

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 |
| Leslie McCarthy | Secretary |
| 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 |
| Pete Roberts | Disabled Persons Advisory Committee |

Excused

- | | |
|--------------|---------------------------|
| Jason Sass | Associate Planner, SSCRPC |
| Sue Davsko | Vice Chairperson |
| Karen Hasara | Treasurer |

II. APPROVAL OF MINUTES

Trustee Douglas made a motion to approve the minutes of the December 22, 2021 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 work, which is scheduled for late January, early February transition, numerous procurement items in progress, including murals, Busses, and IT, and the District’s continuing efforts to operate effectively in the public health emergency.

Director Bush had no report.

Director Ashford discussed urbanized area route disruptions recently, and SMTD’s response. SMTD is appreciative of our ATU partners in working through difficult operational issues. Ridership continues to increase, and the trend is positive.

IV. REPORTS

A. Approval of December Financial Statements and Cash Disbursements

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

B. Board Committee Reports: Finance-Operations-Administration

Finance: No report.

Operations: Trustee Douglas commented she was happy to see ridership increasing. No formal committee report.

Administration: Director Bush noted for the committee January 2022 was SMTD's highest till collections in eight months.

C. Planning Commission Report: No report.

D. Disabled Persons Advisory Committee Report: Pete Roberts expressed appreciation for SMTD staff working directly to address the roll out of color coded cards for ridership with profound disabilities. These cards signify to the bus operator what actions the bus needs to take for the rider.

V. NEW BUSINESS

a. Consider Authorizing Resolution for ARP 5307 Bus Replacement

Director Bush explained SMTD was apportioned \$7,986,505 through the American Rescue Plan (ARP) Act of 2021 Section 5307 urbanized area apportionments. The Grants and Procurement Manager has created a grant application through TRAMS to obligate \$3,420,512 for projects related to the purchase of low-floor, heavy-duty diesel hybrid buses and associated capital items to support the transit system. No local match is required.

The financial impact of this action involves using federal funding to cover the operating expenses related to maintaining day-to-day operations, cleaning, and sanitization, combating the spread of pathogens on transit systems, and maintaining critical staffing levels. Maintaining a state of good repair is a part of the day-to-day operations of the transit system.

Trustee Doss made a motion to accept staff's recommendation and to apply for the 5307 Bus Replacement Grant, seconded by Trustee Douglas. The motion passed unanimously via roll call vote, with Trustee Hasara excused.

b. Consider update to SMTD Grant Management Manual

Director Bush presented the Board with the SMTD Grant Management Manual. SMTD's history of 100% turnover in finance, accounting, human resources, and grants has highlighted the need for documented policies and procedures in these areas of practice. Over time, SMTD has accumulated individual policies sporadically, but this serves as SMTD first comprehensive Grants Management Manual. While produced partly to serve as a way finder for current and future employees, this manual also brings SMTD current on new federal guidance issued in several areas, as well as addressing compliance issues raised during the FY21 audit related to cash management. Documenting how we approach state and federal awards in one, centralized, resource is considered a best practice.

Trustee Coplea made a motion to accept staff's recommendation and designate Steve Schoeffel as Accountable Executive for SMTD's Grant Programs and accept staff's recommendation to adopt the Financial Grant Manual, seconded by Trustee McCarthy. The motion passed unanimously.

c. Consider update to SMTD Information Technology Cyber Security Policy

Director Bush explained the continuing need for improvements to SMTD's information technology operating environment and the need for a defined policy statement for security measures and safeguarding of network assets. Cyber security continues to be an operational challenge as threats to system integrity seem to evolve daily. This policy update allows staff to align user control and policies that reflect the current operating environment for users of SMTD Information Systems. Recent audit recommendations to the board from Sikich, SMTD's independent auditor and Gallagher, SMTD's Risk Provider have included an update to an adopted financial policy manual, there recommendations have been included in the update. Sikich has also recommended a Cyber Steering Committee be formed from the governing body and staff. To date, Trustee Coplea has volunteered for that effort. Staff is evaluating similar committees for guidance.

Standards were developed using guidance from the National Institute of Standards and Technology's *Critical Infrastructure Cybersecurity Framework* and tools through OWASP recommended from SMTD's risk assessment auditor Sikich IT.

Trustee Douglas made a motion accept the IT Cyber Security Manual as presented, seconded by Trustee Coplea. The motion passed unanimously.

d. SMTD Lo/No Emissions Planning Discussion

Managing Director Schoeffel led the board in a discussion of SMTD's need to develop Zero Emissions Plans for the recently passed Bi-Partisan Infrastructure Bill by Congress. Resources provided in the bi-partisan infrastructure bill passed by Congress last fall and how agencies are to equip themselves to meet objectives of the bill evolve. For SMTD fleet composition, design, are being analyzed by staff to gain a better understanding of moving forward in a post-diesel world. The backup to this item was prepared to guide a discussion with the Board on SMTD's actions, progress, and scenario-exploration to-date.

VI. PUBLIC COMMENT

Jane Ford was unable to be present but thanked the District for its efforts in raising vaccination rates for SMTD personnel.

VII. CLOSED MEETING

At 4:56 PM Trustee Coplea made a motion, seconded by Trustee Douglas and voice vote passed unanimously to close the Regular Session to Open a Closed Meeting for the purposes of:

(5 ILCS 120/2)

a. C. (8) Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

- b. c. (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
- c. c. (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

At 5:30PM, Trustee Coplea made a motion, seconded by Trustee Douglas to close the Closed Session and Return to Regular Session. The motion passed unanimously.

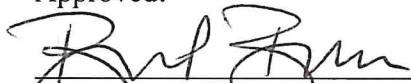
VIII. ADDITIONAL NEW BUSINESS

- a. Trustee Coplea made a motion that to open previously closed minutes from Schedule A of the attachment to the Board agenda as prepared by Corporate Counsel; additionally, SMTD will keep closed all minutes under schedule B of the attachment to the BOT agenda.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Davsko made a motion to adjourn the meeting. Trustee Douglas seconded the motion, and the meeting was adjourned at 5:32 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary