

**CRIS Rural Mass Transit District  
CRMTD  
February 23 2011  
3:30 pm  
CRIS Healthy Aging Center**

**1) Roll Call:**

Present: Rachel Heron(conference call), Mary Thompson, Augie Hoeflinger, Joyce Schmitt  
Absent: Wayne Johnson

**2) Approval of Minutes of November 18, 2011**

- \* Mary Thompson moved a motion for the Trustees' to approve the minutes from the November 18, 2011 meeting as presented.
- \* Augie Hoeflinger seconded the motion.
- \* All voted in favor and motion was carried.

**3) Communications: Public Comment**

- Board Member Comments – No comments
- CEO Report – Verbal
  - Regional Advisory Committee for Champaign County will meet on 3/7. This is a 7 member committee appointed by the Champaign County Board. Amy will always attend these meetings. Kathy and Les will attend the first meeting and assist with presentation. This meeting will zero in on priorities for rides as well as marketing plan
- Correspondence
  - It was determined by the members present that Correspondence is defined as something which has to be responded to that requires a signature.
  - Letter received from Secretary of State confirming the incorporation of CRIS Rural Mass Transit District.
  - Letter received from IDOT requesting our annual drug and alcohol summary of tests be entered into the National Transit Database as well as hard copy forwarded to IDOT. Kathy will complete this report and submit to National Transit Database online as well as mail hardcopy to IDOT.

**4) Reports**

- Financial Reports – Budget Approval
  - Augie Hoeflinger moved a motion for the Trustees' to approve the Budget presented for 4/1/11-6/30/11.
  - Mary Thompson seconded the motion.
  - All voted in favor and motion was carried.
- Special Project Reports
  - Space Champaign Interagency agreement with Champaign Mass Transit District (CMTD). Agreement is for \$10 per square foot for office space and \$3 per square foot for vehicle space. Champaign

County Economic Development Corporation provided us with market comparisons in the Champaign area. Office rates were between \$11-\$32 per square foot and Warehouse/Industrial space was between \$1.75 to \$5.75 per square foot.

- Joyce Schmitt moved a motion for the Trustees' to approve the Interagency agreement between CRIS Rural mass Transit District and Champaign Mass Transit District for office space and vehicle space, pending Art's approval of agreement.
- Mary Thompson seconded the motion.
- All voted in favor and motion carried.
- Fuel and Maintenance Interagency Agreement with Champaign Mass Transit District. CMTD is willing to sell us Diesel fuel at their cost. We are currently trying to get an account set up with Mobil1 in Champaign purchase unleaded fuel. CMTD is also willing to work on our vehicles for a labor rate of \$39.95 per hour and parts at cost.
  - Augie Hoeflinger moved a motion for the Trustees' to allow CRIS Rural Mass Transit District enter into a verbal agreement with CMTD and Mobil1 until agreement is received in writing and reviewed at our next meeting.
  - Mary Thompson seconded the motion.
  - All voted in favor and motion carried.
- Recommendation for acquisition of office furniture and computers
  - Augie Hoeflinger moved a motion for the Trustee's to approve \$7,000 for the acquisition of office furniture and computers for Champaign office.
  - Joyce Schmitt seconded the motion.
  - All voted in favor and motion carried.
- Server/Router
  - Members discussed the cost of a server/router for Champaign office. It was decided to leave open as cost appears to be under \$5,000 and no board action is necessary or expenditures under \$5,000.

## **5) Unfinished Business**

- **Update of Contracts with IDOT**
  - IDOT has all contract information
- **ByLaw Revisions**
  - Mary Thompson moved a motion that the Trustees' change the date of Board meeting from April to May.
  - Augie Hoeflinger seconded the motion.
  - All voted in favor and motion carried.

## **6) New Business**

- **A. Adoption of Personnel Policies**
  - **Drivers / Middle Management**
  - **Administrators – Issues to be discussed re: CRIS Healthy Aging Center and CRIS Rural Mass Transit**
    - Mary Thompson moved a motion that the Trustees’ table the adoption of Personnel Polices till next meeting.
    - Augie Hoeflinger seconded the motion.
    - All voted in favor and motion carried.
- **Adoption of Mission Statement**

**It is the mission of the CRIS Rural Mass Transit District to design, implement, and maintain an efficient, safe, affordable and reliable transportation system for the citizens of Champaign and Vermilion Counties in order to help promote a strong economy and enhance their life.**

- Joyce Schmitt moved a motion that the Trustees’ adopt the mission statement as presented.
- Augie Hoeflinger seconded the motion.
- All voted in favor and motion carried.
- **Recommendation for selection of Property through Bid Process in Champaign County**
  - Covered under special projects
- **Champaign County Rural Transit Advisory Committee Update**
  - Covered under special projects
- **Amended Meeting Schedule**
  - Covered under Unfinished Business, By Law Revisions

## 7) **Adjournment**

- Joyce Schmitt moved a motion that the Board of Trustees for CRMTD be adjourned..
- Mary Thompson seconded the motion.
- All voted in favor and motion carried.

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Secretary, Mary Thompson

