

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 4:35 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Susan Davsko	Vice Chairperson
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
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:

Jerry Doss	Trustee
Diane Townsend	AMD of Finance & Administration

II. Approval of Minutes

There were no comments or questions. Karen Hasara made a motion to approve the minutes of the April 27, 2015 Regular Meeting, seconded by Susan Davsko. The motion unanimously carried.

III. Managing Director's Report

Frank Squires informed the Board that new routing signs will be placed on the downtown bus shelters. He also informed the Board that the Lincoln Funeral Coalition went well with 2,497 passengers moved with no problems. Brian Brewer thanked all employees involved in the Re-enactment service. Earl Amos was honored for thirty-five (35) years of service with SMTD. Mr. Brewer thanked Mr. Amos for his service and congratulated him on this accomplishment.

Diane Townsend is out of town. Shoun Reese gave the report in her absence. Ms. Reese reported that currently Michel and Cully provide claim services for both workers compensation and for general liability claims. We were notified by Nicoud Insurance that Safety National/Travels has indicated that they would not renew our umbrella policy if we didn't secure a Third Party Administrator (TPA) for Worker's Comp. Nicoud was able to obtain a three month extension so we complete the procurement process. Currently SMTD staff handles the day-to-day tasks associated with a claim, such as issuing checks to medical providers and upon settlement. SMTD staff also maintains the databases of claims cost breakdowns. These would all be handled by a TPA and they would submit one report with one invoice monthly. We are also exploring the potential for a utilizing the TPA for liability claims and obtaining first dollar coverage rather than the umbrella policy we currently have. We will make the recommendation for a TPA no later than the September board meeting.

IV. Reports

A. Approval of April Financial Statements & Cash Disbursements

Ms. Hasara asked about the tax exemption status of the property purchased at 911-917 East Adams St. Ms. Reese answered that taxes are owed for the time between the time of closing and application of tax exemption status. There being no further comments or questions, Susan Davsko made a motion to approve the April Financial Statements and Cash Disbursements, it was seconded by Sandra Douglas. The motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: In Diane Townsend's absence, Frank Squires stated that at the April Board Meeting, it was reported that the trust fund was close to being established and that the initial deposit would be made within two weeks. Legal staff is working out some contract language issues and we hope to have a contract in two weeks so that we can complete the paperwork to move the funds into the account before June 30th. Legal is also working on the IRS SS-4 form to establish the trust as tax exempt. Completing the process for tax exemption will not preclude us from placing funds into the trust fund account. This is for post-retirement healthcare for retired employees.

Operations: Earl Amos reported that is has been a good month for regional maintenance business. One of the top technicians in regional maintenance is resigning. The bus vacuum system is 100% completed, but still has issues that are being resolved. The CNG station is 99% completed.

Angie Brooks reported that she has been working on the summer run bid and reviewing public comments received at the public hearing.

Melissa Ashford reported that ridership has been steadily increasing over the previous year's numbers. Access is still down one driver, but everyone is covering and doing well.

Administration: Karen Hasara reported that they will be voting on Bylaw changes soon.

C. Planning Commission Report: Linda Wheeland reported that Springfield Area Transportation Study (SATS) has adopted the public participation plan and the final document has been transmitted. The Curb Your Car Commute Challenge was successful and final figures will be reported at the next Board Meeting.

D. Disabled Persons Advisory Committee Report/Access Springfield: There was no Disabled Persons Advisory Committee Report.

V. Unfinished Business

A. Service Cuts and Changes

In view of the service cuts and changes outlined in the April 27, 2015 Regular Meeting and the Public Hearings held on May 12, 2015, Frank Squires requested that the Board approve the service cuts and changes as proposed. Karen Hasara asked if, with the exception of few, that all riders have alternatives for each route being eliminated. Mr. Squires agreed and informed the Board that he has been corresponding with the State Fair Manager to discuss a supplement for State Fair service. Steve Schoeffel reminded the Board that there will still be no Sunday service for the State Fair. Sandra Douglas asked Mr. Squires when the new signs will be going up, as this seemed to be a public concern. Earl Amos answered that they will be up within one week. Brian Brewer requested that those be posted to the internet. There being no further questions or comments, Leslie McCarthy motioned to approve the Service Cuts and Changes, it was seconded by Sandra Douglas. The motion unanimously passed.

B. Bylaw Revisions

Ed Gower briefly described the updates to the Bylaws as reviewed in the April Board Meeting. There being no further comments or questions, Wynne Coplea made a motion to accept the Bylaw Revisions, it was seconded by Karen Hasara. The motion unanimously carried.

VI. New Business

A. Award of A&E Contract

Shoun Reese stated that in 2012, SMTD acquired the property to the south of us next to Mervis Recycling for use as a parking lot. There were seven firms which submitted proposals to design the parking lot and to address the mitigation of

asbestos and other contaminants. Four of the seven firms were invited in to interview and present their ideas. Crawford Murphy & Tilly (CMT) scored more favorably overall. Ms. Reese requested that the Board award a cost plus fixed fee contract to CMT. The project has presented with some potential hazards, which may contribute to the cost of the project increasing. The property served as a gas station, car-painting station, used car lot, auto repair shop, a day labor office, a furniture store and most recently a bus repair and paint shop. Likewise, due to the potential unknown contaminants at this location, Ms. Reese asked that the Board authorize a not to exceed amount of \$250,000 for A&E services for the property located at 1110 South 9th Street. There being no further comments or questions, Leslie McCarthy motioned to award the A&E Contract to Crawford Murphy & Tilly, it was seconded by Susan Davsko. A roll call vote was held and the motion unanimously carried.

B. Drug and Alcohol Policy Update

Ruth Bellm informed the Board that SMTD management and ATU Local 1249 leadership could not come to an agreement about proposed substantive changes to the Drug and Alcohol Policy. Ms. Bellm presented the proposed non-substantive changes to the Board and stated that the sole reason Management desires to make these changes is to conform to Federal Transit Authority (FTA) regulations as set forth in 49 CFR §40 and 49 CFR §655 and as mandated by the results of our Triennial Review. The changes can be summarized as follows:

- (1) Adding a new sub-section (i) to Section 3 to define "safety-sensitive functions"
- (2) Adding language to Section 4.0 to reinforce SMTD's existing policy of treating drug test results as "medically sensitive information" to be kept in very limited-access files only in the file room; and
- (3) Adding language to Section 8.0 providing that all applicants will be provided with substance abuse professional (SAP) contact information when applicants pick up their orders for testing.

If approved, both the ATU and SEIU will be sent a copy of the provisionally-approved policy and will be informed that no operational or substantive changes were added. After review and concurrence, the provisional policy will be placed into effect. There being no further comments or questions, Sandra Douglas made a motion to accept the Drug and Alcohol Policy Update, it was seconded by Leslie McCarthy. The motion unanimously carried.

C. Relocation Assistance

Ms. Reese informed the Board that SMTD is seeking to acquire the Planned Parenthood property located at 1000 East Washington and is required under 49 CFR part 24 to provide relocation assistance upon acquisition. Upon going out for bid for a consultant for relocation services, no bids were received. Potential bidders were

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contacted and informed Ms. Reese that the limited number of parcels and the distance from their offices prevented them from submitting bids. Ms. Reese requested approval to award a sole source contract for \$10,500 to O. R. Colan and Associates to assist with the relocation of Planned Parenthood. There being no further comments or questions, Wynne Coplea made a motion to award the Relocation Assistance Contract to O.R. Colan and Associates, it was seconded by Leslie McCarthy. The motion unanimously carried.

VII. Public Comments

There were no public comments.

VIII. Adjournment

There being no further comments or questions, Wynne Coplea made a motion to adjourn the May 26, 2015 Regular Board Meeting, it was seconded by Leslie McCarthy. The meeting was adjourned at 5:01 PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson