



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Draft CONTRACTED SERVICE OVERSIGHT SUBCOMMITTEE

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Thursday, July 9, 2015

12:00 PM

215 Martin Luther King, Jr. Blvd.  
Room LL-110 (Madison Municipal Building)

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### 1. CALL TO ORDER / ROLL CALL

**Staff:** Chuck Kamp, Wayne Block, Mick Rusch, Ann Schroeder, Mike Cechvala, Dar Ward, Renee Schwass, Ahna Bizjak; Steve Arnold

**Guests:** Gary Poulson

**The meeting was called to order at 12:02 PM.**

**Present:** 5 - Ken Golden; Ahnaray Bizjak; Mark M. Opitz; Margaret Bergamini and Mick Howen

**Excused:** 7 - Wayne Bigelow; Steve Arnold; Adam Sayre; Bill Burns; Shawn Stauske; Darwin Ward and Jacquelyn M. Dahlke

### 2. APPROVAL OF MINUTES

Bergamini moved to approve the minutes; Opitz seconded. Minutes approved by voice vote/other.

### 3. PUBLIC COMMENT

There was no public comment.

### 4. DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

### 5. Update on Service Changes

Kamp said we normally have one round of changes. This time we had two due to the opening of UW East Hospital. We modified the original recommendations due to concerns. There were some service adjustments to Fitchburg. They went through an approval process, confirmed by TPC. Middleton is looking at changes but not incorporated into this service cycle. Some Route 25 trips have been incorporated into Route 26 to UW hospital. We originally thought we could eliminate Route 25, but we are continuing it for now to American Family.

Bergamini asked if the UW hospital is providing any assistance for Route 26. Kamp said they are paying the local share of that route indefinitely. They are looking at other partners. We will be signing a contract with them. This is a small round of changes.

6. [39195](#) Update on TIGER Grant Application

Attachments: [TIGER 100 word summary 5 01 15.pdf](#)  
[TIGER Grant project description.pdf](#)

The attached 100 word summary was the pre-application. We went forward with the full application. This is for a satellite garage at Nakoosa Trail which would also include other City of Madison projects. The Board of Estimates and the Common Council approved the application with 50% local funding. We got letters of support from many partners. We had about 25 letters of support; thank you for that. We hope to hear in September or October. It will be designed for 40' and 60' foot vehicles and possibly also alternative fuel vehicles. Informally, we are hearing good things about electric buses. Mayor Soglin wrote a blog post on the electric bus visit.

Arnold asked whether maintenance, administration, parts, and a bus wash in the new facility would serve only buses that are in the new facility or replace old facility? Kamp said each facility would have all features except heavy overhauls would be done at 1101. Washing, inspections, light maintenance, and dispatch would be at the new facility.

Golden said I saw two versions of this garage – one with only 40' buses and another if it had articulated buses. Given the bus size study, have you thought of some configurations that might include smaller buses? Kamp said if we were really getting to the detail, we would consider that. If we only include 40' buses, it could house seventy. The maximum for bus rapid transit (BRT) would be 35 articulated buses and 20 forty foot. If small buses were included, that would change the number. Golden said not necessarily if articulated buses weren't all house at one facility depending on where they would be used. Kamp said all articulated buses would be at the new facility due to configuration limitations. Golden asked about further planning. Kamp said there have been discussions about alternate parcels that are being considered for the city's long range planning for Metro and other city needs. We are looking at possibilities to plan now for the future.

Bergamini said the electric bus demonstration was interesting. The display bus has dimensions of 40' but carries a number of passengers more than a regular 40' diesel buses because the infrastructure of bus is different. That company doesn't make articulated buses, but their buses can still carry additional passengers. Kamp said two companies currently making electric buses are Protera and BYD. Nova is also looking to get into the electric bus manufacturing business.

7. Update on Partner Contracts

We've sent a couple emails out. We'll get completed contracts out. We will consider that the version that is ready for the approval process.

The version that will be sent out in the next few weeks will be final version. It may need minor changes from each municipality. Golden asked about Verona costs that aren't included due to them getting their own federal funding. Kamp said that is Verona specific. Block said we've been in discussions about this with Verona and Epic. It's now to the point where we have to discuss it with the Wisconsin Department of Transportation (WisDOT). They have identified

some things as non-eligible expenses. Golden asked if there is a way to make those charges eligible by changing to a different kind of structure. Block said yes there has been some discussion about interagency charges. We have developed a city allocation plan that shows how city agencies attribute costs to Metro. We have to submit this to WisDOT. Bergamini said the same sort of issues would come up if we incorporate.

We will share if there are changes made to individual contracts and share contracts if requested.

