

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 4:34 P.M. by Brian Brewer, Chairperson.

**I. ROLL CALL** Present:

Brian Brewer	Chairperson
Sandra Douglas	Trustee
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Frank Squires	Managing Director
Stephanie Malcom	Grants & Procurements Manager
McKenzie Crowe	Human Resources Officer
Melissa Ashford	Director of Operations
Diane Townsend	Director of Finance and Administration
Rusty Reed	Legal Counsel
Aaron Beck	Superintendent of Maintenance
Jason Sass	Associate Planner, SSCRPC
Steve Schoeffel	Deputy Managing Director
Pete Roberts	ADA Advisory Committee
Tyler Orton	Planning and Technology Manager
Angela Jefferson	Superintendent of Access
Melony Lonon	Road and Safety Supervisor

Absent:

Wynne Coplea	Trustee
Jerry Doss	Trustee
Sue Davsko	Vice Chairperson

**II. APPROVAL OF MINUTES**

Brian Brewer asked if there were any questions or comments regarding the minutes of March 25, 2019. There were no comments or questions. Karen Hasara made a motion to approve the minutes of the March 25, 2019 meeting, seconded by Leslie McCarthy and the motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires, Managing Director, stated that he wanted to welcome the new Controller, Erik Bush. Brian Brewer welcomed Erik as well.

Diane Townsend, Director of Finance and Administration, passed.

Melissa Ashford, Director of Operations, stated that Tyler Orton had been promoted to IT Technician and Service Planner. Melissa continued that Angela Jefferson had been promoted to Access Superintendent. Melissa announced that she was working on run bids and that she was adding services.

**IV. REPORTS****A. Board Committee Reports: Finance-Operations-Administration**

**Finance:** Diane Townsend stated that the cash disbursement report was supplemented with an additional form due to an error made in the accounting department. Thanks, to Brandon Stewart for finding and correcting the error. Diane also added that she was pleased with the accounting close being done so quickly. Additional controls would be implemented to catch and prevent errors. Diane stated that having Erik Bush on staff will help tremendously. Brian asked if there were any questions or comments about the March financial statements and cash disbursements. Sandra Douglas made a motion to approve the cash disbursements and financial statements, seconded by Leslie McCarthy. The approval passed unanimously. Diane Townsend state that the payment from IDOT for the 4<sup>th</sup> quarter was received in April and will be reflected in the Illinois Funds account next month. She reported that the Illinois fund was earning 2.74%, and a CD from CEFCU was coming due in April. Diane will be putting together the cash forecast for FY20. The next significant receipts will be in June when property tax receipts and Federal Operating Assistance will be coming in.

**Operations:** Aaron Beck stated that the Maintenance Department was going good. Angela Jefferson stated that Access was up 630 riders over the same time last year. She continued that the Application feature has some things to work out but that they are coming along.

**Administration:** Karen Hasara stated that there was nothing to report currently.

**B. Planning Commission Report:** Jason Sass stated that Curb Your Car week was upcoming May 12 through the 18<sup>th</sup>. He stated that advertisements would be coming soon. In addition, he stated that they would be doing some outreach at the Earth Awareness Fair this weekend.

**C. Disabled Persons Advisory Committee Report:** No report given.

**V. NEW BUSINESS**

**A.** Approval of the Amended FY19 Budget and Appropriation Notice: Diane stated that some the amendment mirrors the state grant and that they must replace the ordinance on file. In addition, they held a public meeting and the next step would be to place it on file at the Circuit Clerk. Diane stated that some projects in the original grant needed adjusted based upon additional funding given later. Leslie McCarthy made a motion to approve. Sandra Douglas seconded the motion. The motion was passed unanimously.

**B.** Place the FY20 Budget Ordinance on file. Diane stated that the budget and schedule needed placed on file in addition to a public meeting and this will be on file for June

2019. Karen Hasara made a motion to place the FY20 budget on file and the motion was seconded by Sandra Douglas. The motion passed unanimously.

- C. Authorizing Resolution: Stephanie Malcom stated that they would need grant 5307 authorized. Karen Hasara clarified that the date was the 25<sup>th</sup> of April versus the 22<sup>nd</sup> of April. Stephanie updated the document for approval. Leslie McCarthy made a motion to authorize the resolution. The motion was seconded by Sandra Douglas.

## **VI. PUBLIC COMMENTS**

Jane Ford spoke on behalf of Friends of Transit stating that they were working on getting posters up throughout the community. In addition, Jane is working on providing cards for the homeless.

Ron Walker stated that he printed some documents out that showed transit and outreach to disadvantaged communities. Ron recommended that SMTD have an informational transit bus at the transfer center. Ron stated that information needed to be put online for meetings. Ron also stated that dispatch would be too busy to take additional calls. Ron suggested that SMTD hire temps to get IT on google and signs up. Ron suggested that SMTD consider that the State Fair shuttle go to the entrance of the fair to be more accessible.

## **VII. CLOSED MEETING**

## **VII. ADJOURNMENT**

Seeing no further business to come before the Board, Leslie McCarthy made a motion to adjourn the meeting. The motion was seconded by Sandra Douglas. Brian Brewer closed the meeting at 5:05 P.M.

Approved:

\_\_\_\_\_  
Leslie McCarthy, Secretary

\_\_\_\_\_  
Brian Brewer, Chairperson