



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

## MINUTES – APPROVED

**DATE:** Wednesday, April 24, 2024  
**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	
Tomas Delgado	
Phil Fiscella	
George Friedman	
Alan Nudo	
Sharif Ullah	

### Advisory Board:

Present	Absent
Jamie Singson	
Christopher Walton	

**MTD Staff:** Karl Gnadt (Managing Director), Amy Snyder (Deputy Managing Director), Michelle Wright (Finance Director), Brendan Sennett (Safety & Training Director), Jacinda Crawmer (Human Resources Director), Drew Bargmann (Customer Service Director), Josh Berbaum (Maintenance & Facilities Director), Jay Rank (Operations Director), and Brittany Meeker (Clerk)

**Others Present:** Tim Bannon (Executive Director of Willard Airport), and Carly McCrory-McKay (Executive Director of Economic Development Corporation and Chair of the Airport Advisory Board).

## MINUTES

1. Call to Order  
Chair Barnes called the meeting to order at 3:50 p.m.
2. Roll Call  
Present (6) – Barnes, Delgado, Fiscella, Friedman, Nudo, Ullah  
  
Absent (0)  
  
The clerk declared that a quorum was present.
3. Approval of Agenda  
  
MOTION by Mr. Fiscella to approve the agenda as distributed; seconded by Mr. Delgado. Upon vote, the MOTION CARRIED.
4. Audience Participation

There was no audience participation.

**5. Approval of Minutes**

**A. Board Meeting (Open Session) – March 27, 2024**

MOTION by Mr. Fiscella to approve the open session minutes of the March 27, 2024, MTD Board meeting as distributed; seconded by Mr. Friedman. Upon vote, the MOTION CARRIED.

**B. Board Meeting (Closed Session) – January 31, 2024**

The Clerk distributed the January 31, 2024 Closed Session Minutes at the Board Meeting and the Board reviewed and approved them.

**6. Communications**

None

**7. Presentation on the MTD2071**

Customer Service Director, Drew Bargmann, presented on MTD's management system, MTD2071. MTD2071 was started as a method to safeguard knowledge transfer at the District. The management system is based on two International Organization for Standardization (ISO) standards which are ISO 9001: Quality Management System Standard and ISO 14001: Environmental Management System Standard. Since its creation, it has become a tool that pushes MTD towards continual improvement through creation of procedures, emergency plans, and objective setting. It is made up of two teams: the Internal Audit Team and the MTD2071 Team. The Internal Audit Team evaluates the District's conformance with MTD2071 and the ISO 9001 and 14001 standards and performs internal audits three times a year. The MTD2071 Team is a stakeholder group that monitors the progress of the system through document review, development of objects, response to internal and external audit findings, and general upkeep of MTD2071. MTD2071's current objectives include service recovery, OSHA implementation, long-term record retention program, employee management software implementation, and climate action plan.

**8. Reports**

**A. Managing Director**

Mr. Gnadt reviewed the statistics for March 2024. The March 2024 Ridership was up 6% from March 2023. Overall, Ridership was up 12.5% for the year-to-date compared to FY2023. Additionally, March 2024 operating revenue was 29.70% above March 2023 and year-to-date revenue was 21.40% above FY2023. Monthly operating expenses for March 2024 have increased 8.50% and year-to-date expenses were up 12.10%.

**B. National Environmental Policy Act (NEPA) for Downtown Urbana**

External Affairs Director, Ashlee McLaughlin presented on the National Environmental Policy Act (NEPA) process for Downtown Urbana. The District is working toward constructing a bus transfer station in downtown at the former Urbana Civic Center site, located at 108 East Water Street. In March 2024, the Federal Transit Administration (FTA) provided a NEPA Class of Action of "Categorical Exclusion with documentation required." Of the three possible classes of action, Categorical Exclusion includes the least amount of anticipated environmental impact. HDR has developed an annotated checklist of the required NEPA documentation that they (HDR) will provide for the project as well as a timeline to complete the documentation by the end of this calendar year.

