

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on April 24, 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 Brian Brewer, Chairperson.

I. ROLL CALL

Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Leslie McCarthy	Board Secretary
Jerry Doss	Trustee
Sandra Douglas	Trustee
Wynne Coplea	Trustee

Not Present:

Karen Hasara	Treasurer
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II.

Trustee Coplea made a motion to open a Public Hearing to discuss the amended FY23 SMTTD Corporate Budget, seconded by Trustee Douglas. Assistant Director of Finance and Compliance Tim Wenthe explained the budget was being placed on file for public inspection. There was no public comment. Trustee Coplea made a motion to close the public hearing, seconded by Trustee McCarthy.

III.

APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the March 27, 2023, regular meeting of the Board of Trustees, seconded by Trustee Coplea. The motion passed unanimously.

IV.

DIRECTORS REPORTS

Director Schoeffel informed the board that construction on the new transfer center was ongoing. Schoeffel also explained SMTD was pulling out of the State of Illinois electric vehicle program, as the buses being awarded were not a good fit for SMTD services. Also, SMTD staff have been working to update the administration employee manual. Additionally, SMTD presented several awards to the latest Employee of the Month award winners including Mechanic Don Farley, and our March Showtime Customer Service Award winner was Bookkeeper Aretha Thompson, who has also assisted with the reception desk during our transition to new customer service staff. 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, as well as awaiting concurrence for furniture and fixtures through Illini Supply. Director Alexander also explained the finance department has been reviewing the investment policy. The finance department is working on the annual transit asset management plan. Along with this, SMTD has been selected by the Federal Transportation Administration to submit data collection and testing information related to the spending of CARES money.

Director of Operations Melissa Ashford explained ridership for paratransit is up 11% from pre-covid levels. Mainline ridership is trending upward with students back on campus at

UIS, as well as warmer weather. Ashford explained Operators and Road Supervisors have been trained on transfer center changes and are prepared for the Washington Street closing.

V. REPORTS

A. Approval of February Financial Statements and Cash Disbursements

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

B. Board Committee Reports:

Finance: The finance committee met to review the investment policy changes and improvements that could be made.

Operations: No meeting.

Administration: No meeting.

IT Steering: Trustee Coplea expressed interest in meeting to better understand the ongoing updates to FleetNet and updated databases with Sangamon County.

C. Planning Commission Report: Jason Sass explained the commission was preparing for curb your car week. The commission is also working on the transportation improvement project.

D. Disabled Persons Advisory Committee Report: No updates.

VI. NEW BUSINESS:

a. Consider Amended FY23 Corporate Operating & Capital Budget

Assistant Director of Finance and Compliance Tim Wenthe explained SMTD is proposing an amendment to the FY23 Budget for two reasons: (1) 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. (2) SMTD has various capital awards in place from both the State of Illinois and the Federal Transportation Administration. For the first purpose of reallocating funds within the budget, the result of moving money from line items to other lines resulted in a net zero change from the adopted budget. For the second purpose of addressing capital funding, capital spending captures projects costs reduced to reflect our expectations more closely. The total FY23 budget, as amended, remains at \$24,515,000.

Trustee McCarthy made a motion to accept the staff's recommendation to approve the FY23 Corporate and Operating Capital Budget as amended, seconded by Trustee Doss. The motion passed unanimously.

b. Consider Authorizing Award of Contract to Gillig LLC

Director Alexander explained in October 2021, SMTD Board of Trustees approved a cooperative purchasing agreement between SMTD and State of Washington for transit buses using Washington State Department of Enterprise Services (WA DES)'s Master Contract #06719. WA DES authorized the purchase of eight (8) 35' low-floor, heavy-duty diesel electric hybrid buses from Gillig using the price proposal and floor plans provided by Gillig. The contract pricing established during WA's competitive bid process and the terms and conditions shall apply for this purchase. The term of the contract is 04/01/2023-03/31/2024, with two subsequent twelve-month extensions, and the maximum contract term ending 03/31/2026.

Trustee Coplea made to approve Resolution #2023-16 to award a contract to Gillig to complete the project as detailed in the Washington DES Master Contract #06719, including three amendments, and the Gillig price quote and floor plans provided on 01/13/2023, seconded by Trustee McCarthy. Roll call was taken with all members voting yes.

c. Place Proposed FY24 Corporate Operating & Capital Budget on File

Assistant Director of Finance and Compliance Tim Wenhe informed the board that annually, SMTD must comply with Illinois law compelling the District to adopt a spending plan that balances resources. A balanced budget means the Agency's use of funds (expenses) met with current sources (revenues + fund balance). Staff continues to work on the FY24 spending plan. Wenhe also explained the FY24 plan as presented represents a proposed \$24,441,240 in Operating Expenses and \$6,665,617 in Capital Expenses; for Total Expenses of \$31,106,857. Further, F24 proposed Revenues are \$24,441,241 for Operating Revenues and \$6,665,617 in Capital Revenues; totaling \$31,106,857 for Total Revenues.

Trustee McCarthy made a motion to place the proposed Fiscal Year 2024 Corporate Budget on file for public inspection, 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 Coplea seconded the motion, and the meeting was adjourned at 5:05 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary