

**TWIN CITY AREA TRANSPORTATION AUTHORITY
Board Meeting**

July 22, 2025

I. Welcome and Opening:

1. Call to Order: The meeting of the Twin City Area Transportation Authority Board of Directors was held at the Benton Harbor City Hall Building, 200 E. Wall Street, Room: Commission Chambers, Benton Harbor, MI 49022, on Tuesday, July 22, 2025.

2. Roll Call of Persons Present:

Ron Singleton, Trustee Chair
Virgil Hatcher, Trustee
Dayrl Jackson, Trustee

Persons Absent: Trustee Vice Chair Spencer Nesbitt. Trustee Secretary Cora Robinson.

Roll call: Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson. A quorum was established, and the Board Chair Singleton called the meeting to order at 5:34 p.m.

3. Approval of Agenda: Trustee Hatcher made the motion to approve the agenda, seconded by Trustee Jackson. Roll Call: Trustee Chair Singleton, Trustee Jackson. The Board unanimously approved the agenda.

4. Approval of June Minutes: Trustee Hatcher made the motion to approve the June minutes, seconded by Trustee Jackson. Roll call: Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson. The Board unanimously approved the June minutes.

II. Financial Updates: Presented by Ryan Marschke

- a. Balance Sheet
- b. Profit/Loss
- c. Revenues

Statement made by Executive Director Shurn regarding overpayment/underpayment. Ryan advised that the overpayment/underpayment schedule was received from MDOT for fiscal year 2024 of overpayment of roughly \$145,000 from local bus operating. TCATA will have to repay. Repayment plan in place over the next three months of roughly \$45,000, which will decrease the cash balance.

Motion made by Trustee Jackson to accept the Financial Report as submitted, seconded by Trustee Hatcher. Roll call: Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson. The Board unanimously accepts the Financial Report.

III. Director Updates: Presented by Executive Director Shurn/Deputy Director Greschak.

- 5. Fare Increase – June 2:** The diagramed handouts includes calculations of June Ridership. Ryan ran the numbers. Collections were up in June compared to May. Revenues were down compared to 2024 and 2025. Deputy Director makes observations on chart handout. There was an anticipated passenger drop with the increase in the fare. Ryan explains yearly comparisons, amount of fare box tokens and white punch card washout, and variations in cash shortages and overages.
- 6. Ridership for June:** Were included in the Fare increase presentation.
- 7. Fuel Report:** Deputy Director goes over charts. No explanation for fuel dip in May, but back up in June. Possibly weather related. Having a flowchart now gives a better look at the disbursements of two main fuel sources over time.
- 8. Safety – Seatbelt compliance:** Wearing seatbelts on the bus is being heavily promoted. Drivers personalize announcements for usage. Compliance is high. Those who do not want to wear a seatbelt sit in unexposed seats. No statistics at this time. Safety Director Nick Fort advises that announcements are given out each morning and shift changes, regarding rider compliance. Working. No rejections or fussing. Riders realize it's for their safety. Dispatcher giving periodic announcements.
- 9. Fleet Air Conditioning Status:** All affected vehicles have been repaired. Executive Director Shurn has received no complaints, which come directly to him. Deputy Director Greschak advised that a team review vehicle status weekly.
- 10. Fleet Bull Pen curb appeal:** Upgrades have been done to service vehicles' storage area. Cameras were installed.
- 11. Accounting RFP, Building Siding RFP:** Actively looking for an accounting firm due to contract expiration with Hungerford on September 30, 2025. The present contract has a three-month transition period. Expecting proposals.

IV. Old Business:

- 12. Building Siding:** Deterioration of exterior columns. Have received estimates for repairs. RFP to be released this week. Estimated timeline of September.
- 13. Eastside Stairs Repair:** No bidders for repair estimates yet due to coupling with needed drain project repair. Now decoupled. There have been past bidders for repairs but need at least two, possibly three, for better price comparisons.
- 14. Automatic Garage Doors:** Needed for security reasons. Also have cameras.

Motion made by Trustee Hatcher to accept Director's Updates as presented, including Old Business, seconded by Trustee Jackson. Roll call: Trustee Hatcher, Trustee Chair Singleton, Trustee Jackson. The Board unanimously accepts the Director's Updates, including Old Business.

V. New Business: Potential Flex Stops: BHHS, Harbor Pointe, Amtrak & Riverwood

- 15. Mobility Operations RFP Release:** On track for releasing RFP August 4, 2025. Sent to FTA and MDOT for review. Third-party advisors have been contracted for professional execution, and to maintain interest of top national providers. Received queries of potential vendors. Response timeline of 45 days. Will then score proposals/make recommendations to the Board, who will make decision who comes in.
- 16. Transpro Mobility Operations RFP process management:** Will be discussed more during closed session. Timeline January 2, 2026. Selection to be made hopefully in October. Between October and January, transitions will take place with potential vendors, will then receive keys at the end of the year.
- 17. Mobility Operations Vendor Contract Schedule:**
- 18. Updated Vehicle Maintenance Plan:** Need Board approval. The purpose of changes is to make the plan better aligned with what TCATA is actually doing and allow room to change the processes used for oversight as TCATA learn what works best. The handout shows text changes to Pages 2 and 3. Attachment B explained. Code: PM-9 was deleted.

Trustee Jackson made the motion to accept the Vehicle Maintenance Plan as presented, seconded by Trustee Hatcher. Roll call. Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson. Motion carried.

VI. Chair's Report: None.

VII. Public Comments: None.

Trustee Hatcher made the motion to temporarily close this session of the meeting, seconded by Trustee Jackson. Roll call. Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson. Motion carried. Adjourned temporarily at 6:20 p.m.

Closed Session – At Todd Shurn’s (Executive Director) request for Director Contract Discussions.

Trustee Hatcher made the motion to return to the regular meeting, seconded by Trustee Jackson. Roll call. Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson. Motion carried. Regular meeting resumed at 6:33 p.m.

Trustee Hatcher made the motion to extend the contract as presented by Executive Director Shurn, seconded by Trustee Jackson. Roll call. Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson. Motion carried.

VIII. Adjournment: With no further action taken and no further business, Trustee Chair Singleton entertains Motion to adjourn. Trustee Jackson made the motion to adjourn the meeting, seconded by Trustee Hatcher. Roll call: Trustee Hatcher, Trustee Chair Singleton, Trustee Jackson. And the meeting was adjourned at 6:34 p.m.

Attested:

Trustee Ron Singleton
Chair

Trustee Dayrl Jackson
Acting Board Secretary