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AGENDA

Meeting of RMTD Governing Board

February 13, 2025 / 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** 4:31 PM Ermir Ramadani, Board Chair

Greg Sparrow, Vice-Chair – via phone

Aaqil Khan, Treasurer

John Finfrock, Board Member

Jeremy Englund, Board Member

Greg Gates, Executive Director, RMTD

Kendra Hull, Secretary

**Guests** - Steve Davis, Kristy Jones,

**ACTION: Approval of January 9, 2025, Minutes** – Discussion: None

Motion: Greg Sparrow

Second Motion: Jeremy Englund

Opposed: 0

**Public Comment** – No comments.

**Executive Director** – Monthly Report

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **November, 2024** | **December, 2024** | **January, 2025** | **FY 25 Trend** |
| **Rides** | 7,172 | 6,584 | 8,086 | 95,100 |
| **Service Hours** | 2,252 | 2,070 | 2,498 | 31,076 |
| **Miles of Service** | 63,387 | 57,305 | 69,706 | 759,388 |
| **Fuel Cost** | $18,460.22 | $16,907.88 | $19,295.08 | $268,852.32 |

**IT Services** – The transition from DC Computers to Sundog IT is complete. The agreement with Sundog is a

three (3) year contract with two (2) additional one-year options.

**Pending Request for Bids / Intercity Bus** – An upcoming bid opportunity to operate Intercity Bus services

on I-88 and I-39 will be forthcoming in the next six (6) months, with the selected operator beginning on July

1, 2025. Greyhound Bus Lines / FLIX are the current operator on both the I-88 Intercity Bus Route between

Chicago and Davenport, Iowa, as well as the I-39 (I-90 and I-74) Route between Chicago and Danville, IL.

**Request for Bids / Replacement Vehicles** – RMTD has an initial draft of a Request for Proposals for two (2)

(possibly three) Ford Transit type vehicles, and which have been shared with IDOT for their initial review. As

of the date of this response there has been no additional feedback from IDOT on the RFP. This RFP will allow for the use of REBUILD 1 funding.

**Operational and Capital Related Developments**

**Capital Funding / Community Project Funding / Representative Darin LaHood** – Funding

includes construction of additional administrative space at Dixon Transit Center. Total amount of

funding is $2,9472 million to provide for planned expansion at the Reagan Transit Center in Dixon.

**Capital Funding / REBUILD Round 1** – Funding provides for construction of new Oregon location;

furnishings and equipment for Oregon facility; implementation of video surveillance cameras in 17

of RMTD’s buses and minivans (completed); three (3) new buses (Ford transit type vehicles).

**Capital Funding / REBUILD Round 2** – RMTD Proposal will allow for the following: Two (2) electric

vehicles for use in the RMTD 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 Funding / REBUILD Round 3** – RMTD will receive $62,500 for the purchase of two (2)

service vehicles.

**Assistant Director of Operations – Ridership Report** – Good January for rides, even with being down on drivers. January was the second highest month in the last four years. Still have a denial rate that we are not happy with. We are trying to fit the denials into the routes, and this is helping us become more efficient.

Weekly / monthly trends and denials are included in Steve’s handouts.

Same day cancels are still about the same.

**Manager of Finance – Financial Report** – Kristy went over the financial statement from January. The Unrestricted General Fund is the amount that goes into Black Cat. If it is not reimbursable, it goes into the PTA Account. RMTD received a grant from the GenX Solar, which is documented in the report. Nothing is out of the ordinary except for the accounting fees. We paid $8,500, which was a little more than we had anticipated. Everything else is pretty much in line from what we believe it should be. The providers had everything in by Tuesday of this week. We did dispose of a few buses and receive money for that. We have been working on the budget for FY 26. Reached out to our providers for an anticipated budget for next year. So far, we have received two of them back. We are waiting for approval for the last $18,184 of CARES. Cash requisitions have been coming along fairly quickly.

**Manager of Human Resources – Staffing Report** – Jeff Langley started on January 27th as a PT Dispatcher. He is doing great and is already working the 1 p.m. to 7 p.m. shift by himself. Dawn Sheidler is starting on February 18th as a PT Driver and Dave Boucher is starting on February 24th as a PT Driver. One of our drivers is still out on leave. Due to an unknown return date, we have moved him to PRN status.

Kendra is working with IPBC in regard to a health / dental / vision insurance quote. She will hopefully have this information available next month.

She will send the IPBC Power Point to the board members.

**Old Business**

**Rural Winnebago County Transit Services** – Working on Intergovernmental Agreement with Winnebago

County to provide rural transit. Separate agreement being finalized for the contractual hiring of a person to

be the PCOM (oversight) of the rural transit services being provided. The contractual budget proposed by IDOT for this new rural service is as follows: 5311 Contract: $207,864; DOAP Contract: $798,728. One of their main concerns is insurance. Thursday, February 20th will go back to the finance committee, and it will go to the full county board.

**Hydrogen Project / Request for Proposals** – The Request for Proposals for a Project Lead Consultant for

the Hydrogen Fuel Feasibility Study was published on Friday, January 3, 2025. Responses to the RFP were

due in by 1:00 PM last Friday, February 7, 2025. IDOT State Planning and Research Program has awarded

$300,000 to assess the feasibility of using hydrogen fuel cell vehicles and hydrogen fuel in rural Illinois. Only one response was received. March 1st is the earliest we can begin the contract.

**Transit Desert Study** – 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. The initial meeting of the

Technical Advisory Committee was held Wednesday, January 8, 2025. The next meeting of the Technical

Advisory Committee will likely be in March. Next steps in the process, spearheaded by the NIU Center for

Governmental Studies (NIU/CGS), will include interviews with key stakeholders. NIU/CGS is also starting

the review of existing data for transit deserts in the two-county region. A Public Survey is being developed

by NIU/CGS with distribution in the near future. A series of Focus Groups will be established by NIU/CGS

for the coming months.

**Oregon Office Construction / General Contractor Hire** – Pre-bid Concurrence paperwork has been

submitted to IDOT for its review. Once concurred will allow for going out for the hiring of a General

Contractor. Larson and Darby, architectural firm out of Rockford, is the architect / engineering firm hired

for the Oregon Construction project. This project is part of RMTD application under REBUILD 1.

**Holiday Giving Campaign** – Overall we received $1,000. Received donations from the man who wraps our buses and a church out of Grand Detour, along with others.

**FY 2026 Contract Development (July 1, 2025 – June 30, 2026)** – Funding Allocations for FY 2026 have been

announced by IDOT and are as follows: 5311 Contract: $283,450; DOAP Contract: $2,240,400; 5311F

Contract (I-88 and I-39): $2,029,606.

**Service Contract Discussions** – Initial discussions on potential service contracts have been had with

Rochelle Community Hospital, as well as OSF Saint Katharine. Both of these are in the very preliminary

stages, with good content from the initial meetings. A meeting is also being sought with Mercy Health,

which opened an emergency clinic in the City of Dixon late in 2024.

**CVP Vehicle Procurement / Summer, 2025** – RMTD will be receiving six (6) vehicles (2 minivans, 4 light

duty buses) via IDOT’s 2020 CVP Application. Delivery could be as early as March 2025. RMTD

collaboration with IDOT on a federal proposal to the Low/No Emission Grants. RMTD will procure two (2)

electric buses via this proposal.

**New Business**

**ACTION: CAP Resolution 02132025** – Matt has reviewed and does not have changes.

Motion: Jeremy Englund

Second Motion: Aaqil Khan

Opposed: 0

**Proposed Golf Fundraiser** – Looked at local courses and what they can offer. Timber Creek is the best

choice financially, at this time. The date is June 19th. Everyone at the table tonight will be going out for

sponsors. We are looking for corporate sponsors to take care of a big chunk of the expenses. Target is

$15,000 to $20,000. $5000 is a corporate sponsor. A flyer will be going out and there will be knocking on

Doors working on getting sponsors. If we use Lost Nation, we could see if Crest Foods would be a

corporate sponsor, however, with the extra golf cart expense, it puts them as more expensive than Timber

Creek. We would like to have about 80 golfers. The location is still not decided, but hope to have a definite

decision soon. An idea of parking a bus on the course and having golfers drive a foam ball over. Kendra is

already working on recruiting volunteers.

**United Way Application** – Submitted last year and received $2000 and would like to move forward to

$3000 for this year.

**Rural and Tribal Federal Grant** – Kristy is leading this Grant - Multi Modal Operations in Transit. We can do

some research on the cost effectiveness of doing different types of transit in our small area, such as first

mile / last mile, fixed route, on demand, etc. What does this look like and what is the sustainability of doing

multiple? Kristy is guessing between $200,000 to $300,000. This is a first come, first serve grant and is

through the Federal Transit Authority. A percentage has to go to Tribal communities. The project is for

Dixon. What different types of transportation models will work best for us, what is most cost effective and

what is sustainable? If we do a fixed route, our on-demand routes will go down. What will this look like?

What should we anticipate? Should we add the first mile / last mile? This will help us put together a

business plan to figure out where we want to go and how we will get there. We would have to go out for bid.

**ACTION: Single Transportation Audit for FY 2024** – RMTD and Wipfli, LLC have completed the annual

Single Transportation Audit, as a requirement of RMTD’s contract with IDOT. The audit reviewed all transit

funding sources for the period of July 1, 2023 – June 30, 2024. Downstate Operating Assistance Program.

5311 / 5311F for local and Intercity Bus operations. CARES (COVID) funding.

Motion: Jeremy Englund

Second Motion: Greg Sparrow

Opposed: 0

**County Audit / CFY 2024** – In process.

**ACTION: Approval of Calendar of Revised Meetings**

Motion: Jeremy Englund

Second Motion: Greg Sparrow

Opposed: 0

Kendra will add the revised meeting dates to everyone’s’ calendars.

**Other Business**

**Future Board Retreat** – did not discuss.

Would like to do Board photos at the March 19th meeting. Kendra will send out reminders during the week of the

meeting.

**Closed Session**

Personnel – Did not meet.

**Motion to Adjourn: Greg Sparrow**

**Second Motion: Aaqil Khan**

**Opposed: 0**

**Time: 5:56 PM**

**Next Meeting: March 19, 2025 @ 4:30 PM (RMTD)**