



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

MINUTES – Approved

DATE: Wednesday, April 29, 2020
 TIME: 3:00 p.m.
 PLACE: This meeting was held electronically in accordance with the Governor’s Executive Orders and social distancing requirements.

The video of this meeting can be found at:
www.mtd.org/inside/board/meetings/

Trustees:

Present	Absent
Dick Barnes	
Linda Bauer	
Margaret Chaplan (Vice-Chair)	
Tomas Delgado	
Bradley Diel (Chair)	
Phil Fiscella	
Bruce Hannon	

Advisory Board:

Present	Absent
	Marty Paulins
	Jacob Rajlich

MTD Staff: Karl Gnadt (Managing Director), Amy Snyder (Chief of Staff), Jane Sullivan (Grants & Governmental Affairs Director), Michelle Wright (Finance Director), Jacinda Crawmer (Human Resources Director), Fred Stavins (Counsel), 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

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

3. Approval of Agenda

MOTION by Mr. Barnes to approve the agenda as distributed; seconded by Mr. Fiscella. Upon vote, the **MOTION CARRIED** unanimously.

4. Audience Participation

John R. Teeter sent an email inquiring if annual pass holders will be issued a partial refund due to COVID-19.

5. Approval of Minutes

A. *Regular Board Meeting – February 26, 2020*

MOTION by Mr. Hannon to approve the minutes of the February 26, 2020 MTD Board meeting as distributed; seconded by Mr. Fiscella. Upon vote, the **MOTION CARRIED** unanimously.

6. Communications

Concerning partial refunds to annual pass holders, Mr. Gnadt stated that the passes are already very deeply discounted but a decision has not yet been made.

7. Reports

A. Managing Director

With the cancelation of the March Board Meeting, Mr. Gnadt reported on February and March statistics. Monthly ridership was down 41.7% from last March due to the COVID-19 pandemic and the Governor's Executive Order to stay at home. Ridership is down 10% year-to-date. With the schools canceled for the rest of the semester, MTD has scaled back service to the normal summer service schedule. If there are not enough Operators available or, if ridership drops precipitously again, the District will have to examine reducing service to another tier.

8. Action Items

A. National Environmental Policy Act (NEPA) Consulting Services Agreement

MTD and Core Champaign Hockey LLC (CCH) want to hire a third-party consultant for NEPA services in the Yards project. A NEPA environmental assessment is a Federal Transit Administration (FTA) requirement to use the \$17.275M grant awarded to MTD to expand Illinois Terminal. A Selection Committee recommended the contract award to HDR Inc. in the amount of \$335,429. The cost will be allocated 40% to MTD (\$134,171.60) and 60% to CCH.

MOTION by Mr. Barnes to approve the contract for NEPA Services to HDR, Inc. in the amount of \$335,429; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon
Nay (0)

The **MOTION CARRIED** unanimously.

B. Solar Array Expansion Design and Engineering Contract – Part B

MTD is considering the construction of a solar array on property across the street from 1101 E. University Avenue in Urbana owned by the Urbana-Champaign Sanitary District (UCSD). The energy generated from the array would be used to power the hydrogen production facility. MTD would pay long-term lease payments to UCSD. In this contract, Dewberry will complete the full design and engineering services, including the final construction drawings and specifications to be used for competitive bidding of the solar array installation. This project will move forward only if grant funding can be secured.

MOTION by Mr. Barnes to approve the contract for solar array design and engineering – Part B to Dewberry Engineering, Inc. in the amount of \$303,295; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon
Nay (0)

The MOTION **CARRIED** unanimously.

C. Resolution 2020-1 – Illinois Department of Transportation (IDOT) Capital Grant Application

MTD is submitting a grant application for IDOT’s Rebuild Illinois Capital Assistance Program to request funding for four projects: (4) 60’ hydrogen bus replacements, (3) 40’ bus replacements, solar array expansion on UCSD land, and information kiosk rehabilitation; totaling \$6,506,820. A Board authorized resolution must be submitted with this application.

MOTION by Mr. Barnes to approve the adoption of Resolution 2020-1 authorizing the filing of applications for Illinois Department of Transportation’s Rebuild Illinois Capital Grant application; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The MOTION **CARRIED** unanimously.

D. Resolution 2020-2 – Authorize Execution of FY2021 Downstate Operating Assistance Grant Agreement

This is the annual Downstate Operating Assistance Grant for the District and its associated resolution. The grant will be submitted to the Illinois Department of Transportation (IDOT) soon. Once the grant is approved by IDOT, the District can immediately submit the Board-approved Downstate Operating Assistance Grant Resolution to facilitate the release of funds.

MOTION by Ms. Bauer to adopt Resolution 2020-2 authorizing the execution of the FY2021 Downstate Operating Assistance Grant Agreement; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The MOTION **CARRIED** unanimously.

E. Unit 4 Contract

This is the annual service agreement between the Champaign Community Unit School District 4 and MTD to provide transportation for middle and high school students. This is a positive relationship and teaches students how to use public transportation – an important life skill. This contract assumes that school will convene in the fall. If that changes, then an amendment will be brought to the Board.

MOTION by Mr. Barnes to authorize the Managing Director to execute the agreement between MTD and Champaign Community Unit School District 4 in the amount of \$562,530; seconded by Ms. Bauer.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The MOTION **CARRIED** unanimously.

F. Resolution 2020-3 – COVID-19 Pay and Benefits Policy

The current COVID-19 Pay and Benefit Policy was effective March 30, 2020, through May 16, 2020. This resolution authorized the extension of the policy through May 31st. Additionally, the resolution authorizes the Managing Director to implement further changes to the policy as deemed necessary in response to the changing conditions of the pandemic.

MOTION by Mr. Barnes to adopt Resolution 2020-3 extending the COVID-19 Pay and Benefit Policy to May 31, 2020 and authorizing the Managing Director to implement further changes to the policy as needed to respond to the pandemic; seconded by Mr. Hannon.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The MOTION **CARRIED** unanimously.

G. Update Harassment Policy – Policies and Procedures No. 13

Due to staff restructuring, Policies and Procedures No. 13 needs to be updated to include current appropriate job titles required to report, respond to, and address harassment complaints. This revised policy allows the District to conform to Public Act 100-0554 requirements.

MOTION by Mr. Barnes to adopt the updated Policies and Procedures No. 13: Harassment Policy; seconded by Mr. Fiscella.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The MOTION **CARRIED** unanimously.

H. Appointment of Illinois Municipal Retirement Fund (IMRF) Authorized Agent for MTD

Also due to staff restructuring, the IMRF Authorized Agent for MTD was temporarily assigned to the Chief of Staff. With a Human Resources Director now on staff, these associated powers and duties will be reassigned to the Human Resources Director on a permanent basis.

MOTION by Mr. Barnes to authorize the Human Resources Director to be the Illinois Municipal Retirement Fund Authorized Agent for Champaign-Urbana Mass Transit District; seconded by Ms. Chaplan.

Roll Call:

Aye (7) – Barnes, Bauer, Chaplan, Delgado, Diel, Fiscella, Hannon

Nay (0)

The MOTION **CARRIED** unanimously.

9. Next Meeting

A. Regular Board of Trustees Meeting – Wednesday, May 27, 2020 – 3:00 p.m. – Location to be determined

10. Adjournment

Mr. Diel adjourned the meeting at 4:20 p.m.

Submitted by:



Clerk

Approved 5-27-2020:



Board of Trustees Chair