



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES: BOARD MEETING – April 9, 2024, at 9:04 am – WOTA Office, 250 W. Livingston Rd, Highland MI

AGENDA

PRESENTER

ACTION

1. Call to Order 9:04 am by GWall
2. Pledge of Allegiance
3. Roll
 - a. Present: GWall, KPlafchan, EAsdell, GKullis, LDWhitt, KLang (alternate for Rkowall); also present KViener, MKoerner, AGrzymkowski
 - b. Absent: RHamill
4. Approval of Agenda – GKullis – *“Motion to approve the Agenda” – supported by LDWhitt. Vote: All in favor, motion approved.*
5. Approval of Consent Agenda – EAsdell *“Motion to approve the Consent Agenda” supported by KLang. Vote: All in favor, motion approved.*
 - a. March Board Meetings Minutes
 - b. March Bank Statements & Reconciliation (pending 4.8.24)
 - c. March P&L Budget vs Actuals and Balance Sheet
6. Public Comment (None)
7. Director Report- KViener
 - a. Director’s Update:
 - i. KViener and AGrzymkowski attended the State of the County address where WOTA was highlighted with video regarding OC Transit.
 - ii. Director brought up a rider concern about WOTA going to Ferndale and continues to go to Oakland County. WOTA has tried to work with this rider to get her to Ferndale through other agency transfers, but she is not interested.
 - iii. Currently working to hire more evening and Saturday drivers.
 - iv. Highland Pilot interest is minimal.
 - v. Director provided an update of funds due from County quarterly disbursement and vehicle reimbursement as well as funds still due from SMART from 2023 municipal credits and specialized services in addition to the 1st quarter 2024 LBO/5311/MC/SS.
 - vi. Dispatch Software Update: ADEPT IQ update – no date for launch and it is on hold. Looking into getting another dispatch system with the other transit organizations.
 - vii. Conversations around how WOTA and SMART interact and inefficiencies as well as how MDOT recognizes SMART as the regional authority.
 - b. Legal Update – MKoerner
 - i. Reviewed all the new financial policies.
 - c. HR/Marketing Update – AGrzymkowski
 - i. Update regarding Paylocity transfer. Review of upcoming marketing events WOTA is sponsoring or participating in as well as a recap of events WOTA has attended. Marketing initiatives such as an upcoming newsletter, advertising budget allocations, and updates to the website. WOTA is also working with a third-party vendor on social media campaigns and using local vendor for some video.
 - d. Financial Update – AGrzymkowski

- i. Finances were provided to the board with the exception of bank reconciliation due to integration with Paylocity. The Director will send them to the board this week.
 - ii. Audit review is complete. The auditors will be at the next Board meeting to review the audit. As a result of the audit, we have some missing policies and will present them in New Business for the Board's first read.
 - e. Operations/Maintenance Update –
 - i. Wraps are done but we are having issues, Signarama scheduled to fix.
 - ii. Replaced door on minivan with reimbursement from insurance claim.
 - iii. Recalls on recently received Ford Transits, rear end issues, all need replaced but no parts available.
 - iv. All PMs and other maintenance up to date.
 - 8. New Business
 - a. New policies: The administration will send digitally to all board members.
 - i. Electronic Transaction Policy
 - ii. Credit Card Policy
 - iii. Capital Assets Policy to include an Equipment Transfer/Disposal Policy
 - b. Problems with CWL bus parking/driver access to supplies/keys
 - i. Discussion regarding issues with access to supplies/keys/technology. KViener and MTimson went to CWL on 4/2/2024 to see what could be done; WOTA was looking to see if there is another place that would be better to park. KViener and MTimson spoke with the CWL DPW seeking cooperation and coordination. Also spoke to PD to determine if an alternate location was possible; later that day, supply locker was moved to requested location.
 - ii. LDWhitt has a complaint against the Director – doesn't appreciate the Director giving orders to union employees and doesn't feel like her recollection of the situation is accurate. LDWhitt was not present during any conversations between KViener/MTimson and CWL staff. LDWhitt would like the Director to **call** him directly instead of any other CWL employees. GWall directed KViener to utilize LDWhitt for any concerns with CWL. GKullis suggests all communication between the Director and LDWhitt be by email to maintain a record. LDWhitt invites all the Board members to his city council meetings.
 - c. Transfers with LETS – Livingston Essential Transit Services
 - i. The Director had discussions with LETS to initiate transfers between the two counties. Looking at connection points and when available, potentially utilizing the SMART fixed route. WOTA riders could utilize LETS to get to Brighton and Howell. Connecting with LETS at next week's Rural Transit Manager's Workshop. Looking at potential 5-6 times/day for pick up/drop off. Initially limit to medical and work. Discussion around what could be done to work with HVS alternative HS and adult education as well.
 - ii. This conversation prompted discussion around M-59 resurfacing scheduled for 2025, stops for SMART fixed routes, connectivity, and traffic issues.
 - 9. Old Business
 - a. WOTA Conflict of Interest Policy: pending CWL
 - i. Awaiting CWL attorney approval
 - 10. Public *Comment* (non-Agenda items) *None*
 - 11. Board Member *Commentary/Discussion* *EAsdell: White Lake and Waterford getting calls about how much they love the service. Sylvan Lake loves the program. GWall: I know the service is good because I don't get phone calls.*
 - 12. Next Meeting Date
 - a. May 21, 2024
- Adjournment: *"Motion to Adjourn at 10:20 am" by EAsdell, supported by GKullis: All in favor.*