

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

March 22, 2019

ATTENDANCE: Erv Teichmiller, Bob Mott, Steven Schreier, Ed Hammer and Milt Klingsporn.
Excused: Fred Radtke and Chuck Hayes . **Others Present:** Roger Youngren, Dianne Jacobson, Director ADRC of Oneida County; Sue Richmond, Director ADRC of Vilas County and Kayla Haupt of the 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 Mott to approve Agenda in any order as per the chair with a second by Hammer. All ayes. Motion Carried.

APPROVAL OF MINUTES: Motion by Klingsporn to approve Minutes of February 15, 2019 with the correction Transit Manager update section a from Trust Money to 85.21 money. Second by Hammer. All ayes. Motion Carried.

PUBLIC COMMENT: No one present.

TRANSIT MANAGER UPDATES:

- a) **DRIVER TRAINING SCHEDULED FOR APRIL 12, 2019:** A representative from the Namekagon Transit will provide two defensive driver training classes in April 12th. This is a free program through RTAP. Youngren wanted newer drivers to attend. Transit Mutual Insurance also offers free driver training.
- b) **MAY 2019 LINE OF CREDIT:** The line of credit automatically renews May 2019. The line of credit has increased from \$50,000 to \$60,000. Board Chair stated that the bank was pleased with how quickly we paid off our bus loan and line of credit.
- c) **HOWARD YOUNG DONATION AND INSURANCE REQUIREMENT:** Howard Young is going to make a \$10,000 donation. They require a general liability insurance policy of three million dollars. Our current policy is two million dollars. The cost is \$250 to increase the policy. Board Chair and Transit Manager reviewed written agreement from Howard Young. Agreement wasn't sent to our attorney for an opinion. This is an annual agreement including logos to be on buses. General discussion regarding information rack or reader board on inside of buses.
- d) **2018 YEAR END FINANCIALS:** Year end financials given to Oneida and Vilas County Directors of Finance. OVTC shows a gain of \$51,379.75. It's made up of local match money and deferred revenue. WisDOT planning on audit late summer in 2019. It will be four years' worth of financial and program audits.
- e) **2019 JANUARY-FEBRUARY FINANCIALS:** Running under budget. Paid Transit Mutual \$33,000 for our annual bus insurance. Youngren is concerned with the number repairs and dollar amount of repairs for the buses. General discussion if our only option is to purchase new buses rather than lease buses or purchase used buses. Youngren will check with WisDOT regarding options.

- f) INCIDENT REPORTING: Both lead drivers didn't follow proper protocol to report potential personal injuries that happened on the bus. Youngren reviewed procedures at two staff meeting. Transit Mutual Insurance has provided both operator and supervisor reports to complete. Youngren issued a stern warning to all drivers that not following proper protocol could result in disciplinary action up to and including termination.
- g) BUS PROCUREMENT WIDDOT REQUIREMENTS: Pat Daoust of Bay Area Rural Transit wrote a WisDOT 5339 grant for four new buses. We've been awarded the grant for all four buses. We need 20% of our own money down and the remainder comes from the grant. We will need all of the money up front to purchase the buses. We need to submit a resolution to both finance and full county boards. If our charter revisions are approved, then we assure the counties that they are exempt from liability. Suggestion to submit a request to the counties for a short-term loan. Last time we received payment 10 to 15 days after we submitted the proper paperwork. There is a price increase from our last bus purchase of \$55,000 each. Youngren didn't know how much the increase would be. Board Chair has three potential donation sources. Vilas and Oneida Counties have trust money that can be used towards the 20% down. Motion by Hammer to submit a request to Oneida and Vilas Counties Finance Committees and County Boards for a short-term loan of \$240,000. Second by Mott. All Ayes. Motion carried. Discussed same agreement as last time for donors to have logo on new bus. Hope to have grant money available in May.
- h) RIDERSHIP NUMBERS: Drastic drop due to weather. Closed one day due to ice storm and closed early due to snow storm plus many cancelations. Youngren said we leave it up to the drivers regarding to close early due to bad weather. Dialysis patients might be delayed a day.

LETTERS AND COMMUNICATIONS: 1)OVTC Executive Board will meet next week to work on County recommended Charter revisions. 2) Next agenda to include requested outside audit beside WisDOT audit. 3) The Lakeland Times has an open records request.

NEXT MEETING DATE: Executive Committee March 27, 2019 at 12:00 p.m. Transit Commission on April 15, 2019 at 12:00 p.m.

Meeting was adjourned at 9:50 a.m.

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

Respectfully submitted by:

Barbara Newman
Office Manager