

REAGAN MASS TRANSIT DISTRICT

AGENDA

Meeting of RMTD Governing Board
January 9, 2025 / 4:30 PM
210 E Progress Drive, Dixon, IL

Roll Call @ 4:31 PM Ermir Ramadani, Board Chair
 Greg Sparrow, Vice-Chair – via phone
 Aaqil Khan, Treasurer
 Vacant, Board Member
 Jeremy Englund, Board Member

Greg Gates, Executive Director, RMTD
 Kendra Hull, Secretary

Larry Callant retired and resigned from the Board tonight. Thank you, Larry, for supporting RMTD!

Guests - Steve Davis, Kristy Jones,

ACTION: Approval of December 12, 2024, Minutes – Discussion: None
Motion: Aaqil Khan
Second Motion: Jeremy Englund
Opposed: 0

Public Comment – No comments.

Executive Director – Monthly Report

	October, 2024	November, 2024	December, 2024	FY 25 Trend
Rides	8,714	7,172	7,933	95,100
Service Hours	2,755	2,252	2,547	31,076
Miles of Service	75,482	63,387	70,409	759,388
Fuel Cost	\$19,632.67	\$18,460.22	\$16,907.88	\$268,852.32

Service Contract Discussions – Initial discussions on potential service contracts have been had with Rochelle Community Hospital, as well as OSF (formerly KSB Hospital). Both of these are in the very preliminary stages, with good content from the initial meetings. A meeting is also being sought with Mercy Health, which opened an emergency clinic in the City of Dixon late 2024.

Auditing Services – RMTD and Wipfli, LLC have completed the annual Single Transportation Audit, as a requirement of RMTD’s contract with IDOT. The audit reviewed all transit funding sources for the period of July 1, 2023 – June 30, 2024. Downstate Operating Assistance Program, 5311 / 5311F for local and intercity Bus operations and CARES (Covid) funding.

IT Services – RMTD held its initial meeting with Sundog IT, the selected IT vendor out of DeKalb / Sycamore. The initial transition from DC Computers to Sundog IT is scheduled for January 27, 2025. The agreement with Sundog is a three-year contract with two (2) additional one-year options.

Pending Request for Bids / Intercity Bus – An upcoming bid opportunity to operate Intercity Bus services on I-88 and I-39 will be forthcoming in the next six (6) months, with the selected operator beginning on July 1, 2025.

Request for Bids / Replacement Vehicles – RMTD has an initial draft of a Request for Proposals for two (2) possibly three (3)) Ford Transit type vehicles, and which has been shared with IDOT for their initial review. As of the date of this response there has been no additional feedback from IDOT on the RFP. This RFP will allow for the use of REBUILD 1 funding.

Operational and Capital Related Developments

Capital Funding / Community Project Funding / Representative Darin LaHood – Funding includes construction of additional administrative space at Dixon Transit Center.

Capital Funding / REBUILD Round 1 – Funding provides for construction of new Oregon location. Furnishings and equipment for Oregon facility. Implementation of video surveillance cameras in 17 of RMTD's buses and minivans (completed). Three (3) new buses (Ford transit type vehicles).

Capital Funding / REBUILD Round 2 – RMTD Proposal will allow for the following: Two electric vehicles for use in the RMTD system. Three (3) new offices at Reagan Transit Center and secured file room / storage room. Develop new Conference Room between Reagan Transit Center and Mechanical Bay. Geothermal and Solar technologies will be incorporated into complex.

Capital Funding / REBUILD Round 3 – RMTD will receive \$62,500 for the purchase of two (2) service vehicles.

Assistant Director of Operations – Ridership Report – As of today, we are running every vehicle we own. We currently have three vehicles that are not passed their usable life, in our entire fleet.

Steve distributed his Ridership Year End report for the rolling 12 months for three years. 7,200 more rides than last year. Plan to increase rides by 5 to 10% a month for this upcoming year. If OSF and Rochelle contracts go into play, we could hire one to two more drivers. Non-revenue miles versus miles shows efficiency. 19% to 11% in two years. The Dispatchers are doing great work! Holding Pen numbers have really been pushed. We have gone from 80 (2022) to 180 (2024). Current holding pen number is 120 due to two drivers out until further notice.

Manager of Finance – Financial Report – Provided Current Month and YTD Financial Statements July through December. December is not complete. Still waiting for financials from one of our Providers. December will be fully covered. Will be using the \$16,000 of CARES. Kristy removed the 5311F operating due to some confusion. It doesn't have anything to do with our day-to-day operations. We do not lose or make money off of it.

Ermir asked to have the Financial Statements resent once the December numbers have been added.

Suggestion was made to piece insurance out, for example have the buildings insured through one source and have the vehicles through another. Insurance is such a big expense for RMTD, \$165,000 / year bare minimum. The Deck Sheet will be sent out to the Board Members to review, along with a current list of vehicles.

Manager of Human Resources – Staffing Report – Jeff Langley accepted the PT Dispatcher position today. He will begin employment on Friday, January 24th.

Food Baskets 2024 – Distributed 60 boxes of food. 34 Single, 13 Small, 12 Medium and 1 Large. This was for 96 adults and 50 children.

Holiday Party is this Saturday at 5 PM at Timber Creek Golf Course. Hope everyone can join us.

Old Business

Rural Winnebago County Transit Services – Working on Intergovernmental Agreement with Winnebago County to provide rural transit. Separate agreement being finalized for the contractual hiring of a person to be the PCOM (oversight) of the rural transit services being provided. The contractual budget proposed by IDOT for this new rural service is as follows: 5311 Contract: \$207,864 and DOAP Contract: \$798,728.

Hydrogen Project / State Planning and Research Grant – The Request for Proposals for a Project Lead Consultant for the Hydrogen Fuel Feasibility Study was published on Friday, January 3, 2025.

Respondents need to have their proposals back in to RMTD by no later than 1 PM on Friday, February 7, 2025. IDOT State Planning and Research Program is finalizing the execution of its agreement with RMTD, which has been awarded \$300,000 to assess the feasibility of using hydrogen fuel cell vehicles and hydrogen fuel in rural Illinois.

Feasibility Studies for Dixon and Rochelle – The two Feasibility Studies are now officially completed. The Dixon study wrapped up at the end of November, while the Rochelle study completed its work at the end of December. The remaining elements for the RLS Associates are to provide December expenses to RMTD for requisition. RMTD and RLS and Associates held an initial meeting with IDOT leadership about potential funding (operational and capital) for the initiation of the fixed routes in Dixon and Rochelle. RLS staff presented to the Ogle County Board during its December 17, 2024, meeting.

Transit Desert / State Planning and Research Grant – The initial meeting of the Technical Advisory Committee was held Wednesday, January 8, 2025, with representatives from Lee and Ogle Counties attending the meeting in the 3rd Floor Board Room of the Old Lee County Court House. The next meeting of the Technical Advisory Committee will likely be in March. Next steps in the process, spearheaded by the NIU Center for Governmental Studies (NIU/CGS), will include interviews with key stakeholders. NIU-CGS is also starting the review of existing data for transit deserts in the two-county region. A Public Survey is being developed by NIU/CGS with distribution in the near future. A series of Focus Groups will be established by NIU/CGS for the coming months. This project will look at the general “transportation needs” of residents in Lee and Ogle Counties, specifically those areas of the counties more remote in nature.

Oregon Office Construction – Pre-bid Concurrence paperwork has been submitted to IDOT for its review. Once concurred will allow for going out for the hiring of a General Contractor. Larson and Darby, architectural firm out of Rockford, is the architect / engineering firm hired for the Oregon Construction project. This project is part of RMTD application under REBUILD 1.

New Business

Holiday Giving Campaign - Slow start. Received an indication CHS would like to give a donation. Campaign will run until the end of this month. Went out on social media and mail. If anyone knows someone they would like to reach out to for donations, please advise us. We can also reach out to them electronically.

FY 2026 Contract Development / Opens January 27, 2025 – RMTD will learn this week their funding allocations for FY 2026. Contractual amounts for State Fiscal Year 2026 are expected to be as follows: 5311 Contract: \$283,450 (no change); DOAP Contract: \$2,053,708 (an additional 10%); 5311F Contract (I-88 and I-39): \$2,029,606 (no change).

CVP Vehicle Procurement / March 2025 – RMTD will be receiving six (6) vehicles (2 minivans, 4 light duty buses) via IDOT’s 2022 CVP Application. Delivery should be in the spring of 2025. RMTD collaboration with IDOT on a federal proposal to the Low/No Emission Grants. RMTD will procure two (2) electric buses via this proposal.

Expansion at 210 E Progress Drive – No updates. We have to have a follow up discussion with IDOT.

Other Business

Future Board Retreat – Will table this for now.

Future Meeting Dates – Discussion was held about possibly changing the dates to the following week (even if not on a Thursday) so they can get a complete previous month’s finances at the meeting.

Closed Session

Personnel – Did not meet.

Motion to Adjourn: Jeremy England

Second Motion: Greg Sparrow

Opposed: 0

Time: 5:56 PM

Next Meeting: February 13, 2025 @ 4:30 PM (RMTD)