

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 4:30 PM by Brian Brewer, Chairperson.

I. Roll Call Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Susan Davsko	Trustee
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Elisa Fox	Bookkeeper 1
Ed Gower	Counsel
Ruth Bellm	HR Manager
Pete Roberts	SCIL
Linda Wheeland	Senior Planner, SSCRPC

Absent:

Angela Brooks	Superintendent of Transportation
Dale Schultz	Planner, SSCRPC

II. Approval of Minutes

Jerry Doss made a motion to approve the October 27, 2014 Board Meeting Minutes. Susan Davsko seconded the motion and the motion unanimously carried.

III. Managing Director's Report

Frank Squires introduced Wynne Coplea as a new member on the SMTD Board of Trustees. Brian Brewer welcomed her to the team as well. Diane Townsend stated the Triennial Review materials are due 12/19. The questions and documentation is more detailed than past reviews and includes scoping questions rather than yes / no questions. The scoping questions are intended to test that federal requirements are built into our work processes and procedures. The reviews are tentatively scheduled for the week of March 2-6. The review generally takes about 2.5 days.

Samantha is coordinating the Biennial inventory of federally funded Assets, which is a component of the Triennial Review. Gina will be completing the reconciliation of assets in the fixed asset module and the general ledger to the results of the inventory. This can be submitted after Dec 19th as long as they have it before the review date. Upgrade to the National Transit Database is due October 31st, but has been extended to January 31st. The monthly ridership reporting module in the National Transit Database will be upgraded as well. The Federal Grant Module will be upgraded from TEAM to TRaM system. Erin Appenzeller will be attending training for the TRaM system in December. The Long Range Plan has been completed and submitted to the Planning Commission. Tyler Orton has our offsite backup system in place. Our data is now in two separate locations. The next step is to relocate a server at the offsite location so that we can access the data at the offsite location.

IV. Reports

A. Approval of October Financial Statements & Cash Disbursements

Susan Davsko motioned to approve the October Financial Statements and Cash Disbursements. Jerry Doss seconded the motion and the motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend stated the committee reviewing the RFP's for the investment advisor for the retiree health premium fund will be making a recommendation at the January Board Meeting. She also stated that the Rising Rate CD at INB (102527) went into the next six month period earning a .5% return. The final six months period in April will earn 1.25%. A six month INB CD rolled over into a money market. The money market paid the same rate as a six month CD and is more liquid than a CD. An Illini Bank Money Market was opened and is earning .43%. We were able to obtain \$2,000,000 in collateral and have transferred most of that between October and November from Illinois Funds. A CEFCU CD was opened, earning 2.47%. The balance in the Illinois funds will cover operating expenses through March and will cover the transfer for the Retiree Health Premium fund that will be made after the investment advisor has been selected for the trust fund.

Operations: Earl Amos stated they have been busy with the Triennial Review and Biennial Inventory. The CNG station is up and running and the bus-vac system is underway. He also stated that the Christmas bus is almost completed with the parade being held on December 6th. Melissa Ashford is also busy with the Triennial Review. Ridership numbers are consistently increasing with more business from group homes.

Administration: Frank Squires informed the Board that he has met with Katie Spindell from Lincoln Reenactment and will be coming to the Board in January or February for approval of additional routes and services for the May reenactment.

Karen Hasara also welcomed Wynne Coplea to the Board on behalf of the Administration Committee.

C. Planning Commission Report: Linda Wheeland stated the Long Range Transportation Plan is due this December for a draft review by all Springfield Area Transportation Staff members, which will include all Board Members and will be sent out soon.

D. Disabled Persons Advisory Committee Report/Access Springfield: Pete Roberts provided an updated list of the Advisory Committee members, which are all SMTD Board appointed and all have a disability. At the November 13th meeting, Melissa Ashford shared a draft of the updated no-show policy and it was approved at that meeting. The next meeting will be held Tuesday, January 20th.

V. New Business

a. FY 14 Audit

Jodi Dobson from Baker Tilly provided the audit report and management letter to the Board and provided a presentation on the contents of the reports. Ms. Dobson made a reference to the Management Discussion and Analysis for a “cliff note” version of the financial changes during the year. Ms. Dobson let the Board know that the information in the audit was provided by management and auditors evaluate the financial records that are provided. Operating Revenues for FY14 were up 12% due to an increase in ridership. Federal and State Operating Aids increase and decrease along with expenses. Capitol Grant revenue also fluctuates along with projects. Operating expenses were up due to liability and insurance type costs, which were anticipated increases. Ms. Dobson reported that due to the amount of federal funding SMTD receives, this requires a federal compliance audit. This audit resulted in no material weaknesses or significant deficiencies in compliance requirements. Ms. Dobson made one point towards ongoing improvement pertaining to approval of timesheets.

Ms. Dobson reported on the status of prior year management comments, and the current year management comments.

Brian Brewer thanked Baker Tilly for their continuous efforts. Frank Squires also thanked Diane and Administration for their hard work as well.

Diane Townsend stated that final audit will be presented at the December Board Meeting for approval.

b. Award of Senior Services Contract Extension

Shoun Reese stated that the contract with Senior Services expired on June 30, 2014. The draft of the amendment will run through June 30, 2015 on a reimbursement type contract. Brian Brewer asked if the contract language is the same as the prior year. Ms. Reese responded that certain language has been added as a result of the Triennial, but the majority is the same. Karen Hasara motioned to approve the Senior Services Contract Extension. Sandra Douglas seconded the motion. The motion unanimously carried.

c. Lease Agreement with Senior Services

Shoun Reese stated that SMTD is providing four vehicles from our existing fleet for Senior Services to use in the urbanized area outside of SMTD service area. SMTD will maintain ownership of these vehicles and the lease agreement will be for \$1.00 per year. Karen Hasara asked when the service is expected to begin. Ms. Reese answered that it is estimated to begin in February. Jerry Doss motioned to approve the Lease Agreement with Senior Services. Susan Davsko seconded the motion and the motion unanimously carried.

d. Contingency Fleet Model

Shoun Reese requested that the Board allow a change in quantity of the contingency fleet of Mainline and Access vehicles. Sandra Douglas motioned to approve the Contingency Fleet Model. Jerry Doss seconded the motion and the motion unanimously carried.

e. Grant Administration Policy

Shoun Reese informed the Board that the Triennial Review revealed certain policies being practiced were not committed to writing. The Grant Administration Policy outlines SMTD's procedure for monitoring and administering the grants once they have been received. Leslie McCarthy motioned to approve the Grant Administration Policy. Susan Davsko seconded the motion and the motion unanimously carried.

f. Access No Show Policy

Melissa Ashford also informed the Board that the Triennial Review revealed that the Access No Show Policy needed to be updated as well to better reflect the no-show policy within ADA guidelines. Sandra Douglas motioned to approve the Access No Show Policy. Leslie McCarthy seconded the motion and the motion unanimously carried.

g. Access Service Information

Melissa Ashford stated that the Access Service Information needed to be updated to reflect the no show policy changes as well as certain terminology that is no longer in use by the ADA. Susan Davsko motioned to approve the Access Service Information. Jerry Doss seconded the motion and the motion unanimously carried.

h. SMTD Head Count

Frank Squires advised the Board that the SMTD head count will be increasing in the near future. Mr. Squires stated that any recommendations

for additional staff will be brought to the Board for approval at a future date. This item was tabled.

i. December Board Meeting Date

Frank Squires requested that the Board approve changing the December Board Meeting date to December 15th, due to the holidays. Jerry Doss motioned to approve moving the December Board Meeting date to December 15th. Susan Davsko seconded the motion and the motion unanimously carried.

VI. Public Comments

Kathy Joyce with the Transportation Advocacy Group complimented the SMTD drivers, particularly on the night runs, for their extraordinary service by ensuring she arrives safely to her destination after exiting the bus late at night. Rodney Marshall, Kenny Stetyick, and Gary Webster were individually thanked by Ms. Joyce.

VII. Close the Open Meeting and Open a Closed Meeting

Karen Hasara made a motion to close the open meeting and open a closed meeting for the purpose of discussing: (1) the review and approval of closed session minutes, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(21)); and (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(2)). Jerry Doss seconded the motion. The motion unanimously carried and the open meeting was closed at 5:22 PM.

VIII. Reopen the Open Meeting

The open meeting was reopened at 5:54 PM.

- a. Leslie McCarthy made a motion to approve the closed meeting minutes from October 27, 2014. Karen Hasara seconded the motion and the motion was unanimously carried.
- b. No action was taken regarding the collective bargaining

IX. Adjournment

Karen Hasara made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and it was unanimously carried. The meeting adjourned at 5:55 PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson