

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

October 30, 2018

ATTENDANCE: Erv Teichmiller, Bob Mott, Steven Schreier, Ed Hammer, Fred Radtke and Milt Klingsporn. Excused Chuck Hayes. Others Present: Roger Youngren, Pat Daoust of Bay Area Rural Transit, Joel Gottsacker of Oneida County Department on Aging and Abigail Bostwick of the Lakeland Times.

CALL TO ORDER: Teichmiller called the meeting to order at 1:02 p.m. 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 Schreier to approve Agenda in any order as per the chair with a second by Klingsporn. All ayes. Motion Carried.

APPROVAL OF MINUTES: Motion by Schreier to approve Minutes of September 21, 2018 with a second by Klingsporn. All ayes, Motion Carried.

PUBLIC COMMENT: None.

TRANSIT MANAGER UPDATES:

e) BART \$50,000 loan: OVTC's Charter requires both counties to approve any loans. General discussion regarding how quickly the loan request could go to the Finance and Administration committees. Youngren said that payroll won't be met unless approved by Friday, November 2. Youngren said that the check for the first two quarter expenses have been approved by WisDOT and that payment should arrive within ten days to two weeks. Daoust reported that the FTA is the hold up for the disbursement of funds. Daoust received an email from WisDOT that all the checks have been processed and WisDOT is just waiting for the FTA to sign the grant. Motion by Mott to approve the loan form BART and report the loan to the Finance and Administration Committees. Second by Schreier. General discussion regarding language of the loan. Board Chair will revise language and he will sign for the loan. Schreier withdrew his second. Mott revised his motion to approve the loan adding language that Oneida and Vilas Counties are in no way responsible for the loan and to report the loan to the Finance and Administration Committees. Second by Hammer. All ayes. Motion carried. Chair said this situation illustrates the dilemma we face. Inadequate funding to run the program. Changing the Charter would make a difference. It took two and half months to have the bus loan approved and one and half months for the line of credit to be approved. Recommended revision so we merely report to the Finance and Administration Committees as long as the both county corporate counsels agree.

g) REVIEW 2019 PROPOSED BUDGET AND CHANGES IN FARES: Daoust presented a spreadsheet with each route and their expenses plus FTA/WisDOT and local share estimates. Chair wants to reach out to non-profits to build their events into local share of the budget. Originally the budget was \$29,000 short, but we are adding in-kind volunteer driver match to local share. Anticipated Expenses of \$814,906, fare revenues \$63,000 and local share \$287,410. Local share includes money from Oneida County

Department on Aging, Vilas County Department on Aging and Headwaters Inc. This year we are \$143,000 under budget. New routes for next year mean more expenses. At last board meeting, the board asked Youngren to purchase tires, filters and other bus repair supplies to the extent that we can. Chair asked for a line item budget for the next meeting. Clarified that even though we submit our budget it won't be approved by WisDOT until next year. Discussed \$.20 wage increase for part-time employees. \$13.00 per hour was used to in the proposed budget for driver wages. Other wage increases are possible since not all drivers make \$13.00. Increase of \$.20 per hour for part-time employees was a trade for holidays. Over \$200,000 was trimmed back by having a route three days per week instead of five days per week and running one bus instead of two buses for on-demand routes. Fuel was figured at \$2.75 per gallon, but we receive a fuel tax refund to offset changes in fuel rates. . New route bus will be a feeder bus to the Rhinelander and other areas. Youngren met with owner of Rapid Cab and the meeting went well. There is room for both of us in our community. We haven't contacted WisDOT regarding the 20-mile radius for the shared ride taxi program. The new 2019 route will be a deviated fixed route. Deviated fixed route allows us to pick up people ¼ mile from the route. Hammer made a motion to approve a budget of \$814,906. Second by Mott. All ayes Motion carried. Recommendation for November meeting is to have rate for change in fares, a line item budget, employee salaries with proposed increases and specifics for new/existing routes.

a) TRANSIT MANAGER JOB DESCRIPTION and b) OFFICE MANAGER JOB DESCRIPTION: Updated language to be consistent for both positions. Discussed level of experience required for Office Manager position. Consensus is that it should be one to three years. Motion by Mott to approve the Transit Manager and Office Manager job descriptions with a change to the Office Manager work experience to one to three years. Second by Mott. All ayes. Motion carried.

c) UPDATE on storage space for buses. (RHINELANDER AND EAGLE RIVER): Youngren visited 844 N Stevens St. Rhinelander for just garage space. The rent would be \$500 per month with a \$1,000 security deposit. We would be responsible for the utilities and snow removal of the lot and sidewalks. Lease would be though April. The whole space is too much. There is one bathroom and we would have to share if we sublease some space. Great Northern Investment has an open bay to rent. November free with \$400 per month, no utilities and no snow plowing. That space would fit two buses and the van. No options in the Lakeland area yet. Discussed if there was money in the budget for leases. Youngren will look into renter's insurance for both locations. Motion by Mott to approve and authorize both locations. Youngren to sign the lease agreements. Second by Radtke. All ayes. Motion carried.

f) EFT INSURANCE POSSIBILITY: Group insurance is now available for OVTC. Youngren will look into application process and premium for insurance. Single and Single + One looks to be \$200 higher per month than we are currently paying, but the deductibles are lower.

h) RIDERSHIP NUMBERS: Ridership down from 2017. We are confident that our 2018 numbers are correct. Discussed no on-demand in Rhinelander, no Prime-Timers numbers and still a five-mile radius from city center.

TRANSIT MANAGER REQUEST FOR DAYS OFF November 15 & 16, 2018: Per employee handbook the board approves Youngren's time off requests. Motion by Hammer to approve Youngren's request for November 15 & 16, 2018 off. Second by Radke. All ayes. Motion carried.

OFFICE LEASE RENEWAL: Teichmiller excused himself and Mott in charge of this topic. Same lease agreement as in the past. \$750 per month with use of the board room, Suite Six and Suite Seven. Landlord responsible for utilities and snow removal. Motion by Hammer to renew lease through May 2019 at \$750 per month. Second by Radtke. All ayes. Motion carried.

ELECTION OF COMMISSION OFFICERS: Radtke made a motion to retain same officers. Teichmiller as Chair, Mott as Vice-chair and Schreier as Secretary/Treasurer. Second by Hammer. All ayes. Motion carried. The elections to be in June 2019.

CLOSED SESSION: Closed Session: Motion by Mott, second by Klingsporn to enter into closed session pursuant to Section 19.85(1)(c) Wis.Stats., to consider employment, promotion, compensation or performance evaluation data of a public employee over which this body has jurisdiction or responsibility. (Topic – Office Manager Wages). Roll call vote: Hammer/aye, Radtke/aye, Schreier/aye, Mott/aye, Teichmiller/aye Mott/aye and Klingsporn/aye. 2:28 p.m.

Motion by Mott to return to Open Session at 2:40 p.m. second by Klingsporn. All ayes. Motion Carried.

Motion by Hammer, with a second by Klingsporn to award Barb Newman a Meritorious Performance Award of \$4,000. All ayes. Motion Carried.

LETTERS AND COMMUNICATIONS: None.

NEXT MEETING DATE: Transit Committee meeting on November 30, 2018, at 9:00 a.m.

Meeting was adjourned at 2:45 p.m.

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

Respectfully submitted by:

Barbara Newman
Office Manager