



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

*MINUTES – Approved*

DATE: Wednesday, May 31, 2023  
 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), Ashlee McLaughlin (External Affairs Director), Josh Berbaum (Maintenance/Facilities Director), Ryan Blackman (Tech Services Director), Jay Rank (Operations Director), Brendan Sennett (Safety & Training Director), Jacinda Crawmer (Human Resources Director), Tonoa Penn (Operator), Alyx Parker (MTD Attorney), 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  
Present (6) – Barnes, Chaplan, Diel, Fiscella, Hannon, Nudo  
Absent (1) – Delgado  
  
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  
None
5. Approval of Minutes

A. Board Meeting (Open Session) – April 26, 2023

MOTION by Mr. Hannon to approve the open session minutes of the April 26, 2023, MTD Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

B. Board Meeting (Closed Session) – April 26, 2023

MOTION by Mr. Hannon to approve the closed session minutes of the April 26, 2023, MTD Board meeting as distributed; seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

6. Communications  
None

7. MTD Diversity, Equity, and Inclusion (DEI) Committee

Management formed MTD's Diversity, Equity, and Inclusion (DEI) Committee in Summer 2022 to solicit ideas on how to make the District a more equitable and inclusive organization. Jacinda Crawmer, Human Resources Director, and Tonoa Penn, Operator, summarized the DEI Committee's goals and Juneteenth activities. Mr. Nudo suggested free bus service on the Juneteenth holiday, June 19<sup>th</sup>.

8. Reports

A. Managing Director

Mr. Gnadt reviewed the statistics for April 2023. Ridership for April 2023 is up 10.34% when compared to April 2022 but 25% below April 2019 (pre-pandemic). Monthly operating revenue is looking strong with a 19.80% increase over last April.

B. FY2024 Draft Budget

Mr. Gnadt discussed the highlights of the proposed FY2024 budget that will begin on July 1, 2023, and end June 30, 2024. The tentative budget has been available for public review on MTD's website since May 26, 2023, and the public hearing on the budget will be held at the next Board meeting on June 28<sup>th</sup>.

9. Action Items

A. Decennial Committee on Local Government Efficiency Act

In compliance with the Decennial Committee on Local Government Efficiency Act, P.A. 102-1088, the District will form a committee to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the Champaign County Board. The Committee will be comprised of the MTD Board of Trustees, Karl Gnadt as MTD's Chief Executive Officer, and two residents of the District who are appointed by the Board Chair with the advice and consent of the Board of Trustees. Chair Diel suggested the appointment of Donna Tanner-Harold and H. George Friedman, Jr. to the Local Government Efficiency Act Committee as residents of the District.

MOTION by Mr. Barnes to appoint Donna Tanner-Harold and H. George Friedman, Jr. to MTD's Local Government Efficiency Act Committee; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

B. Developmental Services Center (DSC) Contract

This is an annual contract with DSC to provide ADA transportation for their clients within the District's boundaries. The District is required by law to insure transportation for persons with mobility-limiting disabilities. MTD contracts this service to DSC as they can provide a specialized level of transportation and care services for their clients. The amount of the contract has increased to \$577,548 from last year's total of \$528,879.

MOTION by Ms. Chaplan to authorize the Managing Director to execute the contract with Developmental Services Center (DSC) in the amount of \$577,548 for ADA transportation of DSC clients; seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

C. Urbana School District #116 Transportation Agreement

Mr. Gnadt explained that this contract is our annual agreement with the Urbana School District #116 to transport middle and high school students. This year, the School District and MTD agreed to change the contract structure to pay for the actual hours of bus service provided instead of basing the cost on enrollment numbers. The contract amount is \$200,489 for the 2023-2024 school year.

MOTION by Mr. Barnes to authorize the Managing Director to execute the Transportation Agreement between the Urbana School District #116 and MTD in the amount of \$200,489 for the school year 2023-2024; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

**D. Champaign Unit 4 School District Transportation Agreement**

Mr. Gnadt explained that this contract is our annual agreement with the Champaign Unit 4 School District to transport middle and high school students. The total contract amount is \$560,655 for the 2023-2024 school year.

MOTION by Mr. Fiscella to authorize the Managing Director to execute the Transportation Agreement between the Champaign Unit 4 School District and MTD in the amount of \$560,655 for the school year 2023-2024; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

**E. Update to Travel Policy #11**

In response to Mr. Nudo's suggestion, staff updated the Travel Reimbursement Policies and Procedures No. 11 to state, "it is preferred that employees travel to/from Willard Airport in Savoy" when on MTD business. An additional revision included per diem amounts for meals that will be paid to maintenance employees who are traveling as inspectors to observe the assembly of buses being purchased by the District.

MOTION by Ms. Chaplan to approve the Policies and Procedures No. 11 – Travel Reimbursement revision dated May 31, 2023; seconded by Mr. Hannon. Upon vote, the MOTION CARRIED.

**F. Update to Web Accessibility Policy**

The District implemented a Web Accessibility Policy with Board approval on December 8, 2021. This policy formalized MTD's approach to ensure full website accessibility to persons with disabilities. Staff has updated the policy to allow the Managing Director to appoint a member of staff as the Web Accessibility Coordinator. This person acts as the point of contact for accessibility concerns, feedback, and information. Also added is a statement that future minor or non-substantive changes to the policy will not need Board approval.

MOTION by Mr. Hannon to adopt MTD's Web Accessibility Policy revision dated May 31, 2023; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

**G. Contract for Electrical Wiring Upgrade to the Maintenance Facility at 803 East University Avenue, Urbana**

The backup air compressor in Maintenance is over 30 years old and in need of replacement. On further inspection, the contractor noted a fire hazard as the electrical feeds were not sufficient for the power requirements of both the existing air compressor and the backup unit. Staff received three bids to upgrade the electrical wiring, and Potter Electric Service, Inc. provided the most responsive, responsible bid at \$89,784. This project will be 100% federally funded through the American Rescue Plan of 2021.

MOTION by Mr. Hannon to authorize the Managing Director to execute the Maintenance Facility wiring upgrade contract between Potter Electric Service, Inc. and MTD in the amount of \$89,784; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

**H. Resolution No. 2023-4 – Downstate Operating Assistance Program (DOAP) Grant Agreement**

This is the annual Downstate Operating Assistance Program (DOAP) grant agreement for the District and its associated resolution. When the grant has been approved by IDOT, the District will submit the Board-approved DOAP grant resolution to facilitate the release of funds.

MOTION by Ms. Chaplan to adopt Resolution No. 2023-4 authorizing the execution of the FY2024 Downstate Operating Assistance Program Grant Agreement; seconded by Mr. Fiscella.

Roll Call:

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

Nay (0)

The MOTION CARRIED.

**10. Next Meeting**

- A. MTD Decennial Committee on Local Government Efficiency – Wednesday, June 28, 2023 – 3:00p.m. at Illinois Terminal – 45 East University Avenue, Champaign
- B. Regular Board of Trustees Meeting and Public Hearing on the FY2024 Budget & Appropriation Ordinance – Wednesday, June 28, 2023 – 3:00 p.m. at Illinois Terminal – 45 East University Avenue, Champaign

**11. Adjournment**

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

Mr. Diel adjourned the meeting at 4:24 p.m.

Submitted by:

  
Clerk

Approved 6/28/2023:

  
Board of Trustees Chair