



CHAMPAIGN COUNTY
REGIONAL PLANNING
COMMISSION

Champaign County Rural Transit Advisory Group (RTAG)

Date: Wednesday, October 18th, 2023
Time: 3:00 p.m.
Place: John Dimit Conference Room, Brookens Administrative Center, 1776
E. Washington St., Urbana, IL 61802
Members: Tawanna Nickens, Wendy Hundley, Rick Williams, Ashley Richey
Others: Rita Morocoima-Black, Debbie Peterik, Mimi Hutchinson, Emma Woods, Martha Newton

AGENDA

- I. Call to Order
- II. Introductions
- III. Audience Participation
- IV. Approval of Agenda
- V. Approval of Draft Minutes from the RTAG meeting of May 10th, 2023
- VI. New Business
 - A. Introduction of new PCOM Coordinator, Emma Woods
 - B. Introduction of new members, Ashley Richey and Martha Newton
 - C. Presentation and Approval of C-CARTS FY23 4th Quarter (April-June) Service Report
 - D. Presentation and Approval of C-CARTS FY23 Annual Service Report
 - E. Gather meeting topics.
- VII. Announcements
 - A. Vehicle maintenance update
 - B. DOAP, 5311, and CARES grant updates
- VIII. Adjournment

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Champaign County Rural Transit Advisory Group (RTAG)

Date: Wednesday, May 10, 2023
Time: 3:00 p.m.
Place: John Dimit Conference Room
 Brookens Administrative Center
 1776 E. Washington Street, Urbana
Members Present: Rachel Voss, Tawanna Nickens, Wendy Hundley, Rick Williams
Others Present: Ashley Richey (appointment pending), Klentoria Lee-Clements
Staff Present: Rita Morocoima-Black, Mimi Hutchinson, Debbie Peterik
Members Absent: Jim Goss

MEETING MINUTES

Subject to Review and Approval

- I. Call to Order
Ms. Hutchinson called the meeting to order at 3:00 p.m.
- II. Introductions
Ms. Morocoima-Black started the introduction section with a background on RTAG. Each person introduced themselves.
- III. Roll Call
The roll was taken by sign in sheet. A quorum was declared present.
- IV. Audience Participation
None
- V. Approval of Agenda
Prior to approval of the meeting agenda, it was discussed that the order of the agenda should be changed. Nomination and appointment of the Chair and Vice-Chair was moved to position A under new business so that there would be a chairperson to conduct the meeting, followed by new business items B and C.
Ms. Voss made a motion to approve the agenda as amended. Ms. Nickens seconded. Upon vote, the motion unanimously carried.

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VI. Approval of Minutes from the March 22, 2023 RTAG meeting.

Mr. Williams made a motion to approve the draft minutes from the March 22, 2023 RTAG meeting.

Ms. Nickens seconded. Upon vote, the motion unanimously carried.

VII. New Business

A. Approval of the new RTAG Chair and Vice-Chair

Rachel Voss was nominated as Chair and Tawanna Nickens was nominated as Vice-Chair of RTAG.

Mr. Williams made a motion that Rachel Voss be approved as Chair and Tawanna Nickens as Vice-Chair. Ms. Hundley seconded. Upon vote, the motion unanimously carried.

B. Presentation and Approval of C-CARTS FY23 2nd Quarter (October-December) Service Report
Ms. Hutchinson explained that C-CARTS fiscal year runs from July 1 to June 30. Quarter two report corresponds to October-December of calendar year 2022. Below are highlights of the report:

- There was a slight increase in medical related trips.
- A slight decrease in personal trip.
- An increase in shopping trips.
- An increase in social trips.
- A small decrease in employment trips.
- An increase in education trips.
- There was a big increase in the percent of trips taken by seniors; those clients above the age 65.
- There was also an increase in the use of wheelchair lifts on the C-CARTS buses.
- For the demand response riders, there was a 16 percent increase in ridership since quarter one and there was a significant increase in the fixed route ridership since quarter one.
- Overall, a 23 percent increase in ridership since quarter one, and a small reduction in trip denials. These are riders that C-CARTS is not able to accommodate when an operator or buses are not available.

Mr. Williams made a motion to approve the C-CARTS FY23 2nd Quarter (October-December) Service Report. Ms. Nickens seconded. Upon vote, the motion unanimously carried.



C. Presentation and Approval of C-CARTS FY23 3rd Quarter (January-March) Service Report

Below are the highlights of the report:

- A small reduction in medical related trips.
- There were significant increases in personal, shopping and social trips.
- There were small decreases in employment and education related trips.
- A small reduction in trips for seniors.
- A small reduction in lift use.
- System-wide there was a slight increase in demand response trips, a slight decrease in fixed route trips for an overall five percent decrease in total ridership and a 27 percent reduction in trip denials.

Ms. Hundley made a motion to approve the C-CARTS FY23 3rd Quarter (January-March) Service Report. Mr. Williams seconded. Upon vote, the motion unanimously carried.

VIII. Announcements

A. New C-CARTS Operations Manager Introduction (Klentiona Lee-Clements)

Ms. Lee-Clements provided an update on her new role as the C-CARTS Operations Manager. She has been working with Ms. Hutchinson since the beginning of March with C-CARTS. Prior to that, her experience was rural routes. MTD has hired five more drivers. Hopefully, the next quarter will show numbers in a different light with more people to service Champaign County. Our buses are out there more which will mean more demand calls. As long as we can service them in between our fixed routes, we will service them. If we are not servicing them, that denial rate may go up. Factors affecting service would be the weather, the drivers and the demand that we have. The system we use needed some changes on the tablets, so we are updating the tablets. We should be finished with the update within the next two weeks. All our vans will have updated tablets.

Upcoming outreach events include a table at a Kiwanis breakfast, visiting Village Mayors, Village Clerks, and their different officials, to see if they would like to pick up service with us.

C-CARTS has a fleet of twelve buses. There are about six vehicles that are over the mileage usage that is recommended, and because we do county miles (like highway miles), most of them are over 200,000 miles. C-CARTS has been waiting on new vehicles for two or more



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years on at least two vehicles. Once those new vehicles are in, we will be able to recycle the oldest vans out. Until then, we will maintain as much on those vehicles as we possibly can in their usage life cycle.

Ms. Voss inquired if Ms. Lee-Clements was interested in more outreach events. We have our 50 plus program at the Hays Center and the Douglass Annex who have individuals who live in the rural areas. There is a potluck at the Hays Center every Thursday; sometimes a guest speaker comes in.

B. Vehicle maintenance update (Mimi Hutchinson)

There are ten buses in operation for C-CARTS service every day. There are two buses that are waiting to be picked up by another agency. The average vehicle age is six years, and the recommended useful life is eight years. Several C-CARTS vehicles are past that point.

Ms. Hutchinson explained how C-CARTS buses are obtained. Vehicles come from grants that are made available by IDOT at the state level or the Federal Transit Administration (FTA) at the national level. Local funds or farebox revenue are not used to purchase vehicles. Below are grants applied for:

- Low-No Omission grant which was started in 2021. This grant is coordinated by IDOT. IDOT is planning to purchase 50 vehicles for the entire state through this grant which is offered by the federal government and once IDOT gets the 50 vehicles, C-CARTS will be one of the agencies to receive one of the vehicles. It will be a fully electric medium-duty bus. This application is the most recent application submitted. It was learned that the application was just submitted to the federal government today, three years later.
- The Rebuild Illinois grant is the second most recent grant applied for. C-CARTS applied for two replacement buses in 2021, and two additional replacement buses in the 2nd round in 2022.
- In 2019, C-CARTS applied for an FTA grant called 5339 B for a total of four buses. Three of them were to replace current buses and the fourth one was to be an expansion of the C-CARTS fleet.

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Ms. Nickens inquired if C-CARTS was waiting to hear if their grant was approved or they know they have been approved and are just waiting for buses. Ms. Morocoima-Black commented that except for the Low-No Omission grant, all other grants have been approved.

About a year ago, C-CARTS applied for CARES grant funding to build seven to ten bus shelters in Rantoul along the fixed route service. Because it is using federal funds to build shelters on public space, the staff has determined that there is not going to be enough time to build seven shelters before the CARES Funds expire on June 30, 2024. The plan is to reallocate the \$305,000 funds to build those shelters by using those funds toward vehicle maintenance instead. It is not anticipated that all the \$305,000 would be used for vehicle maintenance. The rest of the funds would be planned for operating. C-CARTS would use some of our Purchase Transportation Funds (local funds) to build two bus shelters, which would be an easier process. Going forward, bus shelters would be built along the fixed route using local funds, to avoid the bidding process that is required when you use federal funds. Secondly, C-CARTS would not have to follow all the procedures that you have to follow when you use federal funds. It will be easier and cheaper if C-CARTS uses their own money. Using that money, C-CARTS will be able to have a plan on how much it will cost to build one shelter or how many more can be built.

C. DOAP and 5311 grant updates

These annual grants, which provide the bulk of the funding for C-CARTS, were submitted on April 3, 2023:

- Downstate Operating Assistance Program (DOAP) is funding from IDOT. C-CARTS requested \$784,680 this year, based on the prior year.
- 5311 formula grants for rural areas is funding received from the federal government because C-CARTS provides rural service. \$177,721 was requested this year.

Both grants were slight increases from last year due to projected vehicle maintenance costs.

IX. Adjournment

Ms. Nickens made a motion, seconded by Ms. Hundley to adjourn the meeting. The meeting adjourned at 4:05 p.m.

Champaign County Area Rural Public Transit System (C-CARTS)
 FY2023 Q4 Service Report

The quarterly report reflects the last completed IDOT fiscal quarter, Quarter 4, from April 1st, 2023 to June 30th, 2023.

Grantee: Champaign County
 Subcommittee and oversight: Rural Transit Advisory Group (RTAG) and 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. For example, 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. For example, 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 general 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										
	Medical	Personal	Shopping	Social	Employment	Education	Days	Daily Average	Lift	60+	Denials
April	168	74	61	155	162	17	20	32	135	400	23
May	164	114	80	194	155	13	22	33	155	466	27

June	141	154	73	225	213	17	21	39	125	471	64
Total	473	342	214	574	530	47	63	35	415	1,337	114

Systemwide Service Characteristics

	DR Trips	FR Trips	Total Trips	Service Miles	Service Hours
April	637	1,128	1,765	21,293	948
May	720	1,158	1,878	23,704	1,151
June	823	1,521	2,344	24,843	1,283
Total	2,180	3,807	5,987	69,840	3,382

Note: DR = Demand Response | FR = Fixed Route

Grant Funding

	Project Income	Service Contract	Total Revenue	Expended Federal	Remaining Federal	Expended State	Remaining State	Total Expended	Total Remaining
Q1	\$10,845	\$25,784	\$36,629	\$106,207	\$47,664	\$102,988	\$650,622	\$209,195	\$698,286
Q2	\$10,991	\$29,052	\$40,043	\$47,644	\$0	\$161,988	\$488,634	\$209,195	\$489,091
Q3	\$11,147	\$29,100	\$40,247	\$3,405	\$0	\$159,285	\$316,580	\$162,690	\$316,580
Q4	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA	TBA

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

C-CARTS Registered Riders

	Population (2010 Census)	Community	April New Riders	May New Riders	June New Riders	Total Served	% Population Served
DRZ1	22,171	Dewey				16	10.5%
		Fisher	1			34	
		Foosland				3	
		Gifford				23	
		Ludlow	1		1	36	

	Population (2010 Census)	Community	April New Riders	May New Riders	June New Riders	Total Served	% Population Served
		Penfield				14	
		Rantoul	13	20	23	2,362	
		Thomasboro				44	
DRZ2	17,317	Allerton				2	0.7%
		Broadlands				1	
		Homer	1		1	34	
		Longview				5	
		Ogden				10	
		Philo		1	1	11	
		Royal				0	
		Saint Joseph				64	
		Sidney				17	
DRZ3	12,317	Ivesdale				1	
		Pesotum				8	
		Sadorus				8	
		Tolono		1		61	
DRZ4	20,327	Mahomet		1	1	144	0.7%
		Seymour				6	
		Bondville				1	
MTD District	128,949	Champaign			1	332	0.6%
		Savoy				9	
		Urbana	1	1		398	
Outside County						46	
FY23 Q4 New Riders: 44				Total Riders: 3,673			

Champaign County Area Rural Public Transportation System (C-CARTS)
FY2023 Annual Service Report

The quarterly report below covers the last completed IDOT fiscal year, FY23, from July 1st, 2022, to June 30th, 2023.

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 \$5 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					
Q1	571	164	117	240	533	51	84	20	341	812	176
Q2	612	161	138	483	502	56	84	20	516	1,159	169
Q3	633	207	172	442	512	45	84	24	421	1,145	123

Q4	473	342	214	574	530	47	63	35	415	1,337	114
Total	2,289	874	641	1,739	2,077	199	315	25	1,693	4,453	582

Systemwide Service Characteristics

	DR Trips	FR Trips	Total Trips	Service Miles	Service Hours
Q1	1,676	3,626	5,302	64,682	3,119
Q2	1,952	4,566	6,518	68,098	3,221
Q3	2,011	4,188	6,199	67,953	3,620
Q4	2,180	3,807	5,987	69,840	3,382
Total	7,819	16,187	24,006	270,573	13,342

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	\$10,845	\$25,784	\$36,629	\$106,207	\$47,664	\$102,988	\$650,622	\$209,195	\$698,286
Q2	\$10,991	\$29,052	\$40,044	\$44,259	\$3,405	\$174,757	\$475,865	\$219,016	\$479,270
Q3	\$11,147	\$29,100	\$40,247	\$3,405	\$0	\$159,285	\$316,580	\$162,690	\$316,580
Q4	\$9,856	\$29,027	\$38,883	\$0	\$0	\$167,915	\$118,665	\$67,915	\$118,665

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

Note: The total FY23 state award is \$753,610. The total FY23 federal award is \$153,871. The combined FY23 state and federal award amount is \$907,481.

C-CARTS Registered Riders

	Population (2010 Census)	Community	Q1 New Riders	Q2 New Riders	Q3 New Riders	Q4 New Riders	Total Served	% Population Served
DRZ1	22,171	Dewey					17	11.5%
		Fisher				1	33	
		Foosland		1			3	
		Gifford				1	25	
		Ludlow			2	2	38	
		Penfield					14	
		Rantoul	38	26	2 9	5 6	2,385	
		Thomasboro	1	1	1		45	
DRZ2	17,317	Allerton					2	0.8%
		Broadlands					1	
		Homer	1			2	33	
		Longview					5	
		Ogden					10	
		Philo				2	11	
		Royal					0	
		Saint Joseph					65	
		Sidney					17	
DRZ3	12,317	Ivesdale					1	0.6%
		Pesotum					8	
		Sadorus					8	
		Tolono			2		62	
DRZ4	20,327	Mahomet	3	1	3	1	146	0.8%
		Seymour					8	
		Bondville					1	

MTD District	128,949	Champaign	2	2	3	1	334	0.6%
		Savoy					9	
		Urbana	6	3	3	2	399	
Outside County				1			48	
FY23 New Riders: 197					Total Riders: 3,728			