

## ONEIDA-VILAS TRANSIT COMMISSION(OVTC) MINUTES

JULY 24th,2020

ATTENDANCE: Steven Schreier, Chuck Hayes, Fred Radtke, and Milt Klingsporn. Absent Bob Mott. Others Present: Roger Youngren, Transit Manager; Joel Gottsaker Interim Director ADRC Oneida County; Steven Sorenson and by phone Sue Richmond, Director ADRC of Vilas County and Brian Anderson; representing WIPFLI.

CALL TO ORDER: Schreier called the meeting to order at 9:02 am at the Health & ADRC Building located at 100 W. Keenan Street, Rhinelander.

APPROVAL OF THE AGENDA: Motion by Radtke to approve Agenda in any order as per chair with a second by Schreier. All ayes. Motion carried.

APPROVAL OF THE MINUTES: Motion by Schreier to approve minutes of July 2nd, 2020. Second by Radtke. All ayes. Motion carried.

APPROVAL OF THE MINUTES FOR THE EXECUTIVE COMMITTEE: Motion by Hayes to approve minutes for the Executive Committee of June 19,2020. Second by Schreier. All ayes. Motion carried.

PUBLIC COMMENTS: None. Schreier communicated about public comments being added twice to the minutes. Hayes had no objection.

WIPFLI AUDIT RESULTS: Brian Anderson representing WIPFLI explained the 2019 audit report via phone. Anderson explained there were no difficulties in dealing with management in performing and completing their audit remotely. There were no disagreements with management either. The financial report was reviewed. Radtke questioned whether vehicles should have a 10-year versus a 12-year life. Youngren stated DOT guidance is 12 years. Checks in the amount of \$18,253 were backdated to 12/31/19 for expenses incurred in 2019 for grant purposes. Management should develop a policy of contacting vendors prior to the end of the year to ensure all invoices and checks are recorded in the current year. Hayes questioned if the audit report was now a public document. Schreier stated now that we have received the report from WIPFLI, the report is a public document. Anderson concluded by stating all previous year's recommendations were being followed by management and should be continued.

BUDGET VS. ACTUAL: Under budget for all revenue and expenses. Due to COVID-19 safety concerns OVTC is still not charging for fares. Youngren confirms that although fares will not be charged, there will be donation boxes placed in each bus. Headwaters Inc has had a few clients return, but none of the Headwater's routes have been reinstated. Salary and fringe benefits are under budget with a few drivers still on lay-off. Unemployment is Over budget due to drivers being laid off.

RIDERSHIP REPORT: June's increasing number of riders has carried over to July. 42% increase in Oneida County and 29% increase in Vilas County. The mask policy is working and currently without issues. Youngren informs that he has asked dispatchers to keep inquiries of everyone asking about routes. At this time, the data does not support returning to routes. Klingsporn questions if the lack of calls about the routes is because the normal route takers are aware the routes aren't in use.

CLOSED SESSION: Motion by Hayes to convene into closed session per Wisconsin State Statutes 19.85(1)(c), 19.85(1)(f), and 19.85(1)(g) to discuss with legal Counsel strategies related to recent information related to the operation of the transit services, accounting procedures related to expenditures and grant funds, and personal matters related to the same.

Roll call vote Radtke/aye, Schreier/aye, Klingsporn/aye, Hayes/ayes at 9:33 am.

Motion by Hayes to return to open session at 10:16 am, seconded by Klingsporn.

NEXT MEETING DATE: August 28th, 2020 at 9am at the ADRC.

Meeting was adjourned at 10:24 am.

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

Respectfully submitted by:

Lindsay Gignac

Dispatcher