

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on November 27, 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, Chairperson.

I. ROLL CALL Present:

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

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the October 23, 2023, regular meeting of the Board of Trustees, seconded by Trustee Doss. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel informed trustees of ongoing projects at the transfer center. Schoeffel was hopeful that the SMTD space would be ready for use before the end of 2023. Work continues on the South Storage Bus Garage renovations, including the upcoming installation of the new paint booth. Schoeffel also informed the board of the arrival of three new buses, along with one additional bus that was scheduled to arrive. Additionally, employee awards were presented to Tim Green for September Employee of the Month, Portis Rice for October Employee of the Month, Vontrel Young for September Customer Service, and Bobby Granderson for October Customer Service Award. Schoeffel also commented on SMTD's lighted bus, Holly and her appearance after the board meeting.

Director of Finance and Administration Michelle Alexander informed trustee's that SMTD's auditing firm, Sikich will present the final audit for presentation to the board. She also noted that finance and operations portions were turned in early to NTD. Alexander also noted final payments being made to IDOT to close out previous fiscal years, along with the submission of the semi-annual DBE report completed by Erin Appenzeller.

Director of Operations Melissa Ashford was absent. Director Schoeffel mentioned the ridership reports in the board packet, including a steady uptick in both mainline and paratransit ridership. Additionally, Schoeffel mentioned ongoing work to address mental health awareness amongst operators and passengers. Schoeffel also mentioned the hire of the first mechanic in the new paint and body shop, an exciting announcement for the maintenance department.

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

Trustee Coplea 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: No report.

Operations: No report.

Administration: No report.

IT Steering: Trustee Coplea commented on a meeting with Sangamon County and SMTD regarding the potential conversion to a new operating system.

C. Planning Commission Report: Jason Sass reported on the continuing work for the active transportation plan, as well as the completion of the parking survey.

D. Disabled Persons Advisory Committee Report: No report.

V. NEW BUSINESS:**a. Consider Fiscal Year 2023 Corporate Audit**

Director of Finance and Administration Michelle Alexander introduced Chad Lucas from Sikich to explain that SMTD is required to annually assist in an independent review of its accounting policies, accounting practices, and compliance with rules and standards in place governing same. SMTD selected Sikich, LLP in 2020 as its independent auditing firm through competitive procurement guided by SMTD procurement policies and regulations concerning service contracts. Additionally, the SMTD board of trustees receives and files the annual fiscal year corporate audit of its proprietary and fiduciary funds.

Trustee McCarthy made a motion to receive and file the fiscal year 2023 independent financial audit and direct staff to finalize all changes and comply with all filing regulations as appropriate, seconded by Trustee Douglas.

b. Consider Property Purchase from City of Springfield

Managing Director Steve Schoeffel informed the board that the Springfield Rail Improvements Project consolidating the 3rd Street rail corridor through Springfield with the 10th Street corridor required the City of Springfield to acquire right of way along the 10th Street corridor. Part of that acquisition was the area west of the Norfolk-Southern rail line between South Grand Avenue and Cook Street. A portion of that area, between Cass Street to the north and Mervis Recycling to the south, is adjacent to SMTD's Bus Storage Garage and approximately the same size as that adjacent building.

With businesses to the north and south of our operations facility and 9th Street and rail to our west and east, SMTD is "landlocked". The acquisition of this available adjacent

property would allow SMTD to expand and improve yard operations and storage options. Further, the City of Springfield is willing to enter into an intergovernmental agreement to allow SMTD to purchase the property for what the city purchased it for.

Trustee Coplea made a motion to authorize SMTD to enter into an intergovernmental agreement with the City of Springfield for the purchase of parcel SR0330, the former Norfolk-Southern property, directly east of SMTD's base of operations, in the amount of \$62,776.64, seconded by Trustee Doss.

c. Consider Award of Contract to Avail Technologies

Director of Finance and Administration Michelle Alexander explained that SMTD uses Avail Fleetnet as the ERP software and service support provider. This product is used by many departments, including Accounting, Grants, Procurement, Human Resources, Operations, Planning, Fixed Asset Management, Inventory, Parts, and Maintenance. The current contract expires on 12/31/2024. SMTD considered changing to a different ERP company, as SMTD evaluated the price and process to convert to the forthcoming ETMS system, which is a conversion to a cloud-based system, as the current system used by SMTD will become obsolete at the end of the current contract. After review with SMTD staff, IT Steering Committee, and County IT, SMTD has decided to proceed with the conversion to the ETMS system. The new system is called myAvail Enterprise Transit Management System (ETMS) and Avail Technologies has proposed a price of \$39,460 for the conversion, with an annual price of \$75,285 for ongoing support.

SMTD reached out to other transit agencies to complete a price determination to determine if the price was fair and reasonable for the conversion and continued support. SMTD is paying slightly more for the service, when compared to a similar sized, central Illinois transit agency, due to the factors of historical hours used in support services and cloud hosting fees. Going forward, SMTD will continue to evaluate the benefits of the system to meet the needs of the organization.

Trustee McCarthy made a motion to award a contract to Avail Technologies for the ETMS conversion and to provide ongoing system support, seconded by Trustee Douglas.

d. Consider Change Order to Gillig Contract

Grants and Procurement Manager Erin Appenzeller explained that SMTD received Board approval on April 24th, 2023 to award a Contract to Gillig LLC. for the purchase of 8 Hybrid buses contingent upon the receipt of State Concurrence. SMTD received Pre-Award State Concurrence on May 22, 2023. On September 25th 2023 the Board of Directors approved a change order to increase the not to exceed amount to \$7,238,008.00. On October 20th, 2023 SMTD was notified by Gillig that the steel wheel option was not available on SMTD's order. The closest option is the Alcoa Aluminum wheels. These wheels cost an additional \$1,277.00 per bus. This change will increase the price from \$904,751.00 to \$906,028.00 per bus with a new contract total of \$7,248,224.00 for eight buses. SMTD would like to build in a 5% contingency on to the \$7,248,224.00 total to allow for any additional change orders that may arise. The new not to exceed total for eight buses with a 5% contingency would be \$7,610.635.20. With the use of the State of

Washington's master contract, the pricing included for this change order has been justified as fair and reasonable during the bid process to secure the original contract.

Trustee Doss made a motion to approve Resolution #2024-02 to increase the Gillig Contract Not-To-Exceed by the amount of \$372,627.00 for a new Contract total of \$7,610,635.20 which includes Change Order #2 and 5% Contingency, seconded by Trustee Coplea. A roll call was required with all members voting in favor.

e. Consider Renewal with Alpha Controls and Services

Grants and Procurement Manager Erin Appenzeller explained SMTD currently uses Alpha Controls and Services to conduct remote monitoring of the District's HVAC systems to ensure efficient operations. The services include runtime monitoring, building automation system overrides, economizer fault detection, leaking valve detection and rogue zone identification. Alpha offers support and troubleshooting to SMTD's Building and Grounds Department. When the Building and Grounds Department can't correct issues, Alpha will come on site to assess, advise, and then correct the issue. SMTD considers the price fair and reasonable.

Trustee Douglas made a motion to accept staff's recommendation to authorize the Managing Director to enter into a three-year contract with Alpha Controls and Services for \$32,274.00, seconded by Trustee McCarthy.

f. Consider Property Tax Levy Adoption

Director of Finance and Administration Michelle Alexander informed the board that 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 it to the governing board, advertise, and make it available for inspection, and finally, for consideration once again after a public hearing, if applicable. 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 CPI annualized year over year, or an amount levied below the CPI. SMTD is proposing what is essentially a 4.99% increase. The Consumer Price Index (CPI) to use in computing the 2023 extensions (payable in 2024) under PTELL is 5%. With the adoption of the Budget Ordinance in June 2023 for \$24,441,240 in operating expenses, SMTD proposes a tax levy upon all taxable property with the Springfield Mass Transit District, Sangamon County, Illinois, as the same is assessed and equalized for State and County purposes for the year 2023 to be levied and assessed in the year 2024, for the aggregate sum of Three Million Eight-Five Thousand Five Hundred Thirty-Two and No/100 Dollars (\$3,085,532).

Trustee McCarthy made a motion for staff to adopt the proposed tax levy and file with Sangamon County per Illinois Property Tax laws, seconded by Trustee Coplea.

g. Consider Renewal with Remix

Grants and Procurement Manager Erin Appenzeller explained that Remix Software Inc. has provided the District with route planning software since 2015. Before 2015 all routes were planned manually. Remix Software Inc. is a Transit planning platform that allows the user to evaluate and compare route scenarios and alternatives. The platform integrates Title VI information to generate service equity analysis. Remix provides the ability to estimate the cost and potential ridership of a newly developed route. Routes developed using Remix can be exported for further analysis in other applications. The base map layer in Remix can also be edited as needed by the District, allowing for automatic route designs and calculations to factor in long-term construction e.g. the overpass construction on Jefferson and Madison. The Grants and Procurement Office reached out to other vendors to determine price and market availability but was unable to do so as this type of service is not offered as a standalone product from other Vendors. It was decided that Remix was the best option for the District. SMTD considers the price fair and reasonable.

Trustee Douglas made a motion to authorize the Managing Director to enter a three-year contract with Remix for \$68,200.00, seconded by Trustee Hasara.

h. Consider Adopting 2024 Holiday Calendar

Chairman Brewer asked the board if there were any questions regarding the 2024 Holiday Calendar. Seeing none, he asked for a motion to set the Holiday calendar.

Trustee Hasara made a motion to set the calendar year 2024 Holiday Schedule for SMTD, seconded by Trustee Coplea.

VI. PUBLIC COMMENT

An SMTD passenger voiced his opinion of the new bus passes, along with specific route adjustments.


Jane Ford said she hopes everyone has a great Thanksgiving and wished kudos to all for Holly.

VII. ADJOURNMENT

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

Approved:



Brian Brewer, Chairperson

Leslie McCarthy, Secretary