

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 4:35 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Susan Davsko	Vice Chairperson
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Steve Schoeffel	Service Planning & Marketing Specialist
Elisa Fox	Bookkeeper 1
Ed Gower	Counsel
Ruth Bellm	HR Manager
Linda Wheeland	Senior Planner, SSCRPC
Jason Sass	Planner, SSCRPC
Pete Roberts	SCIL

Absent:

Sandra Douglas	Trustee
Wynne Coplea	Trustee
Pete Roberts	SCIL

II. Approval of Minutes

Leslie McCarthy made a motion to approve the minutes of the February 23, 2015 regular meeting, seconded by Susan Davsko. The motion unanimously carried.

III. Managing Director's Report

Frank Squires informed the Board that he will be sending them weekly and monthly updates about the Governor's budget. Frank explained the effects that the Governor's proposed budget would have on the District and stated he will take direction from the Board should the funding change proceed. Frank also introduced Steve Schoeffel as the new Service Planning & Marketing Specialist. Brian Brewer welcomed Steve to the District.

Diane Townsend explained that the IDOT operating grant application is being delayed until more is known about the downstate operating fund for fiscal year 2016. She has been actively engaged with IPTA considering suggestions to offset the pending change in funding. Diane also informed the Board that the on-site Triennial Review resulted in minor findings. Changes in Procurement procedures will be addressed later in the meeting as a result of these findings.

IV. Reports

A. Approval of January & February Financial Statements & February Cash Disbursements

There being no further comments or questions, Jerry Doss made a motion to approve the January and February Financial Statements and February Cash Disbursements, seconded by Leslie McCarthy. The motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance:

Diane reported that a money market account will be opened this week at Prairie State Bank and Trust in the amount of \$245,000. The money market is paying .31% interest. LPL Financial investment account includes a money market account for interest, dividend payments and principal payments. Diane spoke with the financial manager and the balance in the money market is just over \$30,000. Additional bonds will be purchased when the balance is over \$30,000. Diane requested notice before the trade is made.

Operations:

Earl Amos reported that the AC maintenance is starting up soon and good headway has been made recently on the bus vacuum system. Statewide budget cuts may lead to more work for the Regional Maintenance Center as more companies will be repairing older vehicles rather than buying new. Earl suggested this may be a source for more income. Karen Hasara discussed with Diane and Earl the possible change in how Regional Maintenance Center revenue is reported to offset the proposed budget cuts.

Angie Brooks reported several new part time drivers are in training and should be close to completion.

Melissa Ashford reported she has been looking over the new TAPTCO training materials and is almost back up to full staff.

Administration:

Karen Hasara welcomed Steve Schoeffel to SMTD.

C. Planning Commission Report:

Linda Wheeland introduced Jason Sass as a new Planner. Linda reported that the Long Range Transportation Plan now includes public questions and responses and is available on the planning commission website. Linda also reported that the Public Participation Plan is in the public comment period and will be available through April 24th. It will be adopted in May by Springfield Area Transportation Study (SATS). The Planning Commission is also working on the 2016-2019 Transportation Improvement Plan which includes federally funded SMTD projects for the next four years. Brian Brewer welcomed Jason to the team.

D. Disabled Persons Advisory Committee Report/Access Springfield:

Pete Roberts was not in attendance. Frank advised the Board that the Disabled Persons Advisory Committee has moved to quarterly meetings.

V. New Business

A. Election of Officers

It is the District's policy to elect new officers every 4 years. There are 4 positions open for election; Chairman, Vice Chairman, Treasurer, & Secretary.

Brian Brewer relinquished his Chairmanship for the purpose of nominations.

Karen Hasara nominated Brian Brewer for Chairman. The motion was seconded by Leslie McCarthy and unanimously carried.

Karen Hasara nominated Susan Davsko for Vice Chairman. The motion was seconded by Leslie McCarthy and unanimously carried.

Karen Hasara nominated Leslie McCarthy for Secretary. The motion was seconded by Susan Davsko and unanimously carried.

Jerry Doss nominated Karen Hasara for Treasurer. The motion was seconded by Leslie McCarthy and unanimously carried.

B. Presentation of the 2016-2019 TIP

Shoun Reese presented the 2015-2019 capital project plans and explained that they will first precede with Information Technology Service (ITS) projects that will help reduce operational costs. Other projects will be pushed back until more information is known about the budget. Shoun stated the TIP will be out for review for SATS approval and will be available in May or June. Diane asked if the TIP can be amended if necessary. Linda answered Diane's question by stating that it can be amended throughout the life of the TIP.

C. Revised Procurement Procedures

Shoun Reese requested authorization for procedural changes to the procurement manual as a result of the Triennial Review. Shoun explained the changes being made and there being no further comments or questions, Susan Davsko motioned to approve the Revised Procurement Procedures, seconded by Leslie McCarthy. The motion unanimously carried.

Karen Hasara made a motion to close the open session and open a closed session meeting of the Springfield Mass Transit District Board of Trustees for the purpose of discussing: 1. the review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); 2. Security procedures and the use of personnel and equipment to respond to an actual, threatened, or a reasonably potential danger to the safety of employees, staff or public property, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(8)); 3. Probable litigation affecting SMTD concerning its facilities, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(11)); and 4. The purchase or lease of real property pursuant to the Open Meetings Act (5 ILCS 120/2(c)(5)). Susan Davsko seconded the motion and it passed unanimously. The open meeting closed at 5:03 PM.

At 5:30 PM the open session was reopened. Susan Davsko made a motion to approve the meeting minutes from the closed board meeting held on January 26, 2015. Leslie McCarthy seconded the motion and it passed unanimously.

D. Security Services

Shoun Reese explained that a request for proposals had been released for security services and that four proposals were received. The highest score was received by Security Professionals of Illinois. It is for a five year contract totaling \$602,162.00. Jerry Doss made a motion to accept the contract contingent upon a favorable outcome on

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the reference checks. Susan Davsko seconded the motion. A roll call vote was held and the motion was unanimously passed.

VI. Public Comments

No public comments were made.

VII. Adjournment

Jerry Doss made a motion to adjourn the meeting. It was seconded by Leslie McCarthy and it passed unanimously. The meeting was adjourned at 5:32 PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson