

## Regular Meeting

June 29, 2020  
4:30 PM

**Monday**

Page 1 of 2

### Springfield Mass Transit District

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 4:53 PM by Brian Brewer, Chairperson.

#### I. Roll Call Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Jerry Doss	Trustee
Susan Davsko	Trustee
Sandra Douglas	Trustee
Frank Squires	Managing Director

#### Absent:

Wynne Coplea	Trustee
--------------	---------

#### II. Approval of Minutes

Leslie McCarthy made a motion to approve the minutes of the May 18, 2020 regular meeting, seconded by Karen Hasara. The motion carried unanimously.

#### III. Managing Director's Report

Managing Director Squires explained SMTD is currently following Illinois COVID phase 4 guidelines until further notice.

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 newsletter now contained a Human Resource-based page, which would be useful for all SMTD staff.

#### IV. Reports

##### A. Approval of April Financial Statements & Cash Disbursements

**B. Board Committee Reports: Finance-Operations-Administration**  
**Finance:** Director Bush reflected that cash continues to be a challenge to flow and program due to uncertainty regarding Downstate Operating Funds and rules related to the drawn down of Emergency Relief Funds provided by the federal government to address the agency's COVID-19 needs.

**Operations:** Director Ashford reflected on changes to ridership over the last few months and the benchmarks being watched to prepare SMTD for a return to full service.

**Administration:** Nothing to report.

**C. Planning Commission Report:** Jason Saas reported the long-term 40 year planning document is done and being reviewed by relevant stakeholders.

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

**V. New Business**

**a. Commercial Insurance Renewals of all Property and Liability coverages in effect.**

Tom Kavanagh with SMTD's Third Party Commercial Insurance broker presented the board of trustees with the annual plan update. In general, the increases being absorbed are due to changes in the national risk profile, and not so much any specific SMTD risk weakness. Mr. Kavanagh reported finding vendors for this year's renewal was especially difficult due to the timing of the renewal requests going out the same time as the international pandemic reached critical levels in many regions across the world.

Trustee Doss made a motion, seconded by Trustee Davsko to accept staff's recommendation and adopt the FY21 Commercial Insurance renewal quotes. The motion passed unanimously.

**b. FY21 Annual Operating Budget**

Sangamon Mass Transit District (SMTD) is finalizing the decision-making process regarding issues of operating in a year of extraordinary uncertainty. Therefore, a large portion of the discussion was focused on issues of stability and parameters of thought in an attempt to bring the collective to a shared understanding. Stark influences regarding future decisions make clear the intentionality that must be employed in implementing the FY21 operating plan

Director Bush provided an overview of the operating and capital budgets. The total proposed operating budget for Fiscal Year 2021 is \$18,112,789.00. Projects slated for the fiscal year include capital projects of a new bus wash, new siding on the south storage building, among others. The total capital budget is \$5,441,515.00 with a local share of approximately \$1,000,000.00.

Trustee Davsko made a motion, seconded by Trustee Doss to adopt the fiscal year 2020-2021 capital and operating budget. The motion passed unanimously.

**c. Authorizing Resolution for the FY21 Downstate Operating Assistance Grant**

Director Bush reviewed the Downstate Operating Program with the Board of Trustees and it's history. Due to the pandemic, there is great concern regarding the full funding ability of awarded contracts for DOAP in FY21. This motion directs the Managing Director to execute all documents as received and move forward on finalizing the DOAP Application and contract award phase.

Trustee McCarthy made a motion, seconded by Trustee Douglas to accept staff's recommendation and direct the Managing Director to file all necessary paperwork to effect the state award. The motion passed unanimously.



**d. Authorizing Resolution for State of Illinois FY20 Rebuild Illinois Capital Application**

Director Bush explained SMTD is pursuing capital grant funding from the state of Illinois as all federal capital grants, due to the pandemic, have been federally converted to operating grants with 100% reimbursement. Capital requests submitted to the state will all require a local match of 20%, totaling slightly less than \$1,000,000.00. A table of projects is as follows:

		Est Cost
	<b>Capital Projects</b>	<b>FY 2021</b>
1	Purchase Road Supervisor Vans (4) from CVP Grant	200,000
2	Replace Maintenance Vehicles (2)	95,000
3	Bus Wash Replacement	200,000
4	Portable Lifts Replacement (1 set Emergency)	45,000
5	Purchase on-the-bus brake lathe	30,000
6	Facility Camera Expansion (Maintenance)	10,000
7	Facility Camera System Replacement	117,000
8	Lighting Update - Storage/Maint. Garages	75,000
9	Transfer Center Surface Repair/Maint.	20,000
10	Roof Repair & skinning the sides	200,000
11	Purchase (4) Expansion Alt Fuel busses 35 ft	2,074,515
12	Land Acquisition	500,000
13	Multi-model Architecture & Engineering - Preliminary	150,000
14	Bio-metric Scanner for COVID Wellness Checks	20,000
15	Subtotal	
16	<b>DOAP Funded Projects</b>	
17	Bus Stop Shelters/Pads Refurbish/Replace	225,000
18	Portable Lifts Replacement	50,000
19	Parts/Receiving Reception Remodel (2)	27,000
20	CNG Station Repair	3,000
21	Subtotal	
22	<b>DTIF Funded Projects</b>	
23	Fare Boxes upgrade	1,400,000
	Subtotal	
24		
25	<b>Capital Projects Totals</b>	<b>\$ 5,441,515.00</b>
26		<b>FY 2021</b>

Trustee Douglas made a motion, seconded by Trustee Davsko to accept staff's recommendation and direct the Managing Director to file all necessary paperwork to effect the state award. The motion passed unanimously

June 29, 2020

4:30 PM

Monday

Page 4 of 6

**e. Place the FY21 Tax Levy Ordinance on File**

Director Bush explained that annually, SMTD must by ordinance adopt a property tax levy to be extended upon the tax base within SMTD corporate boundaries. The total property tax request in Fiscal Year 2021 is extended at \$2,673,175.03. This is an increase of 2.33% over taxes extended for Fiscal Year 2020.

Trustee McCarthy made a motion, seconded by Trustee Doss to accept staff's recommendation to place the proposed aggregate property tax levy extension on file for public inspection. The motion passed unanimously.

**f. Approval of the Transportation Improvement Program (TIP) Fiscal Years 2020-2023**

Director of Maintenance Spencer Sidwell spoke on maintenance projects included in the TIP. Director Bush explained to the board of trustees that while the TIP was in orderly standing; it was still subject to change slightly, if need be.

Trustee McCarthy made a motion, seconded by Trustee Hasara to approve the Transportation Improvement Program for Fiscal Years 2020-2023. The motion passed unanimously.

**g. Approval of SMTD's 2020 Public Transportation Agency Safety Plan**

Safety Supervisor Melony Lonon explained the agency safety plan goes along with the SMTD mission to provide safe, secure, reliable, and effective transportation services to its customers.

Trustee Doss made a motion, seconded by Trustee Davsko to approve the SMTD 2020 Public Transportation Agency Safety Plan. The motion passed unanimously.

**h. Extension of Cafeteria Plan Grace Period in Response to the 2020 Pandemic**

Human Resource Specialist Josh Scaife spoke on extending the grace period for employee enrolled in Flexible Spending Accounts, an extension allowed through Benefits Planning Consultants, to permit an extension of time to use remaining balances in employee spending accounts.

Trustee McCarthy made a motion, seconded by Trustee Hasara to permit an extension of the Cafeteria Plan Grace Period. This motion passed unanimously.

**i. FY21 SSCR Planning Agreement to continue Planning and Transportation Advisory Services**

Director Bush explained the Springfield-Sangamon Regional Planning Commission services were the same as years previous. This is simply a one year extension of those same services. SMTD and SSCR have been operational partners for well over a decade.

Trustee Douglas made a motion, seconded by Trustee Davsko to approve an extension of the regional planning partnership. This motion passed unanimously.



**j. Recommendation to the Board: HVAC Systems Control Services Contract Revision**

Superintendent Sidwell outlined the current state of SMTD facility Heating, Air Ventilation, and Cooling (HVAC) for administration and maintenance facilities. Due to their age, updates to the physical infrastructure and control environments are due.

Superintendent Sidwell is requesting the Board authorize a award to Alpha Controls & Services for a total of \$35,113.00 to retro-fit existing infrastructure and update the control support network.

Trustee Doss inquired whether SMTD was on dual systems between the administration building and maintenance building. Superintendent Sidwell replied that SMTD is on a single system, which is the basis of the sole source request. Trustee Doss then asked if other quotes were pursued. Superintendent Sidwell replied they were not due to Alpha Controls serving as the original infrastructure installer most responsive to SMTD needs for the update.

Trustee McCarthy made a motion, seconded by Trustee Davsko to accept staff's recommendation to award the HVAC system control services contract to Alpha Controls for an amount not to exceed \$35,113.00. The motion passed unanimously.

**k. Staff Recommendation for Sole Source Provision of Operator Personal Protective Equipment**

Director Ashford explained that due to the pandemic, PPE supplies were running into logistics and supply problems. Of the vendors polled by Operations, Midwest Transit is the only vendor responsive to SMTD's requirements. This award is to provide Polymer Barriers between operators and riders in our Mainline buses. The second award is to DriverGuard to outfit SMTD's paratransit fleet with similar barriers, having the same logistic and supply chain problems felt by others in the market, thus the sole source request as SMTD is not able to obtain quotes from responsive, and responsible bidders.

The total contract award proposed to Midwest Transit is not to exceed \$137,450 to outfit all Access/Paratransit busses with the protective barriers and spares.

The total contract award proposed to DriverGuard is not to exceed \$153,900 to outfit all Mainline busses with spares.

Trustee Davsko made a motion, seconded by Trustee Doss to accept staff's recommendation and communicate and implement the contract awards.

**I. FY21 Board Meeting Dates**

Director Bush presented the proposed meeting dates for the July, 2020 through June 2021 Board of Trustee Meetings.

Trustee McCarthy motioned, seconded by Trustee Douglas to accept staff's recommendation and directed staff to post the calendar on the SMTD website for public use.

**VI. Public Comments**

Jane Ford with Friends of Transit commented that having bus service back to full-service is a blessing to the community, and commended SMTD in its critical response to the recent tragedy at Bunn Corporation. She commented it's nice to know, as a resident, SMTD is there and ready to assist the community no matter what the need.

**VII. Closed Session**

- a. Personnel**
- b. Security Procedures**

**VIII. Additional New Business**

**A. Personnel and Collective Bargaining Authorizations**

Trustee Hasara motioned, and Trustee McCarthy seconded to accept staff's recommendation to adjust administration salaries by 3%, and to adjust certain identified positions with a one-time equity adjustment.

Trustee Davsko motioned, Trustee McCarthy seconded a motion to approve a one-year contract extension to the existing ATU contract and provide an across the board 3% base wage increase. The motion passed unanimously.

**B. Recommendation to the Board: Sole Source Provision of Security & Surveillance Infrastructure**

Trustee Davsko motioned, and Trustee Doss seconded a motion to accept staff's recommendation to award a sole source contract to Tech Electronics to an amount not to exceed \$32,151.86 to procure 12 additional closed circuit security cameras for SMTD facilities. The motion passed unanimously.

**IX. Adjournment**

  
Leslie McCarthy, Secretary

Approved:   
Brian Brewer, Chairperson