

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on August 28, 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
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Jerry Doss	Trustee

Not Present:

Karen Hasara	Treasurer
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II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the July 24, 2023, regular meeting of the Board of Trustees, seconded by Trustee Coplea. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel informed trustees of ongoing projects at the transfer center, as well as focusing on a firm completion date that will allow SMTD access into their portion of the facility. Director Schoeffel also noted the recent upgrades to the administration building including locks and furniture that will allow for use of the recently added offices. The south storage body shop was making progress with steel work being completed. Director Schoeffel also recognized recent award winners, including Employee of the Month – Mainline Operator Bobby Criss and Showtime Customer Service Award recipient – Access Operator Richard Taylor. Additionally, Director Schoeffel also recognized maintenance staff for their quick response supplying the State Fair with cooling buses on Sunday. Schoeffel informed the board this was an unforeseen event that will likely be planned for going forward with State Fair officials.

Director of Finance and Administration Michelle Alexander informed trustees' auditors from Sikich were on-site for preliminary field work August 8th and 9th. She felt confident that her team had abided by the audit schedule and felt SMTD was in good shape for the upcoming audit. Additionally, the finance department has been working to update vendor accounts to ACH to help protect the organization from potential fraud. As SMTD continued to review ERP software a meeting was held with Avail Fleetnet to determine their software's ability to accommodate SMTD's transit specific needs. Alexander noted that with all departments present at the meeting, it was agreed that the updated Avail Fleetnet software could continue to work for all SMTD's operational needs.

Director of Operations Melissa Ashford informed the board of the recent use of State Fair routes. Ashford also explained ridership for paratransit has continued surpassing expectations, which is wonderful for the department. Fixed route ridership was trending

upwards as well. Director Ashford also informed SMTD was looking to hire additional maintenance staff when the paint and body shop opens.

IV. REPORTS

A. Approval of June Financial Statements and Cash Disbursements

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

B. Board Committee Reports:

Finance: No report.

Operations: No report.

Administration: No report.

IT Steering: Trustee Coplea was awaiting a staff meeting to review computer systems.

C. Planning Commission Report: Jason Sass reported the ongoing data collection for the final report of the downtown parking survey.

D. Disabled Persons Advisory Committee Report: None.

V. NEW BUSINESS:

a. Consider DBE Program Goals

Grants and Procurement Manager Erin Appenzeller explained to remain in compliance with 49 CFR Part 26, SMTD is required to set a Triennial DBE Goal. The methodology used to develop the Federal Fiscal Year 2024-2026 DBE goal has passed approval from FTA's Regional Civil Rights Office. This methodology was used for the FFY 2015 to 2017 DBE goal as well as the FFY 2018 to 2020 DBE goal. A different methodology was used to develop the FFY 2021 to 2023 DBE goal. The 2021 to 2023 Methodology had a finding related to "Inadequate implementation of race-neutral measures" during the 2022 FTA Triennial review. A corrective action plan was developed to address this finding. The plan included using the past approved methodology that includes both race-neutral and race-conscious measures. SMTD projects shall meet 1.1% of its overall DBE goal through race and gender-neutral measures and 2.3% through race and gender-conscious measures, with a total DBE goal of 3.4%. Subcontracting DBE goals will be set on Capital contracts, and other contracts on a case-by-case basis. Appenzeller explained that a DBE outreach meeting was held August 24th and SMTD was currently accepting comments and feedback on the DBE goal through Friday, September 8th. Appenzeller noted that if approved by the board, submission of DBE program goals would be the week of September 11th. Trustee Doss asked for definitions of race/gender neutral and race/gender conscience. Manager Appenzeller provided an explanation regarding the definitions of both as well as the stakeholders who received DBE information. She also spoke about the methodology used for implementing these measures. Trustee Doss noted that to reach minority groups and disadvantaged people there should be more contact

with certain places, including churches. Trustee Doss also expressed the concern of SMTD lowering their DBE goal from the previous year. Manager Appenzeller noted that she would update her contact list with Trustee Doss recommendations.

Trustee McCarthy made a motion to approve the Federal Fiscal Year 2024 to 2026 DBE Goal of 3.4%, seconded by Trustee Coplea. The motion passed, with Trustee Doss voting present.

b. Consider DBE Program Updates

Grants and Procurement Manager Erin Appenzeller informed the board during the 2022 FTA Triennial review SMTD's DBE program had three findings. The findings were semi-annual DBE reports not submitted or not submitted timely, inadequate implementation of race-neutral measures, insufficient documentation of monitoring DBE compliance of contractors. A corrective action plan was developed to address all three of these findings. To address finding One, The DBELO will start Semiannual reports when the General Ledger has been closed for the reporting period. This will allow adequate time to prepare and correct any issues with Semi-annual reporting to ensure reports are submitted on time in the future. To address finding Two, the DBELO updated the goal setting methodology to include both race-neutral and race-conscious measures. To address finding Three, the DBELO implemented a Site Compliance check list. Additionally, the DBELO will perform random site inspections to ensure all contractors remain in compliance with DBE requirements. After addressing all three of the findings, Appenzeller explained SMTD was in solid compliance with DBE requirements. Director Schoeffel noted the findings were related to gaps in coverage of the DBELO position, as well as various levels of experience and training by those covering the positions.

Trustee Coplea made a motion to approve the updates to the Disadvantage Business Enterprise Program, seconded by Trustee Davsko. The motion passed unanimously.

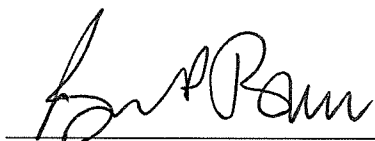
VI. PUBLIC COMMENT

Jane Ford said "Thumbs up on the cooling buses at the fair on Sunday. Can I come by the office and pick up on of Tony's activity booklets to look over?". Chairman Brewer told Jane they would have a handful for her, and they appreciated her support.

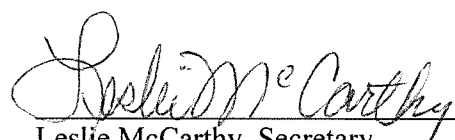
VII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting, seconded by Trustee Douglas. The meeting was adjourned at 5:03 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary