



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, MAY 16, 2018, 8:15 AM
TRANSIT**

A. ROLL CALL.

B. APPROVAL OF THE AGENDA.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Kevin Kuehn to approve.

Motion carried.

Yes- None, No- None, Abstain- None

C. APPROVAL OF MINUTES.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve.

Motion carried.

Yes- None, No- None, Abstain- None

I. Approval of Minutes March 14, 2018

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve.

Motion carried.

Yes- None, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Discussion/Action: Flooring Project – Maintenance Garage Phase 2

Green Bay Metro has worked with the City Purchasing Department to complete the resurfacing of the maintenance garage floor. Staff recommends the approval for the flooring project to the lowest, responsive bidder, Masse's Floor Coatings with a cost not to exceed \$34,340.00.

Moved by Commissioner Ron Antonneau, seconded by Commissioner John Withbroe to approve.

Motion carried.

Yes- None, No- None, Abstain- None

E. INFORMATIONAL.

1. Presentation: 2017 Annual Financial Audit

Dave Maccoux and Josh Swanson of Schenck presented the 2017 Annual Financial Report for Green Bay Metro. Dave stated we are again issuing a clean opinion on the financial statements of Green Bay Metro for the year ending December 31, 2017. There were no findings or disagreements in the management communication. The audit went well.

Moved by Alderperson Randy Scannell, seconded by Commissioner Ron Antonneau to receive and place on file. Motion carried.

Yes- None, No- None, Abstain- None

2. Presentation: Green Bay Metro – 2018 Annual Route Review and Analysis Report, by Brown County Planning Commission staff

L. Conard noted that Route Reviews are conducted every quarter to illustrate how the routes perform on a seasonal basis (during cold and warm weather, when school is in session and is not in session, etc.). Brown County Planning publishes a comprehensive overview every spring. For each route review, Metro's 15 full service routes are evaluated individually. Consistent with recent reviews, Route #6 Red performed high and routes 10 and 17 failed to meet performance standards.

L. Conard provided some takeaways:

1. East Side Hub. No wait transfers at the new East Side Hub (implementation to occur in August 2018).
2. Holding down the costs of the Paratransit Program. Identifying the most cost-effective and appropriate trip type for customers
3. Fares. Maintain reasonable fares compared to peers.

3. Presentation: 2019-2023 Transit Development Plan (TDP) update and results of the Green Bay Metro staff survey, by Brown County Planning Green Bay MPO

L. Conard noted Green Bay Metro and the Brown County Planning Commission/MPO are preparing a Transit Development Plan. The purpose of the plan is to guide improvements for Metro for the next five years. The MPO staff has prepared questions designed specifically for Metro's frontline staff. Because frontline staff interacts with passengers on a daily basis, information obtained and shared with staff is valuable in the TDP development process. L. Conard noted that approximately 50 frontline staff completed the survey. Discussion occurred regarding the results of the survey.

4. Discussion: Green Bay Metro 2017 Accident Analysis Report

Director Kiewiz gave a brief overview of the Green Bay Metro 2017 Accident Analysis Report. There were 2 chargeable accidents last year. Director Kiewiz explained chargeable accidents include all accidents whether they generate liability or not.

5. Discussion: Green Bay Metro Marketing and Social Media Update

Director Kiewiz and Metro staff have been working with The Quotient Group. They have been assisting with Facebook, website videos, and other marketing tools to promote the east side hub the east side expansion for the routes. Director Kiewiz stated that if the Commission would have any questions, she would be happy to answer them.

6. Legislative Update

Director Kiewiz attended the Wisconsin Public Transportation Association (WIPTA) Fly-in in Washington D.C. in March. She met with many legislators, including Congressman Gallagher. Director Kiewiz stated transit is expecting to see some funding increases with the Fast Act. WIPTA Legislative Committee is continuing to working through the grant process in regards to the VW Settlement. Discussion was held on transit funding in general.

7. Marketing Report

Ist Quarter Advertising Report is included in packet. No concerns and revenue is on track.

8. Operational Reports

Director Kiewiz stated the reports that are in your packet are for the months of March and April. She gave a brief overview of the ridership reports for Fixed Route and Paratransit, mobility and bike comparisons on the Fixed Route System; as well as the monthly schedule adherences. The City is working on the Lime Bike Program. Discussions have included possible locations, which may include Metro, several bus stops and transfer points. Metro will be work with DPW regarding placement of concrete pads for these locations. Director Kiewiz has been in discussion with the Green Bay Packers regarding the bus wrap, Game Day Routes and the G-Line. We need to look at what our long term goals and what we are seeking to get out of the G-Line; the ridership has been pretty low for the G-Line and we want to make sure we are meeting their expectations as well as ours. P. Kiewiz stated she would be happy to answer any questions the Commission might have.

9. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through March. She gave a brief overview of the revenue and expense reports. P. Kiewiz stated we are in the midst of preparing all our federal grants for the year. Most of them are built now, since all the proportionments have been released; staff will continue to work with the FTA built so we are able to draw down some money. P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

10. Director's Report

Director Kiewiz introduced Cindy Stengl; Travel Trainer.

Included in your packet is a thank you note from Syble Hopp School.

Staff is busy working on the East Side Route changes. The changes to the routes will add additional service at night and frequency. East Side hub and East Side Route changes will be implemented July 30, 2018, if approved.

Green Bay Metro will be running the Game Day Routes.

Staff is working on the new AVL Real Time Data which will be implemented by July 15, 2018.

The State Management Audit has been scheduled for 2019.

Green Bay Metro will be preparing for the Triennial Review; these reviews are done every 3 years.

The project of the sandblasting and painting of the canopy is happening as we speak. This project is expected to be done in the next month.

Back during our last snow storm Metro had experienced some roof buckling. The 8 feet of snow had been removed and there was no structural damage to the roof.

11. Next Meeting Date: June 20, 2018

F. ADJOURNMENT.

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to approve. Motion carried.

Yes- None, No- None, Abstain- None