

ONEIDA VILAS TRANSIT COMMISSION

June 27, 2024

MINUTES

Attendance: Present Marvin Anderson, Holly Tomlanovich, Richard Logan, Fred Radtke (10:52 A.M.), Dawn Winqvist, Billy Fried, Lenore Lopez and Michael Tautges (10:31 A.M.). Others present Transit Manager Barbara Newman.

Called to order by Chairman Anderson at 10:30 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: 8 Of 8 Members present.

APPROVAL OF MINUTES from May 30, 2024. Motion by Winqvist. Second by Logan. All Ayes.

APPROVAL OF AGENDA: Motion by Tomlanovich. Second by Fried. All Ayes.

PUBLIC COMMENTS: None.

Discussion and Possible action on Kerber Rose Audit: Greg Petal from Kerber Rose joined the meeting via telephone. Stating Oneida Vilas Transit Commission had a clean unmodified audit. That is what OVTC is striving for. Kerber Rose has found one significant deficiency which is segregation of duties common finding for a commission OVTC size. Kerber Rose recommendation was to hire additional Staff. In leu of this, strong board oversight is recommended. Income statement operating loss of \$600,00.00 that can be explained by being heavily dependent on government funding and when those funds come in. Cash flow of \$561,000.00 closely mirrors the \$600,000.00 mentioned earlier. Next line shows subsidies received \$630,000.00 over all positive in flow \$56,000.00 for a ending balance of \$132,000.00 equals 67 days of operating expenses. OVTC has sufficient cash reserves. Petal thought OVTC was doing well compared to size.

Discussion and Possible action on the Space Need Assessment: Board Member Radtke, Transit Manager Newman, OVTC mechanic Wolter and Office Manger Moore made a trip to Stevens Point to tour their facility. The architecture firm that bid on OVTC space needs assessment was the firm the designed that facility. Stevens Point's facility is more than what OVTC would need. Stevens Point staff made some suggestions pointed out some flaws to watch out for. Radtke stated that Stevens Point over built on purpose then grew into their building and suggested that OVTC do the same. Radtke liked the fact there was a bus wash on site. Radtke thought that would be a good idea for OVTC. Newman and Logan spoke with the architecture firm on June 25th. Someone that will be working on the assessment will be in Rhinelander to measure and take pictures of the current building. Newman and Logan working on the contract with OVTC lawyer.

Discussion and Possible action on Budget Overview through May: Line 400 Fare Revenue has been up down depending on the sales of MCO Punch Cards. Under expenses line 502 Fringe Benefits looks like

OVTC is up but that is because OVTC had a worker's comp payment \$3192.00. Line 503 reflects paying for the audit. Line 509 Dues/Subscriptions/Lodging/Milage/Advertising \$2033.16 some of that total will be moved out to purchase of the buses and will be moved to the appropriate category. Line 512 Leases & Rentals reflects the new rent of \$1700.00 and a one-time \$450.00 difference missed with the previous rent check.

Discussion and Possible action on paid Vouchers: Voucher marked 5/30/2024 Top line is the cost of advertising in Vilas County ADRC Newsletter.

Discussion and Possible action on OVTC vacation policy: Newman proposed that part time workers would receive a 2% raise on their one Year anniversary, five-year anniversary and ten-year anniversary. Tague's thought that system worked like the algorithm being discussed in previous meetings. Logan liked the system Newman proposed. This system would be implemented August 1, 2024. Winquist Motion that Section 4, part h of the time off policy be approved. Second by Tautges. All Ayes.

Future Agenda items: Building Committee – Space need. Segregation of duties.

Letters: Recently voted on in Vilas County was for Board Meetings as well as committee meetings be attended in person only. Only county board meetings were approved. Anderson anticipated that attendance of committee meetings will be voted on to allow remote attendance.

Next Meeting: July 25, 2024, at 9:00 A.M.

Adjourn: 9:58 A.M.

Respectfully submitted.

Brian Moore

Office Manager of Northwood Transit.