

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 4:30 PM by Brian Brewer, Chairman.

**I. ROLL CALL** Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Jerry Doss	Trustee
Sandra Douglas	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
Linda Wheeland	Senior Planner, SSCRPC
Jason Sass	Associate Planner, SSCRPC
Pete Roberts	ADA Advisory Committee
<u>Absent:</u>	
Steve Schoeffel	Service Planning & Marketing Specialist
Wynne Coplea	Trustee

**II. APPROVAL OF MINUTES**

There were no comments or questions. Sandra Douglas made a motion to approve the minutes of the August 22, 2016 Regular Meeting and the Special Meeting of September 9, 2016, seconded by Sue Davsko. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires, Managing Director, reported this would be Linda Wheeland's last board meeting because, after 31½ years with the Planning Commission, she is retiring in four days. Brian Brewer thanked Ms. Wheeland for her service and she thanked the board and let them know it has been a pleasure working with them and the staff at the District. Mr. Squires and the board recognized Erin Appenzeller for receiving her five year service pin and Angela Jefferson for her ten year service pin. He also let the board know that the Saturday night service was going well.

Diane Townsend, AMD for Finance & Administration, reported the audit went well and there would be little to report in the Management Letter which should be issued on Oct 1, 2016. There will be a report by the auditors at the November board meeting. She also let the board know that the state operating grant has been fully executed and the first and second quarters should be paid soon.

#### **IV. REPORTS**

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

There were no comments or questions. Leslie McCarthy made a motion to approve the August Cash Disbursements and Financial Statement, seconded by Sue Davsko. The motion passed unanimously.

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

**Finance:** Diane Townsend reported that an INB money market account was closed out in August and those funds were moved to the US Bank operating account. There are also two CDs in the LPL Financial account, one comes due the end of September. Brian Brewer asked what the plans were for that CD and Ms. Townsend says that has not yet been discussed.

##### **Operations:**

Earl Amos reported they had been working on repairs and an energy audit has been completed, but there was not much that could be done to improve the already efficient systems. They are getting ready to put on winter tires, which is a big job. Starting Oct. 15<sup>th</sup>, the seasonal bi-weekly process of disinfecting the buses will begin. This is done during the cold and flu season to help keep people safe and healthy.

Angie Brooks reported the Saturday night service has been well received. She is still working on hiring bus operators.

Melissa Ashford reported things were going well. There have been some changes. A new dispatcher, Qunda Price, was promoted from an Access operator position and Angela Hodo was doing well in the dual dispatch position. This dual position frees up other dispatchers for the busy daytime hours and for cross training Angela Jefferson to help with some of Ms. Ashford's duties, so Ms. Ashford can focus on other items. Calvin Shannon will be working on doing more refresher training for drivers who have been here a while, to ensure everyone is on the same page.

Frank Squires explained that he and Erin worked Scott Hanover on the energy audit Mr. Amos mentioned. Mr. Squires has some of the reports, if anyone is interested, they should get those from him. Wynne Coplea participated in the audit as well and she will provide a written report for the board. He said the District's recycling program is also being reevaluated.

Ms. Brooks introduced Melony Viola. She is working on safety and training initiatives. She is working closely with the driver trainers to ensure that new operators are well-suited and properly trained in all aspects of the job; she is also working with refresher training for more seasoned operators. Ms. Brooks also introduced Ron Bouvet, the lead road supervisor and let everyone know he was also working on new initiatives. The board thanked them for the great job they are doing.

**Administration:** There was no administration report.

- C. Planning Commission Report:** Linda Wheeland reported there had been no comments submitted for the fiscal year 2017-2020 plan. The plan should be approved at the SATS Technical and Policy committee meeting in October. It covers projects for the next year and the next four years are also included. Ms. Wheeland also reported that the video project is nearing completion. The first of the completed videos is available on the SMTD website. Jason Sass reported he and Steve Schoeffel continue to work on the bus book which should be ready mid-fall or early winter.
- D. ADA Advisory Committee Report:** Pete Roberts reported the committee met last Thursday and discussed the platforms which had been placed on the new accessible bus stop pads. The benches had been placed in the middle of the pads, blocking the way for accessibility purposes. Mr. Roberts emailed Mr. Squires and Ms. Brooks and received an immediate response. Mr. Roberts met with Ace Sign Company and they were able to work out a plan to place the benches adjacent to the pads, so if someone stands up from a bench, they are on the pad, but the pad itself is not blocked. Mr. Roberts complimented Access Springfield for increasing the ridership last year. He also let the board know that the committee might be in need of some new members soon and encouraged everyone to let him know if they know of anyone who might be interested or a good fit for the committee.

**V. NEW BUSINESS**

- a. Award of Computer contract. Shoun Reese explained this award was to replace computers for both dispatch areas in order to prepare for the new TS integration. The current computers are not fast enough for the new technology. Some computers in Administration will be replaced; they will be equipped with dual monitors. Maintenance laptops need to be replaced

as well so the software needed to do diagnostics for bus repairs can installed. She explained four vendors expressed interest and there were three bidders. She requested board approval of the contract. Brian Brewer asked about the wide range in the price between the bids. Ms. Reese explained it was a straightforward purchase of specific equipment. PCMG does a lot of government contracts and likely has the volume to support the lower price. Jerry Doss made a motion, seconded by Sue Davsko to award PCMG a contract not to exceed \$26,693.16 for computers. The motion passed unanimously.

- b. Authorizing Resolution to commit local funds for Demolition. Frank Squires explained the need for the demolition of the buildings on the site of the Greco/Bunn property for the off-street transfer area. He requested authorization to commit local funds for demolition of the existing buildings at SMTD property on Adams Street. Shoun Reese explained there was \$339,600 left from the federal grant which can be used for the demolition, but the local funds are needed to make up the difference. There were some questions and it was explained that this authorization is for the approval of the funds only. The actual work will be awarded after the funds are approved and due process is followed. Leslie McCarthy moved to authorizing the commitment of local funds for the demolition of the four buildings at the transfer site, seconded by Sue Davsko. A roll call vote was held and the motion passed unanimously.
- c. Authorizing Resolution for Debt Service for Buses. Shoun Reese explained in 2014 the District had been awarded funds for the purchase of 10 new buses, but in 2015 the funds were de-obligated. The District applied for a federal grant for the funds, but those funds were not awarded. The District is still in need of buses; approximately 20 of the current buses need to be replaced, so this request is for authority to use debt service to acquire some of the needed buses. Leslie McCarthy moved to authorize Debt Service in the amount of \$4,250,000.00 for the purchase of ten (10) new buses, seconded by Sue Davsko. The motion passed unanimously.
- d. Authorization to cancel contract with Hanson Professional Services. Shoun Reese explained that the District had entered into a contract with Hanson Professional Services to do design for the multimodal project, but the project was put on hold in late 2015. Since then, the city has received a TIGER grant to develop schematic designs for a multi-block transit-oriented project. It would be redundant to have Hanson do the same work. Therefore, she requested the authorization to cancel the District's contract. Susan Davsko moved to cancel the contract with Hanson Professional Services for the schematic designs for the multimodal. It was seconded by Jerry Doss. The motion passed unanimously.

- e. Authorizing Resolution for Land Conveyance. Frank Squires explained that the District now owns all of the property from Greco, Bunn, and Horace Mann. Now he would like board permission to go to the FTA to get approval for a land conveyance with the county. Basically, The District would own part of the county's property and the county would own part of the District's. He asked for authorization to request permission from the FTA for the land conveyance. If the FTA approves, the board will then have final approval of the conveyance. Brian Brewer asked for Ed Gower's opinion on the matter. Mr. Gower said he thinks the idea is to place the multimodal on the east side, as opposed to the west side, which would be consistent with part of the original planning process and the commitments that were made for east side development. We will have to wait to see what the FTA has to say. Mr. Brewer asked if he thought it would be feasible. Mr. Gower responded that usually when there is a land conveyance, appraisals are needed for both properties and money has to be exchanged. With FTA approval and some reasonable exchange of funds, it could likely be done. A motion to authorize the land conveyance of parcels of land to Sangamon County and the acceptance of a parcel of land from Sangamon County for the multimodal project, subject to the approval of the FTA, was made by Sue Davsko. It was seconded by Jerry Doss. The motion passed unanimously.
- f. Approval of Sole Source Award for Engineering Services. Shoun Reese explained both the Bunn building and the Greco building were rapidly deteriorating, so they were going to need to be demolished as quickly as possible, due to public health and safety concerns. In order to expedite this process, she is asking for approval to use a sole source agreement for the engineering services needed to oversee the demolition. Because Ferry and Associates Architects are already familiar with the property and the project, they are in a unique position to save considerable time on the demolition process. If the engineering processes were put out for bid, it could delay the process another 3-4 months, not only for the bidding process, but then for the additional work that would be needed to get another engineering firm up to speed with where Ferry and Associates already is. Jerry Doss asked if the demolition would be put out for bid and Ms. Reese let him know that it would and the board would review and vote on that part of the project. She assured the board that the bid had been reviewed to make sure it was fair and reasonable. There was some more discussion illustrating the poor state of the property and thus public health and safety issues which needed to be addresses as soon as possible. Sue Davsko made a motion to approve the Sole Source Award of the contract to Ferry and Associates Architects in the amount not to exceed \$55,000 for engineering services for the demolition of the former Greco &

Bunn buildings. It was seconded by Leslie McCarthy. The motion passed unanimously with a roll call vote.

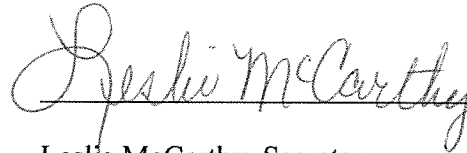
- g. Approval of piggyback bus procurement for SMART. Shoun Reese explained that IDOT does a massive bid every five years and that contract allows for piggyback purchases. The District was awarded a Ladders of Opportunity Grant, so we have funds available to purchase two buses, so Ms. Reese requested approval of the bus procurement for use with the SMART urbanized area service, once it starts up. Karen Hasara made a motion to approve the bus procurement for SMART in an amount not to exceed \$113,240, seconded by Leslie McCarthy. The motion passed unanimously.
- h. EPA Mitigation – NFR. Shoun Reese explained the property at 1110 N. 9<sup>th</sup> Street does not contain an underground storage tank as originally anticipated, because it had been removed in 1983. The deadline to be eligible for the LUST fund was 1987. Chase Environmental did soil testing and the soil was found to be contaminated. They did some remediation and removed that soil, but now they need to test three additional areas. Unless we do the testing and submit a final report, we will always have an open EPA test. In order to be in compliance with our grants we need to finalize all of the EPA issues and issue a final report so we can move forward with the property with a clean EPA report. She requested the \$15,500 contract with Chase Environmental Services. Brian Brewer asked if \$15,500 was in addition to the current contract and Ms. Reese clarified that \$5000 was already approved so the need was for an additional \$10,500. Sandra Douglas moved to approve the total price of \$15,500 for the EPA testing Sue Davsko seconded the motion. The motion passed unanimously.

## VI. PUBLIC COMMENT

There was no public comment. At this time Frank Squires added that he and Shoun Reese had been attending all of the ward meetings being held throughout the city of Springfield. He wanted to let the board know that they have been receiving comments and some requests. He told them there was a meeting that evening and then one more on Thursday. Karen Hasara asked what kind of requests had been made. Mr. Squires let her know that requests included adding an express bus to the mall, for airport service and a few other requests for service in other areas. All comments have been positive.

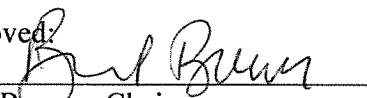
**VII. ADJOURNMENT**

Karen Hasara made a motion to adjourn the meeting. Sue Davsko seconded the motion, and the meeting was adjourned at 5:08 PM.



Leslie McCarthy, Secretary

Approved:

  
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Brian Brewer, Chairperson