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Meeting Minutes

Meeting of RMTD Governing Board

October 26, 2023, | 4:30 PM

210 E Progress Drive, Dixon, IL

1) Roll Call @ 4:28 PM Jeremy Englund, Chair

Greg Sparrow, Vice-Chair

Aaqil Khan, Treasurer – not in attendance

Ermir Ramadani, Board Member

Larry Callant, Board Member – not in attendance

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney – not in attendance  
Kendra Hull, Secretary

Guests - Marcus Cox, Assistant Director of Operations

Scott Brinkmeier, Lee County

2) ACTION: Approval of Minutes - Discussion:

Motion: Greg Sparrow

Second Motion: - Ermir Ramadani

Opposed: 0

3) Public Comment - Scott Brinkmeier made a public comment regarding his recent change in employment status.

4) Executive Director Report – See report attached.

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

Ridership Update  
32% increase since last July in rides. It could be a result in post COVID, more inclined to use the vehicles, school associated trips, largest ridership day yesterday, October 25, 2023. A lot of these come from schools which help to bring up our daily rides. Families are covering the cost of the rides.

5) Old Business

* 1. Update: Definitive Agreement on Asset Transfer
     + Hoping we will get word from IDOT Chief Counsel this week, which would allow for a lot of pieces to start rolling.
     + We are hoping to bring this to the county boards next month.
  2. Financial Policies and Procedures
     1. Banking Services – went through the process and waiting on IDOT. Once we receive concurrence we can move forward. This will be discussed with the Board at next month’s meeting. Steve Davis will provide this update.
     2. Audit and Obligations for CPA – we are going to distribute a request for clarifications and put out a notice for bids. This will be brought to both IDOT and the RMTD Board.

Are there certain requirements that the auditor will need? The auditor needs to be reasonable, well-versed and working experience with government and/or transportation.

* + - * The Board would like to receive communication as to why decisions are being made and the basis for the choice of the successful vendors.
  1. Hydrogen Pilot Project

Nothing new. Still waiting word in regard to funding. There is a 10 a.m. webinar tomorrow to have a basic conversation about a potential partnership in the future.

* 1. Feasibility Studies for Dixon and Rochelle

Been awarded and waiting on preaward concurrence from IDOT for the next step. Summer of

2024 to complete the two studies.

RLS and Associates has been chosen based on the review basis and after the concurrence with

IDOT. Six-to-nine-month window to complete the feasibility study.

6) New Business

a. State Planning and Research Grant Award / Transportation Desert

Looking at transportation in general, not just public transportation. What are the

transportation needs that are not being met in the Lee and Ogle area. We will be

engaging NIU who will be involved in this. Greg does not anticipate a long period of

time. We could have three feasibility studies going on at the same time.

b. Rural Winnebago County Services

This has slowed down until we get the definitive agreement approved. Greatest

concern is to get as much communication as possible to people in Winnebago county in

regards to this service. This is what we will be offering as of July 1st.

c. Amendments to Procurement Policy and Procedures

Distributed. Given the time frame we can push this off to a subsequent meeting. This

has been approved by Lee County with suggestions recommended by IDOT. This

updated policy will be shared with them so we can cross this off.

It is the desire of the board to have more of a robust conversation when all the board

members are present. The Procurement Policy and Procedures will need to be sent to all the board members along with the minutes prior to the next meeting.

For the most part we have used the Lee County Procurement as a guide.

7) Other Business

Financials – Greg went over the attached reports. The financial statement is through the end of

September 2023.

On the revenue side there is a Greyhound Route. We will be a bit more definitive on how we

report that. We did receive some income from the providers. We have received over $1.0 million in the last two weeks from the Illinois Comptroller’s Office, with an additional five (5) payments pending.

May and June have not been paid out from IDOT, as of yet. Greg and Kristy are keeping an eye

on this. There are four or five pending payments. We could ask for advance payment. Does LOTS have a day’s cash? It would involve a conversation with Lee County Treasurer’s Office.

We are doing prep work for the audits coming up. It is due 180 days after the close of the fiscal

year. The county is also wanting to do their county audit before the end of the year.

8) Executive Session – No Executive Session

9) Adjournment – 5:13 PM Motion: Ermir Ramadani

Second Motion: Greg Sparrow

Opposed: 0

Next Meeting – November 9, 2023 @ 4:30 PM