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 Champaign County
 Rural Transit Advisory Group (RTAG)
Meeting Minutes

5 **DATE:** Wednesday, October 21, 2015

6 **LOCATION:** John Dimit Conference Room

Attendee	Representation	Organization
Stanley Harper	*County Board	Champaign County Board Liaison
Regina Crider	*Youth	Youth and Family Alliance
Seamus Reilly	#*Employment	Parkland College, Institutional Advancement
Mary Sleeth	*Seniors	St. Joseph Resident
Nathan Montgomery	*Person with Low Income	Salt & Light Ministry
Rita Morocoima-Black	County (Planning & Community Dev.)	Champaign County Regional Planning Commission
Drew Bargmann	Transit Manager	CUMTD
Zoe Keller	Champaign County PCOM	Champaign County Regional Planning Commission
Debbie Peterik	Recording Secretary	Champaign County Regional Planning Commission

8 *#Chair* **Voting*

9 *I. Call to Order* – Mr. Reilly called the meeting to order at 3:03 p.m.

10 *II. Roll Call* – The roll was taken by written record and a quorum was declared present.

11 *III. Audience Participation* – None.

12 *IV. Approval of Agenda* – Mr. Montgomery motioned to approve the agenda, Ms. Crider seconded, and
 13 the motion carried unanimously.

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 15 *V. Approval of Minutes* –

16 *A. Meeting of April 22nd, 2015* –

17 Mr. Harper motioned to approve the RTAG Minutes from April 22nd, 2015 meeting, Mr.
 18 Montgomery seconded, and the motion carried unanimously.

19 *VI. Old Business* –

20 *A. Update on Rantoul Businesses Discussion* –

21 Ms. Keller stated that since the last RTAG meeting, there has been discussion with the major
 22 employers in the industrial park, economic consultants, as well as the Mayor of the Village of
 23 Rantoul. C-CARTS proposed a deviated-fixed route from Champaign-Urbana to Rantoul. The
 24 proposed route would begin at the Industrial Park in Rantoul, continue on to Country Fair, Illinois
 25 Terminal, Lincoln Square, and then back to Rantoul. Two buses would be dedicated to circulate

26 the Rantoul area. Further discussion will be required between CUMTD, the parties in Rantoul, and
27 RPC as the cost of the service was a concern to the Village of Rantoul. The following comments
28 were made by the advisory group:

- 29 • Ms. Crider asked what cost was proposed to Rantoul. The total cost to operate the vehicle
30 traveling to and from Rantoul during the period from January 1, 2016 through June 27,
31 2017 is \$222,671. It was proposed that there would be a 50% cost share, thereby making
32 the actual total cost \$111,335. Mr. Bargmann indicated that the attendees at the
33 presentation discussed the possibility of splitting the cost with the number of employers as
34 well as the Village of Rantoul.
- 35 • Ms. Crider asked who was at the presentation. Mr. Bargmann indicated that the audience
36 for the presentation consisted of representatives from the different businesses in the
37 industrial park area. Ms. Crider mentioned that she has been a part of Rantoul Tomorrow,
38 and was surprised that the presentation was presented to only six people from the Industrial
39 Park when there is a whole subcommittee that is specific to transportation. Mr. Bargmann
40 mentioned that CUMTD/RPC is also participating in the Rantoul Tomorrow. Mr. Bargmann
41 mentioned that CUMTD/RPC attended the meetings to determine what the challenges were
42 which prompted CUMTD to create the presentation of the proposal to the Village of
43 Rantoul employers. The presentation will be shared with the Rantoul for Tomorrow
44 subcommittee in November.
- 45 • Mr. Bargmann indicated that the biggest challenge for the employers in Rantoul is to
46 expand their employee pool; to increase the number of applicants that could potentially
47 come to work for the employers if they had transportation available. Another suggestion
48 was to encourage people already living and working in Rantoul to work at the industrial
49 park area.
- 50 • Mr. Bargmann commented that the goal was to implement the fixed route portion, and
51 then dedicate two buses to the Rantoul area to run a similar demand response service.

52 **B.** Update on Pay Structure for Drivers – Mr. Bargmann reported that as of July 1st, the policy has
53 changed in that drivers are being paid for the time they are in the vehicle throughout the working
54 day. The pay structure for drivers is as follows:

- 55 • Up to a 5 hour day – straight pay.
- 56 • Over a 5 hour day but under an 8 hour day - up to 30 minutes of the time is deducted for
57 a break.
- 58 • Over an 8 hour day, up to an hour is deducted for a lunch break.

59 **VII. New Business**

60 **A. C-CARTS FY15 4th Quarter (April-June) Service & Fiscal Reports and the C-CARTS FY16 1st**
61 **Quarter (July-Sept) Service & Fiscal Reports** – Ms. Keller discussed the reports that include trip
62 breakout, vehicle miles and hours, and new ridership. The totals of eligible expenses for the first
63 quarter fiscal report will not be available until the quarter is closed out. At the end of the last
64 fiscal year, a total of \$553,500 was spent and \$187,600 remained. When IDOT determined the
65 funding for this fiscal year, one factor that was considered was how much money has been left in
66 the grant account in the past. Since C-CARTS is a start-up, and newer than the other systems, the
67 amount is not significant. As service contracts are implemented, C-CARTS will draw more of the

68 money down. Service contracts will not only help the system, but will also encourage IDOT to
69 provide more funding in the future. The fleet has doubled since the eight new vehicles were
70 received.

71 Mr. Montgomery requested a breakdown of denials. Mr. Bargmann stated the top two denial
72 reasons are:

- 73 • The time slot the rider is requesting is already full.
- 74 • The policy is to call two business days in advance. People have been calling for the same
75 day or next day trip.

76 Ms. Keller added that a third reason based on the survey was the request for weekend trips, but it
77 was not a significant number of requests. Ms. Crider asked if there were many denial reasons for
78 the earlier start times not being available. Mr. Bargmann indicated that there were some requests
79 for the 5:00 a.m.-6:00 a.m. timeframe, but not a large number. Ms. Keller referenced the survey
80 results found in the meeting folders provided to the members. Riders did respond that they would
81 like earlier service, later service, and weekend hours. However, since the riders are aware of C-
82 CARTS hours, the riders do not generally ask for special hours.

83 More discussion followed on the Rantoul presentation:

84 Mr. Harper questioned the shifts of the employers and their regularity. Mr. Bargmann directed the
85 group to the Rantoul presentation page where it was indicated that there are shift times before
86 6:00 a.m. There are other shifts where employees do not get out of work until 8:00 p.m. Mr.
87 Bargmann indicated that out of 11 shifts, C-CARTS would likely be able to accommodate eight to
88 nine of the shifts. The number of shifts varies with each employer. Some employers have two shifts
89 and other employers have three shifts. Rantoul Foods has a rolling shift, i.e., 5:45 a.m., then a
90 shift at 6:30 a.m. to accommodate their processing.

91 Mr. Montgomery asked of the 60% of travelling to Rantoul, how much of that travelling is in
92 Rantoul, vs. from Rantoul to Champaign-Urbana. Ms. Crider indicated in her experience it is more
93 to Champaign. Mr. Bargmann agreed. Mr. Montgomery confirmed that the proposal was two
94 vehicles in Rantoul travelling in the village of Rantoul and one vehicle travelling from Champaign
95 to Rantoul and back. The schedule in the proposal was tailored to the shift times of the employers
96 to get the employees to work in a reasonable time. Mr. Bargmann added that CUMTD and RPC
97 had considered putting in an extra vehicle behind the "express" bus to and from Rantoul during
98 the peak hours. The extra vehicle behind the two vehicles during those shift times would be
99 available to allow additional available capacity. There is a need for more than 28 people to be
100 transported since some of the employers start around the same time. Ms. Crider asked if C-CARTS
101 knew what employers the Rantoul riders were coming to in Champaign. Mr. Bargmann indicated
102 that it varies; riders are currently being dropped off curb to curb. From an efficiency standpoint,
103 Ms. Black commented that this system would be better for the Village of Rantoul than what is
104 currently running.

105 Mr. Montgomery asked if there was a current partnership with Carle Foundation Hospital or any
106 of the health care providers. Ms. Black indicated that there used to be service with Health Alliance,
107 but due to Medicaid changes, C-CARTS is no longer able to provide service. Ms. Crider
108 mentioned the University, but Mr. Bargmann stated that the challenge right now is to be able to
109 pursue the contracts, the way that the system is functioning now, it doesn't allow for flexibility that
110 would be needed at the University. Ms. Black stated that the ultimate goal is to start service with

111 Rantoul, and hopefully, Mahomet and St. Joseph would be interested as well as other smaller
112 communities. In the end, it will be helpful not only for the system, but for the communities.

113 Mr. Harper asked if the budget of 65% reflected the cost amount proposed to Rantoul. Ms. Keller
114 stated yes, that C-CARTS received an executed copy of the agreement from IDOT with the 65%
115 DOAP match, and maximum federal amount.

116 Mr. Reilly requested that periodically the group be given a survey of the last three, four or five
117 years to see the growth of the program.

118 Mr. Reilly commented on the Parkland College partnership. Parkland College has met with EFE
119 (Employment for Education). Mr. Bargmann is in the process of following up with the contacts, and
120 will look forward to partnering with Parkland College in the future. The Career Academy, which is
121 an effort of Employment for Education, is located at Parkland College. The Career Academy offers
122 opportunities for students in high schools to obtain dual credit in particular areas that the high
123 schools can't support beyond general education, such as automotive.

124 **B. RTAG Annual Report for the County Board** – Ms. Keller discussed the report that will be presented
125 at the County Board Meeting. Following are highlights of the presentation:

- 126 • Fares and Hours of Operation are part of the presentation.
- 127 • There was an average of 86 trips per day in FY 15. Employment trips are the major type of
128 trip, followed by medical trips. There was a change in the medical trips due to the loss of
129 the contract with Health Alliance.
- 130 • Seven percent of trips use the lift; 34% of trips are adults over 60.
- 131 • There were 1,865 registered riders in FY 15.
- 132 • The budgets for FY 15 and FY 16 were presented. There was an increase in the budget for
133 FY 16 of approximately \$100,000.
- 134 • The report included a breakout by type of trip for FY 15.
- 135 • Maps of Transit Dependent Populations are part of the presentation.
- 136 • The presentation includes a chart of the C-CARTS Service Performance and the
137 comparison of the FY 15 four quarters. Much of the data has remained the same.
138 The main trip type – Employment – has increased due to the fact that the medical trips
139 were less due to the loss of contract with Health Alliance. The trip denials the first quarter
140 were high due to a vehicle down at that time.
- 141 • Based on a survey of riders, 45% of 62 riders surveyed said they would not be able to
142 make the trip without C-CARTS. Some requests for improvements included weekend
143 service and extended hours during the week.
- 144 • The Intergovernmental Agreement between Champaign County and CUMTD was updated
145 to show the responsibilities, and the time period between updates of the agreement has
146 been changed to October 1, 2015 – June 30, 2018 instead of the yearly update.
- 147 • The Vehicle Lease Agreement was updated with the new C-CARTS buses. It is still \$1.00
148 per year per vehicle.
- 149 • The Procurement Policy, specific to the rural transportation system, was changed slightly to
150 reflect IDOT compliance findings.

