



Champaign County Rural Transit Advisory Group (RTAG)

Date: Friday, November 17, 2017

Time: 10:30 a.m.

Place: John Dimit Conference Room
Brookens Administrative Center
1776 E. Washington St., Urbana

Members Present: Seamus Reilly, Nathan Montgomery, Nancy Greenwalt, Drew Bargmann, Diane Michaels, Regina Crider (via conference call)

Members Absent: Caitlin Hitzeman, Mary Sleeth

Staff Present: Rita Morocoima-Black, Zoe Keller, Debbie Peterik

Others Present: Evan Alvarez

MEETING MINUTES

Subject to Review and Approval

- I. Call to Order – Mr. Reilly called the meeting to order at 10:45 a.m.
- II. Roll Call – The roll was taken by Ms. Keller and a quorum was declared present.
- III. Audience Participation – None
- IV. Approval of Agenda – **Ms. Michaels motioned to approve the agenda. Mr. Montgomery seconded, and the motion carried unanimously.**
- V. Approval of Minutes – **Mr. Montgomery motioned to approve the RTAG minutes from the August 9, 2017 meeting. Ms. Greenwalt seconded, and the motion carried unanimously.**
- VI. New Business
 - A. C-CARTS FY18 1st Quarter (July – September) Service & Fiscal Reports
Ms. Keller made the following comments regarding the reports:
 - The demand-response ridership table is broken down by trip type. Employment trip numbers have increased closer to the medical trip numbers this quarter.
 - The table only reflects the demand-response service because C-CARTS does not track trip type, lift use or senior status of those trips on the deviated-fixed route. Deviated-fixed route trips will be included in the table in the future.
 - There were 3,300 demand-response trips.
 - The system operations table indicates service miles and hours driven, using an average of eight vehicles.
 - There were 85 new registered riders during the first quarter bringing the total number of riders to date to 2,643.
 - The table also shows what percentage of population per zone is using the C-CARTS service based on a 2010 census data.
 - Ms. Keller discussed the FY18 First Quarter Project Income, which is the fare box revenue and the Rantoul service contract revenue. Total revenue was \$38,500.
 - Mr. Montgomery questioned the fare income numbers. Mr. Bargmann commented that it depends on how quickly the fares are counted. It is very possible that some of the September revenue will show up in October versus September due to the cycle of when the fare box was pulled and counted.
 - Ms. Keller also commented that there are many variables. It is difficult to track exactly how much revenue there will be because the senior rate and the disability rate are lower. There is some overlap in the disability and senior ridership.
 - The Grant Funding table indicates grant funding is down from last year. Ms. Keller indicated the reason for the decrease is that, in the past, IDOT encouraged C-CARTS to inflate their budget to reflect the entire



appropriation from the state. This year IDOT asked C-CARTS to prepare more of a realistic budget based on expenditures over the past few years. Due to the Grant Accountability and Transparency Act (GATA), IDOT is looking more closely at budgets, to make sure the budgets are accurate and the estimates are not too far off of actual. Ms. Michaels asked what the total grant funding was for the year 2017. Ms. Keller indicated that the amount was \$922,671.

- There were \$165,334 in eligible expenses, \$126,853 expended grant funds and \$593,403 available grant funds, which is on target with funds expended down in previous fiscal years.
- Ms. Keller presented the Service Comparison of first and fourth quarter of FY 2017 versus first quarter of FY 2018.
- Trip denials numbers have reduced. 55 trips were denied because time was not available and there were two requested on the same day/next day. The 48-hour request is still in effect.

B. Approval of C-CARTS FY17 Annual Report

- The report covers the period July 1, 2016 to June 30, 2017.
- Ms. Keller commented that the table only reflects the demand-response service since this information is not tracked on the deviated-fixed route as of November 7, 2016. Hence, the reason for the decrease in numbers, beginning in quarter two, but significantly in quarters three and four.
- Employment was the major trip generator in FY17, with medical being the second trip generator.
- The daily average of trips was 64 trips per day.
- To date, there have been 1,055 denials.
- Ms. Keller discussed the number of new registered riders based on the rider's address.
- The registered rider number does not necessarily include people who are using the fixed-route service in Rantoul.
- 36 surveys were collected through the process of online, on board or random calls. Surveys will continue until the report is presented to the County Board in December. Ms. Keller discussed some of the responses on the surveys.
- Mr. Riley questioned whether Uber was used, but it was determined that Uber provides service only in Champaign-Urbana.
- Mr. Reilly suggested researching what is the most used time of day service.
- Ms. Morocoima-Black commented that when CRIS was providing the service, many people wanted evening hours so that they could shop after work. It was suggested that C-CARTS experiment with extended hours around the holidays and Saturdays. In addition, provide service to Monticello, Savoy and St. Joseph.
- Mr. Reilly commented on working on transportation for high school students to Parkland College for general education classes.
- It was determined that the annual report will be sent to the members for approval via email once Ms. Keller has completed the PowerPoint presentation with visuals and pertinent information that she will present to the County Board. Survey and vehicle information will also be included.

C. Intelligent Transportation Systems (ITS) Software Procurement

- Five to six proposals were submitted from ITS companies.
- Ms. Keller and Mr. Bargmann attended ITS company presentations and demonstrations.
- A final vote was given on the top three vendors.
- There were three different tiers of software products to choose.
- C-CARTS chose CTS software.

D. Approval of Amendment to State Capital Grant (Grant No. CAP-14-1060-ILL, Contract No. 4490)

- C-CARTS has had the State Capital Grant for three years. The grant funds were used to purchase equipment for five workstations (computers, monitors, chairs, etc.)
- During that time, funds were frozen by the state for two years.



- Funds have now been unfrozen and \$13,044 funds are available.
 - A DOPE amendment was submitted for the ITS. IDOT informed Ms. Keller that there are banked funds in the amount of \$134,000 for Champaign County rural transit.
 - C-CARTS has requested an adjusted quote to modify the ITS software originally chosen. There is still \$100,000 available for capital purchases. IDOT suggested using the funds as soon as possible. Some suggested purchases include bike racks for all of the vehicles, advertising infrastructure, two workstations for C-CARTS office and internet.
 - There was discussion about the process for submitting the amendment.
 - An email will be sent to members once final decision is made on purchases for approval.
- E. Rantoul Service & Outreach Efforts
- The Rantoul service hit the one-year mark on November 7.
 - Ms. Keller discussed the graph showing the ridership. Overall, an increase is shown.
 - Mr. Bargmann commented that any show of decline is typical due to school being out.
 - During May, an advertising program was in place.
- F. Approval of No-Show/Cancellation Policy Update
- Mr. Bargmann discussed the current policy and changes that will be made.
- Ms. Michaels made a motion to approve the Policy update as stated in the meeting packet. Ms. Greenwalt seconded, and the motion carried unanimously.**
- G. Approval of 2018 RTAG Meeting Schedule
- Ms. Michaels made a motion to approve the 2018 RTAG Meeting Schedule. Ms. Greenwalt seconded, and the motion carried unanimously.**
- H. Proxy Forms for CY2018
- Ms. Keller will be collecting the proxy forms. Since RTAG is a subcommittee of RTAG, Ms. Keller is waiting to hear from the County Board Chair on whether it is a requirement that the proxy forms be submitted to County Board.
- VII. Announcements
- None
- VIII. Adjournment – **Ms. Michaels motioned to adjourn the meeting at 12:00 p.m. Mr. Montgomery seconded, and the motion carried unanimously.**