



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES BOARD MEETING – **September 19, 2023, at 9:00 am** – WOTA’s Office at 250 W. Livingston Rd,
Highland

AGENDA

PRESENTER

ACTION

1. Call to Order - 9am by *GWall*
2. Pledge of Allegiance
3. 3. Roll:
 - a. Present: *KPlafchan, RKowall, EAnsdell, GWall, SSchrader*
 - b. Excused Absent: *RHamill*
 - c. Also Present: *KViener, MKoerner, AGrzymkowski, RMoniz, HJaquays*
4. Agenda: *Motion to approve agenda presented by GWall, Supported by EAnsdell. All in favor. Motion Approved.*
5. Consent Agenda: *Motion to Approve Consent Agenda presented by GWall. Supported by RKowall. All in favor. Motion Approved.*
 - a. August Board Meeting Minutes
 - b. August Bank Statements & Reconciliation Report
 - c. August P&L and Budget vs Actuals
 - d. August Balance Sheet
 - e. August MI Class Summary Statement
 - f. FMLA
6. Public Comment (Agenda items): *None*
7. Director Report: *KViener* reported that WOTA has received the last of the CRRSAA monies from SMART. *KViener* notified the Board that she will be on vacation starting September 20th until the end of the month.
 - a. Legal Update – *MKoerner*. Ford vs WOTA has been resolved and settled. Signed by plaintiff and his wife. Currently working on updates to the IGA to reflect the transit millage. Will present changes and get approval from the board at the next meeting.
 - b. HR Update – *AGrzymkowski*. Hired 3 new employees including one of the drivers from Holly. 3 employees hit their 90 days this month. Newsletter going out in early October. Engaging in Holly community through Chamber membership and sponsoring a pizza party with local pharmacy at local senior living space. Provided drivers for Holly days and Fisk Farm in September. Sponsoring the Waterford Senior Center Health Expo, Holiday Extravaganza Parade sponsors.
 - c. Financial Update – *MTino* – see old business.
 - d. Operations Update – *MTimson*. Updated the Board on the preventative maintenance and discussed the old shuttle.
8. New Business
 - a. Purchase 3 - 2023 Ford Transits from Tesco, with a purchase price of \$92,849.00– same as last purchase. Vehicles will be ready by the end of October. *Motion to purchase 3 2023 Ford*

Transits, not to exceed \$290,000 and amend the budget to reflect by SSchrader.

Supported by GWall. All in favor, motion approved.

- b. Increase in hourly rates for MKoerner, WOTA attorney. *Motion to approve an increase in hourly rate for Mark Koerner's services from \$140 to \$185 an hour by RKowall. Supported by EAnsdell. All in favor, Motion approved.*

9. Old Business

a. QuickBooks replacement proposal

- i. Bookkeeping: Reviewing payroll and bookkeeping options. Received quotes from BS&A and Heartland Payroll. *SSchrader* encouraged WOTA to use BS&A. *GWall* and *RKowall* which one will work best with our needs? *RKowall* suggested BS&A may be additional funds upfront, but it may be worth it in the long run. Board asked for the BS&A proposal to be sent to whole board.

- ii. Payroll: Evaluating two vendors, Heartland and BS&A.

- b. Auditor for 2024. The administration recommends going with Manser Costerisan based on pricing and experience – approximately \$130,000 over five years. *MKoerner* suggested Manser Costerian based on others he works with using the firm. *Motion to approve Manser Costerisan as auditor for WOTA from fiscal years 2023 through 2027 presented by RKowall. Supported by GWall. All in favor. Motion Approved.*

c. Proposed budget for 2024 discussion (based on budgets handed out at August board meeting)

1. Still waiting for confirmation of final numbers based on additional communities.
2. Also waiting for final numbers from SMART on various funding sources.
3. Transit vans that have been on order since 2022 might have to be added onto the budget based on county recommendations.
4. Dispatch software: This is a bit vague with SMART. Hardware is still up in the air and therefore this capital purchase is also vague.
5. The budget will be in flux until some of the information is available.
6. October meeting additional information should be known to firm up numbers.
7. Seeking approval at the November Board Meeting

d. The next OC Transit Meeting will be September 27th – *AGrzymkowski* attending.

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

11. Board Member Commentary/Discussion *RKowall* Congrats to WOTA team for growth commitment. Understand we want to have growth but be cautious his number one concern is how and what is the county going to amend our funding. Service additional communities don't want it to become a financial burden; wanted to know if the county has talked about a per capital formulation based on the percentage of the millage we are getting back. Looking into connecting with LETS (Livingston County) and getting a HUB to connect. Potential to increase even more in the years to come.

12. Next Meeting Date

- a. Our next meeting: **9 am, Tuesday October 17, 2023**, at the WOTA Building, 250 W. Livingston Rd, Highland.

13. Adjournment. *Motion to Adjourn presented by GWall, supported by RKowall. All in favor. Motion is approved. 10:20 am*