

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

September 21, 2018

ATTENDANCE: Erv Teichmiller, Bob Mott, Steven Schreier. Chuck Hayes, Fred Radtke and Milt Klingsporn.
Excused absence: Ed Hammer. **Other Present:** Roger Youngren, Pat Daoust, and Sue Richmond.

CALL TO ORDER: Teichmiller called the meeting to order at 9:00 a.m. at the Transit Commission office 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 Mott 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 Radtke to approve the minutes of the August 17, 2018. Second by Mott. All ayes. Motion carried.

PUBLIC COMMENT: None

TRANSIT MANAGER REPORT:

- a. **CURRENT BUS CONDITION:** Repair to bus N9 was put on hold due to needing a \$1,300 part. Board reviewed pictures of buses. The mechanic is doing a good job of repairs and painting the exterior to look nicer. The leak in N15 was repaired and didn't leak this morning when inspected. Radtke said their old bus (now N11) could have the rear air conditioning fixed with a \$100 part. He also said that the rubber around the door for N10 should be fixed. Daoust explained that buses are retired after 150,000 miles or 10 years. Daoust has buses on the road with more than the 150,000 miles. He like to replace them, but when he gets a new bus, something else breaks down. WisDOT requires an annual bus inspections. All Human Service Vehicles require Wisconsin State Patrol inspections. The new buses can be inspected by our mechanic. Mott asked if we have a schedule for retiring buses. Daoust uses buses with high mileage for back-up.
- b. **UPDATE ON PERSONNEL:** Youngren rode with drivers and is pleased that they are great drivers and courteous to our riders. Youngren had his first driver meeting and explained the new part-time holiday pay for 2019. He has received lots of chatter and the news wasn't well received. Judy from Transit Mutual had a presentation on distracted driving. Our current dispatcher, Tina Wanty, is leaving the end of October. Two new part-time dispatchers have been hired. They will alternate work weeks of 7:00am-12:00p.m. and 12:00p.m. to 5:00p.m. We lost two drivers, one to a better opportunity and the other to be self-employed. Two new drivers have been hired and are on their own. We are well staffed at this point. Background checks are done the same day and drug screens take 48-72 hours. Our drug testing policy is administered by MMG, Ministry Medical Group. Daoust explained WisDot random drug testing policy. New dispatcher Denise Kinner was introduced to the board. When at the Health and Aging parking lot Schreier makes it point ask customers about their ride. Customers have a positive response. Richmond stated that Public Health received an article regarding mass transit being better for people's health plus gets them out for socialization. Youngren is going to speak at the Saint Germain Primetimer's Club in November. Mott asked that Youngren reach out to service organizations. Teichmiller can help reach the Rotary Club and Radtke can help reach the Saint Germain Loin's Club. Schreier and Youngren went the Rhinelander Chamber After 5 at Holiday Acres.

- c. UPDATE ON BART (PAT'S) ASSISTANCE: Agreement working out great. Daoust and Youngren have met in Rhinelander and Ashland. Daoust is a phone call away. Daoust will help with 2019 budget and WisDOT grant application. Daoust will reduce his time after the first of the year and then will work with Youngren on 2020 budget and WisDOT grant application. BART's contract ends in June. Discussed offering services on a case by case basis. Daoust and Youngren going to Minnesota/Wisconsin Transit Conference October 15th. Youngren has a full scholarship from RTAP (Rural Transit Assistance Program).
- d. UPDATE ON POTENTIAL RELOCATION: Youngren stated it's tough one and a high priority. He's looked a couple options in Eagle River and Rhinelander. Headwaters has a bay that they are willing to let us use. Two buses might be able to fit in the space. Youngren working on lease negotiations. Our mechanic is not productive on rainy days. There is an opportunity in Sugar Camp with a heated bay but is currently being used. Vilas County Highway Department is not an option because we can't work inside. Other options were discussed.
- e. RIDERSHIP REPORT: We are going daily to Nicolet College. Numbers are down but trends are consistent. Discussed reasons that numbers are down. We don't have the Primetimer's numbers, we're not going out of town as far in 2018, we don't have as many charters and we don't take the general public in Rhinelander. 2017 had the Nordic Ski Club as a pilot project and we'll continue the program this year. We'll have more advertising for this route. Daoust said if you create a temporary route to get agreement ahead of time for the grant to pay it otherwise it comes out of local share. Discussed partnering with local chambers for future routes.
- f. ACTUAL VS BUDGET REPORT: Report includes Vilas County fuel even though we delay our payments. Received WisDOT grant on time. WisDOT forgot to withdraw the 10% holdback. We borrowed money from the line of credit and paid it back when we received the WisDOT grant. Under budget by \$128,500. Daoust discussed if over 15% under budget that we might have to pay money back to WisDOT. Board per diem and mileage is not a WisDOT reimbursable expense. Plan to purchase supplies and parts prior to December 31. Daoust explained that leftover local share builds the general fund. Mott discussed pay back to counties. Until audit is complete we won't know what our local share is to pay back the counties.
- g. PREVIOUS YEAR FINANCIAL COMPARISON: Not sure what payments were held back in 2017. This report will be more useful next year.
- h. 2019 BUDGET STATUS REPORT: Daoust and Youngren are working on new routes. Short \$11,00 of local share if running all routes. Youngren spoke with the Eagle River City Administrator and Youngren was not very positive that we'll be receiving any funding from the City of Eagle River. Youngren has an appointment with the Eagle River revitalization group. Discussed increasing fares. Not sure how much fare revenue will be generated by new routes. News routes might include a route for Phelps, Conover and Land O'Lakes and a route to connect Rhinelander, Eagle River and the Lakeland area. The Rhinelander, Eagle River and Lakeland area will run a continuous loop both clockwise and counter clockwise. New brochures for each community may help grow ridership. Richmond said there isn't a driver in Conover and only one driver in Land O'Lakes. Mott discussed need vs. business for bus routes and that it's a sociologically good use but is it a financially good use. Daoust said the routes would be deviated fixed routes. It would take two years to materialize. A five-day route might move to a two-day route. If there is a one-day a week route, what is the right day? Special event routes will be added to the 2019 budget. The 2019 budget will be presented to the board at the October board meeting and needs to be submitted to WisDOT by December 15th.

6. CHECK SIGNING AUTHORITY: WisDOT Corrective Action Plan had an advisory note to have one signature on the check for small purchases. Motion by Mott to add Youngren as a signer on the checking account. Second by Hayes. All ayes. Motion carried.

7. TRANSIT MUTUAL INSURANCE REPRESENTATIVE: Hammer was interim representative. Motion by Mott to replace Hammer with Youngren as representative. Second by Radtke. All ayes. Motion carried.

8. CHARTER REVISION: Board Chair reported that our OVTC's attorney suggested we send the charter revision to the commission on aging. Oneida County Commission on Aging approved the charter revisions. Next week the Board Chair will send the revisions to the Oneida and Vilas County Corporate Counsels. General discussion regarding concerns about submitting 2019 budget to county boards or finance committees. The budget will be submitted to the finance committees.

9. LETTERS AND COMMUNICATIONS: Teichmiller asked Youngren how things were going for him. Youngren replied excellent. Teichmiller asked is anything is getting in his way. Youngren replied no. Teichmiller thanked interim management team. Radtke noticed that Stargazer had purchased a few more buses.

Meeting adjourned at 11:00 a.m.

Next meeting October 26, 2018 at 9:00.

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

Respectfully submitted by:

Barb Newman, Office Manager
Oneida-Vilas Transit Commission