



Transit Commission
Agenda
August 17, 2022

PLEASE TAKE NOTICE that the Eau Claire Transit Commission will meet Wednesday, August 17, 2022 at 6:00 P.M. in the North Conference Room at the City Hall, 203 S. Farwell Street, Eau Claire, Wisconsin. The purpose of this meeting will be to discuss the items on the agenda below:

1. **Call to Order**
2. **Introductions**
3. **Roll Call**
4. **Reading and approval of minutes of the past meeting on July 20, 2022**
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 Discussions**
 - a. **2023-2025 DBE Goal**
7. **Other Business Agenda items**
 - a. **Update on Route Change Proposals**
 - b. **Update on Transfer Center Project**
8. **Discussion and Direction**
 - a. **Ridership and Revenue Reports**
 - b. **Manager's Report**
 - i. **Transit Technology Update**
 - ii. **2023 Budget Process Update**
 - iii. **Transit Staffing**
 - iv. **WIPTA Fall Conference**
8. **Adjournment**

Bob Schraufnagel, Chairperson
c: News Media



Transit Commission
Minutes
July 20, 2022, 2022

1. Call to Order
 2. Roll Call
Present: Phil Swanhorst, Bob Schraufnagel, Kelly Austin, Rose Fowler, Nathan Anderson
Absent: Jeremy Gragert, Georgia Eaton
Also present: Tom Wagener Transit Manager, Lane Berg Interim Community Services Director, Tina Deetz Transit Supervisor, Mark Quam from CVTA
 3. Reading and approval of minutes of the past meeting on June 15, 2022

Commissioner Swanhorst moved to approve. Commissioner Fowler Seconded. – Motion was approved.
 4. Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion -**NONE**
 5. Public Hearings and Discussions
 - a. Review and recommendation of the 2023 Transit CIP
 1. **Swanhorst motioned to approve and Anderson 2nd. Approved.**
 6. Other Business Agenda items
 - a. Update on Route changes
 1. **Wagener reviewed routes that are to be updated, will have changed complete by August meeting.**
 - b. Update on Transfer Center Project
 1. **Wagener reviewed Market and Johnson update.**
 7. Discussion and Direction
 - a. Ridership and Revenue and Expense Reports
 1. **Wagener presented the reports and addressed commissioner questions.**
 - b. Manager's Report
 - i. Transit Technology Update
 1. **Wagener reviewed Transloc information, AVA and new fare collection system.**
 - ii. 2023 Budget Process Update
 1. **Wagener is in the process of updating budget numbers for 2023.**
 - iii. Update on Triennial Review
 1. **Wagener updated commissioners' on the Triennial Review status.**
- Adjournment
1. **Commissioner Swanhorst moved to adjourn. Commissioner Fowler seconded. July Transit Commission meeting adjourned at 19:11.**

Gateway Business Park Transportation Discussion

Date: July 26, 2022

Location: Chippewa Valley Technical College- Gateway Campus 2320 Alpine Rd Room 130

Time: 1-2 pm

Facilitator: Jeff Sullivan

Attendees: Scott Rogers, Shawn Kapanke, Tom Wagener, Sara St John, Chance Morse

Meeting Agenda:

Time	Topic	Lead
10 min	<p>Introductions</p> <p>Notes:</p>	Jeff- ALL
20 min	<p>Needs at each facility</p> <p>Notes:</p>	ALL
20 min	<p>Discussion regarding possible opportunities</p> <p>Notes</p> <p>Contracting with CVTC is the best option for financial resources available. Process would include Public Hearings, Transit Commissions meeting, public input. State and federal funding exists, the local funding component is a challenge.</p> <p>Current location of service is Truax to Jeffers road stop.</p> <p>Options for services spanning from 5:45 AM to 10:15 PM M-F, Saturday 8:15 AM-6:45 PM. If service operated in evening staffing costs need to be considered and shared. Public transportation is 1st come 1st serve.</p> <p>Rough numbers would be \$100 per hour, \$60 funded by Federal and State sources, \$40 gap per hour needs to be accounted.</p> <p>Options for routes 8 mile loop from Transfer Center 1/2 1 hour duration 16 mile loop from Transfer Center 1 hour duration</p> <p>Specialized routes maybe an option</p>	All

<p>10 min</p>	<p>Next Steps or Action Items</p> <p>Notes</p> <p>Determine shift demand and prime times of usage.</p> <p>Possible Survey Questions:</p> <ol style="list-style-type: none"> 1. Would you utilize city bus transportation to work if it were available (drop off near or at the Alpine facility) 2. If bus transportation was offered, would you find this beneficial 3. Would you use bus service if it were a free service to you? 4. What hours would you need transportation 5. How far would you be willing to walk if a drop off location was not available right on site (in minutes) <p>Map out 5-8 stops in the Gateway North crossing area. Total of 16 miles from Transfer Center and Back.</p> <p>Determine where to go and at what times</p>	
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Eau Claire Transit Commission
 Monthly Ridership Report
 Jul-22

	Monthly			YTD Ridership		
	2021	2022	% Change	2021	2022	% Change
Full Cash Fare	1,867	1,991	6.6%	8,253	11,883	44.0%
Full Fare Tickets	1,376	1,589	15.5%	7,555	9,458	25.2%
Income-Qualifying Fare	97	228	135.1%	411	1,526	271.3%
Student Cash Fare	555	513	-7.6%	1,358	2,262	66.6%
Student Fare Tickets	0	90	#DIV/0!	117	253	116.2%
1/2 Cash Fare	1,131	1,085	-4.1%	3,030	6,288	107.5%
Reduced Fare Tickets	396	464	17.2%	1,519	2,474	62.9%
Monthly Pass	3,537	3,588	1.4%	20,454	20,214	-1.2%
Income-Qualifying Pass	1,346	2,214	64.5%	1,566	15,540	892.3%
Half Fare Pass	8,281	6,915	-16.5%	30,282	47,391	56.5%
CVTC Pass	30	185	516.7%	1,104	1,229	11.3%
Day Pass	1,310	902	-31.1%	6,094	6,646	9.1%
MAX Pass	598	1,374	129.8%	7,949	9,857	24.0%
Non-UWEC Ridership	20,524	21,138	3.0%	89,692	135,021	50.5%
UWEC	1,097	1,006	-8.3%	78,299	120,775	54.2%
Total	21,621	22,144	2.4%	167,991	255,796	52.3%
Community Table	127	337	165.4%	789	1,986	151.7%
Paratransit	1,721		-100.0%	12,119	18,245	50.5%
Free	600	1,018	69.7%	97,972	19,143	-80.5%
Pool	226	673	197.8%	0	987	#DIV/0!
Transfer	2,976	4,216	41.7%	0	26,088	#DIV/0!
Library	18		-100.0%	9,593	0	-100.0%
Total	27,289	28,388	4.0%	288,464	322,245	11.7%
Evening Ridership	1,352	940	-30.5%	13,310	7,706	-42.1%
Saturday Ridership	2,908	3,015	3.7%	21,511	17,972	-16.5%
Miles of Service-Day	51,947	43,830	-15.6%	337,831	342,937	1.5%
Passenger / Mile-Day	0.50	0.63	25.4%	0.81	0.92	12.6%
Hours of Service-Day	3,620	3,017	-16.7%	23,978	23,828	-0.6%
Passenger / Hour-Day	7.16	9.10	27.0%	11.48	13.20	15.0%
Miles of Service-Eve.	7,392	6,912	-6.5%	50,111	56,488	12.7%
Passenger / Mile-Eve.	0.18	0.14	-25.6%	0.27	0.14	-48.6%
Hours of Service-Eve.	515	480	-6.8%	3,786	3,933	3.9%
Passenger / Hour-Eve.	2.63	1.96	-25.4%	3.52	1.96	-44.3%
Saturday	5	5	0.0%	29	31	6.9%
Weekday School	0	0	#DIV/0!	49	97	98.0%
Weekday Non-school	22	20	-9.1%	104	49	-52.9%

2022 Income-Qualifying Fare Progress Report

	Permits Issued	\$0.85 Trips	Passes Sold	Pass Trips
January	1	146	20	1731
February	14	133	20	1976
March	16	945	39	2679
April	8	226	23	2182
May	4	274	26	2490
June	23	293	23	2268
July	14	228	32	2214
August				
September				
October				
November				
December				
Total:	80	2245	183	15540

	Single Trip	Passes	Total
Budget Impact from Full Fare	\$561.25	\$915.00	\$1,476.25
Budget Impact if Reduced Fare:	\$2,020.50	\$4,575.00	\$6,595.50
Budget Impact (Income Fare - Reduced F	\$1,459.25	\$3,660.00	\$5,119.25

REDUCED FARE MONTHLY PA \$25
 REDUCED FARE SINGLE TRIP \$0.85

REGULAR FARE MONTHLY P. \$50
 REGULAR FARE SINGLE TRIP \$1.75

2021 Income-Qualifying Fare Progress Report

	Permits Issued	\$0.85 Trips	Passes Sold	Pass Trips
January	2	18	8	295
February	12	38	7	403
March	8	48	5	616
April	12	64	12	1013
May	13	59	9	787
June	14	66	19	1154
July	7	97	17	1346
August	12	77	23	1422
September	8	213	6	1513
October	11	116	18	1730
November	21	151	19	1698
December	10	143	19	1705
Total:	130	1090	162	13682

84.91803279

Eau Claire Transit System

Operating Revenues

Report Date: June 30, 2022

% of Year Expired: 50.0%

	Prior Year		Current Year		% of Budget
	2021 Budget	2021 Y-T-D	2022 Budget	2022 Y-T-D	
Full Fare Cash	\$ 44,500	\$ 20,487.25	\$ 45,000	\$ 17,169.25	38.2%
Full Fare Pass	\$ 82,600	\$ 34,250.00	\$ 70,000	\$ 37,850.00	54.1%
Full Fare Tickets	\$ 29,100	\$ 16,320.00	\$ 35,000	\$ 13,880.00	39.7%
Day Pass	\$ 16,900	\$ 6,401.25	\$ 15,000	\$ 5,415.00	36.1%
Total Full Adult Fares	<u>\$ 173,100</u>	<u>\$ 77,459</u>	<u>\$ 165,000</u>	<u>\$ 74,314</u>	45.0%
Income-Qualifying Cash	\$ 800	\$ 250	\$ 500	\$ 1,057	211.5%
Income-Qualifying Pass	\$ 3,500	\$ 2,720	\$ 5,500	\$ 6,139	111.6%
Total I-Q Fares:	<u>\$ 4,300</u>	<u>\$ 2,970</u>	<u>\$ 6,000</u>	<u>\$ 7,197</u>	119.9%
Reduced Fare Cash	\$ 9,100	\$ 4,731	\$ 10,000	\$ 4,426	44.3%
Reduced Fare Pass	\$ 48,400	\$ 32,075	\$ 65,000	\$ 29,429	45.3%
Reduced Fare Tickets	\$ 5,300	\$ 2,840	\$ 6,000	\$ 2,870	47.8%
Total Reduced Fares	<u>\$ 62,800</u>	<u>\$ 39,646</u>	<u>\$ 81,000</u>	<u>\$ 36,725</u>	45.3%
Student Fare Cash	\$ 7,000	\$ 2,151	\$ 5,000	\$ 2,160	43.2%
Student Fare Tickets	\$ 1,500	\$ 250	\$ 500	\$ 388	77.5%
Student MAX Pass	\$ 19,800	\$ 7,305	\$ 15,000	\$ 9,525	63.5%
CVTC Student Pass	\$ 4,700	\$ 560	\$ 1,500	\$ -	0.0%
UW - Eau Claire	\$ 400,000	\$ 261,000	\$ 404,000	\$ 272,000	67.3%
Pool/Library	\$ 6,800	\$ -	\$ 7,000	\$ -	0.0%
Total Student Fares	<u>\$ 439,800</u>	<u>\$ 271,266</u>	<u>\$ 433,000</u>	<u>\$ 284,073</u>	65.6%
Paratransit Co-Pay	\$ 67,100	\$ 27,415	\$ 88,200	\$ 41,611	47.2%
Agency Fare	\$ 123,400	\$ 44,774	\$ 159,600	\$ 41,914	26.3%
Local Reimbursement	\$ 500	\$ 104	\$ 300	\$ -	0.0%
State PT Assistance	\$ 61,500	\$ 77,228	\$ 77,000	\$ 64,373	83.6%
Total Paratransit	<u>\$ 252,500</u>	<u>\$ 149,521</u>	<u>\$ 325,100</u>	<u>\$ 147,898</u>	45.5%
Federal Assistance	\$ 2,481,700	\$ 77,223	\$ 2,475,200	\$ -	0.0%
State Assistance	\$ 1,375,100	\$ 314,855	\$ 1,300,000	\$ 312,776	24.1%
EC County Assistance	\$ 98,000	\$ 31,830	\$ 118,100	\$ 28,456	24.1%
Altoona Assistance	\$ 68,100	\$ -	\$ 71,400	\$ -	0.0%
Total Assistance	<u>\$ 4,022,900</u>	<u>\$ 423,908</u>	<u>\$ 3,964,700</u>	<u>\$ 341,232</u>	8.6%
Advertising	\$ 36,000	\$ 17,649	\$ 40,000	\$ 20,937	52.3%
Vending Commission	\$ 5,900	\$ 2,040	\$ 4,000	\$ 215	5.4%
Gifts & Donations		\$ 600	\$ -	\$ -	
Other Penalties		\$ -	\$ -	\$ 72	
Miscellaneous	\$ 600	\$ 3,819	\$ 1,100	\$ 4,578	416.2%
General Fund - Operations	\$ 1,020,120	\$ 510,060	\$ 783,700	\$ 1,038,100	132.5%
Sale of Capital Assets	\$ -	\$ -	\$ -	\$ -	
Fund Balance Applied	\$ -	\$ -	\$ -	\$ -	
Fund Balance Used for CIF	\$ -	\$ -	\$ -	\$ -	
Total Other	<u>\$ 1,062,620</u>	<u>\$ 534,168</u>	<u>\$ 828,800</u>	<u>\$ 1,063,902</u>	128.4%
TOTAL REVENUES	<u>\$ 6,018,020</u>	<u>\$ 1,498,938</u>	<u>\$ 5,803,600</u>	<u>\$ 1,955,340</u>	33.7%

Eau Claire Transit System

Operating Expenses

Report Date: June 30, 2022

% of Year Expired: 50.0%

	Prior Year		Current Year		
	2021 Budget	2021 Y-T-D	2022 Budget	2022 Y-T-D	% of Budget
Admin Wages	\$ 319,000	\$ 152,858	\$ 335,700	\$ 134,584	40.1%
Admin OT Wages	\$ 12,000	\$ 966	\$ 12,000	\$ 11,750	97.9%
Admin Benefits	\$ 264,110	\$ 102,480	\$ 215,174	\$ 95,090	44.2%
Operator Wages	\$ 1,402,000	\$ 570,037	\$ 1,392,900	\$ 610,659	43.8%
Operator OT Wages	\$ 23,000	\$ 128,100	\$ 23,000	\$ 101,048	439.3%
Operator Benefits	\$ 767,075	\$ 309,605	\$ 743,145	\$ 325,803	43.8%
Shop Wages	\$ 265,100	\$ 128,633	\$ 290,200	\$ 129,411	44.6%
Shop OT Wages	\$ 23,800	\$ 22,178	\$ 23,800	\$ 28,890	121.4%
Shop Benefits	\$ 154,815	\$ 65,004	\$ 164,581	\$ 63,995	38.9%
Total Payroll	\$ 3,230,900	\$ 1,479,860	\$ 3,200,500	\$ 1,501,230	46.9%
Printing & Binding	\$ 10,700	\$ 3,806	\$ 10,700	\$ 5,107	47.7%
Advertising & Marketing	\$ 30,000	\$ 8,511	\$ 30,000	\$ 20,962	69.9%
Custodial	\$ 21,500	\$ 10,475	\$ 22,600	\$ 11,358	50.3%
Security	\$ 41,100	\$ 18,371	\$ 41,100	\$ 8,323	20.3%
Utilities	\$ 9,400	\$ 6,958	\$ 20,000	\$ 7,030	35.1%
Ins & Admin Charges	\$ 198,000	\$ 97,508	\$ 189,800	\$ 93,929	49.5%
Misc. Services	\$ 352,600	\$ 98,138	\$ 497,300	\$ 134,225	27.0%
Total Services	\$ 663,300	\$ 243,766	\$ 811,500	\$ 280,934	34.6%
Office Supplies	\$ 1,900	\$ 799	\$ 2,000	\$ 1,181	59.1%
Uniforms & Clothing	\$ 12,800	\$ 301	\$ 12,800	\$ 422	3.3%
Gas	\$ 1,000	\$ 446	\$ 1,000	\$ 779	77.9%
Diesel Fuel	\$ 381,500	\$ 117,818	\$ 382,000	\$ 211,711	55.4%
Motor Oil	\$ 17,400	\$ 5,821	\$ 17,400	\$ 6,812	39.1%
Tires	\$ 52,600	\$ 11,230	\$ 52,600	\$ 1,280	2.4%
Supplies	\$ 404,800	\$ 95,660	\$ 300,800	\$ 83,681	27.8%
Tool/Shop	\$ 9,300	\$ 4,757	\$ 16,700	\$ 8,072	48.3%
Equip Purchase	\$ -	\$ 1,746	\$ -	\$ 1,000	#DIV/0!
Misc. Materials/Supplies	\$ 2,100	\$ 4,695	\$ 6,500	\$ 4,872	74.9%
Total Materials/Supplies	\$ 883,400	\$ 243,274	\$ 791,800	\$ 319,810	40.4%
Purchased Transp.	\$ 1,060,020	\$ 279,108	\$ 919,800	\$ 326,289	35.5%
Paratransit Cer	\$ 73,600	\$ 20,148	\$ 80,000	\$ 32,122	40.2%
Total Paratransit	\$ 1,133,620	\$ 299,256	\$ 999,800	\$ 358,411	35.8%
Unfund Pen	\$ 38,000	\$ 18,950		\$ 19,200	#DIV/0!
Loss on Disp of Equip	\$ -	\$ -	\$ -		
Capital Purchases	\$ -	\$ -	\$ -		
Depreciation	\$ -	\$ -	\$ -		
Other Charges/Adj	\$ -	\$ -	\$ -		
Total Other	\$ 38,000	\$ 18,950	\$ -	\$ 19,200	#DIV/0!
TOTAL EXPENSES	\$ 5,949,220	\$ 2,285,106	\$ 5,803,600	\$ 2,479,585	42.7%



MANAGER'S REPORT

AUGUST 17, 2022

TRANSIT TECHNOLOGY UPDATE

We met with Masabi, the subcontractor who will be delivering our new Fare Collection system, on Tuesday. The timeline involves having the new system in place in late Fall. We will do visual verification of the system (driver's will view the phone apps to verify fare) in October. The new bus tracking equipment is on order and will be arriving soon. We will work with both Masabi and Transloc to put together a marketing scheme prior to going live.

2023 BUDGET PROCESS UPDATE

I submitted 4 service modifications as part of the 2023 Budget to the Director for consideration. Some adjustments were made to specific line items regarding the operating budget as well. Most significantly, I requested an increase to the Diesel Fuel item and reduction to the repair supplies. The community services discussion of the items with Stephanie Durch and Kitzie Winters took place Thursday, August 11, 2022. There are City Council work sessions scheduled prior to the budget going to public hearing in November.

TRANSIT STAFFING

We currently have 2 open full time positions and 4 open part time positions for Bus operators. Lisa Fuentes was promoted from Bus Operator to the Part Time Driver Supervisor position. Another bus operator resigned his position in order to move to Wausau. An offer has been extended for one of the open Part Time positions. We will be interviewing on Monday for the full time positions so I hope to have good news to report at the next meeting.

I will be retiring from employment with the City of Eau Claire at the end of this year. My last day of work is October 27. I am working with the Community Services Director to set up the recruitment for the next Transit Manager. I will have a few more meetings with you to say good bye. It has been a joy and a privilege to have worked for my hometown for such a long period of time.

WIPTA FALL CONFERENCE

The Fall conference is scheduled for October 10-12 in Sheboygan, WI this year. All members of the commission may attend at no cost. The City will cover the cost of traveling for the Chair or a selected representative if the Chair chooses not to attend. If you are interested in attending, please let me know by August 31st so that I can register you. A schedule has not yet been released. I have included a copy of the registration site in the packet.



WIPTA

WISCONSIN PUBLIC TRANSPORTATION ASSOCIATION

Contact Us

[Back](#)

Add to my calendar

2022 WIPTA Fall Conference - Attendee Registration

Start 17 Oct 2022

End 19 Oct 2022

Location Blue Harbor Resort,
Sheboygan

Registered [58 registrants](#)

Registration

- **City Officials/ WIPTA Guest**
 (Registration code required)
- **Full Conference Attendee - Early Bird Rate – \$225.00**
Registration for October 17-19
- **Maintenance Staff**
 (Registration code required)
- **One Day Attendee – \$150.00**
Only plan to attend one day of the conference
- **Two Day Attendee – \$200.00**

SAVE THE DATE!

2022 WIPTA ANNUAL CONFERENCE

October 17-19, 2022 • Sheboygan, WI



Hosted at the elegant Blue Harbor Resort and Waterpark on beautiful Lake Michigan!





For more information, please visit www.blueharborresort.com



www.wipta.org



Only plan to attend two days of the conference

- **WIPTA Conference Speaker**
 (Registration code required)

Hotel Information:

This year's conference will be held at the Blue Harbor Resort on Lake Michigan. Book your room [here](#) and use group code "WIPTA" for access to block rooms reserved for the conference.

REGISTER

Wisconsin Public Transportation Association
1502 W Broadway, Suite 102
Madison, WI 53713

(224) 357-6748

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