

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
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
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
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
Linda Wheeland	Senior Planner, SSCRPC
Jason Sass	Associate Planner, SSCRPC

Absent:

Karen Hasara	Treasurer
Jerry Doss	Trustee
Pete Roberts	ADA Advisory Committee

**II. Approval of Minutes**

There were no comments or questions. Sandra Douglas made a motion to approve the minutes of the February 22, 2016 Regular Meeting, seconded by Sue Davsko. The motion unanimously passed.

**III. Director Reports**

Frank Squires, Managing Director, recognized Angie Brook's 35 years of service, Shoun Reese for 5 years of service and Gary Miller's retirement after 35 years with SMTD.

Tyler Orton demonstrated paperless board book technology in order to allow board members to follow along in the new format as well as the current format.

Frank Squires also spoke about testing of Apollo on-board camera systems.

Diane Townsend reported we received our 4<sup>th</sup> quarter downstate operating assistance payment today. She is working with Gina to prepare the Downstate Operating Assistance Grant for FY17 due April 1.

At this time she handed the remainder of the Finance report over to Craig Metz and Marcus McGlassen to go over investments held in the LPL Financial Account and the Other Post Employment Benefit (OPEB) Trust Fund.

Craig Metz, of Bank of Springfield, reviewed the LPL Financial Investment Account and OPEB Trust Fund Account.

#### **IV. Reports**

##### **A. Approval of February Cash Disbursements and Financial Statements**

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

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

**Finance:** Diane Townsend pointed out some CDs that are earning well. We are getting good rates on those. We will likely move those to the LPL Financial Account when they mature.

**Operations:**

Earl Amos reported we are working on air conditioning on regional work. Brian Brewer asked for how much we have to allocate in resources. Earl also said they are working on arms on lifts.

Angie Brooks said we are working with Christina of FleetNet on remote training session this week. We are working on public schedules, revenue ridership, payroll and other operations functions in FleetNet. She also talked about retraining, with two trainers participating in a driver training class on the Smith System Defensive Driving Course. This training is intended to reduce preventable accident rates.

Melissa Ashford is participating in FleetNet training as well, and her department is working with the same driver training program. February numbers are up 932 trips over last February. She also informed the board that ADA Advisory Committee member Bee Tyler passed away.

**Administration:** Leslie McCarthy deferred her comments to the closed meeting.

- C. Planning Commission Report:** Linda Wheeland discussed the Planning Commission's interactive maps, including the ADA boundary service area. The SATS plan called for informational videos to be created, and the City of Springfield is creating videos including how to use the SMTD website and how to pay SMTD bus fare. Eight SMTD-related videos will be created. SATS is working on the TIP for the next four years. The Planning Commission has a contract to update the comprehensive plan for the City of Springfield. They will engage with the district during that process. Jason Sass added a Curb Your Car Week event update.
- D. ADA Advisory Committee Report:** There was no report.
- V. Public Comments.** There were no public comments.
- VI. New Business**
- a. SPARC Service Contract Approval** – Melissa Ashford requested board approval to implement a SPARC Service Contract to recoup the cost of response to agency requests that impacts the amount of service that can be provided to the general public. Sandra Douglas moved to approve a SPARC Service Contract, seconded by Sue Davsko. The contract was approved unanimously.
  - b. SMTD 2017-2020 TIP Projects Approval** – Shoun Reese requested approval of the 2017-2020 TIP Projects. Leslie McCarthy moved to approve the 2017-2020 TIP Projects, seconded by Wynne Coplea. The motion was approved unanimously.
  - c. Award of Group Health Insurance Agreement** - Shoun Reese requested approval of the Group Health Insurance Agreement for a 3-year contract with a 2-year option for a total of a possible 5-year contract. THE ISSUE WAS TABLED.
  - d. Authorizing Resolution for 2016 CVP** - Shoun Reese requested approval of the Authorizing Resolution for 2016 CVP Grant Application to replace two paratransit buses. Sue Davsko moved to approve the Authorizing Resolution for 2016 CVP, seconded by Wynne Coplea. The motion was approved unanimously.
  - e. Authorizing Resolution for FY2016 5307 Grant Funds** - Shoun Reese requested approval of the Authorizing Resolution for FY2016 5307 Grant Application for Construction and IT. Chairman Brewer suggested utilizing local training programs to perhaps reduce costs in exchange for allowing them to get experience in this type of work.

Wynne Coplea moved to approve the Authorizing Resolution for FY2016 5307 Grant Funds, seconded by Sandra Douglas. The motion was approved unanimously.

- f. **Authorizing Resolution for Demolition of Property** - Shoun Reese requested approval of the Authorizing Resolution for Demolition of Property at 9<sup>th</sup> & Adams. Sandra Douglas moved to approve the Authorizing Resolution for Demolition of Property, seconded by Sue Davsko. The motion was approved unanimously.
- g. **Curb Your Car Free Ride Day Approval** – Frank Squires requested approval of a Free Ride Day for Curb Your Car Week. Sue Davsko moved to approve a Free Ride Day for Curb Your Car Week, seconded by Wynne Coplea. The motion was approved unanimously.

## VII. Closed Meeting

Sue Davsko then moved to close the “open meeting” at 5:28 PM and to open a “closed meeting” for the purpose of discussing:

(1) The review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); (2) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body...pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)); (3) The establishment of reserves or settlement of claims pursuant to the Open Meetings Act (5 ILCS 120/2(c)(12)); AND (4), The purchase or lease of real property pursuant to the Open Meetings Act (5 ILCS 120/2(c)(5)), seconded by Wynne Coplea. The motioned passed unanimously.

The Open meeting re-opened at 6:09 PM.

## VIII. Additional New Business

### A. Approval of February 22, 2016 Closed Meeting Minutes

A motion was made by Leslie McCarthy to approve the closed meeting minutes of February 22, 2016, seconded by Wynne Coplea. The motion unanimously carried.

### B. Personnel

A motion was made by Sandra Douglas to approve salary increases for three Dispatchers from \$30,118 to \$33,000; for 4% increases for the IT Technician,

the Service Planner/Safety and Security Plan Coordinator, the Bookkeeper 2/Health Insurance Specialist, and the Superintendent of Paratransit Service/Asst. to the Superintendent of Transportation; for 2% for the newest road supervisor, 2% increases for the Procurement Specialist and the Road Supervisor Level 1. It was seconded by Sue Davsko. The motion unanimously carried.

**C. Litigation**

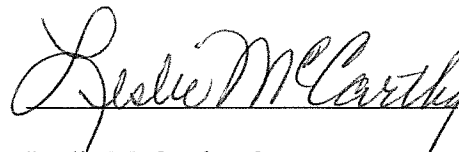
A motion was made by Sue Davsko to approve making an offer of up to 18.5% of a hand, at an amount of \$26,964.67, in the Aaron Beck workers compensation settlement. It was seconded by Leslie McCarthy. The motion unanimously carried.

**D. Land Acquisition**

A motion was made by Wynne Coplea to provide authorization for condemnation of the property located at 900 E. Washington Street, legal description: Lots 1-8 of Block JR Gray addition. It is needed for the District's multimodal facility. It was seconded by Leslie McCarthy. The motion unanimously carried.

**IX. Adjournment**

Sandra Douglas made a motion to adjourn the open meeting, seconded by Sue Davsko. The motion carried unanimously. The meeting was adjourned at approximately 6:16 PM.

  
Leslie McCarthy, Secretary

Approved:  
  
Brian Brewer, Chairperson