

**Springfield Mass Transit District**

The Board of Trustees of the Springfield Mass Transit District met in a regular session in the office of the Springfield Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:31 PM by Sue Davsko, Vice-Chairperson.

**I. Roll Call**

Present:

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 of Finance & Administration
Angela Brooks	Superintendent of Transportation
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Steve Schoeffel	Service Planning & Marketing Specialist
Ed Gower	Counsel
Linda Wheeland	Senior Planner, SSCRPC
Jason Sass	SSCRPC

Absent:

Brian Brewer	Chairperson
Earl Amos	Superintendent of Maintenance
Ruth Bellm	HR Manager

**II. Approval of Minutes**

There being no further comments or questions, Jerry Doss made a motion to approve the minutes of the June 22, 2015 Regular Meeting, seconded by Wynne Coplea. The motion unanimously passed.

**III. Managing Director's Report**

Frank Squires announced Elisa Fox would be leaving SMTD following this meeting to accept another position.

Diane Townsend, Director of Finance & Administration, spoke about preparing for end-of-the-year audit, working on IDOT grants and preparing for the new fiscal year.

#### IV. Reports

##### A. Approval of June Financial Statements & Cash Disbursements

There being no further comments or questions, Sandra Douglas made a motion to approve the June Financial Statements & Cash Disbursements, seconded by Jerry Doss. The motion unanimously carried.

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

**Finance:** Three CDs matured at INB and were redeemed and rolled into the Illinois Funds account. Also, there was a transfer from Illinois Funds account into our Bank of Springfield (BoS) Trust Fund in the amount of \$ 2.791 million for the other post employment benefits which we are in the process of investing. BoS investment advisors call before making the trade and Diane is logging those and reconciling those to the trade confirmations as they come in. There are about six more transactions and all of the money will be invested. The investment advisors will be at the September board meeting to go over those investments.

**Operations:** Frank Squires reported in Earl Amos' absence that the CNG station is ready to go. They will fire up the auxiliary generator on August 30<sup>th</sup>. Once that is done, there will be a final check over, and we will sign off on that. The fire marshal has check the whole facility, and we are good to go for the next two years as far as the fire marshal and fire code is concerned. Frank had nothing else to report other than some of the mechanics and technicians have been to Bloomington to get certified on air conditioning last week. Four or five are now certified for air conditioning.

Angela Brooks stated that we are working on the fall run bid and looking at the new routes and changes that we implemented July 1<sup>st</sup>. Steve has been looking at route 8, a low-ridership route, and has come up with a way to motivate people to ride the bus, trying to expand the route to travel on North Street. Looking forward to how the routes around the State Fair do now that we are relying on our regular routes. Hoping to get lots of riders.

Melissa Ashford stated we have FY15 report included in packets, and were close to 5,000 trips up from last year. On time performance averaged 98%. Out of 74,230 trips, only 1,342 of those were late. We work hard to stay on time. Frank Squires pointed out that that includes bad weather delays as well. Staff is doing a great job. Two new drivers started a couple of weeks ago. Shoun Reese stated that we will have a kickoff meeting for A&E for the property at 1110 S. 9<sup>th</sup> Street that we acquired two years ago, so we will begin designing what the parking lot to the south of us will look like.

**Administration:** There was no administration report.

##### C. Planning Commission Report: Linda Wheeland reported that the 2016-2019 Transportation Improvement Program will go out for public review next week,

including all federally funded transportation projects in the area. So all capital and SMTD projects will be included. Once staff technical committee approves that draft, then they will put it out for public review for thirty days and hopefully finally approved in September. Jason Sass reported that with all of the July 1<sup>st</sup> changes, they have been working on the new maps as well as supplemental route maps and brochures. There are new boundaries for Paratransit due to route changes. Also working on new analyses for Steve on bus stop optimization program and on support for changes to Route 8.

## V. Unfinished Business

- A. Legislative Update:** Laura Calderon, Executive Director of IPTA, introduced herself and reported that there is no budget deal yet for Illinois. IDOT has agreed to move forward sending out operating contracts. The contracts should be sent out this week. They will do partial execution so they will be executed by SMTD, sent back to IDOT and processed up to the point of sending them to the Comptroller for obligation. They will not be sent to the Comptroller for obligation until there is a new budget in place, but the good news is that they'll at least move those through the process so that once there is a signed budget, they can obligate them fairly quickly and start processing vouchers for payment. Has been working hard to fight the governor's proposed reduction in transit funding so those contracts will include the 10% annual increase in appropriations and will include the 65% reimbursement rate that is currently statutory. On capital projects, funding will likely be delayed, however those projects that have already begun will not be delayed. A list should come this week. Not sure whether that list will include SMTD bus procurement. Governor has said \$242 million worth of cash available to fund projects out of the transportation series B bond funds, which funds airport, rail, transit – really everything besides highway projects. There are \$1.1 billion in projects approved. Governor does not intend to sell any more bonds until a budget is signed. There will be a transfer made into the downstate transit improvement fund so we're not competing with rail and air for that \$242 million in funds. On the federal side, the Highway Trust Fund Authorization expires at the end of the week. US Senate has been debating a six-year reauthorization with two years of funding, and transit fares well in that proposal through an amendment to the original proposal. The US House is not considering that reauthorization, and have passed a five-month extension earlier this month. Both chambers are looking at some action taken to avoid shutdown of the transportation budget. Back on state issues, she indicated the situation at the Capitol is as bad as she's ever seen. It is difficult to say what will happen. There is a continuing appropriation in statute, and she will consider forcing IDOT's hand to pay reimbursement accordingly if progress isn't made soon.

- B. Commercial Insurance Overview:** Travelers Insurance has indicated that SMTD is best in class when it comes to managing itself. This year has been a flat rate, adjusting for inflation on rebuilds for the building. Overview is in packets. Travelers has been in with loss-control engineers to validate what is being done here. Travelers general liability policy is first \$1 million on buses on the road, and \$4 million limit from Travelers and a \$9 million umbrella from Scottsdale. They are constantly reviewing what is available to keep the best policies in place for the best value for the organization. There is a focus on managing cost on workers compensation this year. They want to manage cost, get injured party back to work soon, and efficiently manage the claims. Property overview had a value of about \$20 million, the buses on premise are about \$25 million, and would apply in the case of a tornado or similar event. Public officials coverage is \$1 million, protecting against claims through termination, Title VI, etc. Jerry Doss asked about decreases and increases in changes and were changes in premiums proportional. Mr. Kavanagh answered 'yes', and gave two examples and offered more numbers if needed. Ed Gower asked a question regarding excess liability coverage and public officials coverage, which was clarified by Mr. Kavanagh.
- C. Adopt FY16 Tax Levy Ordinance #1-16:** Diane Townsend asked the board for a motion to adopt which would include a .8% increase which is based on the consumer price index...Jerry Doss moved to adopt the FY16 Tax Levy Ordinance #1-16, seconded by Leslie McCarthy. The motion was approved unanimously.

## VI. New Business

- A. 2015-2016 Bus Stop Optimization Plan:** Steve Schoeffel stated the plan includes updating our system to industry standards. Stops have accumulated to where they slow down our routes. Public Comment will be taken along routes as the program progresses. He indicated we are not losing coverage, but we are making stops more efficient. There will be a new process for adding or removing bus stop signs in the future. We are working to remove some stops before the State Fair to avoid our buses getting hung up stopping at every block. The plan is to consolidate all stops across the system before upgrading the actual signs themselves systemwide. Wynne Coplea made a motion to approve the 2015-2016 Bus Stop Optimization Plan, seconded by Sandra Douglas. The motion passed unanimously.

Wynne Coplea made a motion to close the open meeting at 5:06pm and to open a closed meeting at 5:07pm for the purpose of discussing (1) The purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired, pursuant to (5 ILCS 120/2(c)(5)); and (2) Personnel matters involving collective negotiating matters

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between SMTD and its employees or representatives pursuant to the Open Meetings Act (5 ILCS 120/2(c)(2)). Seconded by Sandra Douglas. Passed unanimously by roll call vote.

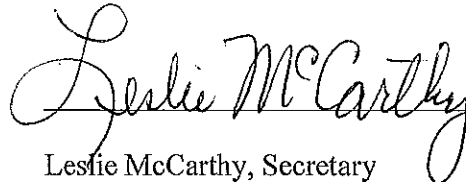
**B. Real Estate Acquisition:** After the open meeting was reopened at 5:26pm, Wynne Coplea made a motion to purchase the property at 100 E. Washington Street, Springfield, IL for \$470,000 for the property and up to \$5,000 in closing costs. In addition, the District agrees to lease the property for a period of not more than 12 months to Planned Parenthood for \$1 per month. Sandra Douglas seconded the motion and a roll call vote was held. The motion passed unanimously.


**C. Personnel:** No action was taken.

**VII. Public Comments:** No one wished to make public comment.

**VIII. Adjournment**

There being no further comments or questions, Sue Davsko made a motion to adjourn the meeting seconded by Sandra Douglas. The meeting was adjourned at 5:26 PM.

  
Leslie McCarthy, Secretary

Approved:   
Brian Brewer, Chairperson