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AGENDA

Meeting of RMTD Governing Board

March 19, 2025 / 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** 4:33 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 February 13, 2025, Minutes** – Discussion: None

Motion: Greg Sparrow

Second Motion: Jeremy Englund

Opposed: 0

**Public Comment** – No comments.

**Executive Director** – Monthly Report – Welcome to John Finfrock.

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| --- | --- | --- | --- | --- |
|  | **December, 2024** | **January, 2025** | **February, 2025** | **FY 25 Trend** |
| **Rides** | 6,584 | 8,086 | 7,314 | 95,100 |
| **Service Hours** | 2,070 | 2,498 | 2,172 | 31,076 |
| **Miles of Service** | 57,305 | 69,706 | 59,988 | 759,388 |
| **Fuel Cost** | $16,907.88 | $19,295.08 | $18,452.67 | $268,852.32 |

**Budget / Contracts for FY 2026 (July 1, 2025 – June 30, 2026) -** Work is underway on finalizing contractual

agreements for Fiscal Year 2026. Funding Allocations for FY 2026 are as follows: (a) 5311 Contract:

$283,450; (b) DOAP Contract: $2,240,400; (c) 5311F Contract (I-88 and I-39): $2,029.606.

Greg distributed a handout – “Funding Mixture.”

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

Rochelle Community Hospital, as well as OSF Saint Katherine. 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 emergent clinic in the City of Dixon late in 2024.

**IT Services** – The transition from DC Computers to Sundog IT is complete. The agreement with Sundog is a three-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. On April 15th, we will choose who the operator for the two routes in the State of Illinois will be. So far, we have had interest from Greyhound, Yellow Bus, Burlington Trailways, and a few others. RMTD will make an award by the 1st of May.

**Request for Bids / Replacement Vehicles** – RMTD will be piggy-backing onto another state’s Vehicle Procurement Program (likely Georgia) for up to three (3) Ford Transit type vehicles. This was a recommendation of IDOT. RMTD will also look to procure an electric vehicle through the Georgia procurement program.

**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). Will probably look at either Washington, Georgia or Michigan. RMTD could request either fossil fuel or electric vehicles.

**Capital Funding / REBUILD Round 2** – RMTD Proposal will allow for the following: Two 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 – Numbers were down in February, due to less days and three snow days. Ridership still is on the rise. Texas A&M (at the RTAC Conference) gave us good information, which we are currently using to input data. Currently looking at: How to choose what bus we will put miles on? When are the peaks and valleys of the phone calls?

We currently have a good handle on what we want to do with taking on Winnebago county. In terms of software, our current system will work. Dispatching, we are planning to note what calls we receive from Winnebago so we can justify the data. Doing this may add approximately 10 more hours in Dispatch. Currently, we are discussing making one of our PT dispatchers full time to cover the additional hours.

**Manager of Finance** – Financial Report(s) – Did not get February completed due to RTAC and focusing on budgets.

There was an increase with all the down payments made to Sundog for the month of February. She has added a new account for computers and IT. Hoping to get the February budget done by next week.

**Rural and Tribal Federal Grant - A**pplication was submitted yesterday, March 18th. Looking to get funding to determine the best business model for Dixon and determine what other modes should be incorporated into our business model to meet the needs of the people in the Dixon community. This will help us to build a strategic plan to move forward. Requested $248,516.

Working on the budget for the 5310 application for the buses to be used in Winnebago. She would like to discuss, with Greg, how we justifiably allocate overhead from RMTD. The personnel budget is completed. This will go up by about 16% in wages. That is figuring in 2 Drivers, 3% increase for employees, and a PRN Driver for call offs.

Submitted $2000 grants for Lee and Ogle County United Way to help pay for rides for those who are unable to pay for them. We did receive $3000 last year.

**Manager of Human Resources** – Staffing Report – A PT Driver gave notice last week, effective immediately via email. Both Steve and Kendra reached out to the Driver and have had no response. Five phone screens have been scheduled for Thursday and Friday of this week. The plan is to get the new Driver started prior to Kendra leaving on vacation (April 4th).

Winnebago – It was determined that we will be in need of two PT drivers. One current driver will be moving into this position. We will need to fill his position and still hire another PT driver.

Currently, working on getting everyone recertified for CPR and First Aid. This has been difficult since we are short on drivers.

**Old Business**

**Rural Winnebago County Transit Services** – Intergovernmental Agreement with Winnebago County to

provide rural transit was finalized during that County Board meeting in February. Separate agreement being

finalized for the contractual hiring of a person to be the PCOM (oversight) of the rural transit services was

also approved at the same February meeting. Agreements have been signed. Work will begin on the

initiation of services on July 1, 2025. The contractual budget proposed by IDOT for this new rural service is

as follows: (a) 5311 Contract: $207,864; (b) DOAP Contract: $798,728. IDOT may give us some money

prior to July 1st for marketing.

**Hydrogen Project / Request for Proposals** – RMTD completed the RFP process for a Project Lead

Consultant for the Hydrogen Fuel Feasibility Study. The review committee completed a review of the

application received from the University of Illinois Urbana-Champaign. A contractual agreement has been

shared with UIUC. 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. Hope to have this next

week and begin by April 1st.

**Transit Desert Study** – Work is continuing on the Transit Desert Grant study of 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 / CGHS), will include interviews with key stakeholders. NIU-CGS is also

starting the review of existing data for transit deserts in the two-country 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. On Tuesday, March 25th Greg will have a meeting with the Advisory

Committee.

**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** – Just short of $2,000 was received, which Greg is happy with. We did receive a

couple of large donations. Plan to coordinate a little better next year.

**CVP Vehicle Procurement / Summer, 2025** – RMTD is awaiting final word of when the six (6) proposed

vehicles from IDOT will be available for pickup. RMTD is receiving six (6) vehicles (2 minivans, 4 light duty

buses) via IDOT’s 2022 CVP Application. RMTD collaboration with IDOT on a federal proposal to the Low /

No Emission Grants. RMTD will procure two (2) electric buses via this proposal. Steve and Derek are

making plans on how many more vehicles to ask for. We have three vehicles in our entire fleet that are

ready for disposal.

Picked up six brand new vehicles today, March 19th. Logos are getting ready, but will need to approve them

before the vehicles are wrapped. Will work with Winnebago county and their 5310 in seeking vehicles to be

used there. We will ask for at least two and will probably get.

**County Audit / CFY 2024** – RMTD and Wipfli, LLC 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. (a) Downstate Operating Assistance Program; (b) 5311 / 5311F for local and

intercity Bus operations; (c) CARES (Covid) funding.

**Golf Fundraiser** – June 19th – We do currently have four secured sponsors. Still waiting to see who may bite

for the Corporate Sponsorship. Going to work with the Impact program for volunteers. Discussing what we

will do for games. Very excited. This will be held at Lost Nation – strategically in the middle. We do not

have a lot of Rochelle connections. Did just finalize the postcard to hold the date. Will follow up with a

trifold to be sent out at a later date. Board members suggested reaching out to the following: Tom Demmer

and Rochelle Chamber and getting the information to Tricia; HEW Committee; Daren DeHaan is running

the Ogle County Economic Development. Greg will send out the spreadsheet of possible sponsors to the

Board Members.

**New Business**

**FY 2026 Contract Development**

**IDOT Resolution – Authorizing Execution and Amendment of 5311 Grant Agreement**

**(ACTION Item)**

Discussion:

Motion to Adjourn: Greg Sparrow

Second Motion: John Finfrock

Opposed: 0

**Public Transportation Applicant Ordinance (ACTION Item)**

Discussion: Will seek clarification from IDOT. Greg does not believe that the Board

approved this last year.

Motion to Adjourn: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Acceptance of the Special Warranty (ACTION Item)**

Discussion: Required of 5311 and we have to approve it because it is part of the Federal

stream that supports RMTD. This is something that needs to be posted for the public to

understand and read.

Motion to Adjourn: Greg Sparrow

Second Motion: Jeremy Englund

Opposed: 0

**Certification and Restrictions on Lobbying (ACTION Item)**

Discussion: This needs to be included in the contract for the next fiscal year.

Motion to Adjourn: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Other Business**

**Future Board Retreat –** Tabled for now**.**

**RTAC Conference Highlights –** A list of take aways was distributed. Asked Board Members to review them.

Ermir attended this conference and was very impressed. RMTD received a shout out for being a model for

Mass Transportation. It was nice putting faces to names. There were a lot of good takeaways.

The Continued Resolution was approved by the Senate. Greg will send details of this to the Board. He did

receive confirmation from LaHood’s office that our funding for the expansion was not affected.

Rural transit will get a small bump up. Would like to go to D.C. to let others know what we do and how

important it is to the community. Next month, IPTA is having a Capital Day on April 10th. Will be talking to

State Legislatures that day. If anyone would like to go, please let Greg Gates know. The State is happy what

they see happening here at RMTD.

**Closed Session**

Personnel – Did not meet.

**Motion to Adjourn: Greg Sparrow**

**Second Motion: Jeremy Englund**

**Opposed: 0**

**Time: 5:30 p.m.**

**Next Meeting: April 16, 2025 @ 4:30 PM (RMTD)**