The Board of Trustees of the Springfield Mass Transit District met virtually 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 4:34 PM by Brian Brewer, Chairperson.

1. **Roll Call** Present:

Brian Brewer Chairperson

Susan Davsko Vice- Chairperson

Karen Hasara Treasurer

Leslie McCarthy Secretary

Jerry Doss 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

Russell Reed Corporation Counsel

1. **Approval of Minutes**

Wynne Coplea made a motion to approve the minutes of the August 24, 2020 regular meeting, seconded by Vice- Chairperson Davsko. The motion carried unanimously.

1. **Managing Director’s Report**

Managing Director Squires explained SMTD is currently operating as well as can be expected given the pandemic and its effects.

1. **Reports**
2. **Approval of August Cash Disbursements**
3. **Board Committee Reports: Finance-Operations-Administration**

**Finance:** Trustee McCarthy made a motion to approve the August Finance & Disbursement reports, seconded by Trustee Douglas. The motion carried unanimously.

Director Bush introduced Chad Lucas from the accounting firm Sikich, LLP. Sikich was awarded the annual independent audit contract in spring of 2020 after having been SMTD’s auditor through 2011. Mr. Lucas gave the board an overview of work completed to date on the annual audit and stated the goal was to produce the audit for the fiscal year ended June 30, 2020 for board review in November.

**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. Ridership is steadily increasing, even though SMTD is still not running our urban or trippers for schools. Ridership, compared to April, has increased from roughly 1,900 to 4,300 within the last week.

**Administration:** Nothing to report.

1. **Planning Commission Report:** Jason Saas reported the Plan Commission is working on the pedestrian and walking-network infrastructure inventory for future planning purposes and noted its utility in bus route design.
2. **Disabled Persons Advisory Committee Report/Access Springfield:** Nothing to report for August.
3. **New Business**
	1. **Veterans Day Fare Waiver**.

Deputy Director Schoeffel summarized for the board that the District has received requests to formally consider doing some form of fare waiver in recognition of Veterans Day in November annually. As SMTD is not currently collecting fares due to the pandemic, planning and marketing would need to be considered before-hand to ensure the public is aware and the effort fruitful.

The board agreed that due to the pandemic, the uncertainty of fare collection in general, and lack of community events in specific make it difficult to take action at this point.

* 1. **Affirm Sole Source Purchase of Portable Lifts**

Director Bush outlined the specifics of the second purchase of portable lifts for the garage operations. As this is a budgeted purchase, the board needs to consider for both sole source and price level authority reasons as it exceeds the managing director’s signature authority per SMTD’s procurement manual.

Trustee Coplea asked and Director Bush responded that the total purchase price for the lifts came to $44,589.00.

Trustee Douglas made a motion to approve the sole source purchase of a set of portable lifts for $44,589.00, seconded by Trustee Coplea. The motion carried unanimously.

* 1. **Consider Contract Renewal: Remix Transit Planning Platform**

Director Bush explained that this is a planning program used by IT and Operations to develop route scenarios and has been used by the District successfully since 2016 and it is fully integrated. The contract is $19,200.00 annually for a period of three years, for a total of $57,600.00 for the contract renewal.

Board President Brewer noted that the three-year renewal (versus a single year to year) saved SMTD approximately $5,000.00 per year, Director Bush agreed.

Vice- Chairperson Davsko made a motion, seconded by Trustee Hasara to accept staff’s recommendation and approve the three-year renewal of a service contract with Remix Planning. The motion passed unanimously.

* 1. **Consider Approval of Asphalt Maintenance**

Director Bush explained that this item is for the Transfer Center downtown. When the property was acquired, the parking surface was installed with 2 inches of asphalt. Over the last few years, it has been observed that the areas directly underneath where the busses brake to a stop, the asphalt has been slipping. Remedy is to mill out those two inches, reinforce the base, and add 4 inches of asphalt in its place. Board President Brewer asked if this was normal wear and tear or something unexpected. Director Bush responded that the stretching of the asphalt was not expected. The repair does include the asphalt repair itself, and a treatment of sealant. Trustee Coplea asked if it was not sealed now, Director Bush noted one sealing has occurred, and this will likely need to re-occur annual until the multi-modal solution is finalized.

Trustee Hasara requested the amount, and Director Bush indicated this purchase proposal was for a not-to-exceed amount of $26,600.00 and he noted it was included in the recent Rebuild Illinois Capital Grant.

Trustee Hasara made a motion, seconded by Trustee Coplea to accept the contract with Broughton & Sons for the Transfer Center Asphalt Maintenance in the amount not to exceed of $26,600.00. The motion passed unanimously with the exception of Trustee Douglas voting present due to a family member working for Broughton and Sons.

1. **Public Comments**

Wynne Coplea brought a question on behalf of the Friends of Transit. FOT presented a concern about the upcoming rolling opening and closing of the underpasses along 5th and 6th Street planned for one week at a time, through October and how staff felt this would affect operations. FOT prefers to have plenty of time to soften the announcement for users, especially those with challenges, that a change in routine presents significant disruption. The managing director indicated we will be provided plenty of time for announcements as the project is only planned for two weekends from Friday night through a Monday morning for two weekends only, everything else will only be lane reduction.

Board President Brewer asked that someone on staff contact Friends of Transit and let them know when forthcoming information becomes available. Deputy Director Schoeffel offered to make details available.

Jane Ford (via Zoom) inquired of Deputy Director Schoeffel when the barriers were going to be installed on the busses. Director Schoeffel noted SMTD still does not have a project end date, but committed to notifying the public as soon as details become available.

1. **Closed Session**

Trustee Douglas made a motion, seconded by Trustee Coplea, to close a regular meeting and open a closed meeting for the purposes of litigation as provided in 5 ILCS 120/2(c). The motion passed unanimously and the board went into closed session at 4:59 pm.

Trustee Hasara motioned, seconded by Trustee McCarthy, to close a closed meeting and re-open the regular meeting at 5:06 pm. The motion passed unanimously.

1. **Additional New Business**

Vice- Chairperson Davsko motioned, seconded by Trustee Hasara, to provide corporation counsel authority to proceed with the litigation as provided in the closed session. The motion passed unanimously.

1. **Adjournment**

Seeing no further business to come before the Board, President Brian Brewer looked for a motion to adjourn the meeting. Trustee Coplea made a motion to adjourn the open meeting and the motion was seconded by Vice- Chairperson Davsko. The motion passed unanimously and President Brewer closed the meeting at 5:10 PM.

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 Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson