

Transportation Authority of Calhoun County (TACC)

MEETING MINUTES

May 14, 2024, 9:00 am- 11:00 am

Marshall City Hall, Council Chambers

323 W. Michigan Avenue *Marshall, MI 49068*

- I. The meeting was called to order by Chairperson Erick Stewart at 9:00 a.m.
- II. Roll Call
 - a. Members Present: Erick Stewart, Tom Tarkiewicz, Linda Morrison, Vivian Davis, Amy Evans, Jenasia Morris, Dr. Paul Watson
 - b. Staff Present: Mallory Avis, Public Transit Director
Kristy Grestini – Mobility Manager
Matthew McKee – Admin. Contract Manager
 - c. Guest: Doug Ferrall – Asst. Dir. Community Development
- III. Approval of Agenda – May 14, 2024
It was moved by Linda and supported by Jenasia to approve the agenda with the addition of a discussion on TACC Insurance.
- IV. Approval of May 7, 2024 minutes
It was moved by Paul and supported by Amy to approve the May 7 minutes of the May 7 meeting. Motion carried.
- V. Public Comments
Doug Ferrall, Assistant Director of Community Development, informed the TACC board of the change in his job responsibilities. He can continue to be a point of contact for the TACC board for ballot language and will help complete the RFP process for the consultant as needed.
- VI. Unfinished Business
 - a. Update on collaboration with Battle Creek Leadership continues to be a positive relationship. A letter of response will be written by Chairperson Stewart to Mayor Mark Behnke regarding current actions of TACC.
 - b. Tom distributed a sample copy of By-Laws to be considered.
The items to be addressed include, board of directors, officers, executive director, conflict of interest, meetings, finances, contracts, and budget, fiscal year timelines, amendments, dissolution, and indemnification of board members. Board members were asked to review the document and bring comments to the next meeting.
 - c. Mallory reported on the Marketing and RFQ committee. Five applications were received and the committee met and narrowed the candidate pool to two recommended candidates. The scope of the position and timeline must be understood by the candidates.

VII. New Business

a. Approval of Financial and Organizational Structure

Linda reported that approval of an EIN application and mailing address is required before a bank application can be submitted.

Motion: It was moved by Tom and supported by Janasia to grant Treasurer, Linda Morrison, the authority to use her home address as the TACC address. Motion carried.

Motion: It was moved by Tom and supported by Jenasia that the fiscal year of the Authority shall commence on October 1 and end on the following September 30. Motion carried.

Motion: It was moved by Vivian and supported by Amy to open a bank account with the Treasurer, Linda Morrison and Chairperson Erick Stewart to conduct official financial business of the Authority. Both signatures are required for withdrawals. Motion carried.

b. Insurance

Tom shared concerns that the TACC board is not insured by a collaborating agency. Further research will be done to compile a list of insurance options and costs.

VIII. City and County Report

- Mallory shared information regarding how TACC must follow the City of Battle Creek's procurement guidelines for funds held by the City on behalf of the TACC.
- Start-up cost for TACC will come from the 4 cities and the County that contributed to the transportation program (for a total of \$250k).
- If TACC is operational by November, funds will be available October 1, 2025.
- The transportation department ordered 4 busses this year, they are expected to be delivered in August/September 2024.

IX. Announcements – None

X. Public Comments – Limited to 3 minutes - None

XI. Member Comments –

- LAC has not met to date.
- Notification will be sent to LAC members regarding the delayed implementation of the committee.

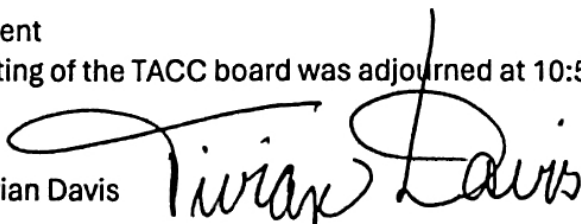
XII. Next meeting

Motion: It was moved Tom and supported by Jenasia to cancel the meeting on May 28, 2024, due to member scheduling conflicts. The next meeting will be held June 4. Motion carried.

XIII. Adjournment

The meeting of the TACC board was adjourned at 10:57 a.m.

Secretary: Vivian Davis



Date of Approved: June 4, 2024