

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
Susan Davsko	Trustee
Sandra Douglas	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
Elisa Fox	Bookkeeper 1
Ed Gower	Counsel
Ruth Bellm	HR Manager
Pete Roberts	SCIL
Linda Wheeland	Senior Planner, SSCRPC

Absent:

Jerry Doss	Trustee
Diane Townsend	AMD of Finance & Administration
Dale Schultz	Planner, SSCRPC

II. Approval of Minutes

Karen Hasara motioned to approve the Regular Meeting Minutes from the August 25, 2014 meeting. Leslie McCarthy seconded the motion and the motion unanimously carried.

III. Managing Director's Report

Frank Squires mentioned that the Board has received parking passes for the lot that SMTD now owns. He also noted that the new security doors are part of an ongoing data security plan.

There was no Director of Finance & Administration Report.

IV. Reports

A. Approval of August Financial Statements & Cash Disbursements

Leslie McCarthy made a motion to approve the August Financial Statements and Cash Disbursements. Sandra Douglas seconded the motion and the motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Frank Squires stated that SMTD is still working on an investment policy.

Operations: Angie Brooks stated that ridership continues to increase and she has been working on a fall run bid. UIS is providing many new riders. Melissa Ashford stated that Access ridership steadily increases and on-time performance is consistent. She has been working with Ms. Reese to upgrade their tablets for the ECOLINE system.

Shoun Reese stated that the CNG Station construction continues and we are still operating off of the temporary fueling station. The goal is to switch to the new fueling station by the end of September. Frank Squires commended Ms. Reese's efforts to keep the project on track.

Administration: Karen Hasara stated the Administrative report will be discussed in the closed meeting.

C. Planning Commission Report:

Linda Wheeland stated that the draft for the 2015-2018 Transportation Improvement Program is out for public review until October 7th. Public comments will be addressed in October and the plan will be finalized. She let the Board know that all of the District's federally obligated projects are included in the plan in order to receive funding. This is updated each year.

D. Disabled Persons Advisory Committee Report/Access Springfield:

Pete Roberts made two recommendations to the Board for new Disabled Persons Advisory Committee Members. Karen Hasara made a motion to add Tabitha Palmer and Angela Willis to the Disabled Persons Advisory Board. Leslie McCarthy seconded the motion and it passed unanimously. Mr. Roberts also stated that at the last Disabled Persons Advisory Committee meeting, a guest noted that there was no disability category on the fixed line route Title VI complaint form. Ruth Bellm stated that the form will be revised.

V. Unfinished Business

a. Award of Parking Agreement

Shoun Reese stated that the revenue is estimated to be \$3,300. This estimate is necessary because of possible fluctuations due to special events and parking agreements. Susan Davsko motioned to accept the Award of the Parking Agreement. Sandra Douglas seconded the motion and the motion unanimously carried.

VI. New Business

a. Intergovernmental Agreement for Solar Powered Shelter at LLCC

Shoun Reese stated that the bus shelter at LLCC is owned and maintained by LLCC. Ms. Reese stated that SMTD would like to replace this shelter

with a solar powered shelter to provide better service for the evening students. This shelter would be owned and maintained by SMTD. The agreement is to allow SMTD's property to sit on LLCC's property. Karen Hasara motioned to accept the Intergovernmental Agreement for a Solar Powered Shelter at LLCC. Leslie McCarthy seconded the motion and the motion unanimously carried.

b. Award of Security Services Contract

Shoun Reese stated a committee of SMTD employees scored each proposal individually. References were called for each proposer. Finally, we used price normalization to establish points for the price. The committee ranked Securitas highest overall. Securitas is a responsive and responsible proposer and is recommended for award of a three-year contract, with the option for two additional years. The rates are as follows: Year one \$20.80 per hour and \$29.12 per hour for holiday and special occurrences. Year two through 5, add a 2% increase each consecutive year, not to exceed \$22.50 per hour and \$31.50 per hour for holiday and special occurrences. Ms. Reese requested to award the Security Services Contract to Securitas. Susan Davsko motioned to accept the Award of Security Services Contract to Securitas. Sandra Douglas seconded the motion and the motion unanimously carried.

c. Award of Service Truck Contract

Shoun Reese stated a single bid was received from Barker for \$47,924.87 for the service truck. Erin Appenzeller expanded her search for bidders to include Indiana and Missouri but received no response. This price is deemed fair and reasonable and Barker is a responsible and responsive bidder. Ms. Reese requested to award the bid to Barker for the supply of Heavy Duty Service Truck. Karen Hasara motioned to accept the Award of Service Truck Contract to Barker. Leslie McCarthy seconded the motion. A roll call vote was held and the motion unanimously carried.

d. 2040 Long Range Transportation Plan Goals

Shoun Reese tabled this item until the October Board Meeting.

VII. Public Comments

A public comment was made to address the issue of riders being passed by buses heading back to the garage. Angie Brooks addressed the comment and will investigate options to try to avoid this in the future run bids.

VIII. Close the Open Meeting and Open a Closed Meeting

- (1) 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(c)(21)); (2) the purchase or lease of real property for the

use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to (5 ILCS 120/2(c)(5)); (3) 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 (4) 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)). Leslie McCarthy seconded the motion. The motion unanimously carried and the open meeting was closed at 4:55 PM.

The open meeting was re-opened at 5:29 PM.

- a. **Approval of August 25, 2014 Closed Meeting Minutes**
Sue Davsko made a motion to approve the closed meeting minutes from the August 25, 2014 Closed meeting. Sandra Douglas seconded the motion and it unanimously passed.
- b. **Land Acquisition**
No action was taken on this item.
- c. **Union Negotiation**
No action was taken on this item.
- d. **Personnel**
Karen Hasara made a motion to approve the contract for Managing Director, Frank Squires. Leslie McCarthy seconded the motion. A roll call vote was held and the motion passed unanimously.

IX. Adjournment

Leslie McCarthy motioned to adjourn the meeting. Sue Davsko seconded the motion. The motion passed and the meeting adjourned at 5:30 PM.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson