



# Champaign-Urbana Mass Transit District Board of Trustees Meeting

## MINUTES – Approved as Distributed 4-26-2017

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DATE: Tuesday, March 28, 2017  
TIME: 3:00 p.m.  
PLACE: Illinois Terminal, 4<sup>th</sup> Floor  
45 E University Avenue, Champaign, IL

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### Trustees:

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

### Advisory Board:

Present	Absent
Brian Farber	
Evan Bujak	

### MTD Staff:

Karl Gnadt (Managing Director), Brenda Eilbracht (Chief Administrative Officer), Eric Broga (Maintenance Director), Amy Snyder (Customer Service Director), Stu Smith (IT Manager), Kirk Kirkland (Facilities Director), Ryan Blackman (Lead Software Developer/Network Administrator), Lisa Meid (Media Manger), Fred Stavins (Counsel), Beth Brunk (Recording Secretary)

**Others Present:** Robert Roggeveen & Kelly Frank (Auction Services Group)

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## 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

Mr. Diel noted that Item #10 will proceed Item #9 on the agenda.

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

### 4. Audience Participation

Rod Hinmon of ICD Ironhorse, Inc. objected to the rebidding of the 59 East Chester and 207 South Water demolition project.

## 5. Approval of Minutes

### A. Board Meeting – February 22, 2017 – Open Session

**MOTION** by Ms. Chaplan to approve the minutes of the February 22, 2017 Open Session CUMTD Board meeting as distributed; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

Mr. Cho entered the meeting.

### B. Board Meeting – February 22, 2017 – Closed Session

**MOTION** by Mr. Uchtmann to approve the minutes of the February 22, 2017 Closed Session CUMTD Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

## 6. Communications

Mr. Diel asked that those present make sure their cell phones are silenced.

## 7. Reports

### A. Managing Director

Mr. Gnadl reviewed the District's ridership and financial numbers for February 2017. Ridership was down 10.78% this month driven in part by the unseasonably warm temperatures. Construction is underway at the CDL Training Facility. The District is communicating the changes in bus routes due to MCORE construction to riders in many different formats. University students approved the transportation fee referendum by 85%.

Lisa Meid, the new media manager, introduced herself to the Board. Revenues have increased even though ridership is down. Ninety-five percent of the District's fare revenue is pre-paid.

### B. Board Committees

- 1) **Administration** – Mr. Uchtmann noted that the Administration Committee will give their report in closed session.
- 2) **Facilities** – Mr. Cho reported that the 803 Expansion Project is near completion, the CDL Training Facility is underway and discussions on the Downtown Urbana Transit Hub project are progressing.
- 3) **Service Delivery** – no report

## 8. Action Items

### A. Authorization to Approve First Bank Line of Credit, Note Payable and Deposit Accounts

To follow up from last month's Board meeting, First Mid-Illinois Bank & Trust decided to rescind their offer of a line of credit and note payable to CUMTD. First Bank extended their pre-approved proposal for a line of credit, note payable and deposit relationship with similar terms and slightly lower fees.

**MOTION** by Mr. Uchtmann to authorize the Managing Director to establish a revolving line of credit and notes payable for debt service and deposit accounts with First Bank and further authorize that the Managing Director, Chief Administrative Officer, Chief Operating Officer and Comptroller may initiate loan draws on these debt instruments and the Managing Director, Chief Administrative Officer and the Chief Operating Officer will be authorized signers on the deposit accounts; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

### B. Rejection of 59 East Chester Street & 207 South Water Street Demolition Bids

Mr. Gnadl explained that a Request for Proposal (RFP) was released for the demolition of 59 East Chester Street and 207 South Water Street in Champaign. Over half of the bidders did not submit the appropriate paperwork for Disadvantaged Business Enterprise (DBE) requirements due to conflicting

information. Normally the required DBE forms are with the forms to be completed at the time of proposal submittal. Instead, the DBE forms were moved to a section where they are required if the proposer has been awarded the contract. Over half of the bidders did not include the DBE forms. CUMTD's attorney decided that this ambiguity was a reason to reject the bids and start the process over. In the re-let process, staff recommended removal of the DBE requirement to speed up the bidding process so the demolition would move forward to take down the two buildings in poor condition.

**MOTION** by Ms. Bauer to reject all bids received relative to 59 East Chester Street and 207 South Water Street - Bid Number 17-007 - and further move that the Managing Director is authorized to re-let bids for the aforementioned properties, making technical corrections to the bidding documents as suggested by the attorney for the District and that the Managing Director is authorized to accept those bids and determine the lowest responsible bidder on behalf of the Board and to award the bid; seconded by Mr. Hannon.

After some discussion, Ms. Bauer wanted to amend the motion to include DBE requirements in the re-let process:

**AMENDED MOTION** by Ms. Bauer to reject all bids received relative to 59 East Chester Street and 207 South Water Street - Bid Number 17-007 - and further move that the Managing Director is authorized to re-let bids for the aforementioned properties, making technical corrections to the bidding documents as suggested by the attorney for the District to include DBE requirements for the proposers and that the Managing Director is authorized to accept those bids and determine the lowest responsible bidder on behalf of the Board and to award the bid; seconded by Mr. Hannon.

Mr. Uchtmann noted that Board's role is to assure that policies are being followed and guide staff. The Board should not attempt to arbitrate between staff and individual contractors. Mr. Uchtmann recommended deferring the decision about the DBE requirement to staff who are closest and have the most knowledge of this situation. Additionally, there is a need to get these buildings down as quickly as possible. The Board may want to examine policies about DBE contractors in the future – what are the pros/cons to use them when it is not required.

**Upon Vote of the Amended Motion:**

Aye (4) – Bauer, Chaplan, Diel, Hannon

Nay (3) – Cho, Faron, Uchtmann

**MOTION CARRIED.**

**C. Administration Air Conditioner Unit Replacement Contract**

The rooftop air conditioning unit at CUMTD Administration Offices needs to be replaced. Five bids were received – Reliable Plumbing & Heating in the amount of \$97,590 was the lowest responsive, responsible bidder. Illinois Department of Transportation (IDOT) concurrence has been received for this project.

**MOTION** by Ms. Chaplan to authorize the Managing Director to enter into a contract with Reliable Plumbing & Heating in the amount of \$97,590 for a rooftop air conditioning unit; seconded by Ms. Bauer.

Upon vote:

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

Nay (1) – Cho

**MOTION CARRIED.**

**D. Illinois Terminal Boiler Replacement Contract**

The existing boilers are failing at Illinois Terminal (IT). The District would like to use Debt Service funding from the FY2017 Downstate Operating Assistance Program to purchase/install new high

efficiency condensing boilers to improve the overall building performance. IDOT concurrence to award this contract has been requested.

**MOTION** by Ms. Chaplan to authorize the Managing Director to enter into a contract with Reliable Plumbing & Heating in the amount of \$132,984 for four boilers; seconded by Ms. Bauer.

Upon vote:

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

Nay (1) – Cho

**MOTION CARRIED.**

E. Illinois Terminal HVAC Control System Upgrade

The HVAC control system at IT was installed in 1998 by Alpha Controls & Services and they actively maintain this system. Due to proprietary/compatibility issues of this system, the District determined it was necessary to complete this project as a single source procurement. Alpha Controls & Services estimated \$99,975 to complete this project. IDOT concurrence to award this contract has been received.

**MOTION** by Ms. Bauer to authorize the Managing Director to enter into a contract with Alpha Controls & Services in the amount of \$99,975 for the HVAC Control System update at Illinois Terminal; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

F. Illinois Terminal Elevator Repair

Staff noticed an issue with the floor of the elevator carriage not level with the floor of the building. After three elevator technicians examined the situation, the consensus was a hydraulic fluid leak in the in-ground cylinder. KONE Elevators & Escalators provided the lowest bid to replace the in-ground cylinder for this emergency repair at \$49,560.

**MOTION** by Ms. Bauer to authorize the Managing Director to enter into a contract with KONE Elevators & Escalators in the amount of \$49,560 for elevator repairs at Illinois Terminal; seconded by Mr. Uchtmann. Upon vote, the **MOTION CARRIED** unanimously.

G. Storage Area Network (SAN) & Network Attached Storage (NAS) Contract

The existing SAN, a shared storage, is 91% full. The new SAN will offer more storage, better performance and the ability to store virtual hard drives. The new NAS which holds server backups will double CUMTD's current capacity. McNutt Consulting Services (MCS) will provide and install the new SAN/NAS as they maintain the current systems and are knowledgeable about the District's extensive technology operation. IDOT concurrence to award this contract has been received.

**MOTION** by Ms. Chaplan to authorize the Managing Director to enter into a contract with McNutt Consulting Services in the amount of \$94,590.29 for SAN/NAS purchase, install and configure; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

H. Memorandum of Understanding (MOU) with the Champaign County Sheriff's Office to Provide Transportation Services in the Event of an Emergency or Disaster

Mr. Gnadt reported that each party in this agreement, CUMTD and the Champaign County Sheriff's Office (CCSO), absorbs their own cost to participate in emergency services as the need arises. This MOU identifies the roles and responsibilities of the parties if transportation services are needed due to an emergency or disaster.

**MOTION** by Mr. Uchtmann to authorize the Managing Director to execute this Memorandum of Understanding between the District and the Champaign County Sheriff's Office for transportation services in the case of an emergency or disaster; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

9. **Closed Session pursuant to 5 ILCS 120/2 (c) 6 to Consider Setting of a Price for Sale or Lease of Property owned by Champaign-Urbana Mass Transit District**
10. **Closed Session pursuant to 5 ILCS 120/2 (c) 1, to Consider the Employment, Compensation, Discipline, Performance or Dismissal of an Employee and pursuant to 5 ILCS 120/2 (c) 2, to Consider Collective Negotiating Matters between Champaign-Urbana Mass Transit District and its Employees or their Representatives and pursuant to 5 ILCS 120/2 (c) 2, to Consider Salary Schedules for one or more Classes of Employees**
11. **Closed Session pursuant to 5 ILCS 120/2 (c) 5 to Consider the Purchase or Lease of Real Property for the use of Champaign-Urbana Mass Transit District**
12. **Closed Session pursuant to 5 ILCS 120/2 (c) 3 to Consider the Employment, Compensation, Discipline, Performance or Dismissal of a Public Official**

**MOTION** by Mr. Hannon to enter into closed session pursuant to 5 ILCS 120/2 (c) 6 to Consider Setting of a Price for Sale or Lease of Property owned by Champaign-Urbana Mass Transit District and pursuant to 5 ILCS 120/2 (c) 1, to Consider the Employment, Compensation, Discipline, Performance or Dismissal of an Employee and pursuant to 5 ILCS 120/2 (c) 2, to Consider Collective Negotiating Matters between Champaign-Urbana Mass Transit District and its Employees or their Representatives and pursuant to 5 ILCS 120/2 (c) 2, to Consider Salary Schedules for one or more Classes of Employees and pursuant to 5 ILCS 120/2 (c) 5 to Consider the Purchase or Lease of Real Property for the use of Champaign-Urbana Mass Transit District and pursuant to 5 ILCS 120/2 (c) 3 to Consider the Employment, Compensation, Discipline, Performance or Dismissal of a Public Official; seconded by Mr. Uchtmann.

Roll Call:

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

Nay (0)

**MOTION CARRIED** unanimously.

The Champaign-Urbana Mass Transit District Board of Trustees entered into closed session at 4:30 p.m.

The Champaign-Urbana Mass Transit District Board of Trustees returned to open session at 6:17 p.m.

**13. Approval of Managing Director’s Contract for FY2018-2022**

Mr. Uchtmann described the agreed upon Managing Director’s Contract as a 5-year term beginning July 1, 2017 with an initial base salary of \$158,000. There will be automatic annual raises of 2.75%. Other terms are the same as the existing contract.

**MOTION** by Mr. Uchtmann to approve the Managing Director’s Employment Contract effective July 1, 2017 through June 30, 2022 as distributed with the change in Section 4: Compensation, Paragraph (b) which will read, “Beginning on each subsequent July 1<sup>st</sup> of this Agreement, GNADT shall be paid a new base annual salary determined by increasing his base salary the preceding year by 2.75%”. The rest of Paragraph (b) shall be stricken and the rest of the contract is unaltered; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

**14. Next Meeting**

A. Regular Board of Trustees Meeting

April 26, 2017 – 3:00 p.m. at City of Champaign Council Chambers, 102 North Neil Street, Champaign

**15. Adjournment**

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

There being no further business, Mr. Diel adjourned the meeting at 6:24 p.m.

Submitted by:

  
Recording Secretary

Approved:

  
Board of Trustees Chair