

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, March 18, 2015
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; Vacant, Secretary; Alderman Randy Scannell; and David Harp

MEMBERS EXCUSED: John Withbroe, Vice Chair; Ron Antonneau and Kevin Kuehn

OTHERS PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Larry Sterckx, Mechanic Foreman; Cindy Tappy, Compliance Coordinator; Lisa Conard, Brown County Planning; Dan Teaters, Brown County Planning; Vincent Caldara, MV General Manager; and Alderman Dave Nennig

1. Call the meeting to order

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

R. Kolb stated we need four people for a quorum, so we can't take any action on items; R. Antonneau will be attending, so when he arrives we will go back to address the action items #2 and #3.

2. Presentation: Discussion of the 2015 Green Bay Metro Annual Route Review and Analysis Report by Brown County Planning Commission Staff

L. Conard noted that the Brown County Planning Commission and Green Bay Metro staffs conduct route reviews on a quarterly basis each year. In February, a large-scale comprehensive review is conducted resulting in the publication of the *Green Bay Metro Annual Route Review and Analysis Report*.

For each route review, full service routes are evaluated individually in terms of the performance standards:

1. Revenue per Hour
2. Passengers per Hour
3. Operating Ratio

Consistent with recent reviews, routes #10 (Ashwaubenon), #17 (De Pere and Ashwaubenon), and #18 (Green Bay and Bellevue) failed to meet performance standards.

Discussion occurred on the contributing factors for the low ridership.

L. Conard stated that the areas served by the routes have low residential density and transit generators are few and far between. Route directness and time on the bus to reach a destination can influence ridership.

R. Scannell asked about the route structure changes planned for spring (2015).

P. Kiewiz stated that a new downtown route will be implemented and several routes will be reconfigured as a result. Low performing routes #10 and #18 will be affected.

L. Conard noted that despite the route structure, some areas may not be able to produce high ridership levels.

L. Conard noted that federal funding for capital purchases, particularly buses, is and will continue to be an area of concern. L. Conard referred the commission to the following table, noting that many vehicles are past useful life.

Bus Quantity	Year	Make	Length	Age of Vehicles
				in Years
1	1995	Gillig	40'	21
3	1999	DuPont Trolleybus	34'	16
9	2003	New Flyer	30'	12
3	2004	New Flyer	30'	11
9	2009	New Flyer	35'	6
10	2011	Gillig	35'	4
4	2015	Gillig	40'	To be delivered in 2015
Average age of the 35 active buses:				8.7

R. Kolb thanked Brown County Planning Commission staff for the report.

3. Presentation: Green Bay Metro Comprehensive Bus Stop Study by Brown County Planning Commission Staff

D. Teaters with Brown County Planning put together a comprehensive bus stop study report. He gave a brief overview of the comprehensive bus stop study. Brown County Planning gathered data for about a year.

D. Teaters noted that Transit Systems are pretty dynamic; they have a tendency to change their routes and then bus stops move. It is difficult to try and keep all the people aware of the changes and make sure they can figure out ways to get around to their destinations throughout the day. With the bus

stops changing positions; the conditions vary throughout the whole service area. In some places you have sidewalks, some places you have shelters, some places have a firm stable surface because the sidewalks butt right up to the curb other places don't.

The objectives for the bus stop study were to:

- Verify current bus stop locations.
- Perform a bus stop facility inventory.
- Identify ADA accessibility features that are associated with each bus stop.
- Collect images and assess the overall condition of the bus stop.
- Collect ridership/boarding data from Green Bay Metro.
- Identify the number of boardings across four data collection periods. Each data collection period will consist of three weekdays (Tuesday-Thursday) and the Saturday of that same week.
- Address any barriers at or around bus stops and make appropriate recommendations to improve the stops overall accessibility.

The goal of this project is to offer recommendations to improve Green Bay Metro bus stops and further expand fixed route accessibility enabling more people to access the bus through safe, convenient, and more accessible bus stop design.

(Before Picture)



(After Picture)



D. Teaters stated if the Commission would have any questions, he would be happy to address them.

R. Scannell asked about the no firm stops; has the ridership at those stops been prioritized which stops have more.

D. Teaters stated we did not prioritize out of those stops which ones had higher boarding totals but it would be a pretty simple thing that we could go back and redo and make a priority list for Metro staff.

D. Nennig asked if they had looked at the de-boardings as to what are the most popular destinations.

D. Teaters stated at this time the Metro system is not equipped to be able to document the off boardings, so the only information that we had to work with at this point was where people were getting on. We can kind of make an assumption where people were getting on were likely getting off too. Certainly, that would be another really nice piece of information if the buses ever were equipped to record that information; it would be valuable for continuing this study in the future.

P. Kiewiz stated the Trapeze software that we have now has a module that is called APC; that module is an option for us to add when there is funding available. That would be very beneficial for us long term even for NTD reporting.

D. Harp asked in future reporting with the prioritized stops; if we could also include estimated cost.

D. Teaters stated we probably could get a good idea of roughly how far the sidewalk is away from the curb or if there is no sidewalk. How much area we would have to provide for that stable surface. We could come up with a rough estimate per square footage and then Patty has a price per square footage for concrete she could calculate.

P. Kiewiz stated going forward this gives Operations a great tool on areas they need to focus on. Metro does have a set budget each year and as we go forward that might be a number we need to look at adjusting accordingly.

R. Antonneau commented Metro has done a better job than we have years ago in keeping the bus stops shoveled and safe for our customers. This should be a priority in helping the customers.

P. Kiewiz stated Dan and Brown County Planning have done a great job on this bus stop study and this report will serve as a valuable tool for us going forward as we look at some of these changes and prioritize.

D. Teaters stated the nice thing is we can use this as a benchmark and continue to build off of it and begin to see trends at certain locations.

4. Operational Reports

P. Kiewiz stated in your packets you will find several operating reports. She gave a brief overview of the ridership reports for Fixed Route and Paratransit as well as the monthly schedule adherences for January was 94% and February was 96%. P. Kiewiz stated if the Commission would have any questions, she would be happy to address them.

5. Financial Reports

P. Kiewiz stated in your packets you will find the operating expense report for January and February. She gave a brief overview of the revenue and expense reports. P. Kiewiz stated that if the Commission would have any questions, she would be happy to address them.

R. Antonneau asked if ridership is up wouldn't we see the fare box revenue being higher.

P. Kiewiz stated our fare box revenue is up, however, for this month they are down and that would be due to when the Green Bay Public School buys their passes. Depending on when individuals pick up their passes makes a big difference.

R. Antonneau inquired why the salaries are down but every other area is higher.

P. Kiewiz stated Metro had filled vacant positions, with that benefits will go up. Due to the vacant position overtime was higher last year. The last payroll had some double time calculated into it due to the holiday and a percentage of that payroll ended up in 2015 financial records.

R. Antonneau commented on the building and equipment maintenance expenditures and how they have doubled from last year.

P. Kiewiz explained the building and equipment maintenance were over budget last year. We have increased this line item for the budget for this year. The cost to maintain some the newer buses with the emissions has definitely come with a price tag for Metro.

R. Antonneau asked if Metro receives any extra money from the EPA or the federal government or administration to help maintain these buses.

P. Kiewiz stated no.

R. Antonneau stated it's just mandated and you have to pay for it.

P. Kiewiz stated yes. It has been a challenge and very expensive to maintain. Metro has 10 buses with the new engines, for a total of 19 buses with these emissions.

L. Sterckx stated these buses have to run at a 100% at all times. When you see the old buses or trucks going down the road; when they take off you get that puff of black smoke, now the exhaust takes that puff of black smoke out if you get that before the exhaust then you have problems. The timing has to be just right; we have had a lot of exhaust issues and ejector issues this spring and more coming.

P. Kiewiz stated the emission systems are designed for over the road trucks that reach high speeds. They regenerate automatically where we have to manually regen because our buses spend the majority of time idling; our buses don't get to those speeds. They have been making adjustments and changes but it doesn't help the fact we have 19 buses with that system.

R. Antonneau asked if there were any options or if the manufacture was backing up their product.

P. Kiewiz stated we have been very fortunate Gillig have worked with us pretty well covering a lot of different things. All 10 new Gillig buses are out of warranty.

R. Antonneau asked for a letter to be sent to our federal delegation and to the EPA; saying you mandated this and it is resulting in extra cost. Make them aware of these issues and that we could be serving our customers better.

P. Kiewiz stated as we see reduction in funding yet the costs are increasing; one of the issues that maintenance has had quite a bit of struggles with is EGR coolers; they have been redesigned, however, they are all out of warranty. EGR cooler repair costs \$1,300. The emissions that come with the new buses are mandated; there are no other options.

R. Kolb asked if WURTA has a maintenance committee.

P. Kiewiz stated yes, Larry sits on that committee.

6. Directors Report

P. Kiewiz stated she had a few items to update the Commissioners:

Next month in April we will have a presentation on the new routes; possible implementation of the new routes to take effect in May.

P. Kiewiz stated the cleaning service has not gone well as we anticipated; looking at different options. She will have an update next month on the cleaning service.

Feel free to join us for an omelet for breakfast. As we know today is Transit Driver Appreciation Day. Later on this evening around dinner time we will have a hot potato bar for our night employees.

R. Antonneau stated this is great and you are doing a lot of positive things for the employees and the organization.

P. Kiewiz stated she feels it is very important to take the time to appreciate all the employees that help us be successful in everything we do.

7. Approval of Agenda

R. Antonneau made a motion to approve the January 21, 2015 agenda. R. Scannell seconded the motion. Motion carried.

8. Approval of the minutes of the February 18, 2015 meeting

R. Antonneau made a motion to approve the minutes from the February 18, 2015 meeting.
R. Scannell seconded the motion. Motion carried.

9. Other Business

No other matters.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, April 15, 2015 at 8:15 a.m.

12. Adjourn

Motion made by R. Scannell second by R. Antonneau, to adjourn at 9:20 a.m. Motion carried.

Respectfully submitted,

Essie Fels