

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
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Jerry Doss	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
Dale Schultz	Planner, SSCRPC
Pete Roberts	SCIL

Absent:

Linda Wheeland	Senior Planner, SSCRPC
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II. Approval of Minutes

Brian Brewer asked for a motion to approve the September 23, 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 let the Board know that Southeast High School students were here touring as part of a new outreach program. Kim Young-Goza helped students learn how to ride the bus. Mr. Squires distributed a packet of thank you letters from the students. Also, appraisals for the multimodal site will begin November 5th.
- b. Steve Hamelin reported that new service enhancements are being put into place enhancing the timeliness of arrivals and departures downtown, making routes more efficient and effective. The enhancements appear to be very popular. Improvements will continue to be made, but it will be done in small steps so it is not overwhelming. Also, as a result of on-going labor/management communications, beginning at 5:00 AM tomorrow, new run bids for part time operators are being introduced. This new process will help the part time operators involved plan their lives

better, and will hopefully be good for everyone involved. On December 20, 2013, Road Supervisor Larry Long will be leaving SMTD. There are currently ten internal candidates and one former intern who are interested in the position, so it is hoped the position can be filled in time to ensure there is time to have the new road supervisor go through the enhanced training prior to Mr. Long's departure. Also, there are seven New Flyer Xcelsior buses in production now and they should be delivered by the end of December. He showed the Board a picture. Joyce Rodgers asked if they would all be in at the same time, and she was informed that two would be delivered one week and then five more the next. Ms. Rodgers thought it would be a good idea to put together a press release once the buses arrive. Brian Brewer commended Mr. Hamelin for the innovative part time bid runs. Mr. Brewer thinks it's a great proactive and creative new program.

- c. Diane Townsend pointed out that since the advertisement revenue has increased significantly the staff has been working on new ways to increase that revenue even more. Frank Squires is working with Houck Advertising on a new brochure that will feature SMTD advertising so that staff can take these to meetings in order to increase awareness. Gina Balding will be bringing someone from Houck to the next Business Connections meeting to showcase what's available. Earl Amos is working on another great idea: wrapping a bus that will feature a picture of the SMTD staff along with other projects the staff has worked on throughout the year. This bus will then be used for Chamber events and other venues to showcase advertising and community awareness and involvement. Steve Hamelin is working on increasing advertising on bus shelters and on bus schedules. Ms. Townsend pointed out that advertising revenue was \$19,055 in 2004; last fiscal year it was \$89,000 and this fiscal year to date is already at \$31,300, so it could reach as high as \$100,000 by the end of the fiscal year. Ms. Townsend let the Board know that she would be making sure the District's advertising opportunities are communicated to interested parties in venues like business networking events.

IV. Reports

A. Approval of September Financial Statements & Cash Disbursements

Brian Brewer asked if everyone had the opportunity to review September's Financial Statements and Cash Disbursements, and if anyone had any questions. Joyce Rodgers asked if the accident listed on page two, involving an employee injury, was settled. She was informed that it was. Leslie McCarthy made a motion to approve September'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 pointed out the new line for the LPL Financial and she explained she and Frank Squires were exploring CD options and ways to maximize returns on investments.

Operations: Earl Amos reported that on October 23rd trainers from the state came in and presented regional maintenance training for 65 people from around the state. Seven mechanics participated and two helped out with sections of the safety training. New equipment that Shoun Reese assisted in procuring, like a metal lathe, a tire changer, and a floor sweeper have all been delivered. Joyce Rodgers asked how the Regional Maintenance Center work was going and all is well. Angie Brooks let the Board know that the part time drivers involved in the new bid process appear to be pleased with the new program. She also reported that ridership was up 6.7% this September compared to last September. Melissa Ashford reported that the on-time performance (OTP) for Access is up by 1%, so in September Access had a 99% OTP. Ridership for Access is up YTD by 369 trips. She is also in the process of finalizing a contract for services with Goodwill. They are interested in outsourcing their transportation needs. Right now, Access is currently providing approximately 100 trips a week for them. Once everything is in place, SMTD could be providing about 260 trips per week. The contract could be the first of many. Ms. Ashford and Kim Young-Goza are meeting with Montvale Estates to explore their public transportation options. They have their own van, but it has limited hours so some training on how to utilize the two regular routes which pass by Montvale already, along with how Access can compliment the mainline service will be discussed. She is also working on providing services to the Convent on West Monroe. Ms. Ashford also let the Board know that training is also a part of providing the Goodwill services and that she and two other employees will be involved in a “train-the-trainer” program so we will be able to train the drivers in the Office of Inspector General’s Rule 50 for working with individuals served by Goodwill. The Goodwill contract will involve hiring at least one more driver.

Administration: There was no Administration report.

C. Planning Commission Report: Dale Schultz reported that the 2014-2017 Transportation Improvement Plan was approved by SATS on October 10th and that the annual listing of Federally Obligated Projects for FY 13 has been completed. Also, map/schedule updates were made for the service enhancements and for the modifications on Routes 7, 11, 13 and 15.

D. Disabled Persons Advisory Committee Report/Access Springfield: Pete Roberts reported that the committee met in September. Mr. Roberts let the Board know he is very pleased that all fixed line routes are now accessible. This has been a goal of his since 1986. The next committee meeting will be on Nov. 12, 2013.

V. New Business

a. Authorizing for Managing Director to sign RMC Contracts

Frank Squires explained that allowing the managing director to authorize these contracts would facilitate a faster response time. Since all of these have historically been approved, he is hoping to gain Board authorization for the Managing Director to sign these. Brian Brewer asked if the Board could be kept apprised when a new contract is being considered, so they would have advanced notice, and so the Board could be notified at the regular Board meetings whenever there is a new contract. Mr. Squires assured him that would happen. Ed Gower let the Board know that his office reviews the contracts and at this point, there are two standard contracts that are generally used for the RMC contracts, so there was no problem on his end. Jerry Doss made a motion to authorize the Managing Director to sign RMC contracts. Joyce Rodgers seconded the motion and it was unanimously passed.

b. Award of Telephone Services Contract

Frank Squires reported that originally he had removed himself from this project due to a potential conflict of interest, which is no longer an issue. At this time the contract with Call One expires on Dec. 1, 2013. After comparing bids, the recommendation to the Board is to approve the Comcast bid for \$468.60 per month. This bid includes increasing the internet service from 50 to 100 MG. It is a three year contract for a total of \$16,509.60. Joyce Rodgers made a motion to award the contract to Comcast. Jerry Doss seconded the motion. The motion unanimously passed with a roll call vote.

VI. Public Comments

There were no public comments. Brian Brewer informed the group that Christine Groves resigned from her position on the Board and Leslie McCarthy will be taking over the duties as Board Secretary.

VII. Adjournment to Closed Meeting

Joyce Rodgers made a motion to adjourn to a closed meeting for the review and approval of closed session minutes, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2.06(d)) (5 ILCS 120/2(c)(21)); and to discuss litigation against SMTD, pursuant to Open Meetings Act (5 ILCS 120/2(c)(11)). Jerry Doss seconded the motion. The motion unanimously passed and the meeting was adjourned at 4:54 PM.

October 28, 2013

4:30 PM

Monday

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VIII. Open Meeting Re-opened and Adjourned

At 5:13 PM the open meeting was re-opened.

IX. Approval of Closed Meeting Minutes from September 23, 2013

Joyce Rodgers made a motion to approve the closed meeting minutes from the September 23, 2013 closed meeting. Leslie McCarthy seconded the motion and it passed unanimously.

X. Adjournment

At 5:15 PM Jerry Doss made a motion to adjourn the meeting. Joyce Rodgers seconded the motion and it unanimously passed. The meeting was adjourned.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson