The Board of Trustees of the Springfield Mass Transit District met in a regular session in the office of the Springfield Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:31 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:
Brian Brewer       Chairperson
Leslie McCarthy    Secretary
Jerry Doss         Trustee
Susan Davsko       Trustee
Sandra Douglas     Trustee
Frank Squires      Managing Director
Diane Townsend     AMD of Finance & Administration
Angela Brooks      Superintendent of Transportation
Earl Amos          Superintendent of Maintenance
Melissa Ashford    Superintendent of Access
Shoun Reese        Grants & Procurements Manager
Elisa Fox          Bookkeeper 1
Ed Gower           Counsel
Ruth Bellm         HR Manager
Pete Roberts       SCIL
Linda Wheeland     Senior Planner, SSCRPC
Dale Schultz       Planner, SSCRPC

Absent:
Karen Hasara       Treasurer

II. Approval of Minutes
Jerry Doss motioned to approve the June 23, 2014 Regular Meeting Minutes. Sandra Douglas seconded the motion. The motion unanimously carried.

III. Managing Director’s Report
Frank Squires requested the Board’s approval to move Gary Brake’s 35 years of service plaque presentation to the beginning of the meeting. Frank Squires presented Gary Brake with a plaque of service and noted that this is only the second 35 year plaque given out at SMTD. Brian Brewer thanked Gary on behalf of the trustees for being a role model to the District.
Diane Townsend noted that UIS, at their last meeting, has coined the term “creating a bus riding culture” and Mrs. Townsend wanted to point out some things that our employees are doing to help cultivate a bus riding culture. She noted that Melissa Ashford, Kim Goza and Calvin Shannon were invited to a church to give an Access presentation as well as serve lunch. She also stated that in the month of July, over 493 students came through in group tours which were organized by Maintenance and Admin. Sandra Douglas commented that her church hosted the senior luncheon that Mrs. Townsend
IV. Reports

A. Approval of June Financial Statements & Cash Disbursements
   Diane Townsend noted that the financial statements will be available at the
   August Board Meeting. Sue Davsiko made a motion to approve the June Cash
   Disbursements. Leslie McCarthy seconded the motion. The motion
   unanimously carried.

B. Board Committee Reports: Finance-Operations-Administration
   **Finance:** Diane Townsend stated that in the next two months an RFP will be
   going out for an Investment Manager.

   **Operations:** Earl Amos stated that the biggest project currently is the CNG
   Station. Three of the four new Access buses are on the road. Gary Brake has
   updated 1/ of the signs in the city.
   Angie Brooks stated that she and Robin Miller, the Lead Dispatcher, have
   been training with Fleetnet for the past two weeks on public schedules and
   fast cut which will help save money in the future.
   Melissa Ashford thanked Earl for the work on the new buses, which the
   drivers enjoy. All drivers have completed training on the new buses. Ms.
   Ashford also thanked all the employees who have received attendance
   bonuses for perfect attendance in the past six months - Robert Crim, Asa
   Reynolds, Lois McAllister, Frankie Harris, Walter Williams, and Jason
   Mulvey. FY14 was closed at 98% on time performance and 2.6 passengers per
   hour. Brian Brewer asked Melissa to pass along the Board’s appreciation to
   the six employees with perfect attendance scores.

   **Administration:** There was no Administration report.

C. Planning Commission Report: Dale Schultz stated that the State Fair route
   map and brochure has been updated with minor route changes. They will be
   working with Gina Balding to incorporate advertising for the new state fair
   discount bus pass. Linda Wheeland stated that the citizens survey advisory
   committee recommendations were sent out today, which is the last public
   engagement exercise in the long range transportation plan. Their staff will
   now begin taking the comments received into consideration and developing
   the long range transportation plan. They will be working directly with SMTD
   staff regarding the comments pertaining to public transportation. The Planning
   Commission has started work on the Transportation Improvement program
   which is required by the federal government to include all projects over the
   next four years which will have federal funding included.
D. Disabled Persons Advisory Committee Report/Access Springfield: Pete Roberts stated that Access Springfield has served 5,535 more people in 2014 than in 2013 and thanked them for their service and new buses. One member of the Committee has resigned due to health reasons and they are now seeking a new member.

V. Unfinished Business
a. Approval of 2014 Procurement Manual Revisions
Shoun Reese stated that this manual is updated annually to include changes from the FTA, which are highlighted in the board packets. Jerry Doss made a motion to approve the 2014 procurement manual revisions. Leslie McCarthy seconded the motion. The motion unanimously carried.

b. Ratification of Administrative Working Hours Policy Change
Frank Squires has emailed the Board outlining the working hours policy change. Sue Davsko motioned to approve the working hours policy change. Jerry Doss seconded the motion. The motion unanimously carried.

c. Adopt FY16 Tax Levy Ordinance # 1-15
Diane Townsend stated the tax ordinance was placed on file at the June meeting for review. Jerry Doss motioned to adopt the FY16 Tax Levy Ordinance # 1-15. Leslie McCarthy seconded the motion. The motion unanimously carried.

d. Commercial Insurance Overview
Tom Kavanagh with NICoud gave a brief presentation on commercial insurance for the 2014-2015 policy year. He explained that the overall premium was reduced by 3% while the valuation for buildings and buses was increased to accommodate construction costs. Diane Townsend stated that all premiums were included in the budget adopted at the June Board meeting.

VI. New Business
a. Adoption of Contingency Fleet Policy
Shoun Reese stated that over the last three years the District has replaced 28 mainline buses, 6 paratransit buses, and acquired one mainline expansion bus. Ms. Reese also stated that we are in receipt of IDOT grants to acquire 10 additional mainline buses and 4 additional paratransit buses, which will allow us to retain several of the replaced buses as contingency buses. This policy will allow us to stay within our spare ratio of 20% and meet the requirements of the FTA to have a written contingency fleet policy. Leslie McCarthy made a motion to adopt the contingency fleet policy.
policy. Sandra Douglas seconded the motion. The motion unanimously carried.

b. **Service Expansion**

Shoun Reese proposed to add two additional routes which would serve the UIS and Lincoln Land and use UIS as the transfer point. One route will have a 30 minute frequency and the other will have a frequency of one hour. It will connect to residences, education, shopping and jobs. These routes are in connection to the Ladders of Opportunity Grant application which was submitted this week. If the grant is awarded, in order to proceed with these routes, the District will need Board approval to begin the necessary steps to receive concurrence from IDOT. Jerry Doss made a motion to approve the service expansion. Sue Davsko seconded the motion. The motion unanimously carried.

c. **SMTD Meeting Dates**

Frank Squires presented the FY15 Board meeting dates and asked that the Board adopt the dates into their schedule or make revisions as needed. Sue Davsko made a motion to accept the FY15 Board meeting dates. Sandra Douglas seconded the motion. The motion unanimously carried.

d. **Gary Brake 35 Years of Service Plaque Presentation**

See item III. Managing Directors Report.

e. **DBE Triennial Goal and Policy Approval**

Diane Townsend explained that the DBE goal is a federal requirement for all contracts that are funded in part with FTA funding. It is intended to provide bidding opportunities for socially and economically disadvantaged small businesses. The District would like to increase the DBE goal from 2.5% to 4.8% for the next three year period, and set a 10% goal for capital projects like construction and A&E. Board approval is needed for the 4.8% goal. The goal must be submitted by August. Leslie McCarthy made a motion to approve the DBE Triennial Goal and Policy. Sandra Douglas seconded the motion and the motion unanimously carried.

**VII. Public Comments**

Jane Ford addressed the Board and thanked SMTD for their expansion of service and efforts. Steven Simpson Black also addressed the Board and stated that he is a HyVee employee and they would love to have solar powered shelters near their store. He is also a UIS student and is excited for the potential of the new routes.

**VIII. Close the Open Meeting and Open a Closed Meeting**

Sandra Douglas made a motion to close the open meeting and open a closed meeting for the purpose of discussing: (1) the review and
approval of closed session minutes, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2.06(d)). (5 ILCS 120/2(c)(21)); (2) collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(2)); and (3) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, including SMTD’s legal counsel, or to hear testimony on a complaint lodged against an employee to determine its validity pursuant to §2.06(d) of the Open Meetings Act (5 ILCS 120/2(c)(1)). Jerry Doss seconded the motion. The motion unanimously carried and the open meeting was closed at 5:12 PM.

The open meeting was re-opened at 5:34 PM.

a. **Closed Meeting Minutes**
   Leslie McCarthy made a motion to approve the closed meeting minutes from the June 23, 2014 closed meeting. Jerry Doss seconded the motion and it passed unanimously.

b. **ATU Collective Bargaining Agreement**
   Jerry Doss made a motion to ratify the proposed contract with ATU. Sandra Douglas seconded the motion and it was unanimously passed.

c. **Personnel**
   Sandra Douglas made a motion to approve the probationary wage increases and promotions as outlined. Jerry Doss seconded the motion and it passed unanimously.

IX. **Adjournment**
   Leslie McCarthy made a motion to adjourn the meeting. The motion was seconded by Sue Davsko. It passed unanimously and the meeting was adjourned at 5:38 PM.

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson