

## **MATS ADMINISTRATIVE SUBCOMMITTEE**

### **MEETING NOTES**

**August 31, 2022**

The MATS Administrative Subcommittee met with Maja Bolanowska, MATS Director, on August 31, 2022, to review financial/administrative matters and conduct annual employee evaluations. Those present were: Jon Myers, Matt Lemon, Russ Inman, Gil Bernier, James Canders, Donna Lowe.

Maja reported the current bank balance is approximately \$39,000. The local match funds for FY 2023 have been received from MCRC and DART, and are expected to be received before Oct 1 from City of Midland. The MATS bank account has recently been changed to Huntington Business Checking 100 in order to eliminate recently increased service fees incurred on the account set up with Chemical Bank back in 2013.

The rent/GIS services contract with the County of Midland recently increased \$134.02 per month, resulting in annual rent/GIS services of \$15,984. The rent increase was due to much higher costs experienced by County of Midland over the last year, those costs then distributed proportionally to all departments/renters. MATS insurances with MMRMA and Travelers have been renewed, premiums have changed very slightly. The required audit of MATS finances will be conducted in January/February 2023. MATS audit by independent agency is required every two years. The subcommittee concurred to employ Smith & Klackiewicz, the same agency that completed all four MATS audits.

Cash flow cycle (\$ ins/outs - expenses versus revenues) was discussed. Maja informed the group that the situation has improved greatly due to three factors – 1) Local matches are submitted to MATS earlier helping to bolster MATS bank balance, 2) MDOT has been processing reimbursements much faster in the last year, and 3) Maja has been summarizing expenses throughout the quarter and sending invoices sooner.

MATS email server change from Go Daddy to Midland County could not be completed despite efforts of various staff, due to Go Daddy protocols. It was decided to continue with Go Daddy albeit with some changes to services.

The subcommittee discussed current year (FY 2022) utilization of MATS administrative funds, including local agency reimbursement for planning and asset management activities and how to utilize the remaining funds. MATS is expected to reimburse DART approximately \$8,600 for transit planning activities, and City of Midland/MCRC another \$8,600 for traffic counts or other planning activities. MATS is expected to reimburse City of Midland/MCRC approximately \$13,000 for PASER ratings and related asset management activities.

Maja reported that MATS account has been adjusted by \$157,508 in MDOT LAB spreadsheet eliminating MATS administrative funding obligation issues of the last few years. Maja indicated that Anita Boughner has been instrumental in resolving this issue.

Maja stated that iPad upgrades for MATS staff are needed and expected to occur within a month. Maja indicated that 2021 Apple 11-inch iPad Pro or 2022 Apple iPad Air are under consideration for purchase. Discussion ensued as to two options and accessories. **Administrative Subcommittee is recommending that 2021 Apple 11-inch iPad Pros with keyboards and apple pencils be purchased.**

Maja indicated that MATS may be able to purchase some traffic count equipment for City of Midland/MCRC if there is any administrative funding remaining after accounting for all other expenses and local agency reimbursements. If this is possible will not be known till after September 15, Maja needs to summarize all the remaining expenses within 4<sup>th</sup> QTR. Maja will coordinate regarding this issue with both City of Midland and MCRC.

The subcommittee discussed FY 2023 Unified Work Program budget information. The budget is \$39,017 more as compared to FY 2022. Per FY 2023 Unified Work Program, prepared in May 2022, MATS is expected to reimburse DART \$20,000 for transit planning activities, and City of Midland/MCRC another \$23,000 for traffic counts or other planning activities. MATS is expected to reimburse City of Midland/MCRC approximately \$15,000 for PASER ratings and related asset management activities.

Maja stated computer and laptop upgrades are needed in equipment purchases within a year. There may also be Adobe and Office 365 software updates.

The subcommittee conducted performance evaluations for both MATS employees. A copy of the U.S. Bureau of Labor Statistics Consumer Price Index (CPI) for the past year ending in July 2022 was presented. The CPI is at 8.5% which is the highest it has been in 40 years. Discussion took place regarding the CPI, the Michigan MPO Salary Survey, the increased budget funds from MDOT and the difficulty adjacent MPO's have had in recruiting and retaining qualified employees. The subcommittee focused on employee retention as both employees are high performing and exceed expectations. There was a consensus that the pay rate of the position held by Bryan is significantly lower than it should be and that an adjustment is needed to meet minimal market conditions. There was also a consensus that Maja should receive a 6% raise and that both employees should be given an additional 2 days of PTO annually. **The Administrative Subcommittee recommends a wage increase to \$56,000/annually and an extra two days of PTO time annually for Bryan Gillett. The subcommittee recommends that Maja Bolanowska receive a wage increase to \$84,764 and an extra two days of PTO time annually. Wage increases and PTO time increases to be effective October 1, 2022 to coincide with MATS fiscal year.**

Respectfully submitted  
Administrative Subcommittee