

Public Transportation Advisory Commission Public Hearing
Transit Maintenance Facility, 1025 Monmouth Blvd. Galesburg, IL
Friday, July 12, 2024
1:00 p.m.

Members present: Genny Stevens, Linda Miller, Rose Morris, Annette McAllister, Stephanie Grimes, 5.

Absent: John Peterson and Shannon McVey 2. 2 Also present: Kraig Boynton, Dedra Mannon and Mary Foutch.

Genny Stevens called the meeting to order at 1:03 p.m.

Public Comment:

None

A motion was made by Member Morris, seconded by Member Grimes, to approve the minutes of the regular meeting dated May 9, 2024. The motion carried.

**Agenda Item PT-24-0701
Service Contract with WIAAA**

This service contract allows the reimbursement from Western Illinois Area Agency on Aging (WIAAA) to be counted as local match rather than program revenue. As a local match, the contract amount will allow the City to utilize more of the Downstate Operating Assistance Program (DOAP) funds allocated by the State of Illinois. DOAP funds cover 65% of all transit operating costs for the City.

The contract between WIAAA and the City of Galesburg Public Transportation (GPT) will expire on September 30, 2024. The contract provides Paratransit service for older adults age 60 or older and if necessary for their caregiver at no charge who reside in Knox County.

GPT has provided 3045 trips within the City of Galesburg, 461 trips within Knox County and 243 trips outside of the county for medical appointments through this service contract.

The service contract with WIAAA will be from October 2024 through September 30, 2025.

The motion was made by Member Morris, seconded by Member McAllister, to approve the service contract with WIAAA. The motion carried.

**Agenda Item PT-24-702
One-Time Grant Opportunity with WIAAA**

Western Illinois Area Agency on Aging (WIAAA) Board of Directors approved use of Title III carryover funding for use in FY 2024 for Title III-B transportation. This one-time only grant is to be used for the purchase of tires or other needed equipment, maintenance and/or repairs on transportation vehicles.

The funds awarded under this application must be obligated no later than September 30, 2024. The City of Galesburg has been approved for up to \$6,143. The City of Galesburg does have to provide a \$921.45 match for this one-time grant which the City of Galesburg has the funds available to do so.

A motion was made by Member Miller, seconded by Member McAllister, to approve the One-Time Transportation Grant. The motion carried.

Discussion Item

Proposed Bus Stops at Carl Sandburg College

Carl Sandburg College has been in contact with Galesburg Public Transportation regarding the addition of bus stop at the CSC campus.

Here is what CSC is proposing:

August 12, 2024 through May 31, 2025: Stops at A Building, Shelter, new S&T Building Entrance and Circle Drive/D Building entrance.

June 1, 2025, and forward: Stops at B Building, Entrance, new S&T Building Entrance and Circle Drive/D Building Entrance. A Building will be decommissioned/no classes in that section of camp.

Member Stevenson, acting on behalf of CSC explained how the bus stops are going to be set up.

Kraig Boynton, Transit Manager told PTAC to consider 3 things. 1. Can our vehicles make the turns? 2. Do we have time? 3. How will it change with the Transit Study?

Dedra Mannon, Operations Supervisor, indicated that CSC is currently during the summer, an on call stop. If the stops get added that will go away and Transit will run out as part of the route.

Kraig Boynton, mentions issues with parking and our buses getting through the parking lot.

Dedra Mannon recommends that the bus stop at Building B be moved to Tom Willson and then we circle around to Building D and back out.

This item will be brought up at another meeting.

Update

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

MAIN GRANT REVENUE SOURCES

DOAP/5311/CARES have been billed through May 2024

Description	Amount	Note
Total Expenses thru May	\$2,197,303.76	
5311 Revenues thru May	\$351,507.00	Balance Available \$0
DOAP Revenue thru May	\$1,428,247.51	Balance Available \$548,792.49
Project Income thru May	\$65,178.48	
Service Contracts thru May	\$40,426.00	
Local Match Needed thru May	\$311,944.77	

STAFFING

- We continue to use the Fleet Superintendent from Central Garage in lieu of hiring a shop foreman.
- We have a new full time fixed route driver – Anthony Morrison.
- We have part time positions open for dispatchers, bus drivers, and paratransit drivers.

FLEET

Vehicles Out of Service:

1301 – As of this week, has an air leak they are hunting down.

1701 – Being repaired in Carol Stream. Still having issues.

