



PLANNING & COMMUNITY DEVELOPMENT

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**Champaign County
 Rural Transit Advisory Group (RTAG)**

**Thursday, September 1, 2011
 4:00pm to 5:00pm
 Brookens Administrative Center
Meeting Room #3
 1776 E Washington St.
 Urbana, IL 61802**

MEETING MINUTES

DRAFT

I. Call to Order

Mr. Kulczycki called the meeting to order at 4:03 p.m.

II. Roll Call

Each member around the room announced their presence. A quorum was present.

Chair: Andy Kulczycki

Attendees	
Name	Organization
Jennifer Miller	Transit Reservation Information Program
Michelle Ramage	Thomasboro and Rantoul City School Districts*
Martha Paap	Provena Center for Healthy Aging*
Amy Marchant	CRIS Rural Mass Transit District
Andy Kulczycki*	Community Service Center of Northern Champaign County*
Eileen Sierra	Champaign County Regional Planning Commission
Chris Bruns	The Pavillion*
Minor W. Jackson III	Parkland College*
Stan James	Champaign County Board*
Elaine Palencia	Disability Advocate*
Rita Morocoima-Black	Champaign County Regional Planning Commission

*RTAG Member

III. Approval of Agenda

Mr. James motioned the agenda be approved. Ms. Ramage seconded. Agenda was approved.

IV. Approval of the Meeting Minutes

A. *Meeting of June 2, 2011*

Mr. Jackson motioned the meeting minutes be approved, Mr. James seconded, motion passed. Ms. Palencia noted that her name was misspelled in the minutes. Her last name begins with a “P” instead of a “V”. In addition, Ms. Palencia requested having a place in the minutes for “Old Business”. The committee agreed that there will be a standing item for old business moving forward. Ms. Palencia also had a question regarding the DSC contract. Ms. Marchant noted there was no activity at this time with DSC and the ball was in their court as to when to initiate a contract. SHOW BUS is currently contracting with DSC. Ms. Palencia had a question regarding the slides attached to the agenda and if they were new material. The slides were the same CRIS Marketing efforts information distributed during the June meeting by Ms. Cooksey of CRIS. Meeting minutes were approved with changes.

V. **New Business**

A. *Quarterly Service Status- CRIS*

Reported by Ms. Marchant:

- May- 514 or 24/day
- June- 721 or 33/day
- July- 848 or 42/day
- August- 1178 or 56/day

Per Ms. Marchant, CRIS is at full capacity with the equipment they have. The goal was 50 per day and they have already surpassed that. CRIS will start grouping rides as the dispatchers are getting to know the clients. As for marketing, Ms. Morocoima-Black translated the brochures in Spanish. In addition, Ms. Ramage had distributed 1900 brochures in the school system. CRIS Champaign County website is almost ready and will be live in about a week. Ms. Marchant indicated that an increase in marketing may not be helpful if they do not have the resources/vehicles to accommodate an increase.

CRIS hired six new drivers in Champaign County and created a “How to Ride” guide. They are using seven buses in Champaign County; however, they were planning on a maximum of five. CRIS is still trying to get more buses.

Ms. Bruns questioned what happens after capacity is reached. Ms. Marchant indicated that the rides would have to be turned down eventually and over time you build up your fleet to meet the demand. She stated that you must continuously rework the project to better meet riders’ needs. Ms. Marchant noted that it is good to start off by serving the neediest part of the county first. She also discussed other options including JARC grants for Ogden/St. Joseph areas into Champaign-Urbana as a deviated fixed route primarily for jobs and to the medical centers. Other possible JARC routes discussed were Northern County/Rantoul into Parkland and Tolono/Savoy to Champaign-Urbana. The expansion would mean more vehicles. CRIS will put in a grant for more vehicles but it takes about 2 years for IDOT to place the grant, order, and get the manufacture these specialized vehicles. Also the question was asked about ridership in the winter time and if it increases and Ms. Marchant responded that it does increase.

Ms. Sierra reviewed the quarterly RTAG stats handout. Ms. Morocoima-Black asked Mr. James if the information presented was adequate for the Champaign County Board and Mr. James confirmed it was. Mr. Minor noted August numbers on the stats handout did not correlate with the stats that were verbally reported earlier by Ms. Marchant. Ms. Sierra stated this occurred in the month of August because the data had not been fully collected at the time, as the month of August had only ended yesterday. She noted that the stats handout was out of date, which was indicated on the handout with August being listed in the color font orange as “incomplete”. However, Ms. Sierra confirmed that the verbally reported figures for August by Ms. Marchant were correct.

B. Consolidated Vehicle Procurement Grant Application & Public Outreach Meeting Review

Ms. Sierra noted that they would be getting three passenger working vans and two mini-vans. Per Ms. Sierra, the Rantoul public outreach meeting had five or six people in attendance and that these meeting minutes were available in the vehicles’ grant application.

C. Recent News Stories

Per Ms. Sierra, there were news stories about CRIS’s transportation in: NPR, WILL TV, RPC newsletter that is distributed to all municipalities. Mr. Kulczycki stated that he knows a reporter, Dave Hinton of the Rantoul Press and that he could potentially be interested in doing an article on CRIS. Apparently, Mr. Kulczycki and Ms. Sierra described a recent news story on the front page of the News Gazette had various inaccuracies, including one about Rantoul not having any public transit. Mr. Kulczycki also noted that the publicity seems sufficient in light of the increase in ridership. Mr. James also mentioned that word of mouth will lead to an increased in ridership. Ms. Marchant stated that nice drivers are intentionally hired by Les Woodrum, CRIS’s Champaign County transit manager, to improve word of mouth awareness. Additionally, all drivers go through a background check and drug test prior to being hired.

D. CCRPC’s Rural Northern & Eastern Champaign County Planning Grant

Ms. Morocoima-Black reported that IDOT had awarded the Metropolitan Planning Organization (MPO is RPC) a two year-rural area planning grant between \$30,000-45,000. This award goes outside the MPO’s urbanized area, but allows the MPO to use existing funding toward using their data, mapping resources, and mobility management information from HSTP/MYTRIP and CRIS to create a detailed *Rural Champaign County Mobility Management Transportation Plan* to guide transit services and other transportation option coordination. The plan will cover the northeastern quadrant of the county areas of/between Rantoul to St. Joseph, and RPC will hold public meetings regarding transportation needs and possible fixed deviated routes. The public outreach will be to transit dependent populations, families with low income, and other minority populations. The plan will work to cover all transportation agencies conducted by human service agencies and private providers in addition to CRIS services. The plan will work to have easy to access information on transportation services in the areas it covers.

E. Transit Rider Information Project (TRIP) Presentation

Jennifer Miller presented on the Transit Reservation Information Program (TRIP). TRIP is led by the Coles County Council on Aging. TRIP acts as a call center for HSTP Region 8, a 12 county area in East Central Illinois. TRIP works with seven 5311 transportation providers. TRIP provides coordination of existing transportation providers for trips going long distances outside of the county.

The intent is to expand services not take over existing services. Priority rides are for medical, work and education. A fee of .50 is assessed per coordinated ride, plus the costs of the transportation by the provider(s). It is part of a 3 year grant and the goal is to complete 300 coordinated rides or 15 per month. In August, 2011, they had done 27. Ms. Miller did note that it is a new program and they are working out all of the issues. Details of the program can be found in the brochure that was distributed. Jennifer Miller can be contacted at 217-639-5154 or jenniferm@colescouncilonaging.org. Mr. James mentioned that the TRIP information should be incorporated on the CRIS website. Mr. James also asked whether veterans from Rantoul can get a ride to Danville's Veteran Affairs (VA) Hospital. Ms. Marchant said that service was available through a program they base out of Danville.

VI. Announcements/Audience Participation

Ms. Palencia announced that there was a Disability Expo on October 16 at Lincoln Square, which is being co-hosted by the Champaign County Mental Health Board. She noted that it would likely be a good opportunity to build community awareness of CRIS's rural services.

VII. Adjournment

The date for the next meeting is December 1 from 4:00-5:00 p.m. at the Jennifer Putnam Room. Mr. Kulczycki adjourned the meeting at 5:00 p.m.

Champaign County Rural Transit Advisory Group Appointees

Two Year Term 12/22/10 – 11/30/12

Stan James

Area: County Board

Champaign County Board, District 2
200 Mitchell Court
Rantoul, IL 61866
217.892.2711
stanusa@frontier.com

Andy Kulczycki – Chair

Area: People with Low Income

Community Service Center of
Northern Champaign County
520 Wabash Avenue
Rantoul, IL 61866
217.893.1530
evergreen3069@yahoo.com

Martha Paap – Secretary

Area: Seniors

Provena Center for Healthy Aging
Provena Covenant Medical Center, 1400 W.
Park St.
Urbana, IL 61801
217.337.2896
Martha.Paap@provena.org

Michelle Ramage - Vice Chair

Area: Education

Thomasboro School District #130
201 N. Phillips
Thomasboro, IL 61878
217.643.3275
RamageM@thomasboro.k12.il.us

One Year Term 12/22/10 – 11/30/11

Christine Bruns

Area: Medical

The Pavilion
809 W Church St
Champaign, IL 61820
217.373.1700
christine.bruns@uhsinc.com

Elaine Palencia

Area: People with Disabilities

Champaign County Disabilities Board
3006 Valleybrook Drive
Champaign, IL 61822-6114
217.356.3893
epalenci@illinois.edu

Minor W. Jackson

Area: Employment

Parkland Workforce Development
1307 North Mattis Avenue, Room 108
Champaign, IL 61821
217.353.2119
MJackson@parkland.edu

Champaign County
Rural Transit Advisory Group (RTAG)
Meeting Schedule for 2012

Unless otherwise indicated
Meetings will be held at **4:00 p.m.**
John Dimit Meeting Room, Brookens Administrative Center
1776 E. Washington Street
Urbana, Illinois

ANY OTHER CHANGES WILL BE ANNOUNCED.

Thursday, February 9, 2012

Thursday, May 10, 2012

Thursday, August 9, 2012

Thursday, November 8, 2012 @ 3:30 p.m.

Reasons for Proposed Meeting Schedule

IL State Fiscal Year – July 1st through June 30th

RTAG – 4:00 pm – Meet quarterly on 2nd Thursday of the month. Prefer meetings to be held one month after a complete IL State FY Quarter (i.e. November, February, May, and August). Keep in mind agendas have to be published one week to 48 hours in advance to stay within county/state requirements.

COW 1 – 6:00 pm – Meets on the 1st Tuesday after the 1st Monday of the month (except Holidays). Note all handouts have to be submitted 10 days in advance to the county staff.

FY 2011

- ***FY 11 Annual Report (CRIS start date: Feb. 1, 2011 through June 30, 2011)***
The FY11 Annual Report will be presented at the RTAG meeting in December 1st; then, it will be discussed at the Committee of the Whole (COW 2) in January, then it will be presented to the County Board meeting in January.
- ***FY12 First Quarter Report (July 1, 2011 - September 30, 2011)***
The FY12 Quarter 1 Report will be presented at the RTAG meeting in December 1st; then, it will be discussed at the Committee of the Whole (COW 2) in January, COW 1 will review the quarterly report and determine if it needs to go to the County Board in addition to the annual report.

FY 2012

- ***FY12 Second Quarter Report (October 1, 2011 - December 31, 2011)***
 - **RTAG** – February
 - **COW 1** – March
- ***FY12 Third Quarter Report (January 1, 2012 - March 31, 2012)***
 - **RTAG** – May
 - **COW 1** – June
- ***FY12 Fourth Quarter Report (April 1, 2012 – June 30, 2012)***
- ***FY 12 Annual Report (July 1, 2011 – June 30, 2012)***
 - **RTAG** – August: *Discussion of reappointments and new appointments for FY2013-2014*
 - **COW 1** – September: *Annual report is presented and sent to the County Board.*
 - **COW 2** – November: *RTAG reappointments and appointments are submitted, voted on, and then sent for approval to the County Board.*

FY 2013

- ***FY13 First Quarter Report (July 1, 2012 - September 30, 2012)***
 - **RTAG** – November
 - **COW 1** – December

**Champaign County
Rural Transit Advisory Group (RTAG)
Annual Report 12/1/11**



Provider: CRIS Rural Mass Transit District (CRIS)

FY 11 Period: February 15th – June 30th, 2011

IDOT-DPIT grants operate on State of Illinois Fiscal Year (FY July-June); therefore the annual RTAG report reflects the last completed IL FY 11.

