



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, MAY 20, 2020, 8:15 AM

Virtual Meeting

Public may view at www.youtube.com/cityofgreenbay

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom Meeting.

B. ROLL CALL.

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

Present: Roger Kolb, Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb, Emily Ysebaert and Ron Antonneau

Chair Roger Kolb called the meeting to order at 8:15 a.m.

C. APPROVAL OF THE AGENDA.

I. Approval of May 20, 2020 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the May 20, 2020 meeting. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No-

None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of March 20, 2020 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Commissioner Rashad Cobb to approve the minutes from March 20, 2020 meeting. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

E. REGULAR BUSINESS.

I. Discussion/Action: Service Changes (Face - Masks Required) and Response to COVID-19

Director Kiewiz provided an update on how Metro is providing service today and plans for moving forward. Summary of changes was discussed; such as suspension of fares, and limiting capacity on the fixed route system to 8 passengers which consists of 6 riders, 1 ADA and the driver. Rear door entry and quantum securement system (hands free securement) are being utilized. Several service changes have been made through the pandemic. Six lowest ridership routes have been moved to demand response only. As of today we are conducting 15 to 20 trips per day on all 6 of those routes right now. The routes include 5, 10, 15, 16, 17 and 18. Saturday's are averaging 8 trips for these 6 routes. Employee temperature testing is conducted daily. Cleaning has been greatly increased. Since early April, all employees are required to wear face masks in all common areas, while on the bus with passengers and when social distancing is difficult to achieve. Currently, service hours are hourly from 5:45am to 7:45pm. We are starting a half hour later and ending 2 hours earlier in the evening.

The first week of March before the onset of COVID-19 we were averaging almost 4,800 trips per day. In the month of April, we averaging 540 trips per day a decrease of 89% in ridership. As things start to open up very little we right now are averaging 643 per day; we are still down 87% in ridership as of yesterday.

As we move forward, Director Kiewiz states our biggest challenge will be the limited capacity on buses because of the social distancing recommendations as things begin to open up. Metro's concerned with the ridership numbers increasing more than we will have capacity for. A vinyl type barrier will be put in place near the driver area to help minimize some exposure. Director Kiewiz feels other opportunities will become available down the road. The only permanent option is a barrier has a door that swings shut and is made of Plexiglas and currently, they impedes on the drive's space. This is a concern. Metro is working on increasing rider capacity, while maintaining

proper social distancing. APTA (American Public Transportation Association) is recommending 10-12 passengers for the size of our buses. As Metro works towards a "new normal" passengers will return to entering through the front door. Based on CDC recommendations and the ongoing COVID-19 concerns, especially in our county, staff recommends passengers be required to wear a face mask or face covering. This will provide another level of safety in helping to keep our staff and the public safe. Metro will provide a mask for anyone who does not have a face covering.

Commissioner Ysebaert inquired what happens if a rider refuses to wear a mask.

Director Kiewiz stated we may not provide the trip. However, we would encourage some form of face covering. If there is a medical or ADA reason we will make accommodations. Director Kiewiz stated she does not foresee an issue since most passengers have been wearing one. She also presented the Commissioners with a four phase plan for restoring bus service.

Commissioner Kuehn and Chair Roger Kolb stated you are the Director you have the tools if you need to make a change, do so, don't wait 30 days for a meeting for approval.

Director Kiewiz thanked the Commission for their support and stated she will keep everyone up to date.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert requiring passengers to wear a face mask/covering through COVID-19 pandemic and to continue with suspended fares till further Commission action. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

2. Discussion/Action: Microtransit Study

Director Kiewiz provided a recap. Lisa Conard and Karl Mueller from Brown County Planning have been involved with meetings along with Via who will be assisting with the Microtransit service. A pilot program for low ridership areas is the recommendation. Currently this would be Routes 15, 16, and 18. As soon as the final report is complete it will be forwarded to the Commissioners. Given the current ridership situation implementation could occur earlier. We are currently running 6 routes (routes 5, 10, 15, 16, 17 and 18) on demand today. Ridership is 15 to 20 passenger per day. This is definitely worth exploring. Staff is recommending moving forward with the pilot as recommended in the report. We are working on the cost at this time.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Rashad Cobb to approve moving forward with the proposed Microtransit pilot. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

4. Discussion/Action: Forklift Replacement

Director Kiewiz stated you will find in your packet you have an RFQ to purchase a forklift, quote summary included. Staff worked with City Purchasing Department. The evaluating team is in the process of reviewing and making a final selection. This forklift is replacing a 1980's model that has exceeded its useful life. Staff is recommending the purchase of the forklift with a not-to-exceed amount of \$35,000. This is being covered by a grant which is 80% Federal and 20% Local match.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the purchase of the forklift to the lowest, responsive, responsible vendor not to exceed the cost of \$35,000. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

3. Presentation: 2019 Annual Financial Audit

Director Kiewiz stated Metro has not received the report as of today. Contractually this report comes in April and is presented at the April meeting. There have been delays given the situation and no responses to when Metro would receive it. It was placed on the agenda in the hopes we would receive it.

Mr. Dave Maccoux from CLA is on the zoom meeting today.

Mr. Maccoux began providing an overview of the audit.

Commissioner Kuehn asked Mr. Maccoux where the report is.

Mr. Dave Maccoux stated it is in processing and I do apologize for some of the delays. Our in-charge auditor for transit went out unexpectedly a month early for maternity leave. The field audit was to be done in March. With COVID I have not seen the team that worked on Transit's audit since March 16th; we are all working remotely. It is not related to the records or the staff at Transit. The audit will indicate no compliance findings. Transit relies substantially on federal and state assistance. Our testing of compliance did not indicate any non-compliance. Audit from our perspective was delayed primarily to COVID and the unexpected staff's maternity leave.

Commissioner Kuehn asked Mr. Dave Maccoux how COVID is affecting them when you all are working remotely.

Mr. Dave Maccoux stated it is impacting our time on engagements; it is 25% higher than if we were onsite to our clients. Our team is still working 65 hours weeks. COVID isn't impacting the field work that had occurred at Transit but impacting subsequent field work that is on-going. COVID is not impacting the team but impacts the time it is taking. I apologize but we are very close to being done.

Commissioner Kuehn inquired when will Metro receive the audit report.

Mr. Dave Maccoux stated I would think in the next week it will be finalized. It is in the final form; I didn't realize Patty didn't receive a copy of the draft. His Admin said that they did not get a chance

to type it last week and it is sitting in the queue.

Commissioner Kevin Kuehn inquired as to what day next week can we expect the report.

Mr. Dave Maccoux stated he would have the report to Metro by Wednesday.

F. INFORMATIONAL.

1. FTA-Paratransit Closeout Letter

Director Kiewiz provided an update regarding the 3/4 mile Paratransit concern from FTA. Metro is required to provide Paratransit within 3/4 mile of all fixed routes, limited to municipality boundary lines. Concerns were risen regarding the municipal boundary. Director Kiewiz worked with City of Green Bay legal team to provide the legal bar that is in place for the City of Green Bay. This concern has been resolved. The Paratransit boundary will remain the same.

2. Transit Mutual Driving Incentive Program Update

Director Kiewiz stated Transit Mutual Insurance is the insurance provider for Green Bay Metro. There are eighteen transit systems state-wide that belong to this insurance pool. They are split into 4 divisions based on miles traveled. Green Bay Metro is in Division 4, providing over 1.2 million miles a year. Transit Mutual Insurance has a Driver Incentive Program in which transit systems are ranked on the number of preventable accidents. Green Bay Metro has received 1st Place for 2019 and year to date for 2020 Green Bay Metro remains in 1st Place. Green Bay Metro received an award of a \$1,000. This reward will be utilized for something that the department as a whole will benefit from. Director Kiewiz stated kudos to the Operators; without them this could not happen.

Transit Commissioners commended the Operators on a great job.

3. Paratransit Update

Director Kiewiz stated she wanted to give a little update. Via did take over the Paratransit March 30, 2020, right in the middle of this COVID-19 pandemic. It has been very challenging for them as they are based out of New York. It was a hot spot. Via was doing a lot remotely. Staff stepped up to provide additional support to them during the transition. They are still not at full scale; Paratransit trips are at only 20 trips per day. The data collection, reporting, and accessibility to many different things is good. We are very excited to move forward. We are seeing rides slowly going up. As of May 26, 2020 Cerebral Palsy Center and Curative Connection will be opening. Fares will remain free until the Commission takes action to resume them.

4. Marketing Report

Director Kiewiz stated advertising was going good until the pandemic. We do expect a decrease this year in the advertising revenue.

5. Operational Reports

Director Kiewiz stated you have several reports because of the canceled meeting last month. Ridership for January was up 25%, February was up 23% , then March is down 44% and April is down 89% due to the COVID-19 pandemic. It will be a slow number to come back from until people feel comfortable to utilize public transit.

Staff will continue to work towards increasing the public confidence that Metro is safe!

6. Financial Reports

Director Kiewiz stated in your packets you will find the operating expense reports for January through March. She gave a brief overview of the revenue and expense reports. Revenues are down and expenses are below budget. Staff has no concerns at this point.

7. Director's Report

Director Kiewiz stated she has a few updates.

She stated through the CARES ACT Green Bay Metro has received \$6.4 million; it is 100% money; it can be used for operational or capital. There are not a lot of limits on the use of this money. Metro's budget is \$8.5 million that \$6.4 million will cover our loss in fares. She will use a portion for operational and portion for capital. There will be capital items down the road we will need like a permanent barriers option maybe and explore some cashless fareboxes systems.

Commissioner Kuehn stated that with using the smaller vehicles for the Microtransit may allow us more frequency.

Chair Roger Kolb also stated we would be covering more area.

Director Kiewiz stated she is concerned because our funding is based on our ridership numbers. She has been in discussion with the WIPTA State Transportation and WisDOT on funding options. She is waiting on the State DOT to respond back with questions regarding the local share for 2020.

She provided the Commission with the 2020 Wisconsin Delegation Update, prepared by WisDOT.

April on-time performance is 95%.

FTA has made some ruling on assuring for proper protective equipment for transit operators and transit employees. Director Kiewiz did sign on for that recommendation. Metro has implement all the recommendations prior to the guidance being issued.

Metro has received a lot of donations of homemade face masks from the public. That is awesome and very thankful for all the donations received.

8. Next meeting: Wednesday, June 17, 2020

G. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Ald. Randy Scannell to adjourn at 9:08 a.m.
Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Kevin Kuehn, Rashad Cobb, No- None, Abstain-
None