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Rockford Metropolitan Agency For Planning

RMAP Mobility Subcommittee
Meeting Minutes
Tuesday, March 14, 2017
RMTD East Side Transfer Center

ATTENDEES: Chairman Steve Haight– Rock River Training Corporation, the Workforce Connection; Mayor Mike Chamberlain– City of Belvidere; Vice-Chairman Janna Bailey– Wesley Willows; April Moore– Lifescape Community Services; Lisa Brown, Paula Hughes, Rick McVinnie, Dennis Hendricks– RMTD; Ivy Hood, Michael Hren– RMAP; Amy Trail– Barbara Olsen Center of Hope; Ken Terrinoni, Melaney Dembicky– Boone County Council on Aging (BCCA); Mike Dulaney, Transform Rockford.

OTHERS PRESENT: None.

1. **CALL TO ORDER:** Chairman Haight called the meeting to order at 10:00 a.m.

2. **INTRODUCTIONS:** Attendees introduced themselves.

3. **APPROVAL OF AGENDA:**
   Mr. Haight entertained a motion to approve the agenda. First Motion moved by Ms. Brown. Seconded by Ms. Trail. Motion carried.

4. **COMMUNICATIONS AND PETITIONS:**
   None.

5. **APPROVAL OF THE 01/10/17 and 02/04/17 MOBILITY SUBCOMMITTEE MEETING MINUTES:**
   Mr. Haight entertained a motion to approve the January Meeting Minutes. Ms. Hughes, RMTD, mentioned the need for a spelling correction. The correction was noted by RMAP staff and will be amended. The first motion to approve the January Meeting Minutes with the noted changes was moved by Ms. Brown. The motion was seconded by Ms. Trail. The motion carried. Mr. Haight entertained a motion to approve the February Meeting Minutes. The motion was made by Ms. Brown and seconded by Ms. Bailey. The motion carried.

6. **RMAP COORDINATED PUBLIC TRANSIT HUMAN SERVICES TRANSPORTATION PLAN UPDATE:**
   a. **Plan Outline**
   Mr. Hren presented the outline for the 2017 Updated HSTP document.

   b. **Public Transportation Gaps**

Mr. Hren presented the transportation gaps to be identified in the 2017 Updated HSTP document.

Mr. McVinnie asked whether we ought to add any gaps for Information Technology. Mr. Hren explained that infrastructure for IT improvements will fall under the infrastructure gap. Mayor Chamberlain asked whether RMTD had any apps to inform riders of when the next bus will be arriving. Ms. Brown confirmed that the RouteShout app has been live since summer 2016. Mr. Hren asked about the status of real-time updates on the RouteShout app. Ms. Brown and Ms. Hughes confirmed that the real-time functionality still has some issues and is still causing Paratransit service to slow down. Mr. McVinnie further stated that vehicles are equipped with Automatic Vehicle Location which will assist with future efficiency developments and data collection.

c. Public Transportation Goals and Strategies

Mr. Hren explained that the strategies to address the identified gaps have been categorized into 3 goals: "Maintain or Enhance Existing Service Levels," "Improve Coordination and Communication; Seek Efficiencies in Service Delivery," and "Improve Educational Outreach of Transit Providers." The subcommittee discussed the strategies for addressing the gaps and achieving said goals and whether to identify individual strategies as 'high' or 'other' priority.

For the Goal: "Maintain or Enhance Existing Service Levels," the Mobility Subcommittee decided to identify strategies a, b, & c as 'higher priority' and identify strategies d & e as 'other priority'.

For the Goal: "Improve Coordination and Communication; Seek Efficiencies in Service Delivery," the Mobility Subcommittee decided to identify strategies a & b as 'high priority' and identify strategies c & d as 'other priority'.
For the Goal: "Improve Educational Outreach of Transit Providers," the Mobility Subcommittee decided to identify strategy a as 'higher priority' and identify strategies b & c as 'other priority'.

d. Discussion of HSTP Update Process and Timeline

The subcommittee discussed the HSTP Update Process and Timeline.

7. REGIONALLY ALLOCATED 5310 CALL FOR PROJECTS AND APPLICATION PROCESS:

a. IDOT Consolidated Vehicle Procurement Program Release

The IDOT Consolidated Vehicle Procurement Program applications have been released and will serve as the regional 5310 applications. Mr. Hren presented that application to the Mobility Subcommittee.

b. Mobility Subcommittee Needs Analysis

Mr. Hren requested input on the needs of the Mobility Subcommittee for 5310 funding. Ms. Hughes suggested the addition of a clarification of whether the requested funding would be used for transportation at certain times throughout the day and week. The comment was noted and will be amended by RMAP.

c. Discussion of 5310 Application Process and Timeline

The Mobility Subcommittee discussed the process and timeline for the 5310 funding applications.

i. Applications due to RMAP by May 01, 2017.

ii. Applications will be discussed at the May 09, 2017 Meeting of the Mobility Subcommittee.

8. OTHER BUSINESS:

a. Mobility Subcommittee Chair

Mr. Haight announced his resignation as the Mobility Subcommittee Chairman. The Mobility Subcommittee thanked Mr. Haight for his 9 years of dedicated service.

Mr. Hren suggested that the subcommittee put to a vote the nomination of Vice-Chairman Janna Bailey as Interim Chairman of the Mobility Subcommittee. Mr. McVinnie made the first motion to approve the nomination of Ms. Bailey to Interim Chairman. Mr. Dulaney seconded the motion. The motion carried.

Ms. Brown made a motion to nominate Ken Terrinoni to Vice-Chairman of the Mobility Subcommittee. The motion was seconded by Mayor Chamberlain. The motion carried.

b. Opportunity to discuss transportation related issues/questions

Mayor Chamberlain announced that a number of agencies are seeking and collecting donations for those affected by the March 10, 2017 fire in the city of Belvidere, and asked the Mobility Subcommittee to help the city in disseminating that information to interested parties.

Mr. McVinnie asked the Mobility Subcommittee how Transform Rockford and the Mobility Subcommittee should approach melding the ideas that are generated from the public transportation initiatives of the two entities. Mr. Dulaney, Transform Rockford, recommended referring to the wealth of ideas publicized on the Transform Rockford Website, and using any ideas or discussion generated from the website when Mobility Subcommittee members discuss items at their meetings, or communicate any ideas not on the website to TR. Mr. Hren commented that part of the reason for appointing an Interim Chairman of the Mobility Subcommittee is also to allow the Subcommittee to internally examine any ideas that might be carried into the Mobility Subcommittee from other agency processes.

9. ADJOURNMENT:

Hearing no other business Mr. Haight entertained a motion to adjourn the March 14, 2017 meeting. First motion by Mr. Terrinoni and Ms. Brown seconded the motion. The meeting adjourned at 11:39 a.m. The next meeting of the RMAP Mobility Subcommittee will be held at the RMTD East Side Transfer Center at 725 N. Lyford Road, Rockford IL 61108, on Tuesday, April 11, 2017, at 10:00 a.m.