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

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

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

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

Attendee	Representation	Organization
#Andy Kulczycki	* Persons with Low Income	Community Services Center Northern Champaign County
Stan James	*County Board	Champaign County Board Liaison
Michelle Ramage	*Education	Rantoul City Schools
Elaine Palencia	*Persons with Disabilities	Champaign County Disabilities Board
Mary Sleeth	*Seniors	St. Joseph Resident
Seamus Riley	*Employment	Parkland College, Institutional Advancement
Rita Morocoima-Black	Executive Director	Champaign County Regional Planning Commission
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 (*teleconference)
Kathy Cooksey	Public Operator Staff	CRIS Rural MTD & CRIS Healthy Aging

9 **#Chair**

**\*Voting**

10 **I. Call to Order** – Mr. Kulczycki 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 as amended with old  
 14 business moved up before new business, Ms. Ramage seconded, and the motion carried  
 15 unanimously.

16  
 17 **V. Approval of Minutes** –

18 **A. Meeting of April 16<sup>th</sup>, 2014** –

19 Mr. James motioned to approve the minutes as presented, Ms. Ramage seconded, and the  
 20 motion carried unanimously.

21 **VI. Old Business –**

22 **A. Changing Operators from CRIS-RMTD to CUMTD–** Ms. Black informed the group that  
23 after receiving approval from the County Board, RPC staff had been working with CUMTD to  
24 draft a new Intergovernmental Agreement between the County and CUMTD. Ms. Black  
25 stated that the Intergovernmental Agreement with CUMTD is based on samples that were  
26 provided by IDOT and the previous agreements with CRIS. Based on recommendations  
27 made by both lawyers from the County and CUMTD, a draft agreement was finalized  
28 yesterday, July 15, 2014. This final draft will be presented for County Board approval next  
29 week at their Thursday July 24<sup>th</sup> meeting. Changes included in this new Intergovernmental  
30 Agreement consisted of:

- 31 • Revised local match language that CUMTD and RPC staff will work together to  
32 identify local contracts, CUMTD will be responsible for providing the cost estimate  
33 associated with providing service contracts, and if local match funds are insufficient  
34 to leverage federal funds - then CUMTD may reduce the level of service provided  
35 they give Champaign County a 90 day notice of the planned reduction in service  
36 with details on how the service would change;
- 37 • Revised vehicle maintenance language by outlining detailed maintenance costs,  
38 because previously, CUMTD had an agreement for maintenance directly with CRIS  
39 which outlined specific costs associated with provided various types of maintenance;  
40 and
- 41 • Termination clauses were added by both the County and CUMTD attorneys.

42 In past agreements, the operator was responsible for sourcing local matching funding. Ms.  
43 Black explained that CRIS currently has a service contract with Champaign County Nursing  
44 home and they have been using these funds to leverage federal money. Mr. Kulczycki asked  
45 if the local match ratio was one to one, Ms. Black clarified that 35% local match is required  
46 for leveraging downstate funds. Ms. Black discussed and received approval by IDOT for the  
47 new local match language.

48 Ms. Black informed the group that Champaign County will be receiving three new vehicles  
49 from IDOT tomorrow July 17<sup>th</sup>. Mr. Kulczycki asked how the maintenance costs are covered.  
50 Mr. Bargmann explained that there is an hourly rate for general maintenance and body work  
51 and there are line items on the requisition for payment forms, which are covered by federal  
52 grant funds. Mr. James asked what happens if the maintenance costs exceed what was  
53 budgeted for maintenance. Mr. Bargmann and Ms. Cooksey explained in previous years  
54 their maintenance costs have not come close to the budgeted amount. However, should  
55 that happen there are additional funds in other line items that can be shifted around in the  
56 budget to accommodate overages. Ms. Palencia asked if the 65:35 local match ratio applies  
57 to maintenance costs. Ms. Black explained that it applies to all operating expenses.

58 Mr. James asked if this intergovernmental agreement is approved by the County Board will  
59 it go into effect October 1<sup>st</sup>. Ms. Black confirmed and stated that this year is more  
60 complicated than previous years, because a joint operator grant application was submitted

61 resulting in double the amount of intergovernmental agreements, budgets, and vehicle  
62 maintenance documents.

63 Mr. James asked how many vehicles the County owned currently. Ms. Black stated that the  
64 County currently owns five vehicles and the additional three will make the total eight. Ms.  
65 Cooksey noted this would be the same number of vehicles as before, because Vermilion  
66 County loaner vehicles would be returned after the new vehicles are picked up tomorrow.

67 Mr. James inquired about the current staffing levels and if it was sufficient. Ms. Black  
68 explained that they wanted to reduce the rate of staff turnover that is currently experienced  
69 by CRIS. Currently Champaign and Vermillion counties share some CRIS staff. Moving  
70 forward with CUMTD, Champaign County will likely have more full-time than part-time staff,  
71 and as a result an increase in fringe benefit costs. The driver salaries will also be higher with  
72 CUMTD to be similar to what CUMTD drivers are paid with the urban Paratransit service.

73 Mr. James asked if the CRIS staff in Champaign County will be transitioned to CUMTD. Mr.  
74 Bargmann stated the current plan is to transition all CRIS Champaign County staff to  
75 CUMTD. Mr. Bargmann further explained that CUMTD participates in IMRF, which requires  
76 employees to contribute 4.5% of their salary and therefore their salaries will be increased to  
77 account for the salary deduction. Mr. Bargmann explained approximately half of his time will  
78 be spent on rural Champaign County service.

79 Mr. Kulczycki asked if the next step was to gain approval from CUMTD and the County  
80 Board. Ms. Black replied that the County Board needs to approve the Intergovernmental  
81 Agreement and then all required signatures from Champaign County and CUMTD will be  
82 obtained. Mr. Bargmann noted that the Intergovernmental agreement will go before  
83 CUMTD's board for approval as well.

## 84 **VII. New Business –**

85 **A. Champaign County FY14 4<sup>th</sup> Quarter Service Report** – Ms. Ansong referred the group to  
86 the Champaign County FY14 4<sup>th</sup> Quarter Service Report attached in their packet. Ms. Ansong  
87 compared this quarter's stats with the third quarter and noted findings to include:

- 88 • An overall increase of 1,000 trips for personal, medical, shopping, employment and  
89 education transportation;
- 90 • Greatest increase was in employment and personal trips. There was an increase of 585  
91 employment trips and 205 personal trips. ;
- 92 • A total of 80 denied trip requests this quarter (compared to 71 in the 3<sup>rd</sup> quarter).
- 93 • There was a 27% increase in service miles and a 9% increase in service hours. This  
94 quarter's operating hours were 3,700 while operating miles were 85,240.
- 95 • This fourth quarter had the highest levels of service across all categories since the  
96 service began; Service peaked at an average of 83 trips per day and 1,752 total trips per  
97 month in April 2014 (previous peak was 1,707 in August 2012).
- 98 • Trip denials ranged between 20 in June and a high of 34 in April.
- 99 • The peak individuals served was 225 in June.

- 100                   • There were a total of 113 new registered riders in the 4<sup>th</sup> quarter which makes the total  
101                   number of registered riders 1,453 since service began in February 2011.

102 Mr. James asked where the new registered riders were from. Ms. Ansong answered that most  
103 new riders are from Rantoul since the service is most established in this area. However, since  
104 service expanded countywide the number of registered riders from other rural areas of the  
105 county has been growing steadily. There were nine registered riders from St. Joseph, six from  
106 Mahomet and four from Dewey.

107 Mr. Kulczycki asked for an explanation of the anomaly in the unusually high denial rate for  
108 September 2013. Ms. Cooksey stated that due IDOT's changes in classifying denied requests  
109 and changes to service provided to seniors through the Area Agency on Aging resulted in  
110 the high rate of denials.

111 Ms. Palencia asked about how employment trips were requested i.e. if persons had to  
112 request them 48 hours in advance of each trip. Ms. Cooksey explained that persons can  
113 request trips a month in advance.

114 **B. Champaign County FY14 4<sup>th</sup> Quarter Fiscal Report** – Ms. Cooksey stated that the fiscal  
115 report for the fourth quarter is not yet done, since the deadline for completion is the end of  
116 the month. Ms. Cooksey passed out samples of recent advertising materials and informed  
117 the group that CRIS has spent all of the allocated federal funds for FY14 and approximately  
118 60% of the downstate funds.

119 Mr. Kulczycki asked if CUMTD will continue advertising. Ms. Black explained that CUMTD will  
120 continue advertising under the new name Champaign County Area Rural Transit System (C-  
121 CARTS). RPC staff is working on a logo for the service, but it is not finalized.

122 **C. Delivery of New Vehicles-** Ms. Cooksey reported she and three other CRIS staff will pick-up  
123 the three new vehicles from Midwest Transit in Kankakee tomorrow. Ms. Black explained  
124 these are the first three of nine total vehicles awarded to the County.

125 Ms. Marchant asked the group for advice on how to proceed with a high rate of last minute  
126 cancellations in Champaign County. Ms. Marchant stated that there are several riders in  
127 Champaign County that reserve rides for everyday of the week and then cancel an hour  
128 before the scheduled ride. Mr. James had suggested that CRIS either charge these persons a  
129 fee for last minute cancellations or inform them if it happens beyond a certain amount for  
130 the quarter, they will be put on waiting list for rides and they will be picked up whenever a  
131 timeslot becomes available. Mr. Kulczycki further advised that another possibility is a  
132 suspension of service for the quarter. Ms. Cooksey informed the group that the current  
133 cancellation rate is 20% per day.

134 Mr. Bargmann asked Ms. Marchant if she had considered contacting the FTA for guidance on  
135 how to proceed with this issue. Ms. Marchant stated that by the time they devise a policy, get  
136 it passed by the CRIS board and then notify passengers of the change in policy they will no  
137 longer be operating service in Champaign County.

138 **D. Champaign County Section 5311 and DOAP FY15 Grant Application-** Ms. Ansong  
139 reported that this year's grant application is different because it combines both the DOAP  
140 and federal funding into one document. In past years, it was two separate applications.  
141 Currently, the entire application is assembled and awaiting signatures from the County Chair,  
142 Clerk and Ms. Marchant. Ms. Black passed around a copy of the grant application and  
143 explained that the Vehicle Lease and Intergovernmental agreements for each operator are  
144 attached to the grant application. Ms. Black further noted the Vehicle Lease Agreement was  
145 identical to previous agreements, except it covers the three new vehicles within the rolling  
146 stock inventory. Additionally, there are two budgets provided in the grant application  
147 covering the first quarter CRIS operations and another covering second through fourth  
148 quarter CUMTD operations.

149 Mr. James asked if there was going to be a fare increase. Mr. Bargmann stated at this time  
150 there were no plans to increase the fares in FY15. CUMTD plans to keep the service identical  
151 to what CRIS is providing. Mr. Bargmann informed the group that the cost associated with  
152 CUMTD providing the service is slightly higher than with CRIS, because of their obligations to  
153 their employees particularly IMRF. CUMTD is currently working on devising an hourly rate  
154 associated with providing the rural service so they can better gauge whether or not they can  
155 provide the service for a full 12 hours a day as is currently taking place. Ms. Black informed  
156 the group that IDOT is aware of the additional cost associated with CUMTD providing the  
157 service, IDOT suggested that that CUMTD provide the service for the full twelve hours a day  
158 for FY15 to test the feasibility. If at the end of FY15 there are not enough service contracts or  
159 the cost is higher than expected then Champaign County can submit an amendment to the  
160 agreement changing the service hours.

161 Mr. James asked if there were benefits beyond IMRF that will be provided to staff. Mr.  
162 Bargmann explained that there is one full time employee that will be offered health  
163 insurance since all full time CUMTD staff is offered health insurance.

164 Ms. Cooksey clarified that although service hours are twelve hours a day, due to earlier pull  
165 out times and later pull in times, the actual operating hours are more like fourteen hours a  
166 day.

167 Mr. James expressed concern that he did not want to see a cut in service. He stated that he  
168 understands staff is a big part of a budget, but we have to ensure that the budget does not  
169 become top heavy and takes away from the level of service currently provided.

170 **E. Documents Required for Compliance with FTA Regulations-** Ms. Ansong reported that  
171 the RLS reviews that took place at the end of April early May went really well. Both the RLS  
172 consultant and IDOT staff commended CRIS and Champaign County for being one of the  
173 best reviews they have done thus far. Ms. Ansong stated that there were two items that  
174 needed to be addressed on the part of the county to be in compliance with FTA  
175 regulations; they are a Title VI plan and a procurement policy. Ms. Ansong showed the  
176 group a draft of the Title VI plan, which outlines the complaint procedures and methods of  
177 ensuring equal access to rural public transit. With respect to the procurement policy, Ms.

178           Ansong explained that the county's procurement policy could not be utilized because the  
179           micro, small and large cap purchasing thresholds were all different from what is deemed  
180           acceptable by IDOT. IDOT also requires additional documentation demonstrating that  
181           either the county or the operator paid a fair and reasonable price for micro purchases.

182           Mr. James asked who drafted the plan. Ms. Ansong explained that she drafted the plan but it  
183           was based on a template provided by IDOT and CRIS and CUMTD's existing procurement  
184           policies.

185           Mr. Kulczycki asked if this policy conflicted with the county's policy. Ms. Black explained that  
186           this procurement policy was only applicable to the operation of rural public transportation in  
187           Champaign County.

188           Mr. Kulczycki asked if the procurement policy needed approval from the county board. Ms.  
189           Black replied yes.

190   **VIII. Announcements – None.**

191   **IX. Audience Participation – None.**

192   **X. Adjournment – The meeting adjourned at 4:44 p.m.**