



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

BOARD MEETING – July 16, 2024, at 9:00 am – *Highland Township Auditorium, 205 N. John St., Highland MI*

AGENDA

PRESENTER

ACTION

1. Call to Order
2. Pledge of Allegiance
3. Roll
4. Approval of Agenda
5. Approval of Consent Agenda
 - a. May Board Meetings Minutes
 - b. May & June Bank Statements Summary Pages & Reconciliation
 - c. May & June MI Class Statement & Reconciliation
 - d. May & June P&L Budget vs Actuals and Balance Sheet
6. Public Comment (Agenda items)
7. Director Report- KViener
 - a. Legal Update – MKoerner
 - b. HR/Marketing Update – AGrzymkowski
 - c. Financial Update – AGrzymkowski & KJohns-Littleton: format
 - d. Operations/Maintenance Update – MTimson: 8851 disposal & SOP (attached in packet)
8. New Business
 - a. 2025 Proposed Budget - #1
 - b. First Amendment to 2024 Budget
 - c. Request to add 7 + X more Ford Transits to May purchase approval of 6 (\$92,423.59 each); need to use contingency funds, and some operations funds (for added X).
 - d. Approval to switch out iLifts in ProMasters for Braun Lifts: 6 x \$6,605 = \$39,630
 - e. FYI: installing electric Q-Straint connector in all Minivans: 12 x \$520.75 = \$6,249 to be covered in maintenance budget. *April 12, 2023 Board Meeting: 9.a: RHamill Motion: Approve Director to be able to execute all operations-related fund releases and limited fund obligations as reflected in budget and/or county/board pre-approved purchases. Second: GWall. All in favor – Motion approved.*
 - f. Request approval for increase in outside of insurance claims. Current policy will not cover liability claims for private property nor injuries on vehicle not related to an auto accident until cost exceeds \$10,000; request Director be increased from \$2,500 to \$10,000 with review by attorney and disclaimer signed by recipient to release WOTA from lawsuit and/or further expenses. *April 12, 2023 board meeting 7.a.ii: RHamill Motion: Authorize Director to allocate funds to compensate for damages caused by staff up to \$2,500 without involving insurance. Second: GWall. All in favor – Motion approved.*
 - g. Confirmation of maintenance equipment expenses in the amount of: \$25,538.66, *April 12, 2023 Board Meeting: 9.a: RHamill Motion: Approve Director to be able to execute all operations-related fund releases and limited fund obligations as reflected in budget and/or county/board pre-approved purchases. Second: GWall. All in favor – Motion approved.*

9. Old Business

- a. ***WOTA Conflict of Interest Policy: pending City of Walled Lake – must receive!***
- b. WOTA kicked off Sunday service pilot July 14 in White Lake Township; hours 7:30am-3:30pm
- c. New policies - need approval:
 - i. Electronic Transaction Policy
 - ii. Credit Card Policy
 - iii. Capital Assets Policy to include an Equipment Transfer/Disposal Policy

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

11. Board Member *Commentary/Discussion*

12. Next Meeting Date

- a. August x, 2024 – need to reschedule due to MPTA conference

Adjournment