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 4:32 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

Stephanie Malcom Grants & Procurement Manager

Erik Bush Director of Finance and Administration

Russell Reed Corporation Counsel

Jason Saas Springfield Area Plan Commission

1. **Approval of Minutes**

Trustee McCarthy made a motion to approve the minutes of the September 28, 2020 regular meeting, seconded by Trustee Douglas. The motion carried unanimously.

1. **Managing Director’s Report**

Deputy Managing Director Schoeffel provided an updated on ridership. Currently the system is averaging approximately 4,200 passengers per day, which is roughly 30% less than normal average ridership. Additionally, all barriers between the public and operators on the busses have been installed. Finally, Director Schoeffel explained SMTD will be waiving fees through the end of December due to the pandemic.

1. **Reports**
2. **Approval of August Cash Disbursements**

Director Bush explained expenses presented for approval this month are normal and customary with the exception of invoicing for the barriers installed in the busses. That invoice will be paid and then moved from work in progress to a capitalized fixed asset. Trustee McCarthy made a motion seconded by Trustee Davsko to approve the August Cash report.

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

**Finance:**

Director Bush provided a summary of the efforts employed to close July-Aug-Sept in light of new guidance for federal CARES Act spending as well as new rules and procedures related to the District’s state operating grant.

**Operations:**

Director Ashford and Director Schoeffel reviewed with the board the COVID-19 mitigations currently in place at SMTD to protect both system users and employees, which include health checks for employees and ridership. Staff updated the board on cleaning procedures, employee reporting, and sanitization practices agency-wide.

**Administration:** No report.

1. **Planning Commission Report:** Planner Jason Saas was present but had no report.
2. **Disabled Persons Advisory Committee Report/Access Springfield:** No report.
3. **New Business**
	1. **Consider Three-year Pre-Pay of Crime Insurance Policy**.

Director Bush explained SMTD’s insurance coverage policies are administered in partnership with Arthur J. Gallagher. Staff at Gallagher recently presented SMTD staff a three-year rate, discounted 5%, to $23,864 from annual renewal approved in June, 2020 at $25,119. Approving a three-year pre-pay rate also avoids going to market pricing, which could be volatile.

Trustee Douglas motioned, seconded by Trustee McCarthy to approve a three-year crime policy renewal to save 5% on already approved rates. The board approved unanimously.

* 1. **Consider Designating Certain Equipment Surplus.**

Director Bush explained that from time to time, certain equipment needs to be disposed of and require board authorization. The board is being asked to declare as surplus 5 buses and one floor scrubber. Director Bush also took the opportunity to highlight the district is now using an online auction service through the Illinois State Comptroller’s office, which has made surplus recapture more effective.

Trustee Davsko motioned, seconded by Trustee Douglas, that the board approve the current equipment presented as surplus and direct staff to pursue the most effective cost recapture possible. The board approved unanimously.

* 1. **Consider Sole Source Procurement of Bus Routing Application.**

Grants & Procurement Manager Stephanie Malcom presented the board with a contract proposal for Re-Mix backup services. SMTD is currently using proprietary technology of Re-Mix and procurement regulations require the board approve sole source procurements.

Trustee Davsko made a motion, seconded by Trustee Coplea, to accept staff’s recommendation and approve a sole source procurement of Network Routing Application provided by Re-Mix. The board approved unanimously.

* 1. **Approve Holiday Schedule for Calendar Year 2021.**

Director Bush presented the calendar year 2021 holiday schedule for board review.

Trustee McCarthy made a motion, seconded by Trustee Doss, to accept staff recommendation and approve the SMTD calendar year 2021 holiday schedule. The motion passed unanimously.

1. **Public Comments**

Jane Ford asked if a passenger has ever had to debark due to illness recently. Staff replied that while it may have occurred once or twice, it’s not something we’re seeing as a system problem.

1. **Closed Session**

Trustee Hasara made a motion, seconded by Trustee Douglas, 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 4:57 pm.

Trustee Coplea motioned, seconded by Trustee Douglas, to close a closed meeting and re-open the regular meeting at 5:11 pm. The motion passed unanimously.

1. **Additional New Business**

Trustee Coplea motioned, seconded by Trustee McCarthy, to accept staff recommendation to move forward in crafting an Intergovernmental Agreement for a multi-modal transportation center partnering with Sangamon County. 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 made a motion to adjourn the open meeting and the motion was seconded by Trustee. The motion passed unanimously and President Brewer closed the meeting at 5:15 PM.

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 Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson