

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                               |
| Karen Hasara    | Treasurer                               |
| 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           |
| Shoun Reese     | Grants & Procurements Manager           |
| Christie Davis  | Human Resources Officer                 |
| Ed Gower        | Counsel                                 |
| Steve Schoeffel | Service Planning & Marketing Specialist |
| Jason Sass      | Associate Planner, SSCRPC               |

Absent:

- |              |                        |
|--------------|------------------------|
| Jerry Doss   | Trustee                |
| Pete Roberts | ADA Advisory Committee |

**II. APPROVAL OF MINUTES**

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the September 25, 2017 meeting, seconded by Karen Hasara. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires reported that James Cassidy, IV has been with SMTD for 30 years. Frank gave James his 30 year pin and a photo was taken with Frank, James and Brian Brewer. Diane Townsend mentioned what a great job James does on inventory. Frank also stated that Don Miner will be retiring at the end of the month. Frank also stated that even though he is retiring a little earlier he will receive a 10 year pin. Frank presented Don with his 10 year pin and a photo was taken with Frank, Don and Brian Brewer. Brian expressed his gratitude toward Don and James and stated they are great examples of the long term employees that are assets to the District. Diane stated that Don started as an Access Driver, moved to Paratransit Dispatcher and is now a Mainline Dispatcher.

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Frank Squires stated he, Shoun Reese and Steve Schoeffel have been attending the ward meetings throughout the city. Frank mentioned that they have been going well and they haven't gotten a lot of questions directed toward SMTD. He stated that there haven't been any negative questions regarding the District.

Frank wanted to discuss special service related to the holiday season. Shoun Reese explained that SMTD receives Small Transit Intensive Cities (STIC) Dollars. She stated STIC is for populations under 200,000 that are meeting benchmarks as if they were in a larger urbanized area. She stated that every benchmark that SMTD meets they could get up to \$188,000 additional federal dollars for capital projects. She mentioned that there are six performance categories. Shoun also stated that between 2012 and 2017 SMTD met one benchmark each year, and in 2013 and 2014 SMTD met two benchmarks. She mentioned that STIC dollars fluctuate but in 2013 and 2014 SMTD meeting those benchmarks resulted in an additional \$279,000 in capital dollars. She stated that in 2017 SMTD was 1/10<sup>th</sup> away from vehicle revenue mile benchmark and 6/10<sup>th</sup> away from passenger trips benchmark. Shoun stated that anytime SMTD does any extra or special service it helps to meet these benchmarks. Steve Schoeffel stated that he goes to Downtown Springfield Inc (DSI) traffic and safety monthly meetings. He mentioned that DSI has been asking SMTD to be a part of their holiday walks and that DSI will be spending advertising dollars. Steve provided the board with handouts that give an idea of what costs would be and the logistics of when DSI would like SMTD to participate. Diane Townsend said she believes SMTD should address special service more. She added that many other transit districts have special service and it may help reach a different kind of rider than the normal riders. She also stated that this would be a good example of how public transit does support the local economy. Frank said SMTD was hoping to absorb the cost of the fare and it would be free for riders for this service. Frank said he will contact each member this week for their thoughts. Frank stated that the Christmas bus would be on display but not actually providing the service. Brian Brewer stated that he encourages everyone to go ahead as it is a good way to give back to the community and get some exposure.

Diane Townsend wanted to discuss about the line of credit increase and the approval of the authorizing resolution for FY18 downstate operating grant. Diane said that in that grant there is a line item for debt service for purchasing 5 new buses. Diane would like to be aggressive when using this debt service line. She stated that they used it last year for a new HVAC system. Diane stated she is asking to increase the line of credit to do this.

#### **IV. REPORTS**

##### **A. Approval of September Financial Statements and September Cash Disbursements**

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

##### **B. Board Committee Reports: Finance-Operations-Administration**

**Finance:** Wynne Coplea said that this committee was scheduled to meet but she had a family emergency and couldn't make the meeting. Diane said they would reschedule.

**Operations:** Aaron Beck said that the maintenance department is doing (well).

Melissa Ashford said they were trying to impact overtime and are running 50% less overtime than last year. She stated that there are a few retirements that will be taking place and there is cross training going on now. She mentioned they are also trying to bring stand by time down to impact operations. She also stated that ridership continues to be down and are looking for ways to increase: She also mentioned that they are looking at ways in which drivers and dispatch can help increase STIC dollars.

**Administration:** Karen Hasara stated there was nothing to report from the committee.

- C. Planning Commission Report:** Jason Sass reported that they have draft version of city's comprehensive plan. He said that it's online and they have hard copies. Frank mentioned that he has read the plan. Frank spoke to Norm Sims and believes that ridership may be because of shift in city demographics. He believes that the town is shifting toward retired people and they aren't going out to spend money. Frank believes this also brings sales tax down. Jason mentioned that Norm's last day is December 29, 2017.

##### **D. Disabled Persons Advisory Committee Report:**

There was no one present from this committee.

**V. NEW BUSINESS**

a. Remix Contract Renewal

Shoun Reese stated that Remix is the planning software that is an integral part of SMTD's system. She stated Steve probably uses it on a daily basis. She said this software helped to redesign routes. She said that they were under a 2 year contract with them and now looking at doing a 3 year contract renewal which will take them through their CAD/AVL rollout. She said that the contract is not to exceed \$46,900 (\$13,000 year one, \$16,000 year two and \$17,900 year three). Shoun mentioned they are requesting the approval for the three year agreement. Steve mentioned that it is really helpful and user friendly software and the new component will help to share more than they have in the past.

Wynne Coplea made a motion to approve the Remix Contract Renewal for three years in the amount of \$46,900, seconded by Leslie McCarthy. The motion passed unanimously.

b. Line of Credit Increase

Diane Townsend stated that she and Shoun met with INB to get SMTD's line of credit increased. SMTD currently has 1.5 million dollars with a maturity date of July 17, 2018 and they have asked the bank to increase that to 3 million dollars and she stated it sounds like the bank would be okay with that as long as they got them a copy of the preliminary audit report. Diane did say they were going to be very aggressive in using the debt service line in the downstate operating grant which is why they are asking for the increase.

Karen Hasara asked if they have used a line of credit. Shoun stated they did it for HVAC. Diane said with downstate operating grant you have to have a line of credit. Brian asked if the line of credit was secured or unsecured and Diane responded that it was unsecured. Brian followed up with asking if they have the ability to secure it and get a lower rate. Shoun Reese stated that they don't carry a balance.

Sue Davsko made a motion to approve the increase of line of credit to 3 million dollars, seconded by Leslie McCarthy. The motion passed unanimously.

c. Approval of the Authorizing Resolution for the FY18 Downstate Operating Assistance Grant

Diane Townsend stated that this is running late due to the state not getting it out on time. She stated that they have a 1<sup>st</sup> & 2<sup>nd</sup> quarter payment that is hinged upon this being fully executed. Diane stated that the grant amount is \$11,999,617.

Karen Hasara made a motion to approve the Authorizing Resolution for the FY18 Downstate Operating Assistance Grant for the amount of \$11,999,617. Leslie McCarthy seconded the motion. The motion passed unanimously.

d. 7 Bus Purchase Authorizing Resolution

Shoun Reese stated that it is really only for 5 buses. She said this is to allow SMTD to purchase 5 buses through the downstate operating assistance grant. She stated that the grant requires board approval of capital projects within 24 months. She mentioned that the board has previously provided an authorizing resolution for 10 buses but this is now to update for 5 buses.

Sandra Douglas made a motion to approve the 5 Bus Purchase Authorizing Resolution. Wynne Coplea seconded the motion. The motion passed unanimously.

e. Award of PO for 7 Buses

Shoun Reese stated that 5 buses would be purchased through the downstate operating assistance grant with reimbursement of 65% and a federal grant would allow SMTD to purchase an additional 2 buses. She said that this is why the purchase order needs to be 7. She also mentioned that New Flyer was able to adjust the order to increase June delivery to 17 buses. She said they are requesting board approval to issue a purchase order to New Flyer in the amount of \$3,115,338.19 with \$760,867.20 coming from local funds being committed.

Wynne Coplea made a motion to award a PO for 7 buses to New Flyer in the amount of \$3,115,338.19. Sandra Douglas seconded the motion. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion passed unanimously.

f. Approval of New Drug & Alcohol Policy

Brian Brewer stated that this item has been tabled.

## VI. PUBLIC COMMENTS

A passenger wanted to state that #13 bus broke down and one of the supervisors came by and took him downtown. He stated he greatly appreciated it. He also recommended doing a Christmas bus and decorate it and let people ride free. He also mentioned he had gone to Carrillon and they had school buses as overflow and maybe SMTD should think about doing that.

## VII. CLOSED MEETING

Sue Davsko then made a motion to close the open meeting and open a closed meeting at 5:03 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)).

Wynne Coplea seconded the motion, and it passed unanimously.

Open Meeting reopened at 5:10 PM.

## VIII. ADDITIONAL NEW BUSINESS

- a. Approval of Closed Meeting Minutes of the September 25, 2017 Close Meeting.

Leslie McCarthy moved to approve the Closed Meeting Minutes of the September 25, 2017 Closed Meeting. Seconded by Sandra Douglas. The motion passed unanimously.

- b. Personnel Matters

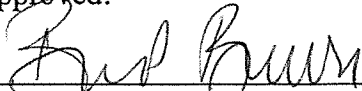
Karen Hasara made the motion to give Frank Squires a 2% increase in his salary. She stated that this would be as of September 1<sup>st</sup>, 2017. She also stated his current salary is \$109,756. Seconded by Leslie McCarthy. Brian Brewer asked for a roll call vote and Christie Davis did the roll call. The motion passed unanimously.

## IX. ADJOURNMENT

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

  
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Leslie McCarthy, Secretary

Approved:

  
\_\_\_\_\_  
Brian Brewer, Chairperson