The Board of Trustees of the Sangamon Mass Transit District met in a regular session on February 24, 2025, in the Training Room of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting called to order at 4:31 PM by Brian Brewer, Chairperson.

I. ROLL CALL

Present:

Brian Brewer	Chairperson
Jerry Doss	Trustee
Leslie McCarthy	Board Secretary
Sandra Douglas	Trustee
Charlie Stratton	Trustee

Absent:

Sue Davsko	Vice Chairperson
Karen Hasara	Treasurer

II. APPROVAL OF MINUTES

Trustee Doss made a motion to approve the minutes of January 27, 2025, regular meeting of the Board of Trustees, it was seconded by Trustee McCarthy. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel updated the trustees on operational progress of the transfer center. We "soft" opened the waiting area of the transfer center and the construction company is still working through a short punch list of items. Customer Service will be moving into the transfer center very soon, and we are waiting to hear back from state officials on a ribbon cutting date.

Managing Director Steve Schoeffel provided an update on administration changes in Washington DC and advised SMTD is keeping up to date in finance and monitoring though APTA on how it may affect us. So far there are no indications any previously awarded funds are in danger. We will continue to monitor to see if changes will affect programs such as the FY24 low-/no- emissions grant for fleet replacement.

SMTD will be hosting a Driver Appreciation Day March 14th. Providing bagels and donuts, and Friends of Transit plans to provide treats as well. SMTD Night at the Jr. Blues will be March 1st at the 6:05 game.

Director of Finance and Administration Michelle Alexander shared that Triennial review documents have been completed and uploaded successfully for review. The team will wait for additional follow up and the on-site review will take place May 13-14, 2025.

SMTD's Finance team has also been working on several tax filings and the FY2026 budget as well as 2026 DOAP application. The team will be attending RTAC. An on-site visit from IDOT is being scheduled to walk through the paint and body shop for them to view the facility as it was funded with state capitol funding. There have been several delays experienced from IDOT on the 4 support vehicles that were approved last July by the board, and we just received approval this month. It is taking extra time for state funding and grants to be approved

Note: at this point in the meeting Trustee Stratton entered at 4:35pm, he apologized for being late from an emergency appointment that was scheduled.

Director of Operations Melissa Ashford advised that route changes from January have been successful, and ridership is increasing from those changes. Operations was also heavily involved with prepping and documenting information for Triennial Review. Operations is working to keep head count up and looks to have planning meetings for additional changes to routes and night service in the future. Customer service center is ready to transition to be at the transfer center in the next week after trouble shooting some of the ticket vending machines at the center.

Managing Director advised that it will be the first time that customer and passengers can buy passes themselves at those self-service ticket vending machines at the transfer center without having to come to the administration building which will be convenient and an advantage to the riders.

Trustee Douglas asked a question about what the hours of operation will be at the transfer center. And Director of Operations Melissa Ashford answered that we will begin with regular business hours of 8am-5pm Monday through Friday and then monitor to see if the operational hours need to be adjusted as needed. Also, she advised that after business hours and on weekends the ridership will be able to use the automated ticket vending machines to purchase passes.

Chairman Brewer asked if Operations Director Ashford could provide any more details on the future route changes, and she advised that it involves altering or completely replacing some of the older current night routes. The next area we will be focusing on routes on the east side of town to provide additional coverage.

IV. REPORTS

A. Approval of December 2024 Financial Statements and Cash Disbursements

Trustee McCarthy made a motion to approve the December 2024 Financial Statements and Accounts Payable Disbursements, seconded by Trustee Douglas, and the motion passed unanimously.

B. Board Committee Reports:

Finance: No Report

Operations: No report

Administration: Trustee Stratton reported that Admin committee did meet with staff this month.

IT Steering: Trustee Stratton advised they did meet. Managing Director Schoeffel there have been changes to the committee as they were already meeting monthly with county IT. Trustee Stratton and Trustee Douglas will continue to attend those meetings monthly and this will also serve as the steering committee.

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 working on public participation plan and continuing to work on the Active Transportation Plan. In new projects, they awarded a joint application from CMT and Hanson to complete the west loop and south growth plans which will integrate several plans together.

SMTD ADA Advisory Committee Report: David Munroe advised the committee met on January 16th. At the meeting the committee decided that they want to meet in person again, which has not occurred since before COVID. David advised there is a proposal from the committee to see if the committee would be able to hold face-to-face meetings in the SMTD training room. They also discussed having a service button at the bus stops at the transfer center that could be used by visually impaired to announce which busses will be stopping there. Finally, the committee is considering a satisfaction survey for SMTD ridership, as a ridership survey has not occurred for a few years.

V. NEW BUSINESS:

A. Consider Renewal of Service Agreement with Clever Devices

Grants and Procurement Manager Hadley Markiewicz advised that the proposed software maintenance agreement retroactively covers from May 31, 2024- December 31, 2025. With the IVN4s reaching the end of support December 31, 2025, SMTD is opting to renew the software maintenance only and will be replacing the IVN4s with IVN5s in phases. The software maintenance will allow SMTD to continue using the system as it is. The IVN5 replacements are related to the software renewal, but that is a separate project with a separate quote and approval process coming in the spring. The software maintenance renewal totals $121,801.00 and covers all Clever Devices software installed with the Master Agreement. The price has been deemed fair and reasonable through a price analysis.

Trustee Doss made a motion to approve the software maintenance agreement with Clever Devices, Ltd. for a cost of $121,801. Trustee McCarthy Seconded the motion. The motion passed unanimously.

B. Consider Declaring Certain Equipment Surplus

Director of Finance Michelle Alexander advised that when an asset has reached the end of its useful life benchmark (ULB), the Board must declare that asset as surplus to allow for final disposition. When SMTD upgraded the on-board video surveillance system, SMTD would like to declare the old system from Seon as surplus, as this system is beyond its useful life. Other items presented for surplus: Metal Cabinet, Paratransit Van, and various pieces of mechanical, electrical, and computer equipment. SMTD will work the County IT to remove any SMTD data before disposal for the applicable equipment.

Trustee Stratton asked a question regarding disposition of equipment and if they will go to auction or be recycled. Director Alexander answered that if it is not able to go to auction, the materials would be recycled.

Trustee Douglas made a motion to prepare equipment declared surplus for final disposition. Trustee Stratton Seconded the motion. The motion passed unanimously.

C. Consider Master Agreement with Washington State Department of Enterprise Services

Grants and Procurement Manager Hadley Markiewicz advised The District was awarded $17,807,630 through the 5339 Low- and No- Emissions Grant from FTA. These funds will be used to purchase 12 hybrid diesel-electric buses and 7 CNG buses over the next three years that have been identified in the TIP as meeting their useful life. The State of Washington's Department of Enterprise Services (WA DES) offers a master contract for other agencies to piggy-back off their contract that was awarded through an FTA compliant competitive process. The contract with WA DES was used to procure the 8 hybrid buses that were delivered in 2024. To purchase off the contract, the district must enter into a Competitive Purchasing Agreement (CPA) with WA DES. The district received $17,807,630 in competitive grant funding for the 12-hybrid diesel-electric buses and 7 CNG buses. The district will use 5307 funds, local funds, or a combination of both to cover any costs beyond what is covered by the 5339 grant.

Trustee McCarthy made a motion to approve entering a Cooperative Purchasing Agreement with the State of Washington's Department of Enterprise Services to purchase buses as planned in the district's annual TIP. Trustee Doss Seconded the motion. The motion passed unanimously

D. Authorize Award of Contract for Overhead Door Replacement to DH Pace

Grants and Procurement Manager Hadley Markiewicz explained There are 4 overhead doors that provide access from the garage to the alley by Mervis. One of the doors has had damage build up over the years and is now beyond internal repair. Because of the proprietary design of the doors, there is one distributor in the area making this a sole source procurement. The supply and installation of the overhead door was quoted at $55,495. The district intends to use a federal grant for facility repairs for this purchase.

Trustee Douglas made a motion to award a contract to DH Pace for the replacement of 1 overhead door for $55,495. Trustee McCarthy Seconded the motion. 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 5:00 PM.

Approved:

Brian Brewer, Chairperson

Leslie McCarthy, Secretary