

Regular Meeting

February 22, 2016

4:30 PM

Monday

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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 4:32 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Sandra Douglas	Trustee
Wynne Coplea	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
Pete Roberts	ADA Advisory Committee

Absent:

Karen Hasara	Treasurer
Linda Wheeland	Senior Planner, SSCRPC

II. Approval of Minutes

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the January 25, 2016 Regular Meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. Director Reports

Frank Squires, Managing Director, updated the board on recycling efforts at SMTD. He offered for discussion free rides for one day during Curb Your Car Week. Chairman Brewer asked to add it to the agenda for the next meeting. He then recognized Ruth Bellm for her 5th anniversary at SMTD.

Brian Brewer stated the district did a good job on the alterations for President Obama's visit.

Diane Townsend reported Sandor Goldstein completed the actuarial valuation for the Retirees Health Insurance Benefit for June 30, 2015. The liability increased from \$10,518,000 to \$11,387,000. The increase is directly attributable to increases in health insurance premiums.

The annual required contribution for the Retirees Health Insurance Benefit went down from \$906,537 to \$860,074. The decrease is due to the decrease in the unfunded liability from \$10,518,000 to \$8,606,000 from the trust fund assets.

Laura Calderon recently provided SMTD an update on the proposed budget for transit for FY17. She stated that the budget does include the statutory 10% increase in downstate transit appropriations and will include \$100 million in new bonds for transit and rail. There were no details on how the bonds would be distributed and no budget numbers.

Last year the state de-obligated \$5,530,000 in Downstate Transit Improvement Funds from SMTD for 10 buses and electronic fare buses. We're hopeful that these projects would be funded with future bond funds.

IV. Reports

A. Approval of January Cash Disbursements and Financial Statements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend stated FY15 funds were transferred into the OPEB trust fund. We will be transferring money into the LPL Financial account for investments in both bonds and certificates of deposit next week. We will be increasing the investment by \$100,000.00, and we are currently shopping local banks for CD rates.

Craig Metz will be attending the March Board meeting to go over the trust fund portfolio and the LPL Financial account investments.

Jerry Doss noted high-performing investments. He also inquired about state operating assistance being down 48%. Diane explained that eligible operating expenses were under budget which reduces the state operating assistance.. Fuel was also down due to low cost for diesel and the reinstatement of the alternative fuel credit for CNG fuel. Jerry Doss noted that UC insurance was down. Diane explained that our rate is lower, leading to that reduction.

Operations:

Earl Amos reported that the 1996 gas detection technology is being upgraded by Alpha Controls. The current detection system is outdated and unrepairable.

Angie Brooks indicated we are hiring new drivers. The President's visit was handled well.

Melissa Ashford also indicated the President's visit went well. Access is hiring new drivers. She is exploring revenue contracts with SPARC to manage increased volume.

Administration: Leslie McCarthy deferred to discuss at closed meeting.

- C. **Planning Commission Report:** Jason Sass reported Curb Your Car Challenge Week is being planned. For promotional purposes, he may need approval on free ride initiative before the April 2016 Board meeting. The TIP process is proceeding, and they are looking for input from SMTD staff.
- D. **ADA Advisory Committee Report:** Pete Roberts presented a list of updated advisory committee members to the board. Their next meeting will be March 10th at 10:30 here at SMTD.

V. **Public Comments.** There were no public comments.

VI. **New Business**

A. **Employee Parking Lot Funding**

Shoun Reese stated the original plan was to demolish all the 1110 S. 9th Street buildings, however, the metal building will be retained to provide more storage and for future use as a paint booth. The A&E firm's cost estimate was higher than staff's initial estimate. The project was reviewed and \$137,000 was cut from project. This project is federally funded. Shoun Reese requested board approval to approve the reallocation of \$710,230 from previous projects and reduce the Federal Operating funds by \$100,000.

Jerry Doss moved to approve the modification of the budget with an increase of \$68,200 to \$1,950,000 for the employee parking lot construction project, seconded by Wynne Coplea. The motion passed unanimously on a roll call vote.

B. TIP Amendment Approval

Shoun Reese presented the proposed TIP Amendment to the board. The following projects originally funded or planned for FY 2016 will be postponed: Replace Bus Washer, Replace Radio hardware and software, one bus acquisition, Skid Steer Loader, Emergency Generators, Road Supervisor Vans, and Canopy over fueling Station. In addition, the operating line for FY2016 was decreased by \$100,000. The funds from these projects would be used to complete the construction of 1110 South 9th Street and ITS projects. These projects will be a part of future year project planning.

Jason Sass updated the board on what the Transportation Improvement Plan (TIP) is and how it works at the request of Ed Gower.

Wynne Coplea moved to approve the TIP amendment, seconded by Leslie McCarthy. The motion passed unanimously.

C. Award of Copier Lease Agreement

SMTD's contract with GFI Digital expires in March. Bids were received from four Vendors however; GFI Digital's bid was disqualified as non-responsive. Watts Copy System was lowest bidder at \$28,770.12 plus overages. The basis for the price includes an increased number of copiers on the property, adding a copier in Maintenance. Ed Gower asked what accounts for the large difference in bids. Shoun explained black and white and color copy costs were considerably higher in the high bid. Legal staff expressed concern that state law other than Illinois may govern this contract. Shoun explained that was not an issue here; bid document language expressly states that Illinois law shall govern the contract.

Sandra Douglas moved to approve a three year lease for digital copiers with Watts Copy Systems, seconded by Jerry Doss. The motion passed unanimously.

D. Adoption of Social Media Policy

Frank Squires explained the need for a social media policy.

Sue Davsko moved to adopt the new Social Media Policy, seconded by Jerry Doss. The motion passed unanimously.

VII. Closed Meeting

Wynne Coplea then moved to close the "open meeting" at 5:10 PM and to open a "closed meeting" for the purpose of discussing:

(1) The review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); AND (2), The establishment of reserves or settlement of claims pursuant to the Open Meetings Act (5 ILCS 120/2(c)(12)), seconded by Sue Davsko. The motioned passed unanimously.

The Open meeting re-opened at 5:54 PM.

VIII. Additional New Business

A. Approval of January 25, 2016 Closed Meeting Minutes

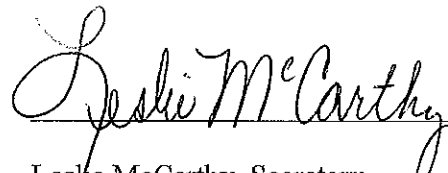
A motion was made by Leslie McCarthy to approve the closed meeting minutes of January 25, 2016, seconded by Wynne Coplea. The motion unanimously carried.

B. Personnel – Workers Compensation Claim

A motion was made by Wynne Coplea to approve authorization to move forward on the workers compensation claim for Aaron Beck in the amount of \$17,464.80 minus \$177 for an overpayment of his TTD, seconded by Sue Davsko. The motion unanimously passed on a roll call vote.

IX. Adjournment

Sue Davsko made a motion to adjourn the open meeting, seconded by Wynne Coplea. The motion carried unanimously. The meeting was adjourned at approximately 5:57 PM.


Leslie McCarthy, Secretary

Approved:

Brian Brewer, Chairperson