

**BAYFIELD COUNTY DEPARTMENT OF HUMAN SERVICES  
TRANSPORTATION COORDINATING COMMITTEE  
MICROSOFT TEAMS MEETING**

**4/25/2023**

**3:00 – 4:00 PM**

DRAFT: Subject to change at the NEXT TCC meeting

**Committee Members Present:** Carla Becker, Mary Dougherty, Jeremy Oswald, Perri Campbell, Carrie Linder

**Committee Members Excused:**

**Committee Member Absent:** Jeff Benton

**Staff Present:** Jenise Swartley, Mark Ables-Allison, Elizabeth Skulan,

**Other Present:** Lori Jacobson and Eric Anderson from WI DOT, Shari Nutt and Pat Daoust with BART, Elizabeth Skulan, Mark Abeles-Allison

**Call to Order and Introductions**

Mary Dougherty called the meeting to order at 3:05 PM and introductions were made.

**Agenda item** (List each individually and provide brief overview)

**1. Discussion and Possible Action – Review and approval of the November 29, 2022 meeting minutes**

*Motion by Jeremy, second by Carla, motion carried.*

**2. S85.21 Trust Fund Presentation: Lori Jacobson and Eric Anderson-Specialized Transit Section, WI DOT**

The trust consists of unspent allocations from the previous year. It is not supposed to exceed \$80,000. With COVID, many trust funds went over that, and we should aim to reduce that to below 80k. Bayfield County has a balance of 137k and change. Purchases must be capital purchases or capital-like. The county includes a plan of intentions to spend the trust fund along with the annual 85.21 application. It is possible to submit requests throughout the year when unexpected projects/costs arise. Allowable expenditures include purchasing vehicles for the county or for a nonprofit/nursing home, vehicle repairs, rickshaw bikes, kayaks/kayak launches, all-terrain wheelchairs, transit software, office furniture/equipment, buildings to store vehicles for transportation, marketing for transportation services. Prorating expenditures may need to occur based on the population served and time allocation. Bayfield County can always contact WIDOT if more ideas or questions regarding expending the fund.

Bayfield County has used this trust fund to provide the local match for the electric charging station, and we're waiting to incur the cost of an electric bus that we haven't received or paid yet due to supply chain issues. The local share will cost \$31,000.

If we use trust funds for marketing public transportation, and we know that 20% of riders are elderly/disabled, we could use the trust to cover 20% of those marketing costs—it is prorated.

Meal delivery and ongoing transportation expenditures are not eligible as trust fund expenditures.

If a vehicle is going to be used for multiple purposes (some purposes not serving people who are elderly/disabled), could funds cover a portion of that vehicle? She's unsure about this, but it is tricky, and they probably won't approve it. You can use a vehicle purchased with these funds to transport people who aren't elderly/disabled as long as you're not denying a service to someone who is elderly/disabled.

### **3. Review 2022 s85.21 Financial Report**

Purchased services include what is paid out to BART, Namekagon Transit, Red Cliff Elderly & Disabled Transportation, etc. Provided services includes staff time and other administrative costs related to providing transportation services. Revenue is from co-payments from the volunteer driver program. Admin is administration costs.

### **4. Review of 2023 s85.21 funded projects**

The total 85.21 budget for 2023 is \$121,779. This is a result of the local share of \$31,000 for the electric bus expenditure from the trust fund. Aside from that, mostly the costs are the same as last year.

TAP relies on 6-7 drivers to service the whole county. Do we think TAP will be viable for the next three to five years? Carrie believes that the volunteer driver program is a part of the bigger transportation service system. Recruitment is difficult as staff do not have the capacity to seek out more volunteer drivers. Can we use the trust fund to hire a limited-term employee to do outreach to find more drivers for TAP? Eric Anderson will ask.

BART is working on setting up their software to be able to track which fares are coming from which programs to break down revenue per program.

### **5. Review and comment-County Comprehensive Plan-Transportation Section**

Mary will send the committee the action items from this plan. There will be many chances to comment on this plan as it continues to be developed.

### **6. 2023 work plan**

This is the last year of funding for Door2Door. Is it meeting the needs of our residents? How can we improve it? How can we continue to fund it?

Carrie shared a list of what other counties are doing to provide transportation for seniors and people with disabilities.

Pat will bring metrics and data about Door2Door to our next meeting, and we will review the impact of that program. Door2Door provided 259 rides over the first quarter of this year—increasing throughout March. Sometimes the driver has nothing to do, and sometimes they don't see the driver all day.

Mary shared that transportation is an upstream solution. It is expensive, but how much more expensive is it to address the negative impacts from people not having access to transportation? Carrie agrees that we cannot solely rely on volunteers to provide transportation to seniors and people with disabilities. A variety of options need to be available throughout the county.

### **Future Meeting Date**

Next meeting: **Tuesday, June 20th at 2 PM**

### **Adjournment**

*Motion by Jeremy, second by Carrie to adjourn at 4:14, motion carried.*

Minutes respectfully submitted by Jenise Swartley on 4/25/2023.