

Champaign County Rural Transit Advisory Group (RTAG)

DATE: Wednesday, April 16th, 2014

TIME: 4:00 PM

LOCATION: **John Dimit Room (POD 100)**

Brookens Administrative Building
1776 E. Washington Street
Urbana, IL 61802

Agenda

- I. Call to Order**
- II. Roll Call**
- III. Audience Participation**
- IV. Approval of Agenda**
- V. Approval of Minutes**
 - A. *Meeting of January 15th, 2014*
- VI. New Business**
 - A. *Champaign County FY14 3rd Quarter Service Reports – Tina Ansong*
 - B. *Champaign County FY14 3rd Quarter Fiscal Reports – Amy Marchant*
 - C. *IDOT/FTA compliance reviews – Tina Ansong/Amy Marchant*
- VII. Old Business**
 - A. *Approval of Champaign County Rural Mobility Plan – Tina Ansong*
 - B. *Update on changing operators from CRIS to CUMTD – Rita Black*
- VIII. Announcements**
- IX. Audience Participation**
- X. Adjournment**

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Brookens Admin Building Parking Directions

Driving Directions:

<http://g.co/maps/64vwn>

Address:

1776 E Washington St, Urbana, IL 61802

Champaign Website:

www.co.champaign.il.us

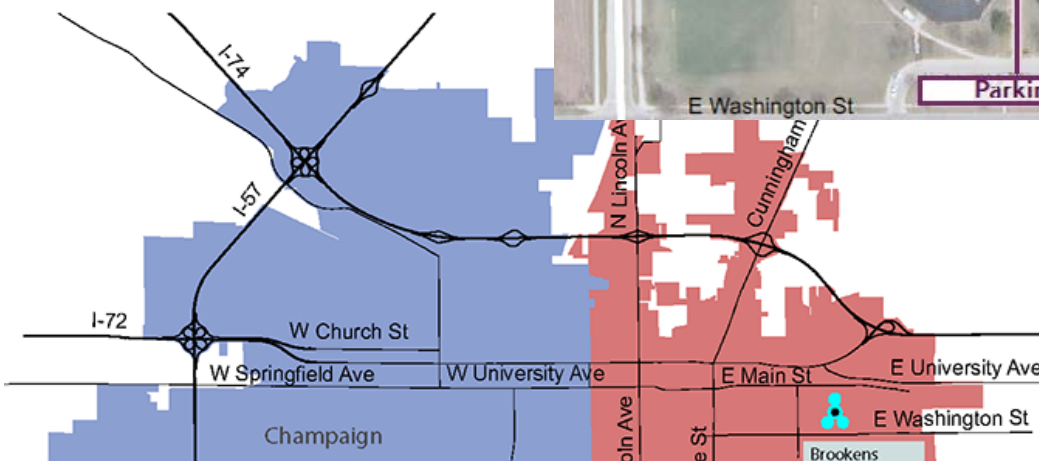
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County Administrative Offices

As you enter, a volunteer receptionist desk is straight ahead, directly left of it is a doorway with the county's emblem. Go through that doorway and proceed down the hall to the main administrative assistant.

John Dimit Room (POD 100)

From the front entrance desk, proceed left through the double doors, past zoning offices; it is the 3rd door on your left.



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 2 **Champaign County**
 3 **Rural Transit Advisory Group (RTAG)**
 4 **Meeting Minutes**

5 **DATE: Wednesday, January 15, 2014**

6 **LOCATION: John Dimit Room (POD 100)**

7 **1776 E Washington St, Urbana, IL 61802**

Attendee	Representation	Organization
Chris Bruns	*Medical	The Pavilion
Stan James	*County Board	Champaign County Board Liaison
Michelle Ramage	*Education	Rantoul City Schools
#Andy Kulczycki	*People with Low Income(s)	Community Service Center of Northern Champaign County
Elaine Palencia	*People with Disabilities	Champaign County Developmental Disabilities Board
Seamus Reilly	*Employment	Parkland College, Institutional Advancement
Mary Sleeth	*Seniors	St. Joseph Resident
Debra Busey	Administrator	Champaign County
Rita Morocoima-Black	Executive Director	Champaign County Regional Planning Commission
Bill Volk	Managing Director	Champaign-Urbana Mass Transit District
Karl Gnadt	Managing Director Designate	Champaign-Urbana Mass Transit District
Drew Bargmann	Planner	Champaign-Urbana Mass Transit District
Eileen Sierra-Brown	HSTP Coordinator	Champaign County Regional Planning Commission
Amy Marchant	Public Operator Staff	CRIS Rural MTD & CRIS Healthy Aging
Kathy Cooksey	Public Operator Staff	CRIS Rural MTD & CRIS Healthy Aging
Pam Schroeder	Recording Secretary	Champaign County Regional Planning Commission
Reuben James	Public	Unknown

9 **#Chair**

***Voting**

10 **I. Call to Order** – Mr. Kulczycki called the meeting to order at 4:00 p.m.

11 **II. Roll Call** – Ms. Brown called the roll. A quorum was established.

12 **III. Audience Participation** – **Mr.** Kulczycki asked audience members to introduce themselves. Mr.
 13 Reuben James introduced himself. Then Mr. Bill Volk, Mr. Drew Bargmann, and Mr. Karl Gnadt with
 14 Champaign-Urbana Mass Transit District (CUMTD) additionally made their introductions to the
 15 group.

16 **IV. Approval of Agenda** – The proposed 2014 RTAG Quarterly Meeting schedule was added to the
17 agenda under New Business.
18 Mr. James motioned to approve the agenda as amended, Ms. Ramage seconded, and the motion
19 carried unanimously.

20 **V. Approval of Minutes –**

21 **A. Meeting of October 15, 2013 –**

22 Mr. James motioned to approve the RTAG Minutes from October 15, 2013 meeting, Ms.
23 Palencia seconded, and the motion carried unanimously.

24 **VI. New Business –**

25 **A. Proposed 2014 Quarterly Meeting Schedule** – Ms. Brown distributed the Champaign
26 County RTAG Meeting Schedule for 2014's quarterly meetings. RTAG members had filled out
27 a survey confirming their availability to attend the proposed meeting schedule, and beyond a
28 few conflicts, the majority agreed with the proposed schedule of meetings.

29 Ms. Bruns made a motion to approve the proposed 2014 Meeting Schedule, Ms. Palencia
30 seconded, and the motion carried unanimously.

31 **B. Champaign County 1st and 2nd Quarter FY14 Service Reports** – Ms. Brown directed the
32 RTAG to review the draft FY14 1st Quarter and 2nd Quarter service reports for Champaign
33 County's rural transportation services. Several items on the report were highlighted as
34 attached; including one day when operations were shut down due to severe snow weather
35 conditions. Additionally, Ms. Brown pointed out that denied trip figures on the 2nd Quarter's
36 report were in red text due to conflicting reporting between CRIS' definition for denials and
37 the documentation of those denials not adding up to the figures provided. Corrections to the
38 2nd Quarterly report will be forthcoming.

39 Ms. Brown then referenced the last page in the quarterly reports titled "Trip Trend Chart 1-15-
40 2014". The first two quarters in 2011 were not included in the chart because the program was
41 not yet in full operation, and therefore would not be good statistical information for a true
42 comparison. However, this chart is a good guide to review and analyze the service being
43 provided to the community on a daily basis.

44 Ms. Marchant stated there have been challenges, which have negatively impacted the trips in
45 recent months. Ms. Marchant stated it has been difficult to maintain staff at the current pay
46 rate and many times the prospective hires do not pass the drug test. The decision to increase
47 the hourly rate is on hold until a future provider and their job description are being
48 established.

49 Mr. James made a motion to accept the FY14 1st and 2nd Quarter Service Reports, Ms. Bruns
50 seconded, and the motion carried unanimously.

