



# Champaign-Urbana Mass Transit District Board of Trustees Meeting

## MINUTES – Approved as Distributed 6-28-2017

DATE: Wednesday, May 31, 2017  
 TIME: 3:00 p.m.  
 PLACE: Champaign City Council Chambers  
 102 North Neil Street, Champaign, IL

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

### 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	
Jacob Rajlich	

### MTD Staff:

Karl Gnadt (Managing Director), Andrew Johnson (Chief Operating Officer), Brenda Eilbracht (Chief Administrative Officer), Amy Snyder (Customer Service Director), Jane Sullivan (Grant Manager/Sustainability Planner), Jan Kijowski (Marketing Manager), Jolene Gensler (Comptroller), Lisa Meid (Media Manger), Stu Smith (IT Manager), Jennifer Bannon (Counsel), Beth Brunk (Recording Secretary)

### Others Present:

## 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 #8F should read “Contract for *Purchase* of Real Estate . . .”

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

### 4. Audience Participation

None

## 5. Approval of Minutes

### A. Board Meeting – April 26, 2017 – Open Session

**MOTION** by Ms. Chaplan to approve the minutes of the April 26, 2017 Open Session CUMTD Board meeting as distributed; seconded by Dr. Faron. Upon vote, the **MOTION CARRIED** unanimously.

### B. Board Meeting – April 26, 2017 – Closed Session

**MOTION** by Ms. Bauer to approve the minutes of the April 26, 2017 Closed Session CUMTD Board meeting as distributed; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

## 6. Communications

Jacob Rajlich was introduced as the new Illinois Student Government representative.

Lisa Meid, Media Manager, explained that CUMTD is participating in the United Way Day of Action to collect new #2 pencils for local kindergarteners. She challenged the Board to join in the fun.

## 7. Reports

### A. Managing Director

Mr. Gnadt reviewed the District's ridership and financial numbers for April 2017. Fair weather, MCORE and campus infill development have contributed to the decrease in ridership. As MCORE construction increases its scope, more major bus routes will be disrupted which will decrease ridership.

### B. Board Committees

- 1) **Administration** – The draft budget is a 3% decrease from last year.
- 2) **Facilities** – Mr. Cho noted that the building at 803 East University is nearly completion. The downtown projects in Champaign and Urbana are progressing.
- 3) **Service Delivery** – No report

## 8. Action Items

### A. CUMTD Substance Abuse Policy and Program Update

Mr. Gnadt reported that the updates to this document were minor in nature including dates, an additional collection site, updated job titles, etc. The District has had a Substance Abuse Policy in place since 1996.

**MOTION** by Mr. Hannon to approve the CUMTD Substance Abuse Policy and Program Update dated April 25, 2017 as distributed; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

### B. Resolution Ascertaining Prevailing Wages

This resolution approves and establishes the Illinois Department of Labor prevailing wage rates for Champaign County as the prevailing wage rate for any public works project coming under the jurisdiction of the District. The Illinois Department of Labor just released prevailing wage rates for Champaign County as of June 5, 2017.

**MOTION** by Ms. Chaplan to adopt Resolution 2017-4 a Resolution Ascertaining Prevailing Wages for fiscal year 2018 using Illinois Department of Labor prevailing wages for Champaign County as of June 5, 2017; seconded by Mr. Hannon.

Roll Call vote:

Aye (6) – Bauer, Chaplan, Cho, Diel, Faron, Hannon

Nay (0)

**MOTION CARRIED.**

C. Developmental Services Center (DSC) Contract

This contract is a cooperative effort for CUMTD to meet the requirements of the Americans With Disabilities Act (ADA) and DSC to provide the best possible transportation services for their clients.

**MOTION** by Ms. Bauer to approve the Developmental Services Contract effective July 1, 2017 through June 30, 2018 as distributed; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

D. Intergovernmental Agreement (IGA) and Vehicle Lease Agreement between Champaign County and CUMTD for the Transportation Services of the Champaign County Area Rural Transit System (C-CARTS)

Champaign County contracts with CUMTD to provide transportation service outside the District's boundaries through Champaign County Area Rural Transit System (C-CARTS). The IGA and Vehicle Lease Agreement is a renewal to June 30, 2020.

**MOTION** by Ms. Bauer to approve the Intergovernmental Agreement and the Vehicle Lease Agreement between Champaign County and CUMTD concerning the Champaign County Area Rural Transit System; seconded by Mr. Hannon. Upon vote, the **MOTION CARRIED** unanimously.

E. Financial Audit Services Contract

The Federal Transit Administration (FTA) recommends that transit agencies engage a different auditor after five years for prudent financial oversight. The District issued a Request for Proposal (RFP), and the Evaluation Committee recommended awarding the contract to the local firm Martin, Hood, Friese & Associates for FY2017-2019 auditing services with an optional extension for FY2020-FY2021. The annual fee for FY2017 is \$28,500.

**MOTION** by Ms. Chaplan to approve the Financial Audit Services Contract with Martin, Hood, Friese & Associates for FY2017-2019 auditing services with an optional extension for FY2020-FY2021; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

F. Resolution 2017-3 – Contract for Purchase of Real Estate at 209 South Water Street in Champaign

Mr. Gnadt explained that 209 South Water Street is the last parcel needed to own the whole block bordered by the railroad tracks, Chester Street, Logan Street and Water Street. This area will be land banked for future needs of the District.

**MOTION** by Dr. Faron to authorize the Managing Director to execute a contract with MNM3 Properties LLC to acquire 209 South Water Street in Champaign; seconded by Ms. Chaplan.

Roll Call vote:

Aye (6) – Bauer, Chaplan, Cho, Diel, Faron, Hannon

Nay (0)

**MOTION CARRIED.**

G. Rejection of Illinois Terminal Boiler Replacement Bids and Authorize Re-Bid

Ms. Sullivan stated that the Board awarded the Illinois Terminal Boiler Replacement contract as of March 28, 2017 to Reliable Plumbing & Heating Company. After review by the Illinois Department of Transportation (IDOT), Reliable Plumbing was unable to fulfill the Disadvantaged Business Enterprise (DBE) requirement. The next lowest bidder submitted a bid that was 33% higher. The District did not feel it was fiscally responsible to accept the significantly higher bid so would like to re-let the project with clarification regarding bidder compliance with DBE regulations.

**MOTION** by Ms. Bauer to reject all bids received relative to Illinois Terminal Boiler No. 16-004 and further move that the Managing Director is authorized to re-let bids and enter into a contract with the lowest responsive and responsible bidder; seconded by Mr. Hannon.

Upon vote:

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

Nay (2) – Cho, Faron

**MOTION CARRIED.**

H. Administration/Operations Building Air Conditioner Unit Replacement Contract

The 15-year old rooftop air conditioner unit at the Administration/Operations Building needs to be replaced. On March 28, 2017, the Board authorized the Managing Director to enter into a contract with Reliable Plumbing & Heating in the amount of \$97,590. However, after further review, Reliable Plumbing & Heating Company was unable to fulfill the DBE requirement. The next lowest bidder with a responsive and responsible bid was E.L. Pruitt Company at \$98,647.

**MOTION** by Mr. Hannon to authorize the Managing Director to enter into a contract with E.L. Pruitt Company in the amount of \$98,647 for the Administration/Operations Building Air Conditioner Unit Replacement; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

I. Illinois Terminal Lavatories and Hand Dryer Replacement Contract

The lavatories and hand dryers in Illinois Terminal's first and second floor restrooms are 17 years old and in need of replacement. The lowest bidder with a responsive and responsible bid was Davis-Houk Mechanical, Inc. in the amount of \$27,290.

**MOTION** by Ms. Chaplan to authorize the Managing Director to enter into a contract with Davis-Houk Mechanical, Inc. in the amount of \$27,290 for Illinois Terminal Lavatories and Hand Dryer Replacement; seconded by Ms. Bauer. Upon vote, the **MOTION CARRIED** unanimously.

J. Maintenance Truck Replacement Contract

The Maintenance truck to be replaced is 15 years old and in poor condition. This vehicle is eligible for replacement. Two bids were received and both were considered responsive and responsible. Due to the tight timeframe to complete this project before fiscal year-end, only Rick Ridings Ford, Inc. was able to guarantee delivery of the vehicle by 6/30/17. The Managing Director determined that an emergency procurement was necessary to secure the funding and was unable to delay the contract award prior to Board approval.

**MOTION** by Mr. Hannon to retroactively authorize the Managing Director to enter into a contract with Rick Ridings Ford, Inc. in the amount of \$38,671 for a new Maintenance truck; seconded by Ms. Chaplan. Upon vote, the **MOTION CARRIED** unanimously.

K. Rejection of 59 East Chester Street and 207 South Water Street Demolition Bids and Authorize Re-Bid without DBE Requirement

In March, the Board approved the rejection of bids and re-bid for the demolition of 59 East Chester and 207 South Water due to bidder confusion with DBE requirements. The project was re-let with DBE requirements. In the second round, the two lowest bidders were not able to fulfill the DBE requirements. The next lowest bidder that satisfied the DBE requirement had a bid that was substantially higher. Staff recommends rejecting the bids again and re-bidding the project without the DBE requirement. The DBE requirement is not mandatory in this project due to the funding source. These buildings are in poor condition and need to be taken down as soon as possible.

**MOTION** by Mr. Hannon to reject all bids received relative to 59 East Chester Street and 207 South Water Street Demolition Project No. 17-006-02 and further move that the Managing Director is authorized to re-let bids without the DBE requirement and enter into a contract with the lowest responsive and responsible bidder; seconded by Ms. Chaplan.

Upon vote:

Aye (5) – Bauer, Chaplan, Diel, Faron, Hannon

Nay (1) – Cho

**MOTION CARRIED.**

**9. Next Meeting**

- A. Annexation Public Hearing – Monday, June 12, 2017 – 4:00 p.m. – 6:00 p.m. at Champaign Fire Station #6, 3911 West Windsor Road, Champaign
- B. Auction of 64 East Chester Street – Thursday, June 22, 2017 – 3:00 p.m. at Illinois Terminal
- C. Regular Board of Trustees Meeting and Public Hearing on the FY2018 Budget & Appropriation Ordinance – Wednesday, June 28, 2017 - 3:00 p.m. at Champaign City Council Chambers – 102 North Neil Street, Champaign

**10. Adjourn into Closed Session pursuant to 5 ILCS 120/2 (c) 11 to Consider Litigation which is Probable or Imminent against Champaign-Urbana Mass Transit District followed by Adjournment**

**MOTION** by Mr. Hannon to enter into closed session to consider litigation which is probable or imminent against Champaign-Urbana Mass Transit District followed by adjournment; seconded by Ms. Chaplan.

Roll Call:

Aye (6) – Bauer, Chaplan, Cho, Diel, Faron, Hannon

Nay (0)

**MOTION CARRIED.**

Mr. Diel adjourned the meeting to enter into closed session at 4:11 p.m. The meeting adjourned at 5:03 p.m.

Submitted by:



Recording Secretary

Approved:



Board of Trustees Chair