

MINUTES - FOX CITIES TRANSIT COMMISSION
October 28, 2015

Commissioners Present

Vice Chairperson Kyle Lobner
Bob Buckingham
Bruce Sherman
Carolyn Mewhorter
George Dearborn
Jeff McCabe
Joel Gregozeski
Alderson Polly Dalton
Rick Detienne
Sonia Barham
Travis Parish
Trish Nau

Commissioners Excused

Chairperson Chuck Rundquist
Carol Kasimor
Linda Stoll

Valley Transit Staff

Deborah Wetter, General Manager
Daniel Sandmeier, Assistant General Manager
Debra Ebben, Administrative Services Manager
Nikki Voelzke, Community Relations Specialist
Lisa Laughlin, Communications Technician
Amy Erickson, Paratransit Coordinator

Others Present

Emily Truman, Assistant City Attorney

Vice Chairperson 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 September 23, 2015 meeting, Commissioner Bob Buckingham moved that the minutes be approved which was seconded by Commissioner Trish Nau. The minutes were approved (10/0).

APPEARANCES

Public Participation of Agenda Items

There was no public participation on the agenda items.

ACTION ITEMS

Approval of Payments

Administrative Services Manager, Debra Ebben presented the check register for the period 09/15/15 through 10/20/15. There being no questions or discussion of the items on the check register, a motion was made by Commissioner Rick Detienne and seconded by Commissioner George Dearborn to accept the payments 09/15/15 through 10/20/15. The motion carried (10/0).

Commissioner Joel Gregozeski arrived at 3:07 p.m.

INFORMATION ITEMS

Quarterly Dashboard

General Manager, Deborah Wetter presented the dashboard key performance indicator reports for the 3rd quarter of 2015. Ms. Wetter gave a brief summary of the color coding and the target measures on the dashboard items. Each performance indicator page provides a brief description of the performance measure, a dashboard rating explanation, quarterly and trending information and next steps. Ms. Wetter also indicated that this was the first draft and information on the dashboard could be refined for better understanding of the progress Valley Transit is making on its performance. One of the categories that garnered much discussion was complaints, both Fixed Route and Paratransit. The commissioners felt that they would like to see quantification of complaints, response time/number of days until response and resolutions. The commissioners also

voiced that seeing this year's target numbers as a reduction from previous year's results may give a clearer picture of progress. Ms. Wetter indicated that staff will bring back fourth quarter dashboard results in January and will make changes/improvements to the measurements at that time based on commissioner comments and suggestions.

Alderpersion Polly Dalton arrived at 3:21 p.m.

Valley Transit 2016 Budget

Ms. Wetter presented the Valley Transit 2016 budget. Valley Transit's budget shows an overall increase of .3% with municipal local shares increasing approximately 1.6%. The combined State and Federal funding levels are assumed to be the same as 2015 at 56.4%. The areas of major increase are Vehicles and Facilities Maintenance which have increases of 9.14% and 13.86% respectively. The ADA Paratransit budget is proposed to decrease by 2.72%.

September Ridership and Revenue

General Manager, Deborah Wetter reported that the ridership numbers were off for the month of September due to a server crashing and possible lost data. Daniel Sandmeier reported that a new server is being implemented at this time along with a good backup plan to ensure that data can be maintained in the future. The Octoberfest ridership numbers appear to be comparable to last year's ridership numbers. With three weeks of data lost on one route the total paid rides year to date is down 1.1% from last year.

Data and Systems Verification

Assistant General Manager, Daniel Sandmeier discussed the process that Valley Transit is going through to audit all the data that our technology uses. He presented a timeline and scope of work for the first phase of the audit. Mr. Sandmeier will report back to the commission after the completion of each step in the first phase.

September Financials

Ms. Ebben presented the financials for September, 2015. Valley Transit's revenue and expenses remain under budget.

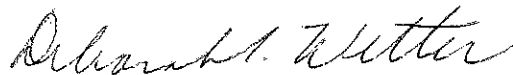
Pending Items

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

ADJOURNMENT

Due to the Thanksgiving holiday the next meeting will be held on Wednesday, November 18, 2015 at 3:00 p.m. The meeting adjourned at 4:13 p.m.

Respectfully submitted,



Mrs. Deborah Wetter, General Manager