



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, SEPTEMBER 25, 2019, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

I. Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb, Emily Ysebaert and Ron Antonneau

Present: Roger Kolb, Emily Ysebaert, Ron Antonneau, Rashad Cobb, Excused: Randy Scannell, Kevin Kuehn, Absent: John Withbroe

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

B. APPROVAL OF THE AGENDA.

I. Approval of September 25, 2019 Transit Commission Agenda

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to approve the September 25, 2019 agenda. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Rashad Cobb, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the August 21, 2019 Transit Commission Minutes

Moved by Commissioner Ron Antonneau, seconded by Commissioner Emily Ysebaert to approve the minutes from the August 21, 2019 meeting. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Rashad Cobb, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Discussion/Action: Green Bay Metro's Financial Management & Procedures

Director Kiewiz stated annually Green Bay Metro staff reviews the Green Bay Metro Financial Management and Procedures. This policy is in compliance with the Federal Transit Administration. Metro had standard housekeeping changes only to make in the policy.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the Green Bay Metro's Financial Management and Procedures. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Rashad Cobb, No- None, Abstain- None

2. Discussion/Action: Revised Green Bay Metro's Drug and Alcohol Policy

Director Kiewiz stated the US Department of Transportation, Federal Transit Administration requires all covered employees who perform a safety-sensitive function must comply with 49 CFR Part 655, as amended. To ensure federal compliance, Green Bay Metro staff have revised Section 5.6 Notifying Green Bay Metro of Criminal Drug Conviction to state all employee's convictions need to be done in writing.

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the revised Green Bay Metro's Drug and Alcohol Policy. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Rashad Cobb, No- None, Abstain- None

E. INFORMATIONAL.

1. TMI Driver Safety Award

Director Kiewiz stated Transit Mutual Insurance is the auto insurance pool that provides coverage for Green Bay Metro. There are 18 transit systems that belong to this pool. They are split into 4 divisions based on miles traveled. Metro has had no reportable accidents as of August 2019. Green Bay Metro has received the 2018 Driving Incentive Program from Transit Mutual Insurance.

2. Operational Reports

Director Kiewiz stated operational reports are included in the packets. Director Kiewiz gave a brief overview of the ridership reports for Fixed Route and Paratransit. Director Kiewiz stated she would welcome any questions.

3. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for January through July. She gave a brief overview of the revenue and expense reports. Currently, Metro is under budget.

There was discussion on staff vacancies; vacant position are as followed one (1) Dispatcher, five (5) Bus Operators and one (1) Custodian. All these vacant positions are 40 hours.

4. Director's Report

Director Kiewiz stated Metro's budget has been submitted to the City. Our budget will be status quo.

Three (3) new Gillig buses hit the line for build this week. They are expected to deliver in November. Four (4) more Gillig buses will be coming in 2020.

Metro has completed the Federal Transit Triennial Review. The auditor stated during a review there could be as many as 300 findings; the average findings is 9. Metro may have 1 finding in DBE with the reporting of a percentage of federal money used versus the total amount of the project.

The WisDOT State Management Review is scheduled for October.

Staff will be attending the APTA (American Public Transportation Association) conference October 13-16, 2019.

Director Kiewiz will be attending the WIPTA Fly-in October 22-24, 2019 in Washington D.C.

Transit Administration Office will maintain Monday through Thursday 7:30 a.m. till 5:00 p.m. Friday's 7:30 a.m. till 11:30 a.m.

Q-Straint had sent their marketing team to Green Bay to do a video shoot for the Quantum Securement System that Metro has on the buses. Stephanie Birmingham and Chad Sobieck were our community resources to give their testimonies of the product. Director Kiewiz will share the final video with the Commission at the next meeting.

5. Next Meeting: Wednesday, October 23, 2019

The October Transit Commission meeting will be canceled.

The next Transit Commission meeting will be held on Wednesday, November 20, 2019 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Commissioner Emily Ysebaert, seconded by Commisioner Rashad Cobb to adjourn at 9:06 a.m. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Ron Antonneau, Rashad Cobb, No- None, Abstain- None