

**Revised MCE-MCHA Task Force Recommendations**  
**November 29, 2016**

**Introduction**

Revisions to the “Minnesota County Engineers (MCE) - Minnesota County Highway Accountant (MCHA) Task Force Proposed Final Recommendations June 17, 2009” document were made based on discussions with the District State Aid Engineers (DSAEs) and the President of the MCE.

**Original Language**

2) Engineers participate on the SAF Accounting Task Force (ATF) and meet at least annually to keep abreast of current accounting rules and principles as well as engineering concerns for tracking costs and reporting needs.

A) We recommend 3 engineers be appointed for a term of 3 years. Preferably accountants and engineers would be from different counties.

3) Engineers and accountants meet jointly at least annually in district meetings to discuss pertinent issues.

A) Minimum of 1 meeting annually. The county engineer should coordinate the annual meeting and the DSAE should ensure that these meetings take place starting in 2010.

**Discussion**

No engineers have been attending the past Accountant Task Force meetings. In the MCE - MCHA Task Force Proposed Final Recommendations document, three engineers were recommended to attend the meetings.

During the DSAE Meeting on September 24, 2015, it was discussed that one engineer be appointed to the Accounting Task Force, recommending it should be the President of the MCE. They suggested that the State Aid Finance Supervisor craft a letter from the President of the MCE Accountants and send to the President of the Minnesota County Highway Accountants Association suggesting this.

The President of the MCE is a one year term. He assigned a designee to the Accountants Task Force for a one year term because the MCE updates their committee assignments annually knowing their members roles and work responsibilities change, and to give other members opportunities to participate. The engineer’s term may be extended if the Accountants Task Force members determine the engineer is a good representative and he/she is willing to continue in that role.

During the DSAE Meeting on September 24, 2015 it was discussed the State Aid Finance Supervisor should email all DSAEs to coordinate Joint Engineer/Accountant Fall District meetings. DSAEs and Accountants should both decide on topics. The State Aid Finance Supervisor will send out emails to DSAEs for interest of meeting. It’s the decision of the district to have the joint engineers-accountant meeting.

## **Revised Language**

2) Engineers participate on the SAF Accounting Task Force (ATF) and meet at least annually to keep abreast of current accounting rules and principles as well as engineering concerns for tracking costs and reporting needs.

A) One engineer be appointed for a term of one year with the option of renewing. The engineer would be the President of the MCE or designee. Preferably accountants and engineers would be from different counties.

3) Engineers and accountants meet jointly at least annually in district meetings to discuss pertinent issues.

B) Minimum of 1 meeting annually. The State Aid Finance Supervisor contacts the DSAE to discuss interest in a joint meeting. The DSAE and Accountant decide on topics. The districts decide to have joint engineer-accountant meetings or not.