

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 Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Wynne Coplea	Trustee
Sandra Douglas	Trustee
Jerry Doss	Trustee
Frank Squires	Managing Director
Diane Townsend	Director of Finance and Administration
Shoun Reese	Grants & Procurements Manager
Melissa Ashford	Superintendent of Transportation
Aaron Beck	Superintendent of Maintenance
Christie Davis	Human Resources Officer
Raylene Grischow	Counsel
Steve Schoeffel	Service Planning & Marketing Specialist
Erin Appenzeller	Grants & Procurement Specialist
Jason Sass	Associate Planner, SSCRPC

Absent:

Karen Hasara	Treasurer
Pete Roberts	ADA Advisory Committee

II. APPROVAL OF MINUTES

Frank Squires said he wanted to correct a misstatement that he made at the meeting last month. Frank said that he incorrectly reported that Shoun Reese said a price was too high for a structure relating to the Pure Performance Deal. He stated that this statement was to correct his misstatement from December. There were no comments or questions. Sue Davsko made a motion to approve the minutes of the December 18, 2017 meeting as amended, seconded by Wynne Coplea. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires stated that he had no comments.

IV. REPORTS

A. Approval of November & December Financial Statements and December Cash Disbursements

There were no comments or questions. Jerry Doss made a motion to approve the November & December Financial Statements and December Cash Disbursements, seconded by Sue Davsko. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend stated that SMTD did receive the 1st, 2nd & 3rd quarterly payments from IDOT. The operating account was collateralized for the deposit before the transfer was made to the Illinois Funds account.

Operations: Melissa Ashford stated that the downtown shuttle has been out for a week, during cold weather. There were more than 60 passengers on the route during the week. She also said that midweek Steve Schoeffel distributed flyers and canvased the downtown area. She also said he spoke to DSI and the Library to get more word out. Melissa stated that SMTD is working on hiring new staff to cover retirements and replacing Ron Bouvet who will be retiring in June.

Aaron Beck stated that the Maintenance Department had three employees make the exceptional employee list for 2017, Mark Breidenbaugh, Tim Green & David Meyer (no accidents and no days missed). Aaron said that with all the additional vehicles from the state, SMTD is putting up for bid two 2002 Ford Windstar Minivans and one 1998 Ford Windstar minivan. He also stated that SMTD will put up three medium duty buses for bid (two 2003 models and one 2005 model). Jerry Doss asked if any would have wheelchair lifts and Aaron responded that three of them do.

Frank Squires stated that Lincoln Library came to SMTD and they are interested in selling bus passes. Frank also stated that the Lincoln Library is interested in using one of SMTD buses that goes out for surplus to use as a mobile library.

Administration: Leslie McCarthy said there is nothing to report.

C. Planning Commission Report: Jason Sass said that he continues to work with staff at SMTD regarding the intelligent transportation system upgrades and materials for new routes for network.

D. Disabled Persons Advisory Committee Report: Pete Roberts was not in attendance.

V. NEW BUSINESS**a. Approval of Engineering Services with Hurst-Rosche for Junction Circle**

Shoun Reese stated that Junction Circle is the 2nd transfer site with the new route redesign. She stated that the City of Springfield is in agreeance with SMTD regarding some curb cuts so that the buses pull off of the road when they are doing transfers at Junction Circle. She stated that Junction Circle is by CVS and Aarons Rental. Shoun said that SMTD is already under contract with Hurst-Rosche to do construction oversight and part of the contract allows for additional services as needed. She stated that SMTD is requesting to enter into a contract modification for not to exceed \$21,500. Wynne Coplea made a motion to approve the Engineering Services with Hurst-Rosche for Junction Circle not to exceed \$21,500, seconded by Leslie McCarthy. The motion unanimously passed.

b. Approval of Sole Source contract with Hanson Professional Services Transfer Center

Frank Squires stated he would like to sole source a contract with Hason Professional Services in relation to the design of the transfer point that encompasses the parking lot that belongs to Sangamon County. He stated that the reasoning is Hanson Professional has intimate knowledge of the entire rail project and he believes that it is in the best interest of SMTD for cost savings now and in the future. Jim Moll (Hanson Professional) said they plan to begin with alternative layouts as they need to figure out how to fit the buses onto the site, design a series of layouts for SMTD to review and do some design modification to the building that is there now so it can be used as a driver breakroom. Jim also stated that the light poles that are currently there will be in the wrong place with the new design so they will need to do a new layout for lighting and the current pavement will need to be modified. Frank stated that the sole source contract is not to exceed \$70,000. Jim said that Sangamon County is working with the Illinois Department of Transportation to obtain a grant to do study work for the entire two block area of the new modal area which includes the SMTD transfer center. Jim stated that Hanson Professional will be doing that study. Frank said that SMTD will be at the new transfer center on August 1st. Diane said the money will be coming from local funds. Leslie McCarthy made a motion to approve the Sole Source contract with Hanson Professional Services Transfer Center not to exceed \$70,000, seconded by Sandra Douglas. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion unanimously passed.

c. Approval to Commit Local Funds for the Completion of Junction Circle

Shoun Reese stated due to time constraints that all of facilities and construction need to be finished by August 1st, SMTD is asking for funds to come from local funds instead of a federal grant not to exceed \$70,000 for general construction. Jerry Doss made a motion

to approve to Commit Local Funds for the Completion of Junction Circle not to exceed \$70,000, seconded by Leslie McCarthy. The motion unanimously passed.

d. Approval of Change Order for Employee Parking Lot Building

Shoun Reese stated that minor changes need to be done to make the 1110 South 9th Street metal building useful. She stated SMTD originally was going to leave the building as it stands but would like to make the building useful. Shoun stated SMTD would like to do a change order to add overhead doors and an approach so buses can enter the building and by code SMTD needs to include a man door and other minor changes. Shoun stated SMTD would like the board to approve a change order in the amount of \$39,293.49 which would be covered by the capital grant. Aaron Beck stated that the current overhead doors that are there aren't useful. Wynne Coplea made a motion to approve the Change Order for Employee Parking Lot Building in the amount not to exceed \$39,293.49, seconded by Sue Davsko. The motion unanimously passed.

e. Ratify Cleaning Contract

Erin Appenzeller stated that the board awarded a cleaning contract in August 2017 to The Cleaning General and in December 2017 the company exercised their right to terminate the contract. Erin stated that SMTD rebid the cleaning contract and is asking the board to ratify the contract with Above and Beyond Cleaning in the amount of \$97,140.80. She also stated that this contract will be administered on an annual basis. Diane Townsend stated that this amount is for five years. Sandra Douglas made a motion to Ratify the Cleaning Contract with Above and Beyond in the amount of \$97,140.80, seconded by Leslie McCarthy. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion unanimously passed.

f. Approval of Updated DBE Program

Erin Appenzeller stated that the DBE program has been updated to reflect minor changes since the last time the board approved it in 2012. She stated that changes updated the Managing director, DBE officer position and the SMTD name change. Leslie McCarthy made a motion to approve the Updated DBE Program, seconded by Sandra Douglas. The motion unanimously passed.

g. Approval of Updated Drug and Alcohol Policy

Christie Davis stated that SMTD's Drug and Alcohol Program was audited by the FTA. She stated that SMTD was doing more testing than required by the FTA. She stated, for example, SMTD would drug and alcohol test an operator whom had an accident that resulted in more than \$3,000 worth of damage. She stated that the FTA and union officials have approved this policy. Shoun Reese stated that following FTA's minimal requirements, SMTD is more likely to be in compliance when FTA does the triennial

review. They will test SMTD against their own imposed policies. Christie stated that SMTD did add back, per the union request, 65% of pay for Voluntary Self-Referral and if child care is needed during a random drug test SMTD will allow the employee to pick up their child and take the child with them to the testing center. Sandra Douglas made a motion to approve the Updated Drug and Alcohol Policy, seconded by Sue Davsko. The motion unanimously passed.

VI. PUBLIC COMMENTS

An audience member, Jane Ford from Friends of Transit stated that she is looking forward to finding out about public meetings and what they can do. She also stated that she did a radio interview with Jim Leach.

VII. CLOSED MEETING

Wynne Coplea then made a motion to close the open meeting and open a closed meeting at 4:59 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 Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(11)).

Open Meeting reopened at 5:17 PM.

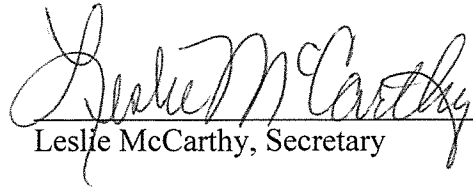
VIII. ADDITIONAL NEW BUSINESS

- a. Approval of Closed Meeting Minutes of the December 18, 2017 Closed Meeting

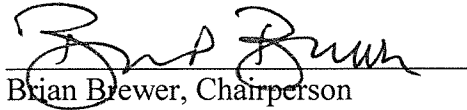
Sue Davsko made a motion to approve the Closed Meeting Minutes of the December 18, 2017 Closed Meeting, seconded by Sandra Douglas. The motion passed unanimously.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Jerry Doss made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and the meeting was adjourned at 5:18 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson