

The Board of Trustees of the Sangamon Mass Transit District met virtually for regular session from the offices of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:36 P.M. by Brian Brewer, Chairperson.

I. ROLL CALL

Present:	Chairperson
Brian Brewer	Vice Chairperson
Sue Davsko	Treasurer
Karen Hasara	Secretary
Leslie McCarthy	Trustee
Jerry Doss	Trustee
Wynne Coplea	Trustee
Frank Squires	Managing Director
Rusty Reid	Legal Counsel
Erik Bush	Director
Steve Schoeffel	Director
Melissa Ashford	Director
Tyler Orton	Manager
Stephanie Malcom	Manager
Tim Wenthe	Controller
Josh Scaife	HR

Joined Later:
Sandra Douglas Trustee (4:50 PM)

II. APPROVAL OF MINUTES

Brian Brewer asked if there were any questions or comments regarding the minutes of February 24, 2020. Due to some computer issues, the February minutes were not available.

III. MANAGING DIRECTOR REPORT

Frank Squires, Managing Director, reported service is down, but cleaning and readiness is at an all-time high. Director Squires wanted to call attention to two retirees, Mike Winningham, ATU president, and Raymond Gladden, who drove transit and logistics for over 40 years without a single at-fault accident.

IV. REPORTS

A. Board Committee Reports: Finance-Operations-Administration

Finance: Brian asked if there were any questions or comments about the February financial statements and cash disbursements. Erik Bush, Director of Finance and Administration, explained cash is of utmost importance during this pandemic, and staff is working very hard to ensure all available resources are made available in a timely and compliant fashion. Director Squires inquired about the CARES Act funding which will be detailed in the budget presentation. Trustee Hasara asked if any liquidity concerns were hampering operations? Director Bush responded that cash flow is focused on making payroll, and given the conditions, we're operating "okay".

Operations: Melissa Ashford, Director of Operations presented Ridership reports for both Fixed and Demand Services. She brought attention to our reporting a decrease in ridership over the few weeks we've been in the stay-at-home order. SMTD is averaging a 60% decline in both sides, paratransit and fixed route that represents a gradual decline in ridership from the start of the COVID pandemic. Director Ashford then went through the timeline. This initial response on SMTD's behalf started in early March, approximately March 9th. We increased our daily disinfecting to our buses from a weekly schedule to daily and by March 12th ridership had begun to decline enough that UIS Express and day trippers were canceled due to school closures.

On March 17th, SMTD officially waived all fares for paratransit and fixed route to increase social distancing between operators and passengers as well as to assist passengers who were experiencing financial hardships due to job loss to allow those to still be able to travel to essential needs such as grocery stores, medical care, and others. By the 23rd of March SMTD reduced night service by 2 hours and mandated essential travel only by passengers. This was ensuring that we were keeping large groups off of buses that weren't going for essential needs to travel that the Governor had mandated. We were seeing less ridership by some of the homeless and some of those that are just riding because they have nothing to do during the day. We were trying to enforce the stay-at-home rule and it extended further safeguards for passengers and operators who had to ride the bus to get to where they needed to go for work. By the 30th of March, we reduced weekday service as ridership had declined further. Weekday service transitioned to a normal Saturday schedule and we required rear-door loading at that time to further increase the social distancing for our operators as well as passenger exposure to operators. By April 4th Saturday's were reduced to an hourly schedule only, we didn't have any 30-minute schedules on Saturdays. On April 15th, we did mandate face coverings for all passengers and operators. All of these changes SMTD made fall in line with governmental recommendations, and paratransit is going a step further as they are required to wear masks and gloves while they're transporting disabled passengers and they are restricted to only having one passenger on board at a time just to reduce the potential cross-contamination between passengers because it is such a small vehicle.

We are currently utilizing extra operators that we kept on report, instead of laying off, as additional cleaners in the garage. We have operators that are working in the garage disinfecting vehicles and we are disinfecting buses at least two times a day, some of them are getting done three times a day if they're through our group that are deep cleaning after disinfection. To that end, everyone is working and its part of our COVID response. We have not had to lay anyone off and we're very fortunate and thankful for that. Overall, face covering requirements and other procedural changes has been pretty well received with our passengers. We feel we're doing everything we can to safeguard passengers and operators alike and it's a win overall. We've distributed masks to passengers just as well as operators as we had a lot donated from the community. Director Ashford explained we had a hard time getting PPE, the personal protective equipment, for our staff simply because we're not emergency medical personnel. We had some donations from the community from different organizations, as well as the health department that really helped us get some of these actions we've taken going so we're in a good spot right now..

Administration: Trustee Hasara complimented all SMTTD staff on behalf of the entire Board of Trustees and wanted to extend a very heartfelt thank you for being on the front lines and serving our public.

- B. Planning Commission Report:** No report. Director Squires noted that the Plan Commission is working on Zoom sub-committee meetings. Director Schoeffel added the Curb-Your-Car annual event has probably been put off for the year due to the pandemic.

- C. Disabled Persons Advisory Committee Report:** No report.

V. NEW BUSINESS

- A. Place FY21 Budget Ordinance on File:** Director Bush presented the annual spending plan for the fiscal year beginning July 1, 2020 – June 30, 2021. The request is for a total of \$18,112,789.00 in operational spending and forms the substantive basis for SMTTD’s annual Downstate Operating Assistance Funding Request. SMTTD did receive notice of a federal CARES Act funding result of \$7.6M that is being set-aside to supplant operational cash demands in response to the pandemic. Director Bush explained that the unusual amount of uncertainty regarding SMTTD funding from the state will largely impact planning going forward. At this time, staff is presenting a full-service budget with zero staff reductions. The strategy is to be prepared for full-service beginning on July 1. If SMTTD is not at full-service at that point, expenses will be less. In effect, this is a “maximum” authorization of a not to exceed amount. Questions from the board focused on personnel and what actions were being taken to keep employees productive, in light of conditions. Director Ashford explained the extra cleaning and disinfecting being done by operators on stand-by or report, and how those employees are stacked for scheduling should illnesses or paid time off become an issue. Trustee Hasara echoed how important it is to keep the workforce engaged and appreciation of their efforts. Trustee Hasara moved to accept the FY21 operating budget request and place on file, Trustee Coplea seconded. The board voted to unanimously approve. The budget schedule included in the board packet will be followed, including the posting of required public notices. The Board is hereby scheduled to hold a public hearing and consideration of approval of the Fiscal Year 2021 Springfield (Sangamon) Mass District Corporate budget at its regular meeting of June 29, 2020.

- B. Ratify Board Notice to Award: Audit Services:** Director Bush presented the result of a competitive procurement for Independent Audit Services. Sikich, LLP is recommended to replace our current auditor, Baker-Tilley, for a period not less than three years, with two single year options at a first year base cost of \$32,880.00 to audit the financial statements of the district for the fiscal year ending June 30, 2020. Trustee Doss moved to ratify the notice to award, seconded by Trustee Davsko. The motion to Approve a Notice to Award of Audit Service to Sikich, LLP passed unanimously.

- C. Consider and Declare Certain Assets as Surplus:** Trustee Hasara asked about SMTTD’s disposal process. Director Bush indicated after accounting issues are addressed, staff will pursue the highest recapture avenue available through either auction, or salvage. Trustee Davsko made a motion, seconded by Trustee Douglas, to accept staff’s recommendation and

declare the equipment presented as obsolete and direct staff to dispose per procedure. The motion was approved unanimously.

D. Ratify Board Notice to Award: Uniform Services: Trustee Coplea moved to ratify the Board Notice to Award: Uniform Services to Cintas, Inc., and was seconded by Secretary McCarthy. The motion to Approve a Notice to Award of Uniform Services for a base cost of \$16,273.40/yr. for 5-years was approved unanimously.

E. Ratify Henson Robinson Contract Modification: Secretary McCarthy moved to ratify a contract modification regarding HVAC preventative care with Henson Robinson, seconded by Trustee Douglas. This extends the current preventative services vendor by 30 months. The motion was approved unanimously.

F. Ratify HVAC Service Expenditure: Trustee Coplea made a motion to ratify a HVAC Service Expenditure of \$56,820.00 with Alpha Controls and Services and provide a Notice to Proceed, seconded by Trustee Douglas. The motion was approved unanimously.

VI. PUBLIC COMMENTS
None

VII. CLOSED MEETING
None

VII. ADJOURNMENT
Seeing no further business to come before the Board, Brian Brewer looked for a motion to adjourn the meeting. Wynne Coplea made a motion to adjourn the open meeting and the motion was seconded by Jerry Doss. Brian Brewer closed the meeting at 5:13 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary