



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES - BOARD MEETING – **October 17, 2023, at 9:00 am** – WOTA Office at 250 W. Livingston Rd, Highland

AGENDA - REVISED

PRESENTER

ACTION

1. Call to Order by *RHamill* at 9:02 am
2. Pledge of Allegiance
 - a. Roll - *RHamill, RKowall, Gwall, EAnsdell, KPlafchan, SSchrader*
 - b. Also Present: *KViener, ECooper, AGrzymkowski, MKoerner*
3. Approval of Agenda – *Motion to Approve the Agenda as submitted by RKowall. Supported by GWall. All in favor*
4. Approval of Consent Agenda – *Motion to Approve the Consent Agenda as presented by GWall Supported by RKowall. All in favor*
 - a. September Board Meeting Minutes
 - b. September Bank Statements & Reconciliation Report
 - c. September P&L and Budget vs Actuals
 - d. September Balance Sheet
5. Public Comment (Agenda items)
6. Director Report – All funding is up to date with SMART. The Director is working with the County on Municipal Credits for the communities. Continued conversations with the County on the budget and the expectations. WOTA is waiting on 3 new vehicles to be released. The seat shortage is creating a delay. There is a fourth vehicle available. The 24 vehicles ordered in 2023 are on hold as a result of the UAW strike.
 - a. Legal Update – *MKoerner* – Ford case is officially closed.
 - b. HR/Marketing Update – *AGrzymkowski* – Updates to employee status and hiring. Highlighted the marketing initiatives of sponsorship and in-person meetings with area influencers.
 - c. Financial Update – *MTino* – moved to Old Business
 - d. Operations Update – Maintenance is ongoing. The Maintenance Manager is picking up Holly vehicles for repairs. WOTA will pay for those repairs.
7. New Business
 - a. Budget Amendment: *Motion to approve the 10.17.2024 Amendment to the 2023 OC Transit Budget to reallocate \$560,000 money from within operations and capital as outlined in the budget spreadsheet to cover extended cost of vehicle insurance due to increase in coverage, and the purchase of 1 used and 4 new transit vans for WOTA's fleet.” Moved by SSchrader, Supprted by RHamill. All in favor.*
 - b. Oakland County Contract: Amended Oakland County contract to include expansions, funding payout, & extras from the county for 2024; Eli Cooper was present to answer questions. Exhibit A Scope of Transportation Services & Exhibit B.
 - i. Discussion surrounding items in both Exhibit A & B. *MKoerner* and *KViener* will review the language and update based on discussion.
 - c. Expected budget(s) for 2024 discussion; Eli Cooper present to answer questions.
 - i. *KViener* presented the proposed budget for Oakland County with expanded service hours, vehicle purchases, etc. Vehicles are all usable and WOTA is required to have 1 vehicle off the road for every 5 vehicles on the road. Vehicle purchases are part of the

budget but not part of the quarter invoice for Oakland County. Reimbursement agreement not paying upfront. Invoice as soon as possible.

- ii. Motion: *Motion to approve the 2024 Oakland County Transit Millage budget by RHamill. Supported by GWall. All in favor*
 - d. 4th AWD transit van available through Tesco.
8. Old Business
- a. QuickBooks replacement proposal
 - i. Bookkeeping/Payroll - BS&A quote: *Motion to approve contracting with BS&A for bookkeeping software, with services for payroll and HR to replace QuickBooks Online to start based on BS&A's recommendation for a total \$51,065 by GWall. Supported by RHamill. All in favor.*
9. Public Comment (non-Agenda items)
10. Board Member Commentary/Discussion
11. Next Meeting Date
- a. The next OC Transit Meeting will be November 1
 - b. Our next meeting: **9 am, Tuesday November 21, 2023**, at the WOTA Building, 250 W. Livingston Rd, Highland.
12. Adjournment- *RHamill* adjourned the meeting at 10:30 am