504032 Maintenance Supplies	209.69
Total THAYER	368.25
<b>UniFirst Corp. 099</b>	
512122 maintenance rental	381.49
Total UniFirst Corp. 099	381.49

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

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Memo	Amount
United Petroleum Equipment Inc.	
503032 Maintenance Service	3,301.14
Total United Petroleum Equipment Inc.	3,301.14
<b>VSP INSURANCE CO.</b>	
HEALTH INSURANCE ADMINISTRATION	139.04
HEALTH INSURANCE MAINT.	28.32
HEALTH INSURANCE OPERATION	275.43
Total VSP INSURANCE CO.	442.79
<b>WSJM Tower Operations</b>	
ADVERTISEMENT ADMIN.	545.28
Total WSJM Tower Operations	545.28
<b>TOTAL</b>	<b>63,517.30</b>

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Unpaid Bills Detail**  
**As of April 30, 2020**

Type	Date	Num	Due Date	Aging	Open Balance
<b>ADT</b>					
Bill	04/20/2020	16849	04/20/2020	10	66.15
Total ADT					66.15
<b>ALL CITIES OCCUPATIONAL</b>					
Bill	04/27/2020	16845	04/27/2020	3	487.00
Total ALL CITIES OCCUPATIONAL					487.00
<b>Belle Tire</b>					
Bill	03/31/2020	16824	03/31/2020	30	448.37
Bill	04/30/2020	16860	04/30/2020		918.37
Total Belle Tire					1,366.74
<b>BEST WAY DISPOSAL</b>					
Bill	04/30/2020	16868	04/30/2020		75.00
Total BEST WAY DISPOSAL					75.00
<b>CITY OF BH</b>					
Bill	04/23/2020	16842	05/14/2020		307.09
Total CITY OF BH					307.09
<b>ComCast</b>					
Bill	04/14/2020	16861	04/14/2020	16	679.11
Total ComCast					679.11
<b>CULBY'S</b>					
Bill	04/30/2020	16856	04/30/2020		175.00
Total CULBY'S					175.00
<b>D&amp;S Heavy Duty &amp; Trailer Repair</b>					
Bill	04/09/2020	16820	04/09/2020	21	375.21
Bill	03/31/2020	16818	04/15/2020	15	2,239.26
Bill	04/23/2020	16838	04/23/2020	7	2,273.13
Bill	04/27/2020	16841	04/27/2020	3	2,911.39
Bill	04/09/2020	16819	04/30/2020		3,085.20
Total D&S Heavy Duty & Trailer Repair					10,884.19
<b>Hanson Beverage Co.</b>					
Bill	04/30/2020	16850	04/30/2020		51.20
Total Hanson Beverage Co.					51.20
<b>Indiana Michigan Power</b>					
Bill	04/22/2020	16843	04/22/2020	8	1,192.36
Total Indiana Michigan Power					1,192.36
<b>Jordan Automotive Group</b>					
Bill	03/20/2020	16804	03/20/2020	41	697.92
Total Jordan Automotive Group					697.92
<b>Metro Business Interiors</b>					
Bill	03/24/2020		03/24/2020	37	390.00
Total Metro Business Interiors					390.00
<b>MICHIANA SUPPLY</b>					
Bill	03/31/2020		03/31/2020	30	194.38
Total MICHIANA SUPPLY					194.38

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Unpaid Bills Detail**  
**As of April 30, 2020**

Type	Date	Num	Due Date	Aging	Open Balance
<b>Midwest Security</b>					
Bill	04/01/2020		04/01/2020	29	85.00
Total Midwest Security					85.00
<b>O'Reilly Auto Parts</b>					
Bill	04/28/2020	16869	04/28/2020	2	1,693.50
Total O'Reilly Auto Parts					1,693.50
<b>PARRETT BUSINESS</b>					
Bill	04/15/2020	16846	04/15/2020	15	29.05
Total PARRETT BUSINESS					29.05
<b>Petro Tank &amp; Line Testing LLC</b>					
Bill	03/31/2020		03/31/2020	30	634.95
Total Petro Tank & Line Testing LLC					634.95
<b>Pri Mar Petroleum</b>					
Bill	04/17/2020	16836	04/17/2020	13	355.68
Total Pri Mar Petroleum					355.68
<b>Priority Health</b>					
General Journal	09/30/2019	JE-9-45A			-15,047.45
Bill	01/16/2019	16065	01/16/2019	470	15,047.45
Bill	04/27/2020	16844	05/01/2020		19,196.43
Total Priority Health					19,196.43
<b>RAPID PRINT</b>					
Bill	03/24/2020		03/24/2020	37	153.44
Total RAPID PRINT					153.44
<b>Southwest Michigan Planning Commission</b>					
Bill	04/24/2020	16839	04/24/2020	6	83.30
Bill	04/24/2020	16840	04/24/2020	6	6,358.04
Total Southwest Michigan Planning Commission					6,441.34
<b>SUMMIT COMPANIES</b>					
Bill	04/15/2020	16825	04/15/2020	15	2,096.95
Total SUMMIT COMPANIES					2,096.95
<b>TCA-SynerTech, LLC</b>					
Bill	03/31/2020	INV#7731	03/31/2020	30	390.00
Bill	03/09/2020	16826	03/31/2020	30	367.12
Bill	04/07/2020	16821	04/07/2020	23	399.62
Bill	04/15/2020	16822	04/15/2020	15	25.00
Total TCA-SynerTech, LLC					1,181.74
<b>THAYER</b>					
Bill	03/18/2020		03/18/2020	43	137.09
Bill	04/01/2020		04/01/2020	29	368.25
Total THAYER					505.34
<b>TRACY</b>					
Bill	03/09/2020		03/09/2020	52	75.00
Total TRACY					75.00
<b>UniFirst Corp. 099</b>					
Bill	03/31/2020	16827	03/31/2020	30	386.16
Bill	04/27/2020	16866	04/27/2020	3	381.49
Total UniFirst Corp. 099					767.65

# TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Unpaid Bills Detail

As of April 30, 2020

Type	Date	Num	Due Date	Aging	Open Balance
United Petroleum Equipment Inc.					
Bill	04/28/2020	16859	04/28/2020	2	3,301.14
Total United Petroleum Equipment Inc.					3,301.14
VSP INSURANCE CO.					
Bill	04/22/2020	16837	04/22/2020	8	442.79
Total VSP INSURANCE CO.					442.79
WSJM Tower Operations					
Bill	04/01/2020	16810	04/10/2020	20	545.28
Total WSJM Tower Operations					545.28
TOTAL					54,071.42



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

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

## Chemical Bank Debit Card Activity

Date	Vendor	Amount
------	--------	--------

04/01-04/30/2020

• Amazon.....	\$	1764.36
• Family Dollar.....	...\$	75.32
• Best Buy.....	.....\$	529.99
• Gordon Food Service.....	\$	20.99
• Journeyman Distillery.....	\$	466.40
• Ladybug.com.....	\$	2741.90
• Meijer.....	\$	64.64
• USPS.....	\$	8.00

Total		<b><u>\$ 5671.60</u></b>
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## April 2020 Debit Card Purchases

### TJ CARD

**Total: \$81.02**

Family Dollar	\$20.14	Bleach
	\$10.60	Tape for Social Distancing
	\$20.14	Bleach
	\$13.20	Bleach Cleaner
Meijer	\$16.94	Ziploc Bags for Disinfectant wipes

### DESHA CARD

**Total: \$5,590.58**

USPS	\$8.00	Board Packets
Amazon	\$386.90	Face Masks
	\$179.90	Gloves
	\$199.00	Face Masks
	\$379.60	Face Masks
	\$278.28	Transmission Jack
	\$191.74	Battery Backup, pens, sticky notes, note pads, highlighters, scratch pads
	\$62.98	Thermometer
	\$62.98	Thermometer
	\$22.98	Clip Boards
Family Dollar	\$11.24	Lysol Cleaner
Meijer	\$47.70	Travel bottles for Hand Sanitizer

## April 2020 Debit Card Purchases

Gordon Food Service	\$20.99	Bleach Cleaner
Journeyman Distillery	\$466.40	10 Gallons Hand Sanitizer \$26.40 REFUND (Tax Exempt)
Best Buy	\$529.99	Laptop for Admin
Ladybug.com	\$2,741.90	Steam Cleaner



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## CHEMICAL AUTOMATIC CLEARING HOUSE

DATE	FUEL	PRICE PER/GL	TOTAL AMOUNT
4/2/2020	CRYSTAL FLASH PROPANE	1.019	\$ 986.57
4/6/2020	CRYSTAL FLASH PROPANE	0.999	\$ 805.82
4/9/2020	CRYSTAL FLASH PROPANE	1.019	\$ 642.51
4/13/2020	CRYSTAL FLASH PROPANE	0.969	\$ 688.19
4/20/2020	CRYSTAL FLASH PROPANE	0.989	\$ 648.77
4/23/2020	CRYSTAL FLASH PROPANE	1.019	\$ 1,044.12
4/27/2020	CRYSTAL FLASH PROPANE	1.069	\$ 840.92

Total

\$ 5,656.90



**Twin Cities Area Transportation Authority**  
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## PETTY CASH

Prepared by: Cliff Allen

DATE	DESCRIPTION OF ITEMS	Debit	Credit	Balance
1-Apr	Balance			\$ 202.63
	Farebox	\$ 13.50		\$ 189.13
	Ofc supplies	\$ 12.00		\$ 177.13
	Maint supplies	\$ 14.94		\$ 162.19
				\$ 162.19
				\$ 162.19
				\$ 162.19
	Gas	\$ -		
	Farebox	\$ 13.50		
	Ofc supplies	\$ 12.00		
	Maint supplies	\$ 14.94		
	Admin Meeting	\$ -		
	<b>Total</b>	<b>\$ 40.44</b>		

