



# WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

**MINUTES: BOARD MEETING – January 16, 2024, at 9:06 am – Highland Township Town Hall 205 N. John, Highland HAPPY NEW YEAR!**

AGENDA	PRESENTER	ACTION
1. Call to Order 9:06 am		
2. Pledge of Allegiance		
3. Roll – Present: RHamill, RKowall, EAsdell, KPlafchan, also: KViener, AGrzymkowski, MKoerner		
a. Absent: GWall, SSchrader - unexcused		
4. Approval of Agenda – RHamill, RKowall – Voice Vote: all in favor. Motion passes.		
5. Approval of Consent Agenda – RHamill, RKowall – Voice Vote: all in favor. Motion passes.		
a. December Board Meetings Minutes		
b. December Bank Statements		
c. 2023 P&L Budget vs Actuals and Balance Sheet		
d. December MI Class Summary Statement - pending		
6. Public Comment (Agenda items)		
a. Margaret Thomas – Holly Woodlands. Ms. Thomas stated that she had transportation when she first moved into the Woodlands but as time went on, she couldn't afford to fix her older car. She began to rely on the SMART bus and Holly Woodlands transportation. When pandemic hit, she only had the SMART bus which was limited. She couldn't get to grocery stores (2-3 weeks out wait) or any other non-medical place. WOTA changed everything. I can go swimming in Waterford (weekly), go grocery shopping when and where I want to go. I am so grateful to have WOTA in Holly.		
7. Presentation: Aaron Stevens @ Maner – moved to later in meeting		
8. Director Report		
a. Review of 2023 data, review of meeting with Eli and Top 10 accomplishments for 2023. SMART fixed route coming to M-59 sometime in April or May of 2024.		
b. Legal Update – MKoerner – no significant developments at this time. To start work on IGA revisions.		
c. HR/Marketing Update – AGrzymkowski:		
i. HR: 6 new employees in January, 30 new employees in 2023. Praised Lia Shay, WOTA Trainer for work this year. Looking for a PTE for dispatch to cover the odd hours now that dispatch works 7:30-9 M-F and Saturdays.		
ii. Marketing: sent out Press Release for expansions and picked up by Fox 2 News, Oakland Times and the Oakland Press. Need to get out and sell GenPop in Highland as it's a slow go so far.		
d. Financial Update – AGrzymkowski & welcome Kerri Johns-Littleton		
i. Reviewed financials through 12/31/2023		
ii. Introduced Kerri Johns-Littleton our new accountant.		
e. Operations/Maintenance Update – Review of the value of the in-house mechanic		
9. New Business		
a. Purchase 4 cutaways, in 2024 Budget: \$498,000.00; actual cost of vehicles: \$481,040.00		

- i. Motion: *“Approve \$481,040 to purchase 4 cutaways to be taken out of the capital expenditure budget to be reimbursed from the Oakland County Millage Capital Fund.”*  
Moted: RKowall, Support: RHamill – Voice Vote: all in favor. Motion passes
- b. Request to purchase 1 maintenance vehicle: long-bed pickup truck converted to service box; prices received from MI Bid Spreadsheet @ \$55,000-60,000. Money to be adjusted from future vehicle purchases: \$990,000 allocated + \$16,960 remaining from cutaway budget. Reviewed multiple truck bids with and without service boxes.
  - i. Motion: *“Purchase a 2500 series 4x4 chassis with a utility body attached preferable from a local dealer not to exceed \$60,000 taken from the WOTA capital expenditure budget to be reimbursed from the Oakland County Millage Capital Fund.”* Motioned: RHamill, Support: RKowall. Voice Vote: all in favor. Motion passes.
- c. Set up interest-bearing account for funds received for vehicle depreciation/replacement, MI Class.
  - i. Motion: *“Allow WOTA accounting/finance to create interest bearing funding accounts and specifically to look at the Oakland County Pool.”* Motioned: RKowall, Support: RHamill, Voice Vote: all in favor. Motion passes.

10. Old Business

- a. Appropriations Act for 2024 Budget, finalize.
  - i. Motion: *“Approve the General Appropriation Act for the fiscal year 2024 WOTA Budget, Resolution 2024-01”* – Motioned: RHamill, Support: RKowall, Roll call: RHamill-Yes; RKowall-Yes; EAsdell-Yes; KPlafchan-Yes; GWall not present; SSchrader not present. Motion passes.

11. Presentation: Aaron Stevens from Maner Costerian

- a. Recommendation to move to an Enterprise Fund for 12/31/2023 and suggested to move fiscal year to end September 30<sup>th</sup>.
- b. Further research on fiscal year for Oakland County and how that would impact the OC contract/funding.
- c. Motion: *Audit 2023 as an Enterprise fund and continue to operate as Enterprise Fund; but table conversation regarding fiscal year start until speaking with Oakland County to determine their fiscal year for 2024*– Motion: RKowall, Support: RHamill, Voice Vote: all in favor. Motion passes.

12. Public *Comment* (non-Agenda items)

13. Board Member *Commentary/Discussion*

- a. RKowall: Appreciate all the work WOTA has done. Would like to see a little more community involvement but it’s good to see the community outreach.
- b. Director: Appreciates the County for allowing us to work at our own pace, such as implementing GenPop as a pilot in Highland to start, and Saturdays first then Sundays later so we can build a firm foundation and not be pressed to do it all at once.

14. Next Meeting Date

- a. The next OC Transit Meeting will be 1-2:30pm Jan 31 location: OC Executive Building, all future meetings unless notified.
- b. Our next meeting: **9 am, Tuesday, Feb 13\*, 2024**, in the Highland Township Auditorium, ***please note date.***

Adjournment – 10:26 am Motioned: RHamill, Support: RKowall. Voice Vote: all in favor. Motion passes.