

**Walworth County Board of Supervisors  
Transportation Coordinating Committee Meeting Minutes  
Monday, February 6, 2023  
Walworth County Government Center, County Board Room 114  
100 West Walworth Street, Elkhorn, Wisconsin**

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

Roll call was conducted and the following members were present: Chair Al Stanek; Vice-Chair Andrew Kerwin; Health and Human Services (HHS) Board Chair Ken Monroe; HHS Representative Lisa Kadlec; and, Citizen Member Shawn Davenport. Citizen Member Eric Russow was absent. 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 Davenport, second by Kadlec, the agenda was approved with no withdrawals.**

**On motion by Kerwin, second by Monroe, the January 9, 2023 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 applications were submitted in December and review has not yet begun for both applications.

7b. Status of Vehicle Purchase – Second purchase round

Bobier shared that interior cameras for the three new vans that were delivered to VIP on December 29<sup>th</sup>, are expected to be installed by February 17<sup>th</sup>. The Ford Transit Minibus was delivered to Public Works on January 16<sup>th</sup>; no issues per inspection. Minibus was delivered to VIP on January 24<sup>th</sup>. Decals and interior camera installation is also expected by February 17<sup>th</sup>.

7c. Status of WisDOT 2021 and 2022 5311 Capital Award – Third vehicle purchase round

Bobier announced they are in the process of purchasing eight rear-loading minivans and another Ford Transit Minibus. Two of the minivans are being paid using 5311 Capital Award funding from 2021 and 2022. The purchase order (PO) is approved by WisDOT and submitted to TESCO on January 24<sup>th</sup>. The other six minivans and the Ford Transit will be paid for using American Rescue Plan Act (ARPA) funds for 2022 and 2023. The PO for the six minivans and the Ford Transit were submitted to the vendors on January 20<sup>th</sup>. TESCO expects to start delivering the vans in late March/early April. The Ford Transit is set to be built by Ford on March 20<sup>th</sup> with an anticipated delivery by A&J late April/early May. With the addition of these nine new vehicles, Walworth County's transportation program fleet will total 19.

7d. Status of Shared-Ride Taxi Service Provider RFP procurement process, including but not limited to:

i. Condensed Timeline

Bobier provided a detailed synopsis of the timeline related to the Request for Proposal (RFP) process for the Shared-Ride Taxi (SRT) Service Provider found on Page 3 of the packet. County Administrator, Mark Luberda asked the committee if they wanted to have a special TCC meeting between March 15<sup>th</sup> and April 3<sup>rd</sup> or a special joint meeting with the Finance Committee on April 3<sup>rd</sup> to hear the results and discussion that will be presented to the Finance Committee. The committee declined.

ii. Source Selection Team aka Evaluation Committee

Bobier stated the Evaluation Committee Chair is Carolyn Holt, Buyer for the RFP. The committee members that report back to her are: Mark Luberda; Al Stanek; Randy Kohl, Aging and Disability Resource Center (ADRC) Manager; and himself. Their first meeting was February 1<sup>st</sup> where they reviewed the source selection plan, shared member responsibilities, the RFP packet and attachments, shared information on conducting the evaluation and individual evaluator worksheets, and ethical guidelines.

Bobier highlighted some of the operational topics and contractual expectations included in the RFP. Luberda mentioned an area he focused on was the pricing component and scoring mechanism.

## **Reports**

### **8a. Monthly Ridership**

Bobier provided a brief summation of the graphs found on Pages 4-8 of the packet; noting 2022 ended with 33,028 rides which was 1,376 more rides than 2021 and 2,024 more rides than in 2020. Discussion then focused on graph trends.

### **8b. Transportation Financial Summary**

Senior Accountant Raul Rivera briefly detailed the All Transportation Summary (Page 9); stating the numbers in the summary are preliminary, but he does not expect any further expenses. Budget utilization for 2022 was 65.3% which is higher than 2021. The increased utilization is due to an increase in shared rides. Shared-Ride budget utilization for 2021 was 59.8%, whereas 2022 was 66.6%. The interest expense recorded for December was the purchase of the three additional minivans under Specialized Transportation services. The quarterly reporting for 5311 budget, the 85.20 statistics, and 85.21 ridership was submitted.

### **8c. Municipality Transport Report**

Bobier referred to the report included on Page 10 of the packet; citing an increase in activity with Delavan.

### **8d. Turndown/Denial Report**

Bobier referenced the reports included on Pages 11-15 of the packet; disclosing in 2021 there were 577 turn downs and 64 less in 2022.

### **8e. No Show Report**

Bobier referred to the graph found on Page 16 of the packet; citing Shared-Ride finished at 2.9% and Specialized at 4.3%. Overall down from 3.4% to 3% in no shows.

### **8f. Quarterly Report – 4<sup>th</sup> Quarter 2022**

Bobier summarized the quarterly reports included on Pages 17-22 of the packet; including:

- Demand vs. Routine Trips
- Age/Program/Purpose and Age/Purpose
- Rider Miles Traveled
- Pickup Time and Pickup Time/Purpose
- Dropoff Time and Dropoff Time/Purpose
- Trip Time/Program/Purpose

### **8g. VIP Services Report**

#### **i. Staffing & Recruitment of Drivers**

Executive Director-VIP Services, Inc. Craig Poshepny reported they hired three new drivers in the last month in which two of them were returning employees that previously retired. Also, one full-time driver dropped down to part-time.

#### **ii. Report on tracking of new riders to SRT/Wal-to-Wal Program**

Poshepny stated they have 32 new riders in the month. They started handing out “Awesome citations” to riders for driver satisfaction reports. Vice-Chair Kerwin recommended surveying new riders on how they were made aware of the service; Poshepny was in agreement.

## **Announcements**

9a. Gene Bobier will be attending the 2023 WI Assn. of Mobility Managers (WAMM) Spring Transportation Conference, April 24-26, 2023 in Wisconsin Dells

**Future Agenda Items** – Monroe suggested a discussion on additional ways to get information out to people regarding the services offered.

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

### **Adjournment**

**On motion by Monroe and second by Kadlec, Chair Stanek adjourned the meeting at 2:29 p.m.**

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Submitted by Emily Krabbenhoft, Administrative Assistant. Meeting minutes were approved by the Transportation Coordinating Committee at the March 6, 2023 meeting.