

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, Chairperson.

**I. Roll Call**

Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Susan Davsko	Trustee
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Shoun Reese	Grants & Procurements Manager
Steve Schoeffel	Service Planning & Marketing Specialist
Elisa Fox	Bookkeeper 1
Ed Gower	Counsel
Ruth Bellm	HR Manager
Linda Wheeland	Senior Planner, SSCRPC

Absent:

Melissa Ashford	Superintendent of Access
Pete Roberts	SCIL

**II. Approval of Minutes**

Jerry Doss made a motion to approve the minutes of the March 23, 2015 Regular Meeting and March 26, 2015 Special Meeting, seconded by Susan Davsko. The motion unanimously carried.

**III. Managing Director’s Report**

Frank Squires informed the Board that SMTD is participating in the Lincoln Funeral Coalition on May 3<sup>rd</sup>. Buses will be staged on 2<sup>nd</sup> Street between Washington and Jefferson. Twelve buses are reserved for this event. Service to the tomb will begin at 10 AM and run until the event is over. Mr. Squires also informed the Board that he received a call from a woman complimenting driver Bobby Criss on his extra service to a passenger with a disability.

Diane Townsend informed the Board that the application for the State Operating Grant was received from IDOT. IDOT directed us to complete two applications this year, one at the 65% current funding rate and one at the Governor's proposed 55% rate. Those are due on May 15<sup>th</sup>. The budget placed on file today was based on the 65% version.

#### **IV. Reports**

##### **A. Approval of November and December Financial Statements & Cash Disbursements**

There being no further comments or questions, Susan Davsko made a motion to approve the March Financial Statements and Cash Disbursements, seconded by Wynne Coplea. The motion unanimously carried.

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

**Finance:** Ms. Townsend reported that the trust fund is close to establishment and the initial deposit will be made in two weeks. Jerry Doss noted that a Certificate of Deposit (CD) has matured with Illinois National Bank (INB) and asked if the rate has increased. Diane answered the rate did not increase because it has a tiered interest rate.

**Operations:** Earl Amos reported that the AC is up for the year. He also reported that the bus vacuum system is at 90% completion. Trillium was back on the property for CNG work, which is also at 90% completion. Regional Maintenance has been very busy. Brian Brewer asked if new contracts have been added to Regional Maintenance. Mr. Amos answered that a few new contracts have been added and old vehicles have been coming in for reconditioning.

Angela Brooks reported that she has been reviewing route data and working on new summer run bids which take effect on June 8<sup>th</sup>.

There was no paratransit report as Melissa Ashford is in training.

**Administration:** Karen Hasara stated that a meeting was held to discuss suggested changes in the Bylaws that are in need of updating. A draft of the proposed changes will be presented later in the meeting and will be voted on at the next Board Meeting.

##### **C. Planning Commission Report:**

Linda Wheeland informed the Board that the Springfield Area Transportation Study Public Participation Plan received no public comments. A draft will go to SATS in May as it was presented in anticipation of being approved. It will be forwarded to SMTD staff as soon as it is finalized. Ms. Wheeland also stated that Curb Your Car Commute

Challenge is May 11-16. SMTD is working closely with the Planning Commission and will be providing many prizes. Brian Brewer stated that the employer challenge has been well received in the past.

**D. Disabled Persons Advisory Committee Report/Access Springfield:**

Pete Roberts was not in attendance. The next Disabled Persons Advisory Committee meeting will be in June.

**V. New Business**

**A. Proposed Service Cuts and Changes**

Angela Brooks stated that SMTD has been looking at service very closely and some routes have very low ridership. SMTD is proposing to eliminate and change some services. Angela Brooks informed the Board of the changes and eliminations that are being considered (attached). Karen Hasara asked if displaced riders will have substitute routes which will take them to their location. Ms. Brooks responded that this is correct. Mr. Squires requested that the Board authorize a public hearing for proposed changes. Results from the hearing will be presented to the Board at the next meeting where the Board will have the final decision. Ms. Townsend noted that the process of changing service takes sixty (60) days from the Board's decision. Sandra Douglas asked how these routes were chosen for elimination. Ms. Brooks stated that these routes were chosen due to low ridership. Ms. Douglas also asked which working holidays will be changed to Saturday service. Angela answered Martin Luther King Day, Lincoln's Birthday, Washington's Birthday and Veteran's Day. Wynne Coplea thanked SMTD for their diligent work. There being no further comments or questions, Susan Davsko motioned to approve scheduling a public hearing for the proposed service changes, seconded by Sandra Douglas. The motion unanimously carried.

**B. Place the FY16 Budget and Appropriation Ordinance on File for Public Review**

Diane Townsend stated that the budget needs to be on file for thirty (30) days prior to the public meeting being held on June 3<sup>rd</sup>. Comments will be presented to the Board at the June 22<sup>nd</sup> meeting. This is a preliminary budget and numbers are subject to changes. There being no further comments or questions, Sandra Douglas motioned to place the FY16 Budget and Appropriation Ordinance on file for public review, seconded by Jerry Doss. The motion unanimously carried.

**C. Draft of Bylaw Revisions**

Frank Squires informed the Board that he and Ed Gower have been working on cleaning up the Bylaws. Mr. Gower notified the Board of changes that were made. Changes will be presented to the Board for approval at the May 27<sup>th</sup> meeting.

**D. Planning Commission Agreement**

Frank Squires informed the Board that it is time for the annual Planning Commission Agreement approval. Linda Wheeland stated that there are two agreements, one for the work done in the Springfield Area Transportation Study and one for additional services, such as creating the route schedules and other marketing materials. Ms. Wheeland stated that nothing has changed from the last year's agreement. There being no further comments or questions, Jerry Doss motioned to approve the Planning Commission Agreement, seconded by Leslie McCarthy. A roll call vote was held and the motion unanimously carried.

**E. Award of A&E Contract**

This item was tabled.

**F. Authorizing Resolution – Access CVP Grant Application**

Shoun Reese requested authorization to submit a grant application to IDOT under the Consolidated Vehicle Program (CVP) to replace two paratransit vehicles, which have met their useful life and are scheduled for replacement. There being no further comments or questions, Wynne Coplea motioned to approve the Authorizing Resolution for the Access CVP Grant Application, seconded by Leslie McCarthy. The motion unanimously carried.

**G. Authorizing Resolution – SMART CVP Grant Application**

Ms. Reese requested authorization to submit a grant application to IDOT under the Consolidated Vehicle Program (CVP) for two light duty vehicles for the urbanized area of the SMART service. There being no further comments or questions, Jerry Doss motioned to approve the Authorizing Resolution for the SMART CVP Grant Application, seconded by Susan Davsko. The motion unanimously carried.

**H. Authorizing Resolution – Debt Service for MAU**

Ms. Reese requested authorization to obtain debt service to replace three make up air units, which need to be replaced in the next 24 months. The debt would be repaid with 65% Downstate Operating Assistance funds and 35% local funds.

There being no further comments or questions, Sandra Douglas motioned to approve the Authorizing Resolution for Debt Service for MAU, seconded by Jerry Doss. The motion unanimously carried.

**I. Authorizing Resolution – Debt Service for DTIF Grant Funded Items**

Ms. Reese requested authorization to use debt service to cover the initial expense of the DTIF Grant funded purchase for replacement 35-foot buses and the installation of electronic fare boxes. The principal of the debt will be repaid with the DTIF Grant Funds and any interest will be repaid 65% Downstate Operating Assistance and 35% local.

**J. Workers' Compensation Claim**

**VI. Public Comments**

Jarrid Foiles stated that the Board should consider that the 11:45 night service route is completely deadheaded when it leaves downtown and reads "Not In Service", which may lead to low ridership. Mr. Foiles also stated that this bus usually does not stay on the specified route and instead takes passengers to their desired destinations, potentially leaving passengers waiting at bus stops. Brian Brewer thanked Mr. Foiles for his comments as they will be part of the deliberation to come.

Jerry Doss asked how much money will be saved with the elimination and changes of the fourteen (14) routes mentioned. Diane Townsend stated it will save approximately \$435,341, reduce the Downstate Operating Grant by \$282,972, and net change would be \$152,370.

Steven Simpson-Black asked if the eliminations and changes are a result of the proposed budget cuts or are simply due for elimination. Brian Brewer answered that these routes have been due for evaluation for quite some time.

**A. Reopen the Open Meeting**

The open meeting was reopened at 6:05 PM.

Jerry Doss made a motion to approve the closed meeting minutes from the closed meetings on March 23 & 26, 2015. Sandra Douglas seconded the motion and it was unanimously carried.

**VII. Adjournment**

Jerry Doss made a motion to adjourn the Open Meeting. Wynne Coplea seconded the motion. It passed unanimously and the meeting was adjourned at 6:06 PM

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson