



600 E Front Street, Suite 104, PO Box 506
Traverse City MI 49685-0506
(231) 929-5000 • 1-800-692-7774 • FAX (231) 929-5012
traversetransportation.org



A program of

**Networks
Northwest**

Talent / Business / Community

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 Board AGENDA Tuesday, May 15, 10:00am

Michigan Works! NWNW Conference Room

1209 S. Garfield, Traverse City

Call Meeting to Order

- A. Roll Call**
- B. Approval of the Agenda**
- C. Conflict of Interest**
- D. Public Comments**
- E. Consent Calendar** (The purpose of the Consent Calendar is to expedite *business* by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If any item is not removed from the Consent Calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the Consent Calendar):
 - a. TTCI January Board Minutes
 - b. TTCI February Technical Committee Minutes
 - c. TTCI April Technical Committee Minutes
- F. FY 2018 Work Plan**
 - a. MDOT Work program
 - i. TIP update
 - ii. Multimodal facility inventory
 - GTMFA, logistics community
 - b. TTCI Local Work program
 - i. Master Street Plan update
- G. New Business**
 - a. Recap of the March, 2018 TTCI public information event
 - b. Proposed By-laws change (**action requested**)
 - c. East/West transportation study update (GTCRC consultants)
- H. Transportation Implementing Agency Updates**
 - a. City of Traverse City
 - b. MDOT
 - c. BATA
 - d. Grand Traverse County Road Commission
 - e. Leelanau County Road Commission
- I. Board Members Comments / Discussion of future agenda**
- J. Public Comments**
- K. Adjourn**

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.

Tuesday, January 30, 2018

Draft - MEETING MINUTES - Draft

Call to Order

J. Carruthers, Chair TTCI, called the meeting to order at 10:00 a.m. on Tuesday, January 30, 2018, at the Northwest Michigan Works! conference room.

Roll Call

J. Carruthers said there was a quorum.

Board Present: Jim Carruthers (Traverse City); Jim Cook, (GT County Road Commission); Kelly Dunham, (Bay Area Transit Authority); Chuck Korn (Garfield Township); Tom Mair (GT County Board of Commissioners); Jeff Shaw, (Elmwood Township) Dan Wagener (Leelanau Road Commission); Jay Zollinger (Acme Township); alternate East Bay Township: Rick Brown.

Board Absent: Beth Friend, (East Bay Township); Patty O'Donnell (MDOT).

Others present: Mike Woods, Denise Culman, Tom Slater.

Agenda:

J. Carruthers asked if there needed to be any changes to the agenda. After hearing none he asked for a motion to accept the agenda as presented.

*Motion by J. Zollinger, support by J. Cook to approve the agenda presented.
Motion carried.*

Conflict of Interest

No conflict indicated.

Public Comment

No public comment.

Consent Calendar

J. Carruthers asked if there were any questions on the Consent Calendar, or anything that needed to be removed. No comments were made, so he asked for approval of the Consent Calendar.

- a. TTCI September Board Minutes
- b. TTCI October Technical Committee Minutes
- c. TTCI November Executive Committee Minutes
- d. TTCI November Board Minutes
- e. TTCI December Technical Committee Minutes
- f. TTCI January Executive Committee Minutes

*Motion by D. Wagner, support by J. Zollinger to approve the Consent Calendar.
Motion carried.*

FY 2018 Work Plan

- a. MDOT Work Program
 - i. TIP update
 - M.Woods stated that the mechanism for using federal funds for federal-aid eligible projects within the urbanized area, MDOT's Small Urban program, will be programming for 2021 – 2023, next year.
 - ii. Title VI plan update
 - M.Woods stated that maps and required federal language will be included in the Plan, and would also like to include local examples from implementing agencies that have existing required Title VI plans.
- b. Local Work program
 - i. Access Management Assessment (**action requested**)
 - Jay Zollinger mentioned that there was inconsistency with the design of the crash data graphs. M. Woods assured the Board this would be addressed in the final draft.

Motion by T. Mair, support by J. Shaw to approve the Traverse Transportation Coordinating Initiative (TTCI) Access Management Assessment on the . Motion carried.
 - ii. Master Street Plan
 - M.Woods is collecting data to establish a map that highlights current land use and developable vs. undevelopable land.

New Business

- a. 2017 PASER results presentation (M. Woods)
 - The data results for the surface condition assessment of all federal aid roads within the 10 County Networks Northwest region was presented and can be downloaded on the TTCI website.
- b. 2018 Transportation event discussion
 - M.Woods would like to encourage municipalities within the TTCI to present on any new projects that are located near, on and affect major east/west corridors.
 - M.Woods have received commitments from implementing agencies to present.

Transportation Implementing Agency Updates

- a. City of Traverse City
 - Projects scheduled for 2019 include improvements on 8th St., Barlow and Cass.
- b. MDOT
 - Not Present
- c. BATA
 - Planning for the Bayline route which will serve passengers between downtown and the beach resorts in East Bay Twp. The presentation for the route is located on the TTCI website.
- d. Grand Traverse County Road Commission
 - Developing standards for bus stop locations, will be discussing data collection via drone technology and projects for 2018 include widening Cass south of South Airport Rd. to include a turning lane

- e. Leelanau County Road Commission
 - Maintenance schedule for 2018 countywide projects include a large amount of sealcoats that also involve wedging and crack seal.

Board Members Comments/Discussion of future agenda

- M.Woods reminded the Board that the next scheduled Board meeting date of 3/20 will instead be used for the Public transportation information event at the Grand Traverse County building – 2nd floor training room.

Public Comments

- John Nelson would like to see elements of smart growth as outlined in the Grand Vision incorporated into future implementation decision making as well as strategies and plans.

Adjourn

No further business was brought forth. J. Carruthers adjourned the meeting at 11:15 a.m.

NEXT SCHEDULED MEETING: Tuesday, March 20, 2018 – Transportation event not a board meeting.

Respectfully submitted,

Denise Culman

Denise Culman

Traverse Transportation Coordinating Initiative (TTCI)

#	Attendance ✓	First	Last	Sponsoring Agency	Roll Call Vote agenda #	Roll Call Vote agenda #	Roll Call Vote agenda #
1	✓	Jim	Carruthers	Traverse City			
2	✓	Jim	Cook	GT County Road Commission			
3	✓	Kelly	Dunham	BATA			
4	✓	Chuck	Korn	Garfield Township			
5	✓	Tom	Mair	GT County Board of Commissioners			
6	excused	Beth	Friend	East Bay Township			
7		Patty	O'Donnell	MDOT			
8	✓	Jeff	Shaw	Elmwood Township			
9	✓	Dan	Wagner	Leelanau Road Commission			
10	✓	Jay	Zollinger	Acme Township			
				Alternate			
1		Richard	Lewis	Traverse City			
2		Jim	Johnson	Grand Traverse Road Commission			
3		Rick	Liptak	MDOT			
4	✓	Rick	Brown	East Bay Township			
				Others			
1	✓	Mike	Woods	Networks Northwest			
2	✓	Denise	Culman	Networks Northwest			
3	✓	Tom	Slater	Videographer			
4							
5							
6							
7							
8							
9							
10							

TTCI By-Laws approved August 18, 2015

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) shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

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

- | | |
|--|--|
| City of Traverse City | Charter Township of Garfield (G.T. County) |
| Charter Township of Elmwood (Leelanau Co.) | Charter Township of East Bay (G.T. County) |
| Acme Township (G.T. County) | Grand Traverse County Board of Commissioners |
| Leelanau County Road Commission | Grand Traverse County Road Commission |
| Michigan Department of Transportation | Bay Area Transportation Authority |

Date: January 30, 2018



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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 Meeting Minutes
Thursday February 15, 2018 1:30pm
BATA Transfer Station
115 Hall St., Traverse City, MI 49684

- 1) Roll Call
 - Meeting called to order at 1:34pm
- 2) Approval of Agenda/Meeting Minutes
 - Motion by Tyler Bevier to insert a BATA presentation as Item 3. Support: Sarah Kopriva – motion passes
- 3) BATA presentation
 - Buses every 12-15 minutes
 - Service from 6AM – 1AM daily
 - Starting in June 2018
 - East-West Connection, Hotel District, NMC – Downtown, Munson, Commons, Meijer
- 4) FY 2018 Work Programs
 - a) MDOT
 - i) Data analysis (**action requested**)
 - o Motion by Sara Kopriva to approve the updated regional business/employment list and include into MDOT's regional transportation model. Support, Erik Perdonik – motion passes
 - ii) Title VI plan
 - Individual agency best practices
 - o M. Woods stated that he's like to include, where available, language from individual agencies within the TTCI in order to customize the Title VI plan to the region.
 - o The majority of committee members stated that their agency does not employ policy that would use Title VI plan language
 - o Tyler Bevier, BATA mentioned that BATA may have language that could be included into the TTCI's Title VI plan
 - iii) Multi-modal infrastructure and facility inventory
 - Commercial freight
 - o The committee wanted to know what constituted as "long haul" or "commercial" including e-fulfillment services or Meijer? M. Woods will confirm
 - o Sara Kopriva recommended contacting municipal accessors or equalization for data
 - b) TTCI
 - i) Master Street Plan site selection
 - (1) Developable land
 - (2) Proximity to primary roads
 - (3) Identified in Master Plans
 - See attached scope and action steps



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- 5) 2018 TTCI public input event
 - Implementation agency presentations
 - Planner presentations
 - o M.Woods encouraged Planners to present on any projects that would have a regional impact. Garfield Twp. expressed interest in presenting.
- 6) Member Comments/Discussion of future agenda items
 - NA
- 7) Adjourn
 - Motion by Sara Kopriva to adjourn at 3:04pm; Support, Erik Perdonik – motion passes



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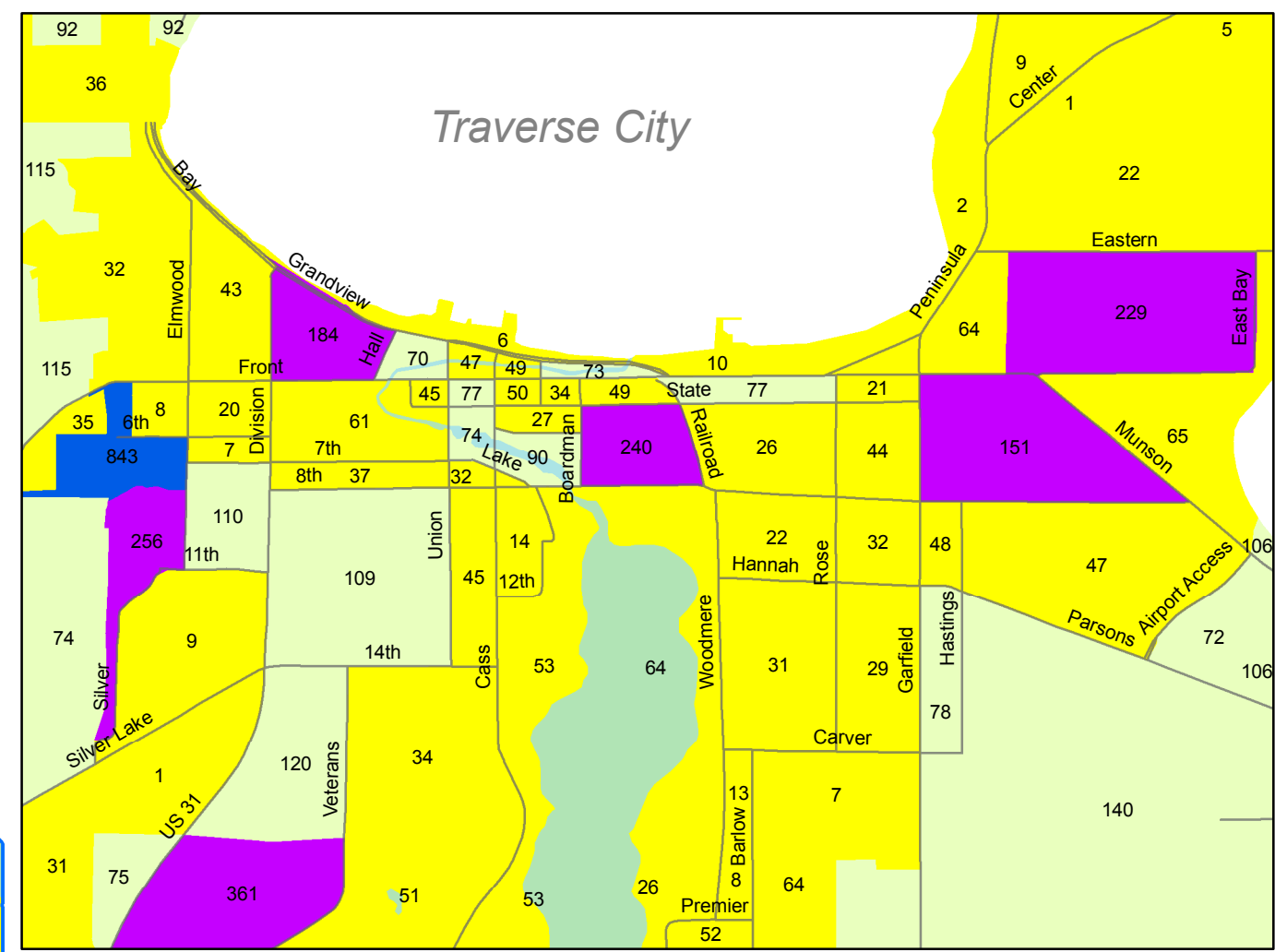
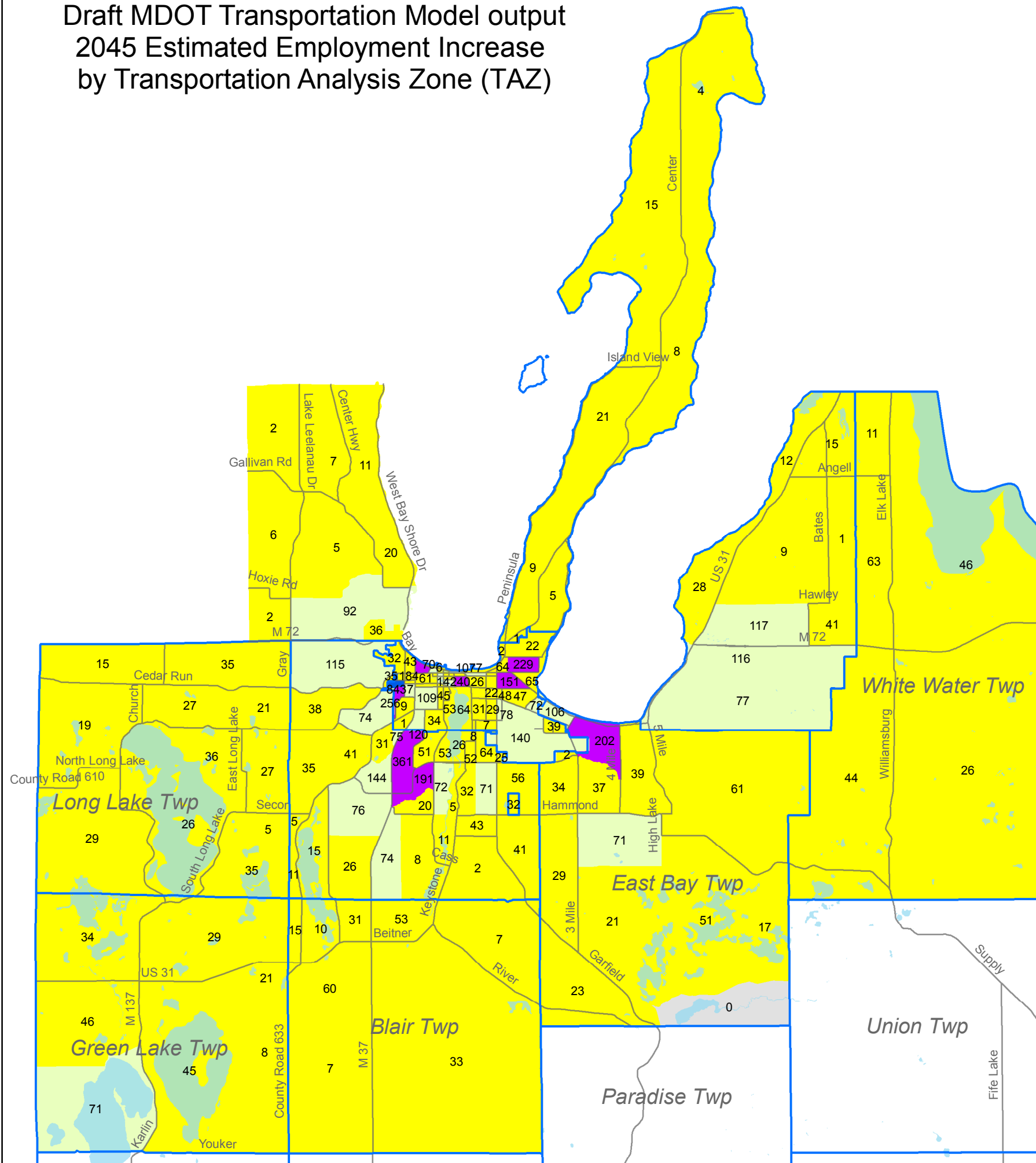


The mission of the Traverse Transportation Coordinating Initiative (TTCI) is to provide coordinated leadership and direction for the development and conduct of the continuing, cooperative & comprehensive transportation planning process for the Traverse City urban area.

TTCI Technical Committee Meeting Minutes
Thursday April 19, 2018 1:30pm
Garfield Twp.
3848 Veterans Drive
Traverse City, MI 49684

- 1) Roll Call
 - See attached attendance sheet
- 2) Approval of Agenda/Meeting Minutes
 - Motion by Shawn Winters to approve as presented; Support: Rick Brown – motion passes
- 3) FY 2018 Work Program updates
 - a) MDOT
 - i) Socioeconomic Data Outputs - attached (**action requested**)
 - o Rob Maffeo, MDOT stated that a REMI model developed by University of Michigan was used to calculate the model outputs. A copy of the output process will be sent to the committee.
 - o There were questions on the projected numbers and how they were represented in individual TAZ. The tech committee wanted to ensure the numbers accurately reflected the geography.
 - o Joe Slonecki, GTCRC stressed the importance of reviewing and providing updates to the model outputs in order for the GTCRC to use this data for the E/W corridor study.
 - o M. Woods suggested to delay on a formal acceptance of the model outputs until the June meeting in order to ensure the accuracy of the outputs per municipality, however the updated outputs could be submitted ASAP in order for the GTCRC to advance on the corridor study.
 - ii) Title VI plan
 - o 2016 ACS data will be used to highlight the geographic distribution of socioeconomic data
 - iii) Multi-modal infrastructure and facility inventory
 - o M.Woods suggested incorporating input from the manufacturing community that relies on regular long haul trucking to provide input in the road system. Will include this as a discussion point at the next TTCI Board meeting.
 - b) TTCI
 - i) Master Street Plan update
 - o Updated geographic land use files have been received in order to determine developable vs. undevelopable land
 - o Rick Brown, East Bay mentioned that there may be future development on 28 acres of land on the southeast corner of Townline & Hammond, which may serve as an example of a build-out analysis in the Plan.
 - o Sarah Kopriva, Elmwood mentioned that M-72 and Bugai may be experiencing future development, although it is located outside the urban boundary
 - o Shawn Winter, Acme mentioned that there will be 18 development units by acre which will be mixed use.
- 4) Member Comments/Discussion of future agenda items
 - NA
- 5) Adjourn
 - 3:06 pm

Draft MDOT Transportation Model output 2045 Estimated Employment Increase by Transportation Analysis Zone (TAZ)

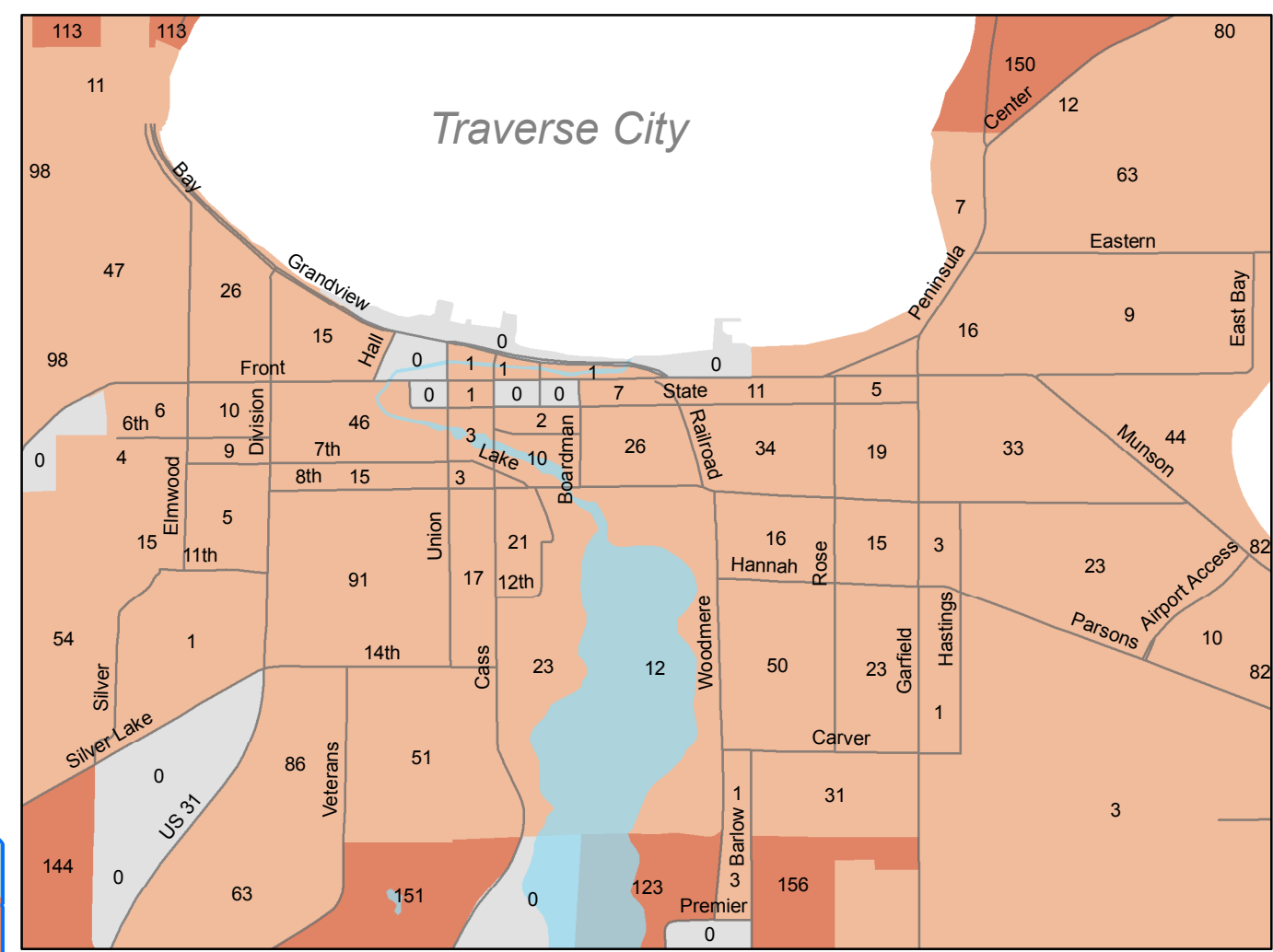
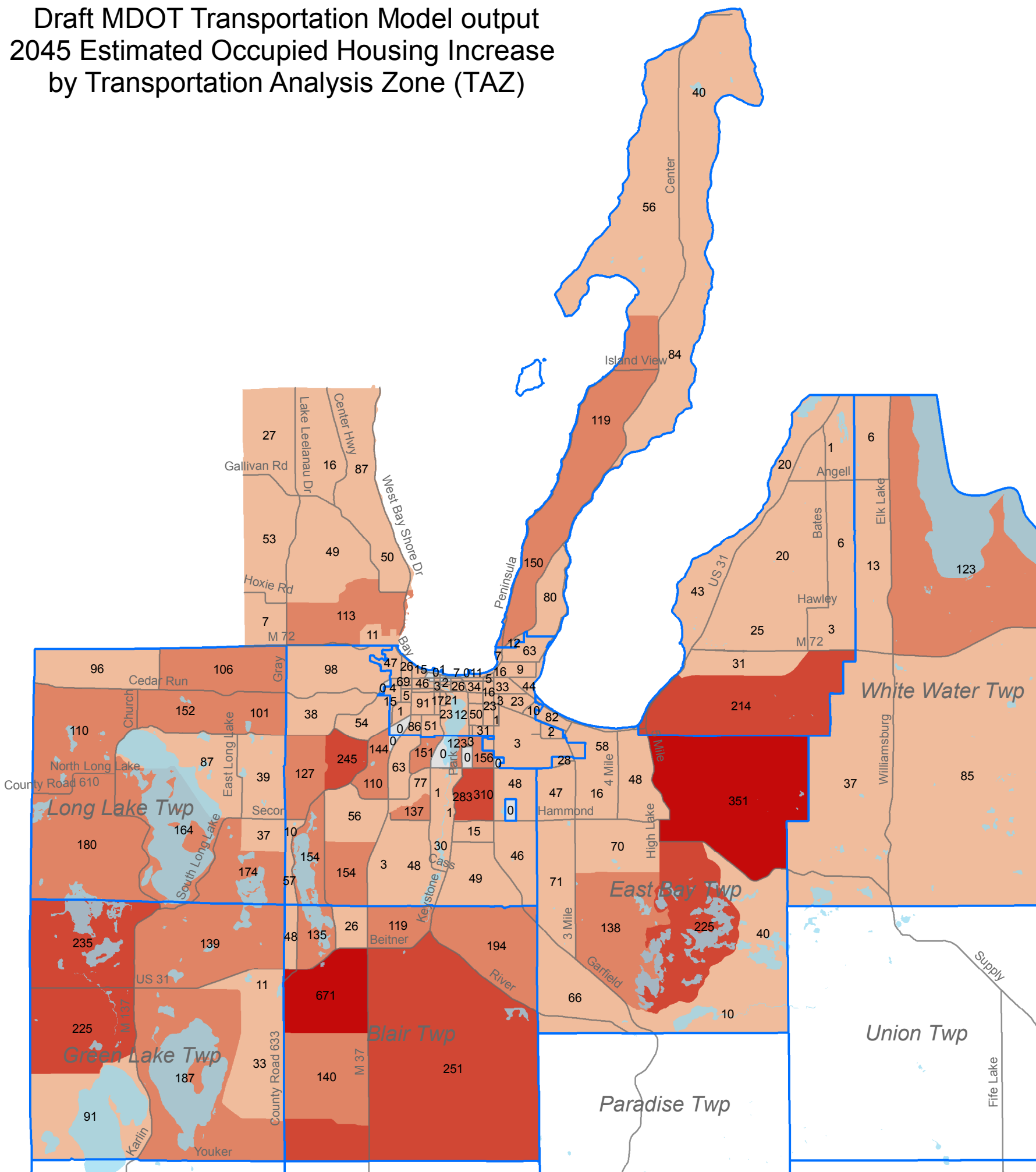


2045 Emp Estimates

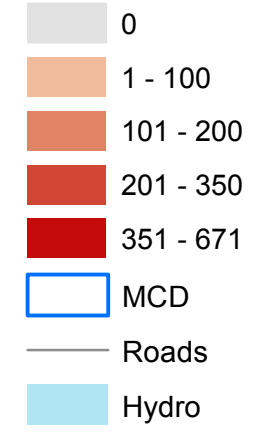
- 0
- 1 - 65
- 66 - 150
- 151 - 365
- 366 - 843
- MCD
- Roads
- Hydro



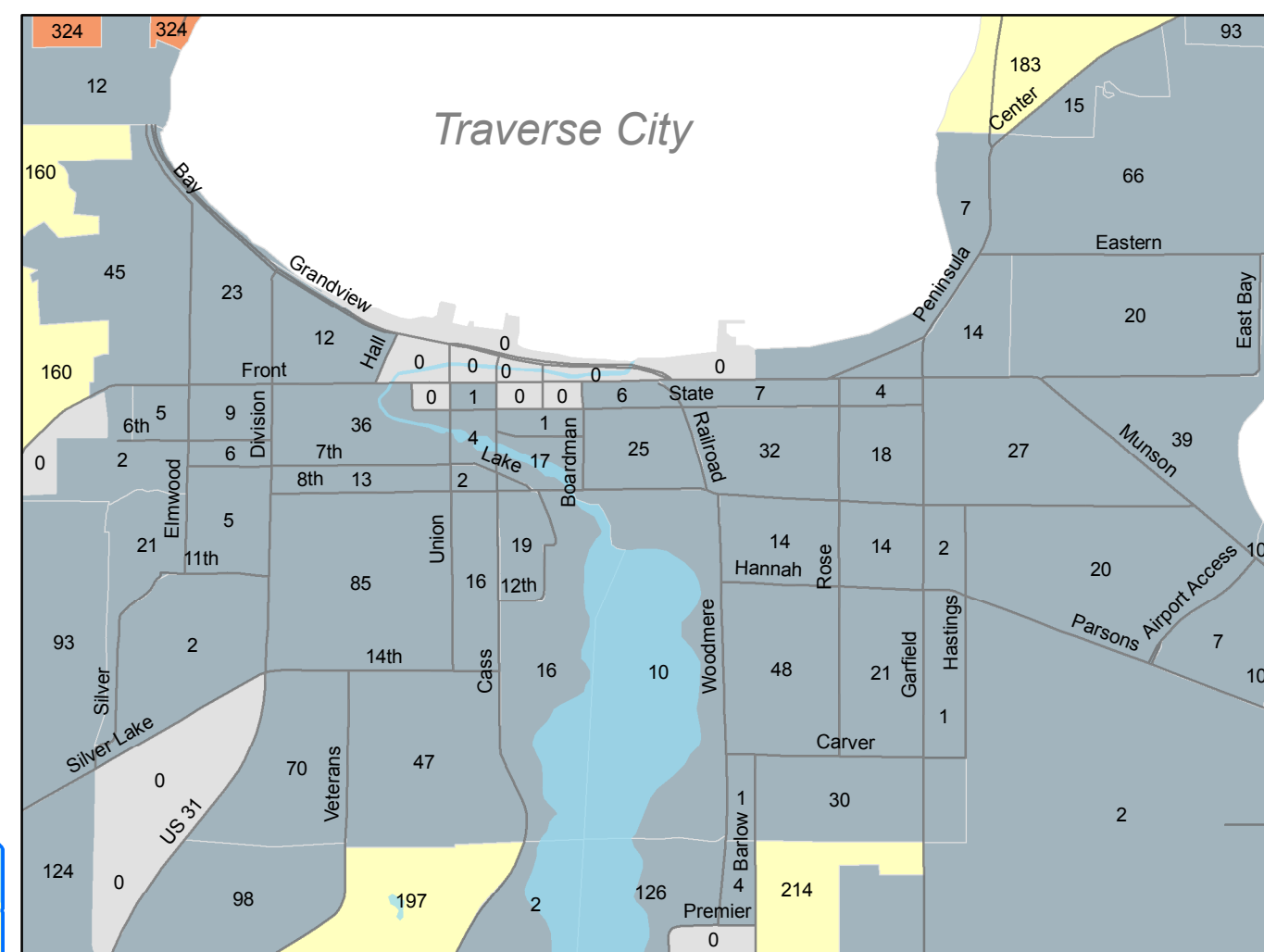
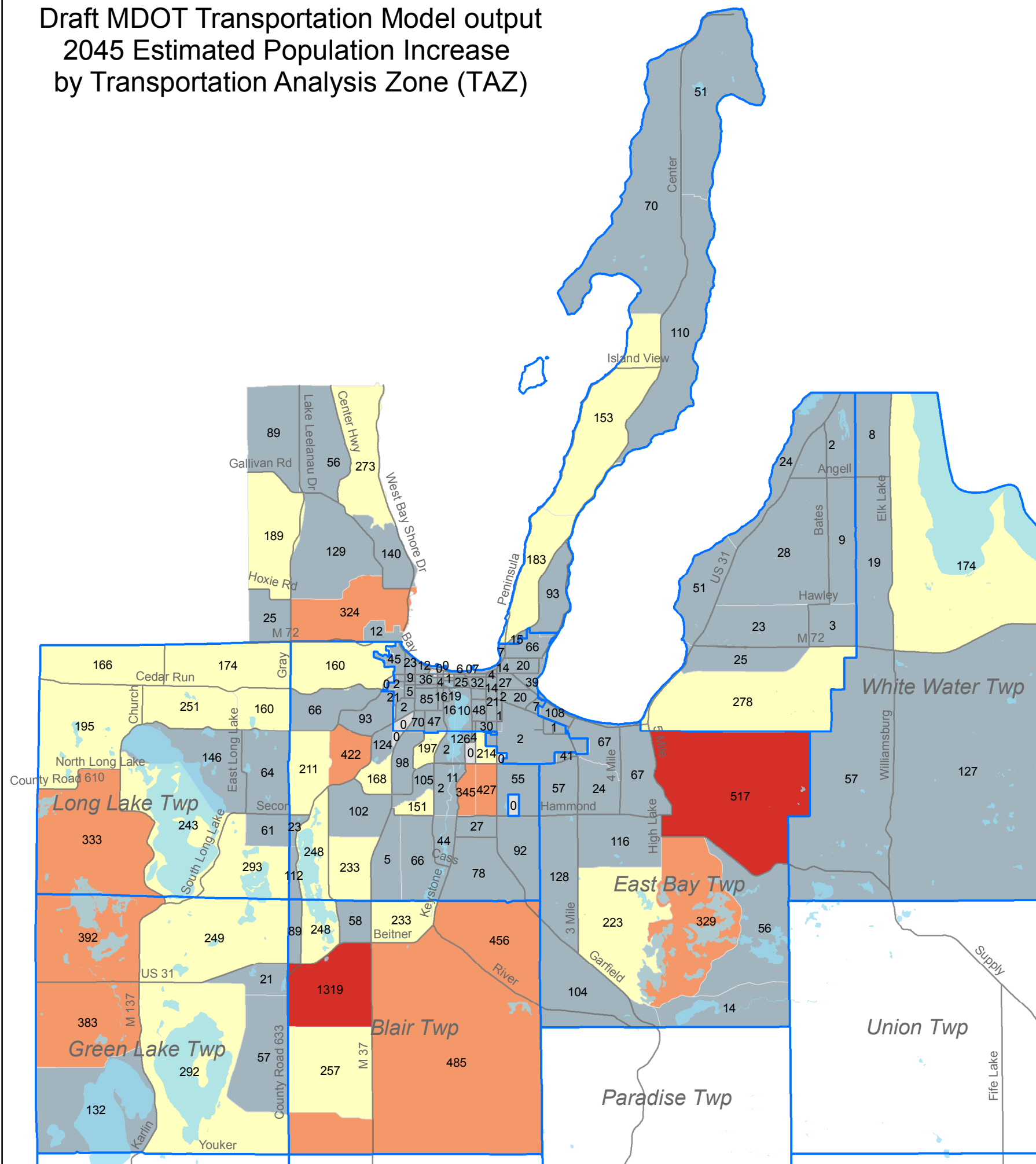
Draft MDOT Transportation Model output 2045 Estimated Occupied Housing Increase by Transportation Analysis Zone (TAZ)



Occupied Housing Increase



Draft MDOT Transportation Model output 2045 Estimated Population Increase by Transportation Analysis Zone (TAZ)



Pop Increase

- 0
- 1 - 150
- 151 - 300
- 301 - 500
- 501 - 1,319
- MCD
- Roads
- Hydro



TTCI
Traverse Transportation
Coordinating Initiative

TRAVERSE TRANSPORTATION COORDINATING INITIATIVE
(TTCI)
BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the organization shall be the TRAVERSE CITY AREA TRANSPORTATION AND LAND USE STUDY, an Intermunicipality Committee established under Act 200 of 1957 of the Public Acts of Michigan, and shall be hereinafter referred to as the TTCI.

ARTICLE II PURPOSE AND RESPONSIBILITY

Section 1. Purpose. TTCI is established to provide coordinated leadership and direction for the development and conduct of a continuing, cooperative, and comprehensive transportation planning process in the Traverse City Urbanized Area. As a program of Networks Northwest, TTCI shall constitute the forum for cooperative transportation decision-making by principal elected officials of general purpose local governments and representatives of transportation based agencies to develop Traverse City Urbanized Area multi-modal transportation plans and programs.

Section 2. Responsibility. TTCI shall develop transportation plans and programs for the Traverse City area, in coordination with local, county, regional, and state plans and programs. The Traverse City Urbanized Area is defined as the geographic area including the City of Traverse City, the Charter Townships of Garfield, Elmwood and East Bay and the General Law Township of, Acme

Section 3. Objectives.

- a) Maintain a transportation planning process and improvement plan for the Traverse City area which meets Federal and State requirements and ensures the area's eligibility for capital and operating funds.
- b) Pursue, develop and maintain system and subsystem plans and programs for the various modes of transportation which use the area's major streets, roads and highways.
- c) Integrate and coordinate 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) Recommend transportation programs and projects which are consistent with the general transportation goals of the community and its transportation based agencies,
- e) Maintain continuously updated pertinent information about the area's transportation systems.
- f) Assist local and state implementation agencies in developing transportation projects.
- g) Collaborate with local, regional, state, and federal transportation planning agencies in developing transportation plans and projects.

- h) Operate the urbanized area transportation planning program in a responsible and efficient manner.
- i) Provide for and encourage public involvement in TTCI's transportation planning activities.
- j) Solicit and accept 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 Memorandum of Understanding. Each member shall be entitled to representation on the Board of Directors as hereinafter provided. With administrative and staffing assistance from Networks Northwest or other 3rd party as determined by the Board, all affairs of TTCI shall be managed by the Board. Voting members whose sponsoring agency becomes delinquent in any cost assessments, matching funds or other financial obligations to TTCI, shall be subject to review by the TTCI Board of Directors

Section 2. New Members. New members may be added to the Board according to the following procedures. Voting members may be added to the Board upon approval of the majority of the representatives present at any meeting where such membership is proposed. The addition of a voting member to the Board constitutes a change in the Bylaws and the appropriate procedure to change must be followed.

Section 3. Withdrawal of Membership. Any member may terminate its membership by providing written notice to the Secretary. The financial obligations of this member (if any) shall cease at the end of the fiscal year of the local government or transportation agency in which the notice is received except as otherwise provided and subject to paragraph 5 of the TTCI Memorandum of Understanding Agreement.

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

- City of Traverse City
- Charter Township of Garfield (G.T. County)
- Charter Township of Elmwood (Leelanau Co.)
- Charter Township of East Bay (G.T. County)
- Acme Township (G.T. County)
- Grand Traverse 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 Representatives and Alternates. Governmental units, agencies and organizations which are members shall designate in writing

and by name, its representative(s) and alternate(s) to the Board. Representatives from cities, counties, and townships must be elected officials and must include the chief elected official or his/her duly appointed representative. Representatives from other units of government, agencies, and organizations, and alternates for all representatives may be any official associated with that unit, agency or organization. A list of alternative representatives shall be maintained and kept current by the Secretary. Alternates of voting representatives shall only be eligible to vote in the absence of that representative; however, alternates are encouraged to attend all meetings. If neither the representative nor alternate is able to attend a meeting, the unit of government, agency or organization may designate, a special alternate representative for that specific meeting.

ARTICLE IV. OFFICERS

Section 1. General. The TTCI Executive Board shall consist of the Chairperson, a Vice-Chairperson, a Secretary, and a Treasurer. Board of Directors members are eligible to be elected to the Executive Board once they have served on the Board of Directors for a minimum of one year. The four-member Executive Board shall have at least one elected City, County or Township plus one representative of a Transportation Agency.

Section 2. Duties of the Chairperson. The Chairperson shall set the Board of Directors meeting agenda, preside at all meetings, appoint such committees as shall be deemed necessary, appoint standing committees with the approval of the TTCI, and perform such other duties as may be delegated by the TTCI. 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 committees.

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; keep a record of all plans, programs, and other material brought before the Committee; notify the TTCI of all meetings; and provide agenda for all meetings.

Section 5. Duties of the Treasurer. The Treasurer shall keep a record of all financial transactions of the TTCI, provide periodic financial reports to the TTCI, 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 Director Technical Staff Administrator, another staff member, 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 at the November meeting (or as soon as possible thereafter) appoint a Nominating Committee to present nominations for the offices of Chairperson, Vice-Chairperson, Secretary and Treasurer at the December meeting (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 calendar year or as soon as possible thereafter.

Section 9. Terms of Office. The terms of office shall be for one calendar year or until a successor is elected.

Section 10. Vacancy of Office. If a vacancy occurs in any office during the year, the TTCI Board of Directors may fill the vacancy at any regular meeting by a simple majority vote of those representatives present.

ARTICLE V. STAFFING

Section 1. Personnel. The Board contracts with Networks Northwest or other 3rd party as determined by the Board 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 Board of Directors.

Section 2. Other Agencies. The Board 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/ADVISORY COMMITTEES/TASK FORCES

Section 1. Establishing Subcommittees, Advisory Committees, and Task Forces. The Board may establish such subcommittees, advisory committees and/or task forces as are deemed necessary to further its purpose in keeping with its responsibilities and objectives.

Section 2. Standing Subcommittees, Advisory Committees and Technical Advisory Committee Standing subcommittees or advisory committees shall be established by the approval of the Board. Standing committees and advisory committees may develop their own Bylaws, subject to the approval of the Board.

Section 3. Other Subcommittees and Special Topic Groups. Other subcommittees and/or special topic groups may be established to address specific functional areas or individual issues as deemed appropriate.

Section 4. Executive Board. The Board hereby establishes the Executive Board as a standing subcommittee. The Executive Board is responsible for reviewing various items relating to TTCI's management and administration. The membership of the Executive Board is described in Article IV, Section 1.

Section 5. Technical Committee. The Technical Committee shall advise the Governing Board on matters requiring technical planning expertise. The Technical Committee's makeup shall consist of only one (1) representative from each member agency of TTCI. TTCI requests that

each member agency designate its Technical Committee representation with preference to engineers, planners, and zoning administrators (in order of preference). Governing Board members may not serve on the Technical Committee as means to better delineate roles and diversify participation in TTCI. Technical Committee meetings are open to the public; however, all deliberations and actions for the purposes of advising the Governing Board are done by Technical Committee membership only.

ARTICLE VII. MEETINGS AND AGENDAS

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

Section 2. Special Meetings. Special meetings may be called by the Chairperson, by a majority vote of the Board, or upon written request to the Chairperson by three (3) or more Board members.

Section 3. Changes in Meetings. In the event that a regular meeting falls on a holiday, a substitute meeting shall be set by the Board. 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 Board 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 Board members no later than five (5) days prior to all regular meetings. Where practicable, an agenda will also be mailed 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) shall constitute a quorum for the purpose of conducting business. Active voting members are those duly appointed representatives whose membership dues were paid in the prior budget year.

Section 3. Actions by the Board. Except where otherwise specifically stated, 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. FUNDS AND BUDGET

Section 1. Budget and Cost Allocation Formula. The Board shall annually adopt a budget. The budget shall be prepared and approved thirty (30) days before the end of the fiscal year. The fiscal year shall start October 1 and end September 30. No funds shall be expended without an approved budget.

Section 2. Receipt of Funds. All funds received from local contributions or other sources shall be deposited in a specially designated account by the designated fiscal agent of TTCI. A record will be maintained of all funds received by the TTCI, including interest payments.

Section 3. Expenditure or Obligation of Funds. The TTCI Board, assigned Networks Northwest staff, or other 3rd party as determined by the Board may cause the expenditure or obligation of funds, if such expenditure or obligation is within the budget approved by the Board and appears to be reimbursable. Examples of such approved expenditures or obligations include salary and fringe benefit costs, indirect costs of operation associated with the conduct of doing business, and direct costs identified in the budget. The expenditure or obligation of funds which are either not budgeted, not reimbursable or may not be reimbursable requires the approval by a simple majority vote of the Board . A continuous record of all funds expended or obligated by the TTCI Board, assigned Networks Northwest staff, or other 3rd party as determined by the Board shall be maintained.

Section 4. Audit. A competent and independent individual or firm on an annual basis shall audit the records of receipts, expenditures and obligations in conjunction with the overall Networks Northwest audit or other 3rd party as determined by the Board, and the results of the audit shall be provided to the TTCI Board.

Section 5. Financial Reports. The Treasurer, assigned Networks Northwest staff, or other 3rd party as determined by the Board shall provide financial reports to the Board at each regularly scheduled Board meeting, and shall prepare an annual report which can be included in the final Audit Report.

Section 6. Code of Conduct. The Board shall maintain a 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 Board 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 TC-TALUS Board of Directors on August 30, 1990

Amended by the TC-TALUS Board of Directors on January 28, 1993

Amended by the TC-TALUS Board of Directors on September 23, 1993

Amended by the TC-TALUS Board of Directors on January 27, 1994

Amended by the TC-TALUS Board of Directors on September 17, 1998

Amended by the TC-TALUS Board of Directors on April 12, 2006

Amended by the TC-TALUS Board of Directors on May 15, 2007

Amended by the TC-TALUS Board of Directors on January 27, 2009

Amended by the TC-TALUS Board of Directors on June 16, 2009

Amended by the TC-TALUS Board of Directors on October 16, 2012

Amended by the TC-TALUS Board of Directors on August 18, 2015

Amended by the TTCI (formerly named TC-TALUS) Board of Directors on May 17, 2016