

TRANSIT COMMISSION MINUTES

Date and Time: The Transit Commission met on Thursday, May 23, 2013, at 1:00 P.M. at the Metro Ride Office, 420 Plumer Street, in Wausau

Members Present: Sherry Abitz, Keene Winters, Robert Mielke, Keith Draheim, Daniel Guild, George Peterson and Joan Joss

Members Excused:

Also Present: Greg Seubert, Mary Foss

In accordance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner. The meeting was called to order by Chairperson Abitz after noting a quorum was present.

Approval of Minutes

Mielke moved to approve the minutes of the February 21, 2013 meeting. Winters seconded. The motion carried.

Public Comment on Matters Appearing on the Agenda

No comments were made.

Transit Funding Proposal

Winters expressed concern about the future of funding for transit. He does not think that the legislature will restore State transit funding that was previously cut. He proposed that we try something on a smaller scale. Instead of seeking to create regional transit authorities (RTAs), we would ask for the State to grant sales tax authority to some municipalities. He said that the tax would be a fairly modest amount. He indicated that he met with Senator Petrowski and presented his proposal.

Guild stated that creating RTAs is a good idea, but passing RTA legislation is unrealistic. This new proposal would give us the funding we need to keep running. It would replace local property taxes now used for transit, but would not impact Federal and State funding. Joss stated that the new funding may enable the expansion of Route K. Draheim stated that some citizens are opposed to any new tax. Seubert said he regrets that the current political climate is not conducive to passing an RTA bill. He welcomes the revenue in the new proposal, but feels that the governance structure offered by an RTA is also important.

No Action was taken.

City of Wausau/Metro Ride Civil Rights Complaint Procedures

Seubert presented an updated Title VI Plan which includes Civil Rights Complaint procedures. The plan is a requirement of the Federal Transit Administration (FTA). Seubert stated that the complaint procedures are not new. Existing procedures were modified to change our name from Wausau Area Transit System to Metro Ride and to encompass Environmental Justice complaints. Seubert asked for approval of the policy.

Mielke moved to approve the Civil Rights Complaint procedures. Joss seconded. The motion carried.

City of Wausau/Metro Ride Limited English Proficiency Plan

Seubert presented a Limited English Proficiency (LEP) Plan. He indicated that in the past a less formal assessment was performed. The LEP plan identifies populations who may be unable to access our services due to language barriers and it includes steps to remove those barriers. Of our total service area population, 5% speak English less than well. Southeast Asians make up the majority of this category. Seubert recommends the translation of our riders guide, as well as notices and warning signs on the bus into Hmong. Audience member Kathy Zoern asked that the signs at the transit center also be translated into Spanish and Hmong.

Winters moved to approve the LEP Plan. Joss seconded. The motion Carried.

City of Wausau/Metro Ride Title VI Monitoring Procedure

Seubert stated that we are required by Title VI to adopt procedures to verify that our services are equally available to all populations. The procedures include an analysis of our services, amenities and customer complaint logs.

The analysis reveals that our services and amenities are substantially similar and consistent in all areas and complaints received are not related to Title VI concerns. Seubert requested that the basic procedures establishing the assessment be approved.

Winters moved to approve the Title VI Monitoring Procedures. Mielke seconded. Motion carried.

City of Wausau/Metro Ride Title VI Plan

Seubert explained that although the Commission has already approved several components of the Title VI Plan, he would like approval of the plan in its entirety.

Mielke moved to approve the Title VI Plan. Peterson seconded. The motion carried.

Request for Authority to Proceed with the Procurement of Bike Racks

Seubert stated that Metro Ride has a Federal capital grant that will pay for 80% of the purchase of bike racks, to be mounted on the front of each bus. Total project funding available is \$35,100 and the 20% required local share has been budgeted and is available for the procurement. Although our buses were manufactured with mounting brackets for bike racks, we could not afford the racks themselves at that time.

Seubert stated that there are only two manufactures of commercial grade transit bike racks - Sportworks and Byk-Rak. He estimated that total project cost will be less than \$25,000. He recommended that price quotes be sought from the two vendors, rather than seeking more formal bids. He suggested that that the award for the project be made at the next meeting.

Mielke asked if there was really a need for bike racks. Seubert said that it would extend the reach of transit services to areas we do not current serve, such as Rib Mountain and parts of Weston. It would enable our customers to get as close as possible by bus and then ride the rest of the way on their bike. Audience member and Metro Ride bus operator Tracy Pagryzinski stated that the availability of bike racks would be helpful for people struggling with the limited service available on Route K. It would enable them to ride one way by bus and ride home on their bike. Customers are now stranded for hours waiting for bus service to resume. Mielke asked if the addition of bike racks would slow down service. Seubert said that the racks are simple to use, but service would be slowed a bit as people learn to use them. He indicated that an instructional video will be available on our website and drivers may have to intervene in the beginning.

Guild moved to proceed with seeking price quotes. Draheim seconded. The motion carried.

Transit Director's Report

Seubert stated that he would be unavailable on the next regular meeting date, due to FTA training. After discussion, the consensus of the group was to hold the next meeting on Thursday June 27, 2013.

Seubert stated that our Fleet Insurance Carrier has presented Metro Ride with several safety awards. A certificate was received for having no accidents resulting in a pay-out; a \$500 check was received for having the fewest accidents compared to peer transit systems our size; and we received a plaque for having the most improved safety record compared to our peers. Seubert indicated that the \$500 award is intended to be used to honor employees. Ideas are being sought from employees as to how the money should be spent.

Seubert provided updated ridership information for Route K. Ridership is averaging about 52 riders a month.

Mielke moved to adjourn the meeting. Joss seconded. The motion carried.

Respectfully submitted,

Sherry Abitz, Chairperson