

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on June 27, 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 4:30 PM by Brian Brewer, Board Chairperson.

**I. ROLL CALL** Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Leslie McCarthy	Secretary
Karen Hasara	Treasurer
Jerry Doss	Trustee
Sandra Douglas	Trustee
Steve Schoeffel	Managing Director
Melissa Ashford	Director of Operations
Michelle Alexander	Grants and Procurement Manager
Erik Bush	Director of Finance & Administration
Joshua Scaife	Human Resource Manager
Russell Reed	SMTD Counsel
Shannan Karrick	SSCRPC

Excused

Wynne Coplea	Trustee
Pete Roberts	Disabled Person Advisory Committee Report

**II. APPROVAL OF MINUTES**

Trustee Douglas made a motion to approve the minutes of the April 25, 2022, public hearing and regular meeting of the Board of Trustees, seconded by Trustee Davsko. The motion passed unanimously.

**III. DIRECTORS REPORTS**

1. Managing Director Schoeffel gave an update for the on-going construction at the transfer center, with canopy work being pushed back a month and tentatively scheduled to begin in August. Director Schoeffel explained the desire of SMTD to provide operators access to the new facility as soon as possible. Additionally, SMTD night at the Springfield Lucky Horseshoes baseball game will be July 3<sup>rd</sup>. Finally, SMTD is beginning the NEPA process with our contracted construction management firm on a property SMTD is interested in acquiring.

Director Bush announced the entrance conference site visit for FTA's triennial review is scheduled for Thursday, June 30. The exit conference is scheduled for July 14<sup>th</sup>. SMTD is wrapping up a federal audit of four-years of all SMTD activity for the last four fiscal years. Director Bush noted SMTD staff had also met with the corporate audit team and performed pre-audit work for Fiscal Year 2022. Physical inventory will be conducted from June 27-29<sup>th</sup>, with observation by the auditors scheduled for the 28<sup>th</sup>. The auditors will be on-site for initial field work the week of July 11<sup>th</sup>. Finally, finance and administration staff are being encouraged to attend the annual Illinois Public Transit Association conference in September of this year.

Chairperson Brewer asked Director Bush for a synopsis of his recent attendance at the Government Finance Officers Association of North America's annual conference. In addition to thanking the board for their support in sending, sessions on cyber security, hiring, and procurement were very informative. Director Bush was also a speaker at the conference and reviewed for the board his session on hiring challenges facing local government. Chairperson Brewer expressed his appreciation for SMTD staff representing the district at the national level.

Director Ashford detailed ridership for the board with a look at changes since the pandemic began in March of 2020. Ridership is showing consistent signs of growth since the pandemic, with March of 2022 being the last month of negative growth. At this point, SMTD has recovered 70% of ridership since the pandemic began. Director Ashford explained she and IT staff are moving through testing of the Genfare system for accepting account-based fare media. SMTD plans on piloting the account-based system with District allies in the hopes of making fare cards and QR fares available to the public in the fall. The hope is to be able to have the system available for the school district. Director Ashford noted for the board that online ordering of SMTD apparel is will be available through the District's uniform provider soon. Finally, Director Ashford addressed urban service with the board. Some service has had to be suspended due to staff shortages. Staff is exploring concepts of on-demand micro-transit for the area the District may regulatorily pursue.

#### IV. REPORTS

##### A. Approval of April Financial Statements and Cash Disbursements

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

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

**Finance:** Human Resources Manager Scaife provided the Board with an update on SMTD's open enrollment period.

**Operations:** Trustee Douglas extended her appreciation for social media promotion of SMTD.

**Administration:** Treasurer Hasara reported to the Board on a recent meeting of the administration committee to discuss new fiscal year wages, collective bargaining agreements, and strategies for future retention.

**IT Steering:** Director Bush noted for the board the District was beginning the effort to form a charter and establish a committee. This action follows an auditor management recommendation to engage governance into corporate IT strategy and oversight.

##### C. Planning Commission Report: Shannan Kerrick with SSCRPC. The RPC is working with IDOT to finalize agreements for the FY23 funding for Active Transportation Plan. The FY23-26 transportation improvement program will be presented to the SSCRPC technical

committee next week, followed by a 30-day public notice period. Ms Kerrick shared recent successes with public input regarding the use of mass transit and walkable communities.

- D. Disabled Persons Advisory Committee Report:** Mr. Roberts was unable to attend but did send communication their next meeting will be held August 18 via zoom, at 10:30am.

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

**VI. NEW BUSINESS:**

**a. Consider One-Year Renewal with PMA Management Corporation**

Director Bush explained PMA Management Corporation is the firm used by SMTD to manage most small liability claims. PMA provide comprehensive claims management and loss information allowing SMTD to review trends, enhance operating performance and improve financial results. SMTD has partnered with PMA since 2017 and this would be a one-year extension.

Treasurer Hasara made a motion to accept the proposed one-year extension with PMA Management Corporation for \$22,500, seconded by Secretary McCarthy. The board passed the motion unanimously.

**b. Consider Agreement with Greyhound Lines, Inc.**

Director Schoeffel informed the Board Greyhound has formalized its request to use a bus bay for a Greyhound presence at the transfer center. Director Schoeffel noted this will be an “e-stop”, meaning no ticketing or other services other than pickup and drop off. Staff seeks direction to execute the contract. Treasurer Hasara noted this is a wonderful development. A short discussion ensued regarding community benefits.

Trustee McCarthy made a motion direct staff to move forward with an agreement with Greyhound, seconded by Trustee Douglas. The motion passed unanimously.

**c. Consider Commercial Insurance Renewal**

Director Bush relayed Tom Kavanaugh’s disappointment at not being able to attend this month’s meeting, staff has tentatively scheduled Mr. Kavanaugh for August’s board meeting. SMTD has worked with Gallagher for many years, and this year’s renewal is rather late in the cycle due to difficulties in the commercial insurance market. Director Bush noted staff had forecasted an 8% increase across all lines for insurance renewals for budget purposes, with the renewal coming it at under 8%. Director Bush notified the board two lines were being considered for transfer from commercially insured to pool insurance; workmen’s compensation and bus liability.

Vice-Chairperson Davsko made a motion to accept staff’s recommendation and direct staff to execute all necessary policy riders and contractual documents to effect insurance coverage for FY23. The motion was seconded by Trustee Douglas. The motion passed unanimously.

**d. Consider Amendment to SMTD Procurement Policy (Monitoring)**

Director Bush explained that in the course of the on-going triennial review, SMTD is being provided the opportunity to update its policy manual to include sub-contractor monitoring policy to work in tandem with the existing contractor monitoring policy. Staff consulted the FTA Procurement Best Practices Manual to formulate the policy before the Board.

Treasurer Hasara motion to accept an update to SMTD Transit Grant Management Policy to reflect sub-recipient monitoring, seconded by Vice-Chairperson Davsko. The motion passed unanimously.

## **VII. PUBLIC COMMENT**

Jane Ford of Friends of Transit recalled last when Greyhound was last in downtown Springfield. She expressed excitement at the prospect of its return.

## **VIII. CLOSED MEETING**

Trustee McCarthy made a motion at 5:07 PM to close the open session to enter closed session in compliance with 5 ILCS 120/2(c) for (1) personnel, (2) collective bargaining, and (21) discussion of minutes, seconded by Secretary Douglas. The motion passed unanimously, and the board went into closed session at 5:08PM.

Secretary McCarthy made a motion to close the closed session and re-open the open session to discuss Additional New Business at 6:12 PM, seconded by Vice-Chairperson Davsko. The motion passed unanimously.

## **IX. ADDITIONAL NEW BUSINESS**

### **a. Closed Minutes**

Vice-Chairperson Davsko made a motion to keep closed the closed minutes on Schedule B from previous board meetings. This motion was seconded by Trustee Doss. The motion passed unanimously.

### **b. Personnel Compensation**

Vice-Chairperson Davsko made a motion to accept recommendations on administrative staff wage increases as outlined in the closed meeting. The motion was seconded by Secretary McCarthy. Trustee Doss voted present. The remaining Trustee's voted in favor of the wage increase.

### **c. Managing Director Contract**

Vice Chairperson Davsko made a motion to accept the employment contract for Managing Director Schoeffel, with included updates to the language. Trustee Doss seconded the motion. The motion passed unanimously.

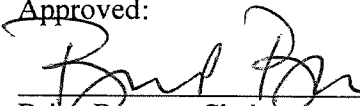
### **d. Collective Bargaining Agreement**

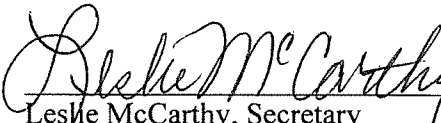
Vice-Chairperson Davsko made a motion to accept the newly formed SEIU contract as proposed by the Director of Operations. Secretary McCarthy seconded the motion. The motion passed unanimously.

**X. ADJOURNMENT**

Seeing no further business to come before the Board, Secretary McCarthy made a motion to adjourn the meeting. Trustee Douglas seconded the motion, and the meeting was adjourned at 6:15 PM.

Approved:

  
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Brian Brewer, Chairperson

  
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Leslie McCarthy, Secretary