

# TRI-COUNTY REGIONAL PLANNING COMMISSION

Planning Mid-Michigan's Future Together Since 1956

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## EXECUTIVE & PERSONNEL COMMITTEE

June 14, 2018

8:30 a.m.

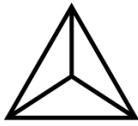
TCRPC Small Conference Room

### AGENDA

- I. **CALL TO ORDER/INTRODUCTIONS**
- II. **APPROVAL OF AGENDA** – *(action)*
- III. **APPROVAL OF MINUTES** of the May 10, 2018 and May 23, 2018 meeting – *(action)*
- IV. **PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. **TCRPC STANDING COMMITTEES TRANSITION** – *(discussion)*
- VI. **EAST LANSING-MERIDIAN WATER & SEWER AUTHORITY CONTRACT** – *(action)*
- VII. **EXECUTIVE DIRECTOR POSITION DESCRIPTION** – *(action)*
- VIII. **INTERIM EXECUTIVE DIRECTOR STATUS** – *(action)*
- IX. **APPROVAL OF JUNE 27, 2018 COMMISSION AGENDA** – *(action)*
- X. **PUBLIC COMMENT**
- XI. **OTHER BUSINESS**
- XII. **ADJOURN**

NEXT EXECUTIVE COMMITTEE MEETING

July 12, 2018 – 8:30 a.m.



## **EXECUTIVE & PERSONNEL COMMITTEE PROPOSED MEETING MINUTES**

May 10, 2018 (Thursday) at 8:30 a.m.  
Tri-County Regional Planning Commission

- I. **Call to Order**  
Vice Ch/Watkins called the meeting to order at 8:34 a.m.
- II. **Approval of Agenda**  
It was **MOVED** by C/Swope, **SUPPORTED** by C/Watkins, to approve the Agenda as distributed. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**  
It was **MOVED** by C/Swope, **SUPPORTED** by C/Watkins, to approve the meeting minutes from April 12, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**  
There was no public comment.
- V. **Working Group Reports**
  - A. **Programmatic**

**TCRPC Mission Statement** - Interim Director Snell presented information on three recommendations from the Programmatic Working Group. The first recommendation addressed the development of an agency mission statement. The carefully crafted and thoroughly reviewed mission statement outlines in a short statement what the TCRPC is and strives to be.

It was **MOVED** by C/Watkins, **SUPPORTED** by C/Eakin, to recommend adoption of the proposed TCRPC Mission Statement by the Board of Commissioners. **MOTION CARRIED UNANIMOUSLY.**

**TCRPC Standing Committees** - The second recommendation of the working group identified changes proposed to the TCRPC Standing Committees and the interactions of the Commissioners with the agency's technical groups and advisory committees.

It is important to note that these recommendations do not change how staff manage or administer the technical groups, initiatives, and working groups/subcommittees currently in place, only how commissioners and the community participate in TCRPC programming and regional discussions. Interim Director Snell noted that these changes are intended to improve efficiency without impacting the day-to-day business of the agency. They include:

- 1) Eliminating three of the four current standing committees (Program & Grant Review, Growth Trends Steering, Transportation Review) to reduce the

inefficient flow of technical/program information and duplication of committee and commissioner efforts.

- 2) Expanding the roles and functionality of the Finance Committee for a cohesive approach to evaluating the grant opportunities and financial viability/sustainability of Tri-County's programs. The committee would be renamed as the Finance & Program Review Committee to reflect the programmatic review process.
- 3) Creating a new standing committee (Community Coordinating Committee) to address the emerging desires of our community partners to collaborate on discussions and strategies that address our prioritized regional needs, significant development projects, and interdisciplinary planning initiatives.
- 4) Assigning commissioner representatives to Resource & Advisory Committees, which are administered by Tri-County staff, for direct participation in program technical planning, guidance, and activities.

C/Swope asked if there would be a limit on the number of Commissioners that could participate on the R&A Committees. Interim Director Snell noted that one commissioner would be assigned to each of the R&As and any commissioner that wanted to be notified and/or participate in the R&A meetings would be accommodated up to the point where a Commission quorum would be present.

C/Watkins stated that this change would allow Commissioners to participate in activities that they chose rather than attending meetings that were "assigned." He added it seemed to make things more efficient.

Interim Director Snell noted that a full presentation would be made at the May Commission meeting to explain in detail the changes being proposed.

**It was MOVED by C/Watkins, SUPPORTED by C/Swope, to recommend adoption of the proposed changes to the TCRPC Standing Committee structure by the full Commission. MOTION CARRIED UNANIMOUSLY.**

TCRPC Staff Organization Chart – Interim Director Snell presented information related to proposed alterations to the TCRPC staffing org chart. He noted that the working group had observed numerous issues with the existing structure that should be addressed. The working group developed three core changes to the current organizational and programmatic structure to address these observations:

- 1) Move Chief Transportation Planner position into Deputy Director/Chief Planner position
  - Supports the executive director in the development and implementation of programs, plans, and projects
  - Provides leadership and direction to technical staff
  - Bridges gap between shared program elements and connects initiatives
- 2) Evaluate Transportation program capacity and fill vacant position accordingly
- 3) Combine Economic Development and Land Use programs into a more comprehensive one that looks at the big picture of our region's communities and development

C/Swope stated that the position of the Deputy Director should be in line with the other administrative support staff. Interim Director Snell added that he would have the appropriate changes made and have him review it prior to being sent to the full Commission.

Interim Director Snell noted that a full presentation would be made at the May Commission meeting to explain in detail the changes being proposed.

**It was MOVED by C/Watkins, SUPPORTED by C/Eakin, to recommend adoption of the proposed changes to the TCRPC staff organization chart by the Board of Commissioners. MOTION CARRIED UNANIMOUSLY.**

**B. Bylaws, Operating Procedures and Personnel Policy Review**

Interim Director Snell informed the Committee that the Bylaws Working Group had not met since the last commission meeting in April. He noted that no new meetings were scheduled. C/Watkins stated that he felt that working group would no longer be productive and no new meetings should be scheduled.

**C. Administrative and Executive Staff Functions**

It was announced that the consultant hired to complete the search for a new Executive Director would be in the office on Monday, May 14<sup>th</sup> to meet with community leaders and senior staff. Interim Director Snell asked how the list of senior staff was developed. Hoffman stated that he had developed the list. Interim Director Snell requested that all staff be allowed to participate (apart from himself); he stated that if general staff was invited to participate, then all staff should have the opportunity, not just arbitrarily selected staff. He added that this had become divisive internally and the communication for this effort needed to be improved.

There was not enough information available for the meeting to determine if an action item would be needed for the May Commission agenda. Interim Director Snell stated that staff would add the appropriate action when information becomes available if it was agreeable to the Executive Committee. The members unanimously agreed to that approach.

Interim Director Snell provided the Committee with an update on the progress made by each of the working groups after six months of work. He noted that the Administrative working group was focused on hiring a new Executive Director, and any other assigned tasks would likely wait until that work was completed later this year. Interim Director Snell noted that the Bylaws working group had met several times and made several recommendations but seemed to be generally at an impasse. C/Watkins again noted his disdain with the overall efforts of that working group. Interim Director Snell noted the earlier addressed recommendations of the Programmatic working group and stated they would have at least 2 more meetings to discuss other issues related to how the proposed changes would impact other TCRPC documents.

Interim Director Snell presented a memo that outlined the remaining working group tasks and recommended some of the tasks be reassigned to the Programmatic working group to get all the working group work wrapped up in the next 2-3 months. He stated that the agency's fiscal year begins October 1<sup>st</sup> and it would be beneficial to have the working group discussions finished before that time.

The Executive Committee agreed that the changes reflected in Interim Director Snell's memo not associated with the bylaws changes (voting structure) or the Executive Director search should be implemented to expedite the completion of work and move ahead with normal business proceedings. It was also agreed that the working groups report to the Executive Committee and these relatively insignificant changes do not need Commission endorsement.

**VI. TCRPC Standing Committee Reports**

**A. Finance Committee**

C/Eakin informed the Committee that there would be one item going before the Board of Commissioners: the April Financial Report.

**B. Transportation Review Committee**

Interim Director Snell reported that there would be three areas of action: TIP amendments, review and adoption of the FY 2019 Unified Planning Work Program, and a revision to the TIP and Long Range Plan documents to account for Transportation Performance Measures.

**VII. Administrative Functions**

Interim Director Snell briefed the committee on a proposal to hire a consultant for a brief period to assist with the revisioning of the Comprehensive Economic Development Strategy (CEDS).

**It was MOVED by C/Swope, SUPPORTED by C/Watkins, to recommend approval of the contract to assist with the development of the CEDS by the Board of Commissioners. MOTION CARRIED UNANIMOUSLY.**

**VIII. Approval of May 23, 2018 Commission Agenda**

**It was MOVED by C/Swope, SUPPORTED by C/Watkins to approve the May 23, 2018 Commission Agenda as presented during the meeting. MOTION CARRIED UNANIMOUSLY.**

**IX. Opportunity for Public Comment**

There was no public comment.

**X. Other Business**

The members of the Committee decided to hold a special meeting of the Executive Committee prior to the Board of Commissioners meeting on May 23<sup>rd</sup>. The special meeting will begin at 4:30 p.m. with a meal provided for those members in attendance. The topics covered will be the current status of the agency, areas of common interest, and focus areas moving forward. Interim Director Snell stated that all the appropriate arrangements would be made.

**XI. Adjourn**

**It was MOVED by C/Swope, SUPPORTED by C/Eakin, to adjourn the meeting at 9:38 a.m. MOTION CARRIED UNANIMOUSLY.**

***The next meeting of the Executive and Personnel Committee is scheduled for May 23, 2018 at 4:30 p.m. at the TCRPC office.***

## 2018 Executive & Personnel Committee Attendance

Commissioner	Representing	MEETING DATE											
		1/3	2/16	3/15	4/12	5/10	5/23	6/14	7/12	8/9	9/13	10/11	11/8
Chris Swope (Secretary)	City of Lansing	N/A	X	X	X	X							
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X	X	X							
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X	X	Y							
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X	X	-							
	TOTAL (4)	/	4	4	4	3							

**Y = Participated via telephone connection**

### Others in attendance

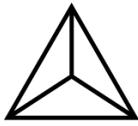
1/3/2018: Meeting was attended by commissioners appointed on the committee in 2017 (C/Banas, C/ Watkins, C/ Eakin) and Judi Brown Clarke via telephone; TCRPC Staff Jim Snell and Linda Thomas-Boyd

2/16/2018: Christine Barnes, TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

3/15/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

4/12/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Jennifer Tadgerson

5/10/2018: TCRPC Staff: Jim Snell, Greg Hoffman



## EXECUTIVE & PERSONNEL COMMITTEE PROPOSED SPECIAL MEETING MINUTES

May 23, 2018 (Wednesday) at 4:30 p.m.  
Tri-County Regional Planning Commission

### I. Call to Order

Ch/Draheim called the meeting to order at 4:36 p.m.

### II. Mid-Year Discussion Topics

- A. Executive Director Search – The Executive Committee discussed the progress being made toward hiring a new Executive Director for the agency. Outreach & Communications Coordinator Nicole Baumer updated the committee on some of the tasks that had been completed and the status of the work that was yet to be undertaken for the consultant. There was discussion surrounding the need for adequate communication moving forward between the working group(s), staff, consultant, and committee(s) regarding various ongoing efforts to improve the agency's appearance and efficiency of operations. There was consensus that Coordinator Baumer should be included in communications between all parties involved in the executive director search for issues related to the agency's image, and to confirm consistency between all the process improvement efforts. It was also decided that she be given the opportunity to review any materials related to the search process for quality and consistency purposes before being distributed.
- B. 2018-2019 Coming Events – Staff distributed a yearly calendar outlining the major undertakings the agency will be involved in through the end of 2019. Events such as a new speaker series, the outreach for the 2045 long-range transportation plan (Moving Mid-Michigan), the CEDS adoption later this fall, and other efforts were discussed. It was noted that many of these efforts are new to the TRCPC and staff would be working hard to make each of them a positive reflection on the agency. Members felt the format of the calendar was helpful and advised staff to provide updates to the calendar as appropriate throughout the year.
- C. Bylaws Review – The Executive Committee briefly discussed the results of the April Commission meeting related to the TCRPC Bylaws review. Interim Director Snell updated the Executive Committee on the status of the approved revisions and noted some discussions that staff has had with the agency's federal partners (FHWA & EDA). It was explained these discussions were a result of questions that were being raised because of the proposed actions in April. Interim Director Snell informed the committee of the potential ramifications that would result from any significant membership changes on the TCRPC Board of Commissioners. He added that staff was doing their due diligence to ensure that Commissioners had as much information as possible should there be a negative impact on the Board's membership. Interim Director Snell urged members to work together to resolve any issues that may still exist.

**III. Other Business**

The members present agreed that more special Executive Committee meetings should be held prior to the Board of Commissioners meeting to provide the opportunity for detailed discussions on issues facing the agency.

**IV. Adjourn**

The meeting was adjourned at 5:58 p.m.

***The next regularly scheduled meeting of the Executive and Personnel Committee is scheduled for June 14, 2018 at 8:30 a.m. at the TCRPC office.***

**2018 Executive & Personnel Committee Attendance**

Commissioner	Representing	MEETING DATE											
		1/3	2/16	3/15	4/12	5/10	5/23	6/14	7/12	8/9	9/13	10/11	11/8
Chris Swope (Secretary)	City of Lansing	N/A	X	X	X	X	X						
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	X	X	X	X	X						
Roger A. Eakin (Treasurer)	Eaton County Board of Commissioners	X	X	X	X	Y	X						
Shanna Draheim (Chair)	Ingham County, City of East Lansing	N/A	X	X	X	-	X						
	TOTAL (4)	/	4	4	4	3	4						

**Y = Participated via telephone connection**

**Others in attendance**

1/3/2018: Meeting was attended by commissioners appointed on the committee in 2017 (C/Banas, C/ Watkins, C/ Eakin) and Judi Brown Clarke via telephone; TCRPC Staff Jim Snell and Linda Thomas-Boyd

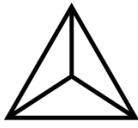
2/16/2018: Christine Barnes, TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

3/15/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

4/12/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Jennifer Tadgerson

5/10/2018: TCRPC Staff: Jim Snell, Greg Hoffman

5/23/2018: TCRPC Staff: Nicole Baumer, Jim Snell



## MEMORANDUM

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To: Tri-County Regional Planning Commission Executive Committee  
From: Jeremy J. Orr, Environmental Sustainability Planner  
Date: June 14, 2018  
Re: East Lansing-Meridian Water & Sewer Authority Contractor – **Action**

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With assistance from the Groundwater Management Board, the East Lansing-Meridian Water & Sewer Authority (ELMWSA) applied for and received a Wellhead Protection Grant from Michigan Department of Environmental Quality. The Groundwater Management Board staff are assisting East Lansing-Meridian Water & Sewer Authority implement the grant deliverables, including upgrading the Wellhead Protection Viewer, providing training to regional planners on the use of the Wellhead Protection Viewer, and updating East Lansing-Meridian's Wellhead Protection Plan.

However, the Tri-County Regional Planning Commission issued a Request for Proposals (RFP), on behalf of the Groundwater Management Board, for a short-term contractor to implement a portion of the Wellhead Protection Grant deliverables. Specifically, the contractor will develop and present wellhead protection and groundwater management materials to regional business and civic groups, as well as Groundwater Management Board member municipalities. The presentation materials will include groundwater tools, such as the Wellhead/Groundwater Protection Audit, Aquifer Model, and Wellhead Protection Viewer, that the Groundwater Management Board utilizes.

The RFP was issued on May 10, 2018, with a deadline of May 25, 2018, and two proposals were received. The ELMWSA Wellhead Protection Team reviewed the proposals and conducted interviews on June 4, 2018, with a final decision made that same day to contract OHM Advisors to implement the Wellhead Protection Grant deliverables. With several years' experience, OHM Advisors demonstrated advanced knowledge of groundwater and wellhead protection issues, and the ELMWSA Wellhead Protection Team is confident in OHM's ability to develop and present groundwater training materials throughout the region.

**Recommended Action: The Board of Commissioners accept the East Lansing-Meridian Water & Sewer Authority Wellhead Protection Team's selection of OHM Advisors to develop and present groundwater training materials to regional civic and business groups, as well as Groundwater Management Board member municipalities.**