

## FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

May 15, 2015

**ATTENDANCE:** Larry Berg, Bill Connors, Jr., Bill Freudenberg, Ed Hammer, Fred Radtke, Bob Shepherd and Erv Teichmiller. Arrived at 9:45 am were Chuck Hayes and Bob Mott. Also present were Dianne Jacobson, Janell Schroeder and Susan Richmond. Guests was Dick Deaver from Three Lakes.

**INTRODUCTIONS:** Teichmiller introduced Dave Lowe, Consultant for Transit Commission and gave a brief history of Lowe and his working relationship with the three counties. Dick Deaver introduced himself. He is from Three Lakes and in attendance to get information on the Transit Commission.

**APPROVAL OF AGENDA:** Radtke made a motion to approve Agenda in any order as per the chair with a second by Hammer. Motion Carried.

**APPROVAL OF MINUTES:** This was accidently eliminated from Agenda and there was one change to the Minutes, so the Amended Minutes will be approved at the June meeting.

**TRANSIT COMMISSION CONSULTANT AGREEMENT:** Dianne Jacobson stated that the Contract should read "Transit Commission" instead of Vilas County. The original Contract stated \$3,550.00 for Dave Lowe's assistance with adverting, promotion, job description and interviewing for Transit Manager. This Contract did not include the cost for him to attend May 15 meeting in person and subsequent meetings by phone. Each of the three County Aging Units will request \$4,000.00 from their DOT Trust Accounts for start-up funds for the Transit Commission. A motion was made to accept the Lowe Contract for \$3,550.00 for hiring of Transit Manager by Freudenberg with a second by Radtke. Motion Carried.

Teichmiller stated that an Invoice for the attendance at today's meeting along with subsequent conference calls at additional meetings would be submitted along with receipts. There was a motion not to exceed an additional \$2,000.00 by Hammer with a second by Berg. Motion Carried.

**CHARTER CLARIFICATION:** Jacobson did clarify with Corporation Counsel for the wording of "liberally" and that is correct. That word will remain.

Challenges with the Charter: (1) Two officers have to sign checks. It was recommended that when Transit Manager hired, direct deposit is established so no signature required. All other vouchers would be signed at the monthly meetings so no additional travel by Board Members is necessary.

(2) Weekly Meetings. Dave Lowe stated that the Statutes intended that the reference to "weekly" really meant that complaints were answered within a week and then if a complaint was received, it was possible that we would call a special meeting to discuss complaint. The Transit Commission will put in place a policy regarding how to handle Complaints.

*TRANSIT BY-LAWS:* The approval of By-Laws will be done in June as the changes were not able to be made in time to send out with the Agendas for today's meeting.

Connors spoke with Forest County's Corporation Counsel and it was suggested that the Transit Commission purchase liability insurance and Workmans Comp insurance. We need to check if appointed by the Counties if that insurance would overlap. Dave Lowe stated that Transit Commission could purchase "Errors and Omissions" insurance to cover the Commission.

**REVISIT OFFICER ELECTIONS** Shepherd stated that the Minutes from April 22, were in error. He was only elected as Secretary. Bill Connors was elected as Treasurer. Richmond stated that she would make that amendment so the Minutes could be approved in June.

Teichmiller stated that he would like the officers that need to sign checks be from Oneida County instead of the Chair who would have to travel. Connors suggested that the checks be signed at the monthly meetings so no travel would be needed. Connors also suggested that a "stamp" could be purchased for those that would have to go out before the monthly meeting occurred and then the voucher could be approved at the following meeting.

*RESOLUTION TO ESTABLISH CHECKING ACCOUNT:* Jacobson suggested that a bank be chosen that is in every county. Associated Bank is in every county. There was a motion made by Shepherd with a second by Radtke for Associated Bank to be the Transit Commissions account. Motion Carried.

There was a motion made by Connors with a second by Hammer to approve the following as signatures for checking account: Treasurer, Vice Chair and Chairman would be the alternate. Motion Carried.

Jacobson stated that in order to open the checking account, an EIN number was needed to be established. We would file this under a Government/State & Local description. Lowe stated that the EIN number and Resolutions from each county should be filed with the Secretary of State. Lowe suggested that we will need an accountant (RFP for a Contract). Jacobson stated that Oneida County could temporarily act as Financial Agent to write out checks.

Bill Freudenberg excused himself from the meeting at 10:15 a.m.

*TRANSIT OVERVIEW BY WISDOT (via telephone):* Chad Reuter, DOT stated that he was very excited that we were moving forward and thanked us for the great coordination of the counties.

Reuter stated that once Charter and By-Laws were approved that he would need a copy. Jacobson will make sure that Chad gets these documents. Reuter also stated that he would like to be kept informed throughout our process of getting started, when routes are established and when they will be operating, etc. A copy of the Minutes and Agenda should be sent to Reuter.

A Memorandum of Understanding will need to be drafted between the Counties and Transit Commission. DOT cannot fund the Transit until these are signed.

Marketing of services is a key factor in success. Buses will need to be labeled such as “Northwoods Transit” and not just Senior Transportation so that everyone will know that they can ride this not just for seniors.

It was confirmed that each county can use their DOT Trust Account funds for start up of Transit Commission. Discussion held on whether or not the counties will ask for this money to be returned.

Reuter stated that the DOT money is sent quarterly and automatically sometime in late June or July for the 1<sup>st</sup> and 2<sup>nd</sup> quarters. At the end of the year, if the funds are not fully spent, we would have to send any unused funds back to DOT.

Discussion held on if the Transit Commission had permission to have a Trust Account. Reuter said no to trust account. Grants are available for capital expenses. If done through the Aging Units, DOT would pay 80% and we would have to pay 20% of the vehicle. The Counties would retain ownership of the vehicles. 85.20 and 5310 funds cannot be carried over, but if the counties give “local match” and don’t ask for it back, then that amount could be carried over.

Connors questioned “leasing vehicles”. Reuter stated that if the Counties buy the vehicles, then no lease is needed.

Reuter stated that the Counties should retain the funds needed for their individual “Escort Programs”, as you would not want to open that up for public use.

Low stated that an audit is usually done every 5 years, so the funds that were not spent in that same year would be available to use to start up the following year. Once audit is done, then the unused funds of each year would be returned to DOT.

Low stated that the State money will come in on a regular basis. The counties match would probably be used first, then at the end of the year we would be using passenger revenues. Federal monies may come in late in the year.

Teichmiller stated that he would like the Executive Board to sit down with each county to determine a budget.

Berg asked how fares are determined. Low stated that the Transit Commission would determine the fares, whether it is the same for each county or so much cost for in town service and so much cost for out of town service. We could establish a “discount” for seniors or disabled fares.

Connors was concerned if we only have 3 clients using one route, will the State make us stop that service. Low stated the State will do a check and look at the passenger rates per hour. They may establish a minimum but not to worry that they would close a route just yet. We are a new system and he felt that the State would give us time to get up and running.

*ESTABLISH PER DIEM AND MILEAGE:* There was a motion made by Radtke with a second by Hammer that the per diem would be \$47.00/per diem and the federal IRS rate for mileage. Motion Carried.

Teichmiller stated that if you were not paid for the meetings that have occurred so far, vouchers would be filled out at the June meeting and you will get paid the following month. Those that had already been paid by their Counties, should come with an invoice from their County to be reimbursed by the Transit Commission to the individual county.

*TRANSIT MANAGER JOB DESCRIPTION:* Lowe provided a "draft" copy of a job description. Discussion on which duties would need to be approved by Board and which duties Manager could fulfill without approval. Lowe suggested the following language be added: "Under the policies and direction established by the Commission". The position would be a salaried position with a minimum of 40 hours a week with mileage reimbursed.

The Board will need to establish a salary and benefits package. Lowe thought in the mid 50,000.00 with a 3% or 4% contribution to IRA or 401(K). Health Insurance would be approximately 80% of individual or 70% for a family plan.

Lowe suggested that at the next Board meeting that we decide on a date that we would like to "Open for Business". He suggested July 1 but the Board stated this would not be a date set in stone yet as much business needed to be accomplished before we could start. The Board should also put together a Grievance Policy before opening for business. Lowe will send a sample Policy to Jacobson for review.

Lowe will provide a Memorandum of Understanding for each County to have their Corporation Counsels approve, then their Commission on Aging Boards to approve and bring back to Transit to sign. Lowe will provide Teichmiller with the names of other Transits so he can get a sample of their Handbooks.

Teichmiller requested that the Executive Board along with the three Aging Unit Directors meet before the next meeting so we can: (1) Work out Budgets of the Counties; (2) Discuss if Trust Accounts of the counties want to be reimbursed for start-up costs; and (3) Counties to decide what services could be open to the public now. Meeting set for Friday, May 29, 2015, at 9:00 a.m. in Rhinelander. Jacobson to post Agenda for this meeting.

For June Agenda: Starting services/Fiscal Management/Job Description/Potential Budget/Insurance Issues

*NEXT MEETING:* June 19, 2015, at 9:00 a.m. in Rhinelander, Wisconsin.

Meeting adjourned at 12:07 p.m.

Respectfully submitted by:

Susan Richmond, Director