

WOTA – West Oakland Transportation Authority  
205 W. Livingston Rd, Annex Conference Table, Highland, Michigan 48357  
(248) 887-4979  
Jan. 8, 2020 9:00 am

**MINUTES**

1. Meeting was called to order by RK at 9:07 am with the Pledge of Allegiance
2. **Roll Call**
  - Rick Hamill, Highland
  - Kathy Plafchan, WOTA
  - Rik Kowall, White Lake
  - Gary Wall, Waterford

**Also Present**

  - Kim Viener, WOTA
  - Mark Koerner, WOTA Attorney
  - Kim Markee, Waterford
  - Amy Grzymkowski, WOTA HR/Marketing
  - Gary Dovre, Highland/Waterford Attorney

**Absent**

  - N/A
3. **Visitors:** Art Frasca, Waterford Trustee
4. Consent Agenda Approval -
  - a. Dec. 18, 2019 Board Meeting Minutes
  - b. List of bills-updated 1-7-2020
  - c. Approve by-laws with changes by legal. RH Motion, RK approve; 7 Yes, 0 No
5. Public Comment: Kim M asked when RWP would be WOTA officially, Mark K said it was in process, he was in communication with LARA, proposed by 1-22-2020.
6. Board Member Comment: Kathy P is advocating with lots of special needs young people who are very eager to start riding the bus. Rik K said so far so good. Gary W said all positive feedback. Rick H said watching the CTP office over the years and then watching the transition from CTP to WOTA, it was a smooth transition and he's been getting great feedback from drivers.
7. Director Report
8. Old Business
  - a. Approval of revised By-Laws. See 4c
  - b. Quote for Fleet Insurance & Umbrella. Principal resident of WOTA is Highland, fleet rates dropped 30-40%. RH motion, GW approve; 7 Yes, 0 No
  - c. The Investment Policy calls for the WOTA Board to appoint an Investment Officer by Resolution. Resolution #20-001 to appoint Arthur Frasca as the WOTA Securities Officer. Mark drafted resolution RK motion, RH approve; 7 Yes, 0 No
  - d. Rick Hamill and Rik Kowall to provide mock-up for WOTA decals on SMART vehicles; pending future meeting.
  - e. Consideration for FOIA coordinator. Appoint Amy Grzymkowski, WOTA HR/Marketing and now FOIA. Rh motion, RK approve; 7 Yes, 0 No

- f. Approve to join Lakes Area Chamber of Commerce: cost is \$100/yr plus initial \$35 registration fee. RH motion, RK approve; 7 Yes, 0 No
  - g. Appointed acting secretary: RK, acting treasurer: GW retroactive back to 12-18-2019 meeting. RH motion, KP approve; 7 Yes, 0 No
9. New Business
- a. Consensus of board to change meeting times from 5:30pm to 9:00am on scheduled dates. RH motion, RK approve; 7 Yes, 0 No
  - b. Discuss proper process of changing dates/times of Board meetings. 1<sup>st</sup> meeting of year sets dates/times/locations: 2/4 Wed in Jan, Feb & Mar; 4<sup>th</sup> Wed Apr-Dec 2020, rotate around locations, post on website and each township within 10 days of establishment. RH motion, GW approve; 7 Yes, 0 No
  - c. Reminder of SMART Specialized Services Meeting at 10:00am-Noon Friday, January 17, at SMART Terminal in Troy.
  - d. WEX Card (gas card) requirement to put up “good faith” money to credit limit for 1 year, suggest \$5,000, see director notes. RH motion, GW approve; 7 Yes, 0 No
10. Next Meeting Date & Potential Items
- a. **9:00am Wednesday, Jan. 22, 2020** at White Lake Township Building.
  - b. Quotes for remainder of FT employee benefits: dental, vision, life & STD; pending February meeting, plan to have in place by March 2020.
  - c. \$4,000 marketing plan, not a lot, Amy G suggested finding sponsors for vehicles and advertising/promotions.
11. Meeting was adjourned at 10:50am RH.