



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

MINUTES – Approved

DATE: Wednesday, June 24, 2020
 TIME: 3:00 p.m.
 PLACE: This meeting was held electronically in accordance with the Governor’s Executive Orders and social distancing requirements.

The video of this meeting can be found at:
www.mtd.org/inside/board/meetings/

Trustees:

Present	Absent
Dick Barnes	
Linda Bauer	
Margaret Chaplan (Vice-Chair)	
Tomas Delgado	
Bradley Diel (Chair)	
Phil Fiscella	
Bruce Hannon	

Advisory Board:

Present	Absent
	Marty Paulins

MTD Staff: Karl Gnadt (Managing Director), Amy Snyder (Chief of Staff), Jane Sullivan (Grants & Governmental Affairs Director), Michelle Wright (Finance Director), Mitch Spicer (Safety & Training Director), Jennifer Bannon (Counsel), Beth Brunk (Clerk)

Others Present:

MINUTES

1. Call to Order

Acting Chair Chaplan called the meeting to order at 3:01 p.m.

2. Roll Call

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

3. Approval of Agenda

MOTION by Mr. Hannon to approve the agenda as distributed; seconded by Ms. Bauer.

Roll Call:

Aye (6) – Barnes, Bauer, Chaplan, Delgado, Fiscella, Hannon

Nay (0)

MOTION CARRIED unanimously.

4. **Public Hearing on the Budget and Appropriation Ordinance for FY2021**

Ms. Chaplan explained that the primary purpose of this hearing was to receive input from the public on the proposed Fiscal Year 2021 Budget & Appropriation Ordinance for the Champaign-Urbana Mass Transit District for the period from July 1, 2020 to June 30, 2021. Beginning on May 21, 2020, copies of the tentative budget were made available for public inspection on the District's website. The "Notice of Public Hearing" appeared in *The News Gazette* on May 21, 2020.

As no public comments were received, Ms. Chaplan closed the public hearing.

5. **Audience Participation**

Since the Board meeting was not open to the public due to Governor Pritzker's social distancing requirements, comments are emailed to public@mtd.org.

No comments were received.

6. **Approval of Minutes**

A. *Regular Board Meeting – May 27, 2020*

MOTION by Mr. Fiscella to approve the minutes of the May 27, 2020 MTD Board meeting as distributed; seconded by Mr. Hannon.

Roll Call:

Aye (6) – Barnes, Bauer, Chaplan, Delgado, Fiscella, Hannon

Nay (0)

MOTION CARRIED unanimously.

7. **Communications**

None

8. **Reports**

A. *Managing Director*

Mr. Gnadl reviewed May statistics. Ridership was down 73.9% from last May and down 21.9% year-to-date. The pandemic continues to impact ridership negatively. In many local protests, MTD provided community support by transporting marchers back to their starting point thereby clearing the streets and bringing traffic patterns back to normal.

Michelle Wright, Finance Director, noted to the Board that the interest rate on the \$10 million line of credit with Prospect Bank was lowered to 2.75% from 3.55% as was reported last month.

9. **Action Item**

A. Adoption of Ordinance No. 2020-2, Budget and Appropriation Ordinance of the Champaign-Urbana Mass Transit District for FY2021

MOTION by Mr. Fiscella to approve Ordinance No. 2020-2 – Budget and Appropriation Ordinance for the Champaign-Urbana Mass Transit District for fiscal year beginning July 1, 2020 and ending June 30, 2021; seconded by Mr. Barnes.

Roll Call:

Aye (6) – Barnes, Bauer, Chaplan, Delgado, Fiscella, Hannon

Nay (0)

The **MOTION CARRIED** unanimously.

B. Procurement Manual Update

Mr. Diel joined the meeting.

The procurement manual reflects the District’s policies, procedures, and practices for the procurement of equipment, services, and supplies which ensures compliance to applicable federal, state, and local laws and regulations. Staff has added two appendices including a purchasing authority and credit card policy to clarify purchase approval and control requirements.

Mr. Fiscella requested that staff do more outreach to local Architect/Engineering firms to bid on construction projects. Mr. Fiscella would like to keep as much money in the District as possible within the bounds of the law. Mr. Gnadt suggested the following addition (in italics) in Appendix 3.4a Procurement of Architects, Engineers, and Land Surveyors, Section III. Evaluation Procedure, 2.:

“The selection committee will evaluate the firms submitting letters of interest, taking into account qualifications, ability of professional personnel, past record and experience, performance data on file, willingness to meet time requirements, location *of project team members*, workload of the firm, and such other qualifications-based factors as the MTD may determine in writing are applicable.”

Mr. Fiscella thought that was a good compromise.

MOTION by Mr. Fiscella to approve the Procurement Manual and appendices dated June 2020 including the additional language in Appendix 3.4a as described above; seconded by Mr. Barnes.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The **MOTION CARRIED** unanimously.

C. Public Transportation Agency Safety Plan (PTASP)

The Federal Transit Administration (FTA) and the US Department of Transportation (USDOT) require the implementation of a PTASP to strengthen safety in public transportation agencies. This is significant legislation initiated in the MAP 21 surface transportation bill. MTD already had a strong safety culture, and the PTASP codifies its approach to safety. Two new changes in the plan include a close call reporting system and an incident evaluation process involving an employee committee (HIRAM – Hazard Identification – Risk Assessment – Mitigation).

MOTION by Mr. Fiscella to approve MTD’s Public Transportation Agency Safety Plan (PTASP); seconded by Mr. Diel.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The **MOTION CARRIED** unanimously.

10. Next Meeting

A. Regular Board of Trustees Meeting – Wednesday, July 29, 2020 – 3:00 p.m. – meeting held electronically

11. Adjournment

Ms. Chaplan adjourned the meeting at 3:46 p.m.

Submitted by:


Clerk

Approved 7/29/2020:


Board of Trustees Acting Chair