

**WOTA – Western Oakland Transportation Authority**

**205 W. Livingston Rd., Highland, MI 48357**

REGULAR BOARD MEETING – White Lake Township

**MEETING MINUTES**  **February 17, 2021 at 9:00 am**

**PRESENTER/ACTION**

**AGENDA PRESENTER ACTION**

1. Call to Order *9:04am RK*
2. Pledge of Allegiance
3. Roll: *GW, RH, RK, KP, Kim, Mark, AF*

*Visitors: Alison Swanson & Kathy Gordinier*

1. Approval of Agenda *RH Motioned/GW Support: 7 YAY*
2. Approval of Consent Agenda *GW Motioned/RH Support: 7 YAY*
   1. Jan 20 Board Meeting Minutes
   2. List of January Expenses
   3. End of 2020 P&L with funds yet to be received, ready for auditor
   4. January 2021 Bank Statement
3. Public Comment: *NA*
4. Director Report & Monthly Rider Stats
5. Old Business
   1. Need Drivers – up to 8. Attached is a job promotion to post on your websites and spread the word. Hired 1 dispatch, 1 FT driver (Highland), 1 PT driver (Waterford); need 2-3 more PT or 1 FT & 1 PT.
   2. Approval for the City of Walled Lake to join WOTA through the Interlocal Agreement, Second Amendment, approved by each Township’s board of trustees. Contracts signed, CWL left with original, 1 original in file and 1 to send to State then County to record.
   3. Funds sitting in Highland over $40,000: received from CWL and 5310 Grant (paid out aka: 501(c)3 RWP)? Submitted invoice, awaiting receipt: *RH said bookkeeping issue to be resolved.*
   4. Audit package being prepared to send to Ramie Phillips PC, Chris Hamill prepped: *to go out week of March 8.*
   5. Need board to reach out to SMART and find out what the holdup is with our 2020 funds, all I hear is that it is the contract. 2 quarters due from CWL: Jul-Sept & Oct-Dec; and Specialized Services for H, WL, WF for all of 2020. Told at January Specialized Services meeting that Municipal Credits would be doubled up each quarter to cover 2020 and 2021. Verify. *RK to contact Madonna, if no answer will include other supervisors in conference call.*
6. New Business
   1. Verify board member and alternate from City of Walled Lake: pending.
   2. Capital & Investment Fund proposal from Art Frasca: need resolution to establish, using “2020 non-received funds”. *AF: WOTA Investment Policy 2 DRAFT, attached with packet. Authorized investments must have 90-day liquidation, limited to treasury bills, CDs and government agency investing. Should establish investment account in same name as checking to make interchangeable. Short rates are very flat, AF to notify when investment opportunities arise. Consider a resolution to change investment requirements going into 2022 once more funds are secured.*
   3. KV to develop contingency “Command & Control Plan” to implement into WOTA procedures; to be prepared by March meeting.
   4. 5310 Grant applications from Sept 2020:
      1. White Lake: request for additional vehicle for expansion, denied.
      2. Highland: request for replacement of 31093 & 31094, approved for 1 replacement van.
      3. Waterford: request for replacement of 31014, replaced through re-release 38037, received.
      4. Operational Funding Request: recommended for $26,560.
      5. 2021 Grant application, will continue to request operational funding and replacement of other Highland vehicle. Cannot apply for replacement of last diesel with City of Walled Lake until 2022.
   5. Amy preparing marketing/sponsorship materials; interchangeable executive piece, local business piece, clientele piece. *Presented draft.*
7. Board Member Commentary/Discussion

*Suggest to look into Surface Transportation Grant; board members to watch for other viable options and submit to KV.*

*RTA coming back, need to establish WOTA Authority to sit at table with the “big” boys for funding and planning.*

1. Next Meeting Date
   1. **9:00am Wednesday, March 17, 2021 at Waterford Township.**
2. Adjournment *9:42 RK Motioned/RH Supported: 7 YAYs*