**** All present are expected to conduct themselves in accordance with the City's Core Values ****

OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation or sub-unit thereof.

Meeting of the:	**TRANSIT COMMISSION**
Date/Time:	Thursday, August 18, 2016 @1:30 p.m.
Location:	Metro Ride Offices, 420 Plumer Street, Wausau
Members:	Sherri Abitz(C), Pat Peckham, Becky McElhaney, Kathi Zoern, Keith Draheim

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Roll Call
2. Public Comment on Matters Appearing on the Agenda
3. Approval of Minutes – July 21, 2016
4. Consider Change of Times, Dates and Location for Transit Commission Meetings
5. Consider Transit Service for Community Events
6. Discuss Community Transit Planning and Outreach
7. Adjourn

Next Regular Meeting Date – September 22, 2016

THIS NOTICE FAXED TO THE WAUSAU DAILY HERALD AND CITY PAGES:
Date: 8/14/2016 TIME: 11:14 AM BY: Greg Seubert, Transit Director

Meeting facilities are accessible to the disabled. Please note that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information or to request this service, contact the City Clerk at 715-261-6620.

TRANSIT COMMISSION MINUTES

Date and Time: The Transit Commission met on Thursday, July 21, 2016 at 1:30 P.M. at the Metro Ride Offices, 420 Plumer St., Wausau, WI.

Members Present: Sherri Abitz, Pat Peckham, Becky McElhaney, Kathi Zoern, and Keith Draheim

Also Present: Greg Seubert and Pam Finch

In accordance with Chapter 19, Wisconsin Statutes, notice of this meeting was posted and sent to the Wausau Daily Herald in the proper manner. The meeting was called to order by Chairperson Abitz after noting a quorum was present.

Public Comment on Matters Appearing on the Agenda
Seubert introduced the newest Metro Ride supervisor, Megan Newman. He noted that Mary Foss and Ms. Newman are working on getting their Commercial Driver's Licenses at the present time.

Approval of Minutes
Peckham moved to approve the minutes of the May 19, 2016 meeting. Zoern seconded. Motion carried.

Financial Report and Budget Update
Seubert noted an error in the year-to-date tripper revenue line item. He stated that expenses are at 43% of budget for bus service and 24% for Paratransit. Paratransit are somewhat overstated on the statement because allocations made by the payroll system do not match current staffing.

Abitz asked if advertising could be increased in order to relieve downtown congestion. Seubert responded that advertising was a casualty of budget cuts in 2012. He said that advertising is currently limited to the printing of maps and an ad in the Yellow Pages. Abitz would like the Council to consider advertising transit, along with Wausau on the Water, walking and bike paths, etc.

Zoern suggested that businesses list on their websites the nearest bus stop to their location. Peckham stated that it would be nice if we could provide businesses with bus stop information, noting that it may be time consuming.

McElhaney said that she would like to see a local "take the bus to work day" and suggested working with the Chamber to promote it. Abitz suggested that information be provided in multiple language formats.

Seubert said that he would like to get Metro Ride involved with social media, but expressed concern about the ability to dedicate staff time. Seubert also said that it's hard to promote leaving your car at home, without the availability of regional transit services. Abitz would also like to promote transit during large construction projects like Thomas Street.

Seubert said that Metro Ride used to gain exposure by providing transportation for community events. Federal regulations changed and financial contributions could no longer be accept to cover the cost. He noted that we could provide such services without financial contributions and he suggested that the balloon rally/chalk fest next year would be a good opportunity.

Peckham said that he would like to see if the Council would be willing to add the cost of Metro Ride bus service for the Balloon Rally/Chalk Fest into the budget and see how it goes.

McElhaney suggested looking for a grant. Seubert cautioned that charter regulations prohibit contributions for this sort of service. Seubert said he would estimate the cost and prepare a budget amendment for the Council.

No action was taken.

Fixed-Route Bus Ridership Report
Seubert reported that fixed-route bus ridership is down by about 9% compared to the prior year. Fewer people are paying the cash fare, which is the highest fare. Seubert said a media report week that ridership is down in Madison by 9% and it is also down nationally. No action was taken.

Triennial Review Report
Seubert presented the Triennial Review draft report and explained each of six noncompliance findings identified. He explained that the Federal Transit Administration (FTA) conducts its review every three years to determine our compliance with Federal requirements.

Financial Oversight – the City of Wausau applies for federal funds for the Wheels-to-Work program (WTW). Since we are the grantee for the funds, we must oversee their compliance with federal requirements. The finding is that we are not currently requesting enough financial documentation from WTW to support their reimbursement requests. Seubert stated that he is working with WTW to identify the information we will need moving forward.

Incorrect FFR Reporting – The City charges Metro Ride for support services using methodologies identified in a cost allocation plan. The reviewer found that we had not indicated on our federal financial reports the rate at which these expenses are charged. Seubert stated that he has resolved the issue by obtaining permission from the FTA to charge 10% of federal funds awarded to cover the City's support services. The rate will be reported on future federal financial reports.

ADA Service Provision – 1) The FTA now requires that we provide "reasonable modification" of our services and explain to the general public what that means. Our paratransit guide and webpage have been updated to include our new reasonable modification policy. 2) Size and weight limits for wheelchairs and other mobility devices shown in our public information were inconsistent with the design capacities of our newer buses. Since we cannot deny boarding based on size or weight without attempting to load the device anyway, all reference to size and weight limits have been removed from our public information. 3) Title VI Public Notification Deficiencies – Our Title VI plan identified several documents that were to be made available in Hmong language format. Seubert stated that he did not follow through with that initiative and it resulted in noncompliance finding. He indicated that those documents will be translated in order to resolve the finding.

Procurement Policies Not Current/Complete – The Metro Ride procurement policy was written in the 1990's and references to federal circulars contained in the policy are now out of date. The policy must be updated to cite the appropriate circulars. The updated policy will come before the Transit Commission for approval at a later date.

Drug and Alcohol Policy Lacking Required Elements – The Metro Ride drug and alcohol testing policy lacked two required clauses. The policy has been revised and approved by the reviewer. It must be approved by the Transit Commission before submission to the FTA.

No action was taken.

Approval of Metro Ride Drug and Alcohol Testing Policy
Seubert referenced two new clauses which were added to the policy to resolve the triennial review noncompliance finding. Abitz asked if the policy was in compliance with the City of Wausau's policy. Seubert said that our policy is a little different because we must comply with Federal Transit Administration requirements and other departments must comply with Federal highway requirements.

(Draheim left the meeting)

Peckham moved to approve the policy. McElhaney seconded. Motion carried.

Approval of Metro Ride Title VI Service Standards and Policies
Seubert stated that the purpose of Title VI is to ensure services are equally available to all populations within the community and our system is free of all forms of discrimination. One of the required elements in our Title

VI plan is a statement of our Title VI service standards and policies. Seubert said he could find no record of formal adoption of Title VI service standards or policies, so he prepared a draft for Transit Commission consideration. Seubert explained each of the standards and policies.

Peckham moved to approve the Title VI Service Standards and Policies. Zoern seconded. Motion carried.

Approval of Metro Ride Public Input Policy

Seubert explained that public input must be sought and considered prior to raising fares or implementing major reductions in service. The Metro Ride policy was established to assist employees and the Transit Commission in determining how public input should be sought. The revised policy is similar to our old policy, but it includes greater detail as requested by the FTA.

Peckham moved to approve the policy. Zoern seconded. Motion carried.

Approval of Revised Metro Ride Title VI Program Update

Seubert stated that he has not received feedback from the FTA regarding proposed changes to several policies, so he was unable to complete the Title VI Plan before the meeting. No action was taken.

Transit Director's Report

Seubert said that he and his staff are gearing up for the new school year. New Express Route Guides were delivered by the printer today. Student orientation sessions are coming up for Wausau District middle and high schools and we will be taking part in them.

Seubert stated that the transit roundtable initiative had not yet moved forward. He has been busy working on Triennial Review follow-up and the 2017 operating budget. He noted that the Mayor has been busy as well. Abitz stated that a meeting will be held with some stakeholders in early August to discuss transit. She and Seubert will be meeting with stakeholders monthly.

(Abitz left the meeting)

Peckham requested that there be a recurring agenda item regarding service expansion, survival, planning or something like that. He added that the entire Council will be riding the bus together in September. Many have never been on the bus and have said that they never see anyone riding. He thinks it would be great for the media to participate.

The next regular meeting date is August 18, 2016 at 1:30 p.m.

McElhaney moved to adjourn the meeting. Zoern seconded. Motion carried.

Respectfully submitted,

Sherry Abitz, Chairperson

pf

Cost Estimate - Balloon Rally/Chalk Fest Shuttle

Day	Start	End	Hours	Drivers	Tl Hours	Speed	Miles
Thursday	5:00 PM	11:00 PM	6.00	2	12.00	16.50	198.0
Friday	5:00 PM	11:00 PM	6.00	2	12.00	16.50	198.0
Saturday	11:00 AM	4:00 PM	5.00	2	10.00	16.50	165.0
Saturday	4:00 PM	11:00 PM	7.00	3	21.00	16.50	346.5
					55.00		907.5

Labor Rate	$29.95
Total Labor Cost	**$1,646.99**
MPG	11.4
Cost/Gal	$2.85
Total Fuel Gal	79.61
Total Fuel Cost	**$226.88**

Total Expense		**$1,873.86**
State/Federal Share	**55%**	**$1,030.62**
Local Share		**$843.24**

Thursday & Friday Schedule
5:00 p.m. - 11:00 p.m.

Trip	Transit Center	Park	Transit Center	Miles	Speed
1	5:00 PM	5:10 PM	5:20 PM	5.5	16.50
2	5:20 PM	5:30 PM	5:40 PM	5.5	
3	5:40 PM	5:50 PM	6:00 PM	5.5	
4	6:00 PM	6:10 PM	6:20 PM	5.5	
5	6:20 PM	6:30 PM	6:40 PM	5.5	
6	6:40 PM	6:50 PM	7:00 PM	5.5	
7	7:00 PM	7:10 PM	7:20 PM	5.5	
8	7:20 PM	7:30 PM	7:40 PM	5.5	
9	7:40 PM	7:50 PM	8:00 PM	5.5	
10	8:00 PM	8:10 PM	8:20 PM	5.5	
11	8:20 PM	8:30 PM	8:40 PM	5.5	
12	8:40 PM	8:50 PM	9:00 PM	5.5	
13	9:00 PM	9:10 PM	9:20 PM	5.5	
14	9:20 PM	9:30 PM	9:40 PM	5.5	
15	9:40 PM	9:50 PM	10:00 PM	5.5	
16	10:00 PM	10:10 PM	10:20 PM	5.5	
17	10:20 PM	10:30 PM	10:40 PM	5.5	
18	10:40 PM	10:50 PM	11:00 PM	5.5	
				99	
			Drivers	4	
			Tl Miles	396.0	

Saturday Schedule
11:00 a.m. - 4:00 p.m.

	Transit Center	Park	Transit Center	Miles	Speed
1	11:00 AM	11:10 AM	11:20 AM	5.5	16.50
2	11:20 AM	11:30 AM	11:40 AM	5.5	
3	11:40 AM	11:50 AM	12:00 PM	5.5	
4	12:00 PM	12:10 PM	12:20 PM	5.5	
5	12:20 PM	12:30 PM	12:40 PM	5.5	
6	12:40 PM	12:50 PM	1:00 PM	5.5	
7	1:00 PM	1:10 PM	1:20 PM	5.5	
8	1:20 PM	1:30 PM	1:40 PM	5.5	
9	1:40 PM	1:50 PM	2:00 PM	5.5	
10	2:00 PM	2:10 PM	2:20 PM	5.5	
11	2:20 PM	2:30 PM	2:40 PM	5.5	
12	2:40 PM	2:50 PM	3:00 PM	5.5	
13	3:00 PM	3:10 PM	3:20 PM	5.5	
14	3:20 PM	3:30 PM	3:40 PM	5.5	
15	3:40 PM	3:50 PM	4:00 PM	5.5	
				82.5	
			Drivers	2	
			Tl Miles	165.0	

Saturday Schedule
4:00 p.m. - 11:00 p.m.

	Transit Center	Park	Transit Center	Miles	Speed
1	4:00 PM	4:10 PM	4:20 PM	5.5	16.50
2	4:20 PM	4:30 PM	4:40 PM	5.5	
3	4:40 PM	4:50 PM	5:00 PM	5.5	
4	5:00 PM	5:10 PM	5:20 PM	5.5	
5	5:20 PM	5:30 PM	5:40 PM	5.5	
6	5:40 PM	5:50 PM	6:00 PM	5.5	
7	6:00 PM	6:10 PM	6:20 PM	5.5	
8	6:20 PM	6:30 PM	6:40 PM	5.5	
9	6:40 PM	6:50 PM	7:00 PM	5.5	
10	7:00 PM	7:10 PM	7:20 PM	5.5	
11	7:20 PM	7:30 PM	7:40 PM	5.5	
12	7:40 PM	7:50 PM	8:00 PM	5.5	
13	8:00 PM	8:10 PM	8:20 PM	5.5	
14	8:20 PM	8:30 PM	8:40 PM	5.5	
15	8:40 PM	8:50 PM	9:00 PM	5.5	
16	9:00 PM	9:10 PM	9:20 PM	5.5	
17	9:20 PM	9:30 PM	9:40 PM	5.5	
18	9:40 PM	9:50 PM	10:00 PM	5.5	
19	10:00 PM	10:10 PM	10:20 PM	5.5	
20	10:20 PM	10:30 PM	10:40 PM	5.5	
21	10:40 PM	10:50 PM	11:00 PM	5.5	
				115.5	
			Drivers	3	
			Tl Miles	346.5	