



WOTA – WESTERN OAKLAND TRANSPORTATION AUTHORITY

250 W. LIVINGSTON RD., HIGHLAND, MI 48357

MINUTES - BOARD MEETING – Tuesday, Jan. 21, at 9:00 am – Highland Township Auditorium, 205 N. John St

AGENDA

PRESENTER

ACTION

1. Call to Order – RKowall call to order at 9:00 am
2. Pledge of Allegiance
3. Roll
 - a. Present: RKowall, ABartalotta, EAsdell, KPlafchen,
 - b. Absent: RHamill, GKullis, LDWhitt
 - c. Also Present: KViener, MKoerner, AGrzymkowski, KJohns
4. Approval of Agenda – *Motion to approve the agenda – ABartalotta/EAsdell*
5. Approval of Consent Agenda – *Motion to approve the consent agenda- ABartalotta/EAsdell*
 - a. Dec Board Meetings Minutes
 - b. Dec Bank Statements Summary Pages & Reconciliations
 - c. Dec P&L (w/cash actual column)
 - d. Dec MI Class Reconciliation
 - e. Dec RWP Reconciliation
 - f. Year-end P&L and Balance Sheet
 - g. Funds due from SMART for 2024
6. Public Comment (Agenda items) *None*
7. Director Report- KViener
 - a. *MDOT expected to continue meeting with OCT providers. SMART amounts due through end of 2024. LBO not yet signed by SMART or provided a contract for 5311. Applied for other funding in addition to JARC and New Freedom. 7 SMART replacement vehicles through 5310 but funds are not available. QRyde soft launch on Sunday. Still awaiting tablets. RAISE grant to be submitted to SMART by January 29th for facility planning; 2026 RAISE grant application for build.*
 - b. Legal Update – MKoerner – *L. Hamama discussions about the parking lot contracts for White Lake and Highland. Nothing on 196 Agreement.*
 - c. HR/Marketing Update – AGrzymkowski –
 - i. *HR – annual raises, awaiting the MI legislature for ESTA, making updates to the Employee Handbook, working on Training for 2/17, D & A update, hired/started 2 new employees including an additional Mechanic Tech.*
 - ii. *Marketing – working with Highland Twp on Naturally Highland, preparing sponsorship plans for 2025, good social media presence, create some short video for website and socials*
 - d. Financial Update – KJohns-Littleton – *notation year adjustments entries are not included*
 - e. Operations/Maintenance Update – *Recalls for all our new vehicles and cutaways. 12 vehicles awaiting recall repairs, not necessarily off the road. Hired a new mechanic and will be trained as a driver as well.*
8. New Business
 - a. *RAISE Grant & new facility – planning grant \$2m; applied for 5304 grant \$170k siting and misc. aspects for planning. Find out in July. NEPA study is needed and at least a year for planning.*

Brooks will have water main within 10-15 feet. Sewer is available and can be hooked up if needed. Signal at Hill Road and 59 installed by developer.

- b. *ESTA changes – Amy addressed most of it. Expect mail regarding this – need to communicate to employees.*

9. *Old Business*

- a. *Review of IGA Amendment – referred to earlier by Mark. Need comments based on the proposed changes. Request to have some answers by the March meeting.*

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

11. *Board Member Commentary/Discussion – RKowall: New year upon us and many needs; need facility but need to proceed carefully and he would like to be involved in these discussions. West end of the corridor improvement authority.*

12. *Next Meeting Date*

- a. *February 18, 2025*

Adjournment – Motion to adjourn at 9:42 am RKowall/ABartalotta