

OAKLAND COUNTY PUBLIC TRANSPORTATION AUTHORITY

Tuesday, July 20, 2021, 9:00 a.m. – Board of Commissioners' Pernick-Aaron Conference Rm.

Melanie Piana, Chairperson

melpiana@gmail.com

Marie Donigan, Secretary

Call Meeting to Order

Roll Call

Approval of Minutes – [May 25, 2021](#)

Approval of Agenda

Public Comment

REGULAR AGENDA

ACTION REQUIRED

PRESENTER(S)

- | | | |
|--|------------------|----------------------------|
| 1. Treasurer's Report | Informational | Amy Carter 858-7150 |
| 2. SMART Update | Informational | Robert Cramer 313-223-2100 |
| 3. Authorization to Extend Contract with Dickinson Wright for 1-Year | Authority Action | Melanie Piana 210-8645 |
| 4. Millage Renewal | Discussion | Melanie Piana 210-8645 |

COMMUNICATIONS

OTHER/ADJOURNMENT

OAKLAND COUNTY PUBLIC TRANSPORTATION AUTHORITY

1200 NORTH TELEGRAPH ROAD, PONTIAC, MICHIGAN 48341-0470

Telephone: (248) 858-0100 FAX: (248) 858-1572

Marie Donigan
Secretary

Melanie Piana, Chairperson

David Harrell
Rashon Byrd
Tameka Ramsey

May 25, 2021

Chairperson Piana called the meeting of the Oakland County Public Transportation Authority (OCPTA) to order at 9:02 a.m. via Videoconference.

MEMBERS PRESENT:

Melanie Piana, Ferndale, MI; Marie Donigan, Royal Oak, MI; David Harrell, Troy, MI; Tameka Ramsey, Pontiac, MI; Steve Unruh, Minority Alternate, Brandon Twp., MI

MEMBERS ABSENT WITH NOTICE:

Rashon Byrd

APPROVAL OF MINUTES

Donigan moved approval of the minutes of February 16, 2021, as presented. Seconded by Harrell.

Motion carried on a roll call vote with Byrd absent.

APPROVAL OF AGENDA

Harrell requested that the agenda be updated to include discussion about whether to hold the next meeting remotely or in-person during "Other Business/Adjournment"

Ramsey moved approval of the agenda, as amended. Seconded by Donigan.

Motion carried on a roll call vote with Byrd absent.

PUBLIC COMMENT

None.

REGULAR AGENDA

1. TREASURER'S REPORT

Ross Gavin, Administrative Assistant to the Treasurer, provided a brief overview of the Treasurer's Report for FY 2020-2021, Month 10. The report consists of the OCPTA Authority Balance Sheet, Revenue and Expenditures, Non-Expenditure Payments, Municipal Credits, Transfers from Tax Collection/Payments to SMART, and Interest Earned, as of April 30, 2021.

Harrell moved to receive and file the Treasurer's Report, as presented. Seconded by Unruh.

Motion carried on a roll call vote with Byrd absent.

2. SMART ANNUAL KEY PERFORMANCE INDICATORS REPORT, 2020

Chairperson Piana gave a brief summary of the audit contract between the Suburban Mobility Authority for Regional Transportation (SMART) and the OCPTA. Exhibits A and B of the contract were referenced as a part of transportation services and performance reporting. Robert Cramer, CEO, SMART, shared a PowerPoint presentation supplementing the previously provided Annual Key Performance Indicators report. Mr. Cramer expressed that prior to the onset of the pandemic, SMART experienced three consecutive years of increased numbers of passengers using their services. January and February of 2020 showed increased growth in ridership. Mr. Cramer addressed SMART's future goals, including a reimagined marketing initiative.

Donigan moved to receive and file the "SMART Annual Key Performance Indicators Report, 2020", as presented. Seconded by Harrell.

Motion carried on a roll call vote with Byrd absent.

3. L-4029 TAX REQUEST FORM AND RESOLUTION AND LEVY FOR MILLAGE

Harrell moved to adopt the attached resolution authorizing the levy and collection of the millage, which includes the required L-4029 2021 Tax Rate Request form, a copy of which is attached. Seconded by Ramsey.

Motion carried on a roll call vote with Byrd absent.

COMMUNICATIONS

a. RTA – 2021 SOUTHEAST MICHIGAN REGIONAL TRANSIT BRIEFING BOOK

Included as a communication was the RTA's 2021 Southeast Michigan Regional Transit Briefing Book. A discussion was held to establish how best to ensure that all potentially interested communities receive copies of the Briefing Book. The suggestion was made to invite a member of the RTA to a future meeting to ask about RTA's methods of outreach.

OTHER BUSINESS/ADJOURNMENT

The Authority discussed whether to conduct the next meeting in-person or remotely. Authority members agreed to proceed with meeting remotely.

The next OCPTA meeting will be held on Tuesday, July 20, 2021 at 9:00 a.m.

There being no further business to come before the Authority, the meeting was adjourned at 10:19 a.m.

Aaron Snover, Legislative Coordinator

Marie Donigan, Secretary

NOTE: The foregoing minutes are subject to Authority approval.

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**Oakland County
Public Transportation Authority
FY 2020-2021 Month 12
Balance sheet as of:
June 30, 2021**

Assets

Cash & Short Term Investments	158,309.04		
Total Assets		\$	<u>158,309.04</u>

Liabilities

Accounts Payable - SMART	83,675.79		
Investment Interest less Fees	64,509.75		
Total Liabilities		\$	148,185.54

Fund Equity

Fund Equity		\$	10,123.50
Total Liabilities & Fund Equity		\$	<u>158,309.04</u>

**Oakland County
Public Transportation Authority
FY 2020-2021 Month 12
Revenue and Expenditures as of:
June 30, 2021**

	FY 2020-2021 Budget	Actual May	Actual to Date	Balance	% of Budget
<u>Revenue</u>					
Annual Contributions	40,000.00	0.00	0.00	0.00	0%
Total Revenue	40,000.00	0.00	0.00	0.00	0%
<u>Expenditures</u>					
Legal Expense	14,000.00	0.00	14,307.50	(307.50)	102%
Accounting Expenses	2,500.00	208.34	2,500.00	0.00	100%
Insurance	4,000.00	0.00	5,431.00	(1,431.00)	136%
Audit	6,500.00	0.00	6,500.00	0.00	100%
Membership Dues	1,600.00	0.00	100.00	1,500.00	6%
Travel & Meetings	5,900.00	0.00	0.00	5,900.00	0%
Miscellaneous	<u>5,500.00</u>	<u>0.00</u>	<u>1,038.00</u>	4,462.00	19%
Total Expenditures	40,000.00	208.34	29,876.50	10,123.50	75%

**Oakland County
Public Transportation Authority
FY 2020-2021 Month 12
Expenditures as of:
June 30, 2021**

Payee	Total	Insurance	Legal	Service Fees	Misc./Audit	Date Paid
Michigan Municipal Risk Management		3,504.00				7/16/2020
Oakland County Treasurer (July)				208.33		7/28/2020
Oakland County Treasurer (Aug)				208.33		8/30/2020
Oakland County Treasurer (Sept)				208.34		9/30/2020
Dickinson Wright			9,042.30			9/30/2020
Oakland County Treasurer (Oct)				208.33		10/30/2020
Oakland County Treasurer (Nov)				208.33		11/30/2020
Refund Michigan Municipal Risk Management		(1,183.00)				11/12/2020
Refund Michigan Municipal Risk Management		(436.00)				11/12/2020
Oakland County Treasurer (Dec)				208.34		12/28/2021
Dickinson Wright			4,702.40			12/23/2020
Oakland County Treasurer (Jan)				208.33		1/31/2021
Oakland County Treasurer (Feb)				208.33		2/16/2021
Michigan Public Transit Association					100.00	2/16/2021
Dickinson Wright			120.00			2/16/2021
Scanning America					1,038.00	2/16/2021
Dickinson Wright			412.40			3/17/2021
Dickinson Wright			30.40			3/17/2021
Oakland County Treasurer (Mar)				208.34		3/31/2021
Michigan Municipal Risk Management		3,546.00				3/17/2021
Oakland County Treasurer (April)				208.33		4/29/2021
Oakland County Treasurer (May)				208.33		5/28/2021
Plante Moran					6,500.00	
Oakland County Treasurer (June)				208.34		6/30/2021

Totals	29,876.50	5,431.00	14,307.50	2,500.00	7,638.00
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Oakland County
Public Transportation Authority
FY 2020-2021 Month 12
Non Expenditure Payments as of:
June 30, 2021

	Payee	Total	Smart	Munic Credits	Vo# or Je#	Date Paid
SMART		3,738,370.64				2/2/2021
SMART		16,737,715.39				4/22/2021
SMART		9,588,757.25				5/17/2021

YTD Totals	30,064,843.28	0.00	0.00
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**Oakland County
Public Transportation Authority
FY 2020-2021 Month 12
Municipal Credits as of:
June 30, 2021**

CVT	Fiscal Year	Date Received	Amount Received	Date Paid Out	Amount Paid Out	CVT Balance
Commerce Township	2020		17,632.00	3/16/2021	17,632.00	0.00
Village of Holly	2020		3,002.00	3/16/2021	3,002.00	0.00
Holly Township	2020		2,603.00	3/16/2021	2,603.00	0.00
Keego Harbor	2020		1,463.00	3/16/2021	1,463.00	0.00
Rose Township	2020		3,078.00	3/16/2021	3,078.00	0.00
White Lake Twp	2020		14,763.00	3/16/2021	14,763.00	0.00
City of Wixom	2020		6,631.00	3/16/2021	6,631.00	0.00
Village of Wolverine Lake	2020		2,128.00	3/16/2021	2,128.00	0.00
						0.00
						0.00
						0.00
Totals			51,300.00		51,300.00	0.00

**Oakland County
Public Transportation Authority
FY 2020-2021 Month 12
Transfers from Tax Collection/Payments to SMART as of:
June 30, 2021**

Month	Title	JE#	Date	Amount	
1st half of July	Ad Valorem	339305	7/28/2020	144.24	
2nd half of July	PILT Housing	34000	8/17/2020	3,451.05	
1st half of August	PILT Housing	340752	8/31/2020	11,609.82	
2nd half of September	PILT Housing	343808	10/14/2020	1,338.56	
1st half of October	PILT Housing	345676	10/30/2020	1,661.98	
1st half of November	PILT Housing	346923	11/18/2020	458.73	
2nd half of November	Ad Valorem	348315	12/15/2020	149.80	
1st half of December	Ad Valorem	348685	12/21/2020	143,838.47	
2nd half of December	PILT 211.7d Senior Citizen & Disabled Housing-2008	350148	1/15/2021	2,054.67	
2nd half of December	Ad Valorem	350148	1/15/2021	3,573,663.32	V1505107
				3,738,370.64	2/2/2021
1st half of January	PILT 211.7d Senior Citizen & Disabled Housing-2008	351070	1/27/2021	9,468.91	
1st half of January	PILT 211.7d Senior Citizen & Disabled Housing-2011	351070	1/27/2021	760.73	
1st half of January	PILT 211.7d Senior Citizen & Disabled Housing-2015	351070	1/27/2021	4,102.06	
1st half of January	State land Bank Sale Rates	351070	1/27/2021	16.77	
1st half of January	IFT Post 1994 Rates	351070	1/27/2021	4,143.56	
1st half of January	IFT Rehab Rates	351070	1/27/2021	791.96	
1st half of January	Ad Valorem	351070	1/27/2021	10,993,931.65	

Month	Title	JE#	Date	Amount	
2nd half of January	PILT 211.7d Senior Citizen & Disabled Housing-2008	352279	2/15/2021	2,351.53	
2nd half of January	State land Bank Sale Rates	352279	2/15/2021	44.92	
2nd half of January	IFT Post 1994 Rates	352279	2/15/2021	2,037.53	
2nd half of January	Ad Valorem	352279	2/15/2021	2,830,769.95	
2nd half of January	PA 277 Charter Schools	352279	2/15/2021	2,108.89	
1st half of February	CRA-Frozen	352721	2/26/2021	1,130.63	
1st half of February	PILT 211.7d Senior Citizen & Disabled Housing-2008	352721	2/26/2021	4,128.00	
1st half of February	State land Bank Sale Rates	352721	2/26/2021	8.19	
1st half of February	IFT Post 1994 Rates	352721	2/26/2021	4.19	
1st half of February	IFT Post 1994 Rates-Revocation Funds	352721	2/26/2021	10,239.09	
1st half of February	Ad Valorem	352721	2/26/2021	2,871,676.83	V1520657
				16,737,715.39	4/22/2021
2nd half of February	State Land Bank Sale Rates	353473	3/15/2021	(8.19)	
2nd half of February	IFT Post 1994 Rates	353474	3/15/2021	9,728.93	
2nd half of February	Ad Valorem	353475	3/15/2021	5,596,790.71	
1st half of March	OPRA-Frozen Rates	354741	3/29/2021	3,222.37	
1st half of March	State Land Bank Sale Rates	354741	3/29/2021	69.38	
1st half of March	IFT Post 1994 Rates	354741	3/29/2021	37,944.44	
1st half of March	IFT Rehab Rates	354741	3/29/2021	1,974.51	
1st half of March	Ad Valorem	354741	3/29/2021	2,821,733.56	
1st half of March	PA 277 Charter Schools	354741	3/29/2021	3,955.51	
2nd half of March	PILT 211.7d Senior Citizen & Disabled Housing-2008	355660	4/15/2021	(0.02)	
2nd half of March	Ad Valorem	355660	4/15/2021	1,049,291.95	
1st half of April	PILT Housing	356606	4/29/2021	1,173.54	
1st half of April	Ad Valorem	356606	4/29/2021	62,880.56	V1527385
				9,588,757.25	5/17/2021
	to set up OCPTA budget for 2020-2021			(40,000.00)	
2nd half of April	DDA Recovery Revenue-Ad Valorem	357662	5/17/2021	11,823.56	
2nd half of April	TIFA Recovery Revenue-Ad Valorem	357662	5/17/2021	117,185.91	

Month	Title	JE#	Date	Amount
2nd half of April	TIFA Recovery Revenue-IFT Post 1994 Rates	357662	5/17/2021	6,583.28
2nd half of April	IFT Post 1994 Rates	357662	5/17/2021	11,741.23
2nd half of April	IFT Post 1994 Rates - Revocation Funds	357662	5/17/2021	(10,239.09)
2nd half of April	IFT REHAB RATES	357662	5/17/2021	91.64
2nd half of April	Ad Valorem	357662	5/17/2021	(13,510.74)
				<u>83,675.79</u>

**Oakland County
Public Transportation Authority
FY 2020-2021 Month 12
Interest Earned as of:
June 30, 2021**

Month Earned	Month Recorded	a/c 655385 Interest	Fees	Net Int - Fees	Net YTD Int - Fees
July	Aug	870.72	(32.99)	837.73	837.73
Aug	Sep	193.74	(8.91)	184.83	1,022.56
Sep	Oct	90.71	(1.91)	88.80	1,111.36
Oct	Nov	63.56	(1.72)	61.84	1,173.20
Nov	Dec	22.86	(1.77)	21.09	1,194.29
Dec	Jan	82.37	(3.12)	79.25	1,273.54
Jan	Feb	771.57	(49.35)	722.22	1,995.76
Feb	March	8,838.51	(380.27)	8,458.24	10,454.00
March	April	24,795.66	(624.45)	24,171.21	34,625.21
April	May	26,655.86	(674.65)	25,981.21	60,606.42
May	June	4,099.20	(195.87)	3,903.33	64,509.75

DAVID COULTER - OAKLAND COUNTY EXECUTIVE

**OAKLAND COUNTY
PURCHASING DIVISION**

Executive Office Building 41 West
2100 Pontiac Lake Rd.
Lower Level
Waterford MI 48328-0462
Main Phone 248/858-0511
www.oakgov.com/purchasing/
Dickinson Wright PLLC
George Butler
2600 W Big Beaver Ste 300
Troy MI 48084-3312

CONTRACT**Dispatch via Print**

Contract ID 000000000000000000005792		Page 1 of 1
Contract Dates 09/01/2019 to 08/31/2021	F.O.B. DEST	Terms NET 0
Buyer Andy Krumwiede	Phone 248/858-7678	Email krumwiedea@oakgov.com
Description: OCPTA Legal Services - P		Contract Maximum 30,000.00

Vendor ID 0000004978
Phone: 248/321-2108 George Butler
Fax: 248/433-7274 gbutler@dickinson-wright.com

Tax Exempt ID: 38-6004876

Line #	Item Number	Item/Description	Category Co	Item UOM	Contract Price
1	000000000000042546	Oakland County Public Transportation Authority Legal Services	80120000	AMT	1.00

2019/09/03 AEC
Contract Finalized

2020/10/14 AEC
CO 01
Extend contract expiration date from 8/31/2020 to 8/31/2021

Authorized Signature