

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on November 25, 2024, in the Training Room of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting called to order at 4:30 PM by Brian Brewer, Chairperson.

I. ROLL CALL Present:

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

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the October 28, 2024, regular meeting of the Board of Trustees seconded by Trustee Douglas. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel updated the trustees on operational progress of the transfer center. We are still under construction and nearing final completion date, just waiting on contractor to finish a punch-list of items.

SMTD is preparing materials to distribute the rest of the year informing passengers of coming route changes and new service. The information is already available on the website and the material will be printed and available soon.

Holly the lighted bus will begin this year's holiday appearances November 29th at Light up the Gables at the November 30th DSI tree lighting Saturday and then will be up and running all month. There will be several appearances, and the schedule is available online and on social media.

Stephanie and Melony conducted employee orientation sessions throughout this month and caught up on around 50 employees that had started without receiving our normal orientation. It is an extensive day-long training, and we are now caught up and plan to hold orientation monthly as needed to keep up with all new employees.

Director of Finance and Administration Michelle Alexander shared that the Finance team turned in the NTD report on time this month. Stephanie completed Open Enrollment for Part-time employees due to changes to the ATU contract last July that made additional benefit options available for ATU Part-time operators. Stephanie is also working through the Medicare Plan D PDP Open Enrollment for our SMTD Retirees. Stephanie organized

an on-site IMRF meeting for all employees to attend. They came on-site to SMTD and presented an overall presentation regarding our pension program, disability, and other benefits available through IMRF and it was beneficial for employees

Director of Operations Melissa Ashford advised fixed route ridership has had a 10% increase in ridership since October of 2023. We are only down 9% from pre-covid ridership numbers so we are steadily increasing ridership again and very close to our pre-covid numbers at this point. It was also reported that the Genfare Implementation at the transfer center is officially completed. TVM's are fixed and configured. The TVM's will be activated when customer service is officially on site to help customers with the process to purchase tickets there. The next project Operations is working on is the new cameras that will be installed on buses. We are close to being fully staffed except for 2 positions in Access that are open and once those are filled we will be fully staffed.

Trustee Hasara commented about how important our transportation for the ADA community is and noted how ridership has recovered quickly there since the COVID decrease, due to the need for that ridership in the community. Director Ashford agreed and noted that Paratransit has recovered very quickly due to the increasing needs in the community and due to our partnership with Goodwill and other group homes in the community that we provide transportation to. Managing Director Schoeffel noted that we will begin planning Paratransit expansion at our upcoming SMTD Leadership Retreat.

IV. REPORTS

A. Approval of September 2024 Financial Statements and Cash Disbursements

Trustee Doss made a motion to approve the September 2024 Financial Statements and Accounts Payable Disbursements, seconded by Trustee Hasara , and the motion passed unanimously.

B. Board Committee Reports:

Finance: No Report

Operations: No report

Administration: No Report

IT Steering: No Report

Planning Commission Report: Jason Sass reported they continue to work on long-term transportation plan and have it finished by April and approved by June. Also work continues the Active Transportation Plan with consultants.

SMTD ADA Advisory Committee Report: No report

V. NEW BUSINESS:**A. Authorize Award of Contract to General Steel Products LLC**

Grants and Procurement Manager Hadley Markiewicz presented the fall prevention system that will be in place for the hybrid buses. Certain components of the hybrid buses can only be maintained by getting on top of the bus and a scaffolding system is required for safety.

Trustee Hasara made a motion to award a contract to General Steel Products for the purchase of a bus roof access platform for \$116,300. Trustee Douglas seconded and the motion passed unanimously.

B. Authorize Award of Contract to CDW-G

Grants and Procurement Manager Hadley Markiewicz advised that there are 2 systems that require data/ cellular components on the new hybrid buses. The new on-board video surveillance system (OBVSS) through TSI and the Intelligent Transportation System (ITS) through Clever Devices.

To run both systems to their full potential, the cellular data packages will need to be upgraded and will increase \$10 per bus per month. The total price for the Digi TX40 from CDW-G came to \$93,498. TSI will install the modems and antennas while they install the OBVSS for \$3,100 total.

Trustee Stratton asked a question regarding video storage needs for video retention. Director Ashford replied that currently we store hard copies in the storage facility. As far as video recorded on the buses, with the new system will record a higher quality and will be saved to the cloud going forward.

Trustee McCarthy made a motion to award a contract to CDW-G for the purchase of hardware and software as detailed in quotes PDRF071 and PDRF096 for \$93,498. Trustee Doss Seconded the motion. The motion passed unanimously.

C. Adopt the SMTD Title VI Program

Director of Finance Michelle Alexander presented revisions to the program. It is a policy that is required to reflect state, local, and federal laws for those involved with services. It is also required for compliance with Triennial review and the FTA as we receive Federal dollars.

Trustee Doss made a motion to Adopt the SMTD Title VI program as presented to the board of trustees November 25, 2024, and Trustee Douglas seconded the motion.

The motion passed unanimously on a roll call vote.

D. Authorize Award of contract to The Convention Store for Digital Display Software

Grants and Procurement Manager Hadley Markiewicz presented that the contract for software support for digital displays at the transfer center was awarded to The Convention Store in 2023 for years 1-3 (7/1/24-6/30/27). To secure credit and renewal costs for year 4 and year 5, the district created a payment schedule using the pricing provided by the Convention Store. The district would use State and Federal operating funds for this eligible operating expense. Year 4 (7/1/27-6/30/28) totals \$50,201.29 and Year 5 (7/1/28-6/30/29) totals \$61,843.61

Trustee Douglas made a motion to proceed with the payment schedule as drafted to lock-in rates for Years 4 and 5 of The Convention Store software contract. Trustee Hasara seconded the motion. The motion passed unanimously.

VI. PUBLIC COMMENT

Bob Immel, had concerns over SMTD posting Agenda and Minutes on the website via Public Meeting Act.

Ronald Walker commented on routes and route changes and SMTD's live feed.

Jane Ford commented that she wishes everyone a safe and Happy Thanksgiving. She also reported that the Friends of Transit Group will spread the news about scheduled SMTD route changes as much as possible.

VII. CLOSED MEETING

Trustee Douglas made a motion at 5:12 PM to close the open session to enter closed session in compliance with 5 ILCS 120/2(c) for (1) personnel, (5) property, (11) Litigation and (21) discussion of minutes, seconded by Trustee McCarthy. The motion passed unanimously, and the board went into closed session at 5:12PM.

Secretary McCarthy made a motion to close the closed session and re-open the open session to discuss Additional New Business at 5:37 PM, seconded by Trustee Hasara. The motion passed unanimously.

VIII. ADDITIONAL NEW BUSINESS**a. Public Comments**

Managing Director Steve Schoeffel addressed public comments advised that our website is currently on the five-year plan to be reconstructed, and we will review it as soon as possible. It will go out for bid and is scheduled to be completed for FY 2025

b. Next Board Meeting Date

Managing Director advised that the date of the next board meeting date is Monday December 16, 2024

c. Closed Meeting Minutes

Vice-Chairperson Davsko made a motion to approve closed meeting minutes from May 20, 2024, and to keep closed the closed minutes due to a continued need for confidentiality. Seconded by Trustee McCarthy. **The motion passed unanimously on a roll call vote.**

d. Holiday Parade Downtown December 7

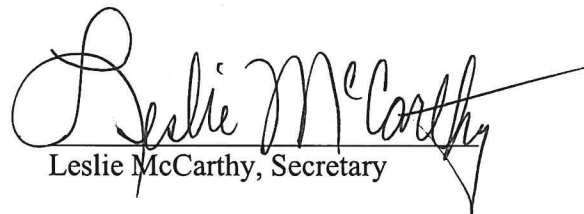
Managing Director Steve Schoeffel Invited the Board Members to participate in the Holiday Lights Parade downtown December 7, 2024.

IX. ADJOURNMENT

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting, seconded by Trustee Davsko. The meeting adjourned at 5:41 PM.

Approved:


Brian Brewer, Chairperson


Leslie McCarthy, Secretary