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AGENDA

Meeting of RMTD Governing Board

April 11, 2024, | 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** @ 4:30 PM Ermir Ramadani, Board Chair

Greg Sparrow, Vice-Chair

Aaqil Khan, Treasurer

Larry Callant, Board Member

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney (Absent)

Matt Cole, Attorney (Absent)

Kendra Hull, Secretary

**Guests** - Kristy Jones, Manager of Finance

**ACTION: Approval of Minutes** - Discussion: Aaqil was in attendance. Minutes were updated.

Motion: Greg Sparrow

Second Motion: - Larry Callant

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.

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| --- | --- | --- | --- | --- |
|  | **January, 2024** | **February, 2024** | **March, 2024** | **Total for Period** |
| **Rides** | 7,195 | 8,118 | 7,149 | 22,462 |
| **Service Hours** | 2,181 | 2,481 | 2,276 | 6,938 |
| **Miles of Service** | 58,542 | 69,573 | 63,307 | 191,422 |
| **Fuel Cost** | $19,531.95 | $28,426.43 | $23,799.59 | $71,758 |

* **Budget / Contracts for FY2025 (July 1, 2024 – June 30, 2025)**
  + FY 2025 Contract Applications have been submitted to 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
* **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 95% complete design of the Oregon facility. This project is part of LOTS application under REBUILD Round 1.
  + A sign acknowledging the future site for the Oregon office location is now up.

**New Business**

**Update: Definitive Agreement on Asset Transfer**

* The Definitive Agreement, outlining the transition of assets to RMTD, has been approved by the Lee County Board and the Ogle County Board.
  + Work now begins on finalizing arrangements for RMTD to start by July 1, 2024.
  + Closing between Lee County and RMTD will take place on June 28, 2024.
  + Just received all of the required signatures today. “To Do” list. It is currently three pages of tasks.
  + Greg went over the contract list and who is all working on this list.

**Re-publication of RFP for Auditor**

* Audit Request for Proposals – This is in IDOT’s hands but has not provided concurrence. If we have met all the thresholds, we need to get this out immediately. Steve will be looking into this.

**IT Request for Proposals**

* IT Services’ Request for Proposals – we have gone through the process. Received 4 and have chosen the successful one and the preaward concurrence has been sent to IDOT. Awaiting to get their approval.

**Finance Policy – ACTION – no action taken.**

* Have discussed this previously, however we are waiting for approval from the Board. $2500 and below, Greg could approve. Anything higher would need to go to the Board. Trying to get away from having to approval the payment of utility bills. Looking at having 2 times a month for claims. May need to look at the meeting schedule. Kristy will look at RIDES and possibly DeKalb to see where they are at. This will be discussed at the next meeting. Board members will go through the Policy in detail and be prepared for discussion at the May meeting. LOTS will go by the most restrictive by default (IDOT)

**Hydrogen Project**

* LOTS is submitting an application to IDOT/State Planning and Research on the feasibility of hydrogen as a fuel for development and use in rural public transportation system. Proposal due by April 14th.

**Feasibility Studies for Dixon and Rochelle**

* Work has started with RLS and Associates on Feasibility Studies for Dixon and Rochelle.
* The Feasibility Study’s Public Survey will remain open until April 30th.
* Public Meetings in Dixon are scheduled for April 16th.
  + 1st meeting is 1:00 PM – 2:30 PM at Dixon Park District
  + 2nd meeting is 5:30 PM – 7:00 PM at Dixon Park District
* Public Meetings in Rochelle are scheduled for April 17th
  + 1st meeting is 1:00 PM – 2:30 PM at Rochelle City Hall
  + 2nd meeting is 5:30 PM – 7:00 PM at Rochelle City Hall
* 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 Public Meeting agenda will include an expansion of what has already happened. They have begun to look at what a possible route could look like, what we would need to get to and what would it look like.

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

* We are waiting on IDOT. They have been presented with the RFP. We are waiting for them to give approval for prebid concurrence. It is looking at the two-county region and we are asking NIU to be our partner in this. What are the current needs and what we can do to meet them? What are the barriers?

**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
    - Will have a follow up with some of the leaders sometime next week.

**Open Meetings Act Certification – All compliant**

**Other Business**

**RMTD Health Insurance Premiums**

**Discussion –** Initial discussion by Board on health insurance premiums. It was suggested to work on premiums to try and get a better deal. Kendra will get more information and reach out to Jeremy Englund of Lee County regarding their plan through IPBC. The Board has agreed to meet at the end of April to discuss and approve. Will need to contact employees and find out who will be taking insurance and who will be covered (individual vs dependents). Kristy will be working on adding this to the budget.

**Financial Report –** This is accrued method and will be used moving forward. Run through March 31st. Not 100% complete but will not have a lot of changes. This gives a good idea as to year to date. We do have a significant amount of money from February still waiting to come in (see report). Greyhound was not figured in. IDOT was contacted and the $700,000 should be cut today or tomorrow. Should have it in 7 to 10 days.

We may have one more month submission for CARES and then that will be expenses completely. We are on track for everything for the year. March closed a little over a week ago. Kristy gets everything submitted within 10 business days. We will still have some claims going through the County for a while after July 1st.

There is a large portion in Receivables for capital expenditures which we have not gotten reimbursed yet. This is sent through an entirely different system. Steve was doing this but will be transferred over to Kristy due to Steve being in his new position.

IDOT is going to provide a training on May 1st on the State of Illinois’ “Bid Buy” procurement program. This will lower our procurement costs as well as time dedicated to completing procurement process.

**No Executive Session**

**Greg Sparrow motioned to end the meeting. Aaqil Khan seconded. No opposed**

**Adjourned at 5:29 p.m.**

**Next Meeting: May 9, 2024 @ 4:30 PM**