

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 4:30PM by Susan Davsko, Vice-Chairperson.

I. ROLL CALL Present:

Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Sandra Douglas	Trustee
Jerry Doss	Trustee
Frank Squires	Managing Director
Melissa Ashford	Superintendent of Transportation
Aaron Beck	Superintendent of Maintenance
Christie Davis	Human Resources Officer
Gina Balding	Staff Accountant
Ed Gower	Counsel
Steve Schoeffel	Service Planning & Marketing Specialist
Jason Sass	Associate Planner, SSCRPC

Absent:

Brian Brewer	Chairperson
Wynne Coplea	Trustee
Diane Townsend	Director of Finance and Administration
Shoun Reese	Grants & Procurements Manager
Pete Roberts	ADA Advisory Committee

II. APPROVAL OF MINUTES

There were no comments or questions. Leslie McCarthy made a motion to approve the minutes of the November 27, 2017 meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires reported that the SMTD bus was in the Christmas parade. He also stated that many employees and their kids and grandkids participated.

IV. REPORTS

A. Approval of October Financial Statements and October Cash Disbursements

Frank Squires stated that they are not closed out for the month due to the board meeting being earlier than usual. He mentioned that Gina Balding is present at the meeting if anyone has any questions. Sandra Douglas made a motion to approve the November Financial Statements and November Cash Disbursements, seconded by Karen Hasara. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Jerry Doss stated that he didn't have the report. Gina Balding said that the financials are not closed for November yet due to the early meeting. Gina said that they should have that within the next week. Gina mentioned that she was also at the meeting to speak to the board about a budget revision. She said that SMTD is going to try to move some money around as they did have a line item in the budget for security cameras but that project is no longer valid. She said SMTD is taking that money and moving it to other places where it is needed, such as training and bus parts. Karen Hasara asked why the security cameras are no longer valid and Gina stated she believes that they anticipated replacing more security cameras than needed. Aaron Beck stated that SMTD is getting 17 new buses and those will already have security cameras installed.

Operations: Melissa Ashford stated that the holiday walk has been doing well. Steve Schoeffel stated that through Saturday they have had 117 passengers and there is still one night left. He stated that SMTD will make another social media push and that the marketing for this has mostly been through Downtown Springfield Inc (DSI). Melissa said ridership numbers are still down 9.5% – 10%, which has been consistent over the past few months. She is hoping with the new shuttle service in January it will help with ridership. She mentioned that Tuesday, December 19th they will pick up five new transit vans.

Aaron Beck said that SMTD put the new road supervisor vans into service. He said they moved two old vans to the maintenance fleet and moved two maintenance fleet to "dead". Aaron said that two vans that Melissa will bring will go into the SMTD fleet and three will go into SMART. Aaron stated he is staying there to monitor a lift fix. He said the Christmas bus will do the last trip on Wednesday. Aaron said in April he will be going to inspect the seventeen new buses. Ed Gower asked where the SMART buses will be serving and Aaron stated the smart buses will serve rural areas in Sangamon County and Menard County.

Administration: Karen Harasa stated that Leslie McCarthy and she met with the administration and went over the revised organizational chart and other items that will be discussed later

- C. Planning Commission Report:** Jason Sass said that they are starting to support Steve Schoeffel and Shoun Reese with the bus route reorganization and will be available as a resource. He stated that they are working on progress reports for the transportation improvement program and planning commission activities and those should be available in January or February.
- D. Disabled Persons Advisory Committee Report:** Pete Roberts was not in attendance.

V. NEW BUSINESS

a. Approval of Revised Organizational Chart

Frank Squires stated that as SMTD goes into the triennial they will need to submit the most current organizational chart. He stated that the only revisions are putting the Bookkeeper and Accountant I directly under the Staff Accountant. He said SMTD removed the customer service representatives. Frank stated that the dotted lines are showing whom reports to him regarding EEO matters and DBE matters. Karen Hasara asked Frank to explain further. Frank stated that as of today this is exactly how the flow of employees is represented. He stated Erin Appenzeller took over the DBE which requires her to report to Frank on DBE issues and Christie Davis is now doing EEO which requires her to report to Frank on EEO issues. He said SMTD removed the customer service representatives because everyone that is dispatching is a customer service representative. Jerry Doss asked who the FOIA officer was and Frank stated that he is. Gina Balding said the first initial request for triennial is due January 31st and the earliest that someone will be on site is June. Frank said that the triennial requires an accurate organizational chart. Sandra Douglas made a motion to approve the Revised Organizational Chart, seconded by Leslie McCarthy. The motion unanimously passed.

b. Approval of Budget Amendment

Gina Balding said that SMTD needs an approval to get a budget amendment. Gina stated that there was a \$418,150 credit for security cameras and SMTD moved that money to different line items to make sure that they are in 10% deviation from the line item. She said that SMTD anticipates more travel and training expenses and more money for bus parts for tablets for access vehicles. Karen asked about the real estate taxes and Gina said it was on Bunn/Greco property. Leslie McCarthy made a motion to approve the Budget Amendment, seconded by Jerry Doss. The motion unanimously passed.

c. Approval of Agreement with Pure Performance

Frank Squires stated that the Springfield Police Department is starting a new program for the homeless. He stated that the implementation of this new program will cause SMTD to lose the breakroom that the Springfield Police Department lets the drivers use. He

stated that the drivers will no longer be able to use this breakroom within the next couple weeks. Frank said that he found Pure Performance and the owner of the gym is allowing the drivers to use the restroom only until they move the transfer center. He stated that SMTD will pay Pure Performance \$1,000/month and put in a \$700 scramble box. Karen asked when it would start and Frank stated that they could get the contract to Pure Performance owner tomorrow at 9am and then have the scramble box installed. Frank stated that the drivers would be out of police breakroom around the 1st of the year. Jerry Doss asked if SMTD's attorney had looked at the agreement and Frank responded that SMTD's attorney drew up the agreement. Karen asked when SMTD would move to the new transfer center and Frank responded August 1st and may be there physically sooner. Frank stated that Shoun Reese had looked into a portable bathroom type of construction trailer but it was much more expensive, and that didn't factor in getting electricity, water or sewer to the facility. Jerry Doss asked if there was a term to the contract and Frank responded that it was an 8 month term but the owner knows it will be a month to month. Leslie McCarthy made a motion to approve the Month to Month Agreement with Pure Performance, seconded by Jerry Doss. The motion unanimously passed.

d. Approval of New Sexual Harassment Ordinance/Policy

Frank Squires stated that SMTD received an email from SMTD's attorney advising that SMTD needs to have an updated sexual harassment policy by January 15th. Ed Gower stated that Rayleen Grishow wrote the policy and Ed edited it. Ed stated that it is not dramatically different from what is currently in place and it mirrors what the law requires. Ed mentioned that Rayleen may do training with SMTD staff. Karen Hasara made a motion to approve the New Sexual Harassment Ordinance/Policy, seconded by Jerry Doss. The motion unanimously passed.

VI. PUBLIC COMMENTS

An audience member from friends of transit stated that they were downtown handing out candy canes and she passed out cards and candy canes and brought treats for Operators, Administration and Maintenance.

An audience member stated that maybe with the new shuttle service starting in January, SMTD could do a "day pass". He also stated that he hopes SMTD partners with other areas such as Amtrak. He said that the Christmas shuttle was nice but drivers didn't really announce where the stops were and there was some confusion where the bus stopped and what time it stops. He stated that it might be nice to add a stop on the other side of 7th on Adams. Steve said that the stops on the walk were where DSI asked them to have them and he will be meeting with DSI. The audience member mentioned that he didn't appreciate the reception that he is receiving from the board of trustees. Frank told him to call him directly with any issues that he has.

VII. CLOSED MEETING

Leslie McCarthy then made a motion to close the open meeting and open a closed meeting at 5:05 PM for discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or 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 for the purposes of discussing personnel matters pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)).

Open Meeting reopened at 6:14 PM.

VIII. ADDITIONAL NEW BUSINESS

a. Approval of Closed Meeting Minutes of the November 27, 2017 Close Meeting

Sandra Douglas made a motion to approve the Closed Meeting Minutes of the November 27, 2017 Closed Meeting, seconded by Leslie McCarthy. The motion passed unanimously.

b. Review & Disposition of Approved Closed Meeting Minutes

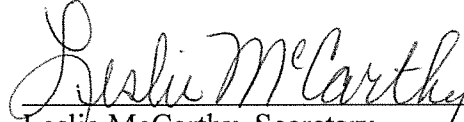
Sandra Douglas made a motion to keep closed June, August, September and October as well as all proceeding Closed Meeting Minutes, seconded by Leslie McCarthy. The motion passed unanimously.

c. Personnel Matters

Karen Harasa made a motion to authorize counsel and staff to proceed negotiating union contract with the proviso that any proposal comes back to board for approval, seconded by Sandra Douglas. The motion passed unanimously.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Sandra Douglas made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and the meeting was adjourned at 6:17 PM.



Leslie McCarthy, Secretary

Approved:



Brian Brewer, Chairperson