

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 4:31 PM by Brian Brewer, Chairman.

**I. ROLL CALL** Present:

- |                 |                                         |
|-----------------|-----------------------------------------|
| 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                       |
| Diane Townsend  | AMD for Finance and Administration      |
| Ed Gower        | Earl                                    |
| Angela Brooks   | Counsel                                 |
| Melissa Ashford | Superintendent of Transportation        |
| Shoun Reese     | Superintendent of Access                |
| Ruth Bellm      | Grants & Procurements Manager           |
| Steve Schoeffel | HR Manager                              |
| Jason Sass      | Service Planning & Marketing Specialist |
| Pete Roberts    | Associate Planner, SSCRPC               |
|                 | ADA Advisory Committee                  |

Absent:

- |           |                               |
|-----------|-------------------------------|
| Earl Amos | Superintendent of Maintenance |
|-----------|-------------------------------|

**II. APPROVAL OF MINUTES**

There were no comments or questions. Sue Davsko made a motion to approve the minutes of the March 27, 2017 meeting, seconded by Wynne Coplea. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires, Managing Director, reported that the Bunn building is currently being demolished. By Thursday or Friday the actual demolition will be complete and then the debris will be hauled away. He also reported that he had attended the APTA conference in Washington, D.C. where he met with legislators. At the meeting APTA reported that the new administration is looking towards having less regulation and working to find ways to speed up governmental processes. They asked the membership to let them know if they were not seeing faster processes due to these changes. They also said that national projects will be a priority and that our 10<sup>th</sup> Street corridor project is considered a national

project. The government is encouraging public/private partnerships for projects, but APTA does not endorse this. They said the FTA is in transition due to the new administration. One item in the budget of concern to public transportation is the elimination of funding for TIGER grants. This is the preliminary proposal, so what the final outcome will be is unclear. These grants are a major source for funding District, city and county initiatives for large, competitive grants, so we will be watching as this issue develops. Mr. Gower added that these grants have been a source for funding the 10<sup>th</sup> Street rail initiative. Mr. Brewer asked if these grant funds had been zeroed out or if they were going to restart competition for these funds. As Mr. Squires understands it, the funds have been zeroed out for future projects.

Diane Townsend reported that she has been working on the state operating grant, which is completely new for FY18. She is impressed with the changes, but processes and procedures created over the last 15 years have to be revamped. She gave the board copies of the proposed budget included in the grant and let them know that due to new contract requirements the preliminary draft of the budget will be very close to the final budget placed on file in April and approved in June. The grant will be submitted Wednesday. Because of the new contract language, neutral budgets changes will need to be approved in advance by IDOT. If something changes the grant can be amended. IDOT recommends doing so in the third quarter. She will stay on top of new developments and notify the board of any needed changes.

#### **IV. REPORTS**

##### **A. Approval of February Cash Disbursements and Financial Statement**

There were no comments or questions.

Sandra Douglas made a motion to approve the February Cash Disbursements and Financial Statement, seconded by Leslie McCarthy. The motion passed unanimously.

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

**Finance:** Jerry Doss asked Diane Townsend to provide the update. She told the board that the reports did not include the second quarter payments from IDOT, which has been received, so the cash flow is looking good. Two C.D.s mature and will be redeemed. Also, she is working with Bank of Springfield to receive a different type of quarterly reports. Mr. Brewer said he appreciated the extra detail on the reports and the additional effort it takes to provide

##### **Operations:**

Angie Brooks reported she has been working on payroll reporting in order to stay on top of overtime and standby time usage. She is also keeping NTD data up-to-

date monthly. Diane said the effort by all parties involved is helping to show significant payroll savings in operations. Angie added that Todd Anderson, a mainline driver for 24 years, is retiring at the end of April. She hopes he will be able to attend the board meeting next month.

Melissa Ashford reported that she and Steve Schoeffel had attended a live emergency response exercise. She found it to be interesting and informative. She said the training program was being revitalized and the new trainers for mainline will be up and running very soon. She also let the board know that next week she will be attending a four day conference in Indiana on labor relations.

**Administration:** Nothing to report.

- C. Planning Commission Report:** Jason Sass reported SSCRPC is continuing to work on Curb Your Car Challenge Week which runs from May 14-20<sup>th</sup>. He also reported that they are taking before and after pictures of the demolition since they are right across the street. They are also helping with the new route development. Brian Brewer asked about Norm Sims' retirement. It had been postponed from the end of last year to the end of this year so he could stay and assist with the comprehensive planning process.

**D. Disabled Persons Advisory Committee Report**

Pete Roberts reported that the committee met on March 16<sup>th</sup> and discussed the committee composition. A committee member, Angela Willis, has resigned due to health issues and Kim Webster, who has been attending the meeting, has asked to serve on the committee. Since the District's board appoints the committee members, Mr. Roberts is asking for approval for the appointment to the committee. The board asked about Ms. Webster and Mr. Roberts let them know she is an active SMTD Access rider and is also on the board of directors of Springfield Center for Independent Living. Karen Hasara made a motion to accept Ms. Webster's appointment to the Disabled Persons Advisory Committee. Sue Davsko seconded the motion and it passed unanimously. Mr. Roberts let the board know the next meeting of the committee will be on June 9<sup>th</sup>.

**V. NEW BUSINESS**

- a. Resolution 1-2017 Authorizing the Adoption of the Second Amended and Restated OPEB Trust Agreement

This item was tabled.

- b. Resolution 2-2017 Authorizing the Adoption of the Amended SMTD OPEB Trust Investment Policy

This item was also tabled.

c. Annual Review of the Investment Policy

This policy has been reviewed by management, the board and counsel and no changes are being recommended at this time.

d. Preliminary FY18 Budget to be submitted in the Downstate Assistance Grant Application 3/31/17

Diane Townsend explained the report provided. Year-to-date expenditures were annualized for comparison to what is being projected for FY18. The state is now requiring that we submit a justification and request for a change for any line item that varies by more than 10%. A column has been added to a new report to highlight percentage changes of projections compared to the grant amount. Several capital projects have also been included in the FY18 state grant. Last year the purchase of security camera systems did not get processed through IDOT's capital bureau and has been included for FY18. FY18 operating grant also includes debt service project for five buses. It's hoped that two buses could be purchased the first quarter and then, depending on state funding, additional buses later to replace aging buses. We're running 1996 buses which contribute to higher maintenance expenses. The budget also contains a fare increase for January 1, 2018. At this point, all of this is subject to board approval. Jerry Doss asked about the projected fare increase. The regular fares would increase from \$1.25 to \$1.50. The planning expense line is higher because the planning commission is assisting with the IT project. This is being covered by additional federal operating funds. Wynne Coplea asked about the radios. Ms. Townsend let her know we had included the replacement of radios in the Transportation Improvement Plan (TIP) with federal funds but placed the project on hold. Mr. Brewer asked about the hardship imposed by the new state procedures, but Ms. Townsend assured him that a process is in place to closely monitor expenses and projections monthly.

e. Procurement Manual Term Limit Policy Modification

Shoun Reese explained that this is just one portion of the procurement manual. The full manual will be reviewed for the June 2018 board meeting. This change has to do with the standard three year contract with two one-year options. For some contracts, like Ecolane, it makes no sense to review these since the contract involves our software renewal. As long as we have the software, we need the renewal, so there is no reason to go through the process of reviewing it. This change will allow us to streamline processes where possible. The current contract states that contracts cannot exceed three years, with two one-year extensions, in accordance with the FTA limits. In 2002, however the FTA changed the

regulations to allow entities to set their own contract limits, so the board has the authority to make this change. Ms. Reese's recommendation is to change the language to have current term limits of a maximum of five years, the structure of which shall be approved by the board of trustees. This change would allow different structure for different types of contracts. The board can set the term. Ms. Reese is also asking for a review of service contracts that are not in need of any type of change at this time. These include: Actuarial services for self-insured liability, actuarial services for OPEB liability, trust fund investment management services, ITS hardware and software, and offsite data storage. Sue Davsko made a motion to approve the changes to the contract term limits in the procurement manual. Leslie McCarthy seconded the motion and it was unanimously passed.

f. 2018 Planning Commission Agreement

Ms. Reese explained that the District has an annual agreement with the Springfield-Sangamon County Regional Planning Commission (SSCRPC) provides the District with Metropolitan Planning Organization (MPO) services as required by the Federal Transit Administration and the Federal Highway Administration. The agreement runs from July 1, 2017 to June 30, 2018 and it is for \$99,583. The District's portion of that for the local funds for the federal grant is \$19,917. Ed Gower pointed out they have provided the District with a breakout of the services that are provided solely for transit purposes. Jerry Doss made a motion to approve SSCRPC agreement for \$19,917. Sue Davsko seconded the motion and it was unanimously passed.

g. 2018 Planning Commission Agreement for Materials and Support/ITS Assistance

Ms. Reese explained this part of the agreement is for the assistance the SSCRPC provides for helping with the routes, the maps and any materials operations needs to be able to provide this information to the public. The second part is for the assistance that they will be providing when we roll out our CAD/AVL initiative to ensure all information is accurate. It is an 18 month project. The total agreement is \$83,285; of that, \$58,285 of that is for the CAD/AVL project. Sandra Douglas made a motion to approve the \$83,285 agreement with the SSCRPC. Sue Davsko seconded the motion and a roll call vote was held. The motion passed unanimously.

h. Board of Trustees Elections

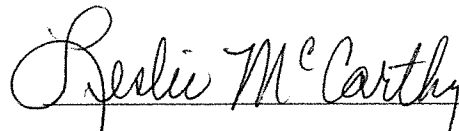
The board conducted a written ballot election of officers and the existing officers were reelected for their current positions. Brian Brewer, Chairperson, Sue Davsko as Vice-Chairperson, Leslie McCarthy as Secretary and Karen Hasara as Treasurer. Wynne Coplea made a motion to select the slate of officers as voted. Sue Davsko seconded the motion and it was unanimously passed.

## VI. PUBLIC COMMENT

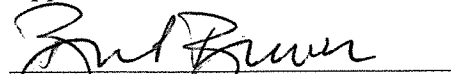
Ronald Walker introduced himself and said he was back to discuss some more issues he was having with bus service. He thanked the board for their past assistance but let them know he thought there were still issues. Frank Squires told him he would like to set up a time to meet with him during the day when we could have the service planner and our IT Specialist address his concerns. He said he would be happy to do that but would like to outline his complaints at this time. He thinks the routes need more time points. He is concerned with the inaccessibility of the Social Security office. He witnessed a passenger in a chair almost fall over when de-boarding. He felt the driveway would have been a safer place. Melissa Ashford asked when this occurred and he did not recall the date. She let him know if he could call when something like that happened it could be quickly investigated and corrected, as needed. He asked about the projected fare increase and was told it was \$0.25 for a regular fare. He said there were still several issues with the night service. He had suggestions for moving routes from 11<sup>th</sup> to 5<sup>th</sup> & 6<sup>th</sup> to give broader coverage. Mr. Squires let him know that could be discussed at their meeting. He also wanted to know why the area at Capital Street was not used for the night service transfer area. He was told that if we could, we would use the Washington Street area for transfers during the day because of the problems associated with Capital Street. Mr. Walker thinks Capital Street is more centralized. He was informed that there were several drawbacks, including lighting, traffic and complaints from people in the area. He contends that no one is there at night so there wouldn't be complaints, but the board members assured him that the Capital Street transfer area was problematic. Mr. Walker was thanked for his input and asked to stay after the meeting adjourned to set up a time to meet with Mr. Squires and other District staff.

## VII. ADJOURNMENT

See no further business to come before the board, Jerry Doss made a motion to adjourn the meeting. Sandra Douglas seconded the motion, and the meeting was adjourned at approximately 5:20 PM.

  
Leslie McCarthy, Secretary

Approved:

  
Brian Brewer, Chairperson