

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) EXECUTIVE COMMITTEE MINUTES
March 22, 2018

ATTENDANCE: Erv Teichmiller, Bob Mott, Bill Freudenberg, Dianne Jacobson, Joel Gottsacker and Susan Richmond. Also in attendance: Evan Pretzer, Lakeland Times and Carrie Linzmeier, Stargazer/Northwoods Mobility.

CALL TO ORDER: Teichmiller called the meeting to order at 8:00 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 Freudenberg/Mott to approve Agenda in any order as per the chair. All ayes. Motion Carried.

APPROVAL OF THE MINUTES: Motion by Freudenberg/Mott to approve the minutes of the February 1, 2018 minutes. All ayes. Motion carried.

PUBLIC COMMENT: None.

2017 FINANCIAL REPORT: Gottsacker presented a new 2017 *Statement of Activity by Month* report with red numbers demonstrating months with cash flow problems. When the Wisconsin Retirement System (WRS) completed their audit, it was determined OVTC underpaid in 2017 by \$1,561.00. Maria Cox is investigating whether the amount is correct or if underpayment is accurate. Teichmiller requested that a Balance Sheet accompany the Statement of Activity report to provide more detail. Discussion only, no decisions made.

2018 FINANCIALS: Gottsacker presented the *Statement of Activity* for January and February 2018. Mott asked that monthly reports in the future include a comparison with the previous year.

INTERIM MANAGEMENT TEAM (IMT)REPORT: While Newman is on vacation, Jacobson is coming into the Transit office every day. Mott shared that Newman informed him that all the drivers and staff remain upbeat. Mott asked that in the future the Transit Mechanic provide a quarterly report on the status of the fleet related to maintenance and repairs.

Gottsacker discussed the Headwaters Contract and questions raised by the Commissioners at the last meeting. The OVTC insurance does meet the contract requirements, all driver background checks are completed and OVTC is following the mechanics recommendations. This Contract will be amended and brought to the full Commission in April.

The Wisconsin Department of Transportation (WISDOT) has provided additional information to clarify the St. Germain PrimeTimers use of a Transit vehicle. There are two choices for continuing to provide an OVTC vehicle for the PrimeTimers. 1. OVTC would follow all FTA Charter Service Rule Requirements (which could result in a private provider responding to

provide many/all of the trips) or 2. OVTC would have to include all PrimeTimers trips in the 2018 Management Plan and the trips would have to be open to the general public. Richmond reported that the Executive Board Meeting of the Prime Timers went very well. The Board understood the regulations Transit is under and they did not want to jeopardize the Transit funding.

Jacobson reported that a Public Hearing notice was unable to be posted (30 days prior to hearing) because the OVTC has not determined the specific changes proposed to the current system (fares and service area/routes). Specific options will be presented/discussed/approved at the April meeting.

Gottsacker gave an update on a recent meeting with the local providers (Stargazer, DisCab and Rapid Cab). The meeting went very well and Gottsacker has all of the recommendations from providers recorded for consideration when the new Transit Director starts. Carrie Linzmeier was present at the meeting and agreed that it was a good meeting. Gottsacker also visited the Linzmeier's business in Harshaw to better understand their operations.

WisDOT reopened the OVTC on-line (Blackcat) application so we could address some of their comments related to our 2018 operations. Gottsacker has been working on the Management Plan portion of the application as well as the budget and will present both at the April 12 OVTC meeting.

The IMT traveled on March 20th to Ashland to visit Bay Area Rural Transit (BART). Transit Manager, Pat Daoust, and BART Board Chairman, Dick Pufall, offered a great deal of useful information related to how OVTC could improve services and make the most of the state/federal grants. It was clear Daoust has a clear understanding of county governments as he is an Ashland County Board Supervisor, Chair of the Ashland County Finance Committee and a member on the Ashland County Administrative Committee. The BART Board of Directors met the day before and they gave Daoust permission to pursue conversations with OVTC related to the various options for contracting with BART for management or technical assistance. The Committee directed IMT to invite Daoust to the OVTC offices for an overview of our operations as soon as possible. If after that visit Daoust determines BART is interested in providing some level of assistance, Daoust would be invited to attend the April 12th OVTC meeting to discuss specifics of any proposal.

CASH FLOW: Teichmiller discussed the need for OVTC to approach both Vilas (Finance Committee) and Oneida (Administration Committee) for assistance with additional cash flow for 2018. The cash flow could be in the form of cash or also in the form of credit (for fuel from the Highway Departments and Oneida County Health Insurance). If the counties decline our request OVTC would have to get permission to pursue a line of credit from a lending agency. Oneida County Administration Committee meets next on April 5th. When OVTC is prepared to present to the two county committees, a formal resolution with the specific request must be ready. Jacobson noted that solid documentation must be ready to present to both counties demonstrating the specific projected cash flow issues (month-by-month) for 2018. Gottsacker

can create a spreadsheet once the 2018 budget revisions are finalized. OVTC would also need to have documentation on the projected additional expenses if OVTC had to get a line of credit from bank.

TRANSIT DIRECTOR RECRUITMENT: Jacobson distributed the vacancy advertisement and a list of where it was published. Both Carrie Porter, GWAAR, and Jenni Luening, Oneida County Human Resources, helped to post this notice at additional locations. To date, we have received five (5) resumes and cover letters and one more inquiry.

LETTERS AND COMMUNICATIONS: Both Oneida and Vilas County Boards approved OVTC to borrow the funds to purchase the three (3) new buses. Paperwork has been sent to Peoples Bank and Teichmiller and Freudenberg will sign at the bank. Once we have the check, it will be made out to Atlas and sent to Atlas. They will give us a receipt that will go to DOT. This should be accomplished within the next week. The Titles are here for the buses. Gottsacker will need to get the procurement paperwork together and the office will schedule Fleetmatics set up and graphics ordered.

ITEMS FOR NEXT AGENDA: Teichmiller stated that Atlas Bus Company has requested that OVTC pay a portion of the interest for these buses. WISDOT informed Teichmiller OVTC is not required to pay interest. Teichmiller asked that we put it on the Agenda for April 12.

Meeting adjourned at 9:45 a.m.

Next meeting April 12, 2018 at 9:00 a.m. for full Commission.

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

Respectfully submitted by:

Susan Richmond, Interim Management Team Member
Oneida-Vilas Transit Commission