

August Minutes

Minutes for the Meeting of the Dunn County Transit Commission
Held on Wednesday, August 12, 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, Robin Sweeny, Darrin Witucki and Toni Oas. Absent: Joh Menz, Richard Johnson, and Jerry Hartund. Others in attendance were John Sworski, Highway Commissioner, Dave Bartlett, County Board Chair, Paul Miller, County Manager and Keith Strey, County Chief Financial Officer.
3. **Approval of Minutes of the Wednesday, July 8, 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. Completion of Vehicle Disposal with WisDOT July 24, received \$6,800.
 - ii. 2020 Capital Award signed and received July 8, amount \$200,000 for Solar Panel System, Solar Array, \$160,000 Fed/\$40,000 Local.
 - iii. WisDOT 5311 and 85.21 Q2 submitted.
 - iv. WisDOT requested the CY2019 Transit System Revenue Expenditure Distribution Form, completed following the DC Audit posting in late August.
 - v. WisDOT Staffing Procurement, RFP begun. Current contract ends December 2020. Contracted with consultant to write RFP.
 - vi. Electric Vehicle program meeting with WisDOT, Dunn County Transit and Xcel held on Thursday, 8/13. EV Program approval from Xcel to fund charging station and increase power installation. Altoona testing facility opening, DCT Ebus in line, will take 45-90days once admitted.
 - vii. WI Governor Evers mask order begun August 1. Order applies to public transit, WisDOT concurs.
 - viii. 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. County Board- 2021Budget, and 2019 Audit.
 - b. Finance- 2019 DCT provided Clifton Larson Allen with audit documentation.
 - c. Public Works –CBS Squared Inc. contacted for facility RFP development for charging station space/facility modification. Shelters are going up around town!
 - ii. Dunn County Economic Development –
 - a. Submitted Q2 2020 quarterly July 27, Wisconsin WFD pleased to hear about shelter installations.
 - b. Stacey Wigfield, interim DCEDC interim director meeting August 6. Discussion included reference to everything on hold in business community, UW Stout business activity and Covid concerns. Daycare/K-12 schools and employees working from home continues. Workers returning

- to work potential following stop of extra unemployment benefits. GMEDC and EDC in discussion over community economic development direction.
- c. Senior Center update with director, September board will discuss reopening, perhaps October 1 partial opening.
- iii. City of Menomonie- Concrete pads installed. Costs of concrete and in-kind labor TBD.
 - iv. UW Stout –
 - a. Concrete ready on campus, July 31.
 - b. Stout transportation committee meeting, 3 pm August 12.
- C. Bus Fleet:**
- i. DOT annual inspections are be done now.
 - ii. Bike racks and destination signs install by DCHWY to begin, new transit Operations Supervisor to assist.
- D. Staffing, Operations:**
- i. New hires and staffing contract seeking additional skills in staff, redefining positions. Assigned staffing agency (PIE) recruitment of four Dispatcher/Office Assistant for interview. New hire started August 10, part-time and training to prepare for temporary drivers/dispatcher return to driving.
 - ii. Transit Manager continues to perform Operation Supervisor duties, i.e. accounts receivables and payables
 - iii. New Operations Supervisor starts training July 20. Training includes quarterly work, SAP, deposit, billing and route scheduling.
- 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 – current route, facemask required.
 - b. Beginning logo work with marketing agency
 - ii. Training - Webinars: Calstart’s Clean Commercial Transportation Update, COVID-19 Market Opportunities & Challenges for Transit and Mobility, HTUF: Vehicle Electrification - Lessons from commercial industry and military, Road to Recovery Webinar: Opportunities to Consider in Paratransit operations.
- 8. Consideration For Actions To Be Taken By The Commission:**
- A. Review and Recommendation of the 2021 Legislative Agenda. Commission determined to move forward to the Executive Committee as presented. Motion by Chuck Maves, seconded by Brian Johnson.
 - B. Review and Recommendation of Transit Division FY2021 Budget. Commission determined to move forward to the Highway Committee as presented. Motion by Darrin Witucki, seconded by Chuck Maves.
- 9. Consideration of Reports, Resolutions and Ordinances to be Recommended to the County Board: Adjournment:** There being no further business by Chairman, Randy Prochnow declared the meeting adjourned.

Respectfully submitted,
Dolores Catlin, Transit Commission Manager