



Transit Commission
Agenda

November 16, 2022

PLEASE TAKE NOTICE that the Eau Claire Transit Commission will meet Wednesday, November 16, 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 October 19, 2022**
4. **Open Public Comment Period for Items that do not appear on this Agenda noted as Public Hearings or Items for Public Discussion**
5. **Public Hearings and Discussions**
 - a. **Update on Route Changes**
 - b. **Update on UWEC 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 Update
 - ii. Update on Transit Mutual Insurance (TMI) Board Meeting
 - iii. Transit Staffing
8. **Adjournment**

Bob Schraufnagel, Chairperson
c: News Media



Transit Commission
Minutes
October 19, 2022

1. Call to Order

2. Roll Call

Commissioners Present: Schraufnagel, Swanhorst, Eaton, Fowler, Anderson,
Commissioners Absent: Austin, Greenwell, McGuine
Others Present: Transit Manager Tina Deetz, Tom Wagener, Transit supervisor Lisa Fuentes

3. Reading and approval of minutes of the past meeting on September 21, 2022

a. Commissioner Eaton moved to approve. Commissioner Anderson 2nd. Minutes approved.

4. Open Public Comment Period for Items that do not 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

1. Swanhorst motioned to approve and Eaton 2nd

6. Other Business Agenda items

a. Update on Transfer Center Project

1. Deetz presented an update on the Transfer Center

b. Update on Transit Technology Implementation

1. Deetz presented and update to the commission.

2. Discussion followed

7. Discussion and Direction

a. Ridership and Revenue Reports

1. Deetz reviewed on increase in ridership

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

Councilmember Swanhorst moved to adjourn. Commissioner Eaton seconded.
October transit commission meeting adjourned at 19:xx



ATURDAY



Short Interval Schedule

Date: 10-31-2022

Project: Chippewa Valley Transit Transfer Center

Project Supt: Brian Smith

Prepared By: Brian Smith & Sam Thompson

DESCRIPTION	WEEK OF: October 31st							WEEK OF: November 7th							WEEK OF: November 14th							WEEK OF: November 21st							WEEK OF: November 28th						
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
	Steel Stud Framing on 1st level	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x			x	x	x	x	x			x	x	x	x	x	
Remove all shoring and form work	x	x	x	x	x			x	x	x	x	x																							
Grading and basecourse in terminal	x	x	x	x	x			x	x	x	x	x																							
Grade and Pave alley																																			
Pour island and sidewalks in terminal	x	x	x	x	x			x	x	x	x	x			x	x	x	x	x																
Underground Plum/Electric in terminal	x	x	x	x	x			x	x	x	x	x																							
Install Barrier Cable cables	x	x	x	x	x																														
Spray Air Barrier on CMU @Stair A&B																																			
Tie in water/storm and sanitary(Grey St								x	x	x	x	x																							
Remove Tower Crane																																			



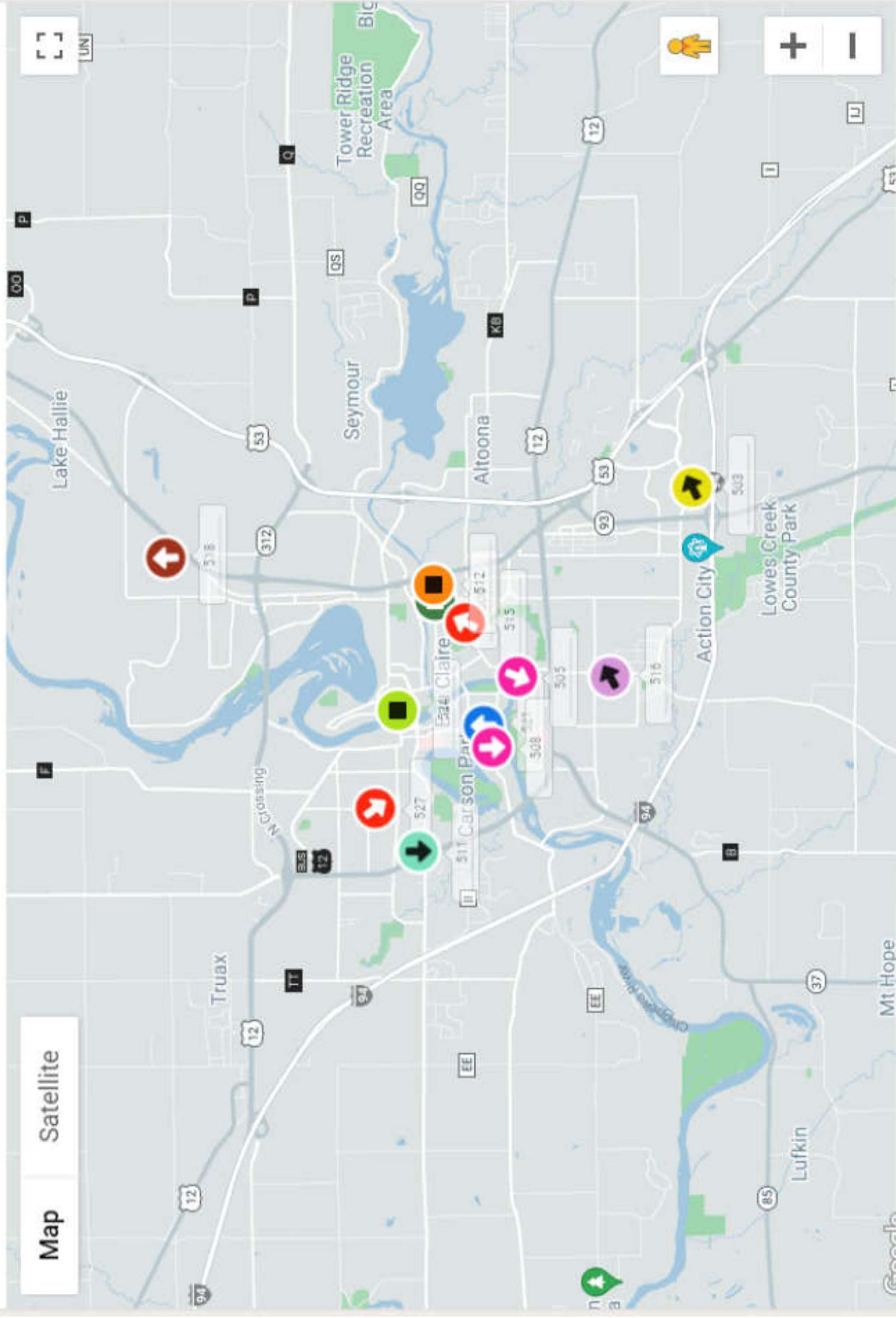
Live Map

Include Out of Service Vehicles

Select Routes

Map

Satellite



Eau Claire Transit Commission
Monthly Ridership Report
Oct-22

	Monthly			YTD Ridership		
	2021	2022	% Change	2021	2022	% Change
Full Cash Fare	2,011	10,057	400.1%	19,339	25,946	34.2%
Full Fare Tickets	1,473	3,790	157.3%	15,058	16,003	6.3%
Income-Qualifying Fare	116	406	250.0%	796	3,233	306.2%
Student Cash Fare	299	500	67.2%	3,216	3,774	17.4%
Student Fare Tickets	4	2,151	53675.0%	197	2,526	1182.2%
1/2 Cash Fare	1,029	19,552	1800.1%	9,919	26,999	172.2%
Reduced Fare Tickets	321	1,483	362.0%	3,411	4,914	44.1%
Monthly Pass	3,763	5,310	41.1%	36,364	36,884	1.4%
Income-Qualifying Pass	1,730	1,919	10.9%	10,279	21,929	113.3%
Half Fare Pass	8,769	8,801	0.4%	79,666	72,261	-9.3%
CVTC Pass	289	388	34.3%	1,871	2,175	16.2%
Day Pass	1,168	838	-28.3%	11,528	9,001	-21.9%
MAX Pass	1,507	2,425	60.9%	7,842	15,251	94.5%
Non-UWEC Ridership	22,479	57,620	156.3%	199,486	240,896	20.8%
UWEC	24,034	34,829	44.9%	106,887	186,136	74.1%
Total	46,513	92,449	98.8%	306,373	427,032	39.4%
Community Table	207	67	-67.6%	1,603	2,415	50.7%
Paratransit	1,082	1,769	63.5%	15,447	17,337	12.2%
Free	273	53	-80.6%	4,429	20,616	365.5%
Pool	0	0	#DIV/0!	629	1,724	174.1%
Transfer	2,862	3,818	33.4%	25,923	37,713	45.5%
Library	0	0	#DIV/0!	54	0	-100.0%
Total	50,937	98,156	92.7%	354,458	506,837	43.0%
Evening Ridership	1,298	682	-47.5%	14,700	10,935	-25.6%
Saturday Ridership	3,422	4,603	34.5%	25,298	27,970	10.6%
Miles of Service-Day	52,540	55,049	4.8%	494,782	497,015	0.5%
Passenger / Mile-Day	0.94	1.77	87.4%	0.69	1.00	45.3%
Hours of Service-Day	3,708	3,900	5.2%	35,892	34,606	-3.6%
Passenger / Hour-Day	13.39	24.99	86.7%	9.47	14.33	51.4%
Miles of Service-Eve.	8,718	8,718	0.0%	79,194	121,886	53.9%
Passenger / Mile-Eve.	0.15	0.08	-47.5%	0.19	0.09	-51.7%
Hours of Service-Eve.	608	608	-0.1%	5,518	5,665	2.7%
Passenger / Hour-Eve.	2.13	1.12	-47.4%	2.66	1.93	-27.6%
Saturday	5	5	0.0%	44	44	0.0%
Weekday School	21	19	-9.5%	148	137	-7.4%
Weekday Non-school	2	2	0.0%	70	75	7.1%

Eau Claire Transit System

Operating Revenues

Report Date: September 30, 2022

% of Year Expired: 75.0%

	Prior Year		Current Year		% of Budget
	2021 Budget	2021 Y-T-D	2022 Budget	2022 Y-T-D	
Full Fare Cash	\$ 44,500	\$ 30,326	\$ 45,000	\$ 27,668	61.5%
Full Fare Pass	\$ 82,600	\$ 53,200	\$ 70,000	\$ 64,400	92.0%
Full Fare Tickets	\$ 29,100	\$ 21,560	\$ 35,000	\$ 19,956	57.0%
Day Pass	\$ 16,900	\$ 9,881	\$ 15,000	\$ 7,879	
Total Full Adult Fares	\$ 173,100	\$ 114,967	\$ 165,000	\$ 119,902	72.7%
Income-Qualifying Cash	\$ 800	\$ 578	\$ 500	\$ 1,585	317.1%
Income-Qualifying Pass	\$ 3,500	\$ 3,545	\$ 5,500	\$ 9,189	167.1%
Total I-Q Fares:	\$ 4,300	\$ 4,123	\$ 6,000	\$ 10,774	179.6%
Reduced Fare Cash	\$ 9,100	\$ 7,539	\$ 10,000	\$ 7,096	71.0%
Reduced Fare Pass	\$ 48,400	\$ 46,925	\$ 65,000	\$ 43,979	67.7%
Reduced Fare Tickets	\$ 5,300	\$ 4,335	\$ 6,000	\$ 4,140	69.0%
Total Reduced Fares	\$ 62,800	\$ 58,799	\$ 81,000	\$ 55,215	68.2%
Student Fare Cash	\$ 7,000	\$ 3,646	\$ 5,000	\$ 4,074	81.5%
Student Fare Tickets	\$ 1,500	\$ 413	\$ 500	\$ 650	130.0%
Student MAX Pass	\$ 19,800	\$ 10,770	\$ 15,000	\$ 16,590	110.6%
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	\$ 411,389	\$ 433,000	\$ 430,314	99.4%
Paratransit Co-Pay	\$ 67,100	\$ 42,991	\$ 88,200	\$ 58,404	66.2%
Agency Fare	\$ 123,400	\$ 72,143	\$ 159,600	\$ 66,453	41.6%
Local Reimbursement	\$ 500	\$ 589	\$ 300	\$ 593	197.6%
State PT Assistance	\$ 61,500	\$ 77,228	\$ 77,000	\$ 64,373	83.6%
Total Paratransit	\$ 252,500	\$ 192,951	\$ 325,100	\$ 189,822	58.4%
Federal Assistance	\$ 2,481,700	\$ 77,223	\$ 2,475,200	\$ -	0.0%
State Assistance	\$ 1,375,100	\$ 1,259,426	\$ 1,300,000	\$ 1,251,110	96.2%
EC County Assistance	\$ 98,000	\$ 49,042	\$ 118,100	\$ 50,774	43.0%
Altoona Assistance	\$ 68,100	\$ 31,292	\$ 71,400	\$ 35,883	50.3%
Total Assistance	\$ 4,022,900	\$ 1,416,983	\$ 3,964,700	\$ 1,337,766	33.7%
Advertising	\$ 36,000	\$ 26,280	\$ 40,000	\$ 28,250	70.6%
Vending Commission	\$ 5,900	\$ 3,113	\$ 4,000	\$ 215	
Gifts & Donations		\$ 600	\$ -	\$ -	
Other Penalties		\$ -	\$ -	\$ 144	
Miscellaneous	\$ 600	\$ 8,126	\$ 1,100	\$ 14,320	1301.8%
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 CII	\$ -	\$ -	\$ -	\$ -	
Total Other	\$ 1,062,620	\$ 719,969	\$ 828,800	\$ 1,082,352	130.6%
TOTAL REVENUES	\$ 6,018,020	\$ 2,919,180	\$ 5,803,600	\$ 3,226,146	55.6%

Operating Expenses

Report Date: September 30, 2022

% of Year Expired: 75.0%

	Prior Year		Current Year		
	2021 Budget	2021 Y-T-D	2022 Budget	2022 Y-T-D	% of Budget
Admin Wages	\$ 319,000	\$ 229,286	\$ 335,700	\$ 219,961	65.5%
Admin OT Wages	\$ 12,000	\$ 2,908	\$ 12,000	\$ 16,519	137.7%
Admin Benefits	\$ 264,110	\$ 150,112	\$ 215,174	\$ 142,985	66.5%
Operator Wages	\$ 1,402,000	\$ 842,176	\$ 1,392,900	\$ 968,928	69.6%
Operator OT Wages	\$ 23,000	\$ 198,238	\$ 23,000	\$ 150,007	652.2%
Operator Benefits	\$ 767,075	\$ 457,995	\$ 743,145	\$ 501,411	67.5%
Shop Wages	\$ 265,100	\$ 194,537	\$ 290,200	\$ 206,787	71.3%
Shop OT Wages	\$ 23,800	\$ 32,740	\$ 23,800	\$ 45,774	192.3%
Shop Benefits	\$ 154,815	\$ 100,871	\$ 164,581	\$ 100,399	61.0%
Total Payroll	<u>\$ 3,230,900</u>	<u>\$ 2,208,864</u>	<u>\$ 3,200,500</u>	<u>\$ 2,352,770</u>	73.5%
Printing & Binding	\$ 10,700	\$ 5,559	\$ 10,700	\$ 7,669	71.7%
Advertising & Marketing	\$ 30,000	\$ 15,199	\$ 30,000	\$ 29,067	96.9%
Custodial	\$ 21,500	\$ 15,712	\$ 22,600	\$ 11,358	50.3%
Security	\$ 41,100	\$ 27,604	\$ 41,100	\$ 8,323	20.3%
Utilities	\$ 9,400	\$ 9,052	\$ 20,000	\$ 8,082	40.4%
Ins & Admin Charges	\$ 198,000	\$ 147,332	\$ 189,800	\$ 141,736	74.7%
Misc. Services	\$ 352,600	\$ 187,644	\$ 497,300	\$ 238,582	48.0%
Total Services	<u>\$ 663,300</u>	<u>\$ 408,102</u>	<u>\$ 811,500</u>	<u>\$ 444,818</u>	54.8%
Office Supplies	\$ 1,900	\$ 1,635	\$ 2,000	\$ 1,690	84.5%
Uniforms & Clothing	\$ 12,800	\$ 336	\$ 12,800	\$ 422	3.3%
Gas	\$ 1,000	\$ 766	\$ 1,000	\$ 1,179	117.9%
Diesel Fuel	\$ 381,500	\$ 188,538	\$ 382,000	\$ 338,289	88.6%
Motor Oil	\$ 17,400	\$ 8,898	\$ 17,400	\$ 11,666	67.0%
Tires	\$ 52,600	\$ 29,283	\$ 52,600	\$ 8,986	17.1%
Supplies	\$ 404,800	\$ 150,768	\$ 300,800	\$ 287,043	95.4%
Tool/Shop	\$ 9,300	\$ 8,054	\$ 16,700	\$ 10,970	65.7%
Equip Purchase	\$ -	\$ 1,756	\$ -	\$ 1,000	
Misc. Materials/Supplies	\$ 2,100	\$ 7,852	\$ 6,500	\$ 8,203	126.2%
Total Materials/Supplies	<u>\$ 883,400</u>	<u>\$ 397,886</u>	<u>\$ 791,800</u>	<u>\$ 669,448</u>	84.5%
Purchased Transp.	\$ 1,060,020	\$ 436,237	\$ 919,800	\$ 489,733	53.2%
Paratransit Cer	\$ 73,600	\$ 44,493	\$ 80,000	\$ 51,976	65.0%
Total Paratransit	<u>\$ 1,133,620</u>	<u>\$ 480,730</u>	<u>\$ 999,800</u>	<u>\$ 541,709</u>	54.2%
Unfund Pen	\$ 38,000	\$ 28,425		\$ 28,800	#DIV/0!
Loss on Disp of Equip	\$ -	\$ -	\$ -	\$ -	
Capital Purchases	\$ -	\$ -	\$ -		
Depreciation	\$ -	\$ -	\$ -		
Other Charges/Adj	\$ -	\$ -	\$ -		
Total Other	<u>\$ 38,000</u>	<u>\$ 28,425</u>	<u>\$ -</u>	<u>\$ 28,800</u>	#DIV/0!
TOTAL EXPENSES	<u>\$ 5,949,220</u>	<u>\$ 3,524,009</u>	<u>\$ 5,803,600</u>	<u>\$ 4,037,544</u>	69.6%

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	9	223	41	2356
September	10	168	24	2114
October	10	406	43	1919
November				
December				
Total:	109	3042	291	21929

	Single Trip	Passes	Total
Budget Impact from Full Fare	\$760.50	\$1,455.00	\$2,215.50
Budget Impact if Reduced Fare:	\$2,737.80	\$7,275.00	\$10,012.80
Budget Impact (Income Fare - Reduced F	\$1,977.30	\$5,820.00	\$7,797.30

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

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Manager's Report November 16, 2022

2023 Budget Update

The budget is set to go to Council tentatively November 22nd, will update in the December meeting

Transit and Shop Staffing

Two new drivers hired! One spot to fill for FT Bus Operators.

Kyle Herman has taken the PT supervisor position so staff is complete. Kyle is from the Shop so there was an opening that has now been filled in the shop (Combo service worker / Mechanic with light responsibilities) The full PT shop worker has moved to FT, the shop is now looking for a PT service worker.

Transit Mutual Insurance Board of Directors Meeting

I was invited to the TMI Board Meeting for November, they meet twice a year. Colleen Schian, our Risk Manager has been on the board for many years and will be turning her seat over to me next year. TMI is a fantastic organization that not only provides our Insurance, but also has vast resources for Safety Training that we have used and will continue to use for our Bus Operator Annual Training. Some items Judy from TMI takes care of or us include:

- Companywide trends and statistics
- Ride checks
- Onsite training
- Online training
- Safety website – loaded with good videos, etc.
- Biennial Safety reports
- Transportation Safety Institute courses
- Most recently working on a de-escalation video for training Bus Operator

These videos and training sessions provide completion certificates for Staff and Operators.



PowerPoint Training Sessions

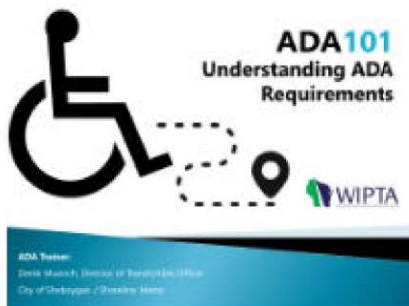
A Review of
The American's with
Disabilities Act
and how it affects
Transportation Systems

ADA

ADA regulations and transit driving.

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ADA - 101 - UNDERSTANDING ADA REQUIREMENTS

Understanding ADA regulations

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Avoiding Rear-end Accidents



AVOIDING REAR-END COLLISIONS

Presentation offering training on rear-end collision avoidance.

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Children Think And Act Differently Around
Moving Vehicles



CHILDREN & MOVING VEHICLES

The risks involving the presence of children around moving vehicles.

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SAFETY PROGRAMS

GENERAL INFORMATION

SAFETY

POWERPOINT TRAINING TOPICS

ONLINE TRAINING TOPICS

POSTERS

SAFE DRIVING TIPS

SAFETY PROGRAMS

MONTHLY WEBINARS

ELDT

ADDITIONAL TRAINING RESOURCES

VIDEOS

FORMS

BOARD OF DIRECTORS

COMMITTEES

ADVISORY GROUPS

ACCIDENT REPORTING

Safety Message from **TRANSIT MUTUAL** insurance

Safety Programs - Descriptions and Forms

 [Transit Mutual Five-Year Master Safety Plan \(2023 - 2027\)](#)


 [Accident Review - Appeal Process](#)

 [Accident Review - Appeal Form](#)

 [Accident Review - National Safety Council Guide](#)

 [Driving Incentive - Program](#)

 [Driving Incentive Report - 2021 Program - Year-end](#)

 [Driving Incentive Report - Current Standings](#)

 [Most Improved - Result History](#)

 [Driving Incentive - Result History](#)

 [Most Improved - Program](#)



Safety Audit History

 [2000-2016](#)