2004 – Has a wiring issue and is being rewired for electrical (newly received)

462 – Paratransit parked. This unit is shot.

401 – Gillig parked. This unit is shot.

GRANT UPDATES

Rebuild Round II (Dispatch software) On May 16, 2024, I requested pre-award concurrence for the purchase of software from CTS in the amount of \$77,756. On July 9, 2024 I received concurrence from IDOT and will now send to the City Council for their approval on August 5th. We will also need to obtain the hardware (tablets) for this purchase which will require separate IDOT approval. We are excited to be moving forward with this project.

Transit Study – Nelson/Nygaard continues to work on their end of the study. They intend to be here August 5 through August 8 for community engagement.

	Monday August 5 th	Tuesday August 6 th	Wednesday August 7 th	Thursday August 8 th
Morning	11:00am Arrive to Galesburg GPT Meeting Galesburg Public Transportation 1025 Monmouth Blvd, Conference Room	9:00am – 11:00am Oneida Community Coffee Oneida Fire Station, (Sage St. & Young America Dr.) <u>OR</u> Community Meeting in Wataga Location TBD	9:00am – 11:00am Morning Pop-up Downtown Transfer Point	9:00am Leave Galesburg
Afternoon	2:00pm – 4:00pm Afternoon Pop-up at Downtown Transfer Point	1:00pm – 4:00pm Afternoon Pop-up at Downtown Transfer Point	4:00pm – 5:30pm Community Meeting Abingdon Location TBD	
Evening	5:00pm – 7:00pm Galesburg Open House Location TBD	6:00pm – 7:30pm Galesburg TAC Meeting Galesburg Public Transportation 1025 Monmouth	6:00pm – 7:30pm Community Meeting Knoxville	

		<i>Blvd, Conference Room</i>	<i>Location TBD</i>	
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This is the next step in coordinating these activities.

CVP requests – Patiently waiting for the seven vehicles we have been awarded as of January 23, 2024. It is estimated that we will receive vehicles between six months and two years according to IDOT. We will continue to make repairs as best we can in the meantime.

FED Grant for two buses – In February, I confirmed with IDOT that they will be processing an amendment so we can purchase the 22 passenger vehicles instead of Gillig’s under this grant. I also reminded them that the grant is set to expire 12/31/24 and will need to be extended. I have now received an amendment document for the Council to approve (07/15) and then will send back to IDOT to process.

Low-No emission buses (2): As with the CVP, we are at the mercy of IDOT working with the vendor to deliver these. I will continue to follow up with IDOT as we will have to have power in place to service the charging stations that are supposed to come with these units. (No change since February)

CARES Grant – I continue to work with IDOT to use these funds to repair buses. There are many hoops to jump through to get this approval. Currently, 1701, sitting in Carol Stream is in the process of being repaired with these funds.

In addition, IDOT is supposed to be announcing side projects that can be completed with these funds. The City did ask to use these funds to install a generator out here. We are still waiting for approval. We currently have a balance of \$604,945.30 available.

MISCELLANEOUS

We have moved the transfer point back to it’s normal location and have made every attempt to inform the public. There is a bus bench that was placed by the location and we are hoping to get the vendor to move it soon as it is confusing for some patrons.

We are currently working on the City’s annual budget that runs on the calendar year. I am waiting on some outside entities to enter their information so I can balance accordingly.

We will no longer be advertising on the buses as of September 1 at the recommendation of legal.

We continue to work towards new service contracts. Have met with both OSF and Graham and will have an addition meeting with OSF in two weeks.

We will soon be completing the annual Federal NTD report which falls under the State fiscal year. I am currently waiting on all June bills to be entered so I can process billings and complete

this report.

Ride Information Available for SFY'24

Description	Rides in SFY 24	Rides in SFY 23	Difference
Paratransit Rides	15,841	14,407	1,434
Fixed Route Rides	93,561	85,480	8,081
Total	109,402	99,887	9,515

Staff participated in a Next Move IDOT meeting this morning to discuss transportation in the future for IDOT.

We continue to review our policies and manuals to ensure compliance with Federal and State Regulations. As we review these documents, we will be creating redline documents that will be presented for approval so that we can formally utilize the documents.

IDOT has now staffed a “compliance section.” This means that there will be another section monitoring us which will be good because it will provide guidance as to how we should be doing some things. However, it will be a bit of a headache as well since this support from IDOT has been lacking since before the pandemic.

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

The meeting adjourned at 2:15 p.m.
