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AGENDA

Meeting of RMTD Governing Board

May 21, 2025 / 4:30 PM

210 E Progress Drive, Dixon, IL

**Roll Call** 4:31 PM Ermir Ramadani, Board Chair

Greg Sparrow, Vice-Chair

Aaqil Khan, Treasurer – via phone

John Finfrock, Board Member

Jeremy Englund, Board Member - via phone

Greg Gates, Executive Director, RMTD

Kendra Hull, Secretary

**Guests** – Steve Davis, Kristina Jones, Charlie Simms

**ACTION: Approval of April 16, 2025, Minutes** – Discussion: no discussion

Motion: Greg Sparrow

Second Motion: John Finfrock

Opposed: 0

**Public Comment** – No public comment

**Executive Director** – Monthly Report is included with this month’s meeting materials.

**Rural Winnebago County Transit Services** – Rural Winnebago rides are targeted to begin July 1, 2025. IDOT is trying to expediate three vehicles to be used for rural Winnebago. The County Board in Winnebago will be approving paperwork tomorrow night to give RMTD authorization to pick up two (2) mini vans in the next week or two. Steve Davis has plans in motion for wrapping one or both of those vans to get more visibility in Winnebago. At this time, RMTD does not know when the light duty bus will be delivered, however it is hoped to have this before July 1st. Winnebago County Board will approve the FY 25 and FY 26 funding and application to IDOT for the fiscal year 2026. Steve Davis is going to Durand, Pecatonica, and Winnebago Board meetings to spread the word.

Unsure what the impact of the Winnebago service will have on the RMTD services. A lot of meetings are scheduled in that area to try and get a better idea of where the riders will be coming from (work, appointments, etc.).

Ribbon Cutting – putting together with some tentative plans.

**Hydrogen Fuel Cell Vehicle Study** – The initial meeting with our consultant on the Hydrogen Fuel Feasibility Study was held Monday morning (May 12, 2025) with the U of I. RMTD completed the RFP process for a Project Lead Consultant for the Hydrogen Fuel Feasibility Study. IDOT State Planning and Research Program has awarded $300,000 to assess the feasibility of using hydrogen fuel cell vehicles and hydrogen fuel in rural Illinois.

**Transit Desert Study** – Work is continuing on the Transit Desert Grant study of Lee and Ogle Counties, specifically those areas of the counties more remote in nature. Next steps will be to 1) continue key stakeholder interviews, 2) initiate focus groups, and 3) ready public survey for distribution. The Technical Advisory Committee met in March. NIU / CGS is also starting the review of existing data for transit deserts in the two-county region. A Public Survey is being developed by NIU / CGS with distribution in the near future.

**General Contractor Hire** – Oregon Office Construction – IDOT sent back recommendations on the Pre-bid Concurrence paperwork submitted for its review. Once concurred will allow for going out for the hiring of a General Contractor. Larson and Darby, architectural firm out of Rockford, is the architect / engineering firm hired for the Oregon Construction project. This project is part of RMTD application under REBUILD 1. Will learn more tomorrow from IDOT’s Shovel Ready projects. The proposal is to fill the funding gap from the estimate to build three years ago and what it will cost to build now.

**CVP Vehicle Procurement / Summer, 2025** – RMTD picked up six (6) proposed vehicles from IDOT on March 26, 2025. RMTD received two (2) minivans and four light duty buses via IDOT’s 2022 CVP Application. IDOT is planning a second CVP round of vehicles. Applications will be available this summer. 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 will be assessing other State’s Vehicle Procurement Programs for up to three (3) Ford Transit type vehicles. RMTD will also look to procure an electric vehicle through another State’s procurement program.

**Fore! Wheels Golf Outing** – Between the golf teams and sponsors, we are sitting right around $15,000. The Admin Team still have some other companies / people they will be reaching out to in regard to sponsoring and golfing. RMTD is also in need of some give-away items.

**Budget / Contracts for FY2026 (July 1, 2025 – June 30, 2026)** – Applications for FY2026 contracts have been finalized and submitted to IDOT for their review.

**Other Items**

Greg is sitting on a cohort that is looking into Cybersecurity and cybersecurity insurance.

RFP Intercity Bus Route was awarded to Greyhound starting on July 1st. Need authorization from IDOT to

baptize this.

Representative LaHood staff will be with us for about a half hour tomorrow around 2 p.m.

Fixed routes in Dixon and Rochelle. We do not have the vehicles, and this is at a standstill for now. This

may possibly take place next fiscal year. Discussed what the impact on staffing may be when this occurs.

**Assistant Director of Operations – Ridership Report –** Rides are **c**urrently doing well and are up 11.5% from last year. Steve distributed handouts showing current ridership data compared to the previous year. RMTD continues to work on ways to be more efficient. The Dispatchers are calling no show passengers to find out why they no show and taking them off their subscriptions, when appropriate. Rides will go down soon due to schools being out for the summer. Drivers are happy with the new buses.

**Manager of Finance – Financial Report –** Kristy presented the Board with three documents. The income statement for April is a condensed version. The 5311F is the ICB which is a flow through, which Kristy will be requisitioning for April. The third document is the FY26 Operating General Budget. It is a balanced budget based on our actuals through March of this year. RMTD is planning for items that are believed to be increasing. Wage increase of 3% was included in this budget. State and Federal Unemployment is not included. Kristy attended an IMRF webinar recently and there was a discission about rates. RMTD’s current rate is 7.27 and it is believed that this will be going down, which will be a bit of a savings.

Insurance has been updated with our current list of vehicles and the insurance company was asked to remove the Greyhound vehicles. Kristy does not have current numbers as of tonight. RMTD has six weeks to make any changes to our insurance before it goes into effect for the next fiscal year. We have a one-year contract with our current provider.

Work Comp mod rate is 1. This goes off of a three-year average, which should eventually go down resulting in our premiums going down.

**Manager of Human Resources – Staffing Report** – Distributed a Staffing Report showing current employees and the plan for staffing for rural Winnebago County. The plan is for Winnebago to have two part-time drivers and an equivalent of a part-time dispatcher.

**New Business**

**Fleet Maintenance Plan (ACTION Item)** - Updated with new information and transitioned over to RMTD.

Greg asked this be baptized by the Board.

Motion: Greg Sparrow

Second Motion: Jeremy Englund

Opposed: 0

**Benefit Premiums (ACTION Item)** -

Discussion: It is standard practice for agencies to cover 75%. Savings to RMTD will be $9,300 with

the decrease in premiums. It was suggested to take the savings and possibly give the employees a

one-time bonus. This can be discussed at a later time.

Motion: Greg Sparrow

Second Motion: John Finfrock

Opposed: 0

**Personal Vehicle User Agreement (ACTION Item)** -

Discussion: Proposed protocol to carry forward.

Motion: Greg Sparrow

Second Motion: Jeremy Englund

Opposed: 0

**Safety / Security Plan (ACTION Item)** -

Discussion: Updated with new information and transitioned to RMTD.

Motion: Greg Sparrow

Second Motion: Jeremy Englund

Opposed: 0

United Way did approve us for a $2000 grant RMTD also received $500 from an annual donor.

**Other Business**

**Future Board Retreat** – Will table for now.

**Closed Session**

Motion to go into Closed Session: John Finfrock

Second Motion: Greg Sparrow

Opposed: 0

Time:5:25 PM

**Motion to Adjourn: Greg Sparrow**

**Second Motion: John Finfrock**

**Opposed: 0**

**Time: 5:42 PM**

**Next Meeting: June 18, 2025 @ 4:30 PM**