

The Board of Trustees of the Sangamon Mass Transit District met in a regular session 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 Brian Brewer, Board Chairperson.

I. ROLL CALL Present:

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| Brian Brewer | Chairperson |
| Sue Davsko | Vice Chairperson |
| Karen Hasara | Treasurer |
| Leslie McCarthy | Secretary |
| Wynne Coplea | Trustee |
| Sandra Douglas | Trustee |
| Steve Schoeffel | Managing Director |
| Erik Bush | Director of Finance and Administration |
| Michelle Alexander | Grant & Procurement Manager |
| Russell Reed | SMTD Counsel |
| Jason Sass | Associate Planner, SSCRPC |

Excused

- | | |
|-----------------|-------------------------------------|
| Melissa Ashford | Director of Operations |
| Pete Roberts | Disabled Persons Advisory Committee |
| Jerry Doss | Trustee |

II. APPROVAL OF MINUTES

Trustee Coplea noted the September 27, 2021, meeting minutes be amended to note her attendance. Trustee Coplea made a motion to approve the minutes of the September 27, 2021 meeting, as amended, seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Schoeffel reported on the progress of the new county annex/transfer facility, including details on lighting, staging, and surface preparation. Director Schoeffel also reported on the Artistic Mural evaluation committee.

Director Schoeffel advised the Board SMTD released a Request for Proposals for vending services at both the new county annex/transfer facility and SMTD facilities. Those proposals will be reviewed by a selection of community members familiar with the services and be making a recommendation to the board at a meeting soon.

The Managing Director advised the board both Directors and he will be attending the American Public Transportation Association annual conference between this meeting and the next board meeting.

Director Schoeffel reviewed SMTD's participation related to OSHA COVID requirements, noting specific measures SMTD has in place to address vaccinations and employee preparedness.

Finally, Director Schoeffel reported on a trip made to Champaign-Urbana MTD where he and the Superintendent of Maintenance were able to experience, explore, and understand better the implementation of Hydrogen alt-fuel effectiveness in the Illinois market.

Director Ashford was excused from the meeting. Managing Director Schoeffel reported on the progress of ridership.

Director Bush reported final field work for the FY21 corporate audit has been completed and the independent auditor plans to have a draft report for SMTD within the next few weeks. Director Bush also reported that SMTD will be able to submit NTD on time, accurately, for the first time in four years.

IV. REPORTS

A. Approval of August Financial Statements and Cash Disbursements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: Director Bush reported that with the receipt of the draft financial audit for FY21 is still pending. Staff has provided all requirements to the independent auditor and await the delivery of the report for the fiscal year ended, June 30, 2021.

Operations: No report. Trustee Douglas voiced encouragement that ridership seemed to be slowly rebounding from the pandemic.

Administration: No report.

C. Planning Commission Report: Jason Saas of SSCRPC reported the RPC continues its work on the Active Transportation Plan, which includes traffic analysis and cycling/transit network analysis. Mr. Saas also reported the RPC is progressing with Phase II of the Parking Study. Trustee Coplea inquired as to the mapping of the study, which Mr. Saas confirmed was being done.

D. Disabled Persons Advisory Committee Report: No Report.

V. NEW BUSINESS**a. Consider Authorizing Resolution for FFY 2021 American Rescue Plan Additional Assistance**

Director Bush explained The Federal Transit Administration (FTA) has announced the opportunity to apply for discretionary grants under the American Rescue Plan Act's Additional Assistance Funding (Additional Assistance Funding). As required by the American Rescue Plan Act, funds will be awarded to eligible recipients that, because of the Coronavirus disease 2019 (COVID-19), require additional assistance for costs related to operations, personnel, cleaning, and sanitization combating the spread of pathogens on transit systems, and debt service payments incurred to maintain operations and avoid layoffs and furloughs. SMTD is seeking to replace fare revenue lost due to decreased ridership and to cover increased costs incurred in the interest of public health and safety. As this supplemental grant funding provides 100% federal share, no local funds will be allocated. Currently, staff is finalizing the project size of the request per award requirements by going through FY18 and FY20 data to project future revenues and costs eligible for 100% funding. At this point, staff is working with an estimated application request between \$2 and \$3 million.

