

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
Jerry Doss	Trustee
Leslie McCarthy	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Steve Hamelin	AMD of Ops & Service Planning
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Ed Gower	Counsel
Ruth Bellm	HR Manager
Linda Wheeland	Senior Planner, SSCRPC

Absent:

Christine Groves	Secretary
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Dale Schultz	Planner, SSCRPC
Pete Roberts	SCIL

II. Approval of Minutes

Brian Brewer asked for a motion to approve the August 26, 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 stated that Social Media communications were going well. Mr. Squires announced that an Employee Newsletter will begin being distributed on a quarterly basis to SMTD personnel with updates and news from each department.
- b. Steve Hamelin reported that on October 2nd SMTD will be participating in an Airport Disaster Project. Operations will also be coordinating with Bill Stokes for a Springfield Marathon Emergency Plan taking place on October 20th. Mr. Hamelin informed the board that Carolyn Fickas, a Main Line driver, had a passenger who suffered from a heart attack while on the bus. Ms. Fickas, as well as two other passengers, handled the situation very well and were able to get the rider emergency medical treatment in time. Ms. Fickas and the two assisting passengers will receive

accommodations for their outstanding ability to handle this emergency situation. Mr. Hamelin is coordinating a defensive driving course for SMTD drivers and other area transit agencies and will provide further details at a later date.

- c. Diane Townsend deferred to Shoun Reese to give updates on the Grants and Procurements Department. Ms. Reese informed the Board that the Fleet-net Training on the Contract Module was completed and went well. Now that the system has been updated with the information Ms. Reese compiled, she and Erin Appenzeller must complete all the data entry. The department currently has 40 projects in the procurement queue and will meet with Earl Amos to prioritize items for maintenance and with Diane Townsend to prioritize contracts expiring between now and April 2014. Ms. Reese was able to get the FY2013 grant awarded and the operating funds drawn down before the FTA website shutdown scheduled for September 24th. According to IDOT, SMTD's capital projects submitted under the Downstate Transportation improvement fund are under review and a contract should be ready by late October or early November. This grant will provide funds for the electronic fare boxes as well as additional buses. Brian Brewer inquired when the fare boxes might be completed. Ms. Reese explained that the funding is in the final stages with IDOT. Finally, Ms. Reese wanted to recognize Erin Appenzeller for her work in the grants and procurements department. Since Ms. Appenzeller was placed in her current position, procurements are up 14%. She demonstrates a desire to learn and complete her assignments in an accurate manner.

IV. Reports

A. Approval of August Financial Statements & Cash Disbursements

Leslie McCarthy asked for clarification on the IPTA dues and conference registration. Diane Townsend added that IPTA does a great job advocating and having Laura Calderon located in the SMTD office is a great resource. Joyce Rodgers inquired about offsite record storage. Leslie McCarthy made a motion to approve the August cash disbursement and financials. Joyce Rodgers seconded the motion and it passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend explained in September money was removed from Bank of Springfield money market and used to purchase several bonds with better returns for SMTD.

Operations: Melissa Ashford reported that Access is maintaining a 98% On Time Performance (OTP). She explained the Ecoline report provided to the

Board, stating that the lower ridership could be explained by having one less working day compared to 2012.

Administration: Jerry Doss reported no changes in Administration.

C. Planning Commission Report: Linda Wheeland reported the Transportation Improvement Plan, which was out for public comment last month, went to the Springfield Area Transportation Study and was approved for public review. Comments are being accepted until October 7th.

D. Disabled Persons Advisory Committee Report/Access Springfield: Pete Roberts was not in attendance.

V. Unfinished Business

Niccoud Insurance: Tom Kavanaugh provided an update on the renewal to the Board and went over highlights from July's report. Mr. Kavanaugh addressed Board questions and concerns throughout his presentation.

VI. New Business

a. Authorizing Resolution for CVP vehicle for Smart

An authorizing resolution is needed in order for SMTD to submit for grant monies on SMART's behalf. Joyce Rodgers made a motion to approve the Authorizing Resolution. Leslie McCarthy seconded and the motion passed unanimously.

b. Award of Sweeper/Scrubber Purchase Agreement

Shoun Reese explained that out of 3 bidders, one was marked as nonresponsive because the product did not meet requirements, and Nilfisk was the recommended product. Joyce Rodgers inquired what department would operate the equipment. Ms. Reese explained that the sweeper/scrubber would be under maintenance's jurisdiction. Joyce Rodgers made the motion to award the bid to Nilfisk and it was seconded by Leslie McCarthy. A roll call vote carried the motion unanimously.

c. Approval to change the calculation to restrict funds and the OPEB Liability

The auditors requested a change to the wording on the OPEB Liability. Brian Brewer explained that is not a change to actual calculation but just a rewording. Joyce Rodgers made a motion to approve the calculation to restrict funds for the OPEB Liability. Leslie McCarthy seconded it and the motion passed unanimously.

VII. Public Comments

Steven Simpson-Black addressed the Board, informing them of his resignation from the Transportation Advisory Board. He is currently working on a project chronicling the history of transportation in Springfield. He also stated that he is happy with the ability to transfer at various stops along routes now and said that has made his commute very convenient.

VIII. 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 litigation against SMTD, pursuant to Open Meetings Act (5 ILCS 120/2(c)(11)). Leslie McCarthy seconded the motion. The motion unanimously passed and the meeting was adjourned at 5:13 PM.

IX. Open Meeting Re-opened and Adjourned

At 5:23 PM the open meeting was re-opened. There were no items requiring action, so Karen Hasara made a motion to adjourn the open meeting. Leslie McCarthy seconded the motion. It was unanimously passed and the open meeting closed at 5:24 PM.

Secretary

Approved:

Brian Brewer, Chairperson