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AGENDA

Meeting of RMTD Governing Board

August 10, 2023 | 4:30 PM

210 E Progress Drive, Dixon, IL

1, Roll Call - Jeremy Englund, Chair (arrived late)

Greg Sparrow, Vice-Chair

Aaqil Khan, Treasurer

Ermir Ramadani, Board Member

Kendra Hull, Secretary

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney (arrived late)

Guests - Steve Davis, Assistant Director, LOTS

Marcus Cox, Assistant Director, LOTS

Kristy Jones, Staff Accountant, LOTS

2. Approval of Minutes - Discussion:

Motion: Aaqil Khan

Second Motion: - Ermir Ramadani

Opposed: 0

3. Public Comment

4. Executive Director Report

The Report to County Services Committee of Lee County Board was reviewed.

5. Old Business

a. Definitive Agreement on Asset Transfer (Update)

The only information Greg has received is from David Schaffer, Bureau Chief of Illinois

Department Of Transportation (IDOT). David does not have additional information at this time,

however, he hopes to have an update by this coming Monday.

Rob spoke with Ogle County States Attorney, and he has no issues. They are waiting on IDOT. Lee County States Attorney has been intimately involved in the process since day one. Ogle county is looking at a couple of key issues which have been addressed.

b. Financial Policies and Procedures

Kristy Jones, LOTS Staff Accountant, presented and highlighted several points of the financial

report, including a spreadsheet from Paul Rudolphi at Lee County. The Public Transportation

Account (PTA) balance shown is of 6/30/23.

The report included Accounts Payable and Accounts Receivable. This is based on cash revenue.

Certain items are not paid out until we get reimbursed from the government.

Profit and Loss for July was not included. Once we get the assets from the county, they will be

put in.

APLOS is our new software. If there is anything the Board wants to have broken out differently,

let Kristy know.

374 = Downstate Operating Assistance Program (DOAP)

375 = an Inter City Bus (ICB) route that was rolled into 376.

375 = doesn’t really get used.

377 = CARES funding (Emergency Federal funding for COVID)

378 / 379 = Capital.

Everything goes through Lee County. There are 5 capital apportionments. The most recent ones

are Rebuild 1, 2, and 3.

The fiscal year ends 6-30-23. The PTA bottom dollar amount is the number that has been a

concern of Lee County, LOTS and IDOT, as the number Lee County shows and what LOTS

shows are different. This could be the beginning balance that was possibly never entered. IDOT

is not making an independent analysis of this. They are looking at our audit and where we began

last year. IDOT does not have anything to do with our local matches. The DOAP, 5311 are

completely spend down. The purpose of the 20% local match from the providers is to contribute

funds back into the system. We will tap into the PTA to fill funding gaps.

IDOT wants to be assured what we are reporting is what will be rolled over. The State and

County fiscal years are different and are competing.

Kristy has reconciled this past fiscal year. She is planning to go back through the prior fiscal

years, from what Lee County said we have, and go from there.

i. Banking Services

Met with Sauk Valley Bank last Friday and next Tuesday we will have a meeting with

another bank.

ii. Audit and Obligations for Certified Public Accountant (CPA) – Will table until the

September meeting.

c. Rural Winnebago County Services

A draft budget for next fiscal year is being put together for Rural Winnebago County. Winnebago County will be meeting next Thursday to work on a resolution, which will basically initiate the process. July 1, 2024, would be the effective date. More guidance is needed in terms of what this means in terms of flipping a switch on July 1st or doing marketing and groundwork prior to that date. Rural Winnebago will include Durand, Pecatonica, up to the State border. This will be a continuing conversation.

d. Personnel Policy Handbook (review / holdover to August) – will be tabled until the next meeting.

6. New Business

a. Hydrogen Pilot Project

i. Partnership with IDOT and University of Illinois / Urbana Champaign

Spoke to agencies in California who are veering away from electric and going more towards Hydrogen. If we get the funding, it will be a project that both the University of Illinois and IDOT are interested in.

ii. Visit to Champaign Urbana Mass Transit District / August 17, 2023

Will be able to gain more understanding about Hydrogen vehicles.

b. Feasibility Studies for Dixon and Rochelle

City of Rochelle and City of Dixon - Received three proposals for each with the deadline of last

Friday. After reviewing the six total proposals, RLS was chosen. The decision was tough due to the quality of the proposals and a 1.5-point differential. The cost was a difference between $600+ dollars. Once we get concurrence from IDOT and a signed contract the timeline will begin. The timeline will be six to nine months.

7. Other Business

a. Illinois Public Transportation Association (IPTA) Conference / September 12-14, 2023

IPTA has an annual conference every fall. We have 8 staff who are going to this conference in

September. In the future, we would welcome board members to attend, if your schedule allows. This year it is in Bloomington. Rural Transit Assistance Center (RTAC) is in the spring, usually the first week of March and is always in Springfield. It is a great opportunity to meet with IDOT.

b. On August 31, Representative Darin LaHood will be on site at 10 a.m. You are invited. He is

putting a proposal together to do some capital spending for our administrative wing.

c. IDOT – Regional Maintenance Centers. There are large centers in Rockford and Springfield. IDOT is currently looking for smaller centers to do repairs and work on vehicles for rural transportation.

8. Executive Session – Employment Contract – 5:47 PM to 6:36 PM

Greg Sparrow motioned to go into closed session dealing with employee contract.

Ermir Ramadani seconded the motion.

Opposed - 0

9. Adjournment:

Greg Sparrow made the motion to adjourn.

Aaqil Khan seconded the motion.

Opposed - 0

Meeting adjourned at 6:39 PM

Next Meeting – September 14, 2023 / 4:30 PM