

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 PM by Brian Brewer, Chairman.

I. ROLL CALL Present:

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| Brian Brewer | Chairperson |
| Susan Davsko | Vice-Chairperson |
| Leslie McCarthy | Secretary |
| Karen Hasara | Treasurer |
| Jerry Doss | Trustee |
| Sandra Douglas | Trustee |
| Wynne Coplea | Trustee |
| Frank Squires | Managing Director |
| Diane Townsend | AMD for Finance and Administration Earl |
| Earl Amos | Superintendent of Maintenance |
| Angela Brooks | Superintendent of Transportation |
| Melissa Ashford | Superintendent of Access |
| Shoun Reese | Grants & Procurements Manager |
| Ruth Bellm | HR Manager |
| Steve Schoeffel | Service Planning & Marketing Specialist |
| Jason Sass | Associate Planner, SSCRPC |
| Raylene Grischow | Counsel |

Absent:

- | | |
|--------------|------------------------|
| Ed Gower | Counsel |
| Pete Roberts | ADA Advisory Committee |

II. APPROVAL OF MINUTES

There were no comments or questions. Jerry Doss made a motion to approve the minutes of the December 19, 2016 Regular Meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires, Managing Director, reported that the buses are in the process of the name change on both the tops and the sides of the buses. Electronic and printed stationary is being changed. Earl Amos said the process is going well.

Diane Townsend reported we received first quarter state payment in January. We also made our annual trust fund payment. We are still waiting on second and third quarter

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payments. The second quarter payment is expected in March in the amount of \$2,764,000. In the event we do not receive that payment in March, we will begin using our line of credit.

We are working on an inventory of fixed assets, and NTD closeout to meet federal requirements to continue to receive federal funds. We are going through transition getting superintendents into the pattern of certifying their data. We receive Small Transit Intensive Cities (STIC) dollars, and more focus on that data to comply with auditing of data now taking place at the federal level.

We have submitted all of our required audit reports. We also have some Government Accountability and Transparency Act (GATA) reporting requirements from IDOT including quarterly performance measures reporting and minutes where these are discussed with the board. They are also looking at monthly reports that may be required for pre-approval for any line-items from that grant application that might exceed what was submitted in the budget.

IV. REPORTS

A. Approval of December Cash Disbursements and Financial Statement

There were no comments or questions. Diane pointed out that revenue is exceeding expenses at the moment, but only as full reimbursement comes in. Sandra Douglas made a motion to approve the December Cash Disbursements and Financial Statement, seconded by Wynne Coplea. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend reported we have made changes to the investment report. Craig Mertz is here to go over the trust fund account.

Operations:

Earl Amos reported regional maintenance has picked up. Two major overhauls were done last month. New alarm system is about finished. One new low floor bus is about to be released to Access. No accidents lately. Brian Brewer asked if there had been any problems with new security system. Earl indicated no.

Angie Brooks reported we are looking at the new off-street transfer center, including altering routes or re-designing routes.

Melissa Ashford reported the new low floor vehicles are a challenge and we're working to learn the operations idiosyncrasies of the particular vehicle. She is also working on the NTD data.

Administration: Karen indicated a couple of issues were handled this month by email, including bylaw changes and the protest award that will be discussed in New Business.

- C. Planning Commission Report:** Jason Sass reported SSCRPC is working with staff to create the new passenger guide. The Long Range Transportation Plan (LRTP) is being created as well including SMTD plans. Finishing public participation plan and a draft should be ready in February. Brian Brewer noted Executive Director Norm Sims received an award recently.

V. NEW BUSINESS

- a. Trust Fund Investment Report. Craig Mertz, SVP, Bank of Springfield, reported the bank has two different funds. Diane indicated we need a board member assigned the Other Post Employment Benefits (OPEB) Trust Fund Board.

Craig Mertz went over various funds and their performance. The report has been updated. 5.3% yield is very good performance for the portfolio compared with similar portfolios today. Brian Brewer stated he was pleased with the performance and thanked Craig Mertz for the presentation.

- b. Special Board meeting date

Frank Squires explained we are currently in the bid process for abatement and demolition of the former Bunn/Greco properties now owned by SMTD. Shoun Reese indicated we are asking the board to have a meeting soon after bids are opened either February 2nd or 3rd in order to keep the project on schedule to be completed in May. The chairman indicated noon on one of those dates will be fine. The meeting was set for Thursday, Feb. 2nd at Noon.

- c. Award of Commercial Insurance Contract. Shoun indicated we are still vetting vendors. TABLED
- d. Award of Actuarial Services Contract. Shoun Reese explained SMTD received a single bid to provide actuary services for Other Post Employment Benefits (OPEB). We issued the Request for Proposals however no proposals were received. We reached out to potential vendors and two expressed interest however, MarAcon was the only one to submit a proposal. They currently provide Post Retirement Actuarial services for

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the City of Springfield and provide GASB 45 Actuarial Services for Metra in Chicago. The City of Springfield recommended MarAcon to us. Their price is in line with what the City pays and similar to what we paid to our previous actuary.

Karen Hasara asked why there were not more bidders. Shoun spoke about our scopes of work and changes being made to attract more vendors in the future.

Sue Davsko made a motion to award the Actuarial Services Contract to MarAcon, LLC in the amount of \$4,000 per annual report and \$300 per hour for alternate plan evaluation for a period of three years. Seconded by Leslie McCarthy. The motion passed unanimously.

- e. Approval of Amendment to Ecolane Agreement. Shoun Reese explained the board approved entering into a new five-year contract with two one-year options for Access Paratransit. This amendment allows the inclusion of SMART urban service when it begins. Wynne Coplea made a motion to amend the Ecolane Agreement, seconded by Leslie McCarthy. The motion passed unanimously.
- f. Bylaws. Frank Squires indicated we had been working on changes requested by Karen Hasara regarding the agenda order and the name change. Karen Hasara also noticed the date of meetings needs to be corrected.

Karen Hasara moved to approve the amended bylaws as provided and amending the bylaws further to correct the board meeting date as the fourth Monday rather than the third Monday (in Article V sec 1), seconded by Jerry Doss. The motion passed unanimously.

- g. Group Health Insurance Broker Award Protest. Erin Appenzeller indicated the standard procurement process was used for professional services. One proposer that was considered for the award has filed a protest. Shoun Reese indicated the grounds for American Central's protest lacked substance. The Administrative Committee reviewed the protest and the FTA has been notified per requirements. Brian Brewer expressed confidence that procurement rules and procedures were followed correctly and the correct decision was made on the review committee's recommendations. Karen Hasara asked if legal has reviewed. Frank Squires indicated it was forwarded to legal counsel. The discussion ended without any action by the board.

VI. CLOSED BUSINESS

Karen Hasara moved to close the open meeting and open a closed meeting at 5:06 PM to discuss the review and approval of closed session minutes, including the semi-annual review of the minutes as mandated by Section 2.06 pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)) AND the establishment of reserves or settlement of claims pursuant to the Open Meetings Act (5 ILCS 120/2(c)(12)).

VII. ADDITIONAL NEW BUSINESS

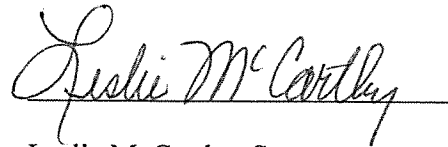
- a. Disposition of all pending closed meeting minutes. Karen Hasara moved to continue to keep closed meeting minutes closed except for the July 11, 2016, which can be opened. Leslie McCarthy seconded the motion, and it passed unanimously.
- b. Closed Meeting Minutes from November 28, 2016 Meeting. Karen Hasara moved to approve the closed meeting minutes of November 28, 2016, seconded by Sandra Douglas. The motion passed unanimously.
- c. Claims Settlement. Sue Davsko moved to approve the \$40,000 claims settlement for Earl Amos, seconded by Karen Hasara. The motion was passed unanimously.


VIII. PUBLIC COMMENT

There was no public comment.

IX. ADJOURNMENT

Jerry Doss made a motion to adjourn the meeting. Sandra Douglas seconded the motion, and the meeting was adjourned at approximately 5:28 PM.


Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson