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## **NOTICE OF MEETING**

### **POLICY COMMITTEE**

DATE: October 19, 2022

TIME: 9:30 AM

PLACE: **Lower Level Conference Room 200 N. Main Ann Arbor, MI 48104**

### **AGENDA:**

1. Call to Order/Introductions
2. Approval of the Agenda
3. Approval of Minutes – June 15, 2022 Policy Committee Meeting (attached) – Action
4. Public Participation
5. Communications and Announcements
6. Bills over \$500
7. Old Business
  - A. FY 2022 Second Quarter Financials (attached) - Action
8. New Business
  - A. FY 2022 Year End Financial Statements (Unaudited) (attached) - Action
  - B. Director Review (attached) - Action
  - C. Federal Aid Buyout Program (attached) - Information
  - D. MDOT Five Year Plan Update - Information
9. Adjournment

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#### **POLICY COMMITTEE MEMBERS**

City of Ann Arbor • Ann Arbor DDA • Ann Arbor Township • City of Chelsea • City of Dexter  
Dexter Township • Eastern Michigan University • Michigan Department of Transportation • City of Milan • Northfield Township •  
Pittsfield Township • City of Saline • Scio Township • Southwest Washtenaw Council of Governments • Superior Township • The Ride  
University of Michigan • Washtenaw County Board of Commissioners • Washtenaw County Road Commission • City of Ypsilanti • Ypsilanti Township •  
• Ex Officio: Federal Highway Administration • Southeast Michigan Council of Governments •

An Intermunicipality Committee organized under Act 200 of Public Acts of Michigan (1957)  
representing Washtenaw County

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## Minutes of Meeting

POLICY COMMITTEE

DATE: June 15, 2022

TIME: 9:30 pm

PLACE: Lower Level Conference Room 200 N. Main Ann Arbor, MI 48104

**Members Present:** City of Saline – Brian Marl, Chair  
Eastern Michigan University - Leigh Greden, Vice Chair  
Ann Arbor Township – Diane O'Connell  
City of Ann Arbor – Erica Briggs  
City of Chelsea – Charles Wiseley  
City of Ypsilanti – Jennifer Symanns  
City of Dexter – Justin Breyer (for Shawn Keough)  
Superior Township – Ken Schwartz  
MDOT Region - Kari Martin  
Pittsfield Township – Mandy Grewal  
TheRide – Matt Carpenter  
University of Michigan – Henry Baier  
Ypsilanti Township – Brenda Stumbo  
Washtenaw County Road Commission – Doug Fuller

**Members Absent:** City of Ann Arbor DDA – Vacant  
Dexter Township - Karen Sikkenga  
City of Milan - Vacant  
Northfield Township - Ken Dignan  
Scio Township - Vacant  
SWWCOG – Ron Miley  
WCBOC – Jason Morgan, Treasurer

**Others Present:** WATS - Ryan Buck, Nick Sapkiewicz  
MDOT - Peter Oyewale

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1. Call to Order/Introductions

Chair Marl called the meeting to order at 9:35am. Introductions were made.

2. Approval of Agenda

**Ms. Grewal made a motion to approve the meeting agenda, Mr. Greden supported the motion, motion approved.**

3. Approval of Minutes

**Mr. Fuller made a motion to approve the March 16, 2022 minutes, supported by Mr. Carpenter, motion approved.**

4. Public Participation

Chair Marl asked if anyone wished to address the Committee. No one wished to address the Committee and public participation time was closed.

5. Communications and Announcements

Mr. Buck provided the following updates:

- New staff members have begun work with WATS.
- MDOT has announced a Federal Aid buyout program (90% payout). TIP-approved projects should be submitted directly to MDOT as candidates for the buyout program, and WATS will track follow-through on the planned investments.
- WATS will be coordinating with SEMCOG to facilitate the IJJA Safe Streets for All funding opportunity for the region.

6. Bills over \$500

Mr. Buck reported that the previously authorized expenditure for new computers has gone through.

7. Old Business

There was no old business.

8. New Business

**A. FY 2021 Financial Statements Audit - Action**

Mr. Buck reported that in FY 2021 agency dues were reduced by 20% and that reserve funds were used to compensate. The audit findings show WATS financials to be in good shape.

**Ms. Briggs made a motion to approve the FY 2021 Financial Statements Audit. Ms. O'Connell supported and the motion passed.**

**B. FY 2022 Second Quarter Financial Statements - Action**

Action delayed.

**C. FY 2023 Unified Planning Work Program - Action**

Mr. Buck explained that the Work Program includes TheRide and WATS upcoming planning activities. It shows how Planning Funds will be spent and maximizes the Planning funding available.

**Ms. Symanns made a motion to approve the FY 2023 Unified Planning Work Program. Ms. Martin supported and the motion passed.**

**D. FY 2023 Administrative Budget - Action**

Mr. Buck described the budget through the 2nd quarter noting that agency indirect costs are low and some flexibility remains in the budget. Mr. Buck added that it would be in order to convene a dues sub-committee after the final 2020 Census data is available.

**Mr. Carpenter made a motion to approve the FY 2023 Administrative Budget. Mr. Fuller supported and the motion passed.**

**E. FY 2022 Third Call Transportation Improvement Program (TIP) Amendments - Action**

Mr. Sapkiewicz reviewed the project updates presented for the Committee's approval in the third call amendment and noted the WATS Environmental Justice the review and overall TIP investment analysis.

**Ms. Grewal made a motion to approve the third call amendments. Mr. Wisely supported and the motion passed.**

**F. FY 2022 Third Call Administrative Modifications - Information**

Mr. Sapkiewicz reviewed the project updates provided as administrative modifications and explained the informational nature of the list of modifications to TIP projects.

**G. FY 2023-2026 Transportation Improvement Program (TIP) - Action**

Mr. Sapkiewicz introduced the 2023-2026 TIP and explained that the projects within which WATS prioritizes for federal funding have been reviewed both by the Technical and Policy Committees and by the public in the form of the Federal Aid Program and that those projects now join with MDOT projects and other competitive federal funding sources to comprise the TIP.

**Mr. Fuller made a motion to approve the 2023-2026 TIP. Ms. Martin supported and the motion passed.**

**H. WATS Bylaws Amendment - Action**

Mr. Buck reported that after conferring the WATS officers, two changes to the Agency's bylaws are recommended that help address quorum issues and define a quorum for the Agency's meetings. Mr. Buck went on to explain that voting is a core function of the Technical and Policy Committees. Mr. Graden added that safeguards are integrated into the

recommended changes to keep members voting and active.

Ms. Briggs cautioned that the Committee should keep an eye on the effectiveness/effects of the bylaws changes.

**Ms. Symmans made a motion to accept the bylaws amendment. Ms. Martin supported and the motion passed.**

**I. Bylaws Update Ad-Hoc Committee - Information**

Mr. Buck reminded the Committee that a more robust review of the WATS bylaws was due and asked for representatives to participate in the update.

**J. WATS Director Review - Information**

Mr. Greden explained that he will convene a panel to participate in Mr. Buck's review process. The Technical and Policy Committees and external sources will participate in the review and Mr. Greden will return to the Policy Committee with a performance evaluation and compensation recommendation.

**I. Annual Meeting - Action**

Mr. Buck introduced the opportunity for the Committee to set its meeting time and slate of officers.

**Mr. Fuller made a motion to keep the current meeting place and time. Mr. Carpenter supported and the motion passed.**

**Mr. Fuller made a motion to nominate Brian Marl as Chair, Leigh Greden as Vice-Chair, and Matt Carpenter as Secretary-Treasurer. Ms. Symmans supported and the motion passed.**

**10. Adjournment**

Chair Marl adjourned the meeting.

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# MEMORANDUM

To: Policy Committee  
From: Ryan Buck  
Date: June 6, 2022  
Re: FY 2022 Second Quarter Financial Statements

## **Background**

WATS' FY 2022 fiscal year began July 1, 2021. The Policy Committee approved total budgeted revenues at \$586,367. Dues in FY 2022 were reduced by 20% - the second budget year in a row with reduced dues in response to the ongoing pandemic

Second Quarter revenues totaled \$91,407.00; 15.6% of total budget estimates. Second Quarter expenditures totaled \$111,408.64; 18.9% of the budget. While the pandemic has caused changes in the processing of certain bills, payments and invoices, the FY 2022 UPWP is expected to be completed on time and within budget.

## **Action Requested**

The FY 2022 Second Quarter Financial Statements are provided for Policy Committee review and acceptance.

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### POLICY COMMITTEE MEMBERS

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representing Washtenaw County

<b>WATS Balance Sheet</b>			
	12/31/2021		
<b>ASSETS</b>			
Checking Accounts		\$	192,214.91
Cash Savings Fund			68,943.05
Grants Receivable			94,316.67
Accounts Receivable			0.00
Prepaid Expenses			3,793.95
Washtenaw County			273,512.55
<b>Total Current Assets</b>			<b>632,781.13</b>
<b>Property and Equipment</b>			
Fixed Assets			<b>0.00</b>
<b>Total Assets</b>			<b>632,781.13</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable			0.00
Accrued Sick and Vacation			32,221.98
<b>Pass Through Payments</b>			96,173.85
<b>Other Liabilities</b>			<b>-1,964.26</b>
<b>Total Current Liabilities</b>			126,431.57
<b>Unrestricted Net Assets</b>			<b>506,349.56</b>
<b>Total Liabilities and Net Assets</b>			<b>632,781.13</b>

<b>Income Statement</b>					
<b>For the quarter ending December 31, 2021</b>			<b>FY 2022</b>		
	<b>Budget</b>		<b>Second Quarter Quarter</b>	<b>Year to Date</b>	<b>% of Total Budget</b>
<b>Revenues</b>					
Dues	<b>\$94,500</b>		\$0.00	\$94,500.00	100%
Federal	\$481,837		\$91,407.00	\$176,306.51	37%
Interest	\$0.00			\$1.74	
Other Local Contribution	\$10,030		\$0.00	\$0.00	0%
<b>Total Revenues</b>	<b>\$586,367</b>		<b>\$91,407.00</b>	<b>\$270,808.25</b>	<b>46%</b>
<b>Expenses</b>					
Monitoring	<b>\$59,563</b>		\$12,024	\$24,021	40%
Development	\$137,470		\$15,000	\$30,592	22%
Services	\$99,272		\$13,627	\$30,752	31%
Implementation	\$140,967		\$38,381	\$71,370	51%
Administration	\$43,680		\$15,410	\$25,948	59%
Rent and Utilities	25,665		\$8,879	\$15,618.93	61%
Printing	5,000		\$0	\$0.00	0%
Supplies & Equipment (includes depreciation)	14,000		\$573	\$609.95	4%
Travel and Training	12,500		\$0	\$109.34	1%
Postage	250		\$0	\$0.00	0%
Insurance	4,500		\$4,199	\$6,402.49	142%
Licenses/subscriptions	12,000		\$1,820	\$4,119.34	34%
Legal Fees	2,000		\$0.00	\$0.00	0%
Unemployment	2,500		\$0.00	\$0.00	0%
Professional Services (includes Audit, banking, bookkeeping, design)	27,000		\$1,495.49	\$2,046.31	8%
<b>Total Expenses</b>	<b>\$586,367</b>		<b>\$111,408.64</b>	<b>\$211,589.86</b>	<b>36%</b>
<b>Net Income</b>			<b>-\$20,001.64</b>	<b>\$59,218.39</b>	



# MEMORANDUM

To: Policy Committee  
From: Ryan Buck  
Date: October 12, 2022  
Re: FY 2022 Year End Financial Statements

## **Background**

WATS' FY 2022 fiscal year began July 1, 2021. The Policy Committee approved total budgeted revenues at \$586,367. Dues in FY 2022 were reduced by 20% - the second budget year in a row with reduced dues in response to the pandemic.

Year end revenues for FY 2022 totaled **\$414,939.86**; 71% of total budget estimates. Second Quarter expenditures totaled **\$413,015.05**; 70% of the budget.

These statements have not yet been audited. FY 2022 end-of-year bookkeeping was rushed and as a result, several items have been accounted for incorrectly. There was some miscommunication regarding the way to handle certain pass through payments, and a number of costs that are attributed to the wrong budget line. I look forward to working with an auditor to ensure all items are included in the correct budget line item and properly accounted for. Unfortunately, our long-time auditing firm no longer performs financial audits. I anticipate responses to an RFP for auditing services for FY 2022 in early November.

Note the 3rd Quarter financial exports from Quickbooks are included following the 4th Quarter/Year end financial statements for your information.

## **Action Requested**

The FY 2022 Year End Financial Statements are provided for Policy Committee review and acceptance.

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<b>WATS Balance Sheet</b>			
6/30/2022			
<b>ASSETS</b>			
Checking Accounts		\$	54,424.51
Cash Savings Fund			91,879.14
Grants Receivable			172,142.30
Accounts Receivable			0.00
Prepaid Expenses			4,786.21
Washtenaw County			272,640.68
<hr/>			
<b>Total Current Assets</b>			<b>595,872.84</b>
<b>Property and Equipment</b>			
Fixed Assets			<b>0.00</b>
<hr/>			
<b>Total Assets</b>			<b>595,872.84</b>
<b>LIABILITIES AND CAPITAL</b>			
Accounts Payable			2,092.23
Accrued Sick and Vacation			32,221.98
<b>Pass Through Payments</b>			<b>107,689.95</b>
<b>Other Liabilities</b>			<b>-1,964.26</b>
<b>Total Current Liabilities</b>			<b>140,659.83</b>
<b>Unrestricted Net Assets</b>			<b>455,213.01</b>
<hr/>			
<b>Total Liabilities and Net Assets</b>			<b>595,872.84</b>

<b>Income Statement</b>					
<b>For the quarter ending December 31, 2021</b>			<b>FY 2022</b>		
			<b>4th Quarter</b>		
	<b>Budget</b>		<b>Quarter</b>	<b>Year End</b>	<b>Year End % of Total Budget</b>
<b>Revenues</b>					
Dues	<b>\$94,500</b>		\$2,135.00	\$76,136.00	81%
Federal	\$481,837		\$84,930.68	\$338,795.03	70%
Interest	\$0.00		\$2.29	\$8.83	
Other Local Contribution	\$10,030		\$0.00	\$0.00	0%
<b>Total Revenues</b>	<b>\$586,367</b>		<b>\$87,067.97</b>	<b>\$414,939.86</b>	<b>71%</b>
<b>Expenses</b>					
Monitoring	<b>\$59,563</b>		\$8,399	\$40,915	69%
Development	\$137,470		\$7,117	\$46,698	34%
Services	\$99,272		\$10,892	\$54,700	55%
Implementation	\$140,967		\$29,540	\$133,924	95%
Administration	\$43,680		\$20,220	\$63,348	145%
Rent	25,665		\$6,416	\$27,983.73	109%
Printing	5,000		\$0	\$0.00	0%
Supplies & Equipment (includes depreciation)	14,000		\$3,635	\$4,244.47	30%
Travel and Training	12,500		\$0	\$133.76	1%
Postage	250		\$0	\$0.00	0%
Insurance	4,500		\$5,788	\$15,077.22	335%
Licenses/subscriptions	12,000		\$1,678	\$8,607.92	72%
Legal Fees	2,000		\$0.00	\$0.00	0%
Unemployment	2,500		\$0.00	\$0.00	0%
Professional Services (includes Audit, banking, bookkeeping, design)	27,000		\$346.72	\$17,382.25	64%
<b>Total Expenses</b>	<b>\$586,367</b>		<b>\$94,030.36</b>	<b>\$413,015.05</b>	<b>70%</b>
<b>Net Income</b>			<b>-\$6,962.39</b>	<b>\$1,924.81</b>	

# Washtenaw Area Transportation Study

## Balance Sheet As of March 31, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1011 Checking	18,340.28
1020 BOAA Checking	76,524.12
1055 Cash Fund Savings	91,876.85
1075 CD	0.00
1080 Washtenaw County	273,512.55
<b>Total Bank Accounts</b>	<b>\$460,253.80</b>
Accounts Receivable	
1220 Grants Receivable	0.00
1221 Grants Receivable - Fed PL112	136,109.77
1222 Grants Receivable - Fed SPR	0.00
1223 Grants Receivable- Federal STPU	0.00
1224 Grants Receivable Fed FTA 5303	7,533.74
1225 Grants Receivable - State	0.00
<b>Total 1220 Grants Receivable</b>	<b>143,643.51</b>
1230 Accounts Receivable - Dues	0.00
1235 Accounts Receivable - Local	0.00
1236 Accounts Receivable - Ann Arbor	0.00
1237 Accounts Receivable - Toyota	0.00
1240 Accounts Rec-Credit Monitoring	0.00
1245 Accounts Receivable - Other	0.00
<b>Total Accounts Receivable</b>	<b>\$143,643.51</b>
Other Current Assets	
1430 Prepaid Insurance	2,060.74
1435 Prepaid Expenses	375.00
1499 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$2,435.74</b>
<b>Total Current Assets</b>	<b>\$606,333.05</b>
Fixed Assets	
1670 Equipment Receivable	0.00
1671 Computer Equipment	0.00
1672 Furniture and Equipment	45,784.41
1680 Accumulated Depreciation	-45,784.41
<b>Total Fixed Assets</b>	<b>\$0.00</b>
<b>TOTAL ASSETS</b>	<b>\$606,333.05</b>

# Washtenaw Area Transportation Study

## Balance Sheet As of March 31, 2022

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable - WCRC	2,092.23
<b>Total Accounts Payable</b>	<b>\$2,092.23</b>
Credit Cards	
Chase Business	0.00
<b>Total Credit Cards</b>	<b>\$0.00</b>
Other Current Liabilities	
2100 Accounts Payable	0.00
2101 Accounts Payable - Other	0.00
2105 Accounts payable - SEMCOG	0.00
2110 Accrued Sick & Vacation	32,221.98
2200 Surplus	0.00
2310 Federal Withholding	0.00
2315 Medicare Withholding	68.98
2315.1 Medicare Company Payment	-68.96
<b>Total 2310 Federal Withholding</b>	<b>0.02</b>
2330 State Withholding	0.50
2400 SEP Payable	74.35
2410 457 Contribution Payable	0.00
2420 RHS Deduction Payable	0.00
2440 ROTH	1,206.75
2500 Medical Withholding	0.00
2600 Health Savings Accounts	0.00
2630 Health Savings - RB	0.00
2650 Health Savings - EB	0.00
2660 Health Savings - NS	0.00
<b>Total 2600 Health Savings Accounts</b>	<b>0.00</b>
2700 Pass Through Payments	107,689.95
<b>Total Other Current Liabilities</b>	<b>\$141,193.55</b>
<b>Total Current Liabilities</b>	<b>\$143,285.78</b>
<b>Total Liabilities</b>	<b>\$143,285.78</b>
Equity	
2900 Opening Bal Equity	0.00
2999 Retained Earnings	454,195.07
Net Income	8,852.20
<b>Total Equity</b>	<b>\$463,047.27</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$606,333.05</b>

# Washtenaw Area Transportation Study

Profit and Loss  
January - March, 2022

	TOTAL
Income	
3010 Dues	3,278.00
3020 PL 112	74,681.00
3025 5303	3,228.75
3040 Interest Income	2.26
<b>Total Income</b>	<b>\$81,190.01</b>
GROSS PROFIT	<b>\$81,190.01</b>
Expenses	
4000 Plan Monitoring Expense	0.00
4000.1 Monitoring - Salary & Pension	8,495.00
<b>Total 4000 Plan Monitoring Expense</b>	<b>8,495.00</b>
4010 Plan Development	0.00
4010.1 Development - Salary & Pension	8,989.29
<b>Total 4010 Plan Development</b>	<b>8,989.29</b>
4020 Planning Services	0.00
4020.1 Planning - Salary & Pension	13,056.59
<b>Total 4020 Planning Services</b>	<b>13,056.59</b>
4030 Plan Implementation	0.00
4030.1 Implementation - Salary&Pension	33,013.33
<b>Total 4030 Plan Implementation</b>	<b>33,013.33</b>
4040 Administration Staff	0.00
4040.1 Administration - Salary&Pension	17,180.34
<b>Total 4040 Administration Staff</b>	<b>17,180.34</b>
4045 Asset Management Expense	5,912.44
4090 Rent	6,596.25
4110 Supplies and Equipment	
4115 Licenses and Subscriptions	1,964.52
4120 Telephone	323.85
4130 Travel + Training	24.42
4140 Postage	
4150 Insurance	0.00
4152 Disability Insurance	225.54
4153 Medical Insurance	1,143.81
4154 General Office Insurance	676.68
4155 Automobile Insurance	840.99
<b>Total 4150 Insurance</b>	<b>2,887.02</b>
4180 Audit	5,800.00
4210 Payroll, Bank Fees & Professional Services	3,206.78
<b>Total Expenses</b>	<b>\$107,449.83</b>
NET OPERATING INCOME	<b>\$ -26,259.82</b>
NET INCOME	<b>\$ -26,259.82</b>

## **MEMORANDUM**

TO: WATS Policy Committee  
FROM: Leigh Greden, WATS Policy Committee Vice Chair  
RE: 2021-2022 performance evaluation of Director Ryan Buck  
DATE: September 10, 2022

### **Executive Summary**

The WATS Executive Committee (consisting of myself, Chair Brian Marl, and Treasurer Jason Morgan) has completed the evaluation of Ryan Buck's job performance for the 2021-2022 time period. As outlined in more detail in this memo:

- Ryan received outstanding evaluations from the Policy Committee and Technical Committee.
- The WATS Executive Committee benchmarked Ryan's salary, which was increased from \$92,700 to \$102,000 in 2021 (after no increase since 2017). Based on Ryan's excellent job performance and the benchmarking data, **the Executive Committee recommends that the Policy Committee increase Ryan's annual salary from \$102,000 to \$106,800, effective October 15, 2022.** This would constitute a 4.7% increase in salary.
- In light of Ryan's excellent job performance (as reflected in the various evaluations) and the fact that Ryan did not receive any change in salary or a bonus between 2017-2021, **the Executive Committee also recommends that Ryan receive a one-time bonus of \$3,000.**

### **Process Overview**

As outlined in the email I sent to the Policy Committee on June 30, 2022, I coordinated (on behalf of the Executive Committee) an evaluation of Ryan's job performance for the 2021-2022 fiscal year (July 1, 2021 – June 30, 2022).

The following process was used in the evaluation process:

- The members of the WATS **Policy Committee** were asked to provide open feedback about Ryan's performance on five core competencies:
  - Transportation Planning
  - Communication
  - Ethics
  - Compliance
  - Administrative operations

- Members of the WATS **Technical Committee** were asked to provide open feedback about Ryan’s performance on the three core competencies that are most relevant to the Committee’s work:
  - Transportation Planning
  - Communication
  - Ethics

The Executive Committee reviewed the feedback (outlined below) generated through this process, benchmarked salary data, and then developed the recommendation to adjust Ryan’s salary and pay Ryan a one-time bonus.

### **Policy Committee Evaluations**

The members of the Policy Committee were asked to evaluate Ryan on five core competencies related to the Director’s job: transportation planning, communication, ethics, compliance, and administrative operations.

Ryan received outstanding feedback in all five competencies. We did not receive any negative feedback. Written comments included:

- “Ryan is highly competent in transportation planning managed by WATS. He uses facts to guide his decisions.”
- “Ryan ... is clear, concise, pleasant, and positive with his communications.”
- “He operates in an inclusive manner which is a positive for this topic.”
- “WATS operates with a sound budget.”
- “Am unaware that anyone in transportation planning in Michigan has higher ethics.”
- “Ryan is very engaged with our regional stakeholders and helpful in getting information, including critical data, in a timely and efficient manner in order help make decisions and/or keep processes moving along.”

### **Technical Committee Evaluations**

The members of the Technical Committee were asked to evaluate Ryan on the three core competencies that are most relevant to the Committee’s work: transportation planning, communication, and ethics.

Ryan received outstanding feedback in all three competencies. We did not receive any negative feedback. Written comments included:



- “Ryan does an excellent job of not only knowing the intricacies of the transportation planning & funding process, but also explaining it to us.”
- “Ryan excels at communication.”
- “I have never known him to even come close to a situation in which I’d question his ethics or integrity.”
- “Ryan did a great job guiding agencies through the TIP development for 2023-2026...”
- “Ryan is a trusted advisor who helps deliver essential federal and state funding to transportation projects and programs that benefit those that live and work in Washtenaw County. He is held in high regard to all of our partners at SEMCOG and MDOT planning.

### **Compensation Benchmarking**

As part of our review, we assessed compensation paid for comparable leadership roles at peer organizations in southeast Michigan. We concluded that last year’s salary adjustment moved Ryan’s salary closer to what we believe is the appropriate range based on his experience, but that his salary remains slightly lower than desired. If requested, I would be happy to provide additional information about the benchmarking analysis.

### **Recommendation**

Based on the foregoing information, the Executive Committee recommends that the Policy Committee approve the following changes to Ryan’s compensation:

- WATS should increase Ryan’s annual salary from \$102,000 to \$106,800, which represents an increase of 4.7%.
- WATS should pay Ryan a one-time bonus of \$3,000.

These recommendations are based on the following:

- Ryan’s excellent job performance during the 2021-2022 reporting period;
- The benchmarking analysis which illustrates that Ryan’s salary remains slightly lower than the Executive Committee feels is appropriate; and
- Higher increases to cost-of-living during the 2021-2022 time period.

# MEMORANDUM

To: Policy Committee  
From: Nick Sapkiewicz  
Date: October 13, 2022  
Re: Federal Aid Buyout Program

## **Background**

In June MDOT announced a new program to exchange federal transportation funds for state funding. Projects approved in the TIP, using Surface Transportation Block Grant (STBG) or Surface Transportation Block Grant flex funds, can apply to exchange their portion of federal funds for state funding at a 90% buyout rate and are no longer required to go through MDOT's Local Agency Program (LAP) process. This allows local agencies to use their own design guidelines and standards and eliminates a long review process (projects locally let).

Scope of federal aid buyout program:  
FY 2023 \$25 million (\$20,554,778 applied for)  
FY 2024 \$35 million  
FY 2025 \$45 million

In this first year of the federal aid buyout program, 50% of WATS urban federal aid program exchange requests (100% of Washtenaw applications) were approved, highlighting the usefulness of the program. (\$1,439,105 applied for - \$1,295,194 exchanged)

WATS staff believe the buyout program to be an effective tool to utilize as agencies move forward with federal aid projects. With the increased flexibility for projects using the buyout program a level of project tracking and analysis to measure impacts and deliverables is still necessary. To ensure transparency and provide for an accurate analysis, WATS will consider federal aid buyout projects regionally significant. This will ensure projects proposed and prioritized for federal funding are reviewed and analyzed as part of the suite of projects that move forward each year. Including federal aid buyout program projects in the TIP provides visibility of the projects to the public, WATS

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### POLICY COMMITTEE MEMBERS

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An Intermunicipality Committee organized under Act 200 of Public Acts of Michigan (1957)  
representing Washtenaw County

staff, and other local agencies.

WATS staff encourages all agencies to consider utilizing the federal aid buyout program. If you have any questions about the program please contact me (sapkiewiczn@miwats.org).

**Action**

Be prepared to discuss any benefits or concerns you may have with the federal aid buyout program.