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AGENDA

Meeting of RMTD Governing Board

July 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 – arrived at 4:58 pm

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney (Absent)

Matt Cole, Attorney (Absent)

Kendra Hull, Secretary

**Guests** - Kristy Jones, Steve Davis, Chet Olson

**ACTION: Approval of Minutes** - Discussion: None

Motion: Greg Sparrow

Second Motion: - Aaqil Khan

Opposed: 0

**Public Comment** – No comments.

**Executive Director**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **April, 2024** | **May, 2024** | **June, 2024** | **Total for Period** | **FY Total** |
| **Rides** | 9,063 | 8,443 | 6,961 | 24,467 | 93,342 |
| **Service Hours** | 2,866 | 2,591 | 1,954 | 7,411 | 28,422 |
| **Miles of Service** | 78,669 | 71,533 | 54,979 | 205,181 | 773,681 |
| **Fuel Cost** | $21,256.77 | $22,266.51 | $20,368.11 | $63,891.39 | $244,756.75 |

**Transition to RMTD** – It’s official! RMTD has transitioned into Reagan Mass Transit District! Closing with

Lee County took place on Friday, June 28, 2024.

**RFP Bids Going Out**

**IT RFP (were due in by June 17, 2024)** – Released in early June, with a total of three (3)

response submissions received by the 4:00 PM Central Time deadline on June 17, 2024.

The review process of the submissions has been completed. Paperwork submitted to IDOT for

Pre-award concurrence. The IT firm chosen will have a three-year contract with two (2)

additional one-year options.

**Auditor RFP (were due in by July 1, 2024)** – Released in June, as well, with submissions due in by

4:00 p.m. Central Time on Monday, July 1, 2024.

Two (2) submissions were received from Auditing Firms. Internal review process has been Initiated. This will be a three (3) year contract with two (2) additional one-year options for the awarded Auditing Firm. Greg will begin sending out the proposals to the Review Committee tomorrow.

In the draft state is a Request for Proposals (RFP) to secure Marketing Services for Reagan Mass Transit District. Similarly, this will be a three year / two option year contract opportunity.

RMTD will also be publishing, in the coming weeks, an RFP for a Data Analysis Partner for the

Transportation Desert Grant project, awarded funding to RMTD by the State Planning and Research arm of

IDOT.

We will also need to go out for bids for an attorney, marketing and two of our Greyhound Routes.

**FY 2025 Contracts with IDOT** – IDOT starting to issue FY 2025 Contracts. 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 - approved.
  + 5311F Contract (I-39): $929,606 - approved.
  + DOAP Contract: $1,867,008

**Visit with Chicago-Rockford International Airport** – Will keep this conversation going. Pulled data and know what the volume potentially is between here and Rockford. There is also an opportunity for a service contract in getting employees to work.

**Community Outreach –** Represented RMTD at:

* + Dixon City Market – 6/19/24
  + River’s Edge Farmer’s Market (Oregon) – 6/27/24
  + Petunia Festival 4th of July Parade – 7/7/24

**Vehicle Procurement** – RMTD received word from IDOT that it’s 2022 CVP Application was awarded six (6) out of the ten (10) proposed vehicles. Delivery of these vehicles will take place in 2025 and include two (2) minivans and four (4) light duty buses. RMTD collaboration with IDOT on a federal proposal to the Low / No Emission Grants. RMTD will procure two (2) electric buses via this proposal. RMTD has submitted the order for two (2) electric vehicles to the Michigan Department of Transportation.

**Report – Assistant Director of Operations**

Continuing to trend upward on our rides. Miles are a little bit off, currently, due to activity with Highland Community College. Overall, our rides are up by 10,000 rides from last year at this time.

**Report – Manager of Finance**

**Section 218 paperwork** – Chairman of Directors is needing to sign a few forms. Most of this packet is ready to go. The financial fund balance is balanced with Lee County and what has been paid out for June. There will be an additional $86,000 for the 5 providers. 20% of that will come back as a local match. June did not include Government monies. $16,000 is left in CARES. We are waiting for directions from IDOT on how to requisition that. We will be able to do an accrual basis now that we have more control of the funds. Would like to revisit the budget once we finish insurance and payroll meetings. Liability insurance is approximately $13,500 a month. Health insurance is through CMS. We did acquire about the liability insurance cost and found out that we are a lot more affordable than others due to our good driving record. We were paying $1123 / month through Lee County. We can begin to shop around early Spring. Not all contracts have been finalized. Waiting for the 5311F.

The building is paid off, but this has not been put into the system.

Set up a schedule for payables, every other week. Need some type of schedule and who will approve the payments above $2500. Kristy will get together with either Ermir or Aaqil early next week to get claims for this month. The exception is Provider claims. Kristy is to pay them and bring the paperwork to the Board every other month to discuss.

**Report – Manager of Human Resources**

**Central Management Services of Illinois** – Medical / Dental / Vision – Benefits were to be effective July 1,

2024 with everyone receiving their cards prior to that date. Kendra spoke with Kelsey Broers of CMS

who indicated that there was some type of technical issue and that they are working on getting this fixed.

As of today, none of our employees are in the system. Kelsey does assure Kendra that everything will go

retroactive to July 1st.

**Paylocity** – Due to lack of follow through with Paylocity, we have moved to Paycom. We have all the employees in the system already and employees will be able to begin punching in and out using a kiosk on Monday. Kristy and Kendra are meeting with Paycom at least three times a week in order to get everything set up. Our first paycheck with them will be on August 2nd.

**Staffing** - Working on developing Dispatcher II and Driver II job descriptions. Have routed Greg Gates a

draft of Salary Ranges for all RMTD positions.

Does the Board want to review Job Descriptions and Pay Changes? Not at this time. The Board felt that RMTD Admin staff could work this out.

**Old Business**

**Hydrogen Pilot Project** – RMTD submitted an application on the feasibility of hydrogen fuel cell vehicles in

rural public transportation system. Proposal was submitted to the State Planning and Research of IDOT.

RMTD is awaiting word back from IDOT / State Planning and Research on whether its hydrogen proposal will

be awarded funding. – No Update.

**Feasibility Studies for Dixon and Rochelle** – RLS and Associates is continuing work on Feasibility Studies

for Dixon and Rochelle. The two (2) studies are in the current phase of developing potential fixed routes for

consideration. Additionally, initial budgets are being refined for the potential routes. Another round of

public meetings were held the last week of June. The two (2) studies are running concurrently with

completion expected by the end of August 2024. Getting closer to determining as to what these routes may

look like. Rochelle looks like micro transit may be a better option. Dixon looks like a normal fixed route. RLS attended a Dixon City Market and represented RMTD and obtained feedback.

**State Planning and Research Grant / Transportation Desert** – A two-year contract with the State Planning

and the Research Division of IDOT has been executed with a budget of $243,594. This project will look at the general “transportation needs” of residents in Lee and Ogle Counties. RMTD will publish a Request for

Proposals (RFP) 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 transit services in rural (western side) Winnebago County. Representatives from Winnebago County,

IDOT and RTAC are scheduled to visit RMTD on July 17th at 10:00 a.m. Hopefully will start services in this

fiscal year, but it will be a long walk. Winnebago’s concerns were liability and their portion of matched

funds. Everyone seems comfortable and ready to move forward.

The contractual budget proposed by IDOT for this new rural service is as follows:

* + - 5311 Contract: $207,864
    - DOAP Contract: $798,728

**New Business**

**Oregon Construction** – Larson and Darby, an architectural firm out of Rockford, has been secured for the

A&E process. They have provided us with a 95% complete design of the Oregon facility. This project is part of RMTD application under REBUILD Round 1.

We would like to do a groundbreaking in 3 to 6 weeks. The design is almost complete.

**Capital Funding / REBUILD Round 1** – application includes Construction of new Oregon location.

Furnishings and equipment for the Oregon Facility. Implementation of video surveillance cameras in seventeen of RMTD’s buses and minivans (completed). Three (3) new buses (Ford transit type vehicles).

**Expansion at 210 E. Progress Drive /**  **Solicitation for Funding Support**

**Capital Funding / REBUILD Round 2** – Notice of State Award being processed by IDOT. RMTD

proposal will allow for the following:

* Two (2) electric vehicles for use in the RMTD 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 the complex.

**Capital Funding / REBUILD Round 3** – IDOT announced that RMTD will receive $62,500 for the purchase of two 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) spaces for buses.
* Add another bay onto the existing mechanical building.
* Purchase service vehicles including one for maintenance.

Need some type of strategic planning for specific components of the organization. There is a lot of

critical discussions that need to be had. Will begin to coordinate a retreat.

Ribbon cutting on July 30th at 3:30 PM. Suggested to go to the Oregon site after the Ribbon Cutting.

2024 Labor Grades – rough draft. The board will review every January.

Board compensation will be ACH. We will need the Board Members’ bank information. Kristy will email everyone the paperwork. This will be retroactive to the first meeting (15 months total). This will be 1099.

Motion to move the August meeting to August 15th – Greg Sparrow

Second Motion – Aaqil Khan

Opposed - 0

**Executive Session**

Personnel – Did not meet.

**Adjourned at 6:03 PM**

Motion – Aaqil Khan

Second Motion – Greg Sparrow

Opposed - 0

**Next Meeting: August 15, 2024 @ 4:30 PM**