

## Champaign County Rural Transit Advisory Group (RTAG)

DATE: Wednesday, July 16<sup>th</sup>, 2014

TIME: 4:00 PM

LOCATION: **John Dimit Room (POD 100)**

Brookens Administrative Building

1776 E Washington Street

Urbana, IL 61802

### Agenda

- I. Call to Order**
- II. Roll Call**
- III. Audience Participation**
- IV. Approval of Agenda**
- V. Approval of Minutes**
  - A. *Meeting of April 15<sup>th</sup>, 2014*
- VI. Old Business**
  - A. *Changing operators from CRIS RMTD to CUMTD*
- VII. New Business**
  - A. *Champaign County FY14 4<sup>th</sup> Quarter Service Reports*
  - B. *Champaign County FY14 4<sup>th</sup> Quarter Fiscal Reports*
  - C. *Delivery of New Vehicles*
  - D. *Champaign County Section 5311 and DOAP FY15 Grant Application*
  - E. *Intergovernmental Agreement with CUMTD*
  - F. *Documents Required for compliance with FTA regulations*
- VIII. Announcements**
- IX. Audience Participation**
- X. Adjournment**

*\*\*Champaign County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of disability, race, gender, or religion. Please call 217-819-4100 to request special accommodations at least 2 business days in advance.\*\**

## **Brookens Admin Building Parking Directions**

**Driving Directions:**  
<http://g.co/maps/64vwn>

**Address:**  
1776 E Washington St, Urbana, IL 61802

**Champaign Website:**  
[www.co.champaign.il.us](http://www.co.champaign.il.us)

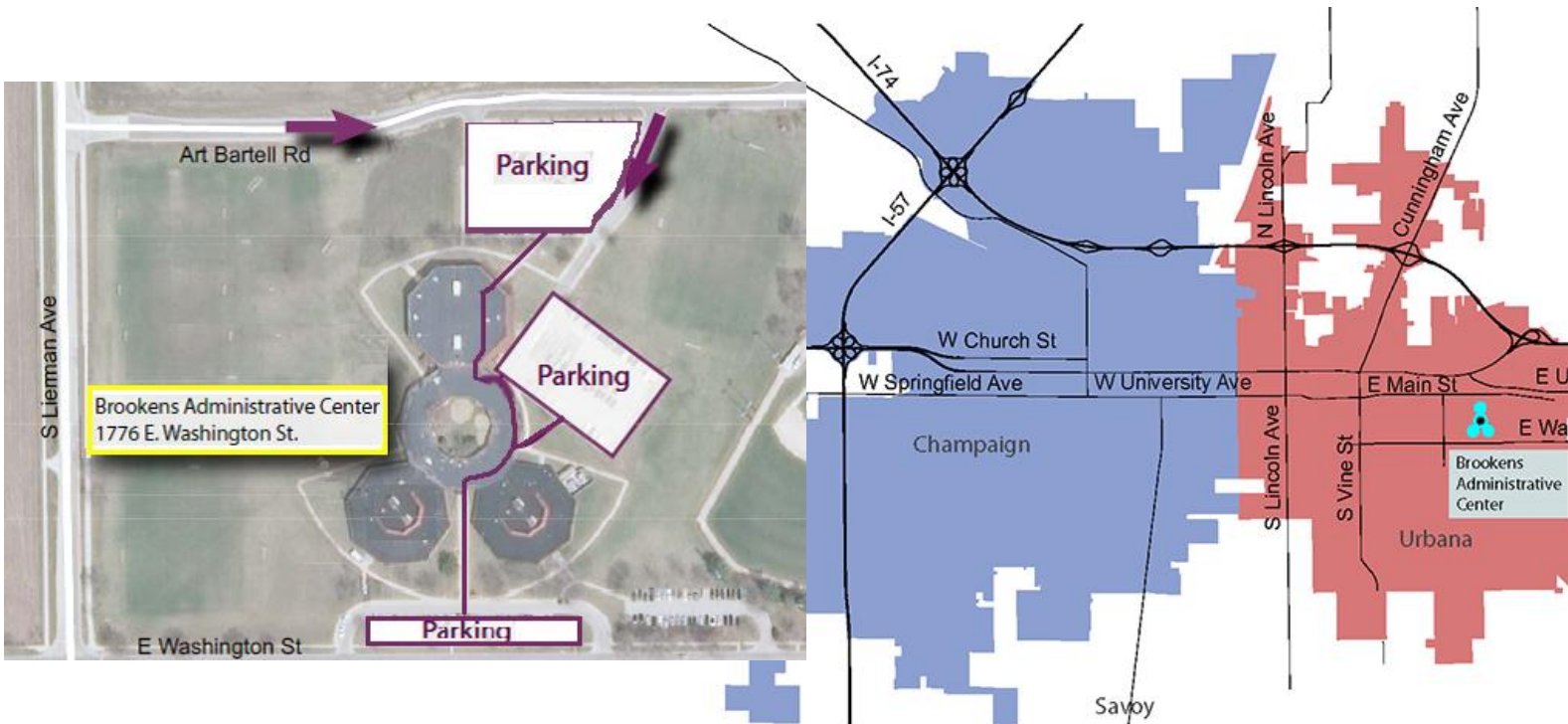
**Front Entrance Parking (South Side):** Public parking lot (turnaround) is located off of Washington Street. From highway 130, turn onto Washington Street, as you travel West (passing Prairie Elementary & Prairie Park) the parking lot will be the second parking lot on your right. From any other direction - you will be traveling East on Washington Street and will need to take a left at the second entrance after going through the 4-way stop intersection at Lierman Avenue. *If lost day of, call 217-328-33-13.*

### **County Administrative Offices**

As you enter, a volunteer receptionist desk is straight ahead, directly left of it is a doorway with the county's emblem. Go through that doorway and proceed down the hall to the main administrative assistant.

### **John Dimit Room (POD 100)**

From the front entrance desk, proceed left through the double doors, past zoning offices; it is the 3<sup>rd</sup> door on your left.



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 3  
 4  
**Champaign County**  
**Rural Transit Advisory Group (RTAG)**  
**Meeting Minutes**

5 **DATE: Wednesday, April 16, 2014**

6 **LOCATION: John Dimit Room (POD 100)**

7 **1776 E Washington St, Urbana, IL 61802**

Attendee	Representation	Organization
Chris Bruns	*Medical	The Pavilion
Stan James	*County Board	Champaign County Board Liaison
#Michelle Ramage	*Education	Rantoul City Schools
Mary Sleeth	*Seniors	St. Joseph Resident
Rita Morocoima-Black	Executive Director	Champaign County Regional Planning Commission
Bill Volk	Managing Director	Champaign-Urbana Mass Transit District
Drew Bargmann	Planner	Champaign-Urbana Mass Transit District
Tina-Marie Ansong	Planner	Champaign Regional Planning Commission
Amy Marchant	Public Operator Staff	CRIS Rural MTD & CRIS Healthy Aging
Kathy Cooksey	Public Operator Staff	CRIS Rural MTD & CRIS Healthy Aging
Tawanna Nickens	*Employment	Parkland College, Adult Education
Debbie Peterik	Recording Secretary	Champaign County Regional Planning Commission
Tom Kacich	Reporter	The News-Gazette

9 **#Chair**

**\*Voting**

10 **I. Call to Order** – Ms. Ramage called the meeting to order at 4:00 p.m.

11 **II. Roll Call** – Ms. Ansong called the roll. A quorum was established.

12 **III. Audience Participation** – None

13 **IV. Approval of Agenda** – Mr. James motioned to approve the agenda, Ms. Bruns seconded, and the motion carried unanimously.

14  
 15  
 16 **V. Approval of Minutes** –

17 **A. Meeting of January 15<sup>th</sup>, 2014** –

18 Ms. Bruns motioned to approve the RTAG Minutes from the January 15<sup>th</sup>, 2014 meeting with  
19 changes as amended and described below, Mr. James seconded, and the motion carried  
20 unanimously.

21 Ms. Bruns stated that there was a discussion at the January 15<sup>th</sup>, 2014 meeting about what  
22 CRIS was providing and how things were progressing. Ms. Bruns mentioned that Mr. James  
23 had specifically mentioned that CRIS had done a great job and she would like Mr. James'  
24 statement to be a part of the minutes.

25 **VI. New Business –**

26 **A. Champaign County FY14 3<sup>rd</sup> Quarter Service Reports** – Ms. Ansong referred the group to  
27 the breakdown of trips provided, by trip purpose highlighting the following information:

- 28 • Compared to the previous quarter, there were over 600 additional medical trips  
29 and 130 shopping trips provided.
- 30 • We also added approximately 700 total trips.
- 31 • We added over 1,000 hours and over 10,000 miles which was a significant  
32 increase over the previous quarter.
- 33 • There were significant changes in the denials between this quarter and previous  
34 quarter. In the previous quarter denied requests were at 202, this quarter 71  
35 was reported. For the trips, last quarter 416 denials were reported, this quarter  
36 121 was reported.
- 37 • 114 riders were added to the transit system this quarter versus 75 added last  
38 quarter.
- 39 • Both the individuals served and the number of trips were up slightly from the  
40 previous quarter's months. At the end of March, we are averaging 1700 total  
41 trips and 221 individuals served. Ms. Black stated that this is the highest number  
42 that compared with the average that peaked at 2012, and then went down.  
43 Now our figures are trending up again.

44 Ms. Marchant commented there are more than 100 rides scheduled every day; 20-  
45 25 are cancelled, but the cancellations allow availability to other rider requests. Ms.  
46 Marchant reminded the committee as she had stated previously that there had been  
47 challenges with maintaining staff at the current rate of pay. After convincing the  
48 board to raise the rate of pay, the rate has been increased to \$11.00 an hour which  
49 has caused more applicant interest.

50 Mr. James made a motion to accept and place on file, Ms. Bruns seconded, and the motion  
51 carried unanimously.

52 **B. Champaign County FY14 3<sup>rd</sup> Quarter Fiscal Reports** – Ms. Marchant commented that FY14  
53 3<sup>rd</sup> Quarter Fiscal Reports are not due until the end of the month, and they will be on time. At  
54 the end of the 3<sup>rd</sup> quarter we will have expended all the 5311 Funds and \$235,000 of the DOAP

55 Funds. Ms. Marchant stated that Ms. Cooksey's predictions were that they probably will not  
56 have spent about \$200,000 in operating at the end of the fiscal year. We can't spend it down.  
57 We simply need vehicles to spend the money so we staff the vehicles with drivers, pick up  
58 passengers and put fuel in the vehicles.

59 Mr. James made a motion to accept and place on file, Ms. Bruns seconded, and the motion  
60 carried unanimously.

61

62 **C. IDOT/FTA Compliance Reviews** – Ms. Ansong stated that the tri-annual reviews for  
63 Champaign County are on April 29<sup>th</sup> and 30<sup>th</sup>. We are currently preparing for RLS, the  
64 private contractor consultant with IDOT who will evaluate our compliance on a number of  
65 parameters such as financial management, Title VI an equal opportunity, maintenance, and  
66 safety. We are in the process of getting the required documents in place. Ms. Black  
67 commented that this is the first review for Champaign County. Ms. Marchant and Ms.  
68 Ramage discussed reviews they have had. Ms. Bruns commented that as long as you have a  
69 plan for implementing, you would be in compliance. Ms. Marchant also mentioned that  
70 they have been audited by IDOT every year and are very proud of their audits and the  
71 outcome of their audits.

## 72 **VII. Old Business**

73 **A. Approval of Champaign County Rural Mobility Plan** – Ms. Ansong asked if there were any  
74 changes to the document presented at the January 15<sup>th</sup>, 2014 meeting. Mr. James asked Ms.  
75 Marchant if there were any roadblocks. Ms. Marchant mentioned that the point of view of  
76 the rider was different than CRIS; not as extreme. For example, there were reasons cited for  
77 reduction in rides because CRIS requires 48 hours. There was a comment about staffing two  
78 different drivers so that the bus runs all day which Ms. Marchant stated they already do.  
79 What the rider doesn't realize is that in transit there is typically a very long lunch hour. There  
80 are prime times for transit, morning and rush hour. The middle of the day is usually much  
81 slower. It was suggested that routes be reduced and lower the rates.

82 Mr. James made a motion to approve the Champaign Rural Mobility Plan with changes; the  
83 motion was seconded by Ms. Bruns. Motion carried unanimously.

84 **B. Update on Changing Operators from CRIS to CUMTD** - Ms. Black stated that all the  
85 documents that RPC had with CRIS have been sent to CUMTD; the current agreement with  
86 CRIS, the current contract IDOT has with the County and the grant application that RPC  
87 made for the current fiscal year for service. The next step for RPC is for CUMTD to change  
88 the agreement between CUMTD and the County with changes they want to make, and then  
89 internally, we will have a discussion with Deb Busey to see what other things we want to  
90 incorporate. CUMTD will start working with CRIS; they will go to the offices to shadow the  
91 CRIS employees to learn how they are doing things. A budget will be developed, and then  
92 we will go to the County board with all the details, with the draft agreement, and the budget  
93 to be approved. We will then move forward for CUMTD to take over, probably October 1<sup>st</sup>.

94 Also, at that time, we would have gone over one quarter of the IDOT fiscal year. July is too  
95 soon to get everything in place, as on July 1<sup>st</sup>, CUMTD will be changing the director, and two  
96 changes at the same time are not good. Ms. Black already spoke with IDOT and they are  
97 willing to work with RPC being flexible to do the transition in October. Mr. James asked if  
98 the CUMTD board approved. Mr. Volk indicated they have approved moving ahead to  
99 negotiate an agreement. CUMTD will review the CRIS agreement with the County. Mr.  
100 James asked if the next person filling Mr. Volk's position is agreeable. Mr. Volk said he was  
101 very supportive. Ms. Black indicated that Mr. Gnadt has been involved.

102 **VIII. Announcements** – Ms. Black introduced Debbie Peterik, our new secretary. Ms. Marchant  
103 shared with the committee a flyer for CRIS that has made a big difference which includes a tear  
104 off sheet for people to take with them.

105 **IX. Audience Participation** – None.

106 **X. Adjournment** – The meeting adjourn at 4:31 p.m.

## Champaign County Rural Transit Advisory Group (RTAG)

### DRAFT Fourth Quarter FY14 Service Report



**Grantee:** Champaign County

**Subcommittee & Oversight:** Rural Transit Advisory Group Appointees & CCRPC

**Operator:** CRIS Rural Mass Transit District (CRIS)

*This table reflects rural public transit service provided within Champaign County for FY14 third quarter:*

- **Trip Type Broken-Out** is the total number of trips grouped by the purpose of each trip. These categories include – **Medical, Personal, Shopping, Social, Employment, Educational, & Miscellaneous.** {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; then these trips would be classified as 1 medical and 2 shopping.}
- **Trips** are transportation service units that are counted each time an individual rider enters and exits a vehicle.
- **Days** are the number of business days (M - F) that CRIS operated within a month, except on federal holidays and inclement weather service.
- **Daily Average** 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.
- **Requests Denied** includes the total number of individuals who called to request transportation that could not be accommodated.

#### Transportation Services

Month	Trip Type Breakouts							Trips	Days	Daily Average	Accessibility		Denials
	Medical	Personal	Shopping	Social	Employment	Education	Misc.				Lift	60+	Requests
<b>Apr.</b>	669	230	91	175	473	113	1	<b>1,752</b>	<b>21</b>	<b>83</b>	101	725	34
<b>May</b>	653	243	66	185	458	73	0	<b>1,678</b>	<b>21</b>	<b>80</b>	97	716	26
<b>Jun.</b>	595	282	84	150	531	94	4	<b>1,740</b>	<b>21</b>	<b>83</b>	85	662	20
<b>Total</b>	<b>1,917</b>	<b>755</b>	<b>241</b>	<b>510</b>	<b>1,462</b>	<b>280</b>	<b>5</b>	<b>5,170</b>	<b>63</b>	<b>82</b>	<b>283</b>	<b>2,103</b>	<b>80</b>

\*Total of trips denied is approximate, as riders often call in requesting more than one round trip at a time.

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

### System Operations

Month	Vehicle Capacity			Operation	
	6- Passenger	12-Passenger	14-Passenger	Miles	Hours
<b>Apr.</b>	2	0	6*	29,546	1,318
<b>May</b>	2	0	6*	26,738	1,165
<b>Jun.</b>	2	0	6*	28,956	1,213
<b>Total</b>	<b>Average of 8 Vehicles Available</b>			<b>85,240</b>	<b>3,696</b>

*This table reflects the rural operations within the quarter:*

- **Number of Vehicles** used for transportation services within Champaign County (excluding service contract vehicles);
- **6, 12, & 14 passenger** references number of rider seats per vehicle in service (all vehicle have an ADA lift); and
- **Total Miles** driven by vehicles within a month.
- **Total Hours** driven by vehicles to provide rural public transportation.



*The table reflects new registered riders in this quarter. Several notes regarding ridership & fares are below.*

- Fares: 5311 riders that trips begin or end in the rural general public service area. 5311D or 60+ riders are eligible for a \$2 one-way fare. Passenger Assistants ride for free, and children ride for \$1 each way. There is a service contract with riders from the Champaign County nursing home can scheduled to be picked up a contracted rate of \$26.
- **Rural Demand Response Zone (DRZs):** Eligible transit service areas of Champaign County divided into quadrants.

**FY14 3<sup>rd</sup> Quarter Champaign County Registered Riders**

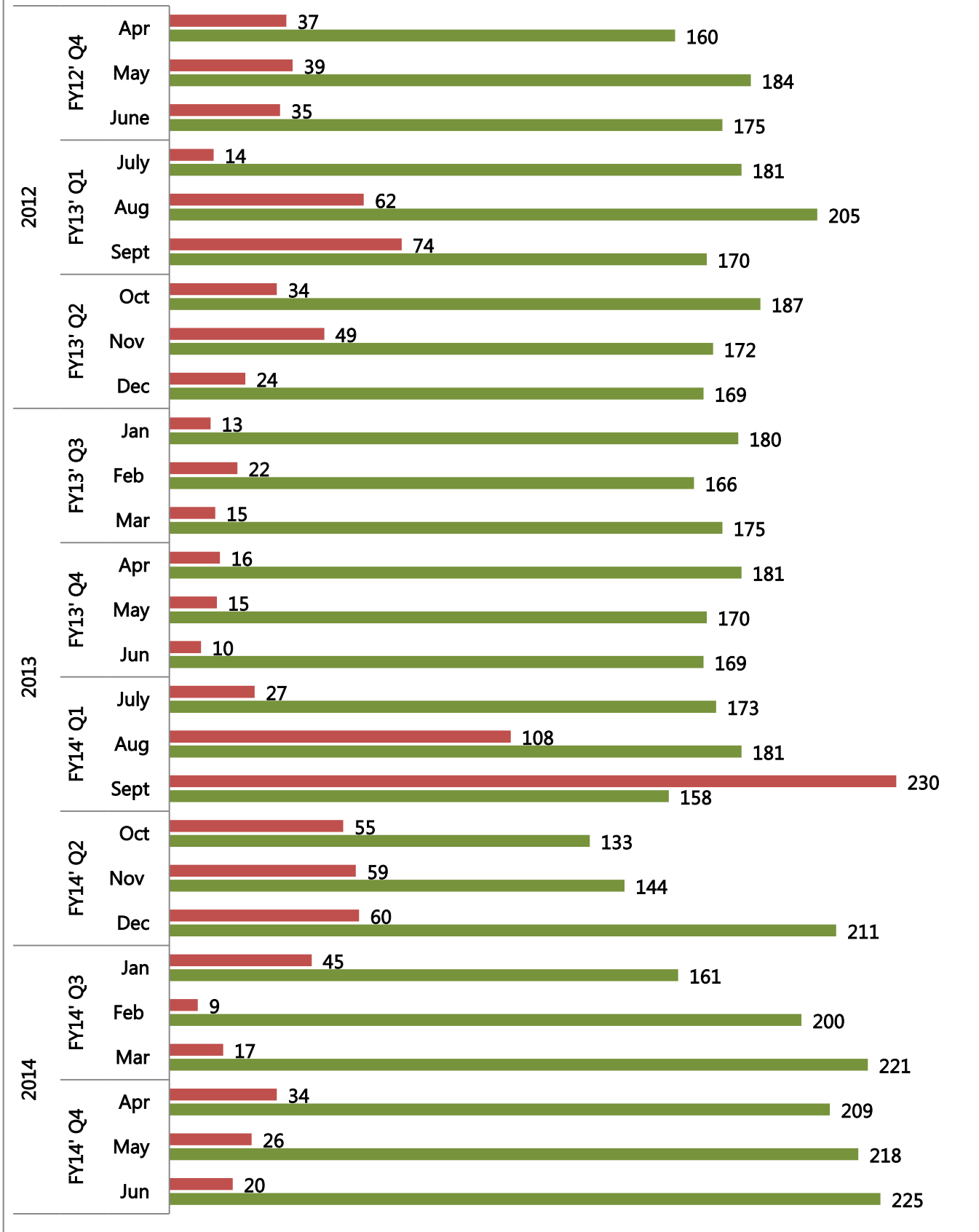
DRZs	2010 Census	Number Served 2011-FY14Q3	% of Pop. Served	Community	New Riders			Number Served 2011-FY14Q4	% Served
					Apr	May	Jun		
DRZ1	22,171	5	4.16%	Dewey		3	1	9	4.46%
		15		Fisher				15	
		0		Foosland*				0	
		11		Gifford	2			13	
		21		Ludlow				21	
		6		Penfield				6	
		846		Rantoul	12	23	28	905	
		19		Thomasboro	2			19	
		DRZ2		17,317	0	0.25%	Allerton*		
0	Broadlands							0	
12	Homer		1					13	
1	Longview*							1	
1	Ogden							1	
2	Philo						1	3	
0	Royal*							0	
26	Saint Joseph		3				6	35	
2	Sidney		1				1	4	
DRZ3	12,317	1	0.17%	Ivesdale				1	0.2%
		2		Pesotum				2	
		1		Sadorus*				1	
		17		Tolono	1	3		21	
DRZ4	20,327	37	0.19%	Mahomet	1	4	1	43	0.22%
		2		Seymour				2	
		0		Bondville				0	
CUMTD District	128,949*	79	0.24%	Champaign	4	4	3	90	0.24%
		4		Savoy				4	
		228		Urbana	4	4	4	240	
Outside County Registered Riders		20	Not Applicable	Outside County				20	N/A
<b>Previous Total = 1,340</b>					<b>New Riders = 113</b>			<b>Total = 1,453</b>	

*\*Note that CUMTD boundary population is approximate due to the ¾ mile deviation that their Paratransit service provides. Additionally, the 2010 Census' Urbanized Area Boundaries for Champaign, Urbana, Bondville, and Tolono do not match up with the service area boundaries of CUMTD.*

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

# Trend Chart 7-16-14

Individuals Denied    Individuals Served



# Trend Chart 7-16-14

■ Average Trips Per Day   ■ #Trips

