

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 4:33 PM by Brian Brewer, Chairperson.

**I. Roll Call** Present:

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

Absent:

Susan Davsko	Trustee
Karen Hasara	Treasurer
Melissa Ashford	Superintendent of Access
Pete Roberts	SCIL

**II. Approval of Minutes**

Jerry Doss made a motion to approve the Regular Meeting Minutes from the September 22, 2014 meeting. Leslie McCarthy seconded the motion and the motion unanimously carried.

**III. Managing Director's Report**

Frank Squires announced that Gordon Carvahlo will be retiring after 35 years of service. Mr. Squires and Mr. Brewer thanked Mr. Carvahlo for his dedicated service and presented him with a plaque.

Diane Townsend stated that we received the Triennial Review Packet last week. Materials for the desk audit are due by December 19. Melissa Ashford is attending the Triennial review training today and tomorrow, while Mrs. Townsend will be attending Wednesday and Thursday. The on-site audit will hopefully be scheduled in February or early March.

**IV. Reports**

**A. Approval of September Financial Statements & Cash Disbursements**

Leslie McCarthy motioned to approve the September Financial Statements

and Cash Disbursements. Sandra Douglas seconded the motion and the motion unanimously carried.

**B. Board Committee Reports: Finance-Operations-Administration**

**Finance:** Diane Townsend stated that we received both the first quarter and second quarter Downstate Operating Assistance funds in September. The funds cover July 1 - December 31, 2014. We've never received the first quarter payment this soon, and usually receive the second quarter payment in late December. Mrs. Townsend also stated that we have been working to find additional short-term investments since the funds will be depleted by December – The INB CD will roll over into a money market account in October. INB is checking into additional collateral to cover funds above the FDIC limit. The money market rate is .25%.

A CD was opened in October at CEFCU. The term of the CD is 54 months and the interest rate is 2.47%.

Mrs. Townsend also stated that we are working on obtaining a line of collateral at Illini bank so we can transfer funds from Illinois funds earning .015% to a money market earning .44%. Hinshaw is reviewing the collateral agreement before we deposit funds.

The request for the RFP for an investment manager for the Retirees Health Insurance Fund was issued 10/2/2014. The award will be made no later than 60 calendar days after the proposal opening.

**Operations:** Angela Brooks stated that they are interviewing for a driver to replace the retiree. Ridership is also up 14.6%.

Earl Amos stated the CNG station will be finalized this week and the bus vac system will be starting this week. The maintenance department has been taking flu season precautions and finishing up winter projects. Ed Gower mentioned the Illinois Department of Labor prevailing wage rate investigator was full of praise for the way Shoun and Earl have been managing the CNG project.

**Administration:** There was no administration report.

**C. Planning Commission Report:** Linda Wheelend stated that they have been immersed in the Long Range Transportation Plan this month and are working with SMTD to formulate our comprehensive portion. They are addressing public comments that came through the citizen's survey.

**D. Disabled Persons Advisory Committee Report/Access Springfield:** There was no Disabled Persons Advisory Committee meeting last month.

**V. Unfinished Business**

**a. SMTD 2040 Long Range Plan**

Shoun Reese stated that the SATS Committee developed goals for transportation to accomplish over the next 25 years. SMTD Staff

developed strategies and actions steps that SMTD would complete in order to achieve these goals. Frank Squires commemorated everyone involved with creating the 2040 Long Range Plan.

**VI. New Business**

**a. Ratification of Surveying Change Order**

Shoun Reese stated that SMTD was required by the City to perform additional work for the ADA Pad installation project, prior to receiving license agreements from the City. The Change Order will allow us to complete the additional work required. The total contract amount will be \$163,524 after changes. Jerry Doss motioned to approve the change order. Sandra Douglas seconded the motion. A roll call vote was held and the motion unanimously carried.

**VII. Public Comments**

There were no public comments

**VIII. Close the Open Meeting and Open a Closed Meeting**

- (1) 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(c)(21)); (2) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to (5 ILCS 120/2(c)(5)); (3) 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 (4) 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 5:29

**a. Approval of October 27, 2014 Closed Meeting Minutes**

Jerry Doss made a motion to approve the minutes from the September 22, 2014 closed meeting. Leslie McCarthy seconded the motion. The motion unanimously carried.

**b. Union Negotiation**

No action was taken.

**c. Personnel**

No action was taken.

**IX. Adjournment**

Jerry Doss made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and the meeting was adjourned at 5:30 PM.

---

Leslie McCarthy, Secretary

Approved:

---

Brian Brewer, Chairperson