

**TWIN CITY AREA TRANSPORTATION AUTHORITY
Board Meeting**

February 25, 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, February 25, 2025.

2. Roll Call of Persons Present:

Ron Singleton, Chair	Dayrl Jackson, Member
Spencer Nesbitt, Vice Chair	Cora Robinson, Secretary

Roll call: Chair Ron Singleton, Vice Chair Spencer Nesbitt, Member Dayrl Jackson, Secretary Cora Robinson. A quorum was established, and the Board Chair Ron Singleton called the meeting to order at 5:40 p.m.

Persons Absent: Member Virgil Hatcher.

3. Approval of Agenda: Vice Chair Spencer Nesbitt made motion to approve the agenda, seconded by Member Dayrl Jackson. Roll Call: Chair Ron Singleton, Member Spencer Nesbitt, Member Dayrl Jackson, Secretary Cora Robinson. The Board unanimously approved the agenda.

4. Approval of January Minutes: Vice Chair Spencer Nesbitt made motion to approve the January minutes, seconded by Member Dayrl Jackson. Roll Call: Chair Ron Singleton, Vice Chair Spencer Nesbitt, Member Dayrl Jackson, Secretary Cora Robinson. The Board unanimously approved the December minutes.

II. Finance Updates:

Kevyn Kozumplik presented the following report:

Balance sheet: Cash increased by 53k due to a 53k increase of net-operating income, also an increase in receivables of about \$120k, which is the reason why cash went down . Prepaid expenses increased significantly of about 237k due to insurance invoice of \$282k, prepaid. Nothing else significant in balance sheet.

Profit and Loss: Overall revenues are up 230k, but expenses are also up \$235k. Prior adjustments from MDOT included in revenue of about \$53k.

Questions by the Board: Secretary Robinson needs an explanation regarding bus insurance under Repairs and Maintenance. Also, under Expenses by Vendor Summary, "Bill" \$494.70, is that a person or a company? Answer: The amount shown for bus insurance is a monthly disbursement from the overall prepaid insurance total. "Bill" is what's used to pay the accounts payable. (Bill.com). Summary shows from October to January. Secretary Robinson asks, for clarification purposes, if it's possible to add verbiage, i.e., "Bill.com" versus just "Bill", or any others, when not specified. Answer: Will so indicate.

III. Director Updates:

Executive Director Todd Shurn presented the following report:

Staff CDL Training: Have six drivers who have completed the CDL written exam, taken the training, and are now in line to complete the CDL exam this week or next week, with financial help from TCATA. This will help with scheduling due to some drivers with CDLs and other drivers with Chauffeurs only able to drive certain vehicles; once all certified, they can be scheduled according to availability. Deputy Greschak advised that having CDL will help increase safety as well.

Michigan Annual Audit: Michigan state auditor was at the facility today for an annual audit, who reviewed finances for fiscal year 2024 - from October 1st, 2023, to September 30, 2024. Requested documents by the auditor were provided; so, based on his comments today, we're in good shape with his findings. But we were cited for missing a couple board meeting minutes from January 2024 and May 2024. This action has been corrected, and we should be in good shape going forward now that we have VJ Transcriptions.

Building Inspection: We're required to annually complete a building inspection. Did find significant structural issues on an external wall. The north wall (Main Street) is buckled. Can visually see the beams that hold up the back wall. Found significant wear at the base of each beam that you're able to peel back. At the base of some wall panels, they separate. If the bottom falls, the remainder will come down with it. From inside the building, some are one and a half to two inches. Outside panels are loose as well. Seems to be due to weathering.

Questions by the Board: Secretary Robinson asked if this was found during a city inspection. Answer: No. Required to do an internal biannual inspection of building - a walk-around with maintenance department. Director Shurn advised they have not contacted a contractor for an estimate on repairs as of yet. We should have an estimate by the next board meeting. Jeff will check, and Deputy Director Greschak will be reaching out to an Ohio architect TCATA previously used. He's an engineer and will look at structure instead of pictures. Questions: Secretary Robinson asked if she could get some elaboration on the Ohio architect. Answer: Did work on shelter and parking lot. The procurement was prior to both Director's tenure. They can look at engineering things, not just pre drawings, because of this, they're a good resource for this problem. Member Nesbitt asked: When the contractors come in, they'll be looking at the safety factors of the wall and give a report on that? Answer: Yes. Chairman Singleton believes since the building is in the jurisdiction of the city, the city's Building Department will have to take a look at it sooner than the people from Ohio to assess if the building is safe or not. Deputy Director Greschak will reach out. Chairman Singleton wants input from the City Manager since he's attending today's meeting. City Manager Little will have the inspection department go over and take a look.

Parking Lot Lights: All parking lot lights are fixed. Lot is now well-lit. Please report if someone observes a light out in order to assure safe conditions all around the building.