51 **C. FY 14 1st and 2nd Quarter Fiscal Reports** – Ms. Marchant reported approximately \$66,000 in
52 5311 was billed in the 1st Quarter for FY14. In the 2nd Quarter of FY14 CRIS submitted a
53 payment advance request to IDOT-DPIT for \$43,000. The 2nd Quarter billing is not due until

54 January 30th, 2014 and should be submitted on time to DPIT. Ms. Brown stated FY14 federal
55 reimbursement checks were received earlier today. However, the reimbursement for the state
56 funding drawdown along with the advance requested had not been received at this time. Ms.
57 Brown asked Ms. Cooksey what percentage of the overall federal and state funding for
58 Champaign County FY14 grant is remaining after the 2nd Quarter was closed out. Ms. Cooksey
59 indicated that by the end of the second quarter's drawdown, all federal 5311 funding would
60 be expended, as typical for these grants; and that approximately 40% of the state funding
61 remained at the end of the 2nd quarter. Ms. Cooksey noted that RTAG should keep in mind
62 that the state funding is used to pull down the federal funding and additional local match is
63 needed to pull down the full amount of state funding available.

64 **D. Review and Approval of Champaign County Rural Mobility Plan** - Rita Black introduced
65 Tina-Marie Ansong as the Champaign County Program Compliance Oversight Monitor
66 (PCOM). Ms. Black then informed RTAG members that Ms. Ansong will be replacing Ms.
67 Brown as the point of contact for RTAG matters.

68 Ms. Ansong revised and completed the draft *Rural Mobility Plan for Champaign County* and
69 presented the findings to attendees. Ms. Ansong presented the following information from the
70 Rural Mobility Plan:

- 71 • The literature review included documents such as Transportation Corporative
72 Research Program (TCRP) *Report 161* that provides specific instructions for
73 estimating need, demand and mobility gap for rural public transportation. The
74 text *Organizing Transit in Small Urban and Rural Communities* and a number of
75 other texts were reviewed for the plan. Once literature review was completed, the
76 existing socioeconomic data and available transportation services in rural
77 Champaign County were added to the plan.
- 78 • The plan also identified unique transportation needs of transit dependent
79 populations, i.e. low income persons, persons with disabilities, persons living in
80 zero vehicle households, as well as older adults and youth.
- 81 • In the plan, socioeconomic data collected was utilized to estimate rural
82 transportation need, demand and current mobility gap in services. These
83 estimates were defined as: Need equals the total number of persons in transit
84 dependent groups; Demand equals the number of one-way trips transit
85 dependent persons will require; and Mobility Gap equals the difference in the
86 number of trips made between persons with access to a vehicle and those with
87 no access to a vehicle.
- 88 • The final step in developing the plan was to goals, objectives, and performance
89 measures based on the results of the analysis and then design strategies to
90 implement the desired outcomes detailed in the goals and objectives.
- 91 • Ms. Ansong continued to present sections of the mobility plan, including maps
92 of: the Study Area, which included all rural areas of Champaign County outside of

93 CUMTD district's boundaries; and a distribution map of high, medium and low
94 transit dependent areas throughout rural Champaign County. She explained that
95 high, medium and low was established based on the share of transit dependent
96 groups for each rural block group.

- 97 • CRIS current service hours are Monday to Friday, 6am to 6pm except all federal
98 holidays. Average Trips per day for FY13 was 69. Medical trips are the major trip
99 type. CRIS has over 1,100 registered riders and 105 of those riders are persons
100 with disabilities and 25% older adults. Most trips originate in northern
101 Champaign County in the Rantoul area while most destinations are in the
102 urbanized area.
- 103 • For analysis purposes the county was divided into 4 Demand Response Zones
104 (DRZs). Demographic characteristics for each demand response zone were
105 presented along with each zones estimated need, demand and mobility gap.
- 106 • Public comments and perceptions of Champaign County's rural service include
107 the fact that it is perceived to be a Paratransit service, service hours need to be
108 expanded and requested travel times are often booked.
- 109 • Common issues with CRIS service include: service hours do not facilitate
110 employment commute, regular commute costs are unaffordable for low income
111 persons, limited capacity and structure of operations make it difficult to meet
112 demand, public is unaware of the full scope of CRIS' service and 48 hour advance
113 schedule requests limit rider options and flexibility.
- 114 • Goals, objectives and strategies were presented and RTAG members were
115 informed that these goals and objectives are not final and are open for
116 discussion. Goals and objectives pertained to improving ridership, efficiency and
117 ability to facilitate employment and education trips.

118 Mr. James commented that it seems the only way to achieve the goals and objectives presented
119 is to form an MTD with property taxes, he was doubtful that CRIS could achieve providing public
120 transportation for employment purposes. He thinks the goals are asking too much for what CRIS
121 was mandated to deliver. He doubts persons will utilize CRIS for employment commute, because
122 of the convenience of cars. Mr. James does not think a fixed route service would be appropriate
123 for rural Champaign County, because the demand is not great enough.

124 Ms. Marchant stated that CRIS was not able to utilize its JARC funding, because the vehicles
125 were not delivered, and if the vehicles had been delivered then the route would be operating;
126 then CRIS would have achieved many of the goals and objectives presented. Ms. Black did agree
127 that Champaign County has been waiting for 9 vehicles for a long time.

128 Mr. James proposed that the approval of the Rural Mobility Plan should be postponed until the
129 next RTAG meeting when the group has adequate time to review the document. Ms. Black
130 informed members that if they have questions or comments, those should be forwarded to Ms.
131 Ansong for incorporation into the document.

132 **VII. Old Business**

133 **A. Future of Champaign County Rural Transit System Operations** -Ms. Black informed the
134 RTAG that in November she received an email from Ms. Marchant stating that due to
135 changes in CRIS' board members, they have now decided to discontinue the relationship
136 with Champaign County. After consulting with Ms. Marchant and reviewing previous
137 research on providers Ms. Black and Ms. Busey had concluded that CUMTD would be the
138 ideal operator to take over rural transit services in Champaign County. Mr. Gnadt stated that
139 CUMTD is willing to explore the possibility of being the rural transit operator, although the
140 issue has not yet been presented to the CUMTD Board for approval.

141 Mr. James made a motion to have the RTAG proceed with negotiations with CUMTD to
142 operate rural transportation services in Champaign County; the motion was seconded by Mr.
143 Reilly. Motion carried unanimously.

144 Ms. Busey informed the group that this issue will be presented to the Champaign County
145 Board in February.

146 **VIII. Announcements** – Ms. Black announced that Ms. Ansong will be replacing Ms. Brown as the
147 point of contact for RTAG issues and the liaison between the CRIS, the County and CUMTD.

148 **IX. Audience Participation** – None.

149 **X. Adjournment** – The meeting adjourn at 5:13 p.m.

Champaign County Rural Transit Advisory Group (RTAG)

DRAFT Third Quarter FY14 Service Report



Grantee: Champaign County

Subcommittee & Oversight: Rural Transit Advisory Group Appointees & CCRPC

Operator: CRIS Rural Mass Transit District (CRIS)

This table reflects rural public transit service provided within Champaign County for FY14 third quarter:

- **Trip Type Broken-Out** is the total number of trips grouped by the purpose of each trip. These categories include – **Medical, Personal, Shopping, Social, Employment, Educational, & Miscellaneous.** {Note: Trips to return home are classified by the trip's purpose preceding it.
- **Trips** are transportation service units that are counted each time an individual rider enters and exits a vehicle.
- **Days** are the number of business days (M - F) that CRIS operated within a month, except on federal holidays and inclement weather service.
- **Daily Average** is the total trips divided by total number of operating days.
- **Accessible** services include the number of trips requiring ADA **Lift** equipment and trips provided to older adults **60+** years of age.
- **Requests Denied** includes the total number of individuals who called to request transportation that could not be accommodated.

Transportation Services

Month	Trip Type Breakouts							Trips	Days	Daily Average	Accessibility		Denials	
	Medical	Personal	Shopping	Social	Employment	Education	Misc.				Lift	60+	Requests	Trips
Jan.	428	136	60	144	249	94	2	1,113	17	65	107	546	45	80
Feb.	579	181	59	154	285	93	5	1,356	18	75	114	621	9	16
Mar.	759	233	107	175	345	83	0	1,702	21	81	145	808	17	25
Total	1,766	550	226	473	879	270	7	4,171	56	74	366	1,975	71	121

System Operations

Month	Vehicle Capacity			Operation	
	6-Passenger	12-Passenger	14-Passenger	Miles	Hours
Jan.	2	0	6*	19,523	971.25
Feb.	2	0	6*	22,152	1090.75
Mar.	2	0	6*	28,352	1327
Total				70,027	3,389

This table reflects the rural operations within the quarter:

- **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.
- **Total Hours** driven by vehicles to provide public transportation.

**For Oct. & Nov. the 14-Passenger Vehicle #28 was used only 1 day of the entire month.*

****Note service numbers contained within the report can be reconciled as needed, which is common in rural transit systems.**

The table reflects new registered riders in this quarter. Several notes regarding ridership & fares are below.

- Fares: 5311 riders that trips begin or end in the rural general public service area. 5311D or 60+ riders are eligible for a \$2 one-way fare. Passenger Assistants ride for free, and children ride for \$1 each way. There is a service contract with riders from the Champaign County nursing home can scheduled to be picked up a contracted rate of \$26.
- **Rural Demand Response Zone (DRZs):** Eligible transit service areas of Champaign County divided into quadrants.

FY14 3rd Quarter Champaign County Registered Riders

DRZs	2010 Census	# Served Since 2011	% of Pop. Served	Community	New Riders			Total	% Served
					Jan	Feb	Mar		
DRZ1	22,171	5	3.91%	Dewey				5	4.16%
		14		Fisher		1		15	
		0		Foosland*				0	
		10		Gifford		1		11	
		19		Ludlow	2			21	
		5		Penfield		1		6	
		799		Rantoul	8	20	19	846	
		15		Thomasboro		3	1	19	
		DRZ2		17,317	0	0.21%	Allerton*		
0	Broadlands							0	
11	Homer				1			12	
0	Longview*						1	1	
1	Ogden							1	
2	Philo							2	
0	Royal*							0	
20	Saint Joseph		4		2			26	
2	Sidney							2	
DRZ3	12,317	1	0.16%	Ivesdale				1	0.17%
		2		Pesotum				2	
		1		Sadorus*				1	
		16		Tolono			1	17	
DRZ4	20,327	33	0.17%	Mahomet		2	2	37	0.19%
		2		Seymour				2	
		0		Bondville				0	
CUMTD District	128,949*	64	0.21%	Champaign	8	5	2	79	0.24%
		3		Savoy		1		4	
		201		Urbana	6	11	10	228	
Outside County Registered Riders		18	Not Applicable	Outside County			2	20	N/A
Previous Total = 1,226					New Riders = 114			Total = 1,340	

**Note that CUMTD boundary population is approximate due to the ¾ mile deviation that their Paratransit service provides.*

Additionally, the 2010 Census' Urbanized Area Boundaries for Champaign, Urbana, Bondville, and Tolono do not match up with the service area boundaries of CUMTD.

****Note service numbers contained within the report can be reconciled as needed, which is common in rural transit systems.**

Outside County Registered Riders	
Fairmont	2

Several notes on the chart above:

- *Residency is based on the provided home address's zip code.*
- Outside County Registered Riders – The following towns listed are not trip destinations provided by CRIS. These registered rider home addresses are outside of the county, but at some point they traveled within Champaign County.