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Meeting Minutes

Meeting of RMTD Governing Board

November 9, 2023, | 4:30 PM

210 E Progress Drive, Dixon, IL

1) Roll Call @ 4:28 PM Jeremy Englund, Chair – not in attendance

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

Steve Davis, Assistant Director Business Development

Kristy Jones, Manager of Finance

Scott Brinkmeier

2) ACTION: Approval of Minutes - Discussion: No discussion.

Motion: Aaqil Khan

Second Motion: - Ermir Ramadani

Opposed: 0

3) Public Comment - No public comment.

4) Executive Director Report – Greg went over the report. Highlighting several “old business” and “new

business” items.

Ridership Update

* 1500 rides – it is consistently going up.
* Reduction in fuel cost.
* 12/16 miles per passenger is the average.
* 5 new riders today alone.
* Past week 630 riders being provided by our direct LOTS drivers in the last week.

5) Old Business

Update: Definitive Agreement on Asset Transfer

* Status with IDOT – Chief Counsel (Attorney) for the Illinois Department of Transportation has completed its review of the Definitive Agreement, which outlines the transition of assets to RMTD.
* IDOT staff are reviewing changes proposed by Chief Counsel to the Definitive Agreement. Once completed the agreement will be presented to the Lee County Board and Ogle County Board for consideration.
* State Attorneys for Lee and Ogle Counties have already reviewed and given consent to the content.

Financial Policies and Procedures

* Banking Services – Five (5) banks were brought in, and presented their services and proposals to five members of administration. Each bank was scored by the review team of LOTS (5 members of administration) and the Bank that scored the highest was sent to IDOT for pre-award concurrence (approval). Sauk Valley Bank scored the highest, due to the services they provide. Sterling Federal and Midland came close. These results have not been shared with any of the banks at this time.
* Audit and Obligations for CPA – A Request for Proposals (RFP) has been published in local newspapers and is currently on-line for interested auditing organizations. Proposals in response to the RFP are due in by 4:00 PM on December 20th. We are not expecting to execute this until July 1, 2024.
* IT Services – A Request for Proposals (RFP) has been published in local newspapers and is currently on-line for interested IT organizations. Proposals in response to the RFP are due in by 4:00 PM on December 20th. We are not expecting to execute this until July 1, 2024. We currently use both Lee County and DC Computers. Once we transition to RMTD, the county will be discontinued.

Hydrogen Pilot

* Rural and Tribal Pilot Project Funding / Federal – This application is similar to the application submitted to the Rural and Tribal Assistance Pilot Grant program of the Build American program from the US DOT.
  + Award announcements for this funding are expected by December.
* Illinois Center for Transportation / State – Project 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.

Feasibility Studies for Dixon and Rochelle

* Lee County / LOTS is awaiting Pre-Award Concurrence from IDOT to officially award RLS and Associates the contract to complete the Rochelle Feasibility Study.
  + The expected timeframe for completion of this Technical Assistance / Feasibility Study 6-9 months, with completion anticipated by summer of 2024.
  + Focus of the Feasibility Study is to consider the development of a fixed route for public transportation in the City of Rochelle.
* Lee County / LOTS is awaiting Pre-Award Concurrence from IDOT to officially award RLS and Associates the contract to complete the Dixon Feasibility Study.
  + The expected timeframe for completion of this Technical Assistance / Feasibility Study 6-9 months, with completion anticipated by summer of 2024.
  + Focus of the Feasibility Study is to consider the development of a fixed route for public transportation in the City of Dixon.

6) New Business

State Planning and Research Grant Award / Transportation Desert- 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 and Northern Illinois University’s Center on Governmental Studies to complete this study.

Rural Winnebago County Services- The Winnebago County Board approved a resolution in September to move forward with the development of public transportation services in rural Winnebago County.

* The next step in the process is to complete an Intergovernmental Agreement (IGA) with Winnebago County for the provision of transportation services.
* Services would begin in the rural portion of the County on July 1, 2024.
* Phone conversation on Tuesday to discuss updates.
* Winnebago County would be the grantee and we would be providing the service on their behalf.
* There has been some discussion recently in which we would roll Winnebago County into the RMTD.

ACTION ITEM: Procurement Policy- Revisions have been approved by the county.

* + Ermir Ramadani made a motion to approve the Procurement Policy Manual.
  + Aaqil Khan seconded the motion.
  + Opposed – 0
  + Motion passed.

7) Other Business

Financial Reports- Kristy Jones – See attached.

* + Balance sheet is up to 10-31-23. We are waiting for two providers to submit their information.
  + Grant Drawdown spreadsheet.
  + Still behind in receiving CARES funding. Working with IDOT to get Blackcat straightened out in terms of the amounts. The incumbered amounts have been corrected. Greg put in a budget adjustment today to try to get everything cleared up. We are not getting the CARES requisitions until everything is straightened out. The funding is there.
  + September 5311 and DOAP were submitted this morning and October will be submitted once we receive information from our providers. We can make an advance request for DOAP funding. We have to do it ahead of time, so we can get an advance on what we anticipate what or expenses will be for December.

Budget / Contracts for FY 2024 (July 1, 2023 – June 30, 2024)

* + Executed contracts for State Fiscal Year 2024 are as follows:
  + Contractual amounts for FY2024 are as follows:
    - 5311 Contract $282,700\*
    - 5311F Contract (I-88): $1,100,000\*
    - 5311F Contract (I-29): $929,606\*
    - DOAP Contract: $1,555,840
    - \*These are being combined into a single contract by IDOT

Vehicle Procurement

* + LOTS collaboration with IDOT on a federal proposal to the Low / No Emission Grants.
    - LOTS will procure two (2) electric buses via this proposal.
    - 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 EV’s in the near future.

* + - LOTS will also likely to 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.

* + - Hope to know something by the end of this month or early December.
    - Have at least 9 vehicles that need to be replaced. Do not know what or when we will receive

vehicles. There is another pot with the federal grant. Hopefully we will be able to age out

some of our vehicles soon.

Architectural / Engineering Firm / Oregon Facility Construction

* + Pre-award concurrence has been received from IDOT. Larson and Darby, an architectural firm out of Rockford, has been secured for the A&E process.
  + Architectural and Engineering firm has provided us with a 90% complete design of the Oregon facility.
  + This project is part of LOTS application under REBUILD Round 1.

Architectural / Engineering Firm / Addition to Dixon Facility

* + An architectural and engineering firm – Willett Hoffman – was selected for the addition project on to the Reagan Transit Center.
  + 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.
  + This project is part of LOTS application under REBUILD Round 2.

Capital Funding / REBUILD Round 1

* + Application includes construction of a 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)

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 complex.

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:
  + Add 72 feet onto the existing bus barn at Reagan Transit Center.
    - \*This will provide for an additional twelve (12) slot for buses.
    - \*Add another boy onto the existing mechanical building.
  + Purchase service vehicles including one for maintenance.

8) Executive Session – No Executive Session

9) Adjournment – 4:58 PM Motion: Aaqil Khan

Second Motion – Ermir Ramadani

Opposed: 0

Next Meeting – December 14, 2023 @ 4:30 PM