

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

**September 29, 2021**

**ATTENDANCE:** Marvin Anderson, Billy Fried, Steven Schreier, Fred Radtke, and Dawn Winquist. **PRESENT:** Roger Youngren, Transit Manager; Sue Richmond, Director ADRC of Vilas County; Joel Gottsacker, Manager ADRC of Oneida County. Others present Kelly Holm of The Lakeland Times and via zoom Ed Knauer.

**CALL TO ORDER:** Anderson called the meeting to order at 9:00 a.m. at the Vilas County Court House, 330 Court Street, Conference Room B, Eagle River noting this meeting was properly posted in accordance with the Wisconsin Open Meeting Law and meets the Americans with Disabilities Act.

**ESTABLISH A QUORUM:** 6 of 6 members present establishing a quorum.

**APPROVAL OF AGENDA:** Motion by Winquist to approve the agenda in any order as per the Chair with a second by Schreier. All ayes. Motion carried.

**APPROVAL OF THE MINUTES:** Motion by Schreier to approve the minutes of August 26, 2021. Second by Radtke. All ayes. Motion carried.

**PUBLIC COMMENTS:** None.

**2022 PROPOSED BUDGET:** Youngren explained the proposed budget. He estimated only fuel expenses for the proposed Specialized Transit program because volunteer drivers from the ADRC will be driving the passengers. Transit Mutual Insurance Company (TMI) permits volunteer drivers to drive OVTC vehicles as long as OVTC directs the volunteers. Included is a 5% Cost of Living increase for all staff per the budget committee. The Headwaters contract for 2022 is \$1,800 per month for their routes. TMI quote for bus insurance of \$27,803 for 2022. Fried expressed concerns with projecting a deficit budget. Youngren said that WisDOT hasn't given him their projected percentage of expense reimbursement. Youngren is expecting WisDOT to reimburse approximately 70% of OVTC expenses. Youngren anticipates submitting the finalized budget in December. Anderson said there might be some painful decisions to keep with-in budget.

**CHARTER REVISIONS:** Discussed next steps. Motion by Winquist to approve the revised charter and to present to each county for review and approval. Second by Radtke. All ayes. Motion carried.

**WISDOT UPDATE ON TRUST FUNDS:** Youngren had a response from WisDOT. Bank mortgage payments are not reimbursable. The ADRC of Vilas County trust money can be used to purchase a building in Oneida County and the ADRC of Oneida County trust money can be used to purchase a building in Vilas County.

**1106 ADAMS STREET PROPERTY:** Previously the owner was interested in selling not leasing. Anderson and Youngren to set up a meeting with the owner.

**TRANSIT MANAGER ATTENDING MN/WI TRANSIT CONFERENCE OCTOBER 4-7 IN DULUTH:** Youngren said it is an annual conference and 100% of his expenses will be paid. There are training sessions, bus vendors and interaction with peers. Anderson made a motion to approve Youngren's travel request with a report at the next meeting. Second by Schreier. All ayes. Motion approved.

**TRANSIT MANAGER PERFORMANCE EVALUATION PROCESS AND TIMING:** Format was approved at the August Commission meeting. Discussed keeping the evaluation period the same as commission members election terms. Hayes made a motion to start the evaluation period in April with an evaluation date of March. Second

by Fried. All ayes. Motion carried. Discussed manager self-evaluation corrective action plans. The Executive Committee will perform the evaluation in closed session with the Transit Manager. Motion by Fried for the Commission to compile comments for the evaluation and the executive committee to meet with the Transit Manager and their self-evaluation final evaluation. Second by Schreier. All ayes. Motion carried. Fried made a motion to start the evaluation cycle in 2022. Evaluation form March 2021 to March 2022 with next evaluation in March 2022. Second by Schreier. All ayes. Motion carried.

WHITETAIL AND BEAR PAW ROUTE EXPENSES: Youngren was tasked at the August meeting to report on route ridership and cost per ride. The routes resumed July 2021 and have had an average of 151 riders per three-month average with a cost of \$84.03 per ride. Hayes reminded the commission that OVTC's object is for service and not rush to judgement. Bay Area Rural Transit stated it takes two years to establish a route.

RIDERSHIP REPORT: rides increased 19 rides from July to August. TMI spoke with other transit agencies, and they are at 60% of previous ridership. Schreier wondered if COVID-19 has changed how people and businesses do business. Youngren said OVTC has no limit on the number of riders per passenger, but passengers are required to wear masks per the FTA mandate.

ACTUAL VS BUDGET THROUGH AUGUST: Most expenses are under budget. The first quarter reimbursement has been received for \$140,960.

LETTERS AND COMMUNICATIONS: Newman reported that she successfully completed the U.S. DOT Fundamental of Bus Collision investigation training. There are the more courses for her to complete for the U.S DOT Transit Safety and Security certification. Radtke would like a Directors Report and Committee Concerns, New Buses to the next agenda.

NEXT MEETING DATE: Wednesday, October 28, 2021, at 9:00 AM at the Vilas County Courthouse, Conference Room to be determined.

Note Fried left at 10:20 a.m.

Meeting was adjourned at 10:40 a.m.

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

Barbara Newman  
Office Manager