

**PLEASE TAKE NOTICE** that the Eau Claire Transit Commission will meet Wednesday, October 19, 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. Roll Call
- 3. Reading and approval of minutes of the past meeting on September 21, 2022
- 4. Open Public Comment Period for Items that <u>do not</u> appear on this Agenda noted as Public Hearings or Items for Public Discussion
- 5. Public Hearings and Discussions
  - a. Consider a recommendation to Council to accept a donation from ATU 1310 to provide fare free trips on Election Day, November 8,2022.
  - b. Update on Route Changes
- 6. Other Business Agenda items
  - a. Update on Transfer Center Project
  - b. Update on Transit Technology Implementation

#### 7. Discussion and Direction

- a. Ridership and Revenue Reports
- b. Manager's Report
  - i. 2023 Budget Process Update
    - ii. Free Rides for City of Eau Claire Employees
    - iii. Update on WIPTA Conference
    - iv. Transit Staffing
- 8. Adjournment

Bob Schraufnagel, Chairperson c: News Media



1. Call to Order

Chair Schraufnagel called to order at 18:00

2. Roll Call

Present: Bob Schraufnagel, Rose Fowler, Nathan Anderson, Jeremy Gragert, Sydney McGuine, Georgia Eaton

Absent: Phil Swanhorst, Taylor Greenwell

Also present: Tom Wagener Transit Manager, Tina Deetz Transit Manager, Lisa Fuentes Transit Supervisor, Billie Hufford City of Eau Claire, Ron Scott. Mark Quam CVTA, Ron Scott, Bill Johnson ATU, Ben Johnson, N. Johnson

3. Reading and approval of minutes of the past meeting on August 17, 2022

Commissioner Nathan Anderson moved to approve. Councilmember Gragert Seconded. Motion was approved.

4. Open Public Comment Period for Items that <u>do not</u> appear on this Agenda noted as Public Hearings or Items for Public Discussion

spoke about free ride for city employees

- 5. Public Hearings and Discussions
  - a. 2023-2025 Disadvantaged Business Enterprises Goal

Deetz gave a presentation of the goal. Commissioner Eaton moved to approve and Commissioner Fowler seconded. Motion was approved unanimously.

b. Recommendation to council regarding increased service to the University of Wisconsin Eau Claire.

Deetz presented the proposed change. Discussion followed. Public input: Johnson: noted that it may cause working into the next day. University representative spoke in favor.

Commissioner Eaton moved to adopt the changes. Councilmember Gragert seconded. Motion was approved unanimously.

c. Proposed Route Changes and Public Hearing Schedule

Deetz and Wagner reviewed proposed route changes.

Discussion by the commission. Public meeting. 1. Altoona 2. Some place on the North Side (Delong, North Star) 3. Transit commissioner meeting.



#### **Public input:**

Johnson asked about the shelter at Dove, and across the street from ST John's, asked about using Birch instead of Galloway. Quam noted that Route 6 doesn't service Festival with the proposed route 6 changes.

#### **Other Business Agenda items**

d. Update on Transfer Center Project

Wagener presented an update on the Transfer Center

e. Update on Transit Technology Implementation

Deetz presented an update to the commission. Discussion followed.

#### 6. Discussion and Direction

a. Ridership and Revenue Reports

#### Deetz presented reports to the commission.

b. Manager's Report

#### Deetz presented on:

- i. 2023 Budget Process Update
- ii. Transit Staffing
- iii. Commissioner Positions

#### 7. Adjournment

Councilmember Gragert moved to adjourn. Commissioner Eaton seconded. September transit commission meeting adjourned at 19:42



1010 East Washington Ave Suite 202 Madison, WI 53703-3130 608 / 242 1550 608 / 242 0787 fax

TO: Chris Bubser LHB, Inc. 701 Washington Avenue North, Suite 200 Minneapolis, MN 55401

DATE	JOB NO.					
September 23,2022	2019-8050.00					
PROJECT						
Eau Claire Transit Center						
LOCATION						
Eau Claire, WI						
CONTRACTOR	OWNER					
Market & Johnson	City of Eau Claire					
WEATHER	TEMP					
Cloudy Skies	55°F					
PRESENT AT SITE						
Joe Tschida (GRAEF), Brian Smith(M&J), Chris Bubser(LHB)						

#### WORK COMPLETED PRIOR TO SITE VISIT:

- 1. General site prep.
- 2. Poured columns up to Level 4 with bent rebar framing into the Level 4 Deck.
- 3. Formwork placed for the Beams and girders spanning pour Seven.
- 4. PT tendons laid out for all beams and girders in pour seven.
- 5. Placement of Rebar and PT for deck pour 7 was about 90% complete at end of visit.
- Conduits through slab were complete for pour seven.

Overall, completed work appeared to generally conform to the construction documents and to be of good quality.

#### WORK IN PROGRESS DURING SITE VISIT:

- 1. Carpenters on site placing shores and forms for pour eight
- 2. Final Rebar/PT tendons for deck pour seven is being installed

#### NOTES ABOUT OBSERVATIONS MADE:

The purpose of this site visit was to review placement of mild and PT reinforcement for the second elevated deck pour on Level 4 and provide direction to areas identified by field questions.

Electrician to continue working with PT and Rebar to coordinate electrical boxes and keeping PT cables 2" clear of the boxes.

Electrician to confirm all conduits comply with direction provided by GRAEF in email on April 4<sup>th</sup>, 2022. Reminded of #4, All conduits must be a minimum of 6" OC or three times the diameter of the largest conduit, whichever is greater.

GC to verify that all tendons meet minimum edge requirements as detailed in drawings especially where tendons flair from beam into slab near anchorage zone.

COPIES TO: File

**FIELD REPORT** 

PREPARED BY: Joe Tschida (GRAEF)

GC to verify all bars are present per A2/S511 at joint location.

GC to ensure PT and mild reinforcement are at proper elevations.

Clean out all debris from slab form work prior to concrete placement.

Ensure all openings for roof drains comply with direction provided by LHB in temp roof layout. Openings shall comply with detail in contract documents and maintain a minimum of 2' clear.

Bond beams at the top of the CMU walls in the core along Grid E do not contain any couplers on the vertical reinforcement for the future expansion as detailed in PR 21. This will need to be addressed by the engineer of the vertical expansion.

### OUTSTANDING ITEMS REQUIRING CONTRACTOR ACTION AND/OR FOLLOW-UP:

No previsions were included in this pour area for the future housing development. Any future penetrations through the slab will require the contractor to scan the slab and insure they do not disturb any PT or reinforcing. Work to be done under the supervision of a registered engineer.

GC to verify placement of all PT tendons and mild reinforcement is per shops drawings, RFIs and construction documents providing proper spacing, edge distances, and special details (slab penetrations, CJ, etc.)

GRAEF provided direction in email while onsite to drill and epoxy bars in for the joint. Please see the email from Greg Walker. Complete prior to the deck poor.

Have electricians confirm all conduits are in alignment with the guidance provided on 4/4/22 by Greg Walker in email.

As work continues on CMU wall supported by crash wall, ensure dowel bars and reinforcing is placed per drawings. Provide written response to design team ensuring all CMU wall will have reinforcing per drawings. Contact EOR with questions.

Complete top steel supports for CMU walls along Alley

Check stirrup count for beams between Grid A and Elevator/Stair core. Add stirrups as needed to match shop drawings.



Photo 1 – Site Conditions at Arrival



Photo 2 –PT Tendons and beams being laid out along Grid A

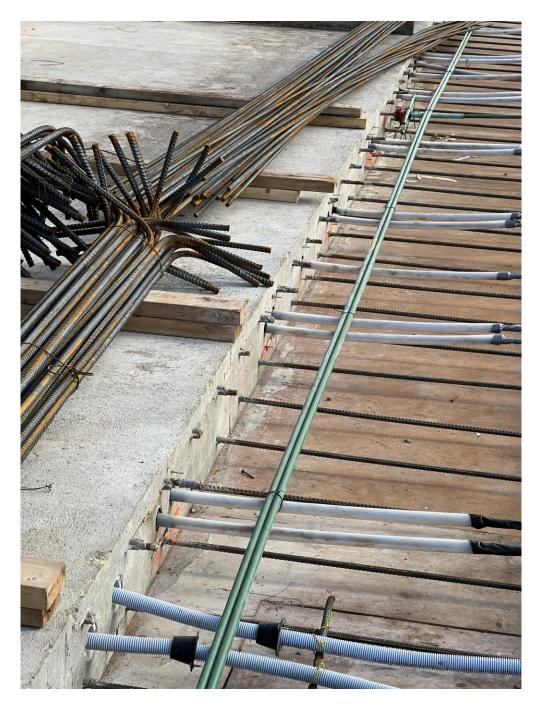


Photo 3 – Missing top bars at joint. GC to D&E bars per email sent by Greg Walker while onsite



Photo 4 – Sleeves along Stair Core at Gridline A

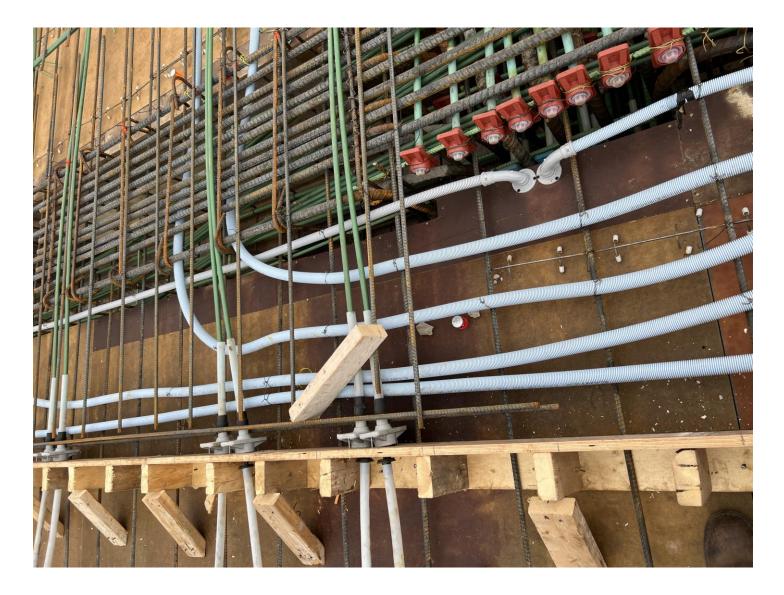


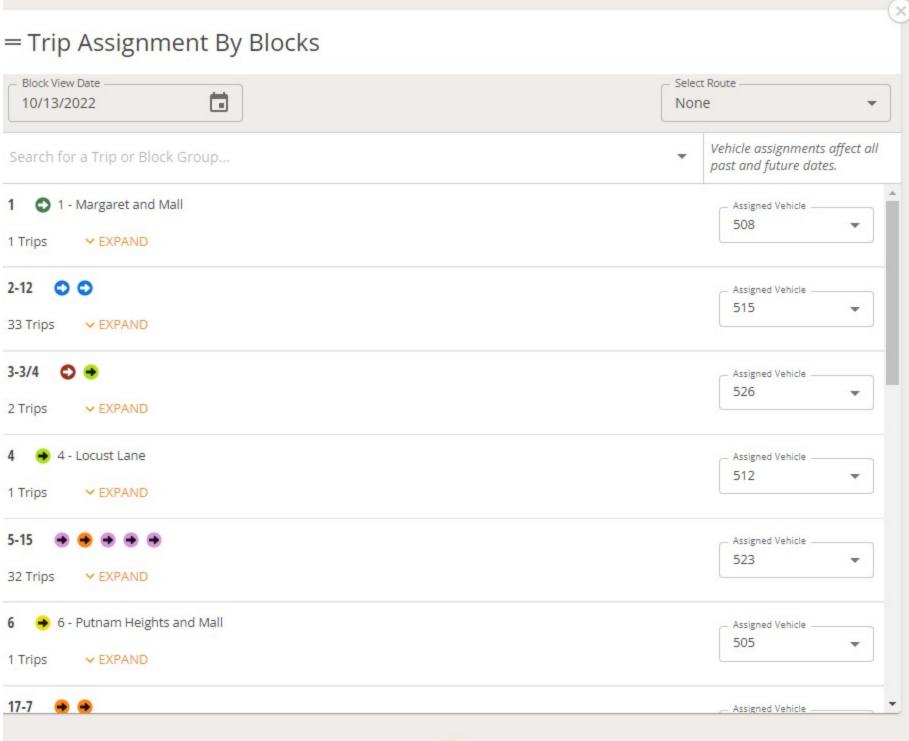
Photo 5 – Pour Stop at end of Pour seven. Update conduit spacing to match email sent earlier in Project



Photo 6 – Wood shaft cover over Stair/elevator core along Grid E. Contractor did not provision wall reinforcing for future expansion as requested in PR 21. This will need to be addressed by the engineer of the future vertical expansion.

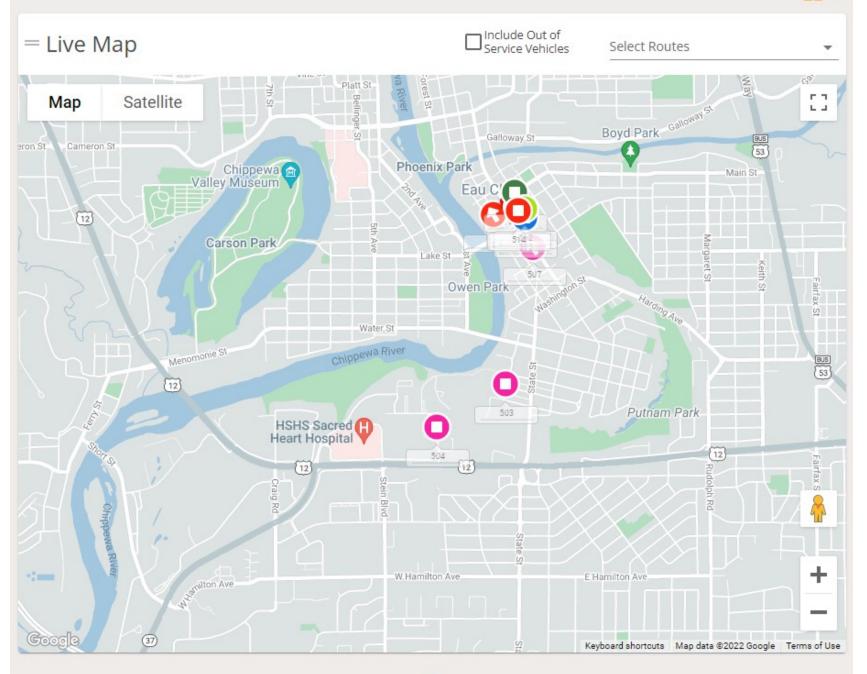


Photo 7 – CMU along Grid E in lower levels. Contractor to install top steel supports per drawings



# TransLoc O DISPATCH

Edit





# Update on Proposed Route Changes

# <u>UWEC</u>

We have drafted amendments to the UWEC contract and the side letter to the union contract. They are currently being reviewed. We are hopeful they will go to counsel next month.

## EAU CLAIRE TRANSIT

No current changes this month as we have been busy working on our new technology for bus routes. This new technology will be easily translated to the new routes once in place.

### Eau Claire Transit Commission Monthly Ridership Report

Sep-22

		Monthly			YTD Ridership				
	2021	2022	% Change	2021		% Change			
Full Cash Fare	1,859	2,007	8.0%	8,253		92.5%			
Full Fare Tickets	1,427	1,365	-4.3%	7,555	12,213	61.7%			
Income-Qualifying Fare	213	1,078	406.1%	411	2,827	587.8%			
Student Cash Fare	305	318	4.3%	1,358	3,274	141.1%			
Student Fare Tickets	12	7	-41.7%	117	375	220.5%			
1/2 Cash Fare	992	168	-83.1%	3,030	7,447	145.8%			
Reduced Fare Tickets	271	502	85.2%	1,519	3,431	125.9%			
Monthly Pass	3,354	5,798	72.9%	20,454	31,574	54.4%			
Income-Qualifying Pass	1,513	2,114	39.7%	1,566	20,010	1177.8%			
Half Fare Pass	8,739	8,113	-7.2%	30,282	63,460	109.6%			
CVTC Pass	499	353	-29.3%	1,104	1,787	61.9%			
Day Pass	1,100	777	-29.4%	6,094	8,163	34.0%			
MAX Pass	1,390	1,789	28.7%	7,949	12,826	61.4%			
Non-UWEC Ridership	21,674	24,389	12.5%	89,692	183,276	104.3%			
UWEC	19,754	29,381	48.7%	87,516	151,307	72.9%			
Total	41,428	53,770	29.8%	177,208	334,583	88.8%			
Community Table	192	225	17.2%	789	2,348	197.6%			
Paratransit	1,653	1,917	16.0%	15,081	13,707	-9.1%			
Free	290	439	51.4%	155,063	20,563	-86.7%			
Pool	0	0	#DIV/0!	0	1,724	#DIV/0!			
Transfer	2,667	3,616	35.6%	0	33,895	#DIV/0!			
Library	11	0	-100.0%	9,593	0	-100.0%			
Total	46,241	59,967	29.7%	357,734	406,820	13.7%			
Evening Ridership	1,385	1,488	7.4%	16,733	10,253	-38.7%			
Saturday Ridership	2,669	3,048	14.2%	28,646	23,367	-18.4%			
Miles of Service-Day	45,754	50,735	10.9%	432,491	#REF!	#REF!			
Passenger / Mile-Day	0.98	1.15	17.6%	0.79	#REF!	#REF!			
Hours of Service-Day	3,204	3,618	12.9%	30,789	30,706	-0.3%			
Passenger / Hour-Day	14.00	16.17	15.5%	11.08	12.92	16.6%			
Miles of Service-Eve.	8,932	8,386	-6.1%	65,937	113,168	71.6%			
Passenger / Mile-Eve.	0.16	0.18	14.4%	0.25	0.09	-64.3%			
Hours of Service-Eve.	625	586	-6.1%	4,867	5,057	3.9%			
Passenger / Hour-Eve.	2.22	2.54	14.5%	3.44	2.03	-41.0%			
Saturday	4	4	0.0%	38	39	2.6%			
Weekday School	21	21	0.0%	70	118	68.6%			
, Weekday Non-school	1	1	0.0%	126		-42.1%			

# Eau Claire Transit System Operating Revenues Report Date: August 31, 2022

% of Year Expired: 66.7%

	Prior Year			Т	Current Year					
		2021		2021		2022 2022			2022	% of
		Budget		Y-T-D			Budget		Y-T-D	Budget
							<u>U</u>			
Full Fare Cash	\$	44,500	\$	27,062		\$	45,000	\$	24,143	53.7%
Full Fare Pass	\$	82,600	\$	44,700		\$	70,000	\$	56,350	80.5%
Full Fare Tickets	\$	29,100	\$	19,540		÷ \$	35,000	\$	17,740	50.7%
Day Pass	\$	16,900	\$	8,786		\$	15,000	\$	7,114	••••
Total Full Adult Fares	<u> </u>	173,100	\$	100,088		÷ \$	165,000	\$	105,347	63.8%
	<b>—</b>		<u> </u>	,	=	Ŷ		<b>—</b>	,.	001070
Income-Qualifying Cash	\$	800	\$	401	9	\$	500	\$	1,437	287.5%
Income-Qualifying Pass	\$	3,500	\$	3,370		\$	5,500	\$	8,489	154.3%
Total I-Q Fares:	\$	4,300	\$	3,771		₽ \$	6,000	\$	9,926	165.4%
	Ψ	4,000	Ψ	0,771	=	Ψ	0,000	<b>—</b>	3,320	100.470
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Reduced Fare Cash	\$	9,100	\$	6,682		\$	10,000	\$	6,184	61.8%
Reduced Fare Pass	\$	48,400	\$	41,850		\$	65,000	\$	38,354	59.0%
Reduced Fare Tickets	\$	5,300	\$	3,375		\$	6,000	\$	3,640	60.7%
Total Reduced Fares	\$	62,800	\$	51,907	=	\$	81,000	\$	48,178	59.5%
Student Fare Cash	\$	7,000	\$	3,259		\$	5,000	\$	3,603	72.1%
Student Fare Tickets	\$	1,500	\$	375		\$	500	\$	650	130.0%
Student MAX Pass	\$	19,800	\$	8,835		\$	15,000	\$	11,730	78.2%
CVTC Student Pass	\$	4,700	\$	560		\$	1,500	\$	-	0.0%
UW - Eau Claire	\$	400,000	\$	396,000	\$	\$	404,000	\$	409,000	101.2%
Pool/Library	\$	6,800	\$	-		\$	7,000	\$	-	0.0%
Total Student Fares	\$	439,800	\$	409,029		\$	433,000	\$	424,983	98.1%
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Paratransit Co-Pay	\$	67,100	\$	33,089	ę	\$	88,200	\$	52,860	59.9%
Agency Fare	\$	123,400	\$	53,941	;	\$	159,600	\$	58,587	36.7%
Local Reimbursement	\$	500	\$	589	5	\$	300	\$	593	197.6%
State PT Assistance	\$	61,500	\$	77,228		\$	77,000	\$	64,373	83.6%
Total Paratransit	\$	252,500	\$	164,847		\$	325,100	\$	176,412	54.3%
	_				-					
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	\$	49,042		\$	118,100	\$	50,774	43.0%
Altoona Assistance	\$	68,100	φ \$	31,292		φ \$	71,400	\$	35,883	50.3%
Total Assistance	<u> </u>	4.022.900	\$	472,412		\$ \$	3.964.700	\$	399.432	10.1%
	Ψ	4,022,000	Ψ	772,772	_	Ψ	0,004,700	-	000,402	10.170
Advertising	¢	26.000	¢	22 605		ſ	40.000	¢	26.242	65.5%
	\$	36,000	\$	23,605		\$	40,000	\$	26,213	
Vending Commission	\$	5,900	\$	2,850		\$	4,000	\$	215	5.4%
Gifts & Donations Other Penalties			\$	600		\$	-	\$	-	#DIV/0!
	•		\$	-		\$	-	\$	144	#DIV/0!
Miscellaneous	\$	600	\$	7,639		\$	1,100	\$	8,336	757.9%
General Fund - Operations		1,020,120	\$	680,080		\$	783,700	\$	1,038,100	132.5%
Sale of Capital Assets	\$	-	\$	1,769		\$	-	\$	1,324	
Fund Balance Applied	\$	-	\$	-		\$	-	\$	-	
Fund Balance Used for CI	<u> </u>	-	\$	-	_	\$	-	\$	-	
Total Other	\$	1,062,620	\$	716,544		\$	828,800	\$	1,074,332	129.6%
	_							_		
TOTAL REVENUES	\$	6,018,020	\$	1,918,597		\$	5,803,600	\$	2,238,609	38.6%
					_					

# Eau Claire Transit System

# Operating Expenses Report Date: August 31, 2022

% of Year Expired: 66.7%

	Prior Year			Current Year					
		2021		2021		2022		2022	% of
		Budget		Y-T-D		Budget		Y-T-D	Budget
Admin Wages	\$	319,000	\$	202,821	\$	335,700	\$	179,918	53.6%
Admin OT Wages	\$	12,000	\$	1,956	\$	12,000	\$	15,670	130.6%
Admin Benefits	\$	264,110	\$	132,104	\$	215,174	\$	124,951	58.1%
Operator Wages	\$	1,402,000	\$	751,017	\$	1,392,900	\$	818,464	58.8%
Operator OT Wages	\$	23,000	\$	173,208	\$	23,000	\$	113,730	494.5%
Operator Benefits	\$	767,075	\$	408,088	\$	743,145	\$	438,708	59.0%
Shop Wages	\$	265,100	\$	171,616	\$	290,200	\$	174,207	60.0%
Shop OT Wages	\$	23,800	\$	27,573	\$	23,800	\$	37,662	158.2%
Shop Benefits	\$	154,815	\$	88,443	\$	164,581	\$	87,140	52.9%
Total Payroll	\$	3,230,900	\$	1,956,825	\$	3,200,500	\$	1,990,450	62.2%
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Printing & Binding	\$	10,700	\$	4,889	\$	10,700	\$	6,773	63.3%
Advertising & Marketing	\$	30,000	\$	10,599	\$	30,000	\$	26,854	89.5%
Custodial	\$	21,500	\$	13,967	\$	22,600	\$	11,358	50.3%
Security	\$	41,100	\$	25,291	\$	41,100	\$	8,323	20.3%
Utilities	\$	9,400	\$	7,769	\$	20,000	\$	7,733	38.7%
Ins & Admin Charges	\$	198,000	\$	130,772	\$	189,800	\$	125,801	66.3%
Misc. Services	\$	352,600	\$	166,258	\$	497,300	\$	206,474	41.5%
Total Services	\$	663,300	\$	359,544	\$	811,500	\$	393,316	48.5%
								· · · · ·	
Office Supplies	\$	1,900	\$	1,443	\$	2,000	\$	1,459	73.0%
Uniforms & Clothing	\$	12,800	\$	372	\$	12,800	\$	422	3.3%
Gas	\$	1,000	\$	658	\$	1,000	\$	857	85.7%
Diesel Fuel	\$	381,500	\$	162,659	\$	382,000	\$	250,220	65.5%
Motor Oil	\$	17,400	\$	8,192	\$	17,400	\$	7,200	41.4%
Tires	\$	52,600	\$	21,420	\$	52,600	\$	1,280	2.4%
Supplies	\$	404,800	\$	138,908	\$	300,800	\$	195,684	65.1%
Tool/Shop	\$	9,300	\$	6,938	\$	16,700	\$	10,302	61.7%
Equip Purchase	\$	-	\$	1,746	\$	-	\$	1,000	• • • • • •
Misc. Materials/Supplies	Ψ \$	2,100	Ψ \$	5,592	φ \$	6,500	Ψ \$	5,141	79.1%
Total Materials/Supplies		883,400	\$	347,928	\$	791,800	\$	473,566	59.8%
	Ψ	000,400	Ψ	347,320	Ψ	731,000	Ψ	473,300	00.070
Purchased Transp.	\$	1,060,020	\$	331,939	\$	919,800	\$	436,226	47.4%
Paratransit Cer	φ \$	73,600	գ \$	25,517	φ \$	919,800 80,000	φ \$	430,220	47.4 <i>%</i> 54.5%
Total Paratransit	-						φ \$		
	<u></u> Ф	1,133,620	\$	357,457	\$	999,800	<b></b>	479,841	48.0%
Unfund Pen	\$	38,000	\$	25,267			\$	25,600	#DIV/0!
Loss on Disp of Equip	\$	-	\$	-	\$	-	•	-,	
Capital Purchases	\$	-	\$	-	\$	-			
Depreciation	\$	-	\$	-	\$	-			
Other Charges/Adj	\$	-	\$	-	\$	-			
Total Other	· ·	38,000	\$	25,267	\$		\$	25,600	#DIV/0!
		,000	<b>—</b>	,	1 -		—	,000	
TOTAL EXPENSES	\$	5,949,220	.\$	3,047,021	\$	5,803,600	\$	3,362,772	57.9%
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	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	9	223	41	2356					
September	10	168	24	2114					
October									
November									
December									
Total:	99	2636	248	20010					
	Single Trip Passes Total								
Budget Impact from Full Far	e	\$659.00	\$1,240.00	\$1,899.00					
Budget Impact if Reduced Fa	are:	\$2,372.40	\$6,200.00	\$8,572.40					
Budget Impact (Income Fare	e - Reduced F	\$1,713.40	\$4,960.00	\$6,673.40					
REDUCED FARE MONTLY PA	REDUCED FARE MONTLY PA \$25								

# 2022 Income-Qualifying Fare Progess Report

2021 Income-Qualifying Fare Progess 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
Мау	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

80.68548387

REDUCED FARE SINGLE TRIP \$0.85 REGULAR FARE MONTHLY P. \$50 REGULAR FARE SINGLE TRIP \$1.75



# **MANAGER'S REPORT**

# **OCTOBER 19,2022**

# 2023 BUDGET PROCESS UPDATE

I included in your packet 2 slides. The overview of service mods and 2023 goals. The director has begun working with the Counsil and will be able to present the slides.

# FREE RIDES FOR CITY EMPLOYEES

We have a request from City of Eau Claire employee, Billie Hufford, to get this item on the agenda. I have talked to Billie and wanted to get the opinion of the Transit Commission. I believe doing a study first would be in order, then going from there.

# WIPTA UPDATE

TBA!

# TRANSIT STAFFING

We will be interviewing for the Part Time Supervisor position on October 21, 2022. Also, there are 3 open full time Operator positions we are currently recuiting for. We will be interviewing for Operators on October 27, 2022.



# 2023 Budget

- 2023 Goals
- Complete Implementation of New Technology on the fleet
- Complete the Transit Center portion of the New Site
- Begin Installation of new bus shelters and upgrade stops for accessibility
- Zero injuries during all of operations



# 2023 Budget

- Overview of Service Mods (if applicable)
- New position for staffing the Information Booth at the New Transfer Center
- Reclassifications of positions to allow for better staffing of Operations

## Tina Deetz

From: Sent: To: Subject: Billie Hufford Thursday, October 13, 2022 10:42 AM Tina Deetz Transit Commission Agenda

Hi Tina,

Can we add Fare-Free Transit for Eau Claire City Employees for discussion on the 10/19 Transit Commission agenda?

Thank you!

Have a bus-tastic day!



Sincerely, Billie Hufford (She,Her,Hers) Associate Planner

(715) 839-4914 Billie.Hufford@EauClaireWI.gov www.EauClaireWI.gov 203 S. Farwell St., Eau Claire, WI 54701





Where customer service skills, service to your community, and a fulfilling job intersect – Eau Claire Transit!

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