

MINUTES— FOX CITIES TRANSIT COMMISSION
November 19, 2014

Commissioners Present

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

Commissioners Excused

Carol Kasimor
Lynn Erickson
Travis Parish

Valley Transit Staff

Deborah Wetter, General Manager
Nikki Voelzke, Community Relations Specialist
Lisa Laughlin, Communications Technician
Gwen Francart, Communications Technician

Others Present

Patti Jorgensen, FVTC-VP Student & Community Development

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 October 29, 2014 meeting, Commissioner Carolyn Mewhorter moved that the minutes be approved which was seconded by Commissioner Rick Detienne. The minutes were approved (11/0).

Commissioner Bruce Sherman arrived at 3:02 p.m.

APPEARANCES

Public Participation of Agenda Items

There was no public participation of agenda items.

ACTION ITEMS

Approval of Payments

General Manager, Deborah Wetter presented the check register covering 10/16/14 through 11/10/14 for questions and comments. A motion was made by Commissioner Bob Buckingham and seconded by Commissioner Joel Gregozeski to accept the payments 10/16/14 through 11/10/14. The motion carried (12/0).

Approval for a Three to Five Month Temporary Extension to the Agreement with Running, Inc. to Provide Valley Transit II and Connector Services

Ms. Wetter asked for approval of a three to five month extension to the agreement with Running, Inc. to provide Valley Transit II and Connector Services while the RFP process is completed and a vendor chosen. A motion was made by Commissioner Rick Detienne and seconded by Commissioner Jeff McCabe to approve a three to five month extension to the agreement with Running, Inc. to provide Valley Transit II and Connector Services. The motion carried (12/0).

Agreement for a Student Pass with Fox Valley Technical College – 2015

Ms. Wetter reported that Valley Transit and Fox Valley Technical College have reached a tentative agreement to launch a student pass program beginning January 2015, similar to the Appleton Area School District agreement. The student passes would be used by program and basic adult education students only. Fox Valley Technical College has one major campus in the Valley Transit service area.

The enrollment at FVTC is approximately 9200. FVTC has agreed to pay \$46,000.00 for the calendar year of 2015 for this service, which equates to about \$5.00 per student per year. If however, routes serving the FVTC become overcrowded when the pass program is implemented, Valley Transit will discuss the matter with FVTC and if there is mutual agreement that additional service is needed, FVTC will pay the local share cost of additional trippers needed.

Patti Jorgensen, Vice President of Student & Community Development for FVTC said that they are really excited about this program. Ms. Jorgensen stated that transportation is one of the barriers to education for people. This program would address this barrier and make it possible for people to get to FVTC that otherwise couldn't. Ms. Jorgensen stated that a significant number of students already ride Valley Transit.

A motion was made by Commissioner Kyle Lobner and seconded by Commissioner George Dearborn to approve the agreement for a student pass with Fox Valley Technical College – 2015. The motion carried (12/0).

Approve the Intermunicipal Agreement Outagamie County for Specialized Transportation Services for 2015 Contingent on Outagamie County Approval

Approve the Intermunicipal Agreement Winnebago County for Specialized Transportation Services for 2015 Contingent on Winnebago County Approval

Approve the Intermunicipal Agreement Calumet County for Specialized Transportation Services for 2015 Contingent on Calumet County Approval

Approve the Intermunicipal Agreement with the City of Neenah and the Town of Menasha for the Northern Winnebago Dial-A-Ride Service for 2015 Contingent on City of Neenah and Town of Menasha Approval

Ms. Wetter presented the annual intermunicipal agreements with Outagamie, Winnebago and Calumet counties for specialized transportation and the annual intermunicipal agreement with the City of Neenah and the Town of Menasha for the Northern Winnebago Dial-A-Ride. A motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Kyle Lobner to approve all four intermunicipal agreements. The motion carried (12/0).

INFORMATION ITEMS

Holiday Hours

Community Relations Specialist, Nikki Voelzke presented the holiday hours for Thanksgiving Day through New Year's Day. The scheduled hours will be posted on the buses, at the Transit Center, digital messaging and online messaging. The schedule is similar to last year.

Holiday Promotion

Ms. Voelzke presented the holiday promotion for 2014. Valley Transit has partnered with Fast Signs on a holiday promotion that will encourage ridership and also help our community. Fast Signs has agreed to print and install a special wrap for a bus to advertise this promotion. Valley Transit will pay for the cost of the materials.

Beginning on Black Friday and continuing every Saturday through December 20th, people will be able to ride any Valley Transit bus for only 25¢ if they bring a non-perishable food item to donate. The non-perishable food items collected during this promotion will be donated to St. Joseph Food Pantry the week of December 22nd using the specially wrapped bus.

October Ridership and Revenue

Ms. Wetter reported that October was a very good month for Valley Transit. The ridership was up 4.3% and the revenue was up 18% from October, 2013. Although year to date ridership is down slightly (2.7%) from 2013, it's still the 3rd highest in the previous 10 years. Revenue is down 1.9% from 2013.

Table of Organization Change Resulting from Vacant Operations Supervisor Position – Draft for information only. Decision will be made at December 17, 2014 meeting.

Ms. Wetter presented a draft of the change to the Table of Organization resulting from the vacant Operations Supervisor position. Valley Transit has evaluated the role of this position and has found that two Road Supervisor positions would fulfill the needs more effectively than one Operations Supervisor. Without increasing the 2015 budget, Valley Transit is not able to fund two full-time Road Supervisors immediately. Valley Transit is proposing to fill one Road Supervisor position now and fill the other when the next part-time bus operator position becomes vacant.

Pending Items

Ms. Wetter has added Oktoberfest fare increase to the pending items for discussion in July, 2015.

ADJOURNMENT

The next meeting will be on Wednesday, December 17, 2014 at 3:00 p.m. The meeting adjourned at 3:49 p.m.

Respectfully submitted,



Mrs. Deborah Wetter, General Manager