

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
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
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
Linda Wheeland	Senior Planner, SSCRPC

Absent:

Karen Hasara	Treasurer
Susan Davsko	Trustee
Angela Brooks	Superintendent of Transportation
Pete Roberts	SCIL

**II. Approval of Minutes**

Jerry Doss made a motion to approve the January 26, 2015 Meeting Minutes. Leslie McCarthy seconded the motion and the motion unanimously carried.

**III. Managing Director's Report**

Frank Squires commended Earl Amos and the maintenance team for their quick response to the snow removal on Saturday.

Diane Townsend stated that the January financial statements will be available during the next Board Meeting. Ms. Townsend also informed the Board that we have received the Governor's Downstate Transit Budget Proposal and it includes deep cuts in SMTD's appropriations. The proposal includes a 1/3<sup>rd</sup> cut in the Downstate Transit Fund and a 10% cut in State Operating Assistance. Laura Calderon, the Executive Director of IPTA, has asked SMTD to quickly propose a list of how each of these cuts would affect service if the proposed budget goes into effect on July 1, 2015. Brian Brewer asked if Ms. Calderon functions as a lobbyist. Mr. Squires answered no; Molly Rockford is the IPTA lobbyist. Jerry Doss asked for the numeric value of lost

funds if the State Operating Assistance is cut by 10%. Ms. Townsend answered \$1.364 million.

#### **IV. Reports**

##### **A. Approval of January Cash Disbursements**

Leslie McCarthy motioned to approve the January Cash Disbursements. Jerry Doss seconded the motion and the motion unanimously carried.

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

**Finance:** Diane Townsend stated that an award will be made for a Financial Advisor at this Board Meeting. Ed Gower stated that Chairman Brian Brewer has recused himself from the selection process. Mr. Brewer agreed.

**Operations:** Earl Amos reported business as usual and trying to stay ahead of the cold weather.

Melissa Ashford reported steadily increasing ridership, 98% on time performance and 2.6 passengers per hour. Mr. Brewer asked if ridership deviates in inclement weather. Ms. Ashford responded no; extra drivers are scheduled in inclement weather. Mr. Gower asked what accounts for the increase in passengers. Ms. Ashford responded that dialysis patients, increase group usage, and new doctors' offices on the west side account for some of the increased ridership.

Ms. Townsend stated that mainline ridership is up 8.5% for the month.

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

##### **C. Planning Commission Report**

Linda Wheeland informed the Board that the 2040 Long Range Transportation Plan is out for public review. The final progress report for the 2035 Long Range Transportation plan will be made available this week as well. The 2015 Public Participation Plan update is underway as a federal requirement and includes how Springfield Area Transportation Study will engage the public in the planning process.

##### **D. Disabled Persons Advisory Committee Report/Access Springfield:** There was no Disabled Persons Advisory Committee Report.

#### **V. New Business**

##### **A. Advertising Contract Extension**

Shoun Reese requested approval for a two-year extension with Houck Transit Advertising for \$71,000 or 50% of revenue, whichever is greater. Jerry Doss made a motion to approve the Advertising Contract Extension with Houck Transit Advertising. Leslie McCarthy seconded the motion and the motion unanimously passed.

**B. Commercial Cleaning Contract Extension**

Ms. Reese requested approval for a one-year extension with Above & Beyond for \$22,548.88. This is 3% more than the 2013-2014 contract period and mid-day cleaning for the drivers restroom has been added to alleviate traffic. Sandra Douglas made a motion to approve the Commercial Cleaning Contract Extension with Above & Beyond and Wynne Coplea seconded the motion. A roll call vote was held and the motion unanimously carried.

**C. Award of HVAC Preventative Management Services Contract**

Ms. Reese informed the Board that a single proposal was received from Henson Robinson Company. Based on previous contracts, the price has been deemed fair and reasonable. Ms. Reese requested approval to award a contract to Henson Robinson for a five-year base contract of \$51,890.40. The base rate excludes emergency calls. Wynne Coplea made a motion to award the HVAC Preventative Management Services Contract to Henson Robinson for a 5-year term. Leslie McCarthy seconded the motion. A roll call vote was held and the motion unanimously carried.

**D. Award of Investment Management Services Contract**

Wynne Coplea made a motion to recuse Brian Brewer from voting for the Award of Investment Manager Services Contract. Jerry Doss seconded the motion and the motion unanimously carried.

Mr. Doss asked Ed Gower if recusing Mr. Brewer from the voting was sufficient to avoid any conflict of interest with the award of the contract. Mr. Gower said he believed that everything was handled correctly, and that simply because Mr. Brewer is employed by one of the bidders, it should not prevent the District from doing business with his employer. Mr. Gower said it is very common for business people to serve on boards and that should not automatically disqualify their employers from working with the organizations, but he will research the issue and provide the District with a legal opinion on the subject so the District would have it prior to finalizing the contract. Ms. Reese requested approval to award a five-year contract to Bank of Springfield to serve as OPEB Trust Fund Investment Manager. Bank of Springfield had an overall score of 92.04, Illinois National Bank had an overall score of 85.55 and Erb Capital Management had an overall score of 52.99. Scores were based on written proposal, oral presentation, references and price. Bank of Springfield will charge 20 Basis Points in custodial fees. Wynne Coplea made a motion to award the Investment Management Services Contract to Bank of Springfield. Leslie McCarthy seconded the motion. A roll call vote was held and the motion unanimously carried.

**E. Approval of SMART Computer Aided Dispatching**

This agenda item was tabled.

**F. ITS Consultant Contract Amendment**

This agenda item was tabled.

**G. Lincoln Funeral Participation**

Frank Squires requested approval to provide special transportation service for the 2015 Lincoln Funeral Re-enactment on May 3, 2015. Ten buses will be used with eight in use and two in reserve. Wynne Coplea made a motion to approve participation in the Lincoln Funeral Re-enactment. Leslie McCarthy seconded the motion and the motion unanimously carried.

**H. Driver Training Materials**

Frank Squires requested approval to purchase training materials from TAPTCO for a total cost of \$16,500. This is a one-time purchase of standardized training using manuals and videos to bring SMTD and Access Springfield up to industry standards. Wynne Coplea made a motion to approve the purchase of Driver Training Materials from TAPTCO. Jerry Doss seconded he motion and the motion unanimously carried.

**Public Comments**

Michael Warden asked Frank Squires for an anticipated duration of the re-enactment services. Mr. Squires will pass along that information as it becomes available.

Jerry Doss asked Brian Brewer if SMTD has an advocate for the possible proposed budget reduction. Mr. Brewer informed Mr. Doss that Molly Rockford with IPTA is lobbying.

**VI. Adjournment**

Jerry Doss made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and the meeting was adjourned at 5:15 PM.

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson