

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 4:30 PM by Brian Brewer, Chairperson.

**I. ROLL CALL** Present:

- |                 |   |
|-----------------|---|
| Brian Brewer    | Chairperson                             |
| Susan Davsko    | Vice-Chairperson                        |
| Leslie McCarthy | Secretary                               |
| Karen Hasara    | Treasurer                               |
| Jerry Doss      | Trustee                                 |
| Wynne Coplea    | Trustee                                 |
| Sandra Douglas  | Trustee                                 |
| Frank Squires   | Managing Director                       |
| Diane Townsend  | AMD for Finance and Administration      |
| Melissa Ashford | Superintendent of Transportation        |
| Aaron Beck      | Superintendent of Maintenance           |
| Shoun Reese     | Grants & Procurements Manager           |
| Ed Gower        | Counsel                                 |
| Steve Schoeffel | Service Planning & Marketing Specialist |
| Jason Sass      | Associate Planner, SSCRPC               |

Absent:

- |              |                        |
|--------------|------------------------|
| Pete Roberts | ADA Advisory Committee |
|--------------|------------------------|

**II. APPROVAL OF MINUTES**

There were no comments or questions. Karen Hasara made a motion to approve the minutes of the August 28, 2017 meeting; it was seconded by Leslie McCarthy. The motion unanimously passed.

**III. DIRECTOR REPORTS**

Frank Squires reported that Christie Davis is our new H.R. officer, replacing Ruth Belm. She will take over for Steve when he leaves to do the Ward Meetings the mayor is holding around town. Shoun Reese is now on the IPTA Board of Trustees. She will be the first SMTD representative on the board since Linda Tisdale. Ridership is down again for the month. We will put together some tools to attempt to stem the drop. We feel the economy and gas prices are the most likely cause. Some regular riders are disappearing, according to road supervisors and operators. The construction project on the building down the street is ongoing for parking and storage. The project is a little ahead of schedule.

Brian Brewer asked Christie Davis if she had any comments to make. She commented she had been in state government since 1997. She is excited and getting used to things at SMTD. The chairman welcomed her. He also commented that the SMTD employees at the IPTA conference did a great job. He also thanked the members of the board that attended. Shoun commented that it was one of the highest-attended conferences.

Diane Townsend commented that the group did do a great job. She commented on Steve's monthly Planning Team meeting. We have not received the FY18 State Operating Grant contract yet, and may need to call a special Board meeting if the contract is received in the next two weeks. The 1<sup>st</sup> and 2<sup>nd</sup> quarter pay requests have been submitted but won't be processed until the contract is fully executed.

We were not awarded buses on the competitive Low/No emission grant that was submitted in June. She asked Shoun to address bus grants further. Shoun commented that we did not receive the award for the low-no-emissions grant application for five new buses. All of the awardees are doing hybrid or hydrogen-cell fueled buses. They are NO emission, rather than low-emission, and we will alter our strategy in order to attempt to better qualify for those grants by applying for cleaner-fueled buses. We committed local funds to match that application, so those funds will be moved elsewhere – likely for bus replacement.

Brian Brewer asked if this affects the 10-bus order. Shoun replied it does not affect that order. Those are already ordered. There was discussion on how long buses will run and other issues that need to be addressed before moving to a new fuel. The awardees were entirely electric or hydrogen cell buses – not hybrids. Frank comment that the emissions footprint is the focus. When you utilize electric, some factors that raise questions are plugging in electric vehicles causes use of fuel from the power plant providing the electricity. Quick charge... Shoun commented that electric buses also require infrastructure in multiple places to provide charging stations. The hydrogen fuel is water, according to Carl (Ch/Urb MTD). That's probably the future. We'll be exploring options to rework the plan to get old buses replaced.

The Actuarial Valuation for the Retiree Health Insurance Program has been updated. I would like to meet with the Finance Committee next month and will provide the Actuary's report along with an update at the October Board meeting. The good news is that the Actuarial Liability went down and the plan is 46.6% funded, up from 35.8% last year.

#### IV. REPORTS

##### A. Approval of July & August Financial Statements and August Cash Disbursements

There were no comments or questions. Jerry Doss made a motion to approve the July and August Financial Statements and August Cash Disbursements, seconded by Sue Davsko. The motion passed unanimously.

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

**Finance:** We did recently close money markets. Moved to higher earning Illinois funds. We are caught up on our IDOT Payments. Received 4<sup>th</sup> quarter in August and 5<sup>th</sup> in September. We will consider a line of credit with INB for buses from DTIF funds. Since our cash balance is good, the timing is good for us to increase our line of credit to have available for buses while we wait for IDOT.

Jerry Doss asked about an upcoming financial meeting. Diane answered she would go to him.

##### **Operations:**

Aaron Beck said everything is going well. He is working with IDOT out of Chicago on paratransit vans deemed not usable by other companies. He had one towed in last week, a 2016, that has parts we can use. Total cost of \$600 to transport it here. Parts worth thousands of dollars are being used.

Melissa Ashford said state fair information is. Steve spoke about the 2017 State Fair weekday ridership. Route 1 estimated fair ridership, which picks up and drops off at 5<sup>th</sup> and Sangamon and 8<sup>th</sup> & Sangamon near Gate 11 was down from 2016 from 131 to 78 passengers. Route 2 showed an increase from 2016 from 741 estimated fair passengers to 1,038 in 2017. These are passengers that appear to be in addition to regular ridership, prompted by advertising to ride our regular routes to the fair. We estimate we moved 1,100 passengers from the downtown area to the fairgrounds and/or back this year. These numbers do not include the night helper due to the way that was tracked. We will try to put that together for the next meeting.

Melissa spoke about how Access and mainline compare. She has seen some fluctuation that appears to be disabled moving back and forth between service. Routes 13, 14, 15 and 905 tend to rely on student ridership. International students not returning to school account for major decreases due to national decision. We are tracking vehicle damage and incidents a year ago. Documents are in members

packets. We had \$67,000 worth of damage to mainline vehicles. She commended Melony on training. That number has been reduced by almost half this year to \$36,000. Access had similar results. She said Calvin does a good job training the Access drivers. Access went from \$16,500 to \$12,000. Diane commented that much of the damage is caused by other drivers – not our drivers. She repeated that Melony is doing a great job with training operators.

Frank mentioned that Jean Jumper (Jax) complimented Aaron's shop on the work the shop does on their vehicles, particularly Tony Schultz. They get many more usable miles out of their buses after they are worked on here.

**Administration:** Karen Hasara welcomed Christie Davis.

**C. Planning Commission Report:** Jason Sass reported the public comment period for the 2018-21 TIP is coming to a close. One question involved the southwest transfer point in the planning for the new routes. That will go before the STATS policy committee in October and he expects will be approved.

**D. Disabled Persons Advisory Committee Report:** No report.

## V. NEW BUSINESS

a. Approval of IMRF Authorized Agent

Diane Townsend explained the change is from her to Christie Davis be the new IMRF Authorized Agent. She requested board approval of the change.

Wynne Coplea made a motion to approve Christie Davis as IMRF Authorized Agent. Leslie McCarthy seconded the motion. The motion passed unanimously.

b. Approval of Parking Lot Lease

Chairman Brewer asked if there was an actual lease. Ed Gower explained we do not have a signed lease in hand. He said we are still negotiating the terms. Frank explained the Wyndham Hotel is having construction done on their parking garage, and they requested letting them use our new transfer center property for approximately 30 days. He said the FTA approved the use of the lot. The cost was estimated by utilizing a downtown parking study calculating a cost per space. That number is \$6/spot/day. The lessee asked to lower that price to make it a more practical amount. Negotiations have lowered the cost by about \$1/spot/day

to approximately a \$ 35,000 total. The hotel has their own people on site regulating access to the lot. The construction progress could cause that timeline to change. The hotel was in a desperate situation to get the garage emptied in order for the construction to take place. Frank added that he will request counsel approval on the final lease.

Ed recommended authorizing the managing director entering into a lease to authorize the Wyndam Hotel to use the parking lot for an amount of approximately \$35,000.

Sue Davsko made a motion to authorize the managing director to enter into a lease to authorize the Wyndam Hotel to use the parking lot for an amount of approximately \$35,000. Sandra Douglas seconded the motion. The motion passed unanimously.

Brian Brewer asked if our insurance coverage was modified and if we have any coverage of vehicles there now. Frank mentioned there is a provision in the agreement and a mandatory insurance requirement.

Wynne commended the procurement status report.

## **VI. PUBLIC COMMENTS**

Ron Walker commented that Kerry the road supervisor helped him get to a bus stop due to an accident. Also, thanked Steve for working on the detours being made available to the public. He mentioned he met with Sen. (Manar), and the senator mentioned downstate transit agencies do a poor job knowing or asking for what they need from the state. He is attending the Ward 5 meeting to talk about the city and transit.

## **VII. CLOSED MEETING**

Wynne Coplea then made a motion to close the open meeting and open a closed meeting at 5:08 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)).

Leslie McCarthy seconded the motion, and it passed unanimously.

Open Meeting reopened at 5:25 PM.

**VIII. ADDITIONAL NEW BUSINESS**

- a. Approval of Closed Meeting Minutes of the August 28, 2017 Close Meeting.


Leslie McCarthy moved to approve the Closed Meeting Minutes of the August 28, 2017 Closed Meeting. Seconded by Sandra Douglas. The motion passed unanimously.

- b. Personnel Matters

No action taken.

**IX. ADJOURNMENT**

Seeing no further business to come before the Board, Jerry Doss made a motion to adjourn the meeting. Wynne Coplea seconded the motion and the meeting was adjourned at 5:30 PM.

  
Leslie McCarthy, Secretary

Approved:

  
Brian Brewer, Chairperson