

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Wednesday, May 18, 2016**  
901 University Avenue, Commission Room  
**8:15 a.m.**

**MEMBERS PRESENT:** Roger Kolb, Chair; John Withbroe, Vice Chair; Alderman Randy Scannell, Emily Ysebaert and Ron Antonneau

**EXCUSED:** Kevin Kuehn, Secretary and Sierra Spaulding

**STAFF PRESENT:** Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Maintenance Manager; Pam Manley, Business Grant Manager; April Herlache, Transportation Supervisor; Brandon Lensmire, Operation Supervisor

**OTHERS PRESENT:** Lisa Conard, 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 8:15 a.m.

**2. Approval of Agenda**

E. Ysebaert made a motion to approve the May 18, 2016 agenda. R. Scannell seconded the motion. Motion carried.

**3. Approval of the minutes of the April 20, 2016 meeting**

J. Withbroe made a motion to approve the minutes from the April 20, 2016 meeting. R. Scannell seconded the motion. Motion carried.

**4. Presentation: Green Bay Metro's 2016 Annual Route Review and Analysis Report by Brown County Planning Commission staff**

As follow-up to the discussion last month regarding population, L. Conard provided a handout that reflects the Wisconsin Department of Administration population estimates by community for January 1, 2015. These data show that the communities served by Metro have a collective population of 175,275, although not all are within walking distance of a bus route. These data are used for many purposes and Metro is required to supply this information to the FTA on an annual basis.

L. Conard stated that route reviews are conducted on a quarterly basis to determine the operational efficiency of the system and the effectiveness of each fixed route. Route reviews are also conducted every quarter to illustrate how the routes perform on a seasonal basis (during cold and warm weather, when school is in session and is not in session, etc.). Brown County Planning Commission publishes a comprehensive overview every spring.

For each route review, Metro's full service routes are evaluated individually in terms of the performance standards outlined in the *Green Bay Metro Policy and Procedures Manual*. The three primary performance measures used to evaluate each route include 1.) Revenue per Hour, 2.) Passengers per Hour, and 3.) Operating Ratio. Data was fairly consistent with past reviews.

L. Conard noted that Federal Transit Administration, state, and local dollars continue to be tight. This will continue to impact staff's ability to acquire capital items, expand transit service to areas not currently served, and/or increase service frequency.

R. Kolb asked about the new Federal transportation law and funding levels.

L. Conard stated that the new law, Fixing America's Surface Transportation (FAST) Act, increased funding for transit capital, but well below the pre-MAP-21 levels.

P. Kiewiz stated that the increase amounted to one bus per year on a state-wide perspective.

## **5. Action: Approval of Green Bay Metro's Safety, Security and Emergency Programs and Plans**

P. Kiewiz stated as part of MAP-21 there are requirements to assure Metro is in compliance. Metro is required to address the safety of passengers, employees, and a department as a whole.

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.

Motion made by J. Withbroe to approve the Green Bay Metro's Safety, Security and Emergency Programs and Plans. E. Ysebaert seconded the motion. Motion carried.

## **6. Action: Approval of the Green Bay Metro's Maintenance Policy and Procedure Manual**

P. Kiewiz stated we have revised the Maintenance Policy and Procedure Manual to ensure continued compliance with the Federal Transit Administration. The current funding program requires all "mission critical" items to be addressed. The manual includes all inspections and checklists for all buses, support vehicles, machinery, equipment and facility.

R. Kolb commented this is an excellent document and is very informative.

Motion made by R. Scannell to approve the Green Bay Metro's Maintenance Policy and Procedure Manual. R. Antonneau seconded the motion. Motion carried.

## **7. Operational Reports**

P. Kiewiz stated in your packets is the operational reports. P. Kiewiz gave a brief overview of the ridership reports for Fixed Route and Paratransit, mobility and bike comparisons on the Fixed Route System; as well as the monthly schedule adherence for April.

Last week we had a presentation on the Quantum Securement System. Some individuals that utilize mobility devices on our system were in attendance. These individuals are very enthused and gave great feedback. We will be moving ahead with placing one of these securement systems on one of our buses as a trial period within the next 6-8 weeks.

R. Kolb inquired what Patty's analysis why Paratransit ridership is decreasing.

P. Kiewiz stated she believes it to be a combination of things. The Paratransit Program over the years became a rubber stamp program. Over the last 4 years, we have implemented quite a few new procedures that allow transit the tools to make sure we have individuals utilizing the correct mode of transportation. We had individuals receive temporary eligibility due to a surgery or a medical condition which fell through the cracks and used the system for a long time. As we all know Paratransit is very costly to our system and it is definitely there to provide trips for those individuals that cannot access the fixed route bus. Staff has done a great job going through the application process, assessments and taking the time to train those that need it. Back in 2011, we had made several route changes there are areas that are now being serviced with fixed route. Individuals living in those areas would automatically receive paratransit just because of their inability to access that fixed route system. P. Kiewiz stated would anticipate ridership to continue around the 50,000 trips per year. We also experienced Brown County switching to Family Care this past year. This was a huge transition for Human Services. Human Services used paratransit quite often. There are now many providers that have taken on those clients, so some of those do transportation and some of them purchase agency fare tickets through us. Metro is the most reasonable option.

R. Kolb asked about Curative Connections transportation program.

L. Conard and P. Kiewiz provided an overview.

- Curative Connections (formerly N.E.W. Curative Rehabilitation Inc.) took over the former Red Cross Transportation Program on July 1, 2015.
- The national Red Cross office determined that since "transportation" was not a core mission, local chapters would not be able to offer transportation programs.
- The Brown County Aging and Disabilities Resource Center (ADRC), which is charge of distributing State Section 85.21 in Brown County, had historically funded a large portion of the Red Cross program. The ADRC issued an Request for Proposal (RFP) in hopes of continuing the program under a different agency.
- Curative Connections applied and was awarded the contract.
- Many local entities, including Brown County Planning Commission, Green Bay Metro, Curative Connections, Red Cross, and ADRC staff collaborated in attempt to make the transition from Red Cross to Curative Connections as seamless as possible.

- The transportation staff at Red Cross was hired by Curative Connections.
- The Red Cross volunteer drivers were transitioned to Curative Connection volunteers.
- Red Cross transferred all of the vehicles to Curative Connections (with assistance and approval from FTA and WisDOT as several of the vehicles were purchased with federal funds)
- The phone number clients called to request a trip remained the same.

L. Conard stated that the transition was seamless.

P. Kiewiz commented there is a gap in transportation; we collaboratively work together so we are not duplicating services.

## **8. Finance Report**

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

## **9. Directors Report**

P. Kiewiz and P. Manly have been working on the Discretionary Grant; we had requested for four (4) additional buses; unsure how we will fair through that process. However, we have been working with the Brown County Planning Commission MPO as well as the Brown County Planning Commission Board of Directors Transportation Subcommittee in regards to getting some additional grants for funding additional buses. The committee did meet this week, but the final approval will be June 1<sup>st</sup>. What we previously received was two (2) buses at that 43% roughly \$440,000. Due to some changes additional funding may allow us to get four (4) buses with a local match of \$366,000. The City Council has pasted the approval to bond the \$366,000.

P. Kiewiz is part of a committee partnering with WisDOT to develop a statewide procurement for bus purchases. There are smaller transit systems across the state that just doesn't have the ability or the staff to prepare a procurement of this magnitude. RFP is expected to go out in July. We would hope to award a vender in August/September and order shortly after. In the past Metro piggybacked off of other transit systems. P. Kiewiz has been successful in securing piggyback options from Charlotte. She will hold off until this statewide procurement is done as there are a large number of buses on this procurement and may be beneficial for the city.

P. Kiewiz participated in preparing the specifications of the buses that will be in the procurement. We are building a base bus, and there will be options so each agency can make it 'their bus.' FTA has provided a procurement specialist to assist the state as we develop this five year procurement.

L. Conard noted that the earlier in the meeting she noted that FTA funding was tight.

L. Conard noted that the pending funding for the four buses that P. Kiewiz mentioned is coming from the Federal Highway Administration, not the Federal Transit Administration.

L. Conard noted that when the Green Bay Urbanized Area reached the 200,000 population threshold and became a Transportation Management Area (TMA), the area benefited from an increase in Surface Transportation Block Grant (STBG) Program (formerly STP-U) funds. Green Bay Metro has applied for and will receive (pending final approval from the Brown County Planning Commission Board of Directors/Metropolitan Planning Organization for the Green Bay Urbanized Area Policy Board) 80% funding for four new buses.

L. Conard noted that the three of the four buses Metro received in 2015 were also funded with STBG funds from the Federal Highway Administration.

P. Kiewiz stated that she is a member of the Brown County Planning Commission Board of Directors as well as the BCPC Board of Directors Transportation Subcommittee.

P. Kiewiz stated we usually will get 12 years useful life out of out 30 foot buses. With a great maintenance department we are able to do that. Larry's staff has been stripping those buses right down to the shells fixing the spots that are rusted. Appearance and safety is very important to us!

R. Antonneau stated that Patty and her staff do a great job.

P. Kiewiz stated she had a meeting with Bellevue last week. They are very interested on our East Side Study that was collaborated with Brown County Planning. Bellevue has some desire to service other area in there village that we are not able to serve right now due to time constraints. P. Kiewiz feels this is a positive when people are looking for alternative options and additional service. She will keep them updated on the options. One of the areas for a potential transfer point was by Main and Mason Street. Patty has been working with Steve Grenier the Director of DPW on some options. This will be an opportunity to shorten up ride times and service areas we are not able to currently service.

P. Kiewiz stated Route 7 will be having some route modification with the development of the new Festival and Kwik Trip on University Avenue. There will be some accommodation made on their property to allow access. This will create great service; for students at UWGB hitting that shopping center inbound and outbound allowing the bus to go through there every 15 minutes.

P. Kiewiz commented that she will be at the Aging and Disability Resource Center today for some conversation on buses, design of routes, and use. Please feel free to join her.

## **10. Other Business**

No other matters.

**11. Establish the date of the next meeting**

The next meeting of the Transit Commission is scheduled for Wednesday, June 15, 2016 at 8:15 a.m.

**12. Adjourn**

Motion made by R. Scannell, seconded by J. Withbroe, to adjourn at 9:07 a.m. Motion carried.

Respectfully submitted,

Essie Fels  
Recording Secretary