

## **MATS ADMINISTRATIVE SUBCOMMITTEE**

### **MEETING NOTES September 7, 2021**

The MATS Administrative Subcommittee met with Maja Bolanowska, MATS Director, on September 7, 2021, to review financial/administrative matters and conduct annual employee evaluations. Committee members in attendance: Jon Myers, Karen Murphy, Brenda Gordert and Russ Inman.

Maja reported the current bank balance is \$10,000. The local match funds for FY 2022 are expected to be received before Oct 1 (MCRC local match received on Sept 7<sup>th</sup>). Administrative Subcommittee members discussed number of officers on MATS bank account and potential changes – it was determined that 3 current officers on file are an adequate number. Another matter reviewed was the current practice of signing of MATS checks, it was determined to continue that practice as is (with Maja Bolanowska signing the checks and sending scanned copies to Karen Murphy and Brenda Gordert).

Expenses/revenue (\$ in/out) quarterly cycle was discussed. Maja informed the group it is getting more difficult to ensure positive balance on the account at certain times of a year (reimbursements from MDOT come significant time after payroll and other bills are due), and discussed the possibility of the City of Midland and the Road Commission contributing \$10,000 to \$15,000 each as a cushion amount. The cushion amount would be a one-time loan, with appropriate paperwork, not to be used as additional revenue. The Road Commission has agreed to contribute \$15,000 with the proper agreement in place. Brad Kaye, City of Midland Manager is to be approached regarding this matter prior to October 5th MATS Policy Committee meeting, allowing time for assessment and decision by the City of Midland.

The rent/GIS services contract with the County of Midland recently increased \$70.00 per month, the first increase in three years. MATS insurance premiums remain unchanged. The required audit of MATS finances was completed in February 2021 by Smith & Klaczewicz, the audit report was satisfactory and indicated no issues. Audits are required every two years.

The subcommittee discussed current year (FY 2021) utilization of MATS administrative funds (including local agency reimbursement for planning and asset management activities) and how to utilize the remaining funds. It was determined that MCRC will submit invoices for remainder \$11,000 for planning activities like traffic counts. Maja reported that Anita Boughner with MDOT Finance Department has completed review of MATS PL/503 Consolidated funding for each previous fiscal year, MATS account has been adjusted in MDOT accounts/spreadsheets with no outstanding negative balance.

The subcommittee discussed FY 2022 Unified Work Program budget information. The budget is slightly less for FY 2022 than for the previous year, and due to higher projected MATS expenses

lower reimbursements to the local agencies are anticipated for planning services. Maja stated computer and iPad upgrades are needed in equipment purchases within a year.

The subcommittee conducted performance evaluation for both MATS employees. Bryan Gillett exceeds expectations in all of his job categories and is a valuable member of MATS staff. The subcommittee recommends a 2% wage increase. The subcommittee also reviewed the performance of Maja Bolanowska, it was noted she continues to do an outstanding job as MATS Director. The subcommittee recommends that Maja receive a 2% wage increase and recommends approval of an extra six days of PTO carryover from FY 2021 to FY 2022 (MATS administrative rules allow only 5 PTO days can be carried over into the next year). Wage increases to be effective October 1, 2021 to coincide with MATS fiscal year.

Respectfully submitted  
Administrative Subcommittee