

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on February 28, 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 4:32 PM by Brian Brewer, Board Chairperson.

**I. ROLL CALL** Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Leslie McCarthy	Secretary
Wynne Coplea	Trustee
Sandra Douglas	Trustee
Jerry Doss	Trustee
Steve Schoeffel	Managing Director
Melissa Ashford	Director of Operations
Michelle Alexander	Grants and Procurement Manager
Russell Reed	SMTD Counsel
Jason Sass	Associate Planner, SSCRPC

Excused

Pete Roberts	Disabled Person Advisory Committee Report
Karen Hasara	Treasurer
Erik Bush	Director of Finance and Administration

**II. APPROVAL OF MINUTES**

Vice Chairperson Davsko asked that January minutes be changed to reflect her absence at the January 2022 board meeting. Trustee McCarthy made a motion to approve the minutes of the January 24, 2022, regular meeting of the Board of Trustees, seconded by Trustee Coplea. The motion passed unanimously.

**III. DIRECTORS REPORTS**

Director Schoeffel provided the board a report on multiple current projects within the District. Notably, the continuing work on the Transportation Center. Schoeffel also spoke on the disabled passenger cards which would now be used on bus routes. These cards signify to the bus operator what actions the bus needs to take for the rider.

No reports from Finance and Administration.

Director Ashford discussed route disruptions and SMTD's response to recent snow events.

**IV. REPORTS**

**A. Approval of December Financial Statements and Cash Disbursements**

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

**B. Board Committee Reports: Finance-Operations-Administration**

**Finance:** No committee report.

**Operations:** No committee report.

**Administration:** No committee report.

**C. Planning Commission Report:** Jason Sass spoke on the updates being made to the County Highway Safety Plan.

**D. Disabled Persons Advisory Committee Report:** No updates.

**V. UNFINISHED NEW BUSINESS:** None.

**VI. NEW BUSINESS:**

**a. Consider accepting proposal for IT Storage Array**

Manager Alexander explained SMTD's IT department has identified the need to expand storage capabilities. The current system is outdated, and SMTD anticipates an increasing reliance on a secure, network storage system with planned and unplanned projects. This update to the storage system will prepare SMTD for the future. The Grants and Procurement Manager (GPM) issued a Request for Quotes (RFQ) and directly contacted seven vendors. Only one quote was received. Heart Technologies (Quote #SF006347EP) provided the quote. The GPM completed a price analysis, and determined the price was fair and reasonable. This purchase is 100% funded with federal funding, using TDCs as local match. SMTD staff recommend issuing a purchase agreement to Heart Technologies for \$82,233.83 for a high performing, easily scalable storage array.

Trustee Doss made a motion to accept an agreement with Heart Technologies, not to exceed \$82,233.83, and direct staff to complete the acquisition, seconded by Trustee Douglas. The motion passed unanimously.

**b. Consider accepting Proposal for Wi-Fi Expansion Project**

Manager Alexander explained SMTD's IT department has identified the need to expand WIFI capabilities. IT has identified areas of the SMTD campus that are not covered by WIFI, including the yard and south storage building. When revenue vehicles return to the yard, WIFI is needed to download fare and ridership data. This update to the WIFI network will include coverage to the South Storage building in preparation for the planned renovations. SMTD is requesting a sole source procurement for WIFI expansion. Heart Technologies is SMTD's vendor of record and has been since 2003 for IT needs. Heart currently maintains the WIFI access points and network storage. Purchasing this service from another vendor would result in substantial duplicate costs, as this would require SMTD to restart and reorganize access points with another vendor. Additionally, to restart with another vendor would result in an unnecessary delay to a project that is time sensitive due to the immediate need to increase WIFI coverage, so that SMTD can accurately process fare data. Heart has supplied a quote with an expiration date of 3/08/2022. With rising

supply chain costs, IT-related purchases are time sensitive. WIFI expansion would begin immediately should State Concurrence be awarded, and Board Approval received.

SMTD staff recommends issuing a purchase agreement to Heart Technologies for \$91,037.16 to expand WIFI coverage. This purchase is 100% funded with State funding.

Trustee Davsko made a motion to accept Staff's recommendation and enter into a purchasing agreement for \$91,037.16 as detailed in quote #SF006830EP with Heart Technologies, seconded by Trustee Coplea. The motion passed unanimously.

**c. Consider accepting Proposal for Lighting Replacement**

Manager Alexander explained SMTD received a state award in 2021 to purchase lights for the Maintenance Facility through Rebuild Illinois 1, CAP-21-1143. SMTD requested and received Pre-Bid State Concurrence to publish an IFB. SMTD issued an Invitation for Bid (IFB) #2022-02 to purchase 210 LED Highbay Lights and Hanging Fixtures for the Maintenance Garage. Three bids were received. SMTD received Pre-Award State Concurrence to award the contract to All Tech Energy, Inc. as the lowest, most responsive bid.

Trustee Davsko made a motion accept the proposal for Lighting Replacement, seconded by Trustee McCarthy. The motion passed unanimously.

**d. Consider accepting Rebuild II Award**

Upon advice from staff and counsel, the Board President tabled the item from consideration.

**e. Consider Springfield Sangamon Growth Alliance Support**

Director Schoeffel asked the board for continued support of the Springfield Sangamon Growth Alliance. This relationship has been mutually beneficial in years past, and this renewal will continue work being done by the Growth Alliance.

Trustee Coplea made a motion to accept the monthly support amount of \$2500, seconded by Trustee McCarthy.

**f. Consider proposed Budget Calendar for FY23 and Amended FY22**

SMTD's fiscal years run from July 1 through June 30, and always end in the year June 30 occurs. To that end, we are approaching the end of FY23 and Director Schoeffel pointed the board to this year's budget calendar to amend FY22 for capital purchases and to begin the consideration phase of the FY23 operating and capital budget. This is an informational item only and no direction was provided by the Board of Trustees.

**VII. PUBLIC COMMENT**

No public comment.



**VIII. CLOSED MEETING**

At 4:57 PM Trustee Douglas made a motion, seconded by Trustee Coplea and voice vote passed unanimously to close the Regular Session to Open a Closed Meeting for the purposes of:

(5 ILCS 120/2)

- a. (11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent
- b. (5) The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

At 5:18 PM, Trustee Coplea made a motion, seconded by Trustee Douglas to close the Closed Session and Return to Regular Session. The motion passed unanimously.

**IX. ADDITIONAL NEW BUSINESS**

- a. Trustee Coplea made a motion to approve settlement of a personal injury matter in an amount not to exceed \$25,000.00, the recipient's name is withheld to protect their privacy. The motion was seconded by Trustee Doss. The motion passed unanimously.
- b. Trustee Davsko made a motion to approve settlement of a personal injury matter in an amount not to exceed \$45,000.00, the recipient's name is withheld to protect their privacy. The motion was seconded by Trustee Coplea. The motion passed unanimously.

**X. ADJOURNMENT**

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting. Trustee Coplea seconded the motion, and the meeting was adjourned at 5:21 PM.

Approved:

  
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Brian Brewer, Chairperson

  
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Leslie McCarthy, Secretary