

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:

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| Brian Brewer | Chairperson |
| Susan Davsko | Vice-Chairperson |
| Leslie McCarthy | Secretary |
| Karen Hasara | Treasurer |
| Wynne Coplea | Trustee |
| Sandra Douglas | Trustee |
| Frank Squires | Managing Director |
| Diane Townsend | Director of Finance and Administration |
| Melissa Ashford | Superintendent of Transportation |
| Aaron Beck | Superintendent of Maintenance |
| Shoun Reese | Grants & Procurements Manager |
| Christie Davis | Human Resources Officer |
| Ed Gower | Counsel |
| Steve Schoeffel | Service Planning & Marketing Specialist |
| Pete Roberts | ADA Advisory Committee |
| Jason Sass | Associate Planner, SSCRPC |

Absent:

- | | |
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| Jerry Doss | Trustee |
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II. APPROVAL OF MINUTES

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the October 23, 2017 meeting, seconded by Wynne Coplea. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires reported that SMTD will purchase 17 new desktop computers. Frank said that the purchase is within his signature authority but he wanted to give the board a heads up that he was approving the purchase. He also mentioned that the progress on the new parking lot and storage building is going quite well and there were two sections of concrete laid today.

Diane reported that SMTD received their fully executed IDOT grant today. Diane stated that the 1st and 2nd quarter pay requests for state operating assistance have been submitted and the 3rd pay request is due December 1st. She said that SMTD should be seeing some pay requests released in the next couple weeks. Diane stated in December she will be requesting a budget revision for the state operating assistance grant to reallocate funds for security cameras into other lines. She said SMTD may need to increase advertising, travel and training. Diane stated that she and Frank will be closing on the line of credit with INB this week as INB did approve the increase

through December 31, 2018. Diane stated that SMTD has received their Triennial Review from the FTA. She said that the materials for the desk audit are due on January 30th, 2018, but the audit dates haven't been set yet. She said usually about two months after the desk audit will be the on-site audit. Diane stated that the National Transit Database (NTD) was submitted by the Oct 31st deadline even though they had been approved for an extension. Diane mentioned that Melissa Ashford took over the monthly ridership and monthly safety and security reporting for the NTD. Diane stated that Melissa also took over the Fixed Line and Demand Response annual reporting this year. Diane also stated that Linda Brewer has been completing the annual reporting for the Maintenance Department. Diane mentioned that next year, the financial module will be completed by the Staff Accountant and the HR module will be completed by the HR Officer. Diane stated that it is helpful to pass out the specific sections to the departments as this takes dependence off of one person.

IV. REPORTS

A. Approval of October Financial Statements and October Cash Disbursements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: Wynne Coplea said they didn't meet this month. Diane stated that SMTD made a quarterly transfer to the trust fund for the retiree health fund on November 3rd in the amount of \$128,698. She also stated that some of the funds have already been invested in bonds with a 4.25% yield.

Operations: Sandra Douglas stated that the Operations committee met last week and had an informative meeting.

Melissa Ashford said ridership is down for the month of October. She stated that she thinks SMTD may be plateauing with ridership as they are down 9.4% this month and 9.6% last month. Melissa stated that she and Robin Miller have been looking at the run bid for January and looking at ways to reschedule pieces of work to save money. She stated that they have been able to keep overtime down by at least 50% and are starting to impact standby time. She said over the last couple months they have been able to decrease standby time by 8% compared to last year. Melissa said they are trying to use money currently in the budget instead of trying to find it elsewhere.

Steve Schoeffel stated that SMTD has partnered with Downtown Springfield Incorporated to do a special holiday service route. Steve mentioned that this special holiday service route is running Wednesday 5pm – 8pm and Saturday 12pm – 6pm. He said the service is

going to 6-7 stops around town at historic sites which are decorated for the holiday. He said the lighted bus will be on the route hopefully in the week.

Aaron Beck said the lighted bus should be ready by Wednesday. He also stated SMTD received three new road supervisor vans and are hoping to have them ready by the first part of next week. Aaron said that the new vans will not be completely wrapped in decals as the others have been. He said the color scheme will be integrated into the decals which will save money. Aaron said that the new buses will be coming in March or April.

Administration: Karen Hasara stated there was nothing to report.

C. Planning Commission Report: Jason Sass reported the comprehensive plan is out and the transportation improvement program has been updated to include SMTD projects.

D. Disabled Persons Advisory Committee Report:

Pete Roberts mentioned that a committee member passed away due to cancer. He also mentioned that they have had turnover on the committee so he would like to do a training on the ADA Act as it applies to public transportation. Pete stated he recently spoke to Robin Jones, Executive Director of the Great Lakes ADA Center, and they are willing to come to train their committee members as well as SMTD staff if they would like.

V. NEW BUSINESS

a. FY17 Audit Report

Jody Dobson said that overall the audit went very well. Jody explained that pages 1-3 are the audit opinion which is the part that comes from the auditing firm. Jody stated they issued a clean unmodified opinion. Jody explained that pages 4-15 is the management discussion and analysis which is an overview of what happened during the year compared to the prior year. Jody stated that the operating revenues went down 7% from FY16 to FY17 due to ridership changes; state operating subsidy increased from FY16 to FY17 due to eligible expenses going up; federal operating aid was down; capital revenues were up due to projects ongoing and overall operating expenses were down 2% from FY16 to FY17. Jody said that the balance sheet is stable compared to previous year. Jody stated that SMTD is very proactive in funding the pension and post-employment liabilities. Jody mentioned there will be a change next year how retiree health insurance is reported as it will be reported more consistently with the pension. Jody said that starting on page 66 it begins to deal with the federal compliance audit since SMTD receives federal funding. She said there was an unmodified opinion which means that no compliance issues were found. Jody said the last section deals with testing the IDOT grant revenue and no issues were found. She stated that the second report is the communication to those charged with government and management. Jody said they aren't intending to give

an opinion regarding internal controls with the financial audit. She mentioned there was nothing that came to their attention to report. She explained that the next section is the two way communication which talks about planning the audit for next year.

b. Change Order for Ecolane Mobile Application

Shoun Reese stated that Ecolane is software for paratransit. She said they have developed an application to allow the customer to schedule a ride and gives them updates of when the paratransit bus will arrive and it is compatible with Alexa. Shoun stated that this would be in addition to what SMTD already pays Ecolane (\$13,500/year). Shoun stated that this change order would be to purchase the application and two additional years of service agreements. She said that it would be \$95,900 for the launch of the application and the maintenance. Shoun said that this application would decrease calls to dispatch and improve efficiency for the rider. Shoun said that SMTD would still have approval process of who can use the application. Melissa stated that this application has a map that will show passengers where the paratransit driver is compared to the pickup location. Karen Hasara made a motion to approve the Change Order for Ecolane Mobile Application in the amount of \$95,900, seconded by Sandra Douglas. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion passed unanimously.

c. Award of 2017 Computer Contract

Shoun Reese stated quotes came in under Frank's approval so no board action is necessary.

d. Authorization to Provide Supplemental Downtown Services

Melissa Ashford stated this request goes back to the run bid that she spoke about earlier and the labor savings. Melissa asked for approval for a supplemental downtown service starting in mid-January. She stated that it would run approximately every 20 minutes, between the county building on 9th Street and as far west as College Street. Melissa stated that tentatively they are thinking it would run 6:20am – 6:20pm, Monday through Friday. Melissa stated that they are looking to add another bus midday between 11:30am and 1:30pm and it would be a 10 minute shuttle for the downtown lunch crowd. She stated that they are hoping to impact ridership in a positive manner with this supplemental service. She said that with the new run bid they have saved two vehicles and those two vehicles would be used on this service. She said that it would be 126 miles a day and Aaron Beck has assured her it wouldn't put too much of a hardship on the Maintenance Department. Melissa stated it would be a six month trial.

Sue Davsko made a motion to approve the Supplemental Downtown Services. Wynne Coplea seconded the motion. The motion passed unanimously.

e. Authorization to Open Public Comment Period for Route System Re-Design

Steve Schoeffel distributed the Comprehensive Route System Analysis to the board and stated that this document goes through the current route system as well as the redesign route system. Steve stated that he went over all the details with the Operations committee. He also stated he has gone over it with experienced operators and they said it was long overdue. Steve said that the demographics of the redesign will serve 9,000 more residents and will serve more than 7,500 more employment opportunities. He said it would run 250,000 revenue miles more which may qualify SMTD for more grant dollars. He said that the Title VI analysis shows that it will have a negligible or positive impact. Steve said SMTD is hoping to have this in front of the public at the beginning of the year. Steve did point out that there is one route in the redesign that does go outside the district lines which is far west Wabash Ave. He said that there are virtually no residences out that way and the people that would use the service live within the SMTD boundary and are riding for employment opportunities.

Sandra Douglas made a motion to Open Public Comment Period for Route System Re-Design. Sue Davsko seconded the motion. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion passed unanimously.

VI. PUBLIC COMMENTS

An audience member made a comment that it is nice that SMTD staff is making sure that tax dollars are spent well and that SMTD had a positive audit report. He also stated that it would be nice to make sure that public comment is open when more people are available.

Steve Simpson Black stated that he represents Friends of Transit and Friday is the 10th anniversary of the night bus service. He stated they will be at the transfer center handing out candy canes on Friday.

VII. CLOSED MEETING

Wynne Coplea then made a motion to close the open meeting and open a closed meeting at 5:21 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 purposes of discussing personnel matters pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)).

Sue Davsko seconded the motion, and it passed unanimously.

Open Meeting reopened at 6:04 PM.

VIII. ADDITIONAL NEW BUSINES

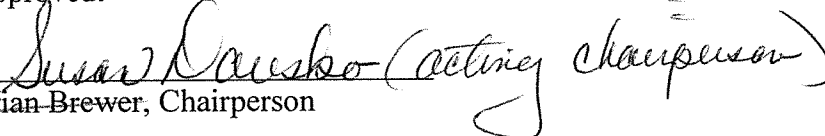
- a. Approval of Closed Meeting Minutes of the October 23, 2017 Close Meeting.

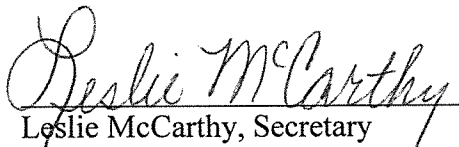
Sue Davsko moved to approve the Closed Meeting Minutes of the October 23, 2017 Closed Meeting. Seconded by Wynne Coplea. The motion passed unanimously.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Sue Davsko made a motion to adjourn the meeting. Wynne Coplea seconded the motion and the meeting was adjourned at 6:06 PM.

Approved:


~~Brian Brewer, Chairperson~~


Leslie McCarthy, Secretary