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

As of April 30, 2020

Accrual Basis

	Apr 30, 20	
	Debit	Credit
Chemical Money Market Acct.#5	0.00	
Fifth Third Bank Checking Acct	0.00	
10101 · CHEMICAL BANK	37,778.10	
10103 · OVER / SHORTAGE	0.00	
10105 · CHEMICAL 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	7,819.09	
10102 · PETTY CASH	230.00	
10201 · DUE FROM BH MILLAGE	16,244.68	
10202 · DUE FROM BH OPER.	0.00	
10204 · DUE FROM PAYROLL PROCESSOR	0.00	
10205 · DUE FROM FED - OPER	308,241.00	
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	84,803.00	
10216 · Due from State JARC Red	129,050.00	
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	2,058.40	
10226 · DUE FROM VENDOR	0.00	
10227 · ALLOWANCE FOR DOUBTFUL ACCOUNTS	0.00	
10302 · FUEL INVENTORY	5,911.38	
10303 · Inventory Tires	0.00	
10401 · PREPAID VEHICLE INS.	5,819.19	
10402 · PREPAID WORKER COMP	0.00	
10403 · PREPAID HEALTH INS.	21,509.47	
10404 · PREPAID SECURITY INS	0.00	
10405 · PREPAID BUILDING INSURANCE	3,264.28	
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		1,625,651.39
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		985,982.55
111013 · REVENUE VEHICLES:111041 · LOCAL CONTRIBUTION	0.00	
111014 · WRECKER/ OTHER VEHICLES	166,067.00	
111014 · WRECKER/ OTHER VEHICLES:Original Cost	0.00	
111014 · WRECKER/ OTHER VEHICLES:111033 · Depreciation		126,561.00
111015 · EQUIPMENT	528,463.09	
111015 · EQUIPMENT:Original Cost	0.00	
111015 · EQUIPMENT:111034 · Depreciation		350,579.91
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	
111021 · GARAGE FLOOR WASHER	0.00	

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

As of April 30, 2020

Accrual Basis

	Apr 30, 20	
	Debit	Credit
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	6,520.00	
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		64,660.52
20201 · ACCRUED PAYROLL	0.00	
20206 · ACCRUED FRINGE PAYABLE	0.00	
20207 · Accrued Expenses	0.00	
20211 · PAYROLL WITHHOLDING		4,394.01
20215 · Employer taxes Payable		1,277.09
20218 · MISCELLANEOUS PAYABLE		1.00
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	
21101 · ADVANCE LOCAL GOV	0.00	
21102 · ADVANCE LOCAL MILLAGE		47,584.19
21104 · ADVANCES STATE GOVER.	0.00	
21106 · Accrued Sick Days		17,344.08
21108 · Accrued Vacation Pay		33,696.92
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		1,891,425.44
40101 · FAREBOX		98,677.76
40102 · Punch Cards White		1,215.00
40103 · Fare box coin over and short	72.32	
40104 · Punch Cards Blue		4,884.00
40199 · FARES-TOKENS		675.00
40799 · Other Non Transit Revenue		3,016.52
40801 · LOCAL SUBSIDY - MILLAGE		66,617.95
409992 · Punch Card Blue - Local Match		9,290.00
409993 · Tokes - Local Match		14,611.00
41101 · STATE SUBSIDY - OPER		431,382.00
411012 · JARC Blue oper		94,398.00
411013 · JARC Red Operating		119,455.00
41150 · State Capital Grant		70,510.71
41201 · Prior Year Adj -St,Fed.&Local		20,264.00
41301 · FEDERAL SUBSIDY - OPER		487,284.00
41305 · New Freedom Program Grant		6,441.34

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

As of April 30, 2020

Accrual Basis

	Apr 30, 20	
	Debit	Credit
41350 - Federal Capital Grant		680.00
41401 - INTEREST INCOME		629.68
501011 - OPERATORS WAGES	360,590.23	
501021 - OTHER WAGES - OPER	61,876.18	
501022 - OTHER WAGES - MAINT	52,778.10	
501023 - OTHER WAGES - ADMIN	100,219.71	
501031 - DISPATCHERS WAGES	46,175.54	
502031 - HEALTH INS - OPER	123,665.33	
502032 - HEALTH INS - MAINT	7,333.13	
502033 - HEALTH INSURANCE ADMIN	36,050.37	
502041 - SS & MED OPER	40,290.89	
502042 - SS & MED MAINT	4,379.94	
502043 - SS & MED ADMIN	8,079.60	
502071 - UNEMPLOYMENT - OPER	6,972.16	
502072 - UNEMPLOYMENT - MAINT	663.42	
502073 - UNEMPLOYMENT - ADMIN	1,060.27	
502081 - WORKERS COMP OPER	25,798.37	
502082 - WORKERS COMP MAINT	3,008.14	
502083 - WORKERS COMP ADMIN	3,116.49	
502091 - SICK LEAVE -OPER	15,081.37	
502092 - SICK LEAVE -MAINT.	203.96	
502093 - SICK LEAVE -ADMIN	904.80	
502101 - HOLIDAY - OPER	11,582.48	
502102 - HOLIDAY - MAINT	689.00	
502103 - HOLIDAY - ADMIN	556.80	
502111 - VACATION -OPER	15,905.03	
502112 - VACATION - MAINT	1,259.36	
502113 - VACATION - ADMIN	723.84	
503023 - ADVERTISING FEES	8,336.95	
503031 - SERVICE OPER	20,201.32	
503032 - SERVICE MAINT	67,974.41	
503033 - SERVICE ADMIN	28,340.60	
503051 - CONTRACT MAINT OPER	419.00	
503052 - CONTRACT MAINT	0.00	
503053 - CONTRACT MAINT ADMIN	2,011.16	
503072 - SECURITY SERVICE	489.55	
503990 - NEW FREEDOM PROG CONTRACT	6,717.34	
503991 - DRUG TESTING OPER	1,951.00	
503992 - OTHER SERVICE	800.00	
503993 - OTHER SERVICE ADMIN	31,823.95	
504011 - FUEL OPER	97,827.71	
504012 - FUEL MAINT	3,456.22	
504013 - FUEL ADMIN	476.39	
504021 - TIRES	9,809.37	
504031 - SUPPLIES OPER	6,165.39	
504032 - SUPPLIES MAINT	24,725.96	
504033 - SUPPLIES ADMIN	11,552.15	
505021 - ELECTRIC OPER	230.74	
505022 - ELECTRIC MAINT	6,460.23	
505023 - ELECTRIC ADMIN	999.79	
505031 - GAS SERVICE OPER	265.30	
505032 - GAS SERVICE MAINT	7,428.58	
505033 - GAS SERVICE ADMIN	1,346.57	
505041 - WATER OPER	142.07	
505042 - WATER MAINT	3,978.48	
505043 - WATER ADMIN	598.47	
505051 - TELEPHONE OPER	1,530.75	
505053 - TELEPHONE ADMIN	393.95	
506031 - BUS INSURANCE OPER	62,464.48	
506033 - CAR INS	0.00	
506043 - BUILDING INS	4,810.62	
507003 - TAXES AND FEES	126.12	
509021 - TRAVEL OPER	1,435.00	
509023 - TRAVEL ADMIN	1,581.01	

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Trial Balance

Accrual Basis

As of April 30, 2020

	Apr 30, 20	
	Debit	Credit
509141 · Obsolete DRUG TESTING OPER	310.00	
509991 · OTHER MISC OPER	14.00	
509993 · OTHER MISC ADMIN	41.00	
511023 · INTEREST EXPENSE	194.56	
512122 · RENTAL MAINT	1,046.53	
512123 · RENTAL ADMIN	234.00	
6560 · PAYROLL EXPENSE		1,789.14
TOTAL	<u>6,580,979.20</u>	<u>6,580,979.20</u>

# TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Profit & Loss

October 2019 through April 2020

	Oct '19 - Apr 20
Ordinary Income/Expense	
Income	
40101 · FAREBOX	98,677.76
40102 · Punch Cards White	1,215.00
40103 · Fare box coin over and short	-72.32
40104 · Punch Cards Blue	4,884.00
40199 · FARES-TOKENS	675.00
40799 · Other Non Transit Revenue	3,016.52
40801 · LOCAL SUBSIDY - MILLAGE	66,617.95
409992 · Punch Card Blue - Local Match	9,290.00
409993 · Tokes - Local Match	14,611.00
41101 · STATE SUBSIDY - OPER	431,382.00
411012 · JARC Blue oper	94,398.00
411013 · JARC Red Operating	119,455.00
41150 · State Capital Grant	70,510.71
41201 · Prior Year Adj -St,Fed.&Local	20,264.00
41301 · FEDERAL SUBSIDY - OPER	487,284.00
41305 · New Freedom Program Grant	6,441.34
41350 · Federal Capital Grant	680.00
41401 · INTEREST INCOME	629.68
Total Income	1,429,959.64
Gross Profit	1,429,959.64
Expense	
501011 · OPERATORS WAGES	360,590.23
501021 · OTHER WAGES - OPER	61,876.18
501022 · OTHER WAGES - MAINT	52,778.10
501023 · OTHER WAGES - ADMIN	100,219.71
501031 · DISPATCHERS WAGES	46,175.54
502031 · HEALTH INS - OPER	123,665.33
502032 · HEALTH INS - MAINT	7,333.13
502033 · HEALTH INSURANCE ADMIN	36,050.37
502041 · SS & MED OPER	40,290.89
502042 · SS & MED MAINT	4,379.94
502043 · SS & MED ADMIN	8,079.60
502071 · UNEMPLOYMENT - OPER	6,972.16
502072 · UNEMPLOYMENT - MAINT	663.42
502073 · UNEMPLOYMENT - ADMIN	1,060.27
502081 · WORKERS COMP OPER	25,798.37
502082 · WORKERS COMP MAINT	3,008.14
502083 · WORKERS COMP ADMIN	3,116.49
502091 · SICK LEAVE -OPER	15,081.37
502092 · SICK LEAVE -MAINT.	203.96
502093 · SICK LEAVE -ADMIN	904.80
502101 · HOLIDAY - OPER	11,582.48
502102 · HOLIDAY - MAINT	689.00
502103 · HOLIDAY - ADMIN	556.80
502111 · VACATION -OPER	15,905.03
502112 · VACATION - MAINT	1,259.36
502113 · VACATION - ADMIN	723.84
503023 · ADVERTISING FEES	8,336.95
503031 · SERVICE OPER	20,201.32

# TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Profit & Loss

October 2019 through April 2020

	Oct '19 - Apr 20
503032 · SERVICE MAINT	67,974.41
503033 · SERVICE ADMIN	28,340.60
503051 · CONTRACT MAINT OPER	419.00
503052 · CONTRACT MAINT	0.00
503053 · CONTRACT MAINT ADMIN	2,011.16
503072 · SECURITY SERVICE	489.55
503990 · NEW FREEDOM PROG CONTRACT	6,717.34
503991 · DRUG TESTING OPER	1,951.00
503992 · OTHER SERVICE	800.00
503993 · OTHER SERVICE ADMIN	31,823.95
504011 · FUEL OPER	97,827.71
504012 · FUEL MAINT	3,456.22
504013 · FUEL ADMIN	476.39
504021 · TIRES	9,809.37
504031 · SUPPLIES OPER	6,165.39
504032 · SUPPLIES MAINT	24,725.96
504033 · SUPPLIES ADMIN	11,552.15
505021 · ELECTRIC OPER	230.74
505022 · ELECTRIC MAINT	6,460.23
505023 · ELECTRIC ADMIN	999.79
505031 · GAS SERVICE OPER	265.30
505032 · GAS SERVICE MAINT	7,428.58
505033 · GAS SERVICE ADMIN	1,346.57
505041 · WATER OPER	142.07
505042 · WATER MAINT	3,978.48
505043 · WATER ADMIN	598.47
505051 · TELEPHONE OPER	1,530.75
505053 · TELEPHONE ADMIN	393.95
506031 · BUS INSURANCE OPER	62,464.48
506033 · CAR INS	0.00
506043 · BUILDING INS	4,810.62
507003 · TAXES AND FEES	126.12
509021 · TRAVEL OPER	1,435.00
509023 · TRAVEL ADMIN	1,581.01
509141 · Obsolete DRUG TESTING OPER	310.00
509991 · OTHER MISC OPER	14.00
509993 · OTHER MISC ADMIN	41.00
511023 · INTEREST EXPENSE	194.56
512122 · RENTAL MAINT	1,046.53
512123 · RENTAL ADMIN	234.00
6560 · PAYROLL EXPENSE	-1,789.14
Total Expense	1,345,886.09
Net Ordinary Income	84,073.55
Net Income	84,073.55

Total Eligible Expenses	\$1,125,315.75
State Reimbursement Rate for 2019	38.07%
State of Michigan Subsidy Based on Expenses	<u>\$428,407.71</u>

State Revenue Recorded(41101)	<u>\$431,382.00</u>
Over/Under payment	\$2,974.29

Net Income from Profit & Loss Statement	<u>\$84,073.55</u>
State Adjustment	\$2,974.29
Income from Capital	\$71,190.71
Income from Refunds	<u>\$0.00</u>
Total Reduction in Income	<u>\$74,165.00</u>
<b>Net Income After Adjustments</b>	<b><u>\$9,908.55</u></b>

<b>Net Income After Adjustments</b>	<b><u>\$9,908.55</u></b>
Advertising	\$ -
Non-trans(U OF M)	\$ -
Local capital grant (bus)	\$ -
Prior Year	\$ -
New Freedom	\$ 6,441.34
<b>Total Non-Operating</b>	<b><u>\$ 6,441.34</u></b>
 <b>State Net Income</b>	 <b>\$ 3,467.21</b>

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Balance Sheet

As of April 30, 2020

Accrual Basis

	Apr 30, 20
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10101 · CHEMICAL BANK	37,778.10
Total Checking/Savings	37,778.10
Accounts Receivable	
1200 · ACCOUNTS RECEIVABLE	7,819.09
Total Accounts Receivable	7,819.09
Other Current Assets	
10102 · PETTY CASH	230.00
10201 · DUE FROM BH MILLAGE	16,244.68
10205 · DUE FROM FED - OPER	308,241.00
10211 · DUE FROM STATE - CAPITAL	170.00
10212 · DUE FROM FED - CAPITAL	680.00
10215 · Due from State JARC blue	84,803.00
10216 · Due from State JARC Red	129,050.00
10220 · DUE FROM ST. OPER	591.00
10225 · DUE FROM EMPLOYEE	2,058.40
10302 · FUEL INVENTORY	5,911.38
10401 · PREPAID VEHICLE INS.	5,819.19
10403 · PREPAID HEALTH INS.	21,509.47
10405 · PREPAID BUILDING INSURANCE	3,264.28
Total Other Current Assets	578,572.40
Total Current Assets	624,169.59
Fixed Assets	
111011 · LAND	80,715.20
111012 · FACILITY	
111031 · Depreciation	-1,625,651.39
111012 · FACILITY - Other	1,739,794.06
Total 111012 · FACILITY	114,142.67
111013 · REVENUE VEHICLES	
111032 · Depreciation revenue vehicles	-985,982.55
111013 · REVENUE VEHICLES - Other	2,087,502.71
Total 111013 · REVENUE VEHICLES	1,101,520.16
111014 · WRECKER/ OTHER VEHICLES	
111033 · Depreciation	-126,561.00
111014 · WRECKER/ OTHER VEHICLES - Other	166,067.00
Total 111014 · WRECKER/ OTHER VEHICLES	39,506.00
111015 · EQUIPMENT	
111034 · Depreciation	-350,579.91
111015 · EQUIPMENT - Other	528,463.09
Total 111015 · EQUIPMENT	177,883.18
111027 · Bike Racks	6,520.00
Total Fixed Assets	1,520,287.21
<b>TOTAL ASSETS</b>	<b>2,144,456.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	64,660.52
Total Accounts Payable	64,660.52

