

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 4:30PM by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Wynne Coplea	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Diane Townsend	Director of Finance and Administration
Shoun Reese	Grants & Procurements Manager
Melissa Ashford	Superintendent of Transportation
Aaron Beck	Superintendent of Maintenance
Christie Davis	Human Resources Officer
Rusty Reed	Counsel
Steve Schoeffel	Service Planning & Marketing Specialist
Erin Appenzeller	Grants & Procurement Specialist
Melony Burnes	Road and Safety Supervisor
Jason Sass	Associate Planner, SSCRPC
Pete Roberts	ADA Advisory Committee

Absent:

Karen Hasara	Treasurer
Jerry Doss	Trustee

II. APPROVAL OF MINUTES

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the January 22, 2018 meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires stated that he didn't have anything to report.

IV. REPORTS

A. Approval of January Financial Statements and January Cash Disbursements

There were no comments or questions. Sandra Douglas made a motion to approve the January Financial Statements and January Cash Disbursements, seconded by Leslie McCarthy. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Wynne Coplea stated that the committee did have a meeting. Diane Townsend stated that the committee looked at the investment report, talked about SMTD providing service outside of the district boundaries in the urbanized area, and the committee looked at the budget revision that will be discussed later in the meeting.

Operations: Melissa Ashford stated that she would like to recognize some staff for their hard work. She stated that Steve Schoeffel has put endless hours into the redesign and public comment sessions. Melissa stated that Melony Burnes, Safety Officer and Road Supervisor, has been doing a great job keeping the staff trained. Melissa stated that SMTD is working on a new program that would bring potential drivers into SMTD and help them prepare for their CDL permit test. The CDL permit is a requirement for bus driver applicants. Melissa stated that Melony will be coming up with a training to help as this would make the process quicker to get the potential driver onboard.

Aaron Beck stated that maintenance is staying steady and the regional maintenance work has picked up.

Administration: Leslie McCarthy said there is nothing from the Administration committee.

C. Planning Commission Report: Jason Sass said that they have finished the 3 year progress report for the long range transportation plan which will be distributed in March. Jason also stated that they have started the process for project applications for the Surface Transportation-Urbanized funding, which will be road projects, pedestrian projects, bike projects, etc. He stated that applications are open until March 30th and they are hoping for decisions on which projects get funded in May.

D. Disabled Persons Advisory Committee Report: Pete Roberts said that their last meeting was February 15th and they talked about ADA training. He stated that Robin Jones believes, for their group, it would be one day training. Pete said that after talking to Melissa there would be about 15 SMTD staff and board members that may be interested in attending the training. Pete said he will let Melissa and Frank know when that training is scheduled. Pete said that their next meeting is May 17th.

V. NEW BUSINESS

- a. Approval of Lease Agreement to Lease Property from Sangamon County; and
- b. Approval of Lease Agreement to Lease Property to Sangamon County

Shoun Reese stated that SMTD is requesting to lease from Sangamon County, the parcel of land that Sangamon County currently uses as a parking lot, which is located at 11th and Adams Street. She said that SMTD would use this land as their Transfer Center. Shoun stated that SMTD would lease to Sangamon County their lot, which is located at 9th & Adams Street for Sangamon County to use as employee parking. Shoun stated that SMTD would lease their lot to Sangamon County for \$76,032/annually with a 2% annual adjustment and pay to Sangamon County \$66,110.34/annually which would be a SMTD annual net gain of \$9,921.66. She stated that this is contingent upon FTA giving concurrence and the request has already been submitted. Wynne Coplea made a motion to approve the Lease Agreement to Lease Property from Sangamon County and approve the Lease Agreement to Lease Property to Sangamon County, seconded by Leslie McCarthy. The motion unanimously passed.

- c. Approval to Purchase Fare Boxes

Shoun Reese stated that this is not regarding electronic fare boxes. She stated that SMTD is working to expand into the urbanized area and it would mean SMTD would need more buses which need fare boxes. Shoun stated that SMTD would need to sole source procurement from Euclid to purchase 12 fare boxes and 24 vaults, which would go into the new buses and also replace some that are in disrepair. Shoun stated that this would be a sole source with Euclid for \$28,080.00 as Euclid is the only company that produces compatible boxes. Sue Davsko made a motion to approve to Purchase Fare Boxes, seconded by Wynne Coplea. The motion unanimously passed.

- d. Approval to Allow SMTD to Provide Service in Urban Area Outside SMTD Boundaries

Melissa Ashford stated that SMTD previously had planned on contracting with SMART for the urbanized area outside SMTD boundais but is now looking into providing the service themselves. She stated that SMTD already has vehicles in place that were going to be used for the service and are in the process of hiring staff. She stated that the services SMTD would provide are select fixed route service to urbanized areas which include four projected routes, Sherman, Chatham, Rochester and Riverton/Spaulding area. Melissa stated that these areas would have a fixed route to an epicenter in the community. SMTD will be working with city officials to decide where they believe the epicenters would best serve their residents. She stated there would also be complimentary paratransit service in those areas and the 1 ½ mile ADA Paratransit boundary would apply. Melissa proposes that the rural portion outside of urbanized area would be serviced by SMART before complimentary paratransit kicks in. Melissa also stated that the funds have already been allocated. Shoun stated that STIC (Small Transit

Intensive Cities) dollars, from the Federal Government, are based on revenue miles and adding additional service increases potential for getting additional federal funds for capital projects. Melissa said SMTD is proposing going live in August with these routes along with the redesign. Wynne Coplea made a motion to approve to allow SMTD to provide service in urban areas outside SMTD Boundaries, seconded by Leslie McCarthy. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion unanimously passed.

e. Approval to Revise FY18 State Grant & Budget

Diane Townsend stated when SMTD originally submitted the IDOT (Illinois Department of Transportation) grant, there was a line item for \$575,000 purchase service contract to enter into agreement with Sangamon county as service provider outside SMTD boundaries within the urban area. Diane stated that SMTD is asking to take that money and reallocate it to salaries/wages, fringe benefits, equipment, bus parts and fuel. Sue Davsko made a motion to approve the revision to the FY18 State Grant & Budget, seconded by Leslie McCarthy. The motion unanimously passed.

f. Approval of ATU Administrative Employees Agreement

Frank Squires stated this is in regards to the ATU supplemental contract that has been previously talked about. Frank stated that there are minor changes in the wording and that Rusty Reed has drawn it up and approved. Frank stated that SMTD was within the guidelines that the board had previously given them. Rusty Reed stated that the approval of the board is necessary to formalize the agreement with the union. He also said that there is a verbal agreement, but ATU and NLRB still have to approve the written agreement. Rusty stated that the agreement in essence is for five administrative employees joining the union. He stated that they will be subject to the contract that was entered into on July 1, 2017 with exception of wage increases, health care which will stay the same until next contract is entered into, and an attendance policy that is somewhat different than the attendance policy applied to maintenance and drivers. Sandra Douglas made a motion to approve the ATU Administrative Employees Agreement, seconded by Wynne Coplea. The motion unanimously passed.

g. Approval of 2018 Mainline Route System Re-Design

Frank Squires stated that it is required by law to provide for public comments for major service change, and SMTD held eight public comment meetings. Melissa Ashford stated that the redesign is compatible to what SMTD is currently doing with new Transfer Center. She stated that the redesign is making service more frequent. Melissa stated that with some comments, Steve Schoeffel was able to make changes to some to accommodate the suggestions from the public. Steve said that SMTD received over one hundred responses through signed petition, email and written comment and there were about eight hundred unique visits to the redesign webpage. He stated that there were 5

significant changes that were made from comments and he is still testing some others. Melissa said there will now be two transfer centers, one at the main transfer center and one at junction circle. Jim from Hansen Professionals brought a set of plans for the new transfer lot. Sue Davsko made a motion to approve the 2018 Mainline Route System Re-Design, seconded by Wynne Coplea. The motion unanimously passed.

VI. PUBLIC COMMENTS

An audience member, Jane Ford with Friends of Transit, wanted to express her excitement for approval of urban area. Ron Walker stated that he is excited about the route changes but has a lot of concerns. He stated he submitted input but is concerned about the effect it may have ridership. He said he believes that some routes are confusing for the general public and Saturday service is showing only once an hour on all routes. Melony Burnes gave the board 2017 mainline vs 2016 mainline accident report.

VII. CLOSED MEETING

Sandra Douglas then made a motion to close the open meeting and open a closed meeting at 5:08 PM for discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); for the purposes of discussing Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(11)); and for the classification and discussion of matters classified as confidential or continued confidential by the State Government Suggestion Award Board (5 ILCS 12092(c)(20)), seconded by Leslie McCarthy. The motion unanimously passed.

Open Meeting reopened at 5:42 PM.

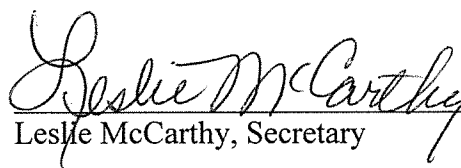
VIII. ADDITIONAL NEW BUSINESS

a. Approval of Closed Meeting Minutes of the January 22, 2018 Closed Meeting

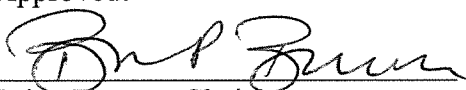
Wynne Coplea made a motion to approve the Closed Meeting Minutes of the January 22, 2018 Closed Meeting, seconded by Leslie McCarthy. The motion passed unanimously.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Wynne Coplea made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and the meeting was adjourned at 5:45 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson