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AGENDA

Meeting of RMTD Governing Board

March 14, 2024, | 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** @ 4:29 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** - Steve Davis, Assistant Director of Business Development

Kristy Jones, Manager of Finance

Chet Olson

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

Motion: Greg Sparrow

Second Motion: - Aaqil Khan

Opposed: 0

**Public Comment** – No comments.

**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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **December, 2023** | **January, 2024** | **February, 2024** | **Total for Period** |
| **RIDES** | 6,597 | 7,195 | 8,118 | 21,910 |
| **SERVICE HOURS** | 2,114 | 2,181 | 2,481 | 6,787 |
| **MILES OF SERVICE** | 54,154 | 58,542 | 69,573 | 182,189 |
| **FUEL COST** | $18,093.28 | $19,531.95 | $28,426.43 | $66,051.66 |

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

* Development of FY 2025 contracts is underway.
* Contract proposals are due into IDOT by April 1, 2024.
* Contractual amounts for State Fiscal Year 2025 are as follows:
  + 5311 Contract: $283,450
  + 5311F Contract (I-88): $,100,000\*
  + 5311F Contract (I-39): $929,606\*
  + DOAP Contract: $1,867,008

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

**Old Business**

**Update: Definitive Agreement on Asset Transfer**

* Definitive Agreement, outlining the transfer 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 the week of March 18th.

**Request for Proposals (Financial, Audit and IT Services)**

* Audit Request for Proposals will be republished in local newspapers within the next 3-4 weeks.
* We will contact anyone who we send this directly to and ask why they did not put in a proposal.
* IT Services; Request for Proposals. Awaiting concurrence from IDOT on successful RFP bidder

**Hydrogen Pilot Project**

* Growing interest in use of hydrogen and hydrogen fuel cell vehicles.
* RMTD looking at an application to the State Planning and Research or the LOW or NO submission.
* Doing a feasibility study and a benefit cost analysis to see what hydrogen use will look like and how to approach this.

**Feasibility Studies for Dixon and Rochelle**

Work has started with RLS and Associates on Feasibility Studies for Dixon and Rochelle.

* RLS was here in February and will be holding virtual meetings this month with stakeholders.
* The feasibility studies will consider the potential of creating fixed routes for the cities.
* The studies are running concurrently with completion by end of August 2024.
  + The feasibility studies will include a technical assistance committee, review of existing data, key stakeholder interviews and public surveys.
    - We have completed surveys with our own ridership and have handed out a lot of surveys.
  + We have attended job fairs in Rochelle, and Dixon Job Fairs, where surveys were distributed.
  + We will be part of the “Eggstravaganza” in Rochelle in April to collect even more surveys.

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

* + Gone out for bids for a university partner for the two-year project, which is in process right now.
  + They have just released another round of funding.

**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

**Open Meetings Act Certification**

* Will be due by the April meeting.

**New Business**

**ACTION: Certifications and Assurances** Motion: Greg Sparrow

Second Motion: - Larry Callant

Opposed: 0

**Other Business**

**Ridership** - Steve Davis

* We are trending to have one of the top months of this year.
* School ridership is down due to spring break and Faith Christian went to Washington D.C.
* We are heading into our historically slower months.
* See attached Rides vs. Mileage Trends / Ridership by Month – Year over Year Chart.

**Financial Report** – Kristy Jones

* This is a month-by-month income statement. (see attached)
* The budget breakout is skewed because when we started the year, we anticipated we would turn over to RMTD.
* Our employees are still “contract” employees through a temp service, and this resulted in us spending less due to no benefits, insurance, etc.
* We also had two FT employees that we did not replace.
* The report is presented on a cash basis instead of accrual, which is how Lee County does their report.
* Grant funds are often received in the following fiscal year, especially for the Q4 months.
* LOTS does not pay out to our Operators until the grant funding comes in.
* Our revenues are about average. There will not be a big fluctuation.
* There will always be an overlap with the federal funds due to the timing of IDOT requisitioning the funds from Fed and the turnaround time to receive them back.
* The posting issues of CARES payments within the IDOT system caused many discrepancies and lengthy delays in receiving funding. This funding expires 6/30/2024.
* We believe we will be breaking even.
* Some of the grants we are receiving will be bled over.
* We are always one quarter behind on Greyhound.
* There are engineering charges included on the financials that we have not received funding for. The money has been paid, but we have not received the capital funding as of yet.

**Advertising** – Kristy Jones

* In February, we sold a full bus wrap to Sauk Valley Bank.

**Executive Session**

Ermir asked to go into Executive Session

Motion: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Returned to Regular Session**

Upon return to regular session of RMTD Board Meeting, Board made motion to conclude the Board meeting

Motion: Greg Sparrow

Second Motion: Larry Callant

Opposed: 0

**Next Meeting: April 11, 2024 @ 4:30 PM**