



**Transit Commission
Agenda
June 16, 2021**

PLEASE TAKE NOTICE that there will be a meeting of the Eau Claire Transit Commission on Wednesday, June 16, 2021 at 6:00 p.m. virtually through online meeting systems and will be available to the public via Webex using a computer, tablet, or smartphone (Webex app required) or telephone (audio only), using the link or dial-in number:

Transit Commission Connection Info

Event Address for Attendees:

<https://eauclairewi.webex.com/eauclairewi/onstage/g.php?MTID=e7cb7133ea482a2019733fccf8893c793>

Audio Only: +1-408-418-9388 *Access Code:* 146 007 5459

1. **Call to Order**
2. **Roll Call**
3. **Other Business Agenda items**
 - a. **Election of Chair**
 - i. **Nominees**
 - ii. **Vote**
 - b. **Election of Vice Chair**
 - i. **Nominees**
 - ii. **Vote**
 - c. **Election of Secretary**
 - i. **Nominees**
 - ii. **Vote**
4. **Reading and approval of minutes of the past meeting on May 19, 2021 meeting.**
5. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
6. **Public Hearings and Discussion**
 - a. **Update on Budget**
 - b. **Transfer Center Project Update**
7. **Discussion and Direction**
 - a. **Ridership and Revenue Reports**
 - b. **Manager's Report**
 - i. **Income Qualifying Fare report**
 - ii. **COVID-19 Actions update**
 - iii. **TDP Route Changes**
 - iv. **Update on Staffing**
 - v. **Commission Membership Update**
8. **Adjournment**



Transit Commission Minutes
May 19, 2021

1. **Call to Order at 6:03PM**
2. **Roll Call**
 - a. **Members Present: Bob Schraufnagel, Jeremy Gragert, Rose Fowler, Kelly Austin, Philip Swanhorst, Joshua Clements, Georgia Eaton.**
 - b. **Members Absent: Cheryal Kiesler, Lauren Becker (former UWEC)**
 - c. **Others Present: Tom Wagener, Lyn Barnes, Jeremy Eves, Renee Tyler, Maddie Loeffler (new UWEC), Mark Quam**
3. **Reading and approval of minutes of the past meeting on April 21, 2021**
 - a. Motion to approve by Commissioner Swanhorst, seconded by Commissioner Clements. All votes in favor, minutes approved as submitted.
4. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
 - a. None
5. **Public Hearings and Discussions**
 - a. **Presentation on On-Demand Transit – Jeremy Eves, Pantonium Inc. (Toronto CA.)**
 - b. **Transit Capital Improvement Plan – Recommendation to Council**
 - i. Motion to recommend plan to council by Swanhorst, seconded by Eaton. All votes in favor, motion passes.
 - c. **Transfer Center Project Update**
6. **Other Business Agenda items**
 - a. None
7. **Discussion and Direction**
 - a. Ridership and Revenue Reports
 - i. Presented by Transit Manager Wagener
 - b. Manager's Report
 - i. Presented by Transit Manager Wagener
 1. Income Qualifying Fare report
 2. RFP for Bus Technology and Fare Collection Update
 3. COVID-19 Actions update
 4. Update on Staffing
8. **Adjournment**
 - a. Motion to adjourn by Commissioner Eaton, seconded by Commissioner Clements. Meeting adjourned at 7:30PM

TRANSPORTATION

Omnibus Motion -- Change to Base

Motion:

Move to include the following:

Transportation Finance

1. *Fuel Supplier's Administrative Allowance.* Effective the first day of the third month beginning after publication of the bill, increase from 0.675% to 1.35% the administrative allowance that licensed motor vehicle fuel suppliers may deduct when remitting the fuel tax on gasoline. Under current law, licensed motor vehicle fuel suppliers may deduct an allowance of 0.675% when remitting the fuel tax on gasoline to DOT. Of the 0.675% allowance, 0.625% must be passed on to the wholesale distributor by the supplier when the distributor pays the gasoline tax to the supplier. The allowance does not pertain to diesel fuel or the petroleum inspection fee. The provision would specify that a licensed motor vehicle fuel supplier may deduct an allowance of 1.35% when remitting the fuel tax on gasoline to the Department and, of the 1.35% allowance, 1.25% would be required to be passed on to the wholesale distributor by the supplier when the distributor pays the gasoline tax to the supplier. Assuming an October 1, 2021, effective date, decrease estimated transportation fund revenue by \$3,800,000 SEG-REV in 2021-22 and by \$5,400,000 SEG-REV in 2022-23.
2. *One-Time General Fund Transfer (GPR Transfer) (LFB Summary, Page 563 Item #2).* Increase the GPR transfer to the transportation fund from 0.25% of general fund tax collections to 1% of general fund tax collections in 2021-22 on a one-time basis. Increase the estimated 2021-22 GPR transfer by \$147,079,500 GPR Transfer, from \$49,026,500 (SEG-REV) to \$196,106,000 (SEG-REV).
3. *Ongoing General Fund Transfer (GPR Transfer) (LFB Summary, Page 563 Item #2).* Increase the GPR transfer to the transportation fund from 0.25% of general fund tax collections to 0.5% of general fund tax collections starting in 2022-23 on an ongoing basis. Increase the estimated 2022-23 GPR transfer by \$51,207,000 in 2022-23, from \$51,207,000 (SEG-REV) to \$102,414,000 (SEG-REV).
4. *Current Law General Fund Transfer (LFB Summary, Page 563 Item #2).* Increase the GPR transfer to the transportation fund by \$3,859,200 GPR Transfer in 2021-22 and \$3,589,600 GPR Transfer in 2022-23, resulting in increases in corresponding amounts of SEG-REV into the transportation fund. Including these increases, the estimated current law transfers would be \$49,026,500 in 2021-22 and \$51,207,000 in 2022-23. These amounts reflect Legislative Fiscal Bureau June, 2021, re-estimates of general fund tax revenues.

5. *Reestimated Debt Service.*

a. *Revenue Bond Debt Service (SEG-REV).* Decrease estimated transportation fund revenue by \$1,025,200 SEG-REV in 2021-22 and \$7,581,000 SEG-REV in 2022-23 to reflect increases in the amount of vehicle registration and other pledged revenue needed to pay principal and interest on transportation revenue bonds. Authorized bonding associated with this debt service is shown in a separate item.

b. *General Obligation Bonds (SEG).* Increase estimated transportation fund-supported, general obligation bond debt service by \$3,033,900 SEG in 2022-23. Authorized bonding associated with this debt service is shown in a separate item.

Local Transportation Aid

6. *General Transportation Aid (LFB Paper #590).* Adopt Alternative #1 to provide the following related to the general transportation aids program:

County Aid. Increase funding by \$611,000 SEG in 2021-22 and \$3,067,300 SEG in 2022-23 to fund a 2.0% increase each year to the calendar year general transportation aid distribution for counties. The calendar year distribution for counties is currently equal to \$122,203,200. This would provide a calendar year distribution amount for counties equal to \$124,647,300 for 2022 and \$127,140,200 for 2023 and thereafter.

Municipal Aid. Increase funding by \$3,835,100 SEG in 2021-22 and \$11,581,900 SEG in 2022-23 to fund a 2.0% increase each year to the calendar year general transportation aid distribution for municipalities. The calendar year distribution level for municipalities is currently equal to \$383,503,200. This would provide a calendar year distribution amount for municipalities equal to \$391,173,300 for 2022 and \$398,996,800 for 2023 and thereafter. Increase the mileage aid rate by 2.0% each year (from its current level of \$2,628 per mile) to \$2,681 per mile for calendar year 2022 and \$2,734 per mile for calendar year 2023 and thereafter. Delete the statutory references to prior calendar year funding amounts for counties and municipalities, as well as the prior year mileage aid rate amounts for municipalities.

7. *General Transportation Aid (GTA) Increase for Low-Value Towns.* Incorporate the provisions of LRB 3114/P1 which would, for a town where the equalized value of the town in the previous year was in the bottom quartile of equalized values of towns in the state for that year, increase the current law 85% cost cap under the general transportation aid (GTA) formula to 98%, such that no such town in the bottom quartile may receive a GTA distribution greater than 98% of its 3-year average costs. Specify that equalized values would be those determined by the Department of Revenue as specified under current law. Given that this adjustment to the cost threshold would occur within the aid formula, any funds needed to cover up to 98% of cost for affected towns would be drawn from municipalities on the share of cost component of the formula. The proposal would reduce funding otherwise available to those municipalities on the share-of-cost component of the GTA formula (primarily villages and cities). Had this been in effect in 2021, it would have made \$550,000 less available for these municipalities.

8. *Separate Town GTA Limitation Adjustment Payment.* Provide \$1,000,000 SEG

annually from a sum-certain appropriation to make GTA adjustment payments to towns receiving mileage aid whose costs are affected by the timing of when reimbursement payments are reported as revenue. Specify that if the amount of GTA paid to a town is limited by either the 85% cost cap or 98% cost cap (as provided in the prior item), to an amount less than the amount calculated under the mileage aid formula, and DOT determines that the limitation was caused by the timing of a reimbursement (typically a disaster damage aid payment or a local road improvement project payment) for an expenditure made by the town, the Department would be required to make an additional aid payment to the town from the newly created sum-certain appropriation in an amount that DOT determines will compensate the town for the diminished payments. If payments exceed \$1,000,000 provided each year, provide DOT the authority to prorate the payments.

9. *Mass Transit Operating Assistance (LFB Paper #591)*. Decrease funding by \$10,335,400 SEG in 2021-22 and \$31,006,200 SEG in 2022-23 for a one-time 50% funding reduction in calendar year 2022 aid for Tier A-1 (reductions of \$8,184,700 in 2021-22 and \$24,554,200 in 2022-23) and Tier A-2 (reductions of \$2,150,700 in 2021-22 and \$6,452,000 in 2022-23) totaling \$41,341,600 in the biennium. Specify that base funding for mass transit operating assistance would remain at \$112,952,300 annually (the 2020-21 funding amount) to begin the 2023-25 biennium. Delete the statutory references to prior calendar year funding amounts for Tier A-1 and Tier A-2 of mass transit systems. Set the statutory calendar year distribution amounts at \$32,738,900 in 2022 and \$65,477,800 in 2023 and thereafter for Tier A-1, \$8,602,700 in 2022 and \$17,205,400 in 2023 and thereafter for Tier A-2.

10. *Employment Transportation Program (LFB Paper #593)*. Adopt Alternative #2 and provide \$250,000 SEG annually to the transportation employment and mobility appropriation for the WETAP program. Under this alternative, funding for the program would increase to \$832,600 SEG annually from the transportation fund.

11. *Paratransit Aids (LFB Summary, Page 571 #6)*. Provide \$75,600 SEG in 2021-22 and \$153,100 SEG in 2022-23 to provide a 2.5% increase for paratransit aid. This would increase funding from \$3,025,000 in base funding to \$3,178,100 annually.

12. *Seniors and Individuals with Disabilities (LFB Summary, Page 572 #7)*. Provide \$22,900 SEG in 2021-22 and \$46,300 SEG in 2022-23 to the seniors and individuals with disabilities specialized assistance program. Under this alternative, base funding for the specialized assistance program would increase to \$959,000 annually (a 2.5% increase).

Local Transportation Assistance

13. *Local Roads Improvement Program -- Onetime Funding (LFB Paper #595)*. Provide \$100,000,000 SEG in 2021-22 on a onetime basis to be used to fund local government project costs that would be eligible for program funding under the current law local roads improvement program discretionary component, to be allocated as follows: (a) \$35,559,100 for county projects; (b) \$25,386,000 for municipalities; and (c) and \$39,054,900 for towns. Modify and renumber an existing continuing GPR appropriation created in 2019 Act 9 that provided a one-time supplement to the local roads improvement program in 2019-20 to instead provide SEG funding for the newly-created local supplemental grant program. Other program provisions, such as matching requirements, would remain the same as the 2019-20 program.

14. *High-Cost Local Bridge Improvement Assistance Program -- Southern Bridge Project in Brown County.* Require DOT to construct an interchange with I-41 and local roads, near the intersection of Southbridge Road (which becomes French Road) and Creamery Road in Brown County as a component of the I-41 major highway development project in Brown County that was enumerated as a major highway development project in 2019 Act 9. Require DOT to include a request in the 2023-25 biennium to fund the "Southern Bridge" project crossing the Fox River in Brown County. Define the "Southern Bridge" to be the segment of County Highway GV from County Highway D to State Highway 57 in Brown County.

15. *Harbor Assistance Program (LFB Paper #596).* Adopt Alternative #1 and authorize \$15,300,000 in transportation fund-supported, general obligation bonds for the harbor assistance program in the 2021-23 biennium. Estimated transportation fund-supported, general obligation bond debt service of \$402,600 SEG in 2022-23 associated with the partial issuance of these bonds is included under a separate item.

16. *Freight Rail Preservation Program (LFB Paper #597).* Adopt Alternative #1 and authorize \$20,000,000 in transportation fund-supported, general obligation bonds for the freight rail preservation program in the 2021-23 biennium. Estimated transportation fund-supported, general obligation bond debt service of \$526,300 SEG in 2022-23 associated with the partial issuance of these bonds is included under a separate item.

State Highway Program

17. *State Highway Rehabilitation Program (LFB Paper #605).* Make the following changes to state highway rehabilitation program funding in order to provide a 2021-23 funding level of \$2,068,065,200: (a) increases of \$41,223,900 SEG in 2021-22 and \$15,579,800 SEG in 2022-23; and (b) increases of \$13,842,600 FED in 2021-22 and \$29,901,300 FED in 2022-23. The amounts include a minor reorganization of the Department funding requested by the Department and recommended by the Governor. [Standard budget adjustment reductions of \$13,476,900 SEG annually and \$471,300 FED annually were made in an earlier action of the Committee.]

2021-23 State Highway Rehabilitation Program Funding

<u>Fund</u>	<u>2020-21 Base</u>	<u>Under the Motion</u>	
		<u>2021-22</u>	<u>2022-23</u>
SEG	\$544,080,900	\$571,827,900	\$546,183,800
FED	<u>453,626,100</u>	<u>466,997,400</u>	<u>483,056,100</u>
Total	\$997,707,000	\$1,038,825,300	\$1,029,239,900

18. *State Highway Rehabilitation -- I-94 and Moorland Road Interchange in Waukesha County (LFB Paper #605).* Adopt Alternative #B1 and require the Department to allocate \$1,750,000 SEG for the construction of geometric improvements to improve the safety of the interchange of I-94 and Moorland Road in Waukesha County in the 2021-23 biennium, and list this allocation as an allowable use of funds from the state highway rehabilitation SEG appropriation.

19. *Major Highway Development Program (LFB Paper #606)*. Adopt Alternative #2 and make the following changes to major highway development program funding in order to provide a 2021-23 funding level of \$565,600,000 (as shown in the table below): (a) increases of \$671,200 SEG annually; (b) increases of \$10,642,100 FED in 2021-22 and \$12,642,100 FED in 2022-23; and (c) decreases of \$11,075,700 SEG-S (revenue bond proceeds) in 2021-22 and \$13,075,700 SEG-S in 2022-23. This would require the Committee to increase the statutory transportation revenue bond authority associated with this funding level to authorize \$128,258,200 in new bonds, and to allocate \$20,765,000 in existing authority for these purposes. [Standard budget adjustment reductions of \$868,700 SEG annually and \$136,900 FED annually were made in an earlier action of the Committee.] Estimated reductions to transportation fund revenue of \$943,900 SEG-REV in 2021-22 and \$6,978,200 SEG-REV in 2022-23 associated with the partial issuance of the revenue bonds under this provision are included in a separate item.

2021-23 Major Highway Development Program Funding

Fund	2020-21 Base Plus Bonds	Under the Motion	
		2021-22	2022-23
SEG	\$25,309,100	\$25,111,600	\$25,111,600
FED	171,671,600	182,176,800	184,176,800
Trans. Revenue Bonds	71,127,300	65,129,100	63,129,100
Existing Bond Proceeds	<u>15,460,000</u>	<u>10,382,500</u>	<u>10,382,500</u>
Total	\$282,562,400	\$282,800,000	\$282,800,000

20. *Southeast Wisconsin Freeway Megaprojects Program (LFB Paper #607)*. Adopt Alternative #A1 and make the following changes to the southeast Wisconsin freeway megaprojects program funding in order to provide a 2021-23 funding level of \$82,000,000 (as shown in the table below): (a) decreases of \$22,239,700 SEG in 2021-22 and \$18,239,700 SEG in 2022-23; (b) decreases of \$11,252,700 FED in 2021-22 and \$13,252,700 FED in 2022-23; and (c) authorization of \$40,000,000 in transportation fund-supported, general obligation bonds for use on the I-94 East-West corridor reconstruction project. Modify statutes to specify that the I-94 East-West corridor reconstruction project would be an allowable use of bond proceeds from the existing bonding authorization. [Standard budget adjustment reductions of \$526,900 SEG annually and \$133,600 FED annually were made in an earlier action of the Committee.] Estimated debt service associated with the partial issuance of these bonds in the biennium of \$1,052,500 SEG in 2022-23 under this provision are included in a separate item.

2021-23 Southeast Wisconsin Freeway Megaprojects Program Funding

<u>Fund</u>	<u>2020-21 Base Plus Bonds</u>	<u>Under the Motion</u>	
		<u>2021-22</u>	<u>2022-23</u>
SEG	\$26,766,700	\$4,000,000	\$8,000,000
FED	27,386,300	16,000,000	14,000,000
Gen. Ob. Bonds (SEG)	<u>62,500,000</u>	<u>20,000,000</u>	<u>20,000,000</u>
Total	\$116,652,900	\$40,000,000	\$42,000,000

21. *Enumeration of I-94 East-West Corridor Project in Milwaukee County as a Southeast Wisconsin Freeway Megaproject (LFB Paper #607).* Adopt Alternative #B1 and enumerate the I-94 East-West corridor reconstruction project in Milwaukee County as a southeast Wisconsin freeway megaproject. Define the project as "all freeways, including related interchange ramps, roadways, and shoulders, encompassing I-94 in Milwaukee County from 70th Street to 16th Street, and all adjacent frontage roads and collector road systems."

22. *Design-Build Bonding (LFB Paper #608).* Adopt Alternative #1 and authorize \$20,000,000 in transportation fund-supported, general obligation bonds to be issued for state highway improvement program projects utilizing the design-build method in the state highway rehabilitation, major highway development, and southeast Wisconsin freeway megaprojects programs, and make the necessary statutory modifications. Estimated debt service associated with the partial issuance of these bonds in the biennium of \$1,052,500 SEG in 2022-23 is included under a separate item.

23. *Alternative Highway Project Delivery Methods and Program.* Incorporate the provisions of 2019-21 budget as passed by the legislature, prior to gubernatorial vetoes, related to alternative highway project delivery methods and program.

24. *State Highway System - Salt Funding (LFB Paper #609).* Adopt Alternative #2 and provide \$3,362,900 SEG in 2021-22 and \$5,403,400 SEG in 2022-23 to the state highway system management and operations SEG appropriation to fund the increased costs of salt needed to maintain state highways.

25. *Hoan Bridge Fencing (LFB Paper #610).* Adopt Alternative #1 and provide \$1,022,300 SEG in 2021-22 to install fencing improvements on the Hoan Bridge in Milwaukee County to provide additional safety on the bridge

Motor Vehicles

26. *Driving Skills Test Waiver (LFB Paper #618).* Adopt Alternative #1 and provide the Department the authority to allow waivers to the driving skills test currently required to attain a Wisconsin driver license, with certain exceptions, and to institute a \$15 fee to those receiving a waiver. Make these changes effective January 1, 2022. Decrease funding by \$210,600 SEG in 2021-22 and \$421,300 SEG in 2022-23 and eliminate 6.20 FTE SEG positions associated with the

provision of this authority.

State Patrol

27. *Body-worn Cameras (LFB Paper #625)*. Provide \$700,000 SEG in 2021-22 to fund the purchase of body-worn cameras and store camera data for the State Patrol.

28. *Replacement of Personal Protective Equipment (LFB Paper #625)*. Provide \$387,500 SEG in 2021-22 to replace personal protective gear for State Patrol officers, such as bulletproof garment, tactical vests, and helmets used to provide a level of body armor protection for officers.

29. *Lieutenant Governor Security*. Prohibit DOT from spending from the State Patrol general operations appropriations more in the 2021-23 biennium for the security and safety of the Lieutenant Governor than was expended in the 2017-19 biennium.

Departmentwide

30. *DOT Administrative Facilities (LFB Paper #630)*. Adopt Alternative #2 and direct DOT to use \$13,000,000 in existing transportation revenue bond authority for the DOT administrative facility projects in the 2021-23 biennium. Increase SEG-S expenditure authority by \$1,960,000 annually in order to fully expend the bond proceeds. Estimated reductions to transportation fund revenue, associated with the partial issuance of these bonds of \$81,300 SEG-REV in 2021-22 and \$602,800 SEG-REV in 2022-23 are included under a separate item. The Committee would need to incorporate the DOT "All Agency" projects as part of its later action on the 2021-23 state building program actions.

31. *Internal Reorganization of Positions and Funds (LFB Summary, Page 601 #5)*. Decrease funding by \$10,600 SEG annually due to a minor departmental reorganization in order to align agency resources with the Department's needs.

Change to Base:

<u>2021-22</u>	<u>2022-23</u>	<u>2021-23</u>	
\$13,232,000	\$29,290,700	\$42,522,700	FED
120,366,100	-8,890,900	111,475,200	SEG
-9,115,700	-11,115,700	-20,231,400	SEG-S
146,113,500	41,815,600	187,929,100	SEG-REV
112,779,100	110,779,100	223,558,200	BR
150,938,700	54,796,600	205,735,300	GPR Transfer
-6.20	-6.20	-6.20	SEG FTE

Chippewa Valley Regional Transit Transfer Center Revitalization Project

TIGER Tracking Number: T17TC037	TIGER Round: T9	TIGER Year: 2017	Mode: FTA	State: WI
Administering Agency: City Eau Claire, Wisconsin				
Applicant: City Eau Claire, Wisconsin				
Federal Project #: WI-2020-047			State Project #:	
Locality: Eau Claire, WI	Modal Coordinator: Steven Truong, FTA TPM-21 202-886-5811		OST-P Contact:	

Report Date:	2021-03-04	Document Status:	<input checked="" type="checkbox"/> Draft	Project Phase:	<input checked="" type="checkbox"/> Pre-Construction
			<input type="checkbox"/> Final	<input type="checkbox"/> Construction	
				<input type="checkbox"/> Substantially Complete	
Report Period:	May 2021			<input type="checkbox"/> Closed Out	

Project Status

	Green (No Deviation)	Yellow (Limited/Controlled Deviations)	Red (Material Deviations)	Explanation of <u>And</u> Reason for Deviation
Scope	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The schedule has been delayed due to lengthened negotiations with the developer.
Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Key Accomplishment Last Period	Upcoming Tasks This Period
<i>Description of what was accomplished in this last period.</i>	<i>Description of what is planned for in the next period.</i>
Significant Project Activities Underway or Complete:	Scheduled Project Activities For This Period:
Project Meetings: Project Sponsors hold bi-weekly meetings; FTA officially participates on a monthly basis at a minimum. Meeting held on March 10, 2021.	Project Meetings: The next FTA Monthly Progress Meeting is scheduled for April 14, 2021 via MS TEAMS.
Design: The Project team continued working toward completion of final design.	Design: Completion of final design

Bus Purchase: <i>The Bus Procurement was approved and delivery is expected before January 2022.</i>	Bus Purchase: <i>Bus pre-production work.</i>
Private Developer Agreement: <i>The City of Eau Claire continued to prepare draft Development Agreement. FTA reviewed first Draft and submitted comments back to the City of Eau Claire</i>	Private Developer Agreement: <ul style="list-style-type: none"> • <i>The City of Eau Claire negotiate terms and prepare final version of Development Agreement.</i> • <i>The FTA to review the final version of Development Agreement for concurrence</i> • <i>The City of Eau Claire City Council approval of Development Agreement</i>
Construction Bid Documents: <i>The City of Eau Claire continued to prepare draft construction bid documents.</i>	Construction Bid Documents: <i>The City of Eau Claire to prepare final construction bid documents and issue for bid.</i>
Significant Construction Activities Underway or Complete:	Scheduled Construction Activities:
N/A	N/A
Project Issues & Concerns	Action Plan
<i>Descriptions of open issues or areas of concern.</i>	<i>Actions for each issue/concern.</i>
Top 3 Risk Items:	Top 3 Risk Mitigations:
None at this time	None at this time.
Technical Capacity:	Technical Capacity:
No issues.	None required.
Scope:	Scope:
No issues at this time.	None to report.
Schedule:	Schedule:
No issues at this time.	None to report.
Budget:	Budget:
Materials are costing more as a result of COVID-19 pandemic	Working to encumber additional FTA Section 5307 formula funds with local match to make up shortfall.
Financial:	Financial:
No current issues.	None required.
Other:	Other:
None to report.	None to report.

PROJECT MILESTONE DATES

Milestone	Baseline Date (YYYY-MM-DD)	Current Date (YYYY-MM-DD)		
			<input type="checkbox"/> Expected	<input checked="" type="checkbox"/> Actual
Grant Award		2020-07-07	<input type="checkbox"/> Expected	<input checked="" type="checkbox"/> Actual
Environmental Finding		2020-05-29	<input type="checkbox"/> Expected	<input checked="" type="checkbox"/> Actual
Preliminary Engineering				
30% Design Completion		2020-08-21	<input type="checkbox"/> Expected	<input checked="" type="checkbox"/> Actual
Final Design				
65% Design Completion*	2020-10-20	<i>2020-11-27</i>	<input type="checkbox"/> Expected	<input checked="" type="checkbox"/> Actual
100% Design Completion	2020-10-20	<i>2021-05-28</i>	<input type="checkbox"/> Expected	<input checked="" type="checkbox"/> Actual
ROW Completed	n/a	n/a	<input type="checkbox"/> Expected	<input type="checkbox"/> Actual
TIGER Funds 100% Obligated			<input type="checkbox"/> Expected	<input type="checkbox"/> Actual
Bid Docs / Date				
Bid Set Submittal		2021-07-21	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
RFP/IFB Issue		<i>2021-07-22</i>	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Construction Contract Award	2021-02-16	<i>2021-09-15</i>	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Vehicle Procurement				
Vehicle Contract Award		2020-09-14	<input type="checkbox"/> Expected	<input checked="" type="checkbox"/> Actual
Vehicle Delivered	2022-02-28	<i>2021-07-15</i>	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Construction				
Notice to Proceed	2021-02-17	2021-09-15	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Begin Construction	2021-02-17	<i>2021-09-16</i>	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
End Construction (Substantial Completion)	2022-06-30	<i>2022-09-15</i>	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Percent (%) Construction Complete as of the end of this reporting period		n/a		
Revenue Service / Project Opening Date	2022-07-18	<i>2022-09-20</i>	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Project Events				
Project Groundbreaking		2021-07-16	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Project Ribbon Cutting		2022-09-20	<input checked="" type="checkbox"/> Expected	<input type="checkbox"/> Actual
Mode Site Visit**	N/A	N/A	<input type="checkbox"/> Expected	<input type="checkbox"/> Actual

Text in italics denotes change since previous month's report.

* 50% design development.

**No site visits due to COVID-19.

PROJECT CORE ACCOUNTABILITY

	At Grant Agreement	Current
Cost		
TIGER Grant Award	\$5,000,000	\$5,000,000
Total Project Cost	\$6,250,000	\$6,250,000
Total Expenditures as of the end of this reporting period		\$368,560
Grant Funds Expended as of the end of this reporting period		\$216,955
Contingency		
Total Contingency (allocated & unallocated)	\$0	\$
Unallocated Contingency	\$0	\$3,125,000
Obligate		
TIGER Amount Obligated as of the end of this reporting period	\$5,000,000	\$5,000,000

PROJECT BUDGET AND SCHEDULE

Project Budget (in \$ millions)					Project Schedule			
Baseline Total Cost (at Grant Execution 2017)	Current Total Cost	Total Expenditures	TIGER Grant Funds		Revenue Service Date (RSD)			% Construction Complete (Time based)
			TIGER Award	Expended thru 09/2018	Baseline	Current	Deviation (Days)	
\$6.25M	\$6.25M	\$0	\$5,000,000	\$0	7/18/22	9/15/22	59	0

SUBMIT THIS REPORT

Eau Claire Transit Commission
 Monthly Ridership Report
 May 2021

	Monthly			YTD Ridership		
	2020	2021	% Change	2020	2021	% Change
Full Cash Fare	0	1,973	#DIV/0!	8,253	9,771	18.4%
Full Fare Tickets	0	1,443	#DIV/0!	7,555	7,973	5.5%
Income-Qualifying Fare	0	59	#DIV/0!	411	227	-44.8%
Student Cash Fare	0	357	#DIV/0!	1,358	1,361	0.2%
Student Fare Tickets	0	16	#DIV/0!	117	54	-53.8%
1/2 Cash Fare	0	970	#DIV/0!	3,030	4,508	48.8%
Reduced Fare Tickets	0	336	#DIV/0!	1,519	1,610	6.0%
Monthly Pass	0	3,315	#DIV/0!	20,454	18,822	-8.0%
Income-Qualifying Pass	0	787	#DIV/0!	1,566	3,114	98.9%
Half Fare Pass	0	8,220	#DIV/0!	30,282	37,170	22.7%
CVTC Pass	0	192	#DIV/0!	1,104	938	-15.0%
Day Pass	0	1,109	#DIV/0!	6,094	5,395	-11.5%
MAX Pass	0	905	#DIV/0!	7,949	3,427	-56.9%
Non-UWEC Ridership	0	19,682	#DIV/0!	89,692	94,370	5.2%
UWEC	0	5,514	#DIV/0!	78,299	59,393	-24.1%
Total	0	25,196	#DIV/0!	167,991	153,763	-8.5%
Community Table	0	126	#DIV/0!	789	811	2.8%
Paratransit	1,013	1,639	61.8%	9,137	5,379	-41.1%
Free	19,046	263	-98.6%	45,381	2,099	-95.4%
Pool	0	0	#DIV/0!	0	0	#DIV/0!
Transfer	0	2,499	#DIV/0!	9,593	12,068	25.8%
Library	0	0	#DIV/0!	0	0	#DIV/0!
Total	20,059	29,723	48.2%	232,891	174,120	-25.2%
Evening Ridership	1,057	1,422	34.5%	10,006	8,190	-18.1%
Saturday Ridership	2,683	2,834	5.6%	16,696	12,071	-27.7%
Miles of Service-Day	48,488	45,638	-5.9%	244,641	251,095	2.6%
Passenger / Mile-Day	0.39	0.62	58.2%	0.91	0.66	-27.5%
Hours of Service-Day	3,323	3,247	-2.3%	17,439	17,958	3.0%
Passenger / Hour-Day	5.72	8.72	52.5%	12.78	9.24	-27.7%
Miles of Service-Eve.	8,844	7,612	-13.9%	40,804	39,152	-4.0%
Passenger / Mile-Eve.	0.12	0.19	56.3%	0.25	0.21	-14.7%
Hours of Service-Eve.	606	530	-12.5%	2,801	2,727	-2.7%
Passenger / Hour-Eve.	1.74	2.68	53.8%	3.57	3.00	-15.9%
Saturday	5	5	0.0%	22	22	0.0%
Weekday School*	0	21	#DIV/0!	71	103	45.1%
Weekday Non-school	21	0	-100.0%	37	4	-89.2%

*Blended School

Eau Claire Transit System

Operating Revenues

Report Date: April 30, 2020

% of Year Expired: 33.3%

	Prior Year		Current Year		% of Budget
	2020 Budget	2020 Y-T-D	2021 Budget	2021 Y-T-D	
Full Fare Cash	\$ 70,000	\$ 23,090	\$ 44,500	\$ 13,591	30.5%
Full Fare Pass	\$ 170,000	\$ 63,050	\$ 82,600	\$ 23,950	29.0%
Full Fare Tickets	\$ 50,000	\$ 19,008	\$ 29,100	\$ 11,048	38.0%
Tokens Redeemed	\$ -	\$ -	\$ -	\$ -	
Day Pass	\$ 27,000	\$ 9,604	\$ 16,900	\$ 3,803	22.5%
Total Full Adult Fares	\$ 317,000	\$ 114,751	\$ 173,100	\$ 52,391	30.3%
Income-Qualifying Cash	\$ 1,000	\$ 348	\$ 800	\$ 142	17.7%
Income-Qualifying Pass	\$ 8,000	\$ 3,375	\$ 3,500	\$ 2,170	62.0%
Total I-Q Fares:	\$ 9,000	\$ 3,723	\$ 4,300	\$ 2,312	53.8%
Reduced Fare Cash	\$ 15,000	\$ 4,758	\$ 9,100	\$ 2,984	32.8%
Reduced Fare Pass	\$ 90,000	\$ 33,209	\$ 48,400	\$ 20,850	43.1%
Reduced Fare Tickets	\$ 10,000	\$ 4,387	\$ 5,300	\$ 1,860	35.1%
Total Reduced Fares	\$ 115,000	\$ 42,354	\$ 62,800	\$ 25,694	40.9%
Student Fare Cash	\$ 11,000	\$ 3,264	\$ 7,000	\$ 1,259	18.0%
Student Fare Tickets	\$ 2,200	\$ 610	\$ 1,500	\$ 75	5.0%
Student MAX Pass	\$ 40,000	\$ 14,785	\$ 19,800	\$ 3,500	17.7%
CVTC Student Pass	\$ 7,500	\$ -	\$ 4,700	\$ -	0.0%
UW - Eau Claire	\$ 400,000	\$ 263,000	\$ 400,000	\$ 261,000	65.3%
Pool/Library	\$ 8,500	\$ -	\$ 6,800	\$ -	0.0%
Total Student Fares	\$ 469,200	\$ 281,659	\$ 439,800	\$ 265,834	60.4%
Paratransit Co-Pay	\$ 101,500	\$ 33,376	\$ 67,100	\$ 18,487	27.6%
Agency Fare	\$ 209,000	\$ 69,170	\$ 123,400	\$ 26,781	21.7%
Local Reimbursement	\$ 1,100	\$ 180	\$ 500	\$ 104	20.9%
State PT Assistance	\$ 61,500	\$ -	\$ 61,500	\$ -	0.0%
Total Paratransit	\$ 373,100	\$ 102,726	\$ 252,500	\$ 45,372	18.0%
Federal Assistance	\$ 1,813,000	\$ -	\$ 2,481,700	\$ -	0.0%
State Assistance	\$ 1,487,000	\$ -	\$ 1,375,100	\$ -	0.0%
EC County Assistance	\$ 132,700	\$ 26,140	\$ 98,000	\$ 22,456	22.9%
Altoona Assistance	\$ 70,300	\$ -	\$ 68,100	\$ -	0.0%
Total Assistance	\$ 3,503,000	\$ 26,140	\$ 4,022,900	\$ 22,456	0.6%
Advertising	\$ 71,400	\$ 25,128	\$ 36,000	\$ 13,436	37.3%
Vending Commission	\$ 4,000	\$ 1,038	\$ 5,900	\$ 733	12.4%
Gifts & Donations	\$ -	\$ -	\$ -	\$ -	
Other Penalties	\$ -	\$ -	\$ -	\$ -	
Miscellaneous	\$ 600	\$ 282	\$ 600	\$ 1,474	245.6%
General Fund - Operations	\$ 1,182,100	\$ 384,268	\$ 1,020,120	\$ -	0.0%
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	
Fund Balance Applied	\$ 17,500	\$ -	\$ -	\$ -	
Fund Balance Used for CII	\$ -	\$ -	\$ -	\$ -	
Total Other	\$ 1,275,600	\$ 410,715	\$ 1,062,620	\$ 15,643	1.5%
TOTAL REVENUES	\$ 6,061,900	\$ 982,068	\$ 6,018,020	\$ 429,702	7.1%

Eau Claire Transit System

Operating Expenses

Report Date: April 30, 2020

% of Year Expired: 33.3%

	Prior Year		Current Year		
	2020 Budget	2020 Y-T-D	2021 Budget	2021 Y-T-D	% of Budget
Admin Wages	\$ 313,400	\$ 91,830	\$ 319,000	\$ 108,603	34.0%
Admin OT Wages	\$ 12,000	\$ 153	\$ 12,000	\$ 832	6.9%
Admin Benefits	\$ 262,836	\$ 69,317	\$ 264,110	\$ 70,702	26.8%
Operator Wages	\$ 1,384,000	\$ 308,841	\$ 1,402,000	\$ 381,914	27.2%
Operator OT Wages	\$ 23,000	\$ 73,994	\$ 23,000	\$ 92,629	402.7%
Operator Benefits	\$ 721,836	\$ 155,192	\$ 767,075	\$ 190,357	24.8%
Shop Wages	\$ 278,600	\$ 78,375	\$ 265,100	\$ 86,271	32.5%
Shop OT Wages	\$ 23,800	\$ 11,320	\$ 23,800	\$ 17,816	74.9%
Shop Benefits	\$ 164,427	\$ 42,639	\$ 154,815	\$ 56,961	36.8%
Total Payroll	<u>\$ 3,183,900</u>	<u>\$ 831,660</u>	<u>\$ 3,230,900</u>	<u>\$ 1,006,085</u>	31.1%
Printing & Binding	\$ 7,500	\$ 2,072	\$ 10,700	\$ 2,428	22.7%
Advertising & Marketing	\$ 28,000	\$ 9,925	\$ 30,000	\$ 2,248	7.5%
Custodial	\$ 17,900	\$ 6,330	\$ 21,500	\$ 6,983	32.5%
Security	\$ 33,200	\$ 9,939	\$ 41,100	\$ 13,236	32.2%
Utilities	\$ 8,800	\$ 2,346	\$ 9,400	\$ 5,232	55.7%
Ins & Admin Charges	\$ 167,800	\$ 65,380	\$ 198,000	\$ 66,432	33.6%
Misc. Services	\$ 323,600	\$ 115,839	\$ 352,600	\$ 75,120	21.3%
Total Services	<u>\$ 586,800</u>	<u>\$ 211,831</u>	<u>\$ 663,300</u>	<u>\$ 171,680</u>	25.9%
Office Supplies	\$ 3,300	\$ 881	\$ 1,900	\$ 666	35.0%
Uniforms & Clothing	\$ 11,700	\$ 299	\$ 12,800	\$ 70	0.5%
Gas	\$ 1,500	\$ 228	\$ 1,000	\$ 251	25.1%
Diesel Fuel	\$ 381,500	\$ 68,191	\$ 381,500	\$ 78,189	20.5%
Motor Oil	\$ 17,000	\$ 4,632	\$ 17,400	\$ 4,369	25.1%
Tires	\$ 55,000	\$ 4,305	\$ 52,600	\$ 7,371	14.0%
Supplies	\$ 310,900	\$ 140,913	\$ 404,800	\$ 71,705	17.7%
Tool/Shop	\$ 9,100	\$ 10,061	\$ 9,300	\$ 3,386	36.4%
Equip Purchase	\$ 2,500		\$ -	\$ 1,437	
Misc. Materials/Supplies	\$ 2,100	\$ 2,764	\$ 2,100	\$ 3,710	176.7%
Total Materials/Supplies	<u>\$ 794,600</u>	<u>\$ 232,273</u>	<u>\$ 883,400</u>	<u>\$ 171,154</u>	19.4%
Purchased Transp.	\$ 1,314,200	\$ 257,249	\$ 1,060,020	\$ 177,670	16.8%
Paratransit Cer	\$ 72,000	\$ 16,736	\$ 73,600	\$ 9,165	12.5%
Total Paratransit	<u>\$ 1,386,200</u>	<u>\$ 273,985</u>	<u>\$ 1,133,620</u>	<u>\$ 186,835</u>	16.5%
Unfund Pen	\$ 37,900	\$ 12,633	\$ 38,000		0.0%
Loss on Disp of Equip	\$ -		\$ -		
Capital Purchases	\$ -		\$ -		
Depreciation	\$ -		\$ -		
Other Charges/Adj	\$ -		\$ -		
Total Other	<u>\$ 37,900</u>	<u>\$ 12,633</u>	<u>\$ 38,000</u>	<u>\$ -</u>	0.0%
TOTAL EXPENSES	<u>\$ 5,989,400</u>	<u>\$ 1,562,383</u>	<u>\$ 5,949,220</u>	<u>\$ 1,535,754</u>	25.8%



MANAGER'S REPORT

JUNE 16, 2021

INCOME QUALIFYING FARE USAGE

The report for usage is in your packet. We are seeing more pass usage and decreased individual trip usage.

COVID-19 ACTIONS UPDATE

Capacity limits have been removed on the buses. We have not encountered any overcrowding issues to date. Everyone must continue to wear Face Coverings on all buses and inside the Transfer Center, this has caused some confusion with those who have been vaccinated. We have signs posted in the front and rear of each bus and on all the doors at the Transfer Center. There are no active COVID-19 cases in the Transit division.

TDP ROUTE CHANGES UPDATE

Due to change in staff and increased volume of work associated with the Transfer Center Project, we have not gotten to the no 3 route changes discussed on Routes 8, 12 and 20. The new goal is to present these changes to the Commission in September.

UPDATE ON STAFFING

Brandon Blicharz will start in the Administrative Associate II position on June 14, he may be at our meeting. An offer has been accepted by Kevin Paulson for a bus operator position. He currently resides in Washington State and his start date is July 19. This leave two current openings for full time Bus Operator positions.

COMMISSION MEMBERSHIP UPDATE

The appointments committee will be considering a reappointment for Georgia Eaton and a new appointment for Kegan Fassler to fill the open seat previously filled by Cheryl Keisler. The Council will consider their recommendations at their next meeting.