8. [39196](#)

Audit - Wayne Block

There is not a lot to describe. The partner in charge of the audit from Baker Tilley will be on the August Transit and Parking Commission (TPC) agenda to present the audit findings. One document is the financial statements and the management discussion is the meaningful part starting on page 3. Metro's contingency reserve has increased to over \$5million. A lot of the reason the contingency has gone down over time is fuel. Fuel is now locked in to the end of 2017.

They found no material misstatements so they can say the provided information is accurate and truthful. The communication starting on page four shows some recommendations with practices for our accounting methods. There are no material deficiencies in our internal controls. They didn't find issues that would have a serious impact on our reporting or fraud control. The issues they have found are mostly due to some serious staff shortages over the last few years.

Kamp said the staffing shortages were long-standing issues with positions that are now able to be filled. The peer analysis from WisDOT is helpful in providing valuable information to transit skeptics.

9. [08290](#)

Reports of Member Communities/Institutions

Opitz (Middleton) – There is a minor shift in service to serve apartments on Parmenter. That is approved, and we will work to get service to that area. Meriter is also planning a campus in that area. There is a developer who has purchased downtown buildings – Old Middleton Center – and put in a proposal for mixed used buildings there. We will be going through the review process. We already have good bus service in that area. We have some more far flung apartments with some requests for service. We can't do it in the short term, but that is in the planning for the long term.

Bizjack (Fitchburg) – There are some Route 59 changes. It now will operate on East Verona Frontage Road to Spoke and Sprocket Drive to get bus stops in industrial area. We are also incorporating a stop across from Star Cinema. There is one minor change to a time point.

Golden (TPC) – TPC meeting last night focused on mostly Madison issues. Stop/shelter at the top of State will be eliminated. There was a long discussion about Judge Doyle Square. At the June TPC meeting we discussed an ordinance change that would allow a member of CSOS to be on that committee. Golden's original proposal was substantially changed by the

Mayor. What came to the TPC was that an elected official member of CSOS would sit and only vote on transit issues. Then there is also an alternate but it wasn't clear if the alternate had the same rules.

Golden said he sees in previous minutes to CSOS, it says Shorewood has been resolved. But they are not yet a full partner. But I strongly urge that a formal or informal (and best formal) discussion take place with a non-Madison CSOS member to come up with a methodology that makes sense. If we find Shorewood should have paid \$80,000 rather than \$25,000 that would give them a goal and they could increase each year. I don't have a methodology in mind, but we should not act like it is resolved.

Arnold said are you suggesting having a meeting about their contribution or also the fact that they don't control their service. Golden said both. Our methodology is not fair to them. But it would be a big influence on them to have someone from another municipality in the room.

Golden is chair of a county public works subcommittee on transit. They have voted to do 5 outreach meetings. They will be in various communities. The focus is on business and government. The public is not the target. The question is should the county get involved in the funding of transit and if so what should they fund. We are soliciting and sharing ideas. Municipalities will receive official notice.

MMSD (Howen) – They are experiencing many challenges on various levels, but there is nothing specific to report.

MPO (Mike) – Section 5310 grant applications are out. This is service for seniors and people with disabilities. It currently funds things like RSVP, Metro's paratransit eligibility in person assessment, mobility assistance, etc. You can check this on the website.

We have hired a consultant for our transit model update work to support BRT and other things. Our regional demand model had a small transit component, so we want to update that.

On Board survey work is finishing up. If anyone has ideas for what they want to see in a final reports – such as Golden's suggestion on stats for minorities – how people pay, other crosstabs, please suggest that.

Kamp said another equity issue that can be pulled from the survey is transfer rate. It is much higher (in past survey) for African-Americans. Arnold said all issues related to equity should be front and center.

Schwass (TOM) – She had nothing to report.

ASM (Bergamini) – A motion was made to include a CSOS elected official on TPC. Bizjack pointed out that there is only one elected official on this committee. Bergamini said there was some other language in the ordinance that caused an issue, but not the elected official. It was language about whether Metro and parking are utilities. Ward pointed out we don't have a requirement for an elected official on CSOS.

ASM is surprisingly busy for summer. They broke the record for number of passes handed out.

UW (Ward) – They are getting ready for pass distribution August 3rd for employees. It costs \$24 for faculty/staff. UW health covers the cost for their employees. Affiliate organizations determine their own costs.

Fitchburg (Arnold) – They got appointments done. There is a new TCC member who is a transit member and advocate. They are now working on CIP. There is nothing in there about transit. For the budget we are at the beginning and learning about that process, but I will propose the Fitchburg Flyer \$112,000 running only at nonpeak times for January 1st, even though it can't be up and running, so that we budget for full year. Equity is a big theme in city service, and transit dependent riders (transit rich neighborhoods) can't get to Fish Hatchery reasonably. We want to fix that.

Golden said when the TPC membership item comes before the TPC, we can change those terms if we want to if we get enough votes to say member (rather than elected official) and can vote on parking.

#### 10. ADJOURNMENT

The meeting adjourned.