



MINUTES OF THE TRANSIT COMMISSION

WEDNESDAY, APRIL 21, 2021, 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: Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, Excused: Kevin Kuehn, Jessica Franco-Morales, Absent: Rashad Cobb

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

B. APPROVAL OF THE AGENDA.

I. Approval of April 21, 2021 Transit Commission Agenda

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the April 21, 2021 agenda. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of March 17, 2021 Transit Commission Minutes

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the minutes from the March 17, 2021. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Presentation: 2020 Annual Financial Audit

Director Kiewiz stated that she would request we hold this topic until our next meeting in May.

This hold is our request. The audit was very professional and went well. Metro has been holding for confirmation from WisDOT on how CARES dollars (Local Portion) would be counted.

Moved by Commissioner Emily Ysebaert, seconded by Ald. Randy Scannell to approve approve to hold the Presentation: 2020 Annual Financial Audit to next meeting. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain- None

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

Director Kiewiz stated the Federal Transit Administration (FTA) requirements Green Bay Metro to maintain a public transit safety agency plan. Metro's Compliance Coordinator with assistance from other staff maintain this document to ensure federal compliance. Page 3 of the document explains the changes that were made, which were Section 2.3, Appendices A and I: Inclusion of Operator Assault Risk Mitigations, updated information throughout for current year; updated Appendix I with current information. 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 Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the Green Bay Metro's Public Transit Agency Safety Plan (PTASP). Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain- None

3. Discussion/Action: Green Bay Metro's Title VI Policy

The Federal Transit Administration (FTA) requires Green Bay Metro to have an approved Title VI written plan as part of their Civil Rights requirement and compliance. Green Bay Metro reviews and updates the Title VI program every three (3) years. Director Kiewiz provided an overview of the Title VI Policy. This policy has been modified to included service standards and performance standards within this. Metro has not received any Title VI complaints.

Moved by Ald. Randy Scannell, seconded by Commissioner Emily Ysebaert to approve the Green Bay Metro's Title VI Policy. Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain- None

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

Green Bay Metro is required by the Federal Transit Administration (FTA) to maintain a transit asset management plan. 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 meet this requirement. Director Kiewiz provided an overview of the TAM Plan. Our goal this year is to take this one step further on implementing process on how assets are graded. This plan layouts how capital assets will be tracked, monitored and the process for replacement. Modifications to this plan will be annually.

Moved by Ald. Randy Scannell, seconded by Michael Conley-Kuhagen to approve the Green Bay Metro's Transit Asset Management Plan (TAM). Motion carried.

Yes- Emily Ysebaert, Randy Scannell, Roger Kolb, Michael Conley-Kuhagen, No- None, Abstain-

None

E. INFORMATIONAL.

1. Marketing Report

Report included: 2021 January-March Bus Advertising Comparison Report.

Director Kiewiz gave a brief overview of 1st quarter: Ridership is gradually returning. Advertising calls are starting to return. Director Kiewiz stated she has no concerns.

2. Operational Reports

Reports included: Microtransit, Fixed Route, Paratransit, mobility and bike usage.

Director Kiewiz provided a brief overview of the March ridership reports for Fixed Route, Paratransit and Microtransit. Fixed Route ridership pre-pandemic versus state of emergency pandemic: we are averaging 1,700 trips per day and 750 trips on Saturdays. Microtransit ridership is increasing. No concerns or complaints. Director Kiewiz stated she could answer any questions.

No additional questions received.

3. Financial Reports

Director Kiewiz stated in your packets you will find the operating expense report for February. She gave a brief overview of the revenue and expense reports. We are at 12% of budget. Director Kiewiz stated you will see a drastic increase in the building and equipment maintenance that is only for the UVI purification systems and driver barriers. We ended up expensing those out but they were covered with the emergency relief funds from the FTA. No concerns on our part.

No additional questions received.

4. Director's Report

Director Kiewiz provided an overall update:

Green Bay Metro's Service Development Committee has started back up. Members include four operators, an Operation Supervisor, our Mobility Coordinator and Lisa Conard, Brown County MPO. They have been meeting and reviewing routes. The team has finalized some recommendation on routes. Director Kiewiz has been working with Brown County Planning staff looking at areas where microtransit may be good fit. Anticipating meeting with all the municipalities in the next couple weeks to discuss the recommendations going forward for the system. We want to be sure all our community partners are on board and we are serving the community needs. At that point, we will have a lot of public outreach to do. As soon as we finalize a map Director Kiewiz will send it electronically to all Commissioners. Our focus is looking at all of the routes and what truly needs increased service and 30 minute frequency, and where microtransit may compliment the service.

Metro has begun preparing the 2022 budget to include the future changes to the system. Our goal is to make sure the service that we are offering today is there, utilizing all the various modes of transit. Staff has spent a considerable amount of time reviewing paratransit. We are required under

FTA to provide Paratransit within 3/4 mile from the Fixed Route, within the service area. Director Kiewiz recommendation would be that the any current paratransit clients would be grandfathered into the service.

Director Kiewiz requested to move the June Commission meeting to a later date, looking at June 30, 2021. The reason for this is to seek Commission approval after the public comment period and public hearing. We have planned multiple public informational meetings.

In regards to microtransit we had implemented the amendment with Via through the pandemic. Director Kiewiz reached out to the FTA to find out at what point does the emergency orders end and when would Metro be obligated as a system to RFP the microtransit service. FTA has informed Metro that we are able to operate the microtransit until June 2022 under the emergency orders. By the end of the year Metro will anticipate working on an RFP for the microtransit service.

There was a third round of stimulus funds known as ARPA. We are expecting approximately \$3.3 million.

Included in your packet is the 2020 Green Bay Metro Transit Spotlight flyer that is shared with elected officials in Madison and Capital Hill, in Washington DC. This is used to discuss the needs for transit. This document is available on our website.

5. Next Transit Commission Meeting: Wednesday, May 19, 2021

F. ADJOURNMENT.

No quorum a Commissioner had to leave early.

Adjourned at 9:11 a.m.