- 151 • There are 16 ADA accessible vehicles. One vehicle will be disposed of due to an \$8,000
152 transmission repair.
- 153 • CUMTD is researching an Intelligent Transportation System (ITS). The system would
154 increase efficiency and help dispatchers with routing, but it is very expensive. The cost is
155 \$12,000 per vehicle. CUMTD is pursuing other application possibilities that might be
156 available a lower cost.
- 157 • Ms. Crider asked if riders request pay methods other than cash. Mr. Bargmann indicated
158 that C-CARTS does accept checks. CUMTD is now selling tickets ahead of time, so
159 operators have prepaid tickets available for sale. Depending on what a new app system
160 might offer, credit card payments might be available in the future.
- 161 • Some future implementations will be to extend service hours, shorter ride request time,
162 diverse marketing and outreach, and a deviated fixed route to/from Rantoul which
163 currently is 60% of the C-CARTS ridership.
- 164 • C-CARTS is seeking service contracts with Parkland College, Rantoul employers and other
165 entities. Service contracts are guaranteed money. The more local match is achieved, the
166 more funding is received from the state.

167 Based on the review of the group, there will be no changes to the report. The report will be
168 presented to the County Board in November. Mr. Montgomery motioned to accept the draft
169 of the Annual Report to be presented to the County Board, Mr. Harper seconded, and the
170 motion carried unanimously.

171 **C. Changes to RTAG Bylaws** – Ms. Keller discussed the changes made to the RTAG Bylaws.
172 Following are highlights of the changes:

- 173 • Name changed to reflect CUMTD as the operator.
- 174 • The bylaws mandate that RTAG meet every December for business purposes. Business
175 items will be taken care of at the quarterly meetings.
- 176 • Selection and appointment of members will be appointed in December instead of
177 November to match with the end of the County’s fiscal year.
- 178 • The simple majority changed from 14 to 12 due to the fact that there are only 22 County
179 Board members at present.
- 180 • RTAG will no longer vote on removing an officer. RTAG will vote to suggest removal of
181 an officer to the County Board.
- 182 • Secretarial duties will now be taken care of by a staff member rather than a member of
183 RTAG.
- 184 • Ms. Black commented that once the vacancies are filled, a vice-chair will be elected.
- 185 • Terms of Officers Articles III Section 4 and Article V Section both reflect that officers shall
186 be limited to three consecutive terms. Previously, Article V Section 2 did not reflect that.

187 Mr. Harper made a motion to approve changes to the RTAG Bylaws, Mr. Montgomery
188 seconded, and the motion carried unanimously.
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190 **D. RTAG Vacancies** – Ms. Keller discussed the vacancies. Currently, the group is missing
191 representation for persons with disabilities. A staff member from Champaign Urbana Special

192 Recreation has expressed an interest in joining the RTAG, and will be joining the group at the next
193 meeting.

194 There is still a vacancy for a representative in the medical field. Ms. Keller has spoken with a
195 member of the Champaign Urbana Public Health District and is waiting to hear back. Ms. Black
196 has contacted Mike Billimack at Carle Hospital. Mr. Reilly will follow up with Mr. Billimack. Ms.
197 Crider suggested contacting Nancy Greenwalt, the Executive Director at Francis Nelson.

198 **E. Bus 55 Repairs/Decision** – Ms. Keller indicated that C-CARTS is currently working with IDOT.
199 IDOT will probably be transferring the vehicle to another county. Mr. Montgomery asked about
200 the reasoning behind transferring the vehicle. Ms. Keller indicated that the vehicle would be going
201 to a struggling county that is looking for a medium duty bus. The buses are preferred because a
202 CDL license is not required to drive them. If the other county is not desperate enough to put a
203 new transmission in the bus, then IDOT will sign off on the lien, and C-CARTS will keep the
204 vehicle for parts or sell it.

205 **Announcements** – Ms. Keller discussed the meeting schedule. Since the group is currently meeting
206 two to three weeks after the quarter is closed out, the revenue and expenses figures are usually not
207 available to complete the report. The discussion was to schedule the meetings a month later (Feb,
208 May, August and November) then the reports would be completely filled out with all of the finalized
209 information. The proposed 2016 meeting schedule will be sent via email.

210 Ms. Keller requested that the members in the group give her the best phone number to reach them
211 in the event that she needs to contact them.

212 **VIII. Audience Participation** – None.

213 **IX. Adjournment** – The meeting adjourned at 4:09 p.m.