



## **Executive Committee Meeting**

**November 7th, 2024 1:00PM**

**Brewer City Council Chambers**

### **Agenda**

**1) Call to Order**

**2) Public Comment**

Members of the public in attendance of today's meeting have an opportunity to provide public comment on today's agenda items.

**3) Approval of August 6th, 2024 BACTS Executive Committee Meeting Minutes (Attachment A)**

**4) UPWP - Local Match Calculation Discussion**

**Staff Report**

BACTS Staff have finalized figures for member population, VMT, and lane miles. Discussion regarding formula development for UPWP contribution from each member for coming years.

***Proposed Action** - For discussion only.*

**5) BACTS Salary Scales**

**Staff Report**

BACTS Staff will discuss proposed updates to BACTS Salary Scales, to bring into accordance with [FLSA](#) exempt employee threshold effective 1/1/25. Included in proposed changes are adding an additional scale for Associate Planner (this would be an entry level, hourly employee).

***Proposed Action** - Approve updated BACTS Salary Scales.*

**6) Merit Increase Cap and Cost of Living Adjustment Discussion**

**Staff Report**

BACTS Staff will discuss the merit increase cap with the Committee. BACTS Staff will also provide most recent information regarding potential [COLA](#).

***Proposed Action 1** - Set cap for merit increases to be used by the Executive Director during year end evaluation of BACTS Staff.*

***Proposed Action 2** - Agree on COLA to be applied to BACTS Staff salaries.*

**7) BACTS Office Manager Title / Position Adjustment**

**Staff Report**

BACTS Staff will discuss proposed updates to Office Manager title and job description.

***Proposed Action** - Approve updated BACTS Administrative and Financial Manager title change and job description.*

**8) Upcoming Meetings**

Policy Committee - November 19th, 2024

Transit Committee - TBD

Executive Committee - To be discussed

**9) Executive Session - Executive Director Annual Review**



*Attachment A*

# ***Executive Committee Meeting***

**August 6th, 2024 1:00PM**

**Brewer City Council Chambers**

## **Minutes**

**1) Call to Order**

**2) Public Comment**

No public comments.

**3) Approval of August 6th, 2024 BACTS Executive Committee Meeting Minutes**

No comments, minutes accepted as written.

**4) BACTS Personnel Policies - Procedure for Updates/Changes**

**Staff Report**

Discussion with the Committee regarding formalizing the process of updates/changes to BACTS Personnel Policies.

**5) BACTS General Consultant Agreements- Task Order Assignment Policy**

**Staff Report**

Discussion with the Committee regarding the process of assigning work to previously selected GCA's and Pre-qualified Consultants.

**6) BACTS Staffing Levels**

**Staff Report**

Discussion with the Committee regarding current staffing levels.

**7) Upcoming Meetings**

Policy Committee - June 18th, 2024

Transit Committee - July 10th, 2024

Executive Committee - August 6th, 2024

Meeting called to adjourn at 2:30PM.