

The Board of Trustees of the Springfield Mass Transit District met in a regular session in the office of the Springfield Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:30 PM by Ed Gower, Counsel.

I. Roll Call Present:

Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Jerry Doss	Trustee
Susan Davsko	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Ed Gower	Counsel
Dale Schultz	Planner, SSCRPC

Absent:

Brian Brewer	Chairperson
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Ruth Bellm	HR Manager
Linda Wheeland	Senior Planner, SSCRPC
Pete Roberts	SCIL

II. Approval of Minutes

Ed Gower noted that Chairman Brian Brewer was not present and suggested that the Board take a vote to elect a temporary Chairman to preside over the meeting. Karen Hasara motioned to select Sue Davsko as a temporary Chairman. Sandra Douglas seconded the motion and it passed unanimously with a roll call vote.

III. Managing Director's Report

Frank Squires explained that the fair ridership was down from last year by 763 riders. This is attributed to the weather and the fact that the concerts and shows did not sell out. Mr. Squires also mentioned that the new front entry doors and glass partition are the beginning implementation of the building and data security plan.

Diane Townsend stated that Administration has been busy preparing for the internal audit, pulling data and preparing schedules and that IDOT came in last week in preparation for an FTA audit in Chicago. She also stated that the State Fair has contacted us and was excited about the advertising for discounted fair tickets and is interested in a partnership with us next year. Ms.

Townsend thanked Gina Balding for her work on the discounted fair tickets and Dave Miller for posing for the picture on the advertisements. She also explained that UIS contacted SMTD to participate in International Student Day. Angie Brooks, Kerry McComb, Mike Winningham and Kim Goza attended. Ms. Townsend asked Shoun Reese to further report on the International Student Day. Shoun Reese stated that UIS had requested specific route information for international students for specific locations geared to the students' needs. Trip planning cards were produced to provide direct route information and instructions. Ms. Reese stated that over 200 of 436 enrolled international students attended the presentation. All route information cards were given out, and over 300 bus passes were sold. The Planning Commission also helped create specific route maps geared towards UIS students' needs.

IV. Reports

A. Approval of June and July Financial Statements and Approval of July Cash Disbursements

Jerry Doss motioned to approve the June and July Financial Statements and July Cash Disbursements. Sandra Douglas seconded the motion and the motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend noted that the two items under New Business, Updated Investment Policy and Amended Trust Fund Document, are required prior to the issuance of the RFP for an Investment Manager. Shoun Reese will have a draft of the RFP ready by August .

Operations: Frank Squires spoke with Earl Amos who reported that all is well in the Maintenance Department.

Shoun Reese stated that the switch to the new CNG station is tentatively scheduled for August . The CNG project is two days behind schedule due to heat and technology imports but will be back on schedule soon.

Diane Townsend stated that ridership is up 6.9% for the month of July, which is the month in a row with increased ridership.

Melissa Ashford stated that Access is doing well and maintained a 99% On Time Performance rate in July.

Administration: There was no Administration report.

C. Planning Commission Report: Dale Schultz stated the Planning Commission is helping SMTD's partnership with UIS by creating route map posters that serve UIS students. The Planning Commission has also been working on

developing the 2040 Long Range Transportation Plan by wrapping up work with the citizens and community advisory committees to draft a vision statement, mission statement and goals for the transportation plan.

- D. Disabled Persons Advisory Committee Report/Access Springfield:** Pete Roberts was not in attendance.

V. New Business

A. 2015 – 2018 TIP Projects

Shoun Reese stated that the TIP is the area's multi-year planning document, which includes projects from state, city and local governments' transportation projects. The SATs committee approves the actual TIP; we are requesting authorization to include the proposed projects into TIP. Jerry Doss motioned to approve authorization to include proposed projects into TIP. Leslie McCarthy seconded the motion and the motion unanimously carried.

B. Award of Concrete Pad Installation Contract

Shoun Reese stated that a single bid for the installation of concrete pads along IDOT right of ways was received from Siciliano. An attempt to encourage bid submissions was made by Erin Appenzeller. Erin analyzed the price and determined that it was fair and reasonable and that Siciliano is a responsive and responsible bidder. Jerry Doss asked how requests for bids are publicized. Shoun listed the multiple places where bids are publicized, which is dependent upon the type of project. Karen Hasara motioned to award the concrete pad installation contract to Siciliano. Jerry Doss seconded the motion. The motion unanimously carried with a roll call vote.

C. Updated Investment Policy

Diane Townsend stated that Investment Policy was updated to include specific language directly from the Public Funds Investment Act and outlined the areas that have been updated. Leslie McCarthy motioned to adopt the Updated Investment Policy. Jerry Doss seconded the motion and the motion unanimously carried.

D. Amended Trust Fund Document

Diane Townsend stated that the Trust Fund Document previously adopted by the Board has been amended. Ed Gower stated that the trust fund document is being amended to eliminate direct trust

provisions that would have increased the financial advisor's exposure. The revised trust document has a blank in it for the name of the financial advisor and authorizes Frank to insert the name of the financial advisor after the financial advisor is approved by the Board following the RFP. Jerry Doss motioned to accept the Amended Trust Fund Document. Sandra Douglas seconded the motion and the motion unanimously carried.

VI. Public Comments

There were no public comments.

VII. Close the Open Meeting and Open a Closed Meeting

Karen Hasara made a motion to close the open meeting and open a closed meeting for the purpose of discussing: (1) the review and approval of closed session minutes, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(21)); (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(2)); and (3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including SMTD's legal counsel, or to hear testimony on a complaint lodged against an employee to determine its validity pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(1)). Leslie McCarthy seconded the motion. The motion unanimously carried and the open meeting was closed at 4:55 PM.

The open meeting was re-opened at 5:21 PM.

a. Closed Meeting Minutes

Jerry Doss made a motion to approve the closed meeting minutes from the August 25, 2014 closed meeting. Leslie McCarthy seconded the motion and it passed unanimously.

b. ATU Collective Bargaining Agreement

No action was taken.

c. Personnel

Karen Hasara made a motion to extend Frank Squires contract for one month, Oct. 1, 2014, under the same terms and conditions as the existing contract. The Board can consider the matter when the Board Chair, Brian Brewer, is also available. Jerry Doss seconded the motion and it passed unanimously.

VIII. Adjournment

August 25, 2014

4:30 PM

Monday

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Leslie McCarthy made a motion to adjourn the meeting. The motion was seconded by Sue Davsko. It passed unanimously and the meeting was adjourned at 5:22 PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson