

The Board of Trustees of the Sangamon Mass Transit District met in a regular session on December 16, 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 |
| Sandra Douglas   | Trustee         |
| Charlie Stratton | Trustee         |

Absent:

|            |                  |
|------------|------------------|
| Sue Davsko | Vice Chairperson |
|------------|------------------|

**II. APPROVAL OF MINUTES**

Trustee Douglas made a motion to approve the minutes of the November 25, 2024, regular meeting of the Board of Trustees seconded by Trustee Doss. The motion passed unanimously.

**III. DIRECTORS REPORTS**

Managing Director Steve Schoeffel updated the trustees on operational progress of the transfer center. We are very close to opening the facility to the public. There will not be a ribbon cutting ceremony right now. We will plan a larger celebration of some sort when the weather warms up, and we are better able to plan an event worthy of the occasion.

Managing Director Schoeffel, Director of Operations Melissa Ashford, and Lead Road Supervisor Sharon Bynum met with Sheriff Paula Crouch and some of her staff regarding security measures at the soon-to-be-open indoor public space at the Transfer Center. We had a good discussion, and we appreciate their assistance as we move into this new space. We did a walk-through of the building to point out some potential problem spots. We will also be working with them in the coming weeks on updates to the Intergovernmental agreement we have in place with the county for their services.

Both our Directors' Retreat and Leadership Team Retreats were held since our last meeting. The Directors' Retreat was as productive as usual, with a day-long discussion of challenges and moving forward with policies and projects. We discussed cross-training and redundancy with staff duties, project planning, and employee engagement, among many other topics. The Leadership Team retreat was a good opportunity to discuss many details of SMTD operations and projects. We had a guest speaker on the topic of Leadership, and we had a productive day discussing the five-year plan line-by-line and making adjustments with all departments well-represented.

“Holly” the lighted bus has been making numerous appearances in the area and will continue to do so through December 21st. It has been well-received, and staff has done a great job adding events this season.

Deficiencies in our public posting on the website were addressed immediately the week of our last meeting, and measures have been put in place to avoid any further disruption in the future. We adjusted some other related items as well that were not brought up in the meeting but fall under the same subject matter. We will also build those duties into procedures for specific staff roles in a way that can be picked up by other staff or replacements in the case of any similar future vacancies.

Director of Finance and Administration Michelle Alexander shared that the Finance team had meetings with AECOM, who is the vendor we awarded contract to for operational analysis. They provided renderings about a secondary hub. Finance also talked with Champaign Mass transit about the hydrogen fuel cell program there. December 4<sup>th</sup> SMTD hosted other transit agencies to discuss finance practices and ask questions. December 1<sup>st</sup> Finance will upload and request advancements from the State of Illinois and continue with the DOAP Agreement, the advancements are taking longer than normal to be received from the State.

Director of Operations Melissa Ashford advised NTD reporting has been completed and submitted. Stephanie will work with Melissa on Drug and Alcohol reporting and OSHA reporting after the first of the year. New run bids for operations will start January 2, 2025, and then Operations will look forward to the summer schedules and routes. Chairman Brewer asked about staffing and Melissa reported that we are close to full head count, and paratransit has just a few positions left open to fill.

#### **IV. REPORTS**

##### **A. Approval of October 2024 Financial Statements and Cash Disbursements**

Trustee McCarthy made a motion to approve the October 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:** Trustee Stratton and Managing Director Schoeffel advised they have been attending a meeting that is a committee developed to work with the County IT department

cooperatively. An invitation will be extended to all the IT steering committee members, as it is developing and beneficial information..

**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, where they have been analyzing transit networks, bus routes, bike routes, and pedestrian routes, to see where improvements can be made. Jason also announced the executive director Molly Berns is retiring at the end of the year and a reception will be held at Sangamon Center South on December 18, 2024.

**SMTD ADA Advisory Committee Report:** David Munroe reported committee communicating about concerns for visually impaired passengers being able to navigate the new transfer center and identify location of busses there, and acknowledged the changes made with the benches being removed and improved for increased wheelchair accessibility.

## V. NEW BUSINESS:

### A. Fiscal Year 2024 Corporate Audit

Chad Lucas from Sikich is on site and reported summary and findings of annual Audit. Advised that SMTD had no findings, and our finances are fairly represented. The report encapsulates the entirety of the district's operations for the year. SMTD is currently within the contractual period with Sikich for their auditing services

Trustee McCarthy made a motion to receive and file the fiscal year 2024 independent financial audit and direct staff to finalize all changes and comply with all filing regulations as appropriate. Trustee Douglas seconded the motion, and the motion passed unanimously.

### B. Authorize Annual Renewal for 2025 Membership for Springfield Sangamon Growth Alliance

President of the SSGA, Ryan McCrady presented that the Springfield Sangamon Growth Alliance (SSGA) was created as a public-private sector partnership dedicated to advancing economic development efforts in Springfield and Sangamon County in the State of Illinois. SSGA's mission is to pursue economic prosperity and growth for Sangamon County and the City of Springfield by helping to create and market a financially sound community. SMTD supports this mission as a membership partner.

Trustee Doss asked a question regarding the amount of SMTD's commitment, and it was clarified that it is \$2500 per month that we contribute.

Trustee Stratton made a motion to renew the 2025 Membership Commitment for the Springfield Sangamon Growth Alliance. Trustee McCarthy Seconded the motion. The motion passed unanimously.

**C. Authorize Award of Contract for Base Camera Improvements to Tech Electronics**

Grants and Procurement Manager, Hadley Markiewicz, presented Tech Electronics is the vendor for security camera systems at the base, Transfer Center, and autobody shop. Having one vendor allows all buildings to be monitored on one screen and provides consistency across the systems. Tech Electronics installed the first round of cameras at the base in 2012. At the time, analog cameras were the industry standard, but a lot has changed in the last 12 years. Five of the analog cameras have been deemed defective because they have drifted from their starting position, no longer work, or have poor image quality. In addition to replacing the defective analog cameras, the district requested Tech Electronics include pricing for additional cameras in all breakrooms, training rooms, and the IT room in the maintenance building. The new cameras will be the same IP cameras that were installed at the Transfer Center and autobody shop. The 16 cameras and mounting hardware total \$31,549. The software upgrade for all cameras will cover any updates over the next 5 years for \$9,337. The exterior cameras require some additional infrastructure (PoE Injectors, midspans, and power supply) for \$20,544. Tech Electronics quoted a new server for \$52,590. The current server is past its useful life and cannot be updated with the software or provide the bandwidth the IP cameras require. With installation (\$49,384), shipping (\$5,353), and warranties (\$2,527), the project comes to a total of \$171,165. This price has been determined to be fair and reasonable compared to similar products as detailed in the cost analysis.

Managing Director Schoeffel advised that it is a large scope project that is overdue and needed on-site.

Trustee Doss asked if the company Tech Electronics is local, and SMTD reported that the company is from Bloomington, IL.

Trustee Hasara made a motion to award a contract to Tech Electronics for improvements to the base camera system for \$171,165. Seconded by Trustee McCarthy. The motion passed unanimously.

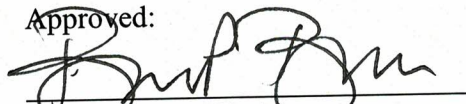
**VI. PUBLIC COMMENT**

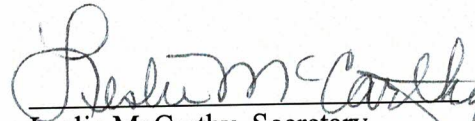
NONE

**VII. ADJOURNMENT**

Seeing no further business to come before the Board, Trustee McCarthy made a motion to adjourn the meeting, seconded by Trustee Douglas. The meeting adjourned at 5:20 PM.

Approved:

  
Brian Brewer, Chairperson

  
Leslie McCarthy, Secretary