

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, June 6, 2022
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Vice-Chair Andy Kerwin called the meeting to order at 1:32 p.m.

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

Others in Attendance

County Board Supervisors: Al Stanek.

County Staff: Walworth County Administrator Mark W. Luberda; Program Manager-Mobility Gene Bobier; and Senior Accountant Raul Rivera.

On motion by Citizen Member Russow, second by Citizen Member Davenport, the agenda was approved with no withdrawals.

On motion by HHS Board Chair Monroe, second by Citizen Member Russow, the April 4, 2022 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Status of Vehicle Purchase Plan

- i. Memo - Proposed Waiver of Competition for Transportation Program Vehicles
- ii. Memo - Transportation Services Vehicle Purchase Plan – May 2022
- iii. Waiver of Competition form

Program Manager-Mobility Gene Bobier summarized the three proposed rounds of vehicle purchases and specific funding sources to be utilized.

7b. Status of WisDOT 2021 and 2022 5311 Capital Award

Bobier stated that the 5311 Capital Award is distributed as a reimbursement; meaning the state holds funds until a purchase is made and then distribute a reimbursement. He reiterated that delays in obtaining vehicles has left the 2021 award stagnant for the time being. The 2022 Capital Award is not expected to be announced before fall of this year.

7c. Status 2022 Public Transit Assistance Program (PTAP) Grant Application (aka Shared-Ride Taxi)

Bobier shared that Walworth County’s application has progressed from “submitted” to “under review” in the state system.

7d. Status of contract with VIP Services, Inc. for a Shared-Ride Taxi Service, contract continuation (third optional year) beginning May 1, 2022

Bobier stated the Shared-Ride Transportation (SRT) contract continuation for the third optional year was fully executed at the end of April extending the contract through April 30, 2023.

7e. Status 5311 Compliance Site Review (CSR) – Corrective Action Plan

Bobier shared the corrective action plan was finalized on May 17.

New Business

8a. Vehicle Resolution - Resolution No. *-07/22 Amending the 2022 Transportation Vehicle Capital Project to Purchase up to Four Vehicles for the Transportation Programs

HHS Board Chair Monroe offered a motion, second by HHS Representative Kadlec, to approve the resolution Amending the 2022 Transportation Vehicle Capital Project to Purchase up to Five Vehicles for the Transportation Programs as presented in the packet (Pages 12-14.) Motion carried 6-0.

8b. Preliminary work on the Request For Proposal (RFP) for the SRT program

Bobier stated he has reached out to WisDOT with preliminary questions in reference to developing a Request for Proposal (RFP) with the intent to better the SRT service. Bobier implored the Committee to provide recommendations relative to additions, modifications, or changes to the service.

Walworth County Administrator Mark W. Luberda shared that while compiling data for the second option year of the service contract with VIP Services, Inc. (VIP), he identified components of service that would need to be addressed when creating the next RFP; including:

- Increased marketing of the SRT program
- Possibly increasing hours of operation
- Additional language in regards to the service provider anticipating growth in the program
- Setting a moderate level minimum wage
- Walworth County providing an increased volume of vehicles and gasoline

Citizen Member Davenport requested investigation into regional hubs or specific days/areas for fixed routes to possibly provide efficiency and cost savings within the program and to consumers. He also asked that a greater emphasis be placed on medical appointment turn downs, and to consider adding a disincentive should medical continue to be a large portion of overall turn downs.

8c. Discussion on TCC member representation

Luberda stated there is some variance between the state statute and Walworth County Ordinance regarding required membership of the Transportation Coordinating Committee (TCC.) He advised making an amendment to the County ordinance to align more closely with state statute.

Bobier added that the statute requires that one member represent a local transportation provider. He stated that a representative from VIP would be a logical choice to fill the vacant position, although there may be some topics considered a conflict of interest, requiring that individual to abstain from a vote or contract negotiations. Citizen Member Davenport recommended reaching out to the local bus companies to gauge their interest in participation relative to Committee representation.

Luberda reiterated that it is his intent to address outstanding questions; the relationship between the 85.21 Specialized program and the SRT; talk to the County Board Chair to obtain his preference related to Committee membership and representation; and present an ordinance amendment in a future meeting.

Citizen Member Kerwin requested information on Ozaukee and Washington County ordinances since those counties operate similarly to Walworth County. Discussion ensued relative to presentations by other counties when the TCC was first established in Walworth County.

8d. COVID-19 mask guidelines with mask mandate ending

Bobier displayed an example flier that VIP is posting that states face coverings are recommended. Bobier noted that if a rider has concerns with a driver not wearing a mask they may cancel their trip with no repercussions. Citizen Member Russow suggested encouraging riders to request a masked driver when scheduling their transport in an effort to reduce last minute cancellations. HHS Board Chair Monroe suggested adding verbiage to the flier stating a rider may ask a driver to wear a mask.

8e. 2022 WAMM Spring Conference in Sturgeon Bay, April 25th to 27th

Bobier stated he attended four training courses and Transportation Camp while at the conference. He noted there was much discussion focused on driver shortages and incentivizing volunteer drivers with fuel and mileage reimbursements.

Reports

9a. Monthly Ridership

Bobier gave a brief summation of the graphs found on Pages 19-22 of the packet; noting 2022 is trending closely with 2018 and 2020.

i. New Report – Trip purpose

Discussion ensued relative to monthly reporting. Bobier clarified that the Ridership: Count of One-Way Trips, Year to Date and Trip Purpose – Top 5 – YTD will continue to be reported monthly; with all other monthly ridership reports moving to a quarterly report. Citizen Member Russow requested landscape orientation of some reports for easier reading.

9b. Transportation Financial Summary

Senior Accountant Raul Rivera briefly detailed the April All Transportation Summary included on Page 24 of the packet; stating the two programs are at 19% budget utilization. He shared that the 5311 award was selected for a single audit and will be reviewed by Finance.

9c. Municipality Transport Report

Bobier referred to the report included on Page 25 of the packet; citing Elkhorn and Lake Geneva remain atop the pick up/drop off destinations.

9d. Turndown/Denial Report

Bobier referenced the reports included on Pages 26-33 of the packet; noting rescheduling of turndowns is trending in the right direction having decreased to 2.2%.

9e. No Show Report

Bobier referred to and briefly detailed the graph found on Page 34 of the packet; stating no shows are at 2.9% which is less than in 2021.

9f. Quarterly Reports – 2021 YTD and 1st Quarter 2022

i. Reducing Routine/Subscription trips

Bobier explained the Federal Transit Administration (FTA) recommends routine or subscription trips account for no more than 50% of rides for the year. He noted that 2021 was 61% and this year is at 70%. Bobier has discussed this data with VIP and suggested that should a routine route cease to not look to replace the trip. Bobier acknowledged that routine trips allow for ease in scheduling drivers, but there must be balance in order to ensure the service is available for short notice requests as well.

9g. VIP Services Report

i. Staffing & Recruitment of Drivers

Bobier read an email from Craig Poshepny, Executive Director of VIP; stating three drivers were hired in April, one in May, and one driver resigned. He shared that one driver is returning in June, and plans are in motion to hire two or three part-time drivers. Bobier stated VIP began tracking new riders to the Wal-to-Wal DIAL-a-Ride program; with 63 new accounts in April and 39 in May.

Confirmation of next meeting date and time: The next meeting was confirmed for Tuesday, July 5, 2022 at 1:30 p.m.

Adjournment

On motion and second by HHS Board Chair Monroe and Citizen Member Russow, Vice-Chair Andrew Kerwin adjourned the meeting at 2:34 p.m.