March 6 TransPro Consulting meeting(s): On March 5th and 6th, TransPro will be here. They're the ones doing the RFI request for information. Working with us to solicit a mobility service provider. Need to schedule a time when all can meet to interact with them to give your thoughts on services and other kinds of features for the community. There is a meeting scheduled for Thursday, March 6th at the library from 10 am to 1 pm, which will include representatives from across the urban areas that we service, i.e., Benton Harbor, St. Joe, Benton Township, Royalton, St. Joe Township, Bridgman, and even New Buffalo, our expanded service area, soliciting people's perspectives of how they view successful transit in their area, i.e., What would they want to see,

and, what would be their definition of a successful transit operation. Director Shurn asks Marcus Epps, who's online, for his input. Mr. Epps gave background on selecting TransPro and then concurred with Director Shurn. Questions: Secretary Robinson asked for the times again. Answer: Advised if times did not work, they could schedule another time for her, or anyone else, on Thursday or early Wednesday to get perspectives. Secretary Robinson asked if we're looking for the community, or anybody else coming in, because, if times are daytime only, there should be a time in the evening for working people. Answer: It's primarily for municipal workers in the various cities, but can schedule an after-hour meeting for those that are working. Director Shurn appreciate all the Board's time and acknowledges that this is voluntary. Secretary Robinson asks if this is the first stage of us moving towards what we're going to be asking for in our RFD? Answer: Yes. Bringing this company in to help us formulate these requirements because they have relationships with these mobility service providers, and based on our requirements and based on what they know about the industry, they can come back and provide us with recommendations relative to the interests these various mobility service providers give and from that, be able to provide our own RFD.

Buss 53 Accident: Played an external and internal video of the accident after pickup at Intercare facility on M-139. Light was green at the time of the accident. Wide-view fixed camera showed more than what driver would have seen. Passengers included a mother with two children in a baby stroller, a man and a woman, plus the driver. Only the driver wore a seat belt even though it is posted that all passengers wear a seat belts. Need initiative to encourage passengers to wear seat belts. The driver followed procedures to call in accident and question passengers regarding injuries. Passerby extended help. Director Shurn refrains from making any comments until the investigation is completed, expecting to receive something from Benton Township Police Department either tomorrow or Thursday, at that point will have more to say. Questions: Chairman Singleton asked: has the police department been given access to the video. Answer: Yes. Question: Any passengers hospitalized? Answer: Yes. The man who landed on the floor stayed the longest compared to the others, who were protected by a seat, a stroller, or other object. Member Jackson shared that he previously rode the bus and was involved in an accident also. At that time, the driver had advised everyone to buckle up. None were buckled up at the time of the accident, but technically should have been. Some passengers will not buckle up when told, can it be mandated? Answer: Deputy Direct Greschak advised that it is possible to mandate, insurance companies in favor of mandating seat belts. Question: Can it be mandated so that a passenger who refuses will be asked off the bus? Answer: Yes. Good thing cameras were on the bus. Vice Chair Nesbitt asks if a person refuses to buckle up, what are some remedies? Answer: call the police, (not favorable). Suspend them from riding. Question: Vice Chair Nesbitt asks, should the name of that person be given to dispatch to flag and not allow them to ride. Answer: Possibly. Will have to look into that. Under certain circumstances can suspend passengers refusing; can ask them to have personal care assistance as to why they refuse to buckle up and it could be a permanent suspension. Question: But if they refuse to do this and were in an accident, TCATA will still be liable for that person. TCATA needs to protect itself. Member Jackson suggests to call police right away to shorten delays for other passengers. Chair Singleton mentions that he's sure administration will work out some type of policy and procedure. Question: Director Shurn asks if it's the Chair's belief that wearing a seat belt should be potentially mandatory on Dial-a-Ride? Question: Secretary Robinson asks if that should be put in the form of a motion? Question: Director Shurn suggests that it might be helpful because if you did, it could be explained to passengers that ask why, they're told that it's because the Board mandated wearing seat belts for the passenger's protection. And we're also protecting ourselves. Deputy Director Greschak suggest a good strategy would be to take a straw vote to see if the Board is interested in doing that and then present the Board with a formal policy next month. Vice Chair Nesbitt suggest that this

should be part of our Safety Policy. Chair Singleton does not believe they need to vote on that but take consensus that Deputy Director Greschak come back with a summary... Director Shurn agrees to work on that and come back and present a policy at the next board meeting.

IV. **Old Business:** None.

V. **New Business:** Covered.

VI. **Chair's Report:** None.

VII. **Public Comments:** City Manager Little requests that staff find a set of the building plans; built back in '80 or '89, and if the plans were found, it may be possible to get the replacement panels to get what needs to be done there. Deputy Direct Greschak advise will certainly take a look.

VIII. **Adjournment:** With no further action taken and no further business, Chair Ron Singleton entertains motion to adjourn. Vice Chair Spencer Nesbitt made a motion to adjourn the meeting, seconded by Member Jackson. Roll call: Chair Ron Singleton, Vice Chair Spencer Nesbitt, Member Daryl Jackson, Secretary Robinson. And the meeting was adjourned at 6:24 p.m.

Attested:

Ron Singleton
Board Chair

Cora Robinson
Board Secretary