

**WOTA – Western Oakland Transportation Authority**

**205 W. Livingston Rd., Highland, MI 48357**

REGULAR BOARD MEETING – WOTA Office, 205 W. Livingston Rd, Highland Township 48357

**MEETING MINUTES**  **January 20, 2021 at 9:00 am**

**PRESENTER/ACTION**

1. Call to Order *9:10am, RH*
2. Pledge of Allegiance
3. Roll: *GW, RK, RH, KP, KV, MK*

*Visitors: Alison Swanson, Kim Markee, Kathy Gordinier*

1. Approval of Agenda *RH Motioned/GW Approved, 7 yays*
2. Approval of Consent Agenda *RH Motioned/RK Approved, 7 yays*
	1. Dec 2 Board Meeting Minutes
	2. List of December Expenses
	3. End-of-year Profit & Loss Report W/Budget comparison
	4. December 2020 Bank Statement
3. Public Comment
4. Director Report & Monthly Rider Stats
5. Old Business
	1. SMART updates, see Specialized Services Agenda. *RK need to become official Authority, to keep eyes close on RTA – will be here when out of pilot program.*
	2. Approval for the City of Walled Lake to join WOTA through the Interlocal Agreement, Second Amendment, approved by each Township’s board of trustees*. Mark to update contract with correct amounts and take off DRAFT. Then Kim to get signatures. RH propose Mark to create manual for approaching communities to follow. Need to pull trigger on those wanting to join: Commerce, Holly, Lyon.*
	3. Employee Manual update, Mark prepared, board approval needed-Resolution. Resolution 2021-1: *RH Motioned/GW Approved, 7 yays*
	4. Marketing Policy, Mark prepared, board approval needed-Resolution. Resolution 2021-2:

*RK Motioned/RH Approved, 7 yays*

* 1. “Oakland Together Non-Profit COVID-19 Economic Impact Grant” submission sent 11-19-2020; showing potential WOTA COVID-19 loss/added expenses of $137,658.00. Declined.
	2. Funds sitting in Highland over $40,000: received from CWL and 5310 Grant (paid out aka: 501(c)3 RWP)? RH to push from last meeting. *RH, submit invoice, new treasurer to resolve.*
	3. Audit proposal: Article VII, K “An audit shall be conducted annually and to the extent possible, legal, and economical, may be done in conjunction with audits of the Parties.”
		1. Plante-Moran: $14,000
		2. Rehmann (audits Highland Haven complex): $16,500
		3. Ramie Phillips PC (audits NOTA @$6k): $7,300. *RK Motioned/RH Approved, 7 yays*
1. New Business
	1. Need Drivers – up to 8. Attached is a job promotion to post on your websites and spread the word. *Also posting for dispatch and dual positions.*
2. Board Member Commentary/Discussion:
	1. Kim to make up brief report for all townships to present at community board meetings.
	2. Interlocal agreement designed for auto renew 4 years twice following completion of 2-year pilot.
	3. Update training of drivers to include hands-on Q-Straint/wheelchairs. Post on website to show compliance of safety standards.
3. Next Meeting Date
	1. **9:00am Wednesday, Feb 17, 2021 at White Lake Township.**
4. Adjournment *10:41 RH Motioned/RK Approved, 7 yay*