

EXECUTIVE & PERSONNEL COMMITTEE

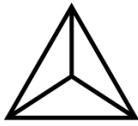
July 12, 2018

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 June 14, 2018 meeting – *(action)*
- IV. **PUBLIC COMMENT** *(opportunity to address the committee on topics on the agenda)*
- V. **EXECUTIVE DIRECTOR VACANCY UPDATE**
 - A. Executive Director and Deputy Director Position Descriptions – *(action)*
- VI. **TCRPC STANDING COMMITTEES TRANSITION**
 - A. Resource & Advisory Committees (RAC) Representation – *(action)*
- VII. **PROGRAMMATIC WORKING GROUP REPORT**
 - A. Staff Review Process – *(action)*
 - B. Position Descriptions – *(discussion)*
 - C. Salary Scale – *(action)*
 - D. Remaining Tasks and Schedule – *(discussion)*
- VIII. **ASSET MANAGEMENT SURVEY PASS-THRU CONTRACT** – *(action)*
- IX. **FY 2019 REGIONAL TRANSPORTATION WORK PROGRAM** – *(action)*
- X. **AGENCY BRANDING UPDATE** – *(information)*
- XI. **REGIONAL PROSPERITY INITIATIVE PROJECT UPDATE** – *(information)*
- XII. **APPROVAL OF JULY 25, 2018 COMMISSION AGENDA** – *(action)*
- XIII. **PUBLIC COMMENT**
- XIV. **OTHER BUSINESS**
- XV. **ADJOURN**



EXECUTIVE & PERSONNEL COMMITTEE PROPOSED MEETING MINUTES

June 14, 2018 (Thursday) at 8:30 a.m.
Tri-County Regional Planning Commission

- I. **Call to Order/Introductions**
Ch/Draheim called the meeting to order at 8:36 a.m.
- II. **Approval of Agenda**
It was **MOVED** by C/Swope, **SUPPORTED** by C/Watkins to approve the agenda as provided. **MOTION CARRIED UNANIMOUSLY.**
- III. **Approval of Minutes**
It was **MOVED** by C/Watkins, **SUPPORTED** by C/Swope to approve both sets of minutes from May 10, 2018 and May 23, 2018. **MOTION CARRIED UNANIMOUSLY.**
- IV. **Opportunity for Public Comment**
There was no public comment.
- V. **Groundwater Management Board Contract**
Interim Director Snell summarized the memorandum from Environment & Sustainability Planner Jeremy Orr requesting the approval of hiring a short-term contractor to implement a portion of the Wellhead Protection Grant for the Groundwater Management Board. Interim Director Snell explained that Planner Orr's time is split between the Groundwater Management Board and Greater Lansing Area Clean Cities, and the hiring of a contractor would assist Planner Orr immensely. The cost of the contractor is \$19,008. Greg Hoffman stated that it is funded by the East Lansing-Meridian Township Water & Sewer Authority through its Wellhead Protection Grant.

It was **MOVED** by Ch/Draheim, **SUPPORTED** by C/Watkins, to approve the hiring of the selected contractor to implement a portion of the Wellhead Protection Grant deliverables. **MOTION CARRIED UNANIMOUSLY.**
- VI. **Interim Executive Director Status**
Interim Director Snell advised the Committee that the time allotted for his duties as Interim Executive Director was nearing the end of its term.

It was **MOVED** by Ch/Draheim, **SUPPORTED** by C/Watkins, to extend the term of Interim Director Snell, at the same rate of pay, until such time a full-time Executive Director is seated. **MOTION CARRIED UNANIMOUSLY.**
- VII. **TCRPC Standing Committees Transition**
Interim Director Snell stated the Board of Commissioners made significant changes to the standing committee structure following the recommendations made by the Programmatic Working Group last month. He expressed that implementing the new structure is an ongoing process. Outreach and Communications Coordinator Nicole Baumer presented the memorandum that was distributed at the last Commission

meeting and distributed a supporting graphic of the committees. Coordinator Baumer advised the Committee that the existing Standing Committees would be maintained until August 1, 2018. The flow of information and business from the existing technical groups and committees, now referred to as Resource and Advisory Committees (RACs), will remain the same; reports from new commissioner representatives participating in the RACs will be added to future Commission agendas as they meet. The August 1st transition deadline will be well-timed with the new Executive Director being hired.

C/Watkins requested information about CARTS and where its duties now existed. Interim Director Snell explained that this will be a transitional move. C/Fletcher, as Chair of the former TRC, will be attending CARTS meetings and important upcoming events. Staff will continue to work with C/Fletcher to brief him on activities of the CARTS group. C/Fletcher is working on coordinating his schedule with the remaining CARTS meetings for the year. Interim Director Snell stated that there are important dates coming up for CARTS, and, if C/Fletcher cannot attend, then one or more of the other commissioners who attend CARTS meetings can report information at the Board of Commissioners meetings. Interim Director Snell stated that members of the former TRC and Road Commissioners will be informed of all future meetings. Interim Director Snell also stated that CARTS will meet on July 10th and the standing committee changes will be added to that meeting's agenda.

C/Watkins expressed that this could be problematic, because some meetings are scheduled a year in advance.

Coordinator Baumer explained that the preference form given to commissioners at the annual meeting will be modified to reflect participation on the RACs. During this transitional period, commissioners already leading a Standing Committee or involved in a technical group will become the commissioner representative for the corresponding RAC for the remainder of the year, i.e., C/Fletcher, as Chairperson of TRC, continues with CARTS; C/Washington, as Chair of Growth Trends, comes to the Land Use & Development Committee meetings; C/Louney is Chair of the Groundwater Management Board, so the flow of information will remain the same; and C/Maxwell is already designated as a representative for GLACC. The remaining RACs that do not already have a non-voting commissioner representative were planned to receive one at the next annual meeting during the preference form process, since they only meet a minimal number of times for the rest of the year, and any items needing Commission action will go to the Board regardless. C/Swope stated that he would like commissioners to be a part of every group.

It was explained that program staff will work with commissioner representatives in a liaison capacity and provide memorandums and meeting notes to brief commissioners so they are prepared for Commission meetings, like what is already done for TRC.

C/Swope suggested that an alternative commissioner be chosen so it is guaranteed a commissioner is present at all RAC meetings. Ch/Draheim requested that this transition process be completed now rather than wait until the annual meeting and suggested sending new preference forms to commissioners, with a choice of serving as a representative or alternative. Coordinator Baumer will ensure these new preference sheets will be available at or before the next Commission meeting.

Interim Snell emphasized that staff would make sure to work with each commissioner assigned to the group for each meeting. This would ensure that the commissioner is involved.

Coordinator Baumer advised the Committee that Program and Grant Review Committee responsibilities will be added to the Finance Committee. This ensures the Finance Committee, now as the Finance and Program Review Committee (FPC), has the opportunity to determine if any grants, new programs, or expenditures are feasible for the agency.

Interim Director Snell stated that any action surrounding the Community Coordinating Committee (CCC) will be on the July Commission Agenda. By that time it will have had a two-month review, and a vote can be taken to improve or implement it in August. C/Watkins expressed that this would be great timing for moving forward with changes, especially with CAPCOG's involvement in regional needs. October is the goal for the first CCC meeting. Coordinator Baumer reported that staff has been brainstorming and compiling a list of various community entities to participate on the CCC, which is advisory in nature. C/Watkins expressed that there are duplicate projects and interests being held by other community organizations (i.e., Bob Trezise with LEAP on transportation issues). There was discussion that this should be addressed, and a collaborative effort should be made.

Ch/Draheim stated that she would like to see Commission Agendas improved. She has some suggestions and will circle back at another time.

VIII. Executive Director Search Process Update

Ch/Draheim reported that she spoke to Jaymes Vettrano and he sent an email to both Finance Coordinator Hoffman and herself. Dates have been established for the Executive Director search as follows:

Thursday, August 2 (7:00 a.m.): Search Committee reviews applications and selects candidates for interviews.

Wednesday, August 15 (TBD): Interviews

Wednesday, August 22 (5:30 p.m.): Meet the candidates and Commission interviews the candidates. Completes rating sheets for the Search Committee. The Search Committee attends but does not participate. Reception to be held beforehand.

Thursday, August 23 (TBD): Search Committee selects final candidate based on interviews and Commission input.

Wednesday, August 29 (6:00 p.m.): Special Commission meeting to approve selected candidate (Ch/Draheim will call for the Special Meeting).

There was additional discussion regarding a discrepancy in the Executive Director position description and posted announcement requiring a bachelor's degree vs. a master's degree. Every document until May 21st had master's degree in it. Coordinator Hoffman advised the Committee that there was an inconsistency in the description, since the position had been posted by the recruiting firm with bachelor's degree, master's preferred, after direction from the Search Committee. Ch/Draheim will send Coordinator

Hoffman the correct, current language. Ch/Draheim desires the full Commission decide on the level of education desired. Ch/Draheim emphasized the addition of an Executive Director Search Update to the June Commission Agenda.

IX. Approval of June 27, 2018 Commission Agenda

It was determined that under VII. Executive & Personnel Committee Report, A. 1. Administrative & Executive Staff Functions, the recommended action be deleted and replaced with Executive Director Search Update.

Coordinator Baumer advised the Committee that she drafted an edited and improved Executive Director position description following the action of last month's Commission meeting. She informed them that the Programmatic Working Group will be meeting Monday to review all position descriptions of TCRPC, including the Deputy Director position. The Committee determined that the Programmatic Working Group will review the Executive Director position description during this process and report back to the Executive Committee at their July meeting.

It was also determined that VIII. Standing Committees Report add item B. for Resource and Advisory Committee preference forms to the Agenda.

It was MOVED by C/Watkins, SUPPORTED by C/Swope, to approve the amended Commission Agenda. MOTION CARRIED UNANIMOUSLY

X. Public Comment

There was no public comment.

XI. Other Business

Communications Coordinator Baumer advised the Committee that the Speaker Series planning is going well. The keynote speaker will be the City of Detroit's Chief of Mobility Innovation to discuss planning for autonomous vehicles. Coordinator Baumer stated that a panel of local industry professionals is currently being put together. The event will take place at MSU's Henry Center for Executive Development, which provides a professional-educational setting and comprehensive conference amenities. The Speaker Series will open new doors for regional discussions; Interim Director Snell advised that this initial event will plant seeds and should be a long-term effort by the Commission. The event was briefly discussed at the Finance Committee meeting, and the monies will come from GLRPI and EDA funds.

Interim Director Snell discussed the status of the CMAQ program. The TCRPC is once again required to perform air quality analysis on our transportation plans and any changes that involve non-exempt projects. Staff will be training in Ann Arbor next week so we are prepared for the required analysis.

The Committee was also apprised of the planning of the December "State of the Region" Catalyst event. Interim Director Snell gave a brief background on the history of the event. This event will be different than the original CATALYST kickoff, but the adjusted content follows suggestions given by the 2017 Executive Committee on ways to connect with the community. The content will address the topic of regional collaboration with a focus on identifying communities' priorities so the Commission can lead that discussion. This topic was the second-highest priority that the 2017 Executive Committee wanted to be addressed.

Coordinator Baumer explained that in 2014 the Commission worked with partners for a kickoff event for GLRPI titled CATALYST, which received incredibly good feedback. Staff would like to use this momentum and positive energy and apply it to this event. It will be an opportunity for commissioners and community leaders from various industries that make a region prosperous to come together.

Adjourn

It was MOVED by C/Watkins, SUPPORTED by Ch/Draheim, to adjourn the meeting at 9:25 a.m. MOTION CARRIED UNANIMOUSLY.

The next Executive & Personnel Committee meeting is scheduled for July 12, 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	X					
Gail Watkins (Vice Chair)	Clinton County Road Commission	X	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	X					
	TOTAL (4)	/	4	4	4	3	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

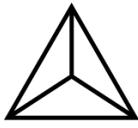
3/15/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Linda Thomas-Boyd

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

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

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

6/14/2018: TCRPC Staff: Jim Snell, Greg Hoffman, Nicole Baumer, Linda Thomas-Boyd



EXECUTIVE DIRECTOR POSITION DESCRIPTION

POSITION SUMMARY

The Executive Director is a full-time, salaried position with traditional weekday office hours and additional travel, evening meetings, and events outside of regular office hours. The director is responsible for the day-to-day operations of the agency, including managing grants, contracts, and the annual budget; coordinating planning efforts within the community; providing strategic leadership for the agency; and developing the vision for the agency and its programs. This position interacts extensively with partners and community members in the region to build agency name recognition and community influence. Under the direction of the Board of Commissioners, the Executive Director works with the Deputy Director and oversees the implementation of the Board's policy through the agency's programming. This position reports to the Board of Commissioners.

This is the most complex and responsible position in the agency. The Executive Director's judgments play a significant role in determining the agency's success or failure in the eyes of community partners and funding agencies. The director must be an effective administrator and advocate of the agency's programming while also being intuitive to the sensitivities of Board policy and regional viewpoints.

The Executive Director directly supervises four people, over an agency with 13 FTEs and a multimillion-dollar annual budget.

AREAS OF RESPONSIBILITY AND PRINCIPAL DUTIES

Financial, Operational, and Organizational Management

- Works directly for and at the direction of the Board of Commissioners
- Develops and manages the agency's strategic plan and coordinates the preparation of the annual work program in conjunction with the Deputy Director for Board review and approval
- Directs the day-to-day operations of the agency, including the supervision of designated staff and assignment of responsibilities
- Prepares and manages the annual agency budget, with Board approval, to ensure sufficient revenue from state, federal, and private grants; local municipal contributions; and other revenue sources to meet expenses
- Implements new and ongoing processes to enhance and improve efficiency of the agency's services
- Obligates the agency through signing contracts with other organizations, vendors, and consultants in accordance with agency policies and procedures
- Makes personnel decisions, such as staff training and development, performance planning and evaluation, and compensation increases, in accordance with agency policies and procedures
- Approves and determines priorities for office management operations, including managing required office reports, records, and procedures; reviewing and approving all purchases of office equipment and furniture in accordance with the agency's financial policies and procedures; and approving the office layout and space utilization
- Employs a visionary approach for identifying and seeking new funding opportunities to sustain current programs and fund future TCRPC priorities and initiatives

- Reports on the status of agency programs and finances to the Board of Commissioners on a regular basis and keeps Commission members apprised of significant organizational, regional, and national developments
- Ensures the implementation of a continuous, cooperative, and comprehensive transportation planning process to maintain federal aid eligibility to the tri-county region
- Acts as FOIA coordinator for the agency

Regional Leadership

- Maintains a public presence and provides leadership that enhances agency visibility within the region, including the development of community partnerships and collaborations with public, business, and nonprofit organizations
- Actively encourages and equips Commissioners to assume an ambassadorial role in the region
- Represents the agency through membership in various community organizations and leadership groups; attends various meetings and events of partners and community leaders
- Serves as a professional and enthusiastic ambassador for the agency and its programs, expertise, and leadership in regional transportation, environmental, and community planning
- Promotes regional collaboration and coordination to meet transportation and other regional needs while being responsible to community interests and local, state, and federal regulations and policies
- Organizes cooperative action with public and private agencies in the development of regional plans in conjunction with the Deputy Director
- Identifies community engagement and problem-solving opportunities for the agency and develops plans to address them
- Communicates regional and agency needs to local, state, and federal partners
- Maintains frequent contact with federal, state, local, and private sector representatives to collaborate, cohesively plan, and ensure the continuation of core program areas
- Promotes cooperation and coordination across boundaries within our region, statewide, and nationally to ensure a regional approach to planning

POSITION QUALIFICATIONS & REQUIREMENTS

Education

A bachelor's degree is required; a master's degree is preferred. A degree in planning, public administration, or related discipline is desirable. A combination of a bachelor's degree and significant professional experience may be considered in lieu of a master's degree.

Experience

This position requires a minimum of 5 years' progressive management and leadership experience. Experience in planning, public or business administration, or project and fiscal management is preferred.

Knowledge, Skills, and Abilities

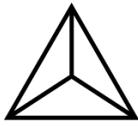
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge and experience in regional planning for transportation, infrastructure, environmental, land use, and economic and community development plans, projects, and initiatives
- Ability to work and collaborate effectively with elected officials and community leaders

- Exceptional written communication skills; thorough knowledge of English grammar, spelling, and punctuation for the preparation of professional written correspondence, reports, and other publications
- Superior verbal communication skills; ability to professionally communicate with community leaders, elected officials, and the public and make effective presentations at meetings of governmental groups and public gatherings
- Ability to translate Board policy into programs and plans of action for agency staff
- Excellent relationship-building skills, comfortable public presence, and passion for building community support to reach common goals of the tri-county region; experience in public speaking and media relations
- Ability to inspire staff commitment and passion for the agency's goals and programs; ability to motivate staff to collaborate as needed to achieve these goals
- Ability to identify staff strengths and delegate authority accordingly; ability to manage people, projects, and ideas without micro-managing
- Ability to provide visionary leadership within and outside the organization
- Strong problem-solving and decision-making skills; ability to think strategically and coordinate resolutions of possible differences between Board policy and state and federal guidelines
- Ability to handle pressure, politics, and bureaucracy; superb negotiation skills and ability to build consensus among divergent opinions
- Ability to maintain current and identify new funding sources and opportunities to expand the scope and influence of the agency within the region
- Understanding of the budget development process and ability to articulate complex budget issues
- Ability to evaluate proposed funding sources to determine the agency's capacity with respect to personnel and financial considerations
- Ability to interpret, explain, and apply grant-related state and federal laws, rules, and regulations
- Knowledgeable of state and federal legislation and statutes related to public planning issues
- Proficiency with Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook
- Detail oriented and passionate about quality
- Well organized and able to meet deadlines
- A commitment to the organization and region, including a willingness to work flexible hours and represent Tri-County at various public meetings and events
- A valid driver's license and willingness to travel on business

COMPENSATION AND BENEFITS

Starting salary is \$110,000–\$120,000. Benefits include medical, vision, and dental insurance coverage; group life insurance; long- and short-term disability insurance; and a retirement plan.



DEPUTY DIRECTOR POSITION DESCRIPTION

POSITION SUMMARY

The Deputy Director is a full-time, salaried position with traditional weekday office hours and additional travel, evening meetings, and events outside of regular office hours. The Deputy Director serves as the agency's Chief Planner and is responsible for managing and overseeing the agency's technical staff and programs, including developing plans and projects for the region's transportation, environment, and community development. Under the guidance of the Executive Director, the Deputy Director implements the Board's policy through the agency's programming. This position reports to the Executive Director.

The Deputy Director's relationships with planning partners and funding agencies are crucial in determining funding sources and program success. Additionally, his or her relationships with subordinates play a significant role in determining the effectiveness of agency performance and programming. The Deputy Director must be an effective manager of the agency's programming and staff while also being intuitive to the sensitivities of Board policy and regional viewpoints.

The Deputy Director directly supervises eight people, over an agency with 13 FTEs and a multimillion-dollar annual budget.

AREAS OF RESPONSIBILITY AND PRINCIPAL DUTIES

- Administers the technical internal operations, determines planning priorities, and implements Board policy, mission, and vision into work directives
- Collaborates with and guides agency staff in the development and execution of work programs to fulfill technical planning areas and requirements including:
 - Transportation (Urban & Rural Transportation Planning)
 - Economic Development (Comprehensive Economic Development Strategy)
 - Land Use (Regionwide Zoning and Plan Inventory)
 - Environmental (Water and Air Quality)
- Assigns staff personnel based on technical ability to carry out specific elements of the agency Work Program, establishes program framework, and provides supervision of individual programming
- Assumes the duties, responsibilities, and authority of the Executive Director in the absence of the Executive Director in accordance with agency policies and procedures
- Supervises and completes performance planning and evaluation of designated staff; makes recommendations to the Executive Director regarding compensation increases
- Recommends training, conferences, and professional development activities for programmatic staff and approves related staff requests in accordance with agency policies and procedures
- Determines priorities for the completion and maintenance of the required technical reports, records, and operational procedures in all areas of planning operations
- Organizes cooperative action with public and private agencies in the development and implementation of regional plans
- Holds final responsibility for the technical adequacy, quality, completeness, and acceptance of all agency projects and publications, such as plans, studies, ordinances, designs, brochures, etc.

- Ensures all TCRPC work elements are fully coordinated both within the agency and with related planning initiatives outside the agency to prevent duplication of effort; provides a coordinated regional approach to solving problems
- Coordinates the formulation of the overall Work Program, including budgetary concerns; administers work programs and applies the systems approach in operation of Board activities
- Evaluates and provides feedback on programs to ensure the agency's Work Program elements meet proposed objectives
- Maintains organizational structure, delegates responsibilities, and checks performance of professional staff to ensure efficient achievement of agency goals; simultaneously maintains commitments to activities outside the agency related to program areas
- Inspires staff commitment and passion for the agency's goals and programs; motivates staff to collaborate as needed to achieve these goals
- Coordinates and resolves possible differences between Commission policy and state and federal guidelines
- Develops programming that meets transportation and other regional needs while being responsible to community interests and local, state, and federal regulations and policies
- Organizes cooperative action with public and private agencies in the development of regional plans in conjunction with the Executive Director
- With direction from the Executive Director, meets with the Board of Commissioners, Executive & Personnel Committee, and other agency committees to prepare presentations as needed; works with the Executive Director to keep Commission members alert to significant programmatic developments as they arise
- Ensures the implementation of a continuous, cooperative, and comprehensive transportation planning process to maintain federal aid eligibility to the tri-county region
- Maintains frequent contact with federal, state, and private sector representatives to collaborate, cohesively plan, and ensure the continuation of core program areas
- Promotes cooperation and coordination across boundaries within our region, statewide, and nationally to ensure a regional approach to planning

POSITION QUALIFICATIONS & REQUIREMENTS

Education

A bachelor's degree is required; a master's degree is preferred. A degree in planning, public administration, or related discipline is desirable. A combination of a bachelor's degree and significant professional experience may be considered in lieu of a master's degree.

Experience

This position requires a minimum of 5 years' progressive management and leadership experience. A thorough understanding of urban transportation planning principles, preferably obtained within a Metropolitan Planning Organization environment or equivalent state transportation department, is strongly desired.

Knowledge, Skills, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge and experience in regional planning for transportation, infrastructure, environmental, land use, and economic and community development plans, projects, and initiatives
- Ability to work and collaborate effectively with elected officials and community leaders

- Strong written communication skills; thorough knowledge of English grammar, spelling, and punctuation for the preparation of professional written reports, projects, and plans
- Strong verbal communication skills; ability to professionally communicate with community leaders, elected officials, and the public and make effective presentations at meetings of governmental groups and public gatherings
- Ability to translate Board policy into programs and plans of action for agency staff
- Excellent relationship-building skills
- Ability to inspire staff commitment and passion for the agency's goals and programs; ability to motivate staff to collaborate as needed to achieve these goals
- Ability to identify staff strengths and delegate authority accordingly; ability to manage people, projects, and ideas without micro-managing
- Ability to provide technical and planning leadership within and outside the organization
- Strong problem-solving and decision-making skills; ability to think strategically and coordinate resolutions of possible differences between Board policy and state and federal guidelines
- Understanding of the budget development process and ability to articulate complex budget issues
- Ability to evaluate proposed funding sources to determine the agency's capacity with respect to personnel and financial considerations; ability to maintain current and identify new funding sources and opportunities to continue and improve technical programming
- Ability to interpret, explain, and apply grant-related state and federal laws, rules, and regulations
- Knowledgeable of state and federal legislation and statutes related to public planning issues
- Experience with Geographic Information System (GIS) mapping technology and related concepts
- Proficiency with Microsoft Office applications, such as Word, Excel, PowerPoint, and Outlook
- Professional planning certification preferred (e.g., AICP, PTP, CEcD)
- Detail oriented and passionate about quality
- Well organized and able to meet deadlines
- A valid driver's license and willingness to travel on business

COMPENSATION AND BENEFITS

This position is classified within Level X of the salary scale. Starting compensation commensurate with qualifications and experience. Benefits include medical, vision, and dental insurance coverage; group life insurance; long- and short-term disability insurance; and a retirement plan.

RESOURCE & ADVISORY COMMITTEES

AUGUST 2018 – JANUARY 2019 COMMISSIONER REPRESENTATION

REP	ALT		REMAINING 2018 MEETINGS	MAILING?
Christine Barnes	Brian Jackson	<p>Greater Lansing Regional Prosperity Initiative (GLRPI) Community roundtable that discusses the various economic, workforce, and community developments happening in the region.</p>	September 27 (3 p.m.) October 25 (3 p.m.) December 20 (3 p.m.)	Swope, Stacey
Ken Fletcher	Denise Jones & Nathan Triplett	<p>Capital Area Regional Transportation Study (CARTS) Oversees the transportation planning process as the technical advisory committee to the Board. Reviews transportation plans and projects, work programs, and urban boundaries. Identifies problems and opportunities for transportation in the region.</p>	1st Tuesdays of the month at 8:30 a.m.	Swope
Jody Washington	Dave Pohl	<p>Land Use & Development Committee (LUDC) Identifies gaps between land use and transportation, environmental, and community development needs in the region. Guides projects that implement regional urban and rural visions and plans.</p>	TBD	Draheim
Dennis Louney	Peter Spadafore	<p>Groundwater Management Board (GMB) Protects and preserves our region’s drinking water through research, policy recommendations, and education.</p>	August 7 (9 a.m.) October 10 (9 a.m.) December 12 (9 a.m.)	
Randy Schafer	Dave Pohl	<p>Greater Lansing Regional Committee on Stormwater Management (GLRC) Guides implementation of the mandated Municipal Storm Sewer System program, including educating elected officials and the public on keeping our surface waters clean.</p>	December 13 (9:30 a.m.)	
Dorothy Maxwell	Ryan Sebolt	<p>Greater Lansing Area Clean Cities (GLACC) Works toward cleaner air and energy security in the region through activities that promote alternative fuels.</p>	August 10 (9 a.m.) November 9 (9 a.m.)	Austin, Stacey, Swope

PASS-THROUGH AGREEMENT BETWEEN THE TRI-COUNTY REGIONAL PLANNING COMMISSION AND THE CLINTON COUNTY ROAD COMMISSION

THIS AGREEMENT is entered into between the Tri-County Regional Planning Commission (hereinafter "TCRPC") and the Clinton County Road Commission (hereinafter "CCRC") for the following reasons:

1. Tri-County Regional Planning Commission has entered into an agreement dated _____ (Contract No. 2018-0022/Z3, with the Michigan Department of Transportation (MDOT), and Tri-County Regional Planning Commission has received authorization and approval for the Culvert Mapping Pilot, identified as Project Number **2018-0022/z3r1** (the Project); and,
2. Tri-County Regional Planning Commission requires certain goods and services in connection with the Project to assist the Transportation Asset Management Council (hereinafter "TAMC") in the Culvert Mapping Pilot; and,
3. The CCRC is prepared to assist the TAMC in the Culvert Mapping Pilot.

In consideration of the promises contained in this Agreement, Tri-County Regional Planning Commission and the CCRC agree as follows:

ARTICLE 1 - EFFECTIVE DATE

The effective date of this Agreement shall be October 1, 2017. The Agreement will expire on September 30, 2018.

reimburse the CCRC for actual project costs incurred for the agreement period October 1, 2017-September 30, 2018. **State funding not to exceed \$45,321.00.**

Reimbursement Procedure

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Michigan and compliant with all applicable Federal Laws and regulations as set forth in the Prime Agreement (Attachment B).

The CCRC shall submit periodic invoices for work completed under this contract. At a minimum, all invoices shall include (1) the Tri-County Regional Planning Commission Project number (**2018-0022/z3r1**), (2) a unique invoice number, (3) an itemized statement of the goods and services performed for the invoiced period, and (4) a statement of amounts previously invoiced, amount of the current invoice, and total amount billed to date. The CCRC is advised that additional documentation may be necessary if required by MDOT or Tri-County Regional Planning Commission in order to validate invoiced amounts. If the Tri-County Regional Planning Commission objects to any invoice submitted by the CCRC, the Tri-County Regional Planning Commission shall so advise the CCRC in writing giving reasons therefore within fourteen calendar days of receipt of such invoice. If no such objection is made, the invoice will be considered acceptable to the Tri-County Regional Planning Commission.

ARTICLE 3 - SCOPE OF SERVICES

The CCRC hereby agrees to perform all the project work required of the agency under the Tri-County Regional Planning Commission Regional Transportation Planning Work Program Asset Management, Task VII. Culvert Mapping Pilot work element. The CCRC agrees to be bound by all the terms, schedules and requirements of said Agreement, as well as all applicable laws and regulations.

Pursuant to the Tri-County Regional Planning Commission /MDOT Master Agreement, the CCRC will provide Tri-County Regional Planning Commission with written progress reports of the work performed on a monthly basis. These progress reports shall include a description of work initiated and completed for the period covered by the progress report as part of the reimbursement procedures.

The Tri-County Regional Planning Commission shall invoice MDOT for reimbursement to the CCRC and shall pay the CCRC within ten (10) calendar days of the time Tri-County Regional Planning Commission receives payment from MDOT on account thereof. Invoices must be received prior to the 15th of the month which is the monthly closing date to be considered with the current month's invoice to MDOT with the final billing and invoice due by October 15, 2018. It is a condition of Tri-County Regional Planning Commission payment to the CCRC that Tri-County Regional Planning Commission have received corresponding payment from MDOT. Payments to

ARTICLE 4 – SCHEDULE

The CCRC shall complete its work from October 1, 2017-July 31, 2018.

ARTICLE 5 - COMPENSATION

This project will be funded 100% state funds. The Tri-County Regional Planning Commission shall

CCRC will be reduced by any amounts withheld by MDOT. Upon the release to Tri-County Regional Planning Commission of any amount which includes payments due to the CCRC, the Tri-County Regional Planning Commission will forward to the CCRC its portion of such payment.

Any contract costs covered under this pass-through agreement that are determined upon audit and audit review not to be reimbursable by MDOT shall be covered by the CCRC.

ARTICLE 6 - PRIME AGREEMENT

A copy of the Prime Agreement is attached as Attachment A. All portions thereof are incorporated herein and made binding on the CCRC. In the event of a conflict between the terms and conditions of this Agreement, the agreement between the CCRC and its planning consultant, and those of the Prime Agreement, the terms and conditions of the Prime Agreement shall prevail.

ARTICLE 6 – INDEMNIFICATION

The CCRC shall indemnify and hold harmless Tri-County Regional Planning Commission and MDOT and is subject to the same indemnification and duties to defend as required under the Prime Agreement attached hereto and incorporated herein.

To the fullest extent permitted by law, and without limiting the generality of the foregoing, this indemnification obligation shall extend to and include any actions brought by, or in the name of, any employee of the CCRC or others for whom the CCRC is legally liable.

The terms and conditions of this Article shall survive completion of all Services, obligations, and duties provided for in this Agreement, or the termination of this Agreement for any reason.

ARTICLE 7 - INDEPENDENT CONTRACTOR

The CCRC undertakes performance of the Services as an independent contractor and shall be wholly responsible for the methods of performance. The CCRC has complete and sole responsibility for its employees, agents, subcontractors or any other persons or entity that the CCRC hires to perform or assist in performing the Services hereunder.

The CCRC is solely responsible for (a) payment of wages, benefits, and other compensation to or for its employees, (b) payment of applicable payroll, unemployment, and other taxes and withholding of applicable social security (FICA) and income taxes with respect to its employees, and (c) compliance with applicable Workers' Compensation laws with respect

to maintenance of workers' compensation and employer's liability insurance coverages.

ARTICLE 8 - COMPLIANCE WITH LAWS

In performance of the Services, the CCRC shall comply with applicable regulatory requirements including federal, state, and local laws, rules, regulations, orders, codes, criteria, and standards.

When applicable to this Agreement as determined by federal or state laws, or if required by the Prime Agreement, the CCRC shall comply with Executive Order 12989 requiring the use of the federal "E-Verify" system to verify its employees' eligibility to work in the United States.

ARTICLE 9 - OWNERSHIP OF DOCUMENTS

All documents, including, but not limited to, drawings, specifications, computer software and other such instruments of service prepared by the CCRC pursuant to this Agreement, whether completed or in progress, are the joint property of Tri-County Regional Planning Commission and the CCRC. Ownership shall transfer to MDOT if or as required by the Prime Agreement. Intellectual property rights shall assign and transfer to MDOT if or as required by the Prime Agreement. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to the CCRC.

ARTICLE 10 - TERMINATION AND SUSPENSION

This Agreement will terminate automatically upon termination of the Prime Agreement. Tri-County Regional Planning Commission will promptly notify the CCRC of such termination.

ARTICLE 11 - PROPRIETARY INFORMATION

The CCRC shall treat as proprietary all information provided by Tri-County Regional Planning Commission and MDOT and all drawings, reports, studies, design calculations, specifications, and other documents or information, in any form or media, resulting from the CCRC's performance of the Services. The CCRC shall not publish or disclose proprietary information for any purpose other than the performance of the Services without the prior written authorization of Tri-County Regional Planning Commission .

The preceding restriction shall not apply to information which is in the public domain, was previously known to the CCRC, was acquired by the CCRC from others who have no confidential relationship to Tri-County Regional Planning Commission with respect to same, or which, through no fault of the CCRC, comes into the public domain.

The CCRC shall not be restricted from releasing information, including proprietary information, in response to a subpoena, court order, or other legal process. The CCRC shall not be required to resist such subpoena, court order, or legal process, but shall promptly notify Tri-County Regional Planning Commission in writing of the demand for information before the CCRC responds to such demand. Tri-County Regional Planning Commission may, at its sole discretion, seek to quash such demand.

ARTICLE 12 - NOTICES

Any notices required by this Agreement shall be made in writing to the address specified below:

Tri-County Regional Planning Commission :

Jim Snell, *Interim Executive Director*
Tri-County Regional Planning Commission
3135 Pine Tree Rd.
Suite 2C
Lansing, MI 48911
517-393-0342
Jsnell@mitcprc.org

Clinton County Road Commission:

Joseph D. Pulver, P.E., *Managing Director*
CCRC
3536 S. US Highway 27
St. Johns, MI 48879
989-668-0030
pulverj@ccrc-roads.com

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Tri-County Regional Planning Commission and the CCRC.

ARTICLE 13 - DELAY IN PERFORMANCE

Neither Tri-County Regional Planning Commission nor the CCRC shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the nonperforming party. For purposes of this Agreement, such circumstances include, but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war, riots, and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage; judicial restraint; and delay in or inability to procure permits, licenses, or authorizations from any local, state or federal agency for any of the supplies, materials, accesses, or services required to be provided by either Tri-County Regional Planning Commission or the CCRC under this Agreement.

Should such circumstances occur, the nonperforming

party shall, within a reasonable time of being prevented from performing, give written notice to the other party, describing the circumstances preventing continued performance and the efforts being made to resume performance.

ARTICLE 14 – DISPUTES

In the event of a dispute between Tri-County Regional Planning Commission and the CCRC arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

In the event that problems arise with the services that may be the result of errors and/or omissions by the CCRC or a failure of the CCRC to otherwise perform in accordance with this Agreement, the CCRC and Tri-County Regional Planning Commission will follow and abide by a decision reached by the Department's Dispute Resolution Process (DRP), as set forth in Exhibit C of the Prime Agreement, (Attachment B).

During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.

ARTICLE 15 - RECORDS

The CCRC's records pertaining to compensation and payments under this Agreement shall be kept in accordance with generally accepted accounting principles. Such records shall be subject to audit by Tri-County Regional Planning Commission and MDOT, during normal business hours at the CCRC offices or the CCRC shall provide a copy of same to Tri-County Regional Planning Commission at Tri-County Regional Planning Commission ' expense. The CCRC shall not dispose of the originals of such records for a minimum of 3 years from final payment and all other pending matters are closed.

ARTICLE 16 - EQUAL EMPLOYMENT OPPORTUNITY

The CCRC hereby affirms its support of affirmative action and that it abides by the provisions of the "Equal Opportunity Clause" of Section 202 of Executive Order 11246 and other applicable regulations.

The CCRC affirms its policy to recruit and hire employees without regard to race, age, color, religion, sex, sexual preference/orientation, marital status, citizen status, national origin or ancestry, presence of a disability or status as a Veteran of the Vietnam era or any other legally protected status. It is The

CCRC's policy to treat employees equally with respect to compensation, advancement, promotions, transfers and all other terms and conditions of employment.

The CCRC further affirms completion of applicable governmental employer information reports including the EEO-1 and VETS-100 reports, and maintenance of a current Affirmative Action Plan if required by Federal regulations.

ARTICLE 17 - WAIVER

A waiver by either Tri-County Regional Planning Commission or the CCRC of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

ARTICLE 18 – SEVERABILITY

The invalidity, illegality, or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement, and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision held to be void. Tri-County Regional Planning Commission and the CCRC further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of the essence of this Agreement be determined void.

ARTICLE 19 - INTEGRATION

This Agreement, including Attachment A, all incorporated by this reference, represents the entire and integrated agreement between Tri-County Regional Planning Commission and the CCRC. It supersedes all prior and contemporaneous communications, representations, and agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be amended only by a written instrument signed by both Tri-County Regional Planning Commission and the CCRC.

ARTICLE 20 - SUBCONTRACTING

The CCRC shall not engage independent subconsultants, associates, or subcontractors to assist in the performance of the CCRC's services other than as outlined in this agreement without the prior written consent of Tri-County Regional Planning

Commission .

ARTICLE 21 - SUCCESSORS AND ASSIGNS

Tri-County Regional Planning Commission and the CCRC each binds itself and its successors, executors, administrators, permitted assigns, legal representatives, and, in the case of a partnership, its partners, to the other party to this Agreement and to the successors, executors, administrators, permitted assigns, legal representatives, and partners of such other party, in respect to all provisions of this Agreement.

ARTICLE 22 - ASSIGNMENTS

Neither Tri-County Regional Planning Commission nor the CCRC shall assign any rights or duties under this Agreement without the prior written consent of the other party; provided, however, The CCRC may assign its rights to payment without Tri-County Regional Planning Commission ' consent. Unless otherwise stated in the written consent, no assignment will release or discharge the assignor from any obligation under this Agreement.

ARTICLE 23 - THIRD PARTY RIGHTS

The Services provided for in this Agreement are for the sole use and benefit of, and nothing in this Agreement shall be construed to give any rights or benefits to, anyone other than MDOT, Tri-County Regional Planning Commission , and the CCRC.

ARTICLE 24 - CERTIFICATION

By signing below, the CCRC certifies that all costs reported and invoiced to Tri-County Regional Planning Commission and the MDOT on this Project represent only those items which are properly chargeable in accordance with this Agreement and the Prime Agreement, and that the CCRC has read all the terms of this Agreement and the Prime Agreement and has made itself aware of the applicable laws, regulations and terms that apply to the reporting and invoicing of costs incurred under the terms of this Agreement and the Prime Agreement.

The CCRC further certifies that it agrees to use the E-Verify system to verify that all persons hired during the contract term by the CCRC are legally present and authorized work in the United States. The CCRC Chairperson's signature on this Agreement constitutes the CCRC's certification of 'status' under penalty of perjury under the laws of the United States with respect to 49 CFR Part 29, as amended and as relocated to 2 CFR Part 1200, pursuant to Executive Order 12549. The certification included as a part of this Agreement as Attachment B is Appendix B of 49 CFR Part 29.

IN WITNESS WHEREOF, Tri-County Regional Planning Commission and the CCRC have executed this Agreement. The individuals signing this Agreement represent and warrant that they have the power and authority to enter into this Agreement and bind the parties for whom they sign.

Tri-County Regional Planning Commission

CCRC

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____, 2018

Date: _____, 2018

Fed. Tax I.D. No. _____

DRAFT

Attachment A: Prime Agreement

DRAFT

Attachment B: Appendix B of 49 CFR Part 29

APPENDIX B TO PART 29—CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below. 2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or 309 Office of the Secretary of Transportation Pt. 29, App. C agency with which this transaction originated may pursue available remedies, including suspension and/or debarment. 3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances. 4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations. 5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated. 6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. 7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs. 8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings. 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

[60 FR 33042, 33064, June 26, 199]

DRAFT



**TRI-COUNTY REGIONAL
PLANNING COMMISSION**

Planning Mid-Michigan's Future Together Since 1956

FY 2019 REGIONAL TRANSPORTATION PLANNING WORK PROGRAM

For Clinton, Eaton and Ingham Counties, Michigan

Proposed for Adoption
by the
Tri-County Regional Planning Commission
July 25, 2018

Prepared by:

THE TRI-COUNTY REGIONAL PLANNING COMMISSION
3135 PINE TREE ROAD, SUITE 2C
LANSING, MICHIGAN 48911
(517) 393-0342 OR (800) 619-6676
WWW.MITCRPC.ORG

TABLE OF CONTENTS

Introduction	3
I. Program Management.....	4
II. Technical Assistance to MDOT.....	5
III. Technical Assistance to Member Agencies.....	6
IV. Management of Rural Task Force and Small Urban Processes.....	7
V. Public Involvement and Consultation Process for Non-Metropolitan Areas... 	8
VI. Air Quality Conformity Planning.....	9
VII. Access Management.....	10
VIII. Asset Management.....	11
IX. Pure Michigan Byway Program.....	14
X. Non-motorized Mapping and Investment Plan.....	15
XI. Rural Safety Planning.....	16
Revenues and Expenditures.....	17

INTRODUCTION

The Michigan Department of Transportation (MDOT) recognizes the importance of the state-local partnership in delivering a safe and efficient transportation system. The Regional Transportation Planning Program (RTPP) was created by the MDOT Bureau of Transportation Planning (BTP) in 1974 in order to contract various planning services to be performed by the State Planning and Development Regions to assist BTP and local units of government.

The RTPP requires each participating regional planning agency to have an annual work program in accordance with a three-year Master Agreement. Since 1984, the State Legislature has set a budget of \$488,800 of Act 51's Michigan Trunkline Fund (MTF) for the RTPP. The scope of work identified in the annual work program includes specific activities identified to assist MDOT and local communities. Over the years, work elements and funding levels of the basic work program tasks have remained stable while certain elements like Byways, the Rural Task Force and Asset Management have received supplemental funding to meet the needs of those programs. In previous years the basic work program contained the following work elements: Administration, Technical Assistance to MDOT, Highway Performance Management System, Public Involvement, and Local Technical Assistance.

For FY 2019, the Regional Planning Agency work program continues to have a budget of \$488,800 for the basic work elements with \$267,000 in supplemental funding for the Rural Task Force Program and \$710,300 in state funding for the Asset Management Program. The BTP may also allocate additional state funding to provide annual transportation technical assistance in non-metropolitan areas of the state. In FY 2019, each regional planning agency, with the exception of the Southeast Michigan Council of Governments (SEMCOG), may receive supplemental funding, as needed and if available from the FY 2019 SPR program to assist MDOT and the regional planning agencies in:

- Improving public involvement and the consultation process in non-metropolitan areas of the state.
- Providing interagency coordination and public involvement for air quality conformity in non-attainment or maintenance areas for ozone and particulate matter 2.5 (For regional planning agencies with non-attainment or maintenance areas or areas required to do conformity within RPA boundaries).
- Preparing access management plans and ordinances
- Non-motorized planning and mapping
- Byway Corridor Management Plans
- Data Collection to meet federal reporting requirements

I. Program Management

Objectives

- Prepare and adopt annual work program.
- Prepare monthly or quarterly progress reports.
- Ensure expenditures are well documented and cost effective.
- Prepare a Final Acceptance Report (FAR) on the status of the work activities and products, within ninety (90) days from the end of the fiscal year.
- Assist the auditors in carrying out general and specific audits of programs annually. Send such audit reports to the Program Coordinator.

Products

1. The following will be submitted to the Program Coordinator by the Agency for reimbursement of costs incurred in conjunction with the work activities identified in the work program.
 - (a.) Progress reports that summarize accomplishments and attendance at applicable meetings for each work item.
 - (b.) Invoices for payment, at least quarterly, from the funding source as per the project authorizations.
 - (c.) Receipts of travel expenses and equipment purchases greater than \$2,500; i.e., traffic counters, computer hardware and software, etc.
 - (d.) Itemization of program expenses in terms of work items, including salaries, fringe benefits, indirect costs, and other direct costs.
 - (e.) Tabulation of progress by work item, indicating the amount and percent billed the current billing period and to date.

2. The FAR on the status of activities and products in the work program will be submitted to the Program Coordinator within ninety (90) days following the contractual period in the work program, as specified within the Master Agreement. The FAR is a performance evaluation, not a financial audit and must contain the following information for each work item:
 - (a.) Products completed
 - (b.) Products not completed and reason for lack of completion.
 - (c.) The amount of funds budgeted and expended.
 - (d.) Work items that are to be continued next year.

Budget: \$4,061 (MTF)

II. Technical Assistance to MDOT

Objectives

- Assist in various tasks to update the Statewide Long-Range Transportation Plan (MI Transportation Plan), and the Statewide Transportation Improvement Program (STIP).
- Provide support for specific department issues and/or requests for information on transit, special projects and/or program development issues.

Activities

1. Assist in conducting transportation-related workshops and meetings, including but not limited to workshops and seminars for access management, heritage routes, functional classification, the Highway Performance Monitoring System (HPMS), and the Non Trunkline Federal Aid Program (NTFA) updates, non-motorized transportation, safety and non-metropolitan-area elected officials. Activities may include locating adequate facilities, registering participants, scheduling speakers, and other meeting management related activities.
2. Provide staffing and technical planning assistance in the area of transportation.
3. Conduct transportation studies as needed.
4. Assist in identifying transportation interest, programs and projects as appropriate for the STIP and the SLRP.
 - a. Participate in the development of the SLRP, providing input and review of documents and initiatives performed as part of the SLRTP development.
 - b. Assist in the scheduling and notifying of SLRTP related activities, including but not limited to public meetings within the region.
5. As appropriate, assist the MDOT Office of Passenger Transportation and local transit providers.
6. Statewide Travel Demand Model:
 - a. Review and provide feedback on REMI socio-economic forecasting outputs and assist in reviewing and allocating data to statewide traffic zones.
 - b. Verify statewide model network inventories.
 - c. Provide traffic counts, as available, for model update not covered in acquiring traffic counts for the non trunkline federal aid program.
7. Highway Performance Monitoring System (HPMS):
 - Highway Performance Monitoring System (HPMS)
 - A. Collect and submit data items for HPMS in conjunction with MDOT's HPMS coordinator. Staff will review and update the HPMS database sample segments using MDOT-supplied spreadsheets.
 - Traffic Data Collection for Federal Reporting
 - B. Provide support to MDOT in the across agency coordination effort (NTFA) to gather and report traffic data on the non-MDOT road network (federal aid and non-federal aid) to meet federal reporting requirements of HPMS, MAP 21, and the FAST Act.

Budget: \$5,077 (MTF)

III. Technical Assistance to Member Agencies

Objective

- Provide services to local transportation agencies to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.

Activities

1. Assist local units of government in obtaining grant funds to improve existing and new multi-modal transportation systems, and identify actions to improve the area's transportation system.
2. Assist local agencies seeking to improve and expand the public transportation and to promote improved transportation systems for all modes.
3. Coordinate planning to promote safety, livable communities and environmental sustainability.
4. Work with local agencies to assess impacts of transportation of projected land uses in the region.
5. Review and/or develop proficiency in traffic crash data.
6. Prepare and report to regional boards and local agencies on the status of transportation planning work program activities and tasks.

Products

Provide program coordinator with a copy of any reports produced as a result of these activities

Budget: \$4,061 (MTF)

IV. Management of the Rural Task Force and Small Urban Programs

Objective

- To assist in the administration and coordination of the Rural Task Force (RTF) and Small Urban programs for MDOT

Activities

1. Regional Planning Agency staff shall communicate all correspondence from MDOT regarding changes in program funding and/or processes improvements to their respective RTFs.
2. Schedule, set up and facilitate the RTF project selection meetings and small urban meetings.
3. The Regional Planning Agency and RTF Chairperson shall ensure a cooperative planning process is followed at the regional level. This process shall be consistent with approved federal planning regulations and provide for the consideration and implementation of projects that address all modes of transportation.
4. Ensure data sheets and e-files are properly managed with updated information.
5. Ensure the required public involvement and consultation process is completed by providing citizens, affected public agencies, tribal governments, private transportation providers, and other interested parties with sufficient notice and opportunity to comment on proposed transportation projects, plans and programs.
6. Submit eligible projects to MDOT as approved by the RTF committees.
7. Submit proof of public involvement and meeting minutes as part of monthly or quarterly progress reports.
8. Submit all-season road changes to MDOT.

Budget: \$20,185

V. Public Involvement and Consultation Process for Non-Metropolitan Areas

Objectives

- To provide for non-metropolitan local official participation in the development of the State Long-Range Transportation Plan (LRTP) and the STIP.
- To provide opportunities for the public to review and comment in the development of the LRTP and STIP.
- To manage consultation with local elected officials, local officials with responsibility for transportation, public agencies, general public, Tribal Governments, businesses and organizations in accordance with the Statewide Planning Process Public Participation Plan.

Activities

1. Work with MDOT on public involvement issues, including organizing meetings, focus groups and advisory committees.
2. Conduct local program meetings and ongoing communication and technical assistance in non-metropolitan areas of the state to provide information on various state and federal programs.
3. Document the RTF's public involvement and consultation processes.
4. Partner with educating and training local officials with regard to state and federal funded programs, policies applications and other key information.
5. Respond to requests from both the public and private sector to provide information on state and federal transportation programs, projects, funding and to stay informed on local issues.
6. Participate in statewide conferences, meetings, seminars, forums and training sessions on state and federal programs available to local communities.
7. Assist MDOT in keeping elected public officials, general public, local planning agencies and Tribal Governments informed early of the list of projects in the Five-Year Program and of the investment strategies, funding assumptions, economic benefits and impacts on the various modes.
8. Assist in the creation and maintenance of a list serve for managing the electronic distribution of information to the local elected officials.

Budget: \$14,620 (SPR) (This task is funded through the RTF Program)

VI. Public Involvement for Air Quality Conformity

Objectives

- To comply with federal and state transportation air quality regulations, specifically related to transportation conformity for non-attainment or maintenance areas for ozone and particulate matter 2.5
- To provide coordination and support of the transportation conformity Interagency Work Group (IAWG)
- To provide communication of air quality conformity analyses results to all interested individuals and organizations.
- To provide inputs into the air quality conformity process and facilitate input from others.

Activities

1. Attend training to become familiar with the conformity/non-conformity process, regulations, and related air quality issues.
2. Participate in and or conduct transportation conformity IAWG.
3. Participate in discussions to evaluate attainment strategies pertaining to transportation air quality for individual areas or as part of the statewide transportation planning process.
4. Communicate air quality conformity analysis results and initiatives to all interested individuals and organizations.

Budget: \$4,061 (MTF)

VII. Access Management

Objective

To develop an Access Management training program for client communities. Prepare and/or assist consultants in preparing Access Management plans and ordinances.

Activities

1. Develop and implement educational programs that teach public officials, property owners and citizens what access management is and how it can benefit their community.
2. Prioritize and select corridor locations within the region for the development of access management plans and ordinances. Location and prioritization of routes should be based on safety issues and opportunities to implement all or portions of the plan.
3. Assist local communities to ensure adoption of plans and ordinances. Assist road agencies, client communities and property owners, as required when road and utility projects provide plan implementation opportunities. Provide follow up to communities with existing access management plans and ordinances.

Product

Provide local client communities and road agencies with hard and electronic copies of any plans, ordinances or education materials.

Upon Billing Submittal:

Costs incurred will be reimbursed upon review and approval of detailed documentation submitted to the MDOT Access Management Coordinator and/or the appropriate department representative.

Budget: \$1,113 (MTF/SPR)

VIII. Asset Management

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited.

The activities eligible for TAMC reimbursement include the following:

TASKS

I. Training Activities

- A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
- B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
- C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
- D. Attend TAMC-sponsored Asset Management Plan Development training seminars.

II. Data Collection Participation and Coordination

A. Federal Aid System:

1. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
2. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
3. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.

B. Non-Federal Aid System:

1. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to

them in the manner that best reflects the priorities of their area and supports the TAMC work.

2. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
3. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
4. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

III. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

IV. Data Submission

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

V. Asset Management Planning

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

VI. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- B. Integrate PASER ratings and asset management into project selection criteria:
 1. Analyze data and develop road preservation scenarios.

2. Analyze performance of implemented projects.

VII. Culvert Mapping Pilot

- A. Provide administrative and technical assistance to Public Act 51 agencies and MDOT for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.
- B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

Required Products

- PASER data for Federal Aid System submitted to TAMC via the IRT.
- PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
- Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

Budget: \$40,000

IX. Pure Michigan Byway Program

Objective

Implement the Pure Michigan Byway Program for the MDOT. Manage or assist in the management of designated state byways and/or National Scenic Byways within your regions geographical boundaries.

Activities

1. Prepare and or manage contracts to develop Corridor Management Plans.
2. Provide guidance to local “grassroots” organizations seeking to nominate a state highway as a Pure Michigan Byway or National Scenic Byway.
3. Address local specialized issues relating to future transportation system improvements, such as conducting impact studies on new or planned retail and industrial growth, or on current business or industrial activity.
4. Provide opportunities for public involvement activities related to the Byway.
5. Ensure the Byway corridor management plan is up to date.
6. Conduct studies of the safety and convenience of the Byway transportation and visitor oriented facilities.
7. Attend conferences, workshops and seminars.

Products

1. Designation of Pure Michigan Byways and National Scenic Byways in accordance with P.A. 69 of 1993, as amended, and Title 23 U. S. Code.
2. Corridor management plans containing improvement, protection and economic development strategies for the region’s Byways.
3. Study and investigate the safety, efficiency, and economic viability of the region’s proposed and designated Byways.
4. Statewide Byway maps, brochures, pamphlets, web site and other promotional/educational material to constituents.
5. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.

Upon billing submittal:

- Costs incurred will be reimbursed upon review and approval of detailed documentation.
- Original invoice - consecutively numbered, stating period covered, dollar amount, and work performed.

Budget: \$0

X. Non-Motorized Mapping and Investment Plan Objective

Facilitate the process of completing non-motorized planning efforts for the State of Michigan by region.

Activities

1. Collect information to match the data fields in MDOT's Transportation Management System (TMS) Program.
2. Develop and implement aspects of a non-motorized investment plan to identify needed projects and project elements, prioritizing those projects, and determining the optimum funding arrangements for the projects within each region.
3. Promote the consideration of bicycle and pedestrian facilities in the overall transportation planning activities.
4. Coordinate with stakeholders and public input.

Products

1. Non-motorized master plans by region including up-to-date non-motorized maps.
2. The end map product will be a ready-to-print region wide bike map and data base with the support data to go into the TMS for future planning and maps. Provide MDOT with a copy of any reports (excluding grant applications) as a result of this activity, or a copy of cover letters for products submitted to others.
3. Print three (3) year's supply of maps for MDOT distribution as well as three (3) year's supply of maps for stakeholders within the region.
4. The development of a comprehensive plan and the identification of priority projects within the area will help guide MDOT's investment in region's non-motorized transportation system.

Upon Billing Submittal:

- Progress Reports that summarize accomplishments for each work item.
- Original Invoice, consecutively numbered, stating period covered, dollar amount and work performed.
- Itemizing of program expenses in terms of work items and cost groups, including charges to direct salaries, fringe benefits, indirect costs, and other direct costs.

Budget: \$3,046

XI. Rural Safety Planning

Objective

Assist in conducting rural safety planning forums to increase or create awareness for safety, and encourage formation of cross-discipline safety partnerships at the local level and assist MDOT in the process of preparing rural safety plans.

Determine areas of safety risks (i.e., behavioral, structural) and schedule workshops to educate constituents in mitigating these risks, if appropriate.

Activities

1. Conduct rural safety forums on a biannual basis. These forums will include emergency enforcement, education and engineering staff, as well as other interested parties. Schedule specific safety workshops in other years, if appropriate.
2. Update and maintain a list of safety advocates, including mailing labels. Partnerships to promote safety as an integral part of the planning and project development process.
3. Maintain updated mailing lists identifying safety groups and individuals
4. Assist MDOT in the process of preparing of rural safety plans

Budget: \$4,061

FY 2019 Regional Work Program Revenues and Expenditures

Work Item	Project	Salary	Fringe	Indirect	Direct	Total
3101	Program Management	\$2,000	\$860	\$1,201	\$0	\$4,061
3102	Technical Assistance (MDOT)	\$2,500	\$1,075	\$1,502	\$0	\$5,077
3103	Technical Assistance (Members)	\$2,000	\$860	\$1,201	\$0	\$4,061
3104	Management of Rural Task Force	\$9,940	\$4,274	\$5,970	\$0	\$20,185
3105	Public Involvement/Consultation	\$7,200	\$3,096	\$4,324	\$0	\$14,620
3106	Air Quality Conformity	\$2,000	\$860	\$1,201	\$0	\$4,061
3107	Access Management	\$548	\$236	\$329	\$0	\$1,113
3108	Scenic Byways Implementation	\$0	\$0	\$0	\$0	\$0
3109	Non-Motorized Planning	\$1,500	\$645	\$901	\$0	\$3,046
3110	Rural Safety Planning	\$2,000	\$860	\$1,201	\$0	\$4,061
3111	Asset Management	\$16,005	\$6,828	\$9,613	\$7,500	\$40,000
Totals		\$45,693	\$19,648	\$27,443	\$7,500	\$100,285
<u>Revenues</u>	Regional Transportation Planning	\$40,100				
	Asset Management (Pavement)	\$40,000				
	Rural Task Force Management	\$20,185				
	Total	\$100,285				