Trips & Vehicles

In the table below, trips and vehicles (excluding service contract transportation) reflect CRIS service provided through public funding:

- **Average Rides Per Day** – Total number of trips divided by business days (M-F) within a month.
- **Total Rides Per Month** – A trip is defined as one unit of service, i.e. starting and ending point of one person entering and exiting a vehicle. Does not include drivers.
- **Number of Vehicles** – Total number of vehicles reflects the system’s capacity. Currently, all are either 14 or 12 passenger vehicles with ADA compliant lifts, and are being loaned from Vermillion County. For Champaign County, new vehicles have been ordered by IDOT.
- **Total Miles** – Includes all service miles driven by system vehicles, which includes miles driven regardless if a passenger is riding the bus.
 - Miles in February and March are a little higher than normal, because vehicles were stored in Danville instead of the new Urbana facility that opened in the first week of March.

FY 2011	Total Trips Per Month	Average Trips Per Day	Number of Vehicles		Total Miles
			14 passenger	12 passenger	
Feb. 15 th -28 th	114	11	2	0	4,849
March	141	6	3	2	3,144
April	359	18	3	2	6,626
May	514	23	2	2	9,001
June	712	32	3	2	11,427

Transit Services

CRIS Rural MTD (CRIS) provides on-time dependable curb-to-curb transit services to residents of rural Champaign County, between 7:00am - 5:00pm Monday through Friday (except holidays). All drivers have been trained in passenger assistance and emergency procedures to insure that your transportation is safe, comfortable and secure. For general public (referred to as 5311) rural trips within the Rantoul Township High School District Areas fares are \$2.00 and \$5.00 each way to or from Champaign-Urbana. If a passenger is disabled or 60 plus years of age then the fare is a suggested donation of \$2.00 each way. Riders have to be over 11 years of age or older to ride unaccompanied by an adult. However, a child is accompanied by an adult; the fare is only \$1 additional each way. Currently in Champaign County, CRIS employs 1 full-time dispatcher, 1 part-time dispatcher, and between 10-12 part-time drivers in addition several part-time Vermillion based management staff.

Champaign County Milestones

To date, milestones for the rural Champaign County transit system operated by CRIS Rural MTD include:

- February 15th was the first day of rural public transit.
- By the end of February, 1 full-time and 1 part-time dispatcher as well as 4 drivers were hired.
- In the first week of March, new Urbana offices opened and a new partnership with Champaign-Urbana MTD started to purchase gas and vehicle maintenance at cost as well as rent vehicle facilities.
- On April 1st the Indigo Apartment Service Contract started. Besides providing needed transportation, a service contract benefits rural transit because revenue generated from this private contract goes entirely towards the required local match for federal funding reimbursement. Additionally, the extra service mileage can result in qualifying vehicles earlier for replacement, and in return expands the system fleet and capacity to provide more services.
- Milestones that will be included in next year's report, but have already been accomplished include: in July average trips in a day surpassed 50 a year in advance of the original goal; and in October CRIS averaged 104 rides a day.

Registered Riders

In the table below, CRIS's registered riders reflect (excluding service contract riders) **area residents** who were classified based on their home address's zip code. Other notes on the table below include:

- Areas are listed in a descending order by the total number of registered riders;
- Area resident totals include all 5311 public riders and seniors (referred to as *Rural Rider* program);
- Areas listed below are added to the table as riders from those areas register with CRIS; and
- Danville residents were disabled when released from a Champaign County based facility and then returned home within Vermillion County. This will likely re-occur as veteran transportation is often needed between counties.

<i>Area</i>	3 rd Quarter Feb. 15 th – March 31 st	4 th Quarter April 1 st – June 30 th	FY 11 Nursing Home Riders	FY 11 <i>Residents</i>
Rantoul	20	113		133
Urbana	2	25	21	48
St. Joseph		4		4
Champaign	3	4	1	8
Tolono		1		1
Mahomet		2		2
Thomasboro		3		3
Ludlow	1	1		2
Fisher		3		3
Gifford		1		1
Dewey		2		2
Danville		2	1	3
Homer		1		1
Philo		1		1
Seymour		1		1

Champaign County Rural Transit Advisory Group (RTAG) Quarterly Report 12/1/11



Provider: CRIS Rural Mass Transit District (CRIS)

FY 12 First Quarter: July 1st-September 30th, 2011

Numbers below can be reconciled as needed, which is common as numerous items are tracked in rural transit systems. IDOT-DPIT grants operate on State of Illinois Fiscal Year (FY July-June); therefore the quarterly RTAG reports reflect the last completed quarter.

Trips - In the table below, trips reflect (excluding service contract trips) CRIS transportation provided:

- **Average Trips Per Day** – Total number of trips divided by the business days (Monday - Friday) within a month.
- **Total Trips Per Month** – A trip is one unit of service (i.e. start and end point for one person entering and exiting the vehicle).
- **Types of Trips** – Total number of trips, broken out and classified on destination per month. A return trip, to pick-up location was classified as the same purpose as the trip preceding it.
- **Services** – **Lift** service are the number of trips that required an ADA lift to be used. Riders can request to use the lift as needed, regardless if they do or do not have a mobility aid (examples: wheelchair, walker, or scooter). **60+** trips indicates the number of trips provided to people who are 60 years of age or older.
 - *Example: If a rider is picked up from home, goes to the doctor's office (Trip A), then takes CRIS to a grocery store (Trip B) before returning home (Trip C); then the Trip A is medical, Trip B is shopping, and Trip C is shopping in purpose as well.*

Month	Average Trips Per Day	Types of Trips						Total Trips Per Month	Services	
		Medical	Personal Business	Shopping	Socialization	Employment	Education		Lift	60+
July	27	444	122	72	82	111	17	848	161	455
August	56	693	156	105	133	184	27	1,298	232	649
Sept.	63	582	208	136	111	205	74	1,316	181	569

Vehicles – In the table below, vehicles reflect (excluding service contract vehicles) CRIS transportation provided includes: total **number of 14 passenger** and **12 passenger vehicles** with ADA lifts that reflects the transit system's capacity; and **total miles** driven by all service vehicles within a month. Currently, all vehicles are being rented from Vermillion County.

Month	Number of Vehicles		Total Miles
	14 passenger	12 passenger	
July	4	2	11,779
August	4.5	2	18,399
September	4	2	17,998

Registered Riders - In the table below, CRIS's registered riders in the first quarter of FY 12 reflect (excluding service contract riders) **area residents** who were classified based on their home address's zip code. Other columns on the table below include:

- **5311 Public** – A rider ends or begins their trips in a rural service area of Champaign County and therefore a 5311 trip.
- **5311D** – A rider who is a person with one or more disability and therefore qualifies for the \$2 fare.
- **Rural Riders (60+)** – A rider who is 60 years of age or older and therefore qualifies for the \$2 fare. The funding for senior discount trips previously was based at CCRPC senior services and was called *Rural Rider Program*, now CRIS provides this transportation.
- **Nursing Home Riders** – A rider who begins or ends their trip at the Champaign County Nursing Home; however, in this field there is no overlap between 60+ and Nursing Home riders, even if people fall into both categories.

<i>Area</i>	5311 Public	5311D	Rural Rider (60+)	Nursing Home Riders	<i>Residents</i>
Rantoul	71	10	18		99
Urbana		1	1	44	46
St. Joseph			2		2
Champaign	1				1
Tolono			7		7
Mahomet			2		2
Thomasboro			1		1
Ludlow	2				2
Fisher			1		1
Gifford			2		2
Homer		1			1
Philo			1		1
Savoy			1		1
Sidney			1		1
Pesotum		1			1

Indigo Apartment Service Contract - For University of Illinois riders, this transportation is a fixed route week day, during school days, through a private service contract with Indigo Apartments. Besides providing needed transportation, a service contract benefits rural transit because revenue generated goes entirely towards the required local match for federal funding reimbursement. Additionally, the extra service mileage can result in qualifying vehicles earlier for replacement, and in return expands the system fleet and capacity to provide more services.

Period	Service Days	Average Trips Per Day	Total Rides	Number of Vehicles
August 22 nd - 31 st	8	162	1,295	.5
September	21	171	3,597	1