

Springfield Mass Transit District

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 4:31 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Wynne Coplea	Trustee
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
Ruth Bellm	HR Manager
Steve Schoeffel	Service Planning & Marketing Specialist
Ed Gower	Counsel
Pete Roberts	SCIL; ADA Advisory Committee
Jason Sass	Associate Planner, SSCRPC

Absent:

Karen Hasara	Treasurer
Jerry Doss	Trustee
Sandra Douglas	Trustee
Linda Wheeland	Senior Planner, SSCRPC

II. Approval of Minutes

There were no comments or questions. Wynne Coplea made a motion to approve the minutes of the September 28, 2015 Regular Meeting, seconded by Leslie McCarthy. The motion unanimously passed.

III. Director Reports

Frank Squires, Managing Director, announced SMTD technology initiatives that are underway, including Google Transit and a route planning platform.

Diane Townsend, Director of Finance & Administration stated that we received our first quarter IDOT payment last Thursday, and the 2nd quarter will be received tomorrow.

In response to questions asked at last Board Meeting regarding the UC Expense and Federal Operating Assistance Revenue variances:

1. A subrogation collection for a workers comp claim was posted in error to UC expense. The cash receipt was corrected and is reflected in the September Budget Analysis. The UC expense YTD has been corrected, however, the month of September variance is the offset to the credit from last month.
2. The budget for Federal Operating Assistance has been corrected from last month. Federal Operating Assistance for FY16 included a one-time budget revision from capital projects (buses) to operating assistance to allow for the purchase of 7 buses using debt servicing under the downstate operating contract. The buses would be funded with 65% state operating assistance and 35% from other revenue sources. The buses would be purchased by exercising options for the additional buses from the contract for the Downstate Transit Improvement Funds bus procurement contract. The budget for this project has been included in the month of June rather than spread evenly between 12 months. The associated outflow under Debt Services has also been included in June. I will begin working with IDOT on the budget revision and will be looking for assurances that Debt Service Projects will be fully funded in FY16 before we proceed. The project may be contingent upon the outcome of the state budget impasse.

IV. Reports

A. Approval of September Financial Statements and Cash Disbursements

There were no comments or questions. Sue Davsko made a motion to approve the July and August Financial Statements and August Cash Disbursements, seconded by Wynne Coplea. The motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend reported LPL Financial increased by \$2,390 for coupon payments and increased by \$228 in market value. There are (7) CD's with rising rates that are earning 1.4%, 1.2%, 1.25%, 1.3% 2.47% and 1.25%. The OPEB Trust fund will be set up separately in another division and is not included in the Investment earnings. Next week Frank and I will be reviewing the Cash Forecast to discuss additional investments.

Operations: Earl Amos talked about winterizing property and reported working on several new jobs for regional maintenance.

Angie Brooks stated that one of our operators retired after 24 years.

Melissa Ashford stated that we had an operator leave based on health reasons after almost 20 years at SMTD. Access numbers continue to increase.

Administration: Frank Squires discussed the set of goals requested by the board of the Managing Director. He will wait to hear back from the board on how to proceed with reviewing the goals he has put together.

- C. Planning Commission Report:** Jason Sass discussed a recent meeting on the status of SMART. Funding is still uncertain, but strategies on how to work with SMTD are under way. Working on committee to provide transit to medical facilities twenty-four hours a day based on strategies listed in the LRTP.
- D. ADA Advisory Committee Report:** Pete Roberts thanked the board for the paratransit boundary expansion. Two committee members are chronically ill, and he expects they will not likely continue serving. Orvill Holiday and John Evangelista are requested to be on the Advisory Committee. Chairman Brewer indicated we will add it to the next board meeting agenda. Ed Gower explained the Open Meetings Act requirement that requires that action.

V. Public Comments. There were no public comments.

VI. New Business

- A. Committee Appointment of Trustees.** Frank Squires indicated trustees assigned to committees should change. Chairman Brewer indicated he would have something for the next meeting.
- B. Authorizing Resolution Ratification.** Shoun Reese requested approval of the purchase of an additional paratransit bus via an IDOT grant.

Wynne Coplea moved to approve the authorizing resolution to purchase a low-floor bus via an IDOT grant. Seconded by Sue Davsko. The motion passed unanimously.

- C. Grant Budget Amendment.** Shoun Reese informed the board of amendments to two grants that came in under budget.

Grant IL-90-X712 – Bus Vacuum Project came in under budget. Request approval to move remaining funds to offset operating expenses and increase construction line item for parking lot project to the south.

Grant IL-04-X069 – Originally for website development, but staff has done project in-house. Request unneeded website development funds moved to computer aided dispatch software procurement.

D. Award of Payroll Processing Services Contract. – TABLED

E. Pricing of Paratransit Services. Melissa Ashford requested approval to consider adding an agency fee for agencies utilizing SMTD paratransit service. With the budget impasse, social service agencies are utilizing transit agencies more. Ideally, we have revenue contracts with them. FTA specifies paratransit is for individuals. When agencies begin using it, services for those most in need can be affected. We are discussing charging an agency fee. An example is SPARC or any agency that would do third-party payment and arrangement for their clients. August 2015 ridership more than doubled over 2014 usage from one agency alone. We are looking to recover at least 35% of the cost. Brian Brewer asked how we determine capacity. Melissa answered that drivers are scheduled around client demand – demand not covered with regular routes equal O.T. Chairman Brewer indicated approval of continuing to move forward and instructed Melissa Ashford to keep the board posted.

VII. Closed Meeting

Wynne Coplea moved to close the open meeting at 4:59PM and moved to open the closed meeting 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)); and (2) personnel matters involving the appointment, employment, compensation, discipline, performance or dismissal of specific employees pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)); seconded by Leslie McCarthy. The motion passed unanimously.

The Open meeting re-opened at 5:14 PM.

VIII. Additional New Business

A. Approval of September Closed Meeting Minutes

A motion was made by Leslie McCarthy to approve the closed meeting minutes of September 28, 2015, seconded by Sue Davsko. The motion unanimously carried.


B. Personnel


A motion was made by Leslie McCarthy to approve the staffing levels and compensation of specific SMTD employees. Seconded by Wynne Coplea. The motion unanimously carried.

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IX. Adjournment

Leslie McCarthy made a motion to adjourn the open meeting, seconded by Sue Davsko. The motion carried unanimously. The meeting was adjourned at approximately 5:20 PM.


Leslie McCarthy, Secretary

Approved: 
Brian Brewer, Chairperson