

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 4:31 PM by Brian Brewer, Chairperson

I. Roll Call Present:

Brian Brewer	Chairperson
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Susan Davsko	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Elisa Fox	Bookkeeper 1
Ed Gower	Counsel
Ruth Bellm	HR Manager
Pete Roberts	SCIL
Linda Wheeland	Senior Planner, SSCRPC
Dale Schultz	Planner, SSCRPC

Absent:

Karen Hasara	Treasurer
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II. Approval of Minutes

Jerry Doss motioned to approve the June 23, 2014 Regular Meeting Minutes. Sandra Douglas seconded the motion. The motion unanimously carried.

III. Managing Director's Report

Frank Squires requested the Board's approval to move Gary Brake's 35 years of service plaque presentation to the beginning of the meeting. Frank Squires presented Gary Brake with a plaque of service and noted that this is only the second 35 year plaque given out at SMTD. Brian Brewer thanked Gary on behalf of the trustees for being a role model to the District.

Diane Townsend noted that UIS, at their last meeting, has coined the term "creating a bus riding culture" and Mrs. Townsend wanted to point out some things that our employees are doing to help cultivate a bus riding culture. She noted that Melissa Ashford, Kim Goza and Calvin Shannon were invited to a church to give an Access presentation as well as serve lunch. She also stated that in the month of July, over 493 students came through in group tours which were organized by Maintenance and Admin. Sandra Douglas commented that her church hosted the senior luncheon that Mrs. Townsend

mentioned earlier in the report and everyone was very pleased with our employees' efforts and kindness.

IV. Reports

A. Approval of June Financial Statements & Cash Disbursements

Diane Townsend noted that the financial statements will be available at the August Board Meeting. Sue Davsko made a motion to approve the June Cash Disbursements. Leslie McCarthy seconded the motion. The motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend stated that in the next two months an RFP will be going out for an Investment Manager.

Operations: Earl Amos stated that the biggest project currently is the CNG Station. Three of the four new Access buses are on the road. Gary Brake has updated 1/ of the signs in the city.

Angie Brooks stated that she and Robin Miller, the Lead Dispatcher, have been training with Fleetnet for the past two weeks on public schedules and fast cut which will help save money in the future.

Melissa Ashford thanked Earl for the work on the new buses, which the drivers enjoy. All drivers have completed training on the new buses. Ms. Ashford also thanked all the employees who have received attendance bonuses for perfect attendance in the past six months - Robert Crim, Asa Reynolds, Lois McAllister, Frankie Harris, Walter Williams, and Jason Mulvey. FY14 was closed at 98% on time performance and 2.6 passengers per hour. Brian Brewer asked Melissa to pass along the Board's appreciation to the six employees with perfect attendance scores.

Administration: There was no Administration report.

C. Planning Commission Report: Dale Schultz stated that the State Fair route map and brochure has been updated with minor route changes. They will be working with Gina Balding to incorporate advertising for the new state fair discount bus pass. Linda Wheeland stated that the citizens survey advisory committee recommendations were sent out today, which is the last public engagement exercise in the long range transportation plan. Their staff will now begin taking the comments received into consideration and developing the long range transportation plan. They will be working directly with SMTD staff regarding the comments pertaining to public transportation. The Planning Commission has started work on the Transportation Improvement program which is required by the federal government to include all projects over the next four years which will have federal funding included.

- D. Disabled Persons Advisory Committee Report/Access Springfield:** Pete Roberts stated that Access Springfield has served 5,535 more people in 2014 than in 2013 and thanked them for their service and new buses. One member of the Committee has resigned due to health reasons and they are now seeking a new member.
- V. Unfinished Business**
- a. Approval of 2014 Procurement Manual Revisions**
Shoun Reese stated that this manual is updated annually to include changes from the FTA, which are highlighted in the board packets. Jerry Doss made a motion to approve the 2014 procurement manual revisions. Leslie McCarthy seconded the motion. The motion unanimously carried.
- b. Ratification of Administrative Working Hours Policy Change**
Frank Squires has emailed the Board outlining the working hours policy change. Sue Davsko motioned to approve the working hours policy change. Jerry Doss seconded the motion. The motion unanimously carried.
- c. Adopt FY16 Tax Levy Ordinance # 1-15**
Diane Townsend stated the tax ordinance was placed on file at the June meeting for review. Jerry Doss motioned to adopt the FY16 Tax Levy Ordinance # 1-15. Leslie McCarthy seconded the motion. The motion unanimously carried.
- d. Commercial Insurance Overview**
Tom Kavanagh with NICOUD gave a brief presentation on commercial insurance for the 2014-2015 policy year. He explained that the overall premium was reduced by 3% while the valuation for buildings and buses was increased to accommodate construction costs. Diane Townsend stated that all premiums were included in the budget adopted at the June Board meeting.
- VI. New Business**
- a. Adoption of Contingency Fleet Policy**
Shoun Reese stated that over the last three years the District has replaced 28 mainline buses, 6 paratransit buses, and acquired one mainline expansion bus. Ms. Reese also stated that we are in receipt of IDOT grants to acquire 10 additional mainline buses and 4 additional paratransit buses, which will allow us to retain several of the replaced buses as contingency buses. This policy will allow us to stay within our spare ratio of 20% and meet the requirements of the FTA to have a written contingency fleet policy. Leslie McCarthy made a motion to adopt the contingency fleet

policy. Sandra Douglas seconded the motion. The motion unanimously carried.

b. Service Expansion

Shoun Reese proposed to add two additional routes which would serve the UIS and Lincoln Land and use UIS as the transfer point. One route will have a 30 minute frequency and the other will have a frequency of one hour. It will connect to residences, education, shopping and jobs. These routes are in connection to the Ladders of Opportunity Grant application which was submitted this week. If the grant is awarded, in order to proceed with these routes, the District will need Board approval to begin the necessary steps to receive concurrence from IDOT. Jerry Doss made a motion to approve the service expansion. Sue Davsko seconded the motion. The motion unanimously carried.

c. SMTD Meeting Dates

Frank Squires presented the FY15 Board meeting dates and asked that the Board adopt the dates into their schedule or make revisions as needed. Sue Davsko made a motion to accept the FY15 Board meeting dates. Sandra Douglas seconded the motion. The motion unanimously carried.

d. Gary Brake 35 Years of Service Plaque Presentation

See item III. Managing Directors Report.

e. DBE Triennial Goal and Policy Approval

Diane Townsend explained that the DBE goal is a federal requirement for all contracts that are funded in part with FTA funding. It is intended to provide bidding opportunities for socially and economically disadvantaged small businesses. The District would like to increase the DBE goal from 2.5% to 4.8% for the next three year period, and set a 10% goal for capital projects like construction and A&E. Board approval is needed for the 4.8% goal. The goal must be submitted by August . Leslie McCarthy made a motion to approve the DBE Triennial Goal and Policy. Sandra Douglas seconded the motion and the motion unanimously carried.

VII. Public Comments

Jane Ford addressed the Board and thanked SMTD for their expansion of service and efforts. Steven Simpson Black also addressed the Board and stated that he is a HyVee employee and they would love to have solar powered shelters near their store. He is also a UIS student and is excited for the potential of the new routes.

VIII. Close the Open Meeting and Open a Closed Meeting

Sandra Douglas 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 120/2.06(d)). (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)). Jerry Doss seconded the motion. The motion unanimously carried and the open meeting was closed at 5:12 PM.

The open meeting was re-opened at 5:34 PM.

a. Closed Meeting Minutes

Leslie McCarthy made a motion to approve the closed meeting minutes from the June 23, 2014 closed meeting. Jerry Doss seconded the motion and it passed unanimously.

b. ATU Collective Bargaining Agreement

Jerry Doss made a motion to ratify the proposed contract with ATU. Sandra Douglas seconded the motion and it was unanimously passed.

c. Personnel

Sandra Douglas made a motion to approve the probationary wage increases and promotions as outlined. Jerry Doss seconded the motion and it passed unanimously.

IX. Adjournment

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 5:38 PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson