

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on January 23, 2023, 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:

- Brian Brewer Chairperson
- Sue Davsko Vice Chairperson
- Leslie McCarthy Board Secretary
- Karen Hasara Treasurer
- Wynne Coplea Trustee
- Sandra Douglas Trustee

Not Present:

- Jerry Doss Trustee

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the December 19, 2022, regular meeting of the Board of Trustees, seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel informed the board of renovations to the old board room being repurposed into five new office spaces. Also mentioned, the canopy construction at the transfer center is underway and coming along nicely. Director Schoeffel mentioned Senator Durbin and Congressmen Budzinski coming to SMTD to highlight a bus grant received for low emission busses. Director Schoeffel also invited the board to attend SMTD’s Night at the Junior Blues.

Director of Finance and Administration Michelle Alexander explained the arrival of the audit from Sikich, with presentation to the board in February. Director Alexander also explained there are two request for proposals out for digital displays and furniture. Also, SMTD is excited to be hiring a new Grants and Procurement Manager in the coming months.

Director of Operations Melissa Ashford explained ridership has been steady from previous months, but still ahead from last year’s numbers at this time. Director Ashford also spoke on the Genfare update to the mobile app and it’s anticipated rollout to the public. Ashford updated the board on the holiday shuttle with a final count of ninety-two rides.

IV. REPORTS

A. Approval of November Financial Statements and Cash Disbursements

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

B. Board Committee Reports:

Finance: None.

Operations: None.

Administration: None.

IT Steering: Trustee Coplea planned to schedule a meeting with Tyler to review IT.

C. Planning Commission Report: Shannan Karrich explained the received planning marks for fiscal year 2024. Also, much work has been done towards the FY23 work program. Also, technical purchases are being looked at due to staff vacancies.

D. Disabled Persons Advisory Committee Report: Pete Roberts explained the committee was pleased to see updates to the app and fareboxes. Also, Pete Roberts asked the board of trustees to appoint David Monroe as a new member to the Disable Persons Advisory Committee. This motion was made by Trustee Coplea and seconded by Trustee McCarthy. March 9th is the committee's next meeting via Zoom.

V. UNFINISHED NEW BUSINESS: None.

VI. NEW BUSINESS:**a. Consider Authorizing Authorizing Change Order to Genfare, LLC.**

Director Alexander explained SMTD and Genfare agreed to incorporate Ticket Vending Machines, to assist riders in purchasing or upgrading tickets and passes at the transfer center. With the timeline of the project, SMTD decided to purchase TVMs later, once construction was underway and reasonable completion date was determined. The TVMs are configured to support SMTD's smart card, magnetic, and mobile ticket clients. Genfare provided a quote for the price of \$351,299.52. Overall, the price to complete this task is 9.35% less than the price quoted in Dec 2020.

Trustee McCarthy made a motion to accept staff's recommendation to execute a change order to the existing contract with Genfare to include the purchase of Ticket Vending Machines. Seconded by Trustee Coplea. The motion passed unanimously.

b. Consider Revision to Intergovernmental Agreement with Sangamon County

Managing Director Schoeffel explained the initial draft approved by the Board of Trustees did not include the words "per deputy" following the annual cost. SMTD expects to begin this agreement with an on-duty deputy during work hours – roughly 5:30am to 11:30pm – Monday through Friday, which requires a minimum of two deputies per day. Additionally, since the first adoption of the agreement, the Sheriff's Office has provided us more accurate projections of cost for the first two years: \$123,905.00 plus any hire backs for the current year and \$113,172.00 plus hire backs for the second year.

Trustee Coplea made a motion to accept staff's recommendation and finalize the updated intergovernmental agreement, seconded by Trustee Douglas. The motion passed unanimously.

c. Consider Declaring Certain Equipment Surplus

Director Alexander explained when an asset has reached the end of its useful life benchmark, the Board must declare that asset as surplus to allow for final disposition. With the start of the Board Room remodel project, items from the old Board Room require disposal, including chairs, screen, and board members table, all beyond their useful life benchmark.

Trustee Douglas made a motion to accept staff's recommendation to declare equipment surplus, seconded by Trustee Davsko. The motion passed unanimously.

d. Consider Authorize Award of Contract to Limbaugh Construction Company

Director Alexander explained SMTD was awaiting Pre-Award State Concurrence for the use of State funds in the award of contract to Limbaugh Construction Company. SMTD is asking the Board to approve this award contingent upon the receipt of State Concurrence. Once concurrence is awarded, SMTD will issue a Notice to Proceed with an executed contract to Limbaugh Construction Company.

Trustee Davsko made a motion to accept staff's recommendation to award a contract to Limbaugh Construction Company to complete the project as detailed in IFB #2023-01 Bus Storage Garage Renovations contingent upon receipt of State Concurrence, seconded by Trustee McCarthy. Due to the amount, roll call was taken with all Trustees voting Yes.

e. Consider Authorizing Award of Contract to Avail Technologies, INC.

Director Alexander explained SMTD has asked Avail Fleetnet to extend the current, ERP software system through December 2024, which will allow SMTD the time to complete a request for proposal, award a contract, and complete a potential switch to a different vendor. The price for this extension is \$65,965.60.

Trustee Coplea made a motion to accept staff's recommendation to award a contract to Avail Technologies for a price of \$ 65,965.60 to cover the period of 02/01/2023-12/31/2024, seconded by Trustee McCarthy.

VII. PUBLIC COMMENT

Jane Ford extended congratulations to SMTD on low emission grant media coverage and to David Monroe for membership to advisory committee.

VIII. CLOSED MEETING

None


IX. ADDITIONAL NEW BUSINESS

None

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 5:01 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary