

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 4:32PM by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Wynne Coplea	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director
Diane Townsend	Director of Finance and Administration
Melissa Ashford	Superintendent of Transportation
Christie Davis	Human Resources Officer
Ed Gower	Counsel
Erin Appenzeller	Grants & Procurement Specialist
Jason Sass	Associate Planner, SSCRPC

Absent:

Jerry Doss	Trustee
Aaron Beck	Superintendent of Maintenance
Steve Schoeffel	Service Planning & Marketing Specialist
Shoun Reese	Grants & Procurements Manager
Pete Roberts	ADA Advisory Committee

II. APPROVAL OF MINUTES

There were no comments or questions. Karen Hasara made a motion to approve the minutes of the March 26, 2018 meeting, seconded by Leslie McCarthy. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires stated that he had nothing at that time.

IV. REPORTS

A. Approval of March Financial Statements and March Cash Disbursements

There were no comments or questions. Sandra Douglas made a motion to approve the March Financial Statements and March Cash Disbursements, seconded by Sue Davsko. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend stated that SMTD submitted their fourth payment request on March 7th and received the payment on March 28th. She stated that SMTD's Illinois funds is earning 1.47%.

Operations: Melissa Ashford stated that ridership is getting better and only down 6% this month from last year. She stated that SMTD is working on hiring more operators. Melissa also said that Melony Burnes has started the first permit class with potential hires. She stated that SMTD has promoted Stanley Young from operator to road supervisor, effective April 30th. She said that this will help with urbanized area service.

Frank Squires stated that he would report on behalf of Aaron Beck. Frank said that Aaron has told him that there will be five to six new buses delivered by the end of April. Frank also stated that Aaron said state inspections are done, the air conditioning in the buses are being serviced and that regional maintenance is doing well.

Administration: Leslie McCarthy and Karen Hasara stated that there is nothing from the Administration Committee.

C. Planning Commission Report: Jason Sass stated they are working on the transportation improvement program, which is their 5 year short term program for the allocation of federal funds spending and should be finished in May or June. He stated that they appreciate SMTD's participation and sponsorship of Curb Your Car Week.

D. Disabled Persons Advisory Committee Report: Pete Roberts wasn't in attendance.

V. NEW BUSINESS

a. Land of Lincoln Economic Development Corporation

Frank Squires stated after the board gave the approval for the Q5 contract last month he contacted Chris Hembrough. Frank stated that Chris told him that they are winding Q5 down and suggested SMTD support Land of Lincoln Economic Development Corporation. Frank said he is asking the board to rescind the previous approved Q5 agreement and

approve Frank to explore joining the Land of Lincoln Economic Development Corporation in the amount of \$30,000. Wynne Coplea made a motion to rescind the board's vote to authorize an agreement with Q5 and approve the Land of Lincoln Economic Development Corporation agreement for \$30,000, seconded by Karen Hasara. The motion unanimously passed.

b. Budget Revision for Increase in FY18 Federal Operating Assistance

Diane Townsend stated that when SMTD placed their budget ordinance on file last year they had 1.3 million in federal operating assistance. She stated that later on in the year they had some projects that came in that replaced some of the funding for some of the projects that were originally in the transportation improvement plan. She stated that SMTD had downstate transit funds that are paying for buses and an Illinois downstate operating grant that is paying for debt service buses. She stated that a decision was made to take out \$400,000 for a bus and reallocate it to operating assistance. Diane stated that currently there isn't a formal approval by the board on file. Wynne Coplea made a motion to approve increasing federal operating assistance FY18 budget from \$1,302,010 to \$1,724,499, seconded by Leslie McCarthy. The motion unanimously passed.

c. Place FY19 Budget Ordinance on File

Diane Townsend stated that the federal operating assistance is higher than what SMTD usually draws down which is in part due to some alternate funding sources and also due to the state operating grant having to be balanced when submitted. She also said that included in the budget are conservative numbers for the new routes and urbanized area. Diane mentioned that the new routes have an increase in mileage by about 20% and is reflected in the budget ordinance. She said SMTD would like to take the approach that if they don't need to draw down that much money they will come to the board for a budget amendment. Diane said that SMTD was awarded a federal competitive grant two weeks ago for new buses. She said that there are some projects included in the state grant under the debt service line for buses and at this point SMTD is unsure which line item will be used. Diane stated that in the past, capital projects had never been included in the budget ordinance, but they are included now to see what type of projects that the board has approved over the year. She stated that she is in the process of having the retiree health insurance revalued. She also informed the board that she is meeting with Foster & Foster Actuary tomorrow to get that number before June. Sandra Douglas made a motion to Place FY19 Budget Ordinance on File, seconded by Sue Davsko. The motion unanimously passed.

d. FY19 Planning Commission Agreement

Frank Squires stated he is asking approval for the planning commission agreement in the amount of \$76,070 and Ed Gower has approved the documents. Karen Hasara asked what the increase is from last year. Diane Townsend stated it is actually a reduction from

last year. Wynne Coplea asked what the reduction was related to. Diane stated that there are two parts to the agreement. She said the first part is ongoing planning activities for \$21,927 and the second is for support and ITS assistance. She said that SMTD thought they were going to have the ITS assistance done this year but there were some delays, so it was carried over into the next year. Diane said that it is less than last year but more than it usually is because SMTD has asked the planning commission to help them out on the routes with the ITS equipment. Sue Davsko made a motion to approve the FY19 Planning Commission Agreement in the amount of \$21,927, seconded by Wynne Coplea. The motion unanimously passed.

e. FY19 Planning Commission Agreement for Materials, Support and ITS Assistance

Sue Davsko made a motion to approve the FY19 Planning Commission Agreement for Materials, Support and ITS Assistance in the amount of \$54,143 seconded by Sandra Douglas. The motion unanimously passed.

f. Approval of Parking Lot Building Rehabilitation

Frank Squires stated that SMTD had reviewed all of the documents in the bids. He stated that the recommendation at this time is to not accept either bid, do a review and proceed to rebid. He stated the reason is the two bids received had a span of \$70,000 and they are going to try to figure out why there is such a big span in prices. He stated that bidder number one did not meet the DBE goals and bidder number two met some of them and he would like to expand on those and see how they can be brought up. Frank stated that since this is a big project for the community he would like to see more community involvement. Erin Appenzeller clarified that the bid span was \$60,000, not \$70,000. Ed Gower stated that it's a competitive bid market and would expect to see an asphalt paving project of this magnitude attract more bids. Ed said that the bidders structured their bids and bid costs very differently. Ed said that he believes that it is in the best interest of the district to re-advertise. Ed stated that SMTD will take a look at their bid specifications. Wynne Coplea asked if there was crucial timing related to this project. Frank Squires stated that he found out today that some of the time frames that he had been working with may not happen at all. Frank said some bicentennial ceremonies that he was advised of may not happen and that was the rush to be off of the transfer center. Frank said that the first day of school is August 20th. Sandra Douglas made the motion to reject all bids and re-advertise the Parking Lot Building Rehabilitation, seconded by Wynne Coplea. The motion unanimously passed.

g. Approval of Intergovernmental Agreement with IDOT

Frank Squires stated that he sent the over the agreement to legal counsel and they approved. Ed Gower stated that it is an intergovernmental agreement for both parties to share information and data. Leslie McCarthy made a motion to approve the

Intergovernmental Agreement with IDOT, seconded by Sandra Douglas. The motion unanimously passed.

VI. PUBLIC COMMENTS

Joe Marko, Schwartz Construction Group stated that they were the low bidder in the parking lot rehabilitation project. He stated that he believes from their standpoint, the difference in bids is from the liquidated damages clause. He also stated he believes that there wasn't much local participation because a company who pulled a packet is actually working through them as a sub-contractor. Ed Gower clarified that SMTD is not rejecting the bids due to lack of local participation. He stated that SMTD believes that it is unusual to not receive more bids and they would like to look and see if there is something in the bid that would cause that. Joe Marko also stated he believes that the lack of response is due to the bid combining building and asphalt rehabilitation.

Jane Ford, Friends of Transit, asked if the August 1st move date is in jeopardy due to the bid re-advertising. Frank Squires stated that when he did his planning he had all of that involved.

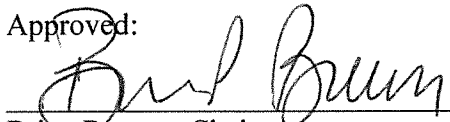
VII. ADJOURNMENT

Seeing no further business to come before the Board, Leslie McCarthy made a motion to adjourn the meeting. Wynne Coplea seconded the motion and the meeting was adjourned at 5:12 PM.



Leslie McCarthy, Secretary

Approved:



Brian Brewer, Chairperson