

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on June 26, 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:

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| Brian Brewer | Chairperson |
| Karen Hasara | Treasurer |
| Sandra Douglas | Trustee |
| Wynne Coplea | Trustee |
| Leslie McCarthy | Board Secretary |
| Jerry Doss | Trustee |

Not Present:

- | | |
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| Sue Davsko | Vice Chairperson |
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II. APPROVAL OF MINUTES

Trustee Hasara made a motion to approve the minutes of the May 22, 2023, regular meeting of the Board of Trustees, seconded by Trustee McCarthy. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel informed staff was continuing to evaluate software for a potential conversion from FleetNet. Director Schoeffel noted he has begun discussions with Continuum of Care to address mental health concerns of passengers. Also, Schoeffel thanked the SMTD Community Awareness group for their participation in the Heart Walk at Southwind Park and the attendance at the Lucky Horseshoes baseball games on June 25.

Director of Finance and Administration Michelle Alexander explained preliminary work has begun on the FY23 audit with Sikich. The finance department has been working diligently to complete the fiscal year end process. Also, the administration office construction is ninety percent completed, and SMTD was working with Illini Supply to secure furniture and fixtures.

Director of Operations Melissa Ashford explained ridership for paratransit has surpassed pre-covid numbers. Fixed route ridership is only down eleven percent from pre-covid numbers, with hopes of returning to pre-covid ridership levels with the opening of the transfer center. Ashford also informed that FTA has implemented new procedure for drug and alcohol testing, including the use of mouth swabs as an alternative way of testing. Further, run bids are being updated to include a route that will service the new Springfield Clinic building on Old Jacksonville Road.

IV. REPORTS

A. Approval of April Financial Statements and Cash Disbursements

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

B. Board Committee Reports:

Finance: No report.

Operations: No report.

Administration: The administration committee met to review upcoming agenda items.

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

C. Planning Commission Report: Jason Sass reported the ongoing work for the downtown parking survey. Also, a draft version has been published for public review of the transportation improvement program.

D. Disabled Persons Advisory Committee Report: Pete Roberts left a message to inform their next meeting was scheduled for July 20.

V. NEW BUSINESS:**a. Consider Proposed Commercial Renewals of all Property and Liability Coverages**

Tom Kavanaugh of Gallagher Insurance was available at the board meeting to explain the market overview, changes to the current coverages, and answer any questions from the trustees. SMTD contracts with Gallagher Insurance to bid on SMTD's behalf for property and liability insurance. According to the enclosed report, SMTD's overall renewal is up 6% after factoring in the projected payroll increase (2%), an increase in property valuation of 19%, and a 1.7% increase in the excess/umbrella line. The financial impact of this action involves SMTD's total coverage across all lines, for areas of property, bus, excess, public official, pollution, workers compensation, and Cyber liability, totaled \$880,832 in FY23 and \$845,650 in FY2022. Total costs across all lines for fiscal year 2024, as proposed, would be \$930,769, a total dollar increase of \$49,937 or, 5.6%.

Trustee McCarthy made a motion to direct staff to execute all necessary policy riders and contractual documents to affect insurance coverage for FY24 as presented by Gallagher Insurance, seconded by Trustee Doss. The motion passed unanimously.

b. Consider Adoption of the FY24 Corporate Operating & Capital Budget

Director Alexander explained SMTD must comply with Illinois law compelling the District to adopt a spending plan that balances resources held and incoming to uses outgoing. A balanced budget means the Agency's use of funds (expenses) met with current sources (revenues + fund balance). Staff has completed the FY24 Budget and the document delineates the spending plan for the period from July 1, 2023 – June 30, 2024.

Trustee Douglas made a motion to adopt the Fiscal Year 24 Corporate Operating & Capital Budget as presented, seconded by Trustee Coplea. Roll call was taken with all members present voting yes.

c. Consider Approval of Revisions made to the SMTD Admin Employee Manual

Director Alexander informed the board SMTD periodically reviews policies and procedures to stay current on local, state, and federal laws, as well as address potential changes to the working environment. SMTD has reviewed the SMTD Admin Employee Manual. During the review process, SMTD added applicable law changes, referenced guidance from the National RTAP for developing and maintaining a transit system personnel policy, and consulted with SMTD Legal Counsel. Since the last review of the Manual, the working environment has changed to include multi-factor authentication, safer approaches to cybersecurity, and working from home options. All sections of the Manual were reviewed.

