



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

205 W. LIVINGSTON RD., HIGHLAND, MI 48357

MEETING MINUTES BOARD MEETING: Waterford Township, 5200 Civic Center Dr, Waterford, **September 15, 2021 at 8:00 am**

AGENDA	PRESENTER	ACTION
1. Call to Order	9:08am KV	
2. Pledge of Allegiance		
3. Roll: GW, KP, RH, KV, AM, CP, HJ, RH, RK		
a. Also: Mark Koerner, Alison Swanson		
4. Approval of Agenda	RK Motion, RH support, Yay: All	
5. Approval of Consent Agenda	RH Motion, GW support, Yay: All	
a. August 17, 2021 Special Board Meeting Minutes		
b. List of August Expenses & new tablets		
c. August Bank Statement & Reconciliation		
6. Public Comment – RH notified that Highland Township has moved into the temporary township hall located in the old Fired Department while their building is being renovated.		
7. Director Report & Monthly Rider Stats: Bi-monthly ridership status report by community		
8. Old Business		
a. Pre-order Ford vans at 2018 rates NLT Sept. 15, 2021, no pay until delivered: estimate January 2023; order form and intent to purchase letter sent out 9.3.2021-Mark reviewing. Motion to approve subject to the attorney's review and approval, provided there is an opt out or reduction clause in the contract.	AM Motion, GW Support, Yay vote: RH, RK, HJ, AM, KP, GW; Nay vote: 0.	
b. Verify parking of new vehicles:	All respective communities agreed.	
i. 2-3 Walled Lake (City DPW) pending Chelsea		
ii. 5 – Waterford (Township DPW) pending Gary (need box or place to keep tablets protected from weather)		
iii. 3 – White Lake (Municipal Lot) confirmed by RK.		
c. Purchased vehicle update.	RK requested to find capabilities of iLift and possible aftermarket sliding door opener.	
d. By-Laws for Ride with Pride (Mark).	Pending	
e. Capitalization policy, Resolution.	Next regular meeting	
f. On-board camera proposals – still working on, move to November meeting.		
g. Using WOTA vehicles for community events and others: Dublin Center requesting. No problem for community/senior centers, approved per Mark. Outside services not applicable, conflict with "Charter Service". Can charge community riders an applicable fee as long as percentage is senior and/or disabled.		
9. New Business		
a. MDOT Digital Signature Certificate verification, suggest Kim Viener as director, since she will be working with the project manager and others from MDOT, Resolution.	RK Motion, AM support, Yay: All	

- b. MDOT Transit Agency Procurement Policy, Resolution. *RH Motion, GW support, Yay: All*
 - c. More MPTA training in October for Director: *RK Motion, AM support, Yay: All. Mark highly recommended.*
 - i. Fundamentals of Transit Management, Oct. 5-6 in Mt. Pleasant, training, breakfast & lunch included; lodging is \$85/night Oct. 4-6, plus mileage and dinner. The 3rd night is requested for:
 - ii. Dispatcher Training Oct. 7 in Mt. Pleasant.
 - iii. Advanced Fundamentals of Transit Management October 19-20, will be a 2-day in Mt. Pleasant with the same terms.
 - d. Oakland County one of 5 Urbanized Counties in Michigan (with over 400,000 residents makes OC communities/services ineligible for Rural Task Force (RTF) Funds.) What can you Township Supervisors and City Officials do to change this? Need a face-to-face with Kirk Stuedel, OC Director of Transportation. *Need to reach out to OC, township supers and Kim, to discuss future of transportation in OC. NOTE: Kim has since found out that Kirk Stuedel is a consultant for OC to evaluate transportation on OC and provide suggested plan, he's not part of OC.*
10. Budget: 2022 Proposed Budget – Finalize and approve. *Postponed to Special Meeting through Zoom @9am, Sept 30. Kim to revise budget with Due from General Fund for all underage.*
11. Board Member Commentary/Discussion *RK suggested a YouTube video of a day in the life of WOTA.*
12. Next Meeting Date
- a. Next scheduled meeting is **9 am, November 17, 2021** at WOTA Offices, 205 W. Livingston Rd, Highland. And our last meeting for 2021 is December 15 in White Lake.
13. Adjournment *10:53am RK Motion, GW support, Yay: All*