



**Champaign-Urbana Mass Transit District (MTD)  
Board of Trustees Meeting**

**MINUTES – Approved as Distributed 6/26/2019**

DATE: Wednesday, May 29, 2019  
 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
	Marty Paulins
	Jacob Rajlich

**MTD Staff:**

Karl Gnadt (Managing Director), Amy Snyder (Chief of Staff), Korbin Figg (Chief Operating Officer), Eric Broga (Maintenance Director), Michelle Wright (Finance Director), Jane Sullivan (Grants & Governmental Affairs Director), Autumn Soliman (Marketing Manager), Chuck Wilson (Interim Operations Director), Kirk Kirkland (Facilities Director), Fred Stavins (Counsel), Beth Brunk (Clerk)

**Others Present:**

**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. Barnes. Upon vote, the **MOTION CARRIED** unanimously.

**4. Audience Participation**

Aqueelah Abdullah of Champaign had concerns about making bus connections with transfers.

## 5. Approval of Minutes

### A. *Special Board Meeting – April 15, 2019*

**MOTION** by Mr. Hannon to approve the minutes of the April 15, 2019 MTD Special Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

### B. *Regular Board Meeting – April 24, 2019*

**MOTION** by Mr. Barnes to approve the minutes of the April 24, 2019 MTD Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

### C. *Special Board Meeting – April 30, 2019 – Champaign City Council Study Session on the Yards Project*

**MOTION** by Mr. Barnes to approve the minutes of the April 30, 2019 MTD Special Board meeting as distributed; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

## 6. Communications

John Dwyer, Coordinator of the Champaign County Emergency Management Agency, thanked the District for their efforts in supporting the community in emergencies. On January 30, 2019, MTD provided free rides so people were able to stay out of the extreme -40°F wind chills when so many public buildings were closed. Mr. Dwyer recounted other instances where MTD provided service at the requests of the Champaign and Urbana Police Departments to keep people warm/cool in an emergency.

Mr. Cho entered the meeting.

## 7. Reports

### A. Managing Director

April statistics show a 6.9% decrease in ridership from last year due to MCORE construction. In a recent audit, the District received ISO recertification on the 14001:2015 (environmental) and 9001:2015 (quality) standards. The two certifications were merged into one management system called MTD 2071. Mr. Gnadt congratulated the ISO core team on their hard work.

Mr. Gnadt introduced Korbin Figg as the new Chief Operating Officer. Mr. Hannon would like a statistical analysis of what affects ridership (weather, MCORE, etc.). With the delivery of two new diesel electric hybrids on site, MTD's fleet is 85% hybrid.

MTD's Fiscal Year 2020 Draft Budget can be viewed on the District's website, in the May board packet and a hard copy is available at 1101 East University in Urbana.

## 8. Action Items

### A. Unit 4 Contract

The total annual contract amount is \$543,405 for transportation of Unit 4 middle school and high school students. MTD has had annual agreements with Unit 4 since 1977.

**MOTION** by Mr. Hannon to authorize the Managing Director to execute the transportation agreement between MTD and Champaign Unit 4 School District in the amount of \$543,405 for the 2019-2020 school year; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously

### B. Resolution No. 2019-1 – Authorize Execution of FY2020 Downstate Operating Assistance Grant Agreement

Mr. Gnadt explained that Board approval of this resolution will allow the District to execute the Downstate Operating Assistance Grant. This is an annual statutory requirement by the Illinois Department of Transportation (IDOT).

**MOTION** by Ms. Chaplan to approve Resolution 2019-1 authorizing the Managing Director to execute the FY2020 Downstate Operating Assistance Grant Agreement; seconded by Mr. Hannon.

Roll Call:

Aye (6) – Barnes, Bauer, Chaplan, Cho, Diel, Hannon

Nay (0)

Absent (1) – Faron

The **MOTION CARRIED**.

C. Approval of the Prospect Bank Lines of Credit

The District would like to establish two lines of credit with Prospect Bank. The \$6,000,000 line of credit will be used to supplement general cash flow as needed, and a \$10,000,000 bank-qualified, tax-exempt revolving line of credit will be used to fund debt service projects. Both lines of credit have a 36-month maturity. The MTD officers that are authorized to initiate loan draws on these lines of credit include: Managing Director, Chief of Staff, Chief Administrative Officer, Chief Operating Officer, Finance Director and Comptroller.

**MOTION** by Ms. Chaplan to authorize the Managing Director to establish two lines of credit with Prospect Bank – a \$6,000,000 revolving line of credit at a fixed rate of 4.5% for 36-months and a \$10,000,000 bank-qualified, tax-exempt revolving line of credit with a fixed rate of 3.55% for 36-months and authorize the Managing Director, Chief of Staff, Chief Administrative Officer, Chief Operating Officer, Finance Director and Comptroller as District officers who can borrow on the lines of credit; seconded by Mr. Barnes. Upon vote, the **MOTION CARRIED** unanimously.

D. Boiler Replacement Contract

The District is utilizing debt service funds to replace a sixteen-year-old boiler at MTD’s Administrative Building at 1101 East University in Urbana. The existing boiler is failing, and the installation of two new high efficiency boilers will improve overall building efficiency and reduce gas usage. IDOT concurrence was received before the bids were advertised for this project.

**MOTION** by Ms. Bauer to authorize the Managing Director to execute the contract with Mechanical, Inc. in the amount of \$46,262 for purchase/installation of two new high efficiency boilers; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

E. New Flyer Contract for Hydrogen Fuel Cell Electric Buses

The District would like to purchase two new 60-foot articulated hydrogen fuel cell electric buses customized to MTD’s specifications. This \$3,087,084 acquisition is 100% funded through federal and state grants. The new buses should be delivered in August 2020 and in service by fall 2020 assuming completion of the fuel station and facility modifications.

**MOTION** by Ms. Chaplan to authorize the Managing Director to execute an agreement with New Flyer to purchase two 60-foot hydrogen fuel cell electric buses for \$3,087,084; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

F. Procurement Manual Update

MTD’s Procurement Manual is periodically updated to reflect changes in the District’s policies, procedures and practices concerning the purchase of equipment, services and supplies. This ensures

compliance with governmental regulations. Ms. Sullivan noted that there were minor changes concerning Disadvantaged Business Enterprise (DBE) goals/efforts, some procedures, and job titles.

**MOTION** by Mr. Hannon to approve the Procurement Manual and appendices dated May 2019; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

**9. Next Meeting**

A. Public Hearings for Fall 2019 Revisions to Routes and Schedules:

1) Thursday, May 30, 2019 – 6:00 p.m. – 8:00 p.m. at Urbana City Council Chambers, 400 S Vine Street, Urbana

2) Thursday, June 6, 2019 – 4:00 p.m. – 6:00 p.m. at Illinois Terminal, 4<sup>th</sup> Floor – 45 E University Avenue, Champaign

B. Regular Board of Trustees Meeting and Public Hearing on the FY2020 Budget & Appropriation Ordinance – Wednesday, June 26, 2019 – 3:00 p.m. at Champaign City Council Chambers – 102 North Neil Street, Champaign

**10. Adjournment**

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

Mr. Diel adjourned the meeting at 3:50 p.m.

Submitted by:

  
Clerk

Approved:  
  
Board of Trustees Chair