

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:

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| Brian Brewer | Chairperson |
| Susan Davsko | Vice-Chairperson |
| Karen Hasara | Treasurer |
| Leslie McCarthy | Secretary |
| Jerry Doss | Trustee |
| Sandra Douglas | Trustee |
| Wynne Coplea | 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 |
| Ruth Bellm | HR Manager |
| Steve Schoeffel | Service Planning & Marketing Specialist |
| Ed Gower | Counsel |
| Linda Wheeland | Senior Planner, SSCRPC |
| Jason Sass | Associate Planner, SSCRPC |

II. Approval of Minutes

There were no comments or questions. Leslie McCarthy made a motion to approve the minutes of the August 24, 2015 Regular Meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. Managing Director's Report

Frank Squires, Managing Director, announced Victor Baptiste passed away this month. He announced plaque stickers for the "employee" bus to memorialize employees.

Diane Townsend, Director of Finance & Administration stated that auditors were in September 9th through September 11th. There were additional entries for the implementation of GASB 68 for pension reporting changes and for the accounting related to the establishment of the Trust Fund for Retiree Health Insurance. Jodi Dobson from Baker Tilly, will go over the changes at the November Board meeting.

Both 1st and 2nd quarter pay requisitions have been submitted to IDOT. The first quarter pay requisition should be processed once the Downstate Operating Assistance Contract

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has been executed. The cash forecast tool is being used to monitor operating accounts to ensure operating expenses can be covered pending receipt of the 1st quarter IDOT payment. Brian Brewer asked about the estimated wait until receipt of the IDOT payments. The latest update from Laura Calderon, Executive Director of IPTA, is that once the contract has been fully executed the 1st quarter payments will be made. However Frank Squires indicated that IDOT had little information at the IPTA conference and said that the situation is very fluid.

Ed Gower indicated delays at IDOT are due in part to the requirement of four signatures on anything over \$250,000. Diane Townsend indicated she will stay in contact with payments status by going through IPTA.

IV. Reports

A. Approval of July and August Financial Statements and August Cash Disbursements

Frank Squires

There were no comments or questions. Leslie McCarthy made a motion to approve the July and August Financial Statements and August Cash Disbursements, seconded by Jerry Doss. The motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Jerry Doss noted increase of 200% on one item and asked for clarification on UC Insurance variances. Diane Townsend explained that January, February and March show high numbers and later in the year those premiums drop due to everything being spread over 12 months. Jerry Doss also asked about Federal Operating Assistance. Diane Townsend indicated she would get back to the board with that answer.

Operations: Angie Brooks stated that we have been working with maintenance on optimization of bus stop signs. Steve and Kim have been doing community outreach to teach organizations how to ride the buses. Earl Amos indicated that lots have been repaved and striped. Five mechanics received HVAC recertification. RMC is up by 10,000 from last year. SMTD will host a training by RTAC (Rural Transit Assistance Center) and expect attendance to be 75. Flu season is starting so buses and facilities are being disinfected twice each month. Melissa Ashford said Ecoline update has recently taken place. We are ready for ADA expansion on October 19th. She has visited with Concordia Village staff. Planning commission got us maps, and we are ready. We are starting to get phone calls into dispatch.

Administration: Chairman Brewer noted a new edition of the Dispatch employee newsletter is out. Karen Hasara stated that matters will be discussed in Closed Session.

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- C. Planning Commission Report:** Linda Wheeland reported that SSCRPC transportation improvement program will engage SMTD more than in the past. Multi Use Trails Jurisdiction Committee has been created. It will create an access and amenities plan (including bus stops). Maps will be created with input from SMTD staff. SSCRPC created a Communities Committee for all smaller communities not on tech and policy committee. First meeting is October 28th. SMTD staff may be asked to attend. Also updating the project prioritization application. SATS money is often accumulated. In the past, one criteria for multi-modal. New application will break out public transportation specifically and will reward inclusion of public transit. They are working with Shoun on implementation of changes to process. Jason Sass indicated they have been getting ADA boundary expansion to regional rural agencies. Working to further bus stop optimization implementation. Ed Gower asked status of IDOT proposal for 3rd Street improvements in terms of SATS approval. Linda Wheeland indicated no changes.

V. New Business

- A. Other Post-Employment Benefits for Retiree Health Insurance Trust Fund Investments.** Bank of Springfield representatives Craig Metz and Marcus McGlasson updated the board on investment strategy and performance. Target return for the fund is 4.5%.

- B. Renewal of Commercial Cleaning Services Contract.** Shoun Reese requested approval of the commercial cleaning contract for the Administration Building and the downtown restroom area for the drivers. The new contract is a 3% increase. This is the final year of a three-year contract.

Jerry Doss moved to renew the commercial cleaning contract to above and beyond the amount of \$23,171. Seconded by Wynne Coplea. Chairman Brewer requested a Roll Call vote. The motion passed unanimously.

C. December Meeting Change to 12-21-15

Leslie McCarthy moved to change the December Meeting date to December 21, 2015, seconded by Sandra Douglas. The motion passed unanimously.

Karen Hasara asked that public comment be moved in the agenda to before New Business in order to give the public the ability to comment before action is taken by the board instead of at the end of the meeting when action has already been taken.

VI. Closed Meeting

Wynne Coplea moved to close the open meeting at 4:59PM and moved to open the closed meeting for the purpose of discussing (1) the review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); and (2) personnel matters involving the appointment, employment, compensation, discipline, performance or dismissal of specific employees pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)); seconded by Leslie McCarthy. The motioned passed unanimously.

VII. Additional New Business

The Open meeting re-opened at 5:14 PM.

A. Approval of July & August Closed Meeting Minutes

A motion was made by Sue Davsko to approve the closed meeting minutes of July 27, 2015 and August 24, 2015, seconded by Jerry Doss. The motion unanimously carried.

B. Personnel


A motion was made by Karen Hasara to approve the Executive Director salary increase of 2% in accordance with rest of employees, seconded by Wynne Coplea. The motion unanimously carried. Karen Hasara added a request for the director to provide goals for the year to the board for discussion.

Leslie McCarthy asked why ridership numbers are down for the year over the same time last year. The fair was noted as one impact. Steve Schoeffel added that mild August weather may have contributed, and UIS student shifts were obvious in Routes 13 and 14. He said he would get back to the board with more information.

VIII. Public Comment

IX. Adjournment

Leslie McCarthy made a motion to adjourn the open meeting, seconded by Wynne Coplea. The motion carried unanimously. The meeting was adjourned at approximately 5:20 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson