

Walworth County Board of Supervisors
March 2, 2020 Transportation Coordinating Committee Meeting Minutes
Walworth County Government Center, County Board Room 114
100 W. Walworth Street, Elkhorn, Wisconsin

The meeting was called to order by Chair Nancy Russell at 1:30 p.m.

Roll call was conducted and the following members were present: 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, Michael McKay and Shawn Davenport. A quorum was declared.

Others in Attendance

County Staff: County Administrator Mark Luberda; Office Supervisor/Mobility Manager Nicole Hill; Senior Accountant Natasha Gantenbein; HHS Manager – Long Term Care Randy Kohl

Members of the Public: Cynthia Simonsen, Executive Director of VIP Services

On motion by Citizen Member Eric Russow, second by Citizen Member Michael McKay, the agenda was approved with no withdrawals.

On motion by Supervisor Ken Monroe, second by Vice Chair Andrew Kerwin, the February 3, 2020 meeting minutes were approved.

Public Comment – There was none.

Public Hearing on Proposed Fare Increases

Office Supervisor/Mobility Manager Nicole Hill noted this meeting was properly advertised in the newspaper and said she did not receive any public comment through mail or email. The fee changes will go to the March Finance Committee meeting and then onto the April County Board meeting for approval. **Citizen Member Russow made a motion, second by Supervisor Monroe, to open the public hearing. Motion carried 7-0.** HHS Manager – Long Term Care Randy Kohl said he has received some comments from consumers in the Aging Disability Resource Center (ADRC) department. They expressed concerns over the rate increase and wanted their concerns to be taken into consideration. **Supervisor Monroe made a motion, second by Citizen Member McKay, to close the public hearing. Motion carried 7-0.**

Unfinished Business

- Approving change order and contract amendment for shared-ride transit contract with VIP Services, Inc.

Hill said the Department of Transportation (DOT) recently approved the request to increase the grant budget, and as a result, there are considerations the County needs to make with the contract with VIP Services, Inc. (VIP). The current contract ends in April so the change order will amend the revised amount of funding and the service hours for remaining funds. The weekly service hours will need to be amended and the revised table is in the meeting packet. Once the contract is amended, VIP will need to follow the new service levels and DOT will monitor ridership levels to ensure the County doesn't need to re-bid the contract. County Administrator Mark Luberda said he met with Hill, VIP, and Senior Accountant Natasha Gantenbein earlier in the day to discuss specific language adjustments. The county will continue to work with VIP and the State to ensure our program is within the required guidelines. Chair Russell asked how the number of rides will be controlled, and Luberda said as VIP reaches their capacity in the system, they may be able to offer more rides by developing efficiencies, such as overlapping more rides or rescheduling to make less trips. In some cases, they may need to turn down service when there is no capacity to accommodate the increase in rides. He said VIP is hopeful they will

find some ways to maximize the demand efficiently. Citizen Member Russow proposed looking to fundraisers in the future if we continue to need more funding and Chair Russell agreed it was an option, noting HHS may possibly know of a source. HHS Administrative Analyst Lisa Kadlec said she has not been able to find any additional state or federal funding available. Luberda added part of this process will be revising the contract and additional funding, and noted there could be additional changes made in the future. **Vice Chair Kerwin made a motion, second by Citizen Member McKay, to approve the change order and contract amendment for shared-ride transit contract with VIP Services, Inc. consistent with the table provided and with additional wording provided by the County Administrator. Motion carried 7-0.**

Transportation Financial Summary

Gantenbein presented the summary included in the packet, which included information from January 2020. **Citizen Member Russow made a motion, second by Citizen Member Shawn Davenport, to approve the report. Motion carried 7-0.**

Monthly Ridership

Hill presented the graphs provided in the meeting packet and noted they are broken down between the two different services. Luberda made note of the increase in average weekday demand from when the program started to now for the shared-ride transit, and said this shows the opportunity for increasing efficiency due to the high volume of riders.

VIP Services report of any “turn down” requests for service

Executive Director of VIP Services Cynthia Simonsen said she will present this report at the next meeting.

Announcements – There were none.

Confirmation of next meeting: The next meeting was scheduled for April 6, 2020 at 1:30 p.m.

Adjournment

On motion and second by Supervisor Monroe and Citizen Member McKay, Chair Russell adjourned the meeting at 1:53 p.m.