Vice Chairperson Davsko made a motion accept staff's recommendation and approve an Authorizing Resolution for Federal Fiscal Year (FFY) 2021 American Rescue Plan additional assistance, seconded by Trustee Douglas. The motion passed unanimously.

b. Consider Authorizing Resolution for Section 5339 FFY 2021 Competitive Funding Opportunity: Grants for Buses and Bus Facilities Program

Director Bush explained it's an informal policy, but annual practice for SMTD to apply for Federal public transportation law (49 U.S.C. 5339(b)) funding, authorized by FTA to award grants for the Grants for Buses and Bus Facilities Program through a competitive process. Grants under this program are for capital projects to replace, rehabilitate, purchase, or lease buses and related equipment, or to rehabilitate, purchase, construct, or lease bus-related facilities. SMTD annually submits application with board approval to relive pressure on traditional FTA Section 5307 funding for operations.

Trustee Hasara made a motion to accept staff's recommendation and Accept staff's recommendation and approve an Authorizing Resolution for Federal Fiscal Year (FFY) 2021 5339 Competitive Funding Opportunity, seconded by Trustee McCarthy. The motion passed unanimously.

c. Consider Master Agreement with Washington State Department of Enterprise Services

Director Bush detailed the planning for the purchase of 18 busses over the next four years. FTA and IDOT allow for two procurement processes to obtain large purchases such as this, either via SMTD issuing a competitive, sealed bid process, or through the "piggy-backing" of purchases from contracts previously awarded through a similar competitive process. Grant & Procurement Manager Alexander has identified a master contract in the state of Washington that fits the district's needs.

To be able to purchase off the master contract, entities must enter into a Master Agreement with the State of Washington's Department of Enterprise Services (WA DES) as a first step to procuring off the Master Contract. For FY22-25, the TIP includes 18 replacement and expansion buses, as shown in supporting materials to this agenda item. Costs are estimated using historical costs to establish a base cost in the TIP, which is approximately \$11.7 million over five years. \$2.6 million of that need has been awarded through the State of Illinois' Rebuild Illinois program, and staff will use a combination of competitive grant awards or the district's annual 5307 funding to procure as time goes on. Chairperson Brewer asked how common "piggy-backing" is, industry-wide, to which Director Bush confirmed it was a common practice. In fact, SMTD's last bus purchases came off a shared contract with the Bloomington-Normal Mass Transit District. The key is in federal compliance, which this contract meets all standards. Director Schoeffel reminded the Board the City of Rockford recently pursued the same option. Vice Chairperson Davsko inquired whether the grant resolutions just passed by the Board of Trustees would be available to direct toward this purchase. Director Bush confirmed that to be the case.

Trustee Douglas made a motion to accept staff's recommendation and approve entering a Cooperative Purchasing Agreement with the State of Washington's Department of Enterprise Services to purchase buses as planned in the district's annual TIP, seconded by Trustee Coplea.

d. Consider CY 2021 Proposed Property Tax Levy

After considering in August, Director Bush brought back before the Board the Calendar Year (CY) 2021 property tax levy recommendation. SMTD has general taxing authority as an established unit of local government as a special district operating under Illinois law. Annually, SMTD must prepare an estimated Property Tax Levy, present to the governing board, advertise, if necessary, make available for inspection, and finally, consider once again after a public hearing, if necessary. Additionally, SMTD is bound by Illinois' Truth in Taxation law, as well as the Property Tax Extension Limitation Law. The former establishes that any increase from the prior extension over 5% must offer the public a hearing to discuss the increase. The latter established that a PTELL government will only receive the lessor of the Consumer Price Index (CPI) annualized year over year or an amount levied below the CPI.

Vice Chairperson Davsko made a motion to accept staff's recommendation and direct staff to increase public awareness of the proposed levy, and to return for adoption during the Board's November meeting, seconded by Trustee Coplea. The motion passed unanimously.

VI. PUBLIC COMMENT

None

VII. CLOSED MEETING

None

VIII. ADDITIONAL NEW BUSINESS

None

IX. ADJOURNMENT

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting. Trustee Douglas seconded the motion, and the meeting was adjourned at 5:00 PM.

Approved:

Brian Brewer, Chairperson


Leslie McCarthy, Secretary