

MINUTES - FOX CITIES TRANSIT COMMISSION

September 28, 2016

Commissioners Present

Chairperson Chuck Rundquist
Vice Chairperson Kyle Lobner
Bob Buckingham
Carol Kasimor
Carolyn Mewhorter
George Dearborn
Joel Gregozeski
Larry Carey
Aldersperson Matthew Reed
Sonia Barham

Others Present

Emily Truman, Assistant City Attorney

Commissioners Excused

Jeff McCabe
Linda Stoll
Rick Detienne
Travis Parish
Trish Nau

Valley Transit Staff

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

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 July 27, 2016 meeting, Commissioner Carolyn Mewhorter moved that the minutes be approved which was seconded by Commissioner Joel Gregozeski. The minutes were approved (10/0).

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 register for the period 07/19/16 through 09/20/16 and procurement card registers 06/25/16 through 08/26/16. There being no questions or discussion of the items on the check register or procurement card registers, a motion was made by Commissioner Joel Gregozeski and seconded by Commissioner Kyle Lobner to accept the check payments 07/19/16 through 09/20/16 and the procurement card payments 06/25/16 through 08/26/16. The motion carried (10/0).

INFORMATION ITEMS

General Manager Introduction

Valley Transit has hired Mr. Ronald C. McDonald as its new General Manager. Assistant General Manager, Daniel Sandmeier made the introduction and Ron gave a brief summary of his experience in the transit field.

Paratransit RFP Update

The Paratransit Coordinator, Amy Erickson, discussed the status of RFP bids for the Paratransit services. The current contractor for the Northern Winnebago Dial-A-Ride did not submit a bid because they believed their submitted bid for the first process would carry forward for the second process. Due to this error and in the absence of any other bidders, Valley Transit will conduct a third RFP process. Commissioner Kyle Lobner asked if this required an extension to the current six month extension of the Dial-A-Ride contract. Amy responded that this would not be necessary and hopes to have recommendations from the bid at the next meeting.

July and August Ridership and Revenue

Mr. Sandmeier reported that August ridership was almost 7% higher than last year bringing our yearly ridership to only 4.4% less than last year. Due to the fare increase, Valley Transit is actually up 1% in revenue despite the 4% drop in ridership. Mr. Sandmeier did a rough poll on ridership around the state to see where they compare. He found that other cities range around -14% to +1% putting them in the mid-range for comparable cities statewide. Dan also discussed updates for changes to routes. The Route 16 detour going to Appleton North has been successful. However, the Route 11 detour serving the new St. Bernadette's facility housing some of the community groups from the Thompson Center has not. Due to lack of ridership and push back from the residents surrounding the area, they are looking into whether or not to continue that trial detour.

July and August Financials

Commissioner Carey questioned some anomalies in the expenses such as salaries and fringes for operating costs in July compared to last July and asked for clarification. Ms. Ebben responded this is possibly due to there being three pay periods in July 2015. Valley Transit remains under budget in both revenue and expenses with expenses more under budget than revenue. Ms. Ebben reported that Federal support is still at zero, however, she will soon be doing a federal draw next week and they can be expecting those checks for reimbursement fairly soon. Alderperson Reed asked for an explanation of discrepancies for water and storm water costs. Deb Ebben explained that they had a problem with the bus washer causing it to run continuously.

Request to Award Contract for 2016 Transit Center Roof Repairs Project to Northern Metal and Roofing Co. in the Amount of \$31,545 with a Contingency of \$5,000 for a Project not to Exceed \$36,545

Ronald McDonald commented that the project was coordinated through the Facilities Department. They oversaw the bidding process, had the Finance Committee approve and was already approved by Council. This was entered in as an informational item.

Manager's Report

Dan Sandmeier explained a process of being involved in a project with the National Transit Map through the FTA for research and funding purposes. Due to staff already being on top of several programs to track this data he was able to pull the information quickly and be one of the first out of 208 transit systems to submit their information.

Mr. Sandmeier gave an update on the Maintenance Supervisor position currently open. They are about to close the posted position and are hoping to have a pool of qualified candidates to start interviewing next month.

Mr. Sandmeier gave an update on the numbers from License to Cruise and Octoberfest. There were 4,345 riders for License to Cruise which is right on track from previous years. Octoberfest numbers were down from previous years. It appears to be ridership in the earlier hours is low but peak times remain standing room only. Nicole Voelzke said that the recognition and partnership with the Octoberfest Committee was very successful. There was a lot of cross media and advertising materials that brought a lot of recognition to Valley Transit. She hopes to continue to build that relationship. Commissioner Kyle Lobner questioned if the early morning ridership was just this year or over the last few years. Dan Sandmeier reported there has been a slight decrease over the last several years. Commissioner Kyle Lobner also asked if ridership and weather were related and Nicole Voelzke said it certainly could be. She suggested possibly having clickers at the Park and Ride lots next year in order to track the numbers. George Dearborn also stated he would like to see some way of tracking for more accurate data. They are still waiting to hear back from Octoberfest to see if there is also any correlation in a drop of their numbers overall.

Ron McDonald addressed the commission about a few areas he is looking at to improve on within the organization. One thing being the reorganization of the department that he has been reviewing and is hoping to report some changes at the next meeting. Secondly, in the next few weeks several of the management team will be attending the Wisconsin Urban and Rural Transit Association (WURTA) meeting in Green Bay. He hopes this will be a great resource of information and networking for them with the FTA, WIDOT and vendors. Chairperson Chuck Rundquist thanked Dan Sandmeier for his work as the interim General Manager and the staff for working through it.

Pending Items

Social Media updates will be coming up in January. Information System updates will be coming up as Ronald McDonald gets more up to date on the topic. Motion to adjourn and seconded.

ADJOURNMENT

The next meeting will be held on Wednesday, October 26, 2016 at 3:00 p.m. The meeting adjourned at 3:31 p.m.

Respectfully submitted,

Mr. Ronald C. McDonald, General Manager