1. November 2, 2020 Transportation Coordinating Committee Agenda
   
   Documents:
   
   NOVEMBER 2, 2020 TCC AGENDA.PDF

2. November 2, 2020 Transportation Coordinating Committee Packet
   
   Documents:
   
   NOVEMBER 2, 2020 TCC PACKET.PDF
Transportation Coordinating Committee

MEETING NOTICE

November 2, 2020

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
Lisa Kadlec, HHS Representative
Citizen Member Shawn Davenport
Citizen Member Eric Russow
Citizen Member Vacant

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY,
THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE
BY COMMITTEE MEMBERS.

The Walworth County Government Center remains open, but in-person attendance may be limited to help ensure appropriate social distancing is observed.

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the County Administrator’s Office at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

(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) October 5, 2020 TCC Meeting (encl. pp. 1-3)
6. Public Comment
7. New Business
   a) Communication and Notice from VIP Services related to service rates and option year extension beginning May 1, 2021 (encl. p. 4)
8. Transportation Financial Summary (encl. p. 5)
9. Monthly Ridership (encl. pp. 6-8)
10. VIP Services report of any “turn down” requests for service
11. Announcements
12. Set/confirm next meeting date and time – December 7, 2020 at 1:30 p.m.
13. Adjournment

Submitted by: Nancy Russell, Committee Chair
Mark Luberda, County Administrator

Posted: October 30, 2020
The meeting was called to order by Chair Nancy Russell at 1:39 p.m.

Roll call was conducted and the following members were present, either in-person or through remote attendance: Chair Nancy Russell; Vice Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Administrative Analyst Lisa Kadlec; and Citizen Members Eric Russow and Shawn Davenport. A quorum was declared.

Others in Attendance
County Staff: County Administrator Mark W. Luberda; Senior Accountant Natasha Gantenbein; Senior Accountant Paula Gladden; and Human Services Manager-Long Term Care Randy Kohl
Members of the Public: Executive Director of VIP Services Cynthia Simonsen

On motion by Citizen Member Russow, second by Health and Human Services (HHS) Board Chair Monroe, the agenda was approved with no withdrawals.

On motion by HHS Board Chair Monroe, second by Citizen Member Russow, the July 6, 2020 meeting minutes were approved.

Public Comment – There was none.

Public Hearing on 2021 85.21 Specialization Transportation Assistance Program Grant Application
Chair Russell opened the Public Hearing at 1:42 p.m. Those present were the same as listed above. Chair Russell inquired if there were any testimonies by individuals attending, either in-person or through remote access. Hearing none, Senior Accountant Natasha Gantenbein reported a public hearing is required fourteen days prior to submittal of the 85.21 Specialization Transportation Assistant Program Grant application. The hearing is to inform all interested parties of the County’s plan for spending the 85.21 grant funds and to accept any comments the public and/or any interested parties may have. Gantenbein proceeded to give a brief overview of the proposed grant application. The due date is December 15, 2020.

Chair Russell referred to Page 14 of the packet and noted for the record that the Passenger Revenue “Co-payments range from $3.00 one-way for in-town trips…” should be changed to $2.50. Gantenbein also reported the “…$4.00 one-way for other in-town trips.” should be changed to $5.00. Gantenbein stated the Passenger Revenue section will be updated prior to submitting the application. County Administrator Mark W. Luberda clarified the cost is $5.00 for out-of-town and $3.50 for in-town. Luberda stated the Passenger Revenue will be amended to properly address the current rates.

There being no further public comment, HHS Board Chair Monroe offered a motion, second by Citizen Member Russow, to close the public hearing. Motion carried 6-0.

Chair Russell closed the public hearing at 1:47 p.m.

New Business

8a. Authorization to Submit 2021 85.21 Specialization Transportation Assistance Program Grant Application
Administrator Luberda suggested the motion reflect amendment to the rates, as discussed in the public hearing. HHS Board Chair Monroe offered a motion, second by Citizen Member Davenport,
authorizing submission of the 2021 85.21 Specialization Transportation Assistant Program Grant Application reflecting amendment to the rates, as discussed in the public hearing. Motion carried 6-0.

Gantenbein stated it is required that the Public Transit-Human Services Transportation Coordination Plan for Walworth County: 2016 be reviewed for accuracy and/or changes on an annual basis prior to submitting the grant application. Discussion then focused on whether or not the plan could be renewed or brought forward for change. Citizen Member Russow offered a motion, second by Vice Chair Kerwin, to approve the Public Transit-Human Services Transportation Coordination Plan for Walworth County: 2016. Motion carried 6-0.

8c. Authorization to Submit 2021 Public Transit Assistance Program (PTAP) Grant Application, including Capital and Operating Grants
Gantenbein referred to and gave a brief overview of the 2021 Public Transit Assistance Program (PTAP) Grant Application, including Capital and Operating Grants, found on Pages 62-75 of the packet. The due date is December 10th.

Discussion then focused on whether or not masks are required and/or provided, when a person boards the vehicle for transportation; social distancing, sanitation, and temperature check procedures; and potential consideration of separating medical transport from other transport. Administrator Luberda stated there is no need for actual policy at this time. Luberda will collaborate with VIP to implement the best practices, as set forth by the State of Wisconsin, Federal Transit Administration (FTA), and the Governor’s current Emergency Order. Citizen Member Russow noted if VIP is in need of masks, the United Way has received a large amount of masks they are giving away. Gantenbein explained the reason for leaving Item #6 on Page 12 of the Transit System Management Plan, blank, as directed by the state. Chair Russell referred to and suggested changing Item #5 on Page 2 of the plan from “… (TCC) meets at least every other month.” to “… (TCC) meets generally every other month.” HHS Board Chair Monroe offered a motion, second by Citizen Member Davenport, to authorize submission of the 2021 Public Transit Assistance Program (PTAP) Grant Application with the revision, as mentioned. Motion carried 6-0.

Transportation Financial Summary
Gantenbein referred to the Transportation Financial Summaries found on Pages 76-78 and briefly summarized the August report. She noted ridership is down 21% from last year at this time, but has been gaining momentum month after month.

Monthly Ridership
Gantenbein provided a brief overview of the three graphs found on Pages 79-81 of the packet. Chair Russell noted the jump in numbers, relative to Pages 80-81, could be related to the number of Saturdays there are in the month.

VIP Services report of any “turn down” requests for service
Executive Director of VIP Services Cynthia Simonsen stated there were 25 “turn downs” in the Ride-Share program during the month of August, including 1 related to work; 4 related to shopping; 10 related to medical; and the remaining “turn downs” were related to either recreation or school. She reported there were only 2 “turn downs” in the 85.21 Specialization program that did not provide enough notice in order to schedule them.

Simonsen reported there were 127 “turn downs” in the Ride-Share program during the month of September, including 14 related to work; 20 related to shopping; 49 related to medical; and 25 related to either recreation...
or school. She said there were 4 “turn downs” in the 85.21 Specialization program that did not provide enough notice in order to schedule them.

Simonsen said, due to the COVID-19 pandemic, VIP lost three full time and nine part time drivers. It has been difficult trying to replace those drivers.

Discussion then focused on why it has been difficult hiring drivers and the increasing difficulties trying to fit individuals into the schedule. Administrator Luberda stated he will review the program contract and collaborate with VIP relative to the performance expectation.

**Announcements**

Gantenbein announced that Senior Accountant Paula Gladden will be presenting the financial summary for a few of the upcoming months.

Administrator Luberda gave a brief update relative to the new Program Manager – Mobility position proposed in the County Administrator’s 2021 Budget.

**Confirmation of next meeting:** The next meeting was confirmed for Monday, November 2, 2020 at 1:30 p.m.

**On motion and second by HHS Board Chair Monroe and Citizen Member Russow, Chair Russell adjourned the meeting at 2:19 p.m.**

Submitted by Patricia Sommers, Administrative Assistant. Meeting minutes are not considered final until approved by the Transportation Coordinating Committee at the next regularly scheduled meeting.
October 16, 2020

Nancy Russell, Chairperson
Walworth County Board of Supervisors, Transportation Coordination Committee
1720 Fairview Dr.
Lake Geneva, WI 53147

Dear Chairperson Russell,

VIP Services, Inc. is currently in “Option Year 1” of the Walworth County Shared-Ride Transit Services contract. This program is inclusive of Specialized Transportation services within Walworth County and provides a lifeline to seniors, persons with disabilities and other citizens of the county who lack affordable and available transportation.

The demand for this service has grown approximately 30% each year since the program was first offered in January, 2017. Obviously, the impact of Covid 19 has disrupted this trend but we presume that the demand will return and continue to grow in the near future.

I am writing in hope that we can schedule a meeting sometime next week to discuss options for continuation of the Shared-Ride service on our end. I am aware that the County Board will begin conversation regarding the 2021 budget very shortly. I think it would be important to that process for us to share with you the challenges we currently face for continued contract compliance. We will be able to share specific cost information which threatens sustainability of the program and, hopefully, guides decision-making for possible amendment/ modification of the contract.

It is my understanding that both Walworth County and VIP Services can provide written intent to terminate the contract with 120 days’ notice which will trigger a re-bidding process. Though I am hopeful we can collaboratively agree on a viable solution which avoids re-bidding, please consider this letter as notice if necessary.

I want to be absolutely clear that VIP Services values the long standing collaborative relationship with Walworth County over many decades in various capacities. We also value our role as the vendor of the Shared-Ride and Specialized Transportation as it aligns with the mission of our organization. I look forward to meeting with all of you very soon and Peter and I will clear our schedules to accommodate a time that works for the rest of you.

Kind regards,

Cynthia D. Simonsen
Executive Director

Cc: Mark Luberda, David Weber, Peter Bronenkant

Empowering people with disabilities since 1970
A United Way Agency
2020 - 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Levy</td>
<td>595,929</td>
<td>560,240</td>
<td>(74,734)</td>
<td>(634,973)</td>
<td>-13.3%</td>
</tr>
<tr>
<td>Grant Revenues</td>
<td>730,336</td>
<td>792,285</td>
<td>826,803</td>
<td>34,518</td>
<td>104.4%</td>
</tr>
<tr>
<td>Rider Revenues</td>
<td>105,280</td>
<td>105,280</td>
<td>81,627</td>
<td>(23,653)</td>
<td>77.5%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>1,431,545</td>
<td>1,457,805</td>
<td>833,696</td>
<td>(624,108)</td>
<td>57.2%</td>
</tr>
</tbody>
</table>

| **Expenditures:**               |                 |                |          |              |              |
| All VIP Trans. services        | 1,309,395       | 1,346,655      | 780,740  | (559,915)    | 58.2%        |
| Staff                           | 63,462          | 63,462         | 14,450   | (49,011)     | 22.8%        |
| Equipment                       | 43,000          | 43,000         | 38,181   | (4,819)      | 100.0%       |
| Other                           | 15,688          | 10,688         | 326      | (10,362)     | 3.0%         |
| **Total Expenditures**         | 1,431,545       | 1,457,805      | 833,696  | (624,108)    | 57.2%        |

2020 - 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>
<th>Over/ (Under)</th>
<th>Percent Used</th>
</tr>
</thead>
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<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Levy</td>
<td>411,150</td>
<td>380,201</td>
<td>32,084</td>
<td>(348,117)</td>
<td>8.4%</td>
</tr>
<tr>
<td>5311 Capital Grant funds - Minivan</td>
<td>-</td>
<td>-</td>
<td>30,359</td>
<td>30,359</td>
<td>100.0%</td>
</tr>
<tr>
<td>5311/85.20 Operating Grant funds</td>
<td>477,753</td>
<td>539,702</td>
<td>514,989</td>
<td>(29,263)</td>
<td>95.4%</td>
</tr>
<tr>
<td>Dial-A-Ride Co-pays</td>
<td>85,680</td>
<td>85,680</td>
<td>66,563</td>
<td>(19,117)</td>
<td>77.7%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>974,583</td>
<td>1,005,583</td>
<td>643,995</td>
<td>(361,587)</td>
<td>64.0%</td>
</tr>
</tbody>
</table>

| **Expenditures:**               |                 |                |          |              |              |
| VIP SRT Trans. services        | 896,852         | 927,852        | 598,537  | (329,315)    | 64.5%        |
| Transit Manager (half)         | 28,731          | 28,731         | 21,506   | (7,225)      | 25.1%        |
| Accessible Minivan             | 43,000          | 43,000         | 38,181   | (4,819)      | 100.0%       |
| Advertising & Brochures         | 6,000           | 6,000          | 53       | (5,948)      | 0.9%         |
| **Total Expenditures**         | 974,583         | 1,005,583      | 643,995  | (361,587)    | 64.0%        |

2020 - Specialized 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>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Levy</td>
<td>184,779</td>
<td>180,039</td>
<td>(106,818)</td>
<td>(286,857)</td>
<td>-59.3%</td>
</tr>
<tr>
<td>85.21 Grant funds</td>
<td>252,083</td>
<td>252,083</td>
<td>281,455</td>
<td>29,372</td>
<td>111.7%</td>
</tr>
<tr>
<td>WDVA Vet Trans Grant</td>
<td>500</td>
<td>500</td>
<td>(500)</td>
<td>(500)</td>
<td>0.0%</td>
</tr>
<tr>
<td>Specialized Donations (Co-Pays)</td>
<td>19,600</td>
<td>19,600</td>
<td>15,064</td>
<td>(4,536)</td>
<td>76.9%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>456,962</td>
<td>452,222</td>
<td>189,701</td>
<td>(262,521)</td>
<td>41.9%</td>
</tr>
</tbody>
</table>

| **Expenditures:**               |                 |                |          |              |              |
| VIP Specialized Trans. services | 412,543         | 412,803        | 182,202  | (230,601)    | 44.1%        |
| Other Trans. Services (cabs)    | 5,000           | 5,000          | -        | -            | 0.0%         |
| Trans. Consultant               | 6,000           | 6,000          | 6,000    | (6,000)      | 0.0%         |
| Transit Manager (half)          | 28,731          | 28,731         | 21,506   | (7,225)      | 25.1%        |
| Other Transit Mgr. Costs        | 4,488           | 4,488          | 214      | (4,314)      | 3.9%         |
| Publication of Legal Notices    | 200             | 200            | 99       | (101)        | 49.6%        |
| **Total Expenditures**         | 456,962         | 452,222        | 189,701  | (262,521)    | 41.9%        |
Average Weekday Transportation Demand
Shared-Ride Transit & Specialized Transportation

![Graph showing transportation demand]

*Average Mon‐Fri Demand = Total monthly weekday rides/Total number of weekdays in month*
Average Saturday
Transportation Demand
Shared-Ride Transit

*Average Mon-Fri Demand = Total monthly weekday rides/Total number of weekdays in month
Total Saturday Trips by Month
Specialized Transportation