

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
Leslie McCarthy	Secretary
Susan Davsko	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD of Finance & Administration
Angela Brooks	Superintendent of Transportation
Earl Amos	Superintendent of Maintenance
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Ed Gower	Counsel
Ruth Bellm	HR Manager
Elisa Fox	Bookkeeper 1
Sam Brown	Bookkeeper 2
Dale Schultz	Planner, SSCRPC
Pete Roberts	SCIL

Absent:

Jerry Doss	Trustee
Karen Hasara	Treasurer
Linda Wheeland	Senior Planner, SSCRPC

**II. Approval of Minutes**

Brian Brewer asked for a motion to approve the February 24, 2014 regular meeting minutes. Susan Davsko made the motion to approve the minutes. Leslie McCarthy seconded the motion. The motion unanimously carried.

**III. Managing Director's Report**

Frank Squires began by introducing Elisa Fox as the new Bookkeeper 1. Frank also stated that the Business Connections Expo will be held Wednesday, March 26<sup>th</sup> at the Capitol Convention Center from 1-5PM where Gina Balding has organized an impressive SMTD display. Diane Townsend further clarified Elisa Fox's position as a temp-to-hire. Ms. Townsend explained that the Bookkeeper 1 position came about from Ruth Bellm's suggestion to relocate the customer service position to the reception area and replace the administrative position with a bookkeeping position. Ms. Townsend reminded all to stop by the SMTD booth at the Business Connections Expo.

Diane also mentioned that an addendum was issued for the solar bus shelters postponing board approval for the award to the next board meeting and that the FY15 budget and appropriation ordinance would be placed on file at that April meeting as well.

#### **IV. Reports**

##### **A. Approval of Financial Statements & Cash Disbursements**

Brian Brewer mentioned that there was an increase in retiree health insurance premiums. Diane Townsend explained the increase. Leslie McCarthy made a motion to approve February's Financial Statements and Cash Disbursements. Susan Davsko seconded the motion. The motion unanimously carried.

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

**Finance:** Jerry Doss was not present to discuss. Diane Townsend mentioned that Jerry Doss was on the committee to select auditors and this will be further discussed in New Business.

**Operations:** Earl Amos stated that new training has begun for the new buses. Earl also stated that maintenance met a 1,000 day mark with no accidents in the garage. He also reported that the CNG station would begin in May, with on-property site view beginning April 1. Earl also reported that the HVAC control systems to address the moisture problem in the garage have been implemented.

Angie Brooks stated that ridership is down and is most likely due to inclement weather. Ms. Brooks will be interviewing for drivers this week.

Melissa Ashford stated Access ridership is up. The increase is from the service contract with Goodwill and from assistance to SPARC in transporting clients. SPARC recently incurred damage to vehicles from vandalism. There is a possibility that the assistance for SPARC may become permanent. Melissa also reported that on time performance is up.

Frank Squires added that Laura Calderon, IPTA Executive Director, shared several emails reporting that ridership is down state-wide. Brian Brewer explained IPTA for new Board members and that Laura's office resides at SMTD.

**Administration:** Diane Townsend reported that Frank, Ruth and herself had previously met with Karen Hasara to discuss proposed changes to the administrative manual, by laws, increased wage table, and organization chart. Diane stated that there will be further discussions on these changes before the proposed changes will be brought to the Board. Brian Brewer asked for a timeline, and Diane stated in April.

**C. Planning Commission Report:**

Dale Schultz stated that the Citizen Survey is now available which will help address transportation concerns. Dale also stated he will be at SMTD's booth at the Business Connections Expo to help promote Curb Your Car Week, which is May 19-24. Brian Brewer thanked Dale for his participation.

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

Pete Roberts stated that the March 11<sup>th</sup> meeting was cancelled due to 7 out of 9 members being ill or out of state. The meeting has been rescheduled for April 22<sup>nd</sup>. Pete also informed the Board of serious illnesses of committee members and that they may begin looking for new committee members.

**V. New Business**

**A. Presentation from TranSystems**

Shoun Reese stated that in 2012, SMTD was awarded an IDOT Technical Studies Grant to explore the technical needs of SMTD. Through the RFP process, TranSystems was selected to complete the needs assessment, recommend technology to meet the needs of SMTD, and also assist with implementation process. Shoun then introduced Carol Schweiger to present the findings of the needs assessment.

Ms. Schweiger then presented the plan for the Intelligent Transportation Systems (ITS) implementation and execution with details on how ITS will achieve each goal.

Brian asked about neighboring cities that might be using some of these technologies. Ms. Schweiger noted that Champaign and Chicago have been implementing some of these technologies over time.

**B. TIGER Grant Authorizing Resolution**

Shoun Reese stated the USDOT has released a TIGER grant for both construction and planning projects. Shoun asked for an Authorizing Resolution to move forward with the application. Sandra Douglas made a motion to authorize the resolution for the TIGER Grant. Leslie McCarthy seconded the motion and the motion unanimously carried with a roll call vote.

**C. Approval to commit local funds as a match for TIGER Grant**

Shoun explained the competitive nature of the TIGER grant and the required 20% match of local funds. Shoun requested authorization to commit local

funds to match our grant request in an amount not to exceed 1/3 of the grant application amount in order to prove competitiveness with a substantial match. Diane Townsend provided a report of the unrestricted reserves for fiscal year 2013. Leslie McCarthy motioned to approve commitment of local funds for the TIGER Grant match and Sandra Douglas seconded the motion. The motion passed unanimously with a roll call vote. Brian asked Shoun to keep the Board informed of the Tiger Grant application.

**D. Authorizing Resolution for CVP Application to Replace Access Buses**

Shoun stated that IDOT has released a CVP grant and that an application will be submitted to replace two Access Paratransit vehicles, which are beyond their useful life. Leslie McCarthy motioned to approve the resolution to replace Access buses. Sandra Douglas seconded the motion and the motion unanimously carried.

**E. Authorizing Resolution for CVP Application – RMC**

Shoun stated that SMTD serves as a regional maintenance for the surrounding communities. In 1999, we were provided two vehicles to loan to other agencies while their vehicles were being repaired. These vehicles are beyond their useful life and we are seeking to replace these two Paratransit vehicles. Leslie McCarthy motioned to approve the resolution to replace two loaner buses. Susan Davsko seconded the motion and the motion unanimously carried.

**F. Award of Uniform Services Contract**

Shoun stated that the only bid received was from Unifirst Corporation and was determined to be fair and reasonable. Brian asked why so few bids were received. Shoun explained that the federal clauses may scare away potential bidders and proposed beginning a workshop to explain the meaning of these clauses. Leslie McCarthy asked for clarification on the length of the contract. Shoun explained that the contract is for three years with two one-year options. Susan Davsko motioned to approve the award for the uniform services contract to Unifirst Corporation. Sandra Douglas seconded the motion and the motion unanimously carried with a roll call vote.

**G. Award Auditing Services Contract**

Shoun stated that we are seeking to award a Professional Services Agreement for auditing services to Baker Tilly for a three-year period with two one-year options. Baker Tilly was selected through the RFP process with the highest interview scores and price comparison. Sandra Douglas made the motion to

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approved awarding auditing services contract to Baker Tilly. Leslie McCarthy seconded the motion. The motion unanimously carried with a roll call vote.

**VI. Public Comments**

No public comments were made.

**VII. Adjournment**

At 5:24 PM, Leslie McCarthy made a motion to close the meeting. Sandra Douglas seconded the motion. It passed unanimously and the meeting was closed at 5:24 PM.

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson