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Meeting Minutes

RMTD Governing Board

December 14, 2023, | 4:30 PM

210 E Progress Drive, Dixon, IL

1) **Roll Call @ 4:31 PM** Ermir Ramadani, Chair, virtual

Greg Sparrow, Vice-Chair

Aaqil Khan, Treasurer

Larry Callant, Board Member

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney – not in attendance

Matt Cole, Attorney  
Kendra Hull, Secretary

Guests - Marcus Cox, Assistant Director of Operations

Steve Davis, Assistant Director Business Development

Kristy Jones, Manager of Finance

2) **ACTION: Approval of Minutes** -

Discussion: Aaqil was marked “not in attendance” in error. This will be corrected.

Motion: Aaqil Khan

Second Motion: Ermir Ramadani

Opposed: 0

3) **Public Comment** - No comment.

4) **New Business**

Since our last meeting, Jeremy England has accepted a position with Lee County as the County Administrator. The States Attorney’s office has been pressing him to step down from his current role, as Board Chair, as they perceive a conflict of interest until LOTS makes the transition to RMTD. As of now he is tendering his resignation. Jeremy does have an interest in the post transition of stepping back on and the States Attorney’s office does not see an issue with this. We are left with a vacant chairman position. Jeremy will provide something in regard to his resignation. Ermir is willing to take the Chair position. *Greg Sparrow motioned. Larry Callant seconded the motion. All were in favor. Motion passed. Ermir, who was attending virtually, via phone, asked Greg Sparrow to run the remainder of the meeting.*

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

**A. Ridership Update – Greg Gates and Marcus Cox**

Rolling 3-Month Ride Data for SFY 2024

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | September, 2023 | October, 2023 | November, 2023 | Total for Period |
| Rides | 8,217 | 8,713 | 8,061 | 24,991 |
| Service Hours | 2,522 | 2,704 | 2,787 | 8,013 |
| Miles of Service | 64,587 | 72,976 | 69,291 | 133,951 |
| Fuel Cost | $19,444.60 | $19,112.29 | $17,960.25 | $56,517 |

Marcus distributed handouts (see attached) and went over them in detail. LOTS had their highest ridership in the past 3 – 5 years the previous week. LOTS had one day where all available vehicles were on the road. This was due to focusing on their scheduling and trying to be as efficient as possible. The last two months there have been over 60% increases in passenger trips. Year to date for 2022 and 2023, there has been an increase of almost 5,000 more rides. Mileage has gone up. Average rides per hour and revenue miles have gone up. Non-revenue miles have gone down. Vehicles are being driven more and bringing in more revenue. There is not as much down time for LOTS drivers. Due to the increase in rides, LOTS will be looking to hire another driver. Aaqil suggested payroll / productivity data be included in the spreadsheet.

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

1. 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.
2. Architectural and Engineering (A&E) firm has provided a 90% complete design of the Oregon facility.
3. This project is part of the LOTS application under REBUILD Round 1.

**C. 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, through a conversion of the existing Conference Room. Geothermal and Solar technologies will be incorporated into the new complex.
3. This project is part of the LOTS application under REBUILD Round 2.

**6) Old Business**

1. **Update: Definitive Agreement on Asset Transfer**

The Definitive Agreement, which outlines the transition of assets to RMTD, has been returned from IDOT and currently under review by the Lee County State’s Attorney’s Office and the legal team representing RMTD for final changes.

(1) The Definitive Agreement will be presented to the Lee County Board and Ogle County Board for their consideration tentatively in January.

Lee County does not have anything they would like to challenge. IDOT would like to see what is going on. There will not be formal written consent from them. They are looking at this as a clean cut. The goal is to go through these disclosure schedules to get an understanding of what is out there. The real focus is to make sure there are not large assets that they do not know about. We need to get the disclosure schedules put together and get to IDOT to get their ok. It will then go to both Lee and Ogle Counties. We are really hoping for January or February 2024. The States Attorney will have authority to make the closing.

1. **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:

(a) 5311 Contract: $282,700 \*

(b) 5311F Contract (I-88): $1,100,000 \*

(c) 5311F Contract (I-39): $929,606 \*

(d) 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 Low/No Emission Grants.

(a) LOTS will procure two (2) electric buses via this proposal

(2) Separately, 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.

(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. **Financial Policies and Procedures**
2. Banking Services

Kristy and Greg have been working on the Single Transportation Audit (STA) with Wipfli auditors. The full Lee County audit – separate from STA – will begin by the middle of January.

Kristy will be sending out the financial report within the next few days. Will be working on the next year’s operational budgets, which will begin sometime in January.

1. Audit Services RFP and Obligations for CPA

Request for Proposals (RFP) for Audit Services was publicized last month, with the deadline for responses to the RFP due in by 4PM on December 20th.

1. IT Services / Request for Proposals

Similar to the Audit Services RFP, a Request for Proposal was publicized for Information Technology Services with a similar due date by responding organizations – December 20th at 4PM.

1. **Hydrogen Pilot Project / Feasibility Study**

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.

1. This 18-month proposal is requesting $360,000 to consider the use (and production) of hydrogen in rural public transportation vehicles.
2. This application is similar to the application submitted to the Rural and Tribal Assistance Pilot Grant program of the Build America program from the US DOT. Award announcements for this funding are expected by December.
3. **Feasibility Studies**

**City of Dixon Feasibility Study / Technical Assistance Grant (Awarded) from IDOT**

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

**City of Rochelle Feasibility Study / Tech. Assistance Grant (Awarded) from IDOT**

(1) Lee County / LOTS is awaiting Pre-Award Concurrence from IDOT to officially award RLS and Associates the contract to complete the Rochelle Feasibility Study.

a. The expected timeframe for completion of this Technical Assistance/ Feasibility Study 6-9 months with completion anticipated by late summer of 2024.

b. Focus of the Feasibility Study is to consider the development of a fixed

route for public transportation in the City of Rochelle.

1. **State Planning and Research Grant / Transportation Desert**

**LOTS Awarded Funding to Complete SPR Funding on Transportation Needs**

(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.

a. LOTS will partner with Northern Illinois University’s Center on Governmental Studies to complete this study.

1. **Rural Winnebago County Transit Services**
2. The Winnebago County Board is continuing to work toward the launch of rural.

Public transportation services on July 1, 2024.

1. The next step in the process is to complete an Intergovernmental Agreement (IGA) with Winnebago County for the provision of transportation services.
2. The formal request from Winnebago County for three (3) vehicles to be used in that county will be made in the coming weeks.

**7) Other Business**

1. **Capital Funding / REBUILD Round 1**
2. Application includes Construction of new Oregon location.
3. Furnishings and equipment for Oregon facility
4. Implementation of video surveillance cameras into 17 of LOTS’ buses and minivans (completed)
5. Three (3) new buses (Ford transit type vehicles)
6. **Capital Funding / REBUILD Round 2**

(1) Notice of State Award being processed by IDOT

(2) LOTS Proposal will allow for the following:

a. Two electric vehicles for use in the LOTS system

b. Three (3) new offices at Reagan Transit Center and secured file room/storage room

c. Develop new Conference Room between Reagan Transit Center and Mechanical Bay

d. Geothermal and Solar technologies will be incorporated into complex

1. **Capital REBUILD Round 3**
2. IDOT announced that Lee County/LOTS will receive $62,500 for the purchase of 2 service vehicles.

(2) The original proposal included the following:

a. Add 72-feet onto the existing bus barn at Reagan Transit Center,

i. This will provide for an additional twelve (12) slots for buses

b. Add another bay onto the existing mechanical building

c. Purchase service vehicles including one for maintenance

**8) Executive Session – No Executive Session**

**9) Adjournment – 5:07 PM** Motion: Aaqil Khan

Second Motion: Larry Callant

Opposed: 0

Next Meeting – January 11th, 2024 @ 4:30 PM