

## **ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES**

**August 19, 2019**

**ATTENDANCE:** Erv Teichmiller, Steven Schreier, Chuck Hayes, Fred Radtke and Milt Klingsporn. Absent Bob Mott. Others Present: Roger Youngren, Transit Manager; Dave Hintz, Oneida County Board Chair; Brian Desmond, Oneida County Corporate Counsel; Ronald De Bruyne, Vilas County Board Chair; Jason Hilger, Vilas County Finance Director; Sue Richmond, ADRC Vilas County Director; Diane Jacobson, ADRC Oneida County Director; Joe Gottsaker, ADRC Assistant Director; Craig Lau, Peoples State Bank Northern Market President; Brian Anderson, WIPFLI CPAs and Consultants; Kayla Houpp, Lakeland Times.

**CALL TO ORDER:** Teichmiller called the meeting to order at 9:00 a.m. the ADRC of Oneida County Building, 100 W Keenan St. 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 THE AGENDA:** Motion by Hayes 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 Hammer to approve Minutes of July 26, 2019 with the following correction: "Approval of the Minutes. Second by Klingsporn". Second by Klingsporn. All ayes. Motion Carried.

**PUBLIC COMMENT:** No comment.

**WIPFLI AUDIT RESULTS – BRIAN ANDERSON:** Anderson started the audit on May 23, 2019. He reviewed each year audit results. OVTC joined the Wisconsin Retirement System in 2017 and has a one-year lag in reporting. OVTC borrowed \$50,000 from Oneida and Vilas Counties because WisDOT/FTA receivables are not being received in a timely fashion. 2018 year-end receivables caused issues with short term payables and caused an overdraft which led to borrowing from the line of credit. The bus recording was changed to whole dollar amount and shows 80% grant funding. Lowered WisDOT hold back account receivable because there is a chance, we might not receive it. Office lease space is kind of a related party transaction. Board chair is also on the non-profit board. The executive summary shows no misstatement. Management was cooperative. Some timing issues and inconsistencies found on journal entries. The last section on internal controls shows significant deficiencies but no material weaknesses. Again, nothing misstated. OVTC needs more checks and balances through segregation of duties. There isn't a Capitalization policy and Conflict of Interest Policy. Hintz read through the audit reports. He said OVTC needed a conflict of interest policy and offered Oneida County's Corporate Counsel services to review the policy. Hintz suggested that the Transit Manager get quotes, maybe not bids, for fuel purchases. Hayes suggested an organized approach to the auditor's suggestions through a punch list of how, who and when. Motion by Hammer to accept, approve and refer the audit to the WisDOT auditors. Second by Hayes. All ayes. Motion carried.

**NEW BUS PURCHASE UPDATE:** All money, except for the ADRC of Oneida County, has been received for the new bus purchases. Jacobson reported that the 85.21 Trust Fund check was approved and that OVTC should receive the check today. WisDOT is waiting to sign a contract with Atlas Bus. There will be a 4.9% increase in the purchase price with a 90-120-day lead time for the buses to arrive. Youngren thanked Teichmiller for raising \$45,000.

PEOPLES STATE BANK LINE OF CREDIT INCREASE: They have been waiting for the audit results before they increase the line of credit from \$50,000 to \$60,000. Lau saw no technical exceptions and said the WIPFLI audit was adequate for them. Youngren stated that the 1<sup>st</sup> and 2<sup>nd</sup> quarter FTA money was received.

MOBILITY MANAGEMENT GRANT: Youngren applied for the mobility management grant. The person would speak to our community members (marketing). The Mobility Manager would take over the volunteer escort program from The ADRC of Oneida County. This position is funded by an annual grant.

ACTUAL VS. BUDGET EXPENSES: Youngren went through various line items. \$45,100 in donations. \$45,000 for new bus purchases and \$100 from a private party. Under budget by \$70,000, but that doesn't include the WIPFLI audit of \$26,000. The Mobility Management grant can be used for marketing expenses. Hilger suggested having a prepaid insurance account and expensing the cost monthly by journal entries.

DOT REIMBURSEMENT OF 1<sup>ST</sup> AND 2<sup>ND</sup> QUARTERS: WisDOT said the check was mailed on Friday. Youngren said the check should be approximately \$172,000. No advance taken from the line of credit.

FARE DISCUSSION: SRF Consulting Group gave Youngren a peer group fare comparison document. OVTC have the same fares structure since we started. Public Hearing required if we decide to raise the fares. We conducted our own survey and very few people commented on our fares.

RIDERSHIP REPORT: Ridership up 319 one-way rides in June. Still struggling with ridership for the Eagle Eye route. We've not had any passengers from Land O' Lakes or Conover. Youngren continues to drop off flyers at the Land O' Lakes library and the Gateway Apartments. Hayes suggested that we let the public know what it takes to continue the Eagle Eye route. The board will continue over the next couple of months to discuss the routes. De Bruyne said that flyers can be distributed in the tax bills.

NEXT MEETING DATE: Friday, September 20, 2019 at 9:00 a.m.

Meeting was adjourned at 10:43 a.m.

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

Respectfully submitted by:

Barbara Newman  
Office Manager