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

5 **DATE: Wednesday, April 16, 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 |
| Mary Sleeth | *Seniors | St. Joseph Resident |
| Rita Morocoima-Black | Executive Director | Champaign County Regional Planning Commission |
| Bill Volk | Managing Director | Champaign-Urbana Mass Transit District |
| Drew Bargmann | Planner | Champaign-Urbana Mass Transit District |
| Tina-Marie Ansong | Planner | Champaign 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 |
| Tawanna Nickens | *Employment | Parkland College, Adult Education |
| Debbie Peterik | Recording Secretary | Champaign County Regional Planning Commission |
| Tom Kacich | Reporter | The News-Gazette |

9 **#Chair**

***Voting**

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

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

12 **III. Audience Participation** – None

13 **IV. Approval of Agenda** – Mr. James motioned to approve the agenda, Ms. Bruns seconded, and the motion
 14 carried unanimously.

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 16 **V. Approval of Minutes** –

17 **A. Meeting of January 15th, 2014** –

18 Ms. Bruns motioned to approve the RTAG Minutes from the January 15th, 2014 meeting with changes
 19 as amended and described below, Mr. James seconded, and the motion carried unanimously.

20 Ms. Bruns stated that there was a discussion at the January 15th, 2014 meeting about what CRIS was
 21 providing and how things were progressing. Ms. Bruns mentioned that Mr. James had specifically
 22 mentioned that CRIS had done a great job and she would like Mr. James' statement to be a part of the
 23 minutes.

24 **VI. New Business** –

25 **A. Champaign County FY14 3rd Quarter Service Reports** – Ms. Ansong referred the group to the
26 breakdown of trips provided, by trip purpose highlighting the following information:

- 27 • Compared to the previous quarter, there were over 600 additional medical trips and 130
28 shopping trips provided.
- 29 • We also added approximately 700 total trips.
- 30 • We added over 1,000 hours and over 10,000 miles which was a significant increase over
31 the previous quarter.
- 32 • There were significant changes in the denials between this quarter and previous quarter.
33 In the previous quarter denied requests were at 202, this quarter 71 was reported. For
34 the trips, last quarter 416 denials were reported, this quarter 121 was reported.
- 35 • 114 riders were added to the transit system this quarter versus 75 added last quarter.
- 36 • Both the individuals served and the number of trips were up slightly from the previous
37 quarter’s months. At the end of March, we are averaging 1700 total trips and 221
38 individuals served. Ms. Black stated that this is the highest number that compared with
39 the average that peaked at 2012, and then went down. Now our figures are trending up
40 again.

41 Ms. Marchant commented there are more than 100 rides scheduled every day; 20-25 are
42 cancelled, but the cancellations allow availability to other rider requests. Ms. Marchant
43 reminded the committee as she had stated previously that there had been challenges with
44 maintaining staff at the current rate of pay. After convincing the board to raise the rate of
45 pay, the rate has been increased to \$11.00 an hour which has caused more applicant interest.

46 Mr. James made a motion to accept and place on file, Ms. Bruns seconded, and the motion carried
47 unanimously.

48 **B. Champaign County FY14 3rd Quarter Fiscal Reports** – Ms. Marchant commented that FY14 3rd
49 Quarter Fiscal Reports are not due until the end of the month, and they will be on time. At the end of
50 the 3rd quarter we will have expended all the 5311 Funds and \$235,000 of the DOAP Funds. Ms.
51 Marchant stated that Ms. Cooksey’s predictions were that they probably will not have spent about
52 \$200,000 in operating at the end of the fiscal year. We can’t spend it down. We simply need vehicles
53 to spend the money so we staff the vehicles with drivers, pick up passengers and put fuel in the
54 vehicles.

55 Mr. James made a motion to accept and place on file, Ms. Bruns seconded, and the motion carried
56 unanimously.

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58 **C. IDOT/FTA Compliance Reviews** – Ms. Ansong stated that the tri-annual reviews for Champaign
59 County are on April 29th and 30th. We are currently preparing for RLS, the private contractor
60 consultant with IDOT who will evaluate our compliance on a number of parameters such as financial
61 management, Title VI an equal opportunity, maintenance, and safety. We are in the process of
62 getting the required documents in place. Ms. Black commented that this is the first review for
63 Champaign County. Ms. Marchant and Ms. Ramage discussed reviews they have had. Ms. Bruns
64 commented that as long as you have a plan for implementing, you would be in compliance. Ms.
65 Marchant also mentioned that they have been audited by IDOT every year and are very proud of their
66 audits and the outcome of their audits.

67 **VII. Old Business**

68 **A. Approval of Champaign County Rural Mobility Plan** – Ms. Ansong asked if there were any
69 changes to the document presented at the January 15th, 2014 meeting. Mr. James asked Ms. Marchant
70 if there were any roadblocks. Ms. Marchant mentioned that the point of view of the rider was
71 different than CRIS; not as extreme. For example, there were reasons cited for reduction in rides
72 because CRIS requires 48 hours. There was a comment about staffing two different drivers so that the
73 bus runs all day which Ms. Marchant stated they already do. What the rider doesn't realize is that in
74 transit there is typically a very long lunch hour. There are prime times for transit, morning and rush
75 hour. The middle of the day is usually much slower. It was suggested that routes be reduced and
76 lower the rates.

77 Mr. James made a motion to approve the Champaign Rural Mobility Plan with changes; the motion
78 was seconded by Ms. Bruns. Motion carried unanimously.

79 **B. Update on Changing Operators from CRIS to CUMTD** - Ms. Black stated that all the documents
80 that RPC had with CRIS have been sent to CUMTD; the current agreement with CRIS, the current
81 contract IDOT has with the County and the grant application that RPC made for the current fiscal
82 year for service. The next step for RPC is for CUMTD to change the agreement between CUMTD
83 and the County with changes they want to make, and then internally, we will have a discussion with
84 Deb Busey to see what other things we want to incorporate. CUMTD will start working with CRIS;
85 they will go to the offices to shadow the CRIS employees to learn how they are doing things. A
86 budget will be developed, and then we will go to the County board with all the details, with the draft
87 agreement, and the budget to be approved. We will then move forward for CUMTD to take over,
88 probably October 1st. Also, at that time, we would have gone over one quarter of the IDOT fiscal
89 year. July is too soon to get everything in place, as on July 1st, CUMTD will be changing the
90 director, and two changes at the same time are not good. Ms. Black already spoke with IDOT and
91 they are willing to work with RPC being flexible to do the transition in October. Mr. James asked if
92 the CUMTD board approved. Mr. Volk indicated they have approved moving ahead to negotiate an
93 agreement. CUMTD will review the CRIS agreement with the County. Mr. James asked if the next
94 person filling Mr. Volk's position is agreeable. Mr. Volk said he was very supportive. Ms. Black
95 indicated that Mr. Gnadt has been involved.

96 **VIII. Announcements** – Ms. Black introduced Debbie Peterik, our new secretary. Ms. Marchant shared with
97 the committee a flyer for CRIS that has made a big difference which includes a tear off sheet for people to
98 take with them.

99 **IX. Audience Participation** – None.

100 **X. Adjournment** – The meeting adjourn at 4:31 p.m.