

September NOTES

Minutes for the Meeting of the Dunn County Transit Commission
Held on Wednesday, September 9, 2020. Teleconference meeting.

1. **Call to Order:** Chairman, Randy Prochnow called the meeting to order at 8:00am.
2. **Call of the Roll:** Present: Randy Prochnow, Chairman. Members: Kelly McCullough, Brian Johnson, Chuck Maves, Darrin Witucki. Absent: Robin Sweeny, Joh Menz, Richard Johnson, and Jerry Hartund. Others in attendance were John Sworski, Highway Commissioner, Dave Bartlett.
3. **Approval of Minutes of the Wednesday, August 12, 2020 meeting:** Chuck Maves made a motion to approve the minutes. Brian Johnson seconded the motion. The motion approved by voice vote.
4. **Public Hearing: None**
5. **Public Comments: None**
6. **Items Placed at the request of the Chair: None**
7. **Staff Reports:**
 - A. **WisDOT, FTA:**
 - i. WisDOT reviewed and accepted the 2020 Q2 Report.
 - ii. Submitted 2019 Revenue /Expenses Report to WisDOT. WisDOT requested the CY2019 Transit System Revenue Expenditure Distribution Form; submittal will be following any Dunn County audit adjustments postings.
 - iii. Electric Vehicle progress:
 - a. Electric Vehicle Program meeting with WisDOT, Dunn County Transit and Xcel held on Thursday, 8/13. EV Program approval from Xcel to fund installation of charging station and increased power. FTA Altoona testing facility opening; DCT Ebus in line, will take 45-90days once admitted.
 - b. Met with WisDOT program consultant on EV program updates, who restated the need for fast charger. Spec sheets redistributed to program partners on appropriate chargers.
 - c. Follow-up with WisDOT and Xcel on project timeline coordination.
 - iv. Staffing RFP solicitation reviewed by WisDOT procurement manager. Additional changes made; Independent Cost Estimate, dateline, etc. Posted on Vendor Net September 1. Current contract ends December 2020.
 - v. WisDOT 5-year cycle FTA Compliance Site Reviews; DCT listed. Will be between August 2020 and June 2021.
 - B. **Agency Updates:**
 - i. Dunn County –
 - a. ADRC Dementia and Care Solutions Coalition, nine attendees' discussion on reaching population in need of services.
 - b. Public Works –
 - i. CBS Squared Inc. contacted for facility RFP development for charging station space/facility modification.
 - ii. Shelters are going up around town! Three installed, three to build, six to install.
 - ii. City of Menomonie-
 - a. Concrete pads invoice and in-kind labor tally received.
 - b. City Subsidy request submitted.
 - iv. UW Stout –
 - a. Shelter placement scheduled tentatively this week.

- b. Stout Transportation Committee meeting, August 12. Discussion: Fall route start-up, social distancing and ridership agreement. UW Stout follow-up with data from north campus class start/end time survey. Received updated agreement from UW Stout.
- c. UW Stout Route fall start today, September 8, 2020.

C. Bus Fleet:

- i. Wheel covers, bike racks, and destination signs installation to begin; new transit Operations Supervisor to assist DC Highway.

D. Staffing, Operations:

- i. Driver/Dispatcher quit, new hire part-time dispatcher trained quickly and on the job.
- ii. Drivers for hire; good response of new applicants. One returning driver and two new hires.
- iii. Operations Supervisor learning procedures for deposits, billing and route scheduling.
- iv. All routes are running again, following partial running since March.
- v. Masking, social distancing signs are on-board.

E. Capital Projects:

- i. Shelter installation moving forward.
- ii. Ebus facility upgrades, CBS2. Expansion on garage to be determined.

G. Miscellaneous:

- i. Marketing:
 - a. Facebook/Instagram – Fall routes notices in place.
 - b. Beginning logo work with marketing agency
- ii. Training - Webinars: Calstart's Clean Commercial Transportation Update, Autonomous Vehicles and Getting Zero-Emission Vans and Trucks on the Road – the North America Edition.
- iii. Review of proposed motion for policy on bus masking. Discussion of letter by DC Public Health Director and DC Sherriff. Darrin Witucki commented on potential Dunn County Board backing a policy for masking for Transit Operations. Kelly McCullough stated procedure to continue discussion be placed on next agenda. Dave Bartlett stated in favor of following recommendations of Public Health director, the Menomonie Police and Dunn County Sheriff. Chair Bartlett also stated he was not in favor of enforcement other than the police or sheriff departments.

8. Consideration For Actions To Be Taken By The Commission: None

9. Consideration of Reports, Resolutions and Ordinances to be Recommended to the County Board: None

Adjournment: There being no further business by Chairman, Randy Prochnow declared the meeting adjourned.

Respectfully submitted,
Dolores Catlin, Transit Commission Manager