

OAKLAND COUNTY PUBLIC TRANSPORTATION AUTHORITY

1200 NORTH TELEGRAPH ROAD, PONTIAC, MICHIGAN 48341-0470

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Megan Owens
Vice Chairperson

Melanie Piana, Chairperson

David Harrell
Rashon Byrd

Marie Donigan
Secretary

August 20, 2019

Chairperson Piana called the meeting to order at 9:00 a.m. in the Pernick-Aaron Conference Room of the Courthouse Auditorium Wing, County Service Center, in Pontiac, Michigan.

MEMBERS PRESENT:

Melanie Piana, Megan Owens, Marie Donigan, David Harrell, Rashon Byrd

MEMBERS ABSENT WITH NOTICE:

None

APPROVAL OF MINUTES

Donigan moved to approve the minutes of July 16, 2019, as presented. Seconded by Owens.

Motion carried.

APPROVAL OF AGENDA

Donigan moved approval of the agenda, as presented. Seconded by Owens.

Motion carried.

PUBLIC COMMENT

None.

REGULAR AGENDA

1. SMART UPDATE

Madonna Van Fossen, Oakland County Ombudsperson, Suburban Mobility Authority for Regional Transportation (SMART), reported that they received great feedback about the free shuttle service that was provided during the Woodward Dream Cruise. SMART will be participating for the second year in the annual MiCareer Quest event being held in November at the Suburban Showplace in Novi. Ms. Van Fossen extended an invitation to all OCPTA members to attend this event as their special guests.

2. TREASURER'S REPORT

Amy Carter, Junior Accountant, and Ross Gavin, Deputy, Treasurer's Office, provided a brief overview of the OCPTA Treasurer's Report for FY 2019-2020, Month 1. 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 July 31, 2019.

Owens moved to receive and file the Treasurer's Report. Seconded by Donigan.

Motion carried.

3. INVOICES – HALL RENDER

Chairperson Piana led discussion regarding the recent invoices submitted by former OCPTA legal counsel, Mark Adams of Hall Render. Authority members were given background information regarding the document file transfer from Hall Render to the Oakland County Board of Commissioners' offices. Ms. Piana indicated that the charges agreed to for this transfer were not to exceed \$500.00. Multiple invoices exceeding this amount were submitted by Mark Adams for consideration. A follow-up communication stating that no additional invoices will be paid, will be drafted and sent to Mr. Adams expressing the Authority's decision.

Donigan moved to submit the follow-up communication to Mark Adams with Hall Render stating that no additional invoices will be paid. Seconded by Byrd.

Motion carried unanimously on a roll call vote.

4. BUDGET REVIEW

Marie Donigan provided information about public transit conferences and transit association memberships to be considered for inclusion in the Authority budget. Ms. Piana requested that a cost assessment be prepared for the OCPTA members to review prior to the next meeting, which Ms. Donigan will do. Megan Owens expressed that all essential costs pertinent to performing their jobs effectively be included in the budget, as the Authority formulates the budget. Items mentioned for consideration and inclusion in the budget were legal counsel and the accounting firm.

5. REVIEW SCOPE OF SERVICES FOR SELECTED LEGAL FIRM

Authority members were provided with a draft "Scope of Services" document, for consideration and review. The following changes to the document were made:

#3 - Directly negotiate with legal counsel ~~with~~ of contractual partners and other transportation entities, as needed.

#5 - Present to Oakland County Board of ~~Commission~~ Commissioners on legal issues related to OCPTA, as requested.

Owens moved to accept the "Scope of Services" document, as amended. Seconded by Donigan.

Motion carried unanimously on a roll call vote.

6. CLOSED SESSION – DICKINSON WRIGHT LEGAL FIRM

Donigan moved that the Oakland County Public Transportation Authority go into Closed Session, pursuant to 15.268 Sec. 8. (h) of the Open Meetings Act, for the purpose of receiving and considering "material exempt from discussion or disclosure by state or federal statute." Seconded by Byrd.

Motion carried unanimously on a roll call vote.

The Authority went into Closed Session at 9:42 a.m.

The Authority resumed in Open Session at 10:22 a.m.

Donigan moved to authorize Counsel to proceed in accordance with the directives set forth in Closed Session. Seconded by Harrell.

Motion carried unanimously on a roll call vote.

COMMUNICATIONS

None.

OTHER BUSINESS/ADJOURNMENT

The next OCPTA meeting will be held on Tuesday, September 17, 2019, at 9:00 a.m.

There being no further business to come before the Authority, the meeting was adjourned at 10:24 a.m.

Megan C. Sellers, Committee Coordinator

Marie Donigan, Secretary

NOTE: The foregoing minutes are subject to Authority approval.