

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 4:35 PM by Brian Brewer, Chairman.

I. ROLL CALL Present:

- | | |
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| Brian Brewer | Chairperson |
| Susan Davsko | Vice-Chairperson |
| Karen Hasara | Treasurer |
| Leslie McCarthy | Secretary |
| Jerry Doss | Trustee |
| Sandra Douglas | Trustee |
| Wynne Coplea | Trustee |
| Frank Squires | Managing Director |
| Ed Gower | Counsel |
| Angela Brooks | Superintendent of Transportation |
| 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 |

Absent:

- | | |
|----------------|---|
| Diane Townsend | AMD for Finance and Administration Earl |
| Earl Amos | Superintendent of Maintenance |
| Pete Roberts | ADA Advisory Committee |

II. APPROVAL OF MINUTES

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

III. DIRECTOR REPORTS

Frank Squires reported all was well. The budget situation at the state capital is being closely monitored and cash forecasting is being done every 5-7 days to stay ahead of cash flow issues. The variable is how/when the cash payments will be made. There will be some meetings with the Finance and the Administration board committees with more specifics and for assistance in developing a plan for the changing cash flow issues. Brian Brewer asked how the demolition project was going. All appears to be on schedule barring any weather or major equipment issues. 80% of the concrete is gone and there is sand on site to fill in the basements. Then the property will be leveled. It should be done

around the first of July. We are working on the process to abandon the alley which was between the buildings and also for a landscape variance, since the lot is not going to be the finish of the development. It doesn't make sense to put in landscaping that will need to be removed in order to complete the project.

Mr. Squires reported for Diane Townsend that she continues to closely monitor the cash disbursements. Karen Hasara asked for clarification regarding the standby time and was informed it was time spent by drivers who were basically waiting in the event that another driver is unable to work or if there is a need for a helper bus, or something similar.

IV. REPORTS

A. Approval of March Cash Disbursements and Financial Statement

There were no comments or questions.

Sandra Douglas made a motion to approve the March Cash Disbursements and Financial Statement, seconded by Sue Davsko. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Jerry Doss reported that the investment reports were looking good. He asked Brian Brewer about the difference in returns between different investments and if there was more risk involved in the higher performing accounts. Mr. Brewer told him the requirements for the District's funds have the same rules for all investments so the difference in yields was likely due to increasing interest rates. Frank Squires reported that Gina Balding and her team were working on the closing reports and they will be sent to the board once they are available.

Operations:

Melissa Ashford reported that staff training for the new driver trainers was going well and that dispatchers were currently working on updating their reasonable suspicion training as well as training for updated Ecolane software. She also reported she checked with Dan Harden for a maintenance update in Earl Amos' absence and is happy to report all is well in maintenance and that the air conditioning servicing is almost all complete. She also reported that Tony Schultz and Cory Melcher are now performing transmission servicing and that doing this in-house was saving approximately \$3000 per transmission.

Angie Brooks announced that Todd Anderson, mainline driver, was retiring this week after 24 years of service. Ms. Brooks said he was an exceptional driver who

will be missed. The board thanked him for his service and wished him well in his future endeavors. He was presented with a plaque.

Administration: Nothing to report.

C. Planning Commission Report: Jason Sass reported the public comment period for the Public Participation Plan was closing this week. There was one comment. It is being reviewed for consideration. Once that is complete, the finalized plan will be presented. Work continues on the TIP, gathering programs to be included.

D. Disabled Persons Advisory Committee Report

Frank Squires distributed the Disabled Persons Advisory Committee updated information that Pete Roberts had left for the board members. The committee will meet again in June.

V. OLD BUSINESS

a. SMTD OPEB Trust Investment Policy Update

Ed Gower reported that he reviewed the opinion he wrote concerning the fund. He double-checked just to be sure but his opinion remains the same: the District's OPEB Trust Fund is covered by the Illinois Public Funds Investment Act. Therefore, the provisions of the SMTD OPEB Trust Investment Policy should remain the same. There was another case which, at first, seemed like a precedent for the change, but after careful review Mr. Gower does not think that it justifies any change. Mr. Gower let the board know that the District would not be charged for the work done by his firm to update the policy. He recommended that no changes be made to the policy. The board agreed and no action was taken.

VI. NEW BUSINESS

a. Place FY18 Budget Ordinance on File

Frank Squires explained that, with the board's approval, the budget ordinance is placed on file each year at this time. It's placed on file, then it will be opened for public comments and a public meeting will be held on June 7, 2017, at 5:30 PM. The final budget will be approved in July. Sandra Douglas made a motion to place the FY18 Budget Ordinance on file. Sue Davsko seconded the motion and it passed unanimously.

b. Appoint Erin Appenzeller as DBE Liaison Officer

Frank Squires explained that Erin Appenzeller has been trained to take this

position and that he was looking for board approval. Wynne Coplea made a motion to appoint Erin Appenzeller as the District's DBE Liaison Officer. Sue Davsko seconded the motion and it passed unanimously.

c. Award of Exterior LED Lighting Project

Shoun Reese explained this project had four proposers. Anderson Electric was the lowest bidder. Karen Hasara made a motion to award the \$22,625 proposal for replacing the exterior LED lighting and adding a new LED light pole at the northwest corner of the property to Anderson Electric. Wynne Coplea seconded the motion and it was unanimously passed.

d. Award of Armored Car Services Contract

Ms. Reese explained that after a search for qualified providers, Erin Appenzeller was only able to find one vendor who could guarantee the deposit on the same day as the pick-up. The price for the current provider, Brinks, was \$5491.20 for a new three year contract. Karen Hasara asked what kind of an increase this was and Ms. Reese informed her that it was an approximate 3% increase. Sue Davsko made a motion to approve the three-year Brink's contract for \$5491.20. Leslie McCarthy seconded the motion and it was unanimously passed.

e. Third Party Claims Administration for Liability Claims Award

Ms. Reese explained that there had been one response to an RFP for a third party administrator for the District's self-insured liability claims, PMA Companies. The cost is comparable to what the District is currently paying, but the scope of work is such that the TPA will make less work for the District's AP and accounting staff. Wynne Coplea made a motion to award the TPA contract for liability claims to PMA as outlined. Sandra Douglas seconded the motion. The motion passed unanimously.

f. Legal Services Contract Renewal

Frank Squires explained that the District wanted to renew its legal services contract with Hinshaw & Culbertson because of their expertise in a number of on-going issues, like union contract negotiations and transportation issues in general. Ed Gower explained the last contract had a 2% increase per year and this one reflects 2½-3% due to the market rate for lawyers and inflation. Karen Hasara asked how this compares to rates for other clients. Mr. Gower explained that it is lower than the firm's rate for other clients because of the people at the District and the work the District does are both things Mr. Gower enjoys. Jerry Doss made a motion to renew the District's legal services agreement with Hinshaw &

Culbertson for three years with the option of two one-year renewals. Sue Davsko seconded the motion and it passed unanimously.

g. Curb Your Car Free Ride for Bike Riders

Jason Sass explained they were asking the board for approval to give free rides for riders on their bikes for the Curb Your Car Event. This seemed like a good compromise given the budget issues. In previous years the District offered one day of free rides for all passengers. Wynne Coplea made a motion to offer free rides to riders with a bicycle during the Curb Your Car Week, from May 15-20, 2017. Leslie McCarthy seconded the motion and it was unanimously passed.

VII. CLOSED MEETING

Sue Davsko made a motion to close the open meeting and open a closed meeting for the purpose of the review and approval of closed session minutes, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(21)); AND the review or discussion of claims, loss or risk management information, pursuant to Section 2 of the Open Meetings Act (5 ILCS 120/2(c)(12)). Wynne Coplea seconded the motion and the motion was unanimously passed. The open meeting was closed and at 5:31 PM the open meeting was reopened.

VIII. ADDITIONAL NEW BUSINESS

a. Approval of the January 23, 2017, Closed Meeting Minutes

Leslie McCarthy made a motion to approve the closed meeting minutes from the January 23, 2017, closed meeting. Wynne Coplea seconded the motion and it was passed unanimously.

b. Approval of Workers Compensation Claims

Sue Davsko made a motion to approve the settlement James Douglas' workers compensation claim for an amount not to exceed \$35,000, inclusive of any outstanding medicals. Leslie McCarthy seconded the motion and it was unanimously passed.

Wynne Coplea made a motion to approve an additional \$2000 for additional medicals, in addition to the \$30,000 previously approved by the board in order to close the Gladys Alexander workers compensation claim. Jerry Doss seconded

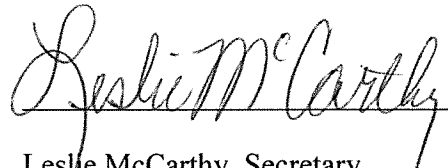
the motion and it passed unanimously.

IX. PUBLIC COMMENTS


This item was moved up on the agenda to allow Ronald Walker to comment prior to opening the closed session. Mr. Walker thanked Frank Squires, Tyler Orton and Melony Burnes for meeting with him to discuss the operational issues he has presented. He also let the board know that he was unable to post a photo to our website and that our social media did not have enough information concerning re-routes. He reminded everyone that not all riders make it to the transfer center to get this information so it is important social media alerts are used. He thinks dispatchers need this information sooner as well. It would save additional calls being needed when inquirers are told to call back to get the information on the day of the re-route. That does not give riders sufficient time to plan their routes. Mr. Walker was thanked for his comments.

X. ADJOURNMENT

Seeing no further business to come before the board, Jerry Doss made a motion to adjourn the meeting. Sue Davsko seconded the motion and the meeting was adjourned at approximately 5:34 PM.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson