

MINUTES—FOX CITIES TRANSIT COMMISSION
June 25, 2014

Commissioners Present

Chairperson Chuck Rundquist
Vice Chairperson Carolyn Mewhorter
Aldersperson Kyle Lobner
Aldersperson Christine Williams
Rick Detienne

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

Commissioners Excused

Carol Kasimor
Lynn Erickson
Bob Buckingham

Others Present

Chris Behrens, Assistant City Attorney
Jodi Dobson, Partner, CPA- Baker Tilly

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 May 28, 2014 meeting, Commissioner Rick Detienne moved that the minutes be approved which was seconded by Aldersperson Kyle Lobner. The minutes were approved (5/0).

APPEARANCES

Public Participation of Agenda Items

There were no public appearances.

Presentation of Valley Transit 2013 Audit by Jodi Dobson, Baker Tilly

Jodi Dobson presented the findings of the Valley Transit 2013 Audit. Ms. Dobson reported that there were no federal or state compliance issues on the financial statement and no material weaknesses in internal control. There was a significant deficiency in the City of Appleton's internal control of information technology that needed to be noted in Valley Transit's audit because Valley Transit uses the City information technology systems. In the citywide single audit there were no transit findings. Baker Tilly made two recommendations to Valley Transit. They recommended that a policy be established for agency tickets and they noted that Valley Transit had a receivable from the State of Wisconsin for \$728,216, attributable to the delayed close-outs of operating grants from 2010-2012 (10% of the operating grant is withheld annually until review is completed by the state). Commissioner Rundquist requested that Ms. Wetter follow up with the state on the delay and report back to the Commission.

ACTION ITEMS

Approval of Payments

Administrative Services Manager, Debra Ebben presented the check register covering 05/21/14 through 06/17/14 for questions and comments. A motion was made by Commissioner Carolyn Mewhorter and seconded by Aldersperson Kyle Lobner to accept the payments 05/21/14 through 06/17/14. The motion carried (5/0).

Approval to Purchase Maintenance Mobile Repair Truck from Bergstrom Ford for \$27,918.60

Assistant General Manager, Sal La Puma presented the two quotes that were received for the purchase of a new vehicle. Both vehicles quoted were very similar in specifications so price was the determining factor. Alderperson Williams asked if the existing truck that we were replacing would be sold or kept. Mr. La Puma stated that it would be sold as prescribed by City Policy. A motion was made by Alderperson Kyle Lobner and seconded by Alderperson Christine Williams to accept the purchase of a maintenance repair truck from Bergstrom Ford for \$27,918.60. The motion carried (5/0).

Approval of Amendments to 5310 Agreement with East Central Wisconsin Regional Planning Commission

At its April 23, 2014 meeting, the Fox Cities Transit Commission approved a Memorandum of Understanding between East Central Wisconsin Regional Planning Commission and Valley Transit to administer and receive Section 5310 grant funds. After further discussion with the Federal Transit Administration, it was determined that the agreement needed modifications to include protest procedures, a clearer explanation of the application process and documentation of Valley Transit's intent to claim 45% of the funds to be used for senior/disabled transportation above and beyond ADA including administrative costs for managing the grant funds. A motion was made by Alderperson Kyle Lobner and seconded by Commissioner Rick Detienne to approve the amendments to the 5310 agreement. The motion carried (5/0).

Valley Transit Policy – Carry-On

General Manager, Deborah Wetter presented the updated carry-on policy for Valley Transit. A motion was made by Commissioner Carolyn Mewhorter and seconded by Alderperson Christine Williams to accept the updated carry-on policy. The motion carried (5/0).

INFORMATION ITEMS

May 2014 Ridership and Revenue

Ms. Wetter presented the ridership and revenue for May, 2014. Ridership for May is down 3.3% from last year but remains the second highest since 2005. Management is continuing to review route information to determine why ridership is decreasing this year. Ms. Wetter said that staff is putting together an action plan with the goal of reversing the ridership decline. The plan will include verification techniques to determine if the electronic counting systems and spreadsheets are correct. The revenue for May is up 9.9% compared to 2013. Year to date ridership is down 7% and year to date revenue is down 3.6% from the previous year.

April Financials

Ms. Ebben presented the May Financials. She reported that Valley Transit is slightly under budget for 2014.

Legislative Update

Ms. Wetter reported that the Highway Trust Fund is projected to run out of money in August 2014 and the Mass Transit Fund by the end of 2014. Congress is wrestling with how to provide the additional revenue needed for the two funds. In addition, MAP-21, the surface transportation bill that authorizes federal funding for transportation, expires on September 30, 2014. The House

has passed their version of the bill. We expect the Congress to pass a continuing resolution before September 30th as it is unlikely that the House and Senate will agree on a bill by then.

Pending Items

Ms. Wetter received clarification from the Commission on the Commission's request for information on the AASD program. Chairman Rundquist requested that Ticket Revenue Account Policy recommended by the auditors be added to the Pending List. He also requested that the status of the State Reimbursement for past years be added as well.

ADJOURNMENT

The next meeting will be on Wednesday, July 09, 2014 at 3:00 p.m. The meeting adjourned at 4:13 p.m.

Respectfully submitted,



Mrs. Deborah Wetter
General Manager