



CHAMPAIGN COUNTY  
REGIONAL PLANNING  
COMMISSION

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

**Date:** Wednesday, August 12, 2020

**Time:** 3:00 p.m.

**Place:** Zoom meeting: <https://ccrpc.zoom.us/j/96885538087>

Meeting ID: 968 8553 8087

Mobile access: +13126266799,,96885538087# US (Chicago)

**Chair:** Nancy Greenwalt

**Members:** Nathan Montgomery, Aaron Esry, Mary Sleeth, Tawanna Nickens, Lori Larson, Rachel Voss

### **AGENDA**

- I. Call to Order
- II. Roll Call
- III. Audience Participation
- IV. Approval of Agenda
- V. Approval of Minutes from the RTAG meeting of June 16, 2020
- VI. New Business
  - A. Presentation and Approval of C-CARTS FY20 4<sup>th</sup> Quarter (April - June) Service & Fiscal Reports
  - B. Presentation on CARES and FY21 DOAP and FY21 5311 Funding
  - C. Presentation on Vehicle Lease Agreement between Champaign County and Champaign-Urbana Mass Transit District
  - D. Presentation and Approval of FY20 Rural Transit Annual Report
  - E. Presentation and Approval of RTAG Bylaws
- VII. Announcements
- VIII. Adjournment

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

- Date:** Tuesday, June 16, 2020
- Time:** 3:00 p.m.
- Place:** Via Zoom
- Chair:** Nancy Greenwalt
- Members Present:** Mary Sleeth, Nathan Montgomery, Rachel Voss, Tawanna Nickens
- Members Absent:** Aaron Esry, Lori Larson
- Staff Present:** Kristen Gisondi, Debbie Peterik
- Others Present:** Evan Alvarez

#### MEETING MINUTES

Subject to Review and Approval

I. Call to Order

Ms. Greenwalt called the meeting to order at 3:00 p.m.

II. Roll Call

**The roll was taken by voice record and a quorum was declared present.**

<b>Nancy Greenwalt</b>	<b>present</b>	<b>Nathan Montgomery</b>	<b>present</b>
<b>Mary Sleeth</b>	<b>present</b>	<b>Rachel Voss</b>	<b>present</b>
<b>Tawanna Nickens</b>	<b>present</b>		

III. Audience Participation

None

IV. Approval of Agenda

**Mr. Montgomery made a motion to approve the agenda as drafted. Ms. Nickens seconded.**

**Voice Roll Call taken for votes:**

<b>Nancy Greenwalt</b>	<b>yes</b>	<b>Nathan Montgomery</b>	<b>yes</b>
<b>Mary Sleeth</b>	<b>yes</b>	<b>Rachel Voss</b>	<b>yes</b>
<b>Tawanna Nickens</b>	<b>yes</b>		

**Upon vote, the motion unanimously carried.**

V. Approval of Minutes

**Mr. Montgomery made a motion to approve the RTAG minutes from the February 12, 2020 meeting. Ms. Nickens seconded.**



**Voice Roll Call taken for votes:**

<b>Nancy Greenwalt</b>	<b>yes</b>	<b>Nathan Montgomery</b>	<b>yes</b>
<b>Mary Sleeth</b>	<b>yes</b>	<b>Rachel Voss</b>	<b>yes</b>
<b>Tawanna Nickens</b>	<b>yes</b>		

**Upon vote, the motion unanimously carried.**

VI. New Business

A. Presentation and Approval of C-CARTS FY20 3<sup>rd</sup> Quarter (January - March) Service & Fiscal Reports.

Ms. Gisondi provided the following highlights of the reports:

Service Report:

- Ridership remained about the same as compared to last quarter.
- For the daily average, the numbers showed there were five fewer people riding.
- The employment trip type was still the top trip type and showed an increase.
- There was a slight increase in percentage for lift use and the senior trip percentage remained about the same.
- There was a decrease in trip denials but that could be attributed to a decrease in demand-response trips which dropped dramatically during COVID-19.
- Mileage and hours remained about the same.
- The third quarter is usually the strongest in ridership numbers, and even with COVID-19, the same trend remained.
- There were 245 denied trips which included 238 requests where the time was not available, six requests were not in the C-CARTS service area and one was a weekend request.

Fiscal Report:

- Expenses were different than usual which Ms. Gisondi will detail later in the meeting when the Cares Act funding will be discussed.
- The expenses included were during the period January 1 through January 20 for eligible expenses only unless it was not an eligible expense repair.
- Cares Act funding retroactively covers eligible expenses through January 20 so C-CARTS is waiting for the grant contract and will be submitting funding whenever the contract is received. Therefore, the 3<sup>rd</sup> Quarter eligible expenses are far lower than usual.



- The Rantoul service increased significantly. The fixed-route especially had more riders since the factories did not close and they were hiring more employees.
- Ms. Gisondi showed a graph where there was a dip in the month of April when there were nine confirmed COVID cases among Rantoul residents. From March 2019 to March 2020 there was over 700 trip per month difference.
- Ms. Greenwalt inquired if drivers had concerns and were taking precautions. Ms. Gisondi commented that there will be a discussion later during the presentation.

**Ms. Sleeth made a motion to approve the C-CARTS FY20 3<sup>rd</sup> Quarter (January – March) Service and Fiscal Reports. Ms. Voss seconded.**

**Voice Roll Call taken for votes:**

<b>Nancy Greenwalt</b>	<b>yes</b>	<b>Nathan Montgomery</b>	<b>yes</b>
<b>Mary Sleeth</b>	<b>yes</b>	<b>Rachel Voss</b>	<b>yes</b>
<b>Tawanna Nickens</b>	<b>yes</b>		

**Upon vote, the motion unanimously carried.**

**B. Update on C-CARTS Service and Vehicles**

- Fares were free as of March 18 as a preventative measure for drivers and passengers allowing for less contact. The Public Transit Account was reviewed and it was decided that loosing the fare revenue was something C-CARTS could consume, but then later discovered that the CARES Act actually covered loss revenue so C-CARTS will be reporting the loss revenue and will be reimbursed through the CARES Act funding.
- Mr. Alvarez made the following comments about the staff:
  - There were four to five operators on longer term self-quarantining. For a period, MTD did offer paid leave due to the fear that operators would be hesitating to call in sick if it was coming from their time; they felt like they needed to save up the sick time. With that, a good number of operators are back, but some are not, so the number of employed operators is still down from where they would like to be. C-CARTS is looking to hire one or two more drivers.
  - Business is as usual offering demand-response and fixed-route service. C-CARTS is also delivering meals to the school districts. Mr. Alvarez commented that MTD has a contract with the school districts, and as a favor to the Urbana schools, because so many students who would usually be in summer school or going to park district programs, they are continuing the free or reduced breakfast and lunches the



students would be getting during the school year. MTD has been delivering those meals as well as C-CARTS.

- Other staff tasks included analyzing the trips and making sure they were robust and completed a trip analysis of Mahomet to see where the service would work in that area.
  - Ms. Gisondi presented graphs showing ridership during COVID-19 which is a week by week comparison from 2019 to 2020. The fixed-route did increase during the pandemic, which had to do with employment in Rantoul. The demand-response ridership dropped significantly by 66 percent, contributed to the fact that there was a stay-at-home order and people were not wanting to be out in public. This data has been submitted to the Governor's office and they are using this data to make decisions on potential funding.
  - Service hours have dropped because the demand-response dropped as it does take longer to provide demand-response service.
  - The total ridership overall has decreased, but the ridership is increasing.
  - The State of Illinois has shared the award to C-CARTS of three medium-duty buses. They will be picked up this Friday. All three of the buses will be replacements meaning they will replace a current existing bus that is in the fleet, it will be disposed and no longer in C-CARTS possession.
  - IDOT announced that they will soon receive award funds for FY19 for the 5339b funding which will be transferred over to C-CARTS. This is a competitive fund of grants through the Federal Transit Administration. With this funding, C-CARTS will be purchasing four buses which will be three replacement buses plus one expansion bus. C-CARTS will be deciding if they will be using the expansion bus to expand the demand-response route or if C-CARTS wants to explore doing a fixed-route for Mahomet. There are currently 12 vehicles. This will bring the fleet total to 13 vehicles.
  - Ms. Greenwalt inquired about the useful life of the buses. Ms. Gisondi commented that the useful life of a bus is 120,000 miles. Once the replacements are made, there will just be one or two buses that are slightly over the benchmark of 120,000 miles that IDOT uses on replacement of buses.
  - Mr. Alvarez commented on how often the buses are sanitized. The C-CARTS buses are cleaned every day with fogger machines with disinfectant cleaning. C-CARTS is also sending backup vans on the fixed-route service to maintain social distancing.
- C. Update on FY2021 DOAP and 5311 Grant Applications
- DOAP funding is the state funding and Section 5311 are federal grants. These are the grants that we apply for every year and they are formula grants that we can anticipate for operations funds. Grants were submitted April 24.



- Ms. Gisondi presented the comparison of funding from fiscal year 2020-2021. The federal amount does not change from year-to-year, but the state grant request can increase by ten percent.
- The service contract revenue (Village of Rantoul) increases one percent each year.
- Fair box increased as greater ridership is anticipated.
- The rest of revenue covered will come from Public Transit Account.
- Generally, C-CARTS does not spend down all the funds; this is how the budget is set up with the state.

D. Update on FY2021 CARES Act and FY2020 REBUILD Grant Applications

1. FY2021 CARES ACT

- On top of the formula grants C-CARTS usually applies for, they had the opportunity to receive CARES Act funding. They were initially informed by IDOT that they were going to get three times their regular Section 5311 funding. They ended up getting almost four times. The funds from the FTA have no expiration date and require no local match. This is at 100 percent that they are giving C-CARTS. The FTA is being quite generous on what is considered an eligible expense. There are some extra costs with sanitization or staffing, like sick banks or loss of revenue. Those are all eligible expenses that C-CARTS will put towards the CARES Act funding. C-CARTS has been directed by IDOT to use this funding first so once we receive the contracts, they will retroactively include all of the eligible expenses from January 20 to present.
- The Champaign County Board approved the application on May 21<sup>st</sup>.
- C-CARTS submitted the application the next day.
- IDOT received the go ahead from the Department of Labor to receive the funds from the FTA. They are working on putting together contracts and as soon as contracts are received, C-CARTS will present it to the County Board so we can get those funds as soon as possible.
- With the state and federal grants, the budget usually consists of salaries, fringe benefits, maintenance and supplies. Whatever is left over will go towards lease and utilities, media promotion, etc.
- C-CARTS did request the full appropriation of \$759,840.

2. FY2020 REBUILD

- There was also an opportunity to apply for the REBUILD Capital Grant Program. At the beginning of the year, there was an increase of funds to public transportation



and infrastructure improvements in capital purchases that were included in the increase of the motor fuel tax in the Governor’s overall capital plan.

- As a rural grantee, C-CARTS was eligible to apply for these capital funds so C-CARTS applied for these funds for one expansion bus, bus cameras and a wireless download system that would outfit 14 buses.
- The amount came out to \$107,000. It is unclear on the timeline of when the funds will be rolled out. There is no local match required for this grant.
- This was approved by Champaign County Board on May 21<sup>st</sup> when the CARES Act was approved.
- The number for the bus cameras and wireless download system was based on reaching out to three different companies that other local rural transit agencies use.
- The expansion bus cost was based on how much it cost IDOT to purchase buses. It would be the same type of bus that we currently have.
- C-CARTS also opted for the wireless download system because it is something like what MTD already uses.
- Mr. Alvarez commended Ms. Gisondi for a job well done on the application and commented on the operators and how they have done a fantastic job during this time. Spirits are high, and C-CARTS is really pleased that they have been able to step up and support the communities the way that they wanted to. Ridership is returning toward normal numbers. The next stage is determining when to start back enforcing fare collection. When they do want to return to fare collection, they will have to determine what the advance notice to the passengers will look like if they booked a trip when fares were not being charged, what the grace period will be and how implementation will go.

VII. Announcements

None

VIII. Adjournment

**Ms. Sleeth made a motion to adjourn the meeting. Mr. Montgomery seconded, and the meeting was adjourned at 3:30 p.m.**

# Champaign County Rural Transit Advisory Group (RTAG)

## Fourth Quarter FY20 Service Report



**Grantee:** Champaign County

**Subcommittee & Oversight:** Rural Transit Advisory Group (RTAG) & CCRPC

**Operator:** Champaign County Area Rural Transit System (C-CARTS) is operated by MTD

This table reflects rural public transit service provided within Champaign County for FY20 fourth quarter:

**Trip Type** indicates the purpose of each trip. Note: Trips to return home are classified by the trip's purpose preceding it. For example, if a rider goes to a doctor, then to a grocery store before returning home, the first trip would be medical and the return trip would be shopping.

**Trips** are one-way rides, counted each time an individual rider enters and exits a vehicle.

**Days** are the number of business days (normally M-F, except on Federal holidays and closures due to inclement weather) operated during the month.

**Daily Average** is the total trips divided by total number of operating days.

**Denials** are counted when a rider requests a trip that cannot be accommodated.

\*These numbers do not include ridership of the fixed-route service, as trip type is not accounted for on that route.

### Demand-Response Ridership

Month	Medical	Personal	Shopping	Social	Employment	Education	Misc.	Total Trips	Days	Daily Avg.	Lift	60+	Denials
April	191	46	60	0	83	0	0	380	21	47	92	165	24
May	178	41	54	0	93	0	0	366	20	51	76	179	20
June	247	54	62	0	143	0	0	506	22	46	101	62	62
<b>Total</b>	<b>616</b>	<b>141</b>	<b>176</b>	<b>0</b>	<b>319</b>	<b>0</b>	<b>0</b>	<b>1,252</b>	<b>63</b>	<b>20</b>	<b>269</b>	<b>406</b>	<b>102</b>
<b>Deviated Fixed-Route Ridership (or Trip Type Not Tracked)</b>								<b>5,958</b>	<b>63</b>	<b>95</b>	<b>Not Tracked</b>		

### System Operations

Month	Vehicles Used		Operation	
	6-Passenger	14-Passenger	Miles	Hours
April	1	11	20,063	1,163
May	1	11	19,475	856
June	1	11	25,229	1,273
<b>Total</b>	<b>12</b>		<b>64,767</b>	<b>3,292</b>

\*\*Note service numbers contained within the report can be reconciled as needed, which is common in rural transit systems.

The table reflects new registered riders in this quarter:

**Rural Demand Response Zone (DRZs):** Eligible transit service areas of Champaign County divided into quadrants.

**FY20 4<sup>th</sup> Quarter Champaign County Registered Riders**

DRZs	2010 Census	Community	New Riders			Number Served 2011- FY20Q4	% Population Served (2010 Census)
			April	May	June		
DRZ1	22,171	Dewey				14	9.8%
		Fisher				28	
		Foosland*				2	
		Gifford				23	
		Ludlow		1		32	
		Penfield				14	
		Rantoul	6	5	8	2,020	
		Thomasboro				38	
DRZ2	17,317	Allerton*				2	0.65%
		Broadlands				1	
		Homer				23	
		Longview*				5	
		Ogden				4	
		Philo				9	
		Royal*				0	
		Saint Joseph				60	
Sidney				17			
DRZ3	12,317	Ivesdale				1	0.59%
		Pesotum				9	
		Sadorus*				4	
		Tolono				59	
DRZ4	20,327	Mahomet				124	0.61%
		Seymour				6	
		Bondville				1	
CUMTD District	128,949*	Champaign	3		1	280	0.51%
		Savoy				9	
		Urbana	2	2	1	381	
Outside County Registered Riders		Outside County				45	N/A
<b>New Riders = 29</b>						<b>Total = 3,263</b>	

\*Rural population is calculated by summing population figures for block groups outside of the CUMTD district. The CUMTD district is defined as any area within ¼ of a mile of any CUMTD route.

\*\*General note: Riders on the fixed-route service are not necessarily registered with C-CARTS, therefore actual number of individual riders is not limited to those counted above.

\*\*Note service numbers contained within the report can be reconciled as needed, which is common in rural transit systems.

## Fourth Quarter FY20 Fiscal Report

### FY20 4<sup>th</sup> Quarter Project Revenue

Month	Project Income / Fares	Service Contract Revenue	Total Revenue
April	\$0	\$9,350	\$9,350
May	\$0	\$9,350	\$9,350
June	\$0	\$9,350	\$9,350
<b>Total</b>	<b>\$0</b>	<b>\$28,050</b>	<b>\$28,050</b>

**Fare Structure:** 5311 trips that begin or end in the rural general public service area are \$5 each way. Riders age 60+ are eligible for a \$2 one-way fare. Personal Care Assistants ride for free, and children age 12 and under ride for \$1 each way. Trips that begin and end in Rantoul are \$2 each way, regardless of passenger's age.

### Grant Funding

Total FY 2020 Federal Award: \$153,871

Total FY 2020 State Award: \$655,995

Combined Federal and State Grant Awards: \$809,866

CARES Act funding (not bound to fiscal year): \$579,840

Combined Federal and State Grant Awards (including CARES Act funding): \$1,389,666

Fiscal Year 2020	Total Eligible Expenses	Project Income	Service Contract Revenue	Total Revenue	Expended Federal	Remaining Federal	Expended State	Remaining State	Total Expended Grant Funds	Total Remaining Grant Funds
Quarter 1	\$165,851	\$17,083	\$27,775	\$44,858	\$79,738	\$74,133	\$69,031	\$586,964	\$148,769	\$661,097
Quarter 2	\$185,932	\$13,846	\$27,958	\$42,537	\$74,133	\$0	\$97,220	\$489,744	\$320,122	\$489,744
Quarter 3	\$43,073	\$13,101	\$28,050	\$41,060	\$0	\$0	\$29,948	\$459,796	\$350,070	\$459,796
Quarter 4	\$12,714	\$4,450	\$28,050	\$32,500	\$0	\$0	\$8,264	\$451,532	\$358,334	\$451,532

\*Note: Numbers in this table are rounded to the nearest dollar.

\*\*Note service numbers contained within the report can be reconciled as needed, which is common in rural transit systems.

# Champaign County Area Rural Public Transportation System (C-CARTS)

## FY2020 Annual Service Report

To Be Presented August 7, 2020



The annual report below covers the last completed IDOT grant year – Fiscal Year 2020 from July 1<sup>st</sup>, 2019 to June 30<sup>th</sup>, 2020.

**Grantee:** Champaign County

**Subcommittee & Oversight:** Rural Transit Advisory Group (RTAG) & Champaign County Regional Planning Commission (CCRPC)

**Operator:** Champaign Urbana Mass Transit District (MTD)

**Transit Service** – The table below reflects C-CARTS trips per quarter for FY20\*

**Trip type** indicates the purpose of each trip. Note: Trips to return home are classified by the trip’s purpose preceding it. For example, if a rider goes to a doctor, then afterwards to a grocery store before returning home; the first trip would be medical and the return trip would be shopping.

**Trips** are one-way rides, counted each time an individual rider enters and exits a vehicle. A round-trip would count as two trips.

**Days** are the number of business days (normally M-F, except on Federal holidays and closures due to inclement weather) operated during the month.

**Average Trips** is the total trips divided by total number of operating days.

**Accessible services** include the number of trips requiring ADA **Lift** equipment to be used, and trips provided to older adults **60+** years of age.

**Denials** are counted when a rider requests a trip that could not be accommodated.

**\*These numbers only reflect demand-response service, as these details are not tracked on the deviated-fixed route.**

Quarter	Trip Type Breakouts*						Trips	Days	Daily Average	Accessibility*		Denials Trips
	Medical	Personal	Shopping	Social	Employment	Education				Lift	60+	
July – Sept	743	206	376	922	1,140	6	3,293	64	51	663	1,809	601
Oct – Dec	598	163	316	857	954	2	2,990	63	47	687	1,713	404
Jan – Mar	693	189	279	582	1,038	0	3,023	64	48	660	1,472	245
April – June	616	141	176	0	319	0	1,252	63	20	269	406	98
<b>Total</b>	<b>2,650</b>	<b>699</b>	<b>1,147</b>	<b>2,361</b>	<b>3,451</b>	<b>8</b>	<b>10,558</b>	<b>253</b>	<b>41</b>	<b>1,957</b>	<b>7,166</b>	<b>1,120</b>
<b>Deviated-Fixed Route Totals (Trip Type Not Tracked)</b>							<b>21,219</b>	<b>253</b>	<b>84</b>	<b>Not Tracked</b>		<b>n/a</b>

**System Capacity** – The table below reflects rural vehicle system services per quarter for FY20:

FY 2020	6-passenger	14-passenger	Miles	Vehicle Hours
July – Sept	1	11	80,405	3,947
Oct – Dec	1	11	71,611	3,249
Jan – March	1	11	71,458	3,673
April - June	1	11	64,767	3,292
<b>Total</b>	<b>1</b>	<b>12</b>	<b>288,241</b>	<b>14,161</b>

# FY2020 Fiscal Report

## FY2020 Quarterly Project Revenue

Quarter	Project Income / Fares	Service Contract Revenue	Total Revenue
Quarter 1	\$17,082.73	\$27,775.02	\$44,857.75
Quarter 2	\$14,578.56	\$27,958.34	\$42,537.90
Quarter 3	\$13,010.25	\$28,050.00	\$41,060.25
Quarter 4	\$0.00	\$28,050.00	\$28,050.00
<b>Total</b>	<b>\$44,671.54</b>	<b>\$111,833.36</b>	<b>\$156,505.90</b>

**Fare Structure:** 5311 trips that begin or end in the rural general public service area are \$5 each way. Riders age 60+ are eligible for a \$2 one-way fare. Personal Care Assistants ride for free, and children age 12 and under ride for \$1 each way. Trips that begin and end in Rantoul are \$2 each way, regardless of passenger's age.

## Grant Funding

**Total FY 2020 Federal Award: \$153,871**

**Total FY 2020 State Award: \$655,995**

**Combined Federal and State Grant Awards: \$809,866**

**CARES Act funding (not bound to fiscal year): \$579,840**

**Combined Federal and State Grant Awards (including CARES Act funding): \$1,389,666**

Fiscal Year 2020	Total Eligible Expenses	Project Income	Service Contract Revenue	Total Revenue	Expended Federal	Remaining Federal	Expended State	Remaining State	Total Expended Grant Funds	Total Remaining Grant Funds
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Quarter 4	\$12,714	\$4,450	\$28,050	\$32,500	\$0	\$0	\$8,264	\$451,532	\$358,334	\$451,532

\*Note: Numbers in this table are rounded to the nearest dollar.

## FY20 Total New C-CARTS Riders = 226

Figures in the table below are the number of new registered riders over the last completed fiscal year, based on their provided home address.

Rural Demand Zone Communities		FY20 Start	1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter	FY20 New Riders	Total Riders End FY20
DRZ1	Dewey	14						14
	Fisher	26	1	1			2	28
	Foosland	2						2
	Gifford	23						23
	Ludlow	28	2		2	1	5	33
	Penfield	14						14
	Rantoul	1,887	36	38	59	19	152	2,039
	Thomasboro	37			1		1	38
DRZ2	Allerton	2						2
	Broadlands	1						1
	Homer	21			2		2	23
	Longview	5						5
	Ogden	4						4
	Philo	9						9
	Royal	0						0
	Saint Joseph	59			1		1	60
	Sidney	16			1		1	17
DRZ3	Ivesdale	1						1
	Pesotum	8						8
	Sadorus	3	1				1	4
	Tolono	58	1				1	59
DRZ4	Mahomet	120			2		2	122
	Seymour	6						6
	Bondville	1						1
MTD District	Champaign	271	6	2	1	4	30	301
	Savoy	9						9
	Urbana	353	3	5	7	5	20	373
Outside County Riders		45			1		1	46
Registered Riders		2,999	50	66	81	29	226	3,225

### Notes on Residency of Riders:

- Residency is based on the zip code of the home address provided by the rider.
- Outside County Registered Riders – These registered riders' home addresses are outside of the county, but at some point they traveled within Champaign County.

