

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, Chairman.

**I. ROLL CALL** Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD for Finance and Administration Earl
Ed Gower	Counsel
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Ruth Bellm	HR Manager
Steve Schoeffel	Service Planning & Marketing Specialist
Jason Sass	Associate Planner, SSCRPC

Absent:

Karen Hasara	Treasurer
Jerry Doss	Trustee
Angela Brooks	Superintendent of Transportation
Pete Roberts	ADA Advisory Committee

**II. APPROVAL OF MINUTES**

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the January 23, 2017 Regular Meeting, February 2, 2017 Special Meeting and February 17, 2017 special meeting, seconded by Leslie McCarthy. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires, Managing Director, reported Sangamon Mass Transit District will host the September Illinois Public Transportation Association annual meeting at our facility. Date is Sept. 11, 12, 13. Samantha Brown and Erin Appenzeller will be assisting Laura Calderon with organizing events.

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Hood Demolition began some work on the 9<sup>th</sup> & Adams property on the Bunn side of the building. People now parking in the Bunn lot will be moved to the empty parking lot to the north to make way for demolition/construction equipment.

Chairman Brewer indicated the Illinois Public Transportation Association conference is of interest and to keep him posted.

Diane Townsend reported our second quarter payment should arrive from the state in the next couple of days, making us stable through the end of the year. A third payment request has been requested, and, March 1, we will submit a 4<sup>th</sup> quarter payment voucher. We are hopeful we continue to receive the 65% reimbursement. HVAC units are being replaced, utilizing line of credit under the debt service line in the IDOT grant.

We are six weeks away from two new New Flyer mainline buses. We are close to performance evaluation software testing.

#### **IV. REPORTS**

##### **A. Approval of January Cash Disbursements and Financial Statement**

There were no comments or questions.

Sandra Douglas made a motion to approve the January Cash Disbursements and Financial Statement, seconded by Sue Davsko. The motion passed unanimously.

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

**Finance:** Nothing to report.

**Operations:**

Earl Amos reported new makeup air units being installed. New security fence has been installed around the CNG station. 99% of the branding on buses has been completed. Major engine work was completed last month. More is expected in the next year or two. Regional maintenance is picking up. Maintenance has started AC work to prepare for warmer weather.

Melissa Ashford reported we have been challenging both mainline and access sides of operations on risk control analysis. We're looking at job safety measures that can be improved through training to attempt to curb some future workers compensation claims. We are looking at ways to optimize payroll in run bids and scheduling to more efficiently staff operations work. January is down 22% in overtime from last year, and we're down 72% from December. Dispatch is helping. More dispatchers are trained to do payroll and other work to more-efficiently utilize

personnel. Standby/guaranteed time has also been looked at and reduced where possible.

Frank Squires discussed what the person (Lisa Zelm) assisting us with risk analysis does. More-visible safety stripes on maintenance uniforms are one example of a suggestion from that process. He indicated SMTD is noted as doing this well.

**Administration:** Nothing to report.

- C. Planning Commission Report:** Jason Sass reported SSCRPC is working with staff to create the new passenger guide. Finishing public participation plan and a draft should be ready by the end of the week. Curb Your Car Challenge Week May 14-20<sup>th</sup> is being planned for this year.

**V. NEW BUSINESS**

- a. Approval of budget revisions between line items in the FY17 State Grant.

Diane Townsend explained the new requirements might be put on agencies when budget expenses differ \$1000 or more from projections originally submitted. The board is required to be kept up-to-date. This keeps SMTD in "low risk" status. Demolition of the building at 9<sup>th</sup> & Adams is not required to be in the budget any longer and security cameras will not be replaced as originally anticipated. Those line items are being re-distributed in the budget. So we are asking for approval of the changes to the state operating grant.

Wynne Coplea moved to approve the budget revisions between line items in the FY17 State Grant as presented, seconded by Leslie McCarthy. The motion passed unanimously.

- b. Board Appointment to OPEB Trust Board. Diane Townsend explained we met last Friday to review trust fund and investment policies. Attorneys are investigating whether or not the trust funds fall under the Illinois Public Investment Act. We need to appoint another trustee in a board meeting to the Other Post Employment Benefits Board. It covers retiree health insurance costs. The appointment is for a one-year term.

Sue Davsko moved to appoint Wynne Coplea to the OPEB Trust Board for a term of one year, seconded by Sandra Douglas. The motion carried unanimously.

- c. Award of waste and recycling contract. Erin Appenzeller explained the terms of the proposed contract. Staff is requesting approval of the contract to Republic Services.

Wynne Coplea made a motion to award the three-year waste and recycling contract to Republic Services with an additional two year option. Seconded by Leslie McCarthy. The motion passed unanimously.

- d. Radio Lease Agreement with SMART rural. Frank Squires explained some of our radios are being leased for the Menard (rural) portion of SMART service. The radios were purchased for SMART urban service and have been unused at the moment. The contract would move to the county board finance committee, then the full county board, for their approval. Shoun clarified they were originally intended for the urban service.

Ed Gower asked about the appropriateness of leasing in a below-market amount for rural service rather than urbanized service. The radios originally were purchased for the portion of SMART service SMTD would be responsible for (urban). Wynne Coplea asked if this is something we have done before. Brian Brewer replied we have not done this before. Sue Davsko asked what the market rate would be for the radios. Frank Squires indicated we don't know. The proposal came from the SMART rural program. Earl indicated the radios are new. Shoun indicated they were originally purchased for Senior Services to use for SMART service, and were never used.

The contract approval was tabled by Chairman Brewer. Staff will explore the market value of the agreement.

## VI. PUBLIC COMMENT

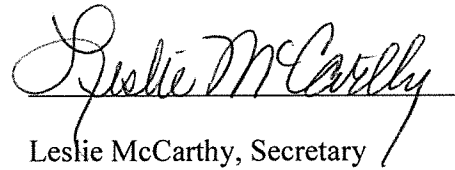
Ronald Walker commented that missing bus stops have not yet been replaced. Rt. 14 drivers are leaving ten minutes late from Meijer. Earl commented we have a system in place to replace or repair stops. He also requested have we ever explored night service in other systems. He specified gaps in the schedules. He also pointed out Taylor and Stevenson has a bench but no stop. He state there is no north & south service at night. He also indicated Moovit is good, but times on Google are all wrong. Moovit has worked well. A Robbins and Lindbergh sign was requested. There are not enough bus stops downtown. Overall service is good. Public transit often doesn't consider passengers, and he is advocating for the passengers. He asked for more feedback opportunities from people in the community who do not utilize social media. He asked

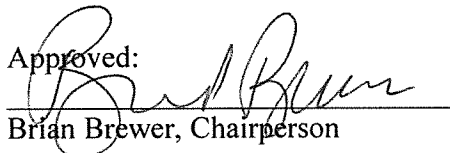
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if any board members ever ride the bus. Several board members indicated they do ride the system occasionally.

**VII. ADJOURNMENT**

See no further business to come before the board, Wynne Coplea made a motion to adjourn the meeting. Sandra Douglas seconded the motion, and the meeting was adjourned at approximately 5:16 PM.

  
Leslie McCarthy, Secretary

Approved:   
Brian Brewer, Chairperson