



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES: BOARD MEETING – July 16, 2024, at 9:00 am – Highland Township Auditorium, 205 N. John St., Highland MI

AGENDA	PRESENTER	ACTION
1. Call to Order – by RHamill at 9:04 am		
2. Pledge of Allegiance		
3. Roll – Present: RHamill, GWall, GKullis, EAsdell, KPlafchan		
a. Absent: LDWhitt, RKowall		
b. Also Present: MKoerner, KViener, AGrzymkowski		
4. Approval of Agenda – <i>“Motion to Approve the Agenda as presented” by GKullis supported by KPlafchan. Vote: All in favor. Motion passed</i>		
5. Approval of Consent Agenda – <i>“Motion to Approve the Consent Agenda as presented” by GWall, supported by GKullis. Vote: All in favor. Motion passed</i>		
a. May Board Meetings Minutes		
b. May & June Bank Statements Summary Pages & Reconciliation		
c. May & June MI Class Statement & Reconciliation		
d. May & June P&L Budget vs Actuals and Balance Sheet		
6. Public Comment (Agenda items) None		
7. Director Report- KViener		
a. 5310 Funding contracts for FY2023. \$447,000 for crossovers. FY 25/26 grant due in January. Meeting with Eli and Sarah tomorrow mornin for FY 2025.		
b. Legal Update – MKoerner update on potential revisions to the First Amended Interlocal Agreement with changes based on OC Millage. MKoerner provided board members with a memo listing changes that needed to be made based on the passage of the Oakland County Transit Millage. Much of the language includes outdated service, funding sources, agency details, vehicles needs to be updated as well as governance for the Board members. He also suggested updating the bylaws at the same time (expectations, participation). Current agreement requires is 2/3 vote by each board to amend the agreement.		
<i>“Request the WOTA Attorney to move forward with the revisions to the First Amended Interlocal Agreement for WOTA” by RHamill, supported by GWall. Vote: all in favor. Motion passed.</i>		
c. HR/Marketing Update – AGrzymkowski provided information regarding number of new employees, updates on Paylocity usage, as well as looking into an Employee Assistance Plan to support employees. Also provided updates on upcoming sponsored events, using the vehicles for shuttles, marketing to veterans, SMART 759 route, Sunday pilot in White Lake and new social media campaign.		
d. Financial Update – AGrzymkowski		
i. Discussed the banking options utilizing an insured cash sweep and positive pay. Explained the new financial reports which highlight the full accrual accounting WOTA is utilizing.		
e. Operations/Maintenance Update – MTimson: 8851 disposal & SOP (attached in packet)		

- i. Standard Operating Procedure from Maintenance for your review.
- 8. New Business
 - a. 2025 Proposed Budget – Provided the first budget review more detailed to come before the meeting with the county.
 - b. First Amendment to 2024 Budget
 - i. *“Motion to approve the amendments as presented” by RHamill, supported by GWall. Vote: all in favor. Vote passed.*
 - c. Request to add 7 + 5 more Ford Transits to May purchase approval of 6 (\$92,423.59 each); need to use contingency funds, and some operations funds (for added X).
 - i. *“Motion to approve additional 12 Ford Transits.” By RHamill, supported by EAsdell. Vote: all in favor. Motion passed.*
 - d. Approval to switch out iLifts in ProMasters for Braun Lifts: 6 x \$6,605 = \$39,630.
 - i. *“Motion to approve purchase of Braun lifts by GKullis and supported by GWall. Vote: all in favor. Motion passed.*
 - e. FYI: installing electric Q-Straint connector in all Minivans: 12 x \$520.75 = \$6,249 to be covered in maintenance budget. (April 12, 2023 Board Meeting: 9.a: RHamill Motion: Approve Director to be able to execute all operations-related fund releases and limited fund obligations as reflected in budget and/or county/board pre-approved purchases. Second: GWall. All in favor – Motion approved.)
 - f. Request approval for increase in outside of insurance claims. Current policy will not cover liability claims for private property nor injuries on vehicle not related to an auto accident until cost exceeds \$10,000; request Director be increased from \$2,500 to \$10,000 with review by attorney and disclaimer signed by recipient to release WOTA from lawsuit and/or further expenses. (April 12, 2023 board meeting 7.a.ii: RHamill Motion: Authorize Director to allocate funds to compensate for damages caused by staff up to \$2,500 without involving insurance. Second: GWall. All in favor – Motion approved.)
 - i. *Motion to keep limit and review any amounts over on a case-by-case basis” by RHamill, supported by GWall. Vote: all in favor. Motion approved.*
 - g. Confirmation of maintenance equipment expenses in the amount of: \$25,538.66. (April 12, 2023 Board Meeting: 9.a: RHamill Motion: Approve Director to be able to execute all operations-related fund releases and limited fund obligations as reflected in budget and/or county/board pre-approved purchases. Second: GWall. All in favor – Motion approved.)
- 9. Old Business
 - a. WOTA Conflict of Interest Policy: pending City of Walled Lake – must receive.
 - b. WOTA kicked off Sunday service pilot July 14 in White Lake Township; hours 7:30am-3:30pm First day, 7 riders in White Lake. 4 months and then open to the rest.
 - c. New policies - need approval:
 - i. *“Motions to Approve the Electronic Transaction, Credit Card and Capital Assets (including an Equipment Transfer/Disposal) policies” by RHamill and supported by GWall. Vote: all in favor. Motion passed.*
 - ii. Electronic Transaction Policy
 - iii. Credit Card Policy
 - iv. Capital Assets Policy to include an Equipment Transfer/Disposal Policy
- 10. Public Comment (non-Agenda items) None
- 11. Board Member Commentary/Discussion
 - a. GKullis:
 - i. Brought up a point of order regarding voting issues and reports. Director will work to improve this so voting items are under new or old business

- ii. Recap of the April meeting – Mr. Kullis indicated that he did not feel that the Board handled Mr. Whitt’s dressing down of the WOTA Director during the meeting. Mr. Kullis felt that as an employee of the Board, disciplinary action should be taken via letter, and provide the employee with the ability to ask for a closed session. Mr. Kullis indicated that this could present a situation for a lawsuit. He is looking for some direction for Board members including possible policies/procedures.

iii.

12. Next Meeting Date

- a. August 20, 2024

Adjournment: *“Motion to adjourn at 10:09 am” by GWall, supported by KPlafchan. Vote: all in favor and motion passed.*