



Rick Stacey  
County Board Chairperson

Ryan Simons  
County Board Vice-Chairperson

**Transportation Coordinating Committee  
MEETING NOTICE**

**May 1, 2023**

**1:30 p.m.**

**County Board Room 114  
Walworth County Government Center  
100 W. Walworth St., Elkhorn, Wisconsin**

***Al Stanek, 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: 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. **ALL THE PUBLIC CAN WATCH THE MEETING STREAMING LIVE AT <https://bit.ly/2023May1TCC>**

Individuals wanting to provide a Public Comment can do so in person or remotely by telephone. Those wishing to comment by telephone 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](http://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) April 3, 2023 TCC Meeting (encl. pp. 1-4)
6. Public Comment
7. Unfinished Business
  - a) Status of 2023 Public Transit Assistance Program/Shared-Ride Taxi grant application
  - b) Status of WisDOT 2021 and 2022 5311 Capital Award – Third vehicle purchase round
  - c) Status of Shared-Ride Taxi Service Provider RFP procurement process, including but not limited to:
    - i. Contract and Vehicle Lease – New contract starts May 1, 2023
    - ii. Hours of Operation versus Service Hours

8. New Business

a) Transportation Program Development, including but not limited to:

Review:

- i. Development of Operating Program Policy Manual – Outline from 2017 (encl. p. 5)
  - ii. Draft of Subscription/Routine Trips versus Demand Trips in relation to Percent of Turndown/Denials (encl. pp. 6-8)
  - iii. Draft of Wait-Time Information (encl. pp. 9-12)
  - iv. Agency Fare Frequently Asked Question (FAQ) document from WisDOT (encl. pp. 13-15)
- b) Draft of Contract priorities for VIP Services (encl. pp. 16-17)
  - c) Meeting with Southeastern Wisconsin Regional Planning Commission (SEWRPC) on May 2<sup>nd</sup> to discuss an Origin-Destination Survey they are conducting in the Fall of 2023
  - d) Report on 2023 WI Assn. of Mobility Managers (WAMM) Spring Transportation Conference, April 24-26, 2023 in Wisconsin Dells
  - e) Branding of Shared-Ride Taxi fleet vehicles (Shawn D.)
  - f) Standing item: Consideration of Intent of Shared-Ride Taxi Program

9. Reports

- a) Monthly Ridership (encl. pp. 18-21)
- b) Trip Purpose (encl. p. 22)
- c) Transportation Financial Summary (encl. p. 23)
- d) Municipality Transport Report (encl. p. 24)
- e) Turndown/Denial Report (encl. pp. 25-28)
- f) No-Show Report (encl. p. 29)
- g) Quarterly Reports - 1<sup>st</sup> Quarter 2023 (encl. pp. 30-35)
- h) VIP Services Report
  - i. Staffing & Recruitment of Drivers
  - ii. Report on tracking of new riders to Shared-Ride Taxi/Wal-to-Wal program
- i) 2023 Work Plan (encl. p. 36)

10. Future Agenda Items

11. Set/confirm next meeting date and time

- a) Monday, June 5, 2023 at 1:30 p.m.

12. Adjournment

Submitted by: Al Stanek, Transportation Coordinating Committee Chairperson  
Gene Bobier, Program Manager – Mobility

Posted: April 27, 2023