

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, March 6, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Al Stanek called the meeting to order at 1:30 p.m.

Roll call was conducted and the following members were present: Chair Al Stanek; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; and, Citizen Members Shawn Davenport and Eric Russow. Vice-Chair Andrew Kerwin is absent and there is one vacant position. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberd; Program Manager-Mobility Gene Bobier; Senior Accountant Raul Rivera; and, Aging and Disability Resource Manager Randy Kohl.

On motion by Monroe, second by Davenport, the agenda was approved with no withdrawals.

On motion by Monroe, second by Davenport, the February 6, 2023 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Status of 2023 Specialized Transportation and PTAP/Shared-Ride Taxi grant applications
Program Manager-Mobility Gene Bobier stated the Specialized Transportation application was approved by WisDOT and can expect the funds to be issued as soon as possible. The PTAP/Shared-Ride Tax application is in the process of being reviewed.

7b. Status of WisDOT 2021 and 2022 5311 Capital Award – Third vehicle purchase round
Bobier announced the eight minivans should still be delivered in late March/early April. There might be a delay with some of the vans because the seating manufacturer is having trouble getting the product out. No changes to the delivery timeline for the Ford Transit of late April/early May. Bobier notified the committee that the van purchased last year that went out for warranty work, has been returned with issues fixed at no charge since covered under warranty.

7c. Status of Shared-Ride Taxi Service Provider RFP procurement process, including but not limited to:

- i. Proposals Submitted
- ii. Question and Answer Addendum
- iii. Next step – RFP Evaluations
- iv. Finance Committee Approval

Bobier stated proposal submission closed at 10 a.m. that morning and two proposals were received. One of the companies that submitted a proposal asked 18 questions that Bobier and Luberd addressed. The RFP Evaluation Committee meets on March 8th to review the two proposals. There may be a special Finance Committee meeting on April 3rd at 9 a.m. to move forward with the Notice of Intent to Award.

New Business

8a. SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process (SWOT = Strengths, Weaknesses, Opportunities, and Threats)

County Administrator Mark Luberd stated as part of the budget process, the County Board decided to participate in the strategic planning process. Luberd referred to his memo on pages 4-5 in the packet regarding the four-steps the County will use to initiate a strategic planning process.

Each committee is encouraged to engage in helping revise the SWOT document (Pages 6-15) to make sure all perspectives are considered. Input from the committee should be given in the form of a motion. This topic will also be on next month's agenda.

Eric Russow arrived remotely at 1:41 p.m.

Chair Al Stanek began the discussion by referring to the memo on page 19 of the packet which mentions the lack of guidance as to what the Shared-Ride Taxi Service is trying to accomplish. The committee mentioned the following as part of the SWOT analysis:

Strengths:

- The committee took a very strategic approach with well-documented and high-level of public input; hired a consultant; and really thought through the process of starting the program
- Getting the committee together and hiring people to come in and start the program from scratch to what's it's built up to today
- Safe, reliable, and affordable.

Weaknesses:

- The COVID-19 pandemic which shrunk society
- Shortage of drivers
- The wages of the drivers

Opportunities:

- Public awareness
- Utilization of technology as opposed to cash payments
- A scheduled route
- Potential increase in trip demands due to employment rates be currently up as well as the aging and disabled population continuing to grow
- Governor recognizes increased funding for public transportation
- High cost of gas and auto ownership
- Greater brand recognition
- Focus marketing around the strengths of being safe, reliable, and affordable

Threats:

- The ability to fund and react to demand due to the expiration of COVID funding. The funding has reduced budget pressure on every service that the County provides, but once it's gone, there will be competition amongst departments for additional funding opportunities.
- As a public entity, we need to be sensitive to small businesses and not put them out of business.

8b. Walworth County Strategic Planning, March County Board Committee of the Whole: *What should be the intent and purpose of our transportation system?* Presentation on March 14th

Luberda asked committee members to let him know if anyone will be in attendance of the meeting. The meeting could be very influential for the workflow of this committee. Davenport replied that he would be attending. Stanek will draft a motion and include it as an agenda item for the April TCC meeting titled, "TCC motion on the SWOT."

8c. Report on Premium Pay program – Results through 11-months

Bobier stated the approved premium pay through ARPA retroactively started in March 2022. From March to December 2022, approximately \$125,000 (\$12,500/month) of the allocated \$200,000 was spent. The premium pay ends in April 2023 when the Shared-Ride contract ends. \$75,000 was allocated for January 2023-April 2023. VIP has hired 14 drivers but lost three, resulting in a net of 11. Turndown/denials were taken into consideration. From April to December of 2021, there were 45 turndowns/denials on average per month, and an average of 37 for the same timeframe in 2022. Ridership was increased by 1,375 trips.

Reports

9a. Monthly Ridership

Bobier provided a brief summation of the graphs found on Pages 20-23 of the packet; noting an error page 20 that December should be January. Bobier noted January 2023 was almost as high as January 2019, but higher than January 2021 and 2022. Weekday demand was the highest the program has had other than January of 2022. Saturday trips were just below average.

9b. Trip Purpose, including new Average Trips by Purpose per Day of Week report

Bobier referred to Pages 24-25 in the packet. Bobier noted that medical was up slightly through December, but just down from January 2022; education had a decline in December due to the winter break; and, recreation increased by 191 trips from January 2022 to January 2023. Bobier reviewed the top five trip purposes and the calculation used.

9c. Transportation Financial Summary

Senior Accountant Raul Rivera stated the 2022 quarter one reimbursement for Shared-Ride was received at the end of February for \$95,385. The 2022 quarter two reimbursement will be \$113,926 and anticipating an estimate of \$259,000 for quarters three and four of 2022. Rivera presented the grant revenues that are expected to be collected and the overall expenses. There is \$5,000 that will be matched with tax levy for Shared-Ride and the County is matching \$57,199 for Specialized. Rivera briefly detailed the All Transportation Summary (Page 26); noting, the budget utilization goal as of January 2023 is 8.3%, but came in at 7.5% due to the purchase of the Ford Transit, but the budget has yet to carryover from 2022.

9d. Municipality Transport Report

Bobier referred to the report included on Page 27 of the packet; citing Elkhorn had the most trips for January 2023.

9e. Turndown/Denial Report

Bobier referenced the reports included on Pages 28-31 of the packet; disclosing January had 65 denials and February had 55. Something that impacted VIP was they had a driver retire, a driver that passed away, and a driver out sick for an extended period of time. Bobier noted that medical is down from December.

9f. No Show Report including Turndown Trips in Relation to No-Show Trips report

Bobier referred to the graph on page 32 in the packet stated Shared Rides was 106 for January whereas Specialized was three. At the last meeting, a member asked Bobier to compare the turn down trips in relation to the no show trips. Bobier discussed this report (Pgs. 33-34).

9g. VIP Services Report

i. Staffing & Recruitment of Drivers

Bobier announced there were no new drivers hired in February.

ii. Report on tracking of new riders to SRT/Wal-to-Wal Program

Bobier announced there were 29 new riders for January.

Announcements

10a. Gene Bobier will be attending the 2023 WI Assn. of Mobility Managers (WAMM) Spring Transportation Conference, April 24-26, 2023 in Wisconsin Dells

An additional announcement was made that Gene Bobier will be conducting the quarterly inspection at VIP Services on March 22nd.

Future Agenda Items – TCC motion on the SWOT

Confirmation of next meeting date and time: The next meeting was confirmed for Monday, April 3, 2023 at 1:30 p.m.

Adjournment

On motion by Monroe and second by Davenport, Chair Stanek adjourned the meeting at 2:49 p.m.

Submitted by Emily Krabbenhoft, Administrative Assistant. Meeting minutes were approved by the Transportation Coordinating Committee at the April 3, 2023 meeting.