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.

1. **ROLL CALL** Present:

Brian Brewer Chairperson

Sandra Douglas Trustee

Leslie McCarthy Secretary

Sue Davsko Vice Chairperson

Karen Hasara Treasurer

Wynne Coplea Trustee

Frank Squires Managing Director

McKenzie Crowe Human Resources Officer

Melissa Ashford Director of Operations

Diane Townsend Director of Finance and Administration

Ed Gower Legal Counsel

Aaron Beck Superintendent of Maintenance

Jason Sass Associate Planner, SSCRPC

Steve Schoeffel Deputy Managing Director

Pete Roberts ADA Advisory Committee

Melony Lonon Road and Safety Supervisor

Absent:

Jerry Doss Trustee

Stephanie Malcom Grants & Procurements Manager

Angela Jefferson Superintendent of Access

1. **APPROVAL OF MINUTES**

Brian Brewer asked if there were any questions or comments regarding the minutes of April 22, 2019. There were no comments or questions. Sue Davsko made a motion to approve the minutes of the April 22, 2019 meeting, seconded by Leslie McCarthy and the motion unanimously passed.

1. **DIRECTOR REPORTS**

Managing Director, Frank Squires asked the board if they preferred to get open meeting minutes a couple of days earlier than the rest of their packets or at the same time. Board members unanimously indicated they had no preference on the matter. Managing Director said he would continue to send Closed Meeting Minutes separately.

Director of Operations, Melissa Ashford, stated that Access Ridership is up and Mainline Ridership is steady at nearly exactly the same ridership as one year ago, an improvement over the average 3% decline that seems to be trending across the nation. Two Urbanized Area Routes showed considerable improvement – Sherman and Riverton. Brian asked if there was any promotion causing this, and Steve indicated targeted marketing has begun in local print media in those communities as well as with digital advertising also targeted specifically at the individual communities and the Route 16 business corridor along West Wabash Avenue.

1. **REPORTS**

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

**Finance:** Approval of April’s Financial Statements and Cash Disbursements **-** Diane Townsend stated after the completion of an internal audit of processes involving cash in March, additional controls and procedures will be implemented along with some streamline processes for recording miscellaneous cash. We are in the process of fine tuning banking software systems with enhanced blocks and filters and will be paying federal and state taxes through the easy tax portal through the banking software. Cash reports will be provided weekly to executive management every Friday along with an updated Cash Forecast Report. Diane thanked Frank for that improvement. A C.D. matured at CEFCU. Both the C.D. and the Savings account were closed. Property Tax receipts will be deposited beginning in May through September. The final receipt will be deposited in November. Brian Brewer asked if there were any questions or comments about the March financial statements and cash disbursements. Wynne Coplea made a motion to approve the cash disbursements and financial statements, seconded by Leslie McCarthy. The approval passed unanimously. Diane Townsend stated that the payment from IDOT for the 4th quarter was received in April and will be reflected in the Illinois Funds account next month. She reported that the Illinois fund was earning 2.74%, and a C.D. from CEFCU was coming due in April. Diane will be putting together the cash forecast for FY20. The next significant receipts will be in June when property tax receipts and Federal Operating Assistance will be coming in.

**Operations:** Aaron Beck notated that the fleet is in good shape. Junction Circle construction and repairs to North Street are both behind schedule due to the amount of rain we’re having. Junction Circle is approximately two weeks behind schedule.

**Administration:** Karen Hasara stated that there was nothing to report currently and that they have a meeting later in the week.

**B. Planning Commission Report:** The planning commission will be conducting public outreach via online and paper surveys regarding public comment on the 2045 Long Range Transportation Plan.

**C. Disabled Persons Advisory Committee Report:** Meeting is scheduled for 10:30AM on May 23rd. Pete Roberts indicated some feedback he’s received on sidewalks around “the Y” and that he would get more information at their meeting on Thursday.

1. **NEW BUSINESS**

**A**. Approval of the Land of Lincoln Economic Development Corporation. Wynne Coplea made a motion to approve. Karen Hasara seconded the motion. The motion was passed unanimously.

**B.** By Law Change was discussed including changing three positions to have approval authority for up to $2500.00 and correct the date of the meeting effective 5/20/2019. Article IV, Section 9 of the bylaws were altered to add the positions of Fixed Route Manager, Grants and Procurements Manager and Controller to the list of district employees with signing authority for purchases $2,500.00 or less, and the day of meetings was updated in Article V to reflect regular board of trustees meetings occurring on the fourth Monday of the month. The effective date of the Bylaws was also changed to May 20, 2019. Sue Davsko moved to accept the By Laws change and Leslie McCarthy seconded the motion.

**C.** Health Alliance Insurance renewals effective 7/1/2019 was presented by Diane. She stated that McKenzie and she have been working through the data worksheets for the update of the Retiree Health Insurance liability with actuaries. Now we are also working through worksheets for the Employee/Employer Health insurance Rates for Open Enrollment scheduled in June. McKenzie has been using the Navigator portal for new insurance enrollments and will be rolling the portal out for open enrollment, which will eliminate the need for unnecessary paper and ease tracking and follow up. Last year, employees were offered voluntary life insurance and AFLAC insurance thanks to Joe Ludtke. Annual approval of the Health Insurance Renewal similar to the Commercial Insurance Renewals is required. Thank you Erik Bush that this will be an annual agenda item for the Board. Diane then introduced Joe Lutke from Troxell who was able to articulate the plans offered to SMTD employees. Joe was able to negotiate a minimal 3.14% increase for FY2020. Joe presented our partnership with Aflac and Cincinnati life as well as the HRA as value adds for our employees.

**D.** Guardian Insurance Renewals effective 7/1/2019. Leslie made a motion to approve the renewals for Health Alliance as well as Guardian. The motion was seconded by Sandra

Douglas.

1. **PUBLIC COMMENTS**

Ron Walker thanked the staff for moving the bus stop from the location at Chatham Road and Fayette to Chatham Road and Old Jacksonville Road, across from Washington Park sidewalks. Publication of detours is getting better but still not satisfactory. The District should publicize where bus riders can get on and off for major events downtown when routes are detoured around those events.

Mike Glennon stated that he has a problem with the Route 15 being the only hourly route when everything else is 30 minute service during the week. Melissa Ashford said the Route 15 schedule is changing to every 30 minutes beginning June 3rd. He also talked about radio communication problems with the Route 13 bus out near Veterans and Lindberg where a passenger appeared to be waiting at a bus stop while the route was detouring around. He indicated the operator was unable to reach base or a road supervisor, and he was calling dispatch to communicate the information. The chairman indicated appropriate staff would look into it.

**VII. CLOSED MEETING**

**VII. ADJOURNMENT**

Seeing no further business to come before the Board, Leslie McCarthy made a motion to adjourn the meeting. The motion was seconded by Sandra Douglas. Brian Brewer closed the meeting at 5:05 P.M.

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Leslie McCarthy, Secretary  
Approved:   
  
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Brian Brewer, Chairperson