

**WOTA – Western Oakland Transportation Authority**

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

REGULAR BOARD MEETING – WOTA Office 205 W. Livingston Rd, Highland

**MEETING MINUTES**  **May 19, 2021 at 9:00 am – *Revised Agenda***

**AGENDA PRESENTER ACTION**

1. Call to Order *9:05 RK*
2. Pledge of Allegiance
3. Roll: *KP, RK, RH (Zoom @9:34), KV, MK, Alison Swanson; Absent: City of Walled Lake*

*Amy Grzymkowski, Kathy Gordinear, Art Frasca, Andrea Voorheis*

1. Approval of Agenda *RK motioned/AS approved: YAY - 5*
2. Approval of Consent Agenda *RK motioned/KP approved: YAY - 5*
	1. March 17 & March 31 Board Meeting Minutes
	2. List of March-April Expenses
	3. March-April Bank Statements
	4. March-April Bank Reconciliations
	5. Steudel
	6. Big expenses
3. Public Comment
4. Director Report & Monthly Rider Stats: Bi-monthly ridership status report by community
5. Old Business
	1. 5310 Grants submitted: 1-Highland to replace 31093; 1-CWL to replace 35107; 1-WOTA for expansion vehicles – qty 4; 1-WOTA operational funding for continuation and expansion of services; and 1-WOTA capital funds for proposed new location/development. Grants were submitted through RTA, other funds available as needed/approved per Ben Stupka. Notification by July, awarding begins Oct 2021. *KV presented 3510 proposed budget.*
	2. Establishment of WOTA Authority; letters & outline for Township boards/City council for approval to establish from Mark. *White Lake held special meeting 5.18.21, approved unanimously. Highland to hold meeting 5.24, Waterford to hold May 24? Or June 14? KV to reach out to CWL, WOTA to hold special meeting 6.9.2021 to review and move to next step. Authority status would make us direct to MDOT (not going through SMART, which takes admin fees out of funds), would give WOTA voice with RTA, MDOT, FTA, etc.*
	3. Employee status: 2 PT drivers returned from medical leave (making 1 FT effective 6-1), hired 1 new PT driver. OUT – 1 PT driver on medical leave, 1-PT driver on WC.
	4. We need a minimum of 4 additional vehicles *yesterday*; at the last board meeting it was approved to pursue, offer received from Szott for up to 4 vans @$53,000 each with a 5-6 week delivery time. Gorno Ford (where NOTA gets their vehicles is a 30+6 week delay after Nov 2021). Any others? *Carry to end of Agenda.*

***(9:34 RH joined via ZOOM.)***

* 1. Current vehicles are now all vinyled (except 2007 CWL van): “WOTA & Logo” across hoods and on back windows and “In Partnership with Western Oakland Transportation Authority (WOTA)” along both sides.
	2. SMART funds update: Madonna replied several times stating contracts would be sent to me, still don’t have. Also reached out in April and again in May to Madonna and Henry regarding 2021 funds and all contracts, Madonna now on vacation. Replies from Henry, funds to be received shortly, contracts not received until just now.
	3. Funds received from SMART: 2020 Specialized Services-ALL: $54,606.00

5310 Ops Jan-Mar 2021: $14,564.48

CARES Act Jan-Mar 2021: $25,135.11

CWL CC Jul-Dec 2020: $62,909.00

WL OCTPA 2020: $14,763.00

 ALSO: WEX Collateral Refund: $ 5,000.00

 CDBG WF Oct-Dec 2020: $13,678.00

 *CDBG WF Jan-Mar 2021: $13,678.00*

* 1. Budget Amendment: Not received CDBG funds from Highland for 2020: $ 8,986.00

 Highland reallocated 2021 CDBG funds from WOTA: $ 8,986.00

*RH stated Highland decided other organizations could use the funds more and voted to allocate differently for 2021 at March 2021 Township Board Meeting.* ***Did not state when WOTA would receive 2020 funds****; both were in respective budgets that were acknowledged/approved by all community boards. Approval to amend: RK motioned/RH approved: YAY - 7*

1. New Business
	1. Need to coordinate a promotional common video through CGI that can be put on all communities’ websites: RK. CGI is tentatively scheduled through Trish Pergament for May 27. *Correct date to July 27.*
	2. Proposed Budget for 2022 through 2024, next board meeting is *Budget* meeting, let Kim know of any changes or questions to this budget proposal before July 1.
	3. Kim has begun training with MDOT through Rural Transit Managers Workshops, awaiting assignment of new program manager to assist with future funding. 5311 Rural Transit & 5339 Buses & Facilities grants plus other funding. MPTA & MDOT Statewide Annual Meeting, Aug. 23-25, Crystal Mountain, in-person training, Kim to go. *KV to get pricing when available.*
	4. Would like to hold open the ability to contract with John Drury, consultant and retired MDOT program manager referred by Mark, to assist with grant writing for the FTA & MDOT grants that will become available through Authority status. *KV to get authorization as needs require.*
	5. American Rescue Plan Act of 2021 proposed funding allocations and community collaborations. Kim & Amy presentation*: Consider special boards meetings to present; log of all outside communities, start talking to, WOTA dispatch to make list of all “outside” community residents calling for rides unable to obtain through own communities & riders willing to speak out, RK to present to respective boards. Contracts reinstated with PEX at near WOTA cost, leaders don’t feel there is a lack of service by PEX.*
	6. Pre-order vans at 2018 rates NLT Aug 31, 2021, no pay until delivered: estimate January 2023.
	7. Need to establish detailed specific By-Laws for Ride With Pride, our 501(c)3. *Mark to put together By-Laws for RWP and have for next board meeting to vote resolution.*
	8. *8d. resumed: Presented $53,000/per vehicle (x 4) through Szott: Szott will provide oil changes, tire rotations/balances, detailing, etc. for life of vehicles & vinyl wrap per approval of WOTA; for an additional $4,117/vehicle will provide premium bumper-to-bumper warranty for 8 yrs/160,000 miles. WOTA allocates $4,000/yr per vehicle for maintenance: estimated savings $10,000-18,000+ for life of vehicle. Upon receipt of purchase agreement, buses have a turn-around of 4-6 weeks for ADA modifications: early-mid July, 2021. Vehicles will be purchased under WOTA name and leased to RWP to be covered under non-profit insurance association insurance @$200/yr more than MMRMA through townships, Mark to provide WOTA-RWP contract at June meeting.*

 *RK motioned/KP approved*

 *RH (Aurora NY) – yay; RK – yay; KP -yay; AS – yay: 0 – nay. Motion carries to purchase 4 (four) RAM Promaster 2500 modified vans through Szott not to exceed $60,000 per van/$240,000 total purchase.*

1. Board Member Commentary/Discussion
2. Next Meeting Date
	1. **9:00am Wednesday, July 21, 2021 at White Lake Annex, 7525 Highland Rd, White Lake.**

Adjournment: 11:02 RK motioned/RH approved

*\*\*UPDATE: the City of Walled Lake will include approval of the 196 Authority status for WOTA in their City Council meeting June 15, 2021; KV to be on hand to answer any questions.*