

MINUTES - FOX CITIES TRANSIT COMMISSION
March 25, 2015

Commissioners Present

Vice Chairperson Carolyn Mewhorter
Aldersperson Christine Williams
Aldersperson Kyle Lobner
Bruce Sherman
George Dearborn
Jeff McCabe
Joel Gregozeski
Linda Stoll
Rick Detienne

Valley Transit Staff

Deborah Wetter, General Manager
Debra Ebben, Administrative Services Manager
Amy Erickson, Paratransit Coordinator
Nikki Voelzke, Community Relations Specialist
Gwen Francart, Communications Technician

Others Present

Emily Truman, Assistant City Attorney

Commissioners Excused

Chairperson Chuck Rundquist
Bob Buckingham
Carol Kasimor
Travis Parish
Trish Nau

Vice Chairperson Carolyn Mewhorter called the meeting to order at 3:00 p.m.

APPROVAL OF MINUTES

There being no questions or corrections to the minutes of the February 25, 2015 meeting, Commissioner Linda Stoll moved that the minutes be approved which was seconded by Commissioner George Dearborn. The minutes were approved (8/0).

APPEARANCES

Public Participation of Agenda Items

There was no public participation on the agenda items.

Bruce Sherman arrived at 3:08.

ACTION ITEMS

Approval of Payments

Administrative Services Manager, Debra Ebben, presented the check register for the period 02/13/15 through 03/19/15. There being no questions or discussion of the items on the check register, a motion was made by Commissioner Joel Gregozeski and seconded by Aldersperson Kyle Lobner to accept the payments 02/13/15 through 03/19/15. The motion carried (8/0).

Approval of Valley Transit Procurement Manual

Ms. Ebben presented the final draft of the Valley Transit Procurement Manual for approval. Prior to the 2013 triennial review, City of Appleton procurement policies were used as Valley Transit's written procedures. Valley Transit was instructed to develop a procurement manual that incorporated the City's policies, the State policies and the FTA rules into one document.

Commissioner Linda Stoll asked if the added procurement processes will affect Valley Transit's manpower hours. Ms. Wetter replied that manpower hours have been affected not only by the increased oversight of procurement, but also increased oversight and reporting of all of Valley Transit. This is due to Valley Transit's classification as a "big system" because it serves a population over 200,000 and is a direct recipient of Federal funding.

Commissioner George Dearborn asked if Valley Transit may look into sustainable practices in the future. Ms. Wetter said that is usually an option on bids and that it is certainly possible for the Commission to decide to use green products, but that in the case of buses, the increased cost of alternate fuel vehicles is generally at least \$150,000 more per full-size transit bus and means fewer buses can be purchased with the available capital dollars.

Commissioner Joel Gregozeski asked if the City of Appleton has its own purchasing department and procurement process. Ms. Wetter replied that the City does but that Valley Transit manages its own procurement, but consults with the City of Appleton's purchasing person when needed. Because Valley Transit has more rules to follow than other City of Appleton departments, we are unable to participate in joint purchases unless our process is followed. Group purchases with City of Appleton departments are utilized when possible.

A motion was made by Commissioner Rick Detienne and seconded by Commissioner Jeff McCabe to approve the Valley Transit Procurement Manual. The motion carried (9/0).

Letter from Transit Commission to Joint Finance Committee

Ms. Wetter recommended that the FCTC send a letter to the Joint Finance Committee on proposed budgeting recommendations for Mass Transit Operating Assistance, continued funding from the state, a creation of a transit capital investment program, and a request for RTA-enabling legislation.

A motion was made by Alderperson Kyle Lobner and seconded by Commissioner Linda Stoll to approve of the letter to the Joint Finance Committee. The motion carried (9/0).

INFORMATION ITEMS

Paratransit Monitoring Report

Paratransit Coordinator, Amy Erickson, reported on the oversight of the contracted transportation services which includes audits, ride checks and records collection. She explained how customer complaints are covered and about an on-going phone coverage problem with Running, Inc. that we are working to resolve. Ms. Wetter commented on the importance of the paratransit services.

February Ridership and Revenue

Ms. Wetter reported that ridership for February was up 0.4% over last year and revenue was up 7.6%. April's revenue is predicted to be higher due to the end of the period when old fare media will be accepted on the bus without the customer paying the difference between the old and new fare.

The Fox Valley Technical College passes have increased from the month of January's 5800 rides to 8747 rides in February. This program has been so successful for them that they are putting together a similar program for their Oshkosh campus with GO Transit in Oshkosh. Commissioner

Carolyn Mewhorter asked how the route for the Fox Valley Tech compares to ridership a year ago. It is not clear yet if there is a significant increase in riders for this route; however, the students are also now using the other routes for other purposes with their student passes. The route is not being overcrowded at this time.

Neenah

Commissioner Rick Detienne asked about the status of the proposed Neenah Industrial Park employment shuttle. Ms. Wetter said she is working on the RFP for an outside contractor to operate the service and is continuing to pursue funding to pay for the service. One local manufacturer has already offered to contribute to the cost of this shuttle service. The service would accommodate all three shifts of several manufacturers where employees typically have a long walk to and from the fixed bus route system.

February Financials

Ms. Ebben presented the February financials. At this time Valley Transit's revenue and expenses are under budget.

Legislative Update

Ms. Wetter commented on the Federal Transportation Funding Bill that will expire at the end of May 2015. She hopes it will be resolved by the end of the year. Congressman Ribble has been working with a bi-partisan group to put together a proposal for long-term, sustainable funding for the Highway and Transit Trust Fund. Having the gas tax indexed will help a little, but not resolve the full funding shortage.

Ms. Voelzke informed the Commission about the Stand Up for Transportation event to be held on April 9, 2015 to advocate for funding for transportation infrastructure. Due to Congressman Ribble's transportation summit the same day, our event will be a digital social media event with a short video. There also will be a bus wrap which will focus on the issue of the need for long-term sustainable funding for transportation infrastructure. The wrap will include signatures from local community, business and government leaders and will be on the bus through the end of May.

Miscellaneous

Alderperson Christine Williams asked if there has been a problem with the FCTC meeting day or time as there have been missing commissioners at each meeting. Ms. Wetter responded that it is not always the same commissioners absent from meetings and that we are willing to change the meeting day or times to accommodate the commissioners. She will survey the commissioners to determine if there is a better time to meet.

Commissioner Rick Detienne asked if the paratransit providers of the smaller services would be able to combine services. Ms. Wetter replied that Valley Transit has tried to bundle Valley Transit II and the Connector services, and will look at bundling additional services when contracts expire.


Commissioner Rick Detienne asked for an update on the Assistant General Manager search. Ms. Wetter replied that there are two final candidates that will meet with an industrial psychologist to help narrow the choice of which will fit in with our organization. The chosen candidate should begin around early May. A new Road Supervisor, Jason Wolfgram, will begin next week, and a new part-time bus driver, Randy Larsen began work at Valley Transit this week.

Aldersperson Christine Williams asked about the upcoming changes in routes due to the construction on Hwy. 441 and Appleton Road. Ms. Erickson replied with this detour is still being worked on and are considering a suggestion of breaking up Route 30 with a 30 South and a 30 North route. The construction will begin April 20, 2015.

ADJOURNMENT

The next meeting will be on Wednesday, April 22, 2015 at 3:00 p.m. The meeting adjourned at 4:02 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Deborah S. Wetter".

Mrs. Deborah Wetter, General Manager