

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
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Susan Davsko	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

Absent:

Karen Hasara	Treasurer
Pete Roberts	SCIL

**II. Approval of Minutes**

Brian Brewer asked for a motion to approve the January 27, 2014 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**

Frank Squires stated he would make his report in the closed meeting session. Steve Hamelin informed the board that he had attended the Bus Summit in Phoenix, AZ where he made valuable connections with vendors and other transit agencies. Mr. Hamelin also stated that there are several drivers in the District going above and beyond their job duties and he provided a letter of praise regarding an Access Driver to the Board for review. Another driver listed all the Transfer Center changes made and distributed it to all his passengers to make them aware of the new locations.

Diane Townsend began by informing the Board that the District hosted the NTD Database Training last week and five SMTD employees were in attendance. Ms. Townsend also stated that there are several upcoming events that she would like to bring to the Board's attention. Erin Appenzeller will be

attending a DBE event sponsored by IDOT that will include sessions and networking with prime contractors and DBE businesses. Ed Gower explained the DBE program and its importance to the new board members. Ruth Bellm will be attending the Illinois Workers' Compensation Forum on March 10-11<sup>th</sup>. Gina Balding is organizing this year's attendance at the Business Connections Expo in the Convention Center on March 26<sup>th</sup> with several major features in our booth. The FY15 Downstate Operating Grant will be filed in March and Ms. Balding will be working with Ms. Townsend to complete the project.

#### **IV. Reports**

##### **A. Approval of January Financial Statements & Cash Disbursements**

Brian Brewer asked if everyone had the opportunity to review January's Financial Statements and Cash Disbursements, and if anyone had any questions. Leslie McCarthy made a motion to approve January's Financial Statements and Cash Disbursements. Sue Davsko seconded the motion and it passed unanimously.

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

**Finance:** Diane Townsend stated that no CD's were coming due in the next month and the IL Funds account was staying stable. She also reminded the Board that a member needs to be appointed to the OPEB Board and once the member is appointed the OPEB Board will establish the rules.

**Operations:** Leslie McCarthy reflected on Joyce Rodgers and the challenge of trying to filling her shoes on the operations committee. Earl Amos informed the Board that 14 new buses had arrived and the fleet was now 100% ADA equipped. The last steps to finish the CNG station were underway and the Regional Maintenance side of the department has picked up. He also stated that there was a front page article in the SJ-R featuring a picture of Tony Schultz. Angie Brooks notified the Board that she was in the process of hiring new part time operators. She also said that ridership was down for January but she suspected it was due to the inclement weather and school closings during the month. Melissa Ashford began by telling the Board that one Access driver would be leaving and another just had a baby. Ms. Ashford also said Access ridership was down for January.

**Administration:** No changes needed to be noted for administration.

##### **C. Planning Commission Report:** Dale Shultz noted that he would be working with Gina Balding and the District to promote Curb Your Car week in May. He has also continued with updates to the maps and schedules based upon the changing fleet, routes, schedules and changes at the downtown transfer center. Linda Wheeland explained Curb Your Car week to the new Board members. She also noted that the Long Range Transportation Planning Committees have started meeting and all communities not included in SATS will be participating and making recommendations.

**D. Disabled Persons Advisory Committee Report/Access Springfield:** Pete Roberts was not in attendance, so there was no report.

**V. New Business**

**a. Ratification of approval for additional price for buses**

Shoun Reese informed the Board that in October 2012 they approved a price for the bus purchase. Now, due to the modifications made, the price is higher. Sue Davsko made a motion to approve the ratification. Jerry Doss seconded and the motion passed unanimously.

**b. Award for Service Truck**

Shoun Reese explained that only one bid was received for the service truck even after calls were made to potential bidders. This was the second attempt at this bid. She elaborated by saying that because it was not for a large quantity being ordered and due to the federal clauses included, all bidders besides Barker were inclined not to bid. Leslie McCarthy made a motion to award the bid to Barkers Bloomington and Jerry Doss seconded. A roll call vote passed the motion unanimously.

**c. Approval of Authorizing Resolution for FY2014 5307 Grant**

Shoun Reese stated that Board approval was needed annually for the 5307 Grant before the application can be submitted. Sue Davsko made a motion to approve the authorizing resolution. Sandra Douglas seconded and the motion passed unanimously.

**d. Confidential Employee Information Policy**

Diane Townsend directed the Board to the outlined policies provided. She stated the importance of the implementation of these policies. Jerry Doss made a motion to implement the policies and Leslie McCarthy seconded. The motion passed unanimously.

**e. Breach Data Notification Plan**

Diane Townsend explained the notification plan to the Board members. Ed Gower elaborated on the draft and the requirements stating the plan also goes along with the commercial insurance. Jerry Doss made a motion to implement the policy and Leslie McCarthy seconded. The motion passed unanimously.

**VI. Public Comments**

There were no public comments.

**VII. Approval of Closed Meeting Minutes from November 25, 2013**

Leslie McCarthy made a motion to approve the minutes from the closed meeting held on November 25, 2013. Jerry Doss seconded the motion and it passed unanimously.

**VIII. Cullen-Dozier Worker's Compensation Settlement**

Susan Davsko made a motion to approve the \$60,000 worker's compensation for Sandra Cullen-Dozier. Jerry Doss seconded the motion and it passed unanimously with a roll call vote.

**IX. Land Acquisition Plan Approval**

Jerry Doss made a motion to approve staff to proceed with the discussed plans for property acquisition as outlined, based on the appraisals. Leslie McCarthy seconded the motion and it unanimously passed.

**X. Adjournment**

Jerry Doss made a motion to adjourn the open meeting. Susan Davsko seconded the motion and it passed unanimously. The meeting was adjourned at 5:33 PM.

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson