

North Oakland Transportation Authority (NOTA)
Board Meeting Minutes
Thursday, December 21, 2017, 4:30 p.m.
Oxford Village
22 W Burdick, Oxford Village

The meeting was called to order by acting Chair Bruce Pearson at 4:35 p.m.

Roll Call

Present

Bill Dunn, Chair
Bruce Pearson
Mike McDonald
Margaret Payne
Ken VanPortfliet

Representing

Oxford Township
Addison Township
Village of Leonard
Oxford Township
Village of Lake Orion

Absent:

Brenda Wilson
Eric Dolan
Cathy Alvis
Chris Barnett
Michael Flood
Roberta Habowski
Eric Wilson (non-voting)
James Barnhart (non-voting)

TTI
Village of Oxford
At Large RC
Orion Township
Orion Township
AAA 1(B)
At Large
At Large

Others Present:

Lynn Gustafson - NOTA Director
Doug Noaker – NOTA Operations Director

Respects to the Flag

The Pledge of Allegiance was given.

Agenda Approval

Bill Dunn asked to add the letter from attorney Bob Davis to the agenda. **Moved by Mike McDonald**, seconded by Ken VanPortfliet, to approve the agenda as adjusted. By voice vote the motion passed unanimously.

Minutes Approval

The minutes for the November 16, 2017 were presented. **Moved by Mike McDonald**, seconded by Bruce Pearson, to approve the minutes for November 16, 2017. By voice vote the motion passed unanimously.

Director's Report

NOTA Director Lynn Gustafson presented her report. **Moved by Ken VanPortfliet**, seconded by Mike McDonald, to receive and file the Director's report. By voice vote the motion passed unanimously.

Public Comment -.

None

Approval of the Bills

A listings of bills for December 2017 were presented totaling \$28,665.21

Since Orion Township is not present, the bills have been tabled until the next meeting. The board ordered the Director to pay all committed budgeted items.

Monthly Financial Packet

The monthly financial statements were presented. Moved by Ken VanPortfliet, seconded by Mike McDonald to receive and file the financial reports. By voice vote the motion passed unanimously.

2017 Budget Adjustments

Budget adjustments for 2017 were presented by Lynn Gustafson totaling \$1500. Motion was made by Margaret Payne, supported by Mike McDonald, to approve the budget adjustments as presented. By voice vote the motion passed unanimously.

Old Business - none

New Business

Camera System – Lynn Gustafson presented the 3 quotes received for the camera systems for the vehicles which has already been approved in the budget. The lowest quote was Excel System for \$34,100 which is the one that had been installed in one of the vehicles as a test. Motion made by Mike McDonald, supported by Ken VanPortfliet, to approve the purchase of the camera system to the lowest bidder. By voice vote the motion passed unanimously.

Approval of Purchase of MI Deal Vehicle – Lynn Gustafson presented a purchase order through the MI Deal Dealer Gorno Ford for the purchase of a 2018 Transit 250 with a wheelchair lift for \$50,944. This line item has been approved in the budget. Motion was made by Mike McDonald, supported by Ken VanPortfliet, to purchase the vehicle for \$50,944. By voice vote the motion passed unanimously.

Approval of the Intergovernmental Agreement – Communities are asked to take this current version of the intergovernmental agreement back to their boards and return with any adjustments or changes for the next NOTA meeting which will be reviewed in January and hopefully finalized in February.

Discussion of Proposed Millage on Ballot in 2018 – Discussion of the NOTA millage and the timing of when to place it on the ballot this year was made. The decision was to place it on the ballot in August 2018 for Orion and Oxford. Bill Dunn said we will need to set up a meeting to review projections of what we will need to ask for.

Attorney, Robert Davis – A letter was received from attorney Robert Davis regarding a potential conflict of interest that exists and he said he will no longer serve as general legal counsel for NOTA. He did propose legal assistance regarding pure legal/procedural questions for a rate of \$80/hour. The board discussed this and decided that we now need another law firm to handle NOTA's legal issues. Bruce Pearson suggested that the three supervisors discuss who they think would best serve NOTA. Mike McDonald made a motion to set up an Ad Hoc Committee to bring back a suggestion of general counsel by the February 2018 meeting, supported by Ken VanPortfliet. By voice vote the motion passed unanimously. The director will send Robert Davis a letter thanking him for his service in the past.

Public Comments - none

Monthly Rider and Mileage Reports

Moved by Margaret Payne, seconded by Mike McDonald, to receive and file the reports. By voice vote the motion passed unanimously.

Board Member Comments

Bill Dunn commented that he has received comments from Addison Township on how thankful they are for NOTA. He also commented that the board would like to be invited to the NOTA holiday party next year.

Adjournment

Moved by Ken VanPortfliet, seconded by Bruce Pearson, to adjourn the meeting. By voice the motion passed unanimously.

The next regular meeting is Thursday, January 18 at 4:30 pm in Lake Orion Village.

Minutes initially drafted by Lynn Gustafson