

The Board of Trustees of the Sangamon Mass Transit District met in a regular session in the office of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:31 P.M. by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Sue Davsko	Vice Chairperson
Wynne Coplea	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Aaron Beck	Superintendent of Maintenance
Shoun Reese	Grants & Procurements Manager
Brenda Minder	Staff Accountant
McKenzie Crowe	Human Resources Officer
Melissa Ashford	Director of Operations
Jason Sass	Associate Planner, SSCRPC
Diane Townsend	Director of Finance and Administration
Pete Roberts	ADA Advisory Committee
Ed Gower	Legal Counsel

Absent:

Leslie McCarthy	Secretary
Jerry Doss	Trustee
Steve Schoeffel	Service Planning & Marketing Specialist
Raylene Grischow	Legal Counsel

II. APPROVAL OF MINUTES

Brian Brewer asked if there were any questions or comments regarding the minutes of September 24, 2018. There were no comments or questions. Sue Davsko made a motion to approve the minutes of the September 24, 2018 meeting, seconded by Sandra Douglas and the motion unanimously passed.

III. DIRECTOR REPORTS

Frank, Managing Director, stated that we have been doing our route practicing for the last two weeks, three times now.

Diane, Director of Finance and Administration, stated that finalizing the audit has been held up due to actuarial reports for retiree health insurance. The report was just received last night. She is also working on the NTB data base which is a huge group effort and it touches on every area of the building (including) financial, maintenance, operations and we have a lot going on. We have requested an extension on that deadline. Brenda and McKenzie went to IMRF Authorized Agent training, McKenzie went to the FTA Drug

and Alcohol training, and Stephanie is currently attending DBE training. Brian welcomed new staff.

Melissa, Director of Operations, stated that they were moving forward with testing the ITS mobile app installation in both departments for passengers to schedule rides and hope to have something to the ADA committee in November 2018. Clever and ITS were a rocky start but they are getting there and the transfer center will be getting up and going. They are working on the procedures to get it up and operating by January 7th, 2019. Brian announced Melissa's new title as Operations Director.

IV. REPORTS

A. Board Committee Reports: Finance-Operations-Administration

Finance:

Diane pointed out that August's disbursements were high because a lot of grants ran through that month. No other questions or comments were given and Sandra motioned to approve the August and September financial statements and September cash disbursements. This motion was seconded by Sue Davsko.

Finance and Investment reports were discussed and that Diane was keeping a close watch and a couple of CDs are coming due. State grant will be discussed later on in the agenda.

Operations:

Aaron Beck, Superintendent of Maintenance, stated that they were busy with inspections and picked up five new para-transit vans that are going in the fleet. One will be a replacement and four will be expansion which will help with down buses. On mainline, they are installing clever.

Administration:

Karen announced that it was Frank's birthday. Also, Karen welcomed new employees.

B. Planning Commission Report:

Jason Sass stated that the policy committee approved the transportation improvement program that outlines federal funding projects which is available on the website, and they are working to create a more integrated approach for land use to predict needs in Sangamon County. That would also be useful for SMTD in the future, but is in the very beginning stages. Brian asked if anything was new to ADC and there was nothing new. Frank asked Jim Dickey to discuss the sign off of the Federal Rail Association and Jim said that there were artifacts to be recovered starting Friday to excavate the site to be curated and preserved. This means that Madison and Jefferson underpass construction can move forward. This is a big opportunity to commemorate events from the past and it is a milestone for Springfield.

C. Disabled Persons Advisory Committee Report:

Pete Roberts advised that the next meeting is November 8, 2018 and that Sandra was appointed to the committee.

V. NEW BUSINESS

- A.** Diane spoke about the need for the board motion to approve the FY19 Downstate Operating Assistance Grant. Wynne Coplea made motion to approve the authorizing resolution in the amount of 12 million, three hundred and twenty-five thousand for the amount and Karen seconded.
- B.** Diane stated that the Investment Policy was changed to authorize staff accountant to sign checks and change the Director of Operations title from superintendent. Wynne Coplea made the motion to approve Investment policy changes and Sandra Douglas seconded the motion.
- C.** Frank addressed the changes to the Administration Policy being updated with contact information and references to applicable policies. Sue Davsko made the motion to approve. Sandra Douglas seconded the motion.
- D.** Intergovernmental Agreement with Sangamon County to reimburse SMTD for county advertising was presented by Frank. This is the agreement for advertising for the urban area and has already been approved by the county. Sandra made the motion to approve. Sue seconded the motion.
- E.** Shoun presented the Procurement Manual revisions in its sixth version. This version includes a modified amount to match federal requirements for acquisition thresholds and added that all federally funded projects are to be managed by the Grants and Procurement Manager or designee. The minimum contract for bonding was changed from \$25,000 to \$50,000 for smaller projects to move forward more quickly. Brian asked if \$50,000 amount was for emergency purposes and Shoun responded that it was across the board and allows them to get quotes for projects up to \$50,000 which increases efficiency. Sue made a motion to approve. Sandra seconded the motion.
- F.** Shoun presented the renovation approval for contractor estimate not to exceed \$98,000 to get project moving on the old Planned Parenthood building. This will allow SMTD to negotiate with contractors and not have to wait on additional board approval. Sue clarified that they were giving Frank approval to approve. Shoun clarified that the amount was up to \$98,000. Sandra asked specifically what would be done. Shoun replied that we are renovating the interior of the building including installing a wall, removing some counters, electrical work, HVAC work, and some flooring. Brian requested that she get a couple more bids. Sue moved to approve the authority of the Managing Director to approve up to \$98,000 for renovations. Brian requested a roll call to approve. Approval was voted on unanimously.

- G.** Change in a form for Grant Manual Revisions. No need to vote.
- H.** Approval of IMRF resolution was presented by Frank that was recommended from the audit. Sandra motioned to approve and Sue seconded motion.
- I.** Change order for transfer center. Shoun stated that on October 6, 2018 ingress and egress of the lot was tested successfully for safe movement. Shoun stated that we are asking board approval to authorize managing director to approve up to \$75,000 to modify Adams Street for clearance issues with the buses. Jim came forward with pictures of the transfer center to visually show how the buses were missing clearance and asked if bus modifications could be made to help as he thinks that it may be a hydraulic issue. Aaron Beck restated problems and said that Adam's is off the table (for maneuvering the buses). Karen asked why \$75,000 was the magic number and Shoun state that they were trying to cover the bases, but suspects that it will be less. Aaron said part of the lot may need to come out. Karen moved that they approve and Sue seconded the motion.

VI. PUBLIC COMMENTS

Jane Ford discussed the homeless task force and passed out fliers for the public to advertise resources for citizens in need. The flier includes shelters, meal locations, and other resources. Jane asked if they could be placed in the buses for advertising these services. Aaron said that he could provide dimensions to put information in the pockets on buses to see if they can be printed to fit. Frank asked that Jane email him. November 11-15 is homeless awareness week and there will be a media event on November 15 at Lincoln Library for awareness and putting focus on this.

Ronald Walker brought up an issue with timeliness to Wabash for a route to make it easier to get to the movie theatre. Frank deferred to Melony, Safety Supervisor, who had some concerns with the safety of passengers on Wabash. Ron brought up time shift suggestions to allow people to get to work more timely. Ron said he wanted a goal for the new fiscal year to bring back the 904 route on Southwest side of town. This would help night time planning. Also, he suggested that we study bringing back Saturday night service.

Steven Simpson-Black brought up concerns regarding the date of the route changes and winter weather during that time causing confusion. In addition, the transfer center is exposed to the elements for people waiting out there. Brian stated that the board would take the concern under advisement. Shoun stated that the new I.T. system will have alerts to keep passengers informed, hopefully in real time by mid-November. Shoun said that SMTD could include them in the soft rollout. Aaron stated that they are starting on signs next week and hope to have most of them done. Frank said that the city will take care of snow and SMTD will make sure lot at transfer center is cleared.

Citizen from Chatham had some concerns. Two main bus stops are in Chatham. The schedule starts at the park and does not come back to the police station, while the second and third do go to the park and the police station. The schedule is confusing and it is always a different driver. She has missed seven trips due to the schedule and has talked to

Steve at SMTD about this. She would like to put out notices, but it has to be timely to recommend the service. She provided some examples of time variances. In addition, St. Johns may not be needed as a stop. In addition, the route could avoid the school zones on the way into Springfield. Brian asked that she give her information to Melissa for additional follow up. The citizen suggested that the Walgreens in Chatham have tickets for the bus. Melissa took note.

VII. ADJOURNMENT

Seeing no further business to come before the Board, Sandra made a motion to adjourn the meeting. Sandra adjourned at 5:32 P.M. and opened a closed meeting.

Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson