

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
Karen Hasara	Treasurer
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Wynne Coplea	Trustee
Jerry Doss	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Shoun Reese	Grants & Procurements Manager
Aaron Beck	Superintendent of Maintenance
Steve Schoeffel	Service Planning & Marketing Specialist
Christie Davis	Human Resources Officer
Ed Gower	Counsel
Melissa Ashford	Superintendent of transportation
Jason Sass	Associate Planner, SSCRPC
Gina Balding	Staff Accountant

Absent:

Diane Townsend	Director of Finance and Administration
Pete Roberts	ADA Advisory Committee

II. APPROVAL OF MINUTES

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the May 21, 2018 meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires stated that the transfer center is moving pretty well and the asphalt will be put down this week pending weather.

IV. REPORTS

A. Approval of May Financial Statements and May Cash Disbursements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: No comments

Operations: Aaron Beck stated maintenance is doing well. He stated maintenance had their triennial and they did very well. Aaron stated there are 17 New Flyers on the road, and 17 being stripped and sold.

Melissa Ashford stated operations finished triennial review and did really well. She stated that she is finishing up hiring for redesign and urban area, and preparing to start that training process.

Administration: Karen Hasara stated nothing to report.

C. Planning Commission Report: Jason Sass stated last month was curb your car week. He stated they are working on the Comprehensive Plan for Chatham and Sangamon County. Jason said they are also working on short term transportation improvement program. He announced a new Executive Director Molly Burnes.

D. Disabled Persons Advisory Committee Report: Pete Roberts not in attendance.

V. NEW BUSINESS

a. Adopt FY19 Budget Ordinance

Frank Squires stated it's that time of year. He asked for the adoption of the rate increase of CPI of 2.1. Gina Balding clarified the 2.1 is for the tax levy increase.

Sue Davsko made a motion to Adopt the FY19 Budget Ordinance, seconded by Leslie McCarthy. Brian Brewer asked for a roll call vote, and Christie Davis did the roll call. The motion unanimously passed.

b. Ratify the Contract with Foster & Foster Actuary

Frank Squires stated he sent everyone an email asking for preapproval. He stated he is asking for ratification of the selection of Foster & Foster Actuary.

Karen Hasara made a motion to Ratify the Contract with Foster & Foster Actuary, seconded by Leslie McCarthy. The motion unanimously passed.

c. Approval for 2018 Prevailing Wage Ordinance

Shoun Reese stated this is the annual prevailing wage ordinance required by state law. Shoun stated the Department of Labor published the most recent prevailing wage rates. She said these rates are effective for SMTD's construction and cleaning staff.

Sandra Douglas made a motion to approve the 2018 Prevailing Wage Ordinance, seconded by Jerry Doss. The motion unanimously passed.

d. Approval for 2019-2022 TIP

Shoun Reese stated this is the Transportation Improvement Program. She stated it is required for annual submission to the Regional Planning Commission as part of SMTD's federal grant, which outline the 5 year of projected projects.

Jerry Doss made a motion to approve the 2019-2022 TIP, seconded by Sue Davsko. The motion unanimously passed.

e. Special Board Meeting Needed to Award Contract

Shoun Reese stated SMTD is out for bid for construction at Junction Circle. She said bids are due 7/3 and due to timelines there needs to be a special board meeting. Ed stated that it could be authorized if it is within 5% of the construction cost estimate, instead of doing a special meeting.

Wynne Coplea made a motion to authorize the Managing Director to enter into a contract with the lowest responsive and responsible bidder that is within 5% of the construction cost estimate, seconded by Leslie McCarthy. The motion unanimously passed.

f. District Coverage of all Property Insurance

Tom Kavanaugh provided an analysis for board members and went over it with the board. Tom Kavanaugh stated that in the last year they have worked on many updates with OSHAs record keeping process, onsite evaluations, accessing and implementing for written policies, job safety analysis and working with SMTD. He stated he would continue to forward out reports to the board. He said that SMTD is working heads above others. He stated there is a 6% increase which follows the trend line.

g. FY19 Tax Levy Ordinance Placed on File

Frank Squires stated this is where the 2.1 CPI increase.

Sue Davsko made a motion for FY19 Tax Levy Ordinance Placed on File, seconded by Jerry Doss. The motion unanimously passed.

h. Award of Telephone Equipment Contract

Shoun Reese stated SMTD is in the process of integrating technology in the fixed line service, which includes the interactive voice system. She said customers can put in their bus line and get arrival time. Shoun stated that SMTD's telephone system is not compatible with the new technology. She said CDWG was lowest bidder at \$48,224.08. She said that there is a 5 year service agreement.

Jerry Doss made a motion to Award the Telephone Equipment Contract to CDWG for \$48, 224.08, seconded by Wynne Coplea. Brian Brewer asked for a roll call. Christie Davis did the roll call. The motion unanimously passed.

i. Revised PY-2019 Planning Agreement

Frank Squires stated it is the annual planning agreement with the planning commission. Frank said it went down by about \$1,600. Shoun stated that the board had previously approved the contract, and this is the revised contract.

Wynne Coplea made a motion to approve the Revised PY-2019 Planning Agreement with the Springfield- Sangamon Regional Planning Commission in the amount of \$20,314.00, seconded by Sandra Douglas. The motion unanimously passed.

j. Land of Lincoln Economic Development Corporation Contract Agreement

Frank Squires stated this is the agreement to be involved with the new EDC. Ed Gower stated that this mirrors the Q5. He stated that SMTD would be a voting member.

Wynne Coplea made a motion to approve the Land of Lincoln Economic Development Corporation Contract Agreement in the amount of \$30,000, seconded by Leslie McCarthy. The motion unanimously passed.

k. 2018-2019 Board Meeting Schedule

Brian Brewer asked if anyone had any issues with the schedule.

Sandra Douglas made a motion to approve the 2018-2019 Board Meeting Schedule, seconded by Sue Davsko. The motion unanimously passed.

VI. PUBLIC COMMENTS

Christie Davis introduced Racheal Harris, who is the new Administrative Assistant.

A representative of Twin Lakes Association said they had an annual meeting that Frank Squires attended. He stated they were concerned that the buses being heavy could cause issues. He said Twin lakes decided by 98% that they do not want the busses in their neighborhood. Frank stated that SMTD changed the route to avoid the neighborhood.

Ron Walker stated that he is still concerned about when the changes are going to be finalized. Ron is concerned about people riding the bus on Saturdays that work on the fringes. He is also concerned about night service not being late enough.

VII. CLOSED MEETING

Sue Davsko then made a motion to close the open meeting and open a closed meeting at 5:25 PM for discussion of The review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); and The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)); and 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)), seconded by Sandra Douglas. The motion unanimously passed.

Open Meeting reopened at 6:07PM.

VIII. ADDITIONAL NEW BUSINESS

- a. Approval of Closed Meeting Minutes of the May 21, 2018 Closed Meeting

Leslie McCarthy made a motion to approve the Closed Meeting Minutes of the May 21, 2018 Closed Meeting, seconded by Wynne Coplea. The motion passed unanimously.

- b. Sexual Harassment and Cultural Diversity Training.

Karen Hasara made a motion to ask the Managing Director to initiate a program on sexual harassment and cultural diversity training, seconded by Wynne Coplea. The motion passed unanimously.

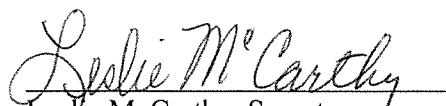
- c. Review & Disposition of Approved Closed Meeting Minutes

Karen Hasara made a motion to keep the Closed Meeting Minutes Closed, seconded by Sandra Douglas. The motion unanimously passed

d.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Karen made a motion to adjourn the meeting. Leslie seconded the motion and the meeting was adjourned at 6:09 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson