

ONEIDA-VILAS TRANSIT COMMISSION EXECUTIVE COMMITTEE MINUTES
October 6, 2017

ATTENDANCE: Erv Teichmiller, Bob Mott, Bill Freudenberg, Sue Richmond, Joel Gottsacker and Jim Altenburg. Excused Dianne Jacobson

CALL TO ORDER: Teichmiller called the meeting to order at 8:03 a.m. at the Transit Commission office in Rhinelander noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

APPROVAL OF AGENDA: Motion by Freudenberg to approve Agenda in any order as per the chair with a second by Mott. All ayes. Motion Carried.

APPROVAL OF THE MINUTES FROM SEPTEMBER 29, 2017: Motion by Mott with one correction to Bureau of Public Lands. Second by Freudenberg. All ayes. Motion carried.

PUBLIC COMMENT: None

LETTERS AND COMMUNICATIONS: Received three new buses. Vilas County Department on Aging pledged \$15,000 for one bus. Depending on how the year ends, the Vilas County Department on Aging might have additional funds from their trust account. Transit Manager is working on transferring equipment to new bus. Old buses to be returned to Headwaters and Headwaters will work out the details for disposal. Mott invited Kim Simek to a meeting regarding her concerns and questions. Simek received inquiries and was asking questions.

2018 BUDGET: Looked at proposed budget line by line. Board looking for line of credit from a bank for cash flow in 2018. Board wants to make sure we have \$100,000 available when 4th quarter money comes in. If we stay within budget and receive projected income, we will be ok. Concerned that WisDOT will add more to local and county contributions to meet the preliminary budget expenses. We have \$15,000 in operating budget need to list it as an expense. 5170 one-way rides for the month. Doesn't include special contracts. The new buses need to be inspected prior to being put in service.

FISCAL MANAGER POSITION/JOB DESCRIPTION: Not likely either county will become fiscal agents for us. The key is whomever we employ is the they understand their position. Generally: budget and development, payroll and benefits, monthly financial statements, record costs, manage cash flow, oversee line items, submit WisDot claims, prepare for annual audit, issue payments, inspection of records and oversee budget. Board expects this to be a part-time position.

Meeting adjourned at 11:22 a.m.

Minutes reflect the recorder's notations and are subject to approval by the appropriate committee.

Respectfully submitted by:

Barb Newman, Office Manager
Oneida-Vilas Transit Commission