

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

August 19, 2019

ATTENDANCE: Erv Teichmiller, Steven Schreier, Chuck Hayes, Fred Radtke and Milt Klingsporn. Bob Mott attended by telephone. Others Present: Roger Youngren, Transit Manager; Dave Hintz, Oneida County Board Chair; Brian Desmond, Oneida County Corporate Counsel; Ronald De Bruyne, Vilas County Board Chair; Jason Hilger, Vilas County Finance Director; Sue Richmond, ADRC Vilas County Director; Diane Jacobson, ADRC Oneida County Director; Joe Gottsacker, ADRC Assistant Director; Craig Lau, Peoples State Bank Northern Market President; Brian Anderson, WIPFLI CPAs and Consultants; Kayla Houp, Lakeland Times.

CALL TO ORDER: Teichmiller called the meeting to order at 9:00 a.m. the ADRC of Oneida County Building, 100 W Keenan St. 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 THE AGENDA: Motion by Hayes to approve Agenda in any order as per the chair with a second by Radtke. All ayes. Motion Carried.

APPROVAL OF THE MINUTES: Motion by Hammer to approve Minutes of July 26, 2019 with the following correction: "Approval of the Minutes. Second by Klingsporn". Second by Klingsporn. All ayes. Motion Carried.

PUBLIC COMMENT: No comment.

WIPFLI AUDIT RESULTS – BRIAN ANDERSON: Anderson started the audit on May 23, 2019. He reviewed each year audit results revealed no misstatements. Some audit findings were minor timing issues and inconsistencies found in journal entries; a need to strengthen internal controls, particularly more checks and balances through segregation of duties. Recommendations include development of a capitalization policy and conflict of interest policy. Anderson indicated that the audit findings were consistent for a small enterprise with few staff and that deficiencies can be addressed.

David Hintz offered comments regarding the audit materials presented. He said OVTC needed a conflict of interest policy and offered Oneida County's Corporate Counsel services to review the policy. Hintz suggested that the Transit Manager get quotes for fuel purchases. Hayes suggested an organized approach to the auditor's suggestions through a punch list of how, who and when. Motion by Hammer to accept, enter into record and refer the audit to the WisDOT auditors. Second by Hayes. All ayes. Motion carried.

NEW BUS PURCHASE UPDATE: All money needed for the required 20% match, except for the ADRC of Oneida County, has been received for the new bus purchases. Jacobson reported that the 85.21 Trust Fund check was approved and that OVTC should receive the check today. WisDOT is waiting to sign a contract with Atlas Bus. There will be a 4.9% increase in the purchase price with a 90-120-day lead time for the buses to arrive. Youngren thanked Teichmiller for raising \$45,000 toward the match to purchase the buses.

PEOPLES STATE BANK LINE OF CREDIT INCREASE: The bank has been waiting for the audit results before they increase the line of credit from \$50,000 to \$60,000. Lau saw no technical exceptions and said the WIPFLI audit was adequate for them.

MOBILITY MANAGEMENT GRANT: Youngren applied for funding to create a mobility manager position under the WisDOT 5310 grant. A mobility manager would help coordinate services as well as promote public

education and transit use. This position could also potentially manage the Oneida County volunteer escort driver program currently operated by the ADRC.

ACTUAL VS. BUDGET EXPENSES: Youngren reviewed the report. Currently under budget by \$70,000, not including the expense of \$26,000 for the WIPFLI audit. Hilger offered a suggestion on how to set-up the large annual payment made to Transit Mutual so that line item does not appear overspent most of the year.

DOT REIMBURSEMENT OF 1ST AND 2ND QUARTERS: WisDOT said the check was mailed on Friday. Youngren said the check should be approximately \$172,000. No advance taken from the line of credit.

FARE DISCUSSION: SRF Consulting Group gave Youngren a peer group fare comparison document. OVTC has had the same fares structure since starting. Public Hearing required if we decide to raise the fares. The recent passenger satisfaction survey showed very few people commented on fares.

RIDERSHIP REPORT: Ridership is up 319 one-way rides in June. Ridership on the Eagle Eye route continues to remain low. No passengers recorded from Land O' Lakes or Conover. Youngren continues to drop off flyers at the Land O' Lakes library and the Gateway Apartments. Hayes suggested that we let the public know what it takes to continue the Eagle Eye route. The board will continue over the next couple of months to discuss the routes. De Bruyne said that flyers can be distributed in the tax bills.

NEXT MEETING DATE: Friday, September 20, 2019 at 9:00 a.m.

Meeting was adjourned at 10:43 a.m.

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

Respectfully submitted by:

Barbara Newman
Office Manager