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Meeting Minutes

Meeting of RMTD Governing Board

January 23, 2024, | 4:30 PM

210 E Progress Drive, Dixon, IL

Roll Call @ 4:34 PM Ermir Ramadani, Board Chair

Greg Sparrow, Vice-Chair (Call in)

Aaqil Khan, Treasurer

Larry Callant, Board Member

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney (Absent)

Matt Cole, Attorney (Absent)

Kendra Hull, Secretary

Guests - Marcus Cox, Assistant Director of Operations

Steve Davis, Assistant Director of Business Development

2) ACTION: Approval of Minutes - Discussion: No proposed changes

Motion: Larry Callant

Second Motion: - Aaqil Khan

Opposed: 0

3) Public Comment – No comments.

4) Executive Director Report – See report attached.

Greg went over the report. Highlighting several “old business” and “new business” items.

1. **ROLLING 3-MONTH RIDE DATA FOR SFY 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **October, 2023** | **November, 2023** | **December, 2023** | **Total for Period** |
| **RIDES** | 8,713 | 8,061 | 6,592 | 23,366 |
| **SERVICE HOURS** | 2,704 | 2,787 | 2,114 | 7,605 |
| **MILES OF SERVICE** | 72,976 | 69,291 | 54,154 | 196,421 |
| **FUEL COST** | $19,112.29 | $17,960.25 | $15,321.67 | $52,394 |

After an initial review of the three-month rolling data, Greg called on Marcus for additional detail on the ride related data.

Marcus – December numbers are historically lower due to the holidays and some of our providers closed for the last week of December.

Marcus distributed a data handout. The top is the 2022 Ridership. The orange header is the 2023 numbers. When you compare the two years there is a 10% system increase. We believe the increase in numbers is due to the improvement in scheduling. We are currently 300 rides up this year, even with six (6) snow days for schools. The numbers are staying on track. LOTS has only closed one day, due to severe weather. LOTS called every passenger and let them know the system was going to close and that their rides were cancelled.

To accommodate the projected growth, what are our expenses? Marcus ballparked approximately a 5% increase in operation expenses. Marcus will try to gather the data and bring it to the March Board Meeting. (Personnel expenses).

Rural transit is rebounding quicker than urban transit.

5) Old Business

* 1. Update: Definitive Agreement on Asset Transfer
     1. The Definitive Agreement, which outlines the transition of assets to RMTD, has been returned from IDOT and is currently under review by the Lee County State’s Attorney’s Office and the legal team representing RMTD for final changes.
        + The Definitive Agreement will be presented to the Lee County Board and Ogle County Board for their consideration.
        + County paid $37,000 of the $45,000 for the Tractor. If Lee County reimburses LOTS for the amount they paid, LOTS would put those funds toward the purchase of a plow blade for the truck it will be receiving.
  2. Financial Policies and Procedures
     1. Audit and Obligations for CPA - LOTS went out with a Request for Proposal for audit services, but didn’t receive any responses. LOTS will individually each organization the RFP was sent to and ask why they didn’t respond. The RFP would be updated and rebroadcast.
     2. IT Services – Four (4) qualified and eligible responses were received. One of which LOTS currently use. LOTS has completed the process and now in the pre-award process.
  3. Hydrogen Pilot Project
     1. In partnership with the University of Illinois (Urbana/Champaign), LOTS has submitted a feasibility study proposal to the Illinois Center for Transportation to assess the potential use of hydrogen (and its local production) in public transportation vehicles.
        + This 18-month proposal is requesting $360,000 to consider the use (and production) of hydrogen in rural public transportation vehicles.
  4. Feasibility Studies for Dixon and Rochelle
     1. LOTS has started work with RLS and Associates as the successful vendor for work on feasibility studies to be completed in Rochelle and Dixon.
        + An initial meeting was held last week with RLS.
        + They will be in town (the area) the week of February 12th to meet and talk with stakeholders.
        + The feasibility studies will examine the potential of creating fixed transportation routes for the cities of Dixon and Rochelle. The studies will run concurrently with one another. Anticipated time frame for completing these studies is anticipated at up to 9 months.
        + The studies will include a variety of tools (key stakeholder interviews, surveys and a technical assistance committee) to gather critical data on the question of whether it is feasible to create and run regular fixed routes in the two (2) municipalities.
  5. State Planning and Research Grant / Transportation Desert
     1. In September, LOTS/Lee County received word from IDOT/State Planning and Research of funding it has been awarded $243,594 to complete a two-year study on transportation needs of residents of Lee and Ogle Counties.
* LOTS will partner with Northern Illinois University’s Center on Governmental Studies to complete this study. The 2-year study will look solely at transportation needs.
  1. Rural Winnebago County Transit Services
     1. The Winnebago County Board is continuing to work toward the launch of rural public transportation services on July 1, 2024.
* The next step in the process is to complete an Intergovernmental Agreement (IGA) with Winnebago County for the provision of transportation services.
* The formal request from Winnebago County for three (3) vehicles to be used in that county will be made in the coming weeks.
* Marcus is working on a service plan for that county. Kristy is working on a budget. On Monday, the contract forms will come out for FY25.
* County does not have a problem with Greg serving as the PCOM. IDOT is fine with this also. Will meet with all parties to make sure everyone is okay with this.
  1. Architectural/Engineering Firm / Addition to Dixon Facility
     1. An architectural and engineering firm – Willett Hoffman – was selected for the addition project on to the Reagan Transit Center.
     2. Project includes development of new offices at Reagan Transit Center and secured file room/storage room. Geothermal and Solar technologies will be incorporated into the complex.
     3. This project is part of LOTS application under REBUILD Round 2
  2. Budget/Contracts for FY 2024 (July 1, 2023 – June 30, 2024)
     + 1. Executed contracts for State Fiscal Year 2024 are as follows:
       2. Contractual amounts for FY 2024 are as follows:
          1. 5311 Contract: $282,700 \*
          2. 5311F Contract (I-88): $1,100,000 \*
          3. 5311F Contract (I-39): $929,606 \*
          4. DOAP Contract: $1,555,840

\*These are being combined into a single contract by IDOT

* 1. Vehicle Procurement
     + 1. LOTS collaboration with IDOT on a federal proposal to the Low/No Emission Grants. LOTS will procure two (2) electric buses via this proposal.
       2. LOTS has submitted the order for two (2) electric vehicles to the Michigan Department of Transportation. IDOT promoted this relationship, as it does not currently have electric vehicles on its state vehicle contract, although they will likely add EVs in the near future. Two within a year.
       3. LOTS will also likely be the recipient of several “standard” fuel vehicles via a second federal grant – Buses and Bus Facilities – that IDOT wrote and were awarded funding for.

1. New Business

Greg was asked to fill a vacancy on the Illinois Public Transportation Association (IPTA) Board. He will be appointed in April and feels this will benefit LOTS / RMTD.

1. Other Business
   1. Operational and Capital Related Developments
   2. Capital Funding / REBUILD Round 1
      * Application includes Construction of new Oregon location.
      * Furnishings and equipment for Oregon facility
      * Implementation of video surveillance cameras into 17 of LOTS’ buses and minivans (completed)
      * Three (3) new buses (Ford transit type vehicles)
   3. Capital Funding / REBUILD Round 2
      * Notice of State Award being processed by IDOT.
      * LOTS Proposal will allow for the following:
      * Two electric vehicles for use in the LOTS 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 the complex.
   4. Capital REBUILD Round 3

* IDOT announced that Lee County/LOTS will receive $62,500 for the purchase of 2 service vehicles.
* The original proposal included the following:
  + - * 1. Add 72-feet onto the existing bus barn at Reagan Transit Center,
        2. This will provide an additional twelve (12) slots for buses.
        3. Add another bay onto the existing mechanical building.
        4. Purchase service vehicles including one for maintenance.
  1. LOTS is partnering with LCCOA to do Business After Business on February 8, 2024. The Board was asked to push back the Board Meeting to 4 p.m. on the 8th to accommodate this event.

1. Executive Session – 5 ILCS 120/2(c)(1) – No executive session.

9) Adjournment @ 5:11 PM- Motion: Ermir Ramadani

Second Motion: - Aaqil Khan

Opposed: 0

Next Meeting – February 8, 2024 / 4:00 PM ***(Please note change in time)***