

## **ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES**

**May 17, 2019**

**ATTENDANCE:** Erv Teichmiller, Bob Mott, Steven Schreier, Chuck Hayes and Fred Radtke.  
**Excused:** Ed Hammer and Milt Klingsporn. **Others Present:** Roger Youngren, Transit Manager; Joel Gottsaker, ADRC of Oneida County; Sue Richmond, Director ADRC of Vilas County and Kyla Haupt, Lakeland Times.

**CALL TO ORDER:** Teichmiller called the meeting to order at 9:01 a.m. am at the Transit Commission Building, 1831 N. Stevens Street 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 Hayes to approve Agenda in any order as per the chair with a second by Mott. All ayes. Motion Carried.

**APPROVAL OF MINUTES:** Motion by Mott to approve Minutes of March 29, 2019. Second by Schreier. All ayes. Motion Carried.

**APPROVAL OF MINUTES:** Motion by Schreier to approve Minutes of April 15, 2019. Second by Mott. All ayes. Motion Carried.

**PUBLIC COMMENT:** No one present.

**TRANSIT MUTUAL INSURANCE (TMI):** Youngren went to the TMI Board meeting last week. OVTC premium rebate won't be received until 2021 after all the 2018 claims have been closed. OVTC had a few minor claims and one personal injury claim. Every TMI member is on the board. TMI is a good quality company and has saved us money.

**FINANCIAL POLICY:** Youngren used Bay Area Rural Transit (BART) as a template. BART has fare boxes and we are a little different. The financial policy is part of the September 2016 WisDOT Compliance Site review. The review needs to be closed by next month. WisDOT could alter the financial policy, but not likely. Motion by Hayes to approve Financial Policy contingent upon WisDOT approval. Second by Schreier. All ayes. Motion carried. This is a formal policy that we hadn't previously had. This policy is consistent with what we do.

**SAFETY MANAGEMENT POLICY:** The safety management policy template comes from Namakagon Transit. Youngren added language regarding risk under safety beliefs. Youngren's background is in risk management. Motion by Mott to approve the Safety Management Plan draft being offered by Youngren. Second by Schreier. All ayes. Motion carried.

**EMPLOYEE HANDBOOK REVISION-CORRECTIVE ACTION PROCEDURE:** Youngren added the last line to the first paragraph on page 34. "An employee may be suspended with or without pay until the Transit Manager receives permission from the Board to terminate the employee." General discussion regarding the use of "may result" versus "will result". Youngren will bring a termination to the board asap or call a special board meeting. When using progressive discipline, the employee has the right to appeal to the board before termination. Schreier

doesn't want the board incorporated in the termination process. The employee shouldn't have to wait for the board. The Transit Manager should make the termination call. Motion by Mott to approve the change in the Employee Handbook as stated. Motion by Hayes. Teichmiller, Mott, Hayes and Radtke all ayes. Schreier nay. Motion carried. Schreier said that Wisconsin is an at-will employment state. If you do something egregious enough you should be fired with due cause.

**HEADWATERS INQUIRY:** A few weeks ago, the Headwaters Minocqua route driver retired. Unfortunately, the additional route is not in our 2019 budget. Headwaters would have to pay full price. June to December would be over \$14,000. 2020 budget will include the additional route. An advantage to OVTC is that the Headwaters contract is considered Local Share for the budget. Youngren said that we might have tipped them off to an available driver.

**BUDGET VS. ACTUAL THROUGH APRIL 30, 2019:** Youngren anticipated OVTC will be over budget for repairs and maintenance. As of today, everything was up and running. We've recently repaired a bus rear end and transmission. The winter has taken a toll on the vehicles. The mechanic was able to work inside in Eagle River and use a bay at Headwaters. Overall, we are \$46,000 under budget. The new buses are running the higher mileage routes. Mechanic can do most of the repairs, but we send out some repair work and the welding projects.

**TMI SAFETY TRAINING – June 3-7, 2019.** Each member has a slot and Roger will be attending for OVTC. Rural Transit Assistance Program (RTAP) will pay for 80% of the cost including accommodations and the other 20% is covered in our budget. TMI recommended that we go to the training.

**RIDERSHIP NUMBERS:** Ridership is broken into on-demand and route services. Bear Paw and White Tail have been picking up. Not a lot of interest in Eagle Eye. It's anticipated that snowbirds and out-of-town visitors will ride this summer. ADRC of Vilas County send quarterly press releases to the Vilas County News Review and the Lakeland Times. Richmond said that they are working on a radio spot for Youngren. The Lakeland Times wrote a nice article for the Progress edition. Eagle River is working on finding housing for summer employees. BART said two to three years for routes to fully develop. Teichmiller, Mott, Hayes and Richmond have seen other city's buses not filled to capacity. It's unrealistic to expect full buses.

**ONEIDA COUNTY ADMINISTRATION COMMITTEE REPORT:** Dave Hintz, Oneida County Board Chair, said OVTC had a litany of problems. Charter service, checks sent to Board Chair for rent payment, buses off routes, buses not full, ran out of money, didn't pay bills on time, types of accounts and accrual vs. cash. All board members will receive a letter written by the Oneida County Corporate Attorney. Mott read the letter. In the letter it said the WisDOT audit is not done annually and is limited in scope. Oneida County is insisting that the commission start and audit within the next 30 days and it has 90 days to complete the audit. To date, none of the board members have received the letter. Mott said that Hintz is possessed with transit and is spending more time on us than is being spent on a \$300,000 piece of equipment. BART hasn't had an independent audit in their thirty years of existence. Youngren was asked to contact Hintz and Darcy Smith, Oneida County Finance Director, for a list of specifics. The question arose of what tools does an accountant have to verify conflicts of interest. ADRCs of Vilas and Oneida County haven't had any complaints, but companies in the Lakeland Area have accused

us of stealing business. Overall transit is benefiting the public. The newspaper is distracting from the good. Nicolet College donated \$10,000 so students will not have any transportation costs to and from Nicolet College. WisDOT, BART, ADRC and Smith all help us. Dropping transit would be monumental. The county passed a resolution to create us. We don't receive any levied money from the county. We receive money from the ADRC of Oneida County through the 85.21 program and receive \$132,882 of \$145,086. Oneida County gave us a loan for \$50,000 to carry us until the FTA money was received. There are 12 other rural transit systems. Is lack of support typical of other rural transit systems? Chad Reuter of WisDOT spoke with Hintz regarding our upcoming audit. Youngren said that WisDOT might pay for part of the CPA audit. WisDOT will not pay for any duplication of audit. The CPA must break down their bill for the different parts of their audit. Mott submitted the same resolution for the bus purchase, and it wasn't accepted. Mott suggested changing fares to pay bills. Mott publicly offered to resign from OVTC committee. Mott believes that no one would want his committee spot and suggested Hintz take his place. There are many issues with the charter. Budget, borrowing, frequency of meeting and number of commissioners.

AUDITS-CPA AUDIT & WISDOT AUDIT: WisDOT has scheduled our audit for fall of 2019. Sometime between August and October. BART will help with the procurement process for the audit. The audit will be placed on bid. Schenk SC of Iron Mountain completes the Oneida County audit. There are two auditors in Wausau that have a government auditing division. General discussion if local share can be used for audit and new vehicles. 20% of new bus purchase will be strictly from donations, no local share will be used. Youngren was asked to get in writing specifically how we can be reimbursed by WisDOT for the CPA audit. WisDOT audit doesn't equal a CPA audit.

WISDOT EMAIL REGARDING BUSES: There is a need for all four buses. Repairs on older buses are expensive. Teichmiller has donations for one bus locked up and one bus almost locked up. The ADRC or Vilas County and the ADRC of Oneida county have 85.21 money for one bus. Motion by Radtke to purchase four buses in 2019. Second by Schreier. All Ayes. Motion carried. Youngren was asked to lock in actual vehicle purchase cost. Is WisDOT able to tell us bus size and how they are equipped?

BUILDING LEASE AND OPTION/S: There have been conflict of interest concerns with our building. The WisDOT Compliance Site Review is aware and hasn't given any direction to change buildings. Teichmiller is President and Treasurer of record for Community Mental Health Services Holding Company. All utilities and snow removal are included in the rent. Our lease is up at the end of May. Teichmiller excused himself from the meeting. Mott presided over this section of the meeting. Youngren has looked at multiple locations. The Rhinelander Eagle St property was leased to another company. He has looked at two properties in Eagle River and both have indoor space for the buses. Moving the operating base won't impact operations but we may lose a few employees. Schreier said Nicolet Staffing has office space available for lease. Mott said in a conflict of interest is where a person has the ability to influence or make decisions for economic gain. Teichmiller doesn't receive any income from CMHS. It's been charged or insinuated that there is a conflict of interest but no obligation to prove it. Youngren said it wasn't fair to the mechanic to continue to work outside. Youngren said we must bite the bullet and secure inside storage/coverage prior to Winter this year. Motion by Schreier to change the current lease to a month to month lease until Youngren comes up with an

alternative. Second by Radtke. All ayes. Motion carried. Teichmiller returned to the room. Mott asked Teichmiller to send the paperwork for a month to month lease.

HOWARD YOUNG DONATION: Howard Young donated \$10,000. They will advertise on and in the buses. Younger will take a new bus for a donation photo.

LETTERS AND COMMUNICATIONS: None

NEXT MEETING DATE: Friday, June 14, 2019 at 9:00 a.m.

Meeting was adjourned at 11:53 a.m.

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

Respectfully submitted by:

Barbara Newman  
Office Manager