



Champaign County Rural Transit Advisory Group (RTAG)

Date: Wednesday, May 10, 2017
Time: 3:00 p.m.
Place: John Dimit Conference Room
Brookens Administrative Center
1776 E. Washington St., Urbana
Members Present: Seamus Reilly, Nathan Montgomery, Nancy Greenwalt, Mary Sleeth, Evan Alvarez
Members Absent: Regina Crider, Caitlin Kost, Diane Michaels, Drew Bargmann
Staff Present: Rita Morocoima-Black, Zoe Keller, Debbie Peterik
Others Present: None

MEETING MINUTES

- I. Call to Order, Roll Call – 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. Montgomery motioned to approve the agenda, Ms. Sleeth seconded, and the motion carried unanimously.**
- V. Approval of Minutes – **Mr. Montgomery motioned to approve the RTAG minutes from the February 28, 2017 meeting. Ms. Sleeth seconded, and the motion carried unanimously.**
- VI. Introductions
- VII. New Business
 - A. C-CARTS FY17 3rd Quarter (January – March) Service & Fiscal Reports
 - The total number of trips have increased. The total trips reflect the fixed route and demand-response route numbers.
 - Daily trip average is up.
 - Medical trips are the leading type of trip service.
 - The Village of Rantoul's deviated fixed route is primarily being used for employment trips.
 - Ms. Keller noted that because the staff does not have the capability at this time, C-CARTS does not track the trip type within Rantoul's deviated fixed.
 - Lift Use and senior trip numbers have remained approximately the same as in previous quarters.
 - Trip denials and percentage of denials have decreased. On behalf of the new members, Ms. Keller discussed the trip denial process.
 - Miles and Hours increased in FY17 third quarter.
 - Trips per Mile and Trips per Hour are consistent compared to last quarter and FY16 third quarter. Mr. Montgomery asked if the difference between trips per mile compared with the third quarter of FY2016 is due to the start of service in Rantoul.
 - Ms. Keller discussed the comparison of the demand-response service and fixed route service by mode. The breakdown shows that there are positive results in efficiency. Ms. Keller further commented that



ridership and mileage are both at about two-thirds demand-response and one-third fixe route, and service hours are 60/40 between the demand-response and fixed-route.

- Ms. Keller discussed the breakdown of denials.
 1. There were 196 denials because the time the rider requested was not available due to capacity issues.
 2. There were four next-day or same-day requests that could not be accommodated.
 3. There were two riders that were outside of the Champaign County service area.Mr. Montgomery questioned the policy for denials. Ms. Keller confirmed that there is a 48-hour notice requirement. However, when a call is received, the dispatcher will determine if there is space available. If there is space available for the rider, the trip is not counted as a denial.
- Ms. Keller commented that the Village of Rantoul service contract is now counted as contract revenue for C-CARTS. Last quarter C-CARTS had federal funds left to match state funds. For that reason, the service contract revenue was kept in the public transit account. C-CARTS drew from the revenue from last quarter to draw down some of the funding this quarter. The Village of Rantoul service contract has helped significantly with revenue. There was an increase in revenue for the month of January, February and March.
- In the discussion of the eligible expenses and revenue, Ms. Keller explained that C-CARTS drew \$101,000 down from most of the state funding. Fifty-seven percent of the funding remains. This is a higher percentage than last fiscal year. Rita explained the funding process to the new participants.
- Mr. Montgomery inquired if there was a breakdown available showing the “Total Eligible Expenses”, such as what the expenses are and where they are coming from. Ms. Keller will provide the information at the next meeting.
- Mr. Reilly inquired about the percentage of revenue drawn down. Ms. Morocoima-Black confirmed that the percentage range was 67% - 70%.

B. CY2017 Consolidated Vehicle Procurement (CVP) Application

- Ms. Keller indicated that because there are no eligible vehicles, C-CARTS was not planning to submit an CVP application.
- Ms. Keller indicated that there is a possibility that the vehicle that was involved in the accident will need to be replaced. The at-fault driver was only insured for \$25,000. The value of the vehicle is almost \$60,000. There is a term in the contract with IDOT, which states that if the asset is taken out of commission before its useful life is met, the county is responsible for the \$29,000 gap between the insurance settlement and the depreciated value of the vehicle. There were only \$10,000 miles on the vehicle.
- Ms. Keller indicated that because it was state funding instead of federal funding, C-CARTS might be able to have the gap request waived. However, she is waiting on further information. If it is determined that C-CARTS is responsible for the \$29,000 gap money, the funds would come from the C-CARTS public transit account. As a reminder, those funds come from the service contract revenue. Ms. Morocoima-Black commented further that the other option would be to initiate legal action.
- The staff is asking for a tentative approval from the RTAG advisory group in the event there is a need to move forward with the application. The budget for the project is \$53,000.

- The second option would be to not apply for a vehicle through the CVP, but turn the insurance settlement over to IDOT, and still possibly have to pay the rest of the depreciated value.

Mr. Montgomery motioned for a conditional approval based on the response from IDOT. Ms. Sleeth seconded, and the motion carried unanimously.

C. Champaign County Nursing Home Service Contract

- Ms. Keller commented that the current contract was based on the contract that existed when CRIS Mass Transit District provided the service in Champaign.
- Ms. Keller has re-written the contract by eliminating practices that C-CARTS does not follow.
- Drew Bargmann, Karl Gnadt and the legal counsel of CUMTD, have reviewed the contract.
- The contract provided in the meeting packet is the finished product that has been agreed upon by RPC and CUMTD. Once approved by RTAG, the contract will be sent to the Champaign County Nursing Home for their signature.
- Ms. Keller added that C-CARTS provides transportation as backup for medical appointments should the nursing home vehicle not be available. The charge is \$20 per one-way trip, which is the rate for a Medicaid trip. MTD bills the nursing home and the nursing home bills Medicaid. This process is used since C-CARTS does not have a Medicaid certificate.

Ms. Sleeth motioned to approve the revisions of the Champaign County Nursing Home contract as proposed. Mr. Montgomery seconded, and the motion carried unanimously.

D. Revision of Intergovernmental Agreement between Champaign County and CUMTD

- The document was updated to with any new current information.
- Due to the Grant Accountability and Transparency Act (GATA), the process C-CARTS has followed in the past to apply for the fund has changed. Many of the practices in the current IGA no longer apply.
- Ms. Keller discussed the process of the grant. Champaign County is the grant recipient for the state and federal funding for the program, which is then passed through to CUMTD. The IGA is in place to delineate the relationship between the county and the mass transit district. The GATA is on the county level because C-CARTS is applying for state and federal funding. The following revisions were made to the IGA:
 1. The GATA process now splits the state funding through Downstate Operating Assistant Program (DOAP) and federal funding 5311 grant application separately. In the original IGA, the funding was combined.
 2. Specific pieces were edited as needed to reflect the new applications.
 3. Attachments for the federal 5311 application were added.
 4. Responsibilities for quarterly and year-end reporting were added.
 5. The term will be July 1, 2017 to June 30, 2020.
 6. The words "federal holidays" has been replaced with a list of the holidays C-CARTS does not operate.
 7. The words "Champaign County staff" were replaced with "RPC staff" as the party responsible for working with CUMTD staff to seek service contracts is the RPC staff.



8. Language was added to reflect the new lease agreement for the C-CARTS space.
9. Mr. Gnadt will be signing the agreement instead of the Board Chair.

E. Revision of Vehicle Lease Agreement between Champaign County and CUMTD

- The lease agreement will reflect the change in the IGA and the insurance level.
- The two vehicles that were disposed of will be eliminated and the three vehicles that were awarded in the last CVP cycle have been added.
- The Intergovernmental Agreement and the Vehicle Lease Agreement will be presented to the County Board for approval.
- Mr. Montgomery asked what kind of insurance is carried on the C-CARTS vehicles. Ms. Keller confirmed that the C-CARTS vehicles are covered by CUMTD's insurance pool. The IGA states the typical type of insurance coverage.

F. Rantoul Service Changes & Marketing Campaign

- Effective May 1, time changes on the schedule have been implemented.
- The marketing campaign is underway to improve ridership.

VIII. Announcements

IX. Adjournment – **Mr. Montgomery motioned to adjourn the meeting at 3:58 p.m.**