



Champaign-Urbana Mass Transit District Board of Trustees Meeting

MINUTES – Approved as Distributed 2-22-2017

DATE: Wednesday, January 25, 2017
 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	
James Faron	
Bruce Hannon	
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), Stu Smith (IT Manager), Jolene Gensler (Comptroller), Jane Sullivan (Grant Manager/Sustainability Planner), Fred Stavins (Counsel), Beth Brunk (Recording Secretary)

Others Present: Hope Wheeler (CliftonLarsonAllen)

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

4. Audience Participation

None.

5. Approval of Minutes

A. Board Meeting – December 7, 2016 – Open Session

MOTION by Mr. Uchtmann to approve the minutes of the December 7, 2016 Open Session CUMTD Board meeting as distributed; seconded by Mr. Diel. Upon vote, the **MOTION CARRIED** unanimously.

B. *Board Meeting – December 7, 2016 – Closed Session*

MOTION by Mr. Diel to approve the minutes of the December 7, 2016 Closed Session CUMTD Board meeting as distributed; seconded by Mr. Uchtmann. Upon vote, the **MOTION CARRIED** unanimously.

6. Communications

Ms. Bauer thanked Mr. Jermaine Raymer for his past service on the Board and welcomed James Faron as the newly appointed Trustee.

7. Presentation of FY2016 Audit by CliftonLarsonAllen

Ms. Hope Wheeler, CPA from CliftonLarsonAllen, gave an overview of the District's financial position from the audit for the year ending June 30, 2016. Ms. Bauer noted that the District's finances remain stable and strong.

8. Reports

A. *Managing Director*

Since there was no Board meeting in November, the reports have data for both November and December. Mr. Gnadt concentrated his review of the District's ridership and financial numbers for December 2016. Year-to-date ridership decreased 4.45% from FY2016. Year-to-date operating revenues are \$236,375 above budget while operating expenses are \$2,452,916 under budget.

The District has received its first quarter State payment for operating expenses from July to September 2016. Mr. Gnadt and two Illinois Public Transit Association members met with Susana Mendoza, State Comptroller, on January 12th. Ms. Mendoza expressed her support of transit but has limited resources to make payments. Mr. Gnadt thought it was a positive meeting and plans to continue developing a relationship with the Comptroller's Office.

The demolition of 59 East Chester and 207 South Water is pending asbestos/lead paint remediation and approval from the State Historic Preservation Review Board. Once those items have been resolved, the bidding process for demolition will proceed. Project meetings on the downtown Urbana Transit Facility and Illinois Terminal Expansion have been productive but there is no news to report yet. Due to a conflict with Mr. Gnadt's schedule, the March Board meeting date will be changed to Tuesday, March 28th at 3:00 p.m.

This summer an auditor will examine the District's ISO 14001 program for certification under the new 2015 standards. There has been very little feedback on the Green Street stop consolidation. Staff intends to roll-out a system-wide stop consolidation for Board review this summer. Mr. Farber noted an error on the Fiscal Year-to-Date Ridership Comparison, page 24 in the Board packet – the U of I Student Rides and Annual Passes numbers were transposed.

B. *Board Committees*

1) **Administration** – no report.

2) **Facilities** – no report.

3) **Service Delivery** – no report.

9. Action Items

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

Ms. Bauer 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 1st. 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.

Ms. Bauer opened the floor for nominations of Chair. Ms. Chaplan nominated Bradley Diel for the Chair of the Champaign-Urbana Mass Transit District Board of Trustees. As there were no additional nominations, Ms. Bauer closed the nominations.

Bradley Diel was selected as Chair in a roll call vote:

Aye (7) – Bauer, Chaplan, Cho, Diel, Faron, Hannon, Uchtmann
Nay (0)

Mr. Diel assumed the Chair position.

Mr. Diel opened the floor for nominations of Vice-Chair. Mr. Uchtmann 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.

Margaret Chaplan was selected as Vice-Chair in a roll call vote:

Aye (7) – Bauer, Chaplan, Cho, Diel, Faron, Hannon, Uchtmann
Nay (0)

B. Semi-annual Review of Closed Session Minutes

MOTION by Mr. Hannon that the minutes, or portions thereof, of the closed session meetings of the Board listed on "Attachment 1" marked "Release" no longer require confidential treatment and are ordered released; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

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"; seconded by Mr. Uchtmann. Upon vote, the **MOTION CARRIED** unanimously.

C. 2017 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 recommends approval of Chelsea Management Group for leasing services from 2/1/17 through 1/31/18.

MOTION by Mr. Uchtmann to authorize the Managing Director to enter into an agreement for Leasing Services with Chelsea Management Group for the period of 2/1/17 to 1/31/18; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

D. CDL Training Center (1207 East University) Contract

The base bid consists of the demolition of the two existing buildings, construction of a new building approximately 3,700 square feet for office and classrooms, and paving to accommodate training courses. The alternate bid includes an addition to the base building for additional bus storage. Nine bids were received. Stark Excavating submitted the lowest responsive and responsible proposal for the base and alternate bids totaling \$2,129,000 which is below the architects' estimated budget for this project. IDOT concurrence to award this contract was received on January 19, 2017. Additional partners that are interested in utilizing this facility include the Urbana Park District (bicycle training), Urbana Fire Department and Parkland College.

MOTION by Mr. Hannon to authorize the Managing Director to enter into a contract with Stark Excavating, Inc. in the amount of \$2,129,000 for the Base Bid and Alternate #1; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

E. Update Bank/Investment Account Signature Cards and Resolutions

MOTION by Ms. Chaplan to authorize staff to update all Bank and Investment Account signature cards and resolutions; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

F. CUMTD Board of Trustees Meeting Time

Ms. Bauer noted that the County Board Chair suggested changing the meeting time to later in the day to increase public participation. Ms. Bauer thought a trial basis at a time in the early evening was worth considering. Mr. Uchtmann pointed out that the CUMTD By-Laws would need to be changed as they state the date and time of the Board meetings. Mr. Diel asked that staff provide a suggestion of an alternate meeting time later in the day and a list of the possible consequences from the change.

10. Closed Session pursuant to 5 ILCS 120/2 (c) 3 to Consider the Discipline, Performance or Removal of the Occupant of a Public Office

MOTION by Mr. Uchtmann to enter into closed session pursuant to 5 ILCS 120/2 (c) 3 to consider the discipline, performance or removal of the occupant of a public office; seconded by Ms. Bauer.

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 4:42 p.m.

The Champaign-Urbana Mass Transit District Board of Trustees returned to open session at 5:28 p.m.

11. Next Meeting

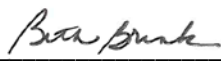
- A. Regular Board of Trustees Meeting
February 22, 2017 – 3:00 p.m. at Illinois Terminal

12. Adjournment

MOTION by Mr. Uchtmann to adjourn the meeting; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

There being no further business, Mr. Diel adjourned the meeting at 5:29 p.m.

Submitted by:



Recording Secretary

Approved:



Board of Trustees Chair