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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: Richard Lee, Executive Director *DL*

DATE: December 20, 2021

RE: TCATA Monthly Board Meeting

There is a TCATA board meeting scheduled for **Wednesday December 22, 2021, at 12:00 p.m.**

The monthly board meeting will be held on a:

ZOOM CONFERENCE CALL

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

If any changes should occur, you will be notified by telephone on Tuesday December 21, 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
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AGENDA

ROLL CALL – 12/22/21

APPROVAL OF AGENDA

SECRETARY'S REPORT

- 2) General Information – 12/22/21
- 3) Minutes 11/10/21 & 11/24/21

CHAIRMAN'S REPORT

- 1) General Information – 12/22/21

DIRECTOR'S REPORT

- 1) Operation Summary,
Ridership & Farebox – 11/21
- 2) Driver of the Month – 11/21
- 3) General Information – 12/22/21
- 4) Approval of Directors Report – 12/22/21

ACCOUNTANT'S REPORT

- 1) Unpaid Bills Detail – 11/21
- 2) Check Detail – 11/21
- 3) Purchases by Vendor Detail – 11/21
- 4) Petty Cash – 11/21
- 5) Wire Transfer– 11/21
- 6) Trial Balance, Profit loss, Profit and
Loss Budget vs. Actual
& Balance Sheet – 11/21
- 7) Approval of Accountant Report – 12/22/21

OLD BUSINESS

- 1) NONE

NEW BUSINESS

- 1) Consultant Mr. Lindsay
- 2) By-Laws
- 3) Resolutions
- 4) Management Cell Phones
- 5) Board Training
- 6) Holiday Bonus

PUBLIC COMMENTS

**TWIN CITIES AREA TRANSPORTATION AUTHORITY
SPECIAL MEETING
HELD NOVEMBER 10, 2021**

Board Members Present: Ms. Apollonia Williams, Chairperson
Ms. Dorthoy Parker, Co-Chair
Ms. Lisa Varrie, Secretary
Mr. Jerry Edwards, Trustee

Board Members Absent: Mr. James Childs, Trustee

Staff Present: Mr. Paul Gillespie, Executive Director
Mr. Richard Lee, Operations Manager
Ms. Desha King, Assistant Director
Ms. Veronica Bragg, Office & HR

Staff Absent: None

Public: Juanita Henry

The board meeting was called to order by Chairperson Williams.

Agenda: A motion was requested by Chairperson Williams to amend the agenda by striking out the word equipment and add Sub-Committee as number five on the agenda under new business.

A motion was requested by Ms. Parker to approve the amended agenda of 11/10/21 as presented, supported by Ms. Varrie. **MOTION CARRIED**

New Business: Chairperson Williams stated that a lawn mower was sold unknown to them. Chairperson Williams stated that the issue was that the lawn mower was fixed for \$1,400.00 and sold for \$400.00 and a receipt was never made nor has there been an accounting of where the money is documented.

Mr. Gillespie asked if we got a receipt when the driver purchased it.

Ms. Varrie stated that as of Tuesday Mr. Gillespie stated it hadn't been sold and it was still in the garage.

Mr. Gillespie explained that the driver should have gotten a receipt, but he only thought he had bid on it but had not paid for it yet.

Chairperson Williams asked Mr. Gillespie where the money was.

Mr. Gillespie stated he was not sure.

Chairperson Williams stated that as the Executive Director he should know.

Mr. Gillespie agreed.

Chairperson Williams stated that the Board will be following up on where the receipt is, who wrote the receipt, did we actually receive \$400.00.

Chairperson Williams questioned who sold the mower.

Mr. Gillespie stated that as he understands it was Ryan Douglas.

Ms. Varrie asked whose idea was it to sell equipment.

Mr. Gillespie stated that at the beginning of this year's mowing season we needed to get the mower fixed. I made the decision and Ryan took it out to get fixed.

Mr. Gillespie stated that it was used throughout the year and at the end of the year we realized we needed a new one since this one was past its useful life.

Mr. Gillespie stated that if there is any responsibility for spending the \$400.00 to get it fixed and turned around and bought a new one, he will take responsibility.

Ms. Varrie stated that we did not spend \$400.00 to fix it we spent \$1,400.00 to fix it.

Ms. Varrie stated that when she asked, Mr. Gillespie said the mower was 20 years old. That \$1,400 could have gone towards a new mower.

Ms. King stated that they tried to get Mr. Gillespie to purchase a new mower, but it was pushed off until the next fiscal year.

Mr. Gillespie stated that it was past its useful life, and we did not have any federal share and it was fully depreciated and wasn't really on our Capital Asset List but it can be taken off now.

Mr. Gillespie explained that it was probably a bad decision to get it fixed in the first place that was a decision on my part and no one else. We got a years' worth of work out of it and in the end, we decided to purchase a new one, which was paid for through a grant.

Mr. Gillespie stated that there will be a receipt for that money.

Ms. Varrie asked if a receipt has been written?

Ms. King stated that she did not know if a receipt had been written.

Ms. Bragg stated that she had not written a receipt.

Chairperson Williams asked with the write ups that have already been issued do you not think that this should have some type of consequence, you are the Executive Director and you have stated that you will take the blame then you know that there was something wrong with what has happened.

Chairperson Williams commented that we have write ups for other petty issues but here we have something that is major that could possibly look like embezzlement. If you were to have a forensic audit and have no paperwork to show where that money was turned in there would be questions.

Chairperson Williams stated that there will be a resolution that will place an amount on what needs to be approved through the Board for purchase or selling or TCATA equipment and property.

Mr. Gillespie introduced TCATA's Procurement Policy and Guidelines and stated that if the Board would like to do a Resolution or Amendment than it should be included into our Procurement Guidelines.

Chairperson Williams asked if the Board wanted to vote on a set amount now or table it. It was agreed to be tabled.

Chairperson Williams stated that when TJ Taylor retired Richard Lee was to replace TJ Taylor as the Assistant Director, when that time came a new Organizational Chart was made up by the previous Assistant Director, former Executive Director now Independent Contractor and Current Director.

Chairperson Williams explained that Mr. Gillespie and she have sat down several times discussing the new Organizational Chart and that Mr. Gillespie, and TJ Taylor suggested that Ms. King would be a good fit for the Assistant Director.

Chairperson Williams explained that the same way the Board felt that Mr. Gillespie was mistreated they are going by actions that were made and things that have been seen.

Chairperson Williams stated that in the workplace that there is this thing called favoritism and the Organizational Chart seemed to be constructed around the people that you favor. In August, Mr. Gillespie told Ms. Bragg our Office Manager that Ms. King, Ms. Smith, and Mr. Douglas would quit if Ms. Bragg was brought back.

Chairperson Williams explained that Mr. Gillespie presented them with a list of reasons on why he shouldn't hire Ms. Bragg back. July 28th Mr. Gillespie, Mr. Lee and Ms. Bragg was let go at the Special meeting that was held on July 30, 2021, everything was supposed to go back to before Mr. Gillespie was terminated, that included bringing Mr. Lee and Ms. Bragg back to their positions.

Chairperson Williams stated that her argument with Mr. Gillespie is you cannot bring up these allegations after someone has been fired illegally, then to have the allegations brought up by the ones that told you they would quit if Ms. Bragg was brought back to work.

Chairperson Williams asked how that looks. We paid the attorney \$4,000.00 to only do what we suggested to be done in the beginning. There was a list of 27 reasons why not to bring Ms. Bragg back, I read the first few and then it was you are just picking because you want things to benefit Ms. King and that you told Ms. Bragg that they did not want her to come back to work it looks like you are sabotaging or framing her. I am not saying she did or didn't do the things you've claimed.

Chairperson Williams explained that when Ms. Bragg was brought back the desks were already changed and she was now sitting in what was once the Receptionist's area, she was brought back as the Office Manager and everything including her responsibilities should have all went back to the same.

Chairperson Williams stated that now the responsibilities are all broken up so the Maintenance Director, Ryan Douglas does not have to work with Ms. Bragg, payroll she no longer does. I do not even know who to contact if I need something done in that office.

Chairperson Williams explained that is why she has asked for job descriptions, so she knows who to go to. We have people selling things not turning in the money or getting receipts, which is unacceptable.

Chairperson Williams stated that on October 1st, was when everyone was supposed to start their new positions but not everyone is getting paid their new salary.

Chairperson Williams asked Mr. Lee if he has been paid his new salary.

Mr. Lee answered that he was not.

Chairperson Williams asked Ms. King if she was being paid her new salary.

Ms. King stated that she was.

Chairperson Williams asked if Shaniqua Smith was paid her new salary.

Ms. King answered that she was.

Chairperson Williams asked how does that look?

Chairperson Williams stated that Ms. Bragg is the only one in that office that did not get a new salary. When was the last time Ms. Bragg got a raise?

Mr. Gillespie answered the beginning of the year April 22nd.

Chairperson Williams inquired when Shaniqua Smith got a raise.

Mr. Gillespie answered that it was October 21st.

Chairperson Williams stated that when she asked Mr. Gillespie why Ms. Bragg didn't get a raise, you stated it was because she just received one.

Chairperson Williams stated that it looks like everyone received a raise at the same time in October, this is favoritism there is no other way to put it.

Chairperson Williams commented that on October 1st, when the new positions took place, everyone was put on a 6-month probationary period excluding Ms. King, who also took a new position.

Chairperson Williams stated that was a red flag, why was everyone else who started a new position was on a probationary period except Ms. King?

Mr. Gillespie commented that in Mr. Lee's case he is hoping to have it resolved today.

Chairperson Williams stated that she wanted Mr. Gillespie to answer the question. Why is it that everyone was on a probationary period, Ms. Choudhry and Mr. Lee but not Ms. King?

Mr. Gillespie answered that they actually weren't there was a discussion when TJ Taylor made that suggestion that both Ms. Choudhry and Mr. Lee be put on a probationary period.

Ms. Varrie stated that it was listed on a memo from Ms. King that showed that Ms. Choudhry and Mr. Lee was on a 6-month probation which came out on company letterhead that you received a copy of.

Chairperson Williams asked Ms. King why she felt Mr. Lee and Ms. Choudhry should be placed on a 6-month probation with them starting new positions but not herself.

Ms. King replied that she does not make the decisions to put someone on a probationary period it was decided on September 30th, in a meeting with Mr. Taylor, Mr. Gillespie, Ms. Choudhry, Mr. Lee and myself.

Chairperson Williams asked Ms. King whose decision was it to put them on a probationary period?

Ms. King answered that it was a decision that Mr. Gillespie and Mr. Taylor made.

Mr. Lee commented that in that meeting it was said that everyone starting a new position would be on a probationary period.

Ms. King stated that that was not said.

Ms. Varrie stated that it should have been because even when the Director started, he was put on a probationary period.

Mr. Lee stated that Mr. Gillespie stated that as well when they were in that meeting.

Mr. Lee stated that when he was first hired for Mr. Taylor's position he was on a probationary period. He was told he was hired to replace Mr. Taylor who was supposed to retire in May but in the meantime, he was placed as Dispatch Supervisor.

Mr. Gillespie stated that he is not a fan of the word probation because any of us could be terminated for cause and probation is just to see if you are a good fit.

Chairperson Williams commented that it is not about the word, it goes back to showing the Board that there is favoritism. If everyone who is starting a new position is on probation except one. When they all started at the same time.

Chairperson Williams stated that Mr. Gillespie has stated that he did not put them on probation and Ms. King stated that it was your decision. You as Executive Director are supposed to put that in motion for everyone.

Chairperson Williams stated that this leads on to the write up Ms. Bragg received, that she did not count the fareboxes. I had asked Mr. Gillespie whose responsibility it was to count the fare boxes and I was told Ms. Smith. Ms. King nor Ms. Smith was at work on that Friday and that left Ms. Bragg alone in the office.

Chairperson Williams stated that she was in a meeting with Mr. Gillespie when she found out about the write up. The week before I had a City Committee meeting where I was to make a presentation. I called Mr. Gillespie and requested an Organizational Chart to show the Committee how you reorganized the chart. Mr. Gillespie stated that he was in training and could not get it to me as he was at home on zoom in a training meeting. I told him I did not want to interrupt him and that I would call Ms. Bragg to print me out one.

Mr. Gillespie stated that an Organizational Chart did not exist.

Chairperson Williams commented that that was not true. When she was at the Commission Meeting, she told the Commissioners that it was tentative, no names were listed just positions. I asked Ms. Bragg to print it out so I could present it. When I was leaving the office, I saw Ms. Smith leaving behind me. I called Mr. Gillespie and was told that Ms.

Smith and Ms. King got upset that I was in the office and left. I asked Mr. Gillespie why they were upset that I was in the office I did not say anything to anyone, I did not even know Ms. King was in her office.

Chairperson Williams stated that that is what you told me Mr. Gillespie, you seem to do a lot of that, I am not sure if it is your memory, but you lied to me just a few days ago.

Mr. Gillespie asked what he lied about.

Chairperson Williams answered that you told me the mower was downstairs and had not been sold yet.

Mr. Gillespie stated that he did not know it was sold at that time.

Chairperson Williams stated that she told Mr. Gillespie that that was no reason to leave the office. I am the Chair, and the Board may come in and out as we need to. I asked that it be dealt with, and Mr. Gillespie stated that he was going to deal with it, that was on Wednesday. I did not hear anything Thursday, Friday was the day Ms. King nor Ms. Smith showed up to work. On Tuesday when I met with you you told me that you spoke with Ms. King.

Chairperson Williams stated that Ms. Bragg came in with that write up from Ms. King for not counting the fares and Mr. Gillespie did say he did agree to it.

Chairperson Williams asked Mr. Gillespie if he thought it was fair for Ms. Bragg to be written up for not counting Fareboxes but did not write up Ms. King or Ms. Smith for leaving.

Chairperson Williams asked Mr. Gillespie if he still feels that they should not be written up.

Commissioner Edwards asked how it was determined that they left because they were upset.

Ms. Varrie asked if the next person in command, Mr. Lee was notified that they were leaving.

Co-Chair Parker asked Ms. King why she left.

Ms. King stated that she left to pick up her son and that Ms. Bragg was informed. Ms. King asked Ms. Bragg if she was told that she was leaving for the day.

Ms. Bragg confirmed that she was told that Ms. King was leaving.

Ms. Bragg stated that within 10 minutes after Ms. King left Mr. Gillespie came in all concerned about what was going on and proceeded to tell me that Ms. King and Ms. Smith left because they were mad that Chairperson Williams was having me do an Organizational Chart.

Ms. King stated that she texted Mr. Gillespie to tell him the Yellow Line was not running. I had informed dispatch to put Ms. Modelewski on the Yellow Route when she came in.

Co-Chair Parker asked why Mr. Lee was not handling it? Why did you decide and not Mr. Lee?

Ms. King stated that she was informed by dispatch of the situation, I talked to Mr. Stoutmiles and Mr. Lee, but Ms. Modelewski was put on the mic instead.

Mr. Lee stated that he had informed dispatch to call a certain driver in off the road to cover the Yellow Route that driver did not want to do the Yellow Route who then went to Ms. King where she was told she did not have to do it.

Chairperson Williams stated that the restructuring happened October 1st along with Mr. Lee's first write up and the second one being within the first 7 days brought up red flags.

Chairperson Williams questioned if Ms. Smith was doing payroll.

Ms. King stated that she was doing payroll and was teaching Ms. Smith how to do it.

Chairperson Williams questioned Ms. Bragg if she was back doing payroll.

Ms. Bragg Stated that she was not.

Ms. Parker asked if that was in Ms. Smith's job description and why are you teaching her payroll when it is in the Office Manager's job description.

Ms. King stated that she told Mr. Gillespie that when Ms. Bragg was off on leave, she had so many extra responsibilities that she needed Ms. Smith's help.

Ms. King stated that Ms. Bragg is not completely off payroll and that she still has authorization.

Chairperson Williams questioned why the FTA wanted her to be on a phone meeting with them when she had a meeting with Mr. Gillespie, and he was hostile when she said they were going to reconstruct.

Mr. Gillespie stated that he did not ask the FTA to call, and it was a complete surprise.

Chairperson Williams stated that Mr. Gillespie needs to keep things confidential and that because you are a leader you must learn to pick and choose what you share.

Chairperson Williams stated that with the things that has been demonstrated this past month that it was felt that Ms. King should not be a supervisor over people if this was the way it was going to be.

Ms. King asked then if no one should be disciplined.

Chairperson Williams commented that everyone should be. The incident with Mr. Douglas not turning in the \$400.00 that should have been dealt with because that is way more severe than these write-ups.

Chairperson Williams stated that she spoke with Mr. Gillespie that he told her that those write ups would be taken out of Mr. Lee's personal files and that was not done.

Chairperson Williams stated that this has the board thinking that they are unable to trust and wonders why Mr. Gillespie would not do what he said he would do and what or who are you covering up for. We were told by you that the mower was in the garage and that you did not know that the mower was sold. We found out that it had been gone and you didn't notice.

Chairperson Williams stated that Mr. Gillespie must have had the FTA call her because she gets a call asking if she could join in on this meeting. I was told that they are doing really good work.

Mr. Gillespie explained that he did not ask the FTA to call.

Chairperson Williams asked Ms. King if she called them?

Ms. King stated not for a meeting.

Mr. Gillespie stated that if he knew they would have been calling he would have been prepared.

Chairperson Williams asked whose idea it was to have her attend this meeting they told me all these good things that they are doing and then I am asked that we not make any changes in the next 60 days, after I told Mr. Gillespie the day before that their needed to be restructuring of the Organizational Chart.

Chairperson Williams stated that she explained to Ms. Hopkins that the people they were working with would not change just the titles.

Lisa Varrie commented on how the FTA would even know that changes to an Organizational Chart were looking at being changed.

Mr. Gillespie stated that the FTA has been looking at this board since July, when I was terminated, and the dispatch phone answerer being hired to replace me.

Mr. Gillespie stated that the phone call from the FTA was unprecedented. The second highest official in our Region requesting to talk to the Board Chair.

Mr. Gillespie explained that there were three points the FTA wanted to make with their phone call to make it clear that there were severe deficiencies that was the reason we were put on restrictive draw down their second point was that in a letter we received on July 12th, we were told that we would be having monthly meeting with the FTA to be sure that we are doing our job as far as the corrective actions go they hadn't been doing this and I was getting nervous. Yesterday when they called, they clarified that I was doing an excellent job responding to these you asked for only one extension and had the information in on the due date and that is the reason we have not been having monthly meetings, based on the work I have been doing the last 4 months. Third point of this meeting was that they specifically requested that this Board have a 60-day cooling off period where there were no changes in the management structure of the company.

Lisa Varrie commented that Mr. Gillespie changed it. Ms. King was already doing the work prior to being named Assistant Director. Why would the title change affect her doing the work she was previously doing?

Lisa Varrie asked if Mr. Gillespie told the FTA that they didn't change it?

Chairperson Williams stated that he didn't want it changed back and that is why he had them say that.

Mr. Gillespie explained only in terms of Ms. King losing her position.

Chairperson Williams stated that the day before the FTA wanted this meeting Mr. Gillespie was told that there was going to be a special meeting to put this Organizational Chart in concrete and no more going back and forth at that time you yelled in my face telling me I needed to respect Ms. King and I told you that I have never disrespected Ms. King.

Chairperson Williams stated that she told Mr. Gillespie that he needs to have the same conversation with others. The day that the agency closed that decision should have been made by or in part with Mr. Lee.

Ms. King stated that Mr. Lee had left for the day.

Chairperson Williams stated that Mr. Lee should have been called just like Mr. Gillespie was.

Mr. Edwards stated that Mr. Gillespie already changed the Organizational Chart, but it should not have been done without Board approval.

Mr. Edwards commented that the Board needs to come up with a strong structure and policies because right now it is only beneficial to Mr. Gillespie.

Ms. Varrie stated that the problem stemmed from the Director because not only did he tell me he told others that Ms. King, Ms. Smith nor Mr. Douglas wanted to work with Ms. Bragg and if she was brought back, they would quit, and that fact right there made for a hostile environment in the workplace Mr. Gillespie also stated to me that he would let Ms. Bragg go before he let Ms. King go because he needed her. After that was said the Director sat down with those same individuals and came up with a new structure which allowed all of those involved who said they did not want to work with Ms. Bragg not having to work with her or to have much of any type of work contact with her.

Chairperson Williams stated that she expressed to Mr. Gillespie and Ms. King are doing all this work why we are paying Mr. Purvis to continue to come in after 2 years, I am told that Mr. Purvis has all this structured and I keep being told that it is only Mr. Gillespie and Ms. King that can do the work but I know that give people the correct training and the work can be done. Mr. Purvis has been helping you out for over two years the Board had come to an agreement that if they are not an Independent Consultant then they should not be in and out of the office and they should not be helping you. You tell me that you and Desha are doing the job that Mr. Purvis did but he is still coming in and doing it.

Chairperson Williams explained that she told Mr. Gillespie that if Mr. Purvis was not an Independent Consultant, then he shouldn't be coming in.

Mr. Edwards commented that the Board should have had to approve any Independent Consultant contract.

Ms. Varrie stated that she had received a text from Mr. Purvis stating that he would no longer be coming in and that he had quit.

Chairperson Williams stated that if everyone was being treated fairly that the Board would not have to step in.

A motion was made by Co-Chair Parker to remove from their personal files the write ups dated October 1, 2021, October 8, 2021, letters of warning written to Mr. Lee and the letter of warning dated November 8, 2021, written to Ms. Bragg, supported by Mr. Edwards, **MOTION CARRIED.**

A motion was made by Chairperson Williams to go back to the original Organizational Chart and name Richard Lee as Assistant Director, supported by Commissioner Edwards, **MOTION CARRIED.**

Mr. Gillespie stated that he wanted to be on record saying that making any changes is inappropriate.

Chairperson Williams stated starting today with everything that is going on that she feels that Paul Gillespie, Executive Director should be put on a 60-day evaluation starting November 10th , 2021 and ending January 10, 2021.

A motion was made by Chairperson Williams to put Paul Gillespie, Executive Director, on a 60-day job performance evaluation starting November 10, 2021, until January 10, 2021, supported by Ms. Varrie.

Chairperson Williams commented that Commissioner Edwards has mentioned having a Forensic Audit done, there have been several things that Commissioner Edwards has brought to light and would like to look over. If the Board votes on having an audit, then it would need to be brought in front of the Commissioners for their vote.

Commissioner Edwards stated that he is not implying criminal intent by asking to have a Forensic Audit.

Co-Chair Parker commented that an audit just asks for a sampling of things and a Forensic Audit looks at everything.

Mr. Gillespie stated that if you do a Forensic Audit you will have to hire an accounting firm.

Ms. Bragg stated that the State comes in every year, and we give them open access to all our files.

Commissioner Henry questioned who is going to do the audit and who is going to pay for it.

Commissioner Edwards stated that they would have to hire a Forensic Auditing firm.

Ms. Varrie stated that they are not voting to have the Audit done today it would be to get the information on having one done.

Chairperson Williams commented that she would like Co-Chair Parker and Ms. Varrie be on a sub-committee that would go over the compensation for Ms. King and Mr. Lee.

Ms. Varrie stated that she and Co-Chair Parker can work with Mr. Gillespie on the compensations.

Mr. Gillespie stated that he would work with them.

Mr. Gillespie asked if they were asking him to hold off on the offer that he was going to make Mr. Lee this afternoon.

Chairperson Williams stated that if Mr. Gillespie is now ready to make an offer to Mr. Lee than he is to do so.

Mr. Gillespie stated that he would like some guidance, he is ready to make an offer to Mr. Lee.

Chairperson Williams and Commissioner Edwards both stated that they would like Mr. Gillespie to talk with Mr. Lee and come up with an agreement.

Chairperson Williams asked who came up with the salaries listed?

Ms. Varrie commented that if she was a director, she would be concerned that there were only a few dollars difference between myself and the Assistant Director.

Chairperson Williams stated that Mr. Lee would need to get retro pay back to October 1st the same time that Ms. King and Ms. Smith received their raise.

Mr. Gillespie explained that he had planned on making it retroactive.

Chairperson Williams stated that she needed Mr. Gillespie to get with either Ms. King or Ms. Bragg and get a copy of all the job descriptions for the next meeting.

Mr. Gillespie informed the Board that tomorrow, November 11th is TCATA's In-Service from 9 am until 4pm at Harbor Pointe II and each of them are welcome to attend and make any comments that you would like.

Mr. Gillespie explained to the Board that this is the only time of the year where we have all our employees together.

Public Comments:

Commissioner Henry commented that she appreciates the Board being there and that she had served on the TCATA Board for several years and has been involved with TCATA since the very beginning.

Mr. Gillespie reminded Commissioner Henry that he has an open door, and she is welcome to stop in.

There being no further discussions, Chairperson Williams adjourned the board meeting.

Secretary

Date

NOV 2021

OPERATION SUMMARY

19,734,092 MILES TO DATE

PASSENGERS TO DATE

7,155,392

Date	PASSENGERS TO DATE				VEHICLE DATA				VEHICLE DATA				VEHICLE DATA				MILES TO DATE			
	Regulat	Senior	Disable	Child	SR. Dist	Total	HAUL	FUEL	MILES	M/GAL	MILES	FUEL	MILES	M/GAL	MILES	FUEL	MILES	M/GAL	HOURS	PASS/VEHHR
MON	168	48	101	331	7	7	188	80	481	6.0	174.7	805	4.6	114	114	2.9				
TUE	177	44	115	359	9	14	165	48.8	528	10.8	221.4	800	3.6	137	137	2.6				
WED	217	59	177	474	6	15	240	56.6	531	9.4	222.5	1090	4.9	127	127	3.7				
THUR	179	52	132	379	6	10	201	77.8	528	6.8	169.2	921	5.4	118	118	3.2				
FRI	162	56	117	365	10	20	173	89.4	538	6.0	228.4	798	3.5	108	108	3.4				
SAT	106	23	73	216	4	10	113	62.1	452	7.3	106.1	445	4.2	76	76	2.8				
SUN																				
TOTAL	1009	282	715	2124	42	76	1080	414.7	3058	7.4	1122.3	4859	4.3	680	680	3.1				
MON	235	54	101	402	6	6	198	115	605	5.3	189.3	891	4.7	132	132	3.0				
TUE	145	37	85	277	1	9	129	91.7	555	6.1	168.0	877	5.2	123	123	2.3				
WED	178	40	128	365	9	10	168	56.4	521	9.2	267.6	962	3.6	130	130	2.8				
THUR	117	8	31	161	0	5	0	0	0	#DIV/0!	0.0	0	#DIV/0!	0	#DIV/0!					
FRI	185	37	85	332	11	14	151	52.2	460	8.8	258.7	906	3.5	116	116	2.9				
SAT	116	19	71	216	5	5	94	64.7	456	7.0	130.9	514	3.9	82	82	2.6				
SUN																				
TOTAL	976	195	501	1753	32	49	740	380.0	2597	6.8	1014.5	4150	4.1	583	583	3.0				
MON	206	37	104	370	10	13	183	105.6	534	5.1	206.0	937	4.5	119	119	3.1				
TUE	201	47	126	395	11	10	191	64.9	596	9.2	249.9	1101	4.4	126	126	3.1				
WED	188	31	110	365	7	19	166	84.4	576	6.8	160.1	1095	6.8	128	128	2.9				
THUR	202	29	99	346	3	13	140	69.5	540	7.8	175.7	1109	6.3	131	131	2.6				
FRI	198	49	85	344	7	5	180	54.6	420	7.7	216.9	1204	5.6	130	130	2.6				
SAT	137	23	39	203	3	1	108	41.6	336	8.1	111.6	579	5.2	74	74	2.7				
SUN																				
TOTAL	1142	216	563	2023	41	61	958	420.6	3002	7.1	1120.2	6025	5.4	708	708	2.9				
MON	192	45	93	338	1	7	146	60.5	505	8.3	232.2	1058	4.6	140	140	2.4				
TUE	212	35	106	391	19	19	164	38.8	418	10.8	266.5	1372	5.1	142	142	2.8				
WED	165	42	88	313	9	9	137	38.5	317	8.2	219.5	1411	6.4	143	143	2.2				
THUR	95	7	22	128	0	4	0	0	0	#DIV/0!	0.0	0	#DIV/0!	0	#DIV/0!					
FRI	92	8	26	128	0	2	0	0	0	#DIV/0!	0.0	0	#DIV/0!	0	#DIV/0!					
SAT	99	8	81	198	6	4	87	0	243	#DIV/0!	159.2	506	3.2	62	62	3.2				
SUN																				
TOTAL	855	145	416	1496	35	45	534	137.8	1483	10.8	877.4	4347	5.0	487	487	3.1				
MON	236	31	89	364	1	7	144	47.7	600	12.6	275.4	1191	4.3	157	157	2.3				
TUE	209	34	89	342	2	8	131	91.3	489	5.4	200.5	1221	6.1	141	141	2.4				
WED										#DIV/0!			#DIV/0!		#DIV/0!					
THUR										#DIV/0!			#DIV/0!		#DIV/0!					
FRI										#DIV/0!			#DIV/0!		#DIV/0!					
SAT										#DIV/0!			#DIV/0!		#DIV/0!					
SUN										#DIV/0!			#DIV/0!		#DIV/0!					
TOTAL	445	65	178	706	3	15	275	139.0	1089	7.8	475.9	2412	5.1	298	298	2.4				
MONTH TOTAL	4427	903	2373	8102	153	246	3587	1492.1	11229	7.5	4610.3	21793	4.7	2756	2756	2.9				

346

weekday

RIDERSHIP

	2021 FY Month Total	2021 FY Year to Date	2022 FY Month Total	2022 FY Year to Date	2022 FY Month Difference	YTD Difference	% Change
Oct	9,549	9,549	8,897	8,897	-652	-652	-6.83%
Nov	7,916	17,465	8,102	16,999	186	-466	-2.67%
Dec							
Jan							
Feb							
March							
April							
May							
June							
July							
Aug							
Sept							
TOTAL	17,465	9,549	16,999	8,897	-466	-652	-6.83%

Fiscal Year 2021

Date	LINE						Vehicle Data Gas			MILES			Vehicle Data LP			VEH.	PASS/
	Regular	Senior	Disable	Child	Sr. Dis	Total	HAUL	FUEL	MILES	/GAL	Fuel	Miles	M/Gal	HOURS	VEH.HR.		
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		
Total	8892	1820	5529	494	730	17465	7067	2054.2	14323	7.0	12929.0	67389	5.21	6793	2.57		

Ridership Comparison

Fiscal Year 2022

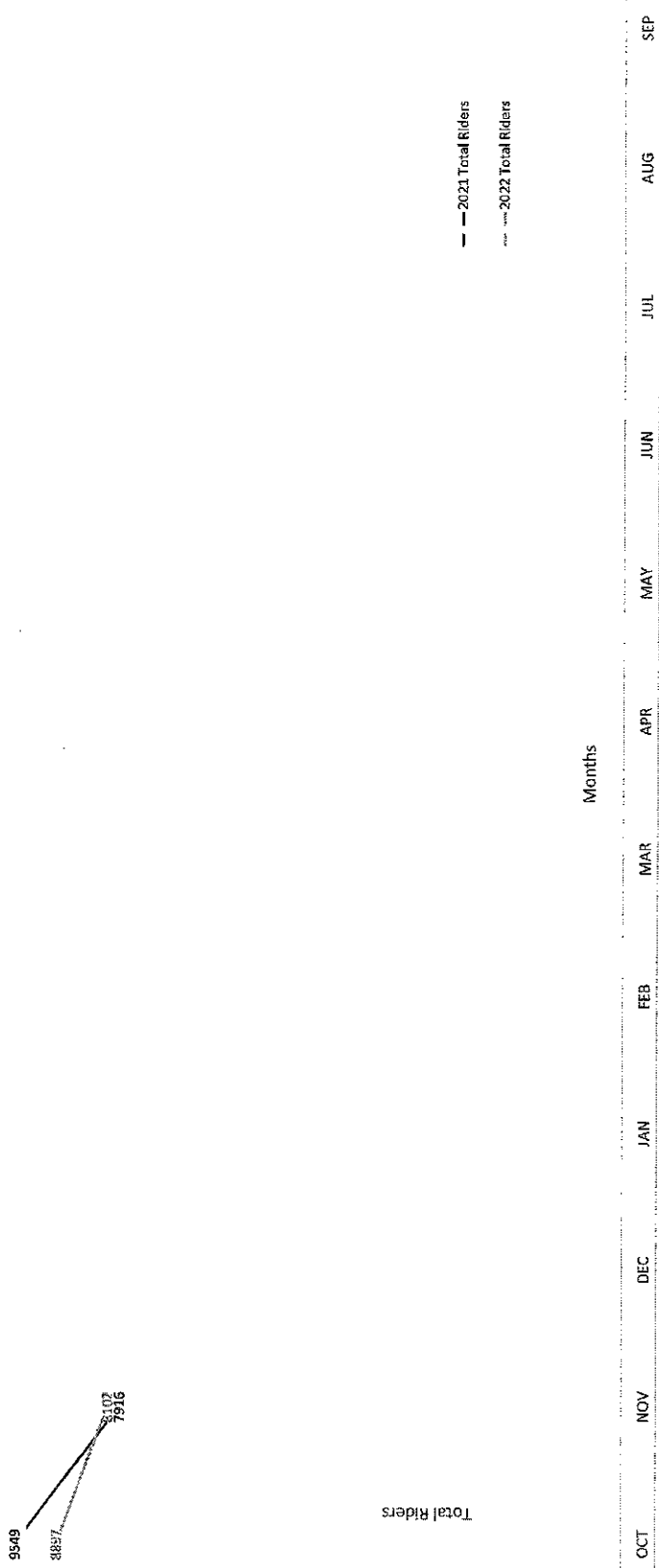
Date	LINE						Vehicle Data Gas			MILES			Vehicle Data LP			VEH.	PASS/
	Regular	Senior	Disable	Child	Sr. Dis	Total	HAUL	FUEL	MILES	/GAL	Fuel	Miles	M/Gal	HOURS	VEH.HR.		
10/21	4676	967	2776	191	287	8897	3933	1847.5	13023	7.0	4522.1	24723	5.5	3155	2.8		
11/21	4427	903	2373	153	246	8102	3587	1492.1	11229	7.5	4610.3	21793	4.7	2756	2.9		
Total	9103	1870	5149	344	533	16999	7520	3339.6	24252	7.3	9132.4	46516	5.09	5911	2.88		
Change	-211	-50	-380	-150	-197	-466	-453	-1285.4	-9929	-0.3	-3796.6	-20873	-0.12	-882	-0.30		
% Change	-102.9%	-102.7%	-93.1%	-69.6%	-73.0%	-97.3%	-106.4%	-162.6%	-169.3%	-104.2%	-70.6%	-69.0%	-97.7%	-87.0%	-111.9%		

Total Miles YTD

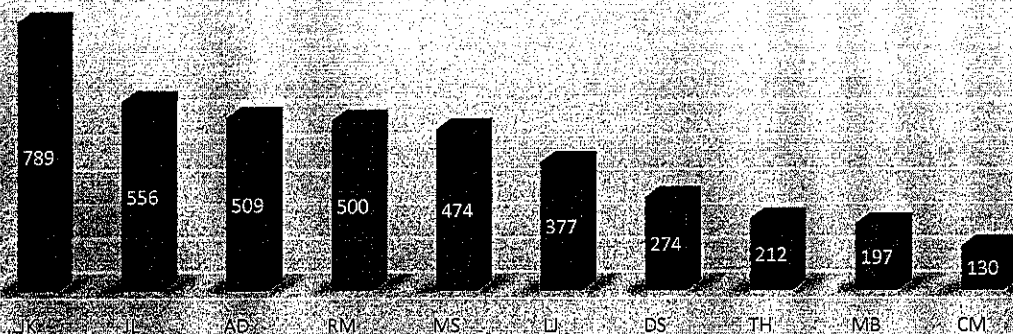


	1	2	3	4	5	6	7	8	9	10	11	12
■ 2021 Total Miles	44414	37298	0	0	0	0	0	0	0	0	0	0
■ 2022 Total Miles	37746	33022	0	0	0	0	0	0	0	0	0	0

RIDERSHIP COMPARISON YTD



Driver of the Month NOVEMBER 2021



1 J. King	789 JK
2 J. Leonard	556 JL
3 A. Dwints	509 AD
4 R. McKinney	500 RM
5 M. Simmons	474 MS
6 L. Jones	377 LJ
7 D.Sallie	274 DS
8 T. Hegar	212 TH
9 M.Brown	197 MB
10 C. Modelewski	130 CM

TOTAL 4018

Average passenger per month 402

	WEEKDAY	SATURDAY	TOTAL	LAST MONTH
BLUE	1694	172	1866	1907
BLUE IARC	513	84	597	631
RED IARC	825	143	968	1150
YELLOW	77		77	133
TOTAL LINE HAULS	3109	399	3508	3821
LAST MONTH	3362	459	3821	
Difference	253	60	-313	

Twin Cities Area Transportation Authority

Check Detail
November 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10101 TCF BANK						
11/04/2021	Bill Payment (Check)	29370	Barbara Tsaturova			-83.63
						-83.63
11/04/2021	Bill Payment (Check)	29371	Colonial Life & Accidental Ins. Co			-191.12
						-191.12
11/04/2021	Bill Payment (Check)	29372	DONNEL KYLE			-148.50
						-148.50
11/04/2021	Bill Payment (Check)	29373	Kenneth Bragg			-148.50
						-148.50
11/04/2021	Bill Payment (Check)	29374	MISDU			-1,015.18
						-1,015.18
11/04/2021	Bill Payment (Check)	29375	TRANSAMERICA	52411		-562.08
						-562.08
11/04/2021	Bill Payment (Check)	29376	UNION DUES			-388.80
						-388.80
11/04/2021	Bill Payment (Check)	29378	BILL PURVIS			-1,275.00
						-1,275.00
11/04/2021	Bill Payment (Check)	29379	MICH GAS			-173.86
						-173.86
11/10/2021	Bill Payment (Check)	29381	Indiana Michigan Power			-995.74
						-995.74
11/10/2021	Bill Payment (Check)	29382	Simply From Scratch Catering Services			-500.00
						-500.00
11/10/2021	Bill Payment (Check)	29383	CITY OF BH			-1,045.30
						-1,045.30
11/15/2021	Bill Payment (Check)	29384	Baric Harborview Apartments			-150.00
						-150.00
11/15/2021	Expense			MISCELLANEOUS FEES ONLINE PAYMENT CENTER FEES	C	-30.00
				MISCELLANEOUS FEES ONLINE PAYMENT CENTER FEES		30.00
11/15/2021	Expense			MISCELLANEOUS FEES ACH ORIGINATION FEES	C	-8.00
				MISCELLANEOUS FEES ACH ORIGINATION FEES		8.00
11/18/2021	Bill Payment (Check)	29385	Barbara Tsaturova			-10.95
						-10.95
11/18/2021	Bill Payment (Check)	29386	Colonial Life & Accidental Ins. Co			-191.12
						-191.12
11/18/2021	Bill Payment (Check)	29387	MISDU			-1,015.18
						-1,015.18
11/18/2021	Bill Payment (Check)	29388	PETTY CASH			-147.14
						-147.14
11/18/2021	Bill Payment (Check)	29389	TRANSAMERICA	52411		-562.08
						-562.08

Twin Cities Area Transportation Authority

Check Detail
November 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/19/2021	Bill Payment (Check)	29390	Paul Gillespie			-445.50 -445.50
11/29/2021	Bill Payment (Check)	29391	BILL PURVIS			-600.00 -600.00
11/29/2021	Bill Payment (Check)	29394	ACADEMY TESTING			-150.00 -150.00
11/29/2021	Bill Payment (Check)	29395	ADT			-66.15 -66.15
11/29/2021	Bill Payment (Check)	29396	ALL CITIES OCCUPATIONAL			-275.00 -275.00
11/29/2021	Bill Payment (Check)	29397	ART & IMAGE			-85.00 -85.00
11/29/2021	Bill Payment (Check)	29398	AUTO OWNERS			-3,322.00 -3,322.00
11/29/2021	Bill Payment (Check)	29399	Belle Tire			-1,862.28 -1,862.28
11/29/2021	Bill Payment (Check)	29400	BEST WAY DISPOSAL			-168.00 -168.00
11/29/2021	Bill Payment (Check)	29401	CITY PLUMBING			-68.00 -68.00
11/29/2021	Bill Payment (Check)	29402	ComCast			-2,372.31 -2,372.31
11/29/2021	Bill Payment (Check)	29403	D&S Heavy Duty & Trailer Repair			-7,515.26 -7,515.26
11/29/2021	Bill Payment (Check)	29404	Delta Dental			-1,314.99 -1,314.99
11/29/2021	Bill Payment (Check)	29405	GOODYEAR			-1,246.15 -1,246.15
11/29/2021	Bill Payment (Check)	29406	Hanson Beverage Co.			-61.50 -61.50
11/29/2021	Bill Payment (Check)	29407	HEI WIRELESS			-252.25 -252.25
11/29/2021	Bill Payment (Check)	29408	Hungerford Nichols			-5,000.00 -5,000.00
11/29/2021	Bill Payment (Check)	29409	Indiana Electronics & Communications			-1,389.50 -1,389.50
11/29/2021	Bill Payment (Check)	29410	Jordan Automotive Group			-622.57 -622.57
11/29/2021	Bill Payment (Check)	29411	KOTZ SANGSTER WYSOCKI P.C.			-881.50 -881.50

Twin Cities Area Transportation Authority

Check Detail
November 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/29/2021	Bill Payment (Check)	29412	LOUIS GELDER & SONS			-7,354.00 -7,354.00
11/29/2021	Bill Payment (Check)	29413	Mich. Transit Pool - DPDTF			-16,601.16 -16,601.16
11/29/2021	Bill Payment (Check)	29414	Mich. Transit Pool - Liability Trust Fund			-32,122.00 -32,122.00
11/29/2021	Bill Payment (Check)	29415	MICHIANA SUPPLY			-54.39 -54.39
11/29/2021	Bill Payment (Check)	29416	Michigan Municipal League			-6,431.00 -6,431.00
11/29/2021	Bill Payment (Check)	29417	MICHIGAN PUBLIC TRANSIT			-2,176.00 -2,176.00
11/29/2021	Bill Payment (Check)	29418	Mitchell1			-130.00 -130.00
11/29/2021	Bill Payment (Check)	29419	O'Reilly Auto Parts			-577.11 -577.11
11/29/2021	Bill Payment (Check)	29420	Orkin			-212.00 -212.00
11/29/2021	Bill Payment (Check)	29421	PARRETT BUSINESS			-33.16 -33.16
11/29/2021	Bill Payment (Check)	29422	PC Trans			-7,100.00 -7,100.00
11/29/2021	Bill Payment (Check)	29423	Priority Health			-16,923.81 -16,923.81
11/29/2021	Bill Payment (Check)	29424	Standard Insurance Company			-691.82 -691.82
11/29/2021	Bill Payment (Check)	29425	STAPLES			-8.18 -8.18
11/29/2021	Bill Payment (Check)	29426	TAYLOR RENTAL	512121		-102.06 -102.06
11/29/2021	Bill Payment (Check)	29427	TCA-SynerTech, LLC			-4,780.03 -4,780.03
11/29/2021	Bill Payment (Check)	29428	TENNANT			-221.62 -221.62
11/29/2021	Bill Payment (Check)	29429	THAYER			-242.25 -242.25
11/29/2021	Bill Payment (Check)	29430	UniFirst Corp. 099			-387.51 -387.51
11/29/2021	Bill Payment (Check)	29431	VSP INSURANCE CO.			-392.97 -392.97

Twin Cities Area Transportation Authority

Check Detail
November 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
11/29/2021	Bill Payment (Check)	29432	WSJM Tower Operations			-1,123.28
						-1,123.28

Chairperson Approval

Date: December 22, 2021

Twin Cities Area Transportation Authority

Purchases by Vendor Detail
November 2021

DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	RATE	AMOUNT	BALANCE
ACADEMY TESTING								
11/23/2021	Bill		SERVICE OPER	503031 Operation Service	1.00	150.00	150.00	150.00
Total for ACADEMY TESTING							\$150.00	
ALL CITIES OCCUPATIONAL								
11/01/2021	Bill		DRUG TESTING	503991	1.00	302.00	302.00	302.00
Total for ALL CITIES OCCUPATIONAL							\$302.00	
AUTO OWNERS								
11/01/2021	Bill	2900033462	PREPAID BUILD	10405 prepaid building	1.00	3,322.00	3,322.00	3,322.00
Total for AUTO OWNERS							\$3,322.00	
Baric Harborview Apartments								
11/03/2021	Bill		TRAVEL ADMIN	Room rental for annual In-service 11/11/21	1.00	150.00	150.00	150.00
Total for Baric Harborview Apartments							\$150.00	
BILL PURVIS								
11/29/2021	Bill	Consulting	Consulting Service	Consulting Service 503993 - 10/28,10/29,11/1	1.00	600.00	600.00	600.00
Total for BILL PURVIS							\$600.00	
ComCast								
11/01/2021	Bill	Nov Stmt	TELEPHONE OPE	505051 operations telephone	1.00	1,088.10	1,088.10	1,088.10
11/01/2021	Bill	Nov Stmt	TELEPHONE ADM	505053 administration telephone	1.00	466.33	466.33	1,554.43
11/01/2021	Bill	Nov Stmt	SERVICE ADMIN	503033 Administration Service	1.00	259.95	259.95	1,814.38
Total for ComCast							\$1,814.38	
GOODYEAR								
11/01/2021	Bill	G0007673	SUPPLIES MAIN	504032 Maintenance Supplies	1.00	1,240.10	1,240.10	1,240.10
Total for GOODYEAR							\$1,240.10	
HEI WIRELESS								
11/22/2021	Bill		SERVICE OPER	503031 Operation Service	1.00	409.50	409.50	409.50
Total for HEI WIRELESS							\$409.50	
Indiana Electronics & Communications								
11/10/2021	Bill	90876	SERVICE ADMIN	503033 Administration Service	1.00	1,389.50	1,389.50	1,389.50
Total for Indiana Electronics & Communications							\$1,389.50	
Indiana Michigan Power								
11/23/2021	Bill		ELECT - ADMIN	505023 - Electric - Administration	1.00	135.59	135.59	135.59
11/23/2021	Bill		ELECT - OPER	505021 Electric - Operation	1.00	29.06	29.06	164.65
11/23/2021	Bill		ELECT- MAINT	505022 Electric - Maintenance	1.00	803.82	803.82	968.47
Total for Indiana Michigan Power							\$968.47	
MICH GAS								
11/30/2021	Bill		GAS HEAT OPER	505031 gas operations	1.00	21.06	21.06	21.06
11/30/2021	Bill		GAS HEAT MAIN	505032 gas maintenance	1.00	582.03	582.03	603.09
11/30/2021	Bill		GAS HEAT ADM	505033 gas administration	1.00	98.17	98.17	701.26
Total for MICH GAS							\$701.26	
MICHIANA SUPPLY								
11/19/2021	Bill		SUPPLIES MAIN	504032 Maintenance Supplies	1.00	39.40	39.40	39.40
Total for MICHIANA SUPPLY							\$39.40	
Michigan Municipal League								
11/02/2021	Bill	3441206	PREPAID WORKC	10402 prepaid workmans comp	1.00	5,648.00	5,648.00	5,648.00
11/03/2021	Bill	4434206	WORK COMP OPE	WORKMAN COMP OPER	1.00	783.00	783.00	6,431.00
Total for Michigan Municipal League							\$6,431.00	
Mitchell								
11/22/2021	Bill		SERVICE MAINT	503032 Maintenance Service	1.00	130.00	130.00	130.00
Total for Mitchell							\$130.00	
PARRETT BUSINESS								
11/01/2021	Bill		CONTRACT ADMI	503053 Contract maintenance for administration	1.00	49.08	49.08	49.08
Total for PARRETT BUSINESS							\$49.08	
Paul Gillespie								
11/19/2021	Bill	17655	HEALTH ADM	HEALTH INSURANCE ADMINISTRATION	1.00	445.50	445.50	445.50
Total for Paul Gillespie							\$445.50	
PETTY CASH								
11/15/2021	Bill		TRAVEL ADMIN	509023 administration travel	1.00	136.56	136.56	136.56
11/15/2021	Bill		SUPPLIES ADMI	504033 Administration Supplies	1.00	10.58	10.58	147.14
Total for PETTY CASH							\$147.14	
Priority Health								
11/23/2021	Bill		PREPAID HEALTH	10403 prepaid health	1.00	19,905.00	19,905.00	19,905.00
Total for Priority Health							\$19,905.00	
Standard Insurance Company								
11/15/2021	Bill		PREPAID HEALTH	10403 prepaid health	1.00	810.13	810.13	810.13
Total for Standard Insurance Company							\$810.13	
TCA-SynerTech, LLC								
11/12/2021	Bill	8344	SERVICE ADMIN	503033 Administration Service	1.00	779.31	779.31	779.31
11/12/2021	Bill	8358	SUPPLIES ADMI	504033 Administration Supplies	1.00	1,758.84	1,758.84	2,538.15

Twin Cities Area Transportation Authority

Purchases by Vendor Detail

November 2021

DATE	TRANSACTION TYPE	NUM	PRODUCT/SERVICE	MEMO/DESCRIPTION	QTY	RATE	AMOUNT	BALANCE
Total for TCA-SynerTech, LLC							\$2,538.15	
TENNANT								
11/09/2021	Bill	918291310	SERVICE MAINT	503032 Maintenance Service	1.00	221.62	221.62	221.62
Total for TENNANT							\$221.62	
THAYER								
11/01/2021	Bill	491577	SUPPLIES MAIN	504032 Maintenance Supplies	1.00	242.25	242.25	242.25
Total for THAYER							\$242.25	
VSP INSURANCE CO.								
11/23/2021	Bill		PREPAID HEALTH	10403 prepaid health	1.00	272.44	272.44	272.44
Total for VSP INSURANCE CO.							\$272.44	
WSJM Tower Operations								
11/01/2021	Bill	0004049-IN	RENTAL OPER	512121 operations rental	1.00	561.64	561.64	561.64
Total for WSJM Tower Operations							\$561.64	
TOTAL							\$42,840.56	

Twin Cities Area Transportation Authority

Unpaid Bills

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
ACADEMY TESTING						
11/23/2021	Bill		11/23/2021	27	150.00	150.00
Total for ACADEMY TESTING					\$150.00	\$150.00
ADT						
11/21/2021	Bill		12/21/2021	-1	66.15	66.15
Total for ADT					\$66.15	\$66.15
ALL CITIES OCCUPATIONAL						
11/01/2021	Bill		12/01/2021	19	302.00	302.00
Total for ALL CITIES OCCUPATIONAL					\$302.00	\$302.00
AT&T						
10/01/2021	Bill	17635	10/01/2021	80	352.50	352.50
Total for AT&T					\$352.50	\$352.50
BEST WAY DISPOSAL						
11/23/2021	Bill		11/30/2021	20	168.00	168.00
Total for BEST WAY DISPOSAL					\$168.00	\$168.00
Car Brite Distributors						
11/26/2021	Bill		11/26/2021	24	171.55	171.55
Total for Car Brite Distributors					\$171.55	\$171.55
CITY OF BH						
11/29/2021	Bill		11/27/2021	23	908.61	908.61
Total for CITY OF BH					\$908.61	\$908.61
Hanson Beverage Co.						
11/30/2021	Bill		11/30/2021	20	51.20	51.20
Total for Hanson Beverage Co.					\$51.20	\$51.20
HEI WIRELESS						
11/22/2021	Bill		12/22/2021	-2	409.50	409.50
Total for HEI WIRELESS					\$409.50	\$409.50
Hungerford Nichols						
11/30/2021	Bill		12/30/2021	-10	650.00	650.00
11/30/2021	Bill		12/30/2021	-10	9,500.00	9,500.00
Total for Hungerford Nichols					\$10,150.00	\$10,150.00
Indiana Michigan Power						
11/23/2021	Bill		12/20/2021	0	968.47	968.47
Total for Indiana Michigan Power					\$968.47	\$968.47
Jordan Automotive Group						
11/28/2021	Bill		11/28/2021	22	785.78	785.78
Total for Jordan Automotive Group					\$785.78	\$785.78
MICH GAS						
11/30/2021	Bill		12/22/2021	-2	701.26	701.26
Total for MICH GAS					\$701.26	\$701.26
MICHIANA SUPPLY						
9266159						
11/19/2021	Bill		12/19/2021	1	39.40	39.40
Total for MICHIANA SUPPLY					\$39.40	\$39.40
Mitchell1						

Twin Cities Area Transportation Authority

Unpaid Bills

As of November 30, 2021

DATE	TRANSACTION TYPE	NUM	DUE DATE	PAST DUE	AMOUNT	OPEN BALANCE
11/22/2021	Bill		12/22/2021	-2	130.00	130.00
Total for Mitchell1					\$130.00	\$130.00
O'Reilly Auto Parts						
11/28/2021	Bill		12/20/2021	0	628.96	628.96
Total for O'Reilly Auto Parts					\$628.96	\$628.96
PARRETT BUSINESS						
11/01/2021	Bill		11/30/2021	20	49.08	49.08
Total for PARRETT BUSINESS					\$49.08	\$49.08
Southwest Michigan Planning Commission						
10/01/2021	Bill	17653	10/01/2021	80	13,198.51	13,198.51
Total for Southwest Michigan Planning Commission					\$13,198.51	\$13,198.51
STAPLES						
11/23/2021	Bill		11/23/2021	27	12.18	12.18
Total for STAPLES					\$12.18	\$12.18
TOTAL					\$29,243.15	\$29,243.15



Twin Cities Area Transportation Authority
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TCF AUTOMATIC CLEARING HOUSE

DATE	FUEL	PRICE PER/GL	TOTAL AMOUNT
11/1/2021	CRYSTAL FLASH PROPANE	1.42	\$ 803.51
11/5/2021	CRYSTAL FLASH PROPANE	1.42	\$ 902.55
11/8/2021	CRYSTAL FLASH PROPANE	1.42	\$ 970.66
11/12/2021	CRYSTAL FLASH PROPANE	1.42	\$ 796.57
11/15/2021	CRYSTAL FLASH PROPANE	1.42	\$ 995.64
11/20/2021	CRYSTAL FLASH PROPANE	1.42	\$ 1,042.94
11/25/2021	CRYSTAL FLASH PROPANE	1.42	\$ 903.29
11/28/2021	CRYSTAL FLASH PROPANE	1.42	\$ 1,202.98

Total \$ 7,618.14



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PETTY CASH

Prepared by Chalexis Tyson-Bradley

DATE	DESCRIPTION OF ITEMS	Debit	Credit	Balance
1-Nov	Balance			\$ 186.06
11-Nov	In-Service (Donuts)	\$ 60.00		\$ 126.06
11-Nov	In-Service (Refreshments)	\$ 76.56		\$ 49.50
				\$ 49.50
				\$ 49.50
				\$ 49.50
				\$ 49.50
				\$ 49.50
				\$ 49.50

Gas	
Farebox	\$ -
Ofc supplies	
Admin supplies	
Maint supplies	\$ -
Admin Meeting	\$ 136.56
Total	<u>\$ 136.56</u>



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

TWIN CITIES AREA TRANSPORTATION AUTHORITY
TCATA
RESOLUTION OF APPOINTMENT 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 appointment a Director to manage TCATA; and

Whereas, the Board of Directors of the Twin Cities Area Transportation Authority did effective December 15, 2021 by majority vote did appoint Richard Lee as the Executive Director of the organization with powers to manage and operate TCATA in its entirety including but not limited to hiring, directing, and discipline of all staff, managing the financial and operational affairs of the organization, negotiating and executing contracts, development, signing, and submittal of grant applications, and documents on behalf of TCATA, and to serve as it's representative on various Boards;

NOW THEREFORE BE IT RESOLVED THAT the Board of Directors of the Twin Cities Area Transportation Authority appointments Richard Lee as Executive Director of the organization empowered as described herein;

Apollonia Williams, Chairperson of TCATA Board

Date:

Attest: Lisa Varrie, 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

TCATA

RESOLUTION TO APPROVE SIGNATURE AUTHORITY FOR AGENCY BUSINESS

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, TCATA is funded through Federal, State, and local Benton Harbor millage match funds to provide services to citizen passengers within its designated service area with priority on economically disadvantaged persons, elderly, disabled, youth and others requiring transportation; and

Whereas, in its day to day operations and other business it is necessary that the TCATA Board's authorization, certain documents, are required to have two authorized signatures and others may only require one; and

Whereas, from time to time, one or more of the authorized signatories may not be available for whatever reason making it necessary that the Board authorize sufficient signors to enable the conduct of its business;

NOW THEREFORE BE IT RESOLVED THAT in addition to the Board Secretary, Lisa Varrie as a signatory, Trustee Jerry Edwards and Executive Director, Richard Lee are authorized as a second or alternate Board signature for all accounts that are held at Huntington Bank.

FURTHER, BE IT RESOVLED THAT the Board of Directors of the Twin Cities Area Transportation Authority (TCATA) authorizes the Board Secretary, Lisa Varrie, Trustee Jerry Edwards and the Executive Director, Richard Lee as signatory on behalf of TCATA.

Apollonia Williams, Chairperson of TCATA Board

Date:

Attest: Lisa Varrie, Secretary