

MINUTES
SHORELINE METRO TRANSIT DEVELOPMENT PROGRAM (TDP) REVIEW
COMMITTEE

January 30, 2020

Sheboygan City Hall (Conference Room 305)
828 Center Avenue, Sheboygan

MEMBERS PRESENT: Angie Buechel (RCS Empowers)
Brett Edgerle (Village of Kohler)
Matt Halada (WisDOT Northeast Region, Green Bay)
Mark Hermann (Shoreline Metro Customer)
Derek Muench (Shoreline Metro Director)
Edward Procek (Shoreline Metro Driver)
James Schwinn for Bill Blashka (Town of Sheboygan)

MEMBERS EXCUSED: Chief Christopher Domagalski (City of Sheboygan Police
Department/Sheboygan Transit Commission)
Mayor Mike Vandersteen (City of Sheboygan/Sheboygan Transit
Commission)

BLRPC STAFF PRESENT: Harry Graham and Jeffrey Agee-Aguayo

1. Chairperson Derek Muench called the meeting to order at 2:31 p.m.

Jeffrey Agee-Aguayo noted committee members who had asked to be excused from the meeting.

2. Jeffrey Agee-Aguayo distributed the agenda to committee members who needed it (the agenda was also sent out ahead of the meeting).

Moved by Brett Edgerle and seconded by James Schwinn that the committee approve the agenda for the January 30, 2020, meeting of the Shoreline Metro TDP Review Committee. Motion carried, with all voting aye on a voice vote.

3. Jeffrey Agee-Aguayo distributed the minutes of the December 19, 2019, meeting to those who needed them (the minutes were also sent out ahead of the meeting).

Moved by James Schwinn and seconded by Brett Edgerle that the committee approve the minutes of the December 19, 2019, meeting of the Shoreline Metro TDP Review Committee. Motion carried, with all voting aye on a voice vote.

4. Chairperson Derek Muench asked if there was any public input; none was received.

5. Committee members continued their review of draft Chapter 8 of the TDP (Goals, Objectives, Standards and Their Use in Evaluating the Current Transit Operation).

Commission staff distributed the revised draft of Chapter 8 to those who needed it. Commission staff also distributed a revised “cheat sheet” tying items raised in the nominal group exercise conducted at the November 21, 2019, meeting to supporting objectives in draft Chapter 8 to everyone in attendance. The revised draft of Chapter 8 was sent out about a week prior to this meeting. These items were also projected in the meeting room in order to facilitate discussion.

A. Committee members reviewed of Goals 4 through 7 and their supporting objectives and standards.

Jeffrey Agee-Aguayo reviewed Goal 4 and its supporting objectives, with committee members reviewing the standards within each objective. Committee members offered the following comments regarding Goal 4 and its supporting objectives and standards:

- Derek Muench asked that staff make sure that we are measuring per revenue hour and per revenue mile in Standard 4.1.1. Derek Muench added that overall productivity across the system was currently 17.92 passengers per revenue hour. Derek Muench also asked that staff check to see if the Federal Transit Administration (FTA) has standards in this area that could be referenced, and also asked that staff reconfigure the numbers in this standard for the next meeting.
- In regard to Objective 4.3 and its various standards, Derek Muench stated that it would be difficult for Shoreline Metro to use alternative fuels in the local area (with the possible exception of electric energy). Derek Muench added that alternative fuels could be considered if a new transit facility is built in the future.
- In regard to Objective 4.4, Brett Edgerle wondered if Shoreline Metro had maintenance standards. Derek Muench described detailed FTA requirements in this area. There was considerable discussion among several committee members of the FTA “Buy America” policy and how it has led to an inability to procure needed types of vehicles.
- In regard to Objective 4.5, Derek Muench, Edward Procek and Harry Graham discussed student issues and safety at the transfer point and on the buses. Derek Muench noted that reducing waiting time at the transfer point has decreased the number of incidents in recent weeks.
- In regard to Objective 4.6, several committee members discussed the complexity of the Commercial Driver’s License (CDL) acquisition process. Derek Muench discussed driver shortages at transit operations in the area. Edward Procek discussed medical examinations associated with obtaining and maintaining CDLs.

Harry Graham reviewed Goal 5 and its supporting objectives, with committee members reviewing the standards within each objective. Committee members offered the following comments regarding Goal 5 and its supporting objectives and standards:

- Derek Muench discussed his efforts under Objective 5.2, especially in the area of travel training. Angie Buechel thought that Objective 5.2 and its standards should be expanded to include all human and social service agencies; Derek Muench agreed with this suggestion, and this was discussed by several committee members.
- Derek Muench questioned whether orientation kits were appropriate as a training tool today, and suggested that Standard 5.2.2 regarding such kits be deleted.
- In regard to Standard 5.3.1, it was noted that tripper service often focuses on child care as well as elementary schools, and Derek Muench wondered if this standard was even needed. Ultimately, the standard was retained, but was revised to read “Transit *service (in particular tripper routes)* should be as close as practical to licensed child care facilities with a licensed capacity of 50 children or greater.”
- Committee members revised Standard 5.3.2 to read “Transit *service* should be as close as practical to facilities that care for elderly individuals or persons with disabilities.”
- Committee members had considerable discussion of Objective 5.4 and its two standards, wondering if this objective and standards were even needed because it is established federal law. Ultimately, committee members decided to retain the objective and standards in Chapter 8 for now.
- After some discussion, committee members had a minor editorial change to Standard 5.5.2.
- Committee members discussed training of drivers under Standard 5.7.3. Committee members also revised Standard 5.7.3 to read as follows: “Shoreline Metro should *continue* production of educational and informational videos to be posted online, including demonstrations of how to use transit and answering frequently asked questions.”
- Edward Procek discussed safety concerns that he had with implementing portions of Standard 5.8.3.

Jeffrey Agee-Aguayo reviewed Goal 6 and its supporting objectives, with committee members reviewing the standards within each objective. Committee members offered the following comments regarding Goal 6 and its supporting objectives and standards:

- Derek Muench suggested that Standard 6.1.3 be revised to read as follows: “The Director of Transit and Parking should *continue to* be afforded an ex-officio position on the City of Sheboygan Plan Commission.”

- Derek Muench complimented Chad Pelishek for working with him on various development issues in the City of Sheboygan.

Harry Graham reviewed Goal 7 and its supporting objective, with committee members reviewing the standards within Objective 7.1. Committee members offered the following comment regarding Goal 7 and its supporting objective:

- James Schwinn and Derek Muench discussed potential expanded service to the Town of Sheboygan.

B. Committee members reviewed changes made to Goals 1 through 3 and their supporting objectives and standards.

Jeffrey Agee-Aguayo reviewed changes made to Goal 1 and its supporting objectives and standards. These changes were made to Goal 1, Objective 1.1, Objective 1.5, and Standards 1.5.1 through 1.5.3, with renumbering of Standards 1.5.4 through 1.5.6. Committee members had no changes regarding these revisions.

Jeffrey Agee-Aguayo stated that there were no changes made to Goal 2 or any of its supporting objectives and standards.

Harry Graham reviewed changes made to Goal 3 and its supporting objectives and standards. These changes were made to Standards 3.3.2, 3.3.3, 3.4.3, and 3.9.2, as well as to Objective 3.5. The only comment regarding these changes came from Derek Muench, who suggested that Objective 3.5 be further revised to read as follows: “By implementing a public education campaign to promote transit being an accessible option for *all demographics*.”

6. Jeffrey Agee-Aguayo discussed surveys with committee members in attendance.

Jeffrey Agee-Aguayo discussed the passenger opinion survey. This survey was administered on site by Shoreline Metro staff on January 23, 2020, and is also available online. Approximately 206 surveys have been completed to date (123 paper surveys and 83 online surveys), and data entry is nearly complete.

Jeffrey Agee-Aguayo asked committee members to suggest a “cut off” date for completing the online survey. Derek Muench suggested extending the online survey deadline to Friday, February 7, 2020. Derek Muench added that he will “boost” the survey announcement on Shoreline Metro’s Facebook page.

There was also brief discussion of the boarding and alighting analysis, in which the data will be provided by Shoreline Metro staff.

7. The next meeting of the Shoreline Metro TDP Review Committee is scheduled for **Thursday, February 27, 2020, at 2:30 p.m.** It is likely that this meeting will take place at Sheboygan City Hall.

8. **Moved** by James Schwinn and seconded by Edward Procek that the meeting of the Shoreline Metro TDP Review Committee be adjourned. Motion carried, with all voting aye on a voice vote. The meeting adjourned at 4:22 p.m.

Recording secretary,

Jeffrey C. Agee-Aguayo

