

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on October 24, 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	Board Secretary
Karen Hasara	Treasurer
Wynne Coplea	Trustee
Jerry Doss	Trustee
Sandra Douglas	Trustee
Steve Schoeffel	Managing Director
Melissa Ashford	Director of Operations
Michelle Alexander	Grants and Procurement Manager
Josh Scaife	Human Resource Manager
Russell Reed	SMTD Counsel
Pete Roberts	Disabled Person Advisory Committee Report
Jason Sass	SSCRPC

**II. APPROVAL OF MINUTES**

Trustee Douglas made a motion to approve the minutes of the September 26, 2022, regular meeting of the Board of Trustees, seconded by Trustee Hasara. The motion passed unanimously.

**III. DIRECTORS REPORTS**

Director Schoeffel reported the transfer center construction continues to be on schedule, with slight delays regarding some electrical components. Contractors are still forecasting an early 2023 completion date. Additionally, SMTD will be hosting an event to kick off the partnership between Greyhound and SMTD at the new Hub transfer center.

Director of Finance and Administration Michelle Alexander explained administration staff has been putting in much work towards the NTD report. She also noted the timeframe for submission was ahead of the scheduled due date.

Director Ashford reported SMTD Mainline is at 6-figures ridership again. Paratransit ridership growth has also returned to pre-pandemic levels.

**IV. REPORTS**

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

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

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

**Finance:** Director Alexander explained meeting with trustee members Coplea and Doss. Further, Trustee Doss and Director Alexander spoke on expanding the project vendor list to include local vendors and allow new vendors easy access to applying to be on the list.

**Operations:** Trustee Douglas informed that she attended the SMTD Employee Appreciation Day lunch. She enjoyed visiting with staff, retirees, and meeting new operators for the first time.

**Administration:** Trustee Hasara thanked Director Alexander for meeting and looked forward to working with her.

**IT Steering:** Trustee Coplea informed the board she reviewed the new contract with Sangamon County regarding IT Services.

**C. Planning Commission Report:** Jason Sass explained the annual listing of federally obligated projects went out recently, and the planning commission was planning a request for proposal for a consultant to work on the active transportation plan.

**D. Disabled Persons Advisory Committee Report:** Pete Roberts left a note saying the group was still seeking an advisory committee member from SMTD, and their next meeting was December 15, 2022.

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

**VI. NEW BUSINESS:****a. Consider Intergovernmental Agreement with Sangamon County**

Director Schoeffel explained SMTD has a growing need for more extensive IT Services for current SMTD staff, as well as future staff at The Hub transfer center. Currently, SMTD staff with other duties such as service planning and on-board technology maintenance are providing help-desk-type services for workstations, cybersecurity preparedness, server maintenance, as well as general IT planning and implementation of system improvements. SMTD has identified the Information Systems Department of Sangamon County as a suitable partner to provide these future services. Kim Jackson explained the county was excited about partnering with SMTD to provide services.

Trustee Coplea made a motion to accept staff's recommendation to enter into an intergovernmental agreement with Sangamon County for IT services for the amount of \$120,000.00 per year, seconded by Trustee Douglas. The motion passed unanimously.

**b. Consider Authorizing Purchase of Four CNG Buses**

Director Alexander explained the authorizing purchase of four (4) 35' low-floor, heavy-duty CNG buses from New Flyer using the price proposal and floor plans provided by New Flyer.

Trustee Hasara made a motion to accept staff's recommendation to issue a purchase order to New Flyer for the purchase of four (4) CNG buses at a total purchase price not to exceed \$2,539,627. The motion passed unanimously.

**c. Consider CY 2022 Proposed Property Tax Levy**

Director Alexander explained SMTD must prepare an estimated Property Tax Levy, present to the governing board, advertise and make available for inspection, and finally, consider once again after a public hearing.

Trustee Coplea made a motion to accept staff's recommendation to prepare the proposed tax levy, and to return after the statutory period for adoption consideration. Seconded by Trustee Douglas. The motion passed unanimously.

**VII. PUBLIC COMMENT**

Jane Ford commented on Facebook that she would be attending the SMTD/Greyhound event.

**VIII. CLOSED MEETING**

None

**IX. ADDITIONAL NEW BUSINESS**


None

**X. ADJOURNMENT**

Seeing no further business to come before the Board, Trustee Coplea made a motion to adjourn the meeting. Trustee Douglas seconded the motion, and the meeting was adjourned at 4:55 PM.

Approved:

  
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Brian Brewer, Chairperson

  
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Leslie McCarthy, Secretary