

## Champaign County Rural Transit Advisory Group (RTAG)

DATE: Wednesday, October 15, 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 July 16<sup>th</sup>, 2014
- VI. Old Business
  - A. Changing operators from CRIS RMTD to CUMTD
    - i. Change of Name and Logo
    - ii. New Uniforms
    - iii. Notifying the Public and Human Service Agencies
    - iv. New Website
    - v. New Vehicle Wrapping Design
- VII. New Business
  - A. Champaign County FY15 1<sup>st</sup> Quarter Service Reports
  - B. Champaign County FY15 1<sup>st</sup> Quarter Fiscal Reports
- VIII. Announcements
- IX. Audience Participation
- X. Adjournment

*\*\*Champaign County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of disability, race, gender, or religion. Please call 217-819-4100 to request special accommodations at least 2 business days in advance.\*\**

## 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](http://www.co.champaign.il.us)

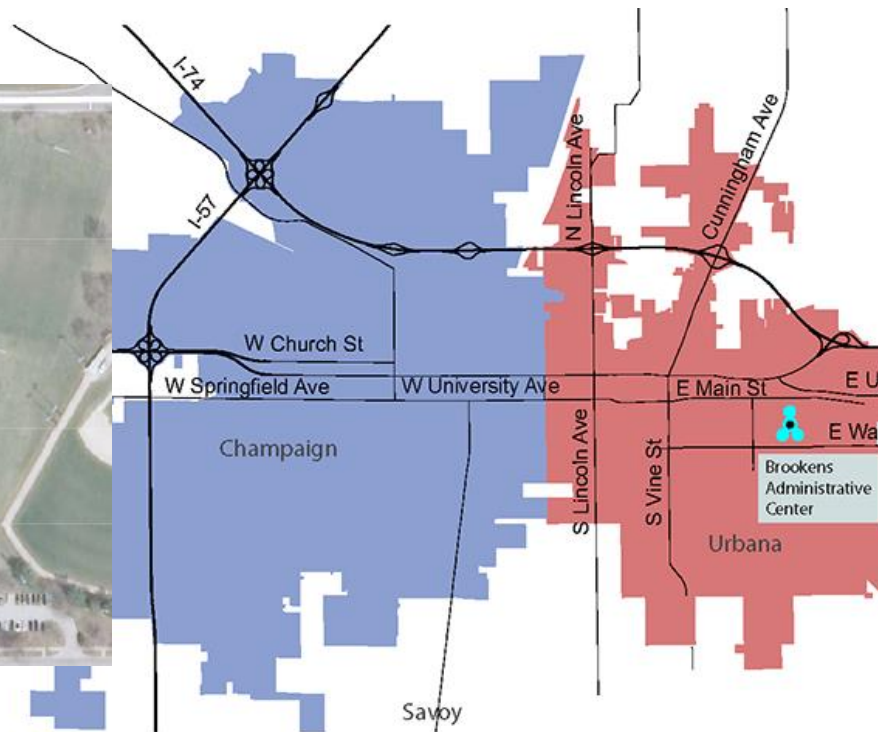
**Front Entrance Parking (South Side):** Public parking lot (turnaround) is located off of Washington Street. From highway 130, turn onto Washington Street, as you travel West (passing Prairie Elementary & Prairie Park) the parking lot will be the second parking lot on your right. From any other direction - you will be traveling East on Washington Street and will need to take a left at the second entrance after going through the 4-way stop intersection at Lierman Avenue. *If lost day of, call 217-328-33-13.*

### 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 3<sup>rd</sup> door on your left.



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 Champaign County  
 Rural Transit Advisory Group (RTAG)  
Meeting Minutes

5 DATE: Wednesday, July 16<sup>th</sup>, 2014

6 LOCATION: John Dimit Room (POD 100)

7 1776 E Washington St, Urbana, IL 61802

Attendee	Representation	Organization
#Andy Kulczycki	* Persons with Low Income	Community Services Center Northern Champaign County
Stan James	*County Board	Champaign County Board Liaison
Michelle Ramage	*Education	Rantoul City Schools
Elaine Palencia	*Persons with Disabilities	Champaign County Disabilities Board
Mary Sleeth	*Seniors	St. Joseph Resident
Seamus Riley	*Employment	Parkland College, Institutional Advancement
Rita Morocoima-Black	Executive Director	Champaign County Regional Planning Commission
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 (*teleconference)
Kathy Cooksey	Public Operator Staff	CRIS Rural MTD & CRIS Healthy Aging

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. 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 as amended with old business  
 14 moved up before new business, Ms. Ramage seconded, and the motion carried unanimously.

15  
 16 V. **Approval of Minutes** –

17 A. **Meeting of April 16<sup>th</sup>, 2014** –

18 Mr. James motioned to approve the minutes as presented, Ms. Ramage seconded, and the motion  
 19 carried unanimously.

20 VI. **Old Business** –

21 A. **Changing Operators from CRIS-RMTD to CUMTD**– Ms. Black informed the group that after  
 22 receiving approval from the County Board, RPC staff had been working with CUMTD to draft a  
 23 new Intergovernmental Agreement between the County and CUMTD. Ms. Black stated that the  
 24 Intergovernmental Agreement with CUMTD is based on samples that were provided by IDOT and  
 25 the previous agreements with CRIS. Based on recommendations made by both lawyers from the

26 County and CUMTD, a draft agreement was finalized yesterday, July 15, 2014. This final draft  
27 will be presented for County Board approval next week at their Thursday July 24<sup>th</sup> meeting.  
28 Changes included in this new Intergovernmental Agreement consisted of:

- 29 • Revised local match language that CUMTD and RPC staff will work together to identify  
30 local contracts, CUMTD will be responsible for providing the cost estimate associated  
31 with providing service contracts, and if local match funds are insufficient to leverage  
32 federal funds - then CUMTD may reduce the level of service provided they give  
33 Champaign County a 90 day notice of the planned reduction in service with details on  
34 how the service would change;
- 35 • Revised vehicle maintenance language by outlining detailed maintenance costs, because  
36 previously, CUMTD had an agreement for maintenance directly with CRIS which outlined  
37 specific costs associated with provided various types of maintenance; and
- 38 • Termination clauses were added by both the County and CUMTD attorneys.

39 In past agreements, the operator was responsible for sourcing local matching funding. Ms. Black  
40 explained that CRIS currently has a service contract with Champaign County Nursing home and  
41 they have been using these funds to leverage federal money. Mr. Kulczycki asked if the local  
42 match ratio was one to one, Ms. Black clarified that 35% local match is required for leveraging  
43 downstate funds. Ms. Black discussed and received approval by IDOT for the new local match  
44 language.

45 Ms. Black informed the group that Champaign County will be receiving three new vehicles from  
46 IDOT tomorrow July 17<sup>th</sup>. Mr. Kulczycki asked how the maintenance costs are covered. Mr.  
47 Bargmann explained that there is an hourly rate for general maintenance and body work and  
48 there are line items on the requisition for payment forms, which are covered by federal grant  
49 funds. Mr. James asked what happens if the maintenance costs exceed what was budgeted for  
50 maintenance. Mr. Bargmann and Ms. Cooksey explained in previous years their maintenance  
51 costs have not come close to the budgeted amount. However, should that happen there are  
52 additional funds in other line items that can be shifted around in the budget to accommodate  
53 overages. Ms. Palencia asked if the 65:35 local match ratio applies to maintenance costs. Ms.  
54 Black explained that it applies to all operating expenses.

55 Mr. James asked if this intergovernmental agreement is approved by the County Board will it go  
56 into effect October 1<sup>st</sup>. Ms. Black confirmed and stated that this year is more complicated than  
57 previous years, because a joint operator grant application was submitted resulting in double the  
58 amount of intergovernmental agreements, budgets, and vehicle maintenance documents.

59 Mr. James asked how many vehicles the County owned currently. Ms. Black stated that the  
60 County currently owns five vehicles and the additional three will make the total eight. Ms.  
61 Cooksey noted this would be the same number of vehicles as before, because Vermilion County  
62 loaner vehicles would be returned after the new vehicles are picked up tomorrow.

63 Mr. James inquired about the current staffing levels and if it was sufficient. Ms. Black explained  
64 that they wanted to reduce the rate of staff turnover that is currently experienced by CRIS.  
65 Currently Champaign and Vermillion counties share some CRIS staff. Moving forward with  
66 CUMTD, Champaign County will likely have more full-time than part-time staff, and as a result  
67 an increase in fringe benefit costs. The driver salaries will also be higher with CUMTD to be  
68 similar to what CUMTD drivers are paid with the urban Paratransit service.

69 Mr. James asked if the CRIS staff in Champaign County will be transitioned to CUMTD. Mr.  
70 Bargmann stated the current plan is to transition all CRIS Champaign County staff to CUMTD.  
71 Mr. Bargmann further explained that CUMTD participates in IMRF, which requires employees to  
72 contribute 4.5% of their salary and therefore their salaries will be increased to account for the  
73 salary deduction. Mr. Bargmann explained approximately half of his time will be spent on rural  
74 Champaign County service.

75 Mr. Kulczycki asked if the next step was to gain approval from CUMTD and the County Board.  
76 Ms. Black replied that the County Board needs to approve the Intergovernmental Agreement and  
77 then all required signatures from Champaign County and CUMTD will be obtained. Mr.  
78 Bargmann noted that the Intergovernmental agreement will go before CUMTD's board for  
79 approval as well.

80 **VII. New Business –**

81 **A. Champaign County FY14 4<sup>th</sup> Quarter Service Report** – Ms. Ansong referred the group to the  
82 Champaign County FY14 4<sup>th</sup> Quarter Service Report attached in their packet. Ms. Ansong  
83 compared this quarter's stats with the third quarter and noted findings to include:

- 84 • An overall increase of 1,000 trips for personal, medical, shopping, employment and  
85 education transportation;
- 86 • Greatest increase was in employment and personal trips. There was an increase of 585  
87 employment trips and 205 personal trips. ;
- 88 • A total of 80 denied trip requests this quarter (compared to 71 in the 3<sup>rd</sup> quarter).
- 89 • There was a 27% increase in service miles and a 9% increase in service hours. This quarter's  
90 operating hours were 3,700 while operating miles were 85,240.
- 91 • This fourth quarter had the highest levels of service across all categories since the service  
92 began; Service peaked at an average of 83 trips per day and 1,752 total trips per month in  
93 April 2014 (previous peak was 1,707 in August 2012).
- 94 • Trip denials ranged between 20 in June and a high of 34 in April.
- 95 • The peak individuals served was 225 in June.
- 96 • There were a total of 113 new registered riders in the 4<sup>th</sup> quarter which makes the total  
97 number of registered riders 1,453 since service began in February 2011.

98 Mr. James asked where the new registered riders were from. Ms. Ansong answered that most new  
99 riders are from Rantoul since the service is most established in this area. However, since service  
100 expanded countywide the number of registered riders from other rural areas of the county has  
101 been growing steadily. There were nine registered riders from St. Joseph, six from Mahomet and  
102 four from Dewey.

103 Mr. Kulczycki asked for an explanation of the anomaly in the unusually high denial rate for  
104 September 2013. Ms. Cooksey stated that due to IDOT's changes in classifying denied requests and  
105 changes to service provided to seniors through the Area Agency on Aging resulted in the high rate  
106 of denials.

107 Ms. Palencia asked about how employment trips were requested i.e. if persons had to request  
108 them 48 hours in advance of each trip. Ms. Cooksey explained that persons can request trips a  
109 month in advance.

110 B. **Champaign County FY14 4<sup>th</sup> Quarter Fiscal Report** – Ms. Cooksey stated that the fiscal report for  
111 the fourth quarter is not yet done, since the deadline for completion is the end of the month. Ms.  
112 Cooksey passed out samples of recent advertising materials and informed the group that CRIS has  
113 spent all of the allocated federal funds for FY14 and approximately 60% of the downstate funds.

114 Mr. Kulczycki asked if CUMTD will continue advertising. Ms. Black explained that CUMTD will  
115 continue advertising under the new name Champaign County Area Rural Transit System (C-  
116 CARTS). RPC staff is working on a logo for the service, but it is not finalized.

117 C. **Delivery of New Vehicles-** Ms. Cooksey reported she and three other CRIS staff will pick-up the  
118 three new vehicles from Midwest Transit in Kankakee tomorrow. Ms. Black explained these are the  
119 first three of nine total vehicles awarded to the County.

120 Ms. Marchant asked the group for advice on how to proceed with a high rate of last minute  
121 cancellations in Champaign County. Ms. Marchant stated that there are several riders in  
122 Champaign County that reserve rides for everyday of the week and then cancel an hour before the  
123 scheduled ride. Mr. James had suggested that CRIS either charge these persons a fee for last  
124 minute cancellations or inform them if it happens beyond a certain amount for the quarter, they  
125 will be put on waiting list for rides and they will be picked up whenever a timeslot becomes  
126 available. Mr. Kulczycki further advised that another possibility is a suspension of service for the  
127 quarter. Ms. Cooksey informed the group that the current cancellation rate is 20% per day.

128 Mr. Bargmann asked Ms. Marchant if she had considered contacting the FTA for guidance on how  
129 to proceed with this issue. Ms. Marchant stated that by the time they devise a policy, get it passed  
130 by the CRIS board and then notify passengers of the change in policy they will no longer be  
131 operating service in Champaign County.

132 D. **Champaign County Section 5311 and DOAP FY15 Grant Application-** Ms. Ansong reported that  
133 this year's grant application is different because it combines both the DOAP and federal funding  
134 into one document. In past years, it was two separate applications. Currently, the entire  
135 application is assembled and awaiting signatures from the County Chair, Clerk and Ms. Marchant.  
136 Ms. Black passed around a copy of the grant application and explained that the Vehicle Lease and  
137 Intergovernmental agreements for each operator are attached to the grant application. Ms. Black  
138 further noted the Vehicle Lease Agreement was identical to previous agreements, except it covers  
139 the three new vehicles within the rolling stock inventory. Additionally, there are two budgets  
140 provided in the grant application covering the first quarter CRIS operations and another covering  
141 second through fourth quarter CUMTD operations.

142 Mr. James asked if there was going to be a fare increase. Mr. Bargmann stated at this time there  
143 were no plans to increase the fares in FY15. CUMTD plans to keep the service identical to what  
144 CRIS is providing. Mr. Bargmann informed the group that the cost associated with CUMTD  
145 providing the service is slightly higher than with CRIS, because of their obligations to their  
146 employees particularly IMRF. CUMTD is currently working on devising an hourly rate associated  
147 with providing the rural service so they can better gauge whether or not they can provide the  
148 service for a full 12 hours a day as is currently taking place. Ms. Black informed the group that  
149 IDOT is aware of the additional cost associated with CUMTD providing the service, IDOT  
150 suggested that that CUMTD provide the service for the full twelve hours a day for FY15 to test the  
151 feasibility. If at the end of FY15 there are not enough service contracts or the cost is higher than  
152 expected then Champaign County can submit an amendment to the agreement changing the  
153 service hours.

154 Mr. James asked if there were benefits beyond IMRF that will be provided to staff. Mr. Bargmann  
155 explained that there is one full time employee that will be offered health insurance since all full  
156 time CUMTD staff is offered health insurance.

157 Ms. Cooksey clarified that although service hours are twelve hours a day, due to earlier pull out  
158 times and later pull in times, the actual operating hours are more like fourteen hours a day.

159 Mr. James expressed concern that he did not want to see a cut in service. He stated that he  
160 understands staff is a big part of a budget, but we have to ensure that the budget does not  
161 become top heavy and takes away from the level of service currently provided.

162 **E. Documents Required for Compliance with FTA Regulations-** Ms. Ansong reported that the RLS  
163 reviews that took place at the end of April early May went really well. Both the RLS consultant  
164 and IDOT staff commended CRIS and Champaign County for being one of the best reviews they  
165 have done thus far. Ms. Ansong stated that there were two items that needed to be addressed on  
166 the part of the county to be in compliance with FTA regulations; they are a Title VI plan and a  
167 procurement policy. Ms. Ansong showed the group a draft of the Title VI plan, which outlines the  
168 complaint procedures and methods of ensuring equal access to rural public transit. With respect  
169 to the procurement policy, Ms. Ansong explained that the county's procurement policy could not  
170 be utilized because the micro, small and large cap purchasing thresholds were all different from  
171 what is deemed acceptable by IDOT. IDOT also requires additional documentation  
172 demonstrating that either the county or the operator paid a fair and reasonable price for micro  
173 purchases.

174 Mr. James asked who drafted the plan. Ms. Ansong explained that she drafted the plan but it was  
175 based on a template provided by IDOT and CRIS and CUMTD's existing procurement policies.

176 Mr. Kulczycki asked if this policy conflicted with the county's policy. Ms. Black explained that this  
177 procurement policy was only applicable to the operation of rural public transportation in  
178 Champaign County.

179 Mr. Kulczycki asked if the procurement policy needed approval from the county board. Ms. Black  
180 replied yes.

181 **VIII. Announcements – None.**

182 **IX. Audience Participation – None.**

183 **X. Adjournment – The meeting adjourned at 4:44 p.m.**

## Champaign County Rural Transit Advisory Group (RTAG) DRAFT First Quarter FY15 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. For example, if a rider goes to a doctor, then to a grocery store before returning home; then these trips would be classified as 1 medical and 2 shopping.}
- **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 to be used, 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
Jul.	639	255	78	165	647	70	0	1,854	22	84	96	702	4
Aug	607	179	91	200	576	53	0	1,706	21	81	78	735	6
Sep.	537	173	65	246	654	119	0	1,794	21	85	139	717	24
<b>Total</b>	<b>1,783</b>	<b>607</b>	<b>234</b>	<b>611</b>	<b>1,877</b>	<b>247</b>	<b>0</b>	<b>5,354</b>	<b>64</b>	<b>84</b>	<b>313</b>	<b>2,154</b>	<b>34</b>

\*Total of trips denied is approximate, as riders often call in requesting more than one round trip at a time.

### System Operations

Month	Vehicle Capacity			Operation	
	6-Passenger	12-Passenger	14-Passenger	Miles	Hours
Apr.	2	0	6*	29,408	1,298
May	2	0	6*	28,126	1,235
Jun.	2	0	6*	30,353	1,381
<b>Total</b>	<b>Average of 8 Vehicles Available</b>			<b>87,887</b>	<b>3,914</b>

*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 rural public transportation.

\*\*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 3<sup>rd</sup> Quarter Champaign County Registered Riders**

DRZs	2010 Census	Number Served 2011- FY14Q4	% of Pop. Served	Community	New Riders			Number Served 2011- FY15Q1	% Served
					Jul	Aug	Sep		
DRZ1	22,171	9	4.16%	Dewey				9	4.69%
		15		Fisher				15	
		0		Foosland*	1			1	
		13		Gifford			1	14	
		21		Ludlow				21	
		6		Penfield				6	
		905		Rantoul	24	17	10	956	
		19		Thomasboro				19	
DRZ2	17,317	2	0.25%	Allerton*				2	0.35%
		0		Broadlands				0	
		13		Homer				13	
		1		Longview*				1	
		1		Ogden				1	
		3		Philo				3	
		0		Royal*				0	
		35		Saint Joseph	2			37	
		4		Sidney				4	
DRZ3	12,317	1	0.17%	Ivesdale				1	0.22%
		2		Pesotum			1	3	
		1		Sadorus*				1	
		21		Tolono	1			22	
DRZ4	20,327	43	0.19%	Mahomet	1	4		48	0.25%
		2		Seymour		1		3	
		0		Bondville				0	
CUMTD District	128,949*	90	0.24%	Champaign	3	3	4	100	0.27%
		4		Savoy				4	
		240		Urbana	2			242	
Outside County Registered Riders		20	20	Outside County	3			23	N/A
Previous Total = 1,453					New Riders = 78			Total = 1,531	

\*Note that CUMTD boundary population is approximate due to the ¼ 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.