



Champaign County Rural Transit Advisory Group (RTAG)

- Date:** Wednesday, August 08, 2018
Time: 3:00 p.m.
Place: John Dimit Conference Room
Brookens Administrative Center
1776 E. Washington St., Urbana
Chair: Nancy Greenwalt
Members: Nathan Montgomery, Aaron Esry, Regina Crider, Mary Sleeth, Tawanna Nickens

AGENDA

- I. Call to Order
- II. Roll Call
- III. Audience Participation
- IV. Approval of Agenda
- V. Approval of Minutes from the RTAG meeting of June 11, 2018
- VI. New Business
 - A. Approval of C-CARTS FY18 4th Quarter (April – June) Service & Fiscal Reports
 - B. Approval of Alternate Members
 - C. Update on Vehicles
 - D. Update on State Capital Grant Procurement (Grant No. CAP-14-1060-ILL, Contract No. 4490)
 - E. Presentation on FY18 C-CARTS Data
 - F. Update on Rantoul Service & Outreach Efforts
- VII. Announcements
- VIII. Adjournment

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Champaign County Rural Transit Advisory Group (RTAG)

Date: Monday, June 11, 2018
Time: 3:00 p.m.
Place: John Dimit Conference Room
 Brookens Administrative Center
 1776 E. Washington St., Urbana
Members Present: Mary Sleeth, Nancy Greenwalt, Nathan Montgomery, Aaron Esry, Tawanna Nickens
Members Absent: Regina Crider, Caitlin Hitzeman
Staff Present: Kristen Gisondi, Debbie Peterik
Others Present: Drew Bargmann

MEETING MINUTES

Subject to Approval

- I. Call to Order – Ms. Gisondi called the meeting was called to order at 3:00 p.m.
 Due to Mr. O’Reilly resigning from the RTAG group, the nomination and approval of a new Chair was completed at the beginning of the meeting. Mr. Montgomery nominated Nancy Greenwalt to fill the position as Chair of RTAG. **Mr. Montgomery motioned to approve the nomination of the new chair. Mr. Esry seconded, and the motion carried unanimously.**
- II. Roll Call – the roll was taken by sign in sheet
- III. Audience Participation
 None
- IV. Approval of Agenda – **Mr. Esry motioned to approve the agenda. Mr. Montgomery seconded, and the motion carried unanimously.**
- V. Approval of Minutes – **Ms. Sleeth motioned to approve the RTAG minutes from the February 14, 2018 meeting. Mr. Montgomery seconded, and the motion carried unanimously.**
- VI. New Business
 - A. Nomination and Approval of Chair
 The task of nominating and approving the new chair was completed at the beginning of the meeting noted above.
 - B. Approval of RTAG Alternate Members
Mr. Esry motioned to approve Grace Rolnicki and Kyle Shartzter as alternate members for Caitlin Hitzeman. Ms. Sleeth seconded, and the motion carried unanimously.
 - C. Approval of C-CARTS FY18 3rd Quarter (January – March) Service & Fiscal Reports
 The following comments were made regarding the reports:
 - Medical and employment trips continue to be the top two types of trips.



- Mr. Montgomery commented on the lower trip denials. Mr. Bargmann commented that denials fluctuate. The majority of the calls are from people that are requesting a pickup time that is not available; there are not enough vehicles to accommodate that trip. As an example, there was an individual that was attempting to line up trips for an entire month, but the time slot requested was at a time that C-CARTS could not provide service. In that case, the requests are recorded as 25 or 30 individual cases of a denial.
- Total trips and average trips have increased slightly. C-CARTS is continuing to see growth in the Rantoul Eagle Express ridership. More trips are available on a daily basis by using the same equipment and the same operators, which will help with efficiency as it continues to fill the need in the community.
- Ms. Sleeth asked for confirmation that a consumer can schedule out a month. Mr. Bargmann commented that people are encouraged to schedule doctor appointments earlier in the month so C-CARTS can accommodate their requests.
- Ms. Greenwalt encouraged C-CARTS and MTD to come and talk with the staff at Promise Health to increase medical appointment requests.
- The fiscal report indicated that 51% of grant funds have been expended.

Mr. Montgomery motioned to approve the C-CARTS FY18 3rd Quarter (January – March) Service & Fiscal Reports. Mr. Esry seconded, and the motion carried unanimously.

D. Update on Amendment to State Capital Grant (Grant NO. CAP-14-1060-ILL, Contract No. 4490)

Following are some comments made on the discussion of the amendment to the State Capital Grant:

- C-CARTS staff is currently working with the vendor, CTS Software, on the Trip Master software.
- Last Thursday, there was a training session held for the program. There are four sessions and the company will come on site.
- Mr. Bargmann discussed what the \$94,310 portion of the grant funds were used for: The hardware for the vehicles has been received. Each vehicle will have a tablet on board. There is an app that runs from the company. The tablet will show the operator their pickups and drop-offs, and connect through a data package that collects the mileage, and time-stamp. The big advantage of the new software package is that reports will be available. The current procedure has been to use paper and excel spreadsheets to record data.
- Mr. Montgomery asked if the software would provide tracking of the vehicles. Mr. Bargmann indicated that the dispatchers in the office will have the ability to see where a vehicle is located. A map is also available for the operators should they get lost.
- There is also an interactive voice response system that will be available. Calls will be sent out to the consumers the night before as a reminder of the trip they have scheduled the next day, and also, alert the rider that the driver will be arriving to pick them up momentarily.
- Mr. Montgomery inquired why there are 14 units of mounts and chargers, but only ten tablets for the 14 vehicles. Mr. Bargmann commented that even there are 14 vehicles, not all vehicles are out at the same time due to repairs or being held in case a back-up is needed. On a given day, eight vehicles are out.



- E. Update on Revision to Intergovernmental Agreement between Champaign County and CUMTD
- The agreement was updated to reflect the change in allocated cost per hour. Mr. Bargmann clarified that the hourly rate is for vehicle maintenance and vehicle service.
 - C-CARTS is reimbursed 65% from the state, and charging 35% to customer.
 - Line items in Exhibit B were changed from “March 1, 2017 through June 30, 2018” to “July 1, 2018 through June 30, 2020.”
 - Payment for furniture was removed as the furniture has been paid off.
 - The monthly rent total has changed from \$2,699.28/month to \$2,001.05/month.
- F. Update on Revision to C-CARTS Title VI
- The original title was last updated in July, 2014, and reflected CRIS as the operator instead of MTD.
 - Language was added to the Title VI Complaint Procedures: “and including ‘sex’ under FHWA regulations.”
 - Citizens can file complaints directly with FTA.
 - The ACS 5-Year Estimate table was updated to reflect 2016 data.
 - A contact person and information was added.
 - The service area map and transit fares were updated.
- G. Update on FY2019 DOAP & 5311 Grant Applications
- The grant application, which must be approved by the County Board, was submitted in April and included the following information:
- Projected ridership and vehicle miles
 - Coordination within the community
 - System fares, level of service, and structure
 - Any changes for the fiscal year
 - Ms. Gisondi presented a table showing the breakdown of what was applied for last year. The total FY2018 Budget was \$896,256 and FY2019 \$913,562.
- H. Update on Rantoul Service & Outreach Efforts
- The following comments were made:
- Ridership in April of 2017 was 309. April 2018 ridership was 935.
 - The staff feels that the word is getting out around the community. There have been inquiry calls on how the C-CARTS service works.
 - April was the first month where there were more riders on the deviated fixed route than the door-to-door pickup service.
 - The door-to-door service begins at 8:15 a.m. after the deviated fixed route service has ended.
 - Ms. Greenwalt commented on a previous discussion at an RTAG meeting where the Village of Rantoul was less interested in the service, and a change in leadership was made. She inquired if the Village of Rantoul is being updated on the ridership numbers. Mr. Bargmann commented that a ridership report is sent to the Village of Rantoul on a month-to-month basis.



- A large ad campaign was held in May. The ad campaign included radio spots that promoted the service, yard signs were installed next to the bus stops, and ads run in the Rantoul Press town newspaper.
- A question arose regarding capacity, Mr. Bargmann commented that C-CARTS is nowhere near capacity.
- The current contract with the Village of Rantoul ends in the last part of October. The staff is working with the village to determine what the next version of the service might look like. Three vehicles will still operate. The community would be broken into three smaller areas. This change is based on feedback received from consumers that the ride time takes too long. This update would make it necessary for riders to be willing to make a transfer to have a shorter ride.

VII. Announcements

None

VIII. Adjournment

Ms. Greenwalt adjourned the meeting at 3:35 p.m.

DRAFT

Champaign County Rural Transit Advisory Group (RTAG) Fourth Quarter FY18 Service Report



Grantee: Champaign County

Subcommittee & Oversight: Rural Transit Advisory Group (RTAG) & CCRPC

Operator: Champaign County Area Rural Transit System (C-CARTS) is operated by CUMTD

This table reflects rural public transit service provided within Champaign County for FY18 fourth quarter:

Trip Type indicates the purpose of each trip. 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, the first trip would be medical and the return trip would be shopping.

Trips are one-way rides, counted each time an individual rider enters and exits a vehicle.

Days are the number of business days (normally M-F, except on Federal holidays and closures due to inclement weather) operated during the month.

Daily Average is the total trips divided by total number of operating days.

Denials are counted when a rider requests a trip that cannot be accommodated.

*These numbers do not include ridership of the fixed-route service, as trip type is not accounted for on that route.

Demand-Response Ridership

Month	Medical	Personal	Shopping	Social	Employment	Education	Misc.	Total Trips	Days	Daily Avg.	Lift	60+	Denials
April	410	284	93	45	401	45	0	1278	21	61	110	553	52
May	387	248	103	62	400	28	0	1228	23	53	95	578	36
June	323	260	97	52	396	2	0	1130	20	57	93	527	102
Total	1,120	792	292	159	1,197	75	0	3,636	64	57	298	1,658	192

System Operations

Month	Vehicles Used		Operation	
	6-Passenger	14-Passenger	Miles Driven	Hours Driven
April	2	6	33,133	1,446
May	2	6	32,651	1466.75
June	2	6	30,143	1,333
Total	Average of 8 Vehicles Available		95,927	4,245.75

**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:

Rural Demand Response Zone (DRZs): Eligible transit service areas of Champaign County divided into quadrants.

FY18 4th Quarter Champaign County Registered Riders

DRZs	2010 Census	Community	New Riders			Number Served 2011- FY18Q4	% Population Served (2010 Census)
			April	May	June		
DRZ1	22,171	Dewey				12	7.96%
		Fisher				24	
		Foosland*				2	
		Gifford				21	
		Ludlow	1			28	
		Penfield				14	
		Rantoul	29	11	8	1,720	
		Thomasboro			1	35	
DRZ2	17,317	Allerton*				2	0.59%
		Broadlands				1	
		Homer				21	
		Longview*				3	
		Ogden				4	
		Philo			1	9	
		Royal*				0	
		Saint Joseph	1	1		55	
Sidney				12			
DRZ3	12,317	Ivesdale				1	0.52%
		Pesotum				7	
		Sadorus*				3	
		Tolono				56	
DRZ4	20,327	Mahomet		2		114	0.55%
		Seymour	1			6	
		Bondville				1	
CUMTD District	128,949*	Champaign	3	3	1	254	0.46%
		Savoy	1			9	
		Urbana	3	1		352	
Outside County Registered Riders		Outside County				42	N/A
			New Riders = 50			Total = 2,782	

*Rural population is calculated by summing population figures for block groups outside of the CUMTD district. The CUMTD district is defined as any area within ¾ of a mile of any CUMTD route.

**General note: Riders on the fixed-route service are not necessarily registered with C-CARTS, therefore actual number of individual riders is not limited to those counted above.

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

Fourth Quarter FY18 Fiscal Report

FY18 4th Quarter Project Revenue

Month	Project Income / Fares	Service Contract Revenue	Total Revenue
April	\$6,465.35	\$9,167.00	\$15,632.35
May	\$6,026.28	\$9,167.00	\$15,193.28
June	\$7,057.90	\$9,167.00	\$16,224.90
Total	\$19,549.53	\$27,501.00	\$47,050.53

Fare Structure: 5311 trips that begin or end in the rural general public service area are \$5 each way. Riders age 60+ are eligible for a \$2 one-way fare. Personal Care Assistants ride for free, and children age 12 and under ride for \$1 each way. Trips that begin and end in Rantoul are \$2 each way, regardless of passenger's age.

Grant Funding

Total FY 2018 Federal Award: \$153,871

Total FY 2018 State Award: \$566,385

Combined Federal and State Grant Awards: \$720,256

Fiscal Year 2018	Total Eligible Expenses	Project Income	Service Contract Revenue	Total Revenue	Expended Federal	Remaining Federal	Expended State	Remaining State	Total Expended Grant Funds	Total Remaining Grant Funds
Quarter 1	\$165,334	\$10,980	\$27,501	\$38,481	\$82,087	\$71,784	\$44,766	\$521,619	\$126,853	\$593,403
Quarter 2	\$166,295	\$15,832	\$27,501	\$43,333	\$71,784	\$0	\$51,178	\$470,441	\$249,815	\$470,441
Quarter 3	\$151,049	\$14,348.25	\$27,501	\$41,839.25	\$0	\$0	\$109,200	\$361,241	\$359,015	\$361,241
Quarter 4	\$167,904.09	\$19,549.53	\$27,501	\$47,050.53	\$0	\$0	\$120,853.56	\$240,387.44	\$479,868.56	\$240,387.44

*Note: Numbers in this table are rounded to the nearest dollar.

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