

DRAFT

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, February 1, 2021
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin**

The meeting was called to order by Chair Nancy Russell at 1:30 p.m.

Roll call was conducted and the following members were present, either in-person or by remote attendance: Chair Nancy Russell; Vice Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Administrative Analyst Lisa Kadlec; and Citizen Member Shawn Davenport. Citizen Member Eric Russow was absent. There is one vacant position. A quorum was declared.

Others in Attendance

County Staff: County Administrator Mark W. Luberda and Senior Accountant Natasha Gantenbein
Members of the Public: Executive Director of VIP Services Cynthia Simonsen

On motion by Citizen Member Davenport, second by HHS Board Chair Monroe, the agenda was approved with no withdrawals.

On motion by HHS Board Chair Monroe, second by Vice Chair Kerwin, the November 2, 2020 meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Update on VIP Services related to service rates and option year extension to include a change order on rates beginning May 1, 2021

County Administrator Mark W. Luberda outlined information provided at the November Transportation Coordinating Committee (TCC) meeting concerning VIP Services (VIP) giving notice they would not be able to accept the final option year for contract as of May 1, 2021. Luberda stated he has worked out a conceptual agreement with VIP regarding the change order; he continues to work with the state to prepare the necessary documentation/data that will meet Federal Transit Administration (FTA) standards. Luberda shared that some of his data will be comparison reports to larger county operations with higher operating costs; including Ozaukee, Washington, Door and Clark counties; and will also include analysis of new bid rate change percentage ratios for all shared systems in the state since 2017. Luberda stated contracts differ in regards to which party provides the transit vehicles and pays for the vehicle gasoline; which can make adjustment amounts much more reasonable in regards to this negotiation. Minimum pay of drivers is also a topic being included in the contract due to the difficulty of filling driving positions and correlation to dependability of service. Luberda plans to present basis and support documentation in detail at the March TCC Meeting with anticipation of presenting to the state and ultimately seeking County Board approval allowing for the contract to be executed before the end of April.

New Business

8a. Federal Mask Mandate for Public Transportation and the effect of COVID-19 on operations
Luberda reported there has been no formal communication from the State of Wisconsin regarding this mandate. Executive Director of VIP Services Cynthia Simonsen noted that drivers have been asked to wear masks throughout the pandemic.

9. Transportation Financial Summary

Senior Accountant Natasha Gantenbein summarized data on pages 3-5 of the packet, noting the change in both tax levy and grant fund numbers compared to the original budget was primarily due to The Coronavirus, Aid, Relief, and Economic Security (CARES) Act funding.

10. Monthly Ridership

Gantenbein provided a brief overview of the graphs found on pages 6-8.

11. VIP Services report of any “turn down” requests for service

Simonsen noted the document included in the packet was not “turn down” requests. Lubberda stated it was a compilation that he receives monthly from her staff, but the included document was for no-shows in error. Simonsen reported there were 69 turn downs in November; 49 turn downs in December; and 74 turn downs in January. Simonsen divulged the reason turn downs occur is due to the number of scheduled routine rides, which can fill up to half of the available timeslots on any given day, leaving less availability when a non-routine ride is requested. Simonsen also cited driver attrition as a contribution, but noted that in December VIP raised the starting wage to \$13 per hour in hopes of filling open positions.

Announcements – There was none.

Chair Russell questioned Lubberda in reference to the vacant committee member position. Lubberda confirmed he has not identified anyone as of now and would readily accept recommendations.

Confirmation of next meeting: The next meeting was confirmed for Monday, March 1, 2021 at 1:30 p.m.

Adjournment

On motion and second by HHS Board Chair Monroe and Citizen Member Davenport, Chair Russell adjourned the meeting at 2:24 p.m.