

The Board of Trustees of the Sangamon Mass Transit District met virtually on February 22, 2021 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 4:31 PM by Brian Brewer, Chairperson.

I. Roll Call

Present:

Brian Brewer	Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Wynne Coplea	Trustee
Sandra Douglas	Trustee
Jerry Doss	Trustee
Steve Schoeffel	Managing Director
Melissa Ashford	Director of Operations
Stephanie Malcom	Grants & Procurement Manager
Erik Bush	Director of Finance and Administration
Russell Reed	Corporation Counsel
Jason Saas	Springfield Area Plan Commission
Pete Roberts	Disabled Person Advisory Committee

Absent

Susan Davsko	Vice- Chairperson
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II. Approval of Minutes

Trustee Hasara made a motion to approve the minutes of the January 25, 2021 regular meeting, seconded by Trustee McCarthy. The motion carried unanimously.

III. Communications

Managing Director Report: Director Schoeffel reported to the board vaccines are being rolled out organization-wide. SMTD will re-instate fare collection on March 15, 2021 with a education effort. The Multimodal is at 60% design and a virtual public meeting will be held March 25, 2021, with public letting scheduled for May 28, 2021. The corporate budget process is beginning. Congratulations to retiree Jodi Sneed who retired after 13 years with the district. Updates to the bylaws are being reviewed by staff currently for review in March. A reminder March is also board elections. Urbanized routes to Sherman, Chatham, and Rochester have been sent to the communities for input. SMTD is beginning a new employee engagement award for best in service, best in customer service, and best in innovation to be awarded periodically. Finally, SMTD responded to an apartment fire to serve as a warming center in the middle of the night, and a number of employees stepped up to assist in a crisis.

Director of finance & administration: Report later in the agenda.

Director of operations report: Weather events of the last few weeks led to service reductions on a few days, with many staff members serving reconnaissance for road conditions. With all the pre-service preparations, no accidents or incidents are to report, which is good considering the impact of the storms.

IV. Reports

A. Approval of January Cash Disbursements

Director Bush explained expenses presented for approval this month are normal and customary. Trustee Coplea made a motion seconded by Trustee McCarthy to approve the January Cash report. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance:

Trustee Doss reported to the board a recent meeting with staff to review the budget kick-off process and to review aspects of budget preparations and direction staff is moving in concert with SMTD's mission.

Operations:

Trustee Douglass thanked Managing Director for specific and prompt responses to customer inquiries during the service interruptions during the snow days. Director Ashford review prior times SMTD has had to cancel service due to weather-related events. Director Schoeffel informed the board the road supervisors now have the ability to post road conditions from the street via an app.

Administration: No report.

C. Planning Commission Report

Jason Sass stated he was working from home, but someone always in the office to take calls.

- D. Disabled Persons Advisory Committee Report/Access Springfield:** Pete Roberts informed the board the committee hopes to meet in mid-April. There is a steady stream of customers applying for Benefit Access resources.

V. New Business

a. Receipt of the proposed Amended FY21 Budget and Appropriation Ordinance and Place on Public Display

Director Bush explained Staff is proposing an amended budget due to two reasons: (1) The Illinois Department of Transportation requires our budget align with their monthly financial reporting. Any variances are adjusted by reallocation of funds from one line item to the line item needing addressed. As we have made four budget adjustment requests for our FY21 Downstate Operating Assistance Grants, those now need to be codified with the adopted corporate budget. (2) SMTD was awarded a \$4.1 million capital grant from the state of Illinois. Of this amount, SMTD's share is \$627,977 and will come from the FY22 property tax levy. The budget needs amended to make revenues for capital investments available and to ensure spending levels are authorized to comply with the grant.

Trustee McCarthy motioned, seconded by Trustee Coplea to accept staff's recommendation place the budget amendment on public display. The motion passed unanimously.

b. Receive Fiscal Year 2022 Budget Calendar

Staff is moving through the budget construction process for fiscal year 2022, effective July 1, 2021 – June 30, 2022. Director Bush walked the Board through staff's recent work in analyzing the fiscal condition of the district.

c. Consider Cell Phone Reimbursement Policy

Director Bush explained the state of Illinois passed the Illinois Wage Payment and Collection Act in 2019 (effective 2020) which clarifies elements of employee reimbursement of necessary expenditures incurred within the employee's scope of duties. One area of significance to SMTD is cell phones. The state of Illinois passed the Illinois Wage Payment and Collection Act in 2019 (effective 2020) which clarifies elements of employee reimbursement of necessary expenditures incurred within the employee's scope of duties. One area of significance to SMTD is cell phones. In an effort to save money and increase efficiency, staff is proposing a small monthly stipend in exchange for turning in their employer-provided cell phone. In addition, the enclosed policy presents tighter security measures, and clarifies what content is and what is not discoverable on personal phones, in accordance with the Illinois Freedom of Information Act. SMTD is paying an average of \$45.30/month for cell phones in employee use. Staff is proposing to offer a \$30 taxable stipend, which could lead to savings of \$500.00/yr

Trustee McCarthy motioned, seconded by Trustee Douglas to accept staff's recommendation and adopt the revised SMTD cell phone policy.

d. Consider Annual Sponsorship of Springfield/Sangamon Growth Alliance

Director Schoeffel provided an overview of the existing relationship. The Springfield Sangamon Growth Alliance (SSGA) was created as the Land of Lincoln Economic Development Corporation (LLEDC) in 2018 as a public-private sector partnership dedicated to advancing economic development efforts in Springfield and Sangamon County in the State of Illinois. SMTD has sponsored SSGA since May of 2018. SMTD has a local interest in business expansion (ridership) as well as business retention (tax base stability) thus sponsoring efforts directed toward these two goals can be viewed as an effective use of public funds. Annually, SSGA reaches out and seeks sponsorship support. Trustees agreed this support is crucial for the community.

Trustee Hasara motioned, seconded by Trustee Coplea to accept staff's recommendation and sponsor SSGA at the level SMTD currently participates.

VI. Public Comments

John Davis asked if SMTD share any details on the times of the Chatham bus times that are planned to restart this summer? He also asked if the bus will still run on the times as it was before or will there be more times added to the schedule? Director Schoeffel indicated the time schedules have changed and are in review by the leaders in those communities.

VII. Closed Session

None

VIII. Additional New Business

None

IX. Adjournment

Seeing no further business to come before the Board, President Brian Brewer looked for a motion to adjourn the meeting. Trustee McCarthy made a motion to adjourn the open meeting and the motion was seconded by Trustee Douglas. The motion passed unanimously and President Brewer closed the meeting at 5:15 PM.

February 22, 2021

4:30 PM

Monday

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Leslie McCarthy, Secretary

Approved:



Brian Brewer, Chairperson