

The Board of Trustees of the Sangamon Mass Transit District met in a regular session 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:

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| Brian Brewer | Chairperson |
| Sue Davsko | Vice Chairperson |
| Wynne Coplea | Trustee |
| Sandra Douglas | Trustee |
| Jerry Doss | Trustee |
| Steve Schoeffel | Managing Director |
| Melissa Ashford | Director of Operations |
| Erik Bush | Director of Finance and Administration |
| Russell Reed | SMTD Counsel |
| Jason Sass | Associate Planner, SSCRPC |
| Pete Roberts | Disabled Persons Advisory Committee |

Excused

- | | |
|-----------------|-----------|
| Leslie McCarthy | Secretary |
| Karen Hasara | Treasurer |

II. APPROVAL OF MINUTES

Trustee Coplea noted the October 25, 2021, meeting minutes be amended to note her attendance. Trustee Douglas made a motion to approve the minutes of the October 25, 2021 meeting, seconded by Trustee Davsko. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Schoeffel reported the progress of the new county annex/transfer facility surface lot preparation completion has been moved back to January 24, 2022. Director Schoeffel noted that date was important to hit to coordinate with other right of way issues. Still on schedule for about a year from now. The old facility has been taken down and shoring for the new bus lanes is being put in place.

Director Schoeffel advised the Board SMTD released a Request for Proposals for vending services at both the new county annex/transfer facility and SMTD facilities. Those proposals are due in a few days and will be reviewed by a selection of community members familiar with the services and be making a recommendation to the board at a meeting soon. These are for the break rooms locally and for public areas in the new transportation facility.

The south storage garage project is progressing. Plans are in the work to include a paint booth and solar panels as part of the refurbish. The Managing Director reminded the board

both Directors and he attended the American Public Transportation Association annual conference between this meeting and the last board meeting. Staff will be able to incorporate emerging technologies into future bus purchases. Additionally, directors were able to meet and specifically discuss projects and issues facing the district, including fleet mix and the move from diesel to more zero-based rolling stock.

Director Schoeffel reviewed SMTD's benchmarking of the agency against many of our peers during the trip to the national convention. Director Schoeffel reported SMTD continues to be a progressive, forward-thinking agency and how that frames our planning.

Director Schoeffel summarized a recent county court judgement announced regarding restitution to SMTD. This finalizes one of two cases outstanding.

Finally, The District continues to follow FTA directives related to COVID mandates and await the emerging directive from OSHA on any further steps SMTD may, or may not, have to take in response to the continuing public health emergency.

Director Bush extended appreciation to the public and the board for allowing he and leadership to attend the national conference. Bush reported to the board that Congress had recently approved a significant investment into projects that reduce SMTD's carbon footprint and facilities that fully accommodate the American with Disabilities Act (ADA). Director Bush reported staff is currently reviewing the first round of zero-based efforts (following CNG) by structuring SMTD's next bus purchase to be diesel-hybrids.

Director Ashford reported to the board on the on-going Genfare Farebox implementation, with the current focus on getting magnetic card controls in place. Many new methods of pass sales will be presented to the public over the next few months. Pre-Covid 19 to the current year, SMTD is starting to see an increase of the amount decrease we've incurred as a result of the public health emergency. What Operations is noticing, with the new fare technology, is that fare abuse when measured as transfers used as a percent of ridership, that has dropped from close to 40 percent to the mid-20% range. The new fare technology has impacted transfer abuse in a positive way.

Lastly, Director Ashford reported to the board that an off-duty employee discovered flooding from a water fountain in the operations hallway, which apparently started somewhere between 6:45PM Saturday to 1:30PM Sunday. We were fortunate Alicia Wilson was the employee to discover it. SMTD called in maintenance staff Jason Mobley, Kyle Barton, Frank Pierce, and Jamel Slater came in on Sunday to begin the cleanup efforts. Dehumidifying efforts and fans are in place as well. Some restoration efforts have already been planned for so this may not become an insurance issues.

Trustee Douglas inquired where ridership would be able to purchase passes. Currently, Director Ashford noted the public can buy on the bus, administration office, and online.

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

Trustee Douglas made a motion to approve the September Financial Statements and Accounts Payable Disbursements, seconded by Trustee Davsko. The motion passed unanimously.

B. Board Committee Reports: Finance-Operations-Administration

Finance: Director Bush reviewed the budget review provided the board in the current packet. A discussion on how SMTD will progressively reduce its reliance on the changes to federal operating provided with the stimulus funds. Additionally, gas prices were noted as being up, but with a blend of vendors and pricing, SMTD is keeping its gas prices below \$2/gal. Director Bush reported that with the receipt of the draft financial audit for FY21 is still pending. Staff has provided all requirements to the independent auditor and await the delivery of the report for the fiscal year ended, June 30, 2021.

Operations: No report. Director Schoeffel noted the Holiday Bus (“Holly”) schedule is being finalized and will be released shortly, with corresponding public marketing.

Administration: No report.

C. Planning Commission Report: Jason Saas of SSCRPC reported the Village of Chatham recently adopted the Village’s Comprehensive Plan, assisted by the SSCRPC. The RPC continues work on the un-incorporated areas which was shelved due to the pandemic.

D. Disabled Persons Advisory Committee Report: Pete Roberts introduced Mary Kettle, an access rider, who would like to voice a concern regarding how the chair and lift interact with the rider. Ms. Kettle explained her concerns to the board and did note of previous communications with staff. Director Ashford explained the safety belts installed on the busses to keep ridership from prematurely entering the bus. Mr. Kettle’s concern is related to the process the driver uses to address the belt. Staff is working through some alternatives and will continue to find remedy while working with each individual rider needs. Drivers have been trained on the use of the belt and ridership onboarding and offboarding, as well. Mr. Roberts announced the next meeting was to be held December 9th. 2021.

V. NEW BUSINESS**a. Consider Adoption of CY2021 Property Tax Levy**

After considering in August, and October, Director Bush brought back before the Board the Calendar Year (CY) 2021 property tax levy recommendation. SMTD has general taxing authority as an established unit of local government as a special district operating under Illinois law. Annually, SMTD must prepare an estimated Property Tax Levy, present to the governing board, advertise, if necessary, make available for inspection, and finally, consider once again after a public hearing, if necessary. Additionally, SMTD is bound by Illinois’ Truth in Taxation law, as well as the Property Tax Extension Limitation Law. The former establishes that any increase from the prior extension over 5% must offer the public

a hearing to discuss the increase. The latter established that a PTELL government will only receive the lessor of the Consumer Price Index (CPI) annualized year over year or an amount levied below the CPI. SMTD is presenting a 4.99% increase as assessor's information indicates the PTELL will limit the actual increase by 1.7%, which was the CPI for 2019. The District relies on the property tax to meet local match when required.

Trustee Coplea made a motion to accept staff's recommendation and direct staff to increase finalize the proposed levy, and to place on file with the county clerk for extension, seconded by Trustee Davsko. The motion passed unanimously.

b. Consider Resolution to Update Work Definitions for the Board of Trustees

Director Bush presented an update to the Board of Trustee job descriptions, which was last updated in 1985 under law current then. Corporate Counsel Reed has done a nice job of updating Board Work to clarify tasks the board performs, including those outside of meetings, so the board is made eligible for their compensation under current law.

Trustee Davsko made a motion to adopt a resolution updating board work definitions, seconded by Trustee Douglas. The motion passed unanimously.

c. Consider CY 2022 Holiday Schedule

Director Ashford reviewed the CY 2022 holiday schedule with the board, with particular attention paid to the addition of Emancipation Day on June 19. This will be a working holiday, which means bus services will be running but administrative offices closed. Director Bush noted the annual budget is able to absorb the additional cost of the holiday.

Trustee Doss asked if the lot construction would interfere with the Martin Luther King holiday. Director Schoeffel noted that construction shouldn't interfere with operations or celebrations of the day.

Trustee Coplea made a motion to adopt the CY2022 Holiday schedule as presented, seconded by Trustee Davsko. The motion passed unanimously.

d. Consider Sole Source IT Services Agreements

Director Bush noted there were actually two sole source agreements under discussion. Heart Technologies has been working with SMTD since at least 2002. The first agreement is a general agreement that provides tech assistance hours to internal SMTD staff. They have been working with SMTD staff since 2006 and know SMTD's infrastructure, therefore they offer a discount our rate due to institutional knowledge. The first agreement provides SMTD IT general hours to direct to needs of the time.

The second agreement provides for a distinct agreement with Heart to reflect and account for their efforts in SMTD's security and risk assessments and build a more secure, modern network, including policy development. Some impediments of the past, namely resources, have been addressed with a good deal of current grant funding so SMTD has the resources to move forward with security improvements now.

Trustee Doss made a motion to approve the MIS 100 agreement and the MIS Security Risk Assessment Sole Source Agreement with Heart Technology as explained. Seconded by Trustee Douglas. The motion passed unanimously.

VI. PUBLIC COMMENT

None

VII. CLOSED MEETING

None

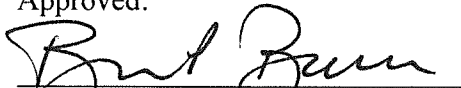
VIII. ADDITIONAL NEW BUSINESS

None


IX. 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 5:16 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary