

Springfield Mass Transit District

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 4:32 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Ed Gower	Counsel
Frank Squires	Managing Director
Diane Townsend	AMD for Finance and Administration
Angela Brooks	Superintendent of Transportation
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Ruth Bellm	HR Manager
Steve Schoeffel	Service Planning & Marketing Specialist
Linda Wheeland	Senior Planner, SSCRPC
Jason Sass	Associate Planner, SSCRPC
Pete Roberts	ADA Advisory Committee

Absent:

Susan Davsko	Vice-Chairperson
Jerry Doss	Trustee
Earl Amos	Superintendent of Maintenance

II. Approval of Minutes

There were no comments or questions. Sandra Douglas made a motion to approve the minutes of the March 28, 2016 Regular Meeting, seconded by Leslie McCarthy. The motion unanimously passed.

III. Director Reports

Frank Squires, Managing Director, deferred comments to later in the meeting.

Diane Townsend reported the Downstate Operating Grant was submitted with additional service for UIS. However, we received word from UIS that a student fee for transit would not be considered until the fall 2018. The additional costs associated with UIS service is not included in the FY17 Budget and Appropriation Ordinance that will be placed on file later on. We received conditional approval for the Grant Application

which is subject to future FY17 appropriation actions by the Governor and State Legislature.

IV. Reports

A. Approval of March Cash Disbursements and Financial Statements

There were no comments or questions. Wynne Coplea made a motion to approve the March Cash Disbursements and Financial Statements. Seconded by Leslie McCarthy. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend would wait until later on the agenda.

Operations:

Angie Brooks reported that we are hiring, training and preparing for the summer run bid.

Melissa Ashford reported we are finishing information gathering for the SPARC contract to begin in May. SMTD participated in the RTAC annual rodeo this weekend. She explained the event. We are also working on driver training improvements such as defensive driving, conflict awareness and de-escalation.

Diane Townsend noted a monthly Service Planning Meeting going on since the Service Planner was hired.

Administration: Leslie McCarthy indicated nothing to report.

C. Planning Commission Report: Linda Wheeland reported work continues on the 2017-2020 TIP. Also, the planning commission will assist with the ITS implementation team.

Jason Sass provided a Curb Your Car Week event update. The free bus day approved by the board last meeting will be May 17th.

D. ADA Advisory Committee Report: Pete Roberts reported the committee met on March 10. They discussed training on the ADA and transit use for their committee members. Bee Tyler from the committee passed recently, she will be missed. Chairman Brewer asked if SMTD was assisting with that training. Melissa Ashford commented that we are working to get NTI training here and working with the committee on that training.

V. **Public Comments.** There were no public comments.

VI. **UNFINISHED BUSINESS**

- a. **Group Health Insurance.** Shoun Reese reported that the Group Health Insurance was tabled at the last meeting. Staff recommends proceeding with the option year with American Central and canceling current group health procurement and re-issuing the procurement. She asked for ratification of that recommendation.

Wynne Coplea moved to proceed with the option year with American Central for group health insurance and to cancel and re-issue the procurement for group health insurance. Seconded by Sandra Douglas. The motion passed unanimously.

VII. **NEW BUSINESS**

- a. **Place FY 2017 Budget on File.** Diane Townsend asked for board approval to place the budget ordinance on file. She discussed the budget schedule.

FY17 Budget and Appropriation Ordinance:

The Budget is formally placed on file today.

The Public Hearing for the 2017 Budget and Appropriation Ordinance will be held June 7th at 5:30.

The Final Budget will be approved at the June 27th Board Meeting.

The 2017 Tax Levy Ordinance will be place on file at the June 27th Board meeting.

The 2017 Tax Levy Ordinance will be approved at the July 25th Board Meeting.

Under Revenue:

Line 11: JARC grant will be fully expended around December 2016. The remaining expense for the Night service route for UIS will be included in the regular operating expenses at a reimbursement rate of 65% from the state operating grant.

Line 12: represents local match for that was approved for the following projects:

- Line 63: Debt Service For replacement of Makup Air Units (3) Approved by the Board October 2012.
- Line 64: Debt Service for Replacement of Security Camera systems in the entire fleet Approved by the Board in January 2016

- Line 65: Debt Service for the Demolition of two buildings for the Multimodal station Approved by the Board in March 2016

Under Operating Expenses:

Line 13: Labor Operators includes wages for proposed New Service.

Angie Discussed Proposed Service. Saturday Night Service will be included in August Run Bid. Steve discussed evaluation and recommendations.

Leslie McCarthy moved to place the FY2017 Budget on file. Seconded by Wynne Coplea. The motion passed unanimously.

- b. Authorizing Resolution for 5339(b) Grant Application. Shoun Reese asked for board authorization to apply for the grant for \$10,660,000 to replace 20 buses, associated capital maintenance items, and acquire two driver-training simulators.

Leslie McCarthy moved to approve the authorizing resolution to apply for the 5339(b) grant. Sandra Douglas seconded. The motion passed unanimously.

- c. Authorizing Resolution to Commit Local Funds for 5339(b) Grant Application. Shoun Reese asked for board authorization of \$475,000 as part of the 20% local matching funds to qualify for grant. The board previously authorized a little more than \$78,000 as local match for an IDOT grant but the grant not awarded so funds were not used. The board authorized a little more than \$325,000 as local match for a TIGER grant but that grant was not awarded so funds were not used. The grant is highly competitive so commitment of local funds will help.

Wynne Coplea moved to commit \$475,000 in local matching funds to qualify for the 5339(b) grant, seconded by Sandra Douglas. The motion passed unanimously.

- d. Authorizing Resolution for 5339(c) Grant Application for installation of canopy and LED lighting for fueling lanes. Shoun Reese requested board authorization to apply for grant of \$2,000,000 to install a canopy and security lighting over CNG Station fuel lanes.

Sandra Douglas moved to authorize the grant application for installation of a canopy and security lighting over CNG Station fuel lanes. Wynne Coplea seconded. The motion passed unanimously.

- e. Authorizing Resolution for CVP Application for SMART. Shoun Reese requested board authorization to apply for a grant to provide three buses to SMART for urbanized area service. The grant application is to purchase 3 medium duty buses for the urbanized area for SMART. Buses used in the urbanized area belong to SMTD and we've agreed to provide 7 buses for the SMART service. We have 7 buses, but three are old and beyond their useful life. Frank Squires noted the location of SMART offices.

Leslie McCarthy moved to authorize the CVP Application for SMART buses. Wynne Coplea seconded. The motion passed unanimously.

- f. Award of contract for LED Light Conversion Project. Shoun Reese explained lighting in the administration building needs to be replaced. She asked for approval to award a contract.

Karen Hasara moved to award the contract in the amount of \$ 53,900.00 to Anderson Electric, which includes Materials and Labor. Seconded by Sandra Douglas. The motion was approved unanimously on a roll call vote.

- g. Award of contract for ITS Consultant. Shoun Reese requested approval to cancel a contract with TransSystems and enter into an agreement with IBI Group to assist with implementation of ITS technology in order to avoid a delay in the ITS project.

Wynne Coplea moved to award the ITS Consultant contract in the amount of \$74,553.00 on a sole source basis. Seconded by Sandra Douglas. The motion was approved unanimously on a roll call vote.

- h. Modification of Maintenance Uniform Contract. Shoun Reese explained maintenance staff is doing minor repairs on the road to avoid tow charges from Tuxhorn. The uniforms would increase cost due to safety stripes. Shoun asked for the board to approved modification of the current contract to total 5 years and 8 months.

Leslie McCarthy moved to modify the Maintenance Uniform Contract to extend the current contract to final contract terms of 5 years and 8 months. Seconded by Wynne Coplea. The motion passed unanimously.

VIII. Closed Meeting

Karen Hasara made a motion to close the open meeting and open a closed meeting at 5:20 PM for the purposes of discussing the review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); the

establishment of reserves or settlement of claims pursuant to the Open Meetings Act (5 ILCS 120/2(c)(12)); AND the purchase or lease of real property pursuant to the Open Meetings Act (5 ILCS 120/2(c)(5)). Wynne Coplea seconded the motion and it passed unanimously.

Open Meeting reopened at 5:54 PM.

IX. Additional New Business

A. Approval of March 28, 2016 Closed Meeting Minutes

Wynne Coplea made a motion to approve the Closed Meeting Minutes from March 28, 2016. Leslie McCarthy seconded the motion, and it passed unanimously.

B. Land Acquisition

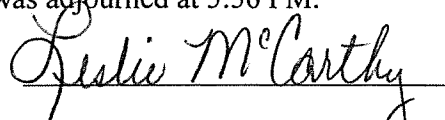
Karen Hasara made a motion to authorize management to proceed with the purchase of the property at 900 E. Washington Street for a purchase price of \$1.4 million, provided that the contingencies that were included in Horace Mann's counter offer are met. Lots 1-8 of Block 3 of J.R. Gray's addition. It is needed for the District's multimodal facility. It was seconded by Leslie McCarthy. The motion unanimously carried.

C. Maintenance Garage Claim


Brian Brewer noted for the record that the board has authorized staff to proceed to with repairs needed to the storage garage and maintenance facility, subject to the formal approval of the FY17 District budget.

X. Adjournment

Karen Hasara made a motion to adjourn the meeting. Wynne Coplea seconded the motion, and the meeting was adjourned at 5:56 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson