

**TWIN CITY AREA TRANSPORTATION AUTHORITY  
Board Meeting**

**March 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, March 25, 2025.

2. **Roll Call of Persons Present:**

Ron Singleton, Chair  
Virgil Hatcher, Member

Dayrl Jackson, Member, Acting Secretary

Roll call: Chair Ron Singleton, Member Virgil Hatcher, Member Dayrl Jackson, Acting Secretary. A quorum was established, and the Board Chair Ron Singleton called the meeting to order at 5:37 p.m.

**Persons Absent:** Vice Chair Spencer Nesbitt and Secretary Cora Robinson.

3. **Approval of Agenda:** Member Virgil Hatcher made motion to approve the agenda, seconded by Member Dayrl Jackson, Acting Secretary. Roll Call: Chair Ron Singleton, Member Virgil Hatcher, Member Dayrl Jackson, Acting Secretary. The Board unanimously approved the agenda.
4. **Approval of February Minutes:** Member Virgil Hatcher made motion to approve the February minutes, seconded by Member Dayrl Jackson. Roll Call: Chair Ron Singleton, Virgil Hatcher, Member Dayrl Jackson, Acting Secretary. The Board unanimously approved the February minutes.

**II. Finance Updates:**

5. **February Financial Report (Hungerford)**

Due to technical difficulties, financial report not heard. All parties previously received a hard copy of the financial report. If any Board member have any questions, they can contact Mr. Hungerford who will be placed on the April meeting agenda.

**III. Director Updates:**

Executive Director Todd Shurn presented the following report:

6. **Staff CDL Training:** Six drivers completed all requirements except for road tests, which should be completed by next week. As previously stated, TCATA paid the initial \$200 fee for the road test, but applicants would be responsible for their own fees if test is failed.
7. **Michigan Annual Audit:** Audit completed. No significant findings. Addressed findings they had, of which, one was the violation of the Open Meetings Act, which has been resolved. Audit was for between August 1, 2023, to September 30, 2024, prior to the Director or present Board members joining.

**8. March 6 TransPro Consulting meeting(s):**

Seeking mobility vendors. Met with mobility provider consultants, who will handle everything, i.e., financials, accounts, maintenance, insurance, employees, human resources. Will be sending out requests for information to mobility service providers for their input. Request for proposal. Present drivers will have to apply for positions (employee's employment records have been kept for review). Requests for information to go out to providers April 14<sup>th</sup>, to be sent to mobility vendors across the country in our immediate area, the potential mobility vendors will let us know if they're interested. Request for proposal, by June 15<sup>th</sup>, end of June to receive responses for selection of mobility vendors. Present workers will serve the public as usual during the transition period, but the selected company's employees will be hired first. All this should be in place by September 30<sup>th</sup>, which will be the end of Director Shurn's term. The new company will provide updated procedures and equipment. TCATA will recommend hiring current employees. Advised current employees to make sure driving records are good. The Union contract requires only a 7-day notice for plans of seeking a new company for operations. To make sure TCATA continues operating, there must be something different.

- 9. Benton Charter Township:** Transportation service is not being financially supported by Benton Township in particular. All municipalities were in attendance at the March 6<sup>th</sup> meeting. Benton Charter Township was contacted with no response. Mr. Alex Little advised that he knows the contacted person at the Township has been out and should be given more time to respond. Benton Township is receiving limited service because they're not paying in. Pickup is the issue. Mr. Alex Little advised municipalities are concerned if there will be reliable service for their people. Previous discussions engaging new outlying areas was addressed Director Todd Shurn saying that we need a budget, staff, etc. Requests for information will be shared with other municipalities to encourage them to join financially. Mr. Nick Fort questions, will the new mobility vendor change routes, i.e., bus stops, for efficiency? Mr. Alex Little advised there must be a number of factors considered. Density in population is one cause for change. Director Todd Shurn advised a few examples of updates, like payment options, GPS, etcetera. The public will have an input in evaluation. More information will be given in the April meeting. When RFI completed, it will be sent to mobility service providers. The goal is to have everything in place by the end of September. Going forward, there will not be a new Director operating as TCATA presently does now.

**Bus 53 accident (2-20-25):** Advised bus is totaled. Michigan is a no-fault state, so recourse is limited. The party responsible is not financially able to reimburse TCATA for the bus. Advised can only recoup \$3,000 from the Responsible party's insurance. Have three complaints from the other parties on the bus. Claims for damage would naturally first be recouped from car insurance, then personal insurance, and then TCATA. TCATA has a \$200,000 deductible. The cost of the bus is \$100,000. One passenger has been in ICU since the accident.

- 10. Building Inspection:** Building inspector was out today. Support posts for external panels, at the bottom, are rusted out. Load-bearing beams for the roof are fine. The inspector recommended TCATA address this issue immediately. All panels need to be removed and sealed. Also includes windows. There is capital in the budget that was earmarked for the building steps but will now have to be used for panels, which takes priority. Structural issue. Water coming in on poles that panels are attached to and eroding. The Board can visit the site. Might be able to reattach the panels, but poles will have to be replaced all along the side of the building. Looks like they were previously caulked in the past, which will not suffice now. All items discussed in today's meeting sums up to approximately \$200,000 plus. Have only heard from three that have filed claims to date. They have

up to a year. This impacts other municipalities in their decision to join. Member Dayrl Jackson advised that a passenger he knows told him that she's not going to file a claim.

**IV. Old Business:** None.

**V. New Business:** Director Shurn would like to have a motion presented for a mandatory seatbelt policy. The problem would be enforcement. The claimant most seriously injured went airborne. Chair Ron Singleton advised to dispense with discussions regarding legal strategies.

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

**VII. Public Comments:** None.

**VIII. Adjournment:** With no further action taken and no further business, Chair Ron Singleton entertains motion to adjourn. Member Virgil Hatcher made a motion to adjourn the meeting, seconded by Member Dayrl Jackson. Roll call: Chair Ron Singleton, Member Virgil Hatcher, Member Daryl Jackson, Acting Secretary. And the meeting was adjourned at 6:46 p.m.

**Attested:**

---

Ron Singleton  
Board Chair

---

Dayrl Jackson, Member  
Acting Secretary