

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on July 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
Karen Hasara	Treasurer
Sandra Douglas	Trustee
Wynne Coplea	Trustee
Jerry Doss	Trustee

Not Present:

Sue Davsko	Vice Chairperson
Leslie McCarthy	Board Secretary

II. APPROVAL OF MINUTES

Trustee Hasara made a motion to approve the minutes of the June 26, 2023, regular meeting of the Board of Trustees, seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel informed many vendors were waiting for installation at the transfer center. Schoeffel also informed the trustees the south storage body shop was making progress with concrete removal and updated plumbing. Director Schoeffel also recognized recent award winners, including June Employee of the Month Mark Breidenbaugh, Showtime Customer Service Award recipient Kenny Black and Shift Up Innovation Award recipient Tony Mares. Director Schoeffel also recognized Michelle Alexander and Melissa Ashford for all their hard work and efforts to make SMTD all that it is.

Director of Finance and Administration Michelle Alexander informed trustees credit card procedures were being reviewed and drivers were being retrained on using credit cards at the gas stations and best ways to avoid credit card skimming devices. SMTD has continued to review ERP software used by Sangamon County. Director Alexander also explained preparation was taking place for future DBE goals.

Director of Operations Melissa Ashford explained ridership for paratransit has again surpassed pre-covid numbers. Fixed route ridership is only down slightly from pre-covid numbers, with hopes of returning to pre-covid ridership levels in the fall of this year. Ashford also informed drivers and staff are preparing for the August run bid, including route 6 updates to accommodate the new Helping Hands location.

IV. REPORTS

A. Approval of May Financial Statements and Cash Disbursements

Trustee Coplea made a motion to approve the May Financial Statements and Accounts Payable Disbursements, seconded by Trustee Doss. 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 downtown parking survey. Also, the SATS policy committee approved the most recent transportation improvement program.

D. Disabled Persons Advisory Committee Report: No report.

V. NEW BUSINESS:**a. Consider FY24 SSCRPC Planning Agreement**

Director Alexander explained SMTD annually participates with the Springfield-Sangamon County Regional Planning Commission (SSCRPC) to effect technical and policy work designed to plan and execute transit and transportation planning between different governmental bodies. SSCRPC serves as the coordinator for both short and long-term capital plans for IDOT, City, County, District, and others in the region. The SSCRPC staff provide planning and support services to the Metropolitan Planning Organization (MPO) and are also responsible for producing plans, programs, studies, maps, and other documents for the MPO, including the Unified Planning Work Program (UPWP). This year's renewal of transportation planning and advisory services is \$21,910.96, which is SMTD's share of SSCRPC's operating budget for the fiscal year.

Trustee Doss made a motion to approve the annual agreement for Plan Year 2024 between Springfield Mass Transit District and Springfield-Sangamon County Regional Planning Commission for a total of \$21,910.96, seconded by Trustee Douglas. The motion passed unanimously.

b. Consider Contract with Henson Robinson for HVAC Maintenance

Grants and Procurement Manager Erin Appenzeller explained SMTD released a Request for Proposals (RFP) for HVAC Preventative Maintenance on May 5th, 2023. Proposals were received on June 8th, 2023. One proposal was received from Henson Robinson Company. When reaching out to other potential vendors one reason for not bidding was the size of the project being too large, and another company didn't have adequate technicians to meet our needs. SMTD has added two additional buildings to the preventative maintenance schedule. With the addition of these buildings the annual cost did increase but stayed within the range of the independent cost estimate.

Trustee Hasara made a motion to approve a three-year contract with Henson Robinson Company for \$209,020.67, seconded by Trustee Coplea. The motion passed unanimously.

c. Consider Declaring Certain Equipment Surplus

Director Alexander informed the board when an asset has reached the end of its useful life benchmark (ULB), the Board must declare that asset as surplus to allow for final disposition. Asset 1084 was entered into inventory in 2000, but never removed when replaced. Asset 1084 was traded in for credit for the replacement equipment. The replacement equipment is below the capitalization threshold and not entered in fixed asset inventory. Asset 100175 has been replaced with newer equipment, as the software no longer works with the current bus fleet. Asset 100175 will be placed on I-bid. SMTD requests to declare this equipment as surplus for final removal and disposition. The assets are fully depreciated. If Asset 100175 sells on I-bid, then revenue would be collected.

Trustee Douglas made a motion to prepare equipment declared surplus for final disposition, seconded by Trustee Coplea. The motion passed unanimously.

VI. PUBLIC COMMENT

Jane Ford reported the Celebration in the Park was set for August 4th.

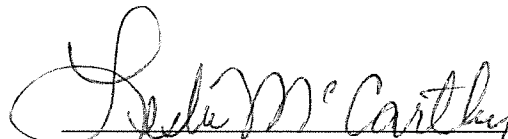
VII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Coplea made a motion to adjourn the meeting, seconded by Trustee Douglas. The meeting was adjourned at 4:50 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary