

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 4:30 PM by Brian Brewer, Chairperson.

**I. ROLL CALL** Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Ed Gower	Counsel
Melissa Ashford	Superintendent of Transportation
Aaron Beck	Superintendent of Maintenance
Shoun Reese	Grants & Procurements Manager
Ruth Bellm	HR Manager
Pete Roberts	ADA Advisory Committee
Shannan Karrick	SSCRPC

Absent:

Jerry Doss	Trustee
Diane Townsend	AMD for Finance and Administration
Steve Schoeffel	Service Planning & Marketing Specialist
Jason Sass	Associate Planner, SSCRPC

**II. APPROVAL OF MINUTES**

There were no comments or questions. Wynne Coplea made a motion to approve the minutes of the May 22, 2017 meeting; it was seconded by Sue Davsko. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires reported that the buildings were down at the new transfer site and that now the site needed some rain to help settle the ground at the corners. He said cars had been parking in the area even when it is roped off. Aaron Beck will be placing K barriers to hopefully prevent the parking since the FTA will not allow it. Mr. Squires also let the Board know that this would be the last board meeting for Ruth Bellm since she will be leaving the District for another job opportunity. Ron Bouvet was recognized for his 20 years of service. He was presented with a lapel pin and thanked for his continued service. Diane Townsend was absent and Mr. Squires let the Board know that items she was working on would be presented later in the meeting.

#### IV. REPORTS

##### A. Approval of May Cash Disbursements and Financial Statement

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

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

**Finance:** Wynne Coplea reported that the finance committee had met and that they had discussed needed financial planning.

**Operations:** Aaron Beck was welcomed as the new Superintendent of Maintenance. Mr. Beck thanked the board for the opportunity. He let them know that Clever Devices have been in to map out the new technology. He announced that two of the 1996 buses had been retired for two new 2017 models. This has the District's oldest buses from 2000. P.E.C. Mobile Devices was in to do some work on the radio tower to add one more channel and the radios are all functioning well. Half of the LED lot lights have been installed and the work continues. Mr. Beck was congratulated on his new position and asked to tell the Board a bit about his background. He let the Board know that he has been with the District for 22 years and hopes to stay until he retires.

Melissa Ashford let the Board know she is excited for her new position as superintendent of transportation and to be working with Mr. Beck. She had been communicating with other properties about the lower ridership and it seems to be an Industry issue, perhaps due to low gas prices or good economic opportunities. Ms. Ashford introduced a few key members of her staff. In addition to Ron Bouvet, Robin Miller and Angie Jefferson, lead dispatchers for mainline and Access, respectively. She asked them to attend the meeting to give the board members the opportunity to place some faces with some names for these invaluable employees. They have been helping in areas including the NTD reporting. Ms. Ashford was congratulated on her new position and asked to tell the Board a bit about her background. She let everyone know she has been with the District for 11 years and that before that, she worked for the Urban League's Head Start program. She also worked in the fast food industry, from an entry-level high school job up to the store manager level. She is also working on her MBA, which will be conferred in December of this year.

**Administration:** Karen Hasara reported that the Administration Committee had met and there would be a report later in the closed session.

- C. Planning Commission Report:** Shannan Karrick was in attendance for Jason Sass. She reported that they were continuing to compile projects for the 2018-2021 TIP. She also reported that they received notification from IDOT that if a budget is not passed, construction across the state will be shut down and it will also affect some micro-grants.

**D. Disabled Persons Advisory Committee Report**

Pete Roberts reported that the committee met on June 20, 2017. They discussed a passenger complaint concerning a gentleman who was having problems with a bus pass. Melissa Ashford was able to assist and the matter was resolved. One of their members resigned due to health reasons. The committee would like the Board to appoint Greg Rowden.

**V. NEW BUSINESS**

- a. SMTD Disabled Persons Advisory Committee Member

As mentioned in his report, Mr. Roberts asked the Board to appoint Greg Rowden to the Disabled Persons Advisory Committee. Karen asked about Mr. Rowden's background and Mr. Roberts let her know that Mr. Rowden is a regular passenger who rides both mainline and Access. Karen Hasara made a motion to appoint Greg Rowden to the SMTD Disabled Persons Advisory Committee. Sandra Douglas seconded the motion. The motion passed unanimously.

- b. Adopt FY18 Budget & Appropriation Ordinance

Frank Squires explained this information has been on file and now it is time to adopt the FY18 Budget and Appropriation Ordinance. Sue Davsko made a motion Adopt FY18 Budget & Appropriation Ordinance. Leslie McCarthy seconded the motion. The motion passed unanimously.

- c. Place FY18 Tax Levy On File

Frank Squires let the Board know that approval was needed to place the FY18 tax levy on file. Sandra Douglas made a motion to place the FY18 tax levy on file. Leslie McCarthy seconded the motion. The motion passed unanimously.

- d. Approval of Trust Fund Payment

Frank Squires explained this item was for a \$534,783.13 payment to the OPEB Liability. It is early, but the portfolio is earning a return of 4.9 -5.3% so it makes sense to do it sooner so less will be owed later. Wynne Coplea made a motion to approve the OPEB trust fund payment and Leslie McCarthy seconded the motion. The motion passed unanimously.

e. Approval of the Procurement and Policy Manual Revisions

Shoun Reese outlined the major changes to the document. Highlights include a section for definitions, the addition of the changes to the contract term limits, types of contracts excluded, removal of unnecessary titles, replaced by “authorized representative,” removal of the contracting officer technical representative function, since it is no longer utilized, and some other minor changes. Leslie McCarthy made a motion to approve the outlined revisions. Wynne Coplea seconded the motion; it was passed unanimously.

f. Prevailing Wage Ordinance

Shoun Reese explained that the Illinois Department of Labor revised the prevailing wage on June 5, 2017. The District is required to file a prevailing wage ordinance by July 30, 2017. Sue Davsko made a motion to approve the Prevailing Wage Ordinance. Leslie McCarthy seconded the motion; it passed unanimously.

g. Low-Floor Bus Interagency Agreement

Shoun Reese explained that Show Bus in McLean County has a state grant to purchase a low-floor bus. We are not sure want to acquire the low-floor bus we have. We are asking permission to allow Show Bus to use our bus for 60 days. Because the funds used to purchase this bus were from IDOT and Show Bus’s funds are from IDOT, there would be no charge to use the bus as a test. Brian Brewer asked Ed Gower if he had had the opportunity to review the contract. He had not. Ms. Reese explained that the District had a similar contract for SMART and she used it for this contract. Mr. Gower said he could review the contract this evening. Karen Hasara made a motion to approve the interagency agreement for Show Bus to use of the low-floor bus pending the attorney’s approval of said agreement. Sandra Douglas seconded the motion and it passed unanimously.

h. Fleet Replacement Plan

FTA is moving towards requiring greater documentation on the on-going condition of assets purchased with FTA funds. Eventually SMTD will have to develop a Transit Asset Management Plan that covers all assets. The Fleet

Replacement Plan covers five years and monitors purchases and condition of its assets. For now, this Fleet Replacement Plan is a requirement for the Low-No Fuels Grant to replace five buses. It should also help expedite the development of the entire plan. Wynne Coplea made a motion to approve the Fleet Replacement Plan. Sue Davsko seconded the motion and it passed unanimously.

i. DBE Preliminary Goal

Erin Appenzeller outlined the DBR preliminary goals. For FFY 18, 19, & 20 the District will work to obtain a DBE goal of 5.0% of the total federal contracting opportunities. Of the total goal, .42% race/gender neutral and 4.58% race/gender conscious. Construction and A&E projects will have a 10% race/gender conscious goals to help achieve the overall 5% goal. SMTD is holding a community outreach meeting on July 10, 2017, at 5:30 pm to encourage DBE participation. There were some discussions concerning race/gender conscious - individual contract goal. Basically, the District has overall goals and where possible, these are higher, to make up for areas where the goals will be more difficult to achieve. Sandra Douglas made a motion to approve the preliminary DBE goal, Sue Davsko seconded the motion and it passed unanimously.

j. Transit Advertising Contract Award

Erin Appenzeller explained that the District's advertising contract had been placed out for bid. There was only one bidder. Inquiries were made to two potential proposers, but one said they were not interested because of the size of the contract; it was larger than they had anticipated and they were unable to handle the work. The other proposer did not return calls. The recommended bid from Houck Advertising for a 3 year min of \$435,000 or 52% whichever is greater, with the option of 2 additional one year contracts of \$155,000 a year or 52%, whichever is greater. Wynne Coplea made a motion to approve the Transit Advertising contract award as outlined. Sandra Douglas seconded the motion. A roll call vote was held and the motion passed unanimously.

k. Special Board Meeting to Award Construction Contract

Shoun Reese asked the Board if a special board meeting could be held to award the construction project for the employee parking lot at 1110 9th Street. Bids are due July 11, 2017. She would like to have a special board meeting on July 13, 2017, to award the contract so that project can begin as soon as possible. After discussion concerning availability for the meeting, Ed Gower let the Board know that if they thought it appropriate, they could delegate contract authority to Mr. Squires, with the authority not to exceed 5% of the estimated cost. That way an additional meeting would not need to be held. Sue Davsko made a motion to give

Mr. Squires authority to award the bid for the employee parking lot project as long as it does not exceed the estimate cost by more than 5%. Sandra Douglas seconded the motion and it passed unanimously.

I. FY18 Board of Trustees Meetings

The schedule for the FY18 regular meetings of the board of trustees was presented. Leslie McCarthy made a motion to approve the schedule. Sandra Douglas seconded the motion and it passed unanimously.

**VI. CLOSED MEETING**

Karen Hasara made a motion to close the open meeting and open a closed meeting for the purpose of reviewing the minutes of meetings lawfully closed under the IL Open Meetings Act for purposes of approval by the body of the minutes and the semi-annual review of the minutes as mandated by Section 2.06, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); and the appointment, employment, compensation of specific employees pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)). Leslie McCarthy seconded the motion and the motion was unanimously passed. The open meeting was closed and at 5:15 PM the closed meeting was opened.

At 6:22 PM the open meeting was reopened.

**VII. ADDITIONAL NEW BUSINESS**

a. Approval of the May 22, 2017, Closed Meeting Minutes

Leslie McCarthy made a motion to approve the closed meeting minutes from the May 22, 2017, closed meeting. Sandra Douglas seconded the motion and it passed unanimously.

b. Disposition of Closed Meeting Minutes

Sue Davsko made a motion to keep the closed meeting minutes closed for the closed board meetings dated: June 27, 2016, July 25, 2016, August 22, 2016, October 24, 2016, November 28, 2016, January 23, 2017, April 24, 2017, and May 22, 2016. Wynne Coplea seconded the motion. The motion passed unanimously.

c. Administration Wage Schedule for FY18

Frank Squires presented a proposed wage schedule for the District's

administrative employees which had been discussed with the Administration Committee. Karen Hasara made a motion to accept the administration wage schedule for FY18. Wynne Coplea seconded the motion and it was unanimously passed.

d. Aaron Beck Workers Compensation Settlement

Wynne Coplea made a motion to authorize Raylene DeWitte Grischow to settle the Beck workers compensation claim for 11% of MAW, which is \$20,853.29. Leslie McCarthy seconded the motion and it passed unanimously.

e. Caroline Fickas Workers Compensation Claim

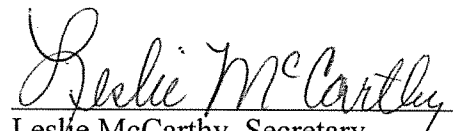
Karen Hasara made a motion to authorize Raylene DeWitte Grischow the authority to settle the claim for Ms. Fickas between 7-10% MAW. Wynne Coplea seconded the motion and it was unanimously passed.

## VIII. PUBLIC COMMENTS

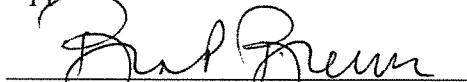
There were no public comments.

## 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 6:30 PM.

  
Leslie McCarthy, Secretary

Approved:

  
Brian Brewer, Chairperson

