

Transportation Authority of Calhoun County
Meeting Agenda
June 24, 2025
Marshall City Hall – Council Chambers
323 West Michigan Avenue
Marshall, Michigan 49068

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes – June 10, 2025
- V. Public Comments on Agenda Items
- VI. Consent Agenda
- VII. Review of Finance and Budget Report for June 24, 2025
- VIII. Public Hearings and Subsequent Board Action
- IX. Unfinished Business
 - a. Approval Accounting and Finance Service Contract
 - b. Approval of Executive Director Job Description
 - c. Update on Marketing Communication
 - d. Update on Expanded BCGo service
 - e.
- X. New Business
 - a. Establish and Appoint Sub-committees
 - i. Executive Committee
 - ii. Planning Committee
 - iii. Finance Committee
 - b. Adoption of Revised Meeting Schedule
 - c. Adoption of Workshop/Committee Schedule
 - d. Adoption of BCATS Memorandum of Understanding (MOU)
 - e.
- XI. Public Comments on Non-Agenda Items
- XII. Board and Executive Director Comments
 - a. Communications to the Board
 - b. BCATS Updates – Jeff Franklin
 - c. Consultant Updates – Peter Varga/Clark Harder
 - d.
- XIII. Next Meeting – July 22, 2025
- XIV. Closed session - pursuant to Section 8(h) of the Open Meetings Act to discuss a written attorney opinion that is exempt from disclosure under state and federal law.
- XV. Adjournment

Transportation Authority of Calhoun County
Meeting Minutes
Marshall City Hall – Council Chambers
323 West Michigan Avenue, Marshall, MI 49068
June 10, 2025

I. Call to Order

The meeting was called to order by Vice Chairperson Tom Tarkiewicz at 9:02 a.m.

II. Roll Call

Members Present: Tom Tarkiewicz, Vivian Davis, Amy Evans, Dr. Paul Watson, Maya Williams

Members Absent: Jenasia Morris (in at 9:10 a.m.), Erick Stewart (attended via zoom)

III. Agenda

It was motioned by Vivian and supported by Amy to approve the agenda.

Motion Carried.

IV. Approval of Minutes

It was motioned by Amy and supported by Dr. Watson to approve May 27, 2025, Minutes.

Motion Carried.

V. Public Comment on Agenda Items

None.

VI. Consent Agenda

None.

VII. Finance and Budget Report

Update was given by Amy on tax payments, bills and interest accrual. Detailed reports provided to Board Members.

It was motioned by Vivian and supported by Dr. Watson to accept June 10, 2025, Budget and Finance Reports.

Motion Carried.

VIII. Public Hearing and Subsequent Board Action

None.

IX. Unfinished Business

- a) Kristy Grestini, Battle Creek Transit Mobility Manager, updated the Board on BCGO's current status in Albion. The first week of service BCGO provided one ride and spent the rest of their time canvassing the city, passing out flyers, business cards and visiting different businesses within Albion. Interest outside of the city has been identified with the exposure of the new vehicle in the area. Staff are considering a change in the service area to improve ridership if interest does not pick up. Mallory Avis, Battle Creek Transit Director informed the Board of service changes that will be made when the BCGO pilot program ends and TACC takes over with a different service. She cautions marketing for a current service that will not be available much longer. Erick mentioned service area transition being included in the marketing strategy currently being worked on with King Media.
- b) One proposal has been received for the Accounting Services RFP and with some further clarification; the Review Committee is hoping to recommend Board approval at the next Board meeting.
- c) The Board is waiting for a final draft from attorneys for a Shared Executive Agreement between the TACC and the City of Battle Creek.

- d) A retreat work session scheduled for Thursday, June 12 was discussed. King Media is working with staff and the Board to take over the Ride Calhoun website and a communication plan.

X. New Business

- a) It was motioned by Vivian and supported by Jenasia to grant Maya Williams access to the TACC bank account. Amy Evans will continue to have access until August 1, to ensure a smooth transition for Maya as the new Board Treasurer.
Motion Passed.
- b) Jeff Franklin, BCATS Director, informed the Board of being added to BCATS through a local funding resolution and would begin to contribute local matching funds after October 1, if approved by the Board.
It was moved by Amy and supported by Maya to accept the local funding resolution presented by BCATS.
Motion Passed

XI. Public Comments on Non-Agenda Items

None.

XII. Board and Executive Director Comments

- a) Tom updated the Senior Millage Allocation Committee (SMAC) on TACC status and progress. A SMAC Board member representing Albion voiced concern about fare structure and service area impacts to the community. Strategic planning was discussed and communicating that to the SMAC Board soon.
- b) No Legislative updates.
- c) Jeff Franklin informed the Board of the successful adoption of their public participation plan. The TIP (Transportation Improvement Program) has been locally adopted and anticipated to be federally adopted in September. BCATS has funding available to be flexed from highways to transit.
- d) Peter Varga, Board Consultant, is pleased with the Board's relationship with BCATS and feels positive about MDOT and FTA's positions on the TACC progress towards designated recipient status. Tom mentioned fare free trips on ozone action days which started a conversation about CMAQ (Congestion Mitigation Air Quality) funding and programs.

XIII. Next Meeting

Next meeting – June 24, 2025

XIV. Adjournment

Meeting adjourned at 9:51 a.m.

Respectfully Submitted,

Vivian Davis, Secretary

Erick Stewart, Chair

June 24, 2025

Finance and Budget Report

06.06.25, TACC received **\$2,951.79** from the City of Battle Creek for “Delinquent Pers Prop Tax - May 2025”

06.10.25, Requested additional information by 1pm, June 17, 2025 from sole Accounting and Finance Services RFP respondent.

06.11.25, \$1,481.20 check #1017 to Calhoun County cleared.

06.16.25, Received additional requested information from sole Accounting and Finance Services RFP respondent and shared with Accounting Services Review Committee members for consideration of responsiveness.

06.18.25, TACC received **\$70.27** from Calhoun County for SEQ 25 Denial Vet Exemptions.

06.18.25, TACC account balance is **\$4,986,551.08**.

Respectfully,

Amy Evans and Maya Williams

TACC Accounts Receivable and Payable to date (01.01.24 - 06.18.25)

Accounts Receivable

Date	Source	Amount	
01.10.25	City of Springfield	\$ 84,628.81	taxes
01.10.25	City of Marshall	\$ 229,429.62	taxes
01.15.25	City of Albion	\$ 56,873.67	taxes
01.17.25	City of Battle Creek/CCLBA	\$ 436.44	taxes
01.21.25	City of Battle Creek	\$ 1,483,507.30	taxes
01.27.25	City of Marshall	\$ 104,204.92	taxes
01.30.25	City of Springfield	\$ 16,036.68	taxes
01.31.25	SMB&T	\$ 3,930.91	interest
02.03.25	City of Battle Creek	\$ 251,987.71	taxes
02.07.25	City of Marshall	\$ 1,104.53	taxes
02.07.25	City of Albion	\$ 107,404.70	taxes
02.14.25	City of Springfield	\$ 30,714.89	taxes
02.18.25	City of Battle Creek/CCLBA	\$ 219.02	taxes
02.18.25	City of Battle Creek	\$ 452,646.75	taxes
02.28.25	City of Springfield	\$ 55,373.79	taxes
02.28.25	City of Marshall	\$ 229,059.50	taxes
02.28.25	SMB&T	\$ 9,072.47	interest
03.11.25	City of Marshall	\$ 17,370.46	taxes
03.14.25	City of Springfield	\$ 21,059.92	taxes
03.17.25	City of Battle Creek	\$ 864,267.28	taxes
03.17.25	City of Battle Creek/CCLBA	\$ 578.25	taxes
03.17.25	City of Albion	\$ 79,649.10	taxes
03.21.25	City of Battle Creek	\$ 114,621.63	taxes
03.27.25	City of Springfield	\$ 378.98	interest earned
03.28.25	City of Battle Creek	\$ 38,170.49	taxes
03.31.25	SMB&T	\$ 14,095.50	interest
04.10.25	City of Springfield	\$ 1,640.79	delinquent taxes
04.25.25	City of Battle Creek	\$ 2,559.08	delinquent taxes
04.30.25	SMB&T	\$ 15,806.26	interest
05.21.25	Calhoun County	\$ 424,345.45	delinquent taxes
05.31.25	SMB&T	\$ 16,889.97	interest
06.06.25	City of Battle Creek	\$ 2,951.79	delinquent taxes
06.18.25	Calhoun County	\$ 70.27	Denial Vet Exempt
		\$ 4,731,086.93	2025 Received to date

Accounts Payable

Date	Source	Amount	Check #
01.08.25	BluFish	\$ 24,500.00	1006 marketing
01.21.25	Cincinnati Insurance Co / Worgess	\$ 908.00	1007 D&O insurance
01.24.25	Michigan Transportation Connection	\$ 4,429.50	1008 consultants
02.17.25	Battle Creek Unlimited	\$ 275.00	1009 mailbox rental
02.18.25	Cincinnati Insurance Co / Worgess	\$ 818.75	online GL insurance
02.24.25	Michigan Transportation Connection	\$ 3,615.00	1010 consultants
03.05.25	MEADA (Choose Marshall Chamber)	\$ 275.00	1011 membership
03.05.25	Greater Albion Chamber of Commerce	\$ 250.00	1012 membership
03.10.25	Battle Creek Area Chamber of Commerce	\$ 399.00	1013 membership
04.08.25	Miller Johnson	\$ 4,076.25	1014 Legal fees
05.19.25	Miller Johnson	\$ 2,185.00	1015 Legal fees
05.20.25	Miller Johnson	\$ 6,220.90	1016 Legal fees
06.04.25	Calhoun County Treasurer	\$ 1,481.20	1017 Taxable Value decrease
		\$ 49,433.60	2025 Paid to date

Income info:

SMB&T	\$ 64,079.02	Total Interest paid to date
City of Albion	\$ 243,927.47	Taxes paid to date
City of Battle Creek	\$ 3,211,945.74	Taxes paid to date
City of Marshall	\$ 633,411.55	Taxes paid to date
City of Springfield	\$ 233,516.30	Taxes paid to date
Calhoun County	\$ 422,934.52	Taxes paid to date
	\$ 4,745,735.58	Total Taxes paid to date
	\$ 4,572,015.00	Anticipated taxes per Budget (Avg gap)
	\$ (173,720.58)	Remainder of anticipated taxes
\$ 330,687.85	2024 Total Received	
\$ 25,790.10	2024 Total Paid	
\$ 304,897.75	SMB&T Account Balance 12.31.24	
\$ 4,731,086.93	2025 Received as of 06.18.25	
\$ 49,433.60	2025 Paid as of 06.18.25	
\$ 4,986,551.08	SMB&T Account Balance 06.18.25	



ACCOUNTING & FINANCIAL SERVICES

Prepared for:
**TRANSPORTATION AUTHORITY
OF CALHOUN COUNTY
(TACC)**

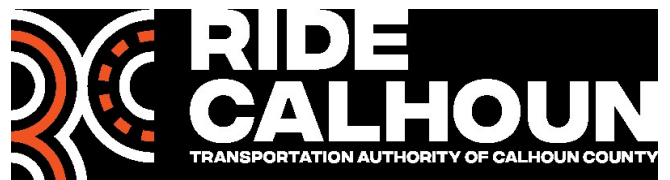


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Cover Letter

TO

Amy Evans, Acting Treasurer
Transportation Authority of Calhoun County
4950 W. Dickman Road, Suite B2
Battle Creek, Michigan 49037
517.643.4250

FROM

Steven R. Kirinovic, CPA, Principal
Maner Costerisan
2425 E. Grand River Ave., Suite 1
Lansing, Michigan 48912-3291
517.999.5810

May 21, 2025

Dear Ms. Evans and the TACC Board:

Thank you for allowing Maner Costerisan the opportunity to propose comprehensive financial services to the Transportation Authority of Calhoun County.

We are extremely interested in providing services to the Transportation Authority of Calhoun County. We believe that we would work well with the Authority to provide exceptional services under this engagement due to the unique characteristics of our firm. Our firm has significant governmental accounting experience, including working with several Transit Authority's as their auditors in the past and many other clients who require many of the same services that you are asking for in this RFP. We believe our experience with transportation entities and providing governmental financial services exceeds the experience of any other firm in the state.

Maner Costerisan has many advantages in that we are a firm with considerable governmental accounting experience, an experienced team that knows government procedures well, and reasonable fees. We will perform timely service and are not affected by business tax returns because we have dedicated teams that work year-round with our governmental clients.

We would be happy to attend a Committee and/or Board meeting so that we may answer any questions regarding our proposal, if necessary. Thank you again for the opportunity to offer services to the Transportation Authority of Calhoun County. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Kirinovic", with a stylized flourish at the end.

Steven R. Kirinovic, CPA
Principal, Director

About Maner Costerisan

Over 115 years in business. That means Maner Costerisan has more than a century of experience in looking toward the future. We've learned a lot over the last 100-plus years, growing from a small, local firm serving mid-Michigan in the early 1900s to one of Accounting Today's Top Regional Firms (2021-2025).

Our growth and success are directly connected to strong relationships with our clients. We listen to their problems and help solve them.

We begin every business relationship by immersing ourselves in your goals, obstacles, and opportunities. We understand where you are today and learn where you want to go tomorrow. This insight empowers us to develop creative, flexible, cost-effective solutions to get you there. Not some vague, one-size-fits-all plan, but a comprehensive, step-by-step blueprint for success. Designed to keep you compliant and turn today's potential into tomorrow's achievements.

We may work with numbers and figures, but it's people and relationships that drive us. Our mission is to enable others to reach their potential.

Every day, this is how we prove “client first” is both our promise and our passion:

- Proactively using our industry experience and knowledge to stay on top of your ever-changing requirements and the latest legislative changes impacting your entity.
- We're a trusted advisor and sounding board, delivering strategic solutions and hands-on guidance to help put you ahead of obstacles and the ever-changing governmental landscape.
- Ensuring every client works exclusively with senior-level professionals, experienced in your industry - giving you direct access to our partners and managers every step of the way.
- Listening to your needs and challenges. Developing actionable solutions to help you get where you want to be.



Government Expertise

With great power comes great scrutiny - Today, more is expected from governmental entities, so no one is more dedicated to offering smarter, cost-effective solutions than the experts at Maner Costerisan. We're deeply connected with all forms of Michigan governments and have hands-on experience working at every level. This experience empowers us to offer proactive solutions, going beyond just compliance maintenance. Our team knows how to help you get the most of tight budgets and manage talent shortages while staying on top of the shifting laws, rules and regulations. Whether as a long-term partner or short-term resource, we're here to step in and help make any organization stronger, so you can give your best to working for the public good.

Expertise in Action:



What Makes Maner Different?

Our professional team is highly trained to provide services to governmental and nonprofit organizations and related entities in areas of accounting, taxation, and consulting. Professional training is maintained by team members through participation in and presentation of educational programs conducted both in house by our firm and sponsored by national, state, and local professional societies and associations.

No one is more dedicated to helping Michigan governments meet the needs of their local communities than the team at Maner Costerisan. With budgets tight, resources limited and talent in short supply, we're able to step in as a resource anytime and anywhere we're needed. We have provided governmental outsourced solutions to 100's of governmental entities state-wide. Partnering with us gives small and large governments the strength of proven financial expertise.

Client service remains at the heart of everything we do at Maner Costerisan. In June 2024, we received our fifth consecutive "Best of Accounting" Client Satisfaction Award from Clearly Rated.



Government Expertise (continued)



10+ TRANSPORTATION
AUTHORITIES



120+ SCHOOL
DISTRICTS



150+ SINGLE
AUDITS



70+ CITIES,
VILLAGES &
TOWNSHIPS



400+ NONPROFIT
ORGANIZATIONS



200+ OTHER
GOVERNMENTAL
ENTITIES

Meet the Team

The team below will be dedicated to supporting the Transportation Authority of Calhoun County:



Steve Kirinovic
CPA, Principal, Director

Steve brings more than 35 years of experience in public accounting to Maner's Government Team. A principal and member of the firm's Board of Directors, Steve specializes in providing management advisory and audit services to governmental entities across the State of Michigan.

In his role, Steve brings financial solutions to clients of all sizes - from small organizations with limited budgets to large, multi-million-dollar government entities with large-scale operations. Additionally, he provides agreed-upon services to a variety of departments across the State of Michigan.

"Helping clients through difficult situations and having them come out on the other side of it, better - that's what drives me and those are the client relationships I'm most proud of."



Rod Taylor
Senior Governmental Consultant

Rod joined Maner Costerisan in 2023 as a Senior Governmental Consultant. He leads the firm's Municipality Consulting Services Team, a group focused on supporting Maner's government clients in strengthening their fiscal and operational structure.

Well-versed in assisting local governments with maintaining strong fiscal and operational health, Rod is committed to helping government-appointed and elected officials make the best decisions for their local governments.

With more than 27 years of experience working in governmental entities, Rod brings a unique perspective to his role - having personal experience in various aspects of government. Before joining the firm, he worked at as a division administrator at the State of Michigan and spent 11 years as the DeWitt Township Manager.

"I enjoy breaking down problems or challenges into the smallest elements to help identify and find creative solutions to problems."

Meet the Team (continued)



Heather Farmer

Government Finance Specialist

Heather joined Maner Costerisan in 2022 as a Government Finance Specialist in the Accounting and Outsourced Solutions Department. She brings six years of specialized experience in governmental accounting to the firm. Heather works closely with Maner's government clients, providing accounting and consulting support to municipalities across the state.

Heather is an active member of the Michigan Government Finance Officers Association and serves on its Membership and Mentoring Committee and the Professional Development Committee.

"My favorite part of my job is making our clients happy. The smile on their faces and how appreciative they are with my help."



Adam Frost

Governmental Outsourced Manager

Adam joined Maner Costerisan in 2019 as part of a merger with Stevens, Kirinovic & Tucker P.C. In his role as an associate in the Accounting and Outsourced Solutions Department, Adam specializes in providing accounting and financial support to Maner's government clients.

Adam aspires to become a leader within Maner's governmental team and is passionate about helping governments make smart financial decisions that benefit their constituents.

"My ultimate goal in life is to achieve happiness with my family and live a good work-life balance."

In addition to the individuals specifically noted above, there will be another governmental partner who specializes in transportation authority audits and a governmental outsourced associate team member also assigned to your engagement once all the details and timelines are ironed out. The associate will have from one to five years of experience working with governmental entities in a variety of capacities.

Overview & Engagement Scope

We understand the detailed aspects of the Authority's RFP and project requirements. We understand the project requirements and the scope of work that is to be performed. Significant accounting services to be provided include all the areas as detailed in the RFP.

Governmental accounting services require advisors that can bridge the gap between available resources and what upper-level management needs to be able to make smart decisions for the Authority's future. Using a team approach, our professionals will assist with the design and delivery of customized solutions, reporting and analysis that can positively impact the Authority in many ways. With a clear vision of your success path, our teams collaborate to bring you the strongest, most experienced team to help you reach your goals.

Maner Costerisan professionals share a passion for excellence and are committed to providing superior service with a positive attitude. Knowing that an enormous amount of trust is placed in our hands, we will always seek the solution that is in the best interest of our client. We have provided similar services to a wide variety of clients of similar size along with working closely with over 300 other governments throughout the state of similar and larger size compared to the Authority.

Based on the RFP, we understand your needs consist of the following components for the 2025 fiscal year and into the future, if approved:

Services include, but are not limited to:

- Be a resource for the Board for financial aspects of TACC.
- Prepare year-end working trial balances, JE's, etc. for audit purposes.
- Prepare supporting lead sheets and tie to trial balances.
- Attendance at TACC Board meetings.
- Assist with budget creation, projections, and amendments.
- Provide financial consulting services and strategic planning upon request.
- General accounting, investing, and financial system advisory assistance.
- Internal control policies and procedures assistance.
- Assist with periodic reconciliations of material accounts.
- Assist with grant accounting and reporting.
- Other accounting services upon request.

Our Accounting Approach

We pride ourselves on understanding our clients and their unique needs. Based on this firm-wide standard, we dive into all our accounting engagements by first assessing your organization's needs and risks. After digging into the details and getting a better sense of your goals, challenges, and situation, we'll design a tailored approach that best fits your circumstances.

Less Stress. More Impact.

While standardizing efficiency can be a profitable strategy, rigid uniformity for its own sake reduces efficiency and creativity. That's why we've adopted a forward-thinking approach that encourages flexibility based on your needs. We're realistic and want to make this process - which can require a lot of documentation - as simple as possible for you. Our team constantly brings forward new ideas to make the process easier for our clients while staying true to our professional standards and ethical commitments.

We schedule our work to minimize the impact on your staff while maximizing the effectiveness of our engagement team and process. Timing can be everything - so we collaborate with you to ensure we're partnering in a way that works for your key stakeholders - on the way to making your financial processes less of a headache.

What to Expect

Effective communication, technology, and creative analytical tools are fundamental to our accounting process. In addition, we lean into the following key components to ensure our accounting process is accurate, efficient, and effective.

Key Components of the Accounting Process



PLANNING

- While investing in this step takes time, it leads to a more effective and accurate processes.
- In this stage, we develop an understanding of your organization and how it operates.



SCHEDULING

- We'll introduce our team ASAP and begin staffing and scheduling your accounting engagement(s), keeping in mind the consistency of staff and increased efficiency in long-term engagements.



FIELD WORK & WRAP UP

- We schedule our fieldwork well in advance with predetermined objectives and requested items.



TECHNOLOGY

- We utilize technology to optimize the accounting process.
- By leveraging paperless documentation, client portals, and software, we work to streamline and create efficiencies throughout the process.



STAKEHOLDER EXPECTATIONS

- We aim to be the ultimate professionals, respecting your team's time and busy workload.
- We'll work together to help document your systems, prep confirmations, and gather source documents as efficiently as possible.



DEADLINES

- Meeting deadlines is a top priority.
- Absent events beyond our control, be assured we'll meet all deadlines we've collectively established in the Planning stage.



QUALITY CONTROL

- We have an extensive review process to ensure the highest standards are met. A firm principal reviews all services before they're considered "complete."



CLIENT SERVICE COMMITMENT

- The best relationships are built on solid communication. That's why we keep you updated on the project's status and let you know if we have barriers to completion or need help.
- Great communication, combined with years of accounting expertise, means you can expect an excellent experience working with our Maner team.

Our Accounting Approach (continued)

Dedication to Quality

You don't become one of the nation's fastest-growing firms without a genuine dedication to quality work and service.

Quality control in a firm such as Maner Costerisan is dependent upon an organizational structure that is inherently sound, and which clearly defines the responsibilities of the various levels of management.

Accounting Quality Control Procedures



Team Training & Assignment. We schedule our team to work on engagements for which they have the necessary background and training.

Supervision. Our engagement teams are subject to a “chain of supervision” over all the work they perform. We will provide management team members to coordinate all the functions as described in the RFP.

Engagement Team Oversight. Managers and shareholders assigned to your engagement will monitor the team members’ work being done on a regular basis. The oversight will be done either on-site or remotely as necessary.

Engagement Team Processes. The team members assigned to your engagement will be a group of highly trained individuals who will always conduct their duties professionally and in the best interest of all parties and will work in conjunction with your customer service orientated philosophy.

These quality control procedures have served us well on all of our engagements and we intend to use the same should we become the successful awardee.

Timeline

We understand the importance of communicating relevant information on a timely basis. All of our personnel are good communicators. We also understand that your staff has schedules and other matters to deal with, and that organizations must conduct business with minimum disruption. Accordingly, it is our policy to schedule meetings in advance to keep management informed of the progress being made throughout the engagement.

- We encourage regular meetings to ensure that we contribute meaningful ideas, strategies, and plans to address your financial challenges. Such substantive and frequent contact makes it possible to define and prioritize goals, define timetables, and designate responsibility to appropriate individuals.
- In addition, we provide periodic communications highlighting changes and offering reminders for the upcoming issues before they apply.
- You will always have access to each member of your service team, as encompassed in the proposal as detailed in the normal scope of work. As a result, you will benefit from shareholder-level experience and creativity at the early stages of discussing an issue when you are in a position to take advantage of the alternatives before you.
- A periodic reporting as agreed to by both parties will be provided to the Authority with details on the work done on the accounting services work outlined in this proposal, if desired.

Investment Summary

Our standard rates to perform the services detailed above are as follows:

<u>Team Member</u>	<u>2025 Hourly Rate</u>
Principal	\$ 400
Senior Manager	270
Manager	230
Associate	195

Our charges for management services are based on the level of team member required and those rates increase incrementally on an annual basis. The standard hourly governmental billing rates currently range as follows and would be used if additional team members were needed throughout the project:

Principal	\$ 280 - 420
Manager/Senior Manager	200 - 300
Associate	150 - 220
Technology	190 - 300
Administrative	100 - 200

These services are all on an “as-needed” basis so the Authority will only be billed for the actual time spent and the value of the services received. If the requested duties take longer than the time planned or if the Authority requests additional services outside of the planned scope of services due to unforeseen circumstances, i.e., if more is requested of us, or the circumstances are different than were explained during the bid process, all excess hours will be billed after the situation is discussed with the Authority. Subsequent prices will increase incrementally on an annual basis.

These billing rates would apply to any additional management or consulting services you may request. Billing rates for any additional services would be billed at the standard hourly rate for the specific team members assigned. There is a normal increase in these rates on an annual basis.

It is our policy to perform services in the most efficient manner possible, thus reducing hours and creating as little disruption to your routine as possible. We will work efficiently and effectively to accomplish all the duties requested within the RFP but many of the requested services are very open-ended and cannot be estimated due to the uncertainties surrounding your annual needs that may vary on an annual basis and as situations arise. Based on those facts, the additional time will result in an additional cost to the Authority as it is incurred.

Our overall goal will be to provide the requested services with the appropriate level of team member and if the duties requested can be performed by a team member at lower rates and a potential savings to the Authority, we will utilize those individuals when available. We will assure when utilizing other staff that we maintain a high level of quality in the services provided at the most reasonable rates.

Investment Summary (continued)

With the Authority in control of the scope of service, you will have the ability to monitor the costs. Allowing us to assess the actual hours needed compared to the estimated hours will also ensure we are compensated according to the level of services provided and prevent scope creep from occurring. This will also ensure transparency of services for all parties involved.

If the Authority's responsibilities and duties as detailed in the RFP require more than these estimated fees, any additional hours will be billed at the hourly rates noted above and will be discussed with the Authority prior to incurring additional costs.

References - Accounting Services

East Bay Charter Township

1965 N. Three Mile Road
Traverse City, MI 49696

Contact: Beth Friend

Email: bfriend@eastbaytp.org

Phone Number: 231-947-8719



Delhi Charter Township

2074 Aurelius Road
Holt, MI 48842

Contact: Nick Cousino

Email: nick.cousino@delhitownship.com

Phone Number: 517-268-3021



Ingham County

341 S. Jefferson
Mason, MI 48854

Contact: Eric Smith

Email: esmith@ingham.org

Phone Number: 517-676-7328



Services Provided: We have acted as a member of the management teams of these noted clients and several others for several years. The clients listed above are active engagements of over 5 years, except Ingham, where we are in our third year of assistance. We have been providing both financial and management oversight and evaluations on all aspects of managing those governmental entities on a monthly and annual basis. Most engagement teams range from 1-3 people depending on the level of involvement we have. If there is a desire for us to provide additional references or if added information is needed about the services we have provided to these or any other clients, we would be happy to provide that additional information.



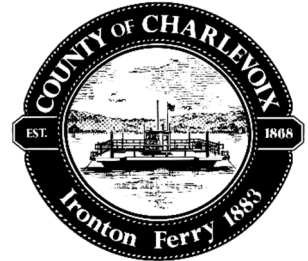
References - Transportation Related

Our firm also has considerable recent governmental auditing experience and currently serves more than 300 entities. Below are several audit engagements performed in the last five years:

Charlevoix County Public Transit

1050 Brockway Street
Boyne City, MI 49712

Contact: Becki King, Finance Director
Email: kingb@charlevoixcounty.org
Phone Number: 231-237-9184



Jackson Area Transportation Authority

2350 East Hight Street
Jackson, MI 49203

Contact: Dawn Mroczka, Finance Manager
Email: dawn.mroczka@mijata.org
Phone Number: 517-780-3790



Kalamazoo County Transportation Authority/ Central County Transportation Authority

530 N. Rose Street
Kalamazoo, MI 49007

Contact: Sean McBride, Executive Director
Email: mcbrides@metro.com
Phone Number: 269-337-8088



Isabella County Transportation Commission

2100 Transportation Drive
Mt. Pleasant, MI 48858

Contact: Fred Bush, Accountant
Email: fbush@ictcbus.com
Phone Number: 989-773-2913



Shiawassee Area Transportation Agency

180 N. Delaney Road
Owosso, MI 48867

Contact: Mary Rice, Executive Director
Email: mrice@satabus.org
Phone Number: 989-729-2687



References - Transportation Related (continued)

Eaton County Transportation Authority

916 E. Packard Hwy
Charlotte, MI 48813

Contact: Donna Webb, General Manager
Email: dwebb@eatontrans.com
Phone Number: 989-729-2687



Van Buren Public Transit

610 David Walton Drive
Bangor, MI 49013

Contact: Laurie Schlipp, Director
Email: schlippi@vanburencountymi.gov
Phone Number: 269-427-7377



Western Oakland Transportation Authority

250 W. Livingston Road
Highland, MI 48357

Contact: Amy Grzymkowski, Deputy Director
Email: amy@ridewota.org
Phone Number: 248-717-2231



Bay Metropolitan Transportation Authority

1510 N. Johnson Street
Bay City, MI 48708

Contact: Kristi Pletzke, Finance Manager
Email: kpletzke@baymetro.com
Phone Number: 989-894-2900



Greater Lapeer Transportation Authority

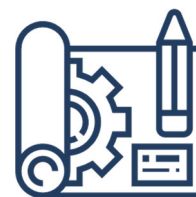
230 S. Monroe Street
Lapeer, MI 48446

Contact: Kelly Bales, Executive Director
Email: kbales@go-glta.org
Phone Number: 810-245-0807



Additional Service Capabilities

Maner Costerisan's dedicated Government team delivers an unprecedented level of support where you need it most. You'll get guidance from partner-level team members, along with hands-on help proven to elevate performance. When every dollar matters, trust Maner to get the job done.



Outsourced Accounting Solutions

From day-to-day accounting support to filling a CFO role, we can supplement your dedicated accounting staff with a team of experts. It's the proven way to increase efficiency and minimize disruptions to daily operations -- all while staying compliant and implementing data-driven financial strategies that can secure a bright future for your municipality.

Consulting

Strong local governments and vibrant communities are one of the keys to a strong state economy. The government consulting team at Maner Costerisan helps to create fiscal sustainability and strong internal support systems for every size municipality and local governing office. Because expectations are constantly growing, our experts are dedicated to offering smarter, cost-effective solutions. We'll help you get the most of tight budgets and manage talent shortages while staying on top of the shifting laws, rules, and regulations.

Defined Contribution Pension and OPEB Plans

Managing and growing a large asset pool like a government entity's retirement or other post-employment benefit plan is a huge responsibility. Which is why we bring decades of skill and experience to the job - considering countless factors from investment volatility to your fiduciary obligations. Working with our team helps reduce your liability and potentially lowers costs and fees, while giving your employees more choices and control in respective plans that are offered.

Audit & Assurance

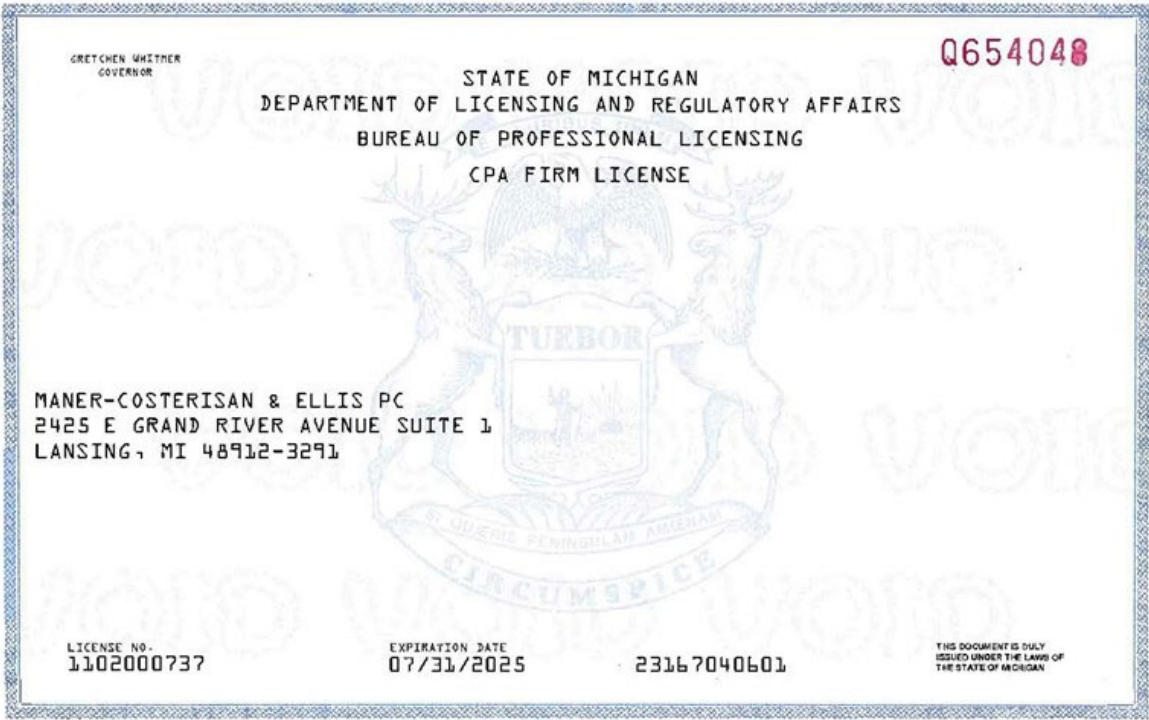
When you work for the public, financial transparency and accuracy are essential. As an alternative to offering on-going accounting services, we can complete an independent audit of your financial statements and provide a detailed report that attests to the reasonableness of your financial data - protecting you and the trust of the people you serve.

Wealth Management - Maner Wealth

While you're working long hours to support your constituents and community, we help make sure your money is working for you. Maner Wealth takes a holistic approach to develop highly personalized and strategic financial plans for high-net-worth individuals. We believe that to help you design and develop a comprehensive financial plan, we need to know your values and goals. Developing personal relationships founded on trust, honesty, and authenticity is at the very core of how we do business. Our goal is to serve as your trusted advisor and confidant, ready and willing to help guide you through challenging times and celebrate your achievements.

License to Practice in Michigan

Maner Costerisan is properly licensed in the State of Michigan.



Executive Director

Employee Group: Non-Represented

Reports to: TACC Board of Directors

FLSA Status: Exempt

Our Vision

Our Mission

**Improving lives in Calhoun County, one ride at a time,
with equal access to transportation... for all.**

Our Values

Communication • Humility • Excellence • Respect • Resourceful • Inclusive • Ownership •
Transparency • Safety

Nature of the Position

The Executive Director reports directly to the Transportation Authority of Calhoun County, a seven-member Board of Directors representing four jurisdictions within the boundaries of Calhoun County, Michigan. The Executive Director is responsible for the overall planning, organizing, and directing of all services of the Authority, including staff support to the Board, general administrative functions, operations, and maintenance. The Executive Director must effectively direct the Authority within the laws of the State of Michigan and the policies adopted by the Board of Directors. This individual is held accountable for the financial integrity of the Authority.

Essential Duties and Responsibilities

Under the direction of the Transportation Authority of Calhoun County (TACC) and incorporated under Public Acts 196 of 1986 of Michigan, the Executive Director shall:

- Have full charge of the acquisition, construction, maintenance, and operations of the transit system of the Authority.
- Have full charge of the administration of the authority's business affairs.
- Enforce all ordinances adopted by the Board.
- Administer the personnel system adopted by the Board and, except for officers appointed by the Board, appoint, discipline, or remove all officers and employees, subject to Michigan statutes and the Board's rules.
- Prepare and submit to the Board within 30 days after the end of each fiscal year a complete report of the finances and administrative activities of the Authority for that preceding fiscal year.
- Keep the Board advised as to the needs of the Authority.
- Prepare all plans and specifications for equipment acquisition or construction of improvements or facilities for the Authority.
- Install and maintain a system of auditing and accounting that always completely shows the financial condition of the Authority.
- Devote the entire working time of the Executive Director to the business of the Authority.
- Perform such other duties as the Board requires by resolution.

Additional Essential Duties and Responsibilities:

Created 3-10-2025

Executive Director Job Description Draft

- Develop and promote a positive working atmosphere and clearly define expectations.
- Maintain ongoing effective communication with internal and external stakeholders.
- Oversee the preparation and management of the Authority's annual budget.

Knowledge, Skills, and Abilities

- Demonstrated backgrounds in strategic planning, transit operations, labor relations and collective bargaining contract negotiation, property and lease management, and government finance mechanisms are preferable.
- Prior experience working for Boards, Commissions, or councils of elected/appointed officials is preferred.
- Demonstrated background working with Federal and State agencies such as the U.S. Department of Transportation, Federal Transit Administration, Michigan Department of Transportation, and equivalent state organizations should be evident.
- Comprehensive knowledge of the principles and practices involved in public transportation operations, including organization, routing, scheduling, and customer service principles.
- Comprehensive knowledge of public management principles and practices.
- Extensive knowledge of federal laws, regulations, and mandates about public transportation operations, ability to rapidly learn local and state laws and regulations as well as Transportation Authority of Calhoun County (TACC) policies and guidelines related to the operation of the Authority's public transportation systems.
- Extensive knowledge of transportation-related safety and security hazards and safety and security precautions involved in public transportation systems.
- Extensive knowledge of the principles and practices of public-sector labor relations and the administration of labor contracts.
- Extensive knowledge of budget formulation and administration.
- Considerable knowledge of public procurement principles and practices.
- Considerable knowledge of federal and state regulations related to contract administration.
- Communicate complex subjects and sensitive information, both orally and in writing, with other employees and the public in a clear, concise, and logical manner, and have the ability to communicate effectively before groups.
- Read, analyze, and interpret general business periodicals, transit-related journals, technical procedures, and governmental regulations.
- Work in a management team approach to discussing and resolving Authority-wide and Executive Director policy issues.
- Use courtesy, tact, and good judgment when interacting with other employees, representatives of other agencies, vendors, and the public.
- Work with mathematical concepts such as probability and statistics. Ability to apply fractions, percentages, ratios, and proportions to practical situations.
- Maintain confidential information.
- Be self-starting and proactive.
- Produce quality work while meeting time and budget commitments.
- Extensive skills in leading and working constructively with subordinate staff and effectively supervising staff.
- Extensive listening and negotiating skills.
- Considerable skill in operating a personal computer using word processing, spreadsheet, and database software applications.
- Perform job functions safely.

Minimum Qualifications

- At least ten years of senior management in a complex operating environment is required. Prefer candidates with experience in public transportation OR Any satisfactory equivalent combination of education and related experience which provides the knowledge, skills, abilities, and other special requirements listed above.
- A combination of experience that includes financial management, business administration, and leadership training sufficient to acquire the knowledge, ability, and skills necessary to perform the duties and responsibilities of the position.
- Extensive transportation-related experience is required.
- Required experience navigating a labor union environment.

Licenses, Certifications, and Other Requirements

- A master's degree is required or a combination of education and experience that provides the required knowledge, skills, and abilities to perform the position's essential functions. The Transportation Authority of Calhoun County reserves the right to determine the equivalence of education and experience.
- Preferred an advanced degree or specific training relevant to this position.
- If the employee wishes to drive a TACC vehicle, they must present the Authority with a valid Michigan's driver's license and must maintain a driving record that demonstrates adherence to safety and traffic laws and regulations.

Physical Requirements

- Frequent use of a calculator, phone, printer, computer, and related hardware.
- A person must be able to stand, sit, see, hear, talk, use hands to type, handle, or feel tools or controls, and use hands and arms to reach.
- Occasionally, lifting or moving up to 30 pounds is also required.

Working Conditions

- Duties are performed both in the office and in the field.
- Occasional evening or weekend duties subject to call on a 24-hour basis.
- Must travel occasionally to attend meetings and conferences.

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. They are not intended to reflect all duties performed within the job. Job descriptions are subject to revision and may be updated as appropriate to reflect operational changes within the role.

Essential Duties and Responsibilities include knowledge, skills, abilities, and other characteristics in this job description. Employees in this position must maintain the level of mental and physical fitness required to perform the essential functions of this classification with or without reasonable accommodation.

Employees in all positions must pass a background investigation, including criminal and employment investigations. Some positions require further screening, such as a pre-employment drug screen.

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
EXECUTIVE COMMITTEE**

The executive committee is responsible for monitoring the performance of the executive team and organization as a whole. The committee will establish and review policies, establish and review procedures, ensure compliance with legal and regulatory requirements, and provide oversight of daily operations.

Members:

Erick Stewart – Board Chair

Tom Tarkiewicz – Vice Chair

Jenasia Morris – Member

Executive Director – Ex-officio

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
PLANNING COMMITTEE**

The planning committee is responsible for developing and guiding the organization's strategic direction and long-term goals. This committee will outline the Authority's goals, objectives and strategies for the future and will develop strategies for achieving goals, regularly updating and making recommendations to the Board.

Members:

Erick Stewart – Board Chair

Tom Tarkiewicz – Vice Chair

Vivian Davis – Secretary

Executive Director – Ex-officio

**TRANSPORTATION AUTHORITY OF CALHOUN COUNTY
FINANCE COMMITTEE**

The finance committee is responsible for providing oversight of the Authority's financial operations, ensuring the organization's financial health and stability by monitoring financial performance, developing budgets, and overseeing financial policies. The committee is also responsible for long-term financial planning, investment policy, and ensuring compliance with local, state, and federal regulations.

Members:

Maya Williams – Treasurer

Amy Evans – Member

Dr. Paul Watson – Member

Executive Director – Ex-officio

Director of Grants and Finance – Ex-officio

TRANSPORTATION AUTHORITY OF CALHOUN COUNTY

RIDE CALHOUN

2025 REVISED REGULAR BOARD MEETING DATES

Meetings will be at 9:00 AM at the Marshal City Hall, unless otherwise noted
323 W. Michigan Ave, Marshall, MI, 49068

January 14, 2025	April 8, 2025	July 22, 2025
January 28, 2025	April 22, 2025	August 26, 2025
February 11, 2025	May 13, 2025	September 23, 2025
February 25, 2025	May 27, 2025	October 28, 2025
March 11,2025	June 10, 2025	November 25, 2025
March 25, 2025	June 24, 2025	December 9, 2025

TRANSPORTATION AUTHORITY OF CALHOUN COUNTY

RIDE CALHOUN

2025 COMMITTEE MEETING/WORKSHOP DATES

Meetings will be at 9:00 AM at the Marshal City Hall, unless otherwise noted
323 W. Michigan Ave, Marshall, MI, 49068

July 8, 2025

August 12, 2025

September 9, 2025

October 14, 2025

November 11, 2025

December 9, 2025

The Transportation Authority of Calhoun County reserves the dates listed above to hold committee meetings, Board work sessions, and Board workshops.

**Memorandum of Understanding
between the
Battle Creek Area Transportation Study Policy Committee
and the
Transportation Authority of Calhoun County**

THIS MEMORANDUM OF UNDERSTANDING (MOU) is entered into as of _____, 2025 by and between the BATTLE CREEK AREA TRANSPORTATION STUDY POLICY COMMITTEE, hereinafter referred to as “BCATS”, and the TRANSPORTATION AUTHORITY OF CALHOUN COUNTY, hereinafter referred to as “TACC” (together known as “the Parties”).

RECITALS:

WHEREAS: The U.S. Department of Transportation requires that urbanized areas maintain a continuing, comprehensive transportation planning process carried on cooperatively by States and local communities under the authority of Title 23 U.S.C. 134 and Title 49 U.S.C. Subsection 1603 (a), 1604 (g) (1), and 1607, with the current federal transportation legislation being the Infrastructure Investment and Jobs Act of 2021 (also known as the Bipartisan Infrastructure Law);

WHEREAS: The City of Battle Creek, the City of Springfield, and areas represented by the Charter Townships of Bedford, Pennfield and Emmett, and the Townships of Leroy and Newton comprise the planning area for BCATS;

WHEREAS: The Governor of the State of Michigan and the local elected officials of the BCATS area in 1982 designated BCATS as the Metropolitan Planning Organization responsible to conduct, in cooperation with the State of Michigan, the provisions of 23 U.S.C., 134, and, as such, is the recipient agency for transportation planning funds in the BCATS area; and

WHEREAS: This memorandum, in accordance with federal requirements, provides the framework for the Parties to cooperatively determine their mutual roles in carrying out the urban transportation process under the IIJA Act (BIL), and any successor federal transportation legislation. The process includes coordinating program activities between the Parties in the development of the Unified Work Program, Transportation Improvement Program, Metropolitan Transportation Plan and other federal, state and metro planning activities, as applicable.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. General Scope and Conduct of the Transportation Planning Process. The Parties agree that they have the following general understanding regarding the scope and conduct of the transportation planning process:
 - a. The Parties agree to cooperate in the implementation of the of the public transportation system in order to serve the residents of the BCATS area.

- b. BCATS shall function as the Policy Body for transportation planning activity being conducted under this agreement.
 - c. BCATS will be responsible for the planning, reviewing and commenting as it relates to Federal and State legislation.
 - d. TACC is expected to implement all transit plans and programs in its designated service area.
 - e. This Agreement does not prohibit TACC from conducting independent planning, programing and feasibility studies as it deems necessary which may not involve or use federal funding.
 - f. TACC shall be represented directly on the BCATS's Technical Policy Committees.
 - g. In the context of cooperative and essential planning activities needed to achieve implementation of transit plans and programs, TACC recognizes the benefit of using federally derived funding to conduct planning activities and BCATS will utilize the available 5303 federal transit funding to support the metropolitan planning process. TACC also recognizes the benefit, on a case-by-case basis, of "passing through" a portion of its federal funding to BCATS to complete specific transit activities as identified in the annual Unified Work Program. Any "pass through" funds will be addressed with specific contracts between the Parties.
2. Specific Scope and Conduct of the Transportation Planning Process. The Parties agree that they have the following specific understanding of the scope and conduct of the transportation planning process:
- a. Unified Work Program (UWP)
In accordance with state and federal regulations, BCATS annually prepares, adopts and updates the Unified Work Program, describing metropolitan planning activities and studies. TACC agrees to annually prepare and submit to BCATS for inclusion in the UWP any significant transportation planning activity that it intends to carry out. The Parties agree to consult and coordinate on the development of transit plans and programs as they relate to existing and future multi-modal transportation development in the BCATS area. The Parties agree to work together to achieve compliance with all federal planning regulations and guidance. BCATS will assist TACC with the planning section of its triennial certification review, as requested.
 - b. Transportation Improvement Program (TIP)
The Parties agree to work together in the development of transit projects within BCATS's planning area. TACC is responsible for submitting to BCATS a description and other pertinent information about transit projects proposed to be funded with federal or non-federal funds. BCATS will include TACC's projects

and activities in its Transportation Improvement Program (TIP). As part of this process, TACC will submit/maintain a fiscally constrained financial plan for its existing and proposed transit projects. This information will be utilized by BCATS in developing its financial discussion in the TIP, establishing financial constraint for the TIP, and completing other financial components for the TIP process.

BCATS is responsible for annually developing and publishing the “Annual Listing of Obligated Projects”, as required in the federal regulations. TACC is responsible for providing BCATS the necessary information about obligated transit projects each fiscal year to complete the above obligated project report.

c. Metropolitan Transportation Plan (MTP)

BCATS, in cooperation with TACC, will develop the Metropolitan Transportation Plan as required by federal regulations. TACC will submit to BCATS data required for the MTP development. TACC will provide a fiscally-constrained financial plan for existing and proposed projects to be included in the MTP. BCATS, in cooperation with TACC, will conduct public involvement and other relevant activities in association with the development and adoption of the MTP.

d. Definition of Responsibilities for General Planning Activities

Attachment A to this Memorandum of Understanding outlines the roles of the Parties (Lead or Support) relative to the general program activities found in the BCATS Unified Work Program on an annual basis and is incorporated as a part of this MOU.

3. Term. The Parties agree that the term of this MOU shall be from the date of execution and extending until such time as it is officially terminated in accordance with the terms of Section 4 of this agreement. The agreement will be evaluated biennially to determine if any major changes should be made to the agreement.
4. Termination. Either Party may terminate this MOU after not less than forty-five (45) days written notice to the other party.
5. Amendments. This MOU may not be amended, altered, or modified except by written agreement signed by both of the Parties.
6. Entire Agreement. This Agreement constitutes the entire agreement between the Parties relating to the subject matter hereof and supersedes all prior or contemporaneous oral or written understandings.

[Signatures on next page]

IN WITNESS WHEREOF, the Parties have caused this Memorandum of Understanding to be executed by their duly authorized representatives as of the Effective Date.

BATTLE CREEK AREA TRANSPORTATION
STUDY POLICY COMMITTEE

By:
Its:

TRANSPORTATION AUTHORITY OF CALHOUN COUNTY

By:
Its:

ATTACHMENT A
to the Memorandum of Understanding
between the Battle Creek Area Transportation Study Policy Committee (BCATS)
and the Transportation Authority of Calhoun County (TACC)

**DEFINITION OF RESPONSIBILITIES FOR
GENERAL PLANNING ACTIVITIES**

<u>ACTIVITY</u>	<u>PLANNING RESPONSIBILITY</u>	
	<u>LEAD</u>	<u>SUPPORT</u>
Data Collection and Analysis		
Demographic, land use, socio-economic	BCATS	TACC
Transit Statistics	TACC	BCATS
Transit Surveys	TACC	BCATS
Long Range Transportation Planning		
Development of the Metropolitan Plan	BCATS	TACC
Provision of transit plans and transit financial plans	TACC	BCATS
Transit Development Programs	TACC	BCATS
Transportation Improvement Program (TIP)		
Development of the TIP	BCATS	TACC
Annual Listing of Obligated Projects	BCATS	TACC
Provision of transit plans and transit financial plans	TACC	BCATS
Public Involvement		
MPO's Public Participation Plan	BCATS	TACC
Program of Projects	TACC	BCATS
TIP/TIP amendment public notices	BCATS	TACC
Program Administration		
Unified Work Program Development	BCATS	TACC
MPO Committee(s) support	BCATS	