

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

**I. ROLL CALL** Present:

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

Not Present:

Wynne Coplea	Trustee
--------------	---------

Following Roll Call, Trustee Hasara made a motion to admit Trustee Coplea to the meeting via zoom, seconded by Trustee Davsko. The motion passed unanimously, and Trustee Coplea was added to the meeting.

**II. APPROVAL OF MINUTES**

Trustee McCarthy made a motion to approve the minutes of the January 23, 2022, regular meeting of the Board of Trustees, seconded by Trustee Douglas. The motion passed unanimously.

**III. DIRECTORS REPORTS**

Director Schoeffel informed the board work on the 5-year-plan is nearly complete, with Directors having reviewed final draft. Expect final draft in the next sixty days. SMTD was also expected to meet with the Sangamon County Sheriff's Office to work on details of the intergovernmental agreement.

Director of Finance and Administration Michelle Alexander explained SMTD received state concurrence for the construction project on the South Storage building. Director Alexander thanked the entire finance and administration team for their work in helping prepare the needed documents for the audit. She also thanked the finance department for their work on implementation of the new app and payment options.

Director of Operations Melissa Ashford explained Genfare updates to the mobile app and it's anticipated rollout to the public. She also thanked the finance department for their help on the app implementation. Ashford updated the board that mainline ridership has nearly returned to 2019 ridership levels.

**IV. REPORTS**

**A. Approval of December Financial Statements and Cash Disbursements**

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

**B. Board Committee Reports:**

**Finance:** The finance committee met and reviewed investment options for certain funds.

**Operations:** The operations committee met and reviewed the new phone app, as well as the new farebox system.

**Administration:** The administration committee met to review updates to administration.

**IT Steering:** The IT Steering committee met to review the intergovernmental agreement with Sangamon County regarding IT services.

**C. Planning Commission Report:** Jason Sass explained the commission was reassessing multi use trails throughout Springfield to improve the active transportation plan.

**D. Disabled Persons Advisory Committee Report:** No report.

**V. UNFINISHED NEW BUSINESS:** None.

**VI. NEW BUSINESS:****a. Consider Fiscal Year 2022 Corporate Audit**

Chad Lucas, partner with Sikich presented the board of trustees with an independent review of SMTD's accounting, accounting practices, and compliance with rules and standards in place. The report encapsulated the entirety of the District's operations for the fiscal year 2022. Particularly, the effect of the COVID-19 public health emergency and its resulting effects on SMTD accounting, reimbursement, procurement, and information technology (IT) safety practices.

Trustee Davsko made a motion to accept staff's recommendation to receive and file the fiscal year 2022 independent financial audit and direct staff to finalize all editorial changes and comply with all filing regulations as appropriate, seconded by Trustee McCarthy. The motion passed unanimously.

**b. Consider Authorizing Renewal for 2023 Springfield Sangamon Growth Alliance**

Director Alexander explained the Springfield Sangamon Growth Alliance has worked with SMTD to advancing economic development efforts in Springfield and Sangamon County. SSGA's mission is to pursue economic prosperity and growth for Sangamon County and the City of Springfield by helping to create and market a financially sound community. As such, SMTD supports this mission as a membership partner.

Trustee Doss made a motion to extend the Membership Commitment for 2023 with the Springfield Sangamon Growth Alliance and authorize Managing Director to execute the 2023 Membership Commitment., seconded by Trustee Douglas. The motion passed unanimously.

**c. Consider Award for Rebuild Illinois III**

Director Alexander explained Rebuild Illinois is a six-year capital plan that was signed into law in June 2019, pledging to invest \$44.8 Billion in capital funding with \$33.2 Billion being allocated specifically to transportation projects. SMTD, with authorizing resolution at the July 25, 2022 Board of Trustees Board Meeting, applied for Rebuild Illinois Round III State Capital Grant Opportunity, which is a Public Transportation Capital Assistance Grant. SMTD requested funding for TIP projects #06-2025-14, #06-2024-19, and #06-2024-16. SMTD plans to build a secondary transfer hub to replace the on-street location at Junction Circle, as well as make facility repairs to the 928 S. 9<sup>th</sup> Street Campus that will allow for additional parking, coverage over the fueling station, permanent storage sheds and security upgrades to fencing, lighting, and cameras. SMTD was awarded \$1,070,000 for facility repairs and expansion, and \$6,900,000 for a secondary transfer center for a total award of \$7,970,000 in Rebuild Illinois Round III. SMTD is not required to provide a local match; however, if projects costs are higher than anticipated, then SMTD would be financially impacted. Overall, SMTD has been awarded \$12,948,536 through the three rounds of the Rebuild Illinois Capital Assistance Program since 2020.

Trustee Douglas made a motion to accept staff's recommendation to enter into a Rebuild Illinois Round III Grant agreement, seconded by Trustee Davsko. The motion passed unanimously.

**d. Consider Intergovernmental Agreement with Sangamon County**

Managing Director Schoeffel explained to the board in summer 2023, SMTD plans to move into a new transportation center facility to serve as the new transfer center, which was built in accordance with an intergovernmental agreement between SMTD, Sangamon County, the City of Springfield, and the Federal Transit Administration, a division of the United States Department of Transportation.

That agreement allowed the exchange of property between SMTD and Sangamon County - property from SMTD being more valuable than the property from Sangamon County – on the condition SMTD's Bus Transfer Facility would be built by Sangamon County and no federal funds from any source would be used for the design and construction of that facility. The estimated cost of the construction of the facility was \$13 million.

As this facility will eventually connect via skywalk to the new HUB facility on 9<sup>th</sup> Street, SMTD wishes to provide its passengers with all of the amenities available to the public at the new facility, which will include access to county services, Amtrak, public amenities, and public spaces, along with general access to the downtown area across 9<sup>th</sup> Street. These areas will include public displays with bus schedule information, wayfinding to and from SMTD, and general connective signage and programming to encourage foot traffic between the facilities.

To foster this connection, the intergovernmental agreement (IGA) proposed commits SMTD to participating in that construction project including public engagement, the 1908 Race Riot Museum, Pedestrian Plaza, and Public Square, in an amount not to exceed \$2.2 million and to be paid in four equal installments of \$550,000 over the next four years.

Trustee Davsko made a motion to accept staff's recommendation to enter into this intergovernmental agreement with Sangamon County to participate via public engagement and construction of the 1908 Race Riot Museum, Pedestrian Plaza, and Public Square portions of the west side of the Springfield Sangamon County Transportation Center in a total amount not to exceed \$2.2 million, seconded by Trustee McCarthy. The motion passes unanimously.

**e. Consider Authorizing Award of Contract to TCS Transportation**

Director Alexander 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 display technology capable of displaying passenger information, public service announcements, and digital advertising. Because of the higher cost proposed for this project, SMTD will use federal grant IL-2022-013, which is a technology grant, to cover the additional charges for this project. The cost of this project is expected to be \$829,109.84, and not to exceed \$870,565.33 with a 5% contingency.

Trustee McCarthy made a motion to accept staff's recommendation to award a contract to TCS Transportation, dba The Convention Store to complete the project as detailed in RFP #2022-06 Transit Digital Display Systems contingent upon receipt of State Concurrence. seconded by Trustee Doss. Due to the amount, roll call was taken with all board members voting yes.

**f. Consider Spending Authority Update to Bylaws**

Managing Director Schoeffel explained over the last year, fuel prices and prices for some bus parts have risen to the degree that they exceed current spending limits on authorized personnel listed in the bylaws. Further, no spending authority was granted for some newly created positions or staff authorized by management to purchase media for the District.

The proposed changes to the bylaws raise the spending authority of the Managing Director to a level that would include current and future price fluctuations in fuel, as well as smaller contracts that do not exceed an amount standard across the transit industry. The Managing Director's limit on emergency contracts is also raised to an industry-accepted level, and a corresponding provision is added to require management to notify the Board within 72 hours of entering into such an agreement.

Finally, authorized amounts for Directors, Assistant Directors, Superintendents, Controller, and a marketing designee selected by the Managing Director are also updated to better reflect current prices and spending authority levels are within industry standards. Trustee Davsko made a motion to accept staff's recommendation to approve updated bylaws reflecting changes to spending authority provisions, seconded by Trustee Douglas. The motion passed unanimously.

**VII. PUBLIC COMMENT**

None

**VIII. CLOSED MEETING**

None

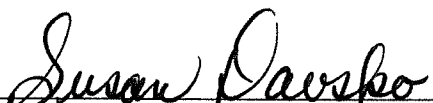
**IX. ADDITIONAL NEW BUSINESS**

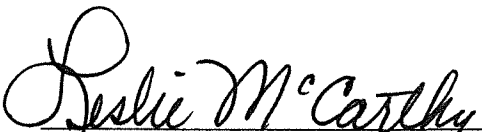
None

**X. ADJOURNMENT**

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting. Trustee Hasara seconded the motion, and the meeting was adjourned at 5:13 PM.

Approved:

  
\_\_\_\_\_  
Susan Davsko, Vice Chairperson

  
\_\_\_\_\_  
Leslie McCarthy, Secretary