MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, JUNE 17, 2020, 8:15 AM
TRANSIT
901 University Ave
Amended Agenda

A. ROLL CALL.

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

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

Chair Roger Kolb called the meeting to order at 8:16 a.m.

B. APPROVAL OF THE AGENDA.

1. Approval of June 17, 2020 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Commissioner Ron Antonneau to approve the June 17, 2020 agenda. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

C. APPROVAL OF MINUTES.

1. Approval of May 20, 2020 Transit Commission Minutes

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the minutes from May 20, 2020 meeting. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

D. REGULAR BUSINESS.

1. Discussion/Action: Re-instatement of Transit Fares

Director Kiewiz stated back on March 20, 2020 the Transit Commission had taken action to suspend fares. Metro has put many safety precautions in place to help minimize exposure of COVID-19. Things such as increased cleaning measures, requiring face coverings, limiting the capacity and installing temporary vinyl barriers on all buses. With these additional safety precautions in place staff are comfortable that it would be safe for the passengers and the employees to allow for fare collection at the farebox. Passengers that had purchased passes and were activated prior to the pandemic will receive ride passes for any unused days. Staff recommends implementing fares starting July 1, 2020.

Ridership is considerably low. Last year in the middle of July we were at 4800 trips per day and right now we are at 1200 trips per day. Director Kiewiz stated we have more than a concern for this year; 2021 is going to be a very huge challenge for us. Funding levels are based on a formula of ridership. Metro is continuing to move forward with the microtransit.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve the re-instatement of transit fares starting July 1, 2020. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

2. Discussion/Action: Green Bay Metro's System Security & Emergency Action Plan

Director Kiewiz stated this is an Federal Transit Administration (FTA) requirements to assure Metro is in compliance. We use this document for training to ensure all staff and employees are aware of expectations of them as well as what to do in an emergency. The safety aspect of this plan has been removed and put in Metro's PTASP plan to meet the the FTA requirements.

Commissioner Rashad Cobb inquired if we have ever had an disabled individual apply for a bus operator position. Director Kiewiz stated no not during her time at Metro.

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the Green Bay Metro's System Security & Emergency Action Plan. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

3. Discussion/Action: Green Bay Metro's Transit Asset Management (TAM) Plan

Director Kiewiz stated Metro is required by Federal Transit Administration (FTA) guidelines for all transit agencies that own, operate, or manage capital assets used in the provision of public transportation and receive federal financial assistance under 49 U.S.C. Chapter 53 either as recipients or sub-recipients must develop a TAM plan. This plan layouts how capital assets will be tracked, monitored and the process for replacement. Modifications to this plan will be annually.

Commissioner Ron Antonneau inquired about the funding program the ADRC had oversight of.

Lisa Conard; Brown County MPO stated the State 85.21 funding program that was previously administer by the ADRC is now being administered by the Brown County Planning Commission.

Funds are made available to counties based on an estimate of seniors and persons with disabilities within a county. Funds are to be used to improve transportation services. The funds are typically used to offset program operating costs. Recipients include Curative Connections (transportation program), Salvation Army (transportation program), Green Bay Metro (voucher program), and Brown County Human Services (van driver).

Moved by Commissioner Emily Ysebaert, seconded by Commissioner Ron Antonneau to approve the revised Green Bay Metro's Transit Asset Management (TAM) Plan. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

5. Discussion/Action: Green Bay Metro's Public Transit Agency Safety Plan (PTASP)

Director Kiewiz stated staff has developed a Public Transportation Agency Safety Plan (PTASP) to comply with 49 CFR Part 673, the FTA regulation established by Section 5329(d) of the Moving Ahead for Progress in the 21st Century (MAP-21) Act. This is a new requirement. Green Bay Metro is required to submit a Public Agency Safety Plan ensuring compliance by July 20, 2020. This document will require ongoing compliance and updating while being utilized in day to day operations. Modifications and revisions will be made as needed, or annually.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Ron Antonneau to approve the Green Bay Metro's Public Transit Agency Safety Plan (PTASP). Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

4. Discussion/Action: CARES Grant Award

Director Kiewiz stated the 2020 Federal CARES Grant Award of $6,415,260.

She provided CARES Act Funding scenario:

CARES Act Funding Scenario Calculator		
Fill shaded fields, following numerical order		
Funding Scenario		
Operating Expenses	$	8,520,178
*CARES Act Contra Exp.	$	2,483,360
Operating Expenses Eligible for State/5307	**$**	**6,036,818**
Revenues	$	1,000,000
Net Deficit (Op Exp-CARES – Revenues)	**$**	**5,036,818**
FFY 2020 Section 5307	$	566,116
	$	848,347
	$	850,000
Total 5307:	$	2,264,463
State 85.20 - TOTAL	$	2,310,296
Minus Amt for 5307 Match	$	989,876
= Remaining 85.20/Operating	$	1,320,420
Actual Local Share	**$**	**1,451,935**
Minimum Required Local	$	989,876
Share by Program	$	462,059
	$	-
	$	1,451,935
Maximum CARES Act funds	$	(0)
that can be used:		

The red highlighted box *CARES Act Contra Exp $2,463,360 will help balance the 2020budget.

The remaining CARES Act funding: $3,931,900 will be allocated for other capital or operating needs for Green Bay Metro. All projects and purchases will be brought to the Commission for consideration and action.

CARES funds are 100% with no local match.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Emily Ysebaert to approve the use of the CARES Funding as presented. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

6. Discussion/Action: Personal Protective Equipment (PPE) Purchases

Director Kiewiz stated Metro has implemented many safety precautions since the onset of COVID-19. She provided an explanation of the personal protective equipment for consideration and approval of: vinyl seat coverings, UV air purification systems, driver protection barriers and to retrofit four (4) 1500 buses for the Quantum securement systems. Purchases will be 100% federal emergency relief funds. FTA procurement guidelines will be followed.

Moved by Commissioner Ron Antonneau, seconded by Ald. Randy Scannell to approve the purchase of the personal protective equipment (PPE). Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None

E. INFORMATIONAL.

1. Operational Reports

Director Kiewiz provided a brief overview of the ridership report. Director Kiewiz stated she would be happy to answer any questions the Commission might have.

2. Financial Report

Director Kiewiz stated in your packets you will find the operating expense report for April. She gave a brief overview of the revenue and expense reports. Expenses are up due to the timing of the purchase. Director Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

3. Director's Report

Director Kiewiz introduced our new vendor for paratransit; Dan Bollman Via's Operations Manager. Commissioner welcomed him.

She stated Sunday, June 21, 2020 Metro will be participating in the Music Event by transporting the musicians to certain locations.

Director Kiewiz created a Metro Award-Motivate, Encourage, Thoughtful, Respectful, Optimistic program. This is a peer nomination. We created a plaque and each quarter the individual names will be added to the plaque. Our 1st quarter nomination was Emmett Parks III. He is a newer employee who transferred from parks; he does a phenomenal job.

She will keep the Commission updated on the discussion on school transportation once she knows more.

Director Kiewiz will be doing an interview with Fox 11on Thursday to discuss the safety measures that Metro has put in place to ensure the community safety and awareness.

4. Next meeting: Wednesday, July 15, 2020 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to adjourn at 9:23 a.m. Motion carried.
Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Ron Antonneau, Kevin Kuehn, Rashad Cobb, No- None, Abstain- None