



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

BOARD MEETING – October 15, 2024, at 9:00 am – Highland Township Auditorium, 205 N. John St., Highland

MINUTES

PRESENTER

ACTION

1. Call to Order – RKowall called to order at 9:04 am
2. Pledge of Allegiance
3. Roll – Present: RKowall, GWall, EAsdell, KPlafchan, KViener, MKoerner – Absent RHamill, LDWhitt, GKullis
4. Approval of Agenda – *“Motion to Approve the Agenda as presented” by GWall. Second -EAsdell, Vote: all in favor. Motion passed.*
5. Approval of Consent Agenda – *“Motion to Approve the Consent Agenda” by GWall, Second -EAsdell. Vote: all in favor. Motion passed.*
 - a. Sep Board Meetings Minutes
 - b. Sep Bank Statements Summary Pages & Reconciliation
 - c. Sep MI Class Statement & Reconciliation
 - d. To be used for 8c
6. Public Comment (Agenda items) - None
7. Director Report- KViener – Updated board on funding received and outstanding for 2024. Informed the Board of MMRMA procedures for accidents and WOTA’s responsibilities. Discussed the 2025 budget process with Oakland County, key dates and a potential for a larger than expected rent increase.
 - a. Legal Update – MKoerner – Reviewed several contracts including QRyde, draft lease agreements for parking and revisions to the interlocal agreements. In addition, will be working with administration on the appropriate policies for the new Earned Sick Time Act.
 - b. HR/Marketing Update – AGrzymkowski – Updated the Board on new hires and 90-day employees. Recap of success of MERS plans including assets under management for each account and the recruitment value for new employees. Discussed the marketing efforts in-person at various events as well as social media campaigns and website updates.
 - c. Financial Update – KJohns-Littleton – None
 - d. Operations/Maintenance Update – Informed Board of the QStrait recall for the new minivan restraints and the process for rectifying the situation. Discussion regarding vehicle 509 damages and insurance appraiser verses body shop assessment.
8. New Business
 - a. Holidays, Closed Days and Board Meeting Dates 2025: *“Motion to approve the calendar for 2025 listing WOTA holidays, closed days and board meeting dates as presented.” By RKowall, second by GWall. Vote: All in favor. Motion passed.*
 - b. Upgrade dispatch software to QRyde. *“Motion to approve the WOTA Director to sign the contract with HBSS for the purchase, installation and support of QRyde dispatch software for a minimum of 1 year, extendable up to 5 years per contract terms. Contract to go into effect immediately, initial payment of \$40,000 to follow. Monthly payments of \$3,250 for up to 58 vehicles licenses will be due once WOTA dispatch are online and running.” By GWall, Second by RKowall. Vote: all in favor. Motion passed.*

- c. 2nd Budget Amendment. *“Motion to approve the budget amendments highlighted in the attached 10.15.2024 P&L with Amendments.”* By RKowall, Seconded by GWall. Vote: All in favor. Motion passed.
9. Old Business
 - a. Adjusted 2025 OC Millage Budget. *“Motion to approve the revision to the 2025 WOTA Budget based on funding constraints of the Oakland County Transit Millage.”* By RKowall, Seconded by EAsdell, Vote: all in favor. Motion passed.
 - b. *“Motion to approve 2025 Oakland County Transit Exhibits A: Scope of Services and B: Budget as provided by Oakland County Transit Manager.”* By GWall, Seconded by EAsdell. Vote: All in favor. Motion passed.
 - c. Vehicle parking contracts – Mkoerner. Mkoerner will have these within the week to each community that has WOTA vehicles parked on premises. No vote at this time.
10. Public Comment (non-Agenda items) None
11. Board Member Commentary/Discussion
 - a. KPlafchan: questioned when WOTA moved into the Highland fire station and asked to see the contract.
 - b. RKowall expressed concern around the value of the 759 SMART route and SMART’s non payments to WOTA.
12. Next Meeting Date
 - a. November 19, 2024

Adjournment – Motion to Adjourn at 9:59 am by RKowall. Second by GWall: All in favor.