The Board of Trustees of the Sangamon Mass Transit District met in a regular session on September 23, 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
Sue Davsko	Vice Chairperson
Charlie Stratton	Trustee
Leslie McCarthy	Board Secretary
Sandra Douglas	Trustee

Absent:

Sue Davsko	Vice Chairperson

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of the August 26, 2024, regular meeting of the Board of Trustees, seconded by Trustee Hasara. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel updated the trustees on operational progress of the transfer center. Substantial completion date of mid-October. Our 5-year plan has been updated and is made available to the board at the meeting. We will continue to use this plan to guide us through what we do and guide our TIP plans. Several Employees attended the IPTA fall conference earlier this month, where SMTD received valuable information from mental health sensitivity training, transit financing, and received updates from IDOT and FTA. Steve was re-elected to serve on the board of directors for IPTA.

Director of Finance and Administration Michelle Alexander shared that the Finance team attended both IPTA and IGFOA conferences in September. Topics covered were Transit 101, Reduced Fare or Free Fare, Best Practices in Transit, and roundtable discussions where we met in person with IDOT and FTA program managers. Auditors have also been onsite for fieldwork September 12 - September 20. Procurement released RFQ's for Land Appraisals and Door replacements. COA project is on-going, with a pre-liminary report that was shared during a recent bi-monthly meeting showed BEB and HFCB's side by side. Security Cameras at the Transfer Center have been completed, this is a contract that was awarded in 2022, and this has been a long on-going project, but the final walk-thru has been completed this morning.

Director of Operations Melissa Ashford advised operations has been busy with hiring, and Fixed route positions are now all filled. Access is working to be fully staffed as well and have several new employees recently. Invites for a meeting regarding Service changes to run bids are underway. These meetings will identify potential changes to routes and service in the future to increase ridership. Ridership has increased from this time last year and is continuing to trend upwards.

IV. REPORTS

A. Approval of July 2024 Financial Statements and Cash Disbursements

Trustee McCarthy made a motion to approve the July 2024 Financial Statements and Accounts Payable Disbursements, seconded by Trustee Douglas 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 active transportation plan and long-term planning. Plans to get a public survey in October to get more input from the public. The planning committee will be moving in to newly renovated facility. This will create more office space and will house a lab, and additional conference room areas.

SMTD ADA Advisory Committee Report: Met on September 12, several issues uncovered that shelters at new transfer center have been re-vamped to include a leaning rail, but these rails can prevent wheelchair access or space within the shelters, SMTD is analyzing these shelters for further improvements as well as improvements for visually repaired ridership.

V. NEW BUSINESS:

A. Authorize Change Order to Limbaugh Contract for Autobody Shop

The change order is for the cure mode capability in the paint and body shop, as well as revisions to electrical wiring, gas piping, concrete foundation, fire alarms and electrical service. This has been a very specialized project and the cure mode additions total of 131,720.74.

Trustee Stratton had a question regarding how the changes needed were identified and the Finance team advised that a new employee who was employed to work in the shop pointed out the changes needed to upgrade to ensure paint is cured and dried properly that was not identified in the original plans.

Trustee McCarthy made a motion to Authorize the change order to Limbaugh Contract for Autobody Shop, seconded by Trustee Douglas.

The motion passed unanimously.

B. Consider FY25 SSCRPC Planning Agreement to Continue Planning and Advisory Services

Finance Director Michelle Alexander reported SMTD's request to continue the agreement with SSCRPC for future planning. We are very happy with the services they provide for us. This year's renewal includes a .004% increase over the prior year from $21,910.96 in FY24 to $22,000 for FY25.

Trustee Doss made a motion to approve the annual agreement of $22,000 for FY25 Planning agreement to continue planning and advisory services. Trustee McCarthy seconded the motion.

The motion passed unanimously.

C. Board Office Elections

Executive Director Steve Schoeffel reported our bylaws advise for Board elections every 2 years.

Trustee Douglas made a motion to re-elect Brian Brewer Chairperson, Sue Davsko Vice-Chairperson, Leslie McCarthy Secretary, and Karen Hasara Treasurer. Trustee Doss seconded the motion

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 Douglas. The meeting adjourned at 5:00 PM.

Approved:

Brian Brewer, Chairperson

Leslie McCarthy, Secretary