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AGENDA

Meeting of RMTD Governing Board

May 9, 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 (Absent)

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney (Absent)

Matt Cole, Attorney (Absent)

Kendra Hull, Secretary

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

Steve Davis, Assistant Director Operations

Chet Olson

**ACTION: Approval of Minutes** - Discussion: No discussion

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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **February, 2024** | **March, 2024** | **April, 2024** | **Total for Period** |
| **Rides** | 8,118 | 7,149 | 9,063 | 24,330 |
| **Service Hours** | 2,481 | 2,276 | 2,866 | 7,623 |
| **Miles of Service** | 69,573 | 63,307 | 78,669 | 211,549 |
| **Fuel Cost** | $28,426.43 | $23,799.59 | $21,256.77 | $73,482.79 |

* **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
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* **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.
* **Architectural / Engineering Firm / Addition 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.

**Report – Operations**

* **Ridership Report –** 
  + Rides are trending up at this time. We will see a dip in the numbers when the schools get out for the summer.
  + Same day cancels are an issue. Working on ways to curb this.
  + Trend is approximately 20% of the trips will fall out of the schedule.
  + There is a proposal for an app to schedule rides, however we are not ready to put this into action at this time. (new to CTS).
  + Board members would like to see the benchmark for numbers of no shows / cancellations.
* **Vehicle Procurement**
  + Lee County / LOTS received word from IDOT that its 2022 CVP Application was awarded six (6) of the ten (10) proposed vehicles.
    - The vehicles, which will likely come in 2025, include two (2) minivans and four (4) light duty buses. The 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.
* **Capitol 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).
* **Capital Funding / REBUILD Round 2**
  + Notice of State Award being processed by IDOT.
  + LOTS proposal will allow for the following:
    - Two (2) electric vehicles for use in the LOTS system.
    - Three (3) new offices at Reagan Transit Center and secured file room / storage room.
    - Develop a new Conference Room between Reagan Transit Center and Mechanical Bay.
    - Geothermal and Solar technologies will be incorporated into complex.
* **Capital Funding / REBUILD Round 3**
  + IDOT announced that Lee County / LOTS will receive $62,500 for the purchase of two (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.

**Report - Financial**

**Financial Report**

* Not a lot to report at this time.
* Working on April right now.
* IDES setting up unemployment classification.
* Gather all the information that Kendra needs to get Paylocity set up.

**Old Business**

**Definitive Agreement on Asset Transfer**

* + Finalizing arrangements for the LOTS transition to Reagan Mass Transit District, which will be official with the closing with Lee County on June 28, 2024.
  + RMTD will be live as of July 1, 2024.
  + The Definitive Agreement, outlining the transition of assets to RMTD, has been approved by the Lee County Board and the Ogle County Board.
  + A final version of the Definitive Agreement will be sent out to the Board Members.

**Request for Proposals**

* RFP was published 4/24.
* Proposals due in by 4 PM 5/24/24
* Talked to four auditing businesses. There has been active engagement and predict a decent response.
* Have IDOTS approval to complete the bank account process.

**IT Services’ Request for Proposals**

* Awaiting IDOT Pre-award concurrence

**Hydrogen Project**

* LOTS submitted an application on the feasibility of hydrogen fuel cell vehicles in rural public transportation systems. The proposal was submitted is to the State Planning and Research division of IDOT.

**Feasibility Studies for Dixon and Rochelle**

* RLS and Associates are continuing work on Feasibility Studies for Dixon and Rochelle.
* The Feasibility Studies’ Public Survey has closed. Awaiting tabulation of results.
* Next Technical Assistance Committee Meetings are scheduled for this month.
  + TAC Committees will begin consideration of potential fixed routes for the cities.
  + The studies are running concurrently with completion expected by the end of August, 2024.
  + They are putting together routes for LOTS / RMTD.
  + They will be getting with the TACT committees next week to provide information they have received thus far. They will start finalizing what they are going to do.
  + Another round of meetings next month. We are anticipating having the results in August.

**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 a Requests for Qualifications (RFQ) for a University partner to assist with SPR grant activities.

**Rural Winnebago County Transit Services**

* Work continues on arrangements for RMTD to be the operator of the public transportation services in rural (western side) Winnebago County.
* Launch of the new service area is anticipated for July 1, 2024.
* An Intergovernmental Agreement with Winnebago County is being completed to formalize the provision of transportation services.
  + Winnebago County has formally requested three (3) vehicles from IDOT to be used in that county.
  + The contractual budget proposed by IDOT for this new service is as follows:
    - 5311 Contract: $207,864
    - DOAP Contract: $798,728

**New Business**

**RMTD Health Insurance Premiums - ACTION**

Discussion: We will have the 50% of eligible participants. Will accept the heath insurance premiums as well as the split of 75 / 25 for the FY25.

Motion: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Finance Policies and Procedures - ACTION**

Discussion: Will we be able to get a benchmark for the approval

To reflect $2500 approval threshold and the newly amended financial policy and

procedure.

Motion: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Personnel Policy / Handbook Changes – ACTION**

Discussion: Reapprove the PP handbook with the amends stated

Motion: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Other Business**

Greg Sparrow – Dave Eckert who sits on the Rock River and Hub Center Board had questions about their contracts. RMTD is asking them to increase their local match percentage from 20% to 28% to help fill funding gaps.

This is an annual contract that is sent out. Has been 20% for 15 years. Once 5311 (50/50) is out, it goes to DOAP, which only covers 65% of the cost. A lot of transit companies ask for 35%. We had CARES to help cover the gap, but we will not have this after June 30th.

Greg Sparrow has a concern of this big jump in percentage, especially for private entities. Asked if it could be considered having this be feathered in slowly over a couple years. Greg Gates has asked that everyone speak to their State Representatives in getting the DOAP percentage to 80%. Gates is open to working with the partners. The contracts have not been finalized at this point. Sparrow asks that we go back and discuss options with the operators.

The 15% would come from donations, contracts with companies and schools in the community, advertising, etc.

We are moving into the Mass Transit District and we are looking at a business model and wanting to stay sustainable.

**No Executive Session**

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

Motion: Greg Sparrow

Second Motion: Aaqil Khan

Opposed: 0

**Next Meeting: June 13, 2024 @ 4:30 PM**