

The Board of Trustees of the Sangamon Mass Transit District met in a regular session in the office of the Sangamon 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:

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| Brian Brewer | Chairperson |
| Susan Davsko | Vice-Chairperson |
| Leslie McCarthy | Secretary |
| Karen Hasara | Treasurer |
| Jerry Doss | Trustee |
| Wynne Coplea | Trustee |
| Sandra Douglas | Trustee |
| Frank Squires | Managing Director |
| Melissa Ashford | Superintendent of Transportation |
| Aaron Beck | Superintendent of Maintenance |
| Shoun Reese | Grants & Procurements Manager |
| Ed Gower | Counsel |
| Steve Schoeffel | Service Planning & Marketing Specialist |
| Erin Appenzeller | Grants & Procurements Specialist |
| Russell Reed | Counsel |
| Raylene Grischow | Counsel |

Absent:

- | | |
|----------------|------------------------------------|
| Diane Townsend | AMD for Finance and Administration |
| Jason Sass | Associate Planner, SSCRPC |
| Pete Roberts | ADA Advisory Committee |

II. APPROVAL OF MINUTES

There were no comments or questions. Leslie McCarthy made a motion to approve the minutes of the July 24, 2017 meeting; it was seconded by Wynne Coplea. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires reported the multimodal project continues. Diane is in the building, and the auditors are here. Travelers is here. The IPTA Annual Conference will be held September 18-20th here in Springfield. Financial Statements are behind, and we are working on getting everything updated by year-end.

IV. REPORTS

A. Approval of July Cash Disbursements

Angela Jefferson explained a correction to the report that was caused by a formatting issue. It was in the column for the FY18 monthly average.

There were no comments or questions. Sue Davsko made a motion to approve the July Cash Disbursements, seconded by Karen Hasara. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Nothing to report.

Operations:

Aaron Beck said maintenance is keeping up with inspections. With school in, more buses are on the road. Two 1996 buses have been sold. They will be taken off property tomorrow. They sold for \$ 628 each, for scrap.

Melissa Ashford stated Robin and Angie have been doing a good job. Ridership is down overall in both departments. Night shift reductions will cause that to continue some. Mainline ridership is down 5.7%. Paratransit is down a similar amount. We are working on how to address that. Frank Squires added that ridership is down nationwide. Karen Hasara thanked Steve Schoeffel for his report on marketing to the "Millennial" generation. Melissa explained that we've had a steady increase in Access ridership, but a decline that last six months. Lower gas prices, family helping and a number of other factors can lead to the fluctuations. Brian Brewer asked about the State Fair. Melissa commented the numbers are not in yet. Those should be ready for the next board meeting. Brian Brewer and Sandra Douglas commented that they liked the advertising for the State Fair.

Administration: Committee met and will discuss in Closed Meeting.

C. Planning Commission Report: Nothing to report

D. Disabled Persons Advisory Committee Report: Nothing to report

V. UNFINISHED BUSINESS

a. Security Lock Controls – Access Control Contract

Shoun Reese explained we are looking to switch from a key system to a badge system. A-1 Lock has a state contract and a GSA contract to do similar work in state and federal buildings. Right now, lost keys disappear, and we are unable to track those keys. The change will provide better regular access control for the property and allow for tracking. The total cost of the contract would be \$ 84,788.95 and 1-year maintenance agreement. We have a federal requirement to spend 1% of our federal allocation on security. This will help us satisfy that requirement.

Karen Hasara made a motion to award A-1 Lock a contract for Access Controls in an amount not to exceed \$ 84,788.95. Seconded by Sandra Douglas. The motion passed unanimously on a roll call vote.

VI. NEW BUSINESS

a. Arthur J. Gallagher & Co. Commercial Insurance Overview

Jim Hillestad stated they are formerly Nicoud. They recently merged with Gallagher.

Tom Herman explained they write a lot of public sector business. A packet was given to the board showing workers compensation results. No losses were on the auto side. The workers compensation results included a 70% total claim payout in medical claims as the largest percentage. Over \$132,000 in claims and payout amount of roughly \$55,000. Savings come from fee schedules, Travelers providers, and “SMART” team to examine bills. SMTD has not had to utilize this yet. Timely reporting of claims by the district has resulted in savings. SMTD Team is working closely with Travelers to address questionable claims. SMTD does not have high dollar claims or high frequency claims. All manageable items are trending downward, favoring the district. Travelers is built to respond immediately. Travelers is in Texas now and has experience doing that work in the Midwest as well, including Joplin, MO a few years go.

Lisa Zelm, Risk Control Specialist, spoke about her role with Travelers and SMTD. The agency’s loss trends are down. She has assisted with job description upgrades, ride-alongs on low-floor buses, and provided training on workers compensation processes. She also walks through the facility regularly to look for any risks that need to be addressed. She also works with SMTD on policies and procedures that need to be updated.

b. Ratification of A&E Change Order 3

Shoun Reese explained SMTD needed to re-open the agreement with our A&E firm to do environmental oversight. Because we've modified the scope, some designs had to be revised. Dass is a sub for CMT. The change order requests an additional \$ 29,096.

Sue Davsko made a motion to approve A&E Change Order 3. Sandra Douglas seconded the motion. The motion passed unanimously.

c. Approval of A&E Change Order 4

Shoun Reese explained that last year the same project went out for bid. The bids came in very high. Due to the budget issues at that time, the project was tabled. CMT did additional renderings and multiple sets of plans, amounting to \$ 13,685.90 in additional work.

Sandra Douglas made a motion to approve A&E Change Order 4. Sue Davsko seconded the motion. The motion passed unanimously.

d. Ratification of Bus Purchase

Shoun Reese explained the state awarded funds in 2014 to purchase ten buses – five diesel and five CNG. The project was put on hold. Inflation has now caused the price to increase. We are requesting approval of a \$ 4,415,156.13 contract with New Flyer. \$315,156.13 would come from local funds.

Jerry Doss made a motion to approve the purchase of 10 new buses for \$ 4,415,156.13 of which \$315,156.13 is from local funds, seconded by Karen Hasara. The motion passed unanimously on a roll call vote.

e. Approval of 3-year Service Agreement – Alpha Controls

Shoun Reese explained Alpha Controls HVAC system monitoring for the garage. Makeup air units in the garage were replaced, needing monitoring.

Wynne Coplea made a motion to approve the 3-year Service Agreement with Alpha Controls totaling \$ 17,309.04 for HVAC system monitoring. Jerry Doss seconded the motion; it was passed unanimously.

f. Award of Commercial Cleaning Contract

Erin Appenzeller explained we received three bids for our commercial cleaning

contract. The five-year award is for an amount not to exceed \$94,200. Sue Davsko asked if they had been doing this before. Erin answered they are new, and that is why there is an annual review specified in the contract.

Sue Davsko moved to award the Commercial Cleaning Contract to Cleaning General in an amount not to exceed \$ 94,200, seconded by Wynne Coplea. The motion passed unanimously on a roll call vote.

VII. PUBLIC COMMENTS

Ron Walker commented that he was glad to hear the new buses are coming, and the New Flyers are the best ones we have. He is concerned about errors in the Passenger Guide. He has a concern over changes that will need to be made being very expensive. He suggests individual maps that can more easily be changed. He submitted examples of errors to Steve Schoeffel.

VIII. CLOSED MEETING

Wynne Coplea then made a motion to close the open meeting and open a closed meeting at 5:12 PM for the purposes of discussing personnel matters pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)); discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); and the discussion of pending litigation pursuant to the Open Meetings Act (5 ILCS 1020/2(c)(11)).

Sue Davsko seconded the motion and it passed unanimously.

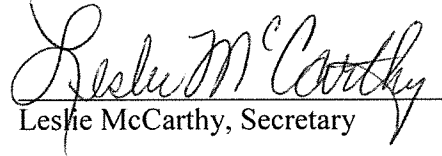
Open Meeting reopened at 6:26 PM.

IX. ADDITIONAL NEW BUSINES

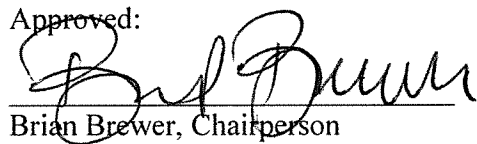
Karen Hasara moved that the board authorize counsel to settle the personal injury claim from Amy Elsenheimer vs SMTD for up to \$33,000 and to settle the personal injury claim from Clairetha Miles vs SMTD for up to \$75,000, seconded by Leslie McCarthy. The motion was approved unanimously on a roll call vote.

X. ADJOURNMENT

Seeing no further business to come before the Board, Wynne Coplea made a motion to adjourn the meeting. Karen Hasara seconded the motion and the meeting was adjourned at 6:28 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson