



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

205 W. LIVINGSTON RD., HIGHLAND, MI 48357

MEETING MINUTES December 2, 2020 at 9:30 am

PRESENTER/ACTION

1. Call to Order 9:42am, GW
2. Pledge of Allegiance
3. Roll GW, RK, RH, KP. KV & MK on phone
4. Approval of Agenda RK Motioned/GW Approved, 7 yays
5. Approval of Consent Agenda RH Motioned/GW Approved, 7 yays
 - a. Nov 5 Board Meeting Minutes
 - b. List of November Expenses
 - c. Updated Profit & Loss Report W/Budget comparison
 - d. November 2020 Bank Statement

6. Public Comment N/A
7. Director Report & Monthly Rider Stats: *Motion to draft waiver allowing employees to opt out of insurance benefits, proving they are covered, allowing employees to work up to 40 hours per work week. Employees would receive the part-time holiday benefits and 5 days PTO after 90 days of averaging 32-40 hours per week. Employee would be returned to standard part-time status if did not maintain average hours of 35 hours for 6 consecutive months. Employees would be termed "Tween Employees". GW Motioned/RK Approved, 7 yays. Mark to draw up insurance waiver effective 1-2-2021.*
8. Old Business
 - a. MCCC Contracts for FY 2021: received, signed and returned to SMART 11-13-2020.
 - b. Amendments to Interlocal Contracts for WOTA to reimburse townships for annual vehicle insurance annually in February* - ready for signatures. *Signed, all townships received signed original for their boards, signed original kept in WOTA files.*
 - c. Employee Handbook update, Mark reviewed, board approval needed. *To approve as Resolution at January meeting. Board to get corrections back to Kim by Dec. 21.*
 - d. Marketing Policy, Mark prepared, board approval needed. *To approve as Resolution at January meeting. Board to get corrections back to Kim by Jan .8.*
 - e. "Oakland Together Non-Profit COVID-19 Economic Impact Grant" submission sent 11-19-2020; showing potential WOTA COVID-19 loss/added expenses of \$137,658.00.
 - f. Biz cards for all board members & Marketing.
 - g. Funds sitting in Highland over \$40,000: received from CWL and 5310 Grant (paid out aka: 501(c)3 RWP)? *RH to go back to township and push for release of funds to WOTA.*

9. New Business
 - a. Approval of 2021 closed holidays and board meeting schedule. *Holidays all approved; revised board schedule to Jan, Feb, Mar, May, July, Sep, Nov & Dec 2021. RH Motioned/GW Approved, 7 yays.*
 - b. Audit proposal: Article VII, K "An audit shall be conducted annually and to the extent possible, legal, and economical, may be done in conjunction with audits of the Parties."
 - i. Plante-Moran: \$14,000; even after C. Hamill pre-audit preps. *Much too high! FYI when I notified PM they were too highl they came back and said "they'd be willing to make an investment in us at \$8k, but really think it will take all of \$12k. Thank you, no.*



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- ii. Rehmann (audits Highland Haven complex): spoke to for quote.
- iii. Berdernitz, Wagner & Co. PC (audits Highland Library @\$6k): emailed for quote.
- iv. Ramie Phillips PC (audits NOTA, Grosse Pte Park, several transportation authorities & trailway commissions; excellent relationship with US Dept of Treasury):

10. Board Member Commentary/Discussion: *KP as parent of special needs rider reiterated how awesome the service is for her son. She stated everyone is so awesome and personable and WOTA service is a life changer for her family. She continues to promote to other families with special needs members and even those with young children are thrilled that there is this service they can look forward to when their child is ready.*

11. Next Meeting Date

a. **9:00am Wednesday, January 20, 2021 at WOTA Office, 205 W. Livingston Rd, Highland.**

12. Adjournment:

10:34 RK Motioned/RH Approved