

The Board of Trustees of the Sangamon Mass Transit District met in a regular session in the office of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:31 P.M. by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Sandra Douglas	Trustee
Jerry Doss	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Charles Schmadeke	Legal Counsel
Jason Sass	Associate Planner, SSCRPC
Pete Roberts	ADA Advisory Committee

Absent:

II. APPROVAL OF MINUTES

Brian Brewer asked if there were any questions or comments regarding the minutes of January 27, 2020. There were no comments or questions. Sandra Douglas made a motion to approve the minutes of the January 27, 2020 meeting, seconded by Wynne Coplea and the motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires, Managing Director, reported Hanson Engineering will be communicating regarding the multi-modal and what the concept drawings are presenting as they take shape.

IV. REPORTS

A. Board Committee Reports: Finance-Operations-Administration

Finance: Brian asked if there were any questions or comments about the January financial statements and cash disbursements. Erik Bush, Director of Finance and Administration, explained balances in Illinois Funds are going down in relation to the purchase of our six buses and the effect of using local cash while awaiting federal money release. Wynne Coplea made a motion to approve and it was seconded by Jerry Doss. The approval was passed unanimously.

Operations: Melissa Ashford, Director of Operations, reported ridership is up 12% year over year (an increase of more than 14,000), and she expects February 2020 will be up as well. These are changes after route modifications in 2019.

Administration: Nothing was added for the Administration committee.

- B. Planning Commission Report:** Jason Sass stated that they are working on planning for an event, “Curb Your Car Week,” and that they should have an agenda item for this at the next meeting. They are provisionally looking at May 10-16, 2020.

- C. Disabled Persons Advisory Committee Report:** Pete Roberts reported that they were working on deploying an Access Sangamon App and noted an issue where some services are available through a desktop computer and not on the phone app; working on corrective action. The next meeting is scheduled for March 19th, 2020.

V. NEW BUSINESS

- A. Consider Authorizing Resolution for Training Room Contract Modification:** Deputy Managing Director Schoeffel led a conversation regarding recent training room and maintenance admin areas being remodeled. Due to the current project being under budget, staff is requesting modification to the contract to remodel the maintenance offices. Sandra Douglas made a motion, seconded by Jerry Doss and approved unanimously.

- B. Consider Notice to Award for Driver Simulator:** Manager Malcom introduced the results of recent procurement and award for a computerized bus simulator. Two bidders responded, with Dorian being recommended as the lowest, responsive bid. Staff called Champaign and other districts and received positive feedback of working with the vendors. Manager Malcom reviewed the bid process and next steps with the board. Jerry Doss made a motion, seconded by Wynne Coplea, and the motion approved unanimously.

- C. Consider Authorizing Resolution Grant 5307: Authorization to File:** Manager Malcom outlined standard operating procedures for the annual 5307 application. This allows staff of SMTD to pursue the grant. Wynne Coplea made a motion, seconded by Jerry Doss. The motion passed unanimously.

- D. Consider Authorizing Resolution to Appoint DBELO Officer:** Director Bush explained the role of a DBELO. Trustee Doss asked about recent DBE efforts with SMTD projects. Jerry Doss asked how many contracts we have for DBELO. Manager Malcom reviewed the DBE associated with the Training Room project. Manager Malcom also walked through the technical aspects of our DBE program and program eligibility. Sandra Douglas made a motion to approve and the motion was seconded by Wynne Coplea and passed unanimously.

- E. Consider Authorizing Resolution Grant 5339: Authorization to File:** Manager Malcom outlined standard operating procedure for the annual 5339 application. This

allows staff to pursue the grant for rolling stock. Wynne Coplea made a motion to approve the authorization, seconded by Sandra Douglas and approved unanimously.

- F. Consider Authorizing Resolution to Declare Equipment Surplus:** Director Bush explained the surplus list. Chair Brewer asked if there was a threshold for declaration and asked it be reviewed. Wynne Coplea made a motion to declare the surplus and it was seconded by Sandra Douglas and approved unanimously.

VI. PUBLIC COMMENTS

Jane Ford asked for clarification on DBLEO and Director Bush provided contact information.

Ron Walker thanked the district for the improved shelter space at Junction Circle and Express Bus – Thank you! That said, Mr. Walker remains concerned with the wood chip problem and wheel chairs at Junction Circle. Mr. Walker further suggested SMTD use visuals during flu season to remind people to use good wellness hygiene. Finally, Mr. Walker said he would pay more for weekend and night service.

VII. CLOSED MEETING
None

VII. ADJOURNMENT

Seeing no further business to come before the Board, Brian Brewer looked for a motion to adjourn the meeting. Wynne Coplea made a motion to adjourn the open meeting and the motion was seconded by Jerry Doss. Brian Brewer closed the meeting at 5:17 P.M.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson