

CHAMPAIGN COUNTY
 RURAL TRANSIT ADVISORY GROUP (RTAG)
MEETING MINUTES

DATE: Wednesday, August 10, 2016

LOCATION: John Dimit Conference Room

Attendee	Representation	Organization
Stanley Harper	*County Board	Champaign County Board Liaison
Nathan Montgomery	*Person with Low Income	Salt & Light Ministry
Seamus Reilly	#*Employment	Parkland College, Institutional Advancement
Mary Sleeth	*Seniors	St. Joseph Resident
Drew Bargmann	Transit Manager	CU-MTD
Rita Morocoima-Black	County (Planning & Community Development)	Champaign County Regional Planning Commission
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. Reilly called the meeting to order at 3:00 p.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** – Mr. Harper motioned to approve the agenda, Mr. Montgomery seconded, and the motion carried unanimously.

V. Approval of Minutes -

- A. Meeting of May 17, 2016 – Mr. Montgomery motioned to approve the RTAG Minutes from the May 17, 2016 meeting, Ms. Sleeth seconded, and the motion carried unanimously.

VI. Old Business -

A. Update on Rantoul Fixed-Route System Discussion -

Ms. Keller provided the following update on the Rantoul Fixed-Route System:

- The current plan is to begin service in September.
- The contract amount will be for \$110,000 per year for three vehicles.
- The Village of Rantoul is in the process of obtaining signage for the designated stops.
- County Market has agreed to have a bus stop in their parking lot, and has also agreed to put up a flyer advertising the new service in the store.
- The Village of Rantoul is talking with Walmart about the possibility of a bus stop in their parking lot.
- Ms. Keller and Mr. Bargmann are in the process of creating a communication about the new service to allow for the community to have three to four weeks' notice before the start of the service.
- Part of the contract requires that C-CARTS prepare a separate report (part of the National Transit Database Guidelines and required for all deviated fixed routes) that would provide information on hours, ridership and mileage.
- Ms. Keller presented the proposed route for the Village of Rantoul. The route includes residential areas, low-income areas, Walmart and the businesses. If Walmart becomes the hub for the connection between Champaign-Urbana and the Village of Rantoul, the buses will be travelling north on Interstate 57 to the village and return to Rantoul via Route 45. By using the third vehicle, C-CARTS was able to increase the level of service.

Mr. Harper inquired about the hours the new service would provide. Mr. Bargmann commented that the village of Rantoul requested peak service from 5:00 a.m. to 8:00 a.m. and then from 3:00 p.m. to 6:00 p.m. Operationally, the new service will be compatible with the current service, which travels to and from Rantoul. During the middle of the day the service would operate as it currently does where people call in and trips are scheduled.

Mr. Montgomery asked about details of the service that will be provided. Mr. Bargmann indicated that the three vehicles would stay in Rantoul. MTD is still developing the process, but the thought is that a single vehicle would connect at a common point such as Champaign-Urbana, Country Fair, Illinois Terminal and Lincoln Square where riders could transfer to other transportation that is available during peak times. The current middle of the day service will continue.

Mr. Reilly asked if the buses would originate in Champaign. Mr. Bargmann indicated that the buses would leave the Urbana garage at about 4:15 a.m. to accommodate the earlier work shifts.

Mr. Bargmann commented that there would be an evaluation period. After the first six months, RTAG would meet with the Village of Rantoul to discuss how the service is working. Thereafter, RTAG would meet with the Village of Rantoul on a yearly basis.

Mr. Reilly asked about the riders who are using the service; if there will be coordination between the village and other services to help with covering costs for those riders. For example, if a person is Head Start or WIOA eligible, they may qualify for transportation. Ms. Morocoima-Black commented that at this time, the village is in communication with the companies in Rantoul about the possibility of getting some funding from the companies.

Mr. Montgomery inquired about the actual annual expenses. Mr. Bargmann commented that at this point, the additional cost would be the cost of three vehicle drivers and the dispatcher since they would be coming in one hour earlier. The additional costs are covered within the agreement and the additional money that MTD would have access to from the Downstate Operating Assistance program. Mr. Montgomery asked about capital expenses such as signage. Ms. Morocoima-Black indicated that there is a company in Rantoul that builds signs. The village was going to talk to them to see if they would be able to make a contribution to the village. Before real bus stops are established, C-CARTS will go through the process of running the system to find out where shelters are needed. Once the determination has been made, C-CARTS will research whether there is any funding available through grants to put the shelters in place, or if any of the companies would be willing to pay for the shelters and advertising.

Mr. Reilly inquired if there are additional rules or regulations for established bus stops and shelters. Mr. Bargmann indicated that MTD does different public/private partnerships from different places from time to time, and aside from ADA regulations, there are no other special regulations.

Ms. Morocoima-Black commented that the goal is to have the system up and running by September. Mr. Bargmann indicated that a conference call with the village is planned for August 11. After that call, a good determination will be made about the start of service date. Mr. Reilly inquired about the delay in starting the service. Mr. Bargmann indicated that RTAG is waiting on the approval of the grant application and the contract from IDOT. The state budget has also had an impact. Ms. Morocoima-Black further discussed the fact that RTAG wanted the agreement to be between CU-MTD and the village, but IDOT wanted the agreement to go to the county for approval. Ms. Morocoima-Black indicated that going to the county board and the highway committee for approval would delay the process over a month. In addition, RTAG is a committee of the county board, a county member is a member of the RTAG committee and there are members of the community that have been involved through the whole process.

In addition to the conference call on August 11, a meeting is scheduled for August 25 with the village to finalize all of the details.

VII. New Business -

A. C-CARTS FY16 4th Quarter (April-June) Service & Fiscal Reports -

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

- Denials continue to drop.
- Total trips per hour are up.
- There were 107 new riders last quarter.

Ms. Keller discussed the breakdown of denial reasons:

- There were 123 denials due to the time the customer wanted was not available.
- There were six denials due to the request was for the same day or the next day.
- There were five denials due to the request being for weekend service.

Ms. Keller discussed the FY 16 Q3 and Q4 revenue report:

- April fares were really low due to an over-reporting of accrual issue for the previous month.
- Ms. Keller indicated that 65% of the grant funds have been spent.

B. Approval of C-CARTS Intergovernmental Agreement with the Village of Rantoul-

Ms. Keller presented the agreement to the committee and the following comments were made:

- The agreement is between the County Board, MTD, Village of Rantoul and the Regional Planning Commission.
- IDOT agreed to the way the agreement was set up because the county gave oversight authority to RTAG and to RPC.
- The contract is a two-year term from the date of execution by the Village of Rantoul.
- Payments will be made monthly.
- The contract is on a reimbursement basis.
- If the service is discontinued for any reason, CU-MTD will pro-rate how many days were served in the previous month, and the village would return to the demand response service.
- Monthly reports will be provided to the Village of Rantoul on ridership, service hours and mileage.
- The Village of Rantoul and CU-MTD will meet at six months to review the service.

Mr. Montgomery motioned to approve the C-CARTS Intergovernmental Agreement with the Village of Rantoul to be accepted as presented, Ms. Sleeth seconded, and the motion carried unanimously.

Mr. Reilly suggested sending out the packet to those members that were not present at the RTAG meeting. Ms. Morocoima-Black commented that the agreement will not be signed until the absentees have had a chance to look at the agreement and make any comments.

Likewise, if there are any changes, the revised agreement will be sent to members for approval.

VIII. Announcements -

Mr. Bargmann indicated that MTD would use social media channels that they use for a press release on the new service. Mr. Reilly also suggested using the EDC to get interest out to the people in the county. Ms. Morocoima-Black commented that a ribbon cutting ceremony was discussed at a meeting with IDOT, Bryan Smith of MTD and the village.

Mr. Bargmann also commented that MTD has been approached by Developmental Service Center (DSC) for a contract. Once the Village of Rantoul service is in place, and vehicles are available, it is agreed that a contract would be beneficial to both MTD and DSC. Mr. Bargmann commented that service is needed for some of the group homes that DSC provides transportation for in the rural areas. Two locations that DSC is looking at are Philo and Ogden.

Ms. Keller commented that approval of the CVP application has not been received due to delays in the capital department at IDOT.

IX. Adjournment -

Mr. Harper made a motion to adjourn the meeting, Ms. Sleeth seconded. And the motion carried unanimously. The meeting adjourned at 3:45 p.m.