

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, April 3, 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; Vice-Chair Andrew Kerwin, Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; and, Citizen Members Shawn Davenport and Eric Russow. There is one vacant position. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Program Manager-Mobility Gene Bobier; Senior Accountant Raul Rivera; and, Executive Director – VIP Services, Inc. Craig Poshepny.

On motion by Health and Human Services (HHS) Board Chair Monroe, second by Citizen Member Russow, the agenda was approved with one amendment: To move, Item 7d, Strategic Planning to follow, Item 9, Reports. The amended agenda was approved by voice vote.

On motion by Citizen Member Russow, second by Vice-Chair Kerwin, the March 6, 2023 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Status of 2023 PTAP/Shared-Ride Taxi grant applications

Program Manager-Mobility Gene Bobier stated the PTAP/Shared-Ride Taxi grant application was reviewed by the Wisconsin Department of Transportation, and waiting for final approval.

7b. Status of WisDOT 2021 and 2022 5311 Capital Award – Third vehicle purchase round

Bobier announced the third vehicle purchase round was completed. There is a delay in eight minivans due to supply chain issues with the seats. Delivery for the minivans has been pushed back to late May or early June. The one Ford Transit on order is still scheduled for delivery in late April or early May. With delivery of all 9 vehicles will ultimately bring the fleet to 19 vehicles.

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

- i. Proposal Evaluation
- ii. Finance Committee Approval – Memo: Recommendation to Award Contract – Request for Proposal 22-080 for Shared-Ride Taxi Service
- iii. Contract Award and Implementation – New contract starts May 1, 2023

Bobier noted the Evaluation Committee completed their review on March 8th; WisDOT granted approval to proceed with a Notice of Intent to Award, which was issued March 17th followed by a required 10 workday waiting period for any potential protests. No protests were received. A Special Finance Committee meeting was held at 9:00 a.m. on April 3rd to proceed with the recommendation to award the Contract – Request for Proposal 22-080 for Shared-Ride Taxi Services to VIP Services, Inc., which was granted. Bobier referred to and provided an overview of the March 28th Memorandum (Pages 5-7) noting the distinct changes between the current services offered and the services under the new contract. Bobier stated the intention is to have the contract in place by May 1, 2023.

County Administrator Mark W. Luberda noted Walworth County will need to lean on VIP Services for the additional vehicles until the eight minivans on back-order have been received. Luberda stated he does not anticipate any disruption in services.

Discussion then focused on potentially improving the dispatch software, which would benefit both Walworth County and the vendor.

7d. Strategic Planning: *What should be the intent and purpose of our transportation system?* Review of the presentation made at the March County Board Committee of the Whole meeting on March 14th

- i. With Notes - Walworth County Transportation Presentation Slides
- ii. Full Size - Walworth County Transportation Presentation Slides

This item was acted upon later in the meeting.

7e. SWOT Analysis Review as Part of the 2023 Walworth County Strategic Planning Process

Chair Stanek referred to the Walworth County TCC Specific Strategic Planning SWOT Analysis, distributed prior to the meeting. He noted, as part of the strategic planning process, each county committee was asked to apply a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis against Walworth County's Vision Statement. Five focus areas were considered:

- Good Government
- Fiscal Responsibility
- County Workforce
- Community Safety, Health, and Quality of Life
- Community Assets

Chair Stanek provided a brief overview of the SWOT analysis as it relates to Walworth County's transportation system with the assistance of Vice-Chair Kerwin and Health and Human Services (HHS) Board Chair Monroe. Discussion then focused on increasing informational programs to help promote the services available, to consider the costs involved regarding any potential expansion of the program, and consistent branding of the fleet vehicles. **HHS Board Chair Monroe offered a motion, second by HHS Representative Kadlec, to forward the TCC Specific Strategic Planning SWOT Analysis Report on to the County Administrator and for it to become a public record. Motion carried 6-0**

7f. 2023 Work Plan

Bobier referred to the Draft TCC Work Plan 2023 (Page 65) and noted that Item #10 has been added at the request of Chair Stanek. The content is from the Southeastern Wisconsin Regional Planning Commission's (SEWRPC) Public Transit – Human Services Transportation Coordination Plan for Walworth County: 2021. The plan is developed by SEWRPC every four years and is noted on the 2023 85.21 Specialized Transportation grant application. Luberdá explained this document establishes the expectations of Bobier for 2023 and reflects items within the Request for Proposal (RFP). Luberdá suggested placing this on future agendas as a regular discussion item. **Vice-Chair Kerwin offered a motion, second by HHS Board Chair Monroe, to accept the 2023 Work Plan, as presented, and direct that it be moved to the monthly Reports section of the Agenda in future meetings. Motion carried 6-0**

New Business

8a. Report on 1st quarter Contractor Quarterly Compliance Review at VIP Services

Bobier summarized the 1st quarter Contractor Quarterly Compliance Review at VIP Services (Pages 66-72). Bobier reported he was able to conduct a ride-along including pre-trip and post-trip inspections and noted there were three corrective actions reported to the contractor.

Reports

9a. Monthly Ridership

Bobier noted the Monthly Report is through February of 2023, as the date on the top of Page 73 was not changed. He then provided a brief summation of the graphs found on Pages 73-76 of the packet. Bobier speculated that ridership was down due to weather issues and there only being 28 days in February.

9b. Trip Purpose

Bobier reviewed the Trip Purpose Report and noted there were only 28 days in February. He speculated recreation was up due to outdoor activities.

9c. Transportation Financial Summary

Senior Accountant Raul Rivera briefly detailed the All Transportation Summary (Page 78); stating the goal for the month of February was 16.7%; budget utilization for both programs, as of February, was 11.5%. Rivera announced the State of Wisconsin has acknowledged receipt of the 85.21 Annual Financial Report turned in on Monday for the Specialized Transportation Program and they are to report back whether or not the unused 2022 funds will be allowed to carry over, as in the previous two years. He also noted, due to an error, a small amount of grant funding for the 85.21 Program previously received had to be returned. Discussion ensued relative to the use of grant funding for the years 2020 and 2021, as opposed to tax levy money. Luberdá stated Walworth County continues to budget the full amount of tax levy. When tax levy money is not used, it has been returned to the General Fund and then used to fund the capital program, which includes the purchasing of the vehicles.

9d. Municipality Transport Report

Bobier referred to Page 79 of the packet and briefly went over the contents.

9e. Turndown/Denial Report

Bobier provided an overview of Pages 80-83 and noted ridership is up from averaging 2,500 per month at this time last year to averaging nearly 2,800 per month for this year.

9f. No-Show Report

Bobier referred to the No-Show Rides – Year-Over-Year Breakdown Report found on Page 84 and explained the contributing factors that may have caused the no-shows:

- VIP places a notification on their Facebook Page when school is closed. Riders may assume the transportation team is also closed. Thus, there is a need to work on communication relative to whether or not the transportation team is still in operation.
- Certain programs may cancel due to weather conditions, but that does not mean that all programs have canceled. VIP is unsure who is within one program or another and may not show.

Bobier suggested utilizing updated technology, such as a Rider app, allowing an individual to easily cancel or find out where their transportation is at any given time.

9g. VIP Services Report

- i. Staffing & Recruitment of Drivers
- ii. Report on tracking of new riders to SRT/Wal-to-Wal Program

Executive Director-VIP Services, Inc. Craig Poshepny expressed appreciation to Walworth County for awarding VIP the contract and requested a list of priorities for consideration. He reported there was no change in number of drivers, as they were holding off until the contract was awarded. He noted there were 32 new customers to the Shared-Ride System in February.

Ken Monroe departed at approximately 2:27 p.m.

7d. Strategic Planning: *What should be the intent and purpose of our transportation system?* Review of the presentation made at the March County Board Committee of the Whole meeting on March 14th

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- ii. Full Size - Walworth County Transportation Presentation Slides

Luberdá referred to and gave a brief overview of the Strategic Planning presentation(s) (pages 10-64) used by the County Board of Supervisors for the first of three strategic planning sessions. Note: Slide #15 – Service Level Distribution During the Day was updated and corrected from the presentation provided at the March 14, 2023 Committee of the Whole Meeting. Luberdá did direct the Committees attention to the 2023 Shared-Ride Taxi Transportation Budget document handed out prior to the meeting. Discussion then focused on the following:

- Comments made by the County Board relative to the presentation(s).
- Developing data by contacting other communities.
- Continued awareness as to the needs of the community and the services provided.
- Contacting Walworth County Economic Development Alliance (WCEDA) to gain some perspective relative to employment transportation needs.

- Look into reconciling the 50% limit on subscription/routine rides with Walworth County's capacity.
- Potentially attending WCEDA's meeting in November to help promote Walworth County's transportation services and to gather information from other communities.
- Research and consideration of the fee schedule prior to a push for marketing.

Citizen Member Russow departed at approximately 2:49 p.m.

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

Bobier informed the Committee he will be attending the Wisconsin Association of Mobility Managers (WAMM) conference in April, which is a three day conference offering six training courses.

Future Agenda Items –

Citizen Member Davenport requested the topic of branding fleet vehicles be placed on an agenda in the near future.

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

Adjournment

On motion by Citizen Member Davenport and second by HHS Representative Kadlec, Chair Stanek adjourned the meeting at 3:25 p.m.