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The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

TTCI Technical Committee Agenda

Thursday February 15th, 1:30pm

In-Person at the MI Works! Conference Room
1209 S Garfield Ave # C, Traverse City, MI 49686

Or via zoom at:

Join Zoom Meeting

<https://us02web.zoom.us/j/81510377766>

Meeting ID: 815 1037 7766

- 1) Introductions and Roll Call of Voting Members (See **attached, Page 2**)
- 2) December 14th 2023 Technical Committee Minutes (See **attached, Page 3**)
- 3) New Business
 - a) Call for Project and TIP process (See **attached, page 7**)
 - b) Need for special meeting early March (potential action required)
 - c) Metropolitan Transportation Plan scope development (formally called Long Range Transportation Plan)
 - d) Pre-UWP meeting update
- 4) Old Business
 - a) December approved Technical Committee Bylaws (See **attached, page 9**)
 - b) December approved Meeting Contact List (See **attached, page 2**)
- 5) Roundtable Updates
- 6) Member Comments/Discussion of future agenda items
- 7) Next Meeting: Thursday, April 15, 2024 at 1:30 pm
- 8) Adjourn

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TTCI TECHNICAL COMMITTEE MEMBERS CONTACT LIST

Name	Title	Organization	Email	Phone	Voting Member
Derek Weichlein	Assistant County Highway Engineer	GTCRC	dweichlein@gtcrc.org	231-322-1941	Yes
Claire Karner	Planner	East Bay Township	ckarner@eastbaytwp.org	231-947-8719 x2	Yes
Lindsey Wolf	Planning & Zoning Administrator	Acme Township	zoning@acmetownship.org	231-938-1350	Yes
John Sych	Planning Director	Garfield Township	jsych@garfield-twp.com	231-225-3155	Yes
Craig Brown	Engineer	LCRC	cbrown@leelanauroads.org	231-271-3993	Yes
Sarah Clarren	Planner/Zoning Administrator	Elmwood Township	planner@elmwoodmi.gov	231-946-0921	Yes
Gregg Bird	Emergency Management Coordinator	Grand Traverse County	gbird@gtcountymi.gov	231-590-2373	Yes
Jenn Cram	Director of Planning & Zoning	Peninsula Twp.	planner@peninsulatownship.com		Yes
Christine Thomas	Assistant Superintendent of Finance and Operations	TCAPS	thomasch@tcaps.net	(231)933-1730	
Luke Walters	Transportation Planner / MPO Program Manager	MDOT	WaltersL3@michigan.gov		Yes
Daniela Khavajian	Statewide and Urban Travel Analysis Section (SUTA)- MDC	MDOT	KhavajianD@michigan.gov		
Bradley Sharlow	Supervisor, Urban Travel Analysis Unit	MDOT	SharlowB@michigan.gov		
Krista Phillips	MDOT TC TSC Operations Engineer	MDOT	philipski7@michigan.gov	989-245-2173	
Bill Clark	Transportation Planner	BATA	clarkw@bata.net	231-933-5534	Yes
Alex Yockey	Civil Engineer II	Traverse City	ayockey@traverscitymi.gov		
Art Krueger	Director of Muncipal Utilities	Traverse City	akrueger@traverscitymi.gov		
Shawn Winter	Planning Director	Traverse City	swinter@traverscitymi.gov	231-922-4465	Yes
Alex Simonetti		MDOT	SimonettiA@michigan.gov		
Valerie Shultz	RPM North Unit Manager	MDOT	ShultzV@michigan.gov		
Kevin Klein	Airport Manager	Cherry Capital Airport	admin@tvcairport.com, kevin.klein@tvcairport.com		
Bob Nelesen	Airpor Engineer	Cherry Capital Airport	bob.nelesen@tvcairport.com		
Mark Bishop	Airport Finance Director	Cherry Capital Airport	mark.bishop@tvcairport.com		
Troy Kierczynski	VP of Finance and Administration	Norhern Michigan College	tkierczynski@nmc.edu	231.995.1147	
Elizabeth Calcutt	TART Trails Representative	TART	elizabeth@traversetrails.org		
Chris Kushman	TART Trails Representative	TART	ckushman@traversetrails.org		
Carolyn Ulstad	Transportation Program Manager	Groundwork	carolyn@groundworkcenter.org		
Camille Hoisington	Director of Ecosystem Development	Traverse Connect	Camille.Hoisington@traverseconnect.com		
Warren Call	Executive Director	Traverse Connect	warren.call@traverseconnect.com		
Matt Skeels	Manager	Benzie County RC	brcmanager@benzieroad.net		
Rob Kalbfleisch	Land & Roads Management Director	Grand Traverse Band of Ottawa and Chippewa Indian	Rob.Kalbfleisch@gtb-nsn.gov	231-534-7716	
Kyle Kobylski	LAP Engineer	MDOT	KobylskiK@michigan.gov	231-340-3541,	
James Johnson		MDOT	johnsonJ114@michigan.gov		
Steve Patmore	Zoning Administrator	Bingham Twp	zoningadmin@suttonsbaytwp.com		Yes
Nicole Blonshine	Supervisor	Blair Township	supervisor@blairtownshipmi.gov	231-276-9263	
Andy Marek	Treasurer	Green Lake Township	treasurer@greenlaketownship.org		Yes
Ron Lemcool	Supervisor	Long Lake Township	Supervisor@LongLakeTownship.com	231-946-2249	Yes
Deborah Allen	Leelanau County Administrator	Leelanau County	dallen@leelanau.gov	12312568100	Yes

Alternates					Alternate Voting Member
Chris Forsyth	Grand Traverse County Deputy Administrator	Grand Traverse County	cforsyth@gtcountymi.gov	231 922-4780	Yes
Heidi Phaneuf	North Region Planner	MDOT	PhaneufH@michigan.gov	231-340-0326	Yes
Bill Vandercook	Zoning Administrator	East Bay Township	zoning@eastbaytwp.org		Yes
Wayne Schoonover	Manager of Engineering	GT Cty Road Commission	wschoonover@gtcrc.org		Yes
Brendan Mullane	Managing Director	Leelanau County RC	bmullane@leelanauroads.org	231-271-3993	Yes
Steve Hannon	Deputy Planning Director	Garfield Township	shannon@garfield-twp.com	231-225-3156	Yes
Leslie Sickterman	Planner	Trverse City	planner@longlaketownship.com	231-946-2249	Yes
Kelly Dunham	Executive Director	BATA	dunhamk@bata.net	231-778-1035	Yes
Zach Cole	City Engineer	Traverse City	zcole@traverscitymi.gov		Yes
Lynette Wolfgang	Clerk	Blair Township	clerk@blairtownship.org	(231) 276-9263	Yes

Traverse Transportation Coordinating Initiative (TTCI)

The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

Thursday, December 14, 2023, at 1:30 pm

1209 S Garfield Avenue Suite C, Traverse City, MI or Via Zoom

DRAFT - TTCI Technical Committee Meeting Minutes

Call to Order

Rob Carson called the meeting to order at 1:30 pm on Thursday, December 14, 2023.

1) Introductions and Roll Call of Voting Members

Roll Call: Voice introduction of membership was accepted as roll call.

Present

Rob Carson (Networks Northwest)
Isha Pithwa (Networks Northwest)
Elizabeth Calcutt (TART Trails Representative TART)
Steve Patmore (Bingham Township)
Bill Clark (BATA)
Chris Forsythe (Grand Traverse County)
Wayne Schoonover (GTCRC)
Derek Weichlein (GTCRC)
Ron Lemcool (Long Lake Township)
John Sych (Garfield Township)
Leslie Sickterman (Traverse City)
Shawn Winter (Traverse City)
Zach Cole (Traverse City)
Luke Walters (MDOT)
Heidi Phaneuf (MDOT)
Daniela Khavajian (MDOT)
Claire Karner (Planner East Bay Township) Voting Member
Jenn Cram (Director of Planning & Zoning) Alternate Voting Member
Lindsey Wolf (Acme Township)

2) October 19th 2023 Technical Committee Notes

Attached to the packet

3) New Business

a. Technical Committee Bylaws

- Rob Carson presented the bylaws that were distributed for review. These bylaws are in-line with the policy board bylaws. There are some recommended revisions in Policy board bylaws which will be revised/discussed/finalized in the December meeting.

- Rob will email a new contact list.
- Rob presented the changes and corrections made in the Technical Committee Bylaws previously and asked if there were any additional.
- Addition or mention of frequency of meetings has not been added as of yet but it is up to the committee as per need.
- Correction requested- Page 1 1st paragraph – 1st line “initiative”, Space addition in Heading, Page 5 – “The presence of a simple majority of the current active voting members (members as defined in Article III, Section 4) OR the presence of three-fifths (3/5) of transportation implementing agencies (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business.” - Structure discussed and left as it is.
- Rob asked if there were any further discussions on Bylaws. None stated
Motion to approve the bylaws as presented made by Ron Lemcool supported by Shawn Winter. Motion carried unanimously

Vote for the approval of the bylaws with the outlined revisions. All Ayes, No Nays.

b. Election of Officers (action required)

Local units of governments and transportation agencies which have been with TTCI prior to the formation of MPO are authorized to serve as an elected officer as per the bylaws. The communities that are eligible are - Acme Township, Charter Township of East Bay, Charter Township of Garfield, Charter Township of Elmwood, Traverse City, Grand Traverse County, Grand Traverse County Road Commission, Leelanau County Road Commission, Bay Area Transportation Authority.

Rob Carson initiated the nomination process for the Chair position of the TTCI Technical Committee.

Ron Lemcool nominated John Sych for the Chair position. There were no other nominations.
Motion to close nominations made by Ron Lemcool and supported by Zach Cole. Motion carried unanimously

Wayne Schoonover nominated Derek Weichlein for the Vice-Chair position. There were no other nominations.

Motion to close nominations made by Wayne Schoonover and supported by Zach Cole. Motion carried unanimously

Zach Cole nominated Shawn Winter for the Secretary position. There were no other nominations.

Motion to close nominations made by Zach Cole and supported by Wayne Schoonover. Motion carried unanimously

Shawn Winter nominated Leslie Sickterman for the Treasurer position. There were no other nominations.

Motion to close nominations made by Shawn Winter and supported Zach Cole. Motion carried unanimously

c. Travel Demand Data Approval, population only at this time (action required)

Daniela K. asked approval from TTCI Technical Committee only for the population counts and Households at this time which are based on Census 2020. The employment counts are still being worked for finalization. Chair John Sych asked for the motion to approve the population and household counts of the Travel Demand Model.

Motion to approve population and household counts made by Jenn Cram and supported by Ron Lemcool. Motion carried unanimously

4) Old Business

a. MPO Next Steps

i. Program Manager Offer via Policy Board approval

The executive committee met earlier in December to conduct interviews for MPO Program Manager Position, following that, there was a recommendation to the Policy Board to extend an offer to the candidate Barry Hicks. The offer was accepted and Barry will start in January.

ii. Policies & Process

The next steps would be moving to policies that are outlined in the Unified Work Program as well as working directly with MDOT Staff on template policies and processes that are captured by other MPOs of the state. Working on different models to get approved by Technical Committee such as data collection management, communications, call for projects for FY 24, development of TIP, Update of UWP sometime in March, and other transportation activities such as Metropolitan Transportation Plan (Formally – Long Range Transportation Plan).

5) Roundtable Updates

- East Bay Township – US 31 Vision and public outreach process
- Traverse City – Update on Veterans Drive to let the project in April.
- Grand Traverse County Road Commission – Dan Watkins as interim manager full time new manager at the GTCRC. Crossing over Boardman River is on hold for now while the needs still exist and waiting on grants and other specifics. GTCRC has wrapped the construction projects for the year while only few signal projects are left which will be continued. Next year looks at less construction projects with Chip-Seal Countywide to preserve the work done. Some of the areas are – Hammond N of South Airport Rd, Frankie Rd, etc.
- Grand Traverse County – GTC has a new strategic plan which is consistent with Goals Countywide. Jan 9 at 9 am GTC will be hosting a study session to talk about community development and Economic development in general.
- BATA – new facility at the parking garage for snow removal
- MDOT – MDOT received 14.4 M federal rural grant for M72-M22 cherry bend rd. This is the first grant received in the north region.
- Acme Township to do Traffic study for development of different types of units.

- Traverse City – Mobility Action plan Draft has been completed and is being reviewed while next is the Draft Master Plan.
- Garfield Township– Draft Master Plan is done and will be shared sometime in spring.
- NN – North Region Active Transportation Plan only left to do GTC community input sessions while other counties in the region were done and working on their summary and write-up. Will be including the Tech committee to get more input for location and time recommendations when the seasonal population kicks back in. Working with MDOT and Elmwood Township on TAP grant for Cherry bend Rd project. RTF meeting updates.
- Metropolitan Transportation Plan (Formally – Long Range Transportation Plan) is in 2024 but only for things such as community engagement etc. but the actual work is anticipated to go in 2025.

6) Member Comments/Discussion of future agenda items

No comments

7) Next Meeting

Thursday February 15, 2024 at 1:30 pm.

8) Meeting Adjourn

Zach Cole made the motion to adjourn the meeting at 2:25.



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The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

TTCI Call for Projects

The Call for Projects (CFP) process is used to select eligible projects for inclusion in the Transportation Improvement Program (TIP), which will be used to prioritize transportation projects within the MPO boundaries. Once a project is selected for inclusion in the TIP, it is considered for engineering and construction. There is not a one-size-fits-all solution for this process, and MDOT allows the MPOs to develop their own process, so long as they comply with federal and state regulations.

Point of Clarification – Long Range Planning

Please note that what was once referred to as the Long Range Plan (LRP) is now referred to as the Metropolitan Transportation Plan (MTP). These terms are used interchangeably by other MPOs and MDOT. FHWA is transitioning the terminology from LRP to MTP going forward.

Project Selection Criteria

MPOs around the state use a range of selection criteria to determine which projects will be selected for inclusion in the TIP. At the base level, project selection needs to follow the “3C” process (continuing, comprehensive, and cooperative), and consider performance measures. Generally, the project selection processes vary drastically statewide, however large MPOs often use a more objective approach, while it is common for small MPOs to utilize a more ad-hoc/subjective approach. Objective project selection often utilizes PASER ratings, performance measures, federal planning factors, regional significance, etc. This is useful when there are a large number of projects being submitted. Ad-hoc approaches are often more discussion oriented, and are better suited to situations where there are fewer projects to weigh against each other. With the Ad-Hoc approach, implementing agencies often do their own form of prioritization by only submitting a couple of their best projects to the MPO.

Since several of the transit agencies are already accustomed to working with the RTF program, it may be best for the TTCI to consider a hybrid approach. This would allow local agencies to select projects for submission for consideration and inclusion in the TIP while providing the TTCI with some guidance for prioritization. Networks Northwest is continuing to work with local road agencies and MDOT to collect data (PASER, culverts, bridges, etc.) and will continue to do so as this process evolves. Moving forward, the data will help in developing objective and measurable performance standards to prioritize eligible projects. It is also worth noting that regardless of which process is developed now, it can be changed as the MPO program progresses.

Additionally, accepting project submissions does not guarantee funding. However, the TTCI will be working on developing an MTP that will look at a 20-year horizon for transportation projects. Therefore, while some projects may not be selected in the immediate future, it is important to recognize that they may eventually need to be addressed.

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Examples

Staff reviewed several MPO applications for the CFP. Below is a brief consolidated summary of how they accept submissions and criteria used to select projects.

Application criteria generally included:

- Goals & Objectives – Most follow some form of the 3C process or similar
- Project Eligibility – Minimum requirements
- Guidance for Applicants – Instructions for filling out the application
- Timeline – Deadlines for submission
- Selection Criteria
 - Some use point systems, others are more subjective; most are a combination of the two
 - Performance measures should be quantitative, measurable, and able to be tracked and reported over time.

Many of the MPOs looked at:

- National Classification – more widely used roads that have a significant impact on local surface transportation, freight movement, or high traffic counts
- Average Daily Traffic (ADT) – counts support prioritization due to high volumes and usage
- Existing Conditions
 - PASER ratings
 - Preventative Maintenance – addresses structural integrity before there are severe problems
 - Other condition ratings (such as bridge and culvert)
- Cost
 - Availability of funding
 - Local Match – jurisdiction has identified funding source(s) for the required match
- Economic Development
 - Projects are in harmony with other plans such as Master Plans, Complete Streets, Water and Sewer plans, or other local planning documents
 - Right of Way (ROW) acquisition – right of way may be needed to address other concerns regarding capacity improvement or safety
- Safety
 - Some regions had an area-wide or region-wide safety plan that identify areas that consider traffic congestion improvement
 - Crash data
- Public Transportation (Buses, trains, airports, etc.)
- Non-motorized Transportation (trails, transportation alternatives)
- Operational Improvements – equipment that supports traffic control
- Definitions – defines acronyms and terminology

Below are the links to the CFP project application packets that were reviewed. These packets were provided to Networks Northwest by MDOT:

- [Kalamazoo Transportation Study \(Kalamazoo\)](#)
- [Grand Valley Metro Council \(Grand Rapids\)](#)
- [Tri-County Regional Planning Commission \(Lansing\)](#)
- [Genesee County Metropolitan Planning Commission \(Flint\)](#)

TRAVERSE TRANSPORTATION COORDINATING
INITIATIVE (TTCI)
TECHNICAL COMMITTEE BYLAWS

ARTICLE I. NAME OF COMMITTEE

The name of the committee shall be the Traverse Transportation Coordinating Initiative Technical Committee, a sub-committee organized and appointed as an advisory body to the TTCI Policy Board formed as an Inter-municipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI TECH.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI TECH is established to provide a coordinated advisory body to the TTCI Policy Board. TTCI TECH shall advise on the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City-Garfield Urbanized Area. TTCI TECH shall constitute the forum for a cooperative transportation advisory committee, comprised of professional staff of the general purpose local governments and representatives of transportation based agencies who are eligible members of the TTCI Policy Board as defined within “**THE AGREEMENT**”, which is outlined in Article III. Other ancillary organizations referred to as non-eligible members are invited to participate in the TTCI TECH meetings and processes as non-voting advisors.

Section 2. Responsibility. TTCI TECH shall advise on the development of transportation plans and programs for the Greater Traverse Area, in coordination with local, county, regional, and state plans and programs. The Traverse City-Garfield Urbanized Area is defined by the US Census Bureau. The Metropolitan Planning Area (MPA) of TTCI shall encompass the local civil divisions of the City of Traverse City, the Charter Townships of Garfield, Elmwood, East Bay, Long Lake and the General Law Townships of Acme, Peninsula, Blair, Bingham, Green Lake and Whitewater.

Section 3. Objectives.

- a) Advise on a transportation planning process and improvement plan for the Metropolitan Planning Area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Advise on system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Advise for Integration and coordination of transportation plans and programs with existing and future plans and programs within the region, as defined by the State of Michigan, and the Michigan Department of Transportation.
- d) Advise and recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Advise for the maintenance and continuously updated pertinent

- information about the area's transportation systems.
- f) Advise and assist local and state implementation agencies in developing transportation projects. Collaborate with local, regional, state, and federal transportation planning agencies in developing transportation plans and projects.
 - g) Advise for the operation of the urbanized area transportation planning program in a responsible and efficient manner.
 - h) Support and encourage public involvement in TTCI's transportation planning activities.
 - i) Support the solicitation and acceptance of appropriate gifts and grants which will assist in the accomplishment of TTCI objectives.

ARTICLE III. MEMBERSHIP

Section 1. General. Voting membership shall consist of the municipalities and entities which are listed in Section 4 and which execute the “*Traverse Transportation Coordinating Initiative (TTCI) Intergovernmental Agreement for Participants of Metropolitan Planning Organization*” hereafter referred to as **“THE AGREEMENT”**. Each eligible voting member shall be entitled to a single vote on the TTCI TECH. A primary and alternate representative shall be appointed to TTCI TECH as hereinafter provided. All affairs of TTCI TECH shall be directed by the TTCI Policy Board, with staffing to TTCI TECH served by Networks Northwest. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall have voting privileges stricken until such time as the sponsoring agency is in good standing from the delinquencies outlined above.

Section 2. New Voting Members. New voting members may be added to TTCI TECH following the procedures outlined in **THE AGREEMENT** Article XI, for the addition of eligible entities to the TTCI Policy Board, with appointment to TTCI TECH as outlined within these bylaws.

Section 3. Withdrawal of Members. Any eligible entity which withdraws from the TTCI Policy Board shall have its voting membership withdrawn from the TTCI TECH.

Section 4. Voting Members. Voting members shall consist of one member from each of the following:

- City of Traverse City (G.T. County)
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau County)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Bingham Township (Leelanau County)
- Blair Township (G.T. County)
- Peninsula Township (G.T. County)
- Green Lake Township (G.T. County)
- Charter Township of Long Lake (G.T. County)

Grand Traverse County Board of Commissioners
Leelanau County Board of Commissioners
Leelanau County Road Commission
Grand Traverse County Road Commission
Michigan Department of Transportation
Bay Area Transportation Authority

Section 5. Designation of Voting Member Representatives and Alternates.

Membership on the TTCI TECH shall consist of one (1) individual from each participating eligible entity, whom is designated by the respective entities governing body to serve as their representative.

Representatives may be professional staff, members of the governing board, executive staff or their designee. Eligible entities shall appoint one (1) primary member to the TTCI TECH and shall appoint a second alternate member to attend in the primary member's absence. Designations shall be made by each participating eligible entity at their last meeting prior to the end of the TTCI Fiscal Year and as otherwise outlined for replacement. Designations shall be made in writing and by name provide a primary and alternative representative. Designations shall occur for each participating entity that have executed approval of this agreement, and shall include a representative from the Michigan Department of Transportation and the Federal Highway Administration as necessary.

Section 6. Non-Voting Members.

Non-Voting Membership is extended to any organization which utilizes, is impacted by, advocates for or against, or otherwise is integrated into the processes or outcomes of the TTCI MPO. There is no cap on participation of non-voting members.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI TECH shall have an executive committee of officers to consist of a Chairperson, a Vice- Chairperson, a Secretary, and a Treasurer. TTCI TECH executive committee members shall be eligible voting members and shall have served on TTCI TECH for a minimum of one (1) year in order to be elected to the executive committee. The four-member TTCI TECH Executive Committee shall have at least one representative from the City, County or Township, plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the TTCI TECH meeting agenda, preside at all meetings, and perform such other duties as may be delegated by the TTCI Policy Board. The Chairperson shall have the full right to propose motions and vote on all motions and resolutions. The Chairperson shall be an ex-officio member on all sub-committees of TTCI TECH.

Section 3. Duties of the Vice-Chairperson. The Vice-Chairperson shall preside at meetings in the absence of the Chairperson and perform such other duties as may be delegated by the Chairperson or the Board.

Section 4. Duties of the Secretary. The Secretary shall keep a record of all meetings of the TTCI TECH; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI TECH of all meetings; and provide agendas for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI TECH, provide periodic financial reports to the TTCI TECH, and generally perform the traditional duties of this office.

Section 6. Delegation of Duties. The duties of the Secretary and/or Treasurer may be delegated to the TTCI Professional Staff assigned from Networks Northwest, or another appropriate individual. The secretarial and financial duties may be delegated separately or together and may be delegated to different individuals.

Section 7. Nomination of Officers. The Chairperson shall call for the nomination of officers at the first meeting of the Fiscal Year or as soon as possible thereafter. Nominations for all officers may be presented from the floor with the consent of the nominee.

Section 8. Election of Officers. Election of officers of the TTCI shall be at the first meeting of each Fiscal Year or as soon as possible thereafter.

Section 9. Terms of Office. The terms of office shall be for the Fiscal Year in which the officer is elected or until a successor is elected.

Section 10. Vacancy of Office. If a vacancy occurs in any office during the year, the TTCI TECH may fill the vacancy at any regular meeting by a simple majority vote of those eligible voting representatives present. Appointments made to fill vacancies shall fill the remaining term of the vacancy.

ARTICLE V. STAFFING

Section 1. Personnel. The TTCI Policy Board contracts with Networks Northwest to coordinate and conduct administration and staffing relating to its purpose, responsibilities and objectives. Personnel assigned to TTCI will adhere to a staffing plan approved by the Policy Board, which includes staffing support for TTCI TECH.

Section 2. Other Agencies. TTCI TECH with the TTCI Policy Board approval may enter into agreements with other public and private agencies, including consultants, for all types of surveys and studies relating to its purpose, responsibilities and objectives. Such surveys and studies shall be identified and described in the annual Unified Work Program.

ARTICLE VI. SUBCOMMITTEES/SPECIAL TOPIC GROUPS/TASK FORCES

Section 1. Establishing Subcommittees, Special Topic Groups, and Task Forces. TTCI TECH as supported and not in conflict with the TTCI Policy, may establish subcommittees, special topic groups and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives, or to address specific functional areas or individual issues as deemed appropriate.

ARTICLE VII. MEETINGS AND AGENDAS

Section 1. Regular Meetings. The schedule of regular meetings of the TTCI TECH shall be established at the first meeting of the fiscal year of the TTCI Policy Board. These meetings shall take place at a time and location established by the TTCI TECH.

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the TTCI TECH, or upon written request to the Chairperson by three (3) or more TTCI TECH members. Special meeting shall be noticed at least 18 hours prior to the Special Meeting.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Committee; all attempts shall be made to accommodate meeting substitutions when the fiscal year calendar of meetings is set. A cancellation or change in the date of a scheduled meeting shall be communicated to the representatives as promptly as possible.

Section 4. Open Meetings. All Board meetings shall be open to the public and shall be held in conformance with Act 267 of the Public Acts of Michigan of 1976, as amended, known as the "Open Meetings Act."

Section 5. Notices of Meetings. Notices of all regular meetings, including agenda, shall be provided to the Committee members and posted to the general public no later than five (5) days prior to the meeting.

Section 6. Agendas. An agenda shall be provided to Committee members no later than five (5) days prior to all regular meetings. Where practical, an agenda will also be emailed for special meetings. The Chairperson has the responsibility of determining the agenda.

ARTICLE VIII. RULES

Section 1. General. Except where specific rules and procedures are set forth herein, Robert's Rules of Order shall govern all meetings.

Section 2. Quorum. A quorum shall be required before any formal action can be taken on agenda items. The presence of a simple majority of the current active voting members (members as defined in Article III, Section 4) OR the presence of three-fifths (3/5) of transportation implementing agencies (Bay Area Transportation Authority, City of Traverse City, Grand Traverse County Road Commission, Leelanau County Road Commission, Michigan Department of Transportation) and two (2) municipalities shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose eligible entity membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated within these

bylaws, formal adoption of a motion or resolution or other action shall be with the assent of a simple majority of the assigned votes of those representatives at the meeting, with at least a quorum present.

ARTICLE IX. UNIFIED WORK PLAN,

Section 1. Unified Work Plan. TTCI shall undertake the development of an annual Unified Work Plan (UWP) in accordance with the requirements of State and Federal Agencies. The TTCI TECH shall work with staff as directed by the TTCI Policy Board to develop the UWP. TTCI TECH shall recommend approval of the DRAFT UWP to the TTCI Policy Board, and TTCI Policy Board Members shall review, provide comments and adopt the UWP at their discretion.

Section 2. Fiscal Year. The fiscal year shall start October 1 and end September 30.

Section 3. Code of Conduct. The TTCI TECH shall follow the TTCI Policy Board written Code of Conduct which shall govern the participation of its members, officers, agents and employees engaged in the award and administration of all contracts

ARTICLE X. AMENDMENTS

Section 1. Procedure of Amendment. These Bylaws may be altered, amended or replaced at any regular or special meeting of the TTCI TECH by at least two-thirds vote of the representatives of the voting members, each having one (1) vote for the purpose of Bylaw amendment. A copy of the proposed changes shall be filed with the Secretary at least ten (10) days prior to the meeting where such action is proposed to be taken, and the secretary shall send a copy of the proposed change to each representative along with written notice of the time and place of such meeting. The Secretary shall also ensure that representatives receive their notices at least five (5) days prior to such meeting.

Section 2. Continuation and/or Conflict. The Bylaws will remain in full force and effect until such time as amendments are made and approved or until it may be determined the Bylaws are found to be in conflict with the laws or regulations of the State of Michigan or the United States of America.

Approved by the TTCI Technical Committee on 12/14/2023