

**WASHINGTON COUNTY TRANSPORTATION COMMITTEE
MEETING MINUTES**

**Vehicle Maintenance and Storage Facility
West Bend, WI**

**March 18, 2014
8:00 AM**

Present: Chairman Dan Goetz, Kenneth Brandt, Brian Krebs, Melvin Ewert, Joe Gonnering, County Board Chairman Herb Tennes, and County Manger Joshua Schoemann. Also present: Highway Commissioner Tom Wondra, Assistant Commissioner Chris Walter and Accounting Technician Heather Robers.

Chairman Goetz called the meeting to order and read the affidavit of posting.

A motion was made by Mr. Gonnering and seconded by Mr. Ewert to approve the minutes of the Transportation Committee meeting held on March 4, 2014. Motion carried.

Commissioner Wondra indicated that the following permits were issued since the last meeting:

1. To the Village of Germantown to extend a water main along CTH Y in the Village of Germantown.
2. To the Newburg Fire Department for the annual Fireman's parade along CTH MY in the Town of Newburg.
3. To Town of Erin for the annual St. Patrick's parade along CTH K in the Town of Erin.
4. To ATC to increase a line clearance along CTH NN in the Town of Jackson.
5. To PTS Contractors Inc. to install a new water main along CTH G in the Town of Jackson.

Joe Steier, Transit Manager, gave a status report on the Shared Ride Taxi and Washington County Commuter Express Bus (WCCE) programs. Various aspects of the transit operations were discussed including ridership, fuel usage, revenues, and expenses. The WCCE schedule was amended to eliminate a stop on 87th Street on March 10, 2014 at the Milwaukee Medical Complex. Mr. Steier explained the source of funding for marketing efforts to County Board Chairman Tennes. Through a Congestion Mitigation and Air Quality grant, Washington County receives around \$25,000 annually for marketing efforts. This grant requires a 20% local match. Representatives from Specialized Transportation Services and Riteway were also present for the discussion.

Scott Schmidt, Washington County Surveyor/Engineer, and Sara Johnson, a representative from Continental Properties Company, Inc., were present for a right-of-way discussion on a parcel located along CTH Q at the Riversbend Country Club in the Village of Germantown. Mr. Schmidt explained to the Transportation Committee that in doing research on the title, a few issues were discovered that need to be resolved. Currently there is an excess of right-of-way within the proposed development. Washington County is working with the Wisconsin Department of Transportation to address this issue.

A motion was made by Mr. Brandt and seconded by Mr. Ewert to authorize a quit claim deed to the abutting property owner for fair market value plus all transaction costs due to the land no longer having any highway purpose, subject to a quit claim deed from the Wisconsin Department of Transportation to Washington County for Document 306596 and Document 481750. Motion carried.

Roy Hartmann, Buyer, reported to the committee that there were five bids received for the asbestos abatement project for the old Slinger Highway Shop. His recommendation is to go with the lowest bidder, KPH Environmental. A motion was made by Mr. Gonnering and seconded by Mr. Ewert to award the Asbestos Abatement of the old Slinger Highway Shop to KPH Environmental. Motion carried.

Commissioner Wondra and Tom Boden, Shop Superintendent, discussed options for the installation of AVL/GPS devices into Highway Department vehicles. The pros and cons of each model were discussed, including the number of available data inputs. A motion was made by Mr. Krebs and seconded by Mr. Brandt to implement the AVL/GPS devices into the fleet as presented with an initial upfront cost of \$6,300 plus installation and an estimated annual cost of \$8,040. Motion carried.

A motion was made by Mr. Ewert and seconded by Mr. Gonnering to approve vouchers in the amount of \$151,735.23. Motion carried.

Assistant Commissioner Walter reported to the committee on several highway projects:

- STH 28 Reconstruction
 - Anticipated start date: March 24, 2014
 - Completion dates:
 - Sewer and Water by July 3, 2014
 - Bridge by August 29, 2014
 - Field office is at 355 N. Main St., Kewaskum
 - First weekly meeting is March 26, 2014 at 10 A.M.
 - Detour will be utilizing CTH H
- US 41/ STH 144 Interchange
 - Construction starting March/early April-frost and weather dependent.
- CTH P Reconstruction
 - Public Information meeting will be March 18, 2014 from 4:00-6:00 P.M. at the Fair Park.
 - Tentative construction start date will be May 1, 2014.
- CTH NN & G Roundabout (2015 construction)
 - Public Information Meeting will be held mid-April.

Commissioner Wondra updated the committee on the following:

- The Highway Department spring training will be held on March 19, 2014.
- The April Transportation Committee meetings will be moved to April 8th and April 22nd, 2014.
- The Commissioner met with the Town of Farmington about jurisdictional transfer recommendations for CTH DD and CTH HH.

Chairman Goetz reported to the committee that he will be headed to Washington D.C. as a representative from the Washington County Transportation Committee on April 3, 2014.

A motion was made by Mr. Gonnering and seconded by Mr. Krebs to adjourn at 9:17 AM. Motion carried.

Joseph Gonnering, Secretary



Washington County Highway Department

Commissioner: Thomas A. Wondra

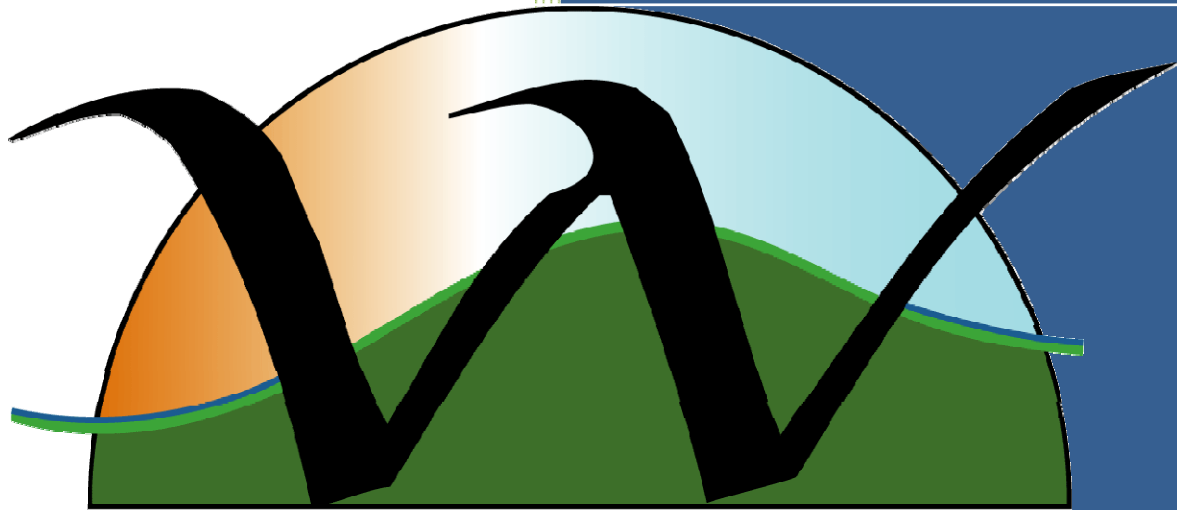
DATE: March 29, 2014
TO: Transportation Committee Members
FROM: Daniel Nysse, Project Technician
SUBJECT: Agenda Item 3 – Permits

We have issued the following permits since our last Transportation Committee meeting.

1. **CTH Z** – to WE Energies Electric, to install a new service, 500 feet south of Hickory lane, on the east side of road, in the Town of West bend.
2. **CTH MY** – to AT&T, to bore around corner and place anchor on WE Energies pole, for a upgrade to main line, at the corner of Camody CT, in the Village of Newburg.
3. **CTH W** – to ATS Specialized Inc. to move an overwidth load, to Farmers Inc., in Allenton.

2013

Transit Financial Statements



WASHINGTON COUNTY
WISCONSIN

Unaudited
Financial Statements

Washington County Highway Department

Financial Statements

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Executive Summary

Washington County Transit operates two public transportation services for the citizens of Washington County. The Washington County Commuter Express (WCCE) provides express motor coach week day service between Washington and Milwaukee County. The Shared Ride Taxi provides service to the general public, and door to door transportation for the elderly and disabled within Washington County.

The WCCE service is provided by GoRiteway under a contract with Washington County. The Shared Ride Taxi service is provided by Specialized Transportation Services under contract with Washington County.

With no service increases or decreases in 2013 for either the WCCE or the Shared Ride Taxi, there was little change in the total operations.

There are several notable highlights from the 2013 Transit Financial Statements.

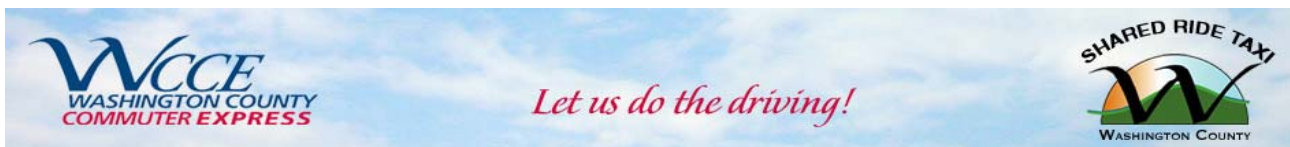
- Washington County Transit returned \$289,259 to the General Fund at year end. This is the result of several factors in 2013.
 - o Washington County was able to repurpose \$197,000 of ARRA funds towards vehicle purchases, reducing the required tax levy in 2013.
 - o Washington County implemented an Agency Fare in 2013 to Family Care providers. This was the contributing factor to the \$47,000 increase in revenue on the Shared Ride Taxi.
- The Shared Ride Taxi and WCCE service contracts are both tied to the consumer price index and increased 1.4% over the 2012 rate.
- With the 2010 Census and creation of the West Bend Urbanized Area, Washington County Transit saw an increase in federal aid with an offsetting decrease in state aid.
- Telephone & Data expenses increased by \$8,000. This is from the data plan required to run the mobile RouteMatch software in all of the shared ride taxis.

The WCCE and Shared Ride are treated as one entity for all funding purposes and the attached financial statements include several allocations to attempt to indentify the different financial results of each service.

**Washington County Transit
Income Statement
For the Years Ending December 31, 2013 and 2012**

Revenues	2012	2013
Operational Revenue		
Property Taxes	\$ 708,166	\$ 470,017
State Aid	1,512,897	1,194,105
Federal Aid	802,666	1,055,020
Federal ARRA	-	356,516
WCCE Fare Revenue	443,423	397,388
Shared Ride Taxi Revenue	333,473	380,301
Other Revenue (Expense)	(48,146)	(20,936)
Total Revenue	\$ 3,752,479	\$ 3,832,411

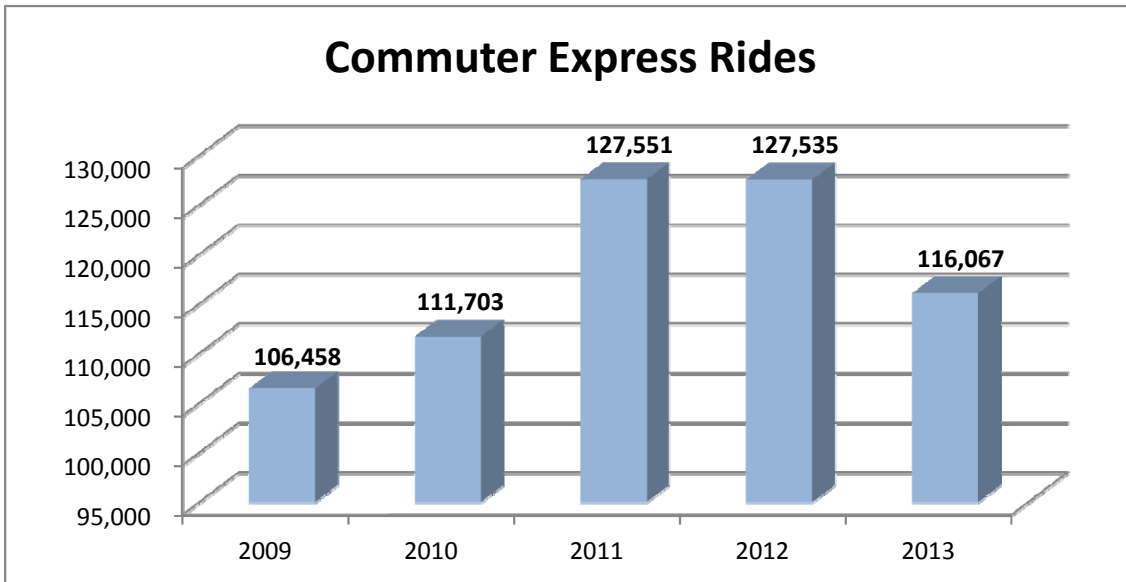
Expenditures	2012	2013
Transit Expenditures		
Salary & Wages	53,270.40	56,031.04
Social Security	3,849.48	4,125.68
Retirement	3,448.14	3,736.68
Health Insurance	6,590.76	6,486.00
Life Insurance	43.20	43.20
Workers Compensation	905.65	1,019.78
Long Term Disability	-	40.56
Telephone & Data	1,269.02	9,245.67
Repair & Maintenance	9,089.15	3,839.01
Shared Ride Taxi Operating	1,671,240.26	1,730,626.37
Membership Dues	4,750.99	3,577.12
Marketing Services	30,045.40	25,303.40
Express Bus	1,206,234.61	1,202,439.62
County Board	4,007.00	4,108.50
Property & Liability Insurance	2,487.14	2,807.97
Central Fuel	356,436.27	363,484.86
Other Expenses	14,396.04	15,130.24
Administration	24,588.96	18,210.73
Gain/Loss on Vehicles	(13,920.00)	(13,961.00)
Capital Outlay	373,747.00	396,116.00
Total Expenses	\$ 3,752,479	\$ 3,832,411



**Washington County Transit
WCCE Income Statement
For the Years Ending December 31, 2013 and 2012**

Revenues	2012	2013
Operational Revenue		
Property Taxes	\$ 159,416	\$ 81,212
State Aid	426,877	301,972
Federal Aid	266,604	493,122
WCCE Fare Revenue	443,423	397,388
Prior Year Revenue	(19,619)	(8,190)
Total Revenue	\$ 1,276,701	\$ 1,265,504

Expenditures	2012	2013
Transit Expenditures		
Salary & Wages	21,308	22,413
Social Security	1,540	1,650
Retirement	1,379	1,495
Health Insurance	2,636	2,594
Life Insurance	17	17
Workers Compensation	362	408
Long Term Disability		16
Membership Dues	4,751	3,577
Marketing Services	18,027	15,182
Express Bus	1,206,235	1,202,440
County Board	2,004	2,054
Administration	18,442	13,658
Total Expenses	\$ 1,276,701	\$ 1,265,504



**Washington County Transit
Shared Ride Taxi Income Statement
For the Years Ending December 31, 2013 and 2012**

Revenues	2012	2013
Operational Revenue		
Property Taxes	\$ 548,751	\$ 388,805
State Aid	1,086,020	892,133
Federal Aid	536,061	561,898
Federal ARRA	-	356,516
Shared Ride Taxi Fare Revenue	333,474	380,302
Prior Year Revenue	(28,528)	(12,747)
Total Revenue	\$ 2,475,778	\$ 2,566,907

Expenditures	2012	2013
Transit Expenditures		
Salary & Wages	31,962	33,618
Social Security	2,310	2,475
Retirement	2,069	2,242
Health Insurance	3,954	3,892
Life Insurance	26	26
Workers Compensation	543	612
Long Term Disability	-	24
Telephone	1,269	9,246
Repair & Maintenance	9,089	3,839
Shared Ride Taxi Operating	1,671,240	1,730,626
Marketing Services	12,018	10,121
County Board	2,004	2,054
Property & Liability Insurance	2,487	2,807
Central Fuel	356,437	363,487
Other Expenses	14,396	15,130
Administration	6,147	4,553
Gain/Loss on Vehicles	(13,920)	(13,961)
Outlay	373,747	396,116
Total Expenses	\$ 2,475,778	\$ 2,566,907

