

**MINUTES**  
**Board of Directors Meeting**  
Agency for Community Transit, Inc.  
1:00 PM, Wednesday, December 9, 2020  
Microsoft Teams Video/Teleconference

*Due to the restrictions on public gathering in response to the COVID-19 pandemic this meeting occurred via teleconference and was open to the public via remote call-in.*

**I. Call to Order:**

President Sally Ferguson called the meeting to order at 1:00 p.m.

DIRECTORS PRESENT: Sally Ferguson, President; Ron Jedda; Jerry Kane

DIRECTORS ABSENT: NONE

OTHERS PRESENT: Andrew Carruthers, HeplerBroom; Michelle Domer, ACT; SJ Morrison, ACT; Summer Moore, ACT, Susan Thomas, ACT, & Theresa Blair, ACT.

**II. Public Comment:**

President Ferguson opened the floor for public comments. No public comments were presented.

**III. Recognition:**

**A. ACT Driver Safety Award**

Morrison introduced Susan Thomas, Manager of Paratransit Services.

Thomas presented Theresa Blair with an award for twenty years of perfect safety. Theresa started working for ACT in 1997 and has driven countless miles. MCT holds a high standard of safety. Accidents are not classified by who is at fault but rather what the driver could have done to prevent an accident. Twenty years of perfect safety at these high standards is remarkable. Thomas presented Theresa with her award, twenty years safety patch, a monetary gift, and thanked her for her efforts.

Morrison thanked Theresa on behalf of Agency for Community Transit for her diligence.

Ferguson congratulated Theresa. She was astonished by her record with the amount of time she spends driving.

Thomas stated Theresa goes above and beyond for patrons, and she is here for all the right reasons.

Kane congratulated Theresa and stated it was easy to see she was an asset from hire.

Theresa thanked the board. She stated that she loved her job, and everyone has been good to her at ACT.

**IV. Consideration of the minutes of the August 18, 2020, regular meeting, and September 10, 2020, special meeting, for inclusion in the official records of the Agency.**

DIRECTOR KANE MADE THE MOTION, SECONDED BY DIRECTOR JEDDA, TO ACCEPT THE AUGUST 18, 2020, MEETING MINUTES FOR INCLUSION IN THE OFFICIAL RECORDS OF THE AGENCY.

A VOTE FOLLOWED.

ALL AYES. NO NAYS. MOTION CARRIED.

DIRECTOR JEDDA MADE THE MOTION, SECONDED BY DIRECTOR KANE, TO ACCEPT THE SEPTEMBER 20, 2020, SPECIAL MEETING MINUTES FOR INCLUSION IN THE OFFICIAL RECORDS OF THE AGENCY.

A VOTE FOLLOWED.

ALL AYES. NO NAYS. MOTION CARRIED.

**V. Transit Service Management:**

**A. Executive Director's Report**

Morrison presented the Executive Director's Report.

Eleven staff members tested positive for COVID-19, and an additional six were quarantined and awaiting test results. Since March, thirty staff members had tested positive for COVID-19, and those who have completed quarantine have recovered and returned to work. It is believed that transmissions are not occurring within the workplace. The Agency continues to do everything to keep employees and passengers safe and healthy and prevent the transmission of COVID-19. The base of operations and transit stations remain closed, require masks in buildings and on buses, and following social distancing protocols.

Services were reduced to fifty percent in March, and in August, service was reinstated to eighty percent. Service continues to increase as demand warrants. Demand for transportation services continues at the warehouse districts, Lakeview Commerce Center, Gateway Commerce Center, and at the newly developed Gateway TradePort. As a result, two new express routes and a shuttle were formed to directly serve the Gateway Commerce Center. The ridership is modestly increasing on the express routes and shuttle to the Gateway Commerce Center. An evaluation is occurring for an IL-111 transfer station to serve the growing warehouse district. The Paratransit service carried approximately ninety to one hundred trips per day, which remains low due to the demographics and closures due to the pandemic. In January, Fixed Route will introduce service to the Orchard Shopping Center in Collinsville.

Marketing implemented a quarterly newsletter and was working on launching a new website. RideFinders proposed a simplified and adjusted vanpool fare structure that was approved. There were only twenty-five vans operating to date, and it is expected that many will return once the workplaces reopen. Operations replaced the 30' bus fleet. A lease agreement was entered into with the City of Highland for a coach on chassis vehicle to provide transportation services for seniors and individuals with disabilities. A Facilities Department was formed to assist with the maintenance of the numerous facilities. MIS was assisting with the transition to a brand-new human

resources software. MIS has developed agency-wide MIS and Facility ticketing programs. A CAD/AVL (Computer Aided Dispatch/Automatic Vehicle Location) system is being pursued to connect vehicles in real-time from a dispatch and operation standpoint, but connect, the public as well. MCT Trail Projects are occurring in Troy, Maryville, Collinsville, and Edwardsville. There are trail safety, beautification, wayfinding, and connection projects underway. A groundbreaking occurred, and construction has begun on the Eastgate Park & Ride in East Alton. A contract was signed with AAIC, Inc. for design services and security updates for the new administration building and facilities. The improvement to the radio communication system is ongoing. A system-wide ADA bus stop improvement was also in progress.

In 2020, MCT received \$3.3 million in CMAQ funds, a three hundred-thousand-dollar (\$300,000) MEPRD grant, and a \$15.2 million Rebuild Illinois grant. Applications were submitted for IDNR and ITEP grants to fund a variety of trail projects.

Morrison thanked the staff for their efforts to provide services for patrons and users of the trail systems.

Jedda added that the MCT Board separated the building and the safety enhancements to prevent perceptions of overbudgeting.

Kane commended Morrison and the staff for providing essential transportation services through a pandemic.

B. Setting the Schedule of Meetings for 2021

Morrison proposed implementing quarterly ACT Board meetings.

DIRECTOR JEDDA MADE THE MOTION, SECONDED BY DIRECTOR KANE, TO APPROVE, SETTING THE SCHEDULE OF MEETINGS FOR 2021.

ALL AYES. NO NAYS. MOTION CARRIED.

C. Michelle Domer explained the RFQ process and the receipt of a single bid.

Domer expressed that receiving a single bid was not a surprise. Firms specializing in not-for-profit audits were selected to submit RFQ's from the AICPA or the Illinois CPA Society websites, which all the firms requested the RFQ. The Agency's audit is small in scope, and the fees are not lucrative for large firms. The costs have historically been less than ten thousand dollars, and that includes tax return services. After the bid closed, the Agency reached out to the non-bidding firms to ask why a bid was not received. The firms had various reasons, such as lack of personnel during tax season and the service costs more than the budget allows.

DIRECTOR KANE MADE THE MOTION TO AMEND RESOLUTION 20-24 TO ADD THE SECOND WHEREAS LANGUAGE WITHIN THE NOW THEREFORE SECTION TO DEFINE AND BIND THE TERMS OF THE CONTRACT, SECONDED BY DIRECTOR JEDDA, TO ACCEPT THE FOLLOWING RESOLUTION AS AMENDED:

20-24 AUTHORIZING THE AWARD OF CONTRACT FOR AUDITING SERVICES

A VOTE FOLLOWED.

ALL AYES. NO NAYS. MOTION CARRIED.

D. Michelle Domer explained the RFQ process and the receipt of two bids.

Local firms were contacted, and multiple firms would not bid unless they were the broker of record. The RFQ payments terms were left open to see if there would be a flat fee or point basis fees would be offered. Two bids with two different price structures were presented; A bid of 15 basis points annually per the value of all plan assets and a flat fee bid of twenty-five thousand annually, plus ten thousand per occurrence for as-needed services. A price analysis was conducted, and some additional assumptions based on the two price structures for the life span of five-years of the contract.

Kane mentioned adding language to protect the Agency in the event of an increase in employment.

Morrison agreed with additional provisions.

Domer believes it would be favorable to add the language to the contract.

Jedda believes the language is unnecessary at this time.

DIRECTOR KANE MADE THE MOTION TO AMEND RESOLUTION 20-25 TO ADD THE SECOND WHEREAS LANGUAGE WITHIN THE NOW THEREFORE SECTION TO DEFINE AND BIND THE TERMS OF THE CONTRACT, SECONDED BY DIRECTOR JEDDA, TO ACCEPT THE FOLLOWING RESOLUTION AS AMENDED:

20-25 AUTHORIZING THE AWARD OF CONTRACT FOR ACT 403(B)  
RETIREMENT PLAN EMPLOYEE EDUCATION SERVICES

A VOTE FOLLOWED.

ALL AYES. NO NAYS. MOTION CARRIED.

**VI. Executive session to discuss personnel under (c)(1), and salary under (c)(2) of the Open Meetings Act (5 ILCS 120/2)**

DIRECTOR JEDDA MADE THE MOTION, SECONDED BY DIRECTOR KANE, TO GO INTO EXECUTIVE SESSION.

ROLL CALL VOTE:

KANE	AYE
JEDDA	AYE
FERGUSON	AYE

ALL AYES. NO NAYS. MOTION CARRIED.

DIRECTOR JEDDA MADE THE MOTION, SECONDED BY DIRECTOR KANE, TO RETURN TO OPEN SESSION.

ROLL CALL VOTE:

KANE	AYE
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JEDDA            AYE  
FERGUSON      AYE

ALL AYES. NO NAYS. MOTION CARRIED.

**VII. Personnel:**

- A. Action related to Executive Session discussion regarding personnel under (c)(1), and salary under (c)(2) of the Open Meetings Act (5 ILCS 120/2)

DIRECTOR KANE MADE THE MOTION TO APPROVE OF THE WAGE & SALARY INCREASES AS PRESENTED WITH A SALARY INCREASE FOR THE EXECUTIVE DIRECTOR AND DIRECTOR-LEVEL STAFF IS ASKED TO CONSIDER A FUTURE BONUS PROGRAM FOR BASE STAFF EMPLOYEES, SECONDED BY DIRECTOR JEDDA.

ROLL CALL VOTE:

KANE            AYE  
JEDDA           AYE  
FERGUSON      AYE

ALL AYES. NO NAYS. MOTION CARRIED.

**VIII. Other Business:**

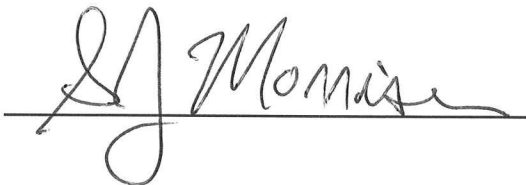
**IX. Adjournment**

DIRECTOR JEDDA MADE THE MOTION, SECONDED BY DIRECTOR KANE, TO ADJOURN.

ALL AYES. NO NAYS. MOTION CARRIED

Meeting was adjourned at 2:38 p.m.

Respectfully submitted.

A handwritten signature in black ink, appearing to read "J. Morris", is written over a horizontal line.