

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 4:33 P.M. by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Sandra Douglas	Trustee
Jerry Doss	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Steve Schoeffel	Deputy Managing Director
Diane Townsend	Director of Finance and Administration
Shoun Reese	Grants & Procurements Manager
Aaron Beck	Superintendent of Maintenance
McKenzie Crowe	Human Resources Officer
Brenda Minder	Staff Accountant
Rusty Reed	Legal Counsel
Jason Sass	Associate Planner, SSCRPC
Pete Roberts	ADA Advisory Committee

Absent:

Melissa Ashford	Director of Operations
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II. APPROVAL OF MINUTES

Brian Brewer asked if there were any questions or comments regarding the minutes of January 28, 2019. There were no comments or questions. Sue Davsko made a motion to approve the minutes of the January 28, 2019 meeting, seconded by Sandra Douglas. The motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires, Managing Director, stated that things were running well with the new service. At the March 2019 board meeting the Board of Trustees will have their bi-annual Board of Trustees election.

Diane Townsend, Director of Finance and Administration, stated that she would be covering her material later in the agenda.

Melissa Ashford, Director of Operations, was absent.

Steve Schoeffel, Deputy Managing Director, provided an operational report in Melissa's absence. SMTD has new technology that generates ridership reports; as a result, the reports are in transition as staff familiarizes themselves with all the functionality of the

technology. Ridership was down 8 percent compared to January of 2018. We believe the weather could have impacted that this year. For the most part, ridership was stable.

IV. REPORTS

a. Board Committee Reports: Finance-Operations-Administration

Finance: Brian asked if there were any questions or comments about the January financial statements and cash disbursements. Jerry Doss made a motion to approve the January financial statements and cash disbursements. The motion was seconded by Sandra Douglas. The motion was passed unanimously.

Diane stated that meetings were held with the Finance Committee where overviews of the sources of funding, budgeting practices and grant requirements were provided. She provided Trustee Coplea information on the upcoming RTAC meeting where IDOT will provide updates on funding and requirements that is scheduled for March 12, 2019 at 9:30AM. She asked the Trustees to let her know if they were interested in attending. She asked if multiple board members attended, if that would violate the Open Meetings Act. Rusty Reed, Legal Counsel, confirmed that attendance by the Board members would not violate the Open Meetings Act as long as SMTD business was not discussed. Diane passed out revenue reports for 2018.

Operations: Aaron Beck, Superintendent of Maintenance, reported that they have been working on route signs in maintenance. Also, they are hiring another building and grounds person to help maintain the added properties.

Steve added that some routes have changed and a helper bus was added to help routes make time along with an earlier time change. He stated that passes are being sold in Chatham and Sherman. He also indicated that mulch is being added to help with the mud issue at Junction Circle. Aaron added that this would start tomorrow.

Administration: No report was given from the Administration committee.

b. **Planning Commission Report:** Jason Sass, SSCRPC Associate Planner, stated that they are working on planning for the Curb Your Car event which SMTD is a partner. An action item will be brought before the board at the March 25th board meeting. Trustee Hasara asked when Curb Your Car is this year. Jason informed the group that it will take place on May 12, 2019.

c. **Disabled Persons Advisory Committee Report:** Pete Roberts, ADA Advisory Committee Chair, reported that they were fielding concerns with riders regarding the new routes. They were able to get some of the riders on Para-Transit. The next

meeting is scheduled for March 14th, 2019. Chairman Brewer asked if we needed to have staff available to answer any questions or address any concerns. Pete stated that Robin and Angela were representing SMTD there.

V. NEW BUSINESS

- a. Budget Schedule FY19 Amendment - Diane stated that this was an amendment discussed at the last Board meeting. The final budget needs approval to be placed on file. The final FY19 budget should be on the agenda by April 2019 for adoption. A combined motion was made by Wynne Coplea to approve the budget scheduled and placing the budget ordinance on file. The motion was seconded by Sandra Douglas. The motion passed unanimously.
- b. FY19 Amended Budget Ordinance - Diane stated that this was a part of the prior subject approval.
- c. Update Investment Policy to add signer (Deputy Managing Director) - Diane informed the Board that the investment policy needs to be revised to include Steve Schoeffel as the Deputy Managing Director. Sue Davsko made a motion to approve and it was seconded by Karen Hasara. The motion passed unanimously.
- d. Approval of Procurement Manual Revisions - Shoun Reese, Grants and Procurement Manager, stated that the Deputy Managing Director position needed to be added to the procurement manual in order to approve procurements. The current procurement manual has the Director of Finance and Administration listed as the DBELO but the Board approved assigning this role to the Grants and Procurement Specialist, the change was not made in the procurement manual. Trustee Doss asked how many contracts we have for DBEs. Shoun stated that we were at 2.5% and was striving for 5%. Leslie McCarthy made a motion to approve the revisions to the procurement manual. The motion was seconded by Wynne Coplea and passed unanimously.
- e. Approval of Maintenance Uniform Lease - Shoun stated that the contract is set to expire. The contract was out for bid however only a single bid was received from a non-responsive bidder so their bid had to be rejected. Chairman Brewer asked if we expected to get more bidders. Shoun stated that there were some changes made to the required scope of work to encourage bidders. She expected to get additional interest in the contract. Shoun requested that the board authorize a special board meeting to award the contract or to allow the Managing Director to award a contract to the successful bidder so long as that contract is not more than 10% greater than the current contract. Wynne Coplea made a motion that the Managing Director has authorization up to an amount not to exceed 10% over the current contract. The motion was seconded by Jerry Doss and approved unanimously. Trustee Hasara asked to be informed of the final award.

- f. Approval of Rental renewal Agreement for office equipment - Shoun stated that this is the renewal lease agreement for the office copiers. She informed the Trustees that the price did not change but from the previous term. Shoun was asked if staff were happy with the copiers. Shoun stated that we have been happy with the service, and the staff at Watts is very responsive as is Carol Watts. Sandra Douglas made a motion to renew the contract. It was seconded by Sue Davsko and approved unanimously.

VI. PUBLIC COMMENTS

Robert, transit rider, addressed the board with concerns about his route. Robert expressed concerns with the time of the last buses leaving at 5 P.M. as he gets off work at 5 P.M. and has to wait for the night bus. The morning bus is too early and there is a lot of sitting time going nowhere. He lives near Camp Lincoln and he has to wait fifteen minutes at the transfer station. He stated that he has encouraged other riders to bring their complaints to SMTD. Robert stated that the buses no longer go through neighborhoods on his side of town. He stated that he can get to shopping centers, but cannot get home. He gets home at 6:30 P.M. now versus 5:30 P.M. Robert provided additional specific examples that the board noted. Robert requested that the board members ride the bus and just talk to riders.

SMTD Managing Director, Frank Squires, requested Robert's information and let him know that he would contact him.

Mike, a transit rider, stated that he had problems with his commute having to take three buses to get to work. He stated that he used to be able to get to work in 30 minutes but now it takes him an hour. He is eligible to ride the Access bus but Access is too expensive for him to use it as a solution. Mike stated that the route changes are inconvenient. Mike mentioned that it's cold and people do not want to wait. Trustee Hasara requested Mike's information as well.

Rowena from Chatham began by thanking SMTD for getting passes at Chatham and Sherman Walgreens as previously requested. Rowena stated that she had some comments that she brought for others. A man from Riverton requested that the urban buses run on Saturday. Rowena made some additional route recommendations which were also noted.

The inbound and out-bound signs on the buses are not clear. Robert requested that there be a sign for inbound and out-bound buses. He also stated that the drivers are spending time in the transfer building while passengers are out in the cold. Robert said that he did not know what the warming bus was at first.

Mike requested that riders be able to go into the transfer building. Frank Squires advised that eventually there would be space, but it will not be in the near future.

Concern was expressed over the phone system and getting into dispatch and that a dispatcher was not helpful. Frank Squires advised that he would remedy the situation if that ever happened in the future.

Jane Ford advised that Friends of Transit will be holding a listening session at Helping Hands in April.

Ron Walker stated that he has worked with Steve Schoeffel on some issues and made some additional stop recommendations and that signs were missing. Ron stated that sometimes riders are on pins and needles to make their transfers. In addition, he stated that the app has been helpful. Ron recommended that SMTD have a listening session at the transfer center.

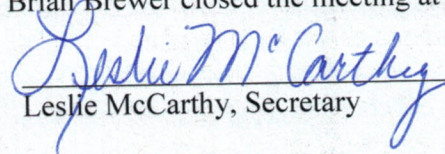
VII. CLOSED MEETING

Sandra Douglas then made a motion to close the open meeting and open a closed meeting at 5:30 P.M. for discussion of the review and approval of closed session minutes, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(21)); and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, pursuant to the Open Meetings Act (5 ILCS 120/2(c)(1)); and Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. Pursuant to the Open Meetings Act (5 ILCS 120/2(c)(11)). The motion was seconded by Wynne Coplea. The motion unanimously passed.

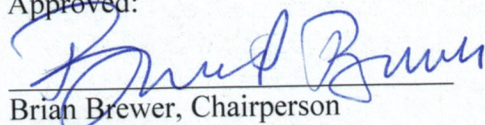
The Open meeting reopened at 5:43 P.M.

VIII. ADJOURNMENT

Seeing no further business to come before the Board, Brian Brewer looked for a motion to adjourn the meeting. Wynne Coplea made a motion to adjourn the open meeting and the motion was seconded by Karen Hasara. Brian Brewer closed the meeting at 5:51 P.M.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson