



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES for BOARD MEETING – **February 21, 2023 at 9:00 am** – WOTA’s Office at **250 W. Livingston Rd,**
Highland

AGENDA	PRESENTER	ACTION
1. Call to Order – 9:00 am		
2. Pledge of Allegiance		
3. Roll	<i>RHamill, RKowall, AMcCarter, KPlafchen, GWall, HJaquays, KViener</i>	
a. Absent - None		
b. Other present –	<i>MKoerner, SSchrader, CPesta</i>	
4. Approval of Agenda -	<i>Motion to Approve: RHamill Second: RKowall, All approved – motion passed</i>	
5. Approval of Consent Agenda –	<i>Motion: RKowall, Second: GWall. All approved – motion passed</i>	
a. Jan 17th, Board Meeting Minutes		
b. Feb 2 nd , Special Board Meeting Minutes		
c. January Bank Statement & Reconciliation Report		
d. January P&L and Balance Sheet		
e. 2023 Budget as approved by Oakland County BOC		
6. Public <i>Comment</i> (not pertaining to Agenda items) <i>none</i>		
7. Director Report		
a. Updates: WOTA featured in several local news outlets. Working on increasing insurance coverages including with each municipality		
b. Legal Update – looking into legal issues surrounding the millage and coverage.		
c. HR/Marketing Update – Handbook, new hires, newsletters sent out, new training program, looking to update website, new fare cards.		
d. Financial Update		
i. Discussion with Oakland County and SMART provided good fruit for future funding		
ii. Looking at funding through federal transportation options (5300 series)		
iii. Update regarding OC Millage: reimbursement amendment for contracts with third party vendors added/passed by Commissioners		
e. Operations Update		
i. SMART vehicles operating issues 2 diesels with 30-72 days (plus) repair times		
ii. Seeking a mechanic certified in lube, tire change and brakes		
iii. Purchasing tire changer, jacks, compressor, tools, etc.		
iv. White Lake shuttle update		
v. WOTA needs invoices for insurance so reimbursement can take place: CWL, WL and WTFD.		
8. Old Business		
a. Employee Manual – completed and approved by legal		
b. Discussion on how to work with riders who need additional help – WOTA working on a options for resources to be provided to riders		

9. New Business

- a. Conflict of Interest Policy – update discussed and removal of certain provisions, subject to attorney review
- b. Deferred Benefit Contract – MERS – CWL requesting an executive summary report.
 - i. Providing updates to the Board with modifications
- c. Ordering vehicles – 12 mini-vans with ramps through Mobility Works
 - i. Received direction from Oakland County
 - ii. No funding needed to execute the purchase
 - iii. *Motion to Purchase 12 ADA adapted Chrysler Voyager mini vans through Mobility Works not to exceed \$696,000: RHamill Second: RKowall. Vote: Yes: RHamill, RKowall, GWall, KPlafchen, AMcCarter. No: HJaquays. Motion approved.*
- d. Director requested that the Board inform her of upcoming meetings as it relates to transportation through the Oakland County millage, *agreed.*
- e. Reschedule of April Board Meeting. *Motion: Move April meeting to April 12th from April 18th due to several scheduling conflicts. RKowall, Second: RHamill. All in favor, motion passed.*

10. Public Comment (pertaining to Agenda items) *None*

11. Board Member Commentary/Discussion

- a. *RKowall:* Further discussion on distribution of new vehicles and updated the group of progress with vehicles in White Lake.
- b. *RKowall:* Would also like WOTA to explore having signage by Hawley Park indicating what WOTA does for the community.

12. Next Meeting Date

- a. Our next meeting is **9 am, March 21, 2023, at the WOTA Building, 250 W. Livingston Rd, Highland**

13. Adjournment: 10:46 am

Motion: RHamill, Second: GWall, All in favor. Meeting adjourned