

Springfield Mass Transit District

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
- Susan Davsko Vice-Chairperson
- Leslie McCarthy Secretary
- Karen Hasara Treasurer
- Jerry Doss Trustee
- Sandra Douglas Trustee
- Ed Gower Counsel
- Frank Squires Managing Director
- Diane Townsend AMD for Finance and 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
- Jason Sass Associate Planner, SSCRPC

Absent:

- Wynne Coplea Trustee
- Linda Wheeland Senior Planner, SSCRPC
- 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 April 25, 2016 Regular Meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires, Managing Director, pointed out the new LED lights that have recently been installed.

Diane Townsend reported we are busy planning for an audit and are in the open enrollment period for insurance. Ruth Bellm spoke on open enrollment for the changes in insurance plans. She also spoke about planning for a wellness fair and other activities to generate interest.

IV. REPORTS

A. Approval of April Cash Disbursements and Financial Statements

There were no comments or questions. Sue Davsko made a motion to approve the April Cash Disbursements and Financial Statements. Seconded by Leslie McCarthy. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend reported that she and Frank had met with Wynne and talked about revenue. She explained associated graphs. These graphs will be added to monthly board packets.

Operations:

Earl Amos reported we meet monthly for safety. Technician is in charge of meeting. The meeting lasts about hour. There is an eight-page spot check on the property. Diane indicated management meeting has developed out of this meeting. Four new access buses are on the road. In the middle of EGR update on 2008 and 2011 buses. The update adds longer life to the engine. Cost is approximately \$1,100 per bus. Field trips are starting. Spring cleanup is over.

Angie Brooks reported we started methodically looking at making changes and adjustments each year. Steve Schoeffel explained the annual evaluation and recommendations. He explained the new Lincoln Tomb & War Memorials Express service, the re-designed Route 8, the added service to Route 5 and hourly off-peak service change to Route 18. Other items in the report covered changes to Route 11. He also address bus stop changes to Route 7 at Parkway Pointe, and future changes under consideration are Saturday Night service, a 906 Night Service Route, Bus Books, West Wabash Service, Sunday service, and bigger system changes. Ed Gower asked for more detail on the W. Wabash Express Route and clarified the staff is considering extra-territorial service. Diane explained the difference between the district boundary and the urbanized area boundary. Steve also showed some new signage that is being designed for the 2016 State Fair as part of the effort to make riding to the fair easier.

Melissa Ashford reported we have been a little shorthanded. New post trip procedure is being implemented.

Administration: Leslie McCarthy indicated nothing to report.

C. Planning Commission Report: Jason Sass reported Curb Your Car ended Saturday. Free Bus Ride Day got good feedback.

D. ADA Advisory Committee Report: Nothing to report.

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- a. Ratification of Authorizing Resolution. Frank Squires explained this relates to the effort to purchase 20 new buses.

Sandra Douglas moved to ratify the Authorizing Resolution to increase the local match \$475,000 to \$ 1.9 million for the purchase of 20 new buses. Seconded by Leslie McCarthy. The motion passed unanimously.

- b. American Central Insurance FY17 Health Renewals. Jeremy Travelstead addressed the board on details of the insurance program and wellness efforts.
- c. Planning Commission Agreement for Ongoing Planning Activities. Frank Squires asked for approval to renew the agreement with Springfield Sangamon County Regional Planning Commission in the amount of \$55,200. Diane Townsend explained the amount is slightly higher than last year, because they are assisting with the implementation of the ITS project. The following year will likely be more.

Karen Hasara moved to approve the contract with the Springfield Sangamon County Regional Planning Commission in the amount of \$ 55,200, and the agreement with same for Materials and Support, seconded by Jerry Doss. The motion passed unanimously on a roll call vote.

- d. Planning Commission Agreement for Materials and Support.

See item C.

- e. Authorizing Resolution for Title VI Program. Ruth Bellm explained there were very few changes. She asked for approval of the authorizing resolution.

Sandra Douglas moved to approve the Authorizing Resolution for the Title VI Program, seconded by Leslie McCarthy. The motion passed unanimously.

- f. Award for Insulation Repairs on Storage Garage. Shoun Reese asked the board to award the “not-to-exceed” contract in the amount of \$97,650 to U.S. Insulation Company.

Karen Hasara moved to award the contract to U.S. Insulation Company in the amount of \$ 97,650, seconded by Leslie McCarthy. The motion was approved unanimously on a roll call vote.

- g. Renewal of Ecolane Service Agreement. Shoun Reese requested approval to renew the Ecolane Service Agreement in the amount of \$68,000 for five years and \$36,000 for the associated Verizon Data Plan for five years.

Jerry Doss moved to approve the five-year Ecolane Service Agreement and the data plan in the amount of a total of \$104,000, seconded by Sandra Douglas. The motion was approved unanimously on a roll call vote.

VII. PUBLIC COMMENT Ed Gower introduced Esther Seitz from Hinshaw & Culbertson, LLP.

VIII. CLOSED MEETING

Karen Hasara made a motion to close the open meeting and open a closed meeting at 5:20 PM for the purposes of discussing the review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); the establishment of reserves or settlement of claims pursuant to the Open Meetings Act (5 ILCS 120/2(c)(12)); Sandra Douglas seconded the motion and it passed unanimously.

Open Meeting reopened at 5:32 PM.

IX. ADDITIONAL NEW BUSINESS

A. Approval of April 25, 2016 Closed Meeting Minutes

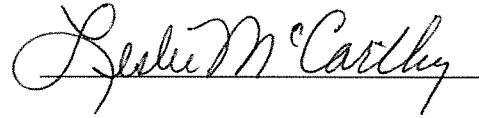
Sue Davsko made a motion to approve the Closed Meeting Minutes from April 25, 2016. Jerry Doss seconded the motion, and it passed unanimously.

B. Settlement

Sue Davsko made a motion to authorize management to proceed with the settlement up to \$ 23,500. Seconded by Leslie McCarthy. The motion passed unanimously.

X. ADJOURNMENT

Leslie McCarthy made a motion to adjourn the meeting. Jerry Doss seconded the motion, and the meeting was adjourned at 5:36 PM.



Leslie McCarthy, Secretary

Approved: 
Brian Brewer, Chairperson