



## Champaign County Rural Transit Advisory Group (RTAG)

**Date:** Tuesday, February 28, 2017  
**Time:** 2:00 p.m.  
**Place:** John Dimit Conference Room  
Brookens Administrative Center  
1776 E. Washington St., Urbana  
**Members Present:** Seamus Reilly, Regina Crider, Diane Michaels, Nathan Montgomery, Mary Sleeth, Drew Bargmann  
**Members Absent:** Caitlin Kost  
**Staff Present:** Rita Morocoima-Black, Zoe Keller, Debbie Peterik  
**Others Present:** Evan Alvarez

### MEETING MINUTES

- I. Call to Order – Mr. Reilly called the meeting to order at 2:05 p.m.
- II. Roll Call – Ms. Keller took the roll and a quorum was declared present.
- III. Audience Participation – None.
- IV. Approval of Agenda – **Mr. Montgomery motioned to approve the agenda, Ms. Sleeth seconded and the motion carried unanimously.**
- V. Approval of Minutes – **Ms. Sleeth motioned to approve the RTAG minutes from the November 9, 2016 meeting, Ms. Crider seconded, and the motion carried unanimously.**
- VI. Introductions
- VII. New Business –
  - A. C-CARTS FY17 2<sup>nd</sup> Quarter (October-December) Service & Fiscal Reports –
    - Although not significant, there was a 14 percent drop in trips.
    - 6.6 percent of trips were denied this quarter as compared to 7.4 percent in the last quarter.
    - Medical trips were the major trip type this quarter, since employment trips have decreased (2,700 trips last quarter versus 1,400 this quarter).
    - Lift use and senior trips have increased. Ms. Keller noted that these trips only account for the demand response trips because the fixed route trips in Rantoul are not currently part of the tracking process. Mr. Bargmann confirmed that the trips provided on the fixed route in Rantoul could not accurately be accounted for. Mr. Reilly commented that the fixed route trips might account for the decrease in employment trips. Ms. Keller agreed that the Rantoul trips, especially the more popular morning trips, would fall under the employment category. The total number of trips for the quarter on the fixed route was approximately 830.
    - Ms. Michaels asked about the fiscal year timelines. Ms. Morocoima-Black stated that the fiscal year for C-CARTS runs from July 1 to June 30.
    - Mileage has increased and hours are consistent with the previous quarter.



- Trips per mile (figuring demand response and the fixed route trips) is staying around .05, .06. Even though ridership is not as strong as hoped, trip mileage is not lost.
- Trips per hour are low, but not significantly.
- Ms. Keller shared with the committee that the demand response service accounts for 83 percent of the ridership, 79 percent of the mileage and 74 percent of the vehicle hours.
- The fixed route service accounts for 17 percent of the ridership, 21 percent of the mileage and 26 percent of the vehicle hours.
- For the fixed route, trips per mile is .04 and trips per hour is .76. Demand response is 1.26.
- There were 274 trips denied due to time not being available. Eleven trips were denied due to a same-day or next-day request.
- The revenue report shows that ridership is down; therefore, revenue is down.
- Revenue totaled \$16,500 from the Rantoul fixed route service that began on November 7. This revenue is not reflected in the report because C-CARTS still has federal funding to match the state to draw down. The \$16,500 is currently being put into the public transit account. The funds in the public transit account can be applied to any eligible operating expenses.
- C-CARTS has currently spent down 31 percent of the total grant funds compared to 35 percent at this point last year. Ms. Keller commented that with the Rantoul contract, C-CARTS would be able to draw down more of the funds, which will help in the future fiscal year.

B. Rantoul Service –

- There were 1,037 total trips within Rantoul on the fixed route and 848 total trips on the Rantoul Connector during the period from November 7 through February 24.
- Ms. Keller directed the committee to the yellow sheet in the packet, which breaks down ridership week by week, as well as the morning and afternoon trips, for the Eagle Express and Rantoul Connector.
- Mr. Bargmann discussed the hours of operations that begin at 5 a.m. and run every hour, which allows the Rantoul Connector to make three trips between Champaign-Urbana and Rantoul, with a similar timing in the afternoon. The Eagle Express has three vehicles operating, meaning there is a pick-up at each bus stop approximately every 25 minutes. Mr. Bargmann commented that the service is at a point where patterns are being observed and schedule changes can be made that might increase the ridership numbers. He further commented that it is difficult to start a new service in an area that has not had any exposure to public transit service. It is a new learning curve for the village residents.
- Mr. Reilly asked what the current capacity numbers were. In addition, he inquired if there has been any feedback from Rantoul. Mr. Bargmann commented that he would provide the current capacity numbers at a later date. As far as feedback, people have been calling to ask questions, but not a lot of feedback has been received on the service.
- Ms. Keller commented that there was a meeting scheduled for the next day with Rantoul to discuss marketing plans.
- Mr. Montgomery suggested a side-by-side comparison of expenses and revenue, pre-Rantoul versus post-Rantoul; incorporating ridership data as well, to determine how the service is doing.



- Ms. Morocoima-Black further commented that C-CARTS plans to have the service run for six months before making any changes to the routes. At the six-month mark, data will be available to determine if changes need to be made.
- C. 2016 CVP Award –
- All three vehicles that were requested from C-CARTS have been awarded.
  - Two Super-Medium Duty, 22-passenger vehicles, which will be delivered in the spring/summer of 2018, will serve the Rantoul Connector.
  - One Medium Duty, 14-passenger vehicle will be delivered in the summer/fall of 2017.
- D. Vehicle Update –
- C-CARTS Vehicle C69 was totaled in an accident in December.
  - The driver was the only person on the vehicle. There were no injuries and the driver was not at fault.
  - Since there was so much damage to the frame and the interior of the vehicle, the insurance company totaled the vehicle. C-CARTS is still waiting for the insurance settlement. It is expected that C-CARTS will receive approximately \$50,000 for the totaled vehicle. When the vehicle was purchased new, the cost was approximately \$57,000.
  - There were less than 10,000 miles on the vehicle.
  - C-CARTS has two options. One option would be to forfeit the \$50,000 to IDOT that would go back into the CVP pool. The second option would be for C-CARTS to fund \$10,000, which would be taken from the Public Transit Account, to supplement and purchase off the current CVP contract. The cost of the new vehicle would be \$58,167.
  - Ms. Keller commented that C-CARTS currently has 14 vehicles in service.
  - Once the totaled vehicle is replaced and the three new vehicles are received, C-CARTS may transfer the older vehicles to possibly Decatur for the paratransit service.
- E. RTAG Representative for Medical –
- There is still a vacancy for a medical representative on the RTAG committee. Mr. Montgomery will be making contact with Faith in Action from Presence Health. Mr. Reilly has another contact that he will reach out to at Carle Hospital.
- F. Developmental Services Center (DSC) Contract Opportunity –
- DSC approached C-CARTS to take over the routes that Showbus operates out of Ford and Iroquois Counties. Showbus transports individuals that reside in group homes in Rantoul to DSC facilities in the Champaign-Urbana area, but is not able to continue the service due to issues in their own counties. C-CARTS is not able to assist with the service at this time, but Piattran of Piatt County was able to assist DSC.
  - Piattran has approached C-CARTS about a service from Mahomet to the Champaign-Urbana area. Since C-CARTS is in Mahomet for various reasons on a regular basis around the times that have been requested, they may be in a position to help Piattran. However, there is extra training, as well as reporting and CPR requirements that must be met. C-CARTS is checking into the possibilities further.
- G. FY 2018 DOAP & 5311 Grant Applications –



- Applications are due April 1. C-CARTS will be submitting the application to IDOT before taking it to the County Board for approval.
- C-CARTS will be working on a survey initiative. Either there will be on-board surveys completed, the survey will be added to the website, or possibly, the dispatcher will ask the customers a few questions when they call to schedule a ride.
- As a requirement of the grant application, C-CARTS has scheduled a public meeting in Rantoul in the village boardroom from 5-7 p.m. on Monday, March 20.
- The application will be presented to the County Highway Committee on April 7 and the County Board on April 20.

H. Approval of Lease for new C-CARTS Office Space & Parking –

- The new C-CARTS office includes a reception area, dispatch office, administrative office and conference room.
- The cost is almost identical to the current lease. Part of the lease is to cover the new furniture. After June 2018, the cost will drop approximately \$700 per month; the furniture will be paid off at that time.
- Ms. Keller explained that this lease would be added as an addendum to the current intergovernmental agreement, which will have some minor changes.
- Ms. Keller explained that C-CARTS has a capital grant of \$14,000, which is enough to cover all of the furniture. However, the grant has been frozen by the State of Illinois for the last year and a half. Even though C-CARTS has an executed contract for the funding, if C-CARTS were to make a purchase while the funding is frozen, there would be no guarantees that the funds would be reimbursed to C-CARTS.
- Ms. Keller commented that MTD bought the furniture for C-CARTS. C-CARTS is currently making installments so that the payments are an operating cost instead of a capital cost. Ms. Keller explained to the committee, that in the end, this process would save money. C-CARTS is reimbursed for capital items at 20 percent where reimbursement is 65 percent for operating costs. Therefore, the furniture will belong to C-CARTS.

**Ms. Michaels motioned to approve the Lease for new C-CARTS Office Space and Parking. Ms. Sleeth seconded, and the motion carried unanimously.**

VIII. Announcements –

Ms. Keller encouraged the committee to visit the website to see the changes that have been made by Mr. Bargmann and Mr. Blackman.

IX. Adjournment – **Mr. Montgomery motioned to adjourn the meeting at 3:00 p.m.**