

ONEIDA-VILAS TRANSIT COMMISSION (OVTC) MINUTES

October 23, 2020,

ATTENDANCE: Marv Anderson, Chuck Hayes, Fred Radtke, Billy Fried, and Dawn Winquist. Milt Klingsporn via phone. Present: Roger Youngren, Transit Manager; Joel Gottsaker, Interim Director ADRC of Oneida County; Sue Richmond, Director ADRC of Vilas County and by phone Kayla Houp of The Lakeland Times and Ed Knauer.

CALL TO ORDER: Anderson called the meeting to order at 9:00 a.m. at The Vilas County Court House 330 Court St. Conference Room C-D, Eagle River, 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 Winquist to approve the agenda in any order as per the chair with a second by Hayes. All ayes. Motion Carried.

APPROVAL OF THE MINUTES: Motion by Fried to approve Minutes of September 18, 2020. Second by Winquist. All ayes. Motion Carried.

PUBLIC COMMENTS: None.

SALE OF N3 AND N8: Youngren reported that both buses were sold for \$650.00 each and will be used for parts. OVTC removes the good tires. The buses are twelve years old and from Headwaters, Inc. Youngren said that the funds from the sale of the buses are used as local share.

SHOP EQUIPMENT GRANT – ORDERED AND RECEIVED: Youngren wrote a grant for shop equipment and the grant was approved. OVTC purchased an air compressor, large fan, air conditioner recharger and a diagnostic scan tool. The equipment bid went through the WisDOT procurement process. Two bids received for the grant. The diagnostic scan tool is not specific to any model bus.

\$500.00 DONATION FROM THE GFWC RHINELANDER WOMEN’S CLUB: This is the second time the GFWC Rhinelander Women’s Club gave a \$500.00 donation.

THIRD QUARTER WISDOT REIMBURSEMENT SUBMITTED: Youngren submitted the 3rd quarter request for approximately \$125,000 and is expecting 100% to be reimbursed. The funds are anticipated in four to six weeks.

FREE RIDES FOR VOTING ON NOVEMBER 3, 2020: OVTC had provided this service in the past. The rides are on a first come first serve basis. Neither ADRC of Oneida County nor ADRC Vilas County has any feedback regarding the rides.

2021 BUDGET DUE 12/10/2020: Youngren suggested that due to COVID-19 the Whitetail and Bear Paw routes will be suspended until second quarter. Fried asked when the draft budget will come before the committee. The draft budget will be presented at the November commission meeting. WisDOT won’t give final approval until first quarter of 2021. Richmond and Gottsaker discussed the purchase of non-ambulatory vehicles with their 85.21 grant funds. There is a gap in service for non-ambulatory persons outside of the OVTC’s service

areas. Discussed a specialized service run by OVTC using vehicles purchased by both ADRCs. Gottsaker and Richmond stressed that the management plans for OVTC and the ADRCs should be in concert. WisDOT gave permission to use county levy for local match towards the purchase of vehicles. Discussed different types of vehicles. Initially one vehicle would be purchased for each county. This new service would impact the budget for salaries, insurance, maintenance, fuel, etc. Fried suggested to leave the discussion with ADRC of Vilas County, the ADRC of Oneida County and OVTC, then bring back to the committee.

CLC ACCOUNTING AGREEMENT: CLC Accounting would review the finances on a monthly basis. Their rate is \$85.00 per hour.

2020 AUDIT POSSIBILITIES: Youngren reached out to many accounts, but few process government's audits. Youngren asked both auditors for multi-year proposals and anticipates receiving the proposals next week.

COVID-19 DISCUSSION: Last week two passengers tested positive for the COVID-19 antigen. The driver is on a 14-quarantine and has tested negative for COVID-19. The buses are sanitized nightly, drivers and passengers wear masks on the bus, there is a shower curtain around the drivers and the mechanic is installing passenger guards between the seats. Discussed asking prescreen questions. Richmond said that they ask three prescreen questions and if any answers are yes, the volunteer driver can't take passenger. Youngren will ask colleagues what they are doing for protections. Youngren will also check with the Oneida County Health Nurse for possible prescreen questions that the dispatchers can ask. OVTC is limiting rides for essential purposes only. General discussion regarding logical, defensible procedures for riding the buses.

ATTORNEY FEES PAYMENT: Youngren checked with WisDOT and they will not reimburse the fees because OVTC didn't use the WisDOT procurement process. The fees will come out of local share. Motion by Hayes to approve expenditure of \$6,801.56. Second by Winqvist. All ayes. Motion approved. Fried ask what is in the balance of the local share account. Youngren will bring the answer back to the commission next month. Hayes asked if this payment would impact the amount to the counties for the loan. Youngren said yes. Radtke asked if the professional fees budget was only for the audit. Youngren said yes.

ADRC REPAYMENT: Discussed with 2021 budget.

TRANSIT MANAGER REPRIMAND AND REIMBURSEMENT AGREEMENT: An agreement has been reached between OVTC and Youngren with help from Attorney Sorenson. The agreement has been signed and will be paid back in four installments by the end of January. Radtke asked the amount of the payback per the agreement. Youngren stated it was the IRS rate of \$0.575 per mile for \$3,700.00. Winqvist asked if the reimbursement would go to local share. Youngren said yes.

POLICY CONCERNING USE OF COMPANY VEHICLE: Youngren was asked at the last meeting to draft a simple policy. Winqvist asked for an example of when it is permissible for a driver to take a bus home. Youngren stated a split shift would be permissible and that it would always be on a case by case basis. Klingsporn asked if the mechanic can take the tools off property to diagnose and repair a bus. Youngren will come back to the commission with adjustments to the policy.

VEHICLE USE POLICY: Youngren stated the policy was from the Bay Area Rural Transit system. Fried said it needed work as it relates to the insurability. Youngren will go back to Transit Mutual Insurance to see if employees are covered in their own vehicles. Hayes made a motion to table this item until the November meeting. Second by Winquist. All ayes. Motion carried.

ACTUAL VS BUDGET THROUGH SEPTEMBER 2020: Youngren went through report line by line. The CARES Act will cover expenses through most of 2021. Discussion regarding fares and how frequently the fares are reviewed. Cash on hand is from the second quarter reimbursement.

TRANSIT MANAGER VACATION REQUEST NOVEMBER 16-18: Hayes made a motion to approve transit manager's vacation for November 16, 17 and 18. Second by Winquist. All ayes. Motion approved.

RIDERSHIP REPORT: September had a 2.6% increase. Typical ridership are 3,500 to 3,800 rides per month but are down due to COVID-19. The Manitowish Waters/Boulder Junction route was reintroduced October 2, 2020. Both the towns of Manitowish Waters and Boulder Junction gave \$2,500 for the route. Youngren stated the route wasn't taking off, but not due to lack of publicity. The commission might have to make a hard decision regarding this route for the 2021 budget. Fried asked why OVTC isn't charging any fares. Youngren said it was a recommendation from WisDOT early in the COVID-19 pandemic. It was suggested to have a further discussion regarding fares on next month's agenda.

PUBLIC COMMENT: None

NEXT MEETING DATE: Friday, November 20, 2020 at 9:00 a.m. at the Vilas County Courthouse.

Meeting was adjourned at 10:37 a.m.

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

Respectfully submitted by:

Barbara Newman
Office Manager