

Springfield Mass Transit District

The Board of Trustees of the Springfield Mass Transit District met for 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 4:34 PM by Brian Brewer, Chairperson. Meeting was held virtual, via Zoom, due to Covid.

I. Roll Call

<u>Present:</u>	
Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Susan Davsko	Trustee
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Steve Schoeffel	Deputy Managing Director
Melissa Ashford	Director of Operations
Erik Bush	Director of Finance and Administration
Josh Sciafe	Human Resource Specialist
Stephanie Malcom	Grants and Procurement Manager
Rusty Reed	Attorney

II. Approval of Minutes

Leslie McCarthy made a motion to approve the minutes of the June 29, 2020 public hearing, seconded by Karen Hasara. The motion carried unanimously.

Susan Davsko made a motion to approve the minutes of the June, 29 2020 regular meeting, seconded by Leslie McCarthy. The motion carried unanimously.

Jerry Doss made a motion to approve the minutes of the July 20, 2020 regular meeting, seconded by Susan Davsko. The motion carried unanimously.

III. Managing Director's Report

Managing Director Squires explained SMTD is continuing to follow Covid guidelines, and until further notice all board meetings will remain virtual, via zoom.

Deputy Managing Director Schoeffel expressed gratitude for the Road Supervisors, Bus Operators, Dispatchers, and maintenance crew who handled the recent incident at Bunn. Deputy Director Schoeffel went on to explain the SMTD website now contained a Human Resource-based page, which would be useful for all SMTD staff.

IV. Reports

A. Approval of June Financial Statements & Cash Disbursements

Director Bush explained adjustments made to the General Ledger since the last meeting due to Alternative Fuel Credits, and interest earnings on the Illinois Funds. All bills and wages are normal. Chairman Brewer asked for a motion of the revised June

August 24, 2020

4:30 PM

Monday

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financial statements and July cash disbursements. Leslie McCarthy made a motion to approve, seconded by Jerry Doss.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Director Bush informed SMTD was working to draw down the remainder of the CARES Act money. Trustee Doss inquired about the interest earning differences between this fiscal year and the last. Director Bush informed that the base of the interest would be growing from the CARES Act and the emergency relief fund.

Operations: Director Ashford informed that Access barriers had been received and our maintenance department had begun installation. Further, Director Ashford explained changes made to Route 15, and the increased productivity it allows passengers. Trustee Douglas said she was glad to see barriers installed on the busses, and she thought they looked good.

Administration: Chairman Brewer stated his gratitude for the administration team in putting together the newsletter.

C. Planning Commission Report: Nothing to report for August.

D. Disabled Persons Advisory Committee Report/Access Springfield: Nothing to report for August.

V. New Business

a. Board Meeting Dates

Adjustments to the current FY21 board meeting calendar needed made to stay in accordance with the 4th Monday of each month. Director Bush informed the two months needing changed are for September 28, 2020 and May 24, 2021. Leslie McCarthy made a motion to approve the amended board meeting dates for FY 2021, seconded by Susan Davsko. This passed the board unanimously.

b. Tech Electronics Amendment

Deputy Managing Director Schoeffel stated the original Tech Electronics quote included only the material cost for the project. An amended version including the labor, installation and materials amounts needs adopted. Trustee Coplea asked for the exact amount - \$52,092.00. Trustee Doss inquired if the money was from the regular budget. Director Bush informed this would come from DOAP money and rebuild Illinois money, which were all build into the budget. Trustee McCarthy asked if the company was local. Director Bush stated the company is from St. Louis, but uses local representation for onsite workers. Susan Davsko made a motion to approve an amended Tech Electronics agreement, seconded by Trustee Hasara. This passed the board unanimously.

c. Illinois State Treasurer E-Pay Program Enrollment

Director Bush explained this is a new payment system for bus passes that allows options for ridership when paying for bus passes. This creates a partnership with the State Treasurers office, and allows for easier accounting through access to next-day reports. Trustee Hasara and McCarthy questioned the working of the card and an example of use. Director Bush explained this would be like using a debit

card to pay for a bus pass in the lobby instead of a cash only payment system. Chairman Brewer followed up by stating this was a good move for SMTD going forward with technology advances and he appreciates SMTD getting involved in this program. Leslie McCarthy made a motion to approve the E-Pay program with the Illinois State Treasurers office, seconded by Trustee Coplea. This passed the board unanimously.

d. Intergovernmental Agreement : Sangamon County

Director Bush explained an intergovernmental agreement is needed between SMTD and Sangamon County, in order to swap busses between the transit district and the county. The trade would have no financial impact to either group. Trustee Doss asked if the intergovernmental agreement was reviewed by our attorney before. Director Bush ensured the board it has been reviewed and in good standing. Trustee Douglas made a motion to pass an intergovernmental agreement with Sangamon County, seconded by Trustee Davsko. This passed the board unanimously.

e. Designate Certain Technology Surplus

Director Bush explained that through the newly created Maintenance IT position, Mateo Sidoli has located obsolete technology equipment which has passed its useful life. Designating these items as surplus, allows SMTD to place these items on the IBID website through the State of Illinois, and allows the transit district to sell the items in a more timely fashion, to a wider market. Trustee Davsko made the motion to designate these items as surplus and allow them for sale, seconded by Trustee Douglas. This passed the board unanimously.

f. Update on Current & Historical Property Tax Levy

Director Bush talked about the effects of current and past property tax levy amounts, in relation to current levels and pre-pandemic levels of the amount anticipated from the property tax levy. Director Bush said that even while the tax levy has decreased due to the delayed payment period for submitting property taxes, he is not concerned on future distribution amounts.

VI. Public Comments

Jane Ford with Friends of Transit commented throughout August the Friends of Transit Facebook page will be hosting Question and Answer sessions, speaking on SMTD Route 15 changes and other community information.

VII. Closed Session

- a. Personnel
- b. Security Procedures
- c. Approval of Closed Session Minutes of June 29, 2020

VIII. Additional New Business

A. Personnel

Managing Director Squires contract extension. Trustee Hasara made the motion, seconded by Trustee Coplea. The motion passed the board unanimously.

B. Property

C. Approval of Closed Session Minutes of June 29, 2020

Trustee McCarthy made the motion to approve the minutes, seconded by Trustee Douglas. This passed the board unanimously.

IX. Adjournment

Seeing no further business to come before the Board, Brian Brewer looked for a motion to adjourn the meeting. Trustee Douglas made a motion to adjourn the open meeting and the motion was seconded by Trustee Doss. Brian Brewer closed the meeting at 5:29 P.M.

Approved:

Brian Brewer, Chairperson

Leslie McCarthy, Secretary