

**TWIN CITY AREA TRANSPORTATION AUTHORITY
Board Meeting**

June 24, 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, June 24, 2025.

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

Ron Singleton, Trustee Chair	Trustee Virgil Hatcher
Spencer Nesbitt, Trustee Vice Chair	Trustee Dayrl Jackson
Cora Robinson, Secretary	

Roll call: Trustee Chair Singleton, Trustee Vice Chair Nesbitt, Trustee Hatcher, Trustee Jackson, Trustee Robinson. A quorum was established, and the Board Chair Singleton called the meeting to order at 5:31 p.m.

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

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

II. Financial Updates:

5. **Hungerford – Ryan Marschke**

1. Balance Sheet
2. Profits/Loss

Trustee Robinson presented a question requesting an explanation for negative amounts under Profits/Loss on page 8/13. Explanation given, that negatives are due to increased insurance, repairs and maintenance. Remedies are being sought.

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

6. **Fair Increase – June 2** Deputy Director Greschak presents handouts showing Fare revenue through May 2025. Fare increase not yet reflected. Hoping to see numbers

stay basically the same. Closing the gap between cost of maintenance and covering maintenance, the increased revenue can be used for that, according to the graphs shown.

7. **Ridership for May** Hoping numbers remain the same after fare increase kicks in.
8. **May Fuel Report** Raw numbers shown. No comparisons generated as of yet.
9. **Safety – Seat belt compliance** There's been very little pushback on compliance. Should have statistics in July. Planning to have an intern evaluate compliance by viewing video of the interior of the buses to generate statistics on level of compliance. TCATA initiated dispatched good-morning announcements, i.e. tokens, fare changes, constant seatbelt reminders. Positive response from dispatchers. Stressing safety. Noted that there were no at-fault incidents since last year.
10. **Fleet Air Conditioning Status** Few complaints. As AC conditions are reported, vehicles are immediately sent out for repair. The repair provider has given a 12-month guarantee on the AC units.
11. **Accounting RFP** Looking for an accountant, similar position Hungerford has – and they will have an opportunity to respond to the RFP. The RFP is to be released in the next week or so, which will be shared with the Board. Looking for an accounting firm due to the expiration of Hungerford's 3-year contract expiring. Not sending out an RFI. Hopeful for Plante Moran and some others. Possible opportunity to save some money.
12. **RFI TransPro Analysis** Received 11 potential interested parties for the mobility services solicitation. Good ones, with great ideas. Taking ideas and using them to help form an RFP, which should be available in a couple weeks. Will give them 45 days to respond. Other issue to discuss prior to releasing the RFP is the management of leasing equipment. All vehicles are presently titled in TCATA's name, which is why the insurance cost is high. Working out a way that vehicles can be leased to a mobility company so that the vehicles will then be insured under their rates. Also need clarity on how TCATA will be organized because the functions of the departments will be managed by the mobility company. Hungerford presently have a 30-day out and there will be a transition period agreement as contract is ending September 30, 2025. A new accountant should come in October 1, 2025.

Trustee Chair Singleton noted that there needs to be a motion to approve the financial report as presented. Trustee Robinson made the motion to approve the financial report as presented, seconded by Trustee Jackson. Roll call: Trustee Chair Singleton, Trustee Hatcher, Trustee Jackson, Trustee Vice Chair Nesbitt, Trustee Robinson. Motion carried.

Also, asked to entertain a motion to approve director's updates as presented. Trustee Jackson made the motion to approve the director's updates, seconded by Trustee Robinson. Roll call: Trustee Vice Chair Nesbitt, Trustee Vice Chair Singleton, Trustee Hatcher, Trustee Jackson, Trustee Robinson. Motion carried.

IV. Old Business:

- 13. Building Siding** Executive Director Shurn presented. Priority is caulking around the entire exterior of the building, estimated cost of \$55,000, to come from Capital budget, separate from the operating budget. Will be moving on repairs immediately.
- 14. East Stairs Repair** Due to high estimates, (over \$160,000), and to attract bidders, the repair of the stairs will be broken down into two components: repair of the external stairs and then repair of the internal drain inside the garage, and repair of lateral support wall next to the stairs. (\$42,000 for lateral support wall; \$94,000 for drain that runs through the middle of garage). Problems determined by an independent inspector called Community Solutions by Design, and these are their estimates. Will now send out an RFP for bids. Do have capitals for repairs. The city inspector advised that the exterior of the building was a high priority. Determined work needs to be done in the summer.
- 15. Automatic Garage Doors** Determined to only need sensors, not a new door and mechanism; estimated cost of \$6,000. This will save on heat.

V. New Business:

- 16. Mobility RFP Release** Presented by Executive Director Shurn. Release should be out in a couple weeks. Some may want to participate. There will be an open house – onsite and zoom, or some teleconference capability. The vendors are very interested in coming to the facility and showing what they have, i.e. a Farebox. This box will issue credits for change back. It will accept credit cards, credits, and tokens. Looking for technical innovations from vendors.

VI. Chair's Report: None.

- VII. Public Comments:** Debra Lee. She was last here on June 2, 2025, concerned about the condition of the buses, i.e. no AC, some parts weren't where they should have been, there were exposed wires. Not fair to drivers or passengers. Since then, now understand AC is working on some buses, but have concerns about others that do not. Bus 50 is now working, not short-circuiting and shutting off. Bus 45 is working, and the air is working. What about Bus 39 and 40? She has ridden the buses when it's been hot, and the windows were open because the AC wasn't working. It's not fair. Understands that the bus motor is by the foot pedals and the driver complains about the heat against their leg. Wondering if all the buses will be fixed. Sees, new buses sitting that no one's driving; old buses on the road that need to be repaired on the inside, i.e. some panels aren't where they're supposed to be; some seats are locked. And then the fare is increased. She would like to know if there's anything that can be done because this is the only public transportation some people have. She lives in the senior building. The Special comes to her building every 30 minutes or so. If you stop it, or it's not comfortable, what are we going to do? She would like to know from somebody if something can be done to rectify this problem.

Trustee Chair Singleton advised that some of these issues were addressed in the director's report today with resolutions. Nick Fort advised their department is aware of the work that need to be

done on the buses and they do not allow those on the road until fixed. No non-AC vehicles go out on the road at the present time.

Trustee Robinson voiced concerns about a fence that's partially covered. Questions why it's not covered.

Executive Director Shurn addresses the issue. Clarity on bullpen facility area. Advised will work on it. Points out that the person doing groundwork is doing a good job. Nick Fort advises will be having vehicles disposed of and clean up the area. Will secure covering for the vehicles in the meantime.

Trustee Singleton and Jackson acknowledged the hard work that has been done in resolving challenging issues by all, especially Executive Director Shurn and Deputy Director Greschak.

VIII. Adjournment: With no further action taken and no further business, Trustee Chair Singleton entertains motion to adjourn. Trustee Robinson made a motion to adjourn the meeting, seconded by Trustee Jackson. Roll call: Trustee Chair Singleton, Trustee Vice Chair Nesbitt, Trustee Hatcher, Trustee Jackson, Trustee Robinson. Motion carried and the meeting was adjourned at 6:17 p.m.

Attested:

Trustee Ron Singleton
Chair

Trustee Cora Robinson
Board Secretary