

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. Once a quorum was present, the Meeting was called to order at 4:41 PM by Susan Davsko, Vice-Chairperson.

**I. ROLL CALL** Present:

Susan Davsko	Vice-Chairperson
Leslie McCarthy	Secretary
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Diane Townsend	AMD for Finance and Administration
Ed Gower	Counsel
Angela Brooks	Superintendent of Transportation
Melissa Ashford	Superintendent of Access
Shoun Reese	Grants & Procurements Manager
Ruth Bellm	HR Manager
Jason Sass	Associate Planner, SSCRPC

Absent:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Jerry Doss	Trustee
Earl Amos	Superintendent of Maintenance
Steve Schoeffel	Service Planning & Marketing Specialist
Pete Roberts	ADA Advisory Committee

**II. APPROVAL OF MINUTES**

There were no comments or questions. Sandra Douglas made a motion to approve the minutes of the April 24, 2017 meeting, seconded by Wynne Coplea. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires reported Angie Brooks would be retiring effective the end of the month. He thanked her for her 36 years of service. Mr. Squires also reported that Earl Amos is retiring as well. He invited the Board to the farewell receptions arranged for next week. He let the Board know that the multimodal project was moving along as scheduled and it was being leveled and then graveled. There would be more to report later in the meeting.

**IV. REPORTS**

**A. Approval of April Cash Disbursements and Financial Statement**

There were no comments or questions. Wynne Coplea made a motion to approve the April Cash Disbursements and Financial Statement, seconded by Leslie McCarthy. The motion passed unanimously.

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

**Finance:** Diane Townsend reported that she and Mr. Squires are in the process of setting up a meeting with the Finance Committee sometime before the next board meeting.

**Operations:**

Angie Brooks reported that all is well with the transportation department. Sandra Douglas let her know the department has been in good hands all these years. The summer run bid was in progress and it will be starting on June 5, 2017.

Melissa Ashford showed the board the new patches for the uniforms. She commended Melony Burnes and Calvin Shannon for their hard work with driver training and safety. With their help, the District has improved accident monitoring and has shown a decrease in accidents.

Frank Squires provided the update for maintenance. He reported all A/C and seasonal planned maintenance has been completed and all regular repairs are up-to-date. The Regional Maintenance Center is going well and might pick up due to the state's budget concerns. Agencies will be keeping equipment longer so there will be a need for additional maintenance.

**Administration:** Leslie McCarthy reported that the Administration Committee had met and there would be a report later in the closed session.

**C. Planning Commission Report:** Jason Sass reported that the Curb-Your-Car event statistics were still coming in and that he would report on that when the information became available. The ITS project is continuing and the TIP planning for 2018-2021 is underway.

**D. Disabled Persons Advisory Committee Report**

There was no Disabled Persons Advisory Committee report.

**V. NEW BUSINESS**

a. Commercial Insurance Renewal

Tom Kavanagh from Nicoud was introduced to provide an update on the District's commercial insurance. Mr. Kavanagh explained that the District's attention to safety helps to keep these costs in line. He explained that each year he reviews and evaluates property limits and replacement values to ensure the District is properly covered. In addition, exposures from loss control surveys, industry trends and a Market Review are completed. Mr. Kavanagh explained various insurances and coverages the District holds and explained that costs are down as a reflection of the comparison to industry standards for loss. The District's NCCI rate modifier of .92 places it in the top 15%. After July 1, the next year can be calculated, and it is likely the District will receive credits. Cyber liability issues continue to be in the news and the District is covered in the event of a breach. Mr. Kavanagh explained in July, we would be inviting the Travelers staff in to discuss loss runs and safety. Frank Squires explained that Lisa Zilm from Travelers has toured the facility and gave the District high marks for its attention to safety. Homeland Security also toured the property and gave input for the District's safety and security. The District can also expect a 2% reduction in its workers compensation premiums.

b. Upcoming Retirements

Frank Squires announced that Angie Brooks and Earl Amos would be retiring next week after over 36 and 37 years of service, respectively. The Board was invited to the receptions being held in their honor.

c. Travel Expense Authorizing Resolution

Frank Squires explained the state had passed a new law regulating travel expenses for government employees. This authorization brings the District's policy in line with the new law. Sandra Douglas made a motion to approve the Authorizing Resolution for Travel Expenses. Leslie McCarthy seconded the motion. The motion passed unanimously.

d. Low-No Emissions Grant Authorizing Resolution

Shoun Reese explained she was requesting authorization for a federal grant under the Low-No grant provisions to purchase five CNG-fueled buses. The federal portion of the grant is for \$1,831,645; the local match is \$610,550, for a total of \$2,442,195. Wynne Coplea made a motion to approve the Authorizing Grant for the five new buses. Sandra Douglas seconded the motion. A roll call vote was held and the motion passed unanimously.

e. 2018-2021 TIP – Information only

Shoun Reese explained the Transportation Improvement Plan (TIP) must be developed annually and it is time for the 2017-2021 plan. The TIP for 2017 is already in place; it is 2018 and that Ms. Reese would like the Board to note. She explained the IT project is continuing and the hopes are that this can be completed in the next 18 months. It will revolutionize how the passengers will be able to track the buses. It will also help reduce paperwork and streamline the dispatch process. National Transit Database (NTD) information will be captured for ease in reporting the required information. The work for the off-street transfer center is also included for 2018.

f. CVP Authorizing Resolution for SMTD

Shoun Reese explained this is a resolution for submitting a grant for a Consolidated Vehicle Purchase (CVP) program. The grant requests funding for two vans and four medium-duty paratransit buses. With the purchase of these buses, all the vehicles in the Access fleet would be at or below their useful life using the State of Good Repair standards. No local funds are needed for this grant; there are federal and state matches. Wynne Coplea made a motion to approve the Authorizing Resolution for the CVP program. Sandra Douglas seconded the motion. a roll call vote was held and the motion passed unanimously.

g. CVP Authorizing Resolution for SMART

Shoun Reese explained this was the same type of grant as the previous one. It is for the Sangamon/Menard Area Regional Transit (SMART) program for one vehicle. Even though the SMART program is not up and running, the District supplies the vehicles for the urbanized area and this vehicle will be used for that. Sandra Douglas made a motion to approve the Authorizing Resolution for the CVP grant. Wynne Coplea seconded the motion. A roll call vote was held and the motion passed unanimously.

**VI. CLOSED MEETING**

Wynne Coplea 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)); to discuss the collective negotiating matters pursuant to Section 2 of the Open Meetings Act (5 ILCS 120/2(c)(2)); AND to discuss personnel matters, pursuant to Section 2 of the Open Meetings Act (5 ILCS 120/2(c)(1)). Sandra Douglas seconded the motion and the motion was unanimously passed. The open meeting was closed

and at 5:07 PM the closed meeting was opened. At 5:21 PM the open meeting was reopened.

## VII. ADDITIONAL NEW BUSINESS

- a. Approval of the April 27, 2017, Closed Meeting Minutes

Leslie McCarthy made a motion to approve the closed meeting minutes from the April 27, 2017, closed meeting. Sandra Douglas seconded the motion and it passed unanimously.

- b. Approval of the SMTD/ATU Local #1249 Collective Bargaining Agreement

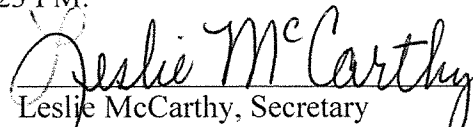
Wynne Coplea made a motion to approve the collective bargaining agreement between SMTD/ATU Local #1249, effective July 1, 2017. Leslie McCarthy seconded the motion. A roll call vote was held and the motion was passed unanimously.

## VIII. PUBLIC COMMENTS

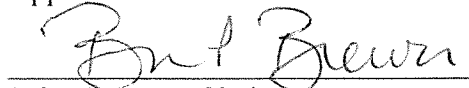
During the meeting, this segment was moved to an earlier slot in the meeting. Ronald Walker provided written comments to the Board to facilitate communication. He let the Board know that overall he was happy with the bus service, but more work is needed when there is re-routing done. This continues to be a big problem for him. He also let the Board know he thinks it's a shame that he is unable to directly post to the Facebook page. He thinks it is censorship and that the District should allow both good and bad comments to be made. He would like to put positive comments on the website to promote transit. He is still having issues with some drivers. He likes the buses that have the announcements, but they are difficult to understand.

## IX. ADJOURNMENT

Seeing no further business to come before the board, Sandra Douglas made a motion to adjourn the meeting. Wynne Coplea seconded the motion and the meeting was adjourned at approximately 5:23 PM.

  
Leslie McCarthy, Secretary

Approved:

  
Brian Brewer, Chairperson