



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

MINUTES – Approved

DATE: Wednesday, June 28, 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
	Maria McMullen

MTD Staff: Karl Gnadt (Managing Director), Amy Snyder (Chief of Staff), Michelle Wright (Finance Director), Josh Berbaum (Maintenance/Facilities Director), Jay Rank (Operations Director), Brendan Sennett (Safety & Training Director), Alyx Parker (MTD Attorney), Beth Brunk (Clerk)

Others Present:

MINUTES

1. Call to Order
 Chair Diel called the meeting to order at 3:35 p.m.

2. Roll Call
 Present (5) – Chaplan, Diel, Fiscella, Hannon, Nudo
 Absent (2) – Barnes, Delgado

 A quorum was declared present.

3. Approval of Agenda

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

4. Public Hearing on the Budget & Appropriation Ordinance for FY2024
 Mr. Diel asked for public input on the tentative Budget and Appropriation Ordinance for the period from July 1, 2023 to June 30, 2024. Beginning on May 26, 2023, the proposed Budget was available for public review on MTD’s website. The Notice of this Public Hearing was posted in the News Gazette on May 28, 2023. Mr. Diel opened the floor for public comment. As there were no comments, Mr. Diel closed the Public Hearing.

5. Audience Participation
None

6. Approval of Minutes
A. Board Meeting (Open Session) – May 31, 2023

MOTION by Mr. Hannon to approve the open session minutes of the May 31, 2023, MTD Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

7. Communications
None

8. Reports

A. Managing Director

Mr. Gnadt reviewed the statistics for May 2023. Ridership continues to recover. The Federal Transit Administration (FTA) awarded MTD \$6.6 million to purchase ten 40' diesel electric hybrid buses under the Low- and No-Emission grant program. These new hybrid buses use 40-50% less fuel than a pure diesel bus.

Mr. Gnadt noted that the FTA also awarded battery-electric paratransit vans – one for Champaign County Area Rural Transit System (C-CARTS) and two for MTD – through the Illinois Department of Transportation's (IDOT) request from the Low- and No-Emission grant program.

Mr. Nudo left the meeting.

9. Action Items

A. Ordinance No. 2023-1 – Adoption of Budget & Appropriation Ordinance for FY2024

MOTION by Mr. Hannon to adopt Ordinance No. 2023-1 – Budget and Appropriation Ordinance for the Champaign-Urbana Mass Transit District for the fiscal year beginning July 1, 2023 and ending June 30, 2024; seconded by Ms. Chaplan.

Roll Call:

Aye (4) – Chaplan, Diel, Fiscella, Hannon

Nay (0)

Absent (3) – Barnes, Delgado, Nudo

The MOTION CARRIED.

B. Annual Update to the Public Transportation Agency Safety Plan (PTASP)

The Board last approved PTASP revisions on March 27, 2022. The current updates to the PTASP include new requirements from the Infrastructure Investment and Jobs Act, program modifications, updated position titles, and clarifications to existing sections.

MOTION by Mr. Hannon to approve the Public Transportation Agency Safety Plan dated June 28, 2023; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

C. Champaign County Area Rural Transit System (C-CARTS) Intergovernmental Agreement

This intergovernmental agreement (IGA) between Champaign County and MTD extends the Champaign County Area Rural Transit System (C-CARTS) demand response (call in for a ride) service for Champaign County residents through June 30, 2026. The IGA delineates the costs for leasing office and parking space, rates for MTD staff time, and assigns responsibilities for administrative and regulatory tasks. Changes to the agreement include a new 3-year term and an update to the formula to calculate maintenance costs. The County Board approved this IGA at their June 22, 2023 meeting.

MOTION by Mr. Hannon to authorize the Managing Director to execute the Champaign County Area Rural Transit Intergovernmental Agreement between Champaign County and MTD for the term July 1, 2023

through June 30, 2026; seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

D. Champaign County Area Rural Transit System (C-CARTS) Vehicle Lease Agreement

The C-CARTS Vehicle Lease Agreement codifies the van leasing arrangement between Champaign County and MTD for C-CARTS service. The updated agreement includes a new expiration date of June 30, 2026, current listing of vehicles leased, and other minor administrative changes. The Champaign County Board approved this Lease Agreement at their June 22, 2023 meeting.

MOTION by Mr. Hannon to authorize the Managing Director to execute the C-CARTS Vehicle Lease Agreement between Champaign County and MTD for the term July 1, 2023 to June 30, 2026; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

E. Line of Credit Extension with Prospect Bank

MTD has a \$10,000,000 bank-qualified, tax exempt line of credit with Prospect Bank that matures on June 30, 2023. Prospect Bank has proposed an extension to October 1, 2023 at the same rate, 2.625%, for a \$2,500 fee. In this interim, the District will solicit a Request for Proposals from financial institutions for the District's future banking needs.

MOTION by Mr. Hannon to authorize the Managing Director to execute the \$10,000,000 Line of Credit Change of Terms Agreement with Prospect Bank to extend the note to October 1, 2023 with a \$2,500 fee; seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

F. Financial Audit Services Contract

The FTA recommends that transit agencies engage in a different auditor after five years for prudent financial oversight. MTD issued a Request for Proposals for financial auditing services on May 1, 2023. Twelve different audit firms were contacted, and the District received one response from Baker Tilly US, LLP. The Evaluation Committee determined that Baker Tilly could meet all expectations in conducting MTD and C-CARTS' financial audits for FY2023 – FY2027. For FY2023, the cost is estimated to be in the \$40,000 - \$50,000 range.

MOTION by Mr. Hannon to authorize the Managing Director to execute the Baker Tilly US, LLP Engagement Letter for FY2023 – FY2027; seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

G. Underground Storage Tanks Project – Change Order #3 Dewatering and Change Order #4 Additional Concrete Work

In the Underground Fuel Tank Replacement Project, the contractor needed to add to the original scope of the project. Due to the high water table in this area, Change Order No. #3 for \$55,206.81 paid for pumping water out of the tank pit to facilitate the excavation and placement of the tanks in the ground. The contractor had to use several semi-trailer trucks to dispose of the water due to a minor soil contamination issue nearby.

Change Order #4 for \$71,654 paid for additional concrete work due to the heavy equipment and weight of the old tanks that cracked pavement during the excavation and drainage issues. These change orders will be financed with 100% federal funds through the American Rescue Plan Act of 2021 (ARPA).

MOTION by Mr. Hannon to authorize the Managing Director to approve Change Orders #3 and #4 totaling \$126,860.81 to the contract with Illinois Oil Marketing Equipment, Inc.; seconded by Ms. Chaplan. Upon vote, the MOTION CARRIED.

10. Next Meeting

- A. Regular Board of Trustees Meeting – Wednesday, July 26, 2023 – 3:00 p.m. at Illinois Terminal – 45 East University Avenue, Champaign

11. Adjournment

MOTION by Mr. Fiscella 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 7-26-2023:


Board of Trustees Chair