

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 4:35PM by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Jerry Doss	Trustee
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
Aaron Beck	Superintendent of Maintenance
Christie Davis	Human Resources Officer
Ed Gower	Counsel
Steve Schoeffel	Service Planning & Marketing Specialist
Erin Appenzeller	Grants & Procurement Specialist
Pete Roberts	ADA Advisory Committee

Absent:

Shoun Reese	Grants & Procurements Manager
Jason Sass	Associate Planner, SSCRPC

II. APPROVAL OF MINUTES

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the February 26, 2018 meeting, seconded by Jerry Doss. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires stated that he and Shoun Reese attended the APTA Legislative Conference. He stated that they met with congressman and senate staff to go over transportation needs for SMTD and downstate transit districts. He stated that there is a concern that the current administration is looking to do an 80/20 split on major projects. Frank stated that means that 80% comes from local government and 20% comes from federal government. He stated that the current administration feels that if it is a local project, then the local people should pay for their own projects.

IV. REPORTS

A. Approval of February Financial Statements and February Cash Disbursements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: Diane Townsend stated there was a meeting with Wynne Coplea. She stated they spoke about strategies to maximize SMTD's federal assistance to leverage more of SMTD's state operating assistance. She stated that they will be having more small meetings with the Finance Committee in the next few months to come up with some strategies.

Operations: Aaron Beck stated he was in Alabama for a bus build. He did show the board pictures of the different stages of the build. He stated that he watched the 8 buses take form at the New Flyer facility. Aaron said that SMTD should be taking receivership of at least three of the buses in the middle of April. He said he will be going back at the end of April for the start of the natural gas bus builds. He stated that if all goes well, SMTD will have 17 new buses on property by June.

Melissa Ashford stated that last month Access ridership was slightly up and Mainline ridership was down about 9%, which has been consistent. She stated that the lower ridership impacts passenger revenues, so SMTD is looking at low performing routes. She mentioned that SMTD is watching the downtown shuttle as it is averaging 1.7 passengers/hour. She stated that SMTD is going to start hiring for the urbanized area positions that need to be filled.

Administration: Leslie McCarthy said that there is nothing from the Administration Committee.

C. Planning Commission Report: Shannon Karrick reported that they are working on the Sangamon County Comprehensive Plan. She also stated that they have been attending classes as Illinois Department of Transportation moves to data driven performance based planning. She said that they have to account and show improvement with safety and pavement which includes the transit plan.

D. Disabled Persons Advisory Committee Report: Pete Roberts said they have tentative dates with ADA training which will be June 4th and June 5th. He stated that their next advisory meeting is on May 17th.

V. NEW BUSINESS**a. Approval of Bus Stop Signs**

Erin Appenzeller stated SMTD received 6 bids for the supply of bus stop and other directional signs. She stated that Lightle Enterprises, from Ohio, was the low bidder at \$15,296 for 1,572 different signs that SMTD needs for the new Transfer Center and the route redesign. Erin stated that she did vet the company and they are using the exact same materials that Illinois Department of Transportation uses. Wynne Coplea made a motion to approve the Purchase of Bus Stop and Directional Signs from Lightle Enterprises in the amount of \$15,296, seconded by Jerry Doss. The motion unanimously passed.

b. Approval of Transfer Center Shelters

Erin Appenzeller stated due to lack of space at the new passenger island at the off street transfer center, SMTD was looking at shelters to allow for maximum use of passenger traffic. She stated that Brasco International was the only manufacturer that could comply with all of SMTD's requirements. Erin said that she was asking the board to sole source the contract in the amount of \$49,455 for seven bus shelters. Karen Hasara asked about Brasco International and Erin responded that it supplies Miami Dade and New York Transit and have been in business for 30 years. Diane said SMTD plans to repurpose some old shelters. Sue Davsko made a motion to approve the Brasco International Sole Source Contract for Transfer Center Shelters in the amount of \$49,455, seconded by Wynne Coplea. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion unanimously passed.

c. Approval of Reimbursement Agreement with Sangamon County

Erin Appenzeller stated this item is a draft agreement reimbursement for construction costs, contingent upon Sangamon County's legal team review. Jerry Doss made a motion to approve the draft Reimbursement Agreement with Sangamon County subject to any non-substantive changes by Sangamon County, seconded by Sandra Douglas. The motion unanimously passed.

d. Approval of Easement Agreement with Wanless Trust

Erin Appenzeller stated this has been tabled.

e. Approval of Hurst-Rosche Contract Amendment

Erin Appenzeller stated SMTD has a 5 year contract with Hurst-Rosche for construction oversight. She said that under the current contract Hurst-Rosche was to provide oversight for a fueling canopy at SMTD's 9th street location, and this is being reduced to cover cost of construction oversight at the off street transfer center. She stated that the project will

cost \$61,168 and keeps the contract within the original amount of \$265,606. She also stated that the \$61,168 is 100% local funds. Sandra Douglas made a motion to approve the Hurst-Rosche Contract Amendment, seconded by Leslie McCarthy. The motion unanimously passed.

f. Approval of License Agreement with City of Springfield

Erin Appenzeller stated the agreement is for land use at city's right of way at Junction Circle Transfer Point. Jerry Doss made a motion to approve the License Agreement with City of Springfield, seconded by Sandra Douglas. The motion unanimously passed.

g. Award of Office Furniture Contract

Erin Appenzeller stated that this has been tabled.

h. Approval of Curb Your Car Week

Steve Schoeffel stated this is the annual curb your car week and hoping for the same support as last year. Steve is asking for the board to approve those that ride a bike to bus will ride for free. Steve stated there will be prizes, such as bus passes. Wynne Coplea made a motion to approve free bus fare for those riding a bike to the bus during Curb Your Car Week, seconded by Leslie McCarthy. The motion unanimously passed.

g. Q5

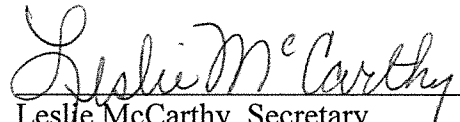
Frank Squires asked for board to enter into the Q5 contract with the Springfield Chamber of Commerce. He states that he would like to make quarterly payments, instead of the full \$30,000/year. Brian Brewer stated that this is a contract to promote economic development in the community. Wynne Coplea made a motion to approve the Q5 contract with quarterly payments, seconded by Leslie McCarthy. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion unanimously passed.

VI. PUBLIC COMMENTS


Jane Ford, Friends of Transit, stated that she has spoken to Contract Ministries, Helping Hands and Sojourn regarding meetings with them to talk about the route changes so they can speak to their clients. Ron Walker stated that he rode the downtown shuttle and is concerned when moving transfer center to have connectivity. He stated that some of the changes he likes but is concerned on the routes that got cut back on end times. He recommends moving end times another half hour later and shift end time of night service 15 minutes later. He is also concerned that the frequency on Saturday is only once an hour.

VII. ADJOURNMENT

Seeing no further business to come before the Board, Wynne Copela made a motion to adjourn the meeting. Leslie McCarthy seconded the motion and the meeting was adjourned at 5:13 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson