



TCRPC BOARD OF COMMISSIONERS MEETING MINUTES

July 25, 2018 (Wednesday) at 6 p.m.
Tri-County Regional Planning Commission

- I. **Call to Order – Pledge of Allegiance – Roll Call**
Ch/Draheim was not present. Vice Ch/Watkins called the meeting to order at 6:00 p.m.
- II. **Approval of Agenda**
It was **MOVED** by C/Eakins, **SUPPORTED** by C/Pohl, to approve the Revised Agenda with the budget revision and expenditures report added under Item VIII, A. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**
It was **MOVED** by C/Barnes, **SUPPORTED** by C/Eakin, to approve the meeting minutes from June 27, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**
There was no public comment.
- V. **Communications & Outreach**
 - A. **Agency Branding Presentation**
Outreach & Communications Coordinator Nicole Baumer presented the Brand Visioning Report and an agency branding presentation to the Board. Coordinator Baumer informed the Commission that the Executive & Personnel Committee (EPC) had seen the Report, which was a culmination of feedback from Commissioners and community partners, and results from facilitated visioning sessions held over the last few months. Coordinator Baumer directed the Commissioners to the last page of the Report and explained the recommendations regarding updating the TCRPC brand that had been developed based on input collected from the Commissioners and staff. The recommendations have guided the new branding activities, including the development of a new logo, tagline, and mission statement, which was adopted by the Board in May.

Coordinator Baumer directed Commissioners to the Words Exercise page, which detailed the results of a mini exercise that had been conducted to assist the working group and the EPC in identifying words that describe TCRPC as it currently exists, and how they want the agency to be viewed and described in the future. The enduring theme that arose from the Word Exercises was the idea of being “forward thinking” while retaining our roots in planning. That feedback was used to develop a new tagline: “Thinking Ahead. Moving Forward.”

Commissioner Fletcher arrived at 6:10 p.m.

Coordinator Baumer presented the new look for Tri-County and detailed the symbolism of the colors and graphic elements chosen. She displayed the updated logo in a variety of color backgrounds that will be used on publications, digital platforms,

and promotional materials developed by Tri-County. Coordinator Baumer emphasized the verbal and written use of “Tri-County” when referencing the agency for the sake of clarity, brevity, and memorability. She advised the Commission that the final step in updating and implementing the brand, as set forth in the Brand Visioning Report recommendations, was developing the website.

VI. Interim Director’s Report

Interim Executive Director Snell directed the Commissioners to his report in the packet and stated that there have been lots of changes going on within the Commission and that it has been a very busy time.

Interim Executive Director Snell stated that some of the changes the Commission had approved are coming into place. He advised the Commissioners that the Programmatic Working Group had a very productive meeting prior to the Board meeting and has begun addressing the Operating Policies and Procedures and the Employment Manual. The Working Group will meet several more times this month, with the next meeting scheduled for July 31, 2018. Interim Executive Director Snell emphasized there is still a lot of work to be done, however, he expects all policy reviews and updates will be completed by the end of September.

VII. Executive & Personnel Committee Report

A. Executive Director Vacancy Update

1. Executive Director Position Description
2. Deputy Director Position Description

It was MOVED by C/Barnes, SUPPORTED by C/Triplett, to approve the Executive Director and Deputy Director Position Descriptions. MOTION CARRIED UNANIMOUSLY.

B. Programmatic Working Group Report

1. Staff Review Process

Interim Executive Director Snell explained the current staff review process, and how it is up to the employee to set their own goals for evaluation for the coming year. With the recommended revisions and clarifications to the policy language, the review form has been reworked and the review process will be directed more so by the immediate supervisor, with a focus being on the position responsibilities rather than the employee as a person. The Employee Review and Evaluation form aligns with the recommended Section 6.6 language of the TCRPC Employment Manual. Vice Ch/Watkins stated that the Working Group had spent a lot of time reviewing and updating this process.

It was MOVED by C/Eakin, SUPPORTED by C/Pohl, to approve the Staff Review Process, including adopting the revised employee performance review language for Section 6.6 of the Employment Manual and its accompanying form, and authorizing an interim review of each staff member. MOTION CARRIED UNANIMOUSLY.

2. Descriptive Organizational Chart

Vice Ch/Watkins explained the chart illustrates the key responsibilities of each position within the agency and shows where the new Deputy Director position fits in the organization. Interim Executive Director Snell advised that the org chart was

approved in May by the Commissioners. This chart has been provided so Commissioners can see the criteria that will be used to evaluate positions and place them into a salary scale. No action is required.

3. Salary Scale

Vice Ch/Watkins explained the Salary Scale as proposed by the Working Group. He stated that this scale was generic and without positions. Interim Executive Director Snell advised the Commissioners that the core issue surrounding the Salary Scale in the past was the lack of clarity in how it could be used, i.e., who had authority to make changes, how could staff move within the scale, how does it align with the position descriptions and responsibilities, etc. The Working Group reviewed the scale due to issues from a year ago. Suggestions were made to fix the issues so that these problems would not surface again. The language for Section 6.1 of the Operating Policies and Procedures has been revised to detail an explicit process for using the scale.

The Working Group reviewed the Salary Scale and concluded that the Executive Director would make the final determination to move staff from left to right in their level of the scale. For a position to move up or down the salary scale – a level reclassification – the Executive Director would make a recommendation to the Executive & Personnel Committee, with an accompanying report on any financial impact(s) from the Finance and Program Review Committee. These moves would be based upon the changing level of responsibility or addition of responsibilities of a position. Interim Executive Director Snell stated that this review entailed defining who in the organization determined the salary scale, how it works with the position descriptions, and who has the authority to change it. He emphasized that the request for Commission approval was for not just the salary scale, but for the process.

C/Eakin announced that any salary change in the budget must come before the Finance and Program Review Committee. He advised that the only time the Salary Scale would come before the Board of Commissioners is if there is a change in the scale or a budget line item.

The scale is not tied to persons, but to job responsibilities. C/Swope asked how the salaries were determined. C/Eakin informed the Commissioners that salaries and job descriptions from MPOs around the state and other agencies similar to us had been reviewed. A comparative analysis had been done. Interim Executive Director Snell confirmed that there was a 4% increase between steps. It was emphasized that the process is comparable to other MPOs and this comparative process was also done last fall.

Vice Ch/Watkins advised the Commissioners that once the scale and review of job descriptions were completed, placement and authority would become increasingly clear. This avoids past issues. C/Jones emphasized that the salary scale would be related to the responsibilities of the position, and not to the person. C/Eakin stated that once the job descriptions are finalized, positions will fit right into the Salary Scale.

Interim Executive Director Snell informed the Commissioners that the Working Group will have the job descriptions done and positions will fit into the appropriate place on the salary scale without any raises given.

It was confirmed that the Executive Director's salary does not fall on the salary scale and is a negotiated contract.

C/Washington questioned the levels on the scale. Interim Executive Director Snell advised that clerical and technical positions were at the bottom of the scale, then it moves up to professional staff. This allows for flexibility of advertising and makes the agency competitive to hire qualified staff. C/Washington noted that she could not vote on a salary scale that did not have the positions on it.

It was MOVED by C/Stacey, SUPPORTED by C/Eakin, to adopt the Salary Scale. MOTION CARRIED BY A 11-1 VOTE. (Roll Call: Yeas: Commissioners Pohl, Stacey, Watkins, Eakin, Fletcher, Barnes, Schafer, Sebolt, Triplett, Swope, Jones. No: Commissioner Washington)

It was MOVED by C/Swope, SUPPORTED by C/Barnes, to adopt the revised base compensation and salary scale policy language for Section 6.1 of the TCRPC Employment Manual for immediate implementation. MOTION CARRIED BY A 11-1 VOTE. (Roll Call: Yeas: Commissioners Pohl, Stacey, Watkins, Eakin, Fletcher, Barnes, Schafer, Sebolt, Triplett, Swope, Jones. No: Commissioner Washington)

4. Remaining Tasks and Schedule

Interim Executive Director Snell said that the Working Group is about half way through working on the Operating Policies and Procedures and they are beginning to work on the Employee Manual. He reiterated that these items will have to be done in the next 2 months. Interim Director Snell stressed that staff appreciates the efforts being made by this group. The Programmatic Working Group will be meeting on July 31, 2018. Interim Executive Director Snell emphasized that the Bylaws are for the operation of the Board of Commissioners and the Operating Policies and Procedures concerns the operation of the agency and staff.

C. Resource & Advisory Committees (RACs) Representation

Coordinator Baumer explained that last month Commissioners filled out a form to indicate their preferences for volunteering on the RACs. Staff has conferred with the EPC and Commissioners have been assigned to their groups. Commitments with existing standing committees were taken into consideration and assignments were balanced for relatively equal representation by Commission jurisdictions. No Commissioner is assigned to more than two committees. Coordinator Baumer stated that if any Commissioner would like to receive meeting notices to please let her know and she will put them on the mailing list.

Coordinator Baumer stated that a permanent RAC representation process was being developed for the Bylaws to use year to year, similar to the process currently in place for appointing Commissioners to standing committees.

It was MOVED by C/Eakin, SUPPORTED by C/Swope, to approve the assignments of TCRPC Commissioners as non-voting representatives to the Resource & Advisory Committees to serve through the January 2019 Annual Meeting. MOTION CARRIED UNANIMOUSLY.

D. Asset Management Pilot Project Agreement

Interim Executive Director Snell informed the Commission that the Michigan Transportation Asset Management Council (TAMC), in cooperation with the Governor's Infrastructure Committee, is initiating a pilot program to survey the location and condition of culverts in the state. The Clinton County Road Commission (CCRC) has agreed to participate in the pilot efforts. TAMC has requested that TCRPC be the pass-thru agency for the project, as the needed structure is already in place because of other TAMC work we do. The agreement will provide a total of \$45,321 to the CCRC if they complete all the tasks in the pilot. TCRPC will receive \$2,266 to cover the cost of administering the contract. There was discussion on whether this would cover local roads and Interim Executive Director Snell advised that local roads are included in the survey.

It was MOVED by C/Barnes, SUPPORTED by C/Eakin, to approve the agreement to serve as the pass-thru agency between the TAMC and the CCRC. MOTION CARRIED UNANIMOUSLY.

VIII. Standing Committee Reports

A. Finance & Program Review Committee

1. June Financial Report

It was MOVED by C/Eakin, SUPPORTED by C/Pohl, to approve the June 2018 Financial Report and place it on file. MOTION CARRIED UNANIMOUSLY.

2. June Expenditures Report

It was MOVED by C/Barnes, SUPPORTED by C/Pohl, to approve the June Expenditures Report and place it on file. MOTION CARRIED UNANIMOUSLY.

3. FY 2018 Budget Revision

The budget revision is new funding from the State of Michigan Asset Management pilot project for Culvert Mapping that Clinton County is participating in. The grant is \$47,587 with TCRPC receiving \$2,266 in administrative costs.

It was MOVED by C/Eakin, SUPPORTED by C/Swope to approve the FY 2018 Budget Revision and place it on file. MOTION CARRIED UNANIMOUSLY.

4. FY 2019 Regional Transportation Planning Work Program

Interim Executive Director Snell explained that the FY 2019 Regional Transportation Planning Work Program (RWP) is the rural equivalent of the Unified Planning Work Program, which was approved by the Commission in May. He stated there was a slight increase in the Department of Transportation budget for the FY 2019 Regional Transportation Work Program.

It was MOVED by C/Eakin, SUPPORTED by C/Barnes, to adopt the FY 2019 Regional Transportation Planning Work Program. MOTION CARRIED UNANIMOUSLY.

IX. Resource & Advisory Committee Reports

A. Capital Area Regional Transportation Study (CARTS)

C/Fletcher reviewed the proposed requests of the following Transportation Improvement Program (TIP) amendments with the Commission:

1. MDOT wants to increase the cost for the I-96 project from Meridian Road to M-52 and is seeking to delete a new carpool lot on M-127 (moved past FY 2020).

It was MOVED by C/Fletcher, SUPPORTED by C/Pohl, to approve MDOT's proposed TIP Amendment for FY 2018 to the FY 2017-2020 TIP. MOTION CARRIED UNANIMOUSLY.

2. A request from Ingham County Road Department (ICRD) to remove their Okemos Road Project from the TIP and apply the funding to their Waverly Road Project. These are changes to the FY 2017- FY 2020 TIP.

It was MOVED by C/Fletcher, SUPPORTED by C/Pohl, to approve ICRD's proposed TIP amendment for FY 2018 to the FY 2017-2020 TIP. MOTION CARRIED UNANIMOUSLY.

3. A request from Ingham County Road Department to add the Hagadorn Road project to the Lake Lansing Road project and amend for FY 2018 to the FY 2017-2020 TIP.

It was MOVED by C/Fletcher, SUPPORTED by C/Sebolt, to add the Hagadorn Road Project to the FY 2018 to the FY 2017-2020 TIP. MOTION CARRIED UNANIMOUSLY.

4. A request from CATA to change from hybrid buses to clean diesel buses and have the funding match their awarded grants.

It was MOVED by C/Fletcher, SUPPORTED by C/Eakin, to approve CATA's proposed changes. MOTION CARRIED UNANIMOUSLY.

5. Clinton County and EATRAN have requested changes to the FY 2017 – FY 2020 TIP to be the same as their awarded grants.

It was MOVED by C/Fletcher, SUPPORTED by C/Swope, to approve the Clinton Transit and EATRAN'S proposed changes. MOTION CARRIED UNANIMOUSLY.

C/Fletcher advised the Board that two additional TIP corrections from MDOT and ICRD have been provided in the packet for their information. No action is needed.

X. Commissioner Reports

There were no Commissioner reports.

XI. Opportunity for Public Comment

There was no public comment.

XII. Other Business

C/Triplett thanked the Board for approving the CATA TIP amendment. He stated that the TIP amendment would allow CATA to purchase eight 40 feet and two 60 feet buses. This is a cost of between \$200,000 and \$250,000 per unit and, with CATA's partnership with Lansing Board of Water & Light, will allow it to use solar power. C/Triplett advised that other technologies would be evaluated, including both propane and electric.

Interim Executive Director Snell advised that there will be a call for projects throughout the region from September 4th through September 28th. The Board of Commissioners will adopt the project list for the Transportation Improvement Program for FY 2020 – FY 2023 in the spring of 2019. He encouraged Commissioners to attend CARTS meetings to learn more about the process of allocating millions of dollars in funding.

Interim Executive Director Snell introduced Ju-eun Lim. She will be with TCRPC for the next year as a professional intern from MSU. Interim Executive Director Snell informed the Commissioners that Ju-eun has many degrees and is a civil engineer. Ju-eun will be observing how the American governmental system works. She will attend meetings and work on some projects for the agency. Interim Executive Director Snell requested that Commissioners let him know of any meetings Ju-eun can attend that would provide valuable insight into our governmental system. We would like to get her exposed to the many activities of TCRPC and its Commissioners in the region. Ms. Lim will be with TCRPC for the next 11 ½ months.

XIII. Adjourn

It was MOVED by C/Barnes, SUPPORTED by C/Eakins, to adjourn the meeting at 7:03 p.m. MOTION CARRIED UNANIMOUSLY.

The next meeting of the Board of Commissioners is scheduled for August 22, 2018 at 6 p.m. at the TCRPC office.

2018 TCRPC Commission Attendance

Commissioner	Representing	MEETING DATE												
		1/10	1/24	2/28	3/28	4/25	5/23	6/27	7/25	8/22	9/26	10/24	11/15	12/13
Brian T. Jackson	City of Lansing, Council	X	X	X		X		X						
Nathan Triplett*	City of Lansing, Capital Area Transportation Authority (CATA)	*	*	X		X	X		X					
Peter Spadafore	City of Lansing, Council	X		X	X	X			Y					
Chris Swope	City of Lansing	X	X	X	X	X	X	X	X					
Jody Washington	City of Lansing, Council	X	X	X	X				X					
Dave Pohl	Clinton County Board of Commissioners	X	X	X	X	X	X	X	X					
Adam Stacey	Clinton County Board of Commissioners	X	X	X	X	X	X	X	X					
Gail Watkins	Clinton County Road Commission	X	X	X	X	X	X	X	X					
Kent Austin	Eaton County Board of Commissioners	X	X		X	X		X						
Christine Barnes	Eaton Area Transit Authority (EATRAN)	X	X	X	X	X		X	X					
Roger A. Eakin	Eaton County Board of Commissioners	X	X	X	X	X	X	X	X					
Kenneth Fletcher	Eaton County, Delta Charter Twp.	X	X	X	X	X	X	X	X					
Dorothy E. Maxwell	Eaton County Road Commission	X	X	X	X	X	X	X						
Dennis Louney***	Ingham County Road Department	X	X	X	X	X	X	X						
Julie Brixie	Ingham County, Meridian Charter Twp.	X	X	X	X	X								
Shanna Draheim	Ingham County, City of East Lansing	X	X	X	X	X	X	X						
Randy Schafer	Ingham County Board of Commissioners	**	X	X	X	X	X		X					
Ryan Sebolt	Ingham County Board of Commissioners	X	X	X	X	X		X	X					
Denise Jones	Michigan Department of Transportation (MDOT)	X	X	X	X	X	X		X					
	TOTAL (19)	17	17	18	17	18	12	13	12					

Y = Participated via telephone connection

Others in attendance

1/10/2018: Dr. Dwight Washington, Ericka Hartigan, Janet Arcuicci, TCRPC Staff: Linda Thomas-Boyd, Jim Snell, Greg Hoffman, Rachel Elsinga, Andrea Strach

**C/Schafer assumed his seat at the January 24th annual meeting.

1/24/2018: Rep. Tom Cochran, Jeanne Pearl-Wright, Bob Showers, Kam Washburn, Brian McGrain, Judi Brown Clarke, Dr. Dwight Washington, TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Ken Hall, Andrea Strach, Rachel Elsinga, Cliff Walls, Jeremy Orr, Linda Thomas-Boyd, Paul Dionne

2/28/2018: Kam Washburn, Ericka Hartigan, Janet Arcuicci, TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Ken Hall, Andrea Strach, Rachel Elsinga, Cliff Walls, Jeremy Orr, Linda Thomas-Boyd

*Nathan Triplett replaced Robin Lewis as Commissioner/CATA's representative

2018 TCRPC Commission Attendance Continued

3/28/2018: Ken Kaltenbach, The Corradino Group; Phil Kazmierski, The Mannik & Smith Group; Janet Arcuicci, Ericka Hartigan, CATA; Blake Mulder, Eaton County Board of Commissioners; Vercilla Hart, Citizens to Keep Rives Rural; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Rachel Elsinga, Cliff Walls, and Jeremy Orr.

4/25/2018: Mike Davis, MDOT University Region; Ericka Hartigan, CATA; Vercilla Hart, Lillian Waller, Citizens to Keep Rives Rural; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Cliff Walls, and Jeremy Orr.

***Dennis Louney replaced Teri Banas as Commissioner

5/23/2018: Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Greg Hoffman, Laura Tschirhart, Nicole Baumer, Andrea Strach, Rachel Elsinga, Cliff Walls, and Jeremy Orr.

6/27/2018: Ericka Hartigan, Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Greg Hoffman, Jeremy Orr, Nicole Baumer, Andrea Strach, Linda Thomas-Boyd

7/25/2018: Ericka Hartigan, Janet Arcuicci, CATA; TCRPC Staff: Jim Snell, Nicole Baumer, Linda Thomas-Boyd