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 Brian Brewer, Chairperson.

1. **Roll Call** Present:

Brian Brewer Chairperson

Joyce Rodgers Vice Chairperson

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

Angela Brooks Superintendent of Transportation

Earl Amos Superintendent of Maintenance

Melissa Ashford Superintendent of Access

Ed Gower Counsel

Ruth Bellm HR Manager

Linda Wheeland Senior Planner, SSCRPC

Dale Schultz Planner, SSCRPC

Absent:

Steve Hamelin AMD of Ops & Service Planning

Shoun Reese Grants & Procurements Manager

Pete Roberts SCIL

1. **Approval of Minutes**

Brian Brewer asked for a motion to approve the November 25, 2013 regular meeting minutes. Karen Hasara made the motion to approve the minutes and Joyce Rodgers seconded it. The motion unanimously carried.

1. **Managing Director’s Report**
2. Frank Squires welcomed Susan Davsko and Sandra Douglas to the Board. Mr. Squires presented the awards for the Holiday Parade, one of which honored SMTD as Best in Show. Mr. Squires informed the Board that Steve Hamelin would be out until after the year and that our social media following is still going strong.
3. Diane Townsend asked Tyler Orton to be present at the Board meeting this month since he has been working on the disaster recovery plan for the District’s file server and data for several years now. It has been one of Mr. Orton’s goals and he is now in the implementation stage. The disaster plan will address either a hardware failure or a disaster that would require an offsite location, where data can be recovered and key functions can be restored. Hardware and software components are currently being purchased and once fully installed, Mr. Orton will complete full testing of the backup recovery system both onsite and offsite. Implementation will begin January 6th.
4. **Reports**
5. **Approval of November Cash Disbursements**

Diane Townsend covered the November Cash Disbursement reports and explained that some reports were not yet available because of the change in the Board meeting date for December. Joyce Rodgers inquired about the expenses incurred from the meeting attended by Frank Squires and Steve Hamelin. Mr. Squires explained the charges and elaborated that the points earned from that trip will be used to fund future training and conferences.

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

**Operations:** Angie Brooks began by informing the Board that Larry Long would be leaving SMTD on Friday, December 20th and celebration would be held at 9am. Ms. Brooks advised that winter bid runs start on January 6th and ridership is up .4% from 2012. Melissa Ashford updated the Board on Access ridership, stating that November was up 531 trips from 2012, drivers are maintaining 99% OTP, and there were no accidents in Access during the most recent inclement weather. Earl Amos stated that the CNG and bus vacuum projects were in the final stages and 2 out of the 7 new buses had arrived. The remaining five would be in next week.

**Administration:** Karen Hasara stated that the Administration committee had not met this month.

1. **Planning Commission Report:** Dale Schultz indicated that he had provided Tyler Orton with an updated map and schedules for the website and blank base maps for route planning. Linda Wheeland explained the Planning Commission to the new Board members. She stated that the commission had begun the updates to the transportation plans that have to be done every five years and they are putting together this year’s transportation improvement project.
2. **Disabled Persons Advisory Committee Report/Access Springfield:** Pete Roberts was not available to give a report.
3. **New Business**
4. **Request to make a voluntary employer contribution to the unfunded IMRF liability:** Diane Townsend explained that last year she requested and additional payment to be made which decreased the liability from 2.77 million to 2.497. The additional payment also decreased the employer contribution rate. Brian Brewer commended Ms. Townsend on a job well done. A motion to authorize the voluntary IMRF payment was made by Jerry Doss and seconded by Joyce Rodgers. The motion unanimously passed with a roll call vote.
5. **Request to begin the establishment of a trust fund for the Other Post -Employment Benefits (OPEB) for retirees health insurance:** Diane Townsend requested the approval to begin the establishment of the Other Post-Employment Benefits (OPEB) Trust fund.  After the trust fund has been established and rules have been approved, cash that has been restricted and designated for the Other Post-Employment Benefits will be transferred to the trust fund.  The rules will address how funds will be managed and invested. Motion was made by Karen Hasara and seconded by Leslie McCarthy to begin the process of establishing the Other Post-Employment Benefits (OPEB) Trust fund.
6. **Public Comments**

Brian Brewer noted that a fantastic job was done on the work to get the bus ready for the holiday parade. Frank Squires also mentioned that the decorated bus would be at the children’s hospital on December 23rd and volunteers from SMTD would be there to pass out toys donated from Toys for Tots to the children in the hospital.

1. **Adjournment**

Joyce Rodgers made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and it passed unanimously. The meeting closed at 4:50 PM.

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson