



EXECUTIVE & PERSONNEL COMMITTEE

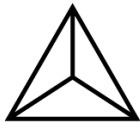
March 15, 2018

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 February 16, 2018 meeting – *(action)*
- IV. **PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. **WELLHEAD PROTECTION VIEWER UPGRADE CONTRACT**– *(action)*
- VI. **WORKING GROUP REPORTS**
 - A. Bylaws, Operating Procedures and Personnel Policy Review – *(action)*
 - B. Executive and Administrative Staff Functions– *(discussion)*
 - C. Programmatic– *(information)*
- VII. **ADMINISTRATIVE FUNCTIONS** – *(discussion)*
- VIII. **TCRPC STANDING COMMITTEES REPORTS**
 - A. Finance Committee – *(information)*
 - B. Transportation Review – *(information)*
- IX. **APPROVAL OF MARCH 28, 2018 COMMISSION AGENDA** – *(action)*
- X. **PUBLIC COMMENT**
- XI. **OTHER BUSINESS**
- XII. **ADJOURN**



EXECUTIVE & PERSONNEL COMMITTEE PROPOSED MINUTES

February 16, 2018 (Friday) at 8:30 a.m.
Tri-County Regional Planning Commission

I. Call to Order

Ch/Draheim called the meeting to order at 8:30 a.m.

II. Approval of Agenda

**It was MOVED by C/Swope, SUPPORTED by C/Eakin, to approve the Agenda.
MOTION CARRIED UNANIMOUSLY**

III. Approval of January 3, 2018 Minutes

**It was MOVED by C/Watkins, SUPPORTED by C/Eakin to approve the January 3,
2018 Minutes. MOTION CARRIED UNANIMOUSLY**

IV. Regional Water Quality Survey Consultant Contract

Cliff Walls, Environmental and Sustainability Planner, presented that GLRC must follow state (DEQ) and federal requirements to have a mechanism in place to evaluate the effectiveness of their research. GLRC has recommended that ETC Institute, a market research firm, be retained for the evaluation. ETC Institute has conducted market research for the state, SEMCOG, and GLRC in the past. On February 1, 2018 GLRC voted to recommend awarding the 2018 Regional Water Quality Survey contract to ETC Institute.

ETC Institute's proposal totals \$25,000 (the same price as GLRC's 2006 and 2012 surveys, with inflation), and, as fiduciary, TCRPC must approve the use of funds for contracts more than \$5,000. The GLRC has kept a fund balance to cover 50% of the costs, with the other half being directly invoiced to the applicable full voting members of the GLRC using the committee's "special projects formula." Counties and school districts (besides MSU) are excluded.

The staff is recommending that the TCRPC Board of Commissioners accept the GLRC's award of contract to ETC Institute and authorize TCRPC to once again enter under contract with them for the 2018 Regional Water Quality Survey.

It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to move this item to the full Board of Commissioners for approval. MOTION CARRIED UNANIMOUSLY

V. TCRPC Standing Committee Reports

Interim Director Snell gave a brief review of each of the Standing Committees. He advised that Growth Trends met Tuesday, February 13, 2018. They will meet quarterly. Interim Director Snell also advised that the Program and Grant, Finance, and Transportation Review committees met Wednesday, February 14, 2018.

The Standing Committees basically went through an orientation and set some goals for Growth Trends and Program and Grant for the year. Minutes of the Committees will be included in the Commission packets.

Interim Director Snell requested that the Standing Committees' meeting preferences be brought before the Board of Commissioners to ascertain whether the meeting dates and times are acceptable. C/Eakin suggested that the Finance Committee should meet 5 days before the full Commission meeting. Ch/Draheim inquired into whether certain committee meetings could be moved to the evening. Interim Director Snell advised that Growth Trends does not receive federal funding, and meets quarterly, therefore that Committee could be moved, if necessary.

VI. Bylaws Advisory Working Group Recommendations

Interim Director Snell explained that the Bylaws come through the Executive/Personnel Committee with recommendations, etc. All Commissioners have received the Bylaws recommendations. Interim Director Snell discussed that the Bylaws will come before the Commission at a later date to address programmatic changes that are recommended by the Working Groups. Ch/Draheim and Interim Director Snell expressed their desire to have ample time at the full Commission meeting to discuss the Bylaws.

VII. Executive/Administrative and Programmatic Working Groups

Interim Director Snell informed the Committee that he had revised the Working Groups to remove former Commissioners and to accommodate the appointment of new Commissioners. The dates on the right of the documents are Commission meeting dates. Interim Director Snell also added a review of the Financial policies.

Interim Director Snell advised that this must go through the Commission for the Financial Policy Review (added to the Bylaws Group) and changes in Working Group rosters to be approved.

It was MOVED by C/Watkins, SUPPORTED by C/Swope, to present the Working Group changes and additions before the full Commission. MOTION CARRIED UNANIMOUSLY

Ch/Draheim previously distributed the proposed process for a new Executive Director search to the Committee. After discussion, the Committee concurred that there were many items that needed revision or reviewing, including the Executive Director job description, Operating Policies and Procedures, etc. C/Watkins advised the earliest a new Executive Director could be hired would be July.

C/Draheim informed the Committee that a meeting of the Admin/Exec group was taking place this afternoon. It was emphasized that the RFP's or any outside commitments in the future needed Executive Committee approval. Ch/Draheim stated she would like to finish the Bylaws and Operating Policies and Procedures, while simultaneously working on the Admin/Exec Working Group's procedures for seeking a new Executive Director. C/Swope stated that the full Commission should have authority on the Executive Director search. Greg Hoffman and Linda Thomas-Boyd were added to the Admin/Exec Working Group. In addition, developing and recommending an Agency Organizational Chart was moved from Admin/Exec to the Bylaws Working Group.

It was agreed that all Working Groups must report to the Executive Committee. It was also determined that there should be a range of timeline and cost for the Executive Director search. Ch/Draheim will convey the information to Greg Hoffman.

Even though Interim Director Snell was removed from the Admin/Exec Working Group, it was confirmed that he would be an invaluable asset regarding staffing, etc. and could attend some meetings.

VIII. 2018 Commission Policy Adoptions

Interim Director Snell informed the committee that the 2018 Operating Policies and the 2018 Personnel Policies needed to be adopted annually. He noted that this year the working groups will make recommendations on changes to the documents but a set needed to be adopted at the February Board meeting.

It was MOVED by C/Watkins, SUPPORTED by C/Swope, to move the 2018 Operating Policies and the 2018 Personnel Policies Adoptions to the full Commission for approval. MOTION CARRIED UNANIMOUSLY

IX. 2018 TCRPC Agency Work Plan

Interim Director Snell advised that the 2018 TCRPC Agency Work Plan will be updated and more detail added.

It was MOVED by C/Watkins, SUPPORTED by C/Swope, to submit the 2018 TCRPC Agency Work Plan to the full Commission for approval. MOTION CARRIED UNANIMOUSLY

X. 2018 TCRPC Bank Signatories

It was MOVED by C/Eakin, SUPPORTED by C/Swope to submit the 4 Executive/Personnel Committee bank signatories to the full Commission for approval. MOTION CARRIED UNANIMOUSLY

XI. Approval of February 28, 2018 Commission Agenda

It was MOVED by C/Eakin, SUPPORTED by C/Watkins, to approve the February 28, 2018 Commission Agenda as amended. MOTION CARRIED UNANIMOUSLY

XII. Public Comment

There was no public comment.

XIII. Other Business

A. Executive Committee Meeting Schedule for 2018

It was agreed that the Executive Committee schedule, as presented, was fine if meetings were held on Thursday.

B. C/Barnes requested that she be appointed as a member of the Finance Committee because that was her background. Ch/Draheim advised that she had offered the Committee membership to C/Jackson, and if he were unable to be on the Finance Committee, then C/Barnes could be his replacement.

C. C/Barnes expressed that she had 2 concerns to address to the Executive/Personnel Committee:

1. If the search for an Executive Director will be 6 to 7 months, and if Interim Director Snell receives the position, then an opening for the posting of a Chief Transportation Planner should be posted simultaneously. Otherwise that

position would be vacant for 6 to 7 months after the Executive Director position was filled. Ch/Draheim stated that the Committee acknowledges C/Barnes' concerns.

2. C/Barnes expressed that she was not comfortable with the Chair initiating meetings. For Open Meetings Act transparency, administrators should be initiating meeting requests. It was agreed that Linda Thomas-Boyd would arrange all future meetings.

Commissioner Swope left the meeting at 9:42 a.m.

C/Barnes stated that the previous year had been difficult, especially with the recent passing of Commissioner Shirley Rodgers. C/Barnes indicated that the Commission has become parochial.

C/Watkins advised that 80% of his county is not represented in the Commission, and that he had spoken with the 2 other counties, in addition to Lansing City Council.

C/Barnes indicated that at the January 10, 2018 meeting, it was her understanding that there would be a discussion at the February 28th Commission meeting and a vote would be held in March regarding Clinton County seats. C/Barnes recommended that the Executive Committee make a motion to discuss the Clinton County seats in February and to act on it in March.

- D. Ch/Draheim requested that white boards and pens be available in the Large Conference Room for the next full Commission meeting. Interim Chair Snell advised that there was a large white board already in the room.
- E. Greg Hoffman advised that a resolution needed to be presented to the full Commission for signatories.

XIV. Adjourn

It was MOVED by C/Watkins, SUPPORTED by C/Eakin that the meeting be adjourned.

The meeting was adjourned at 10:12 a.m.

The next Executive & Personnel Committee meeting will be Thursday, March 15, 2018 at 8:30 a.m. at the TCRPC Office.

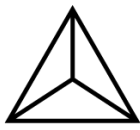
2018 Executive & Personnel Committee Attendance

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

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, Jim Snell, Greg Hoffman, Linda Thomas-Boyd



MEMORANDUM

To: Tri-County Regional Planning Commission Executive Committee
From: Jeremy J. Orr, Environmental Sustainability Planner
Date: March 7, 2018
Re: Wellhead Protection Viewer Upgrade – **Action Requested**

The Wellhead Protection Viewer (WPV) is a map-centric Geographic Information System (GIS) database that is used by the Groundwater Management Board (GMB) and its regional planning partners. The WPV displays essential groundwater information, including Potential Contaminant Source Inventory data, Water Wells, and Time of Travels Areas, in map format, to assist area planners in making development decisions that may affect the region's drinking water supply.

However, the Wellhead Protection Viewer is currently only available in offline mode, with outdated GIS software. To provide regional planners with a modern, cloud-based system, the GMB and its partner, East Lansing-Meridian Water & Sewer Authority, applied for and received a \$10,000 Wellhead Protection Grant from the Michigan Department of Environmental Quality's Drinking Water & Municipal Assistance Division. The funding will go towards selecting a firm to complete the Wellhead Protection Viewer in accordance with the needs of the Groundwater Management Board, including creating necessary security/login requirements for all users, data transfer from offline version to online version, and mobile device accessibility for ease of access for regional planners.

The GMB issued a Request for Proposals (RFP) and received several proposals from regional, statewide, and national firms. The GMB team will review those proposals on Friday, March 9, 2018, and make selection as to which firm will be contracted, through the Wellhead Protection Grant funds, to initiate and complete the WPV upgrade.

Requested Action: Tri-County Regional Planning Executive Committee accept and recommend to the full Commission the Groundwater Management Board's selection of a preferred GIS firm for Wellhead Protection Viewer upgrades to a modern, cloud-based system.