

MINUTES - FOX CITIES TRANSIT COMMISSION
January 28, 2015

Commissioners Present

Aldersperson Kyle Lobner
Aldersperson Christine Williams
Bob Buckingham
Carol Kasimor
George Dearborn
Joel Gregozeski
Linda Stoll
Rick Detienne
Trish Nau

Valley Transit Staff

Deborah Wetter, General Manager
Sal La Puma, Assistant General Manager
Debra Ebben, Administrative Services Manager
Nikki Voelzke, Community Relations Specialist
Lisa Laughlin, Communications Technician

Others Present

Emily Truman, Assistant City Attorney

Commissioners Excused

Chairperson Chuck Rundquist
Vice Chairperson Carolyn Mewhorter
Bruce Sherman
Jeff McCabe
Travis Parish

Due to the excused absences of Chairperson Chuck Rundquist and Vice Chairperson Carolyn Mewhorter, Commissioner Rick Detienne moved that Aldersperson Kyle Lobner be nominated Interim Chairperson which was seconded by Commissioner Bob Buckingham. The nomination was approved (9/0).

Aldersperson Kyle Lobner called the meeting to order at 3:02 p.m.

APPROVAL OF MINUTES

There being no questions or corrections to the minutes of the December 17, 2014 meeting, Commissioner Rick Detienne moved that the minutes be approved which was seconded by Commissioner Linda Stoll. The minutes were approved (9/0).

APPEARANCES

Public Participation of Agenda Items

There was no public participation on the agenda items.

ACTION ITEMS

Approval of Payments

Debra Ebben presented the check register for the period 12/06/14 through 01/15/15. Aldersperson Kyle Lobner questioned with gas prices going down, which may create a surplus, what happens to the surplus? Ms. Ebben replied that if the fuel prices remain low or go lower the surplus would help fund other items that are over budget. There being no other questions or discussion of the items on the check register, a motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Trish Nau to accept the payments 12/06/14 through 01/15/15. The motion carried (9/0).

INFORMATION ITEMS

Holiday Promotion Results

Ms. Voelzke recapped that the holiday promotion was a 25¢ fare with the donation of a non-perishable food item on rides taken on “Black Friday” and every Saturday through December 20th. A specially wrapped bus was the vehicle used to advertise this promotion. The passengers loved the wrapped bus and want the promotion to continue next year. Ridership increased 13% over the same days in 2014. There was great media coverage and an increase in social media followers. Valley Transit’s customers provided 610 pounds of food donations to St. Joe’s Food Pantry. The actual revenue loss was \$644.31 compared to the projected amount of \$1813.00.

Strategic Plan – Final Draft Presentation

Ms. Wetter and Ms. Voelzke gave a Powerpoint presentation outlining what the consultants put together as a road map for public transportation in the Fox Cities for the near term, 3, 5 and 10 years. This draft was also presented at the final steering committee meeting last week. Following the feedback and suggestions by the steering committee, the consultants will be making some modifications to the report before the final plan is presented to the Commission for approval.

December Ridership and Revenue

Ms. Wetter reported that December was awesome. Ridership for the month was up 18.6% over last year with the year finishing only 1% below last year. The December ridership for 2015 is the highest it’s been since 2005. Ms. Wetter was attributing much of the increase to the holiday promotion. After some year-end adjustments the revenue for 2015 will show a 2.4% decrease over 2014.

November Financials

Administrative Services Manager, Debra Ebben, presented the financials for November. She reported that revenue is under budget. With the December revenue and some year-end adjustments revenue for the year should be at 95% of budgeted revenue. Salaries and Fringe Benefits continues to be under budget and should be slightly under budget at year-end. Administrative Expenses is over budget and should remain over budget for the year-end. Supplies and Materials is over budget but there are some items that will need to be capitalized at year-end to come close to budget for the year. Purchased Services and Utilities are under budget and will remain under budget. Repairs and Maintenance remains over budget. There are expenses in this area that will also need to be capitalized for year-end. Overall Valley Transit is under budget more in expenses than revenue and should end the year slightly under budget.

Staffing Update

Ms. Wetter announced that Sal La Puma has tendered his resignation to accept a position as General Manager of Dunn Transportation in Scottsdale, Arizona. The posting for his position closes February 15, 2015 with interviews on March 13, 2015. We hope to have a new Assistant General Manager on board by April or May.

With the Assistant General Manager vacancy Ms. Wetter reported that both Road Supervisor positions that were approved will be filled to cover the gap in operations. Hopefully those positions will be filled by mid to late February.

We are expecting to have several vacant bus operator positions by April which will need to be

filled prior to our peak needs starting in late May.

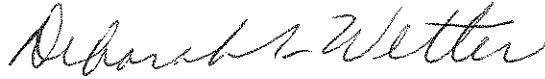
Pending Items

Ms. Wetter will be updating the pending items for the addition of the Strategic Action Plan.

ADJOURNMENT

The next meeting will be on Wednesday, February 11, 2015 at 3:00 p.m. The meeting adjourned at 4:00 p.m.

Respectfully submitted,

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

Mrs. Deborah Wetter, General Manager