

FOREST-ONEIDA-VILAS TRANSIT COMMISSION MINUTES

August 4, 2015

ATTENDANCE: Bill Freudenberg, Ed Hammer, Fred Radtke, Chuck Hayes and Erv Teichmiller. Absent: Bob Mott, Larry Berg, and Bob Shepherd. Also present were Dianne Jacobson, Janell Schroeder and Susan Richmond. Dave Lowe was present by phone conference. Guests: Jennifer Felty and Julie Deaton from Headwaters, Inc.

CALL TO ORDER: Teichmiller called the meeting to order at 8:30 a.m. at the Health & Aging Building 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: Hayes made a motion to approve Agenda in any order as per the chair with a second by Hammer. Motion Carried.

APPROVAL OF MINUTES: Freudenberg made a motion to approve the Minutes of July 24, 2015 with a second by Radtke. Motion Carried.

TREASURERS REPORT: Jacobson distributed Revenue/Expense Report showing that the Transit Commission received a check from Vilas in the amount of \$4,000.00, a check from Oneida in the amount of \$4,000.00 and a check from DOT in the amount of \$5,582.00. Expenses paid out were to Dave Lowe in the amount of \$1,061.93 along with five mileage/per diem checks, leaving a balance of \$10,833.73. There was a motion to receive and place on file the Treasurer's Report made by Hammer with a second by Hayes. Motion carried.

The BART trip was cancelled for August 14, 2015 and rescheduled for September 18, 2015.

TRANSIT MANAGER OFFICE OPTIONS: Jennifer Felty from Headwaters stated that Headwaters would have space available to house the Transit Manager. There is space for an office along with a meeting room in the back of their building. Headwaters would be comfortable with the \$500.00 monthly rent. Teichmiller stated that he would like to see another option from the Rhinelander area. Freudenberg stated that he would go view the Headwaters space and then search for another option within the Rhinelander area and bring back those options to the Committee next meeting. Felty also stated that she would draw up a written proposal for us to use in comparing the options.

TRANSIT MANAGER SEARCH UPDATE AND TIMELINE: Lowe confirmed that he has placed the ads in the local newspapers, an online job site called Transit Talent and to Mobility Manager network. Lowe stated that he has had nine inquiries, all from out of state, but no applications received at this time. The close date for applications is August 25, 2015. Lowe stated that he hoped to have a final four applications by the end of the month for the Committee to review.

TRANSIT PROJECTS: Jacobson stated we have to get a route started as soon as possible as we have already received payment from the State. Jacobson said that we would like to start with the Lakeland route as Lakeland Retirement Foundation would like to get out of the transportation business. But we have to still provide transportation for those clients. Jacobson stated that we would like to get the project started around September 14, 2015. We could advertise to the current clients and with New Releases.

Jacobson described Project #1: Rhinelander to Woodruff/Minocqua area. Headwaters would take this route as their vehicle is not currently being used between 9am and 2pm as follows:

Leave Rhinelander at 9:00 am

Pick-ups along the route as needed (Newbold, Lake Tomahawk, etc.)

9:45am Arrive in Woodruff

9:45am-2pm Demand Response in Woodruff/Minocqua area

2pm Leave Woodruff/Minocqua area with any passengers traveling south

2:45pm Arrive back in Rhinelander

This route would operate Monday through Friday. Passengers must schedule rides at least one day in advance by calling Headwaters. Headwaters felt the cost for them to operate this route would be \$975.00/week which would include staff, mileage, benefits.

Radtke asked if we could incorporate the St. Germain area. Richmond explained that would fall under Project #2, as Northwoods Transport is going from Eagle River to Woodruff/Minocqua area via St. Germain.

Lowé stated that so no competitive bid would be needed, the counties would have an MOU/Contract with the Transit Commission for the funding and then the Transit Commission would sub-contract back to the counties to have the clubs provide the transportation. Jacobson stated that she would meet with her Corporation Counsel to have them draw up the MOU/Contracts for Oneida and then forward to Vilas to change name to Vilas and use the same MOU/Contract.

Hammer stated that he wanted to make sure that we kept the routes the same so we are doing the same service and no one is getting displaced.

Lowé suggested the following fares for this project. Passengers traveling from Rhinelander to Lakeland area would pay \$4/Adults and \$3/Seniors/Disabled & Students. Passengers traveling within the Lakeland area would pay \$3.50/Adults and \$2.50 Seniors/Disabled & Students. There would be a \$1.00 Transfer Fee. Recommended a 5 mile service area. \$1.00/extra per mile beyond the 5 miles (if granted based on availability)

There was a motion by Radtke with a second by Hayes to approve Project #1 from Rhinelander to Woodruff/Minocqua area (no more than 5 mile radius once in Minocqua). Motion carried.

There was a motion by Hammer with a second by Freudenberg to approve the fares for the above Project #1. Motion carried.

Richmond explained Project #2 as Northwoods Transportation. This route would run Monday, Wednesday and Friday as follows:

8:15am Pick-up any scheduled passengers at Pick N Save parking lot

8:30am Pick up dialysis patients (2) in Eagle River

9:30am Arrive in Woodruff area and drop off Dialysis patients

9:45am Pickup/Drop off at the Post Office in Minocqua

10:45am	Arrive back in Eagle River to drop off/pick up
11:15am	Leave Eagle River
Noon	Drop off at DaVita Northern Star Dialysis
12:15pm	Pickup/Drop Off at Post Office in Minocqua
12:30pm	Leave Minocqua area
1:15pm	Arrive in Eagle River
3:00pm	Pick up at Pick N Save parking lot
3:45pm	Pickup/Drop Off Post Office in Minocqua
4:00 pm	Pick up Dialysis patients at DaVita
4:15pm	Leave Woodruff/Minocqua area
4:45pm	Arrive in Eagle River for drop offs

Fares would remain the same as Project #1. Times are subject to change to accommodate road construction when needed.

There was a motion by Hammer with a second by Freudenberg to start Project #2. Motion carried.

Teichmiller stated that he would like the MOUs/Contracts to the Counties for their Commission on Aging Boards to approve in August, so we could start mid-September. The revised Charter will also go to the County Boards in September with language that would remove the 90 day requirement before an entity could be removed.

Discussion held on the number of Members of the Commission. We will need clarification from Corporation Counsels on how many we would need to have.

FISCAL MANAGEMENT: Teichmiller stated that for now we can continue with the Treasurer handling financial matters, but we will need to look at an Accounting firm to handle in the near future. W-9 forms will need to be signed by all parties. Teichmiller stated to Schroeder that she could print those off and have her members sign them.

INSURANCE COVERAGE: Teichmiller will look into WLBS in Woodruff for the general liability coverage.

LEGAL SERVICES: Teichmiller stated that he has been holding off looking for legal services, but it would be wise to contact BART to see who their legal representative is as they would be familiar with the regional transportation issues.

Jacobson will contact Oneida County Corporation Counsel to have him draw up the MOU/Contract for Transit Commission. Vilas County meets on August 18 to approve so the documents would be needed by then.

Teichmiller stated that he will talk with Vilas Corporation Counsel to get working on the revised Charter to take to the Counties in August.

Next Meeting will be September 4, 2015, at 8:30 a.m. in Rhinelander.

Road trip to view BART System in Bayfield/Ashland will be on Friday, September 18, 2015. Bus will leave Rhinelander at 7:30 am and pick up some Board members in Minocqua area at 8am.

There was a motion by Freudenberg with a second by Hammer to adjourn the meeting at 10:15am.

Respectfully submitted by:

Susan Richmond, Director
Vilas County Commission on Aging