

**MINUTES - FOX CITIES TRANSIT COMMISSION**  
July 27, 2016

**Commissioners Present**

Chairperson Chuck Rundquist  
Vice Chairperson Kyle Lobner  
Carol Kasimor  
Carolyn Mewhorter  
George Dearborn  
Jeff McCabe  
Joel Gregozeski  
Larry Carey  
Linda Stoll  
Aldersperson Matthew Reed  
Rick Detienne  
Sonia Barham  
Trish Nau

**Commissioners Excused**

Bob Buckingham  
Travis Parish

**Valley Transit Staff**

Daniel Sandmeier, Interim General Manager  
Debra Ebben, Administrative Services  
Manager  
Nikki Voelzke, Community Relations  
Specialist  
Amy Erickson, Paratransit Coordinator  
Lisa Laughlin, Communications Technician  
Morgan VanDeurzen, Marketing Intern

**Others Present**

Emily Truman, Assistant City Attorney

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

**APPROVAL OF MINUTES**

There being no question or corrections to the minutes of the May 26, 2016 meeting, Commissioner Trish Nau moved that the minutes be approved which was seconded by Commissioner Kyle Lobner. The minutes were approved (13/0).

**APPEARANCES**

**Public Participation on Agenda Items**

There was no public participation on the agenda items.

**ACTION ITEMS**

**Approval of Payments**

Administrative Services Manager, Deb Ebben presented the check registers for the period 05/19/16 through 06/10/16 and 06/11/16 through 07/18/16. There being no questions or discussion of the items on the check registers, a motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Linda Stoll to accept the payments 05/19/16 through 06/10/16 and 06/11/16 through 07/18/16. The motion carried (13/0).

**Acceptance of Two Federal Transit Administration Bus and Bus Facilities Capital Grants**

Administrative Services Manager, Deb Ebben made a recommendation to accept the Federal Transit Administration 5339 capital grants for \$645,905 (\$516,724 federal & \$129,181 from Valley Transit depreciation reserve). When combined with the accepted funds from 2014 these funds will be used to purchase 3 buses. Valley Transit purchased 2 small body on chassis multi-use vehicles in 2009. The last time a full size, heavy duty bus was purchased was 2004. A motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Kyle Lobner to accept two federal Transit Administration bus and bus facilities capital grants. The motion carried (13/0).

### **Acceptance of 2016 WISDOT Capital Funds Transfer to Operating Grant**

Ms. Ebben presented this item. There being no questions or discussion of the item, a motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Kyle Lobner to accept 2016 WISDOT capital funds transfer to operating grant. The motion carried (13/0).

### **Northern Winnebago Dial-A-Ride Proposal Rejection and New Process**

### **Outagamie County Rural Transportation Proposal Rejection and New Process**

### **Outagamie County Specialized Transportation Proposal Rejection and New Process**

### **Northern Winnebago Dial-A-Ride Temporary Six Month Extension**

### **Outagamie County Rural Transportation Temporary Six Month Extension**

### **Outagamie County Specialized Transportation Temporary Six Month Extension**

Paratransit Coordinator, Amy Erickson presented all six of the above items. While reviewing submitted proposals Valley Transit discovered that the three million dollars of increased umbrella insurance coverage recommended by the City of Appleton imposed unreasonable business requirements for bidders. Therefore, Valley Transit is proposing to reject all proposals, revise RFP language and restart the RFP process. A motion to reject all proposals, begin a new process and temporarily extend the present contracts for six month to complete another RFP process was made by Commissioner Kyle Lobner and seconded by Commissioner Linda Stoll. The motion carried (13/0).

## **INFORMATION ITEMS**

### **May and June Ridership and Revenue**

Mr. Sandmeier reported that May and June ridership was slightly less than the national average. Year to date ridership was down 5.5% and revenue was up 6.4% over last year.

### **Valley Transit Audit**

Ms. Ebben presented the Valley Transit Audit. She reported that this was a clean audit with no federal or state compliance issues. There were two recommendations again this year, to develop a policy for agency tickets and the delayed grant close-outs from the State of Wisconsin operating grants.

### **May and June Financials**

Ms. Ebben reported that Valley Transit remains under budget in both revenue and expenses with expenses more under budget than revenue.

### **Key Performance Indicators**

Mr. Sandmeier reported that on time performance is slowly progressing in a positive direction. The fixed route per revenue hour is approaching the national average and outperforming the Wisconsin average. The percentage of complaints to fixed route rides is .00014% and .00034% to paratransit rides.

### **Social Media Update**

Community Relations Specialist, Nikki Voelzke reported that Facebook still remains Valley Transit's most popular social media platform. Valley Transit's Facebook page has seen an uptick in likes due to the recent posting for the cell phone game Pokémon Go.

Ms. Voelzke updated the Commission on the upcoming event, Mile of Music. The event will be held August 4 – 7, 2016 from 1:00 pm – 11:00 pm. Valley Transit will once again have a bus traveling around College Avenue with musicians onboard. Bus stops will be anywhere along the route that are deemed safe to board and alight and it's free to ride.

**Information Systems Update**

Mr. Sandmeier reported that because of limited staff and time there has been little progress on fixing the information system.

**Manager's Report**

Mr. Sandmeier reported that Valley Transit is working to find a working detour for the displaced programs from the Thompson Center that are now located at St. Bernadette Parish.

The detour on route 16 to North High School will become part of the permanent route beginning August 1<sup>st</sup>.

Valley Transit's maintenance supervisor has left to pursue another opportunity.

**Pending Items**

Commissioner Detienne requested that a 3 month progress report and end of year update on the recommendation from Baker Tilly to establish a policy for agency tickets be added to the pending items.

**ADJOURNMENT**

The next meeting will be held on Wednesday, August 24, 2016 at 3:00 p.m. The meeting adjourned at 3:51 p.m.

Respectfully submitted,



Mr. Daniel Sandmeier, Interim General Manager