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

Sandra Douglas 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

Pete Roberts Disabled Person Advisory Committee

Jerry Doss Trustee (arrived at 5:17PM)

Absent

Leslie McCarthy Secretary

Wynne Coplea Trustee

Jason Saas Springfield Area Plan Commission

1. **Approval of Minutes**

Trustee Hasara made a motion to approve the minutes of the October 26, 2020 regular meeting, seconded by Trustee Douglas. The motion carried unanimously.

1. **Managing Director’s Report**

Deputy Managing Director Schoeffel provided an update on planning for the transportation center, currently at roughly 60% of progress. Finally, Director Schoeffel highlighted the annual Christmas bus is being well received.

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

Director Bush explained expenses presented for approval this month are normal and customary. Trustee Douglas made a motion seconded by Trustee Davsko to approve the October Cash report.

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

**Finance:**

Director Bush provided a summary of November reports to catch up from work diverted to the audit.

**Operations:**

Director Ashford provided the board with a summary of ridership increases and decreases in both mainline and paratransit over the last few months. With the vaccine now available, staff is hopeful to see ridership increase and stabilize.

**Administration:** No report.

1. **Planning Commission Report:** No report.
2. **Disabled Persons Advisory Committee Report/Access Springfield:** No report.
3. **New Business**
   1. **Receive FY20 Draft Corporate Audit Report**

Board President Brewer addressed the board and relayed to them he met with staff and discussed the audit in detail prior to tonight’s meeting. President Brewer stated he remains extremely confident in SMTD’s ability to continue to grow as a strong organization.

SMTD is required to annually assist in an independent review of its accounting, accounting practices, and compliance with rules and standards in place governing same. SMTD has selected Sikich, LLP as its independent auditing firm through competitive procurement guided by SMTD procurement policies and regulations concerning service contracts.

Director Bush detailed for the board the Fiscal Year 2020 audit process and staff involvement. Chad Lucas, partner with Sikich, LLP was present and gave the board a guided tour through the issued Comprehensive Annual Financial Report. Mr. Lucas did inform the board the auditors issued their opinion that in FY2020, the District complied, in all material aspects, with the types of compliance requirements that could have a direct and material effect on each of SMTD’s major federal programs for the year ended June 30, 2020, otherwise known as a “clean” opinion. There were areas the offered opportunities for improvement and staff and the auditors agreed to a sound audit, results, and corrective action plans have been issued in response.

Trustee Hasara suggested the finance staff should report to a board committee throughout the year to provide additional avenues of communication and to avoid surprises in matters not normally discussed. Trustee Hasara motioned, seconded by Trustee Doss to receive and file the FY20 audit. The motion passed unanimously.

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

Director Bush explained from time to time, it is necessary to declare as surplus and dispose of assets purchased in the normal course of business. State law allows the District to dispose of or sell surplus property in a manner that is best for the District. All property that is being disposed of is owned by the District. The attached list represents an inventory of this equipment ready to take out of service. Staff is requesting surplus designation for one 1999 Gillig bus VIN 15GCA1817X1089274 and parts van VIN 1FDWE35L23HB88070.

Trustee Douglas motioned, seconded by Trustee Davsko, 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 Recommendation to suspend fare collection until March 15t**

Deputy Schoeffel reviewed the history of fare collection during the current pandemic. Safety procedures have suspended fares since late March, 2020.

Trustee Davsko motioned, seconded by Trustee Hasara to extend fare collection suspension until March 15th, 2021. The motion passed unanimously

* 1. **Authorize Expense Approval Controls for Certain Positions**

Director Bush explained that staff absences due to health concerns have left expense approval authority unfilled. As remedy, staff is requesting the Deputy Managing Director be provided the same signature authority as that of the managing director.

Staff recommends the board approve the Deputy Managing Director be extended signature authority mirroring that of the Managing Director found in the District’s Procurement Policy and Procedure Manual, Section IV. (6) and Section V. (2.0) for the period of October, 2020 – June, 2021 (end of fiscal year).

Trustee Douglas made a motion, seconded by Trustee Doss, to accept staff recommendation and approve the temporary change to signature authority to provide the Deputy Managing Director managing director signature authority from .

1. **Public Comments**

Jane Ford extended happy holidays to SMTD from Friends of Transit.

1. **Closed Session**

Trustee Douglas made a motion, seconded by Trustee Doss, to close a regular meeting and open a closed meeting for the purposes of personnel as provided in 5 ILCS 120/2(c). The motion passed unanimously and the board went into closed session at 5:26 pm.

Trustee Coplea motioned, seconded by Trustee Douglas, to close a closed meeting and re-open the regular meeting at 5:40 pm. The motion passed unanimously.

1. **Additional New Business**

Trustee Hasara motioned, seconded by Trustee Douglas, to appoint Mr. Steve Schoeffel as Managing Director of Sangamon Mass Transit District, effective January 1, 2021. 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 5:50 PM.

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Leslie McCarthy, Secretary

Approved:

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Brian Brewer, Chairperson