



# WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

**MINUTES BOARD MEETING – April 12, 2023, at 9:00 am – WOTA’s NEW Office at 250 W. Livingston Rd, Highland**

AGENDA	PRESENTER	ACTION
1. Call to Order		
2. Pledge of Allegiance		
3. Roll – RHamill, GWall, KLang, HJaquays, KPlafchin, AMcCarter		
4. Approval of Agenda – <i>Motion to approve with changes to update Resolution to 23-03 and remove 9a. RHamill and Second GWall. All in favor – Motion approved.</i>		
5. Approval of Consent Agenda – <i>Motion to approve the Consent Agenda GWall, seconded by AMcCarter. All in favor – Motion approved.</i>		
a. March 21st, Board Meeting Minutes		
b. March Bank Statement & Reconciliation Report		
c. March P&L and Budget vs Actuals		
d. Quarterly Ridership		
6. Public Comment (not pertaining to Agenda items)- <i>None.</i>		
7. Director Report		
a. Legal Update		
i. Establish settlement authority for Director regarding legal mediation (Ford vs WOTA case mediation June 28) Need approval for Director to attend and provide settlement authority. Asking for a closed session in May Board Meeting. Tabled for next month’s agenda.		
ii. <i>RHamill Motion: Authorize Director to allocate funds to compensate for damages caused by staff up to \$2,500 without involving insurance. Second: GWall. All in favor – Motion approved.</i>		
iii. <i>RHamill Motion: Authorize the Director to attend the mediation on June 28<sup>th</sup>. Second: GWall. All in favor – Motion approved.</i>		
iv. The board will direct on how to address releases/waivers for minor issues on a case-by-case basis.		
b. HR Update		
i. MERS: Amy Grzymkowski provided options to retirement coverages, Board will review and discuss at the next Board Meeting.		
c. Financial Update		
i. First amendment to 2023 budget. <i>Motion to approve the first amendment dated 4.12.2023 for 2023 Budget as presented. GWall, Second: RHamill, KLang, GWall, AMcCarter, KPlafchin, Nay: HJaquays. Motion approved.</i>		
ii. <i>RHamill Motion: Established separate petty cash fund – linked to AMEX (\$20,000) Second: RHamill, KLang, GWall, AMcCarter, KPlafchin, Nay: HJaquays. Motion approved.</i>		
iii. Vehicle replacement through SMART, updates on vehicle maintenance and strategy on purchasing vehicles and insurance.		
iv. Updates to upcoming trainers, dispatch software, and 5310 Grant.		

- v. Updates on the building.
- d. Operations Update
  - i. Assisting Novi's Senior Transportation Service – see New Business 9d.

8. Old Business

- a. Voyager minivans will be arriving 4 per week. Working with Mobility Works, Safety Vision, and Signarama.
- b. Investments/funds:
  - i. Michigan CLASS (board resolution) *Resolution 2023-03. RHamill Motion: Approve Resolution 2023-03 WOTA Resolution to approve Michigan Cooperative Liquid Assets Securities System as an approved Investment Option. Second: GWall. All in favor – Motion approved.*
  - ii. *RHamill Motion: Rescind motion to invest up to 50% in MI CLASS/50% Oakland County Treasurer as approved at the March 2023 Board meeting. Second: GWall. All in favor – Motion approved.*
  - iii. *RHamill Motion: Approve investment of any excess of budget funds in the MI CLASS funds. Second: GWall. All in favor – Motion approved.*
  - iv. Other options – OC Treasury very low returns
  - v. \$250k transferred from WOTA to RWP for FDIC security.
- c. SMART fund status: CARES/CRRSAA – covered in Director notes.
- d. Prepare for expansion into: Milford/Milford Village; Orchard Lake, Sylvan Lake, Keego Harbor & Lake Angelus. *More updates following April 27 County Executive Meeting.*
  - i. Connecting with communities' municipality (get address listing of residents & qualification status)
  - ii. Sending out quarterly newsletters to announce WOTA is coming.
  - iii. Review of meeting with Novi officials.

9. New Business

- a. *RHamill Motion: Approve Amy Grzymkowski as alternate check signor/funds coordinator for WOTA and RWP accounts for the amount up to and authorized for the director via previous approval. Second: GWall. All in favor – Motion approved.*
  - i. New signature cards must be signed.
- b. *RHamill Motion: Approve Director to be able to execute all operations-related fund releases and limited fund obligations as reflected in budget and/or county/board pre-approved purchases. Second: GWall. All in favor – Motion approved.*
- c. Prepare for expansion into: Milford/Milford Village; Orchard Lake, Sylvan Lake, Keego Harbor, Rose Township, & Lake Angelus.
  - i. Meeting with OC Transportation Manager April 26.
  - ii. Met with Novi regarding transportation.
  - iii. Connecting with communities' municipality (get address listing of residents & qualification status).
  - iv. Sending out quarterly newsletters to announce WOTA is coming.

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

11. Board Member *Commentary/Discussion - None*

12. Next Meeting Date

- a. Our next meeting is **9 am, Tuesday May 16, 2023**, at the WOTA Building, 250 W. Livingston Rd, Highland

13. Adjournment – 10:52 am: *GWall Motion to adjourn. Second: RHamill. All in favor – motion approved.*