

**TWIN CITY AREA TRANSPORTATION AUTHORITY  
Board Meeting**

**August 26, 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, August 26, 2025.

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

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

**Persons Absent:** None.

Roll call: Trustee Nesbitt, Trustee Hatcher, Trustee Jackson, Trustee Singleton, Trustee Robinson. A quorum was established, and Board Trustee Chair Singleton called the meeting to order at 5:30 p.m.

3. **Approval of July Minutes:** Trustee Nesbitt made the motion to approve the July minutes, seconded by Trustee Hatcher. Roll Call: Trustee Singleton, Trustee Nesbitt, Trustee Hatcher, Trustee Jackson, Trustee Robinson. The Board unanimously approved the July minutes.

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

**II. Financial Updates:** Presented by Ryan Marschke

- a. Balance Sheet/Bank accounts
- b. Liabilities/Accounts Payable
- c. Profit/Loss/Grants
- d. Revenues/Expenses

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

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

- 5. **Fare Increase – June 2:** Showing value. Fare increases not hindering riders. Fuel report and ridership report included in packet.
- 6. **Ridership for July:** Advised reports are included in their packets.

7. **Fuel Report for July:** Advised reports are included in their packets.
8. **Safety – Seatbelt compliance:** Riders are complying. No issues or passenger complaints. Safety Director Nick Fort advises that riders are complying.
9. **Fleet Air Conditioning Status:** All affected vehicles have been repaired. There are no vehicles in service now with inoperable air conditioning. Mr. Fort concurs.
10. **Fleet Bull Pen curb appeal:** Following Board's suggestions, bull pen now looks better. Deputy Director suggests viewing of the bull pen for comparisons from then to now.
11. **Accounting Vendor Procurement:** Presented by Mark Epps.

Update on RFP. Site visit, viewed by representatives from eight different companies from around the country touring TCATA held today to assist them in preparing their RFP bids. Held a proposal conference call meeting last week with approximately 25 individuals, going over the RFP schedule, with Q&A. Pleased with the turnout. Looking forward to receiving multiple bids on the RFP. Facilities renovations RFP regarding the previously discussed structure of the building are presently out. Bids are due September 5, 2025 (next Friday). Director asked for status of accounting RFP. Received three responses, interviewed two firms, and in the process of making a selection. Will have an announcement at next board meeting.

No further questions.

**12. Building Siding Repair Procurement:**

13. **Flex Stops – BHHS, Harbor Pointe, Amtrack & Riverwood:** Held discussions with Benton Harbor High School regarding a flex stop on Colfax circle with Mr. Morant, building principle, who's interested in making it happen and will arrange a meeting with the new superintendent. Logistics complete and will have update by next board meeting. Will be suspending discussions with other municipalities for further studies on how to manage.

14. **Mobility Operations RFP Release:** Schedules in packets as to how RFP will be managed. No questions from Board.

15. **Transpro Mobility Operations RFP process management:** Transpro secured to assist in mobility operations procurement. Noted that Transpro has been very helpful in securing mobility services providers.

16. **Mobility Operations Vendor Contract Schedule:** Not discussed.

17. **Site Visit – August 26:** Have guests from one of the national companies that will bid; expressed pleasure in them being present and wanting to potentially bid for services in the community; from Virginia and Cincinnati, Ohio. If desired, they can introduce themselves during Public Comments.

**IV. Old Business:**

**18. Eastside Stairs Repair:** Still working on getting proposals for repairs. Do have RFP out. Delay was due to having to separate stair repairs from drain repairs to appeal to specific contractors.

**19. Automatic Garage Doors:** Procurement is ongoing.

**V. New Business:**

**20. PA 196 Authority – MDOT Notification/Berrien County Transit Consolidation:**

Seeking to move to PA 196 Authority, a newer authority in Michigan. As previously mentioned, TCATA has been attempting to enter into discussions with other municipalities to either rejoining TCATA or forming a new municipality. Some were responsive but resulted in no framework for those discussions. TCATA has previously been asking the State to send a letter informing the other municipalities of a desire to form a new transit authority. And the State complied. Letter is in the packet. Letter shows an aggressive target date of October 21, 2026, which is necessary due to many attempts to achieve this goal for years, rather than giving a later date. The State will recognize this as an aggressive target date. This date will also let the other municipalities know that they need to give this matter serious consideration instead of complaining and criticizing. Will need a mileage from the municipalities. Need them on the record for a financial contribution. The ultimate goal would be a countywide transit authority but will focus on local urbanized areas for now. Can advise local residents that their mileage could possibly be lowered for them when sharing costs with other municipalities. Anticipation is that the urban hub of the authority remain where it is in the future.

Motion made by Trustee Nesbitt to approve Director's Updates as presented, including Old and New Business, seconded by Trustee Hatcher. Roll call: Trustee Singleton, Trustee Hatcher, Trustee Nesbitt, Trustee Jackson, Trustee Robinson. The Board unanimously approves the Director's Updates, including Old and New Business.

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

**VII. Public Comments:** Ms. Natalie Badinghaus, Regional Sales Director for MTM Transit, based in St. Louis, Missouri, drove in from Cincinnati, Ohio. Thankful for opportunity to visit TCATA site and routes to help aid in the preparation of presenting a proposal next month to meet the vision and work towards goals.

Mr. Jeff Wormell also work for MTM Transit, and lives in Virginia. Also appreciate the opportunity to get a better insight on TCATA's needs.

**VIII. Adjournment:** With no further action taken and no further business, Trustee Chair Singleton entertains Motion to adjourn. Trustee Nesbitt made the motion to adjourn the meeting, seconded by Trustee Robinson. Roll call: Trustee Singleton, Trustee Nesbitt, Trustee Hatcher, Trustee Jackson, Trustee Robinson. And the meeting was adjourned at 6:02 p.m.

**Attested:**

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Trustee Ron Singleton  
Chair

Trustee Cora Robinson  
Board Secretary