

**** 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.

Notice is hereby given that the TRANSIT COMMISSION of the City of Wausau, Wisconsin will hold a regular meeting as shown below.

Meeting of the: **TRANSIT COMMISSION**
Date/Time: Thursday, February 21, 2019 @ 1:15 p.m.
Location: City Hall Board Room (2nd floor), 407 Grant Street, Wausau
Members: Becky McElhaney(C), Pat Peckham, Mary Thao, Keith Draheim, Kathi Zoern

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

1. Call Meeting to Order
2. Public Comments
3. Approval of Minutes – December 20, 2019
4. Discussion and Possible Action on Financial Report
5. Discussion and Possible Action on Detour Route for Thomas Street Construction Project
6. Discussion and Possible Action on Request for Shuttle Service for the Wausau Hmong Festival
7. Discussion and Possible Action on Transit Planning and Stakeholder Outreach
8. Transit Directors Report
 - Ridership Report
 - School District Plan to Make Up Snow Days
9. Future Agenda Items
10. Adjournment

Date of Next Regular Meeting – March 21, 2019

This notice was posted at City Hall and faxed to the Wausau Daily Herald Newsroom and City Pages on February 15, 2019 at 2:42 PM. Questions regarding this agenda may be directed to: Greg Seubert, Transit Director at 715-842-9287 or Greg.Seubert@ci.wausau.wi.us.

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please contact **Greg Seubert, Transit Director at 715-842-9287 or Greg.Seubert@ci.wausau.wi.us** or the **City's ADA Coordinator at (715) 261-6620 or clerk@ci.wausau.wi.us** at least 48 hours prior to the scheduled meeting or event to request an accommodation.

Interpreter services are available free of charge upon reasonable notice.
Yog koj hais rau peb paub ua ntej, peb muaj neeg tuaj txhais lus pab dawb rau koj

TRANSIT COMMISSION MINUTES

Date and Time: The Transit Commission met on Thursday, December 20, 2018 at 1:15 P.M. at Wausau City Hall, 407 Grant St., Wausau, WI.

Members Present: Keith Draheim, Becky McElhane (C), Mary Thao, Kathi Zoern, Pat Peckham

Also Present: Greg Seubert (Metro Ride), Rebecca Balz (Metro Ride), Andrew Lynch (Wausau MPO), Mayor Robert Mielke (City of Wausau)

In accordance with Chapter 19 of the 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 Becky McElhane after noting a quorum was present.

Public Comments

No public comments.

Approval of Minutes

Peckham asked for clarification regarding the lack of response to Ay Lee Her's question during the last meeting. Her's question was answered during a later agenda item. Peckham asked for an update on the Stakeholder's Outreach and the possibility of Saturday service. Peckham moved to approve the minutes of the September 20, 2018 meeting. Thao seconded the motion.

Motion carried.

Financial Report

Seubert presented the current revenue and expense summary through November 2018. Overall, revenue is right on target. Expenses are a little below budget. Maintenance of building and grounds is quite high due to HVAC repairs and repairs to the aging bus washer. Seubert added that the parts budget has leveled off. Seubert feels confident with where they are at with the budget. Thao asked what caused the increase in insurance. Seubert explained that fleet insurance is purchased from Transit Mutual Insurance. Each municipality that participates is a part owner. Each year, a dividend is received, which offsets the cost of premiums. Seubert said that he budgets a portion of the dividend to affect both fixed route bus service and paratransit service. Unfortunately, the monthly dividend adjustment is not being made to paratransit service, so the overall expense appears high. Seubert plans on making a year-end adjustment. No action was taken.

Metro Ride Drug and Alcohol Testing Policy

Seubert explained minor changes to the current policy. The previous policy referred to compliance with the standards established by the FTA but they are now requiring more specific language due to an increase in test rates. The previous policy also showed Wausau Hospital Community Health Care as a testing facility but we no longer use their services. The entire policy can be found in the meeting packet. Thao asked for details regarding the disclosure of prescription drug usage. Seubert said that there are specific procedures in place to prevent the mishandling of information. Because it is bold/underlined, it means that it is above and beyond the FTA requirements. This portion of the policy was negotiated with the represented employees. Peckham moved to approve the changes to the Metro Ride Drug and Alcohol Testing Policy. Zoern seconded the motion. Motion carried.

Customer Amenities at Bus Stops

Seubert said that there have been inquiries regarding amenities at certain locations. Seubert also received a call from a resident suggesting the acquisition of shelters from an auction site. Seubert stated that they did look into the suggestion, but the cost to replace all of the glass and transport them was not practical. Seubert went on to say that Metro Ride receives Section 85.21 funds annually, through Marathon County. Based on elderly/disabled population, each county is awarded a sum of money. Metro ride uses this money to fund the paratransit program. Seubert said that the unused funds have been rolled over into a capital account and the fund is nearing its upper limit. Seubert said that the money cannot be spent on fixed-route bus service but it can be used on support and infrastructure to make it ADA accessible. He said that all of the current shelters were installed before the ADA was passed and are not ADA accessible. Seubert is hoping to use these funds to replace all seven of the existing shelters.

Seubert provided an exhibit highlighting shelter locations, the size of the shelter, the size of the concrete pad and the size of the proposed new shelter. The exhibit also showed different styles of shelters. Seubert has included shelter replacement in the Section 85.21 grant application. If approved, Seubert will seek transit commission approval on shelter style and cost. Draheim asked if there are sides on the poly-hip shelter model. Seubert said that the pricing includes sides and a skirting for the bottom as well as solar light kits. Peckham asked if permission is needed to spend the funds in this manner. Seubert said that despite

the money being available in the account, permission is needed. Peckham also asked if the money could be used to put up additional new shelters. Seubert said that none of the current shelters are ADA accessible and they would need to be replaced first. Seubert provided the policy regarding transit amenities. McElhaney asked if Seubert has received many complaints about the lack of amenities. Seubert responded by saying the most are requesting a bench, rather than a shelter. If locations are considered, Seubert strongly suggests developing a more specific policy regarding amenities. Peckham asked if drivers gather the number of people that get on at each bus stop. Seubert said that passengers are regularly counted on each route, but drivers would have to conduct a manual tally in order to provide bus stop numbers. No action was taken.

Thao exited the meeting.

Transit Planning and Stakeholder Outreach

Lynch said that the Citizens Transit Advisory Committee application was created and sent out. Originally, he was hoping to have the MPO Commission review returned applications in December, but there was not a December meeting. The next meeting is scheduled for January 8, 2019. Several applications were received, but Lynch is also planning on reaching out to individuals who have showed interest. Applications have been received from each of the communities that were named in the plan. Depending on scheduling, Lynch hopes for the first meeting of the Citizens Transit Advisory Committee to take place in January. Zoern asked how many applications were received. Lynch said that eight applications were received and that fifteen would be the maximum number of people allowed on the committee.

Transit Directors Report

Seubert provided the ridership report through November 2018. Seubert pointed out that the 2,284 passengers shown on the Miscellaneous Tripper line is the total of Free rides on Election Day. Seubert estimates that normal daily ridership was exceeded by about 300 passengers.

Seubert gave an update on current capital projects. He said that the re-roofing project has been completed and he is hoping to save on utilities now that better insulation is installed. The on-board video surveillance system should have been initiated in June, but has been pushed back due to contractual issues. Seubert said that he hopes to start installation in upcoming weeks.

Seubert provided an update on the VW Bus Grant. Seubert applied for funds to purchase seven new buses. Unfortunately, the reward was for three buses. The three oldest buses with over 600,000 miles will be replaced. Seubert is waiting for the State to sort out contract items and he hopes to have a finalized contract in January. Buses should be delivered about one year after the order has been placed. Peckham asked what the market value on the buses that will be received is. Seubert said that grant request just under \$3 million. Seubert added that because it is a one-for-one exchange, no new capacity will be added and ridership is unlikely to increase. Zoern asked if the existing bike racks can be used on the new buses. Seubert said that they can be transferred.

Seubert said that there may be more internal policies and procedure documents coming forward due to the upcoming Triennial Review. The review happens every three years and it evaluates Metro Ride's compliance in twenty-one different program areas. Seubert is in the process of going through policies and procedures now and evaluating whether or not they are current.

No action was taken.

Future Agenda Items

- Stakeholder Outreach
- Customer Amenities Policy
- Technology to provide bus stop passenger counts
- Balloon Rally/Summer Passes (February/March)

Peckham moved to adjourn the meeting. Zoern seconded the motion. Motion carried.

Respectfully submitted,

Becky McElhaney, Chairperson

rb

Wausau Area Transit System, d.b.a. Metro Ride
Revenue & Expense Summary
Year to Date
December 31, 2018

PRELIMINARY

Revenue	Year to Date	City Budget	State Budget	% of Total (City Budget)
Adults	\$113,532.81	\$119,348.48	\$119,348.48	95.1%
Students	\$183,004.15	\$167,604.55	\$167,604.55	109.2%
Elderly & Disabled	\$58,307.00	\$57,185.87	\$57,185.87	102.0%
Trippers	\$37,118.19	\$34,816.53	\$34,816.53	106.6%
Paratransit	\$7,713.25	\$10,327.50	\$10,327.50	74.7%
Total Revenue	\$399,675.40	\$389,282.93	\$389,282.93	102.7%
Expense-Fixed Route Bus				
Wages - Drivers	\$767,512.66	\$815,280.34	\$815,280.34	94.1%
Wages - Repair & Garage	\$233,922.03	\$234,423.61	\$234,423.61	99.8%
Wages - Administrative	\$240,178.59	\$233,382.85	\$233,382.85	102.9%
Total Wages	\$1,241,613.28	\$1,283,086.80	\$1,283,086.80	96.8%
Employee Welfare	\$874,093.89	\$858,374.27	\$858,374.27	101.8%
Services	\$285,391.48	\$309,686.57	\$309,686.57	92.2%
Fuels & Lubes	\$234,332.26	\$296,571.13	\$296,571.13	79.0%
Tire Expense	\$22,607.22	\$23,560.00	\$23,560.00	96.0%
Parts, Supplies, Rep & Laundry	\$195,069.12	\$200,904.64	\$200,904.64	97.1%
Maint-Blds, Grds, Equip	\$24,410.53	\$15,630.00	\$15,630.00	156.2%
Utilities	\$46,352.90	\$53,599.83	\$53,599.83	86.5%
Insurance	\$49,734.23	\$76,484.43	\$76,484.43	65.0%
Advertising	\$5,022.82	\$15,000.00	\$15,000.00	33.5%
Pstg/Dupl/Off Spls/Pub Not/Software	\$14,217.64	\$13,202.21	\$13,202.21	107.7%
Fees, Subscriptions & Dues	\$4,878.00	\$4,986.92	\$4,986.92	97.8%
Meetings	\$4,146.36	\$3,900.00	\$3,900.00	106.3%
Other Expenses	\$1,665.30	\$2,670.00	\$2,670.00	62.4%
Total Fixed Route Bus Service	\$3,003,535.03	\$3,157,656.80	\$3,157,656.80	95.1%
Expense-Paratransit				
Wages/Benefits	\$133,043.51	\$174,438.15	\$174,438.15	76.3%
Contractual Services	\$10,772.24	\$12,178.19	\$12,178.19	88.5%
Supplies and Expenses	\$8,451.39	\$11,905.33	\$11,905.33	71.0%
Fixed Charges	\$13,781.44	\$8,752.77	\$8,752.77	157.5%
Miscellaneous Expense	\$0.00	\$0.00	\$0.00	#DIV/0!
Total Paratransit Services	\$166,048.58	\$207,274.44	\$207,274.44	80.1%
Total Metro Ride Operating Expenses	\$3,169,583.61	\$3,364,931.24	\$3,364,931.24	94.2%
Less Contract Expense (s.85.205)	(\$29,192.00)	(\$27,476.00)	(\$29,192.00)	106.2%
Net Expenses	\$3,140,391.61	\$3,337,455.24	\$3,335,739.24	
Net Income (loss) from Operations	(\$2,740,716.21)	(\$2,948,172.31)	(\$2,946,456.31)	
Other Income				
Subsidy - State	\$793,745.00	\$800,989.25	\$793,745.00	99.1%
Subsidy - Federal (operating asst.)	\$1,012,517.00	\$1,012,917.66	\$1,012,517.00	100.0%
Subsidy - Wausau	\$831,845.01	\$1,009,905.51	\$1,015,834.42	82.4%
Wheels-to-Work	\$0.00	\$0.00	\$0.00	#DIV/0!
Wausau School District	\$13,611.06	\$12,243.00	\$12,243.00	111.2%
Subsidy - Sec 85.21	\$51,566.89	\$70,244.39	\$70,244.39	73.4%
Recovery of Phys Damage Losses	\$0.00	\$0.00	\$0.00	#DIV/0!
Advertising	\$37,431.25	\$41,872.50	\$41,872.50	89.4%
Miscellaneous	\$0.00	\$0.00	\$0.00	#DIV/0!
Insurance Premium Dividend	\$0.00	\$0.00	\$0.00	
Total Other Income	\$2,740,716.21	\$2,948,172.31	\$2,946,456.31	93.0%
Total Revenue & Other Income	\$3,140,391.61	\$3,337,455.24	\$3,335,739.24	94.1%
	\$0.00	\$0.00	\$0.00	

