

AGENDA

Meeting of RMTD Governing Board

August 15, 2024, | 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** @ 4:31 PM [x] Ermir Ramadani, Board Chair – left at 5:22 PM

[x] Greg Sparrow, Vice-Chair

 [x] Aaqil Khan, Treasurer

 [x] Larry Callant, Board Member

 [x] Greg Gates, Executive Director, RMTD

[ ] Rob LeSage, Attorney (Absent)

 [ ] Matt Cole, Attorney (Absent)

[x] Kendra Hull, Secretary

**Guests** - Kristy Jones, Steve Davis

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

 Motion: Greg Sparrow

 Second Motion: - Larry Callant

 Opposed: 0

**Public Comment** – No comments.

**Executive Director**

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| --- | --- | --- | --- | --- |
|  | **May, 2024** | **June, 2024** | **FY 24 Total** | **July, 2024** |
| **Rides** | 8,443 | 6,961 | 93,342 | 7,917 |
| **Service Hours** | 2,591 | 1,954 | 28,422 | 2,301 |
| **Miles of Service** | 71,533 | 54,979 | 773,681 | 61,614 |
| **Fuel Cost** | $22,266.51 | $20,368.11 | $244,756.75 | $19,273.32 |

Budget/Contracts for FY 2025 (July 1, 2024 – June 30, 2025) – IDOT starting to issue FY 2025 Contracts. Contractual amounts for State Fiscal Year 2025 are as follows:

1. 5311 Contract - $283,450
2. 5311F Contract (I-88) - $1,100,000
3. 5311F (I-39) - $929,606
4. DOAP Contract - $1,867,008

Bidding Opportunities

A Request for Proposals (RFP), for information Technology Services (IT) was released on August 1, 2024, with a total of four (4) response submissions received by the 4:00 PM Central Time deadline on August 16, 2024. Review process of the submissions has been completed. Paperwork submitted to IDOT for pre-award concurrence. The IT firm chosen will have a three (3) year contract with two (2) additional one (1) year options.

A Request for Proposals (RFP) for Auditing Services was released in June as well, with submissions due in by 4:00 PM 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 (1) year options for the awarded Auditing Firm.

We will have to go out for bidding for operators for the local system. More details to follow.

RMTD will also be publishing, in the coming weeks, an RFP for a Project Lead for the Transportation Desert Grant project awarded funding by the State Planning and Research program of IDOT.

Another 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.

Vehicle Procurement – Pending transfer of two (2) buses from non-profit in Sterling. RMTD was awarded six (6) vehicles (two (2) minivans, four (4) light duty buses) via IDOT’s 2022 CVP Application. Delivery in 2025. RMTD collaboration with IDOT on a federal proposal to the Low / No Emission Grants. RMTD will procure two (2) electric buses via this proposal.

Colleagues in LaSalle County have shared a Request for Proposals document to procure Ford Transit style vehicles with a capacity of six (6) to twelve (12) passenger vehicle.

Capital Funding / REBUILD Round 1 – Application includes 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); up to three (3) new buses (Ford transit type vehicles).

Capital Funding / REBUILD Round 2 –RMTD Proposal will allow for the following: two (2) electric vehicles for use in the RMTD system; 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, Year to Date - Still trending up. With schools back in session ridership is taking off. We are currently working on the no shows and how we can lower this number. Right at 20% of no-shows. Suggested some type of RMTD membership and pushing passes.

Still have employee overtime and driving himself with driver’s off on vacation. We may be getting another

part time or two to try and stop the overtime and having Steve drive.

We are looking to have over 100,000 rides for this year.

**Manager of Finance**

Financial reports (July financials, current payables, current receivables) - July has been entered with the exception of Kreider. The cash method is what we use to report to BlackCat. This reports what we have physically paid out for the month. Contracts have not been finalized as of yet, so we are not sure where we will request the funds from. Payments have been sent to Board Members this week and should be in accounts on Friday. This is based on meetings attended. There is a bit of funding from Greyhound that we are waiting to receive. The accrual method does show the amounts that we would owe to the local providers and what we expect to receive. Have begun receiving reimbursement for some of the funds we spent last fiscal year. The final DOAP $155,000 is expected. We have put in a request for a little over $90,000 for back requisitions for the Capital Project (Oregon) which we requested last week. We are trying to generate as much revenue as possible. Once the contracts are all signed, we can request an advance in DOAP funding. We spent all of our DOAP in May. IDOT is already aware of this. We will get an additional amount to get us one more month. We look to get this early winter. A little over 2 mil in DOAP funding.

**Manager of Human Resources**

 Staffing Report - Have distributed a copy of our current staff list. We are currently not recruiting open

positions, as of today.

Community Events – We have represented RMTD at the Dixon City Market three (3) times this summer,

once, thus far, at the Hairy Cow Farmer’s Market, and once thus far at the Oregon Farmer’s Market. RMTD

participated in the Dixon 4th of July parade and are planning on participating in the Oregon Autumn on

Parade in October. Kendra will send out a list of upcoming events to the Board Members. Ermir

encouraged Board Members to attend at least one event.

**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.

We have received a $300,000 award to go through with this study. Greg has reached out to the IEPA to see if

they would partner with us on this. U of I may jump in as a university partner as they have an interest in

hydrogen. We have to go out for bid and we will see who will respond. This will include study on making

hydrogen and using it locally.

 Feasibility Studies for Dixon and Rochelle – RLS and Associates is entering final phase of the Feasibility

Studies for Dixon and Rochelle. Presentations by RLS have been planned for Dixon City Council, Lee

County Board and Rochelle City Council for August. No presentation confirmed for Ogle County Board as

of yet. The two (2) studies are looking at the potential development of fixed routes in the communities. We

will be well under budget ($19,000 and $18,000 under the budget). Will talk to them about getting an

extension and see what they can still do for us. We have not received billing for June and July. IDOT would

like to close this out.

State Planning and Research Grant / Transportation Desert – Contractual amount is $243,594 for the two (2) year period. This project will look at the general “transportation needs” of residents in Lee and Ogle

Counties, specifically those areas of the counties more remote in nature. RMTD will publish a Request for

Proposals (RFP) for a university partner to assist with the SPR grant.

Project Lead will be advertised. Will be looking for about $50,000 to $75,000 going to this Project Lead.

Will need to go through a defined process. Looking for a wrap up in 2026. Hope to start this November 1st.

 Rural Winnebago County Transit Services – Work continuing on agreement for RMTD to provide transit

services in rural (western) Winnebago County. Representatives from Winnebago County, IDOT and RTAC

visited RMTD on July 17th. The contractual budget proposed by IDOT for this new rural service is as follows:

1. 5311 Contract - $207,864
2. DOAP Contract - $798,728

**New Business**

 Oregon Construction – With the transition to RMTD now complete, work will resume with Larson and Darby,

architectural firm out of Rockford, on Oregon facility construction. Pre-award concurrence has been

received from IDOT. Next step is to go out for a General Contractor to oversee the construction project. This project is part of RMTD application under REBUILD 1.

 Expansion at 210 E. Progress Drive - Just a reminder that this is coming up. We need to get a design in

motion.

 Solicitation for funding support - Ongoing issue. Will discuss further at the board retreat. Would like to

move forward with Business Development Manager position. Greg Gates would like to advertise it as

$80,000 to $90000 (Greg). Kristy would need to look at the budget. Feel it could be fully funded with the

SPR grant. After the grant, believes that the position would fund itself within two to four years.

Board feels that if the funding is there, to move forward.

Motion to begin recruiting – Larry Callant

Second Motion - Aaqil Khan

Opposed - 0

Will need to have a discussion in the near future to hire an assistant for Kristy.

Discussed projects in the “Hopper.” The Business Development Manager would take over the majority of

the projects. Need someone who can lead and have a pulse on the revenue generation of the organization

going forward.

 Board Retreat - October 18th, 2 p.m.to 5 p.m. Kendra will confirm with Dixon Park District and send out an

invite so Board Members can block their calendars. She will include Jeremy Englund in this.

May ask RLS to come to the September 12th meeting to discuss. Larry will not be at the meeting, but will

call in.

 By-Laws – It was brought up that the By-Laws state that the Treasurer does not need to be a Board Member.

Adopted this in May 2023. It was determined that this does not need to be changed.

The terms for Board Members – Jeremy has one more year of his term left. This is for the first initial

selection. After this, it would be for 4 years.

Ermir left at 5:22 pm

Greg Sparrow took over, as the

**Other Business**

 **ACTION: IMRF**

Motion - Greg Sparrow

Second Motion – Aaqil Khan

Opposed - 0

**Executive Session**

 Personnel – Did not meet.

**Adjourned at 5:33 PM**

 Motion – Aaqil Khan

 Second Motion – Larry Callant

 Opposed - 0

**Next Meeting: September 12, 2024 @ 4:30 PM**