



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES: BOARD MEETING – May 21, 2024, at 9:00 am – *Highland Township Auditorium, 205 N. John St., Highland MI*

AGENDA	PRESENTER	ACTION
1. Call to Order – 9:07 am		
2. Pledge of Allegiance		
3. Roll Present: RHamill, KLang, GWall, KPlafchan, EAsdell, LDWhitt		
a. Also: KViener, AGrzymkowski, KJohns-Littleton, MKoerner		
b. Absent: GKullis		
4. Approval of Agenda: Motion to Approve the Minutes by GWall, supported by KLang, Vote: All in favor. Motion approved.		
5. Approval of Consent Agenda: Motion to Approve the Consent Agenda: GWall, KLang, Vote: All in favor. Motion approved.		
a. April Board Meetings Minutes		
b. April Bank Statements Summary Pages & Reconciliation		
c. April MI Class Statement & Reconciliation		
d. April P&L Budget vs Actuals and Balance Sheet		
6. Public Comment (Agenda items): None		
7. FY23 Audit Report presented by Aaron Stevens, Maner Costerisan (handouts)		
a. Mr. Stevens began by thanking the Administration for assistance in the first audit with Maner Costerisan. He presented the Audit documents and a review of financials and reiterated that audits are not for fraud detection. Maner issues an unmodified opinion which is considered the highest opinion and demonstrates a reasonable assurance from material misstatement. Mr. Stevens reviewed the net position and highlighted financial statements including the investments in capital assets. Additionally, he emphasized the current ratio liquidity is 6.3% based on the unrestricted net position and indicates approximately 3 months of liquidity for operational expenses which can be a good marker for financial health. Income statement review demonstrates the impact of the Oakland County Transit Millage from on revenue and expenses from 2022 to 2023. Over 4 years, net position has increased annually. Mr. Stevens addressed WOTA largest expenses and their change from 2022 to 2023. WOTA is in the people business so the largest expenses: labor 56%, 14.5% fringe benefits consistent with 2022. New accounting standard GASB 102 (effective 2025) will be impacting WOTA.		
8. Director Report- The Director provided a copy of the 2023 OC Transit Annual Report. MMoore and the Director will be attending CTAA and she will be presenting at this event on Tuesday of the conference. Dispatch is receiving 200 calls a day. Rides per hour has increased to 1.24 rides. Average ride is 18.78 miles. All time how of rides in April of 6703.		
a. Legal Update – MKoerner: Reviewing Interlocal Agreement since the funding has changed for WOTA.		
b. HR/Marketing Update – AGrzymkowski.		
i. HR Update: 2 new drivers on the road, 3 new hires starting today. Expecting to hire additional drivers with 13 applications right now. Paylocity is running smoothly with the efficiencies created with onboarding and recruitment.		

- ii. Working on documenting all the HR procedures that have changed do to new payroll system.
- iii. Marketing: working on community sponsorships; videos and photography for socials media and YouTube; and updating the website.
- c. Financial Update – AGrzymkowski & KJohns-Littleton: Working through audit lists for next year and updated accounting procedures based on new personnel.
- d. Operations/Maintenance Update – ProMAster Transmission is backordered for 3-4 months. SMART transit rear-ended, waiting for insurance. Front axle shaft out awaiting fix. All new Ford have a rear axle issue on recall. Down one cutaway for camera issues.
- e. Need approval for 6 new Transits \$110,000 plus wrap and cameras not to exceed \$700k. This request is part of the purchas order approved back in Nov 2022. Vehicles should be available by the end of summer or early fall.
 - i. “Motion to approve 6 additional transits not to exceed \$700,000 from the 2022 Purchase Order.” –RHamill, supported by GWall. Vote: All in favor. Motion passes.

9. New Business

- a. New investment options:
 - i. Review of the Huron Valley ICS Funds to diversify holdings that qualify for FDIC insurance. 2-3% rate of return.
 - ii. “Motion to approve the ICS agreement with Huron Valley State Bank to bear between 2 -3%” - GWall, supported by KLang. Vote: All in favor. Motion passes
 - iii. Robinson Capital (included in packet): WOTA would utilize these accounts for longer term investments and the depreciation fund. All investment information was given to Art Fresca for his outside opinion; Mr. Fresca felt comfortable with the investment company and their creditals. Question from GWall: Is their a minimum amount to open/maintain the account?” Any additional questions as well as Mr. Wall’s question will be answered via email by the Director.
- b. WOTA to start Sunday service pilot July 14 in White Lake Township; hours 7:30am-3:30pm. This will enable riders to attend church, work, medical, recreation. WOTA welcomes help from White Lake Township to promote the new service.
- c. General Public open in all of WOTA on an as-call basis. Pilot in Highland yielded minimal interest. Working on transfers with NOTA/SMART/OPC/PEX in a rudimentary way. Still waiting for software to assist. ADEPT software is on hold, and we are looking at other options including utilizing grant funding. The Board had additional discussion around M-59 SMART fixed route.
- d. County has rolled out a “Free Rides to Veterans” program from June 1st to August 31st. WOTA will be reimbursed for rides that are taken by Veterans with proper ID.

10. Old Business

- a. WOTA Conflict of Interest Policy: pending CWL. The Director will provide a written request for the Conflict of Interest Policy from the City of Walled Lake representative.
- b. New policies. “Motion to move this agenda item to July Board meeting” RHamill, GWall, All in favor. Motion passes.
 - i. Electronic Transaction Policy
 - ii. Credit Card Policy
 - iii. Capital Assets Policy to include an Equipment Transfer/Disposal Policy

11. Public *Comment* (non-Agenda items). None

12. Board Member *Commentary/Discussion*

13. Next Meeting Date

- a. July 16, 2024 – first 2025 budget meeting
- b. No meeting for June

Adjournment 10:17 am