

**WOTA – Western Oakland Transportation Authority**

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

REGULAR BOARD MEETING – Waterford Township

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

**PRESENTER/ACTION**

**AGENDA PRESENTER ACTION**

1. Call to Order 9:08am GW
2. Pledge of Allegiance
3. Roll: RH, GW, KP, Hana Jaquays(z), Alison Swanson, Chelsea Pesta(z), Kim Viener, Mark Koerner(z)
4. Approval of Agenda *RH Motion/GW Support YAY-All -RK*
5. Approval of Consent Agenda *RH Motion/GW Support YAY-All -RK*
	1. Feb 17 Board Meeting Minutes
	2. List 0f February Expenses
	3. February 2021 Bank Statement
	4. Bank reconciliation
	5. Bi-monthly ridership status report by community
6. Public Comment*: Mary Donnelly, Waterford Senior Center/prior dispatch, passed away.*
7. Director Report & Monthly Rider Stats
8. Old Business
	1. Investment Policy Resolution Adoption. *YAY-All -RK*
	2. Articles of Incorporation Resolution Adoption. *N/A Pending Mark rewrite for Authority status.*
	3. By-Laws Resolution Adoption. *YAY-All -RK*
	4. ~~WOTA Closed Schedule and Board Meeting Schedule Resolution, sign.~~
	5. Verify board member and alternate from City of Walled Lake. *YAY-All -RK*
	6. Employees: NEW – 2 dispatchers; 2 FT drivers, 4 PT/Tween drivers; upcoming return of 1 PT layoff from April 2020. OUT – 3 PT drivers on medical leave.
	7. Director contingency “Command & Control Plan” for implementing into WOTA procedures. *Skeleton presented, KV to complete by May meeting.*
	8. $40,429.65 CTP funds from Highland received.
	9. Finale of marketing/sponsorship materials; interchangeable executive piece, local business piece, clientele piece. *Board thumbs up, make official copies and give to members.*
	10. SMART funds update: Madonna replied to RK stating the week of 3-1 the contracts (105 total) were going to SMART director to be signed off. No further word from Madonna. RK any word? RK absent, *Covered in Director Notes.*
9. New Business
	1. Establishment of WOTA Authority; per OC instruction, resolution to be provided at meeting. *Mark to provide memo of process to KV before next board meeting and for all to review and ready to discuss at May 19 meeting. Act 196 allows for Authority through amending interlocal agreement, get all communities to approve. Creates WOTA as separate entity.*
	2. CARES Act raises, see attached. *Need to rename and schedule special meeting 3.31.2021 @9am to re-review. Already budgeted into 2021 budget and approved by Board and presented to all communities in budget.*
	3. We need a minimum of 4 additional vehicles this year. *Agreed by board, get specs and Township Supervisors will get with Amy for sponsorship packets and promotional materials. $300k not received from 2020/SMART; $40k received from CTP leftover funds; $26K additional 5310 grant due; $128k CARES Act can cover operations to free up more money. 4 vans with 2 WC capabilities.*
	4. Need to coordinate a promotional common video through CGI that can be put on all communities’ websites. RK *HOLD for RK.*
	5. Paperwork & Quarterly Processing Procedures.
10. Board Member Commentary/Discussion: *FTA proposed on ballot 2022. Discussed VIA zoom, not interested, they cannot replace our current system, VIA had no plan to sell. VIA contracted with SMART for 3 community areas to provide on-demand ride-share services from door-to-door and corner-to-corner to connector and/or door.*
11. Next Meeting Date
	1. **9:00am Wednesday, May 19, 2021 at WOTA Office, Highland Annex 205 W. Livingston Rd.**
12. Adjournment *11:08 GW Motion/RH Support*