## TWIN CITIES AREA TRANSPORTATION AUTHORITY

## Balance Sheet

As of April 30, 2020

Accrual Basis

	Apr 30, 20
Other Current Liabilities	
20211 · PAYROLL WITHHOLDING	4,394.01
20215 · Employer taxes Payable	1,277.09
20218 · MISCELLANIOUS PAYABLE	1.00
21102 · ADVANCE LOCAL MILLAGE	47,584.19
Total Other Current Liabilities	53,256.29
Total Current Liabilities	117,916.81
Long Term Liabilities	
21106 · Accrued Sick Days	17,344.08
21108 · Accrued Vacation Pay	33,696.92
Total Long Term Liabilities	51,041.00
Total Liabilities	168,957.81
Equity	
3900 · Retained Earnings	1,891,425.44
Net Income	84,073.55
Total Equity	1,975,498.99
TOTAL LIABILITIES & EQUITY	2,144,456.80

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss Prev Year Comparison**  
October 2019 through April 2020

	Oct '19 - Apr 20	Oct '18 - Apr 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
40101 · FAREBOX	98,677.76	98,535.36	142.40	0.1%
40102 · Punch Cards White	1,215.00	2,538.00	-1,323.00	-52.1%
40103 · Fare box coin over and short	-72.32	-43.84	-28.48	-65.0%
40104 · Punch Cards Blue	4,884.00	12,156.50	-7,272.50	-59.8%
40199 · FARES-TOKENS	675.00	4,703.00	-4,028.00	-85.7%
40203 · SPECIAL ROUTE GUARANTEES	0.00	1,620.00	-1,620.00	-100.0%
40603 · AUX REV - ADVERTISING	0.00	11,850.00	-11,850.00	-100.0%
40704 · NON TRANS - INVEST INCOME	0.00	0.00	0.00	0.0%
40799 · Other Non Transit Revenue	3,016.52	41,111.04	-38,094.52	-92.7%
40801 · LOCAL SUBSIDY - MILLAGE	66,617.95	64,036.00	2,581.95	4.0%
409991 · Punch Card white - local match	0.00	150.00	-150.00	-100.0%
409992 · Punch Card Blue - Local Match	9,290.00	6,915.00	2,375.00	34.4%
409993 · Tokens - Local Match	14,611.00	9,642.50	4,968.50	51.5%
41101 · STATE SUBSIDY - OPER	431,382.00	442,428.00	-11,046.00	-2.5%
411012 · JARC Blue oper	94,398.00	90,257.00	4,141.00	4.6%
411013 · JARC Red Operating	119,455.00	119,542.00	-87.00	-0.1%
41201 · Prior Year Adj -St,Fed.&Local	20,264.00	21,108.00	-844.00	-4.0%
41301 · FEDERAL SUBSIDY - OPER	487,284.00	478,669.00	8,615.00	1.8%
41305 · New Freedom Program Grant	6,441.34	0.00	6,441.34	100.0%
41401 · INTEREST INCOME	629.68	142.01	487.67	343.4%
Total Income	1,358,768.93	1,405,359.57	-46,590.64	-3.3%
Gross Profit	1,358,768.93	1,405,359.57	-46,590.64	-3.3%
Expense				
501011 · OPERATORS WAGES	360,590.23	341,707.01	18,883.22	5.5%
501021 · OTHER WAGES - OPER	61,876.18	53,001.06	8,875.12	16.8%
501022 · OTHER WAGES - MAINT	52,778.10	51,789.47	988.63	1.9%
501023 · OTHER WAGES - ADMIN	100,219.71	91,504.77	8,714.94	9.5%
501031 · DISPATCHERS WAGES	46,175.54	92,052.04	-45,876.50	-49.8%
501044 · OTHER WAGES NEW FREEDOM	0.00	22,307.67	-22,307.67	-100.0%
502031 · HEALTH INS - OPER	123,665.33	96,199.90	27,465.43	28.6%
502032 · HEALTH INS - MAINT	7,333.13	9,038.77	-1,705.64	-18.9%
502033 · HEALTH INSURANCE ADMIN	36,050.37	38,522.14	-2,471.77	-6.4%
502041 · SS & MED OPER	40,290.89	38,007.59	2,283.30	6.0%
502042 · SS & MED MAINT	4,379.94	4,202.39	177.55	4.2%
502043 · SS & MED ADMIN	8,079.60	7,477.57	602.03	8.1%
502044 · SS & MED NEW FREEDOM	0.00	1,706.50	-1,706.50	-100.0%
502071 · UNEMPLOYMENT - OPER	6,972.16	10,045.40	-3,073.24	-30.6%
502072 · UNEMPLOYMENT - MAINT	663.42	867.15	-203.73	-23.5%
502073 · UNEMPLOYMENT - ADMIN	1,060.27	1,251.55	-191.28	-15.3%
502074 · UNEMPLOYMENT NEW FREEDOM	0.00	305.24	-305.24	-100.0%
502081 · WORKERS COMP OPER	25,798.37	23,302.16	2,496.21	10.7%
502082 · WORKERS COMP MAINT	3,008.14	2,193.92	814.22	37.1%
502083 · WORKERS COMP ADMIN	3,116.49	899.59	2,216.90	246.4%
502091 · SICK LEAVE -OPER	15,081.37	11,436.86	3,644.51	31.9%
502092 · SICK LEAVE -MAINT.	203.96	972.60	-768.64	-79.0%
502093 · SICK LEAVE -ADMIN	904.80	1,592.80	-688.00	-43.2%
502101 · HOLIDAY - OPER	11,582.48	11,652.48	-70.00	-0.6%
502102 · HOLIDAY - MAINT	689.00	1,156.52	-467.52	-40.4%
502103 · HOLIDAY - ADMIN	556.80	1,570.40	-1,013.60	-64.5%
502111 · VACATION -OPER	15,905.03	13,046.40	2,858.63	21.9%
502112 · VACATION - MAINT	1,259.36	1,599.12	-339.76	-21.3%
502113 · VACATION - ADMIN	723.84	3,889.13	-3,165.29	-81.4%
503023 · ADVERTISING FEES	8,336.95	3,648.06	4,688.89	128.5%
503031 · SERVICE OPER	20,201.32	27,549.51	-7,348.19	-26.7%

**TWIN CITIES AREA TRANSPORTATION AUTHORITY**  
**Profit & Loss Prev Year Comparison**  
**October 2019 through April 2020**

	Oct '19 - Apr 20	Oct '18 - Apr 19	\$ Change	% Change
503032 · SERVICE MAINT	67,974.41	69,641.86	-1,667.45	-2.4%
503033 · SERVICE ADMIN	28,340.60	40,939.67	-12,599.07	-30.8%
503051 · CONTRACT MAINT OPER	419.00	1,574.00	-1,155.00	-73.4%
503052 · CONTRACT MAINT	0.00	248.64	-248.64	-100.0%
503053 · CONTRACT MAINT ADMIN	2,011.16	509.37	1,501.79	294.8%
503072 · SECURITY SERVICE	489.55	220.50	269.05	122.0%
503990 · NEW FREEDOM PROG CONTRACT	6,717.34	0.00	6,717.34	100.0%
503991 · DRUG TESTING OPER	1,951.00	947.00	1,004.00	106.0%
503992 · OTHER SERVICE	800.00	347.00	453.00	130.6%
503993 · OTHER SERVICE ADMIN	31,823.95	22,554.04	9,269.91	41.1%
504011 · FUEL OPER	97,827.71	99,081.25	-1,253.54	-1.3%
504012 · FUEL MAINT	3,456.22	1,902.77	1,553.45	81.6%
504013 · FUEL ADMIN	476.39	1,249.67	-773.28	-61.9%
504021 · TIRES	9,809.37	3,683.00	6,126.37	166.3%
504031 · SUPPLIES OPER	6,165.39	11,797.96	-5,632.57	-47.7%
504032 · SUPPLIES MAINT	24,725.96	31,403.52	-6,677.56	-21.3%
504033 · SUPPLIES ADMIN	11,552.15	9,533.26	2,018.89	21.2%
505021 · ELECTRIC OPER	230.74	209.09	21.65	10.4%
505022 · ELECTRIC MAINT	6,460.23	5,854.32	605.91	10.4%
505023 · ELECTRIC ADMIN	999.79	906.03	93.76	10.4%
505031 · GAS SERVICE OPER	265.30	297.19	-31.89	-10.7%
505032 · GAS SERVICE MAINT	7,428.58	8,321.25	-892.67	-10.7%
505033 · GAS SERVICE ADMIN	1,346.57	1,287.82	58.75	4.6%
505041 · WATER OPER	142.07	78.33	63.74	81.4%
505042 · WATER MAINT	3,978.48	2,193.55	1,784.93	81.4%
505043 · WATER ADMIN	598.47	540.49	57.98	10.7%
505051 · TELEPHONE OPER	1,530.75	466.84	1,063.91	227.9%
505053 · TELEPHONE ADMIN	393.95	4.72	389.23	8,246.4%
506031 · BUS INSURANCE OPER	62,464.48	55,416.80	7,047.68	12.7%
506033 · CAR INS	0.00	0.00	0.00	0.0%
506043 · BUILDING INS	4,810.62	7,521.25	-2,710.63	-36.0%
507003 · TAXES AND FEES	126.12	876.05	-749.93	-85.6%
509013 · DUES	0.00	0.00	0.00	0.0%
509021 · TRAVEL OPER	1,435.00	3,940.29	-2,505.29	-63.6%
509023 · TRAVEL ADMIN	1,581.01	1,186.96	394.05	33.2%
509024 · TRAVEL NEW FREEDOM	0.00	635.72	-635.72	-100.0%
509141 · Obsolete DRUG TESTING OPER	310.00	335.00	-25.00	-7.5%
509991 · OTHER MISC OPER	14.00	0.00	14.00	100.0%
509993 · OTHER MISC ADMIN	41.00	524.92	-483.92	-92.2%
511023 · INTEREST EXPENSE	194.56	1,634.38	-1,439.82	-88.1%
512121 · RENTAL OPER	0.00	3,659.54	-3,659.54	-100.0%
512122 · RENTAL MAINT	1,046.53	1,122.22	-75.69	-6.7%
512123 · RENTAL ADMIN	234.00	483.35	-249.35	-51.6%
6560 · PAYROLL EXPENSE	-1,789.14	430.61	-2,219.75	-515.5%
<b>Total Expense</b>	<b>1,345,886.09</b>	<b>1,358,056.00</b>	<b>-12,169.91</b>	<b>-0.9%</b>
<b>Net Ordinary Income</b>	<b>12,882.84</b>	<b>47,303.57</b>	<b>-34,420.73</b>	<b>-72.8%</b>
<b>Net Income</b>	<b>12,882.84</b>	<b>47,303.57</b>	<b>-34,420.73</b>	<b>-72.8%</b>



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

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

**To:** All TCATA Employees  
**From:** TCATA Board of Directors  
**Subject:** Workplace Violence

**Date:**

**Statement of Policy:**

The workplace of Twin Cities Area Transportation Authority which includes it's buildings, it's grounds, parking lots, it's buses and vehicles, and all areas leading to and from shall be free at all times from all related forms of violence including but not limited to fighting, pushing, shoving, horseplay, threats of violence, loud arguments, intimidating remarks, blustering, theft, etc. Every employee has a right to be able to enjoy a peaceful workplace in which to go about the business of working and earning a living without fear of any of the above description activity or behavior at anytime.

**Discipline:**

There will be zero tolerance to any willful and violence of this policy will be grounds for immediate termination.

**Other unsatisfactory work performances discipline:**

**First time:** warning, **Second time:** one day suspension, **Third time:** immediate termination.

All workplace related disputes should be handled in a peaceful proper fashion by bringing the matter to the attention of **management** for resolution. If the matter is not workplace related, it has no business in the workplace.

This policy extends to our customers also. At no time is an employee permitted to engage in invoking language, loud arguments, or name calling with a customer, and never should a bus operator leave the seat of the vehicle to engage in a confrontation with a passenger. These type of confrontation have the potential to result in injury or worse to either the passenger or the employee and are absolutely prohibited. TCATA wants to every employee to be able to go home safe to their families.

Once again, violation will lead to serious discipline up to immediate discharge.



**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 IN SUPPORT OF CONVERTING 287 EAST MAIN ST. TO A BUS STATION**

**Whereas**, the Twin Cities Area Transportation Authority is a public transit agency providing both on-demand and fixed route shared ride public transportation service to the Benton-Harbor-Saint Joseph-Fairplain Urbanized Area; and

**Whereas**, the TCATA maintenance and administration building at 275 East Wall St. Benton Harbor was built in 1989 at a time when TCATA provided only demand response type services and no fixed routes; and

**Whereas**, in recent years TCATA has begun operating three different fixed routes; and Berrien Bus has started operating three fixed routes throughout the county that stop at TCATA; all of which converge on what is essentially the driveway to the facility parking lot; and

**Whereas**, especially in recent months during the COVID-19 pandemic, the requirements of social distancing have been nearly impossible to achieve for those passengers waiting on the two benches at our facility for their bus to show up, clearly demonstrating the need for a proper bus transfer station; and

**Whereas**, a property is available at 287 E. Main St. that is across the street from our current facility that was formerly the Roxy drive-in and has the existing infrastructure that with proper planning could be converted to use as a bus transfer station;

**NOW THEREFORE BE IT RESOLVED THAT**, the Board of Trustees of TCATA does hereby endorse, support, and encourage the creation of a TCATA bus transfer station and urges the Executive Director of TCATA to take all necessary steps to facilitate and advance the conversion and reconstruction of the property at 287 E. Main St. into a bus transfer station including but not limited to appraisal of the property, property sale negotiations, architecture and engineering studies, and construction and renovation; and

**FURTHER BE IT RESOLVED THAT**, in order to make its desire for this project to go forward known to other entities and agencies, a copy of this resolution be sent to the City Manager and City Commission of the City of Benton Harbor, the Downtown Development Authority and Planning Commission of Benton Harbor, the Southwest Michigan Planning Commission, and the Project Managers for TCATA at the FTA and MDOT.

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Anthony Andrews, Chairperson of TCATA Board

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Date

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Attest: Emma Kinnard, 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

**TWIN CITIES AREA TRANSPORTATION AUTHORITY  
RESOLUTION OF SALARY AND BENEFITS OF EXECUTIVE DIRECTOR**

**Whereas**, the Twin Cities Area Transportation Authority (TCATA) incorporated under the provision of Act 55, Public Acts of 1963, as amended, and subsequent provisions of Article VII 2 (b) (1), Michigan 611 (1) and (631) (1) of Acts 284, Public Acts of 1972, is located at 275 E. Wall Street, Benton Harbor, MI 49022; and

**Whereas**, the Twin Cities Area Transportation Authority (TCATA) is the designated transportation provider for the Benton Harbor-St. Joseph Urbanized Area (UZA) and has responsibility for the provision of public travel services within the UZA to the extent that it receives the necessary funding from participating communities as match to be used to secure additional equipment and resources to provide the services; and

**Whereas**, TCATA is a grantee of the Federal, State, and local Government and receives funding to acquire equipment, facilities, personnel and operating cost to carry out public transit services within the UZA with matching funds provided by the City of Benton Harbor only, which local government unit appoints the members of the Board of Directors that develops and implements policy governing the organization. The Board of Directors is empowered to conclude Paul Gillespie's probationary period to manage TCATA as the Executive Director and therefore will receive full benefits as an employee; and

**Whereas**, the Board of Directors of the Twin Cities Area Transportation Authority did effective May 27, 2020 by majority vote to approve Paul Gillespie's annual salary as \$60,000.00 and four (4) weeks of vacation time annually;

**NOW THEREFORE BE IT RESOLVED THAT** the Board of Directors of the Twin Cities Area Transportation Authority does hereby reaffirms its approval of Paul Gillespie's salary and vacation time as Executive Director of the organization empowered as described herein;

\_\_\_\_\_  
Anthony Andrews, Chairperson of TCATA Board

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Attest: Emma Kinnard, Secretary