**PASSENGER SUMMARY (fixed route bus)
2018**

Fare Category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	
Adult Cash	1,736	1,621	1,668	1,690	1,655	1,667	1,482	1,779	1,510	1,758	1,661	1,626	19,853	
Adult Token	2,453	2,443	2,590	2,060	2,127	2,318	2,537	2,591	1,982	2,574	2,061	2,003	27,739	
Adult Pass	4,443	3,925	4,790	4,958	4,489	3,261	3,111	3,493	3,328	4,342	3,978	3,624	47,742	
Student Cash	831	617	663	739	677	631	214	282	623	695	638	515	7,125	
Metro Ride Tickets	1,099	809	1,190	866	917	1,495	1,283	1,668	795	967	770	695	12,554	
Sch. Dist. Tickets	10,188	9,156	8,534	9,536	10,080	2,135	0	27	9,804	11,350	9,597	7,945	88,352	
Student Pass	9,919	9,423	8,964	9,687	10,432	792	108	166	7,710	9,143	8,205	6,911	81,460	
Youth Freedom Pass	0	0	0	0	0	1,326	1,141	779	0	0	0	0	3,246	
E/H Cash	800	752	841	763	910	694	826	911	719	915	723	784	9,638	
E/H Pass	10,488	9,300	11,492	11,083	12,161	9,957	9,755	10,627	9,854	11,575	10,717	10,052	127,061	
N. V. Workshop	1,440	1,280	1,360	1,360	1,520	1,280	1,360	1,440	1,200	1,520	1,280	1,200	16,240	
Hospital	161	113	109	116	112	173	138	138	194	233	201	196	1,884	
Shopping Tripper	336	206	276	244	308	274	262	304	256	296	238	224	3,224	
Misc. Tripper	0	0	0	0	0	0	5,214	0	0	0	2,284	0	7,498	
TI Revenue Psgrs	43,558	39,439	42,201	42,858	45,080	25,729	21,955	23,901	37,719	45,072	42,115	35,551	445,178	
Non-Revenue Psgrs	336	206	276	244	308	274	5,476	304	256	296	238	224	8,438	
Transfers Received	5,272	4,502	4,563	4,504	4,552	3,448	2,829	3,542	3,753	4,730	4,197	3,851	49,743	
Total Passengers	49,166	44,147	47,040	47,606	49,940	29,451	30,260	27,747	41,728	50,098	46,550	39,626	503,359	
Service Days	2018	22	20	22	21	22	21	21	23	19	23	21	20	255
Avg Daily Psgrs	2018	2,235	2,207	2,138	2,267	2,270	1,402	1,441	1,206	2,196	2,178	2,217	1,981	1,974

RIDERSHIP & REVENUE SUMMARY (fixed route bus)

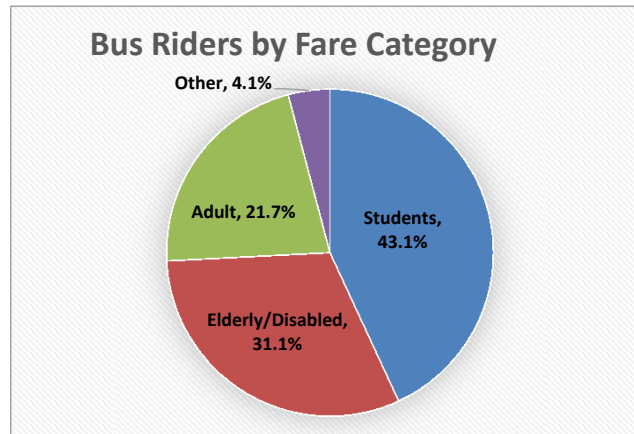
	Revenue Passengers Carried						Passenger Revenue			
	2017	2018	+/-	% Change	Avg. 10 Yr.	Avg. 5 Yr.	2017	2018	+/-	% Change
January	40,734	43,558	2,824	6.93%	54,948	46,239	\$35,532.57	\$37,376.63	\$1,844.06	5.19%
February	40,423	39,439	-984	-2.43%	57,342	49,306	\$35,788.81	\$34,507.00	-\$1,281.81	-3.58%
March	43,501	42,201	-1,300	-2.99%	57,005	49,884	\$37,722.43	\$35,502.32	-\$2,220.11	-5.89%
April	39,550	42,858	3,308	8.36%	56,669	49,029	\$34,540.76	\$35,442.92	\$902.16	2.61%
May	43,205	45,080	1,875	4.34%	55,594	49,737	\$35,885.08	\$35,496.18	-\$388.90	-1.08%
June	27,032	25,729	-1,303	-4.82%	33,014	30,283	\$24,848.42	\$22,648.36	-\$2,200.06	-8.85%
July	20,434	21,955	1,521	7.44%	27,639	24,730	\$20,285.76	\$19,459.00	-\$826.76	-4.08%
August	23,794	23,901	107	0.45%	28,424	25,232	\$21,822.94	\$27,573.77	\$5,750.83	26.35%
September	41,435	37,719	-3,716	-8.97%	55,066	48,560	\$34,675.80	\$32,675.05	-\$2,000.75	-5.77%
October	40,734	45,072	4,338	10.65%	57,509	50,458	\$35,532.57	\$36,608.69	\$1,076.12	3.03%
November	42,023	42,115	92	0.22%	53,971	46,735	\$35,762.76	\$34,159.95	-\$1,602.81	-4.48%
December	36,820	35,551	-1,269	-3.45%	50,379	42,194	\$33,290.35	\$31,195.55	-\$2,094.80	-6.29%
Total	439,685	445,178	5,493	1.25%	587,558	512,387	\$385,688.25	\$382,645.42	-\$3,042.83	-0.79%

Ridership Analysis By Route
Year to Date 12/31
2018

Route	Tokens	MR Tickets	Sch Dist Tickets	Student Cash	E/D Cash	Adult Cash	Adult Passes	Student Passes	Youth		Hospital Psgrs	Revenue Psgrs	Transfers Recvd	Total Psgrs	Miles	Psgrs/Mile	Hours	Psgrs/Hour	Standeer	Wheel-chair	% of System TI Riders
									Freedom Pass	Eld/Dis Passes											
A	4,060	867	2,195	339	1,926	2,785	6,943	2,226	386	28,100	61	49,888	5,371	55,259	39,194	1.41	3,198.03	17.28	977	1,191	10.98%
B	5,143	582	3,320	662	1,378	3,464	9,450	4,500	463	18,751	44	47,757	6,239	53,996	47,180	1.14	3,242.21	16.65	2,064	901	10.73%
D	2,758	2,619	4,398	649	1,235	1,960	7,056	7,642	812	16,512	134	45,775	8,422	54,197	42,381	1.28	3,210.31	16.88	1,312	642	10.77%
G	4,632	934	2,966	623	2,207	3,464	7,425	6,164	507	23,554	13	52,489	6,509	58,998	41,748	1.41	3,233.39	18.25	2,078	395	11.72%
H	3,054	1,769	1,255	767	811	2,223	4,182	5,351	516	12,691	456	33,075	4,350	37,425	50,826	0.74	3,224.24	11.61	715	144	7.44%
I	3,991	1,016	1,964	284	981	2,528	6,025	1,458	226	13,114	978	32,565	6,240	38,805	47,652	0.81	3,339.50	11.62	742	419	7.71%
J	2,632	139	3,155	546	629	2,472	4,058	2,187	213	8,692	56	24,779	6,286	31,065	45,874	0.68	3,196.23	9.72	123	36	6.17%
Misc. Tripper	0	0	0	0	0	0	0	0	0	0	0	2,284	0	7,498	1,022		78.33	95.72	31	13	1.49%
N. Valley Workshop	0	0	0	0	0	0	0	0	0	0	0	16,240	0	16,240	6,604	2.46	534.99	30.36	287	362	3.23%
Non Revenue Psgrs	0	0	0	0	0	0	1	0	0	3	0	4	0	4	1,572	0.00	219.24	0.02	0	0	0.00%
Shopping Tripper	0	0	0	0	0	0	0	0	0	0	0	0	0	3,224	1,327	2.43	161.39	19.98	769	116	0.64%
School Trippers	1,469	4,628	69,099	3,255	471	957	2,602	51,932	123	5,644	142	140,322	6,326	146,648	76,164	1.93	8,713.48	16.83	506	157	29.13%
Total	27,739	12,554	88,352	7,125	9,638	19,853	47,742	81,460	3,246	127,061	1,884	445,178	49,743	503,359	401,544	1.25	32,351.34	15.56	9,604	4,376	

Ridership Distribution

Route	Elderly/Di			
	Students	sabled	Adult	Other
Route A	12.05%	60.19%	27.64%	0.12%
Route B	19.95%	42.15%	37.81%	0.09%
Route D	35.22%	38.77%	25.72%	0.29%
Route G	21.33%	49.08%	29.57%	0.02%
Route H	29.20%	40.82%	28.60%	1.38%
Route I	15.19%	43.28%	38.52%	3.00%
Route J	25.18%	37.62%	36.97%	0.23%
N. Valley Workshop	0.00%	100.00%	0.00%	0.00%
Shopping Tripper	0.00%	100.00%	0.00%	0.00%
School Trippers	0.00%	4.36%	3.58%	0.10%
Total All Routes	42.57%	30.71%	21.41%	4.07%



METRO RIDE PARATRANSIT OPERATIONS REPORT
For the Period Ending December 31, 2018



<u>Expenses</u>	100.00%		% of Budget	% of Total
	2018 State Budget	2018 Year to Date		
Wages and Benefits	164,473.59	133,043.51	80.89%	
Contractual Services	6,481.94	6,115.12	94.34%	
Supplies and Expense	13,983.44	13,250.40	94.76%	
Insurance	11,262.01	13,781.44	122.37%	
Total Paratransit Expense	196,200.98	166,190.47	84.70%	
Passenger Revenue	8,606.25	7,713.25	89.62%	
Net Expense	187,594.73	158,477.22	84.48%	

Trip Purpose

Medical		1,760		51.07%
Employment		347		10.07%
Nutrition		146		4.24%
Education/Training		4		0.12%
Social/Recreational		1,189		34.50%
Shopping/Personal Business		0		0.00%
Other		0		0.00%
Total Trips	4,590	3,446	75.08%	
Rides / Day	18	14.31	79.50%	

Mobility Status

Ambulatory		2,160		62.68%
Non-Ambulatory		1,286		37.32%
		3,446		

Trip Changes

No-Shows		21		0.58%
Cancellations		157		4.33%
Missed Trips		0		0.00%
Late Trips		0		0.00%

Miles and Hours of Operation

Total Service Miles	29,789.10	19,651.00	65.97%
Total Service Hours	3,213.00	2,058.33	64.06%
Miles/Trip	6.49	5.70	
Hours/Trip	0.70	0.60	

Performance Measures

On-Time Performance	100.00%
Cost / Trip	\$48.23

Comments

Metro Ride provided 3,646 paratransit rides in 2018, which was nearly identical to 2017 ridership, but about 25% below budget estimates. Overall program expenses were 85% of budget, largely due to savings on labor. Metro Ride has requested \$51,566 of the \$70,244 s85.21 funds budgeted.