AGENDA

Meeting of RMTD Governing Board

February 22, 2024 | 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** @ 4:33 PM Ermir Ramadani, Board Chair

Greg Sparrow, Vice-Chair (Call in)

Aaqil Khan, Treasurer

Larry Callant, Board Member

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney (Absent)

Matt Cole, Attorney (Absent)

Kendra Hull, Secretary

**Guests** - Marcus Cox, Assistant Director of Operations

Steve Davis, Assistant Director of Business Development

1. **ACTION: Approval of Minutes** - Discussion: No proposed changes

Motion: Larry Callant

Second Motion: - Greg Sparrow

Opposed: 0

1. **Public Comment** – No comments.
2. **Executive Director Report** – See report attached.

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

**ROLLING 3-MONTH RIDE DATA FOR SFY 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **November, 2023** | **December, 2023** | **January, 2024** | **Total for Period** |
| **RIDES** | **8,061** | **6,592** | **6,972** | **21,625** |
| **SERVICE HOURS** | **2,787** | **2,114** | **2,152** | **7,053** |
| **MILES OF SERVICE** | **69,291** | **54,154** | **57,606** | **181,051** |
| **FUEL COST** | **$17,960.25** | **$15,321.67** | **$14,705.47** | **$47,987.39** |

**RIDERSHIP – CREST FOODS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Calendar Year** | **In-Town** | **Out of Town** | **Revenue** |
| **CY 2023 (Jan. 1 – December 31, 2023)** | **304 rides** | **4,654 rides** | **$26,205** |
| **CY 2022 (Jan. 1 – December 31, 2022)** | **344 rides** | **4,610 rides** | **$26,043** |

Marcus Cox – Ridership by Month – Year over Year

Marcus handed out a graph for the years 2022, 2023, and 2024 (thus far). The ridership is up by 600 rides. Marcus anticipates another 700 rides by the end of this month. Mileage has jumped significantly. We believe this is due to out-of-town trips. We have had 57% more out-of-town trips, which is the cause of the higher mileage. We are getting the passengers to the locations they need to go to. The non-revenue miles are still below. The trends themselves are going very well. We have been capping our ridership of about 180 rides per day. This has been working out well. We do have one Driver out on leave, which has resulted in some overtime for some Drivers. No substantial difference in trends in ridership. We are being productive. The 40% growth is not substantial. The need is there and the desire to use public transit is there. We can continue to try to raise those numbers.

In the past, we did more of the comfort level as to how many rides we were providing. Now we are currently providing more of what we can actually do. Our seasonal Driver will be returning sometime in April. 80% of the time we are able to find someone a ride for people who want a ride on the days we are at capacity.

We are capping at 180 due to the drivers. We are conscious of pushing drivers too far, how many hours they work, how much overtime, etc. We are working on hiring another PT driver.

We put in about 15 new passengers / week.

Discussed possible LOTS opportunities with KSB (admissions, discharges, etc.) Possibly a fixed route?

Vehicle Procurement

* + Lee County / LOTS received word last week from IDOT that its 2022 CVP Application was awarded 6 of the 10 proposed vehicles. Great news!
    - The vehicles, which will likely come in 2025, include two (2) minivans and four (4) light duty buses. Total value of these vehicles is more than $600,000.
  + 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 EVs in the near future.
  + 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.

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

**Ar**chitectural/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

Operational and Capital Related Developments

1. Capital Funding / REBUILD Round 1
   * Application includes Construction of 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)
2. 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 the complex.
3. 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 an additional twelve (12) slots for buses.
     + Add another bay onto the existing mechanical building.
     + Purchase service vehicles including one for maintenance.
4. **Old Business**

Update: Definitive Agreement on Asset Transfer

The Definitive Agreement, which outlines the transition of assets to RMTD, has been reviewed by the Lee County State’s Attorney’s Office and currently in the hands of IDOT Administrative team for any final changes.

The Definitive Agreement will be presented to the Lee County Board and Ogle County Board for their consideration.

Will be going to the full board on March 21st. If everything is working through the system, it should go to the Executive Committee of the Ogle County Board in March then along to the Lee County Board the third week in March.

Financial Policies and Procedures

a. Budget/Contracts for FY 2025 (July 1, 2024 – June 30, 2025)

* + - IDOT has opened the portal for developing FY 2025 contracts.
    - The Downstate Operating Assistance Program (DOAP) Grant has a proposed 20% increase in funding from IDOT.
    - Contractual amounts for State Fiscal Year 2025 are as follows:
      * 5311 Contract: $283,450
      * 5311F Contract (I-88): $1,100,000 \*
      * 5311F Contract (I-39): $929,606 \*
      * DOAP Contract: $1,867,008

\*These are being combined into a single contract by IDOT.

Audit Request for Proposals

* Re-publication of RFP
* Going for out for another proposal and asking, “why they did not reply?”
* We should be able to put it in the newspaper next week.

IT Services’ Request for Proposals

* + Formal choice of successful RFP bidder
  + Received 4 applications and went through the vetting with those proposals.
  + Hope to find out within the next week or so.

Hydrogen Pilot Project

In partnership with the University of Illinois (Urbana/Champaign), LOTS is continuing to assess potential partnerships for a study that will assess the feasibility of using hydrogen fuel cell vehicles in its rural operation along with the potential for production of the alternative fuel.

The University of Illinois has expressed interest in this project as has other entities.

Feasibility Studies for Dixon and Rochelle

* + Work has started with RLS and Associates on Feasibility Studies for Dixon and Rochelle.
    - RLS will be in town February 12-14th to meet and talk with stakeholders.
    - The feasibility studies will consider the potential of creating fixed routes for the cities.
    - The studies will run concurrently and both be completed by the end of August 2024.
    - The feasibility Studies will include a technical assistance committee, review of existing data, key stakeholder interviews and public surveys.
  + Studies underway in both communities
  + Surveys are live as of right now.

State Planning and Research Grant / Transportation Desert

* A contract between Lee County and State Planning and Research of IDOT has been executed for this two-year project with a budget of $243,594.
* This project will look at the general “transportation needs” of residents in Lee and Ogle Counties.
* LOTS will partner with NIU’s Center on Governmental Studies on this SPR grant.
  + Initial meeting with NIU was held last Monday, February 5th.
* Executed contract received.
* Establishing RFP for Consultant Partner for about a 2-year amount of time.

Rural Winnebago County Transit Services

* + The Winnebago County Board is continuing to work toward the launch of rural public transportation services on July 1, 2024.
  + An Intergovernmental Agreement with Winnebago County is being completed to formalize the provision of transportation services.
  + The formal request from Winnebago County for three (3) vehicles to be used in that county will be made in the coming weeks.
  + The contractual budget proposed by IDOT for this new service is as follows:
    - * 5311 Contract: $207,864
      * DOAP Contract: $798,728
* PCOM role – Greg will move into this position.

1. **New Business**

ACTION: Resolution Authorizing Execution and Amendment of Section 5311 Grant Agreement

* See attached.
* Motion – Aaqil Khan
* Second – Larry Callant
* Opposed - 0

ACTION: Public Transportation Applicant Ordinance

* See attached.
* Motion – Aaqil Khan
* Second – Greg Sparrow
* Opposed - 0

ACTION: Acceptance of the Special Warranty

* See attached.
* Motion – Larry Callant
* Second – Aaqil Khan
* Opposed - 0

ACTION: 2024 Annual Posting of Meeting Dates

* See attached.
* Motion – Aaqil Khan
* Second – Larry Callant
* Opposed - 0

Open Meetings Act Certification

Larry and Aaqil have not completed.

Kendra will send out the link to all members. Due by the March meeting.

1. **Other Business**

Certifications and assurances will be presented at the March 14th meeting.

**Executive Session** – not needed tonight

**Adjournment**

* Motion - Aaqil Khan
* Second - Greg Sparrow
* Adjourned at 5:31 PM

Next meeting: March 14, 2024 @ 4:30 PM

Steve Davis will be taking Minutes.