

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on March 27, 2023, in the Training Room of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:30 PM by Sue Davsko, Vice Chairperson.

I. ROLL CALL Present:

Sue Davsko	Vice Chairperson
Leslie McCarthy	Board Secretary
Karen Hasara	Treasurer
Jerry Doss	Trustee
Sandra Douglas	Trustee
Wynne Coplea	Trustee

Not Present:

Brian Brewer	Chairperson
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II. APPROVAL OF MINUTES

Trustee Doss made a motion to approve the minutes of the February 27, 2022, regular meeting of the Board of Trustees, seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel informed the board substantial completion of the new transfer center was not expected until summer/fall 2023. The west canopy construction is underway along with sewer repairs on the north of the center canopy. The remodel of the former board meeting room to four offices and a tech workshop is well underway. Construction on the south storage facility is set to begin as early as this week. Schoeffel also explained the rollout of the new SMTD app has been successful thus far. Also, SMTD is working with IDOT to participate in an EV pilot program the state is applying for. The state would provide two EV paratransit vehicles and two charging stations, although staff is working closely with IDOT to ensure the vehicles don't replace existing vehicles needed in service and that new vehicles are adequately sized and functional for our service. Additionally, SMTD presented several awards last week to catch up through January and February of this year. Employee of the Month award winners were Road Supervisor Reggie Perkins and Maintenance Technician Shane Clayton. Customer Service Award winners were Administrative Assistant Jenna Schwab and Fixed Route Operator Mike Ryffel. Maintenance Technician Dan Hardin was awarded the Shift Up Innovation Award. All great contributors to SMTD and to our hardworking, customer service-oriented culture.

Director of Finance and Administration Michelle Alexander explained SMTD had not yet received state concurrence for TCS digital displays. Director Alexander also explained SMTD is looking at additional revenue opportunities through advertising. SMTD has also asked the state for concurrence to purchase eight hybrid buses, this project will be presented to the board in April. The finance department is working on a budget amendment for presentation to the board, asset management, and the annual transportation improvement plan.

Director of Operations Melissa Ashford explained ridership has been up sixty percent since February 2022. The mobile app has been widely used with pass sales occurring for both mainline and paratransit routes.

IV. REPORTS

A. Approval of January Financial Statements and Cash Disbursements

Trustee McCarthy made a motion to approve the January Financial Statements and Accounts Payable Disbursements, seconded by Trustee Coplea. The motion passed unanimously.

B. Board Committee Reports:

Finance: No meeting.

Operations: Trustee Douglas thanked all SMTD drivers for their hard work in reflection of Driver Appreciation Day.

Administration: No meeting.

IT Steering: No meeting.

C. Planning Commission Report: Jason Sass explained the commission was working on the transportation improvement plan. Planning has also begun for curb your car week. The commission is also working with IDOT to identify stakeholders for electric vehicle infrastructure.

D. Disabled Persons Advisory Committee Report: Pete Roberts left a note informing their next meeting will be Thursday, May 18.

V. UNFINISHED NEW BUSINESS: None.

VI. NEW BUSINESS:

a. Consider Authorizing Execution of FY24 DOAP Application

Director Alexander explained SMTD annually applies for the Illinois Department of Transportation's Downstate Operating Assistance program (DOAP). The application and eventual program documents have all been completed and next steps would be to execute and deliver by the April 3 due date. Further for FY2024, SMTD is applying for its full apportionment of \$27,241,500. This year \$2,000,000 is being budgeted for "Debt Service". Alexander explained this means items purchased using a debt tool can be reimbursed very quickly if those items are included in the annual application.

Trustee Coplea made a motion to accept the staff's recommendation to authorize the Managing Director to submit the FY2024 Downstate Operating Assistance Application, seconded by Trustee McCarthy. Roll call was taken with all members voting yes.

b. Consider Proposed Amendment to FY23 Corporate Budget

Assistant Director of Finance and Compliance Tim Wenthe explained SMTD is proposing an amendment to the FY23 Budget. Within the Illinois Department of Transportation Blackcat Reporting System, the budget aligns with monthly financial reporting. Variances are adjusted by reallocation of funds from one line item to another. With budget adjustment requests for the FY23 Downstate Operating Assistance, SMTD seeks to codify the adopted corporate budget. Also, SMTD has various capital awards in place from both the State of Illinois and the Federal Transportation Administration. SMTD has earned reimbursements which will be used to recognize revenue to cover capital costs.

Trustee McCarthy made a motion to accept the staff's recommendation to amend the FY23 Budget and place the amended FY23 SMTD budget on file for public inspection., seconded by Trustee Doss. The motion passed unanimously.

c. Consider Authorizing Award of Contract to Illini Supply

Director Alexander explained SMTD issued a Request for Proposals (RFP) to enter into a single, fixed price contract with a qualified company capable of equipping the Transfer Center at the Springfield Sangamon County Transportation Center (SSCTC) with furniture, fixtures and equipment (FFE) for an open office area, two private offices, conference room, and public lobby area, as well as FFE for the Administration Remodel project, which includes five offices, and the Bus Storage Garage Renovations project, which includes a breakroom and office. SMTD received one proposal. The SMTD Evaluation Committee (EC) for this project includes Steve Schoeffel, Managing Director, Robin Miller, Customer Service Manager, Josh Scaife Human Resource Manager, Spencer Sidwell, Maintenance Manager and David Meyer, Buildings and Grounds. With a single bid, scoring was not required; however, SMTD scheduled a presentation on Feb 9, 2023, with questions provided beforehand by the Evaluation Committee. Out of 30 maximum points, Illini Supply received an average total of 27.25 points for their presentation. SMTD moved forward working with this single bid after the presentation, and SMTD requested a revised price proposal, based on changes made during the presentation and subsequent meetings. SMTD received a revised price proposal on March 14, 2023, for a price of \$211,521.32. With a single bid, IDOT requested a price analysis that looks at the proposed price line by line. SMTD completed a price analysis and found the price to be below the Independent Cost Estimate and considers the price to be fair and reasonable. The price proposed includes FFE, installation, and oversight and complete punch list walk through for each facility.

Trustee Douglas made a motion to accept the staff's recommendation to award a contract to Illini Supply to complete the project as detailed in RFP #2022-08 Furniture, Fixtures, and Equipment contingent upon receipt of State Concurrence, seconded by Trustee Hasara. Roll call was taken with all members voting yes.

d. Consider Appointment of Disadvantaged Business Enterprise Liaison Officer

Director Alexander informed the board when assigning the DBELO, an agency should create direct and independent access of the DBELO to the Managing Director. SMTD's current organizational chart demonstrates this distinction between the Managing Director Steve Schoeffel and the Grants and Procurement Manager Erin Appenzeller. The DBELO

position is responsible for implementing all aspects of the District's DBE program and must have adequate resources to administer the DBE program. This is important for SMTD to have in place as federal funding requires recipients to administer a DBE program, as defined in 49 CFR Part 26.

Trustee Hasara made a motion to accept the staff's recommendation to designate the Grants and Procurement Manager as the District's Disadvantage Business Enterprise Liaison Officer, seconded by Trustee McCarthy. Roll call was taken with all members voting yes.

e. Consider Proposed Curb Your Car 2023 Participation

Managing Director Schoeffel explained SMTD has a long involvement with "Curb Your Car" Week has been a local event for several years in Sangamon County, organized by the Springfield Sangamon County Regional Planning Commission (SSCRPC). This year's highlighted event is scheduled for May 15th – May 20th. SMTD will be offering free rides to anyone riding their bike to an SMTD bus route and utilizing bus service for part of their journey. Also, SMTD will offer one day during that week as a Free Ride Day to anyone utilizing public transit to promote the fixed route bus system over driving.

Trustee Hasara made a motion to accept staff's recommendation for continuation of Bikes Ride Free during Curb Your Car week May 15th through May 20th and authorize staff to set one Free Ride Day during that week, seconded by Trustee Coplea. The motion passed unanimously.

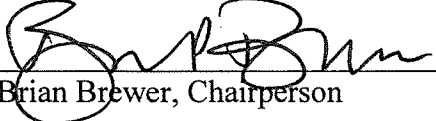
VII. PUBLIC COMMENT

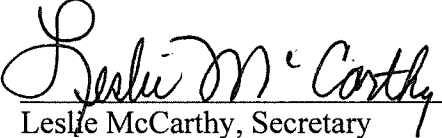
None

VIII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting. Trustee Doss seconded the motion, and the meeting was adjourned at 4:55 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary