

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on September 26, 2022, 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
Wynne Coplea	Trustee
Jerry Doss	Trustee
Sandra Douglas	Trustee
Steve Schoeffel	Managing Director
Melissa Ashford	Director of Operations
Michelle Alexander	Grants and Procurement Manager
Josh Scaife	Human Resource Manager
Russell Reed	SMTD Counsel
Pete Roberts	Disabled Person Advisory Committee Report
Jason Sass	SSCRPC

Excused:

Karen Hasara	Treasurer
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II. APPROVAL OF MINUTES

Board Secretary McCarthy made a motion to approve the minutes of the August 22, 2022, regular meeting of the Board of Trustees, seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel reported the transfer center continues to be on schedule. Contractors are still forecasting an end of year completion date, which leaves the acquisition of furniture, fixtures, equipment, displays. Additionally, the district plans to purchase 4 new CNG busses to replace older busses. Lastly Director Schoeffel announced that Director of Finance and Administration Erik Bush, would be resigning from SMTD to accept a job offer from the State of Illinois, and acknowledged the contributions Erik had made to SMTD.

Controller Wenthe explained the audit was near completion. After the audit was complete, NTD would be the next focus of the finance department.

Director Ashford reported SMTD is at 6-figures ridership for the first time since pre-pandemic levels. Ridership growth continues an upward trend with return of international students to UIS. Ashford explained Genfare would be on-site at SMTD, beginning the pilot production phase.

IV. REPORTS**A. Approval of June Financial Statements and Cash Disbursements**

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: No report.

Operations: No report.

Administration: No report.

C. Planning Commission Report: Jason Sass explained the continued work on reporting performance measures for safety and accidents. Also, Shannan Karrich attended IDOT fall planning conference, and learned of many tools available to transit districts that may be useful.

D. Disabled Persons Advisory Committee Report: Pete Roberts explained the next committee meeting was October 13th, and the advisory committee would be a part of the Genfare ticket testing.

V. UNFINISHED NEW BUSINESS: None.**VI. NEW BUSINESS:****a. Consider Purchase Agreement with Tech Electronics**

Michelle Alexander explained SMTD requests to complete a sole source procurement, so that SMTD avoids duplicate costs by procuring multiple vendors for the security system. SMTD prefers to maintain continuity across each facility for the security system.

Trustee Coplea made a motion to accept staff's recommendation to issue a purchasing agreement with Tech Electronics for a total of \$296,634.92, seconded by Trustee McCarthy. Due to the amount, roll call was taken with all members present voting to pass the motion unanimously.

b. Consider Intergovernmental Agreement with Sangamon County

Director Schoeffel explained after staff analyzed the costs and benefits associated with hiring in-house security, staff determined approaching the county for shared services presented the more reliable, sustainable model for providing a police presence at the Springfield Sangamon County Transportation Center.

Trustee Doss made a motion to accept staff's recommendation to enter into an intergovernmental agreement for sheriff deputy staffing services for the amount of \$120,295.50 per year, seconded by Trustee McCarthy. Due to the amount, roll call was taken with all members present voting to pass the motion unanimously.

c. Consider Designation of IMRF Authorizing Agent

Managing Director Schoeffel asked the board to accept staff's recommendation and appoint Human Resource Manager Josh Scaife as IMRF Authorizing Agent.

Trustee McCarthy made a motion to designate Josh Scaife as IMRF Authorizing Agent, seconded by Trustee Douglas. The motion passed unanimously.

d. Consider FTA NEPA Project Funding Commitment

Director Schoeffel explained SMTD is in the process of identifying potential sites for a future secondary transfer hub located near the current on-street Junction Circle transfer location.

Trustee Douglas made a motion to direct staff to submit the proper NEPA application to FTA when readied, including commitment of local funding letter from Managing Director. Seconded by Trustee McCarthy. The motion passed unanimously.

e. Consider Declaring Certain Equipment Surplus

Michelle Alexander explained that certain items have outlived their useful life and can now be designated surplus.

Trustee Coplea made a motion to accept staff's recommendation and declare Assets 9049, 99996 and 99997 as surplus, seconded by Trustee Davsko. The motion passed unanimously.

VII. PUBLIC COMMENT

Comments from Facebook included asking about the future micro-transit route and its usefulness in the Chatham area. A second question was raised about whether tax was charged when purchasing tickets online.

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 Douglas seconded the motion, and the meeting was adjourned at 5:14 PM.

Approved:



Brian Brewer, Chairperson

Leslie McCarthy, Secretary