**Proposed changes to the  
BYLAWS  
OF THE  
CHAMPAIGN COUNTY  
RURAL TRANSIT ADVISORY GROUP**

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## **INTRODUCTION**

The County of Champaign (County) receives funding for rural public transportation service, for which Champaign Urbana Mass Transit District (MTD) operates. With these Bylaws, the County establishes a formal participation process that the Rural Transit Advisory Group (RTAG) is to follow.

## **ARTICLE I**

### **NAME AND PURPOSES**

The name of the committee is the Champaign County Rural Transit Advisory Group (RTAG). The principal purpose of the RTAG shall be to provide oversight for the provision of transportation services within Champaign County. This shall include, but is not limited to:

- A. Advise transportation providers and the Champaign County Board on transportation needs
- B. Foster coordination of transportation services within Champaign County
- C. Review transportation services provided in Champaign County
- D. Recommend transportation service improvement in Champaign County

## **ARTICLE II**

### **GOVERNING AUTHORITY**

Except as set forth in these Bylaws, the authority and ultimate responsibility for the operation of rural public transportation service shall rest with the Champaign Urbana Mass Transit District through the Champaign County Board. Nothing in these Bylaws shall be interpreted to the contrary.

## **ARTICLE III**

### **OPERATING AUTHORITY**

#### **Section 1. POWERS AND RESPONSIBILITIES**

The RTAG shall carry out the purpose as previously stated through responsibilities that shall include but are not limited to:

- A. Provide oversight to transportation services
- B. Participate in transportation planning processes
- C. Encourage participation in and use of coordinated transportation services
- D. Communicate resident concerns regarding transportation services
- E. Disseminate information on transportation services
- F. Attend RTAG meetings as scheduled
- G. Develop and present an Annual Report to the County Board

#### **Section 2. NUMBER AND QUALIFICATION**

- A. The RTAG desires to have seven (7) persons. Members shall be representatives of agencies serving Champaign County residents who possess the ability to participate effectively in the discharge of the RTAG responsibilities. The RTAG shall strive to have at least one (1) member who represents each of the following areas: seniors, individuals with disabilities, low income persons, medical, education, employment, and the Champaign County Board.
- B. Each RTAG member may appoint an alternate who can vote at meetings when the regular member cannot physically attend.

#### **Section 3. SELECTION AND APPOINTMENT**

The members of the RTAG shall be appointed by the Champaign County Board Chair, with the advice and consent of the RTAG, in January of each year for terms ending in January of that year, except for the filling of vacancies as provided in Section 5 and 6 below.

#### **Section 4. TERM**

- A. Each member shall hold office for a term of two (2) years with the exception of the first year, in which some of the members can serve for one (1) year. Each member, including a member appointed to fill a vacancy, shall hold office until expiration of the term for which appointed and until a successor has been appointed and qualified.
- B. Members may be re-appointed to successive terms, provided no member may serve for more than three (3) consecutive two (2) year terms without being off the RTAG at least one (1) year.
- C. **Members may serve beyond their terms during extraordinary times, such a global pandemic. Terms may be extended until normal conditions resume. "Normal conditions" will be defined as holding the regularly-scheduled, quarterly RTAG meetings in person.**

#### **Section 5. RESIGNATION**

Any member may resign at any time, either by oral tender of resignation at any meeting of the RTAG or by giving written notice thereof to the Chair of the Champaign County Board. Such resignation shall take effect at the time specified therefore and, unless otherwise specified with respect thereto, the acceptance of such resignation shall not be necessary to make it effective.

#### **Section 6. REMOVAL**

A member may be removed, with or without cause, by action of at least twelve members of the Champaign County Board at the meeting at which such action is being considered.

#### **Section 7. VACANCIES**

Any vacancy occurring on the RTAG shall be filled by the Champaign County Board Chair, with the advice and consent of the Champaign County Board. A member appointed to fill a vacancy occurring on the RTAG shall serve for the unexpired term of his or her predecessor in the office.

### **ARTICLE IV**

#### **MEETINGS OF THE RURAL TRANIST ADVISORY GROUP**

##### **Section 1. PLACE OF MEETING**

All meetings of the RTAG shall be held at the Brookens Administrative Center or at such other place as may be designated for that purpose from time to time by the RTAG. **During extraordinary times, such as a global pandemic, RTAG meetings may be held virtually instead.**

##### **Section 2. ORGANIZATIONAL MEETINGS**

As soon as reasonably practicable, and within thirty (30) days after the initial appointment of RTAG members, the RTAG shall meet for the purpose of organizing the RTAG, for the election of officers, and for the transaction of such other business as may come before the RTAG. Thereafter, the RTAG shall meet quarterly to discuss RTAG regular business.

##### **Section 3. REGULAR MEETINGS**

Regular meetings of the RTAG shall be annually scheduled per the requirement of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

##### **Section 4. SPECIAL MEETINGS**

Special meetings of the RTAG for any purpose or purposes may be called at any time by the Chair or by any three (3) members with written notice as specified by the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

##### **Section 5. NOTICE OF MEETINGS**

Notice of all meetings of the RTAG shall comply with the requirements set forth in the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* Notice of the time and place of all meetings shall be

sent to the RTAG members by first-class mail or via e-mail, addressed to each RTAG member at the address maintained by the RTAG Office, at least seven (7) days in advance of all regular meetings, and at least two (2) days in advance of all special meetings. The notice shall contain an agenda which complies with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

#### **Section 6. QUORUM**

A simple majority of the RTAG shall constitute a quorum for the transaction of business at any meeting of the RTAG. Alternates count towards establishing quorum when the regular member is not present.

#### **Section 7. MINUTES**

Minutes of all meetings of the RTAG shall be kept and approved by the RTAG in compliance with the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*

### **ARTICLE V**

#### **OFFICERS**

##### **Section 1. OFFICERS**

The officers of the RTAG shall be a Chair and a Vice-Chair.

##### **Section 2. ELECTION OF OFFICERS**

The officers of the RTAG shall be elected bi-annually, in December of each even-numbered year, by the RTAG at its organizational meeting for a term of two years or until he or she shall resign or shall be removed, or otherwise disqualified to serve or his or her successor shall be appointed and qualified. Officers shall be limited to three (3) consecutive two (2) year terms in the same office.

##### **Section 3. REMOVAL OF OFFICERS**

The majority of the officers of the RTAG may suggest to the Champaign County Board the removal of any officer either with or without cause at any regular or special meeting of the RTAG. A member may be removed, with or without cause, by action of at least twelve members of the Champaign County Board at the meeting at which such action is being considered. Should a vacancy occur in any office as a result of death, resignation, removal, disqualification or any other cause, the RTAG will elect a member to the vacant office at its next meeting or as soon as practicable thereafter.

##### **Section 4. CHAIR**

The Chair shall preside at all meetings of the RTAG and report annually to the Champaign County Board on the current state of public transportation and plans for the future. The Chair shall be empowered to call special meetings of the RTAG as set forth herein, and shall discharge all other duties as may be required by these Bylaws and from time to time as may be assigned by the RTAG and the Champaign County Board.

### **ARTICLE VI**

#### **INDEMNIFICATION**

The County of Champaign shall indemnify its RTAG members who are or were parties or who are threatened to be made parties to any proceeding against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding in accordance with and subject to the limitations prescribed by the Constitution of the State of Illinois of 1970, applicable State law, and the current Champaign County Indemnity Policy, as modified from time to time.

The County of Champaign shall also have the power to maintain/provide insurance on behalf of its RTAG members against any liability asserted against or incurred by them in their capacity as such RTAG member arising out of their status as such whether or not the County would have the power to indemnify against such liability.

**ARTICLE VII  
AMENDMENTS AND REVIEW**

These Bylaws, or any part thereof, may be amended, modified or repealed, or new Bylaws may be adopted on advice of the RTAG by the vote or written assent of a majority of the Champaign County Board.