

Public Transportation Advisory Commission Public Hearing
Transit Maintenance Facility, 1025 Monmouth Blvd. Galesburg, IL
Thursday, April 13, 2023
1:00 p.m.

Members Present: Genny Gibson, John Peterson, Rose Morris, Linda Miller, Annette McAllister and Stephanie Grimes, 6. Absent: Shannon McVey, 1. Also present: Kraig Boynton, Dedra Mannon and Mary Foutch.

Genny Gibson called the meeting to order at 1:01 p.m.

Public Comment:

None

A motion was made by Linda Miller, seconded by Rose Morris, to approve the minutes of the Public Hearing dated March 9, 2023. The motion carried.

A motion was made by Rose Morris, seconded by John Peters, to approve the minutes of the regular meeting dated March 9, 2023. The motion carried.

Agenda Item PT-23-0401

Updated Galesburg Public Transportation Policy for Paratransit Operations.

The paratransit system is an origin to destination method of transportation provided only for those individuals who do not have the functional capability to utilize the fixed-route system. The updates to the language is after a comparison with other paratransit providers with policies vetted through IDOT.

This policy combines separate policies in place for operation inside corporate limits and outside corporate limits into one policy. The policy removed evening trips as they are not currently being offered nor have they been requested.

Member Miller asked if the evening trips could be added again in the future. Kraig Boynton, Transit Manager said it could and that the upcoming transit study will help provide insight on if this is something that does need to be included.

The policy includes updates to the language on cancellations to reduce the number of scheduled trips/cancels that some riders are repeatedly abusing. The policy also includes updates to the fee structure for trips that are immediately attached to Galesburg Township. The current fee structure seems unrealistic for persons close to Galesburg within Knox County. GPT gets requests from both Abingdon and Knoxville areas that would benefit from this service; but the existing fee structure is not within their means. Townships further out will remain at the same fee structure as before due to travel time and limited staffing to accommodate these requests at this time.

There will be an addition of a punch ticket for township rides (10 punches for \$50.00).

This policy will also include language that acknowledges that active service agreements may provide a better pricing structure for qualifying riders.

Member Miller brought up that Wataga was brought up for additional services.

Member Peterson asked for clarification on the cancel/no show policy. Operations Supervisor, Dedra Mannon explained if a cancellation is out of the control of the client it will not be considered a no show/cancellation.

A motion was made by Member Peterson to approve the updated policy with the amendments discussed, seconded by Rose Morris. The motion carried.

Update

Kraig Boynton , Transit Manager, updated the commission on the following items:

FLEET

The fleet is not great. We started out Monday and Tuesday with NO fixed route buses (Gillig's) due to them being down waiting on parts or just old and temperamental. Ron and Tallen have been working to get them back on the road diligently.

470 – one of the new (to us) paratransits is still throwing a code issue and has set out at Ford of Galesburg for three weeks waiting to get repaired. We pulled the unit from the Ford dealer in Galesburg as of Wednesday and have taken it to McKee Automotive in Monmouth who has a certified Ford mechanic on staff. Hopefully, the needed repairs will be addressed soon.

The remainder of the equipment is just getting older and we need to continue with maintenance.

GRANTS

Old Capital Grant

Camera install.. Camera installations was completed in the last two weeks. I am now working with I.T. staff to get new SIM cards installed on the equipment for the internet provider as well as trouble shooting any issues we are having with the equipment before I pay the final bill.

AP for Transit.... We continue to work with City I.T. to get the new ap up and running. It has been a process getting both Android and Apple approvals for the ap to go live. Once we have everything in place we will do a soft test and then a marketing blitz for ridership.

Two Bus Grant (Federal \$900,000)

Since December 2022, I have been trying to get Gillig to provide pricing to the City for two buses. I have repeatedly been given excuse after excuse. Out of frustration, I finally gave up and reached out to IDOT and asked if the funds could be used to purchase paratransit sized vehicles. After a review, they have responded to me to submit an amendment to the grant (which I have done). I am working with Nick Haddad from IDOT to find an active grant in which we can piggyback to get some orders in. With formal approval of the amendment, I will be able to purchase medium-duty or super medium-duty Fords for our use. This means we can get more than two vehicles due to the cost difference which will be of HUGE benefit to transit.

Transit Study Grant (Federal/State \$120,000/\$30,000)

The City received the formal grant document for the Transit Study since our last PTAC meeting. Documentation has been compiled and I have submitted a formal pre-bid concurrence to IDOT for approval so that we can go out to bid for this.

Software Grant (State \$100,000)

We have this grant in place. Similar to the transit study, this purchase will require pre-bid approval of grant documents prior to getting pricing. I am almost at a point where I can start working on this project.

CVP Requests from March 2022

Zoe Keller (IDOT) let me know this week that the bid documents have been approved by CMS and the State bid will be going out shortly. As noted, there will not be a CVP for 2023 as this one took so long. I imagine this will happen again with 2024 & 2025..

LOW-NO Bus Application

I have confirmed with IDOT that Galesburg was included on this Federal application. If awarded, Galesburg will receive two 14-1 electric paratransit vehicles with associated charging stations.

Special Use of COVID Money

As you may recall, at the last meeting I shared that the Bureau had advised that they should be able to announce awards in the next month for any of the special COVID fund projects that were requested in March 2022. The City requested: 1) repairs to the existing roof and 2) the addition of a generator to the building. It's been a month and we still have not heard anything.

MISCELLANEOUS

Staff continue to review/update policies. For example, the Handivan policy with updates provided today.

Large dirt pile on back of property has been sold and will be removed. This action occurred with the anticipation of a future expansion of the building. As we expand services/move further out into the County, we anticipate the need to expand the building for: 1) additional staffing, 2) additional equipment storage, 3) additional maintenance bays, 4) additional supply storage, etc.

We are currently waiting for the Galesburg Community Foundation to approve KCHA's grant request for their service contract. We look forward to this new partnership. I spoke with the Community Foundations Executive Director on Tuesday and they are still on track for a June 2023 start date with this serviced contract.

We will be starting our TAM (Transit Asset Management) report this month. This is basically a biography of what we have going on, what we have for equipment, what we need in new equipment, and dreams for the future. Documenting everything on this type of report helps build points on application submittals in the future.

Member Miller motioned to adjourn the meeting, seconded by Member Grimes.

The meeting adjourned at 1:59 p.m.
