



# Champaign-Urbana Mass Transit District Board of Trustees Meeting

## MINUTES – Approved 5-31-2017 as Distributed

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DATE: Wednesday, April 26, 2017  
TIME: 3:00 p.m.  
PLACE: Champaign City Council Chambers  
102 North Neil Street, Champaign, IL

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### Trustees:

Present	Absent
Linda Bauer	
Bradley Diel (Chair)	
Margaret Chaplan (Vice-Chair)	
Matthew Cho	
James Faron	
Bruce Hannon	
Donald Uchtmann	

### Advisory Board:

Present	Absent
Brian Farber	
Evan Bujak	

### MTD Staff:

Karl Gnadt (Managing Director), Andrew Johnson (Chief Operating Officer), Brenda Eilbracht (Chief Administrative Officer), Amy Snyder (Customer Service Director), Kirk Kirkland (Facilities Director), Jane Sullivan (Grant Manager/Sustainability Planner), Jan Kijowski (Marketing Manager), Jolene Gensler (Comptroller), Jay Rank (Planner), Lisa Meid (Media Manger), Fred Stavins (Counsel), Beth Brunk (Recording Secretary)

### Others Present:

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## MINUTES

#### 1. Call to Order

Chair Diel called the meeting to order at 3:00 p.m.

#### 2. Roll Call

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

#### 3. Approval of Agenda

Mr. Diel noted that Item #11 will precede Item #9 on the agenda. In addition, Item 8 (G) should read approval of Resolution 2017-3, Setting a Public Hearing and Direction Giving Notice Thereof.

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

#### 4. Audience Participation

None

## 5. Approval of Minutes

### A. Board Meeting – March 28, 2017 – Open Session

**MOTION** by Mr. Uchtmann to approve the minutes of the March 28, 2017 Open Session CUMTD Board meeting as distributed; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

Mr. Cho entered the meeting.

### B. Board Meeting – March 28, 2017 – Closed Session

**MOTION** by Mr. Uchtmann to approve the minutes of the March 28, 2017 Closed Session CUMTD Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

## 6. Communications

None

## 7. Reports

### A. Managing Director

Mr. Gnadt reviewed the District's ridership and financial numbers for March 2017. Monthly ridership was down 1.21% from March 2016. As MCORE construction ramps up, the ridership numbers will be negatively impacted. The 12.7% increase in Monthly Operating Expenses was due to early retirement payments and cashed in earned time. Andrew Johnson, the new Chief Operating Officer (COO), introduced himself and was very excited to be a part of the District. IDOT has approved the Route Analysis Grant which is 80% Federal and 20% State funded.

### B. Board Committees

1) **Administration** – No report

2) **Facilities** – No report

3) **Service Delivery** – No report

## 8. Action Items

### A. Authorization to Establish a Checking Account for C-CARTS and Update Signature Cards

Mr. Gnadt requested approval to open a new C-CARTS checking account at Busey to streamline banking activities. Secondarily, existing financial accounts will be updated to include Andrew Johnson, the new COO, as an authorized signer.

**MOTION** by Ms. Bauer to authorize the Managing Director to establish a checking account for C-CARTS with Busey Bank and further authorize that the resolution and signature cards on all Busey Bank, Commerce Bank and Morgan Stanley accounts include the Managing Director, Chief Administrative Officer and Chief Operating Officer as authorized signers; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

### B. Champaign Unit 4 School District Transportation Agreement

Mr. Gnadt explained the mutually beneficial Transportation Agreement with Champaign Unit 4 School District for the 2017-18 school year.

**MOTION** by Mr. Uchtmann to authorize the Chair of the CUMTD Board of Trustees to execute the Transportation Agreement between the District and Champaign Unit 4 School District in the amount of \$388,092 for the 2017-2018 school year; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

### C. Ordinance 2017-1 Ethics and Integrity

This Ordinance codified the District's previous ordinances and resolutions concerning ethics including fraud, waste and abuse into one complete ordinance addressing the various ethics and integrity state statutes and requirements.

**MOTION** by Ms. Chaplan to adopt Ordinance No. 2017-1, an Ordinance implementing the Provisions of the State Officials and Employees Ethics Act (5ILCS 430/1 – 1 Et Seq); seconded by Mr. Uchtmann.

Roll Call vote:

Aye (7) – Bauer, Chaplan, Cho, Diel, Faron, Hannon, Uchtmann

Nay (0)

**MOTION CARRIED.**

D. CUMTD Policies and Procedures #12 – Ethics and Integrity

Similar to Ordinance 2017-1, Policies and Procedures #12 summarized previous policies and satisfies current state requirements concerning ethics and integrity. Ms. Chaplan thought it would be beneficial for Trustees to go through some ethics training. Mr. Gnadt will schedule a study session for Board ethics training.

**MOTION** by Ms. Chaplan to adopt Policies and Procedures #12 – Ethics and Integrity; seconded by Mr. Uchtmann.

Roll Call vote:

Aye (7) – Bauer, Chaplan, Cho, Diel, Faron, Hannon, Uchtmann

Nay (0)

**MOTION CARRIED.**

E. Maintenance Fall Protection System Contract

Full-body harnesses will be provided to maintenance technicians when working on the roof of CUMTD vehicles. HY-Safe was the lowest, responsible and responsive bid at \$56,307.

**MOTION** by Ms. Bauer to authorize the Managing Director to enter into a contract with HY-Safe Technology for fall protection at \$56,307; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

F. Fuel Management System Contract

The District would like to invest in an automated fuel management system which will allow for efficient and accurate record keeping for fueling the fleet. Currently this task is managed by paper recordkeeping. IDOT concurrence to award this contract has been requested.

**MOTION** by Mr. Uchtmann to authorize the Managing Director to enter into a contract with Seneca Companies for a fuel management system in the amount of \$111,749; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

G. Resolution 2017-3 – Setting a Date for an Annexation Public Hearing

Carle Foundation has petitioned to annex their parcel Carle at the Fields in southwest Champaign into the District. In comprehensively planning for service, it was logical to consider annexing the subdivisions contiguous to the District also in southwest Champaign. This proposed annexation is in accordance with the City of Champaign Annexation Agreement as well as the Long-Range Transportation Plan of the Champaign-Urbana Urbanized Area Transportation Study (CUUATS). On Board approval, the Public Hearing date for annexation of southwest Champaign parcels will be set for Monday, June 12<sup>th</sup>, 4:00 p.m. at Champaign Fire Station #6, 3911 West Windsor Road in Champaign.

**MOTION** by Ms. Chaplan to adopt Resolution 2017-3 – a Resolution Setting a Public Hearing and Direction Giving Notice Thereof; seconded by Ms. Bauer.

Roll Call vote:

Aye (7) – Bauer, Chaplan, Cho, Diel, Faron, Hannon, Uchtmann

Nay (0)

**MOTION CARRIED.**

**H. Resolution 2017-2 – Submit a 2017 Consolidated Vehicle Procurement Program Grant Application**

The District would like to submit a grant application to purchase five medium-duty paratransit vans for ADA services and one Street Supervisor minivan. The new vehicles would replace vans in the District's fleet that meet the eligibility requirements for replacement in either mileage or age. As this grant is fully-funded by federal money – no local funding will be used.

**MOTION** by Ms. Chaplan to adopt Resolution 2017-2 which authorizes the submission of an application for a Public Transportation Capital Assistance Grant for the purchase of five ADA paratransit vans and a Street Supervisor minivan; seconded by Ms. Bauer.

Roll Call vote:

Aye (7) – Bauer, Chaplan, Cho, Diel, Faron, Hannon, Uchtmann

Nay (0)

**MOTION CARRIED.**

**9. Next Meeting**

- A. Designated Stops Open Houses – May 3rd & May 24th – 4:00 p.m. – 6:00 p.m. at Illinois Terminal South Banquet Room, 4th Floor, 45 East University, Champaign
- B. Regular Board of Trustees Meeting  
Wednesday, May 31, 2017 - 3:00 p.m. at Champaign City Council Chambers – 102 North Neil Street, Champaign

**10. Closed Session pursuant to 5 ILCS 120/2 (c) 6 to Consider Setting of a Price for Sale or Lease of Property owned by Champaign-Urbana Mass Transit District**

**11. Closed Session pursuant to 5 ILCS 120/2 (c) 5 to Consider the Purchase or Lease of Real Property for the use of Champaign-Urbana Mass Transit District**

**MOTION** by Mr. Uchtmann to enter into closed session pursuant to 5 ILCS 120/2 (c) 6 to Consider Setting of a Price for Sale or Lease of Property owned by Champaign-Urbana Mass Transit District and pursuant to 5 ILCS 120/2 (c) 5 to Consider the Purchase or Lease of Real Property for the use of Champaign-Urbana Mass Transit followed by adjournment; seconded by Mr. Hannon.

Roll Call:

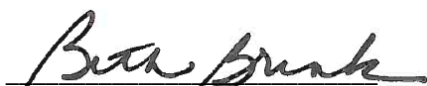
Aye (7) – Bauer, Chaplan, Cho, Diel, Faron, Hannon, Uchtmann

Nay (0)

**MOTION CARRIED.**

Mr. Diel adjourned the meeting to enter into closed session at 3:55 p.m. The meeting adjourned at 4:25 p.m.

Submitted by:



Recording Secretary

Approved:



Board of Trustees Chair