

CHAMPAIGN COUNTY  
 RURAL TRANSIT ADVISORY GROUP (RTAG)  
MEETING MINUTES

DATE: Wednesday, May 17, 2016

LOCATION: John Dimit Conference Room

Attendee	Representation	Organization
Mary Sleeth	*Seniors	St. Joseph Resident
Nathan Montgomery	*Person with Low Income	Salt & Light Ministry
Drew Bargmann	Transit Manager	CU-MTD
Regina Crider	*Youth	Youth and Family Peer Support Alliance
Caitlin Kost	*Person with Disabilities	Champaign Urbana Special Recreation
Zoe Keller	Champaign County PCOM	Champaign County Regional Planning Commission
Debbie Peterik	Recording Secretary	Champaign County Regional Planning Commission

*#Chair*

*\*Voting*

- I. **Call to Order** - Mr. Montgomery called the meeting to order at 3:20 p.m.
- II. **Roll Call** - The roll was taken by written record and a quorum was declared present.
- III. **Audience Participation** -None.
- IV. **Approval of Agenda** - Ms. Crider motioned to approve the agenda, Ms. Sleeth seconded, and the motion carried unanimously.
- V. **Approval of Minutes** -
  - A. Meeting of February 17, 2016 - Ms. Sleeth motioned to approve the RTAG Minutes from the February 17, 2016 meeting, Ms. Crider seconded, and the motion carried unanimously.

Ms. Keller introduced a new advisory group member, Caitlin Kost, who is the Adult Coordinator at Champaign Urbana Special Recreation. In turn, the advisory group members introduced themselves to Ms. Kost.

Mr. Montgomery inquired about the vacancy in the medical field. Ms. Keller informed the committee that Deb Fruitt, Director of Wellness and Health Promotion at the Champaign Urbana Public Health District, has expressed an interest in the position. Once the appointment is approved by the County Board, Ms. Fruitt will join the advisory group as a member at the August RTAG meeting.

## **VI. Old Business -**

### **A. Update on Rantoul Fixed-Route System Discussion -**

Ms. Keller informed the group that the C-CARTS staff is in final discussions with the Administrator, the Board and the Mayor of the Village of Rantoul. It is anticipated that implementation of the fixed route service will begin on September 1, 2016.

## **VII. New Business -**

### **A. C-CARTS FY16 3<sup>rd</sup> Quarter (Jan-Mar) Service & Fiscal Reports -**

Ms. Keller made the following comments regarding the service reports:

- The total trips are down this quarter from last quarter.
- Denials are down for the quarter.
- Trips per hour have increased, but trips per mile have remained the same.
- There were 87 new riders that registered.

Mr. Montgomery inquired about the service revenue. Ms. Keller indicated that currently the senior rate is \$2.00 per trip which the nursing home pays for the residents. Mr. Bargmann commented that the nursing home has a couple of drivers on the staff, but there is an occasion where C-CARTS will receive calls when a driver is not available. Mr. Bargmann commented that the contract in place allows the nursing home to use C-CARTS for short trips. Ms. Crider inquired further about the nature of the contract. Mr. Bargmann indicated that it is more of an agreement to guarantee a ride should the nursing home drivers not be available. The agreement has been in place since CRIS operated the service before C-CARTS took over the service. Ms. Keller further discussed that it is a benefit in that the trips are usually short because they are travelling within town. The C-CARTS staff is in the process of rewriting the contract.

### **B. Approval of C-CARTS 2016 Consolidated Vehicle Procurement (CVP) Application -**

Ms. Keller informed the advisory group that there are four vehicles that meet the replacement criteria based on the miles that they have reached. At this time, C-CARTS has decided to replace only three of the vehicles because C-CARTS fleet is new and has just received seven new vehicles.

C-CARTS is requesting two vehicles through small urbanized funding because the funding is much undersubscribed, and IDOT is asking for more projects to be dedicated to that funding. This funding applies to the Village of Rantoul plan because part of the funding requires that service is provided in the urbanized area. C-CARTS usually provides rural service, but since C-CARTS will be connecting the Village of Rantoul and Champaign-Urbana, these two vehicles will be requested to serve the Champaign-Urbana to Rantoul route.

Due to the larger funds that are available, C-CARTS is allowed to request the larger super medium duty vehicles. The benefit of the super medium duty vehicle is that they are low floor where it is not necessary to lower and raise the lift, and the vehicle can accommodate 26 passengers. C-CARTS will be replacing one of the mini-vans with a medium duty vehicle which is a 14 passenger van. The mini-vans have proven to have limitations due to the smaller space. C-CARTS will retain one mini-van for use on administrative trips or the quick nursing home trips. Mr. Montgomery asked about the likelihood of receiving the funding for the super medium duty vehicles. Ms. Keller commented that the vehicles are available. If the super medium duty vehicles are denied, C-CARTS could accept medium duty vehicles in their place. The difference in number of passengers is the super medium duty vehicles can accommodate 26 passengers versus 14 passengers in the medium duty vehicles. Both vehicle types can accommodate five wheel chairs.

Mr. Montgomery inquired what the licensing requirement is for driving the larger vehicles. Mr. Bargmann indicated that a CDL license would be required; however there is an in-house training available at the MTD facility. Mr. Bargmann also noted that CDL drivers would earn more salary.

The timeline for the award process varies from a few months to up to six months. The new system for the application process is supposed to be faster. The vehicles are in the process of being built but the delivery time is from a year to 16 months. Mr. Montgomery had a concern about the current vehicles becoming unable to drive, but Ms. Keller indicated that the current vehicles are well maintained. In addition, there are backup vehicles available. Ms. Keller indicated that C-CARTS currently has 15 vehicles and use 8 vehicles at peak trip times. Once C-CARTS receives more service contracts, more vehicles will be operating at peak times. The vehicles that are being replaced are the oldest vehicles in the fleet.

Mr. Montgomery inquired about the process for retiring a vehicle. Ms. Keller used the example of the vehicle that was discussed at the February meeting. The vehicle required a new transmission. Since that vehicle had not yet met its useful life, C-CARTS went through a disposition process with IDOT. The vehicle will be transferred to a different agency. Ms. Keller also commented that even when the replacement vehicles arrive, the older vehicles will continue to be maintained and used for service as long as they continue to run.

Mr. Montgomery questioned why a vehicle that is too costly to repair would be sent to another agency. Ms. Keller's response was that some agencies will make the repair to get

the vehicle up and running when they are in need of a vehicle. The vehicle is transferred for free; there is only a towing cost. In this case, they paid \$7,500 for the vehicle vs. paying \$50,000 for a new vehicle.

C-CARTS is exploring the possibility of purchasing a 2003 super medium duty vehicle from a company that is consolidating their programs. The vehicle has a turbo engine with \$62,000 miles on it. This vehicle would be used for the Village of Rantoul fixed-route. The cost to repair the vehicle is \$6,000. Ms. Keller is waiting to receive more maintenance information on the vehicle.

Ms. Crider inquired about the Intelligent Transportation System (ITS) and when it will be in place. Ms. Keller commented that C-CARTS is looking into using the PARAnet system that MTD uses for their Paratransit, since C-CARTS has no funds to implement the ITS system. There won't actually be anything on board the vehicles, but the scheduling and the reporting can be done with PARAnet.

Ms. Keller requested that the advisory group take a vote to approve the application. The application will then be presented to the CUUATS Technical and Policy Committees and also to the Champaign County Board for the 5310 funding.

Ms. Crider motioned to approve the C-CARTS 2016 Consolidated Vehicle Procurement (CVP) Application be accepted as presented, Ms. Sleeth seconded, and the motion carried unanimously.

### **C. Discussion of C-CARTS Service Contract with the Village of Rantoul -**

Ms. Keller informed the advisory group that since CU-MTD is the operator and will carry out the contract, CU-MTD will be writing the draft contract. The contract will be between C-CARTS as an entity and the Village of Rantoul. Once the draft contract is written, the Chief Operating Officer of CU-MTD, Bryan Smith, will forward the preliminary contract to the CU-MTD legal counsel for review. While the contract is being written, C-CARTS will be looking at Champaign County's contract with IDOT as well as the intergovernmental agreement between Champaign County and CU-MTD.

The Village of Rantoul has asked C-CARTS to provide a quote for three vehicles. The original proposal included two 14 passenger vans that would be circulating the route in the Village of Rantoul which means there would be a bus at each stop every 30-40 minutes. C-CARTS is looking to expand the route to cover more of the community. By adding a third vehicle, the time interval would be a 25-30 minute schedule. Mr. Montgomery asked what the terms of the agreement would be. Ms. Keller indicated that the cost for two vehicles was \$180,000 and the Village of Rantoul agreed to pay half of the cost per year. The proposed cost would be \$110,000 for the three vehicles (discounting the last vehicle). The final contract tentatively will be brought to the advisory group at the August meeting for approval as subcommittee of the Champaign County board. It is not necessary to present the contract to the full County Board.

Mr. Bargmann commented that this service contract would allow CU-MTD to use it as a local match source to draw down more of the funds from the downstate operating systems program. Ms. Crider commented that there is the possibility that the service could be expanded to other villages if all goes well with the Village of Rantoul fixed route service.

Mr. Montgomery inquired about spending all of the funds that C-CARTS is granted moving forward. Ms. Keller discussed the fact that this fiscal year C-CARTS just finished quarter three and has only drawn down 49 percent of the funding. IDOT is aware that C-CARTS is a relatively new organization and how hard C-CARTS has worked to keep that appropriation, and awarded the ten percent increase from fiscal year 2016. C-CARTS included the Village of Rantoul contract in the grant application submitted for this coming fiscal year. With the Village of Rantoul contract in place, C-CARTS will be able to draw down more of the funds.

Ms. Keller commented that C-CARTS is also in the early stages of speaking with the Developmental Services Center about a contract for their group homes in rural areas. They provide their own transportation services, but they are at capacity.

Mr. Bargmann presented some of the details of the Village of Rantoul deviated-fixed route:

- Service will begin an hour earlier than the current schedule C-CARTS provides which is 6:00 a.m. to 6:00 p.m. For the Village of Rantoul only, the contract will be to provide service from 5:00 a.m. until 8:00 a.m., 9:00 a.m. to 2:00 p.m. (the current schedule; the customers can still call ahead to schedule trips) and 3:00 p.m. to 6:00 p.m.
- During the peak times, C-CARTS will be utilizing a vehicle to connect people from a common point, bring them to Champaign-Urbana, connect them with bus service to work and then back in the evening to get back to a common point.
- Depending on the final number of vehicles acquired and the final route, the wait time will be from 25-40 minutes.
- Major transfer points of the service are Country Fair on the west end of town, Illinois Terminal in downtown Champaign and Lincoln Square in downtown Urbana.
- Mr. Bargmann presented the proposal of the new suggested routes with Remix, the new public transit planning software.
- Ms. Sleeth inquired about the time it would take to complete the route. Mr. Bargmann indicated that it would be approximately 64 minutes depending on variables such as traffic lights and making stops.
- Ms. Crider asked for confirmation that the door-to-door service would only run from 9:00 a.m. to 2:00 p.m. Mr. Bargmann confirmed that to be correct information.
- Ms. Crider inquired about the timeframe for reaching out to the community with the new changes to the schedule. Mr. Bargmann confirmed that once the final

approval is received from the Village of Rantoul, information would be released to the community.

- Ms. Keller commented that there is funding available in the Human Service Transportation Plan (HSTP) budget for travel trainings. Videos were created and are in the process of being edited that would train passengers on using the C-CARTS and CU-MTD services. Once the editing is finalized, the videos can be made available to the community.
- Ms. Crider asked if there would be signage on the service. Mr. Bargmann commented that the village had someone in mind that would take care of the signage.
- Ms. Crider inquired about a bus stop covering and Mr. Bargmann indicated although the process would be a couple of years down the line, the responsibility would fall on the village. Ms. Keller commented that there is a possibility that capital funds may be available to help with a project of this nature.
- Ms. Crider inquired about any media plans. Mr. Bargmann commented that there have been a couple of articles in the newspaper that have come out after the various meetings, and it would be a possibility to create a media plan.

**VIII. Announcements -**

None.

**IX. Adjournment -**

Ms. Sleeth made a motion to adjourn the meeting, Ms. Crider seconded. And the motion carried unanimously. The meeting adjourned at 4:15 p.m.