



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, OCTOBER 21, 2020, 8:15 AM

TRANSIT

901 University Ave

A. ROLL CALL.

I. Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, Rashad Cobb, Michael Conley-Kuhagen and Jessica Franco-Morales

Present: Roger Kolb, Chair; Emily Ysebaert, Vice-Chair; Kevin Kuehn, Secretary; Michael Conley-Kuhagen and Jessica Franco-Morales

Excused: Alderman Randy Scannell

Absent: Rashad Cobb

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

B. APPROVAL OF THE AGENDA.

I. Approval of October 21, 2020 Transit Commission Agenda

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to approve the October 21, 2020 agenda. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,

No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of September 16, 2020 Transit Commission Minutes

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to approve the minutes from the September 16, 2020 meeting. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

D. REGULAR BUSINESS.

I. Discussion/Action: Appoint a Transit Commission Member to the Brown County Transportation Coordinating Committee

Lisa Conard reviewed the Formation of the Brown County Transportation Coordinating Committee (TCC).

The Brown County Board of Supervisors formed the TCC in February of 2008 as authorized by Wisconsin State Statutes.

Duties

The Brown County TCC's duties are prescribed in Wisconsin Administrative Code, Sec. Trans 2.10, relating to the coordination of specialized transportation for residents of Brown County, and, as such, the TCC:

- Meets to review and coordinate transportation services for seniors and individuals with disabilities.
- Provides recommendations to the BCPC Board of Directors for annual State Section 85.21 Program awards. The Section 85.21 Program offers financial assistance to counties providing transportation services for seniors and individuals with disabilities. Brown County's CY 2020 grant award was \$557,438.
- Provides recommendations to the BCPC Board of Directors for annual Federal Section 5310 Program awards in the Green Bay Urbanized Area. The Section 5310 Program offers funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. The Green Bay Urbanized Area's CY 2020 award was \$176,109.

Membership

Membership on the TCC consists of the following:

- One member of the Brown County Board of Supervisors
- One representative of the Brown County Executive's Office
- One member of the Aging and Disability Resource Center (ADRC) of Brown County staff
- One member of the ADRC Board
- Two members of the Brown County Department of Human Services staff
- One member of the Red Cross staff (This position was reassigned to Curative Connections in 2016 when Red Cross transferred its transportation program to Curative Connections)
- One additional member of the Curative Connections staff
- One member of the Options for Independent Living staff
- One member of the ASPIRO staff

- One member of the Syble Hopp School staff
- One member of the CP Center staff
- One member of the Green Bay Metro staff (Essie Fels)
- One member of the Green Bay Transit Commission (to be filled)
- One member of the Wisconsin Department of Transportation staff
- One member of the Brown County Planning Commission/Green Bay MPO staff (Lisa Conard)
- One member of the Oneida Tribal Government
- Two citizen members
- One local private transportation provider (currently held by Via staff, Green Bay Metro's Microtransit and Paratransit provider)

In addition to the membership listed above, Mobility Coordinator Andrea Vlach attends committee meetings and a member of the MPO staff (Ker Vang) provides support to the committee.

Moved by Commissioner Kevin Kuehn nominated Commissioner Michael Conley-Kuhagen to serve on the Brown County Transportation Coordinating Committee, seconded by Commissioner Emily Ysebaert to approve. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

2. Discussion/Action: Award of Financial Audit RFP

Director Kiewiz stated per the Federal Transit Administration procurement regulations, Green Bay Metro is required to seek a new bcontract every five years. The contract for annual financial services has expired. Green Bay Metro worked with City Finance Department and Purchasing through the procurement process. This would be a five year contract; three years, plus two, one year renewals.

Moved by Commissioner Jessica Franco-Morales, seconded by Commissioner Kevin Kuehn to approve the award of the annual financial services to Baker Tilly in the amount not to exceed \$37,500 for five years. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

3. Discussion/Action: Paratransit Boundary Changes

Director Kiewiz stated that under the Federal Transit Administration states "The entity shall provide complementary paratransit service to origins within corridors with a width of three-fourths of a mile on each side of each fixed route." With the implementation of Microtransit services, the paratransit boundary has changed for the system. Due to the pandemic, closures and travel restrictions, the normal public comment process that Green Bay Metro follows was not conducted. During the present time, Green Bay Metro has continued to provide services to 17 riders that reside outside of the revised paratransit boundary. Of the 17 current riders eligible, only 10 have been utilizing the paratransit service frequently.

Moved by Commissioner Kevin Kuehn, seconded by Michael Conley-Kuhagen to approve grandfathering the current paratransit approved riders to continue to receive Paratransit services based on the service area prior to implementation of microtransit. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

4. Discussion/Action: Public Lobby Access

Director Kiewiz stated the public lobby was closed on March 16, 2020 with the onset of COVID-19. On July 1, 2020 the lobby reopened for restroom use and pass purchases. With winter approaching we need to be prepared for riders who may need to be out of the elements while waiting for their bus. Staff have configured the lobby that would allow approximately 11 riders to be socially distanced while waiting for their bus. Stickers have been placed on the floor informing people where to stand that would allow appropriate space.

Chair Roger Kolb suggested putting another bus out on the island to be used a warming bus if needed.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to approve allowing the limited capacity in the public lobby, that respects social distancing guidelines. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

E. INFORMATIONAL.

I. 2019 WisDOT Transit System Management Performance Final Review

Director Kiewiz stated WisDOT audit takes place every five years. However, Green Bay Metro's last review was conducted in 2012. This is a complete audit of the whole system which includes policy, procedures and ridership. Staff and Lisa Conard, Brown County Planning MPO have put a lot of work into this audit.

The review team concluded that Green Bay Metro is a well-managed transit system that delivers effective service while proactively planning for the future.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to receive and place on file. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,
No- None, Abstain- None

2. Microtransit System Key Performance Indicators

Director Kiewiz stated Green Bay Metro staff worked with the MPO, Brown County Planning to develop key performance indicators (KPI's) for the microtransit services. Director Kiewiz is working on a microtransit mechanism to be able to bill municipalities. She gave a brief overview of the key performance indicators (KPI's). Moving forward this report will be provided monthly under operational reports.

3. Marketing Report

Director Kiewiz stated included in your packets you will find Bus Advertising Comparison. There has been a slight decrease since the onset of the COVID-19 pandemic. Otherwise, Essie has been working at keeping the buses full.

4. 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.

5. Financial Report

Director Kiewiz provided an overview of the revenue and expense reports. Currently, Metro is under budget.

6. Director's Report

Director Kiewiz stated we have hired the vacant position for the Operation Supervisor. Jake Lueptow received a promotion to the Operation Supervisor. Jake has been with Metro for a year working as a Dispatcher.

We have begun the installation of the UVI Air Purification Systems on the buses. The completion of all buses should be mid-November.

Green Bay Metro will have ten (10) Quantum installed on the buses in the next 2-3 weeks.

Green Bay Metro was awarded roughly \$30,000 from the 5310 for three more Quantum.

Via will be rolling out the apps for Paratransit and Microtransit for our riders to book their own

trips if they would like to.

Director Kiewiz will be doing a presentation for Bellevue next week. She is working on the budget and should be coming in status quo.

The exterior sign is in process for replacement.

7. Next Transit Commission Meeting: Wednesday, November 18, 2020 at 8:15 a.m.

F. ADJOURNMENT.

Moved by Commissioner Kevin Kuehn, seconded by Commissioner Michael Conley-Kuhagen to adjourn at 9:00 a.m. Motion carried.

Yes- Emily Ysebaert, Roger Kolb, Kevin Kuehn, Michael Conley-Kuhagen, Jessica Franco-Morales,

No- None, Abstain- None