

MATS ADMINISTRATIVE COMMITTEE
MEETING NOTES
9/5/18

The MATS Administrative Subcommittee met with Maja Bolanowska, MATS Director, on September 5, 2018 at the County Building to review financial/administrative matters and conduct annual employee evaluations. Committee members in attendance were: Terry Palmer, Josh Fredrickson, Karen Murphy, Chris Cantrell, Kevin Wray and Brenda Gordert.

The subcommittee discussed budget and revenue information. Maja reported the current bank balance is \$23,359. MATS expenses were discussed. Occasional cash flow deficit occurs towards end of each fiscal year since Federal funding which constitutes over 80% of MATS funding works on a reimbursement basis. Thus expenses (payroll, taxes) are incurred prior (sometimes to a tune of several months) to funding coming in to cover those expenses. Quarterly reimbursements from MDOT are continuing to take up to 2 months to process exacerbating the problem. After a lengthy discussion it was proposed to set up a separate fund that the Midland County Road Commission and the City of Midland would each contribute \$15,000 into and DART would contribute \$5,000. When necessary Maja could draw from this fund to pay MATS expenses. An agreement would be in place and contributions would be refunded if MATS were to be dissolved. If approved by each contributing agency and MATS Policy Committee, the effective date for incoming buffer funding would be July 1, 2019. The Subcommittee recommendation is creation of above noted buffer fund.

The subcommittee discussed changes to MATS Administrative carry-over funds, and fact that approximately \$45,000 has been wiped off the MATS ledger when MDOT switched to Consolidated Funding Authorization in FY 2016, replacing separate PL and 5303 Authorizations.

The Subcommittee discussed FY 2019 UWP. UWP approved as submitted to MDOT, with \$28,000 in carry over funds.

Reimbursements to local agencies have been made for MATS-related planning or transit planning activities, however timeliness of those also affected by the intermittent cash flow deficit.

MATS insurance has increased slightly (\$25). The FY 2019 office rental amount will not be available until later in the year but not anticipating a significant change.

Equipment purchases were discussed and recommended for approval out of MATS FY 2018 Administrative Funding:

- \$3,400 – (4) Jamar Technologies traffic counters
- \$1,200 – Traffic count hoses and batteries
- \$1,400 – Non-Motorized (Bike) portable traffic counters and hoses
- \$700 - (2) Filing cabinets for MATS office

The performance evaluation was reviewed for Bryan Gillett. He has done a great job developing a new website and finalizing the long-range plan. Maja stated he exceeds expectations in his job categories and is a valuable addition to the staff. The subcommittee recommends a 2% cost of living increase and an additional 5 days of PTO time. The subcommittee also reviewed the performance of director Maja Bolanowska. It was noted she continues to do an outstanding job and the subcommittee recommended that Maja receive a 2% cost of living increase. Increases to be effective October 1, 2018 to coincide with MATS fiscal year.

Respectfully submitted
Administrative Subcommittee