

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

**Thursday, December 1, 2011**

**4:00pm to 5:00pm**

**Brookens Administrative Center**

**John Dimit Conference Room**

**1776 E Washington St.**

**Urbana, IL 61802**

*Meeting Minutes*

**I. Call to Order** - Mr. Kulczycki called the meeting to order at 4:00 p.m.

**II. Roll Call** - A quorum was present.

**Chair: Andy Kulczycki**

*\*RTAG Member*

Name	Organization
*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 Pavilion
*Minor W. Jackson III	Parkland College
*Stan James	Champaign County Board
*Elaine Palencia	Disability Advocate
Kathy Cooksey	CRIS Rural Mass Transit
Ryan McCoy	Champaign County Regional Planning Commission

**III. Approval of Agenda** - Mr. James motioned approval of the agenda, Ms. Bruns seconded, motion carried. Agenda was approved.

**IV. Approval of the Meeting Minutes**

- A. *Meeting of September 1, 2011* – Ms. Marchant noted a missing point under the TRIP presentation. Specifically, the missing point concerned how CRIS would handle a ride at the Champaign County border. RTAG agreed CRIS would pick up a rider at the border if space was available. Ms. Marchant will send Ms. Paap a couple of sentences to amend the minutes. Mr. James motioned to approve the minutes as amended, Ms. Bruns seconded, motion carried. Minutes were approved as amended.

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**V. Old Business**

**A. Rural Transportation Projects Update- CCRPC** - Ms. Sierra provided the report as Ms. Morocoima-Black was not present due to unexpected illness.

*i. Upcoming IDOT-DPIT Call for Projects* –Ms. Sierra mentioned that the Regional Planning Commission (RPC) was evaluating the calls for New Freedom and JARC grants in January and February of 2012. They are looking at new route possibilities and where the greatest needs are. Public meetings, focus groups and needs assessments will need to be conducted. Ms. Marchant could submit an application. Ms. Marchant also gave some examples. A JARC route currently exists from Danville to Champaign and it has been successful. A proposed new route could be from Rantoul to Parkland College. The rationale would be going from an area with high unemployment to lower unemployment and to educational opportunities. Anyone can use it for whatever reason. You can also deviate from the fixed route and pick up people with disabilities.

Ms. Marchant gave an example of New Freedom funding. It could fund veterans specifically needing rides to the hospital or dialysis. Ms. Marchant cautioned with receiving additional funding that the level of growth must correlate with cash flow. If growth is too fast CRIS may not be able to meet obligations.

*ii. Regional and Local Outreach* – Ms. Sierra described a Rural Travel Training (RTT) on December 7<sup>th</sup> at Hope Meadows in Rantoul. If the committee has any suggestions or contacts to reach out to receive a RTT, please let Ms. Sierra know. Additionally, she introduced their new planning intern, Ryan McCoy, a recent graduate from the University of Illinois’ Urban Planning BS.

Mr. James said that he could make some contacts at Prairie Village, Brookstone Assisted Living, and Gifford Nursing Home for New Freedom rides.

Ms. Bruns had a question about how to get families from Rantoul to Champaign. There was some discussion about the bus service and need for evening and day service for families to get to meetings.

**VI. New Business**

**A. RTAG Appointees and Reappointments** –Mr. Kulczycki noted that the one-year term expires at the end of this year. The three members with one-year terms are Christine Bruns, Elaine Palencia, and Minor Jackson. All three accepted reappointments to a two-year term. Mr. James motioned to approve the reappointments, Ms. Ramage seconded, the motion carried. All three reappointments were approved. Ms. Sierra noted that the final approval will go to the Champaign County Board in January 2012.

**B. RTAG Proposed Meeting Schedule and Bylaws Changes** - Ms. Sierra noted that bylaws changes were open annually to the floor and would occur around the same time each year. However, nothing had been submitted to RTAG for this meeting. Mr. Kulczycki proposed that the committee review the bylaws, and if any changes were noted, submit to Ms. Sierra in writing and it will be discussed at the next meeting.

1 The proposed meeting schedule was reviewed. Reasons behind changes were included on the back page of  
2 the schedule handout. Ms. Marchant stated she would not be able to attend the August meeting; however,  
3 Ms. Cooksey could attend. Ms. Ramage also said she may have conflicting board meetings. Ms. Ramage  
4 motioned to approve the proposed schedule, Mr. Jackson seconded, motion carried. The new schedule was  
5 approved.  
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7 **C. Service Updates-CRIS** - Ms. Marchant summarized the quarterly and annual reports contained in the  
8 meeting packet. Ms. Marchant noted riders and drivers were becoming more familiar with the system and  
9 individual needs; which was allowing more rides to be accommodated. Ms. Marchant pointed out that  
10 number of registered riders from Ludlow and Thomasboro were low. Mr. James commented that perhaps  
11 the word was not getting out enough in those areas; however, Ms. Ramage did distribute brochures to the  
12 students in that school district. Mr. James said he could talk to the Ludlow mayor about CRIS speaking at  
13 one of their village meetings.  
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15 Ms. Bruns asked if riders were ever turned down. Ms. Marchant stated that not as of yet but they could  
16 track that information outside of the service area and that could be useful in terms of service expansion.  
17 Also, the transportation is not set up to do same day rides unless it can be accommodated. Ms. Palencia  
18 asked about how funding would expand services. Ms. Marchant said that JARC routes would be inserted  
19 as funding allows; however, cash flow could be an issue. Ms. Marchant indicated banks are not accepting  
20 contracts as collateral as had been doing previously. The lack of cash flow limits CRIS' ability to grow.  
21 Mr. James confirmed that banks are not favorable to state contracts as collateral. Mr. James asked about  
22 the fare receipts and Ms. Cooksey noted that they took in \$5,500 over the last quarter.  
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24 **i. ITS (Intelligent Transportation System) Software** - Ms. Marchant mentioned that an agreement has  
25 been made with Ecolane to provide \$100,000 worth of software in the vehicles. Computers will be  
26 installed for each vehicle and they will be able to monitor the location of each bus, the speed, the actual  
27 routes the buses are taking, whether they are on time and other tracking information. It will be a useful  
28 tool to evaluate the drivers. Ms. Marchant will update the committee on when the software will be  
29 installed.  
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31 Ms. Ramage asked if it is hard to find good drivers. Ms. Marchant said it was and the best drivers seem  
32 to be retired males who have an additional income source; because all drivers are part-time and the  
33 hourly rate is not typically high enough for a single source income.  
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35 **ii. Reports**

36 **a. Annual- Fiscal Year 11** - Mr. Kulczycki will need to present to the Champaign County Board  
37 Committee of the Whole meeting in January. As Chair, he will present the reports' data and will  
38 focus on growth, need, and utilization of transportation services. Ms. Marchant said she will be  
39 present to help answer any technical questions. Mr. James said a verbal summary is all that is  
40 necessary. Ms. Palencia motioned to accept the FY 11 annual report, Mr. Jackson seconded, motion  
41 carried. The annual report was accepted and will be submitted to the Committee of the Whole  
42 (*Environment & Land Use, Highway & Transportation County Facilities*).  
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1 Mr. Kulczycki asked about winter ridership. Ms. Marchant said it normally goes up with colder  
2 weather, but not a huge increase. Ms. Marchant noted service is canceled if Rantoul high school is  
3 closed due to inclement weather. Ms. Marchant commented that when this occurred it was a good  
4 PR opportunity because posting a web banner during school closures often made people more aware  
5 of transit services; and/or the awareness would come with radio broadcasts with radio  
6 advertisements.

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8 **b. *First Quarter-Fiscal Year 12*** – Ms. Ramage motioned to approve the quarterly report, Ms. Bruns  
9 seconded, motion carried. The first quarter FY 12 report was approved.

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11 **VII. Announcements** - No announcements were made.

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13 **VIII. Audience Participation** - Mr. Jackson asked about date and time of the Champaign County Board  
14 presentation. Ms. Sierra indicate she would email out the date when available and that RTAG committee  
15 were welcome to come if they wish to be there, but that it was not necessary to attend besides the chair,  
16 CRIS and RPC.

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18 **IX. Adjournment** - Next quarterly RTAG meeting is Thursday, February 9, 2012 at 4:00 p.m. at the John Dimit  
19 Meeting Room. Mr. Bruns motioned to adjourn the meeting, Mr. James seconded, motion carried. Meeting  
20 was adjourned at 4:53 p.m.  
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