

**WOTA – Western Oakland Transportation Authority**

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

**MEETING MINUTES**  REGULAR BOARD MEETING: White Lake Township Annex, 7525 Highland Rd, White Lake **July 21, 2021 at 9:00 am**

*This meeting requires action from each communities’ board representative and applicable community board/council.*

**AGENDA PRESENTER ACTION**

1. Call to Order *9:04am RK*
2. Pledge of Allegiance
3. Roll: RK, GW, KP, RH, KV; absent: City of Walled Lake
	1. Also: Art Frasca, Mark Koerner, Anne McCarter, Kathy Gordinear
4. Approval of Agenda *(Move 8d to 9h so Mark can leave before budget discussion)*

 *RK Motion, GW support, Yay: All*

1. Approval of Consent Agenda *GW Motion, RH support, Yay: All*
	1. June 9, 2021 Special Board Meeting Minutes
	2. List of May-June Expenses
	3. May Bank Statement Reconciliation
	4. June Bank Statement Reconciliation
2. Public Comment: *RH had brief talk with Larry Gray (Commerce), suggested we have sit down to discuss future contract with WOTA. RK to set up w/KV.*
3. Director Report & Monthly Rider Stats: Bi-monthly ridership status report by community *Reported increase in vehicles and where to park: RK said WL Municipal Lot instead of Dublin Center, easier to maintain and access. GW to validate with DPW (need larger box for 5 tablets and phones).*
	1. *Need Resolution to allow RK to sign for bus plates at SoS: Appoint RK, acting sec of WOTA to sign documents for vehicle titles/plates/etc. at SoS. GW Motion, RH support, Yay: All.*
4. Old Business
	1. 5310 Grants submitted: Highland to replace 31093; CWL to replace 35107; WOTA for expansion vehicles – qty 4-DENIED; WOTA operational funding for continuation and expansion of services-APPROVED @$72,000 out of $302,540 requested; and WOTA capital funds for proposed new location/development-DENIED.
	2. Establishment of WOTA Authority; posted in Oakland Press 7-5-2021; to be mailed to MDOT, SoS and County.
	3. 4 vehicles are getting ready for uplift and vinyl from Szott; 2 vehicles are at uplift and should be here by July 26 from Hoekstra.
	4. Proposed Budget for 2022 through 2024. American Rescue Plan options. MOVE TO 9h
	5. Pending detailed specific By-Laws for Ride With Pride, our 501(c)3, opened at last board, pending Mark. *Mark working on, to coordinate more details; anticipate at September Regular Meeting.*
	6. Pre-order vans at 2018 rates NLT Sept. 1, 2021, no pay until delivered: estimate January 2023; attached are the order form and intent to purchase letter.
	7. Approval for Kim to attend MPTA Conference Aug. 23-25 in Crystal Mountain. Proposed conference cost: $485-751 (without/with golf outing) plus travel. *Mark promoted KV attendance, everyone in transit will be there;* *AM Motion, RK support, Yay: All*
	8. 2020 Audit. *KV to scan and send digital to all communities for presentation to their boards.*

1. New Business
	1. Capitalization Policy for capital assets, presented by Art Frasca. *Working on.*
	2. Owned vehicle mock-ups. *Concur with “coloring” of vehicles.*
	3. SMART Municipal and Community contracts due.
	4. Propose sponsorships for on-board cameras: NOTA purchased for $2,200/each. *RK to forward supplier, rear and forward cameras mounted to rearview mirrors, KV to look into.*
	5. Applied for the 2021 RAISE Grant jointly with NOTA: the N-WOTA Multi-Modal Transportation Coalition, to add to both transit agencies and build for crossover capabilities. Received support letters from State, County and Local officials, MPTA, MDOT, RTA, SMART. SMART will have to process the TrAMS reporting once awarded; notifications to be released by Nov. 22, 2021. *KV contact Haley Stevens’ office to have them follow-up with grant process.*
	6. What is the process we want to adopt for providing bus service to our communities’ events? For instance, we are providing service in October for the Waterford Health Expo, they requested a vehicle to assist with driving vendors from lot to expo door, with equipment and then returning after the event. Dublin Center has asked about monthly trips? *Board to work on process to help get elderly out. Mark to provide Hold Harmless Form for all 1-time riders not registered in WOTA system. May present conflict with 196 Authority and charter service? Mark to research and report at September meeting.*
		1. During operating hours
		2. After hours
		3. Weekends
		4. Private vs Community
	7. Approve Ann McCarter from Waterford to be board member representative for elderly residents, with 1 vote. *RH Motion, GW support, Yay: All*
	8. Proposed Budget for 2022 through 2024. American Rescue Plan options. *Discussion of proposed budget, KV to revise and limit to 2022, continue pilot established community contributions with formulary amount potential for added/increased expenses. KV to schedule August Special Board Meeting (week of 16th).*
2. Board Member Commentary/Discussion: *Present WOTA Advertising Agreement, approved with few changes:*
	1. *All changes to be made to RWP, 501(c)3 affiliation of WOTA. Add to each option “per vehicle”. Confirmed in later conversation with board members that Marijuana/CBD affiliated businesses cannot advertise on our vehicles; funding comes through FTA and not legal through Feds.*
3. Next Meeting Date
	1. **Check your calendars, need to schedule a budget approval meeting in August, Pre Aug. 10 or week of Aug. 16, at WOTA. Scheduled for 8am, Aug. 17, 2021 at WOTA offices.**
	2. Next scheduled meeting is at **9am, Sept. 15, 2021 at Waterford Township, 5200 Civic Center Drive.**
4. Adjournment *11:46 GW Motion, RH support, Yay: All*