



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

MINUTES – Approved

DATE: Wednesday, February 23, 2022
TIME: 3:00 p.m.
PLACE: Illinois Terminal, 45 East University Avenue, Champaign, IL

The video of this meeting can be found at:
<https://www.youtube.com/CUMTD>

Trustees:

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

Advisory Board:

Present	Absent
Marty Paulins	
Briana Barr	

MTD Staff: Karl Gnadt (Managing Director), Amy Snyder (Chief of Staff), Michelle Wright (Finance Director), Jane Sullivan (External Affairs Director), Jay Rank (Operations Director), Nancy Rabel (Legal Counsel), Beth Brunk (Clerk)

Others Present: Greg Douglas (Martin Hood, LLC)

MINUTES

1. **Call to Order**
 Chair Diel called the meeting to order at 3:01 p.m.

2. **Roll Call**
 Present (6) –Barnes, Chaplan, Diel, Fiscella, Hannon, Nudo

 A quorum was declared present.

3. **Approval of Agenda**

 MOTION by Ms. Chaplan to approve the agenda as distributed; seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

4. **Audience Participation**
 Liliy Wells asked for a sheltered bus stop for the disabled community. Jay Rank, Operations Director, will meet with Ms. Well to discuss her ideas.

5. Approval of Minutes

A. Board Meeting Open Session – January 26, 2022

MOTION by Mr. Barnes to approve the open session minutes of the January 26, 2022 MTD Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

B. Special Board Meeting Open Session – February 9, 2022

MOTION by Mr. Fiscella to approve the open session minutes of the February 9, 2022 MTD Special Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

6. Communications

None

7. FY2021 MTD Audit Presentation by Martin Hood, LLC

Mr. Greg Douglas, Senior Audit Manager for Martin Hood LLC, summarized MTD’s fiscal year 2021 audit beginning 7/1/2020 and ending 6/30/2021. Mr. Douglas stated that the auditors issued a clean, unmodified opinion on the District’s note disclosures and financial statements. This means that the note disclosures and financial statements are in proper form according to generally accepted accounting principles for governmental entities and supported by MTD’s underlying accounting records and third-party confirmations. This opinion is exactly what a Board would want to hear. The final audit can be found on MTD’s web page: <https://mtd.org/inside/public-info/documents/document-categories/financial/> - Fiscal Year 2021 – Audit Report.

MOTION by Mr. Hannon to accept and place on file the FY2021 MTD Audit by Martin Hood, LLC; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

8. Reports

A. Managing Director

Mr. Gnadt commented that it is a pleasure to work with Martin Hood especially as we navigated some COVID challenges in these last two years. As Mr. Gnadt reviewed the January statistics, he noted that the pandemic effects on ridership are waning but are still in force. While MTD has submitted a Low or No Emissions grant to purchase ten Hydrogen Fuel Cell Electric Buses (FCEB), we may receive a smaller amount or none depending on the funding. MTD’s current FCEBs are operating well but there are some communication problems between the fuel dispenser and the bus sensors that will not allow a full fill. Mr. Gnadt anticipated that this situation will be resolved soon.

B. Board Committees of the Whole

Mr. Diel appointed the following Trustees as Chair/Vice-Chair for the respective Committees of the Whole:

Administration – Nudo (Chair); Barnes (Vice-Chair)
Facilities – Fiscella (Chair); Hannon (Vice-Chair)
Service Delivery – Delgado (Chair); Chaplan (Vice-Chair)

9. Action Items

A. Safety-Sensitive Drug and Alcohol Policy Update

Per 49 CFR 655, recipients of Federal Transportation Administration (FTA) funding must have a program designed to help prevent accidents, injuries, and fatalities resulting from the

misuse of alcohol and/or the use of prohibited drugs by safety-sensitive employees. The major changes to the policy update include an attempt to improve the accessibility of the document for employees and a shift from zero tolerance for a positive test to a last chance option. MTD's safety-sensitive Drug and Alcohol policy was last updated in May 2017.

MOTION by Mr. Hannon to approve the updated Safety-Sensitive Drug and Alcohol Policy effective 2/23/2022; seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

B. Resolution No. 2022-1 Authorizing and Executing Rebuild Illinois Capital Grant Agreement

The District was awarded \$2,109,000 through Rebuild Illinois Round 2 to expand the solar array on the roof of MTD's Maintenance building. The additional solar power from the expansion is estimated to produce 330,000 kilowatt hours of energy. It is IDOT's policy to ensure that the grantee has the legal capacity to carry out the project by requiring a Board-approved resolution. This document authorizes that those officials acting on behalf of the agency can execute the grant award. Based on the current cost estimate, the state funding should cover 100% of the project. If there is an overage, local dollars will be used.

MOTION by Mr. Hannon to adopt Resolution No. 2022-1 to authorize and execute the Rebuild Illinois Capital Grant Agreement for the expansion of the Maintenance building solar array; seconded by Ms. Chaplan.

Roll Call:

Aye (5) – Barnes, Chaplan, Diel, Hannon, Nudo

Nay (0)

Abstain (1) Fiscella

The MOTION CARRIED.

C. Paycom Employee Management System Contract

With this new employee management system software, staff will be able to more efficiently combine payroll, Human Resources functions, and training into one system. Using a competitive bidding process, the evaluation team selected Paycom as the recommendation for award.

MOTION by Mr. Hannon to authorize the Managing Director to enter into a contract with Paycom for an initial total cost of \$152,500 which includes a Start Up fee (\$42,500) and Year 1 annual fee (\$110,000), and subsequent annual fees not to exceed a 5% increase of the previous year; seconded by Mr. Barnes.

Roll Call:

Aye (6) – Barnes, Chaplan, Diel, Fiscella, Hannon, Nudo

Nay (0)

The MOTION CARRIED.

D. INIT External Announcements Contract

To comply with the Americans with Disabilities Act (ADA), specifically riders with visual impairments, MTD intends to purchase an INIT software upgrade that will program bus COPILOTpcs to automatically announce the bus route and direction at multi-route stops through an external speaker as the door opens. This program will also comply with the Department of Justice No. 204-24-129, section 17, settlement provision with MTD to invest in the improvement of services for disabled individuals. The District currently utilizes an automatic internal stop

announcement system. The project will be 100% funded with federal funds through the American Rescue Plan Act of 2021 (ARPA).

MOTION by Mr. Barnes to authorize the Managing Director to enter into a contract with INIT for \$66,827 and an annual maintenance fee of \$6,561 for external bus stop announcements on MTD's buses; seconded by Ms. Chaplan.

Roll Call:

Aye (6) – Barnes, Chaplan, Diel, Fiscella, Hannon, Nudo

Nay (0)

The MOTION CARRIED.

E. Resolution No. 2022-2 Setting a Public Hearing for an Annexation in Stone Creek Subdivision, Urbana

Mr. Gnadt explained that when Stone Creek was originally annexed into the District approximately 7 or 8 years ago, this parcel was ineligible as it was taxed as farmland. It has since been developed into a residential lot which is annexable. This resolution sets the location and time of the public hearing for annexation at St. Matthew's Lutheran Church on April 18th at 4:00 p.m.

MOTION by Mr. Fiscella to approve Resolution No. 2022-2, setting a Public Hearing to consider the annexation of a parcel in Stone Creek in Urbana; seconded by Ms. Chaplan.

Roll Call:

Aye (6) – Barnes, Chaplan, Diel, Fiscella, Hannon, Nudo

Nay (0)

The MOTION CARRIED.

F. Resolution No. 2022-3 Setting a Public Hearing for an Annexation in The Legends of Champaign Phase 1, Champaign

Mr. Gnadt stated that the developer of the Legends subdivision had requested bus service a couple of years ago, but MTD was unable to provide it since the area surrounding the southwest Champaign subdivision was not contiguous to District boundaries. Since that time, Carle at the Fields has voluntarily been annexed, so the Legends subdivision is now eligible for annexation into District boundaries. This resolution sets the location and time of the public hearing for annexation at the First Christian Church on April 20th at 4:00 p.m.

MOTION by Mr. Hannon to approve Resolution No. 2022-3, setting a Public Hearing to consider the annexation of the Legends of Champaign Phase 1 in Champaign; seconded by Ms. Chaplan.

Roll Call:

Aye (6) – Barnes, Chaplan, Diel, Fiscella, Hannon, Nudo

Nay (0)

The MOTION CARRIED.

10. Next Meeting

- A. Regular Board of Trustees Meeting – Wednesday, March 30, 2022 – 3:00 p.m. at Illinois Terminal – 45 East University Avenue, Champaign

11. Adjournment

MOTION by Mr. Fiscella to adjourn; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

Mr. Diel adjourned the meeting at 3:52 p.m.

Submitted by:


Clerk

Approved 3/30/2022:


Board of Trustees Chair