



**Champaign-Urbana Mass Transit District  
Board of Trustees Meeting**

**MINUTES – Approved 2/28/2018**

DATE: Thursday, January 25, 2018  
 TIME: 3:00 p.m.  
 PLACE: Champaign City Council Chambers  
 102 North Neil Street, Champaign, IL

The video of this meeting can be found at:  
<https://www.youtube.com/CUMTD>

**Trustees:**

Present	Absent
Dick Barnes	
Linda Bauer	
Bradley Diel (Chair)	
Margaret Chaplan (Vice-Chair)	
Matthew Cho	
James Faron	
Bruce Hannon	

**Advisory Board:**

Present	Absent
Brian Farber	
Jacob Rajlich	

**MTD Staff:** Karl Gnad (Managing Director), Andrew Johnson (Chief Operating Officer), Brenda Eilbracht (Chief Administrative Officer), Eric Broga (Maintenance Manager), Amy Snyder (Customer Service Director), Jane Sullivan (Grant Manager/Sustainability Planner), Jan Kijowski (Marketing Manager), Lisa Meid (Media Manager), Jolene Gensler (Comptroller), Fred Stavins (Counsel), Beth Brunk (Recording Secretary)

**Others Present:** Mitch Schluter (Martin, Hood, Friese & Associates)

**MINUTES**

**1. Call to Order**

Chair Diel called the meeting to order at 3:00 p.m.

**2. Roll Call**

A verbal roll call was taken, and a quorum was declared present.

**3. Approval of Agenda**

**MOTION** by Ms. Chaplan to approve the agenda as distributed; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

**4. Audience Participation**

None

## 5. Approval of Minutes

### A. Board Meeting – December 13, 2017

**MOTION** by Ms. Chaplan to approve the minutes of the December 13, 2017 CUMTD Board meeting as distributed; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

## 6. Communications

Mr. Diel congratulated Dick Barnes as the newest Trustee of the CUMTD Board. He replaced Don Uchtmann who retired from the Board after December.

Mr. Cho entered the meeting.

## 7. Presentation by Martin, Hood, Friese & Associates – CUMTD FY2017 Audit

Mitch Schluter, partner in charge of engagement at Martin, Hood, Friese & Associates, summarized CUMTD's FY2017 audit beginning 7/1/16 and ending 6/30/17.

## 8. Reports

### A. Managing Director

Mr. Gnadt reviewed the ridership and financial numbers for November and December. December ridership has increased 7% from FY2017 due in large part to additional UI school days and the resumption of regular routes on Green Street. Expenses in December increased 18.30% from last December due to earned time/vacation and Workers' Compensation payouts. MTD began to distribute free Veteran passes at the beginning of 2018. As of January 22<sup>nd</sup>, 91 passes had been issued.

### B. Board Committees

- 1) **Administration** – Mr. Hannon noted that there will be a closed session after adjournment of this meeting to discuss the Managing Director's evaluations from the Trustees.
- 2) **Facilities** – No report
- 3) **Service Delivery** – No report

## 9. Action Items

### A. Election of Officers for 1-year Term – Chair and Vice-Chair

Mr. Diel stated that according to the CUMTD By-Laws, the Chair and Vice-Chair positions are elected from the Board of Trustees for a one-year term at the first regularly scheduled Board meeting after January 1<sup>st</sup>. As previously approved by the Board, Jack Waaler is the Secretary to the Board and Brenda Eilbracht is the Treasurer. These terms are indefinite until the Board takes action to the contrary.

Mr. Diel opened the floor for nominations for Chair. Mr. Hannon nominated Bradley Diel for the Chair of the Champaign-Urbana Mass Transit District Board of Trustees. As there were no additional nominations for Board Chair, Mr. Diel closed the nominations. By acclamation, Mr. Diel will continue as the Chair of the CUMTD Board of Trustees.

Mr. Diel opened the floor for nominations for Vice-Chair. Mr. Hannon nominated Margaret Chaplan as Vice-Chair of the Champaign-Urbana Mass Transit District Board of Trustees. As there were no additional nominations, Mr. Diel closed the nominations. By acclamation, Ms. Chaplan will continue as the Vice-Chair of the CUMTD Board of Trustees.

### B. Semi-annual Review of Closed Session Minutes

**MOTION** by Mr. Hannon that the need for confidentiality still exists as to the minutes, or portion thereof, of the closed session meetings of the Board listed on "Attachment 2" marked "Remain Confidential" and the verbatim recordings of the listed closed session minutes on "Attachment 3", all of which are not less

than 18 months old and the written minutes of which have been approved are authorized to be destroyed; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Cho, Diel, Faron, Hannon

Nay (0)

**MOTION CARRIED.**

C. 2018 Leasing Services Agreement

Ms. Sullivan reported that the District bids out leasing services annually in accordance with IDOT requirements. The leasing of equipment, vehicles and associated capital items qualify as an eligible expense for the Illinois Downstate Operating Assistance Program (DOAP). Staff received two proposals and recommended approval of Ontario Investment, Inc. for leasing services at a fixed rate of 2.388% from 2/1/18 through 1/31/19.

**MOTION** by Mr. Hannon to authorize the Managing Director to enter into an agreement for leasing services with Ontario Investment, Inc. for the period of 2/1/18 to 1/31/19; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

D. Revisions to Procurement Manual

The procurement manual is updated periodically to adhere to funding requirements from the US Department of Transportation's Federal Transit Administration (FTA) and the Illinois Department of Transportation's Office of Intermodal Project Implementation (IPI). Under the proposed changes, the Managing Director will be able to approve revisions as needed to the Appendices that are not policies. Any modifications to Policy Appendices will need Board approval.

**MOTION** by Ms. Chaplan to approve the Procurement Manual dated January 2018 whereby the Managing Director can approve updates to appendices other than those identified as policies; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

E. Resolution 2018-1 – Resolution Approving a Policy Prohibiting Sexual Harassment

Staff has combined the existing Sexual Harassment and Productive Work Environment Policies into a comprehensive Harassment Policy which complies with the recently enacted Public Act 100-0554. The new policy outlines a clear method for reporting any occurrences of harassment and provides for harassment prevention training for all District employees.

**MOTION** by Ms. Bauer to adopt Resolution No. 2018-1 approving a policy prohibiting sexual harassment; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Cho, Diel, Faron, Hannon

Nay (0)

**MOTION CARRIED.**

**10. Next Meeting**

- A. Regular Board of Trustees Meeting –Wednesday, February 28, 2018 - 3:00 p.m. at  
Champaign City Council Chambers – 102 North Neil Street, Champaign

**11. Adjourn into Closed Session to Consider the Employment, Compensation, Discipline, Performance or Dismissal of a Public Official followed by Adjournment**

**MOTION** by Mr. Hannon to enter into closed session to consider the employment, compensation, discipline, performance or dismissal of a Public Official followed by adjournment; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Cho, Diel, Faron, Hannon

Nay (0)

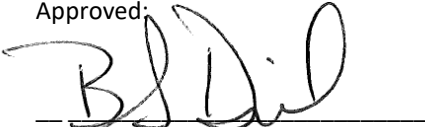
**MOTION CARRIED.**

Mr. Diel adjourned the meeting to enter into closed session at 4:21 p.m.

Submitted by:

  
Recording Secretary

Approved:

  
Board of Trustees Chair