



Champaign-Urbana Mass Transit District Board of Trustees Meeting

MINUTES – Approved as Distributed 1-25-17

DATE: Wednesday, December 7, 2016
 TIME: 3:00 p.m.
 PLACE: Illinois Terminal, 4th Floor
 45 E University Avenue, Champaign, IL

Trustees:

Present	Absent
Linda Bauer (Chair)	
Bradley Diel (Vice-Chair)	
Margaret Chaplan	
	Matthew Cho
Bruce Hannon	
Jermaine Raymer	
Donald Uchtmann	

Advisory Board:

Present	Absent
Brian Farber	
Evan Bujak	

MTD Staff:

Karl Gnadt (Managing Director), Eric Broga (Maintenance Director), Kirk Kirkland (Facilities Director), Amy Snyder (Customer Service Director), Jan Kijowski (Marketing Manager), Jane Sullivan (Grant Manager/Sustainability Planner), Evan Alvarez (Planner), Fred Stavins & Kathryn Cataldo (Counsel), Beth Brunk (Recording Secretary)

Others Present:

MINUTES

1. Call to Order

Chair Bauer 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 Mr. Diel to approve the agenda as distributed; seconded by Mr. Raymer. Upon vote, the **MOTION CARRIED unanimously.**

4. Public Hearing on General Tax Levy Ordinance for FY2017

Doug Laz of Champaign

Mr. Laz expressed his concern about the increasing amount of money taxpayers are paying to local taxing bodies.

5. Audience Participation

None.

6. Approval of Minutes

A. Board Meeting – October 26, 2016 – Open Session

Ms. Chaplan noted the following errors:

Page 2 – Line 20 – that should be than

Page 2 – Line 24 – extension should be extensive

Page 2 – Line 49 – meet should be met

MOTION by Mr. Diel to approve the minutes of the October 26, 2016 Open Session CUMTD Board meeting as amended; seconded by Mr. Uchtmann. Upon vote, the **MOTION CARRIED** unanimously.

B. Board Meeting – October 26, 2016 – Closed Session

MOTION by Mr. Raymer to approve the minutes of the October 26, 2016 Closed Session CUMTD Board meeting as distributed; seconded by Mr. Diel. Upon vote, the **MOTION CARRIED** unanimously.

7. Communications

Ms. Bauer noted that her term as Chair of the CUMTD Board was ending and found it a very positive experience. She thanked the Board and the University representatives for their valuable contributions.

8. Reports

A. Managing Director

Mr. Gnadt reviewed the District's ridership and financial numbers for October 2016. Year-to-date ridership was down 4.12% from FY2016. The District will start to access its capital reserve funds in late December as a shortfall until the State starts to pay the Downstate Operating Assistance Program (DOAP) payments for FY2017. The District also made a \$2,500,000 payment to Illinois Municipal Retirement Fund (IMRF) to reduce its unfunded pension liability – this paydown will reduce future operating expenditures.

The new State of Illinois Comptroller, Susana Mendoza, was sworn in on December 5th. Mr. Gnadt is hopeful that the lines of communication will be open once the staff has a chance to settle in. CUMTD Board meeting audio recordings are now available on www.CUMTD.com going back to August 2016. The District is currently floating money to C-CARTS until state funding is received. The expense for C-CARTS operations is so small that it has a negligible impact on CUMTD's quarterly expenses.

B. Board Committees

- 1) **Administration** – Mr. Uchtmann and Mr. Hannon will be compiling the 2016 annual Managing Director evaluations by Trustees. Mr. Gnadt and the Trustees will discuss the results at January's Board meeting in a closed session.
- 2) **Facilities** – Progress continues at the 803 Expansion Project. Contractors are working on the punch list, minor electric work and painting. The Safety & Training Department and C-CARTS operations will be moving to 803 in January. The bid opening for the 1207 East University project is scheduled for December 8th.
- 3) **Service Delivery** – no report.

9. Action Items

A. Tax Levy Ordinance for FY2017

MOTION by Mr. Uchtmann to adopt Ordinance No. 2016-2 General Tax Levy Ordinance of the Champaign-Urbana Mass Transit District for fiscal year beginning July 1, 2016 ending June 30, 2017; seconded by Mr. Diel.

Roll Call:

Aye (5) – Bauer, Chaplan, Diel, Hannon, Uchtmann

Nay (1) – Raymer
MOTION CARRIED.

B. Ordinance Authorizing Attendance by Remote Electronic Means

Mr. Gnadt explained that this ordinance which was approved by the CUMTD Board of Trustees on May 27, 2009 was not properly executed. Therefore, an identical version that authorized remote electronic attendance of Trustees' meetings under certain conditions will be submitted for Board approval again. This Ordinance repeals the 2009 version and will be properly documented and filed. Ms. Bauer noted that a Trustee attending a meeting by remote electronic means cannot count for purposes of determining a quorum. However, the Trustee can participate in the discussion and vote.

MOTION by Mr. Diel to adopt Ordinance No. 2016-3 an Ordinance authorizing attendance by remote electronic means; seconded by Ms. Chaplan.

Roll Call:

Aye (6) – Bauer, Chaplan, Diel, Hannon, Raymer, Uchtmann

Nay (0)

MOTION CARRIED unanimously.

C. Ordinance Relating to Travel Expenses

A new state law – Local Government Travel Expense Control Act – effective January 1, 2017, requires the Board to adopt an Ordinance and Policy in compliance with the requirements of the act to control travel expenses for Trustees and staff on District business.

MOTION by Mr. Diel to adopt Ordinance No. 2016-4 an Ordinance relating to travel expenses; seconded by Mr. Raymer.

Roll Call:

Aye (6) – Bauer, Chaplan, Diel, Hannon, Raymer, Uchtmann

Nay (0)

MOTION CARRIED unanimously.

D. CUMTD Policies and Procedures No. #11 – Travel Reimbursements

Mr. Gnadt stated that Policies and Procedures No. #11 is the companion document to Ordinance No. 2016-4 that was just approved by the Board. The Ordinance references the Policy so as updates occur to travel reimbursement, the Policy can be updated while the Ordinance will remain relevant. The new Policy requires Board approval by roll call vote to reimburse Trustee travel reimbursements. Mr. Uchtmann suggested that Trustees should exercise prudence by getting prior Board approval before a trip.

MOTION by Mr. Uchtmann to approve the CUMTD Policies and Procedures No. #11 as distributed; seconded by Mr. Diel. Upon vote, the **MOTION CARRIED** unanimously.

E. Budget Revision – Capital Reserve Transfer for MCORE Project

The MCORE project has had two bid lettings in May and November 2016 – each time the reasonable bids have been significantly higher than engineer/consultant estimates. To save federal funding for the project, the MCORE partners have decided to make up the shortfall from the lowest responsible bidder at the last letting on November 4, 2016. CUMTD was asked to commit an additional \$200,000 for Project 1 contingency funds. Mr. Gnadt explained that the \$200,000 will come from capital reserves.

MOTION by Ms. Chaplan to approve the budget revision to transfer an additional \$200,000 from CUMTD capital reserves to the MCORE Project; seconded by Mr. Diel. Upon vote, the **MOTION CARRIED** unanimously.

F. Zagster/Zipcar Agreement

The University, CUMTD and the cities of Champaign & Urbana have established a successful partnership with Zipcar. Zagster has partnered with Zipcar to provide bike sharing capabilities

(Zipbikes) in some university communities. In the UIUC proposal, Zagster/Zipcar are covering 90% of the cost with the University funding the other 10% for the University locations. Bike stations will also be sited at Illinois Terminal and the downtowns of Champaign and Urbana. Mr. Gnadt asked for Board authorization to execute an agreement with Zagster/Zipcar and the University once the documents have been finalized by the legal departments. Kathryn Cataldo from the City of Champaign is working on the agreement for CUMTD.

MOTION by Mr. Raymer to authorize the Managing Director to execute a Zagster/Zipcar agreement and related intergovernmental agreements similar to the previous Zipcar agreement with no monthly or annual payments included; seconded by Mr. Uchtmann. Upon vote, the **MOTION CARRIED** unanimously.

G. Disability Resources and Educational Services (DRES) Maintenance Agreement

Mr. Gnadt explained that on September 28, 2016, the Board approved an agreement for CUMTD to fuel, wash and maintain new DRES vehicles. The University's legal department made some cosmetic changes to the agreement and CUMTD's legal counsel has reviewed and approved the changes.

MOTION by Mr. Diel to authorize the Managing Director to execute the Intergovernmental Agreement between the Board of Trustees of the University of Illinois and CUMTD for the maintenance and repair of DRES vehicles; seconded by Mr. Raymer. Upon vote, the **MOTION CARRIED** unanimously.

H. CUMTD Board of Trustees Meeting Time

MOTION by Mr. Uchtmann to defer the decision to change the CUMTD Board of Trustees Meeting Time to a future meeting; seconded by Mr. Diel. Upon vote, the **MOTION CARRIED** unanimously.

10. Closed Session pursuant to 5 ILCS 120/2 (c) 6 the Setting of a Price for Sale or Lease of Property Owned by the Champaign-Urbana Mass Transit District

MOTION by Mr. Diel to enter into closed session pursuant to 5 ILCS 120/2 (c) 6 the setting of a price for sale or lease of property owned by Champaign-Urbana Mass Transit District; seconded by Ms. Chaplan.

Roll Call:

Aye (6) – Bauer, Chaplan, Diel, Hannon, Raymer, Uchtmann

Nay (0)

MOTION CARRIED unanimously.

The Champaign-Urbana Mass Transit District Board of Trustees entered into closed session at 4:26 p.m.

The Champaign-Urbana Mass Transit District Board of Trustees returned to open session at 4:49 p.m.

11. Next Meeting

A. Regular Board of Trustees Meeting

January 25, 2017 – 3:00 p.m. at Illinois Terminal

12. Adjournment

MOTION by Mr. Diel to adjourn the meeting; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

There being no further business, Ms. Bauer adjourned the meeting at 4:50 p.m.

Submitted by:


Recording Secretary

Approved:


Board of Trustees Chair