Trustee McCarthy made a motion to accept the revisions to the Admin Employee Manual with effective date for changes of July 1, 2024 (scrivener's error: intended date July 1, 2023), seconded by Trustee Doss. The motion passed unanimously.

d. Consider Relocation Agreement with Helping Hands Facility

Managing Director Schoeffel explained city and county leaders, homeless persons advocates and others in the Springfield community have been working for several years to provide what is termed a continuum of care for our homeless population. The County and not-for-profit Helping Hands of Springfield have agreed to provide comprehensive services and shelter for homeless individuals at a newly remodeled facility on Dirksen Parkway beginning October 1, 2023. Then the existing Helping Hands facility across Washington Street from the SMTD Transfer Center will be acquired by the County to serve as a future location of the Sangamon/Menard Area Regional Transit program headquarters upon completion of the Transportation Hub. SMTD's commitment to this project is simply providing a bus stop within the immediate vicinity of the new facility on Dirksen to provide access via SMTD bus to and from downtown.

Trustee Coplea made a motion to approve SMTD's participation in the Relocation Agreement with Helping Hands of Springfield and Sangamon County, seconded by Trustee Douglas. The motion passed unanimously.

e. Consider One-Year renewal of Third-Party Claims Management Agreement

Grants and Procurement Manager Erin Appenzeller explained PMA Management Corporation has served as SMTD's small liability claim management third party administrator since 2017. PMA processes SMTD claims below the corporate deductible. Claims above the corporate deductible are handled by Hinshaw. Operations and Finance both have had good experience with PMA during the last renewal year. The Purchasing department is currently working on an updated Invitation for Bid (IFB) for these services. A one-year extension would cost SMTD \$23,175 for the term of July 14, 2023 to July 13, 2024. The annual price of \$23,175 is 3% higher than the 2022-2023 price of \$22,500.

Trustee Doss made a motion to approve a one-year extension with PMA Management Corporation for \$22,500, seconded by Trustee Coplea. The motion passed unanimously.

f. Consider Authorization of Award of Contract to Houck Transit Advertising

Grants and Procurement Manager Erin Appenzeller explained that SMTD released a Request for Proposals (RFP) for Transit Advertising Services on April 6th, 2023. Proposals were received on May 18th, 2023. One proposal was received from Houck Transit Advertising. When researching other potential vendors one reason for not bidding was the size of our market and the other company only offers billboard advertising in our services area. Trustee Doss inquired on the consideration of minority business in the bidding process.

Trustee Hasara made a motion to authorize the Managing Director to enter a three-year revenue generating contract with Houck Transit Advertising for \$155,000.00 annually or 52% of advertising sales, whichever is higher, seconded by Trustee Coplea. The motion passed unanimously.

g. 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. When SMTD upgraded the radio system years ago and went from analog to digital, the vendor PEC disposed of the old equipment. SMTD requests to declare this equipment as surplus for final removal and disposition. Trustee Coplea asked that consideration be given to local vendors for recycling purposes if possible.

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

VI. PUBLIC COMMENT

No comment.

VII. CLOSED MEETING

Trustee Hasara made a motion to close the open meeting and open a closed meeting for the purposes of discussing prior closed meeting minutes, the purchase of real estate, employee compensation, and collective bargaining matters, seconded by Trustee Coplea at 5:21 pm.

VIII. ADDITIONAL NEW BUSINESS**a. Union Agreement**

Trustee Coplea made a motion to approve the letter of Agreement with the Amalgamated Transportation Union Local 1249 and SMTD, seconded by Trustee McCarthy.

b. Personnel

Trustee Hasara made a motion to approve administrative staff wages, seconded by Trustee Doss. Roll call was taken with all members present voting yes.

Trustee Douglas made a motion to approve the contract extension for the managing director, seconded by Trustee Coplea. Roll call was taken with all members present voting yes.

c. Meeting Minutes

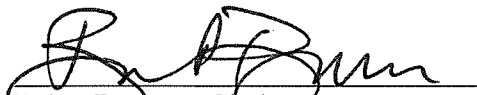
Trustee McCarthy made a motion to release previously closed executive session meeting minutes from May 23, 2022 and July 25, 2022, seconded by Trustee Coplea.

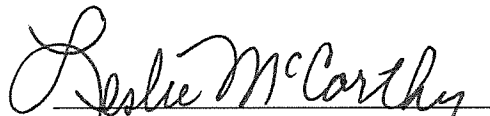
Trustee Coplea made a motion to keep closed executive session minutes from February 28, 2022 and June 27, 2022, seconded by Trustee McCarthy.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting, seconded by Trustee Coplea. The meeting was adjourned at 5:52 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary