

MINUTES— FOX CITIES TRANSIT COMMISSION
September 10, 2014

Commissioners Present

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

Commissioners Excused

Aldersperson Christine Williams
Lynn Erickson

Valley Transit Staff

Deborah Wetter, General Manager
Sal La Puma, Assistant General Manager
Debra Ebben, Administrative Services Manager
Amy Erickson, Paratransit Coordinator
Lisa Laughlin, Communications Technician

Others Present

Chris Behrens, Assistant City Attorney

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

Joel Gregozeski arrived at 3:01 p. m.

There was a brief introduction of all members of the Fox Cities Transit Commission.

APPROVAL OF MINUTES

There being no questions or corrections to the minutes of the August 13, 2014 meeting, Commissioner Bob Buckingham moved that the minutes be approved which was seconded by Commissioner George Dearborn. The minutes were approved (13/0).

APPEARANCES

Public Participation of Agenda Items

There were no public appearances.

ACTION ITEMS

Approval of Payments

Administrative Services Manager, Debra Ebben presented the check register covering 08/02/14 through 08/31/14 for questions and comments. The price of fuel for July was \$3.06/gallon, year-to-date average is \$2.96/gallon and the budget is \$3.20/gallon. A motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Jeff McCabe to accept the payments 08/02/14 through 08/31/14. The motion carried (13/0).

Approval to Release RFP for Valley Transit II/Connector

Paratransit Coordinator, Amy Erickson gave a brief summary of the history of the contract between Valley Transit and Running, Inc. to provide specialized ADA transportation, Valley Transit II, and Connector Services. In the past, Valley Transit has issued separate RFPs for the ADA and Connector services. In an attempt to control costs, Valley Transit has decided to wrap the two services into one RFP. A motion was made by Commissioner Kyle Lobner and seconded by Commissioner Rick Detienne to authorize Valley Transit to issue and advertise an RFP for

Paratransit Services and Connector Services for 2015-2017 plus two one year options.

General Manager, Deborah Wetter stated that the RFP would be going out within the next month. In the event that a new contractor would be awarded the contract for the ADA and Connector services, Ms. Wetter asked that she be authorized to negotiate an extension of the current contract with Running, Inc. during the time it takes to complete the RFP process for 2015-2017. A motion was made by Commissioner Carolyn Mewhorter and seconded by Commissioner Kyle Lobner to authorize the General Manager to negotiate said extension with Running, Inc. The motion carried (13/0).

INFORMATION ITEMS

Revised State/Municipal Agreement for WIS47/Appleton Road Interchange

Assistant General Manager, Sal La Puma gave a presentation of the 441/10 reconstruction that the State of Wisconsin DOT has begun. The portion of the construction that will take place at the 441/10 and Appleton Road interchange from Valley Road to Midway Road will begin in April, 2015. This area will be closed to traffic and will require Valley Transit to reroute two of its busiest routes, Route 1-Midway and Route 30-Neenah/Menasha. The reconstruction is scheduled to last until July, 2015.

Ms. Wetter and Mr. La Puma will be bringing back to the Commission the plans and contingencies for rerouting the two affected routes. Commissioner Rick Detienne asked that Valley Transit keep the Commissioners up to date on the 441/10 reconstruction project.

Connector Update

Ms. Wetter informed the Commission that the approved fare increase seems to have slowed the increase in ridership for the Connector which is helping the financial concerns for 2014. Ms. Wetter has spoken to some of the municipalities about the deficit this year. She has a letter of proposal ready to mail that is asking the municipalities to agree to, in the case that we are under budget, that they would pay up to \$30,000 of the total deficit based on the percent of usage of the Connector in their municipality.

United Way is putting in their \$50,000 donation again this year and has stepped up their efforts to get additional donations for the Connector. The hope is that these efforts will reduce the \$30,000 deficit. In the event that the majority of the municipalities would not agree to contribute, the Connector services would need to be cut.

June Ridership and Revenue

Ms. Wetter presented the ridership and revenue for July, 2014. The ridership for July took a dip from the ridership in July, 2013 but was ahead of all the other years since 2009. The revenue for July is also down from 2013 but again higher than all other years since 2005, except 2011.

The year to date ridership and revenue continue to be down from the past two years. The cash decrease is consistent with the ridership decrease. The prepaid ticket sales are down potentially because the agencies that purchase tickets have tightened their budgets. Valley Transit will look at the buying patterns over the last four years to see if that is indeed what is happening.

Ms. Wetter took a look at the ridership patterns on individual routes for July over the last four years. Routes 15, 30 and 20 showed that they needed some attention. Route 12 had been struggling but once the detours were finished and additional buses were added at busy times, the ridership issues have been resolved. At present Valley Transit has a committee working on route 15 by implementing low cost fixes to get that route back on schedule.

One of the other things Valley Transit staff is continuing to focusing on is On Time Performance. Mr. La Puma reported that the OTP in July 83.9% and in August was 84.4%. He anticipates that now that most of the detours have ended the OTP will improve on affected routes.

Valley Transit performed a “blitz” on route 2 in August to verify that the ridership data entry is correct and that the fare boxes are functioning properly. A person rode along on route 2 and hand counted passengers for this study. Those numbers were then compared to the information we obtained from the fare box reports. There were some discrepancies with no clear path to identify where the discrepancies came from. Valley Transit will be conducting another 100% count of all transactions during the week of October 8, 2014.

Valley Transit will be conducting various ridership promotions over the next couple of months. Octoberfest, the largest ridership day of the year will occur on Saturday, September 27, 2014. A “New Mover” promotion will be done during October for people that have recently moved and have demographics consistent with current riders and a “Holiday Rider & Thank You” promotion in November and December. Valley Transit will also conduct another modified rider survey during October.

July Financials

Ms. Ebben presented the financials for July. She reported that Valley Transit is under budget through July.

Salaries are under budget due to overtime being tightly controlled. Administrative Expenses are close to budget but Training & Conferences is significantly over budget due to National Transit Institute training classes that were needed to complete a procurement manual for Valley Transit.

Year to date, gas and diesel prices are under budget while Vehicle & Equipment Parts is over budget. Because of Valley Transit’s aging fleet, sixteen buses purchased in 2004 and another four in 2005, the buses are experiencing similar repairs at the same time with major repairs to high priced items such as transmissions.

Utilities is over budget due to the use of gas usage higher than was budgeted.

Valley Transit 101 Sessions for Commissioners

Ms. Wetter has scheduled two information sessions and tours of Valley Transit main offices and Transit Center. If any other commissioners would like to attend they can contact Ms. Wetter.

Legislative Update

Ms. Wetter reported that there are no legislative updates.

The WURTA Annual Conference will be held in Appleton, September 29 & 30, 2014 at the

Radisson Paper Valley. Congressman Reid Ribble will be speaking at the Radisson the morning of September 29, 2014.

Pending Items

Ms. Wetter reported that there are no new pending items.

ADJOURNMENT

The next meeting will be on Wednesday, September 24, 2014 at 3:00 p.m. The meeting adjourned at 4:13 p.m.

Respectfully submitted,

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

Mrs. Deborah Wetter, General Manager