

**Walworth County Board of Supervisors
Transportation Coordinating Committee Meeting Minutes
Monday, January 9, 2023
Walworth County Government Center, County Board Room 114
100 West Walworth Street, Elkhorn, Wisconsin**

Chair Al Stanek called the meeting to order at 1:30 p.m.

Roll call was conducted and the following members were present, either in person or by remote attendance: Chair Al Stanek; Vice-Chair Andrew Kerwin (arrived at 1:32 p.m.); Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; Citizen Members Shawn Davenport and Eric Russow (joined remotely at 1:36 p.m.). There is one vacant position. A quorum was declared.

Others in Attendance

County Staff: Walworth County Administrator Mark W. Luberda; Program Manager-Mobility Gene Bobier; and Senior Accountant Raul Rivera.

Members of the Public: Executive Director of VIP Services, Inc. Craig Poshepny.

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

On motion by HHS Board Chair Monroe, second by Citizen Member Davenport, the December 5, 2022 Transportation Coordinating Committee meeting minutes were approved.

Public Comment – There was none.

Unfinished Business

7a. Status of 2023 Specialized Transportation and PTAP/Shared-Ride Taxi grant applications
Program Manager-Mobility Gene Bobier stated both applications were submitted prior to required deadlines.

7b. Status of Vehicle Purchase – Second purchase round
Bobier shared that three new vans were received in December and inspected by Public Works. The vans were delivered to VIP Services, Inc. (VIP) on December 29 and are awaiting exterior decals. Bobier stated the Ford Transit Minibus should be delivered in the first part of January.

7c. Status of WisDOT 2021 and 2022 5311 Capital Award / Status WisDOT Human Service Vehicle (HSV) Bid – Third purchase round
Bobier announced that the state released finalized pricing for mini vans. Bobier is in the process of purchasing eight new mini vans (two funded with 5311 Capital Award grant dollars and six utilizing American Rescue Plan Act (ARPA) funds), along with an additional Ford Transit Minibus (utilizing ARPA funds). Delivery is expected in late spring or early summer. With the addition of these nine new vehicles Walworth County's fleet will total 19.

7d. Status of Shared-Ride Taxi Service Provider RFP procurement process
County Administrator Mark W. Luberda provided a detailed synopsis of the timeline related to the Request for Proposal (RFP) process for the Shared-Ride Taxi (SRT) Service Provider. Luberda advised he will be creating a RFP review committee to consist of himself, Bobier, Chair Stanek, an individual from the purchasing department, and possibly the Aging and Disability Resource Center (ADRC) Manager. Chair Stanek requested timeline information be provided to the Committee in paper form. Luberda affirmed he will email the timeline to members this week when it is complete.

7e. 2023 Work Plan

Bobier distributed the document TCC Work Plan 2023 – Draft as of January 9, 2023 to the Committee. Luberda explained that the document establishes Bobier's goals for 2023. Luberda briefly summarized the list of goals. Luberda stated that once the SRT contract is complete, 2023 goals will be revisited on a future agenda for additional input from the Committee.

New Business

8a. Report on 4th quarter Contractor Quarterly Compliance Review at VIP Services

Bobier briefly summarized the 4th quarter Contractor Quarterly Compliance Review (Pages 4-9) conducted on December 15. Discussion ensued relative to planned maintenance of the leased transportation vehicles; Bobier performing ride along trips for municipalities other than Elkhorn; and reaching out to other transportation agencies for possible solutions to mitigate the Title VI notice issues.

Reports

9a. Monthly Ridership

Bobier provided a brief summation of the graphs found on Pages 10-14 of the packet; sharing that December trip totals were 2,591 bringing the year-to-date trip total to 33,029. Bobier stated this number is 1,377 higher than 2021 and 2,205 higher than in 2020. Discussion then focused on graph formatting.

9b. Transportation Financial Summary

Senior Accountant Raul Rivera briefly detailed the All Transportation Summary (Page 15); stating budget utilization for both programs, as of November, was 54.7%. Rivera shared that Coronavirus Aid, Relief, and Economic Security (CARES) Act funding was received in November, along with scholarship funds for Bobier's attendance at the Wisconsin Public Transportation Association (WIPTA) conference reimbursing mileage, lodging, and registration costs.

9c. Municipality Transport Report

Bobier referred to the report included on Page 16 of the packet; citing an increase in transport to Walworth and Genoa City municipalities.

9d. Turndown/Denial Report

Bobier referenced the reports included on Pages 17-21 of the packet; citing denials were reported at 45, but the actual number was 46 a decrease of 16 from October; and that there were 25 denials in December totaling 513 for the year.

9e. No Show Report

Bobier referred to the graph found on Page 22 of the packet; citing no shows year-to-date were progressively improved over previous years at 2.9% well under the 5% threshold.

9f. VIP Services Report

- i. Staffing & Recruitment of Drivers
- ii. Report on tracking of new riders to SRT/Wal-to-Wal Program

Executive Director-VIP Craig Poshepny reported there was no change in number of drivers in December, and shared-ride saw 40 new customers to the system.

Announcements – There were none.

Future Agenda Items – There were none.

Confirmation of next meeting date and time: The next meeting was confirmed for Monday, February 6, 2023 at 1:30 p.m.

Adjournment

On motion and second by HHS Board Chair Monroe and Citizen Member Russow, Chair Stanek adjourned the meeting at 2:32 p.m.