

The Board of Trustees of the Sangamon Mass Transit District met in a regular session in the office of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting was called to order at 4:30PM by Brian Brewer, Chairperson.

I. ROLL CALL Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Sandra Douglas	Trustee
Jerry Doss	Trustee
Wynne Coplea	Trustee
Steve Schoeffel	Managing Director
Russell Reed	SMTD Counsel
Jason Sass	Associate Planner, SSCRPC
Laurel Hall	Consulting Attorney
Jason Pearlman	Consulting Attorney

Absent:

Pete Roberts	ADA Advisory Committee
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II. Public Hearing – Amended Fiscal Year 2021 Corporate Budget

At 4:32PM, Trustee McCarthy made a motion to enter into a public hearing for the purposes of receiving public comment on the proposed, amended Fiscal Year 2021 budget, which was seconded by Trustee Douglas. After the Board President calling for a vote, the motion passed unanimously by all trustees present.

Director Bush open by explaining the proposed budget does not increase the operational budget, but rather reallocates money budgeted in certain areas and moving those unspent budget dollars to areas where they were. SMTD is making changes to reflect actual spending behavior through the past nine months and projected for the last three to arrive at end estimated, final budget of \$18.47 million for the fiscal year.

Secondly, during the course of the fiscal year, Director Bush explained the district was awarded a \$4.2 million state capital grant, fund which now need to be legal authorized within SMTD's spending plan.

After seeking comment from all those assembled and hearing none, the board president asked for a motion to proceed. Trustee McCarthy made a motion to close the public hearing and return to the regular meeting, which was seconded by Trustee Doss. The motion passed unanimously by all trustees present. The board of trustees returned to its Regular Meeting at 4:40PM.

III. APPROVAL OF MINUTES

There were no comments or questions. Trustee McCarthy made a motion to approve the minutes of the March 22, 2021 meeting, seconded by Trustee Coplea. The motion unanimously passed.

IV. DIRECTOR REPORTS

Managing Director: Steve Schoeffel reported SMTD has approximately 1/3 of the workforce is now fully vaccinated and we believe we're approaching half of the workforce who have either been fully vaccinated or received at least the first dose. We will encourage employees to take advantage of the clinic that SMTD is proposing to host at the transfer center on scheduled later in the month. Director Schoeffel reported the new transfer center plans are at 95% and we are working with architects and engineers to get that to 100%. Bids are scheduled to go out in late May from the county, to be awarded in June, and be approved by the County board sometime in mid-July with construction to begin shortly after. Internally much has been active with the redesign routes for Chatham, Riverton, Rochester, and Sherman, which are supposed to start in June. Director Schoeffel noted there are many projects on-going right now and redesign plans will be shared with the board as soon as they can be appropriately packaged and evaluated. Finally, Director Schoeffel reported SMTD's latest employee of the month is Eddie Smith of Maintenance, Jemilla Sadick-Raji won the Customer Service award, and Tyler Orton won the Innovation award. Those are all well deserved and we thanked them for their great service to SMTD. Board President Brewer thanked Director Schoeffel for forwarding to the group pictures of this month's award recipients.

Director of Finance: Erik Bush updated the board on the contract and agreement documents from Genfare earlier this morning. Those documents been forwarded to the appropriate parties internally and SMTD will begin review of those to move forward with the Farebox procurement soon. SMTD's new grants manager was on-site with former SMTD grants manager, now Section Chief for IDOT Shoun Reece, last week which was a really good experience for both SMTD's controller, Tim Wenthe. Finally, the time frame has arrived to have our pre-audit meeting, which is scheduled for April 28. We will begin our planning for the fiscal year, clearing corrective actions, and identifying the prepared-by-client audit listing. The audit will roll in July, so while it's a little bit early SMTD is trying to get ahead of staff time demands.

Director of Operations: Melissa Ashford reported operations has been quiet and the weather's been getting nicer. For ridership Director Ashford reminded the board we had talked last month that March was going to be the first month where SMTD will see a comparison for passenger ridership with COVID pandemic impact for the month which services were first impacted in 2020. For March paratransit ridership has actually come up from last March's numbers ridership 13%, which is positive and with a caveat that paratransit didn't really see necessarily a cut in service to their door-to-door service is scheduled. Mainline ridership is down 13% compared to last march's numbers with the exception that we didn't see cuts in service except for half of the month last March, so we potentially had closer to a regular headcount for ridership the beginning of the month, and we will compare April and hopefully we start seeing some positive percentages where we know ridership is climbing from COVID numbers last month. Director Ashford reported SMTD is conducting urban route training for all of our operators and developing some training for the temporary transfer center lot.

V. REPORTS**A. Approval of February Financial Statements and Cash Disbursements**

Director Bush reported SMTD expenses and accruals were normal and customary for the month. Controller Wenhe noted fuel price impacts as well as improvements made to the District's shelters. Director Bush complimented the operations staff did a nice job to update shelters and SMTD would be remiss not to thank the State of Illinois for their partnership in providing assistance. Trustee McCarthy made a motion to approve the February Financial Statements and Cash Disbursements, seconded by Trustee Douglas. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Trustee Doss reported to the board on the recent finance committee and thanked staff for the information presented. Director Bush noted discussion for budget items are on the agenda for later in the meeting.

Operations: Trustee Douglas wanted to comment on ridership and noted more people are getting back to work, and SMTD has much to be excited about for that.

Administration: Trustee McCarthy reported the committee did meet and discussion will be held later in the meeting.

C. Planning Commission Report: Jason Saas announced Regional Planning has started its parking surveyors are in and around downtown performing counts. Mr. Saas also noted Curb Your Car week is approaching and is available for comment later in the meeting.**D. Disabled Persons Advisory Committee Report:** Director Schoeffel reported the Committee was waiting on news of the State Fair but has no information to update the board.**VI. NEW BUSINESS****a. Consider Renewal of TPA Agreement with Troxell, Inc. for Health Advisory Services**

Specialist Scaife reported to the board the nature of the relationship SMTD has with Troxell and what services they have provided the district. This proposal is a three (3) year agreement with two (2) one-year options. Specialist Scaife gave examples of mutual aid the District has received from Troxell and some of the specific improvements made as a result of the relationship. Having a successful and positive relationship with the vendor is the basis for staff's recommendation to renew the agreement.

Joe Ludtke of Troxell, Inc. reported to the board specifics of the relationship, first started in fiscal year 2018. After discussing health insurance rates Troxell has been able to negotiate for the District, the relationship with the Union as ombudsman, and Troxell's positive working relationship with administration staff to improve employee access to online benefits, Mr. Ludtke noted his pride in the work we've done and furthering positive changes to employee benefits and access to benefits.

Trustee Doss inquired of this year's health insurance renewal rates. Mr. Ludtke reported SMTD has obtained a July 1 renewal with no increase in rates for dental, vision, and life, and 5% for health, which given that the pandemic has driven national averages of 11%, SMTD's utilization was down which allowed for a lower, average rate increase. Mr. Ludtke suspects was driven by a lack of access to preventative care, which may have an impact on future treatment pricing.

Trustee Coplea made a motion to accept staff's recommendation for a three-year renewal with Troxell, seconded by Trustee McCarthy, which then passed unanimously.

b. Consider Update to SMTD Bylaws

Director Schoeffel reviewed with the board the history of the corporate bylaws and revisions made historically. At this time, Director Schoeffel noted specific changes to the board which include the elimination of a long vacant board secretary position, spending and claim settlement authority for the managing director, and updates to dates, order of business, and public comment for board meetings. Finally, gender-specific language has been updated.

Attorney Reed explained to the board the reasoning for updating rules for public comment. In addition, intentions behind some of the District's practices should be codified within the bylaws.

Board President Brewer summarized the scope of changes and requested a motion to move forward. Trustee Douglas made a motion to update the SMTD bylaws, seconded by Trustee Davsko. The motion passed unanimously.

c. Consider Partnership with Sangamon County Health Department to host a COVID-19 Vaccination Clinic

Director Schoeffel announced SMTD has partnered with the SCHD to provide a walk-up vaccination clinic on April 29, 2021 from 9:00AM to 2:00PM. Director Schoeffel is seeking authorization to provide up to two tokens for riders seeking the vaccine so there will be no cost to be vaccinated.

Trustee Coplea made a motion to ratify authorization to staff to provide two tokens to riders attending a vaccination clinic hosted by the District. Trustee McCarthy seconded the motion, which then passed unanimously.

d. Consider FOIA Officer Appointment

Director Schoeffel reviewed the current FOIA roles within SMTD with the board, seeking to add Human Resources Specialist Josh Scaife to allow for more personnel to be able to respond to requests. While FOIA's will be administered outside the managing director's office, all FOIA responses will be reviewed as a matter of process by the managing director.

Trustee McCarthy made a motion to assign the role of FOIA Officer to SMTD's Human Resources Specialist Josh Scaife. Trustee Davsko seconding the motion, which then passed unanimously.

e. Curb Your Car Week May 16-22, 2021

Director Schoeffel explained to the board that Curb your Car Week is designed to encourage ridership by providing free rides to cyclists, and other non-traditional riders. Last year's event was cancelled by the pandemic, so bringing it back this year is an exciting proposal for staff. Staff is requesting to offer a single day of fare collection suspension and free rides for cyclists.

Planner Saas reported on the history of SMTD's promotions and the Regional Planning Commission's appreciation of the effort to get the public and public transit more interactive. Trustee Coplea inquired of Director Ashford of the estimated financial impact. Regular fare collection of \$1.25 per day, with ridership currently at roughly 3,300 passengers per day, combine these represent forgoing roughly \$3,000 in fare collection for Curb Your Car Week.

President Brewer inquired if Curb Your Car week has had demonstrable effect on increasing ridership in the past? Planner Orton responded by stating he didn't have specific impacts but does recall past analysis showing bumps in ridership during prior Curb Your Car promotions.

Trustee Davsko made a motion to accept staff's request to host Curb Your Car week May 16 – 22, 2021 and provide related fare exceptions as requested. The motion was seconded by Trustee McCarthy and passed unanimously by voice vote.

f. Consider Amended Fiscal Year 2021 Corporate Budget

Controller Wenthe explained current drivers of expenses and how some individual line items may have been budgeted higher than actual activity presents. SMTD annually participates with IDOT's Downstate Operating Assistance Program (DOAP) and must report expenses to budget monthly. What staff has found is due to the platform IDOT uses for DOAP reporting, staff has been submitting monthly line-item budget amendments to the state in conjunction with SMTD's state grant on file. This action realigns spending to the lines where it is occurring and avoids further monthly budget adjustments to DOAP, which has led to delays in monthly reimbursements. Secondly, as noted during the public hearing, SMTD did receive a capital grant award from the State of Illinois in 2020 and staff is updating the budget to reflect same.

Hearing no further questions or comments Trustee Coplea made a motion, seconded by Trustee McCarthy to accept staff's recommendation and approve the amended Fiscal Year 2021 corporate operating and capital budget as presented. Board President Brewer called for a roll call vote as follows:

Brian Brewer	Yea
Karen Hasara	Yea
Sandra Douglas	Yea
Jerry Doss	Yea
Leslie McCarthy	Yea
Wynne Coplea	Yea
Sue Davsko	Yea

The motion passed unanimously by roll call vote

g. Receive Proposed Fiscal Year 2022 Corporate Budget

Director Bush reported to the board staff had met with the finance committee the week prior to allow for compliance with state law which requires public posting of proposed fiscal year plans annually. The proposed spending plan in front of the board tonight is \$20,199,033 and has been developed collaboratively with all departments to address personnel, benefit, supplies, capital, and other operational spending needs to develop the plan.

Process-wise, staff has provided this provisional, proposed budget document at a line-item and object code class level (i.e. "Labor", etc.) to the governing board for review. Simultaneously, public notice has been provided through a media outlet in general circulation, and that same document is available for public inspection. As this is a process step, Director Bush explained that commentary on the budget, its specific goals, and strategy employed in meeting the resources demanded would be further explored during the public hearing for adoption, to be held on May 24, 2021.

Trustee McCarthy made a motion to accept the proposed budget for review, as placed on display by the finance committee. The motion was seconded by Trustee Davsko and passed unanimously by voice vote.

h. Consider Contract Proposal from Brinks, USA for Armored Car Services

Director Bush explained that due to the pandemic, staff and the board made several adjustments to fare collection. Brinks, USA had been the competitively bid carrier of SMTD to pick up our fare box collection deposit and deliver to SMTD's depository institution. AS SMTD no longer was collecting cash, there was no cash to count, thus no cash to deliver. The existing contract with Brinks expired in October of 2020, and staff went without a vendor while issuing two (2) rounds of competitively bid solicitations which yielded no results. Procurement law allows for sole source post dual solicitation attempts, thus staff reached out to Brinks to bring armored car services back with the re-introduction of fares.

Trustee Coplea made a motion to accept staff's recommendation and accept the agreement proposal from Brink's USA, Inc. for a three-year term with two single year renewal options

and direct staff to complete the necessary administrative work to affect the agreement. After being seconded by Trustee Davsko, the motion passed unanimously.

VII. CLOSED MEETING

Trustee Coplea made a motion to close the Regular meeting to enter into a Closed meeting to discuss:

5 ILCS 120/2 Collective Bargaining Matters
5ILCS 120/12

The motion was seconded by Trustee Doss and the board went into Closed Meeting at 5:31PM.

Trustee Coplea made a motion to close the Closed meeting to return the Regular meeting at 6:09PM. The motion was seconded by Trustee McCarthy and passed unanimously by the board.

VIII. ADDITIONAL NEW BUSINESS

None


IX. PUBLIC COMMENTS

Jane Ford reported the Disabled Advisory did meet on April 15. Additionally, she extended appreciation for shelter repairs, and inquired of public comment rules.

X. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Coplea made a motion to adjourn the meeting. Trustee McCarthy seconded the motion, and the meeting was adjourned at 6:19 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary