

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 4:32PM 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
Robin Miller	Manager of Fixed Route Services
Angela Jefferson	Manager of Paratransit Services
Christie Davis	Human Resources Officer
Ed Gower	Counsel
Pete Roberts	ADA Advisory Committee

Absent:

Diane Townsend	Director of Finance and Administration
Melissa Ashford	Superintendent of Transportation
Jason Sass	Associate Planner, SSCRPC

**II. APPROVAL OF MINUTES**

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the April 23, 2018 meeting, seconded by Jerry Doss. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires stated that he didn't have any comments.

#### IV. REPORTS

##### A. Approval of April Financial Statements and April Cash Disbursements

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

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

**Finance:** Frank Squires said that Diane Townsend is getting ready to meet with SMTD's new actuary.

**Operations:** Aaron Beck stated that the first set of eight buses are on SMTD property and in service. He said that there are three new C&G on SMTD property and waiting on the other six. Aaron stated that they have been working on the a/c services on the buses. He said that the oldest buses will be four 2003 New Flyer's.

Robin Miller stated that Ron Bouvet will be leaving next month with 20 plus years at SMTD. She also mentioned that his replacement will be Sharon Bynum. Robin mentioned that Sharon started with SMTD as a part time driver in March, 2011. Robin stated that Stan Young started as a part time driver in April, 2016 and will be the new road supervisor. Frank Squires stated that Ron Bouvet will be coming back for the transfer center move in August.

Steve Schoeffel stated that mainline statistics are close to where they have been but slightly higher this month from last year. He also mentioned that the redesign is progressing and they have tested everything and are close to finalizing the stops and schedules. Steve said that Paratransit ridership is holding steady. He also stated that SMTD staff has met with Chatham, Sherman and Riverton regarding the urbanized area service and a meeting is set with Rochester. Steve said that they are hoping to have that ready to go sometime in August. Shoun Reese stated that they are using the low floor paratransit buses and they will hold 14-16 people. She also said they will have the same features of big buses but won't take up as much space as big buses.

**Administration:** Karen Hasara mentioned that she and Leslie met with Frank Squires and SMTD staff about budgeting and personnel.

##### C. Planning Commission Report: Shannan Karrick stated that there is nothing to report.

##### D. Disabled Persons Advisory Committee Report: Pete Roberts stated the last meeting was on May 17<sup>th</sup>. He also mentioned that they are continuing to let people know that their ADA training will be June 4<sup>th</sup>, 12pm – 4pm and June 5<sup>th</sup>, 8am – 12pm and if board members would like to attend they could speak to Melissa Ashford or Frank Squires to get signed up.

Pete said that their committee is excited for the urbanized areas service. He said that their next meeting is July 19<sup>th</sup>.

**V. NEW BUSINESS**

a. Award of Construction Contract

Shoun Reese stated that this is the rebid of the project that Erin Appenzeller presented at the last board meeting. Shoun said that SMTD received two bids, P.H. Broughton & Sons in the amount of \$690,830 and Kinney Contractors in the amount of \$763,500. Shoun stated she is recommending the board award the contract to P.H. Broughton & Sons.

Sue Davsko made a motion to award the Construction Contract to P.H. Broughton & Sons in the amount of \$690,830, seconded by Leslie McCarthy. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion unanimously passed.

b. Approval of Clever Devices Change Order

Shoun Reese stated that Clever Device Change Order #1 is regarding the original order for a 57 bus fleet and one bus went out of fleet. She stated that this change order is to allow a credit to SMTD for \$18,585. Shoun said that Clever Device Change Order #2 is to install the Clever Device Equipment onto two buses for the urbanized area which would increase contract by \$82,617.72.

Jerry Doss made a motion to approve the Clever Devices Change Order #1 for credit of \$18,585, seconded by Sue Davsko. Wynne Coplea made a motion to approve the Clever Devices Change Order #2 in the amount of \$82,617.72, seconded Sandra Douglas. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motions unanimously passed.

c. Downtown Shuttle Promotional Fare/Pass

Steve Schoeffel stated the downtown shuttle is off to a slow start. He said that the first three full months there were 375-400 passengers, which averages out to about two passengers per hour. Steve said that to try to up ridership SMTD has come up with a couple different promotional options. He said that the options would be the regular fare would be \$1 instead of \$1.25 and the other would be to produce a pass that would be 10 rides for \$5 and sell the passes through hotels or convention and visitors bureau type stops. Steve said that at the six month mark SMTD will take a hard look at the route itself to see if it needs changed.

Karen Hasara made a motion to approve the Downtown Shuttle Promotional Fare/Pass, seconded by Leslie McCarthy. The motion unanimously passed.

d. Approval of Intergovernmental Agreement with Sangamon County

Frank Squires stated the board has the agreement on their desks. He stated that this is the document to allow SMTD to enter into an agreement with Sangamon County to allow for the construction of the new transfer center. Shoun Reese elaborated that this agreement allows for SMTD to pay for the entire project and Sangamon County will reimburse SMTD. She stated that the amount of reimbursement from Sangamon County is \$249,767.07. Frank Squires stated that Sangamon County and Ed Gower have approved the agreement.

Wynne Copleas made a motion to approve the Intergovernmental Agreement with Sangamon County, seconded by Jerry Doss. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion unanimously passed.

e. Approve updated ADA Advisory Committee Membership

Pete Roberts stated they have some transitions as Debbie Gerstenburger, one of their long time committee members, was ordered to a nursing home in Moline. Pete stated that Mary Hettle would like to be an advisory committee member. Pete recommends that the board appoint Mary to the committee.

Sandra Douglas made a motion to approve Mary Hettle to be on the ADA Advisory Committee, seconded by Sue Davsko. The motion unanimously passed.

## VI. PUBLIC COMMENTS

Jane Ford asked when SMTD thought they would be doing the promotional fare/passes on the downtown shuttle. Steve Schoeffel stated that SMTD is thinking it would be June but he needs to finalize. Jane stated that she has been trying to increase her contact list and the people that she sends emails out to, post the information for others who don't have access to a computer. Jane asked Steve to email her the information for the downtown shuttle promotional fare/passes so she can email it out to her list. Jane asked where SMTD was on the Junction Circle construction as she has been riding the routes and has noticed that there hasn't been much going on. Frank stated that it has all been approved and Shoun stated that they are getting ready to put the RFP out. Ron Walker stated a concern is the downtown shuttle only has SMTD initials so he believes it is hard to know what bus it is. Steve stated the wrap for that bus should be done later this week. Ron also stated that he is concerned about the new information about the bus routes changing needing to get out soon.

**VII. CLOSED MEETING**

Sandra Douglas then made a motion to close the open meeting and open a closed meeting at 5:04 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)); 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 Sue Davsko. The motion unanimously passed.

Open Meeting reopened at 5:20 PM.

**VIII. ADDITIONAL NEW BUSINES**

- a. Approval of Closed Meeting Minutes of the February 26, 2018 Closed Meeting

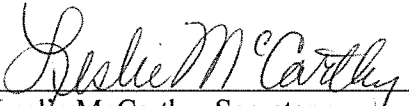
Leslie McCarthy made a motion to approve the Closed Meeting Minutes of the February 26, 2018 Closed Meeting, seconded by Wynne Coplea. The motion passed unanimously.

**IX. ADJOURNMENT**

Seeing no further business to come before the Board, Wynne Coplea made a motion to adjourn the meeting. Karen Hasara seconded the motion and the meeting was adjourned at 5:21 PM.

Approved:

  
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Brian Brewer, Chairperson

  
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Leslie McCarthy, Secretary