1. Agenda
   Documents:
   JAN. 7, 2019 TCC AGENDA.PDF

2. Meeting Materials
   Documents:
   JAN 7, 2019 TCC PACKET.PDF
Transportation Coordinating Committee
MEETING NOTICE
January 7, 2019
1:30 p.m.
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Nancy Russell, Chair  Andrew Kerwin, Vice-Chair
Ken Monroe, HHS Board Chair  Lori Muzatko, DHHS Manager
Citizen Member Jeni Hallatt  Citizen Member Catherine Holman Duesterbeck
Citizen Member Eric Russow  Citizen Member Michael McKay

(Posted in compliance with Sec. 19.84, Wis. Stats.)

It is possible that a quorum of the County Board or any of its committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to discussion and/or action

1. Call to order
2. Roll call
3. Withdrawals from the agenda, if any
4. Agenda Approval
5. Approval of Minutes
   a) December 3, 2018 TCC Meeting (encl. pp. 1-3)
6. Public Comment
7. New Business
   a) Approval of Bid Award for Specialized Transportation Services (encl. p. 4)
   b) Inquiry from Bob Peryea regarding volunteer drivers using VIP Services’ vans to provide transportation services on holidays and Sundays
8. Transportation Financial Summary (encl. p. 5)
9. Monthly Ridership (encl. p. 6)
10. VIP Services report of any “turn down” requests for service
11. Announcements
12. Set/confirm next meeting date and time – Monday, February 4, 2019 at 1:30 p.m.
13. Adjournment

Submitted by:  Nancy Russell, Committee Chair
              Nicole Hill, Executive Assistant

Posted: December 28, 2018
Memorandum

To: Transportation Coordinating Committee Members

From: Nicole Hill, Executive Assistant

Date: December 28, 2018

Re: January 7, 2019 TCC Meeting

New Business

*Approval of Bid Award for Specialized Transportation Services.* Enclosed in your packet is the bid award for specialized transportation services. We received one proposal which was from our current vendor, VIP Services, Inc. You will note that the contract amount exceeds our budget amount. The estimated cost analysis for the contract was based on historical trip data. We will monitor the budget appropriately throughout the year. Approval of the bid award is contingent upon approval by the Finance Committee at their January 17, 2019 meeting.

*Inquiry from Bob Peryea regarding volunteer drivers using VIP Services’ vans to provide transportation services on holidays and Sundays.* I received a call from Bob Peryea. Mr. Peryea has a friend who is wheelchair bound and uses our transportation services. Mr. Peryea’s friend mentioned needing transportation on Sundays and holidays. Mr. Peryea and his wife are willing to provide transportation but do not have access to a wheelchair-accessible vehicle. Mr. Peryea would like to know if it is possible for volunteers to offer services and drive on Sundays and holidays. Mr. Peryea and his wife believe this is a great way to help the community and are willing to help make this happen. I indicated to Mr. Peryea that I would pass along his inquiry to the committee.

*Transportation Financial Summary.* The November financial summary is included in your packet.

*Monthly Ridership.* Included in your packet is a graph showing the average weekday demand for all transportation programs.
The meeting was called to order by Chair Nancy Russell at 1:31 p.m.

Roll call was conducted. Members present included Chair Nancy Russell, Health and Human Services (HHS) Board Chair Ken Monroe, HHS Division Manager Lori Muzatko, and Citizen Members Catherine Holman Duesterbeck, Jeni Hallatt, Michael McKay and Eric Russow. Vice Chair Kerwin was absent. A quorum was declared.

**Others in Attendance**
- **County Staff:** County Administrator David Bretl; Executive Assistant Nicole Hill; Senior Accountant Todd Paprocki; and HHS Administrative Analyst Lisa Kadlec
- **Members of the Public:** Cynthia Simonsen, Executive Director of VIP Services, and Al Stanek

On motion by Supervisor Monroe, seconded by Eric Russow, the agenda was approved by voice vote.

On motion by Lori Muzatko, seconded by Michael McKay, the October 1, 2018 meeting minutes were approved by voice vote.

**Public Comment** – There was none.

**Public hearing on use of 2019 WI Section 85.21 transportation grant funding**
Supervisor Monroe made a motion, seconded by Jeni Hallatt, to open the public hearing. Motion carried 7-0. County Administrator David Bretl said the hearing is statutorily required to obtain public input. Bretl said the public hearing notices were published, and no one from the public has contacted his office to provide comment.

Bretl introduced his Executive Assistant, Nicole Hill, who will be taking over the duties of Mobility Manager. Ms. Hill’s experience and qualifications were included in her memo to the Committee. Hill worked with Al Stanek during his tenure as Mobility Manager and is familiar with the programs and operations.

Chair Russell asked three times for public comment/input. There being none, Lori Muzatko made a motion, seconded by Catherine Duesterbeck, to close the public hearing. Motion carried 7-0.

**Authorization to submit 2019 Section 85.21 and 2019 WisDOT Public Transit Assistance Program (PTAP) Applications**
Bretl asked for formal committee approval to submit the grant applications. Hill noted that she distributed an updated PTAP application before the meeting. Michael McKay made a motion, seconded by Jeni Hallatt, to authorize the submission of the section 85.21 and WisDOT PTAP applications. Motion carried 7-0.

**New Business**
- Specialized Transportation Services Award Recommendation
  Bretl said staff met this morning, and the recommendation is not to award the contract for Specialized Transportation Services at this point, but rather to extend it for a month. That will allow proposers to
develop an accurate hourly rate for services, which would compare to Dial-a-Ride statistics and simplify accounting procedures. Previously, the County was billed a “per trip” rate, broken down into transportation categories. Hill asked the Committee to hold the contract award recommendation until January 2019 to allow vendors to clarify hourly pricing. Senior Accountant Todd Paprocki added that he recommends continuing with the per trip rate at the beginning of the contract period to provide a greater amount of data to produce a more accurate hourly rate. Paprocki said that existing trip categories will remain, but will be based on total driver hours of “on board” time. Eventually, some of the trip categories may be consolidated. Supervisor Monroe made a motion, seconded by Jeni Hallatt, to extend the bids and the contract award for one month. Motion carried 7-0.

- 2019 Goals
Hill shared her goals for 2019 with the Committee: initiate the Wisconsin Association of Mobility Managers (WAMM) certification process and attend the spring WAMM meeting; prepare and present a social media plan for Dial-a-Ride; prepare and present the 2018 annual Dial-a-Ride report; and secure the purchase of a bariatric van, dependent upon award of the grant. Hill said she is open to suggestions for improving program marketing. Bretl said the social media goal aligns with the County’s emergence into social media, as the IT department has developed solutions to open records concerns and issues associated with using the media as a public forum. Jeni Hallatt said she feels Twitter and Facebook are inexpensive venues for marketing, and will target the younger population who could utilize the shared ride service for transportation to school and work. Chair Russell requested that the Mobility Manager and committee members meet four times per year with social groups to educate them about transportation services available within the County. Eric Russow made a motion, seconded by Michael McKay, to approve Nicole Hill’s 2019 goals, and to include the recommendation that informational meetings be held with groups who would benefit from the programs at least four times a year. Motion carried 7-0.

- Voucher Program
Hill said shared-ride vouchers are utilized by the school districts, Aurora Health Care and other non-profit entities. There was a problem with recipients duplicating the vouchers. The vouchers are now printed on non-duplicating paper and signed. Bretl said the voucher program needs to be monitored to ensure that other entities are not supplanting other programs who subsidize their transportation by using County services to save money.

- 2019 Budget Summary
Paprocki summarized his detailed report for the Committee. Overhead costs for 2019 are down 40% from 2018, primarily because the former full-time Mobility Manager position will become a half-time position, which has been assumed by Hill. The budget for 2019 consultant fees is higher in case staff needs assistance during the transition period. VIP Services are up by 5.9%, and costs increased by 2.2%. Costs for service from VIP are up 14.7%, with a 5% increase in hours. Tax levy usage is decreased by 10.5%, primarily due to HHS decreasing service. Grant revenues increased by 7.9% from 2018. A 59% state and federal reimbursement is needed to break even. Trip purposes in 2018 are split fairly evenly between elderly, other, and employment trips. Rides are up 40% from October of 2017. The percentage of County residents utilizing the transportation services is approximately 1-1/2 to 2% of the total population.

**Transportation Financial Summary**
Paprocki announced that there were a record 3,523 trips in October. Trends indicate that there will be a slight decline in ridership in November and December. The Finance Committee will be considering a budget amendment at its next meeting to realign funds because no van was purchased this year. The local
match will be used to pay for trips, and the grant allocations will be adjusted. Chair Russell asked if there was a reason given why the County did not receive the van award this year. Paprocki said that Walworth County is part of the State’s rural transportation budget, which only receives 20% of the total allocation.

Bretl announced that Paprocki is being promoted and will be transitioning his committee duties to another accountant. Paprocki assured members he will be at the next Committee meeting and available for assistance in the near future. Chair Russell thanked Paprocki for providing the detailed monthly financial reports and developing a presentation that enhances the information. **Supervisor Monroe made a motion, seconded by Eric Russow, to accept the financial reports and place them on file. Motion carried 7-0.**

**Monthly Ridership**
Hill reported on October 3rd there were 195 riders for both programs, the highest of the year. Average weekday ridership in October was 144.6 for both programs. She asked the Committee if they wanted any other information not provided by Paprocki in his reports. Paprocki suggested combining the ridership for specialized and shared-ride services. Chair Russell concurred, stating the combined statistics will provide a better picture of driver demand.

**VIP Services report of any “turn down” requests for service**
Executive Director of VIP Services Cindy Simonsen reported that during October and November, there were seven turn-downs for specialized service: two were for out-of-county non-medical trips; four individuals didn’t give sufficient advance notification and couldn’t be accommodated; and one person was under 60 and could not furnish proof of eligibility. Three individuals were turned down for shared-ride service because they did not have enough for the fare, and another individual was turned down because there was no service availability during the requested time period.

**Announcements** – Chair Russell wished everyone a happy and healthy holiday season.

**Confirmation of next meeting date and time:** A special meeting will be held Monday, January 7, 2019 at 1:30 p.m. The next regular business meeting is scheduled for February 4, 2019 at 1:30 p.m.

**Adjournment**
On motion by Supervisor Monroe, seconded by Eric Russow, Chair Russell adjourned the meeting at 2:15 p.m.

Submitted by Becky Rechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the committee at the next regularly scheduled meeting.
Walworth County
Proposal Recommendation

Project Name: Specialized Transportation Services

Recommendation By: David Bretl
Department Head Initials

Date: 12/20/2018

Award To: VIP Services, Inc.

Proposed Contract: $391,511.57 (Based on historical trip quantities, Department will manage budget appropriately as spend approaches current budget amount.)

Funding Source: 2019 Tax Levy & 2019 85.21 Specialized Transportation Grant

Current Budget Amt: $388,698.00

Contract Term: February 1, 2019, to January 31, 2021, with the option to renew for three (3) additional one (1) year periods.

Scope of Project: Transportation provider to provide specialized transportation services to Walworth County residents who are age 60 and older, adults age 18 and older who have a disability and live in their own home or apartment, Veterans services consumers, and consumers of the Department of Health and Human Services and residents of Lakeland Health Care Center.

Proposals Solicited: 5

Proposals Received: 1

<table>
<thead>
<tr>
<th>Rating</th>
<th>Vendor</th>
<th>Total Annual Estimated Cost From Cost Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>VIP Services, Inc.</td>
<td>$391,511.57</td>
</tr>
</tbody>
</table>

Proposals Rejected: 0

☑ Recommendation is to award to highest ranked proposer(s).

County Solicitation-Reviewed By: 
Consultant Solicitation-Reviewed By: 
Awarded by: 
Vendor: 
Date: 

Form 6-102-B 4
### 2018 - All Transportation Summary:

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Actuals</th>
<th>Over/ (Under)</th>
<th>Percent Used</th>
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<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Levy</td>
<td>565,843</td>
<td>530,507</td>
<td>393,687</td>
<td>(136,820)</td>
<td>74.2%</td>
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<tr>
<td>Grant Revenues</td>
<td>689,340</td>
<td>688,017</td>
<td>627,393</td>
<td>(60,618)</td>
<td>91.2%</td>
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<tr>
<td>Rider Revenues</td>
<td>60,000</td>
<td>90,000</td>
<td>102,792</td>
<td>12,792</td>
<td>114.2%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>1,315,183</strong></td>
<td><strong>1,308,510</strong></td>
<td><strong>1,123,872</strong></td>
<td><strong>(184,646)</strong></td>
<td><strong>85.9%</strong></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td><strong>85.9%</strong></td>
</tr>
</tbody>
</table>

### 2018 - Dial-A-Ride (Shared Ride Taxi) Transportation Summary:

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget</th>
<th>Revised Budget</th>
<th>Actuals</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Levy</td>
<td>324,539</td>
<td>312,157</td>
<td>289,203</td>
<td>(22,954)</td>
<td>92.6%</td>
</tr>
<tr>
<td>5311 Capital Grant funds - Minivan</td>
<td>33,540</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>85.20 Operating Grant funds</td>
<td>95,817</td>
<td>87,547</td>
<td>87,547</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>5311 Operating Grant funds</td>
<td>323,170</td>
<td>354,533</td>
<td>292,690</td>
<td>(61,843)</td>
<td>82.6%</td>
</tr>
<tr>
<td>Dial-A-Ride Co-pays</td>
<td>54,000</td>
<td>84,000</td>
<td>81,254</td>
<td>(2,746)</td>
<td>95.7%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>831,066</strong></td>
<td><strong>838,237</strong></td>
<td><strong>750,694</strong></td>
<td><strong>(87,543)</strong></td>
<td><strong>89.6%</strong></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
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### 2018 - Specialized Transportation Summary:

<table>
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<tr>
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<th>Revised Budget</th>
<th>Actuals</th>
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</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Levy</td>
<td>241,304</td>
<td>218,350</td>
<td>104,484</td>
<td>(113,864)</td>
<td>47.9%</td>
</tr>
<tr>
<td>85.211 Grant funds</td>
<td>236,813</td>
<td>245,931</td>
<td>245,931</td>
<td>-</td>
<td>100.0%</td>
</tr>
<tr>
<td>WDVA Vet Trans Grant</td>
<td>-</td>
<td>-</td>
<td>1,225</td>
<td>1,225</td>
<td>0.0%</td>
</tr>
<tr>
<td>Specialized Donations (Co-Pays)</td>
<td>6,000</td>
<td>6,000</td>
<td>21,538</td>
<td>15,538</td>
<td>359.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>404,117</strong></td>
<td><strong>470,281</strong></td>
<td><strong>373,170</strong></td>
<td><strong>(97,103)</strong></td>
<td><strong>79.4%</strong></td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
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### Category descriptions:

A = Transportation within own community
B = Transportation to another community (within the County)
C = To Beloit, Burlington, Fort Atkinson, Harvard, Janesville, Mukwonago
D = To Johnson Creek, Kenosha, Madison, Milwaukee, Monroe, Racine, Rockford, Waukesha
E = To Oshkosh, Mendota, Winnebago
F = Lakeland Health Care resident transports (includes cab rides)

### 2018 - Ridership: Count of One-Way Trips, Year to Date

- Dial-A-Ride - Agency, 1,026
- Dial-A-Ride - Public, 26,414

### TJP: 12/27/2018
Average Weekday Transportation Demand
All Programs

* Average Mon-Fri Demand = Total monthly weekday rides/Total number of weekdays in month