North Oakland Transportation Authority (NOTA)

Meeting Minutes

**Thursday, August 15, 2024**

**Oxford Township Offices**

**300 Dunlap, Oxford MI**

The meeting was called to order by Chair Mike McDonald at 4:34 p.m.

**Roll Call**

**Present** Representing

Mike McDonald, Chair Village of Leonard

Carl Cyrowski Village of Lake Orion

Mike Flood Orion Township

Ed Brakefield Addison Township

Bruce Pearson Addison Township

Tanya Waple TTI

Chris Barnett, Vice Chair Orion Township

Jack Curtis Oxford Township

**Absent - Excused**

Lori Bourgeau Village of Oxford

Ann Keltcsh . At Large – Easterseals MORC

Margaret Payne Oxford Township

**Others Present:**

Lynn Gromaski NOTA Executive Director

**Respects to the Flag**

The Pledge of Allegiance was given.

**Agenda Approval**

**Moved by** Mike Flood, seconded by Carl Cyrowski, to approve the agenda as presented. By voice vote the motion passed unanimously.

**Minutes Approval**

**Moved by** Chris Barnett, seconded by Ed Brakefield, to approve the minutes of the June 20, 2024 meeting as presented. By voice vote the motion passed unanimously.

**Director’s Report**

**Moved by** Mike Flood, seconded by Bruce Pearson, to receive and file the Director’s report.

By voice vote the motion passed unanimously.

**Public Comments** - none

**Monthly Financial Packet**

The monthly financial statements were presented. **Moved by** Mike Flood, seconded by Bruce Pearson, to receive and file the Director’s report.

By voice vote the motion passed unanimously.

**Approval of the Bills**

July 2024 bills were presented for payment totaling $1,183,644.44.

Moved by Mike Flood, seconded by Carl Cyrowski, to approve the bills as presented. By roll call vote motion passed unanimously.

**2024 Budget Adjustments**

Lynn Gromaski presented budget adjustments of ($1,537,039) taking the total budget from $9,598,496 to $8,041,457. Moved by Bruce Pearson, seconded by Mike Flood to approve the 2024 Budget adjustments as presented. By roll call vote, motion passed with seven yeah votes and one nay vote

Yeas: McDonald, Cyrowski, Flood, Pearson, Waple, Barnett, Curtis

Nays: Brakefield

Absent: Bourgeau, Keltcsh, Payne

**Old Business**

None

**New Business**

**Employee Handbook**

Lynn Gromaski presented the adjusted Employee Handbook which was prepared by Lau & Lau our benefits administrator and reviewed by EctoHR our contract HR firm. Lynn asked the board to review it and email suggestions for any changes. Moved by Mike Flood, seconded by Carl Cyrowski to receive and file the handbook and to email the Director with any suggestions or changes. By voice vote motion passed unanimously.

**AKA Architect Quote**

Oakland County has a contract with AKA Architects so quotes were not necessary for the architect. Their fee for the preliminary estimate is $6250 for the building office expansion and suite B renovation. Motion by Bruce Pearson, seconded by Ed Brakefield, to authorize the AKA Architect Quote for $6250. By roll call vote, motion passed unanimously.

AYES: McDonald, Cyrowski, Flood, Brakefield, Pearson, Waple, Barnett, Curtis

NAYS: None

ABSENT: Bourgeau, Keltcsh, Payne

**QRyde Dispatch Software Upgrade Contract Approval**

Included in the budget is a budget of $46,500 for $40,000 initial cost and $3250/mo for 2 months to move to QRyde dispatch software because we have outgrown our current system and dispatch is now operating 48 routes on paper. SMART had originally said they were going to give free software to all of the providers in Oakland County but the system they chose (Adept IQ) did not deliver. QRyde contract is a 5 year contract with an ability to terminate the contract after 24 months when SMART expects to have the RFP completed for the new system which will be for all of the providers. Since QRyde purchased our current system PC Trans it is considered an upgrade and an RFP is not necessary. QRyde will have algorithms to put rides in and will optimize our schedule for efficiency. Drivers will also have tablets which is a safety and efficiency benefit.

Moved by Mike Flood, seconded by Carl Cyrowski, to approve the QRyde Dispatch Software Contract. By roll call vote, motion passed with seven yeah votes and one nay vote

AYES: McDonald, Cyrowski, Flood, Pearson, Waple, Barnett, Curtis

NAYS: Brakefield

ABSENT: Bourgeau, Keltcsh, Payne

**TTI Contract of $200,000/year ends 9/30/24**

Lynn Gromaski received a letter from Oakland Community Health Network informing NOTA that TTI funding will be eliminated effective 10/1/24. TTI has been a generous supporter of NOTA since 2004. Lynn thanked them for their support over the years. Moved by Carl Cyrowski, seconded by Mike Flood, to receive and file the letter. By voice vote, motion passed unanimously.

**Resolution regarding authorization and completion of agreement to approve the Oakland County Amendment of Interlocal Contract: CON00010161 Amendment 2024-3 with NOTA.**

Therefore be it resolved that NOTA board approves the Oakland County Amendment of Interlocal Contract: CON00010161, Dated August 14, 2024. The amendment states that he Oakland County Public Transportation Millage funds for 2024 will be $5,488,429. The NOTA board gives its Executive Director, Lynn Gromaski, legal authority to sign the amendment on behalf of the NOTA Board.

Moved by: Bruce Pearson, Seconded by: Carl Cyrowski

AYES: McDonald, Cyrowski, Flood, Brakefield, Pearson, Waple, Barnett, Curtis

NAYS: None

ABSENT: Bourgeau, Keltcsh, Payne

**Public Comments** - none

**Monthly Rider and Mileage Reports**

Moved by Mike Flood, seconded by Ed Brakefield, to receive and file the reports. By voice vote the motion passed unanimously.

**Board Member Comments**

Chris Barnett said that the round about at Baldwin/Clarkston should be open tomorrow.

Mike Flood gave congratulations to all of the positions passing in the August election.

**Adjournment**

Moved by Mike Flood, seconded by Chris Barnett, to adjourn the meeting at 5:08 p.m. By voice the motion passed unanimously.

*The next regular meeting is scheduled for Thursday, September 19 at 4:30 p.m. at Oxford Township Offices, 300 Dunlap, Oxford*

*Minutes initially drafted by Lynn Gromaski*