**9. Action Items**

A. Willard Minimum Revenue Guarantee Contribution

Staff is asking the Board to approve a contribution of \$20,000 to the minimum revenue guarantee project at Willard Airport. Executive Director of Willard Airport, Tim Bannon, joined the table to answer questions from the Board regarding the project. Mr. Friedman asked Karl Gnadl about annexing the airport into MTD. Mr. Gnadl explained that MTD has an understanding with the University to not annex the airport. Mr. Fiscella would like Staff to investigate annexing the Carle Champaign on Curtis area into District via the airport. Mr. Gnadl will ask legal to explore that path.

MOTION by Mr. Friedman to approve the contribution to the Willard Airport minimum revenue guarantee in the amount of \$20,000, seconded by Mr. Nudo. Upon vote, the MOTION CARRIED.

Sharif Ullah left the meeting at 4:41 p.m.

B. Unit 4 Agreement

This is the annual renewal of the Unit 4 agreement for the 2024-2025 school year in which MTD provides bus services to Unit 4 students. This service has been offered since 1977 and is mutually beneficial to MTD and the school district.

MOTION by Mr. Friedman to approve the Unit 4 agreement for the 2024-2025 school year, seconded by Mr. Fiscella. Upon vote, the MOTION CARRIED.

C. District 116 Agreement

This is the annual renewal of the District 116 agreement for the 2024-2025 school year in which MTD provides bus services to District 116 students. This service has been offered since 1987 and is mutually beneficial to MTD and the school district.

MOTION by Mr. Fiscella to approve the District 116 agreement for the 2024-2025 school year, seconded by Mr. Nudo. Upon vote, the MOTION CARRIED.

D. Resolution 2024-1 Low or No Emission Grant and Bus and Bus Facilities Grant

The District is applying for funding through the Federal Transit Administration's (FTA) Low or No Emission Grant Program and Bus and Bus Facilities Grant Program to expand the hydrogen station. Staff recommends that the Board pass Resolution No 2024-1, expressing the District's commitment of local funds equal to about 11 percent local match for this grant application. Staff estimates a total project cost of approximately \$11,086,730. The anticipated federal funding request is \$9,894,384 and the local match is \$1,192,346.

MOTION by Mr. Fiscella to adopt Resolution No. 2024-1 committing MTD to a 11% local match of approximately \$1,192,346 for the submission of FTA's Low or No Emission/Bus and Bus Facilities Grant; seconded by Mr. Delgado.

Roll Call:

Aye (6) – Barnes, Delgado, Fiscella, Friedman, Nudo

Nay (0)

Absent – Ullah

E. Zero Emission Transition Plan

In April 2022, MTD developed a Zero Emission Transition Plan to address the long-term fleet and infrastructure management plan considering cost, availability of resources, policy and legislation, existing and future facilities, partnerships, and workforce impact. The Plan update reflected recent changes within MTD's fleet as well as updates in the industry for zero-emission transit vehicles and revised federal guidance encouraging transit agencies to plan for a completely zero-

emission fleet. The updated Zero-Emission Transition Plan is a requirement to apply for the Federal Transit Administration's (FTA's) Low or No Emission and Bus and Bus Facilities Grant Programs.

MOTION by Mr. Fiscella to approve the Zero Emission Transition Plan dated April 2024; seconded by Mr. Friedman. Upon vote, the MOTION CARRIED

F. Resolution 2024-2 Downstate Operating Assistance Program (DOAP) Grant

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

MOTION by Mr. Barnes to adopt Resolution No. 2024-2 authorizing the execution of the FY2025 Downstate Operating Assistance Program Grant Agreement; seconded by Mr. Fiscella.

Roll Call:

Aye (6) – Barnes, Delgado, Fiscella, Friedman, Nudo

Nay (0)

Absent – Ullah

The MOTION CARRIED.

10. Next Meeting

A. Decennial Committee of Local Government Efficiencies Meeting – Wednesday, May 29, 2024 – 3:00 p.m. – at Illinois Terminal, 45 East University, Champaign

B. Regular Board of Trustees Meeting – Wednesday, May 29, 2024– 3:00 p.m. immediately following the Decennial Committee Meeting – at Illinois Terminal, 45 East University, Champaign

11. Adjournment

MOTION by Mr. Fiscella to adjourn, seconded by Mr. Friedman.

Mr. Barnes adjourned the meeting at 5:01 p.m.

Submitted by:

  
Clerk

Approved: 5/29/2024

  
Board of Trustees Chair