

ONEIDA VILAS TRANSIT COMMISSION

August 31, 2023

MINUTES

Attendance: Present Marvin Anderson, Dawn Winquist, Conner Showalter (Via Zoom), Richard Logan, Fred Radtke. Excused Holly Tomlanovich and Billy Fried. Others present Transit Manager Barb Newman and Sue Richmond Director ADRC of Vilas County. Brian Jopek (Via Zoom).

Called to order by Chairman Anderson at 9:00 A.M. at Vilas County Courthouse, Conference Room B at 330 Court St., Eagle River, WI. Noting that this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the American with Disability Act.

ESTABLISHED A QUORUM: 6 Of 8 Members present.

APPROVAL OF MINUTES from July 27, 2023. Motion by Radtke to approve minutes, second by Logan. All Ayes.

APPROVAL OF AGENDA: Motion by Winquist to approve agenda, second by Rios. All Ayes.

DISCUSSION AND POSSIBLE ACTION ON: Public Comments. None.

DISCUSSION AND POSSIBLE ACTION ON Kerber Rose Audit: Greg Pital from Kerber Rose reported on the results of the audit. Under significant deficiency, the topic of segregation of duties came up. Ideally, cash handling, record keeping, and reconciling should be handled by separate people. It is understandable due to staff size why Oneida Vilas Transit Commission (OVTC) isn't able to do that. It was recognized the board is compensating by approval of vouchers and review of receipts. Under Capitalization Policy it was clarified that OVTC had a threshold of \$25,000.00. Mr. Pital touched on Operating Revenues and Cash Flow. The cash flow ending balance was \$74,946.00 which is 44 days of operating cash flow, best practice is to have 90 days of operating cash flow.

DISCUSSION AND POSSIBLE ACTION ON: Driver report: Barb introduced Ed Knauer Lead Driver for the Lakeland area. Knauer enjoys what he is doing. Feels that is a pleasure and privilege to provide this service. Many of the passengers have been riding from the start. One of the key things we provide is independence. A tough part of the job is when you lose a rider due to moving or passing away. Challenges to driving are traffic both during the summer peak season and winter driving. When asked how to make the job better, Knauer mentioned that in the beginning drivers were county employees and had paid time off. That would go a long way for drivers to feel like they have a "real Job".

DISCUSSION AND POSSIBLE ACTION ON: Bus Grant and Vehicle Replacement Plan: Wis DOT has approved the purchase of three Ford Transit Vans. In the July 27th meeting Joel Gottsacker suggested borrowing the money from the ADRCs and then reimbursing the ADRCs once the money was received from WisDOT. WisDOT said that would not be an acceptable use of those funds. In the past OVTC has taken out a short-term note to pay for those buses then when the state money comes in repay that note. To do that OVTC would need approval from both boards. A resolution would have to be drafted

and presented to both boards for that action to take place. The replacement plan entails replacing three vehicles in 2023 and two in 2025. That would put OVTC on track to replace vehicles every five years. Radtke made a motion to seek approval from both county boards to borrow money for three Ford Transit Vans. Second by Logan. All Ayes.

DISCUSSION AND POSSIBLE ACTION ON Architectural and Engineer Grant: Barb heard back from Wis DOT both the architectural and engineer grants have been approved and should hear back by the end of August. The next step is to reach out to the WisDOT Procurement Department and follow their steps. The firms that award this project need to be paid first then WisDOT releases that money. When the approval letter comes the building committee will need to meet.

DISCUSSION AND POSSIBLE ACTION ON Budget Overview through June: Ahead of budget. Over budget on repairs. Under budget for fuel. There is a meeting set with Headwaters to discuss the 2024 contract. Kerber-Rose has announced that they are raising prices. Will look for other agencies that audit government accounting to compare costs.

DISCUSSION AND POSSIBLE ACTION ON Paid Vouchers: Looking at the July 26, 2023, voucher there is nothing out of the ordinary to report. OVTC has a credit card. Those expenses are tracked with receipts that go to the office manager who verifies them against the credit card statement and then recorded on the voucher that the board approves. Newman pointed out that the expense recorded as employee meals was for employees during mandatory training. Winquist motion to approve vouchers. Rios second. All Ayes.

DISCUSSION AND POSSIBLE ACTION ON Transit Mutual Insurance Audit: It was pointed out that MSDS sheets should be on hand for everyone to view. They are being downloaded onto a jump drive. Transit Mutual is working on having a de-escalation video available. Also, RTAP is a source of training.

Future agenda Items: Building Committee.

Letters and Communications: Newman recently attended training. Those hours plus other training add up to 160 hours. She was awarded a Certificate for Public Transit.

Inspection of a Ford Transit Van: The board was joined by Knauer lead driver for Lakeland and Ayers lead driver for Eagle River. The Transit Van viewed had a side lift. It was determined that a rear lift would be more practical. There could be some challenges in wheelchair securement. The van is all-wheel drive but should be more fuel-efficient than the current buses.

Adjournment: 11:07 A.M.

NEXT MEETING: September 21, 2023. 9 A.M.

Respectfully Submitted,

Brian Moore

Office Manager Northwoods Transit.