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AGENDA

Meeting of RMTD Governing Board

September 12, 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 - virtual

Larry Callant, Board Member - absent

Jeremy Englund, Board Member - absent

Greg Gates, Executive Director, RMTD

Rob LeSage, Attorney (Absent)

Matt Cole, Attorney (Absent)

Kendra Hull, Secretary

**Guests** - Kristy Jones, Steve Davis, Derek Hipple, Mary Ann Hine

**ACTION: Approval of Minutes** - Discussion: Unable to approve the minutes due to lack of quorum. Will

table until next month. Will review both August and September minutes at

the October meeting.

**Public Comment** – No comments.

**Executive Director**

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| --- | --- | --- | --- | --- | --- |
|  | **June, 2024** | **July, 2024** | **August, 2024** | **FY 25 Trend** | **FY 24, Actual** |
| **Rides** | 6,961 | 7,441 | 7,764 | 91,230 | 93,342 |
| **Service Hours** | 1,954 | 2,154 | 2,335 | 26,934 | 28,422 |
| **Miles of Service** | 54,979 | 57,930 | 65,924 | 743,124 | 773,681 |
| **Fuel Cost** | $20,368.11 | $19,273.32 | $25,535.40 | $268,852.32 | $244,756.75 |

Report for the August fuel expenditures show us the average miles to the gallon. The lowest amount is 4 miles to the gallon. The light and medium duty vehicles are using 7 to 9 miles to a gallon. Open are 8 to 10 miles to gallon.

Budget/Contracts for FY 2025 (July 1, 2024 – June 30, 2025)

RMTD has executed all three (3) of its contracts for FY2025. Contractual amounts for State Fiscal Year 2025 are as follows:

1. 5311 Contract - $283,450
2. DOAP Contract: $1,867,008
3. 5311F Contract (I-88 and I-39): $2,029,606

We only have one payment moved to pending status from FY24. To be identified as to when we will be

getting that.

Bidding Opportunities

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

RMTD has published a Request for Proposals for a Project-Lead for the Transit Desert Project. Awarded funding to RMTD by the State Planning and Research arm of IDOT. Respondents have until next Monday, September 16th, to submit a proposal.

RMTD has an initial draft of a Request for Proposals for two (2) (possibly three) Ford Transit type vehicles. This RFP will allow for the use of REBUILD 1 funding. Early stages of development.

An 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. Pending transfer of two (2) 5310 vehicles from local non-profit here in Dixon. RMTD was awarded six (6) vehicles (2 minivans, 4 light duty buses) via IDOT’s 2022 CVP Application. Deliver 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.

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 –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 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. The original proposal included the following: Add 72-feet onto the existing bus barn at Reagan Transit Center (this will provide for an additional twelve (12) spaces for buses); add another bay onto the existing mechanical building; purchase service vehicles including one for maintenance.

Capital Funding / Community Project Funding / Representative Darin LaHood – Application includes construction of additional administrative space at Dixon Transit Center. May have another visit by Representative LaHood in October 2024.

**Assistant Director of Operations**

Ridership report, Year to Date

The attached report is through August. All of last year’s totals will be beat by October. August was a really good month for us, and we continue to climb. From 2023 to 2024 35% increase. We cannot take over 180 rides a day. We are at capacity. We are hiring at our budget level right now, with the hiring of another PT driver. We will not be able to hire another driver this fiscal year due to lack of budget. The question is, what can we do to help more people? There is a need. How do we bridge that? Selling more bus advertisements. Having more fuel-efficient vehicles.

**Manager of Finance**

Financial reports (July financials, current payables, current receivables)

Kristy sent out the reports to everyone. We went to accrual accounting July 1, 2024, with the IDOT reporting. She spoke with small urban and rural mass transit districts, at the IPTA Conference, and they do the accrual method at the IDOT conference.

With the insurance, everything went to prepaid insurance which will get allocated out for the three months. We are paying every three months, but we will requisition every month. Insurance was a lot more than what we expected. We had two vehicles on the policy which were removed and resulted in over an $8000 refund. The carrier has updated certificates of insurance and will let us know if we have to have our operators’ vehicles on the insurance. This is 15 more vehicles being removed. The premium on the report is showing what it could be if we do not insurance the 15 vehicles. This is not official, but a conservative guess. Our operators are contractually required to carry insurance on the vehicles. Tim is the main contact from Arthur Gallagher.

Kristy handed out a report of all the expenses. Some things have been designated where we will use local match for, such as candy for the parade, t-shirts, etc. These are items that we do not requisition for.

We can now do an accrual entry for payroll.

Ward Murry and Johnson was the final bill for the RMTD legal work.

Hughes invoices that we still had to pay for June and first July payroll.

Marketing was for rebranding.

**Manager of Human Resources**

Staffing Report

Currently interviewing for Business Development Manager (1 today and 1 Monday) and Driver (so far, we

had one today and one tomorrow). Paul Hackerson’s last day as a PT Driver is October 31st.

Community Events

* Saturday, September 14th – Hairy Cow Farmer’s Market, Byron – 8 AM to 12 PM – Steve Davis and Dispatch
* Thursday, September 19th – River’s Edge Farmer’s Market, Oregon – 5 PM to 6:30 PM – Kristy Jones and Greg Sparrow
* Tuesday, October 1st – Senior Showcase, Sterling – 9:30 AM to 2 PM – Kendra Hull and Kristy Jones
* Sunday, October 6th – Harvest Parade, Oregon – 1 PM – Steve Davis, Greg Gates, Chelsea Halinski, Mary Ann Hine, and Mike Hoff
* Friday, October 11th – Health and Wellness Fair, Oregon – 9 AM to 1 PM – Kendra Hull and Greg Sparrow
* Friday – October 18th – RMTD Board Retreat @ Dixon Park District 2 PM to 5 PM
* Saturday, October 19th – Scarecrow Festival, Dixon – 9 AM to 11 AM – Derek Hipple and Carlos Munoz; 11 AM to 1 PM – Melody Dula and Ermir Ramadani; 1 PM to 3 PM – NEED VOLUNTEERS
* Saturday, October 26th – Trunk or Treat, Dixon, 10 AM to 11:30 AM – Steve Davis and Chelsea Halinski

**Old Business**

Hydrogen Pilot Project – RMTD has been awarded funding from the State Planning and Research Program of IDOT for a total of $300,000 to assess the feasibility of using hydrogen fuel cell vehicles and hydrogen fuel in rural Illinois. RMTD has submitted the required paperwork for developing the executed contract with SPR / IDOT. Hope to have an executed contract by November. Once a contract has been executed, RMTD will broadcast a Request for Proposals for a Project Lead for the initiative.

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 given to Dixon City Council and Lee

County Board. The presentation was provided to Rochelle City Council on 9/9/24. No presentation is confirmed with Ogle County Board as of yet. Will plan for RLS to give a presentation to the RMTD Board in October. The presentation is roughly 10 minutes in length with 5 minutes for questions. Will be under budget for both of these. We have sked IDOT to extend our relationship with RLS until the end of this calendar year.

State Planning and Research Grant / Transportation Desert – A two-year grant contract with the State Planning and Research Program of IDOT has been executed. The contractual amount is $243,594 for the two-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. A Request for Proposals (RFP) for a project partner (Project Lead) to assist with the grant is currently out for responses, with a due date of September 16, 2024, at 4:00 PM. We have one in hand right now and hope to have more by Monday.

Rural Winnebago County Transit Services – Working on Intergovernmental Agreement with Winnebago County to provide rural transit. 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

Oregon Construction – Larson and Darby, architectural firm out of Rockford, has finalized design of the Oregon facility construction, and are now working on pre-bid concurrence paperwork for submission to IDOT to hire a general contractor for the project. This project is part of RMTD application under REBUILD 1.

Expansion at 210 E. Progress Drive – Nothing to report.

Board Retreat

October 18th @ Dixon Parks District 2 PM to 5 PM. Kendra will be ordering veggie trays and cookies. Drinks

afterwards

**New Business**

RFP – New Vehicles – Nothing further.

**Other Business**

**Mechanic**

Vehicle Assessment Report

See attached. Derek broke down the mileage by vehicle. L15, L16 and L20 will not go back into service. All

are in bad shape. Can use L16 for parts. Exceptional Care in Sterling will be transferring two E 450 buses to

RMTD. We may put one at our Rochelle provider. Derek talked to two people at the IDOT conference. We

maybe getting 2 E 350 buses transferred to us. They would be coming from LCCOA in Dixon. One could go

to Winnebago and one could stay at RMTD.

With the funding we are going to be receiving, we will likely only be able to get two (2) vehicles. We

intentionally cycle the vehicles, with the vehicles with less mileage go on the longer trips.

**Executive Session**

Personnel – Did not meet.

**Adjourned by Ermir Ramadani at 5:28 p.m.**

**Next Meeting: October 10, 2024 @ 4:30 PM**