

## **MINUTES - FOX CITIES TRANSIT COMMISSION**

May 27, 2015

### **Commissioners Present**

Chairperson Chuck Rundquist  
Vice Chairperson Carolyn Mewhorter  
Aldersperson Kyle Lobner  
Aldersperson Polly Dalton  
Bob Buckingham  
Carol Kasimor  
George Dearborn  
Joel Gregozeski  
Linda Stoll  
Rick Detienne  
Travis Parish  
Trish Nau

### **Commissioners Excused**

Bruce Sherman  
Jeff McCabe

### **Valley Transit Staff**

Deborah Wetter, General Manager  
Nikki Voelzke, Community Relations Specialist  
Debra Ebben, Administrative Services Manager  
Michelle Knox, Road Supervisor  
Lisa Laughlin, Communications Technician

### **Others Present**

Chris Behrens, Deputy City Attorney

Chairperson Chuck Rundquist called the meeting to order at 3:00 p.m.

### **APPROVAL OF MINUTES**

There being no questions or corrections to the minutes of the April 22, 2015 meeting, Commissioner Carolyn Mewhorter moved that the minutes be approved which was seconded by Commissioner Rick Detienne. The minutes were approved (12/0).

### **APPEARANCES**

#### **Public Participation of Agenda Items**

There was no public participation on the agenda items.

### **ACTION ITEMS**

#### **Election of Chair and Vice-Chair, Meeting Date and Time, Designate Deborah Wetter as the Contact Person for the Commission**

Chuck Rundquist was elected Chair and Kyle Lobner was elected Vice-Chair. The meeting date was changed to the 4<sup>th</sup> Wednesday of every month at 3:00 p.m. Deborah Wetter will continue to be the designated contact person for the Commission. A motion was made by Commissioner Rick Detienne and seconded by Commissioner Kyle Lobner to approve the election of Chair and Vice-Chair, meeting date and time, designate Deborah Wetter as the contact person for the Commission. The motion carried (12/0).

#### **Approval of Payments**

Administrative Services Manager, Debra Ebben presented the check register for the period 04/15/15 through 05/18/15. There being no questions or discussion of the items on the check register, a motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Carolyn Mewhorter to accept the payments 04/15/15 through 05/18/15. The motion carried (12/0).

#### **Approve Budget Amendment for Federal Transit Administration Section 5310 Grant Funds**

Debra Ebben gave a brief overview of the Federal Transit Administration Section 5310 grant funds. Valley Transit is amending its budget for \$98,451.00 to administer Federal Transit Administration Section 5310 grant funds. The grant funds revenue is equal to the expected expenses. A motion

was made by Commissioner Rick Detienne and seconded by Commissioner Kyle Lobner to approve the budget amendment for Federal Transit Administration Section 5310 grant funds. The motion carried (12/0).

**Authorization to Award Federal Transit Administration Section 5310 Grant Funds to Lutheran Social Services for Provision of Mobility and Volunteer Ride Programs**

Valley Transit and ECWRPC held an application period during 2014 for funding in 2015. A single application from Lutheran Social Services of Wisconsin for their "Making the Ride Happen" program was received for two projects within ECWRPC's Transportation Management Area. An evaluation team was assembled to review the proposal and decided to award the grant funds to Lutheran Social Services. A motion was made by Commissioner Kyle Lobner and seconded by Commissioner Linda Stoll to award Federal Transit Administration Section 5310 grant funds for Lutheran Social Services for provision of mobility and volunteer ride programs. The motion carried (12/0).

**Authorization to Award a Contract to Compass Group USA, Inc. for the Provision of Vending Machine Services in Valley Transit's Buildings**

The current contract with Fox River Vending has expired. Valley Transit solicited quotes for provision of vending machine services and was able to obtain a more lucrative offer from another supplier. A motion was made by Commissioner George Dearborn and seconded by Commissioner Bob Buckingham to award a contract to Compass Group USA, Inc. for the provision of vending machine services in Valley Transit's buildings. The motion carried (12/0).

**Approve Valley Transit Near-Term Action Plan and Schedule**

Ms. Wetter reported that the near-term action plan and schedule addresses implementation of the Strategic Plan recommendations for Valley Transit. The focus of the near-term recommendations in the Strategic Plan is to optimize Valley Transit's existing resources without requiring additional funding. Valley Transit's staff has begun working on a number of tasks and will report results to the Commission in September, January, and April. On-Time-Performance reporting will begin in September. A motion was made by Commissioner Joel Gregozeski and seconded by Commissioner George Dearborn to approve Valley Transit near-term action plan and schedule. The motion carried (12/0).

**INFORMATION ITEMS**

**April Ridership and Revenue**

Ms. Wetter reported that ridership for April was down slightly .2% over last year and up 3.1% year-to-date. Revenue was down 3.7% over last year and up 9.2% year-to-date. The exchange of old media for new media due to the fare increase continues which accounts for some of the revenue increase.

**April Financials**

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

**Introduction of New Road Supervisor – Michelle Knox**

Ms. Wetter introduced the new Road Supervisor, Michelle Knox. Michelle began her career with Valley Transit on April 27, 2015.

**Pending Items**

There are no additions to the pending items at this time.

**ADJOURNMENT**

The next meeting will be on Wednesday, June 24, 2015 at 3:00 p.m. The meeting adjourned at 3:49 p.m.

Respectfully submitted,

 for Deborah Wetter

Mrs. Deborah Wetter, General Manager