

**Minutes**  
**Transportation Coordinating Committee**  
**Wednesday, February 5, 2025**

A regularly scheduled meeting of the Transportation Coordinating Committee was held on Wednesday, February 5, 2025 at 3:00 p.m. via ZOOM and in Conference Room A/B - of the Community Services Building, 221 West Seminary Street, Richland Center, WI 53581.

Committee members in attendance included: Sandra McKittrick, Darin Steinmetz, Linda Symons, Sandra Kramer and David Scribbins

Members absent: Jesse Nelson and Cindy Riley

Other attendees include Linda Batten, Roxanne Klubertanz-Gerber, Corie Dejno and Justin Running

- 1) Sandra Kramer called the meeting to order at 3:00 p.m.
- 2) Proof of Notification: Linda Batten verified the posting.
- 3) Approve Agenda:
  - Darren Steinmetz moved to approve the posting and agenda; Sandra McKittrick seconded. Motion carried.
- 4) Approval of October 2, 2024 Transportation Coordinating Committee minutes:
  - Darren Steinmetz moved to approve the minutes; Sandra McKittrick seconded. Motion carried.
- 5) Citizen Comment:
  - Sandra Kramer said that the American Legion will be having a Chili/Soup Supper – Pie Auction on 2/22. It starts at 4:30.
  - Roxanne encouraged the board to reach out to their legislators and let them know how the potential cuts will affect programs and people.
- 6) Report on 2024 Transportation Budget:
  - Roxanne reported that the 2024 budget was at 118.5% utilization.
  - Roxanne reported that trips for 2024 were up from 2023.
- 7) Report on 2025 Transportation Budget:
  - Roxanne informed the committee that the 2025 budget looks fine, however, it is very early in the year.
- 8) Approve vehicle 18 retirement:
  - Discussion was held about vehicle 18. The number of miles and the condition of the vehicle.
  - Sandra McKittrick made a motion to retire vehicle 18; Linda Symons seconded the motion. Motion carried.
- 9) New committee member request:
  - Roxanne reported that Eric Rynes at Schmitt Woodland Hills is interested in representing Schmitt Woodland Hills on the committee.
  - Sandra McKittrick moved to approve Eric Rynes as a committee member; seconded by Linda Symons. Motion Carried.

10) Program update:

- Roxanne reported that we were approved for the 2025 grants for 5310 and 85.21.
- Roxanne reported that there has been a slight decrease in bus trip. However, volunteer trips have increased.

11) Updates from Transportation Providers

- Justin Running reported that they have had an issue with their phone system. When people were calling, if they were on HOLD for 20 minutes, sometimes it would hang up on them. (This happened about 2 times a day.) He recommended that if people are on HOLD more than 2 minutes that they hang up and call again. If they are still having issues they should ask for a manager.
- Justin also reported that dispatch was now back in town.
- Justin discussed that they have a contract with the city. The city says how many hours that they have every year.
- Corie Dejno said that SWCAP fills in for trips that cannot be filled by another entity.

12) Schedule Next Meeting: tentatively April 2, 2025 at 3:00 pm.

13) Adjourn

- Sandra McKittrick moved to adjourn the meeting until April 2, 2025; Linda Symons seconded. Motion carried.

Respectfully submitted,

Linda Batten

Aging and Disability Resource Center of Eagle Country - Richland County Office