

1 Champaign County  
 2 Rural Transit Advisory Group (RTAG)  
 3 **DRAFT Minutes**

4 **DATE:** Wednesday, November 14<sup>th</sup>, 2012

5 **PLACE:** John Dimit Room, 1776 E. Washington Street, Urbana, IL 61802

6 **Chair:** Andy Kulczycki (\*RTAG Voting)

Attendee	Organization
Chris Bruns*	The Pavilion
Andy Kulczycki*	Community Service Center of Northern Champaign County
Stan James*	Champaign County Board
Michelle Ramage*	Rantoul City School District #137
Rita Morocoima-Black	Champaign County Regional Planning Commission, PCD Director
Eileen Sierra-Brown	Champaign County Regional Planning Commission, HSTP Coordinator
Ryan McCoy	Champaign County Regional Planning Commission, Planning Intern
Amy Marchant	CRIS Rural Mass Transit District
Seamus Reilly	Parkland College

8  
 9 Agenda

10  
 11 I. **Call to Order** – Mr. Kulczycki called the meeting to order at 4:05 p.m.

12 II. **Roll Call** – Ms. Brown called the roll. A quorum was established. Mr. Reilly introduced himself and time  
 13 was taken to introduce everyone and the organization they represent on RTAG. Mr. Reilly is a new  
 14 RTAG appointee and will be a voting member during the next meeting.

15  
 16 III. **Agenda Approval** – The agenda was approved (Motion James, Second Bruns, Unanimous).  
 17

18 IV. **Approval of Minutes**

19 A. **Meeting of August 8<sup>th</sup>, 2012** – Prior to the meeting, Ms. Brown had provided grammatical  
 20 corrections to the minutes. **The minutes were approved (Motion James, Second Bruns, Unanimous).**  
 21

22 V. **New Business**

23 A. **Proposed Annual Meeting Schedule**

24 RTAG approval vote was needed in order to post one legal ad for the year. **The proposed 2013**  
 25 **quarterly meeting schedule provided in the handouts (2<sup>nd</sup> Wednesday of the Month at 4:00 PM)**  
 26 **were approved (Motion Ramage, Second James, Unanimous).**  
 27

28 **B. CRIS Service Report: FY13, 1<sup>st</sup> Quarter Prepared by CCRPC (Eileen Sierra- Brown)**

29 Purple handout provided is the FY13 first quarterly report. Ms. Marchant reported with August  
30 having 23 service days that a corresponding increase in overall trips provided. She also noted that  
31 in the trip breakouts, medical trips are the primary service being provided, however, personal,  
32 shopping, and employment trips are growing as well, and are equally important. There were 1,300  
33 to 1,400 average trips per month with August being the busiest with 1,700. Having some  
34 difficulties with dispatchers being unable to convey to riders what can and cannot be booked.  
35 While the dispatchers try to squeeze in as many rides as possible there are always safety factors to  
36 consider.

37  
38 Ms. Marchant also noted that number of trips requiring the lift to be utilized do appear to be quite  
39 higher than she would have anticipated.

40  
41 Ms. Marchant also indicated that the Indigo contract is coming to a sunset, and that in August the  
42 vehicle for that service contract could be used in the month of August. Indigo Apartment bought  
43 their own vehicle and will no longer be contracting CRIS for the service. The vehicle may be used  
44 for another project to be determined at a later date.

45  
46 Ms. Brown noted a transposing error occurred on the chart she prepared (see monthly  
47 comparisons between 2011 and 2012 for the same fiscal quarters and the drop in totals for the  
48 month of September). Mr. Kulczycki also pointed out that July 2011 was repeated twice. Ms. Brown  
49 stated she would have this chart corrected and emailed to RTAG after the meeting, as well as  
50 posted online.

51  
52 Mr. James noted that overall the total number of trips has increased steadily and the highest in the  
53 winter months as anticipated, even though this winter was fairly mild. Mr. Kulczycki requested that  
54 once enough data is available, it would be beneficial to have a month by month comparison from  
55 year to year. Ms. Marchant reiterated that there are so many factors as to why one month is higher  
56 than another. Mr. James inquired if the average per day in the red bar was the number of persons.  
57 Ms. Brown responded and stated the average per day was total trips within a month divided by  
58 total number of service days within the month (M-F); therefore, the blue bar was total trips and the  
59 red bar was the average per day (refer to trend chart from handouts). Ms. Marchant noted that the  
60 even and odd number of total trips provided is a reminder that not every person takes two trips as  
61 they may use other methods to return home.

62  
63 **C. Champaign County Rural Public Fiscal Report (Amy Marchant)**

64 Ms. Marchant updated that CRIS applied for both a Job Access Reverse Commute (JARC) and New  
65 Freedom grants for Champaign County. CRIS was notified that they were awarded the grants;  
66 however, the bad news is that IDOT only awarded operating funding and not vehicle funding for  
67 those grants. Ms. Marchant noted that there is a lot of analysis about how to run varying routes  
68 and when/where vehicles can be pulled from to make up for the gap in the rolling stock that was  
69 not awarded with these grants. On a brighter note, Ms. Marchant received word from the Veterans

70 Administration that they have ordered the vehicle, which was going to be used as local match for  
 71 these grants. However, there is no known schedule on when that will be delivered. Ms. Marchant is  
 72 hopeful it will be delivered sooner than later. Essentially, the JARC will allow for a deviated fixed  
 73 route running a loop four times a day starting in Rantoul to Parkland to medical facilities on  
 74 University Avenue then back to Rantoul. Ms. Bruns clarified that the award notification had been  
 75 provided to CRIS and inquired when the JARC route would begin. Ms. Marchant indicated the  
 76 route would begin based on when the contract from IDOT was delivered. Ms. Sierra confirmed that  
 77 they were definitely awarded the grants based on the State Oversight Committee (SOC) scores. Mr.  
 78 Kulczycki inquired how many vehicles were applied for in the grants and how this would impact the  
 79 delivery of services. Ms. Marchant responded that two were applied for and that they would have  
 80 to look into various ways to redistribute the vehicles from the current fleet that is being overbooked  
 81 at this time. Ms. Bruns inquired if the two vehicles are not provided then would the grant award be  
 82 given back. Ms. Marchant said they would try to still deliver the service, however lining up the  
 83 resources and spending down the grant will be difficult and will impact operations. The  
 84 Consolidated Vehicle Procurement (CVP) funding was discussed regarding the start-up vehicles for  
 85 Champaign County.

86  
 87 {Ms. Ramage entered the meeting at this time.}

88  
 89 Ms. Marchant described how the New Freedom would be focused on medical rides on county-wide  
 90 in Champaign County. The same is true for the Vermilion County New Freedom grant. Plus, this  
 91 award will allow direct routes between the counties for people traveling to the VA hospital.  
 92 Currently the county line is an invisible barrier for connecting trips between the counties, even  
 93 though medical trips are often interchanged between the two counties. Ms. Brown described other  
 94 various projects throughout Region 8 that were awarded JARC and New Freedom grants including  
 95 CRIS' Vermilion County Corn Cruiser JARC route.

96  
 97 Ms. Marchant also reported that in October CRIS received Champaign County's fourth quarter  
 98 {FY12} payment from IDOT. The first quarter {FY13} requisition for payment was submitted to  
 99 IDOT; however, CRIS is waiting on IDOT to execute Champaign County's FY13 contract {note:  
 100 requisitions cannot be processed until the executed contract is in place}. Ms. Marchant noted that  
 101 technically CRIS is operating in Champaign County without a signed contract, which is a standard  
 102 practice for IDOT, as it takes them typically longer to execute a contract than operational  
 103 requisitions accrue and are submitted; although that is a concern for the CRIS MTD Board.

#### 104 105 *D. CCRPC Oversight & CRIS Rural MTD (Rita Black & Amy Marchant)*

106 A month and a half ago, Ms. Black received a letter from IDOT-DPIT stating that CCRPC can no  
 107 longer provide oversight of CRIS on behalf of Champaign County and continue to be contracted to  
 108 facilitate the regional rural transit coordination for HSTP Region 8 (12 counties). This change by  
 109 IDOT-DPIT is a result of the changing compliance responsibilities of the coordinator. However,  
 110 county staff is not willing to facilitate the pass-through funding activities (i.e. reviewing requisitions  
 111 and facilitating the RTAG meetings). Therefore, the only option to continue with operations, as they

112 are now, is to transition from CRIS, as the operator, to becoming the Grantee by annexing into  
113 their Rural MTD (refer to the attached steps letter provided in the handouts on the back table).  
114

115 Mr. James spoke of how well the service has gone and how well CRIS has operated it and doing  
116 this for the right reasons, for the community. He has communicated this to the County Board;  
117 however there might be some resistance on the idea of annexing into the MTD. Ms. Black also  
118 outlined the recent changes in the County Board, which could prove difficult when changing the  
119 grantee status and transferring the liability to CRIS Rural MTD. The hope is this transition could be  
120 complete within six months' time. Ms. Black continued to describe how annexing into the MTD  
121 would result in Champaign County MTD board members being appointed. Those appointees  
122 could be RTAG members and/or could be comprised of county board members. Mr. James noted  
123 his recommendation would be for them to look first at the advisory board for appointees and then  
124 go from there. Likely, a county board member will be on the Rural MTD board, as well. Ms.  
125 Marchant will be working with her MTD board to adjust bylaws for the transition. Politically, right  
126 now, there are many ongoing changes on the County Board. Committees are currently being  
127 formed and Mr. James may not necessarily be reappointed to the RTAG – although he has  
128 expressed his interest in staying involved.  
129

130 Mr. Kulczycki recapped the discussion by stating that: 1) IDOT (the state) sent a letter stating RPC  
131 cannot be administratively involved in oversight functions of the grantee due to possible conflicts of  
132 the HSTP Region 8 contract with compliance responsibilities assigned to Ms. Brown; 2) the county  
133 was responsible for all grantee oversight, (passing through the funding) but they were not  
134 agreeable with it, resulting in RPC filling that role on behalf of county; 3) based on the operational  
135 and administrative issues involved, the proposed solution is for Champaign County to annex into  
136 CRIS Rural MTD (Vermilion County) - as its not a taxing body and it will reduce the liability of the  
137 county. Currently, the county is not receiving any administrative funds. RPC is being reimbursed for  
138 staff time spent on monitoring the fiscal end of the pass-through and facilitating RTAG. Therefore,  
139 no funding losses for the county would occur with this change. Logistically, MTD board members  
140 could participate in conference calls to reduce the burden. During the November 8<sup>th</sup> CRIS MTD  
141 board meeting, they gave Ms. Marchant the green light to adjust the bylaws as needed and would  
142 be willing to meet 50/50 in both locations; however, CRIS' attorney advised not to adopt the new  
143 bylaws until everything for the annexation was in place. Mr. Kulczycki inquired if this was her  
144 agency's board or if this was an MTD board that gave her the green light. Ms. Marchant  
145 responded that they are two separate boards between the Center for Healthy Aging and the CRIS  
146 Rural MTD; although the MTD board is comprised of members from the Healthy Aging Board. The  
147 CRIS Center for Healthy Aging's board has 15 members and the CRIS Rural MTD board includes 5  
148 of those 15 members, therefore they serve on both boards. This group used to be the  
149 transportation committee that became a board when the MTD was established, and they  
150 intentionally made it a small board in anticipation of Champaign joining their board. Ms.  
151 Marchant noted this was a recommendation also made by Dave Specke, IDOT-DPIT Deputy  
152 Director). Mr. James inquired if there were other counties currently doing this, and Ms. Marchant  
153 confirmed there were.

154 Mr. James described items needed, which included Ms. Marchant providing bullet points  
 155 concerning what this entails, (similar to the letter provided) concerning the no taxation aspects);  
 156 then calling Ms. Busey (County Administrator) to provide updates and request the state's attorney  
 157 review all documents, such as the needed resolution.

158  
 159 Mr. James noted that this is done with a lot of other groups, so they should be familiar with what is  
 160 involved. It is hoped to include this on the agenda by January and completed by March to help  
 161 with the transition. The group discussed all the political issues involved and the county board  
 162 process. The documents need to be worded to help explain how it works, and provide examples  
 163 when submitting to the board. Mr. Kulczycki asked if there was any other reasonable option  
 164 besides annexation. The group concluded that this was the best way to move forward.

165  
 166 The annual service report as described in the bylaws will go before the Champaign County Board  
 167 in November on the Thursday after Thanksgiving.

168  
 169 There was a consensus that RPC proceed in this direction to annex into the Champaign County  
 170 Rural Public Transportation Grant into CRIS rural MTD. Mr. Seamus recommended adding  
 171 language as to where the funding is coming from. A letter from RTAG, signed by Mr. Kulczycki, will  
 172 be prepared and sent to the Champaign County Board.

## 173 174 VI. Old Business

### 175 A. *Update – CRIS Rural Rider Letter (Amy Marchant)*

176 The CRIS letter (tan handout) was distributed, explaining the changes in the Rural Rider program,  
 177 now referred to as the Senior Passport Program. The changes for the rural rider program are going  
 178 into effect on December 1<sup>st</sup>. This letter was sent to all riders and the response was fairly quick. In  
 179 particular, the Circle of Friends (COF) riders wanted no fares be required for the transportation of  
 180 their five clients. The fare is \$5 each way. Ms. Marchant is looking at the possibility of using the New  
 181 Freedom grant to cover the cost of these trips. The cost is currently being paid by the riders and the  
 182 COF is not interested in entering into a service contract to cover the cost of the transportation.  
 183 However, COF could get the cost reimbursed by the state if they enter into a service contract. In  
 184 doing so, they would have to pay for it and wait for the state to reimburse. COF did contact East  
 185 Central Illinois Area on Aging (ECIAAA) regarding the changes and they confirmed the changes to  
 186 the program. Ms. Marchant also requested the East Central Illinois Area on Aging if the funding that  
 187 was turned down by Piatt County could go toward the large demand of seniors for transportation in  
 188 Champaign County.

### 189 190 B. *CCRPC Rural Mobility Transportation Plan & HSTP Update (Ryan McCoy & Eileen Sierra-Brown) –*

191 Due to time, this item was tabled until the next meeting. The presentation was going to cover  
 192 months added since the last meeting to the origin and destination hot spot maps (same as  
 193 presented last time, just with new data collected). All of which can be emailed to RTAG after this  
 194 meeting.  
 195

- 196 **VII. Announcements** - Ms. Marchant announced that the bike rack CCRPC referred them to (a spare one  
197 CUMTD had acquired) was, in fact, installed and available for any riders at this time.  
198
- 199 **VIII. Audience Participation** – There was no audience participation.  
200
- 201 **IX. Adjournment** – Meeting was adjourned at 5:09 PM. Next meeting is on February 13<sup>th</sup>, 2013 at 4:00  
202 PM in the John Dimit Room.

## Champaign County Rural Transit Advisory Group (RTAG) *Draft Quarterly Report 2-13-13*



**Provider:** CRIS Rural Transit (CRIS)

**FY13 2<sup>nd</sup> Quarter:** October 1<sup>st</sup> – December 31<sup>st</sup>, 2012

*Numbers below can be reconciled as needed (common in rural transit systems). IDOT-DPIT grants operate on IL Fiscal Year (July-June); therefore this RTAG reports cover the last completed quarter.*

**Trips** - In the table below, excluding service contracted service, trip numbers reflect CRIS's provided transportation:

- **Types of Trips** – Total number of trips, broken out and classified on destination per month. A return trip, to pick-up location was classified as the same purpose as the trip preceding it.  
*Example: If a rider travels to a doctor's office (Trip A), afterwards goes to a grocery store (Trip B) before returning home (Trip C); then the Trip A is medical, Trip B is shopping, and Trip C is shopping as well.*
- **Total Trips** – A trip is one unit of service (i.e. one person starts/ends a ride by entering and exiting a vehicle).
- **Total Days** – Total service days (M - F) that CRIS was operating within a month (\* indicates holiday(s) occurred).
- **Average Trips Per Day** – Total trips divided by total days.
- **Services** –
  - **Lift** – Number of trips requiring a lift to be used.
  - **60+** Services - Trips indicate total senior rides provided.

Month	Types of Trips							Total Trips	Total Days	Average Trips	Services	
	Med	Personal	Shopping	Social	Employment	Edu	Misc				Lift	60+
Oct*	553	345	99	259	271	92	2	1,621	22*	74	145	814
Nov*	442	242	94	283	237	73	0	1,371	19*	73	132	735
Dec*	405	160	103	240	195	33	0	1,136	20*	57	120	595

**Vehicles** – The table below reflects the transit system's capacity:

- **Number of Vehicles** used for transportation services within Champaign County (excluding service contract vehicles);
- **6, 12, & 14 passenger** references number of rider seats per vehicle in service (all vehicle have an ADA lift); and
- **Total Miles** driven by vehicles within a month.

Month	Number of Vehicles		Total Miles
	6 passenger	14 passenger	
Oct*	2	7	24,060
Nov*	2	6	20,563
Dec*	2	6	18,205

**Total New CRIS Registered Riders = 75** - The table below reflects new registered riders in FY 13's 2<sup>nd</sup> quarter. Residency is based on the provided home address's zip code:

- **5311** – A rider's travel that starts or ends in the rural general public service area.
- **5311D** – A rider with one or more disability, who qualifies for the \$2 fare.
- **RR (60+)** – A *Rural Rider* who is 60+ years old, who qualifies for the \$2 fare (this program was previously based at CCRPC senior services and applies to all seniors countywide).
- **CCNH** – A rider's travel that starts or ends at the Champaign County Nursing Home.

Areas	New Riders FY13 Q2				Totals Prior Q2	Total Rider To Date
	5311	5311 D	RR (60+)	CCNH		
Gifford			1		10	11
Ludlow	1	1			6	8
Rantoul	32	5	4		596	637
Thomasboro					12	12
Armstrong					1	1
Champaign	4				36	40
Danville					2	2
Decatur					1	1
Des Plaines					1	1
Dewey					4	4
Fisher			2		11	13
Hillsboro					1	1
Homer					9	9
LeRoy					4	4
Mahomet			1		22	23
Monticello					3	3
Oakwood					2	2
Ogden					1	1
Penfield					3	3
Pesotum					1	1
Philo					3	3
Savoy					3	3
Sidney			1		0	1
St. Joseph					15	15
Seymour					1	1
Tolono			1		14	15
Urbana	3			19	177	199
<b>Totals</b>			<b>75</b>		<b>939</b>	<b>1,014</b>

**\*New Rider Notes:**

- 1 Rider's home address was outside of Chicago (Oak Park). When riding CRIS typically traveling to/within/from Rantoul. As this area is unlikely to reoccur, they were counted under Rantoul.
- One rider within Rantoul is both a Rural Rider and 5311 rider (refer SeniorPassPort program discussed during last meeting); as their rural rider trips occur first they were counted under RR.

**\*\*Noted Change in Report:** The Indigo Apartment Service Contract ended as of October 9<sup>th</sup>, 2012.

Period	Service Days	Ave. Trips Per Day	Vehicle Used	Total Trips
Oct*	5	255	0.35 (7 of 22 days)	1,275