



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

BOARD MEETING – August 15, 2023 at 9:00 am – WOTA's Office at 250 W. Livingston Rd, Highland

AGENDA - REVISED

PRESENTER

ACTION

1. Call to Order – 9:01 am
2. Pledge of Allegiance
3. Roll – RHamill, RKowall, Gwall, KPlafchan, EAnsdell,
 - a. Also present: KViener, MKoerner, AGrzymkowski, RMoniz
 - b. Absent: HJaquays (unexcused)
4. Approval of Agenda – *Motion to Approve: RHamill, Second: RKowall. Vote: All in favor. Motion Passed.*
5. Approval of Consent Agenda – *Motion to Approve: GWall, Second: RKowall. Vote: All in favor. Motion Passed.*
 - a. July Board Meeting Minutes
 - b. July Bank Statement & Reconciliation Report
 - c. July P&L and Budget vs Actuals
 - d. July Balance Sheet
 - e. Ridership by category
 - f. WOTA Org Chart
 - g. July MI Class Summary Statement
6. New Business
 - a. Purchase 1 - 2023 Ford Transit from Tesco, submit to county for reimbursement
 - i. *Motion to purchase Ford Transit from Tesco, provided it is AWD for \$92,846: RHamill Supported by GWall. Vote: All in favor. Motion Passed.*
 - b. BS&A to replace QuickBooks – update on software needs.
 - c. Need to hire new Auditor – reviewing auditors with ongoing oversight; bring options to September board meeting.
 - d. Meeting held with Novi – met with county commissions of Novi and Novi official. Discussion of hub area, maintenance as well as purchase of their vehicles.
 - e. Legal Update –no closed session needed. Total mediation was \$35,000 WOTA's portion was \$17,500. Approval of the final release coming up. Debra Williams filed a UIA claim and was granted back in 2021; WOTA refuted benefits numerous times. A recent UIA hearing was conducted, and it was determined that Ms. Williams was not eligible for her claim.
7. Public Comment (Agenda items) - None
8. Director Report
 - a. HR Update – WOTA is hiring more employees and reviewing the organizational chart to ensure that the organization runs smoothly and efficiently.
 - b. Financial Update – Municipal credits from Holly Township, Rose Township and Village of Holly will be part of WOTA budget (pending Holly Township board meeting on Wednesday) as presented in the budget amendments along with revenue and expense adjustments.
 - i. *2023 Budget Amendments: Motion to approve budget amendments as presented for income, expenses, and capital purchases: RHamill. Supported by RKowall. Vote: All in favor. Motion passes.*

- c. Maintenance Update – Introduction to Mike Timson. Discussion on what Mr. Timson is putting in place for maintenance.
 - d. Updates: Oakland County pleased with the expansion. WOTA is ready to take on the Holly Area. Oakland County and RTA are helping with the NEPA study. KViener and AGrzymkowski will be attending the MPTA Annual Conference. Instituting bi-weekly Director Notes for Board review.
9. Old Business
- a. The next OC Transit Meeting will be August 30th
 - b. Holly, Rose, Groveland on board starting Sept. 5
 - c. Community vehicles transferred to WOTA and covered under WOTA policy.
 - d. Proposed budget presented for 2024. Director is seeking Board decision by October/November of 2023 to present to Oakland County.
10. Public Comment (non-Agenda items) - *None*
11. Board Member *Commentary/Discussion*
- a. RKowall discussed rider and past employee Kathy Nix. She is seeking to ride WOTA again. The Board directed the Director to send Ms. Nix a letter to reinstate with probation based on our Last Chance Agreement.
12. Next Meeting Date
- a. Our next meeting is **9 am, Tuesday September 19, 2023**, at the WOTA Building, 250 W. Livingston Rd, Highland.
13. Adjournment – *Motion to adjourn at 10:27 am: RKowall, Supported by GWall. Vote: All in Favor. Motion passed.*