

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 4:31 PM by Brian Brewer, Chairperson.

I. Roll Call Present:

Brian Brewer	Chairperson
Jerry Doss	Trustee
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Susan Davsko	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Angela Brooks	Superintendent of Transportation
Melissa Ashford	Superintendent of Access
Earl Amos	Superintendent of Maintenance
Shoun Reese	Grants & Procurements Manager
Elisa Fox	Bookkeeper 1
Samantha Brown	Bookkeeper 2
Ed Gower	Counsel
Ruth Bellm	HR Manager
Linda Wheeland	Senior Planner, SSCRPC
Dale Schultz	Planner, SSCRPC

Absent:

Pete Roberts	SCIL
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II. Approval of Minutes

Jerry Doss made the motion to approve the Regular Meeting Minutes from the May 27, 2014 Meeting. Sandra Douglas seconded the motion. The motion unanimously carried.

III. Managing Director's Report

There was no report from Frank Squires.

Diane Townsend thanked the Disabled Advisory Committee for meeting with herself, Shoun Reese and Angie Brooks this month and their assistance with finding locations for the ADA pads.

IV. Reports

A. Approval of May Financial Statements & Cash Disbursements

Leslie McCarthy made a motion to approve the May Financial Statements and Cash Disbursements. Jerry Doss seconded the motion. The motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend stated that they will be establishing rules for the trust fund within the next month. She also stated we are tentatively scheduled for an RFP in September or October for an investment manager.

Operations: Earl Amos stated that four new Access buses were picked this week. They will be branded and on the road soon. Current projects include the new CNG station and putting in new shop-vac for buses. The RMC program is averaging 2-3 vehicles a day.

Angie Brooks stated that May ridership has increased 9.3% from last year. They are currently doing their summer run bid and preparing for the State Fair and fall projects.

Melissa Ashford stated that Access is now fully staffed. There will be training to learn the controls on the new buses soon. The staff is doing a great job with On Time Performance and productivity.

Administration: Administration will report later in the meeting.

C. Planning Commission Report: Dale Schultz informed the Board that 27 employers had participants in the Curb Your Car event and thanked SMTD for their involvement. He recently delivered updated route and schedule changes to Angie Brooks for the night service and supplemental routes. Marketing materials are up to date as well. Brian Brewer asked for a yearly comparison for the Curb Your Car week involvement. Dale stated that total participation has been steady over the last few years. There has not been a drop in involvement, but not a significant gain.

Linda Wheeland stated that they have been working with the Communities Advisory Committee and the Citizens Advisory Committee to compile and address the recommendations received with the citizen survey. Survey results will be sent out within the next two months.

D. Disabled Persons Advisory Committee Report/Access Springfield:

Pete Roberts was not in attendance.

V. Unfinished Business

A. Downtown Parking Inc. Agreement

Shoun Reese stated that rent for parking under the DPI agreement will be \$32 per month per parking space. There are 39 parking spaces available for rent, equaling a monthly revenue of up to \$1,248 and \$14,976 annually. The agreement with DPI calls for a 50/50 split, meaning

SMTD's revenue from the agreement would be up to \$624 a month or \$7,488 a year. The split agreement is being evaluated and compared to industry standards by Ed Gower. Brian Brewer tabled this item until exact figures are available. Frank Squires reminded the Board that there are four parking spaces available for the trustees.

B. Ratification of Land Acquisition

Shoun Reese stated that the final agreed purchase price for the properties located at 911 – 917 East Adams Street included paying the closing costs for the seller, which resulted in an additional \$2,265.55, bringing the final purchase price to \$495,265.55. Jerry Doss made a motion to approve the additional cost of the land acquisition. Leslie McCarthy seconded the motion. The motion unanimously carried.

C. Approval of Approval of FY15 Budget and Appropriation Ordinance 3-14

Diane Townsend outlined and explained the budget changes compared to the preliminary budget placed on file in April. Most changes occur when group insurance rates, IMRF employer rates and commercial insurance renewals are received after April. Diane also explained that wages were reduced to reflect a projected 35% decrease in overtime, which will be an area of significant focus next fiscal year. Karen Hasara asked for the health insurance increase compared to last year. Ruth Bellm explained that the increase amount is close to 16% and will change depending on how many employees defer their \$2,000 deductible to SMTD. Jerry Doss asked for the part-time employee insurance rates for FY16. Ruth Bellm explained that the District needs a plan that does not exceed 9.5% of the employee share of the premiums for 60/40 coverage and will continue to keep the Board informed as next July grows closer. Jerry Doss made a motion to adopt the amended budget. Leslie McCarthy seconded the motion. The motion unanimously carried.

VI. New Business

a. Authorizing Resolution – IDOT Technical Studies Grant

Shoun Reese stated that the Authorizing Resolution for the IDOT Technical Studies Grant specifically named Linda Tisdale as the signer for the grant. A new Authorizing Resolution is needed, which authorizes the Managing Director rather than a specifically named Person. Karen Hasara motioned to approve the new Authorizing Resolution. Sandra Douglas seconded the motion. The motion unanimously carried.

b. Authorizing Resolution – FTA Ladders of Opportunity Grant

Shoun Reese explained that SMTD plans to apply for the Ladders of Opportunity grant to expand service to support Lincoln Land Community

College, the University of Illinois at Springfield and provide greater access to work for the neighborhoods surrounding the colleges. In conjunction to this grant, SMTD will work to strengthen partnerships with UIS and LLCC. Sandra Douglas made a motion to approve the Authorizing Resolution for the Ladders of Opportunity Grant. Jerry Doss seconded the motion. The motion unanimously carried.

c. Approval to Commit Local Funds as a Match for the Ladders of Opportunity Grant

Shoun Reese stated that The Ladders of Opportunity grant we are applying for is an extremely competitive national grant opportunity. Ordinarily we would use Transportation Development Credits (TDCs) from IDOT, however to be more competitive, we would like to strengthen our application by supplying the required 20% match. Brian Brewer asked if there is a possibility of committing the funds without supplying the full 20% match. Shoun offered to explore the idea of a 10% match and getting the other 10% from Transportation Development Credits. Jerry Doss asked if this funds match is in the budget. Diane Townsend answered that it is in the budget, partly in FY14 and partly in FY15. Shoun further explained that the UIS student population wants more transportation and this grant will allow us to meet that need and increase ridership in an underserved community. Karen Hasara mentioned that as a University of Illinois trustee, more and more students are coming from Chicago and have a background of heavy public transportation reliance. Jerry Doss made the motion to approve the commitment of SMTD funds as a match for the Ladders of Opportunity Grant. Sandra Douglas seconded the motion. A roll call vote was held and the motion unanimously carried.

d. State Fair Promotions

Gina Balding and Shoun Reese collaborated together on ways to promote ridership during the State Fair. They came up with the idea of a discounted State Fair pass at \$0.70 per ride. Although this is not the full price of our service, it is an effort to increase ridership and gain new passengers as they avoid parking fees. Gina also mentioned to run a free pass promotion on our social media sites to gain followers. Frank Squires asked the Board for the authority to proceed with the costs of printing the state fair passes and promote the passes as they see fit. Karen Hasara motioned to approve the implementation of ideas to promote ridership during the fair. Leslie McCarthy seconded the motion. The motion unanimously carried.

e. Prevailing Wage Ordinance

Shoun Reese explained that the prevailing wage ordinance states that we pay the prevailing wage as required by law. The ordinance needs to be updated annually to ensure that pay for workers in any of the covered

classifications are paid the current prevailing wage. Once the board approves the ordinance, we file it with the Secretary of State. Jerry Doss motioned to approve the Prevailing Wage Ordinance. Sandra Douglas seconded the motion. The motion unanimously carried.

f. Approval of Q5 Contract

Frank Squires explained our involvement in the Q5 program and it is time for our yearly renewal. Jerry Doss asked how much the renewal costs and who our representatives are. Mr. Squires answered the renewal cost is \$30,000 and himself and Brian Brewer are the representatives. Karen Hasara made a motion to approve the Q5 Contract. Jerry Doss seconded the motion. The motion unanimously carried.

g. Distribution of Tax Levy Ordinance 1-15

Diane Townsend stated that we need a motion to place the Tax Levy Ordinance on file. Sandra Douglas made a motion to approve the distribution of the tax levy ordinance. Leslie McCarthy seconded the motion. The motion unanimously carried.

h. IMRF Authorizing Resolution Form 6.74 and Audit Results

The IMRF had one finding during its extensive internal audit of the District. The insurance and tool allowance amounts were reported to IMRF as income. An ordinance is needed that dates back to the plan inception to allow this. Otherwise, wage adjustments will be needed for all who are affected. Jerry Doss made a motion to approve the authorizing resolution. Sandra Douglas seconded the motion. The motion unanimously carried.

VII. Public Comments

Samantha Brown mentioned that a great time was had at the SMTD family picnic and it had a great turnout. Gina Balding thanked Samantha and the rest of the Community Awareness Group for their hard work.

VIII. Close the Open Meeting and Open a Closed Meeting

Karen Hasara made a motion to close the open meeting and open a closed meeting for the purpose of discussing: (1) the review and approval of closed session minutes, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2.06(d)). (5 ILCS 120/2(c)(21)); (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(2)); and (3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including SMTD's legal counsel, or to hear testimony on a

complaint lodged against an employee to determine its validity pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(1)). Jerry Doss seconded the motion. The motion unanimously carried and the open meeting was closed at 5:19 PM.

The open meeting was re-opened at 6:28 PM.

a. Closed Meeting Minutes

Karen Hasara made a motion to approve the closed meeting minutes from the April 28, 2014 closed meeting. Sandra Douglas seconded the motion and it passed unanimously.

b. Personnel

Karen Hasara made a motion to approve a 2% wage increase for all District Administration personnel, including the Director of Finance and Administration. Sandra Douglas seconded the motion. It was unanimously passed. The Board noted that Frank Squires' contract was good through August of 2014 and they would evaluate his salary at that time.

IX. Adjournment

Leslie McCarthy made a motion to adjourn the meeting. The motion was seconded by Sandra Douglas. It passed unanimously and the meeting was adjourned at 6:31 PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson