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AGENDA

Meeting of RMTD Governing Board

October 10, 2024 / 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** @ 4:30 PM Ermir Ramadani, Board Chair

Greg Sparrow, Vice-Chair

Aaqil Khan, Treasurer - virtual

Larry Callant, Board Member

Jeremy Englund, Board Member

Greg Gates, Executive Director, RMTD

Kendra Hull, Secretary

**Guests** - Kristy Jones (sat in for Kendra Hull), Steve Davis,

**ACTION: Approval of August 15, 2024, Minutes** - Discussion:

Motion: Greg Sparrow

Second Motion: Larry Callant

Opposed: 0

**ACTION: Approval of September 12, 2024, Minutes** - Discussion:

Motion: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Public Comment** – No comments.

**Presentation: Christy Campoll, RLS & Associates**

Christy Campoll of RLS & Associates provided overviews of the results from the Dixon Feasibility Study on the development of a fixed route(s) and the similar feasibility study for the City of Rochelle. The 20-minute presentation provided the proposed fixed routes for both communities, along with estimated costs for the operation of the routes and the capital purchase of vehicles to use on both. Christy answered questions related to the feasibility studies.

**Executive Director** – Monthly Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **July, 2024** | **August, 2024** | **September, 2024** | **FY 25 Trend** | **FY 24, Actual** |
| **Rides** | 7,441 | 7,764 | 7,433 | 90,620 | 93,342 |
| **Service Hours** | 2,154 | 2,335 | 3,271 | 31,076 | 28,422 |
| **Miles of Service** | 57,930 | 65,924 | 67,403 | 759,388 | 773,681 |
| **Fuel Cost** | $19,273.32 | $25,535.40 | $19,289.85 | $268,852.32 | $244,756.75 |

**Reagan Mass Transit District Open House** – On Wednesday, October 16th from 3 PM to 6 PM, Reagan MTD will be hosting an Open House at its facility at 210 E. Progress Drive, Dixon. Public is welcome.

**Rural Winnebago County Transit Services**

* + 1. Working on Intergovernmental Agreement with Winnebago County to provide rural transit.
    2. Separate agreement being finalized for the contractual hiring of a person to be the PCOM (oversight) of the rural transit services being provided.
    3. The contractual budget proposed by IDOT for this new rural service is as follows:

5311 Contract: $207,864

DOAP Contract: $798,728

**Hydrogen Fuel Feasibility Study**

RMTD has been awarded funding from the State Planning and Research Program of IDOT for a total of $300,000 to assess the feasibility of using hydrogen fuel cell vehicles and hydrogen fuel in rural Illinois. RMTD has submitted the required paperwork for developing the executed contract with SPR / IDOT. Hope to have an executed contract by November. Once a contract has been executed, RMTD will broadcast a Request for Proposals for a Project.

**Transit Desert Grant / IDOT State Planning and Research**

Finalizing agreement with chosen entity (NIU) to lead the Transit Desert study, which is tentatively scheduled to get underway in November 2024. A two (2) year contract with the State Planning and Research Program of IDOT is for two (2) years for a contractual amount of $243,594. 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.

**Architectural/Engineering Firm / Oregon facility construction**

* + 1. Pre-bid Concurrence paperwork will be submitted to Illinois Department of Transportation, which once concurred will allow for going out for the hiring of a General Contractor.
    2. Larson and Darby, architectural firm out of Rockford, is the architect/engineering firm hired for the Oregon Construction project.
    3. This project is part of RMTD application under REBUILD 1

**Pre-Award Concurrence Proposals for IT and Auditing Services** have been submitted to IDOT which is processing both requests. Hope to have a final answer from IDOT yet this week, so we can move forward with the hiring of the successful vendors for IT and Auditing.

**Assistant Director of Operations** – Ridership Report

Continue to exceed last year’s numbers. This week may be the top week by the time we are finished. Looking at other funding sources and efficiencies to avoid having to turn down rides. Working on lessening no-shows and cancellations.

**Manager of Finance** – Financial Reports

Financials for July and August are presented in accrual method. July is not completely accurate as it was our transition month from cash basis to accrual. August is more in line with how our financials should look moving forward. Balance sheet does not reflect assets; Kristy and Greg will consult with the chosen accounting firm to determine how best to record those items.

**Manager of Human Resources** – Staffing Report

Business Development Manager (new position) – Process of identifying the Business Development Manager is evolving. No one has been hired as of the Board Meeting. Might have this position filled by the Board Retreat on Friday, October 18th.

Driver position – Bob Force started on October 9th.

**Community Events** – Since our last Board meeting, we have participated in:

* + Hairy Cow Farmer’s Market in Byron on 9/14/24
  + River’s Edge Farmer’s Market in Oregon on 9/19/24
  + Senior Showcase in Sterling – 10/1/24
  + Harvest Parade in Oregon on 10/6/24!

Scheduled to participate in the following:

* Health and Wellness Fair at Rock River Center on 10/11/24
* Scarecrow Festival in Dixon on 10/19/24
* Trunk or Treat in Dixon on 10/26/24, which is the last scheduled event until next Summer.

**New Business**

**Action Item: RMTD Procurement Policy (see revised policy attached)** previously the Board (and Lee County Board) have approved the initial draft of a procurement policy, which unfortunately was still under the LOTS operation. The Executive Director has updated the policy and have requested that the revised document be approved by the Board following their review.

**Motion:** Greg Sparrow

**Second Motion:** Larry Callant

**Opposed**: 0

**Board Retreat Agenda – October 18, 2024 –** will send out agenda. Congressman Darin LaHood (IL-016) will stop in for about 15 minutes.

**Holiday Bonus –** not an action item. Would like to be able to give a bonus that is a bit larger than last year.

**Other Business**

None

**Closed Session, if necessary**

Personnel – Did not meet.

**Adjourned by motion by Greg Sparrow, seconded by Jeremy Englund at 5:42 p.m.**

**Board Retreat: October 18, 2024 @ 2:00 PM to 5:00 PM (Dixon Park District)**

**Next Meeting: November 14, 2024 @ 4:30 PM (RMTD)**