

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
Linda Wheeland	Senior Planner, SSCRPC

Absent:

Dale Schultz	Planner, SSCRPC
Pete Roberts	SCIL

II. Approval of Minutes-Ruth Bellm informed the Board of minor corrections to the minutes. Brian Brewer asked for a motion to approve the October 28, 2013 corrected regular meeting minutes. Jerry Doss made the motion to approve the minutes and Leslie McCarthy seconded it. The motion unanimously carried.

III. Managing Director’s Report

- a. Frank Squires gave an update on the November employee food drive. Over a hundred more pounds were collected this year compare to 2012. Mr. Squires also reported that the Maintenance Department is working on decorating the bus for this year’s holiday parade on December 7th.

IV. Reports

A. Approval of October Financial Statements & Cash Disbursements

- B. Brian Brewer asked if everyone had the opportunity to review October’s Financial Statements and Cash Disbursements, and if anyone had any questions. Joyce Rodgers made a motion to approve October’s Financial Statements and Cash

Disbursements. Leslie McCarthy seconded the motion and it passed unanimously.

C. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend reported that the deposit to the Illinois Funds for the second quarter was early, which may mean the 3rd quarter may be late, so the balance will be fluctuating. On the investment report, the Board will note that there is a 24 month INB CD which was up in November, so there were no earnings for that; also the Heartland Credit Union money market was converted to a CD paying 1.3%.

Operations: Earl Amos reported a new Regional Maintenance contract with St Mary's Hospital in Decatur. There was a group picture that was taken that will be used in a bus wrap display along with other historic pictures. New buses will be arriving in December. Angie Brooks informed the Board that the new runs for the part time drivers were working out well. Three new part time operators were hired in December and Larry Long will be retiring on December 20th. Melissa Ashford announced that Access has provided almost 6000 trips for the month, which is up 422 trips from October 2012. On time performance for the month of October is 99%. Charles Fitch, an Access driver, let the Board know about 3 turkey baskets which were given to three Access riders.

Administration: Administration business was deferred for discussion during the executive session.

D. Planning Commission Report: Linda Wheeland explained the updating of the long range transportation plan. The plan looks into local transit in all areas as well as biking and walking. It will be a more comprehensive plan than ever before, so there will be both citizen and community advisory boards developed to help with the process.

E. Disabled Persons Advisory Committee Report/Access Springfield: There was no Advisory Committee report.

V. New Business

a. Audit Presentation: Jodi Dobson from Baker Tilly provided documents to the Board and provided an explanation of the audit findings. Operations revenue is up 6% and expenses are up 3%, possibly due to Route 19. Capitol revenue is down, due to the completion of the new garage and maintenance facility. Ms. Dobson let the Board know that the information in the audit was provided by the management team and the auditors evaluate the financial records they are given. She pointed out there were

no findings on the federal or state mandatory evaluations. The big news on the financial front are the actuarial changes that are coming. Pension liability will need to be reported on the balance sheets. Ms. Dobson feels that similar rules for funding health insurance premiums for retirees will likely be implemented in the future. Frank Squires added that Diane Townsend and the administration staff do a great job with the organization for the audits.

- b. Retiree Health Insurance Plan-Actuarial Valuation:** Diane Townsend explained that actuarial plan is done every two years for the retirees' health insurance. Ms. Townsend arranged to have the valuation done early this year and the results show an increase, likely due to the increase in the number of retirees and the health insurance premiums.
- c. Approval of Service Contract with Goodwill Industries:** Melissa Ashford passed out a copy of the contract for the Board to review. Access will provide full bus trips on an 18 month contract spanning from January 2014 to June 2015. The trips will be billed monthly based on ridership and will be re-evaluated quarterly. Joyce Rodgers inquired about the maintenance on the vehicles. Earl Amos assured her that there would not be any issues. Ms. Ashford also explained that one driver position was added but that it would not be considered a new position as three positions were eliminated previously as a result of the implementation of the Ecolane software tracking. Jerry Doss made a motion to approve the contract with Goodwill Industries. Leslie McCarthy seconded the motion and it was unanimously passed.
- d. Approval of Server and Backup System Installation Contract:** Shoun Reese informed the Board that the current system is inadequate and operates in a critical status frequently. Brian Brewer inquired why Novanis IT Solutions was the sole source. Ms. Reese explained that Tyler Orton reached out to several companies but none returned proposals. Karen Hasara made a motion to approve the Novanis contract and Joyce Rodgers seconded. The motion passed with a unanimous roll call vote.
- e. Award of Fork Truck Purchase Agreement:** Shoun Reese explained that the fork truck was 100% federally funded and within the grant specifications. Karen Hasara made a motion to award the Fork Truck bid to MH Equipment. Leslie McCarthy seconded the motion and a roll call vote unanimously passed the motion.
- f. December Meeting Schedule Change:** Brian Brewer stated that the December Board Meeting was scheduled for the day before Christmas Eve and asked if the meeting could be moved up one week to the 16th of the

month to insure attendance. Karen Hasara made a motion to change the date of the December Board Meeting from the 23rd to the 16th. Joyce Rodgers seconded the motion and it was unanimously passed.

- g. Approval of Road Supervisor Position:** Steve Hamelin posed to the Board creating an additional road supervisor positions as well as the one filled in preparation for Larry Long's resignation. Mr. Hamelin stated that during nights, weekends, holidays, and when there are issues requiring one RS to be away that it is beneficial to have the additional RS coverage. Angie Brooks agreed with Mr. Hamelin. Karen Hasara also stated that there had been a lot of discussion of the benefits of an additional road supervisor prior to the Board Meeting. Karen Hasara made a motion to approve the additional road supervisor position and Jerry Doss seconded. The motion was unanimously passed.

- VI. Public Comments:** Steve Hamelin informed the Board that a continuity of operations plan is being developed and a meeting is set for December 4th. Organizational goals and objectives are being developed to set a foundation for the entire District. Mr. Hamelin also told the Board that the District transported 13 homeless veterans to the Decatur Salvation Army to receive a meal and haircut as well as gloves, boots, and sleeping bags. Toys for Tots collection begins December 3rd and will utilize the decorated bus after it's unveiling at the holiday parade. The lighted bus will also be taken to St John's Children's Hospital.

Ron Howell addressed the Board regarding his concerns about the changes to Route 15. He feels the recent route changes have caused passengers on 11th Street to lose a viable well-paying business route, for no apparent reason, since the stops on Cook are not convenient. Five to seven northbound stops have been lost. He would like to see that service restored. Karen Hasara asked management to look into the issues and report back to the Board in December.

VII. Adjournment

Karen Hasara 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 personnel, pursuant to Open Meetings Act (5 ILCS 120/2(c)(11)). McCarthy seconded the motion. The motion unanimously passed and the meeting was adjourned at 5:40 PM. At 5:50 PM the open Board meeting continued.

VIII. Approval of October 28, 2013 Closed Meeting Minutes

Joyce Rodgers made a motion to approve the October 28, 2013 closed meeting minutes. Leslie McCarthy seconded the motion and it was

November 25, 2013

4:30 PM

Monday

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unanimously passed.

IX. Approval of a 2% Increase for Managing Director

Karen Hasara made a motion to approve a 2% wage increase for Frank Squires, retroactive to September 1, 2013. Joyce Rodgers seconded the motion and it passed unanimously.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson