

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
Joyce Rodgers	Vice Chairperson
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Jerry Doss	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Steve Hamelin	AMD of Ops & Service Planning
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Ed Gower	Counsel
Ruth Bellm	HR Manager
Linda Wheeland	Senior Planner, SSCRPC
Dale Schultz	Planner, SSCRPC
Pete Roberts	SCIL

Absent:

Susan Davsko	Trustee
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**II. Approval of Minutes**

Brian Brewer asked for a motion to approve the December 16, 2013 regular meeting minutes. Jerry Doss made the motion to approve the minutes and Joyce Rodgers seconded it. The motion unanimously carried.

**III. Managing Director's Report**

- a. Frank Squires reported two new buses were delivered today. He also noted that No Firearms Allowed stickers were posted on all entrances to buildings and on all buses.
- b. Steve Hamlin announced that all routes were now wheelchair accessible and only a few buses which are not wheelchair accessible are left in the fleet and they will only be used in emergency situations. SMTD will be entering into contract negotiations with ATU on Friday.
- c. Diane Townsend informed the Board that Jennifer Hinkle resigned in December and Samantha Brown was promoted to the Bookkeeper II position. Ms. Townsend also shared thank you cards the District received regarding the holiday bus with the Board.

#### **IV. Reports**

##### **A. Approval of November Financial Statements**

Brian Brewer asked if everyone had the opportunity to review November's Financial Statements. Joyce Rodgers made a motion to approve November's Financial Statements. Jerry Doss seconded the motion and it passed unanimously.

##### **Approval of December Financial Statements & Cash Disbursements**

Brian Brewer asked if everyone had the opportunity to review December's Financial Statements and Cash Disbursements, and if anyone had any questions. Karen Hasara made a motion to approve December's Financial Statements and Cash Disbursements. Joyce Rodgers seconded the motion and it passed unanimously.

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

**Finance:** Diane Townsend reported the cash that has been restricted for the OPEB liability will be transferred to the OPEB trust Fund once the draft rules for the operating the trust have been established and a financial institution and investment advisor have been selected. The funds will then no longer be included on the Investment Report, but will be in separate report for the OPEB Trust Fund. Three CD's are earning over 1% interest. Joyce Rodgers inquired how much was included in the District's investment and Ms. Townsend provided an explanation of money distributed over the Illinois Funds account, CD's, money market accounts, and investments. Ms. Townsend also stated that the restricted funds for the OPEB for retiree's health insurance would be transferred out of the District's investments into the trust fund once it was established.

**Operations:** Earl Amos informed the Board that two new 2014 buses have been received. Joyce Rodgers asked what was not included in the purchase price of the new buses. Mr. Amos informed her that fare boxes, radios, and bike racks were not included. He also stated that the District opted to install some of the items themselves in order to use the money saved to purchase a 7<sup>th</sup> bus. Mr. Amos also noted that nine mechanics received the Exceptional Employee Award this year. Angie Brooks stated that the drivers really liked the new buses and are working hard to stay safe in the inclement weather. Melissa Ashford noted that everything in Access was running smoothly. Access utilizes approximately 12 buses each day and only incurred \$3357 in liability damages for 2013.

**Administration:** Karen Hasara commented that everything in Administration was running well.

##### **C. Planning Commission Report:** Dale Schultz stated he has been working on revising the maps and schedules adding information about the lift-equipped buses. He has also been working with Shoun Reese to identify possible locations for pads and shelters. Linda Wheeland informed the Board she is working with two advisory committees and the first meeting involving the public with SATS

planning will be held in February. Ms. Wheeland said the committee is hoping to broaden the public's involvement with the community committee.

- D. Disabled Persons Advisory Committee Report/Access Springfield:** Pete Roberts notified the Board that one of the committee's long time members had fallen ill. Mr. Roberts stated that he was pleased to hear all the routes were now handicap accessible. He said that there had been a couple of complaints in December about the accessibility of Routes 2 and 15.
- V. Unfinished Business**
- a. Approval of Hanson Professional Services Contract Price**  
Shoun Reese informed the Board that in August 2013, the Board approved moving forward on a two-block area for the multimodal facility and expanding the scope of Hanson's contract to include a schematic design to reflect this. Mr. Squires reached an agreement on a price for the expanded scope not to exceed \$155,000. Karen Hasara made the motion to approve the contract price and Leslie McCarthy seconded it. A roll call vote unanimously passed the motion.
- b. Motion to appoint a member of the SMTD Board of Trustees to the Other Post-Employment (OPEB) Board of Trustees**  
Diane Townsend explained that a motion to appoint a Board member to position four on the OPEB Trust Fund Board is needed. The term for the position is one year and is appointed each January. Karen Hasara made the motion to appoint a Board member to the Trust Fund Board and Leslie McCarthy seconded it. The motion passed unanimously.
- c. Motion to Adopt Resolution 1-2014 – Creation of the Other Post-Employment (OPEB) Trust**  
Diane Townsend explained the next step for the OPEB Trust is to adopt the resolution and draft rules. Jim Lestikow from Hinshaw Law Office will provide guidance on what should be covered in the rules and the agenda for the first meeting. Jerry Doss motioned to adopt the resolution. Joyce Rodgers seconded and the motion passed unanimously.
- VI. New Business**
- a. Approval to Increase budget for Professional Services**  
Shoun Reese requested that \$100,000 be added to the professional services line item of the budget. She explained that the year-to-date expenses are significantly under budget and there is a cushion necessary to absorb the line item change. Karen Hasara made the motion to approve the request and Jerry Doss seconded. The motion passed unanimously.
- b. Award of Land Surveyor Contract**  
Shoun Reese explained that all proposals have been reviewed and the committee is recommending the approval of an award for Professional Services to Coombe-Bloxdorf for Land Surveying and Related Services

for term not to exceed 2 years and in an amount not to exceed \$121,000. Leslie McCarthy motioned to approve the award to Coombe-Bloxdorf. Joyce Rodgers seconded and a roll call vote passed unanimously.

**c. Approval of TIP Amendment Request**

Shoun Reese requested approval to seek an amendment to the 2014 TIP as outlined in the TIP Amendment documentation included in the Board packet. Jerry Doss motioned to approve the amendment. Joyce Rodgers seconded and the motion passed unanimously.

**d. Award of Contract to Supply and Install Bus Vacuum**

Shoun Reese asked for approval to award the supply and install of a bus vacuum to Robertson Air for a firm, fixed-price of \$157,620. Joyce Rodgers made a motion to award the contract to Robertson Air. Leslie McCarthy seconded the motion and a roll call vote passed unanimously.

**VII. Public Comments**

Kathy Joyce with TAG commented that it was a joy not to have to walk through bad road conditions downtown at the transfer center to get to the buses. Joyce Rodgers stated that the District should be proud of the service that is provided to the customers. She continued, stating that is so nice for all the routes and vehicles to have accessibility for people with disabilities. Steven Simpson-Black commented that SMTD is the most under-appreciated service in Springfield.

**VIII. Adjournment**

Jerry Doss made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and it passed unanimously. The meeting closed at 4:56 PM.

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson