

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, Chairman.

I. ROLL CALL Present:

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|-----------------|---|
| Brian Brewer | Chairperson |
| Susan Davsko | Vice-Chairperson |
| Leslie McCarthy | Secretary |
| Karen Hasara | Treasurer |
| Jerry Doss | Trustee |
| 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 |
| Jason Sass | Associate Planner, SSCRPC |

Absent:

- | | |
|--------------|-------------------------------|
| Earl Amos | Superintendent of Maintenance |
| 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 September 26, 2016 Regular Meeting, seconded by Karen Hasara. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires, Managing Director, reported operations has instituted a Passenger Incident Form for Road Supervisors to use with any passenger problems. The form starts documentation of any action SMTD takes with that passenger. The form also shows the appeal process.

Diane Townsend, AMD for Finance & Administration, reported we have not received our first quarter payment from the state. We anticipate that first quarter payment in December. Frank Squires reported IPTA held an emergency meeting to discuss the state

funding problems and the payment delays to the agencies and the affect those delays are having on agencies. Some have already had to close, and others expect to have to close at the first of the years. SMTD is one of the districts in the best financial condition. He is setting up meetings with local legislators to request help. IPTA is still determining how to proceed and move forward with any type of action.

Karen Hasara asked what happened since the last meeting with the payment not being expected. Diane answered that the priority of payments from the state spends funds before they get to downstate transit on the list of priorities. Our money was passed through GRF, and that money is no longer being passed directly through. Money is just no longer there when court orders require other payments like schools, pensions, etc.

Frank Squires contacted the Comptroller's office to find out where we stand in that line of priorities. They claim First In First Out payments on requests policy. He added that due to previous directors' and staff work, our district is in much better shape than most others in the state.

IV. REPORTS

A. Approval of September Cash Disbursements and Financial Statement

There were no comments or questions. Jerry Doss made a motion to approve the September Cash Disbursements and Financial Statement, seconded by Sandra Douglas. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend reported that things are critical at the moment. 250K CD matured. Another the same amount for March to also be used for operations. INB CDs (2) mature in April and May, and will be brought into operating account. Illini Bank Money Market will also be used to sustain operations.

Operations:

Angie Brooks reported we are trying to recruit operators and reduce overtime.

Melissa Ashford reported we are continuing defensive driver training in order to avoid damage or accidents or injuries. We are maintaining staffing and minimizing overtime. She is working with Angie to schedule dispatchers and looking for creative solutions to scheduling problems that lead to overtime.

Administration: There was no administration activity to report.

- C. Planning Commission Report:** Jason Sass introduce the board to the new Senior Planner, Shannon Kerrick. He also reported the 2017-20 TIP document was approved by the policy committee. Includes spending of SMTD and projects such as demolition at the site of the new multimodal facility.

Wynne Coplea reported on a review of the waste and recycling done by SMTD administration and personnel. Trying to cut down on the number of times the dumpster is emptied each week by reducing materials thrown away rather than recycled. Also working with CWLP staff on how to cut energy use. SMTD is doing well by replacing light fixtures and other ongoing work, but still more that can be done.

- D. ADA Advisory Committee Report:** There was nothing to report.

V. NEW BUSINESS

- a. Potential Service Reductions due to State Funding. Diane reported we have a schedule to adhere to if we want to move forward, including public comment. If we went forward, we would take public comment, then ask for approval in time to still post the next run bid. In December we would also be notifying passengers. We have identified the last two trips of night service for reduction. No matter what we do is painful, but the payroll and benefits savings would be about 13,000/mo. Saturday night service elimination would save \$5,500/mo and route 904 elimination would save \$2,000/mo in operations expenses. These reductions would also reduce overtime. \$23,000 in overtime premium was paid in September. Hours would affect Access paratransit service as well. Approximately 310 passengers are currently utilizing Saturday night service.

Karen Hasara asked how this affects our current financial situation. How much do cuts affect this? Diane explained that our contract amount can be changed by the state. We receive 65% reimbursement from the state. SMTD could face a cut in that amount, and the timing of that would not necessarily give us time to respond. Reserves could be replenished if the budget situation were resolved, but there is no way of knowing at the moment when we would get that information.

Frank Squires indicated we will be prepared to respond in next year's budget as well whether the state keeps funding level or cuts it. Staff is meeting every Monday to respond as information becomes available.

Chairman Brewer reiterated the need to be prepared due to timing.

Frank Squires then asked for approval to proceed with public notice in preparation for service reductions in the next run bid. Sandra Douglas made a motion to authorize public notice and preparation for service reductions beginning in the January 2017 run bid, seconded by Karen Hasara. The motion was approved unanimously.

- b. Legal Services Contract Extension. Shoun Reese explained we are seeking a six month extension with Hinshaw & Culbertson. By extending the contract six months, we can get through current major project needs before negotiating a new contract. She requested approval to extend the contract with Hinshaw & Culbertson for six months. Karen Hasara moved to extend the contract with Hinshaw & Culbertson by six months at the current rate, seconded by Sue Davsko. A roll call vote was held and the motion passed unanimously.

VI. CLOSED MEETING

Sue Davsko then made a motion to close the open meeting and open a closed meeting at 5:00 PM for the purposes of discussing pending legislation pursuant to the Open Meetings Act (5 ILCS 120/2(c)(11)) and 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)). Jerry Doss seconded the motion and it passed unanimously.

Open Meeting reopened at 5:34 PM.

VII. ADDITIONAL NEW BUSINESS

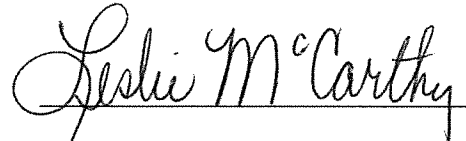
- A. Approval of August 22, 2016 Closed Meeting Minutes. Frank Squires requested approval of the August 22, 2016 Closed Meeting minutes. Wynne Coplea moved to approve the August 22, 2016 closed meeting minutes, seconded by Leslie McCarthy. The motion passed unanimously.
- B. Pending Litigation. No action was taken.

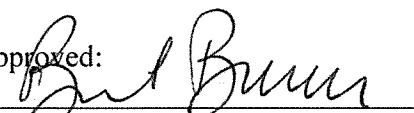
VIII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT

Jerry Doss made a motion to adjourn the meeting. Wynne Coplea seconded the motion, and the meeting was adjourned at 5:40 PM.


Leslie McCarthy, Secretary

Approved: 
Brian Brewer, Chairperson