



**GUIDELINES FOR ORDER OF BUSINESS
REGULAR MEETING BOARD OF TRUSTEES**
PLACE: OFFICE OF THE SANGAMON MASS TRANSIT DISTRICT
928 South Ninth Street
Springfield, IL 62703
DATE & TIME: Monday, December 17, 2018 - 4:30 p.m.

A G E N D A

- I. ROLL CALL**
- II. APPROVAL OF MINUTES OF REGULAR MEETING OF November 26, 2018**
- III. MANAGING DIRECTOR'S REPORT**
- a. Managing Director - General Comments
 - b. Director of Finance & Administration - General Comments
 - c. Director of Operations – General Comments
- IV. REPORTS**
- a. Approval of November's Cash Disbursements Diane Townsend
 - b. Board Committee Reports
 - Finance-Investment Report Doss/Coplea
 - Operations Davsko/Douglas
 - Administration Hasara/McCarthy
 - c. Planning Commission Report Jason Sass
 - d. Disabled Person Advisory Committee Report Pete Roberts
- V. NEW BUSINESS**
- a. Proposal to waive Mainline fare Frank Squires
 - b. FY18 Retiree Health Insurance Report Diane Townsend
 - c. FY18 Audit Report Diane Townsend
 - d. 2019 Holiday Schedule Approval Melissa Ashford
- VI. CLOSED MEETING**
- a. Closed meeting minutes of the November 26, 2018 Closed Meeting Frank Squires
 - b. Personnel Matter Frank Squires/Brian Brewer
 - c. Litigation matter Raylene Grischow
- VII. ADDITIONAL NEW BUSINESS**
- a. Approval of Minutes from the November 26, 2018 Closed Meeting Frank Squires
 - b. Personnel Matters Brian Brewer
 - c. Litigation Matter Raylene Grischow
- VIII. PUBLIC COMMENTS**
- IX. ADJOURNMENT**

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 P.M. by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Sue Davsko	Vice Chairperson
Sandra Douglas	Trustee
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Frank Squires	Managing Director
Aaron Beck	Superintendent of Maintenance
Shoun Reese	Grants & Procurements Manager
McKenzie Crowe	Human Resources Officer
Melissa Ashford	Director of Operations
Diane Townsend	Director of Finance and Administration
Rusty Reed	Legal Counsel

Absent:

Wynne Coplea	Trustee
Pete Roberts	ADA Advisory Committee
Jason Sass	Associate Planner, SSCRPC
Brenda Minder	Staff Accountant
Steve Schoeffel	Service Planning & Marketing Specialist

II. APPROVAL OF MINUTES

Brian Brewer asked if there were any questions or additions regarding the minutes of October 23, 2018. There were no comments or questions. Sue Davsko made a motion to approve the minutes of the October 23, 2018 meeting, seconded by Sandra Douglas and the motion unanimously passed.

III. DIRECTOR REPORTS

Frank Squires, Managing Director, stated that we hope to start on the area of the transfer center within a week and Shoun Reese added that we are just waiting on the oversight engineers. Frank stated that we still plan on making the projected date of January 7, 2019. Diane Townsend, Director of Finance and Administration, stated that there was a lot of work with the actuary on the retiree health insurance and that the audit is still not done and due on Friday. She has to have the audit ready to present in December. Melissa Ashford, Director of Operations, stated that they have been busy with NTD and ridership is up with mainline and paratransit. The urban area is plugging along and they have done 59 paratransit trips for the month of October. Mainline has done 267 rides. We had the first snow day in October and shut down the urban route in Rochester in the morning. They ran behind, but still made it. There are dedicated riders already. Melissa

continued that SMTD used I.T.S. software on Friday for an Amber Alert and were able to find a child. Brian added that there was positive P.R. in the paper.

IV. REPORTS

A. Board Committee Reports: Finance-Operations-Administration

Finance: The reports were actually to be approved for the attached October reports verses the August and September reports that were on the agenda. Diane Townsend corrected the dates and Karen Hasara made a motion to approve the October financial statements and cash disbursements. Sue Davsko seconded the motion. Brain Brewer asked if there was anything from the Finance committee. Diane said that there was a CD from Illini that matured that was deposited and one that matured from Heartland. This was rolled over to a 3 year with a 3.14% higher interest rate with the opportunity to bump to a higher interest rate. The 1st and second quarter statements are due to hit the bank tomorrow, November 27, 2018. Diane clarified the color differences on the report and said that she looked to change them.

Operations: Aaron Beck stated that there are 2-3 inspections per week and 2-3 on the weekend. Aaron stated that crews were out putting up new signs and some needed moved for snow plows.

Administration: Karen Hasara remarked that it was really nice to read the statistics and see the changes.

B. Planning Commission Report:

C. Disabled Persons Advisory Committee Report:

V. NEW BUSINESS

A. Sexual Harassment Policy: Frank Squires stated that we were looking to update the Sexual Harassment Policy without major changes and Diane Townsend stated that Human Resources Manager would be continuing to submit more policies for review to keep up to date moving forward. Leslie McCarthy motioned to approve the Sexual Harassment Policy and Sandra Douglas seconded. The approval unanimously passed.

B. Code of Conduct and Ethics Policy: Frank Squires stated that this was just something to put in hard format. Jerry Doss moved that the policy be approved and Sandra Douglas seconded the motion.

C. Dress Code Policy: Frank Squires stated that we wanted the dress code to be documented of what management should expect and we used a combination of the city and county

policies. Diane Townsend confirmed that we received manager input on the policy and Raylene Grischow approved the final copy. Sandra Douglas motioned to approve the policy and Sue Davsko seconded the motion. The policy was approved.

- D.** IMRF Authorized Agent Approval: Diane Townsend stated that the Human Resources Manager is in place and that the agent designation should be transferred back. She also stated that there are redundancies in place with the staff accountant Brenda Minder. Karen Hasara moved to approve Human Resources Manager, McKenzie Crowe, as the SMTD authorized IMRF agent. Jerry Doss seconded this motion and it was unanimously approved. Brian Brewer confirmed with McKenzie that she was up for the job.
- E.** DBELO Authorization: Shoun Reese stated that this is the Disadvantaged Business Enterprise Liaison Officer. This person is responsible for coordinating with disadvantaged businesses. Shoun stated that she wanted to appoint Stephanie Malcom to this position and the previous officer, Erin Appenzellar, has been working with Stephanie on training. Shoun stated that the goal is 10% by the federal requirement. We are to reach out to minority owned business to get them to apply for the status. Our current goal is 2.8%. Sue Davsko motioned to approve Stephanie Malcom as the DBELO and the motion was seconded by Karen Hasara and was unanimously passed.

VI. PUBLIC COMMENTS

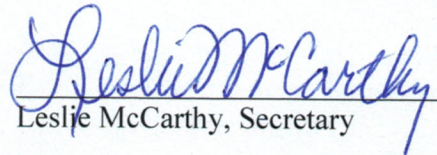
Jane Ford said that she would like the board to know that Friends of Transit are trying to advocate with the public any press release and get out to as many people as possible. She stated that the SJR gave a "thumbs up" to the downtown changes. Jane said that if there is any information that needs to get out (to the public) that's what she and Friends of Transit are there for. Jane said that she would like to register a concern that the last downtown bus leaves downtown at 5 P.M. and the last outbound bus leaves the transit center at 5:15 P.M. Melissa Ashford stated that the night service starts at 5:45 P.M. and that the runs have been tested. Jane said that there may not be enough time for passengers. Jane voiced the concern that many people do not have internet access and Melissa stated that printed material would be out the last two weeks of the year. Jane was concerned that that may not be enough time. Frank Squires stated that he was also in contact with local news. Jane stated that she would like to see someone that could walk riders through the route changes. Frank stated that he was in contact with Sergeant Castles, in charge of homeless outreach, who will also be assisting. Brian asked that if we get the printed material out sooner, if that would be good? Jane responded yes. Brian said that he appreciated the support and partnership.

Ron Walker stated that this would be the last meeting that he speaks and will begin working behind the scenes. As a rider, he is very disappointed in the district and would give a D or an F to the rollout of changes and that SMTD lacks community engagement. Ron continued that he was being harsh because other transit agencies have better public engagement and that SMTD needs to get out in the public now and have educational community meetings. Ron stated that he is terribly disappointed and that these changes

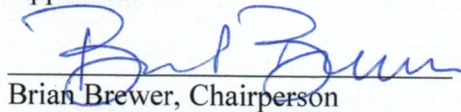
affect people's lives. The last bus leaves at 5 P.M. and (passengers) have to wait until the night buses. Now people will have to leave work early. Ron said a lot of people do not have access to the internet and that he was going to try and work behind the scenes with Frank and Steve and that he cares about the public. The night service only has four routes causing people to walk further in the cold weather when the changes come. Ron said that this needs to get out in the next couple of weeks. Brian Brewer thanked him for the comments. Karen Hasara suggested that people in the situation contact SMTD. Ron said that they would not have time. Jane suggested that Ron provide some examples. Ron continued that it was a lack of communication between the district and the public. Brian stated that he appreciated the comments.

VII. ADJOURNMENT

Seeing no further business to come before the Board, Brian made a motion to adjourn the meeting to go into a closed meeting. Brian closed the meeting.


Leslie McCarthy, Secretary

Approved:


Brian Brewer, Chairperson