

MINUTES  
REGULAR BOARD MEETING  
WEDNESDAY, AUGUST 27, 2008 AT 3:00 P.M.  
ILLINOIS TERMINAL  
45 EAST UNIVERSITY AVENUE, CHAMPAIGN

PRESIDING

Al Anderson, Chair

RECORDING SECRETARY

Rena Lee Lenz

PRESENT BOARD MEMBERS

Tom Berns	Vicki Ford
Willard Broom	Yuki Llewellyn
John Chato	Ron Peters

ADVISORY BOARD MEMBERS ABSENT

Pam Voitik, Campus Services Division, University of Illinois

IN ATTENDANCE

William L. Volk, Managing Director  
Thomas J. Costello, Assistant Managing Director  
Jim Dhom, Director of Safety & Training  
Adam Shanks, Director of Illinois Terminal

APPROVAL OF AGENDA ITEMS

- (a) A motion was made by Berns, seconded by Peters - the Board of Trustees voted to approve the agenda, as presented.

AYE: Anderson, Berns, Broom, Ford, Llewellyn, Peters  
NAY: None  
Motion carried.

AUDIENCE REQUESTS/PARTICIPATION

None

MINUTES

- (a) Minutes of the Regular Board Meeting - July 30, 2008.

A motion was made by Berns, seconded by Broom - the Board of Trustees voted to approve the Minutes of the Regular Board Meeting on July 30, 2008, as presented.

AYE: Anderson, Berns, Broom, Ford, Llewellyn, Peters  
 NAY: None  
 Motion carried.

COMMUNICATIONS

None

REPORTS

- (a) Managing Director's.

1. Operating Notes.

Volk emphasized how good July ridership (365,289) was with a 21.18% increase above July (301,446). The monthly ridership was the highest monthly total for July in District history, as was June, 2008 ridership. Also, reported that service seems to be going smoothly with the schools starting at various times. Thus far, there have been minimal complaints from the public about the service revisions.

2. Operating Statement.  
 3. Ridership Data.  
 4. District Operating Revenue and Expenses.  
 5. Illinois Terminal Operating Revenue and Expenses.  
 6. Statistical Summary.  
 7. Accounts Payable/Cash Disbursements.

(At this point in the meeting, Board Member Chato arrived at the meeting.)

- (b) Board Committee Reports.

1. Budget & Audit.

Volk reported that final expenses for FY 2008 were \$23,356,407 while the budgeted figure was \$23,525,000. FY 2008 operating revenue was \$6,522,027 while the budgeted amount was \$5,975,000.

Also, Volk stated that the FY 2008 supplemental appropriation of \$596,320 was received from the State of Illinois. We are hoping not to have our usual cash flow problems unless the FY 2009 State funding is delayed significantly.

Information from Morgan-Stanley was included in the board packet.

## REPORTS

### 2. Facilities.

Included in the board packet were two drawings from bus stop/shelter locations on campus. Costello explained the drawings. He stated that the first one was on Goodwin Avenue across from Krannert Center. For this one, we are looking at sharing the cost with the University of Illinois. We hope to have this done by January 1<sup>st</sup>. The second one was the consolidated Illini Union Stop/Shelter on Green Street. We are working with the U of I on a design for this and will not spend any funding on this without the Board's approval.

Some discussion followed regarding various other improvements at bus stops on campus.

In addition, Costello said there was a list of improvements for Illinois Terminal. It's 10<sup>th</sup> anniversary celebration planned for next year was a spring board to get some of these improvements done. He explained the list and said that out of a budgeted amount of \$250,000 that staff has identified approximately \$160,000 in improvements.

Shanks had samples of cork flooring and carpeting to show the Board.

Further, Costello said that staff hopes to have a great deal of this completed no later than December 1<sup>st</sup>. He also discussed the two items for future consideration which were raising the bridge walkway and repairs on the exterior stone work due to discoloration and cracking issues. These issues will be brought back to the Board at a later date for consideration.

Chato updated the Board on the "Diesel Emission Reduction Project".

### 3. Personnel.

Volk stated that Jim Dhom---Director of Safety & Training was present to answer questions on proposed changes to the District's Substance Abuse Policy. The changes were a result of changes recommended as a result of the recent FTA Audit of the program; new FTA mandated changes; and a few District changes. Copies of the complete policy/program were either emailed or included with the board packets. The changes in the policy were color coded to make them more easily understood.

Dhom explained the changes in the policy and some discussion followed regarding those.

It should be noted and as explained by Volk that all employees of the District, including the Administrative Staff are subject to all aspects of the Substance Abuse Policy and can be tested at any time.

A motion was made by Berns, seconded by Ford - the Board of Trustees voted to adopt the update and amendment to the Champaign-Urbana Mass Transit District (CUMTD) Substance Abuse Policy, DOT Urine Specimen Collection Guidelines - effective August 25, 2008 and an update of the CUMTD Substance Abuse Policy in accordance with 49 CFR Part 40 and 49 CFR 655, as amended. (Copies of the complete approval statement are attached to the original and file minutes - plus a copy of the complete policy.)

AYE: Anderson, Berns, Broom, Chato, Ford, Llewellyn, Peters

NAY: None

Motion carried.

Finally, Shanks showed the Board the Downtown Champaign Friendship Award that was recently presented to the District and Illinois Terminal.

UNFINISHED BUSINESS

(a) Discussion/Consideration of Car Share Program.

Included in the board packet was a report that the City of Champaign provided to the Champaign City Council relative to the Car Share Program.

Volk explained that the cities of Champaign and Urbana, the University of Illinois, and the District had been exploring the feasibility of a Car Share Program to meet various goals relating to transportation choices, sustainability, and safety. Zip Car requires a revenue guarantee of \$9,000 per month or \$27,000 per quarter. All four entities involved would be responsible for the guarantee less the revenue generated by the use of the vehicles.

Costello also explained some of the background on the Zip Car. He said that a contract would need to be signed by all four entities and that Jay Rank would be the District's liaison for the Zip Car. Further, he said that Cynthia Hoyle had done a great deal of the leg work on all of this. Currently, over 70 colleges and 50 cities are involved in some sort of zip car program.

Some further discussion followed.

A motion was made by Berns, seconded by Ford - the Board of Trustees voted to authorize the Managing Director to execute the Car Share Intergovernmental Agreement for a car share program in the University of Illinois Campus Area and the cities of Champaign and Urbana.

AYE: Anderson, Berns, Broom, Chato, Ford, Llewellyn, Peters

NAY: None

Motion carried.

(b) Discussion of Annexation Process.

Volk reminded the Board that the hearing for the Savoy Annexation would be at 3:00 p.m. on September 18<sup>th</sup>, 2008 at the Savoy Municipal Center. A special board meeting will be held immediately following to approve the annexation. He also told the Board that Berns, Jack Waaler, and he recently got together to discuss how to proceed with the next round of annexations. He asked Berns to study the issue and make some recommendations.

Berns referred to the map of "Land Parcels for Annexation Analysis". In referring to the map, he said that the red circles were the areas to consider annexing immediately and the black circles were the areas to consider after January 1<sup>st</sup>. He went into great detail explaining the various areas under consideration for annexation that included the University of Illinois—Willard Airport that included Liberty on the Lake, remainder of Sawgrass, Boulder Ridge (may wait until after January 1<sup>st</sup> due to ongoing construction), I-57 and Olympia Drive, the remainder of Apollo including the CN and the industrial area between CN and Lincoln Avenue and Clifford Jacobs Forging, Frasca Field that is close to Farm and Fleet and the O'Brien Car Dealership, Stone Creek area adjacent to Florida Avenue, and Meijer's after January 1<sup>st</sup>.

Considerable discussion followed.

UNFINISHED BUSINESS

(b) Continued

A motion was made by Berns, seconded by Broom, the Board of Trustees voted to authorize staff to proceed with looking at other areas to annex to include, but not limited to the areas described and discussed in the previous paragraph and on the map of “Land Parcels for Annexation Analysis”. (Copies of map attached to original and file minutes.)

AYE: Anderson, Berns, Broom, Chato, Llewellyn, Peters

NAY: None

Motion carried.

(Ford left the meeting before a vote could be taken on this motion.)

(c) Consideration/Discussion of Board Attendance at the APTA Annual Meeting.

Volk said that Board Member Chato requested that this item be placed on the agenda.

Peters indicated that he had wanted to go, but was unable to attend due to some health concerns.

Chato questioned whether prior approval were needed for a board member to travel and attend meetings.

Volk replied that according to the “Board Travel Policy” board approval was needed for a board member to travel.

Peters said that he thought travel arrangements needed to be made farther in advance than this, as the meeting is in early October.

Berns said that he was supportive of the concept of board members attending the appropriate APTA meetings.

Anderson suggested to the Board that if there were interest in attending to let staff know.

(d) Consideration/Discussion of Study Session for the Board.

Volk indicated that Board Member Chato also requested that this item be placed on the agenda.

Chato said that he thought it would be helpful to have another session like the Board had this past Spring.

The Board concurred with this suggestion.

Volk indicated that it would have to be in late October, due the schedule of several staff members.

Costello said that staff would be working on getting topics to discuss such as the various areas to be annexed, sustainability, simulators, miPLAN, etc.

Staff will work on this and report back to the Board.

UNFINISHED BUSINESS

(e) Discussion/Consideration—Bus Procurement.

Volk reported that the District is “piggybacking” onto a contract between the Gillig Corporation and Evansville, Indiana. Evansville has assignable options on their contract that they have decided not to use. There are a quantity of vehicles over and above the initial contracted purchase. Since they are not going to exercise all of their options, the remaining buses become assignable to another transit property. We save time by doing this and cut out the time that it would take to write the RFP and technical specifications, etc. All of these elements can take months sometimes up to a year to accomplish. Staff has submitted our technical summary of the vehicles to Gillig. At this point, staff would like to have the authority to execute the “Purchase Contract Form”.

A motion was made by Berns, seconded by Broom - the Board of Trustees voted to authorize the Managing Director to execute the “Purchase Contract Form” with the Gillig Corporation to piggyback onto their contract with Evansville, Indiana for the purchase and delivery of five (5) 30 foot, 102 inch wide, low floor, heavy duty Hybrid Transit Buses with wheelchair ramps.

AYE: Anderson, Berns, Broom, Chato, Llewellyn, Peters

NAY: None

Motion carried.

NEW BUSINESS

(a) Discussion/Consideration of State Operating Grant Contract for FY 2009.

Volk reported that the District did receive the State Operating Grant Contracts for FY 2009, as hoped. He said that this was just an interim contract in the amount of the District’s FY 2008 grant level. It is anticipated that this figure will be adjusted to reflect the maximum level that the District would receive for FY 2009 upon the final resolution of pending policy and legal issues that arose under the recently revised Act.

A motion was made by Berns, seconded by Peters - the Board of Trustees voted to authorize the execution of the Downstate Public Transportation Operating Assistance Grant Agreement #OP-09-01-IL, Contract #3790 and to authorize Al Anderson, Chair and/or Willard Broom, Vice-Chair to execute the Agreement and William L. Volk, Managing Director and/or Thomas J. Costello, Assistant Managing Director to provide information and file documents as may be required. (Copies of the complete resolution are attached to the original and file minutes.)

AYE: Anderson, Berns, Broom, Chato, Llewellyn, Peters

NAY: None

Motion carried.

NEW BUSINESS

- (b) Discussion/Consideration of Chelsea Leasing Agreement.

Volk stated that awhile ago, IDOT requested that the Board approve any master lease agreements. Subsequent to that, a one-year agreement was approved with the Chelsea Management Group. The auditors have correctly pointed out that staff has continued the relationship with Chelsea, but did not bring this back to the Board for approval. Therefore, staff is requesting Board approval to extend the agreement at this time. The extension carries over all of the agreed upon rates. Staff will make every effort to insure that this does not happen in the future.

A motion was made by Berns, seconded by Broom - the Board of Trustees voted to authorize staff to extend the Lease Agreement with the Chelsea Management Group.

AYE: Anderson, Berns, Broom, Chato, Llewellyn, Peters

NAY: None

Motion carried.

NEXT BOARD MEETING DATES

- (a) The Public Hearing for the Savoy Annexation was previously set for Thursday, September 18, 2008 at 3:00 p.m. with the Special Board Meeting to immediately follow for the approval of the annexation.
- (b) The Regular Board Meeting for September was set for Wednesday September 24, 2008, at 3:00 p.m.

ADJOURNMENT

- (a) A motion was made by Broom, seconded by Peters - the Board of Trustees voted to adjourn the meeting at 5:00 p.m.

AYE: All

NAY: None

Motion carried.

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SECRETARY

APPROVED:

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CHAIR