



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

205 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES of BOARD MEETING – **January 11, 2022 at 9:00 am** – WOTA Office, Highland Township.

AGENDA	PRESENTER	ACTION
1. Call to Order	9:21am RH	
2. Pledge of Allegiance		
3. Roll: <i>Chelsea Pesta, Gary Wall, Kathy Plafchan, Rick Hamill, Kim Viener. Also Liz Cantu, Amy Grzymkowski, Scott Schrader and Mark Koerner, WOTA attorney.</i>		
a. <i>Absent: Rik Kowall and Anne McCarter.</i>		
4. Approval of Agenda	<i>GWall Motion/CPesta Approve: YAY all</i>	
5. Approval of Consent Agenda	<i>GWall Motion w/b. revision/RHamill Approve: YAY all</i>	
a. Dec. 15, 2021 Board Meeting Minutes		
b. List of December Expenses: <i>revised & handed out</i>		
c. December Bank Statement & Reconciliation		
d. Rider/Bus Stats		
6. Public Comment		
7. Director Report & Monthly Rider Stats: 2021 Miles-300,554; Hours- 21,219; Stops-27,434.		
8. Old Business:		
a. Purchased vehicle updates, pending plates. Plates have now been received.		
b. Oakland County one of 5 Urbanized Counties in Michigan (with over 400,000 residents makes OC communities/services ineligible for Rural Task Force (RTF) Funds.): <i>Hands tied for township supervisors, can make no impact toward modifications of Rural/Urban classification.</i>		
c. Grants and RTA/SMART support: NEED 5311 Rural and/or 5307 Urban Formulary Grants, open now. <i>Madonna to assist with submission of 5311 and contacting RTA for 5307 assistance.</i>		
d. Budget Amendments & journal entries: balance sheet and P&L to present—Liz.		
9. New Business		
a. Employees and COVID/TSA/CDC Guidelines: What responsibility will WOTA accept regarding the ever-changing guidelines? Latest by CDC says if you come in contact with someone you must quarantine for 5 days with/out symptoms and with/out testing. The first week back we had 4 employees out: 2 FT, 2 PT: the equivalent of \$2,340 in just salary. <i>Tabled to February meeting. Evaluate funds/costs. No recent MIOSHA directives.</i>		
b. Sign 3-year contract with our auditor with new rates: our initial amount was \$7,300 for first year establishment; subsequent years will be billed at \$5,100/5,200/5,300 (barring any unexpected major changes). The budget will be amended to reflect the change in cost. <i>Motion to approve Ramie E. Phillips, Jr., PC, CPA 3-year contract with allocated amounts with Kim and designated board member's signature (signed by GWall/board acting treasurer)</i> <i>RHamill Motion/GWall Approve: YAY all</i>		

10. Budget: January 4 invoices went out for all Townships to submit annual allocation to WOTA. *NOTE: townships confirmed approval from township boards for amounts requested in 2022 budget: RHamill/Highland: \$210,000; GWall/Waterford: \$270,000; RKowall/White Lake (in prior communication): \$220,000.*

MKoerner to amend Interlocal Governmental Agreement to rescind formulary requirement to determine community contributions: set at \$185,000 per year per township and add annually as necessary and approved.

11. Board Member Commentary/Discussion

ACTION ITEMS from director report:

ADA waivers: *MKoerner stated mute for seatbelts, MI Law only applies to personal vehicles, not commercial and ADA values rights over safety. To order signage for all vehicles stating "WOTA recommends the use of seatbelts for the safety of you and all others". MI case law cannot force usage nor is it duty of transit agency to inform: transit agencies not held liable for injuries/damages due to refusal to wear seatbelt.*

On-board cameras: *Working with townships/MMRMA to acquire grants for onboard cameras. Still awaiting quotes from suppliers.*

Establishment of revised positions: *both positions Maintenance Driver/Trainer and Operations Manager are an upgrade to currently filled positions of Lead Driver and Head Dispatch respectively.*

CARES Act additional funds awarded by SMART: *portion of approved employee funding to be awarded to staff as a one-time Hazard Duty Pay benefit based on hours worked and performance in 2021.*

In the works:

Employee job description revisions

Revised Organizational Chart

Contingency Plan

3-5 year proposed plan

12. Next Meeting Date

a. Next scheduled meeting is **9 am, Tuesday, Feb. 8, 2022** at White Lake Offices (address TBD).

13. Adjournment:

11:14am RHamill