



CHAMPAIGN COUNTY BOARD
HIGHWAY & TRANSPORTATION COMMITTEE ADDENDUM
County of Champaign, Urbana, Illinois
Friday – June 5, 2015 – 9:00 a.m.

Highway Building Conference Room
1605 East Main Street, Urbana

- XIII. Other Business
Intergovernmental Agreement Between the County of Champaign and Champaign Urbana
Mass Transit District

TO: Champaign County Highway Committee
FROM: Zoe Keller, Champaign County Program Compliance and Oversight Monitor (PCOM)
Drew Bargmann, CUMTD / Special Services Manager
DATE: June 5th, 2015
RE: Intermediate Intergovernmental Agreement between Champaign County and Champaign Urbana Mass Transit District for FY16 Quarter 1.

REQUESTED ACTION:

To approve the attached intermediate Intergovernmental Agreement between Champaign County and the Champaign Urbana Mass Transit District until a FY 2016 final budget and grant agreement from IDOT-DPIT is made available.

BACKGROUND:

The purpose of the attached Intergovernmental Agreement is written to ensure continued transportation services of the Champaign County Area Rural Transportation System (C-CARTS) in the first quarter of FY 2016, which starts on July 1st.

Last year, an Intergovernmental Agreement between Champaign County and the Champaign Urbana Mass Transit District was approved for FY 2015 operation, and the attached agreement is overall identical to the FY2015 version, except for the following changes:

- 1) Timeframe is for one quarter in FY16;
- 2) Maintenance rates and language were updated to reflect the current coming year of operations (i.e. instead of doing one direct of \$33.58 and 30% fringe benefits of \$10.07 for per hour for vehicle maintenance – the new rate is a flat rate of \$43.66);
- 3) Mention of specific grant numbers were removed, since these are currently unavailable.

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE COUNTY OF CHAMPAIGN
AND
CHAMPAIGN URBANA MASS TRANSIT DISTRICT

PREAMBLE

WHEREAS, the County of Champaign ("County") and the Champaign Urbana Mass transit District ("CUMTD") support the access to, and availability of, public transportation in rural Champaign County through grant funding allocated by, the Illinois Department of Transportation - Division of Public and Intermodal Transportation ("IDOT-DPIT") Non-Metro Area Transportation Operating, Operating Capital and Administrative Assistance ("Section 5311") (49 USC§5311), and Downstate Public Transportation Operating Assistance ("Downstate") Grant Agreement;

WHEREAS, the County and CUMTD understand the advantages of governmental cooperation to promote improved access to and availability of public transportation;

WHEREAS, the County has certain assets which may be used by CUMTD in its provision of public transportation in the County of Champaign;

WHEREAS, the County as legal recipient for Section 5311 and Downstate Operating Assistance funds, designates oversight responsibilities of rural public transportation funding within Champaign County to its Regional Planning Commission ("RPC"), specifically the Performance Compliance and Oversight Monitor (PCOM); and

WHEREAS, CUMTD and the County are empowered to enter into intergovernmental agreements pursuant to the provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et. seq.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, it is agreed between the County and CUMTD as follows:

- I. **Incorporation of Recitals.** The Preamble Recitals of this Intergovernmental Agreement ("Agreement") are hereby adopted and incorporated as if fully set forth herein.
- II. **Limitations.** This Agreement shall not limit or supersede any specified Grant Agreement funding requirements executed between the County and IDOT-DPIT. Therefore, in the interest of continued general public transit services this intermediate Agreement shall serve until IDOT-DPIT approves a final grant agreement and budget for Fiscal Year 2016 ("FY2016"), and at that time, this agreement will be dissolved and a new Agreement will be reached between the County of Champaign and the Champaign Urbana Mass Transit District.

III. Representations and Compliance with the Intergovernmental Cooperation Act. The County and CUMTD hereby represent on their behalf as follows:

- A. Each is a public agency as defined in 5 ILCS 220/2 (Intergovernmental Cooperation Act).
- B. The scope of this Agreement relates to the performance of governmental services, activities or undertakings, which the agencies entering into this Agreement are authorized by law to perform.
- C. The respective governing bodies of each party named here have approved and authorized this Agreement as well as performance activities set forth herein. Each party acknowledges and represents that it has the legal power, right, and authority to enter into this Agreement and to perform the duties and obligations contemplated hereby.
- D. This Agreement fully sets forth the purposes, powers, rights, objectives, and responsibilities of the contracting parties with respect to the subject matter hereof.

IV. Powers, Rights, and Responsibilities of the County.

- A. The County shall lease to CUMTD vehicles awarded to Champaign County for rural public transportation purposes, which are specified within the IDOT-DPIT Grant Agreement, pursuant to Applications made by the County under Section(s) 5310 and 5311 of the Urban Mass Transportation Act of 1964, as amended.
- B. After other transportation related assets are procured through IDOT-DPIT for Champaign County rural public transportation services, the County shall have the option to lease those items to CUMTD through a leasing agreement.

V. Powers, Rights, and Responsibilities of RPC. The RPC shall provide transportation services oversight on behalf of the County by:

- A. Facilitating the Champaign County Rural Transit Advisory Group ("RTAG"), a subcommittee of the County's Board as described in the adopted bylaws. In doing so, will insure that the subcommittee is in compliance with the Illinois Open Meetings Act (ILCS 120/2.06);
- B. Maintaining Champaign County copies of current CUMTD service operation and vehicle maintenance policies;
- C. Collecting CUMTD transportation service reports that includes all data, trip denials, public complaints, and fiscal information and periodically verifying accuracy of reports along with associated service policies and practices; and
- D. Quarterly and annually preparing transportation service reports to be presented to the RTAG and the Champaign County Board.
- E. Develop and Update a Public Transportation Service Plan.
- F. Attend local coordination meetings and statewide training sessions.
- G. The RPC shall provide fiscal administration oversight on behalf of the County by:

on a monthly basis for inclusion in requisitions. Such expenses shall not exceed amounts provided for in the Grants for such expenses.

- K. The RPC will retain the portion of funding submitted for oversight activities and will pass through all remaining administration as well as operating reimbursement to CUMTD within two weeks upon receipt of said grant funds.

VI. **CUMTD Responsibilities.**

- A. To the extent it has the legal authority; CUMTD shall provide rural public transportation in the County of Champaign, Illinois.
- B. CUMTD shall prepare on behalf of the County the following sections of the FY2016 Section 5311 and DOAP combined application and submit application materials for RPC review and approval:
 - i. Section VIII: Project Cost and Revenue Proposal
 - ii. Exhibit B: Proposed FY2016 Budget
 - iii. Exhibit G: Applicant's Certification of Intent
 - iv. Exhibit I: Non-Vehicle Capital Asset Inventory
 - v. Exhibit J: Vehicle Asset Inventory
 - vi. Exhibit K: Year End NTD Operating Data Report for FY2015
 - vii. Exhibit L: FFATA Certification
 - viii. Exhibit M: FY2015 Local Match Survey
 - ix. Exhibit N: FY2015 5311 Pay request
- C. In order to operate rural public transportation services for the County of Champaign, Illinois, by entering into this Agreement, CUMTD shall be responsible for all current and future applicable state, federal, and/or funding program rules, requirements, and regulations listed below in **Section VIII. Identification of Applicable Transportation Service Regulations**, except as undertaken by the County and RPC in sections IV and V.
- D. When procuring goods and/or services with a combined value in excess of \$250,000, CUMTD shall make a genuine good faith effort to explore Disadvantaged Business Enterprises ("DBE") contracting opportunities to the greatest extent possible. In the event combined procured goods and/or services exceed \$250,000, CUMTD shall establish a DBE plan as federally required and amend this Agreement accordingly.
- E. CUMTD, as Champaign County's designated rural operator, shall ensure financial accountability by utilizing a third party independent auditor to conduct its annual fiscal and compliance audit. Audit schedules as required by IDOT shall support the operating and administrative costs claimed for reimbursement under the Section 5311 grant award. Audit documents will be forwarded to IDOT-DPIT upon completion according to a minimum federal contract and program requirements.
- F. It is the goal of Champaign County that all employee hiring, pay actions and advancements are made on the basis of merit.

- i. CUMTD will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation or disability. CUMTD in all solicitations or advertisements for employees placed by or on behalf of Champaign County; state that all qualified applicants will receive consideration for employment without regard for age, race, creed, color, national origin, ancestry, marital status, sexual orientation or disability.
 - ii. CUMTD will employ, promote and demote persons based on performance, qualifications and merit and will not discriminate in favor of the employment of relatives or family members. Relative or family member is defined as one of the following: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, or members of the same household. Should CUMTD employ, promote or demote a family member of an existing CUMTD employee, CUMTD will notify Champaign County's PCOM before the hire or promotion.
- G. CUMTD shall operate Champaign County rural public transportation services in compliance with any Grant Applications made on behalf of the County and/or Agreements between the County and IDOT-DPIT.
 - i. Between July 1st, 2015 and September 30th, 2015 Champaign County rural transportation services are subject to the requirements contained in Non-Metro Area Transportation Operating, Operating Capital and Administrative Assistance (49 USC § 5311) and Downstate Public Transportation Operating Assistance Grant Agreement;
 - ii. Therefore, the following *Champaign County Rural Public Transportation Service Parameters* **hereto are set forth below** unless amended.

VII. Champaign County Rural Public Transportation Service Parameters.

- A. **Minimum Service Days & Hours.** Barring natural disasters, unsafe weather conditions, federal holidays, and unforeseen reduction of available fleet size; CUMTD will operate Champaign County rural public transportation services with a minimum of five (5) vehicles Monday to Friday from 6:00 AM to 6:00 PM continuously between July 1st, 2015 and September 30th, 2015.
- B. **Service Reporting & Approval.** CUMTD shall provide RTAG quarterly and annually service reports as well as any grant applications for rural service made on behalf of the County or other agreements for rural service within Champaign County for review and approval. Quarterly, CUMTD shall provide all service data to RPC for performance evaluation. In the case of a temporary suspension of rural transportation services caused by emergency or unforeseen circumstances, RPC will be informed immediately. Both CUMTD and RPC will agree in writing about the changes to rural transportation services before CUMTD implement such changes to the services.
- C. **Grant Funding & Local Match.**
 - i. Service contracts operating at the end of FY15 shall continue as a source of local match. However, to make a good faith effort to be a sustainable rural transit

system with diverse local match sources and in an effort to obtain the maximum federal and state funding – Champaign County staff and CUMTD staff will work together to seek a diverse mix of local match funding sources. Champaign County staff will twice a identify potential sources of local match revenue currently not being sought by the operator, and work with CUMTD to develop a strategy to access these other local funds. CUMTD will be responsible for providing all cost estimates associated with the development of any service contracts.

- ii. CUMTD is expected to monitor the grant funding spend down on a monthly basis and to provide a quarterly status report to RTAG and RPC on how fiscal operations are progressing. If at any time the Downstate funding is unexpectedly discontinued or if the expenses of the system far outpace the availability of federal, state, and local match funding – CUMTD shall submit a 90 day notice of service reductions or termination of transportation services, in order to operate within the funding limitations as budgeted in the grant application.

D. Quarterly Expenditures and Requisitions. In accordance with Grant Agreements between IDOT-DPIT and Champaign County for FY16 rural public transportation services, for each quarter CUMTD' transportation expenditures shall not exceed 25% of all awarded grant funds for rural public transportation (i.e. Section 5311 and IL Downstate Operating Assistance Program). In the event unanticipated expenditures result in a quarterly requisition going over said ceiling amount, CUMTD shall notify RPC in writing, no later than two weeks after charges have been incurred, to explain the overages, how the remaining year operations will be covered, and request an approved exception for the particular quarter. RPC shall monthly provide CUMTD a copy of all oversight administrative services performed as well as all documentation required by CUMTD Auditor. CUMTD shall quarterly prepare and submit to RPC the requisitions along with any other IDOT-DPIT and/or County required documentation. CUMTD shall ensure the eligibility of all expenditures within the prepared requisition. CUMTD shall make available to RPC staff any applicable fiscal documentation necessary to review accuracy of the requisitions to be submitted. RPC will review the submitted requisitions for accuracy and the County's Authorized representative will approve and sign said requisitions to be sent to IDOT-DPIT for payment. RPC will submit the requisitions and other documentation to IDOT-DPIT and will maintain a copy of each requisition for the County's records. Such submittal shall be made by RPC within seven (7) days after CUMTD has provided RPC with any documents requested by RPC.

C. Rolling Stock Lease Agreement. CUMTD will lease rolling stock from Champaign County to operate the rural public transportation services in Champaign County for \$1 per year per vehicle as available. Refer to ***Vehicle Lease Agreement between County of Champaign, Illinois and Champaign Urbana Mass Transit District*** for additional terms and conditions.

D. Vehicle Maintenance. CUMTD shall provide for leased vehicle preventative and comprehensive maintenance in compliance with all federal, state, and/or funding program requirements by following IDOT-DPIT compliant vehicle maintenance plan and policies. CUMTD shall track maintenance costs of vehicles used for Champaign

County rural transportation services separately. Maintenance costs tracked separately for the appropriate Champaign County rural public transportation services are eligible expenditures under requisitions for Champaign County FY2016 Grant Agreement. CUMTD shall ensure compliance of vehicle maintenance as required under federal regulations and funding program requirements. CUMTD shall keep comprehensive maintenance records and have these records annually available for RPC oversight. Cost parameters for vehicle maintenance include:

- i. CUMTD will perform all preventative maintenance requested at the actual hourly rate needed for the work. The current hourly rate for preventative maintenance services is \$43.66.
 - ii. CUMTD will charge the cost of any required parts at current pricing.
 - iii. CUMTD will perform all mechanical repair work. The current hourly rate for mechanical repair services is \$43.66.
 - iv. CUMTD will perform any requested body shop repair work. The current hourly rate for body shop repair work services is \$56.65.
 - v. CUMTD will perform any requested road calls. The current hourly rate for road call service is \$43.66.
 - vi. CUMTD will fuel C-CARTS vehicles as requested. The cost per gallon will be calculated as a monthly average based on overall CUMTD fuel purchases.
 - vii. CUMTD will wash, sweep, and empty the trash of each C-CARTS vehicle during the weekend. Each wash will be charged at \$3 a wash.
 - viii. CUMTD will charge C-CARTS a monthly administrative fee of \$250.
- B. Vehicle Liability Insurance.** CUMTD shall maintain adequate liability insurance to operate the public services as specified by IDOT to be primary, and not excessive or contributory, and at minimum afford the following coverage levels:

Combined single limit	\$1 million
Medical Payments	\$5,000
Uninsured / Under-insured	\$1 million
Hired and Non-Owned	\$1 million

VIII. Identification of All Applicable Transportation Service Regulations. The provision of rural public transportation services within the County of Champaign, Illinois is subject to the rules and regulations found in the following documents:

- A.** The United States of America (USA) Department of Transportation Federal Transit Administration (FTA) Master Agreement as published on FTA's website and authorized by the Federal Ledger;
- B.** Any Grant Agreement between IDOT-DPIT and the County executed filed with IDOT-DPIT officers and copy retained in the County's records; and
- C.** Any Grant Application(s) made to IDOT-DPIT on behalf of the County, which includes resolutions made by the Champaign County Board: 1) Illinois Department of

Transportation ("IDOT") and FTA Assistance Programs Joint Certifications and Assurances, and 2) 5333b Special Warranty.

IX. Terms.

- A.** The term of this Agreement shall be from July 1st, 2015 to September 30th, 2015 and will continue for the remainder of FY16 unless cancelled by the other party with 90 days notice. Upon written notice:
- i.** The straight hourly rate for maintenance of vehicles in FY2016 1st Quarter is \$43.66. Therefore CUMTD may suspend or terminate all or part of this agreement when the County is, or has been in material violation of the terms of this Agreement,
 - ii.** The County may terminate all or part of this agreement when it determines, in its sole discretion that the purpose of the Champaign County rural public transportation services would not be adequately served by continuation of the IDOT-DPIT Grant Agreement or at the County's convenience.
- B.** Termination of any part of this Agreement will not invalidate obligations properly incurred by CUMTD prior to the date of termination; to the extent they are non-cancelable. Neither the acceptance of a remittance by the County of any or all Champaign County rural transportation services from the IDOT-DPIT Grant Agreement nor the closing out of CUMTD expenditures for Champaign County rural transportation service shall constitute a waiver of any claim which the IDOT-DPIT Grant Agreement may otherwise have arising out of this Agreement.

- X. Notices.** All notices or other communications required or permitted hereunder shall be in writing and personally delivered or registered or certified mail, postage pre-paid, return receipt requested and addressed to the parties hereto at their respective addresses set forth below. Such notice or other communications shall be deemed given upon receipt or one (1) business day after tendering to an overnight air-express service.

Notices to the County shall be sent to:

PCOM
Champaign County Regional Planning Commission
1776 E. Washington Street
Urbana, IL 61802
Fax: 217-384-3896

Notice to CUMTD shall be sent to:

General Manager
Champaign Urbana Mass Transit District
1101 E University Avenue
Urbana, IL 61802

- XI. Governing Law and Venue.** This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Illinois. The parties agree that the venue for any action pertaining hereto shall be in Champaign County, Illinois.

XII. Entire Agreement. This Agreement represents the entire agreement between the parties with respect to the subject matter and may not be modified except by writing.

XIII. Compliance with Law. The County and CUMTD shall comply with all the applicable provisions of local, state, and federal laws relating to the performance of the terms of this Agreement.

IN WITNESS WHERE OF, the County has caused this Agreement to be executed by the Chair of the Champaign County Board and attested by the County Clerk pursuant to authority given by the Champaign County Board, and CUMTD has caused this Agreement to be executed by its Chief Executive Officer pursuant to authority given by its Board of Directors this **18th day of June, 2015.**

COUNTY OF CHAMPAIGN

CHAMPAIGN URBANA MASS TRANSIT DISTRICT

By: _____
Pattsi Petrie, Chair
Champaign County Board

By: _____
Linda Bauer,
CUMTD Chair

Attest:

By: _____
Gordy Hulten,
Champaign County Clerk

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE COUNTY OF CHAMPAIGN
AND
CHAMPAIGN URBANA MASS TRANSIT DISTRICT

PREAMBLE

WHEREAS, the County of Champaign ("County") and the Champaign Urbana Mass transit District ("CUMTD") support the access to, and availability of, public transportation in rural Champaign County through grant funding allocated by, the Illinois Department of Transportation - Division of Public and Intermodal Transportation ("IDOT-DPIT") Non-Metro Area Transportation Operating, Operating Capital and Administrative Assistance ("Section 5311") (49 USC§5311), and Downstate Public Transportation **Operating Assistance ("Downstate") Grant Agreement;**

WHEREAS, the County and CUMTD understand the advantages of governmental cooperation to promote improved access to and availability of public transportation;

WHEREAS, the County has certain assets which may be used by CUMTD in its provision of public transportation in the County of Champaign;

WHEREAS, the County as legal recipient for Section 5311 and Downstate Operating Assistance funds, designates oversight responsibilities of rural public transportation funding within Champaign County to its Regional Planning Commission ("RPC"), specifically the Performance Compliance and Oversight Monitor (PCOM); and

WHEREAS, CUMTD and the County are empowered to enter into intergovernmental agreements pursuant to the provisions of Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1, et. seq.

NOW, THEREFORE, in consideration of the mutual agreements contained herein, it is agreed between the County and CUMTD as follows:

- I. **Incorporation of Recitals.** The Preamble Recitals of this Intergovernmental Agreement ("Agreement") are hereby adopted and incorporated as if fully set forth herein.
- II. **Limitations.** This Agreement shall not limit or supersede any specified Grant Agreement funding requirements executed between the County and IDOT-DPIT. **Therefore, in the interest of continued general public transit services this intermediate Agreement shall serve until IDOT-DPIT approves a final grant agreement and budget for Fiscal Year 2016 ("FY2016"), and at that time, this agreement will be dissolved and a new Agreement will be reached between the County of Champaign and the Champaign Urbana Mass Transit District.**

III. Representations and Compliance with the Intergovernmental Cooperation Act. The County and CUMTD hereby represent on their behalf as follows:

- A. Each is a public agency as defined in 5 ILCS 220/2 (Intergovernmental Cooperation Act).
- B. The scope of this Agreement relates to the performance of governmental services, activities or undertakings, which the agencies entering into this Agreement are authorized by law to perform.
- C. The respective governing bodies of each party named here have approved and authorized this Agreement as well as performance activities set forth herein. Each party acknowledges and represents that it has the legal power, right, and authority to enter into this Agreement and to perform the duties and obligations contemplated hereby.
- D. This Agreement fully sets forth the purposes, powers, rights, objectives, and responsibilities of the contracting parties with respect to the subject matter hereof.

IV. Powers, Rights, and Responsibilities of the County.

- A. The County shall lease to CUMTD vehicles awarded to Champaign County for rural public transportation purposes, which are specified within the IDOT-DPIT Grant Agreement, pursuant to Applications made by the County under Section(s) 5310 and 5311 of the Urban Mass Transportation Act of 1964, as amended.
- B. After other transportation related assets are procured through IDOT-DPIT for Champaign County rural public transportation services, the County shall have the option to lease those items to CUMTD through a leasing agreement.

V. Powers, Rights, and Responsibilities of RPC. The RPC shall provide transportation services oversight on behalf of the County by:

- A. Facilitating the Champaign County Rural Transit Advisory Group ("RTAG"), a subcommittee of the County's Board as described in the adopted bylaws. In doing so, will insure that the subcommittee is in compliance with the Illinois Open Meetings Act (ILCS 120/2.06);
- B. Maintaining Champaign County copies of current CUMTD service operation and vehicle maintenance policies;
- C. Collecting CUMTD transportation service reports that includes all data, trip denials, public complaints, and fiscal information and periodically verifying accuracy of reports along with associated service policies and practices; and
- D. Quarterly and annually preparing transportation service reports to be presented to the RTAG and the Champaign County Board.
- E. Develop and Update a Public Transportation Service Plan.
- F. Attend local coordination meetings and statewide training sessions.
- G. The RPC shall provide fiscal administration oversight on behalf of the County by:

on a monthly basis for inclusion in requisitions. Such expenses shall not exceed amounts provided for in the Grants for such expenses.

- K. The RPC will retain the portion of funding submitted for oversight activities and will pass through all remaining administration as well as operating reimbursement to CUMTD within two weeks upon receipt of said grant funds.

VI. **CUMTD Responsibilities.**

- A. To the extent it has the legal authority; CUMTD shall provide rural public transportation in the County of Champaign, Illinois.
- B. CUMTD shall prepare on behalf of the County the following sections of the FY2016 Section 5311 and DOAP combined application and submit application materials for RPC review and approval:
 - i. Section VIII: Project Cost and Revenue Proposal
 - ii. Exhibit B: Proposed FY2016 Budget
 - iii. Exhibit G: Applicant's Certification of Intent
 - iv. Exhibit I: Non-Vehicle Capital Asset Inventory
 - v. Exhibit J: Vehicle Asset Inventory
 - vi. Exhibit K: Year End NTD Operating Data Report for FY2015
 - vii. Exhibit L: FFATA Certification
 - viii. Exhibit M: FY2015 Local Match Survey
 - ix. Exhibit N: FY2015 5311 Pay request
- C. In order to operate rural public transportation services for the County of Champaign, Illinois, by entering into this Agreement, CUMTD shall be responsible for all current and future applicable state, federal, and/or funding program rules, requirements, and regulations listed below in **Section VIII. Identification of Applicable Transportation Service Regulations**, except as undertaken by the County and RPC in sections IV and V.
- D. When procuring goods and/or services with a combined value in excess of \$250,000, CUMTD shall make a genuine good faith effort to explore Disadvantaged Business Enterprises ("DBE") contracting opportunities to the greatest extent possible. In the event combined procured goods and/or services exceed \$250,000, CUMTD shall establish a DBE plan as federally required and amend this Agreement accordingly.
- E. CUMTD, as Champaign County's designated rural operator, shall ensure financial accountability by utilizing a third party independent auditor to conduct its annual fiscal and compliance audit. Audit schedules as required by IDOT shall support the operating and administrative costs claimed for reimbursement under the Section 5311 grant award. Audit documents will be forwarded to IDOT-DPIT upon completion according to a minimum federal contract and program requirements.
- F. It is the goal of Champaign County that all employee hiring, pay actions and advancements are made on the basis of merit.

- i. CUMTD will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sexual orientation or disability. CUMTD in all solicitations or advertisements for employees placed by or on behalf of Champaign County; state that all qualified applicants will receive consideration for employment without regard for age, race, creed, color, national origin, ancestry, marital status, sexual orientation or disability.
 - ii. CUMTD will employ, promote and demote persons based on performance, qualifications and merit and will not discriminate in favor of the employment of relatives or family members. Relative or family member is defined as one of the following: spouse, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild, or members of the same household. Should CUMTD employ, promote or demote a family member of an existing CUMTD employee, CUMTD will notify Champaign County's PCOM before the hire or promotion.
- G. CUMTD shall operate Champaign County rural public transportation services in compliance with any Grant Applications made on behalf of the County and/or Agreements between the County and IDOT-DPIT.
 - i. Between July 1st, 2015 and September 30th, 2015 Champaign County rural transportation services are subject to the requirements contained in Non-Metro Area Transportation Operating, Operating Capital and Administrative Assistance (49 USC § 5311) and Downstate Public Transportation Operating Assistance Grant Agreement;
 - ii. Therefore, the following *Champaign County Rural Public Transportation Service Parameters* **hereto are set forth below** unless amended.

VII. Champaign County Rural Public Transportation Service Parameters.

- A. Minimum Service Days & Hours.** Barring natural disasters, unsafe weather conditions, federal holidays, and unforeseen reduction of available fleet size; CUMTD will operate Champaign County rural public transportation services with a minimum of five (5) vehicles Monday to Friday from 6:00 AM to 6:00 PM continuously between July 1st, 2015 and September 30th, 2015.
- B. Service Reporting & Approval.** CUMTD shall provide RTAG quarterly and annually service reports as well as any grant applications for rural service made on behalf of the County or other agreements for rural service within Champaign County for review and approval. Quarterly, CUMTD shall provide all service data to RPC for performance evaluation. In the case of a temporary suspension of rural transportation services caused by emergency or unforeseen circumstances, RPC will be informed immediately. Both CUMTD and RPC will agree in writing about the changes to rural transportation services before CUMTD implement such changes to the services.
- C. Grant Funding & Local Match.**
 - i. Service contracts operating at the end of FY15 shall continue as a source of local match. However, to make a good faith effort to be a sustainable rural transit

system with diverse local match sources and in an effort to obtain the maximum federal and state funding – Champaign County staff and CUMTD staff will work together to seek a diverse mix of local match funding sources. Champaign County staff will twice a identify potential sources of local match revenue currently not being sought by the operator, and work with CUMTD to develop a strategy to access these other local funds. CUMTD will be responsible for providing all cost estimates associated with the development of any service contracts.

- ii. CUMTD is expected to monitor the grant funding spend down on a monthly basis and to provide a quarterly status report to RTAG and RPC on how fiscal operations are progressing. If at any time the Downstate funding is unexpectedly discontinued or if the expenses of the system far outpace the availability of federal, state, and local match funding – CUMTD shall submit a 90 day notice of service reductions or termination of transportation services, in order to operate within the funding limitations as budgeted in the grant application.

D. Quarterly Expenditures and Requisitions. In accordance with Grant Agreements between IDOT-DPIT and Champaign County for FY16 rural public transportation services, for each quarter CUMTD' transportation expenditures shall not exceed 25% of all awarded grant funds for rural public transportation (i.e. Section 5311 and IL Downstate Operating Assistance Program). In the event unanticipated expenditures result in a quarterly requisition going over said ceiling amount, CUMTD shall notify RPC in writing, no later than two weeks after charges have been incurred, to explain the overages, how the remaining year operations will be covered, and request an approved exception for the particular quarter. RPC shall monthly provide CUMTD a copy of all oversight administrative services performed as well as all documentation required by CUMTD Auditor. CUMTD shall quarterly prepare and submit to RPC the requisitions along with any other IDOT-DPIT and/or County required documentation. CUMTD shall ensure the eligibility of all expenditures within the prepared requisition. CUMTD shall make available to RPC staff any applicable fiscal documentation necessary to review accuracy of the requisitions to be submitted. RPC will review the submitted requisitions for accuracy and the County's Authorized representative will approve and sign said requisitions to be sent to IDOT-DPIT for payment. RPC will submit the requisitions and other documentation to IDOT-DPIT and will maintain a copy of each requisition for the County's records. Such submittal shall be made by RPC within seven (7) days after CUMTD has provided RPC with any documents requested by RPC.

C. Rolling Stock Lease Agreement. CUMTD will lease rolling stock from Champaign County to operate the rural public transportation services in Champaign County for \$1 per year per vehicle as available. Refer to ***Vehicle Lease Agreement between County of Champaign, Illinois and Champaign Urbana Mass Transit District*** for additional terms and conditions.

D. Vehicle Maintenance. CUMTD shall provide for leased vehicle preventative and comprehensive maintenance in compliance with all federal, state, and/or funding program requirements by following IDOT-DPIT compliant vehicle maintenance plan and policies. CUMTD shall track maintenance costs of vehicles used for Champaign

County rural transportation services separately. Maintenance costs tracked separately for the appropriate Champaign County rural public transportation services are eligible expenditures under requisitions for Champaign County FY2016 Grant Agreement. CUMTD shall ensure compliance of vehicle maintenance as required under federal regulations and funding program requirements. CUMTD shall keep comprehensive maintenance records and have these records annually available for RPC oversight. **Cost parameters for vehicle maintenance include:**

- i. CUMTD will perform all preventative maintenance requested at the actual hourly rate needed for the work. The current hourly rate for preventative maintenance services is \$43.66.**
- ii. CUMTD will charge the cost of any required parts at current pricing.**
- iii. CUMTD will perform all mechanical repair work. The current hourly rate for mechanical repair services is \$43.66.**
- iv. CUMTD will perform any requested body shop repair work. The current hourly rate for body shop repair work services is \$56.65.**
- v. CUMTD will perform any requested road calls. The current hourly rate for road call service is \$43.66.**
- vi. CUMTD will fuel C-CARTS vehicles as requested. The cost per gallon will be calculated as a monthly average based on overall CUMTD fuel purchases.**
- vii. CUMTD will wash, sweep, and empty the trash of each C-CARTS vehicle during the weekend. Each wash will be charged at \$3 a wash.**
- viii. CUMTD will charge C-CARTS a monthly administrative fee of \$250.**

B. Vehicle Liability Insurance. CUMTD shall maintain adequate liability insurance to operate the public services as specified by IDOT to be primary, and not excessive or contributory, and at minimum afford the following coverage levels:

Combined single limit	\$1 million
Medical Payments	\$5,000
Uninsured / Under-insured	\$1 million
Hired and Non-Owned	\$1 million

VIII. Identification of All Applicable Transportation Service Regulations. The provision of rural public transportation services within the County of Champaign, Illinois is subject to the rules and regulations found in the following documents:

- A.** The United States of America (USA) Department of Transportation Federal Transit Administration (FTA) Master Agreement as published on FTA's website and authorized by the Federal Ledger;
- B.** Any Grant Agreement between IDOT-DPIT and the County executed filed with IDOT-DPIT officers and copy retained in the County's records; and
- C.** Any Grant Application(s) made to IDOT-DPIT on behalf of the County, which includes resolutions made by the Champaign County Board: 1) Illinois Department of

Transportation ("IDOT") and FTA Assistance Programs Joint Certifications and Assurances, and 2) 5333b Special Warranty.

IX. Terms.

A. The term of this Agreement shall be from July 1st, 2015 to **September 30th, 2015** and will continue **for the remainder of FY16** unless cancelled by the other party with 90 days notice. Upon written notice:

- i.** The straight hourly rate for maintenance of vehicles in **FY2016 1st Quarter** is **\$43.66**. Therefore CUMTD may suspend or terminate all or part of this agreement when the County is, or has been in material violation of the terms of this Agreement,
- ii.** The County may terminate all or part of this agreement when it determines, in its sole discretion that the purpose of the Champaign County rural public transportation services would not be adequately served by continuation of the IDOT-DPIT Grant Agreement or at the County's convenience.

B. Termination of any part of this Agreement will not invalidate obligations properly incurred by CUMTD prior to the date of termination; to the extent they are non-cancelable. Neither the acceptance of a remittance by the County of any or all Champaign County rural transportation services from the IDOT-DPIT Grant Agreement nor the closing out of CUMTD expenditures for Champaign County rural transportation service shall constitute a waiver of any claim which the IDOT-DPIT Grant Agreement may otherwise have arising out of this Agreement.

X. Notices. All notices or other communications required or permitted hereunder shall be in writing and personally delivered or registered or certified mail, postage pre-paid, return receipt requested and addressed to the parties hereto at their respective addresses set forth below. Such notice or other communications shall be deemed given upon receipt or one (1) business day after tendering to an overnight air-express service.

Notices to the County shall be sent to:

PCOM
Champaign County Regional Planning Commission
1776 E. Washington Street
Urbana, IL 61802
Fax: 217-384-3896

Notice to CUMTD shall be sent to:

General Manager
Champaign Urbana Mass Transit District
1101 E University Avenue
Urbana, IL 61802

XI. Governing Law and Venue. This Agreement shall be governed, construed, and enforced in accordance with the laws of the State of Illinois. The parties agree that the venue for any action pertaining hereto shall be in Champaign County, Illinois.

XII. Entire Agreement. This Agreement represents the entire agreement between the parties with respect to the subject matter and may not be modified except by writing.

XIII. Compliance with Law. The County and CUMTD shall comply with all the applicable provisions of local, state, and federal laws relating to the performance of the terms of this Agreement.

IN WITNESS WHERE OF, the County has caused this Agreement to be executed by the Chair of the Champaign County Board and attested by the County Clerk pursuant to authority given by the Champaign County Board, and CUMTD has caused this Agreement to be executed by its Chief Executive Officer pursuant to authority given by its Board of Directors this **18th day of June, 2015.**

COUNTY OF CHAMPAIGN

By: _____
Patti Petrie, Chair
Champaign County Board

Attest:

By: _____
Gordy Hulten,
Champaign County Clerk

CHAMPAIGN URBANA MASS TRANSIT DISTRICT

By: _____
Linda Bauer,
CUMTD Chair
