

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
Jerry Doss	Trustee
Sandra Douglas	Trustee
Wynne Coplea	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
Steve Schoeffel	Service Planning & Marketing Specialist
Elisa Fox	Bookkeeper I
Ed Gower	Counsel
Ruth Bellm	HR Manager
Pete Roberts	SCIL

Absent:

Susan Davsko	Trustee
Earl Amos	Superintendent of Maintenance
Linda Wheeland	Senior Planner, SSCRPC

II. Approval of Minutes

There being no further comments or questions, Jerry Doss made a motion to approve the minutes of the May 25, 2015 Regular Meeting, seconded by Karen Hasara. The motion unanimously passed.

III. Managing Director's Report

Frank Squires and Brian Brewer congratulated Calvin Shannon on his 20th anniversary with Access Springfield and presented him with a pin. Mr. Squires and Mr. Brewer thanked Mr. Shannon for his dedication and example of service. Diane Townsend stated that IPTA has notified SMTD that SMTD will continue to receive 65% state funding this year.

IV. Reports

A. Approval of May Financial Statements & Cash Disbursements

There being no further comments or questions, Jerry Doss made a motion to approve the May Financial Statements & Cash Disbursements, seconded by Wynne Coplea. The motion unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Jerry Doss stated that three CD's matured this month. Diane Townsend informed the Board that the first transfer from the Illinois Funds to the Trust Fund for Retiree Health Insurance took place today. Mr. Doss asked Ms. Townsend of the interest rate and Ms. Townsend answered they are hoping for 4.5% according to the Public Investment Act.

Operations: Angela Brooks stated that the route changes approved by the Board in April will take effect July 1st. Ms. Brooks also stated that Steve Schoeffel is doing a great job implementing new ideas pertaining to routes. Summer run bids are keeping her department busy.

Melissa Ashford stated that May is down 200 trips from last fiscal year. Overall, FY15 is up 4,600 trips from FY14 and is steadily increasing. Karen Hasara asked Ms. Ashford if she thought having one less workday in the month of May could have contributed to the decrease in ridership. Ms. Ashford answered that this could be a factor, as well as the Memorial Day holiday.

Shoun Reese stated that the ADA concrete pad project is 45% complete. She is working with Tyler Orton to build a map of the city including ADA pad locations so the ADA community can easily find the closest one.

Frank Squires informed the Board that Earl Amos is sick. All is well in the garage. Some of the technicians will be obtaining certification in AC specialties.

Administration: There was no administration report.

C. Planning Commission Report: Jason Sass reported no new initiatives from the Planning Commission. They will continue to work with SMTD staff to create new maps and marketing materials reflecting new bus routes and changes.

D. Disabled Persons Advisory Committee Report/Access Springfield: Pete Roberts reported that the Disabled Persons Advisory Committee is now meeting quarterly and the next meeting will be held on September 17th. They will be recruiting new committee members in the near future. Concerns were voiced at their June 18th meeting about SMTD route changes and cuts. Mr. Roberts stated that they are pleased with the new ADA pads going in, especially the one right outside of their office.

V. New Business

A. FY16 Contract between SMTD and Goodwill

Melissa Ashford informed the Board that Goodwill has been very satisfied with the Access Springfield services over the last year and a half. The new contract is based on the number of rides and the remainder of the contract will stay the same. There being no further comments or questions, Karen Hasara motioned to approve the Contract between SMTD and Goodwill, seconded by Leslie McCarthy. The motion unanimously carried.

B. Business Associate Agreement

Ms. Ashford continued that the Business Associate Agreement is required by Public Health Information Acts and DHS for business associates and is in need of renewal. There being no further comments or questions, Karen Hasara motioned to approve the Business Associate Agreement seconded by Leslie McCarthy. The motion unanimously carried.

C. Award of Line of Credit Contract

Shoun Reese informed the Board that Town and Country Bank and Illinois National Bank submitted proposals for a line of credit for SMTD. Based on the annual percentage rate and fees, we request awarding a contract to Illinois National Bank with an APR of 3.49% and \$250 Loan origination fee; and a monthly fee of 7 basis points for the unused portions of the loan. The agreement is for three years with an option for two additional years. There being no further comments or questions, Jerry Doss motioned to Award the Line of Credit Contract to INB seconded by Sandra Douglas. The motion unanimously carried.

D. Authorizing Resolution for FY2015 5307 Grant

Shoun Reese informed the Board that the FTA released 8/12ths of FY2015 apportionments and we are hopeful that the remaining 4/12ths will be released. We will be submitting our grant application for the estimated full FY15 appropriation. This Authorizing Resolution gives the managing director the authority to execute the FY-2015 5307 federal application for the FY 2015 Operating, ITS projects to include CAD/AVL, RTI, IVR, AVAS, and upgrade radios. There being no further comments or questions, Wynne Coplea made a motion to approve the Authorizing Resolution for FY2015 5307 Grant seconded by Sandra Douglas. The motion unanimously carried.

E. Approval of FY16 Prevailing Wage Ordinance 4-15

Shoun Reese informed the Board that the prevailing wage ordinance states that we pay the prevailing wage as required by law. The ordinance needs to be updated annually to ensure that pay for workers in any of the covered classifications are paid the current prevailing wage. Once the board approves the ordinance, we file it with the Secretary of State.

F. FY16 Board Meeting Schedule

Brian Brewer informed the Board members that the dates, location and time of the SMTD Board Meetings will remain the same. Each Board Meeting will take place on the fourth Monday of each month, at 4:30 PM, at the Administration Office of the Springfield Mass Transit District at 928 S. 9th Street, Springfield, IL. There being no further comments or questions, Karen Hasara motioned to approve the FY16 Board Meeting Schedule seconded by Leslie McCarthy. The motion unanimously carried.

G. FY16 Budget and Appropriation Ordinance 3-15

H. Diane Townsend directed the Board to the original operating budget that was placed on file in April and the amended operating budget that includes updates and changes. Ms. Townsend noted some of the significant changes. State operating assistance increased by \$1,874,000 in conjunction with a line of credit for debt service to replace seven buses. IDOT approved changes to the state application, which will allow SMTD to get the fleet up-to-date before possible funding changes next year. The other significant change was the inclusion of \$289,000 quote from Nicoud for a premium to cover first dollar coverage for workers compensation. There being no further comments or questions, Jerry Doss made a motion to adopt the amended FY16 Budget and Appropriation Ordinance 3-15, seconded by Sandra Douglas. A roll call vote was held and the motion unanimously carried.

I. Review & Disposition of Approved Closed Meeting Minutes

Frank Squires requested that the Board approve the Minutes of the Closed Meeting of April 27, 2015. Leslie McCarthy made a motion to approve the Minutes of the Closed Meeting of April 27, 2015, seconded by Wynne Coplea. The motion unanimously carried. Mr. Squires also requested that the Board approve the permanent closure of the Closed Meeting Minutes of FY15. There being no further comments or questions, Wynne Coplea made a motion to permanently close the Closed Meeting Minutes of FY15, seconded by Jerry Doss. The motion unanimously carried.

J. Approval of FY16 Q5 Agreement

Frank Squires presented the FY16 Q5 Agreement to the Board. Jerry Doss asked Mr. Squires of the benefits of a Q5 membership. Mr. Squires answered that SMTD has an opportunity to be involved in community matters to decide where transportation fits in to city advancement and development. Mr. Doss also asked what budget the \$30,000 membership comes out of. Diane Townsend answered that it comes out of fare revenue. There being no further comments or questions, Sandra Douglas made a motion to approve the FY16 Q5 Contract seconded by Karen Hasara. The motion unanimously carried.

K. Distribution of Tax Levy Ordinance 1-16

Diane Townsend informed the Board that the Tax Levy Ordinance comes from the Budget Ordinance and includes the amounts that will be levied for next year. The tax levy grew by .8% from last year and the automatic increase represents the consumer price index from the previous year. This will be voted on to adopt in the July Board Meeting. There being no further comments or questions, Wynne Coplea made a motion to accept the Distribution of Tax Levy Ordinance 1-16, seconded by Leslie McCarthy. The motion unanimously carried.

L. SMART / Personnel Services Contract

a. Cancellation of Service

Frank Squires requested Board authorization to terminate the SMART contract with Senior Services of Central Illinois in accordance to the terms and conditions of the purchased service agreement. After Board discussion, there were no further comments or questions. Jerry Doss made a motion to terminate the SMART contract with Senior Services of Central Illinois, seconded by Karen Hasara. The motion unanimously carried.

b. Personnel Services Contract

This item was tabled.

VI. Public Comments

Katie Spindell, the Chairman of the 2015 Lincoln Funeral Coalition commended SMTD and their employees for their extraordinary service in this event. Brian Brewer also applauded Ms. Spindell on a fantastic event.

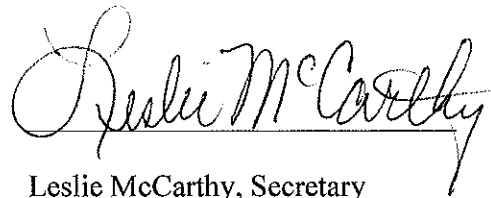
Jerry Doss thanked SMTD for their efforts in advocating for FY16 funds. Ed Gower mentioned that the Executive Director of IPTA, Laura Calderon is an asset to SMTD as she brings firsthand information to Mr. Squires and Ms. Townsend.

Sandra Douglas thanked SMTD for their volunteer work in the Summit of Hope event and because of SMTD's participation each event will now include the local transportation staff of each hosting city.

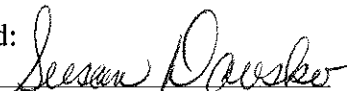
Angela Brooks praised driver Melony Viola's quick instincts when she avoided a collision with a fallen tree amidst a heavy storm. Ms. Viola reacted quickly and calmly and kept her passengers safe. Brian Brewer asked Ms. Brooks to pass along the Boards appreciation to Ms. Viola.

VII. Adjournment

There being no further comments or questions, Wynne Coplea made a motion to adjourn the meeting seconded by Sandra Douglas. The meeting was adjourned at 5:19 PM.



Leslie McCarthy, Secretary

Approved: 
Brian Brewer, Chairperson