

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

I. ROLL CALL Present:

Brian Brewer	Chairperson
Sandra Douglas	Trustee
Karen Hasara	Treasurer
Wynne Coplea	Trustee

Not Present:

Sue Davsko	Vice Chairperson
Leslie McCarthy	Board Secretary
Jerry Doss	Trustee

II. APPROVAL OF MINUTES

Trustee Hasara made a motion to approve the minutes of the September 25, 2023, regular meeting of the Board of Trustees, seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Director Schoeffel informed trustees of ongoing projects at the transfer center, including a substantial completion date near the end of 2023. Ongoing work on the administrative building is complete which includes new furniture in the office spaces. Work continues on the South Storage Bus Garage renovations. Schoeffel also informed the board of a successful business trip to the American Public Transit Association conference and vendor fair in Orlando, Florida. Schoeffel noted the quality time with peers in the transportation industry.

Director of Finance and Administration Michelle Alexander informed trustee's that SMTD's auditing firm, Sikich, was in process of finalizing the FY23 draft audit report. Alexander noted that ongoing work was being done to address the conversion with Avail FleetNet. Also noted, Alexander commented on direct events she attended at APTA which were pertinent to work at SMTD.

Director of Operations Melissa Ashford informed the board of the recent route changes to accommodate the new Springfield Clinic Pediatric Office on Old Jacksonville Road. Ashford also expressed gratitude to the Maintenance and IT department for their work on Holly, the lighted bus. Melissa also mentioned the productive time with peers at APTA.

IV. REPORTS

A. Approval of August Financial Statements and Cash Disbursements

Trustee Douglas 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: No report.

Operations: No report.

Administration: No report.

IT Steering: No report.

C. Planning Commission Report: Jason Sass reported on the upcoming work for the request for proposals of the active transportation plan.

D. Disabled Persons Advisory Committee Report: No report.

V. NEW BUSINESS:**a. Consider Award to Carpet Weavers**

Director Alexander explained the flooring in most of the administrative building dates to the original building in 2000 except for two offices that had carpet replaced in January of 2022 due to water damage. Although the floor is cleaned regularly there are stains that can't be removed, areas where the glue is starting to lose its bond and the carpet is detaching from the floor and the tile is starting to turn yellow from the years of wear and tear. Lifespan for carpet is 5 - 15 years and the lifespan for vinyl flooring is 15 – 20 years. The flooring in the administrative building is 23 years old and needs to be replaced. The procurement method for this purchase was request for quotes (RFQ). The quotes provided cover the supply of all materials and after-hours installation. The District requested quotes from five Vendors and received two. Two of the vendors that did not supply a quote said they were unable to move office furniture. Good's Flooring did not have the type of flooring we requested.

Trustee Coplea made a motion to award a contract to Carpet Weaver in the amount of \$78,500.00, seconded by Trustee Hasara. The motion passed unanimously.

b. Consider General Tax Levy Ordinance

Director Alexander explained 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 to the governing board, advertise and make 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 Douglas made a motion for staff to prepare the proposed tax levy, and to return after the statutory period for adoption consideration, seconded by Trustee Coplea. The motion passed unanimously.

c. Consider Veteran's Day Fare Waiver

Managing Director Schoeffel explained that Veteran's Day is a federal holiday in the United States observed annually on November 11, for honoring military veterans, that is, persons who have served in the United States Armed Forces (and were discharged under conditions other than dishonorable). In honor of Veterans Day, staff is seeking a waiver of bus fares for that day. In previous years, requests have been submitted to SMTD regarding free rides on Veterans Day, and discussions have included free rides specifically for veterans. However, implementing a verification process for one day would be difficult. Instead, free rides on Veterans Day for everyone honors all veterans and reminds non-veterans riding that day that it is Veterans Day and that SMTD supports our military veterans.

Trustee Coplea made a motion to approve a fare waiver for all SMTD mainline bus passengers on Veteran's Day, November 11, 2023, seconded by Trustee Hasara. The motion passed unanimously.

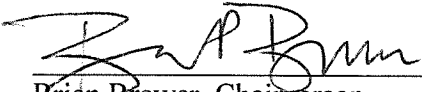
VI. PUBLIC COMMENT

None.

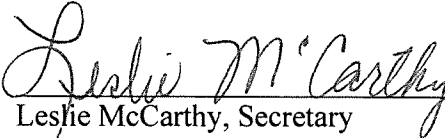
VII. ADJOURNMENT

Seeing no further business to come before the Board, Trustee Hasara made a motion to adjourn the meeting, seconded by Trustee Coplea. The meeting was adjourned at 4:52 PM.

Approved:



Brian Brewer, Chairperson



Leslie McCarthy, Secretary