



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Rural Transit Advisory Group (RTAG)

Date: Wednesday, August 10, 2022
Time: 3:00 p.m.
Place: Hybrid: Zoom and John Dimit Conference Room, Brookens Administrative Center, 1776 E. Washington St., Urbana, IL 61802
Chair: Nathan Montgomery
Members: Aaron Esry, Mary Sleeth, Tawanna Nickens, Lori Larson, Rachel Voss, Rovee Fabi
Others: Evan Alvarez, Rita Morocoima-Black, Debbie Peterik, Mimi Hutchinson

AGENDA

- I. Call to Order
- II. Roll Call
- III. Audience Participation
- IV. Approval of Agenda
- V. Approval of Minutes from the RTAG meeting of February 9, 2022
- VI. New Business
 - A. Presentation and Approval of C-CARTS FY21 3rd Quarter (January - March) Service Report
 - B. Update on CARES, CVP, 5311 and DOAP applications
 - C. Update on CARES bus shelter project
 - D. Update on fare simplification
 - E. Update on service contracts
 - F. Discussion of addition of full-time positions for C-CARTS operators
- VII. Announcements
- VIII. Adjournment

Champaign County Regional Planning Commission strives to provide an environment welcoming to all persons regardless of physical or mental challenges, race, gender, or religion. Please call 217.328.3313 to request special accommodations.

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Rural Transit Advisory Group (RTAG)

Date: Wednesday, February 9, 2022
Time: 3:00 p.m.
Place: Via Zoom
Chair: Nathan Montgomery
Members Present: Aaron Esry, Mary Sleeth, Twanna Nickens, Lori Larson, Rachel Voss, Rovee Fabi,
Staff Present: Rita Morocoima-Black, Mimi Hutchinson, Debbie Peterik
Others Present: Evan Alvarez

MEETING MINUTES

Subject to Review and Approval

I. Call to Order

Mr. Montgomery called the meeting to order at 3:00 p.m.

II. Roll Call

The roll was taken by Voice Roll Call and a quorum was declared present.

Roll Call:

Nathan Montgomery	Present
Aaron Esry	Present
Mary Sleeth	Present
Tawanna Nickens	Present
Lori Larson	Present
Rachel Voss	Present
Rovee Fabi	Present

III. Audience Participation

None

IV. Approval of Agenda

Ms. Voss made a motion to approve the agenda as drafted. Mr. Esry seconded.

Roll Call Vote:

Nathan Montgomery	Yes
Aaron Esry	Yes
Mary Sleeth	Yes

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



Tawanna Nickens	Yes
Lori Larson	Yes
Rachel Voss	Yes
Rovee Fabi	Yes

Upon vote, the motion unanimously carried.

V. Approval of Minutes

Ms. Sleeth made a motion to approve the RTAG minutes from the November 10, 2021 meeting. Ms. Voss seconded.

Roll Call Vote:

Nathan Montgomery	Yes
Aaron Esry	Yes
Mary Sleeth	Yes
Tawanna Nickens	Yes
Lori Larson	Yes
Rachel Voss	Yes
Rovee Fabi	Yes

Upon vote, the motion unanimously carried.

VI. New Business

A. Presentation and Approval of C-CARTS FY21 2nd Quarter (October – December 2021) Service Report

Following are some highlights regarding the Quarter Two Demand Response Service Types Ms. Hutchinson provided:

- There were reductions of all trip types except education trips.
- The biggest reductions were in personal and shopping trips.
- Mr. Alvarez confirmed that the reason for the overall reduction is due to the weather which will also be expected in Quarter Three. In addition, C-CARTS was only charging fares through the second half of Quarter One. Since we were fare free for the first half, ridership was a great deal higher. This quarter was fully back to charging fares again.
- The social category has been zero for a while so we may want to rethink what kinds of questions are we asking riders that are used to track social trips. Mr. Alvarez commented that the main source of the social trip type has been Circle of Friends, but Circle of Friends was



closed due to COVID-19. They did open up last month so I would need to confirm that we are counting those trips the same way. We may have more of the social trip type moving forward.

- There was a slight reduction in senior Trips and lift use in Quarter One.
- Systemwide service characteristics included a reduction in total trips, and a substantial increase in trip denials this quarter compared with last quarter.
- Totals for the demand response and fixed route trips were also down.

Mr. Montgomery commented on the trips being down so much, but then the trip denials are up that much. Mr. Alvarez commented this is mostly because most of our ridership happens on the fixed route. The people who no longer want to ride, and the people who want to ride but cannot, are going to fall into two different areas. Those denials are all going to be half our demand response which is a bit lower because we lost an operator who has now been replaced. It was really just cutting down on the room that we had available for demand response trips. Mr. Alvarez will research more specifics on reasons; possibly the demand has changed. Mr. Alvarez commented that of the 298 denials for this quarter, a little under half have been just in December. What happens when we see spikes like this is often because we had a few people who would call and attempt to book a subscription trip all at once. We had to deny all of the trips.

Mr. Esry made a motion to approve the C-CARTS FY21 2nd Quarter (October – December 2021) Service Report. Ms. Sleeth seconded.

Roll Call Vote:

Nathan Montgomery	Yes
Aaron Esry	Yes
Mary Sleeth	Yes
Tawanna Nickens	Yes
Lori Larson	Yes
Rachel Voss	Yes
Rovee Fabi	Yes

Upon vote, the motion unanimously carried.

B. Presentation of 5311 grant application for FY 23



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

The 5311 grant is a federal grant coming from the Federal Transit Administration (FTA) and provides C-CARTS with capital, planning, and operating assistance. We have been receiving the same amount for this grant for the past several years - \$153,871 annually. This year we will be allocating \$14,400 to administrative costs and \$139,471 to operating costs. This grant application is due April 1, 2022. After the RTAG approval today, the application will be presented to the Champaign County Highway Committee and the County Board for approval before April 1, 2022.

C. Presentation of DOAP grant application

The DOAP (Downstate Operating Assistance Program) grant is an IDOT grant from the State of Illinois, and it pays for 65 percent of C-CARTS' eligible expenses. The appropriation that we receive increases annually. This year the 65 percent of the full appropriation is \$753,610 which is an increase of 3 percent from FY 22. This grant application is due April 1, 2022. After the RTAG approval today, the application will be presented to the Champaign County Highway Committee and the County Board for approval before April 1, 2022.

Ms. Morocoima-Black commented that 5311 grant and the DOAP grant are the main sources for C-CARTS to operate. The 5311 grant is the federal portion and the DOAP grant is the state portion that is used to operate C-CARTS. The 5311 grant amount has been the same amount since C-CARTS started operating. The DOAP portion would be the State funding which increases three percent each year. This year it is about \$753,000 that we will be getting, and this portion pays for 65 percent of eligible expenses that we have. Every year we need to submit a grant application to IDOT for the Federal portion and the State portion. We cannot give you all of the details of what will be submitted because we submit the application online and includes all the details of how much we will be paying for several items such as personnel time and maintenance. We are taking these two grants to the Highway Committee on March 11 and on the County Board agenda at the end of March to meet the deadline to IDOT of April 1.

Ms. Fabi asked for confirmation that the amount of the money might not be guaranteed but is guaranteed that we will get the grant. Ms. Morocoima-Black commented that the funding is basically guaranteed. IDOT will make recommendations on amounts/line items to us once the grant is submitted. There will probably be adjustments to the budget. The idea is to submit

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

the grant by April 1 in order to get an agreement with IDOT so that we have funding to operate when the new fiscal year begins on July 1.

D. Presentation of CARES grant application

CARES is the COVID-19 Relief funding that began in 2020. C-CARTS is still receiving CARES funding from the Federal government. This is in addition to the 5311 and DOAP, which in a normal year would be the extent of our funding.

For this upcoming round of applications, we hope to use our remaining \$466,000 to purchase and install up to 10 bus shelters along the C-CARTS fixed route stops in Rantoul. That also involves paving concrete pads and a couple of sidewalk connections where the sidewalk quality may be low or there might not be a sidewalk leading to the shelter area. The shelter project will take up the bulk of the funding, but we are also going to update the wireless capability for our onboard camera units. All C-CARTS buses have 3-5 cameras inside and outside of the buses. We will upgrade the cameras so that they are wireless.

We do not expect to use the full \$466,000 for this round of applications, but I believe it will roll over and we can use it next year if we have new ideas for things to purchase. This application is also do on April 1 and we plan to follow the same sequence of committee presentation with the 5311 and DOAP grants.

Ms. Hutchinson presented information on the shelters that will be purchased similar to the MTD shelters. The concrete pads and sidewalk extensions will be managed by the Village of Rantoul. They will have the option of contracting the work out. Staff from MTD will install the shelters on the concrete pads after they are paved and in place. Rantoul will be responsible for maintaining the shelters after they are put in place. We cannot set aside any of this grant funding for shelter maintenance beyond the expiration date of the grant, which is June 30, 2024, so Rantoul will be responsible for that, and we are hoping that they can bring in some advertising money to help fund the maintenance of the shelters.

It is possible that we will have to do a NEPA environmental analysis for each of the shelter sites before we begin any of the construction and that would extend the process and put us

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

at risk of not finishing the project on time. In discussion with IDOT, they say even though it is a possibility that the NEPA analysis will take place, we should go ahead and apply, and IDOT would try to be flexible with us on the timeline and the deadline if we do need to do a NEPA analysis.

Ms. Morocoima-Black added that because this is a grant for Champaign County C-CARTS, even though we will be working with the Village of Rantoul to install the shelters, they will be responsible for the maintenance of the shelters, the shelters will be the property of Champaign County. We are going to be signing an agreement with the Village of Rantoul probably the same way we have an agreement with MTD for MTD to be able to use the C-CARTS buses, we will be doing the same with the Village of Rantoul, signing an agreement with them, probably renting the shelters to them for a minimum amount and stating on the agreement a clause for them to maintain the shelter even though the shelters are property of Champaign County because is federal money given to Champaign County. C-CARTS has already talked with the Village, they are aware of that, and they agree with that.

Further discussion continued on the bus shelters. The reason Ms. Hutchinson said up to ten buses is because three of C-CARTS current fixed routes stops are on private property. There is one in a Walmart parking lot, a County Market parking lot, and a factory parking lot. It is uncertain whether the Village of Rantoul will be able to get an easement with all three of those property owners in order to allow us to use federal money to built shelters on their property. We would have to get an easement to turn a tiny piece of property into public land so that we can use our public dollars. Another alternative is moving some of the C-CARTS stops off of the private property onto the public right-of-way, but the drawback to that it makes the stop locations less convenient for riders.

Ms. Morocoima-Black commented that the idea for this comes from a transportation plan that we did for the Village of Rantoul two years ago. As part of the public involvement that we did for that transportation plan, we had a lot of feedback from people in the community and requesting to have bus shelters for public transportation was one of the high priority projects that people asked for. When we received the CARES funding, and we were told that we could use that funding for capital projects including those shelters. There have been many

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.



discussions with the Village of Rantoul. The important thing is that one of the limitations of the grant is that everything must be completed by June of 2024.

Mr. Esry made a motion to approve the 5311 grant application, the DOAP grant application, and the CARES grant application as presented. Ms. Voss seconded.

Roll Call Vote:

- Nathan Montgomery Yes
- Aaron Esry Yes
- Mary Sleeth Yes
- Tawanna Nickens Yes
- Lori Larson Yes
- Rachel Voss Yes
- Rovee Fabi Yes

Upon vote, the motion unanimously carried.

E. Approval of RTAG 2022 meeting calendar

Mr. Montgomery made a motion to approve the RTAG meeting calendar. Ms. Voss seconded.

Roll Call Vote:

- Nathan Montgomery Yes
- Aaron Esry Yes
- Mary Sleeth Yes
- Tawanna Nickens Yes
- Lori Larson Yes
- Rachel Voss Yes
- Rovee Fabi Yes

Upon vote, the motion unanimously carried.

F. Update on Unit 4 contract (*Evan Alvarez*)

Since the last meeting in November, approval has been received from IDOT that C-CARTS could provide the service. The Transportation Coordinator at Unit 4 was recently replaced. Mr. Alvarez did have a discussion with the new person and is confident that we will move forward.



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

G. Discussion of C-CARTS fares (*Evan Alvarez*)

As many of you know, for our demand response trips there are a few different ways of charging fares based on where you are at and where you are going. For most people, it is \$5.00, but it is \$2.00 if you have a disability or are over 60. That works for demand response because we know who everyone is as they call and register with us. For passengers who are riding the fixed route, we do not necessarily know all of them. The whole benefit of the fixed route is you can show up and walk on.

To make sure that no one was being overcharged, for proof of age or disability status we have been using MTD dash cards. The problem with the dash card is that to get one you have to be 65 or older so we have run into a couple of issues lately of groups of passengers who are paying \$2.00 for a trip from Rantoul to Champaign, but then have to pay \$5.00 to go back. Mr. Alvarez is looking for suggestions on changing the system to make it more consistent. Mr. Alvarez, Ms. Hutchinson, and Ms. Morocoima-Black will meet to discuss the fare structure, and then bring it back to the RTAG group to discuss more at the next RTAG meeting.

VII. Announcements

None

VIII. Adjournment

With there being no further business, Ms. Larson motioned, seconded by Ms. Voss to adjourn the meeting at 3:46 p.m.

Champaign County Regional Planning Commission

1776 E. Washington St. Urbana, IL 61802

P 217.328.3313 F 217.328.2426

TTY 217.384.3862 CCRPC.ORG

people.possibilities.

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

FY2022 Q3 Service Report

The quarterly report below covers the last completed IDOT fiscal quarter, Quarter 3, from January 1st, 2022, to March 30th, 2022.

Grantee: Champaign County
Subcommittee & Oversight: Rural Transit Advisory Group (RTAG) & Champaign County Regional Planning Commission (CCRPC)
Operator: Champaign Urbana Mass Transit District (MTD)

Trip type indicates the purpose of each trip. Note: A trip is classified by the purpose of the activity that preceded it. E.g., if a rider takes the bus to a doctor's appointment and then walks to a grocery store before boarding the bus again to return home, the first trip is classified as *medical*, and the return trip is classified as *shopping*.

Trips are one-way rides, counted each time an individual rider enters a vehicle. E.g., a round-trip counts 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 quarter.

Average trips refers to the total number trips in the quarter divided by total number of operating days.

Lift refers to trips requiring ADA Lift equipment.

60+ refers to trips provided to older adults 60 years of age or older.

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

Service miles are miles driven while riders are on the vehicle (excludes miles driven to and from the MTD garage).

Service hours are hours driven while riders are on the vehicle (excludes time spent driving to and from the MTD garage).

Note on fare structure: 5311 trips that begin or end in the rural public service area cost \$6 each way. Riders aged 60 years and older are eligible for a \$2 one-way fare. Personal care assistants ride for free, and children aged 12 and under rider for \$1 each way. Trips that begin and end in Rantoul are \$2 each way, regardless of the rider's age.

Demand Response Service Characteristics

	Trip Type						Days	Daily Average	Lift	60+	Denials
	Medical	Personal	Shopping	Social	Employment	Education					
January	168	33	38	10	238	42	21	25	70	200	87
February	137	36	29	7	194	35	20	22	73	144	105
March	168	29	37	32	240	43	21	26	86	208	98
Total	473	98	104	49	672	120	62	26	229	552	290

Champaign County Area Rural Public Transportation System (C-CARTS) FY2022 Q3 Service Report

Systemwide Service Characteristics

	DR Trips	FR Trips	Total Trips	Service Miles	Service Hours
January	529	1,244	1,773	22,603	929
February	438	1,296	1,734	19,009	770
March	549	2,017	2,566	22,247	985
Total	1,316	4,557	6,073	63,859	2,684

Note: DR = Demand Response | FR = Fixed Route

Grant Funding

	Project Income	Service Contract Revenue	Total Revenue	Expended Federal	Remaining Federal	Expended State	Remaining State	Total Expended Grant Funds	Total Remaining Grant Funds
Q1	\$28,050	\$28,050	\$28,050	\$75,155	\$153,871	\$75,155	\$648,697	\$150,310	\$727,413
Q2	\$37,326	\$26,087	\$37,326	\$74,178	\$4,538	\$128,049	\$520,648	\$202,227	\$525,186
Q3	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA
Q4									

Note: Figures in this table are rounded to the nearest dollar amount.

Note: The total FY22 state award is \$723,852. The total FY22 federal award is \$153,871. The combined FY22 state and federal award amount is \$877,723.

C-CARTS Registered Riders

	Population (2010 Census)	Community	January New Riders	February New Riders	March New Riders	Total Served	% Population Served
DRZ1	22,171	Dewey				16	10.5%
		Fisher		1		32	
		Foosland				2	
		Gifford				23	
		Ludlow				34	
		Penfield				14	
		Rantoul	10	11	6	2,215	

Champaign County Area Rural Public Transportation System (C-CARTS)
FY2022 Q3 Service Report

		Thomasboro				42	
DRZ2	17,317	Allerton				2	0.7%
		Broadlands				1	
		Homer		1		30	
		Longview				5	
		Ogden				10	
		Philo				9	
		Royal				0	
		Saint Joseph	1			63	
		Sidney				17	
DRZ3	12,317	Ivesdale				1	0.6%
		Pesotum				8	
		Sadorus				8	
		Tolono				60	
DRZ4	20,327	Mahomet		1		137	0.7%
		Seymour				6	
		Bondville				1	
MTD District	128,949	Champaign	1	2		326	0.6%
		Savoy				9	
		Urbana			1	385	
Outside County						46	
FY22 Q2 New Riders: 23				Total Riders: 3,502			