



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

BOARD MEETING – December 19, 2023, at 9:00 am – Highland Township Auditorium 205 N. John, Highland

MINUTES – AGENDA-Revised 12.18.2023

PRESENTER

ACTION

1. Call to Order – 9:01 am
2. Pledge of Allegiance
3. Roll – Present: RHamill, RKowall, KPlafchan, ASwanson
 - a. Excused Absence: EAsdell
 - b. Unexcused Absence: SSchrader
 - c. Also present: KViener, MKoerner, AGrzymkowski
4. Approval of Agenda
 - a. Moved by RKowall and supported by RHamill to approve the Revised Agenda. Voice Vote: 4 ayes. Motion carried.
5. Approval of Consent Agenda
 - a. Moved by RKowall and supported by ASwanson to approve the Consent Agenda. Voice Vote: 4 ayes. Motion carried.
6. Public Comment (Agenda items): None
7. Director Report – Director reported that Deputy Director met with the Auditor and is seeking to hire a new bookkeeper/accountant in-house. An update on outstanding SMART funding was given as well as discussions around the upcoming RAISE grant opportunities. WOTA will end 2023 providing approximately 50,000 rides, a 40% increase over 2022.
 - a. Legal Update: Attorney is working with WOTA management on day-to-day activities as well as FMLA.
 - b. HR/Marketing Update:
 - i. WOTA has hired 4 employees since the last meeting and has 4 additional staff starting in the new year. 5 employees reached their 90 days.
 - ii. WOTA is hosting their annual LAC meeting on December 21st at 10 am at the Dublin Center.
 - iii. Oakland Co Transit provider meeting discussed putting together a list of the providers achievements from 2023.
 - iv. Met with Huron Valley Hospital and Harbor High School regarding partnering.
 - c. Financial Update
 - i. Met with the Auditor and will be seeking approval for additional financial policies in the new year.
 - ii. Discussed a board policy for delinquent accounts. Will be speaking to the County regarding direction and poverty exemptions.
 - iii. Discussed options for credit card processing including looking into the county's system.
 - iv. WOTA is looking at Paylocity as their vendor for payroll.
 - d. Operations/Maintenance Update
 - i. Discussion around the cost savings associated with having an in-house mechanic and new configuration for dispatch.
8. New Business
 - a. Budget Amendments

- i. *Moved by RHamill and seconded by RKowall to approve the amendments as presented. Roll Call Vote: Ayes: RHamill, RKowall, KPlafchan, ASwanson. Motion carried.*
- b. Guidelines for General Public (GenPop) Pilot
 - i. *Moved by RHamill and seconded by ASwanson to approve the guidelines as presented. Voice Vote: 4 ayes. Motion carried.*
- c. Novi RFP due 12.22.2023
 - i. *Moved by RHamill and seconded by RKowall to approve the response to the City of Novi RFP with the conditions suggested by council. Voice Vote: 4 ayes. Motion carried.*
 - 1. *Discussion around more data needed including but not limited to, vehicle mileage, vehicle condition, number of riders, number of rides, driver's current pay scale, etc.*
- d. Vehicle purchase: 1 AWD transit van from Tesco, same price as priors: \$92,849.00
 - i. *Moved by RHamill and seconded by ASwanson to purchase one AWD Ford Transit van from Tesco at the price of \$92,849.00 upon receipt of 2024 millage funds. Voice Vote: 4 ayes. Motion carried.*
- e. Eco-lane transit software (in partnership with our current ParaPlan system): MDOT grant funds to purchase and connect statewide vs SMART's Adept IQ: won't communicate with transits outside of SMART/OC.
- f. OC Community Transit Plan – *send comments to Kim by Friday, December 22, 2023.*
- g. 2024 RTA Master Transit Plan and millage

9. Old Business

- a. Oakland County Approved Millage Budget
 - i. *Appropriations Act. Per MKoerner WOTA falls under a portion of the Uniform Budgeting and Accounting Act and does include the Appropriations Act. Due to the unique funding situation and rigorous public review via Oakland County, the WOTA public hearing will take place in January prior to the January Board Meeting*
 - ii. *Moved by RKowall and seconded by ASwanson to approve the budget subject to future public hearing and adopt the Appropriations Act. Roll Call Vote: Ayes – RHamill, RKowall, KPlafchan, ASwanson. Motion carried.*

10. Public Comment (non-Agenda items) None

11. Board Member Commentary/Discussion

- a. RKowall: Wished everyone a Great Holiday Season!

12. Next Meeting Date

- a. The next OC Transit Meeting will be 1-2:30pm Jan 31 location TBD.
- b. Our next meeting: **9 am, Tuesday, Jan 16, 2024**, in the Highland Township Auditorium.

Adjournment: *Moved by RHamill and seconded by RKowall to adjourn at 10:29 am. Voice Vote: 4 ayes. Motion carried.*