

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 4:33 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
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

Absent:

Earl Amos	Superintendent of Maintenance
Pete Roberts	SCIL
Dale Schultz	Planner, SSCRPC

II. Approval of Minutes

Ed Gower noted that SMTD incurred additional closing costs during the Bunn Property purchase and ratification for this additional expense will be noted on next month's meeting minutes. Jerry Doss made the motion to approve the Regular Meeting Minutes from the April 28, 2014 Meeting. Susan Davsko seconded the motion. The motion unanimously carried.

III. Managing Director's Report

Frank Squires began by informing the Board that the multimodal project has begun with the purchase of the Bunn Property, which closed at 10AM that morning. Mr. Squires also reminded the Board of the SMTD Family Picnic taking place June at Southern View Park.

Diane Townsend requested to call a Special Board Meeting in order to supply a quick response to a State Operating Grant that was received on May . Ms. Townsend then asked Ruth Bellm to explain the health insurance changes due to the 16% plan increases. Mrs. Bellm outlined the differences of the new plans offered and how these plans set the stage for bigger changes coming

next year under the ACA. Karen Hasara asked if the Board voted on health insurance plans. Ed Gower noted that the Board selected the insurance broker and Mrs. Bellm stated that SMTD works closely with American Central to customize the best plans for the employee's needs. Jerry Doss asked for the total number of full time and part time employees. Samantha Brown answered that we currently have approximately 140 and Mrs. Bellm stated that the total would be 143 if every available position was staffed.

IV. Reports

A. Approval of April Financial Statements & Cash Disbursements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend informed the Board that a CD has reached maturity. She will be working this week to establish trust fund guidelines.

Operations: Angie Brooks stated that ridership is up 9.4% from April of 2013, with an overall year increase of 29.1%. Mrs. Brooks noted that this could be due to the new Hyvee, the modified route for the juvenile center and higher employment rates. Melissa Ashford stated that Access ridership was up in April as well and they were still assisting SPARC with their routes at that time. On Time Performance is 99% for the month of April. Vehicle damage since the first of the year is \$3100.

Administration: There was no administration report.

C. Planning Commission Report:

Linda Wheeland informed the Board that Dale Schultz is traveling and the Planning Commission will not have final numbers on Curb Your Car Week participation until he returns next week. Ms. Wheeland thanked SMTD for their involvement in Curb Your Car Week. The Planning Commission is continuing to work on the long range transportation plan by compiling the Citizens Survey results. The initial results have been sent out while comments received are being compiled and categorized. Those will be sent out soon.

D. Disabled Persons Advisory Committee Report/Access Springfield:

Pete Roberts was not in attendance.

V. New Business

a. Approval of the Planning Commission Agreement & the Agreement for Materials and Support

Diane Townsend introduced the annual agreement with the Planning Commission for FY15. The second contract is for the additional cost of materials and support. These two costs were part of the preliminary budget

that the Board placed on file at the April Board Meeting. Susan Davsko motioned to approve the Planning Commission Agreement and the Agreement for Materials and Support. Jerry Doss seconded the motion and the motion unanimously carried.

b. Approval to Increase the Managing Directors Emergency Purchasing Authority to \$50,000

Shoun Reese explained that the Board increased the Managing Director's purchasing authority from \$5,000 to \$20,000 in July of 2013. The Board did not address the emergency purchasing authority at that time, which remains at \$12,000. Frank Squires is requesting approval for this increase so that the emergency authority is not less than the general authority. Karen Hasara asked that Mr. Squires would inform the board if an emergency purchase is needed. Leslie McCarthy motioned to approve increasing the Managing Directors emergency purchasing authority to \$50,000. Sandra Douglas seconded the motion. A roll call vote was held and the motion unanimously carried.

c. Bus Vacuum Change Order

Shoun Reese stated that Robinson Air was awarded the replacement of the bus vacuum system. After careful review, it was determined that modifications were needed for better efficiency. These modifications resulted in additional material and labor costs. Brian Brewer asked what modifications were needed. Ms. Reese explained that redundant parts are needed to stretch the life of the system, such as motors and exhaust, as well as a hose extension to reduce vacuuming time. Karen Hasara asked if these changes would require a re-bid. Ms. Reese explained that the procurement process allows for change orders. Sue Davsko motioned to approve the bus vacuum change order. Leslie McCarthy seconded the motion. The motion unanimously carried. Ed Gower further explained that governmental entities typically have change order authority. It is only when the change order changes the contract so substantially that it is effectively a new contract that a re-bid is needed.

d. Downtown Inc. Parking Agreement

Frank Squires noted that SMTD is still working on the final details of the Agreement with Downtown Parking, Inc. for parking lot management. For this reason, Mr. Squires is requesting authority to enter into an agreement with Downtown Parking Inc. with final agreement to follow at the next Board Meeting. Mr. Squires disclosed that his family has a small interest in Downtown Parking Inc. He also noted that SMTD will have 4-5 parking spaces for employee and trustee use. Brian Brewer asked for the value of this agreement. Mr. Squires and Ms. Reese stated that this is under negotiation and the final numbers are still unknown. Brian Brewer

clarified that approval is needed to enter into negotiations with DPI and the trustees will review the agreement before approval. Susan Davsko motioned to approve entering into negotiations with Downtown Parking, Inc. Sandra Douglas seconded the motion and the motion unanimously carried.

VI. Public Comments

There were no public comments. The Board discussed a time and date for the Special Meeting to discuss the State Operating Grant. The special meeting will be held on Monday, June 2, 2014 at 12:00PM.

VII. Adjournment

Jerry Doss motioned to adjourn the open meeting. Susan Davsko seconded the motion and the motion unanimously carried. The meeting was adjourned at 5:10PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson