



MINUTES OF THE TRANSIT COMMISSION

**WEDNESDAY, NOVEMBER 21, 2018, 8:15 AM
TRANSIT**

A. ROLL CALL.

I. Roger Kolb, Chair; John Withbroe, Vice Chair; Alderman Randy Scannell, Ron Antonneau, and Emily Ysebaert

Excused: Kevin Kuehn, Secretary; and Rashad Cobb

Chair Roger Kolb called the meeting to order at 8:17 a.m.

B. APPROVAL OF THE AGENDA.

I. Approval of November 21, 2018 Transit Commission Agenda.

Moved by Commissioner Ron Antonneau, seconded by Alderman R. Scannell to approve the minutes from November 21, 2018 agenda. Motion carried

C. APPROVAL OF MINUTES.

I. Approval of October 24, 2018 Transit Commission Minutes.

Moved by Commissioner Ron Antonneau, seconded by Alderman Randy Scannell to approve the minutes from the October 24, 2018 meeting. Motion carried.

D. REGULAR BUSINESS.

I. Discussion/Action: On the 2019-2023 Transit Development Plan for the Green Bay Metro System, by Brown County Planning Commission

L. Conard reminded the Commission that she provided an overview of the Draft TDP via PowerPoint at the last meeting.

Since that time, staff has concludes a 30-day public review and comment period.

L. Conard noted that staff also held a public hearing in which Director Kiewiz and ten members of the public attended.

Staff answered questions about the system.

L. Conard noted a one-page written overview of the TDP process was contained in the packet.

2. Discussion/Action: Partnership between Green Bay Metro and Jefferson Partners L.P. Agreement

Director Kiewiz stated included in your packets is a copy of the agreement between Green Bay Metro and Jefferson Partners, L.P. Greyhound no longer services north of Milwaukee. We still have 3 other carriers that are using our facility one of them is Jefferson Lines, Lamers and the other is Indian Trails. Those 3 interlining companies still want to maintain there schedules out of Green Bay and continue to have our staff sell those tickets. Working through this process Jefferson Lines has stepped up to take on the agreement; the other 2 carriers would fall under the agreement with Jefferson Lines. The agreement is similar with a few changes: 1. we will no longer have the package delivery services. 2. we also had a guarantee minimum from Greyhound of \$50,000. The guarantee minimum for this agreement would be \$36,000. The reason for being less is because of less service and services hours our staff will be selling have been reduced. We have to make sure that they are paying for all costs associated with that service with the addition of \$2,500 for the wear and tear on the concrete driveway. We need to get final approval from the FTA before we can execute this agreement. Staff is seeking approval from the Commission to allow Director Kiewiz to proceed with the agreement once approved by the FTA.

Motion made by Alderman Randy Scannell, seconded by Emily Ysebaert to approve the agreement between Green Bay Metro and Jefferson Partners, L.P. pending the FTA approval. Motion carried

3. Discussion/Action: 2019 Budget

Director Kiewiz stated we have provided several different documents in your packets. The budget has gone through all of our partners and the city. She stated 2019 budget will be a challenge. Metro typically has a challenge of \$200,000-\$250,000 a year to cover the local share. However, 2109 will be double that. No concerns are warranted until we find out about the state and federal portion. Metro won't receive notice on their portion till roughly June. Wis-DOT has advised to budget 53.50% versus 55%. Director Kiewiz stated she looks at this as a challenge and there are some variables in the budget, such as fuel.

The Campus Express is something staff will continue to monitor. Currently this service is very under utilized.

Director Kiewiz reported that the 2019 budget does not include a fare increase.

R. Antonneau noted that Green Bay Metro offers reasonable fares.

R. Kolb Stated that an increase in fares does not always yield an increase in revenue as some riders will ride less or stop riding altogether.

L. Conard noted that the commission has maintained lower fares than its peers in the state. For example, Valley Transit (Appleton) offers a similar level of service as Green Bay Metro. The 30-day adult unlimited pass for Valley Transit was increased from \$56 to \$60 several years ago and ridership fell. Green Bay Metro's same pass costs \$35.00. Typically this pass costs about \$45 throughout the state (excluding Madison and Milwaukee). L. Conard noted that the Transit Commission has not raised fares in some time but when they do they tend to raise unlimited pass fares one year and wait a couple years to raise cash fares.

Motion made by Alderman Randy Scannell, seconded by Commissioner John Withbroe to approve the 2019 budget. Motion carried.

E. INFORMATIONAL.

I. Update on the Commuter Service Study for the Fox Cities (Green Bay, Appleton, Oshkosh, and Fond du Lac).

L. Conard noted that the East Central Wisconsin Region Planning Commission (ECWRPC), serving as the MPO for the Appleton, Oshkosh, and Fond du lac areas applied for and received a grant to prepare a Commuter Service Feasibility Study from Green Bay to Fond du lac.

L. Conard noted that ECWRPC hired the consulting firm SRF to conduct the study. SRF held the first of four Steering Committee Meetings in October. The final study is to be completed in the fall of 2019.

L. Conard noted that as soon as draft service scenarios are prepared, she will share them with the Commission.

2. Operational Reports

Director Kiewiz gave a brief overview of October ridership reports for Fixed Route. Director Kiewiz stated she could answer any questions the Commission would have.

3. Financial Report

Director Kiewiz gave a brief overview of the revenue and expense report through September. Metro did have something come up from the 2016 audit from Schenck and WisDot; they were off little bit what they had calculated between the two of them. We had an additional expense amount to pay back to the state which will come out of this years budget. She stated Metro is under budget. Director Kiewiz invited any other questions.

4. Director's Report

Director Kiewiz stated we have hired a new operation supervisor starting on Monday, November 26th. His name is Bret Van Nuland. He is coming from Kobussen Bus Company. He is coming with a lot of experience in supervision and DOT knowledge.

Staff will be working on the FTA triennial review which is conducted every 3 years. The review goes through route development, policy development, cash handling process and procedures, and maintenance; it is a substantial review. Our desk review is required to be submitted by January. A date will be scheduled for FTA staff to conduct their review on sight.

Few minor route changes to Route 13 and Route 7 have been implemented, which has helped with the time performance.

Director Kiewiz has developed a Service Development Team that consist of four (4) Operators and an Operation Supervisor. This team will review operational needs, such as bus stop amenities and route timing.

5. Next Meeting

December meeting has been canceled.

The next meeting for the Transit Commission is scheduled for January 16, 2019.

F. ADJOURNMENT.

Motion mated made by Commissioner John Withbroe, seconded by Ron Antonneau to adjourn at 9:10 a.m.