

ONEIDA VILAS TRANSIT COMMISSION

April 22, 2025

MINUTES

Attendance: Present Marvin Anderson, Richard Logan, Holly Tomlanovich, Lenore Lopez, Fred Radtke, Billy Fried, Dawn Winquest and Michael Tautges. Others present Transit Manager Barb Newman, Vilas County ADRC Director Sue Richmond and Oneida County ADRC Manager Mya Olkowski.

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

The Pledge of Allegiance was recited.

Motion by Tomlanovich to approve the agenda in any order. Second by Radtke. All Ayes.

Motion by Radtke to approve the March 27, 2025 minutes. Second by Logan. All Ayes.

PUBLIC COMMENTS: None.

KerberRose Audit Results Presentation: Ethan Hoffman representing KerberRose presented the finding via zoom. KerberRose issued a clean/unmodified opinion that is the highest KerberRose can provide any entity. In the management letter there were three Control Deficiencies. Financial Reporting, separation of duties and material account adjustment. These three are the same areas reported in previous years. Not out of the ordinary for agencies the size of Oneida Vilas Transit Commission. The benefits of hiring more employees don't outweigh the cost of hiring two or three new employees. Hoffman noted that cash is always reconciled, it may not be in the correct "bucket" but is reconciled. Hoffman expressed kudos to Newman and her staff. Hoffman moved to the Income Statement. The subsidies received from the federal government, state government, and ADRC's that off sets the operating cost. There was a small loss of \$5000.00. Capital contribution was called out, money received from primarily from the state and counties for the purchase of vehicles. With that change there was an overall net position of approximately \$210,000. Operating Activities, once you factor in non-capital activities, \$573,000.00 helps support with that loss to operating activities. Cashflow from capital and finance activities. What is reported here is the significant acquisition, primarily the purchase of three new vehicles, it is a very positive thing to see. Also being reported here is \$10,000.00 towards repaying the note to the counties. The total change in cash decreased to \$73,000.00 due primarily due to the purchase of vehicles. Anderson asked that the record show that Newman and Moore were commended by KerberRose on the work they do to prepare for the audit.

Mobility Manager Presentation by Shari Nutt from Bay Area Rural Transit (BART): Shari Nutt presented via zoom a description of what she does as a Mobility Manager. Most of the time Nutt spends on travel assistance, outreach, and marketing. Travel assistance might including how to use the BART system,

scheduling nonemergency medical transportation for Medicaid patients and helping people with transportation outside of the BART system. Outreach means going out into the community to promote BART, places like fairs, community events and senior centers to mention a few. Marketing might be promoting new routes at events and managing the website and Facebook activities. Funding is covered under WisDOT 53.10 grant. In 2024 they applied for \$210,000.00 and received full funding. It is an 80/20 grant so \$168,000.00 in funding and receive \$42,000.00 in non-monetary match. The \$168,000.00 is for two positions, one is Nutt's position, and one is for Darin in Hayward at the Namekagon Transit. The grant covers salary, fringe benefits, travel and office expenses. Between the two, they cover seven counties. Matching funds are also received from Tribal Transit Agencies, medical clinics, ADRC's and benevolent agencies. The benefit is helping the public to meet their transit needs with different options to best match travel solution. In Nutt's case she reports to the general Manager of BART. Last quarter 3000 contacts were made.

Architectural and Engineering Grant: Newman has been working with the procurement Manager from WisDOT. He has accepted the Independent Cost Estimate that Newman submitted. Newman will start with the request for proposal. Newman's goal is to get it approved by the state but not go out to bid. Once the board decides it should go out for bid, that's where the money comes in. Newman estimated that it would be on that stage by sometime in May.

Potential Administration and Maintenance Building: Newman received an e-mail from her contact at WisDOT asking how progress was going with 2027 construction. Newman outlined the steps that have been taken thus far. Newman received a follow-up e-mail stating that OVTC needs to do a Title VI facility analysis. The analysis must happen during the planning stage and prior to selecting a preferred site. A public hearing must be held.

Quarterly Ridership Report: The report doesn't show any highs or lows; the number of rides is close to previous years.

Quarterly Vehicle Report: N-11 this past quarter had some work done anticipating it will be used for the Lakeland Headwaters Route. Moving N-16 from Minocqua to Eagle River Where it will be used for Eagle Eye Route. Everything is general maintenance.

Employee/Driver Pay Comparison: Newman ran the number using different per hour wages. \$17.00 per hour would increase payroll \$17,000 a year. \$18.00 would increase payroll \$39,000 a year. \$19.00 would increase payroll \$57,000 a year. \$20.00 would increase payroll \$130,000 a year. Health care for drivers would be a question mark. Those premiums are determined by age of the insured, single or with spouse.

Budget Overview through March: Line 400, fare income is in line where it should be. Under expenditure, line 504, Materials and Supplies majority of that total reflects the gas bill and the tow bill. The tow bill will be reimbursed by the insurance company.

Paid Vouchers: Voucher 4-15-2025. The lease from Hazelhurst will be up in May. Kwik Trip bill is under \$5,000.00. Tomlanovich motion to approve Voucher 4-15-2025. Second, by Winquest. All Ayes.

Future Agenda items: Employee pay.

Letters and Communications: BART is having an open house at their new building May 16, 2025, after 11:00 A.M. – 2:00 P.M.

Next Meeting. May 22, 2025. 10 A.M.

Adjourn: 10:27 A.M.

Respectfully submitted.

Brian Moore

Office Manager of Northwood Transit